

Holy Trinity Lutheran Church
COUNCIL MEETING PACKET
October 18, 2022

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Holy Trinity Lutheran Church Council
Meeting Agenda
October 18, 2022

6:30 Welcome

6:40 Review and approve agenda

6:45 Treasurer's Report

6:55 Financial Secretary

7:00 BUSINESS

Old Business:

Personnel Updates

Transition Team Update

Temple Talks

Financial Update

New Business:

Budget Prep

7:20 Committee Reports & Action Items

Personnel

Buildings and Grounds **ACTION ITEM: FLAT ROOF**

Fellowship

Stewardship

Outreach

Worship **ACTION ITEM: PURCHASE OF HYMNAL SUPPLEMENTS**

Family Ministry/Parish Ed

Noah's Ark

Youth Liaison

7:40 Staff Reports

Office Manager

8:00 Adjournment

Holy Trinity Lutheran Church Council Meeting
September 20, 2022
Conference Room

Present: Julia Stierman, Jonathan Brown, Kate Stierman, Amanda Kelly, Amanda Matson, Mary Emily Duba, Cris Houlihan, Tami Ernster, Erin VanLaningham, Ed Borchert

Visitor – Kristin Page, Logan Page, Myles Page

The meeting was called to order at 6:30 PM.

Agenda additions were to add health insurance annual renewal choice, crop walk, budgets for confirmation and meals, call committee, and communication to congregation and language for the vote.

Treasurer – income over expenses again pretty steady on a month to month basis. The question arose as to whether there should be a line item labeled undesignated for council. May not be necessary as most requests for extra funds they are usually run through the committee budget.

Old business – There will be a congregational meeting at 12:15 on 12/25/22. The Bishop recommended two votes. The first is to close the associate pastor call and any other open call. Vote two is to open a call for a lead pastor. The Lead Pastor recommendation came from the Bishop as the position would be head of staff. After the special congregational meeting, Erin will start the call process There are currently three people.

Minutes of the August 16, 2022 meeting. Jonathan motioned to approve the minutes. Ed seconded. Motion passed.

Personnel report – The new confirmation leader is Nichole D’Onofrio and she will be installed on the September 25th church services. Luke Tyler was installed as contemporary worship leader on September 18th. September 18th is also Pastor Mark Oehlert’s last Sunday. Portico is requiring the health insurance plan that will be used for full time staff will be reviewed and e-voted on.

Transition team has met. Mary Emily and Amanda Matson are council representatives on the team. Amanda is calling pastors to fill the pulpit. Looking ahead the back-up plan/safety net is to contact Wartburg for assistance. It is hoped to have to have an interim by then. The team is continuing with music selection, bulletins, and pastoral visits. JoAnn Kopp is working with Kate Stierman on Stephen Ministers and care givers. They will work with Kathy Lindenberg who is one of the Stephen Minister co-leaders. Confirmation/Bible Explorer will begin their Wednesday night programming on October 16th with dinner from 5:30 to 6:30. Classes will be from 6:00 to 7:30. The Advent schedule would include worship at 7:00 with the students required to attend Advent worship. There may need to be funds added to the Confirmation budget and a meals budget. Previously, meals would be prepared and people would donate in the basket. This past year \$200 was not covered by donations. There was also discussion to make it less burdensome by ordering meals in. but that would make it a little more expensive. Action Item – Mary Emily moved to approve the schedule. Cris seconded. Motion passed.

Temple Talks – Upcoming temple talks will be Mary Emily inviting families to the weekly Bible Story Telling. Cris will begin temple talks on the upcoming stewardship program.

New Business – Ed will e-mail sections to the liaisons to begin budget preparation. Pledges will need to be returned before starting to work on budget. When September are available Ed will begin. .

Committees reports.

Building – There are new chairs in LFC. Money was donated for them.

Fellowship – Has not met. On October 30th, there will be one service at 8:30. This will be put into the communications soon. On October 23rd we will be celebrating the 50th anniversary of Noah's Ark. No action items at this time.

Stewardship – Pledges will begin around October 9th and end on the 30th. We will still take roof pledges during this time but will concentrate on the annual pledge program. We may add time and talents to the cards. Cris will start working on the notification letter.

Worship –The items requested by Worship Committee were approved under the transition team discussion. ELCA has put out a new ELW supplement "All Creation Sings" which is beautiful new music and liturgies. It includes a Service of Lament for the Church to grieve a major event. Worship Committee is considering purchase of these books. There is some money in a fund that could be used for this. This could be lay led and does not need a pastoral presence. Mary Emily will take back to worship to discuss a date to do the Service of Lament before Advent in November.

