

Purpose: To amend the 2025 budget in order to provide monies for hiring a part-time office administrator to perform assigned office duties.

The 2025 KRLC constitution gives the congregational council the responsibility for the employment and supervision of salaried workers. The constitution also requires the approval by the congregation of any expenditure over \$5,000.

Melanie McMillion has expressed the desire to step down from her volunteer duties as the pastor's assistant. THANK YOU SO MUCH FOR EVERYTHING! We sincerely appreciate the many hours you have given over the past 18 years!

The council then authorized a small task force to proceed in creating a job description, advertise, interview and hire a new assistant. These tasks have been completed and a job has been offered and accepted with the understanding that the funding would need approval. The estimated cost for 2025 is \$6,030.

6/17/2025	Employee worksheet		Office Administrator	
Hours/wk	Pay per hr.	Yearly cost		
10	\$ 20.00	\$ 10,400.00		
		\$ 1,508.00	FICA , UI & Medicare	
		\$ 153.59	WC & Payroll fee	
		\$ 12,061.59	Yearly cost	
		\$ 1,005.13	Monthly cost	
		\$ 6,030.80	Projected cost for 2025	

Where will we find these dollars?

1. Our church was paying about \$7,000 per month for Pastor Susan's salary and benefits. Until the council approves an interim pastor we are only paying for pulpit supply (per Sunday service payment to ELCA ordained pastor to fill in). Once an Interim has been approved their salary and benefits will be determined. This should be somewhat lower because of Pastor Susan's long tenure.
2. Ultimately, everything comes down to all of our donations so it is important to keep them steady during this time. It will work if we do this.
3. If we have a shortfall we can always fall back on the money we have saved over the past five years. We would prefer not to spend this because we set it aside for the eventual replacement of the roof and a furnace.

I think we should be very thankful to Melanie for all of the time and energy she has given to KRLC! Thank you, Thank you, Thank you!!

This budget amendment was approved at the meeting.