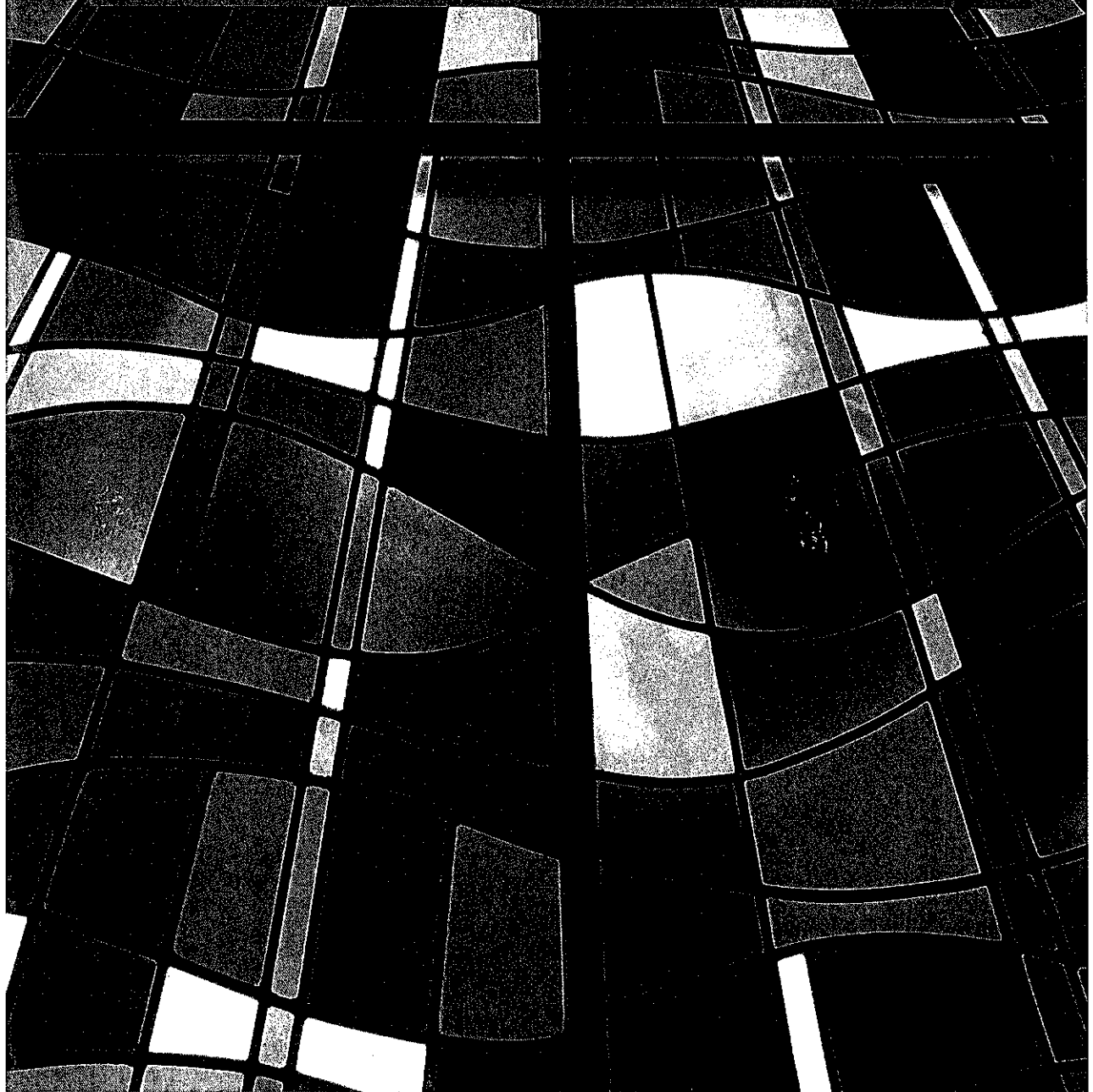

HOLY TRINITY
LUTHERAN
CHURCH

COUNCIL PACKET

FEBRUARY 15, 2022 | 6:30 P.M.



