

HOLY TRINITY LUTHERAN CHURCH
COUNCIL PACKET
February 16, 2021

Zoom Link

<https://zoom.us/j/696504258>

Meeting ID: 696 504 258

1755 Delhi Street, Dubuque, IA 52001
563-582-3228
www.htlcldbq.com

Holy Trinity Lutheran Church Council
Council Meeting Minutes
February 16, 2021

Attendance: Via Zoom, Council: Jonathan Brown, Jason Duba, Michele Faubel, Pastor Josh Martyn, Alex Beck, Amanda Matson, Pastor Derek Rosenstiel, Ed Borchert, Adam Eikamp, Terry Hoefflin, Tami Ernster, and Gretchen Kueter. Absent: Lilly Hoefflin, Kate Stierman

President Adam Eikamp called the meeting to order at 6:31 PM. Pastor Josh gave the devotions from a Lenten devotion called "Alert Living" from Luke 21:36.

President Adam reviewed the agenda and noted some changes. Gretchen Kueter moved to approve the agenda with the changes presented. Jonathan Brown seconded the motion. The motion carried.

The council made introductions since this was the first meeting for the newly elected members.

Gretchen Kueter moved to approve the minutes that were presented from the January 19, 2021 Council Meeting Minutes, January 20, 2021 Special Council Minutes, January 21, 2021 Special Council Minutes, February 2, 2021 Executive Council Minutes. Jonathan Brown seconded the motion. The motion carried.

Pastor's Report: Pastor Josh referenced his report, he welcomed back the returning council members and welcomed the new members. He talked over what the council retreat would look like. He also wants to go over what the roles for the council are, and to educate the congregation on what the council is responsible for. He will be on vacation from February 24th – March 2nd.

Action Item: Pastor Josh moved the following motion:

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 2021 includes a housing allowance. Rev. Joshua Martyn estimates that he will spend \$40,000 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 \$72,822 paid to Rev. Joshua Martyn includes a housing allowance of \$40,000.

Motion seconded by Gretchen Kueter. Motion Carried.

Associate Pastor's Report: Pastor Derek referenced his report. He has plans and goals for the new year.

Action Item: Pastor Derek moved the following motion:

In order to permit Rev. Derek Rosenstiel 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 2021 includes a housing allowance. Rev. Derek Rosenstiel estimates that he will spend \$20,000 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 \$55,508 paid to Rev. Derek Rosenstiel includes a housing allowance of \$20,000.

Motion seconded by Jason Duba. Motion Carried.

Treasurer Report: Jonathan is planning on doing a spreadsheet that is easier to read and understand for the congregation.

Financial Secretary: Nothing to report for the month.

Old Business:

Review Directive of Covid 19, and the review of Covid 19 data along with church reopening discussion:

The council reviewed and discussed which data source the church is going to use to keep the church open for in person worship.

Action Item: Terry Hoefflin moved to propose the council and church to use the Dubuque County IDPH numbers and percentages. If the percentage is 15% or above, the council will reconsider closing the church.

Alex Beck seconded the motion. Motion Carried.

If the number spikes over the 15% - a vote via email will go out to the council.

New Business:

Planning for a pledge drive – how to handle the deficit:

Action item: Amanda Matson moved to have the finance committee propose some fundraising options that are inviting to the congregation before the next council meeting. Jason Duba seconded. Motion carried.

Action Item: Amanda Matson made an amendment to the original motion:

All committee night groups take a directive to work with the finance liaison on some fundraising options that are inviting to the congregation before the next council meeting. Jason Duba seconded. Motion carried.

Reconnect and Reestablish All Committee Night: The council wants to get back to all committee night on the 1st Tuesdays of the month via zoom. This will start March 2nd. The devotion will start at 6pm, the Meeting will be from 6:15 – 7:15, and then executive council will follow. All congregation members are invited to attend. There was a draft invitation that was made by Amanda Matson. Gretchen Kueter and Adam Eikamp will also help in the invitation to include all members.

Council Retreat and meeting: The council retreat will be March 6th from Noon to 3pm via zoom.

The March council meeting will be March 16th at 6:30pm.