Parish Ed/Family Ministry– Trunk or Treat will be on October 29th from 3:00-5:00.

Youth – Julia met with youth and they have ideas to redecorate the youth room. A shopping list was made and the youth are asking for \$3700 to pay for the updates. Julia motioned to approve the \$3700. Amanda Kelly seconded. Motion passed..

Office Manager – Kate created a continuing resolution regarding us of staff credit cards for purchases. As the Office Assistance is spending a lot of her time chasing receipts it was recommended to adopt a policy on card use. Credit card users will sign the document and abuse of the credit cards will result in revocation of the privilege of using the card. Amanda Kelly moved to approve the resolution. Erin seconded. Motion passed.

Erin motioned to extend the meeting for 10 more minutes. Mary Emily seconded. Motion passed.

JoAnn Kopp sent e-mail to start cropwalk and a request to use the parking lot during the walk for participants.

Confirmation meal budget will be run through fellowship as there is a liaison to do the budget. Kate and Amanda will discuss the funds needed. Nichole has asked for an additional \$500 for confirmation needs through the end of the year. There is enough funds in the Parish Ed budget that should cover the balance requested.

Stephen Ministry – The council discussed Stephen Ministry leadership.

The meeting adjourned with the Lord's Prayer at 8:11 pm.

Respectfully Submitted,

Tami Ernster
Parish Ed/Family Ministry Liaison.

1:12 PM

10/04/22

Holy Trinity Lutheran Church
Reconciliation Summary
1110 · GENERAL OPERATING ACCT, Period Ending 09/30/22

	Sep 30, 22
Beginning Balance	54,296.27
Cleared Transactions	
Checks and Payments - 45 Items	-20,268.92
Deposits and Credits - 24 Items	24,311.17
Total Cleared Transactions	4,042.25
Cleared Balance	58,338.52
Uncleared Transactions	
Checks and Payments - 11 Items	-6,087.60
Deposits and Credits - 1 Item	0.39
Total Uncleared Transactions	-6,087.21
Register Balance as of 09/30/22	52,251.31
New Transactions	
Checks and Payments - 4 Items	-895.76
Deposits and Credits - 2 Items	1,842.00
Total New Transactions	946.24
Ending Balance	53,197.55

2:10 PM

10/03/22

Holy Trinity Lutheran Church
Reconciliation Summary
1101 · DESIGNATED, Period Ending 09/30/22

	Sep 30, 22
Beginning Balance	152,326.67
Cleared Transactions	
Checks and Payments - 14 Items	-2,761.21
Deposits and Credits - 6 Items	13,531.54
Total Cleared Transactions	10,770.33
Cleared Balance	163,097.00
Uncleared Transactions	
Checks and Payments - 4 Items	-2,467.70
Total Uncleared Transactions	-2,467.70
Register Balance as of 09/30/22	160,629.30
New Transactions	
Deposits and Credits - 1 Item	145.00
Total New Transactions	145.00
Ending Balance	160,774.30

1:21 PM

10/04/22

Accrual Basis

Holy Trinity Lutheran Church

Balance Sheet

As of September 30, 2022

	<u>Sep 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 - DESIGNATED	160,629.30
1110 - GENERAL OPERATING ACCT (Premier Bank)	52,251.31
Total Checking/Savings	<u>212,880.61</u>
Total Current Assets	<u>212,880.61</u>
TOTAL ASSETS	<u><u>212,880.61</u></u>
LIABILITIES & EQUITY	
Equity	
32000 - Unrestricted Net Assets (Other Income)	145,460.02
Net Income	67,420.59
Total Equity	<u>212,880.61</u>
TOTAL LIABILITIES & EQUITY	<u><u>212,880.61</u></u>

Holy Trinity Lutheran Church Treasurer's Report for Operating Account September 2022

