

**CEMP LEADERSHIP COUNCIL MINUTES**  
**MARCH 19, 2020**  
**TELECONFERENCE & ZOOM – 6:30 PM**

**Attending:** Bishop Doug Sparks, Deacon Cynthia, Pastor Pamela Thiede  
St. Augustine: Ben Tyler, Paula Dubois  
St. Barnabas: Corya Channing  
St. Christopher: Bob Schrum, Sally Steele  
St. Paul: Pat & Paul Kincaid, Cindy Croyle, Greg Croyle – CEMP Treasurer  
St. Stephen: Bob & Josie Mattix  
St. Timothy: Tom Zaczekiewicz, Alex Gorman

**Opening Prayer:** Bishop Sparks began the meeting at 6:40 PM with a prayer.

**Faith Community Check-In:**

St. Paul:

- Positive – Church mice are happy, able to stream the Morning Prayer Service from the Cathedral.
- Challenge – Nothing mentioned.

St. Timothy:

- Positive – Very understanding of the problem.
- Challenges – Communication and keeping everyone on the same page.

St. Stephen:

- Positive – Happy with the online opportunities from CEMP and the Diocese.
- Challenge – Difficult not being around our church family attending various events.

St. Christopher:

- Positive – Everything going fine with a thank you to Deacon Cynthia and Pastor Pamela.
- Challenge – Communication needs to improve.

St. Barnabas:

- Positive – Quiet
- Challenge – Nothing mentioned.

St. Augustine:

- Positive – Quiet around our church, working on Grant applications and had a funeral.
- Challenge – Nothing mentioned.

**Approval of the Minutes from January 16th Meeting:**

The minutes were received as corrected.

**Financial Report:** Presented by Greg Croyle – CEMP Treasurer

This report reflects activities for two months –

January and February. Monthly Financial Reports are going to be sent out to the Leadership Council members on the 10<sup>th</sup> of each month. The figures below reflect balances through the end of October.

- Present CEMP checking account balance is \$112,488.21
- Expenses for the last month were \$10,273.32
- Income for the last month were \$11,050.00

- Sabbatical Fund is \$3,175.00.
- Discretionary Fund is \$3,323.83
- Grant money available is \$3,020.05
- Camp Scholarship Fund is \$0
- Food Pantry Fund is \$1,806.83
- Total CEMP Equity is \$124,588.60

The email account that will be used by Jessica and Greg will be – [“CEMPTreasurer@gmail.com”](mailto:CEMPTreasurer@gmail.com)

The Financial Report was received.

Bishop Doug reminded us of the Audit Process for each Parish. Once every three years a certified CPA Audit needs to take place. The other two years a Mutual Financial Review can take place. Look at the Diocesan Website for information on this process. Suggested timeline is to get your needed information to the CPA by July 31<sup>st</sup>. They can work on it through the fall and then have the report ready for the Annual Meeting. Joe Walker and David Joselyn both from Michigan City can help with the shared Audits. Armstrong and Reese has been used by St. Augustine’s for heir certified Audit for approximately \$1700 to \$2500.

#### **Old Business:**

- The Lenten Study Program went over Face book led by Deacon Cynthia and Pastor Pamela. It has been a learning process broadcasting the program but all went well. We had over 60 hits watching the program at different times. A big thank you to Deacon Cynthia and Pastor Pamela for their work.
- The Holy Week Schedule is put on hold pending further discussions and meetings as we continue to monitor the Coronavirus. Communications will continue to be dispersed as decisions are made. We will continue to stream services when needed.
- Palm Sunday was discussed with the possibility of drive thru pick-up of palms at each church. Further information and details will be forthcoming.
- Housing Allowance was approved for Deacon Cynthia for \$15,990.50.

#### Lenten Soup Supper and Study Reminder (if able to be used)

3/4 – St. Paul; 3/11 – St. Christopher; 3/18 – St. Augustine; 3/25 – St. Stephen; 4/1 – St. Timothy  
It was decided that the “SIGNS OF LIFE” will be the resource that will be used.

#### Holy Week Schedule (if able to be used)

- Maundy Thursday – St. Augustine – 7:00 PM
- Stations of the Cross – Noon – St. Christopher
- Good Friday – 7:00 PM – St. Timothy
- Easter Vigil (Sat.) – 7:36 PM – St. PAUL

#### **New Business:**

- Letter of Agreements were finalized and signed by the Sr. Wardens for Pastor Pamela and Deacon Cynthia.
- The next 5<sup>th</sup> Sunday Service will be in Pentecost on May 31<sup>st</sup> at St. Timothy’s starting at 10:00 AM.

- The Clergy Schedule thru July is on hold. We will be waiting for public acceptance on when Church Service will resume.
- Use of your Church facility during this viral pandemic was discussed. Each Church must take individual responsibility of accepting the state and local guidelines for meetings.
- Communication within each of our Parishes is important. Use of Email and phone calls are vitally important to those that need information. Deacon Cynthia and Pastor Pamela are available when needed. The use of Free Conference.com and Zoom are programs being used by our Diocese.
- CEMP wide meetings are being planned to bring together Pastoral Care Teams and Altar Guilds to meet and coordinate activities for each group. Further information will follow.
- Paul Kincaid asked if each member of the Leadership Council could send a Birthday Card to Paesyn Vanderwiede for her 10<sup>th</sup> birthday. She is the granddaughter of Don & Denise Campbell.

#### **Transition and Search Process Update:**

- Bishop Doug reviewed a summary of activities that the Search Committee had performed recently. They included:
  1. Rev. Erika Jackson-Essium's visit to CEMP
  2. The Committee's decision not to offer her a position with CEMP.
  3. Examine the next steps with the help of Bishop Doug.
    - A. We have found we are financially limited on who we can call for our 2<sup>nd</sup> priest.
    - B. That person has to have limited years of experience to be affordable.
    - C. Presently, we have no one coming out of Seminary or have no expressing an interest in CEMP for us to consider.

#### **PROPOSAL**

A motion was introduced, starting July 1, 2020, to change Pastor Pamela's role with CEMP to a collaborative position with Deacon Cynthia and to pay Pastor Pamela at a ¾ stipend for the next six months (July-December). Job descriptions will be established for both their roles with CEMP to take advantage of each of their strengths and for the growth of our CEMP family. A committee consisting of the six Senior Wardens, Bishop Doug, Canon Terri, Canon Michelle, Deacon Cynthia and Pastor Pamela will meet to establish these job descriptions within the time frame of starting after Easter and finishing before the end of June. Bishop Doug will be sending out this Proposal to the Senior Wardens so that they can act upon it at their next Vestry Meeting. The Wardens are to act on this Proposal by no later than April 16<sup>th</sup>, 2020 and send the decision of their meetings to Bishop Doug.

**Next Fifth Sunday** - St. Timothy's on Sunday, May 31st, 2020 starting at 10:00 AM.

**Next Leadership Council Meeting** – May 28<sup>th</sup>, 2020 at St. Timothy's starting at 6:30 PM.

**Closing Prayer:** Bishop Doug led us in prayer with our meeting ending at 7:48 PM. Special prayers for all the health care workers that are helping everyone through this crisis.

Respectively Submitted,

Bob Mattix  
March 20, 2020