Committee Reports: The committee reports were included in the council packet. Terry Hoefflin moved to approve the committee reports, Alex Beck seconded. The motion carried.

Communications to Committees:

- 1) Reestablish All Committee Night
- 2) Fundraising and Budget Ideas
- 3) Pastor will be on vacation Feb 24 – March 2nd
- 4) 15% Positivity Rate for the possible reclosing of church.

Tami Ernster moved to adjourn the meeting at 8pm. Alex Beck seconded the motion. Motion Carried.

The Lord's Prayer was said by all members via Zoom.

Submitted by

Michele Faubel
Holy Trinity Lutheran Church Council Secretary

Holy Trinity Lutheran Church Council
Meeting Agenda via Zoom
February 16, 2021

- 6:30 Opening Devotions Pastor Derek or Pastor Josh
- 6:35 Review and approve the meeting's agenda Adam Eikamp
- 6:38 January 19, 2021 Council Meeting Minutes, January 20 Special Council Minutes, January 21st Special Council Minutes, February 2, 2021 Executive Council Minutes
- 6:40 Pastor's Report Pastor Josh
- 6:48 Associate Pastor's Report Pastor Derek
- 6:56 Treasurer's Report Jonathan Brown
- 7:05 Financial Secretary Ed Borchert
- 7:25 BUSINESS:
- Old business:
- Review Directive of Covid -19
 - Review of COVID data along with church reopening discussion
- New Business:
- Planning for a pledge drive – how to handle the deficit
 - Council Retreat – Possible date March 6th 9am to 12pm
 - March Council meeting date?
 - How to reconnect with the congregation
 - Ideas to educate the congregation what committees do.
 - Reestablish All Committee night
- 7:45 COMMITTEE REPORTS & ACTION ITEMS
- | | |
|------------------------------|-----------------|
| Personnel | Amanda Matson |
| Building and Grounds | Alex Back |
| Fellowship | Kate Stierman |
| Stewardship | Vacant |
| Outreach | Gretchen Kueter |
| Worship | Terry Hoefflin |
| Family Ministry / Parish Ed. | Tami Ernster |
| Noah's Ark | Jason Duba |
| Youth Liaison | Lilly Hoefflin |
- STAFF REPORTS (written)
- | | |
|-----------------|--------------|
| Office Manager | Lorice Amlin |
| Family Minister | Sara McCaw |
- ANNOUNCEMENTS/CORRESPONDENCE Adam Eikamp
- Communications to Committees: list four items
- 8:00 ADJOURNMENT WITH THE LORD'S PRAYER

Holy Trinity Special Meeting

Wednesday, January 20, 2021

On Wednesday, January 20, 2021, President Sue Tigges emailed the Council Members some motions regarding personnel decisions that were made at the council meeting on Tuesday, January 21, 2021

Council members voted via email. Tami Ernster moved to approved the following motions. Terry Hoefflin seconded the motions.

Motion 1 – Accounts Receivable and Accounts Payable positions to be reduced from 20 hours to 15 hours each effective April 1, 2021.

Ayes: 9 Nays: 0 Absent: 2 Abstain: 3 Motion Carried

Motion 2 – The Youth and Family Minister position terminate effective May 31, 2021 so that Sara can keep continuity within the various programs

Ayes: 7 Nays: 2 Absent: 2 Abstain: 3 Motion Carried

Motion 3 – The Youth and Family Minister position begins June 1, 2021

Ayes: 7 Nays: 2 Absent: 2 Abstain: 3 Motion Carried

Submitted by

Michele Faubel

Holy Trinity Lutheran Church Council Secretary

Holy Trinity Lutheran Church, Dubuque, Iowa

EIN: 42-1134617

Holy Trinity Lutheran Special Council Meeting

January 21, 2021

On Thursday, January 21, 2021, President Sue Tigges emailed the Council for approval to authorize her to sign the PPP Loan Forgiveness Application (SBA Form 3508S) and submit it to Premier Bank along with any proof as requested by either the SBA or Premier Bank.

Darrell Kalmes moved to approve Susan Tigges to sign the PPP Loan Forgiveness Application (SBA Form 3508S) and submit to Premier Bank along with any proof as requested by either the SBA or Premier Bank. Tami Ernster seconded the motion.