Holy Trinity Lutheran Church Council

1755 Delhi Street, Dubuque, IA 52001
www.htlcdbq.com | holytrinluth@gmail.com | 563-582-3228

EXECUTIVE

President: Amanda Matson
amanda.matson@gmail.com
563-564-3464

Vice President: Erin VanLaningham
obermuev@yahoo.com
563-213-8659

Secretary: Barb Rank
barbmartinrank@gmail.com
312-304-4037

Treasurer: Jonathan Brown
jobrown1950@gmail.com
563-580-1954

Financial Secretary: Ed Borchert
eborchert@aol.com
563-542-7913

STAFF

Pastor Josh Martyn, Pastor
htlcdbqpastor@gmail.com
563-613-4337

Lorice Amlin, Office Manager
holytrinluth@gmail.com
563-582-3228

NOAH'S ARK

Noah's Ark Director: Jenifer Montgomery
Director@NoahsArkDBQ.com
563-557-8629

MEMBERS AT LARGE

Building & Grounds: Vacant

Family Ministry: Tami Ernster
djernster@mchsi.com
563-581-3448

Fellowship: Amanda Kelly
a.kelly2902@hotmail.com
563-542-6199

Noah's Ark: Kate Stierman
kate_stierman@hotmail.com
563-590-9464

Outreach: Vacant

Stewardship: Cris Houlihan
choulihan@cottinghambutler.com
712-790-6965

Worship: Vacant

YOUTH MEMBER AT LARGE

Julia Stierman
kate_stierman@hotmail.com
563-590-9464

Holy Trinity Lutheran Church Council
Meeting in LFC
February 15, 2022

6:30	Opening Devotions & Time to be Human	Amanda Matson
6:35	Approve previous two month's minutes	Amanda Matson
6:36	Review Annual Meeting Minutes	Amanda Matson
6:38	Review and approve this meeting's agenda	Amanda Matson
6:40	Pastor's report	Pastor Josh Martyn
	Action item: Housing Allowance	
6:47	Treasurer's report	Jonathan Brown
6:55	Financial Secretary report	Ed Borchert
6:55	BUSINESS	
	Old business	
	Roof update	
	COVID update	
	New business	
	Worship Liaison: Mary Emily Duba	
	Youth Liaison: Julia Stierman	
	Email for council	
	Devotion/Snack sign up	
	Formation of Associate Pastor Call Team	
	Congregation Hopes & Dreams – Identify Action Items	
7:40	COMMITTEE REPORTS AND ACTION ITEMS	
	Personnel	Erin VanLaningham
	Youth Minister	
	Maintenance	
	Building and Grounds	Vacant
	Needs Liaison	
	Fellowship	Amanda Kelly
	Stewardship	Cris Houlihan
	Outreach	Vacant
	Needs Liaison	
	Worship	(Mary Emily Duba)
	Action item: Lent & Easter	
	Family Ministry/Parish Ed	Tami Ernster
	Noah's Ark	Kate Stierman
	Youth Liaison	(Julia Stierman)
7:50	STAFF REPORTS (written)	
	Office Manager	Lorice Amlin
7:55	ANNOUNCEMENTS/CORRESPONDENCE	All
7:56	Communication to Congregation: list four items	All
8:00	Adjourn and the Lord's Prayer	All

Holy Trinity Lutheran Church Council
Meeting Minutes
December 21, 2021

Present

Adam Eikamp (President), Amanda Matson (Vice President), Barb Rank (Secretary), Ed Borchert (Financial Secretary), Jonathan Brown (Treasurer), Josh Martyn (Pastor), Tami Ernster (Family Ministry/Parish Ed), Gretchen Kueter (Outreach).

Standard Council Items

Meeting opened at 6:30 in the LFC. Adam led the devotions, sharing Kurt Vonegut's commencement speech identifying the twelve most difficult words that Jesus said, "Forgive us our trespasses **as we** forgive those who trespass against us."

Motion by Brown 2nd by Ernster to approve minutes. Motion carried.

Motion by Kueter, 2nd by Matson to add Cottage Meetings and Covid to the agenda. Motion carried.

Lilly Hoefflin is stepping down as Youth Liason. Council continues to seek Committee Liaisons for Building and Grounds, Fellowship, Worship and Stewardship Committees as well. Written reports were recognized. Please read those reports (found elsewhere in this council packet) for what everyone has been doing.

Motion by Matson, 2nd by Brown to schedule the annual meeting for 1;00 on January 30. Snow day scheduled for February 6. Motion carried.

Motion by Kueter, 2nd by Borchert to remove the mask mandate and return to the previous mask recommendation following CDC guidelines. Fellowship activities can resume with food and drink. Motion carried.

Seven Items for Sharing

1. The annual meeting will be held at 1:00 on January 30 with a snow day scheduled for February 6.
2. Annual reports are due by January 18.
3. The maintenance position will be advertised again as the previous arrangements didn't work out.

4. There will be a budget forum on January 23rd at 9:45 in the LFC.
5. There will be a prep forum to consider an interim for the associate pastor on either January 9th or 16th at 9:45 in the LFC.
6. The January Council Meeting has been moved to January 11th at 6:30 to allow extra time for annual meeting planning.
7. Cottage meetings are scheduled as follows:

January 6th at 1:00 pm at Barb Ranks's home.

January 6th at 7:00 pm at Dawn Eikamps's home.

January 8th at 1:00 pm at John Chesterman's home.

January 9th will be added if needed.

Meeting adjourned at 8:00.

Respectfully submitted, Barb Rank (Secretary)

Holy Trinity Lutheran Church Council
Meeting in LFC
January 11, 2022

Present: Gretchen Kueter, Jason Duba, Jonathan Brown, Tami Ernster, Ed Borchert, Josh Martyn, Adam Eikamp, Amanda Matson

6:30 Opening Devotions Pastor Josh

6:35 Approve previous month's minutes
Tabled for next time.

6:38 Review and approve the meeting's agenda Adam Eikamp
Include: Agenda for annual meeting
Include: Council meeting night away from Tuesday
Include: All committee night away from Tuesday

Moved by Brown 2nd by Borchert to include these three items on the agenda.

6:40 Pastor's report Pastor Josh Martyn

6:56 Treasurer's report Jonathan Brown
Expenses exceeded income by around \$12,000 or 2.6%. Jonathan is preparing visuals for the annual meeting to help the congregation understand our financial situation.

7:05 Financial Secretary report: 2022 Budget Review and Approval Ed Borchert
Include \$500 for Music Continuing Education
Include \$1576 for handbell choir director
Include \$420 for pulpit supply pastors and move to salary section
Present budget scenario for full time associate pastor with prediction for actuality
Present budget scenario for ¾ time associate pastor with prediction for actuality

Motion: Council will present two budgets to the congregation. The two budgets are for two scenarios.