1:46 PM
10/9/22
Accrual Basis

	Sep 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
PLEDGES/OFFERINGS (Normal donations)			
4100001 - Loose Plate Income (Cash from the plate not designated to a member.)	96.00	708.33	-612.33
4100000 - Pledged/Unpledged Income (Pledge commitments)	23,840.41	37,916.67	-14,076.26
4100002 - Seasonal	0.00	250.00	-250.00
Total PLEDGES/OFFERINGS (Normal donations)	23,936.41	38,875.00	-14,938.59
4100006 - CHURCH USE INCOME			
4100010 - TOPS (Use of church rooms, by outside organizations or members for personal functions.)	40.00		
Total 4100006 - CHURCH USE INCOME	40.00		
TEAMS & COMMITTEES INCOME			
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	118.00		
4100033 - Worship Income (Income received to offset unbudgeted expenses)	127.00		
Total TEAMS & COMMITTEES INCOME	245.00		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation, Off...)			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to our Zer...	30.51	11.25	19.26
4100004 - Interest Income (Bank Interest Income)	1.48	1.25	0.23
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation...	31.99	12.50	19.49
Total Income	24,253.40	38,887.50	-14,634.10
Gross Profit	24,253.40	38,887.50	-14,634.10
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committee's responsibility.)	0.00	916.67	-916.67
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	3,110.00	3,110.00	0.00
5120020 - EWALU	58.33	58.33	0.00
5120011 - Missionary Sponsorship	225.00	225.00	0.00
Total CHURCH MISSIONS EXPENSE	3,393.33	3,393.33	0.00
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	148.00	8.33	139.67
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordered th...	186.30	102.08	84.22
5100092 - Computer/Software Purchases	109.89	375.00	-265.11
5100030 - Continuing Education	0.00	33.33	-33.33
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	0.00	33.33	-33.33
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	582.54	541.67	40.87
Credit Card Processing Fee	94.38	112.50	-18.12
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative (Replaced Pastor's Discretionary)	39.00	200.00	-161.00
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	962.00	383.33	578.67
5100007 - Postage (Postage)	108.00	125.00	-17.00
Printed Materials/Subscriptions (printed materials and subscriptions)	0.00	41.67	-41.67
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/13/21...	0.00	41.67	-41.67
5100012 - Staff Mileage	0.00	8.33	-8.33
5100017 - Synod Assembly (Expenses related to Synod Assembly, Registration, Travel, Meals and overnight...	0.00	125.00	-125.00
Total ADMINISTRATIVE EXPENSES	2,200.11	2,131.24	68.87

Holy Trinity Lutheran Church
Treasurer's Report for Operating Account
 September 2022

1:46 PM
 10/04/22
 Accrual Basis

	Sep 22	Budget	\$ Over Budget
BUILDING & GROUNDS			
5140010 - Church Buildings M/R (Any repairs or maintenance to the church building)	679.17	166.67	512.50
5140095 - Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) ie. lawn care.)	195.00	533.33	-338.33
5175000 - Cleaning	1,070.00	791.67	278.33
5140001 - Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	0.00	208.33	-208.33
5140008 - HVAC	0.00	83.33	-83.33
5140013 - Inspections & Testing (fire extinguishers DBQ FIRE, Annual Kitchen hood cleaning & inspection, FO...	0.00	250.00	-250.00
5140019 - Snow Removal	0.00	208.33	-208.33
Total BUILDING & GROUNDS	1,944.17	2,241.65	-297.49
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5149002 - Alliant Energy	1,815.36	1,500.00	315.36
5140006 - Blackhills (Natural Gas)	75.59	1,066.67	-991.08
5140009 - Internet and phone	313.69	375.00	-61.31
5140012 - Waste Disposal	167.30	125.00	42.30
5140011 - Water	250.77	208.33	42.44
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	2,622.71	3,275.00	-652.29
PASTOR			
5148010 - Cell Phone	0.00	62.50	-62.50
5148003 - Continuing Education	0.00	75.00	-75.00
5148008 - Disability	0.00	82.25	-82.25
5148014 - Group Life Insurance	0.00	56.92	-56.92
5148002 - Health	0.00	2,306.00	-2,306.00
5148005 - Housing	0.00	3,583.33	-3,583.33
5148009 - Mileage	0.00	166.67	-166.67
5148001 - Pension	0.00	695.83	-695.83
5148004 - Professional Publications	0.00	58.33	-58.33
5148000 - Salary	0.00	2,409.33	-2,409.33
5148006 - SSA Allowance	0.00	333.00	-333.00
Total PASTOR	0.00	9,829.16	-9,829.16
FAMILY MINISTER			
5150030 - Salary	0.00	1,300.00	-1,300.00
Total FAMILY MINISTER	0.00	1,300.00	-1,300.00
MUSIC			
5160045 - Contemporary Music Leader	961.44	1,281.92	-320.48
5160041 - Handbell Choir Director	175.12	131.33	43.79
5160048 - Music Continuing Education	0.00	41.67	-41.67
5160046 - Music Minister	1,848.56	1,848.58	0.00
5160047 - Service Accompanist	0.00	120.17	-120.17
Total MUSIC	2,985.14	3,423.67	-438.53
OTHER PERSONNEL			
CUSTODIAN			
Wages	1,032.50	1,516.67	-484.17
Total CUSTODIAN	1,032.50	1,516.67	-484.17