Council members that voted via email: Darrell Kalmes, Tami Ernster, Gretchen Kueter, Jonathan Brown, Adam Eikamp, Terry Hoefflin, Jason Duba, Marlee Tart, and Michele Faubel. Ayes: 9, Nays: 0; The motion carried.

Minutes approved by Council on January 25, 2021.

Michele Faubel, Secretary

01/25/2021

Holy Trinity Lutheran Church Annual Meeting
Annual Meeting minutes
January 31, 2021 10:30am via zoom

President Sue Tigges called the Annual Meeting to order at 10:30 a.m.

Pastor Derek Rosenstiel opened the meeting with a devotion from Martin Luther centered around 1st Corinthians 16:13-14.

President Sue declared that we have a quorum as there are 72 Holy Trinity members in attendance via zoom, 48 members are required for a quorum. She announced that Bill O'Dell is the parliamentarian and Michele Faubel is the secretary for the meeting. Voting on any voting issues will be done by ballot sent over zoom, if members call in they can verbally vote so everyone gets a vote.

President Sue reviewed the meeting agenda. Comments will be limited to a 1-minute time limit.

Tami Ernster moved to approve the January 26,2020 Annual Meeting minutes, Gretchen Kueter seconded the motion. The motion carried.

Financial Review: Sue Tigges and Marlee Tart along with the office staff have been in the process of transitioning the church books to QuickBooks. Through that process all accounts have been looked at and accounted for. This will satisfy the audit requirements.

Treasurer's Report: Treasurer Jonathan Brown referred to the report which is a summary of 2020 income and expenses. In the report, he included the data from 2018 and 2019 to see if there were any trends. In 2020, we received PPP (Paycheck Protection Plan) money due to Covid-19 in the amount of \$91,500 that helped the church's budget. The church paid off the \$15,000.00 Line of Credit, so that balance is now \$0. The Line of Credit is renewed every September. The ending balance of the General operating account balance is \$45,250.29. The Operating Income minus Expense difference for the year was \$22,405.03. The pledged/unpledged giving was below what was originally pledged.

Committee Reports: President Sue Tigges called everyone's attention to the reports in the Annual Report and encouraged everyone to read them if they have not had the opportunity to do that. A motion was not needed to approve the committee Reports.

President's Report: President Sue Tigges went through her written report. She introduced the council members. She said a huge thanks for the Pastors, staff and council on all the difficult decisions that 2020 brought all of us. She talked about the deficit that was originally at \$84,168.65. To try to lessen the deficit and do some restructuring, the Personnel committee recommending the following:

- The Hand bell choir position be suspended for the year.
- The hours for the Accounts Payable and Accounts Receivable positions be reduced to 15 hours each starting June 1.
- Neither Pastor Josh or Pastor Derek would receive an increase in wages in the year 2021.
- The current Youth and Family Minister position and benefits would be terminated 05/31/21.
- A Part-time Youth Minister position would be created effective June 1.

With these changes, the deficit would now be at \$55,492.18.

Pastor's Report: Pastor Josh Martyn asked people to read his report if they haven't had the opportunity to do that. He stated although the building of Holy Trinity was not open, the ministries never stopped, and reached more people throughout the world than ever before. Confirmation, Bible Explorer's, Sunday School, family ministry activities, men and women bible studies, committee meetings, council meetings and most importantly weekly worship services were held. A huge thank you to the church for the new sound and video system that will allow HTLC to do live stream week in and out. A huge thank you to the staff, Pastor Derek and the council members to have the conversations that were had during 2020.

Associate Pastor's Report: Pastor Derek referred to his written report, with 2020 being the year it was, there was still a lot of community of faith, love and support to all. The churches outreach ministries continued to have a positive impact upon the lives of many. He has enjoyed speaking to the many people of Holy Trinity. He also said a word of thanks to Pastor Josh, the staff and council for all the love, and conversations throughout the past year.

Approval of Constitution Amendments: Adam Eikamp moved That Holy Trinity Lutheran Church's Constitution be amended per amendments made to the Model Constitution for Congregations at the 2019 Church wide Assembly. Dave Assmus seconded that motion. Motion Carried.