Scenario 1: Budget: Full time associate pastor and part time youth minister for full year.

Prediction: Full time AP for 8 months and YM for 4 months.

Scenario 2: Budget: ¾ time associate pastor and part time youth minister for full year.

Prediction: ¾ time AP for 8 months and YM for 4 months.

Moved by Matson, second by Ernster Passed.

Motion by Matson, second by Duba to extend to 8:15. Passed.

7:40 BUSINESS
Old business

Roof Update - NA

Covid update – Maintain status quo for now

Nominating Committee –

Stewardship – Cris Houllihan

Fellowship/Outreach – two individuals pending

Noah's Ark – Kate Stierman

New business

Annual Meeting:

- Adam will verify quorum. (609 active members currently) (31 people)
- Adam will coordinate tech with John Chesterman, Ryan Borchert, and Pr. Josh.
 - o Any voting done will need to be verified in some way.

Council Meeting:

- Matson has declared she is up to negotiating council time in the future so long is not the first three Mondays of any month.

All Committee Night:

- What do you think the future of all committee night should be to maximize your ministries?

7:50 COMMITTEE REPORTS AND ACTION ITEMS

Personnel	Amanda Matson
Building and Grounds	Vacant
Fellowship	Vacant
Stewardship	Vacant
Outreach	Gretchen Kueter
Worship	Vacant
Family Ministry / Parish Ed.	Tami Ernster
Noah's Ark	Jason Duba
Youth Liaison	Vacant

STAFF REPORTS (written)

Office Manager	Lorice Amlin
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ANNOUNCEMENTS / CORRESPONDENCE

Communications to Committees: list four items

8:00 ADJOURNMENT AND THE LORD'S PRAYER

1. Council is asking committees to give feedback about how to maximize their ministries through meeting times? Specifically, what should all committee night look like in the future?
2. 31 people make a quorum
3. Two more pre-annual meeting meetings
4. Reports for the annual meeting packets are due on January 18th, the packet will be available shortly thereafter for the congregation to review.

Pastor's Report 2/15

"You are the light of the world. A city built on a hill cannot be hid. ¹⁵No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. ¹⁶In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." (Matthew 5:14-16)

Looking Back

First off, I would like to welcome you all to the council. Thank you so much for answering Christ's call to be leaders of HTLC. I genuinely am excited to walk alongside you all as we continue to carry out Christ's mission of Living Christ's Call to Love and Serve All.

In my monthly council reports, I always start by reflecting on the previous month, covering things that have happened in the congregation's ministries and administrative tasks. The main focus of this past month was preparing for the annual meeting, preparing the proposed budget, meeting with the Mutual Ministry Team and committees while also conducting weekly meetings with staff, members, and counseling sessions.

Our Office Manager, Lorice Amlin, and I met and reviewed her job description this past month. While checking her job description, we have found that most of what she does in the office is not in her job description. We are working together to clean up her job description and present a proposed revised job description to the Personnel Team to review and pass on to the council next month.

Lorice and I have also found a need for a Communication Manager for the staff. Lorice spends approximately 15 hours a week on communication aspects for the church a week (website, weekly email, Sunday news, tidings, Facebook, etc.). Having a communication manager will free her time to do her weekly tasks. I am presenting this idea to the personnel team for further discussion.

Looking Forward:

I am currently working on our Lenten worship services. The theme this year will be Forgiveness. Each week we will look at what forgiveness and reconciliation are, what it means to forgive others, ourselves, to receive God's forgiveness, and how to live in community with each other as the body of Christ. The past two years have been difficult for us individually and as a community. There is still anxiety floating through this community that has brought up some recent and past pain. These mid-week Lenten worship services will focus on finding healing through forgiveness which will lead us to the resurrection of Jesus Christ, through whom we receive the ultimate forgiveness of our sins. I am hoping to work with seminary students each week, which will give them some experience in preaching and help take some stress off of my plate.

I hope to have one worship service on Sunday, March 27th, at 10:30 am. As I mentioned in the Mid-Week Lenten worship service outline, our community has been through a lot in the past two years. The purpose of this service is to bring people together for a service of forgiveness and reconciliation, healing, and rededicating the church building to Christ's mission and ministry here in Dubuque. This worship service will allow us to lift our pain to God, receive forgiveness, and give us a pivot point to dedicate ourselves to Christ's ministry here in Dubuque and the world. I would also like a catered meal after the worship service where we all can gather for a meal and celebrate our future. I know we can have people bring food; however, I would like the congregation and fellowship team not to worry about cooking a meal for the congregation. I would like this to be a community celebration. **I would like to make a motion to the council to have one worship service on Sunday, March 27th at 10:30 am and provide a catered meal following the worship service.**

One of the first council action items every year is to approve the pastor's housing allowance. Per the provisions of Section 107 and 108 of the Internal Revenue Code of 1954, the pastor can allocate any portion of their salary as a non-taxable housing allowance. This does not add any money to my salary. This is just a reallocation of funds that total my compensation. As you see on the attached form, **I motion to allocate \$43,000 of my salary as a housing allowance.**

If there is anything you need, please let me know, and I will do my best to provide you with the resources. I thank you again for your love, support, and dedication to the gospel of Jesus Christ.

