**Orinda Community Church**

**Minutes of Church Council  
Wednesday, December 15, 2021**

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

**Clergy Attending:** Elizabeth Robinson

**Minutes:** The 11/17/21 minutes were approved by email on 11/22/21

**Pastor’s Report:** Elizabeth Robinson recommends we pursue hiring Marcel to do 10 hours of caretaking a week in exchange for a place to live (caretaker’s cottage). She’ll have Anna Gregory send him the background check material. He knows it’s a short term job. We need to pursue a contract with him for the cottage. We’ll advise OSV, Monte Verde, TOPS, and Holden that Marcel will be working around the church and living in the cottage starting in January. We’ll have the cottage professionally cleaned and Gail Mead will ask Chris Reiser to check it out and fix whatever needs fixing (wifi, shower, etc.). Elizabeth is pleased with the Advent story hour. Elizabeth and Leslie O’Brien are working on the Christmas Eve Service/Pageant that will start at 5 pm. Elizabeth will advertise the Pageant via eblast. Anne Barr will talk to Leslie about Endowment helping with the 12/26 breakfast in the Fellowship Hall. Hilly Hoppock is helping with the celebration following Leslie’s 1/30 Service of Release. Gail reported that Anna now has control of the sanctuary thermostat. Anna can talk to John Creech about putting a similar thermostat in the music room. Elizabeth mentioned she will decrease the number of eblasts per week.

**Treasurer’s Update/Budget:** Lani Shepp reported we’ll break even for the 2021 budget. We had more loose offerings than expected, we didn’t need to pay a whole year of custodial service, and utilities are under what we estimated. Our 2021 pledges are only at 92% and Gail Mead just sent out reminders on this. We need money for 2022. We need to fund for another staff person to replace Leslie O’Brien. We’ll receive money when we lose the caretaker’s cottage/hillside construction starts but that probably won’t start until late 2022. We can count on this income in 2023. Per the Stewardship Committee, we’ll do a second campaign in February to raise more money. We’ll explain more on this deficit budget for 2022 at the Annual Meeting. A workgroup of Kurt Sunderbruch, Anne Barr, Gail Mead, Lani Shepp, and Elizabeth Robinson will thrash out the staff person position (job description, salary) and talk to Mary Volmer. Kurt is pursuing reports from the ministry/committee leads for the Annual Meeting.

**Planning for Annual Meeting:** The Annual Meeting will be on Sunday, 1/23/22. Kurt Sunderbruch will do the sermon that day and then begin the Annual Meeting. He will have the meeting announced via eblast.

**ACTIONS:**

Elizabeth-have Anna send Marcel background check material; obtain rental contract; advise OSV, Monte Verde, TOPS, Holden of Marcel’s caretaker/cottage status; have cottage professionally cleaned

Gail-ask Chris Reiser to check out cottage and fix shower, wifi, etc.

Elizabeth-announce the 12/24 5pm Christmas Eve Pageant via eblast

Anne-talk to Leslie about Endowment helping with the 12/26 breakfast in the FH

Kurt, Anne, Gail, Lani, Elizabeth-discuss staff person job description/salary; advise Mary Volmer on what we can offer

Kurt-write eblast announcement on 1/23/22 Annual Meeting

Next Meeting: Wednesday, January TBD, 2022; 7:00 pm

Kathleen Wiegand, Clerk