Presentation of 2021 budget and approval: Financial Treasurer Marlee Tart pointed out pledges were down a little bit from 2020. The PPP money has helped the cash flow of the church. She screen shared the budget and discussed some keys points. With the work of the finance committee and council the deficit is showing \$55,492.18.

At the January 16th Council Meeting, Council moved to approve the 2021 budget. Lisa Borchert seconded the motion. Much discussion followed with concerns expressing about how to handle the deficit. The vote was Ayes: 79. Nays 51. Motion Carried.

Kate Stierman moved to reduce \$2500.00 from the stewardship meal for the line item in the 2021 budget. Adam Eikamp seconded that motion. Motion Carried.

Chris Kueter moved to amend the amount to \$2000.00 for the stewardship line instead of the \$2500.00. Darrell Kalmes seconded the motion. Motion Carried.

Call to Question was moved by Dale Bjerning and Darrell Kalmes seconded. The motion carried.

President Sue Tigges called for the vote of the Proposed 2021 Budget with amendments. The vote was Ayes: 79, Nays 51. Motion Carried

Dale Bjerning moved to make an amendment to direct council to present the 2022 budget within \$5000.00 of being balanced. Duane Ernster seconded the motion. Lots of discussion on how this needs to be a whole church solution instead of a council solution. Lots of cuts were made in 2020, and to be within \$5000 would mean many more changes. Ayes 31, Nays 96. Motion Failed.

Nominating Committee Report and Elections:

Adam Eikamp presented the ballot as printed in the annual report. He pointed out that there were some vacancies. The Nominating Committee is continuing to work on filling these positions and the Council will then appoint the nominees to fill the positions.

Adam Eikamp moved to elect the individuals on the ballot. Dale Bjerning seconded the motion. The motion carried.

The following were elected:

President	Adam Eikamp	one-year term—expires 1/22
Vice President	Amanda Matson	one-year term—expires 1/22
Council members at Large		two-year term—expires 1/23
Fellowship -	Kate Stierman	
Financial Secretary	Ed Borchert	
Building and Grounds	Alex Beck	
Family and Ministry	Tami Ernster	
Stewardship	Vacant – to be appointed by council	
Synod Assembly Delegates		one-year term—expires 1/22
Tami Ernster		
Duane Ernster		
Ron Tigges		
Sue Tigges		
Alternate Delegates		one-year term—expires 1/22
Gary Sewell		
Linda Sewell		
Dubuque Area Congregations United		one-year term—expires 1/22
Barb Rank		
Lisa Anderson		
Nominating Committee for 2021		one-year term—expires 1/22
Mary Strom		
Linda Sewell		
		Committee member to be appointed by Council

Pastor Josh led the congregation in a closing litany that all ELCA congregations are using.

President Sue Tigges adjourned the meeting at 1:08 pm

Submitted by

Michele Faubel
Holy Trinity Council Secretary

Holy Trinity Lutheran Church Council
Executive Committee Meeting Minutes via Zoom
February 2, 2021 6:30 PM

Attendance: Adam Eikamp, Pastor Derek Rosenstiel, Jonathan Brown, Pastor Josh Martyn, Michele Faubel, Ed Borchert, Amanda Matson

The meeting started at 6:30pm.

The Agenda for the Council meeting was discussed and gone through.

The review of the first in-person worship service set for 02/07/21 was discussed.

At the council meeting, a review for which data for positivity rates should we use to keep the church open.

Council Retreat dates were discussed.

Meeting ended at 7:06 pm.

Submitted by:

Michele Faubel
Holy Trinity Lutheran Church Council Secretary

Pastor's Report 2/16

"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 those of you who are new to council, returning after some years off of council, and rejoining council. Thank you so much for answering the congregations call to be leaders of HTLC. I truly am excited to walk alongside you all as we continue to carry out our mission of Living Christ's Call to Love and Serve All.