Peace in Christ,
Pastor Josh

HOUSING ALLOWANCE RESOLUTION

Holy Trinity Lutheran Church
Minutes from the 2022 Council Meeting are attached

In order to permit Rev. Joshua Martyn to benefit from the provisions of Section 107 and 108 of the Internal Revenue Code of 1954, the council specifies that the total compensation paid to him during the fiscal year ended 2020 includes a housing allowance. Rev. Joshua Martyn estimates that he will spend \$43,000 during the year for housing expenses. Since such approval by the council would permit him to deduct that amount from his taxable income and has no further effect upon our congregation or budget, it was

RESOLVED, That the total compensation of \$75,908 paid to Rev. Joshua Martyn includes a housing allowance of \$43,000.

Signature

Secretary

Date

(The above resolution should be included in the minutes of the congregation. A copy should be made, signed and titled by the president or secretary of the congregation, and given to the pastor(s) for his/her records.)

3:28 PM

02/01/22

Holy Trinity Lutheran Church
Reconciliation Summary
1110 - GENERAL OPERATING ACCT, Period Ending 01/31/22

	<u>Jan 31, 22</u>
Beginning Balance	36,320.65
Cleared Transactions	
Checks and Payments - 51 items	-32,620.90
Deposits and Credits - 22 items	52,675.40
Total Cleared Transactions	<u>20,054.50</u>
Cleared Balance	<u>56,375.15</u>
Uncleared Transactions	
Checks and Payments - 11 Items	-5,864.99
Total Uncleared Transactions	<u>-5,864.99</u>
Register Balance as of 01/31/22	<u>50,510.16</u>
New Transactions	
Checks and Payments - 11 items	-2,518.60
Total New Transactions	<u>-2,518.60</u>
Ending Balance	<u>47,991.56</u>

2:29 PM
02/01/22

Holy Trinity Lutheran Church
Reconciliation Summary
1101 · DESIGNATED, Period Ending 01/31/22

	<u>Jan 31, 22</u>
Beginning Balance	114,040.47
Cleared Transactions	
Checks and Payments - 6 items	-1,931.85
Deposits and Credits - 8 items	15,639.81
Total Cleared Transactions	<u>13,707.96</u>
Cleared Balance	<u>127,748.43</u>
Register Balance as of 01/31/22	127,748.43
New Transactions	
Checks and Payments - 1 item	-60.00
Total New Transactions	<u>-60.00</u>
Ending Balance	<u><u>127,688.43</u></u>

3:12 PM

02/09/22

Accrual Basis

Holy Trinity Lutheran Church

Balance Sheet

As of January 31, 2022

	Jan 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	127,748.43
1110 · GENERAL OPERATING ACCT (Premier Bank)	50,510.16
Total Checking/Savings	178,258.59
Total Current Assets	178,258.59
TOTAL ASSETS	178,258.59
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	
2450 · Other Withholdings	
2452 · 403B Plan	25.79
2451 · Flex Spending	15.00
2453 · Life Insurance	-100.57
Total 2450 · Other Withholdings	-59.78
Total 2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet pa...	-59.78
Total Other Current Liabilities	-59.78
Total Current Liabilities	-59.78
Total Liabilities	-59.78
Equity	
32000 · Unrestricted Net Assets (Other Income)	145,248.24
Net Income	33,070.13
Total Equity	178,318.37
TOTAL LIABILITIES & EQUITY	178,258.59

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

3:49 PM
02/09/22
Accrual Basis

	Jan 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.)	26.25	708.34	-682.09
4100000 - Pledged/Unpledged Income (Pledge commitments)	52,351.31	37,916.66	14,434.65
4100002 - Seasonal	0.00	250.00	-250.00
Total PLEDGES/OFFERINGS (Normal donations)	52,377.56	38,875.00	13,502.56
4100006 - CHURCH USE INCOME	40.00		
TEAMS & COMMITTEES INCOME			
4100040 - B & G Income (Income to Offset unbudgeted team expenses)	210.00		
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	107.00		
Total TEAMS & COMMITTEES INCOME	317.00		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation....)			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to our ...)	0.00	11.25	-11.25
4100004 - Interest Income (Bank interest income)	1.36	1.25	0.11
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card don...	1.36	12.50	-11.14
Total Income	52,735.92	38,887.50	13,848.42
Gross Profit	52,735.92	38,887.50	13,848.42
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committees' responsibility.)	2,430.75	916.66	1,514.09
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	2,906.91	3,110.00	-203.09
5120020 - EWALU	58.33	58.34	-0.01
5120011 - Missionary Sponsorship	225.00	225.00	0.00
Total CHURCH MISSIONS EXPENSE	3,190.24	3,393.34	-203.10
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	0.00	8.34	-8.34
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordere...	0.00	102.09	-102.09
5100002 - Computer/Software Purchases	204.49	375.00	-170.51
5100030 - Continuing Education	58.18	33.34	24.84
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	0.00	33.34	-33.34
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	557.50	541.66	15.84
Credit Card Processing Fee	155.65	112.50	43.15
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative	94.92	200.00	-105.08
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	1,178.73	333.34	845.39
5100007 - Postage (Postage)	7.96	125.00	-117.04
Printed Materials/Retreat Expense (printed materials and subscriptions)	0.00	41.66	-41.66
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/1...	162.46	41.66	120.80
5100042 - Staff Mileage	0.00	8.34	-8.34
5100017 - Synod Assembly (Expenses related to Synod Assembly. Registration, Travel, Meals and over...	0.00	125.00	-125.00
Total ADMINISTRATIVE EXPENSES	2,419.89	2,131.27	288.62