Holy Trinity Lutheran Church Treasurer's Report for Operating Account September 2022

1:46 PM
10/04/22
Accrual Basis

	Sep 22	Budget	\$ Over Budget
FINANCIAL ASSISTANT			
5170020 - Wages	1,058.55	1,083.33	-24.78
Total FINANCIAL ASSISTANT	1,058.55	1,083.33	-24.78
OFFICE ASSISTANT			
5170010 - Wages	995.71	1,083.33	-87.62
Total OFFICE ASSISTANT	995.71	1,083.33	-87.62
OFFICE MANAGER			
5170002 - Disability/Admin	0.00	45.67	-45.67
5170006 - Group Life Insurance	0.00	21.33	-21.33
5170001 - Pension	0.00	259.33	-259.33
5170800 - Wage	3,160.30	3,241.33	-81.03
Total OFFICE MANAGER	3,160.30	3,567.66	-407.36
5150037 - YOUTH MINISTER (Part Time)	487.50		
Total OTHER PERSONNEL	6,734.56	7,250.99	-516.43
6400 - PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	140.47	877.83	-737.36
Employer Share SocSec	600.64	0.00	600.64
5100031 - HK Payroll Services	77.42	0.00	77.42
WorkComp	0.00	291.67	-291.67
Total 6400 - PAYROLL EXPENSES (Payroll expenses)	818.53	1,169.50	-350.97
TEAMS & COMMITTEES EXPENSES			
CARING MINISTRY PROGRAMS			
5155004 - Grief Share (Grief Share Materials)	0.00	20.00	-20.00
5155002 - Stephen Minister Education (Stephen Minister Educational materials)	0.00	33.33	-33.33
Total CARING MINISTRY PROGRAMS	0.00	53.33	-53.33
5215000 - FAMILY MINISTRY (FELLOWSHIP)	0.00	83.33	-83.33
5105000 - FELLOWSHIP	-21.00	41.67	-62.67
5115000 - OUTREACH	0.00	41.67	-41.67
PARISH EDUCATION			
5130007 - Other (Copyright Licences- movies and miscellaneous items)	0.00	16.67	-16.67
5130011 - Adult Education (Supplies for Adult Education)	0.00	16.67	-16.67
5130015 - Camps (Camps)	0.00	83.33	-83.33
5130032 - Children's Sermons (Supplies for Children Sermons)	0.00	16.67	-16.67
5130003 - Confirmation (Supplies for Confirmation)	0.00	83.33	-83.33
5130030 - First Communion (Supplies for First Communion)	0.00	25.00	-25.00
5130006 - Gift Bibles (Gift Bibles)	0.00	33.33	-33.33
5130005 - Splash (0-3 Yr) (Supplies for Splash)	0.00	41.67	-41.67
5130012 - Sunday School Curriculum (Sunday School Curriculum)	179.00	83.33	95.67
5130031 - Teacher Appreciation (Teacher Appreciation)	0.00	25.00	-25.00
5130016 - VBS (VBS)	224.97	83.33	141.64
5130013 - Youth Education (Youth Ed)	128.04	41.67	86.37
5130014 - Youth Gathering	0.00	16.67	-16.67
Total PARISH EDUCATION	532.01	566.67	-34.66
5120030 - STEWARDSHIP (Postage and Supplies)	0.00	125.00	-125.00

Holy Trinity Lutheran Church
Treasurer's Report for Operating Account
September 2022

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10/04/22
Accrual Basis

	Sep 22	Budget	\$ Over Budget
WORSHIP			
5210014 - Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a substitute)	760.00	122.50	637.50
5210000 - Altar Supplies	67.16	125.00	-57.84
5210001 - Ball Choir Supplies	0.00	8.33	-8.33
5210011 - Continuing Education Expense	0.00	4.17	-4.17
5210003 - Copyright Licenses (CCLI and OneLicense)	0.00	160.00	-160.00
5210009 - Guest Musician	0.00	12.50	-12.50
5210013 - Instrument Maintenance	0.00	8.33	-8.33
5210005 - Music Materials (worship related patron membership)	0.00	33.33	-33.33
5210007 - Organ/Piano Tuning	70.00	172.00	-102.00
5210002 - Sound System Maintenance	0.00	16.67	-16.67
Total WORSHIP	897.16	662.83	234.33
Total TEAMS & COMMITTEES EXPENSES	1,408.17	1,574.50	-166.33
Total Expense	22,106.72	36,505.72	-14,399.00
Net Ordinary Income	2,146.68	2,381.78	-235.10
Net Income	2,146.68	2,381.78	-235.10