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

Thanks to Bill O'Dell, the fellowship team conducted their first event. The team (which is mainly Bill and myself) hosted a Virtual Talent Show. This event was well attended and featured skills from trumpet playing, figure skating, role playing, and displaying arts and crafts. Bill O'Dell cooked a delicious meal with some helpers which were then delivered, or picked up, by those attending the talent show. This way we all could eat together while sharing the various gifts that God has given. It truly was an amazing event and hope to host another one soon.

Looking Forward:

As we continue to look forward, I am hoping the rollout of the vaccine continues to increase so that we can safely return to some normality at church. Currently we have had to cancel the first in-person worship due to the cold weather and hopefully, as you read this, we were able to conduct our first one this past Sunday. I have received many emails and phone calls from members stating that they would not be attending in person worship until they have received their vaccine and positive numbers in the state, not just Dubuque, continue to decline. I am sure there are others who are planning to attend in person worship right away and I am deeply grateful to the Worship Team for creating a process of how to get people into and out of the building safely.

Over this next month I will be focusing on the Mid-Week Lenten worship services, as well as Sunday worship. I am hoping to begin some online small group ministries that will hopefully transition to in-person. I will also be working on the Part Time Youth Minister position and creating a job description that best fits the needs of the youth and families of HTLC. Once that job description is created, I will work with the personnel team to finalize it for approval from council. We will then open the position up for applications following that approval.

I am also looking forward to our council retreat. It will be shorter than usual because we do not want you all to sit for hours staring at your screen. During this retreat, I will take you through the constitution to explain what the council does, what your responsibilities are as a council, what the responsibilities are of your council position, what my and Pastor Derek's responsibilities are, and how we all work together to further the ministry of Jesus Christ here at HTLC. I know some of you have been through this process before, but it is an expectation that you all attend as we learn more about one another and how we all can work together as a team.

One of the first council action items for the 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 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 make a motion to allocate \$40,000 of my salary as housing allowance.**

I will be gone on vacation from February 24th-March 2nd. If there is anything you need, please let me know and I will do my best providing you with the resources.

Peace in Christ,
Pastor Josh

HOUSING ALLOWANCE RESOLUTION

Holy Trinity Lutheran Church
Minutes from the 2021 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 2021 includes a housing allowance. Rev. Joshua Martyn estimates that he will spend \$40,000 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 \$72,822 paid to Rev. Joshua Martyn includes a housing allowance of \$40,000.

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.)

Pastor Derek Rosenstiel
Associate Pastor Report

“For I have learned to be content with whatever I have. I know what it is to have little, and I know what it is to have plenty. In any and all circumstances I have learned the secret of being well-fed and of going hungry, of having plenty and of being in need. I can do all things through Christ who strengthens me.”
Philippians 4: 11b-13 (NRSV)

Thanks be to God for each devoted and faithful servants of Christ who will be serving this year on council. May the Holy Spirit bless you and guide you in your loving service here in this beloved community of faith for the sake of the gospel of Christ. I pray that each of you knows how deeply appreciated your ministry really is here, and that you hear words of thanks from community members often. Your voice is vital to helping us as a family in Christ follow where we are being led and staying true to our shared mission here at Holy Trinity. THANK YOU for your voices and your witnesses to Christ in your roles on council.

We are at a place of transition as a community of faith in many ways. The transitions that we are experiencing have been brought about for many reasons and are exceedingly difficult as any transition in life is. In this place there is much grief, joy, challenge, opportunity, and so much more to be experienced and processed both by each of us as individuals and collectively as a community. The ways we handle this experience is of the utmost importance, and it must be handled with the care, tenderness, love, and unity that has been shown us in the person of Jesus Christ. If we do not make space for each of us to process what we are going through at this time, we as a community will create barriers for us to live and grow into the new life that God promises us in any time of transition.

You who are new to council will come to learn that I write my reports in some ways as a spiritual reflection of what has come to pass and what lies ahead for both my ministry and our lives together. It may sound like a sermon or devotion, but I always invite you to ask deeper questions about what I am up to and the plans I have in my role as associate pastor here at HTLC, as I always love conversation. Yet, I reflect in this way as a helpful reminder that whatever we do in life and especially in our lives as a community of faith, should be grounded in our faith in the person of Jesus Christ and the good news we have been given by God in him. I start off my council report this year with a passage that has rested near to my heart and mind in this time, especially after having lived through the experience of our most recent congregational annual meeting.

