**Orinda Community Church**

**Minutes of Church Council  
Wednesday, April 28, 2021**

**Council Attendance:** Kurt Sunderbruch, Anne Barr, Lani Shepp, Kathleen Wiegand, Bob Winbigler, Gail Mead, Mitch Breitwieser

**Clergy Attending:** Elizabeth Robinson

**Staff/Other Attendees:** David Milnes, Tom Norris

**Minutes:** The 3/24/21 minutes were approved by email on 4/2/21

**Pastor’s Report:** Things are going well. M&J is maintaining its ongoing relationships including helping Leandro move so he won’t become homeless. Rev. Elizabeth will have Eartha Newsong let him know we may have work for him at the church. Church work days have allowed us to clean the sanctuary and bathrooms and, thanks to Karen Sanford, repaint the bathrooms and replace the men’s toilet. As we open up people want to do memorial services. Rev. Elizabeth continues to work with Mary Volmer on organizing and publicizing a poetry reading series to bring attention to the church and open it up to the community.

**Covid-19 Committee Report:** Elizabeth Robinson went over the draft proposal for opening the sanctuary on June 20. The Council agreed in general with the proposal. Elizabeth will take it back to the committee and encourage a more user-friendly approach that allows for flexibility regarding use of fans, requesting proof of vaccination, and having a social hour. We’ll continue to update the protocol per community standards/CDC guidelines. The Council will vote on the protocol at the May Council meeting. Lani Shepp will look into getting communion packs for a few months. David Milnes mentioned we need some prep work for the sanctuary before we open up. We’ll be streaming the service every week which will require some training and putting the sound system back together. The sanctuary lighting needs to be fixed and Tom Norris agreed to get this done by May 15 (including replacing the sanctuary lights with lower lumens while we await the preferred energy efficient bulbs).

**Unpaid Intern (Hunter Green) Update:** Per Elizabeth Robinson, Hunter may rent space in the library but won’t be doing any projects around the church.

**Office Admin Hire Update:** Per Elizabeth Robinson, we have refined the job description and will think about how to advertise the job. Gail Mead has been very helpful.

**Rekeying Update:** Gail Mead bought a church smart phone and has programmed most of the lock boxes on it. She’s issued ongoing codes to Holden and to Nancy Thursby. Nik Nackley will need an ongoing code as well as three of the quilters (Kathleen Wiegand, Melody Ferreira, and Karen Norris). Gail hasn’t programmed the Holden lock box yet but is working on it. Elizabeth Robinson indicated Holden and TOPS are required to provide a key to the Fire Department and we need to investigate if we need to provide a key, too.

**Treasurer’s Update:** Lani Shepp reported we’re still at the beginning of the year so we’re fine as far as our daily operations. At end of April we’ll know how our budget is doing overall.

**Winter Nights Results:** Per Lani Shepp, our families stayed for four weeks. Three other churches helped bring in food. We have a potential request to do four weeks again next year. The guests are much more relaxed with staying four weeks instead of two—not so much moving involved. Next year won’t be as limited as this year. Lani will advise the Winter Nights people that we’re open to doing four weeks next year but aren’t making a commitment yet. It will depend on the timing of the four weeks.

**Infrastructure Project:** Per Fred Matteson, the Infrastructure Committee has created a list of must-do projects over the next 3-5 years. Fred is drafting an intro letter showing the projects, what’s most important to do first, and seeking contributions. He’ll circulate the letter and FAQs to the Infrastructure Committee and the Council for review. Council has the final say and will approve project by project. Per Lani Shepp, we can begin the year 1 work because we have the guarantee of $100,000 in matching funds from Endowment.

**B&G Update:** Tom Norris did some lights in Agape. As he continues to do work for the church he needs to be paid. Per Lani Shepp he can email her his current bills. Per Kurt Sunderbruch we need to catch up on any outstanding bills for Tom and then follow procedure for him to advise us of projects/costs he’s taking on (including labor costs). Tom will let the boy scouts know they can borrow the Fellowship Hall podium to use in the upper parking lot for their awards ceremony. Lani mentioned we are putting in a new irrigation system and plants around the upper lawn.

**OSHF Proposal Status:** Per Kurt Sunderbruch, we have worked our way through the attorneys’ comments and are pretty close to wrapping this up. Gail Mead has sent stuff to the church insurance company but hasn’t yet heard back. Anne Barr mentioned our number one revenue-generating tenant is TOPS followed by the upper hillside project. We should focus on these priorities as we do our projects on campus.

**At-Large Member Reports:** Per Mitch Breitwieser, he has brainstormed with Mary Volmer and Elizabeth Robinson about an Arts Center—more on this to come. Elizabeth mentioned several summer events: outdoor contemplative services; faith journeys; a focus on the effect of the pandemic and recovering from it. Gail Mead is in touch with the Creative Justice Committee. Gail has a short distance transmitter we can use to broadcast our worship services and is working with Nik to put this on the computer and transmit. It will reach OSV.

**Actions:**

Elizabeth--have Eartha advise Leandro about possible work for him at OCC

Elizabeth—advise the Covid Committee on the proposed protocol for opening sanctuary

Lani—order communion packs to use for a few months

Tom Norris—fix sanctuary lights (body and down lights) by May 15

Elizabeth—check with the Fire Department to see if they need a key to our church

Lani—advise Winter Nights folks that we’re open to four nights next year but aren’t committing to it yet—depends on timing of four weeks

Next Meeting: Wednesday, May 26, 2021; 7:00 pm

Kathleen Wiegand, Clerk