1:43 PM
 10/04/22
 Accrual Basis

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
 As of September 30, 2022

	Sep 30, 22
Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checking acc...	110.78
4540030 · Flowers	77.80
4540090 · Misc In/Out	844.22
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by individual staff members for birthday lunches that ...	-61.10
Total *ADMINISTRATIVE	1,281.70
*B&G	
Key Fob Security System (To be used for the purchase for a new Key Fob system for the church)	5,000.00
Concrete Repair 2022 (repair front steps (remaining balance to be transferred to digital sign acct)	11,955.00
4011000 · Property Improvement	1,188.48
4507000 · Roof Fund	72,360.78
Total *B&G	90,504.26
*CAMPAGNS	
4506001 · Living Faith Center Roof (Campaign to raise money for roof repairs of the LFC)	29,921.42
4506000 · Organ Fund (Money raised for organ pipe maintenance)	3,799.06
Total *CAMPAGNS	33,720.48
*FAMILY MINISTRY	
4553017 · High School Youth (Money received for High School events, trips, National Youth Conventio...	17,708.52
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	-1,241.84
Total *FAMILY MINISTRY	16,589.68
*MEMORIALS	
Marilyn Herold	
Grace Riley	230.00
4513000 · Alice Martin	20.00
4502014 · Irene Jecklin (to be used for general budget (money transferred to operating *Pledge/Offering...	723.01
4502005 · Pastor Curtis Miller	-50.00
4502002 · Phyllis Cooper	20.00
4503001 · Robert Clark	115.00
4502017 · Robert Smart	20.00
4502011 · William Collings Memorial	855.00
Total *MEMORIALS	1,255.00
	2,058.01
*MINISTRIES	
4540001 · Scholarships (waiting to hear from Pastor how this is to be used)	606.50
4541012 · Lawn & Garden Beautification (H.T. lawn & garden beautification projects)	315.87
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4517000 · Prayer Shaw Ministry	96.01
4540015 · Reconcile In Christ Task Force	129.67
4541028 · WELCA Fund	1,792.85
Total *MINISTRIES	2,990.45
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	-23.27
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	-620.34
4500000 · Prepaid Pledge	1,251.28
4545000 · Sabbatical Leave	3,178.91
Total *OTHER Designated Accts	4,581.37

1:43 PM

10/04/22

Accrual Basis

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
As of September 30, 2022

	<u>Sep 30, 22</u>
*OUTREACH	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	8,403.35
4014000 · Neighborhood Patio Events	250.00
Total *OUTREACH	<u>8,903.35</u>
Total Other Income	<u>160,629.30</u>
Net Other Income	<u>160,629.30</u>
Net Income	<u><u>160,629.30</u></u>

B&G October 2022 Committee Meeting

9 October 2022

Attendees: Darrell Kalms, John Chesterman, Gary Sewell

Future meetings – meeting times have been very difficult to schedule so all decided it would be best to meet the last Sunday of each month at 6:30 PM. All Committee night has also been hard to schedule so we ask Council to consider moving it to the same time.

LFC “Raise the roof” project:

- Per Darrell, we are 50 percent of the way to the \$52,540 goal. Better Roofing is expecting our shingles to be shipped from the manufacturer on the 26th of September. We are looking at early October completion of the project.
- Per John, the pancake fundraiser organized by HTLC’s sponsored scout troop is still being planned for this coming Sunday. There will also be a donation box for those who choose not to participate.

Flat roof replacement project:

- Per Darrell, Steve Langan of Aesthetic Elements provided an updated quote to repair/replace old sections of the flat roof and to bring up to code in the amount of \$134,425. The current account balance is \$72,361 and we anticipate getting an additional \$29,728 for code hold back. Our lawyer is also pursuing a cash settlement to avoid going to court on August 23rd, 2023. The lawyer is going to try for release of all ‘code compliance’ holdbacks and a 40% cash settlement.
- All agreed we need to proceed with Aesthetic Elements as soon as possible even though there is a current potential shortfall of \$32,336. **Motion for Council – Proceed with Aesthetic Elements as soon as possible to repair/replace old sections of the flat roof and to bring up to code in the amount of \$134,425.**

Noah’s Ark hallway painted – per Darrell, this has been completed by Mike Kelley and it is noticeably brighter.