I cannot claim to have experienced deep hunger or need in life, nor do I believe we as a community of faith can claim that even in this time of trial. Life ebbs and flows with times of what feels like scarcity and times of abundance. Whether it be a thirst for hope, a hunger for meaning, a yearning for healing, a cry for relief, or some other need; we all have experienced what it means to feel like we are struggling to just get by in life. Yet, as Paul writes in his own true experience of hunger and hardship; we have a God who promises to sustain us and preserve us in the good times and bad. We have a God who brings new life about when death seems to have had victory and who nourishes this barren land with living and life-giving waters that never cease. We are too beloved of God called to remember that through Christ who strengthens us, we can truly do all things. We can proclaim the good news in word and deed as a community of faith with far less than what we think is even feasible. For even if our voices shall fail us, the stones will shout out the good news of Christ in this world.

In light of this reflection, this is what I have to report this month to council. This past month and year were filled with experiences of the impossible being made possible in Christ. Case in point, our Outreach ministry continues to grow and thrive in this time. We had yet another food distribution in the month of January, and with the help of many faithful servants both within our church community and from the greater community we were able to love and serve our neighbors in need. It was cold, but hearts were warmed in this experience of serving in the name of Christ. Sara along with the high-school youth group and parents provided a meal-to-go for the almost 175 or so families who received food that day. Our volunteers in partnership with help from the city planned out the safest and most efficient drive-thru distribution we have held yet. With the growing numbers of our neighbors who depend up distributions to sustain their families, we have learned new ways on how to direct traffic and still deliver the gift of food given for all of God's children in a loving and caring way. Our Outreach team continues to plan more opportunities to grow our outreach ministries and soon will be planning small group service opportunities for us as we are able to get out and into our community even more.

Pastor Josh, I, and all of you continue to love and care for each other in this time of trial through the caring ministries of our congregation. Dan Wild and the rest of the Stephen Ministry team along with I are discerning ways in which the amazing group of faith-centered caregivers we have here at HTLC can be more active and reach out even more to folks who may be struggling. I plan on working closely with Dan, Kathy, & Magi on tapping into the deep well of support that exists in our Stephen ministers' group. We are looking into how we can get word out that we have a group of amazing lay ministers who are ready and willing to provide short-term and long-term confidential care relationships for people who need someone to walk alongside them in what they are going through. We also have had many amazing volunteers step up to love and care for their siblings in Christ through writing letters of love, making care calls, and helping to deliver care packages to people who feel isolated or alone in this time of pandemic.

Lent is upon us and our worship life together continues to be a source of life and community for all those who join together to give praise to God here at Holy Trinity. We are moving towards reopening to in-person worship at a limited capacity with CDC guidelines being observed for the health and safety of all. Worship team and staff have been working hard to prepare for this, and we continue to trust in God that as we return to in-person we will still seek to preserve our commitment to love our neighbor as ourselves while we joyously worship together and see one another face-to-face again. During the season of Lent we will be offering meaningful and rich midweek worship opportunities that center our hearts and minds on the many ways "God's Love is Shown" to us in the life, death, and resurrection of our Lord and Savior Jesus Christ. We hope you will join us for Ash Wednesday and all our Lenten services for this opportunity to find rest and a space for all of who you are in that time.

As I close my report, I want to say that while I do not know what lies ahead for myself or our community of faith; I continue to trust that God's love and good news will continue to be proclaimed and lived out in and through each of us and in this community. Thanks be to God for your partnership in ministry, and most of all thanks be to God for providing us with more than we will ever need to carry out the ministry of Christ in this world and in our lives.

May God's grace and peace be with each of you!