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

3:49 PM
02/09/22
Accrual Basis

	Jan 22	Budget	\$ Over Budget
BUILDING & GROUNDS			
5140010 - Church Buildings M/R (Any repairs or maintenance to the church building)	3.84	166.66	-162.82
5140005 - Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) i.e. lawn care,)	0.00	533.34	-533.34
5175000 - Cleaning	684.80	791.66	-106.86
5140001 - Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	87.63	208.34	-120.71
5140008 - HVAC	0.00	83.34	-83.34
5140013 - Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & Inspection...)	193.06	250.00	-56.94
5140019 - Snow Removal	0.00	208.34	-208.34
Total BUILDING & GROUNDS	969.33	2,241.68	-1,272.35
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5140002 - Alliant Energy	1,420.77	1,500.00	-79.23
5140006 - Blackhills (Natural Gas)	1,804.73	1,066.66	738.07
5140009 - Internet and phone	313.69	375.00	-61.31
5140012 - Waste Disposal	115.95	125.00	-9.05
5140011 - Water	157.33	208.34	-51.01
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	3,812.47	3,275.00	537.47
PASTOR			
5148010 - Cell Phone	62.50	62.50	0.00
5148003 - Continuing Education	227.36	75.00	152.36
5148008 - Disability	78.89	82.25	-3.36
5148014 - Group Life Insurance	54.61	56.91	-2.30
5148002 - Health	2,306.00	2,306.00	0.00
5148005 - Housing	3,333.34	1,640.00	1,693.34
5148009 - Mileage	369.14	166.66	202.48
5148001 - Pension	667.49	695.84	-28.35
5148004 - Professional Publications	0.00	58.34	-58.34
5148000 - Salary	2,442.74	4,352.66	-1,909.92
5148006 - SSA Allowance	310.70	333.00	-22.30
Total PASTOR	9,852.77	9,829.16	23.61
ASSOC PASTOR			
5149007 - Group Life Insurance	0.00	56.91	-56.91
Total ASSOC PASTOR	0.00	56.91	-56.91
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	1,244.60	1,281.91	-37.31
5160041 - Handbell Choir Director	0.00	131.34	-131.34
5160048 - Music Continuing Education	0.00	41.66	-41.66
5160046 - Music Minister	1,794.78	1,848.59	-53.81
5160047 - Service Accompanist	103.00	120.16	-17.16
Total MUSIC	3,142.38	3,423.66	-281.28

Holy Trinity Lutheran Church

Treasurer's Report for Operating Account

January 2022

3:49 PM
02/09/22
Accrual Basis

	Jan 22	Budget	\$ Over Budget
OTHER PERSONNEL			
CUSTODIAN			
Wages	0.00	1,516.66	-1,516.66
Total CUSTODIAN	0.00	1,516.66	-1,516.66
FINANCIAL ASSISTANT			
5170020 • Wages	1,056.41	1,083.34	-26.93
Total FINANCIAL ASSISTANT	1,056.41	1,083.34	-26.93
MAINTENANCE			
5175015 • Disability/Admin	0.00	877.84	-877.84
5175010 • Wages	0.00	1,516.66	-1,516.66
Total MAINTENANCE	0.00	2,394.50	-2,394.50
OFFICE ASSISTANT			
5170010 • Wages	759.38	1,083.34	-323.96
Total OFFICE ASSISTANT	759.38	1,083.34	-323.96
OFFICE MANAGER			
5170002 • Disability/Admin	39.54	45.66	-6.12
5170006 • Group Life Insurance	27.38	21.34	6.04
5170001 • Pension	243.33	259.34	-16.01
5170000 • Wage	3,086.80	3,241.34	-152.54
Total OFFICE MANAGER	3,399.05	3,567.68	-168.63
Total OTHER PERSONNEL	5,214.84	9,645.52	-4,430.68
6400 • PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	113.74	0.00	113.74
Employer Share SocSec	486.34	0.00	486.34
5100031 • HK Payroll Services	72.54	0.00	72.54
WorkComp	719.75	291.66	428.09
Total 6400 • PAYROLL EXPENSES (Payroll expenses)	1,392.37	291.66	1,100.71
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	33.34	-33.34
Total CARING MINISTRY PROGRAMS	0.00	53.34	-53.34
5215000 • FAMILY MINISTRY (FELLOWSHIP)	0.00	83.34	-83.34
5105000 • FELLOWSHIP	0.00	41.66	-41.66
5115000 • OUTREACH	74.00	41.66	32.34