Patching/coating of our front entry – per Darrell, this has been completed by Dave Bennett of Bennett Restorations. In about a week, Vickie Bode expects to have the railings all manufactured, and plans to have Mi-T-M powder coat them before installation.

Two Noah’s Ark outside entries replacement – per Darrell, Jeff Manders has promised cost estimates by the end of last week.

Quilter’s supplies potential move to LFC electronics closet - per Darrell, Mike Kelley and Kate will be assessing the LFC electronics closet. Noah’s Ark would like to have no non-staff people in the fellowship hall during day-care hours.

Noah’s Ark additional security – per Gary, Emily Sewell provided Kate with drawings a couple of weeks ago for a keyless access doors. Gary also talked with Dan Walling of Locksmith Express who was going to provide Kate with a quote this week.

HVAC maintenance contract – per Darrell, Crawford Company has been contacted to start the maintenance contract for our HVAC this fall in conjunction with starting the boilers for winter heating. He does not have a date but the boilers were just started.

Respectfully submitted,

Gary Sewell

Worship Team Minutes – 4 October 2022

Attendees: Mary Emily Duba, Chuck Barland, Diane Kalmes, Luke Tyler

Absent:

Called to order at 3.47 p.m.

Agenda:

1. Changes since last month's minutes:
 - a. Action Item regarding mid-week Advent services – time change to 7:00 p.m.
 - i. Advent schedule: 30 November; 7 and 14 December.
 - b. Time change for Reformation Sunday– from 10:30 to 11:00 due to musician schedules.
 - c. Christmas Day service will not be at Wartburg but at St. Luke's Methodist. Other local churches will also be participating.

2. "All Creation Sings" Hymnal:
 - a. **ACTION ITEM: The Worship Team requests permission to purchase musician accompaniment books and pew editions, of the new supplement to ELW titled "All Creation Sings," using funds in Account 4506000. The cost for the purchase is estimated to be around \$1000.**

For reference: Acct 4506000 was established when we raised money to cover the organ pipe removal and repair performed by Dobson. A fire destroyed those pipes and insurance covered their replacement and installation. We only paid deductible. A total of \$3,799.06 remains in the account of the original \$5000 raised.

3. Contemporary Service was discussed. We will be focusing effort in this area in future Worship Team meetings.
 - a. Luke will plan to do 4:00 Service on Christmas Eve.

Meeting Adjourned: 4:45 p.m.

Respectfully submitted:

Diane Kalmes

Acting chairperson, Worship Team

Office Manager Report
October 2022

Fall has been anything but dull so far. I want to extend sincere thanks to the members, council, and staff of HTLC for being so understanding while I tended to my son's sudden, serious health problems. I want to especially thank Jenifer, Stephanie, Cathy, and Lisa for covering the office and Lorice Amlin for assisting with bulletins and worship planning during our extended, unexpected stay in Iowa City. In the coming months, there may be an occasional time when I have to run to a medical appointment unexpectedly. The office hours should remain largely unaffected, but there may be a rare instance where the office is closed for a brief time. We will avoid this as much as possible and don't anticipate it being an issue.

I want to mention ongoing security concerns. Since May we have been working on researching lock and digital fob systems. As is so common now, it's taking quite a long time to get quotes/bids/plans and we anticipate delays with equipment. After a couple of concerning incidents, and because staff members are often here alone, we will frequently be locking the doors. We realize that this isn't as welcoming as an open-door policy, but we will be looking for ways to make this effective without being any more cumbersome than it needs to be. This will protect staff and the kids downstairs as well. HTLC is a very public place with a lot of foot traffic, especially to the pantries, we want that to continue while keeping everyone safe.

I have nearly completed updating job descriptions for the office manager and the three positions that report to the office manager (Maintenance, Accounts Payable, and Financial Assistant). I will meet with personnel to review these and send them for council approval. My goal is to have these documents ready so that when a pastor or interim arrives, our operations are organized and easy to understand. Preparing these job descriptions has also helped me to learn how everything works and where we can brush up on our processes.

Kate Stierman
Office Manager