In Christ,

DGR (Pastor Derek)

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Balance Sheet as of January 31, 2021

Tuesday, February 9, 2021 12:15 PM

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Account #	Account Name	Beginning Balance	YTD Balance
Assets			
1.100.000	General Operating Checking	45,250.29	38,507.83
1.100.035	Designated Funds Checking	119,752.15	115,926.69
1.100.045	Noah's Ark Operating Checking	47,625.35	37,899.09
	Total Current Assets	\$212,627.79	\$192,333.61
1.500.000	Church Addition - (1999-2000)	2,094,497.71	2,094,497.71
1.500.005	Capitalized Interest	41,450.34	41,450.34
1.500.010	Church Edifice and Lot	1,024,000.00	1,024,000.00
1.500.020	1730 University	37,000.00	37,000.00
1.500.030	1815 Delhi	27,000.00	27,000.00
1.500.060	1710 University	68,956.25	68,956.25
	Total Fixed Assets	\$3,292,904.30	\$3,292,904.30
	Total Assets	\$3,505,532.09	\$3,485,237.91
Liabilities			
2.000.000	Accounts Payable/Vendors	1,078.01	1,300.27
	Total Accounts Payable	\$1,078.01	\$1,300.27
	Total Liabilities	\$1,078.01	\$1,300.27
Fund Balance			
3.000.000	Noah's Ark Operating Checkbook	47,625.35	37,899.09
3.001.000	General Operating Checkbook	44,172.28	37,207.56
	Total Operating Fund	\$91,797.63	\$75,106.65
3.099.000	Equity Fund	3,292,904.30	3,292,904.30
	Total Investments / Equity Fund	\$3,292,904.30	\$3,292,904.30
3.100.000	Designated (& Restricted) Checkbook	119,752.15	115,926.69
	Total Fund Balance	\$3,504,454.08	\$3,483,937.64
	Total Liabilities and Fund Balance	\$3,505,532.09	\$3,485,237.91

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Consolidated Fund Activity Report for January 2021

Tuesday, February 9, 2021 12:18 PM

Page 1 of 4

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.000	<i>Designated (& Restricted) Checkbook</i>					
3.002.000	Sanctuary Lighting Fund	0.00	0.00	0.00	0.00	0.00
3.003.000	Music Dept Fund	413.00	0.00	413.00	0.00	0.00
3.004.000	Designated Checking Interest Fund	4.28	5.17	0.00	0.00	9.45
3.005.000	Fellowship Events Fund	1,096.30	0.00	696.30	0.00	400.00
3.006.000	Intern 2017-2018 Special Appeal Fund	0.00	0.00	0.00	0.00	0.00
3.007.000	Roof Fund	61,317.91	0.00	1,380.00	0.00	59,937.91
3.008.000	Pastor Cont. Ed. Fund	0.00	0.00	0.00	0.00	0.00
3.009.000	Assoc. Pastor Cont Ed.	0.00	0.00	0.00	0.00	0.00
3.011.000	Property Improvement	1,436.35	0.00	0.00	0.00	1,436.35
3.012.000	Dubuque Dream Center Balance	0.00	0.00	0.00	0.00	0.00
3.013.000	Telephone & Internet Balance	0.00	0.00	0.00	0.00	0.00
3.014.000	Neighborhood Patio Events Balance	250.00	0.00	0.00	0.00	250.00
3.015.000	Short Term Debt Deduction for Designated Funds	0.00	0.00	0.00	0.00	0.00
3.016.000	Produce for Food Insecure Balance	100.00	0.00	0.00	0.00	100.00
3.017.000	Prayer Shaw Ministry Balance	100.00	0.00	100.00	0.00	0.00
3.018.000	Free Wash Balance	250.00	0.00	0.00	0.00	250.00
3.019.000	Sound System Fund Balance	0.00	0.00	0.00	0.00	0.00
3.020.000	Designated Credit Card Fees Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.000	Memory Cafe Fund	80.55	0.00	0.00	0.00	80.55
3.040.001	1st Communion	0.00	0.00	0.00	0.00	0.00
3.040.002	Flowers	0.00	0.00	0.00	0.00	0.00
3.040.003	Presentation Lantern Center Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.004	Stephen's Ministry Fund	0.00	0.00	0.00	0.00	0.00
3.040.005	Misc I/O	0.00	0.00	0.00	0.00	0.00
3.040.006	LFC Internal Improvement - Acoustics	0.00	0.00	0.00	0.00	0.00
3.040.007	Fair Trade Coffee/Chocolate	0.00	0.00	0.00	0.00	0.00
3.040.008	Welcome Gift - Intern	0.00	0.00	0.00	0.00	0.00
3.040.009	Bell Choir	0.00	0.00	0.00	0.00	0.00
3.040.010	Staff Reimbursement	0.00	0.00	0.00	0.00	0.00
3.040.011	Retreat	0.00	0.00	0.00	0.00	0.00