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

3:49 PM
02/09/22
Accrual Basis

	Jan 22	Budget	\$ Over Budget
PARISH EDUCATION			
5130011 - Adult Education (Supplies for Adult Education)	0.00	16.66	-16.66
5130015 - Camps (Camps)	0.00	83.34	-83.34
5130032 - Children's Sermons (Supplies for Children Sermons)	0.00	16.66	-16.66
5130003 - Confirmation (Supplies for Confirmation)	0.00	83.34	-83.34
5130030 - First Communion (Supplies for First Communion)	0.00	25.00	-25.00
5130006 - Gift Bibles (Gift Bibles)	0.00	33.34	-33.34
5130005 - Splash (0-3 Yr) (Supplies for Splash)	0.00	41.66	-41.66
5130012 - Sunday School Curriculum (Sunday School Curriculum)	0.00	83.34	-83.34
5130031 - Teacher Appreciation (Teacher Appreciation)	0.00	25.00	-25.00
5130016 - VBS (VBS)	0.00	83.34	-83.34
5130013 - Youth Education (Youth Ed)	433.24	41.66	391.58
5130014 - Youth Gathering	0.00	16.66	-16.66
Total PARISH EDUCATION	433.24	550.00	-116.76
5120030 - STEWARDSHIP (Postage and Supplies)	0.00	125.00	-125.00
WORSHIP			
5210014 - Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a substit...	360.00	35.00	325.00
5210000 - Altar Supplies	261.47	125.00	136.47
5210001 - Bell Choir Supplies	0.00	8.34	-8.34
5210011 - Continuing Education Expense	0.00	4.16	-4.16
5210003 - Copyright Licenses (CCLI and OneLicense)	505.00	160.00	345.00
5210009 - Guest Musician	0.00	12.50	-12.50
5210013 - Instrument Maintenance	0.00	8.34	-8.34
5210005 - Music Materials (worship related patreon membership)	0.00	33.34	-33.34
5210007 - Organ/Piano Tuning	70.00	172.00	-102.00
5210002 - Sound System Maintenance	0.00	16.66	-16.66
Total WORSHIP	1,196.47	575.34	621.13
Total TEAMS & COMMITTEES EXPENSES	1,703.71	1,470.34	233.37
Total Expense	34,128.75	37,975.20	-3,846.45
Net Ordinary Income	18,607.17	912.30	17,694.87
Net Income	18,607.17	912.30	17,694.87

Holy Trinity Lutheran Church DESIGNATED ACCOUNTS Balance Sheet As of January 31, 2022

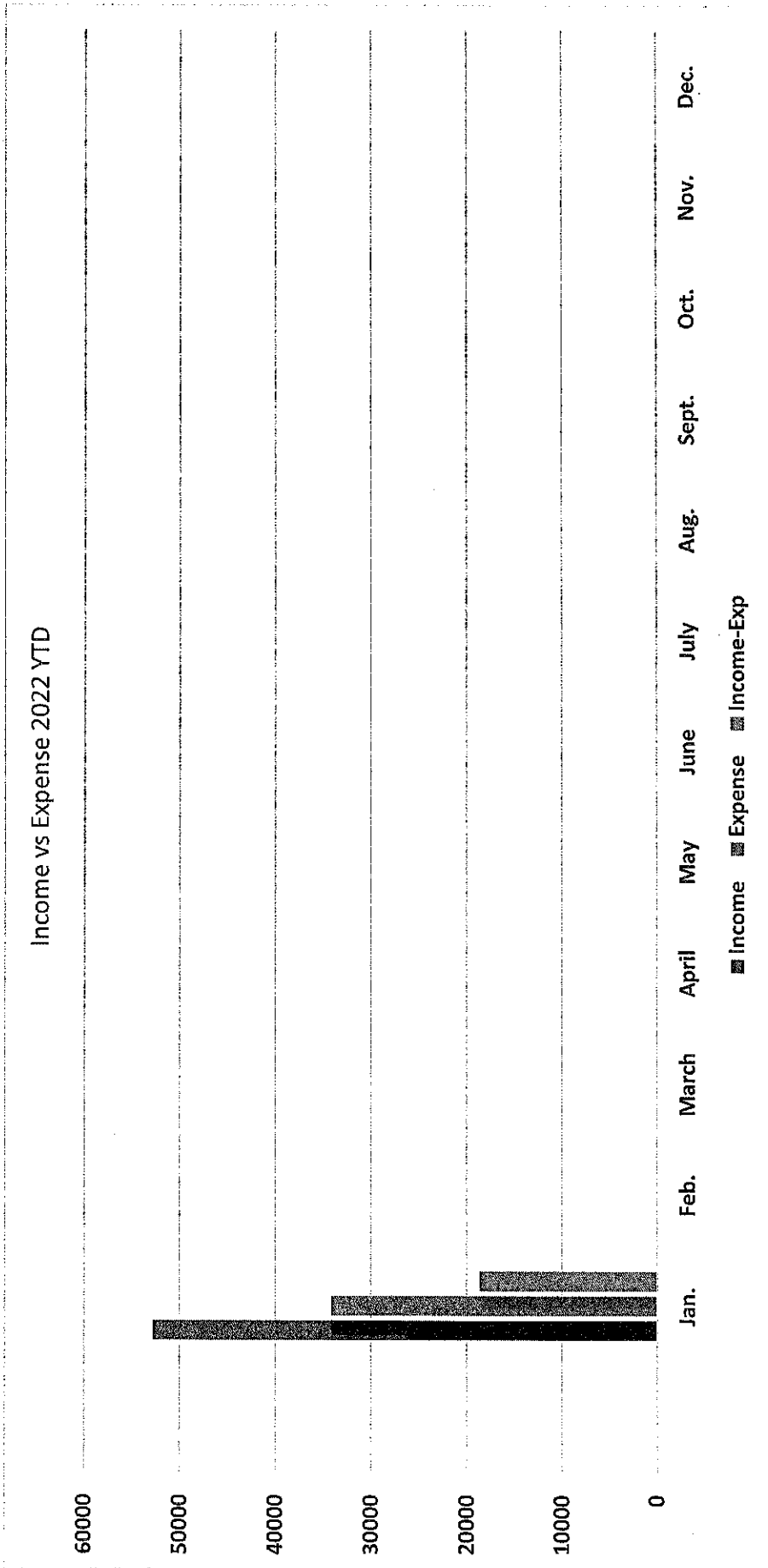
	Jan 31, 22
Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checking acc...	67.42
4540030 · Flowers	53.40
4540079 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by individual staff members for birthday lunches that ...	-51.10
Total *ADMINISTRATIVE	369.72
*B&G	
4011000 · Property Improvement	1,188.48
4507000 · Roof Fund	59,937.91
Total *B&G	61,126.39
*CAMPAIGNS	
4506000 · Organ Fund (Money raised for organ pipe maintenance)	11,889.95
Total *CAMPAIGNS	11,889.95
*FAMILY MINISTRY	
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	14,796.31
Total *FAMILY MINISTRY	14,919.31
*MEMORIALS	
4513000 · Alice Martin	723.01
Basant Persaud	1,425.00
4502014 · Irene Jecklin (to be used for general budget (money transferred to operating *Pledge/Offering...	-50.00
4502005 · Pastor Curtis Miller	20.00
4502002 · Phyllis Cooper	115.00
4503001 · Robert Clark	20.00
4502017 · Robert Smart	855.00
4502011 · William Collings Memorial	125.00
Total *MEMORIALS	3,233.01
*MINISTRIES	
4540013 · Boy Scout Troup #51	60.00
4541031 · Lutheran Chaplaincy	50.00
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4517000 · Prayer Shaw Ministry	500.00
4540015 · Reconcile in Christ Task Force	129.67
4541028 · WELCA Fund	736.95
Total *MINISTRIES	1,527.17

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
 As of January 31, 2022

4:06 PM
 02/09/22
 Accrual Basis

	Jan 31, 22
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	564.73
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	2,758.34
4500000 · Prepaid Pledge	4,338.75
4545000 · Sabbatical Leave	3,179.91
Total *OTHER Designated Accts	11,635.52
*OUTREACH	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	8,104.99
4014000 · Neighborhood Patio Events	250.00
Total *OUTREACH	8,604.99
Total Other Income	113,306.06
Net Other Income	113,306.06
Net Income	113,306.06

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Income	\$52,736											
Expense	\$34,129											
Income-Exp	\$18,607											



Treasure's Summary Report					February		2022		For January Data		YTD	
Period	Activity	YTD Balance	YTD Budget	Annual Budget	Annual Budget	Remaining	Balance-Budget	YTD Balance	YTD Budget	Annual Budget	Remaining	Balance-Budget
Income												
	Pledged/Unpledged Giving	\$ 52,351.31	\$ 37,916.66	\$ 454,999.92	\$ 402,648.61	\$ 14,434.65						
	Loose Plate	\$ 26.25	\$ 708.34	\$ 8,500.08	\$ 8,473.83	\$ (682.09)						
	Seasonal	\$ -	\$ 250.00	\$ 3,000.00	\$ 3,000.00	\$ (250.00)						
	Pledges/Offerings Other	\$ -	\$ -		\$ -	\$ -						
	Church Use	\$ 40.00	\$ -		\$ (40.00)	\$ 40.00						
	B&G Income	\$ 210.00	\$ -		\$ (210.00)	\$ 210.00						
	NA Transfers		\$ -		\$ -	\$ -						
	Family Ministry Income		\$ -		\$ -	\$ -						
	Worship Income		\$ -		\$ -	\$ -						
	Fellowship Income	\$ 107.00	\$ -		\$ (107.00)	\$ 107.00						
	Caring ministry		\$ -		\$ -	\$ -						
	Admin Income	\$ 1.36	\$ 12.50	\$ 150.00	\$ 148.64	\$ (11.14)						
			\$ -		\$ -	\$ -						
			\$ -		\$ -	\$ -						
			\$ -		\$ -	\$ -						
Total Income		\$ 52,735.92	\$ 38,887.50	\$ 466,650.00	\$ 413,914.08	\$ 13,848.42						
Expenses												
	Property Insurance	\$ 2,430.75	\$ 916.66	\$ 10,999.92	\$ 8,569.17	\$ 1,514.09						
	Total Church Missions	\$ 3,190.24	\$ 3,393.34	\$ 40,720.08	\$ 37,529.84	\$ (203.10)						
	Administration	\$ 2,419.89	\$ 2,131.27	\$ 25,575.24	\$ 23,155.35	\$ 288.62						
	Total Buildings and Grounds	\$ 969.33	\$ 2,241.68	\$ 26,900.16	\$ 25,930.83	\$ (1,272.35)						
	Total Utilities	\$ 3,812.47	\$ 3,275.00	\$ 39,300.00	\$ 35,487.53	\$ 537.47						
	Total Personnel Salary	\$ 18,209.99	\$ 24,255.25	\$ 291,063.00	\$ 272,853.01	\$ (6,045.26)						
	Payroll Expense	\$ 1,392.37	\$ 291.66	\$ 3,499.92	\$ 2,107.45	\$ 1,100.81						
	Teams & Committees	\$ 1,703.71	\$ 1,470.34	\$ 17,644.08	\$ 15,940.37	\$ 233.37						
						\$ -						
						\$ -						
Total Expenses		\$ 34,128.75	\$ 37,975.20	\$ 455,702.40								
Income-Expense (Operating)												
		\$ 18,607.17	\$ 912.30	\$ 10,947.60								
Designated Funds												
	Beg Balance	\$ 114,040.47		Register Bal.	\$ 127,748.43	\$ (60.00)						Ending Balance
	2022 Balance	\$ 36,320.65	Cleared Bal.	Register Bal.	\$ 50,510.16	\$ (2,518.60)						Ending Balance
General Operating Account		\$ 36,320.65	\$ 56,375.15	\$ 50,510.16	\$ 47,999.56							
Submitted by: Jonathan R. Brown 2/15/2022												

Fellowship Committee Meeting Minutes

2/1/2022

Present: Amanda Kelly, Bill O'Dell

The meeting opened at 6:10 pm.

- Amanda Kelly recently joined the Fellowship committee as council liaison.
- Budget Review – 2022 Budget is \$500. Due to this, Fellowship relies heavily on donations/free will offering. Need to appropriately track how much is spent and received.
- Past events
 - We discussed Fellowship events that had occurred in the past: Talent Show with meal, Ice Cream social, picnic, helping with Rally day, Bus Trips, coffee hour between services, Wednesday night dinners, chili lunch before annual meeting.
- Current events taking place
 - Sunday morning Coffee Hour (9:30am – 11:30am) – monitoring the sign up sheet to ensure each Sunday is covered with a volunteer. We should further discuss protocol in the event there is no volunteer and Bill or myself are not able to attend.
 - Wednesday night dinners
- Brainstorming future events:
 - Quarterly or Semi-annual brunch between services for all committees to discuss past/current/future events (to promote fellowship, open up communication, gather feedback that can help planning future events).
 - Easter brunch
 - Mother's day brunch
 - Talent Show
 - Canoe Trip
 - Bowling
- Communications
 - Is it possible for the Fellowship committee to send out general emails to the congregation requesting assistance (i.e. sign up for Sunday morning coffee hour, etc.) or sending out surveys getting feedback on events and ideas for future events.

The meeting adjourned at 6:50 pm.

Submitted by: Amanda Kelly

Worship Team Minutes – 1 February 2022

Attendees: Diane Kalmes, Pastor Josh

Absent: Chuck Barland

Items discussed:

1. Council requested that we suggest another night, other than Tuesdays that may work for us. Chuck was absent but I sent him a message 2 Feb. Chuck prefers Monday but cannot be last Monday of the month. I prefer 1st Monday of the month to still allow time to get minutes to Council.
2. Pastor Josh and I discussed Lenten Services, Holy Week and Easter.
 - a. **ACTION ITEMS – The Worship Team proposes the following items be considered and approved by Council:**
 - i. **Ash Wednesday Service -- 2 March 2022**
 1. **Time 5:30 p.m.**
 - ii. **Wednesday night Lenten Services -- 9, 16, 23, 30 March and 6 April.**
 1. **Time 5:30 p.m.**
 - iii. **Maundy Thursday – 14 Apr.**
 1. **Time 7:00 p.m.**
 2. **Will include First Communicants**
 3. **Washing of feet will not be included at this time. May change depending on Covid.**
 - iv. **Good Friday – 15 Apr.**
 1. **Time 7:00 p.m.**
 2. **Tenebrae service is being planned.**
 - v. **Easter Vigil – 16 Apr.**
 1. **Recommend not having this year.**
 - vi. **Easter Sunday**
 1. **Regular schedule of 8:30 a.m. and 11:00 a.m.**

Respectfully submitted:

Diane Kalmes

Acting chairperson, Worship Team



Noah's Ark Child Development Center
Board Meeting
February 1, 2022

Minutes
2.1.2022

Present: Jenifer Montgomery (director), Jason Duba (chair), Ellen Sinkey (vice chair), Kate Stierman (Treasurer) Marina Evanovich (Secretary), Emily Sewell, Lindsey Backhaus, Jessica Rheault

New Business

- Email correspondence from parents regarding concerns.
- A parent voiced concerns about the security of the school. Previously this was determined to not be a concern of parents via surveys and feedback. It was determined Jenifer would speak with those parents directly and we would table the idea for the time being but add it to our next parent survey.

Director's Report

- Fundraising
 - Possible gala fundraiser involving all staff, church members and past/present Noah's Ark families. Jenifer is putting together a committee to plan.
 - Noah's Ark received a grant from Child Resource and referral. There are specific requirements on how to spend this money but we do know it can go towards building improvements and staff salaries.
 - A committee consisting of Jason, Kate and Lindsey will be looking further into this and it may require a survey.
- Staffing Updates
 - Staffing looks okay right now but Jenifer is always on it as it can change quickly
 - We received guidance from the licensing lady advising to ensure we have full time lead staff
 - Discussed policy on staff wages and moving towards a possible pay matrix.

Treasurer's Report

- Honkamp is set up to manage our books
- May need to look into other available options once we are acclimated as they are a little pricey
- We have received a grant for \$76,437 from the State of Iowa Childcare Stabilization program. The funds must be used in specific ways per government documents.
- Established a task force to determine how to manage and use funds based on previous parent feedback. Task force members: Jason Duba, Lindsey Backhaus, Jenifer Montgomery and Kate Stierman

Email Correspondence

- Salary increases using grant money for appropriate parties, all board members were in favor of this and it passed
- Parent concerns

School News

- Currently have over 50 kids on the wait list
- Proposed to move half the Hippo class up to create room for the summer
- Full time spots are full

Other items

- Covid caused the shut down of classrooms recently and some parents inquired about credits. It was determined that this will be updated in the handbook and credits will not be refunded