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.040.012	Sunday School Supply Fund Balance	30.00	0.00	30.00	0.00	0.00
3.040.013	Benevity Community Fund (Boy Scout Troop #51)	0.00	0.00	0.00	0.00	0.00
3.040.014	Ora Gremmel Designated Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.015	Reconciled In Christ Task Force Balance	129.67	0.00	0.00	0.00	129.67
3.040.016	Railing Paint Project Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.017	Monitor Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.018	Computer Fund Balance	0.00	0.00	0.00	0.00	0.00
3.040.019	On-line Giving Page Balance	300.00	0.00	0.00	0.00	300.00
3.040.020	Payroll Protection Program Fund Balance	0.00	0.00	0.00	0.00	0.00
3.041.000	Mission Fund (ELCA)	0.00	0.00	0.00	0.00	0.00
3.041.001	Global Mission	0.00	0.00	0.00	0.00	0.00
3.041.002	World Hunger	0.00	0.00	0.00	0.00	0.00
3.041.003	LWR	0.00	0.00	0.00	0.00	0.00
3.041.004	Disaster Relief	0.00	0.00	0.00	0.00	0.00
3.041.005	Missionary Sponsorship	0.00	0.00	0.00	0.00	0.00
3.041.006	EWALU Campership	60.00	0.00	0.00	0.00	60.00
3.041.007	Hunger Outreach Balance	6,454.53	70.00	0.00	0.00	6,524.53
3.041.008	Flood Buckets Balance	0.00	0.00	0.00	0.00	0.00
3.041.009	Rescue Mission	0.00	0.00	0.00	0.00	0.00
3.041.010	Food Pantry DBQ	0.00	0.00	0.00	0.00	0.00
3.041.011	People In Need PIN	0.00	0.00	0.00	0.00	0.00
3.041.012	Global Church Weekend Balance	0.00	0.00	0.00	0.00	0.00
3.041.013	Lutheran Immigration & Refugee Service Balance	0.00	0.00	0.00	0.00	0.00
3.041.014	St. Mark's Community Center	0.00	0.00	0.00	0.00	0.00
3.041.015	Campus Ministries	0.00	0.00	0.00	0.00	0.00
3.041.016	Luther Manor Residences	0.00	0.00	0.00	0.00	0.00
3.041.017	Habitat for Humanity Inc	0.00	0.00	0.00	0.00	0.00
3.041.018	Bread for the World Mission	0.00	0.00	0.00	0.00	0.00
3.041.019	LSI Mission	0.00	0.00	0.00	0.00	0.00
3.041.020	D A C U	0.00	0.00	0.00	0.00	0.00
3.041.021	St. John's Guest House	0.00	0.00	0.00	0.00	0.00

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.041.022	Pastor's Emergency Fund	3,614.97	1,650.00	829.66	0.00	4,435.31
3.041.023	Sunday School Offering	0.00	0.00	0.00	0.00	0.00
3.041.024	Advent Offering	10.00	0.00	10.00	0.00	0.00
3.041.025	Lenten Offering	0.00	0.00	0.00	0.00	0.00
3.041.026	Young Adults in GLocal Mission YAGM	0.00	0.00	0.00	0.00	0.00
3.041.027	Crescent Community Health Center	0.00	0.00	0.00	0.00	0.00
3.041.028	Quilters Fund Balance	765.53	0.00	0.00	0.00	765.53
3.041.029	Gardens of Grace	0.00	0.00	0.00	0.00	0.00
3.041.030	E W A L U Support	0.00	0.00	0.00	0.00	0.00
3.041.031	Lutheran Chapaincy Outreach	0.00	55.00	55.00	0.00	0.00
3.041.032	Member Assistance	0.00	0.00	0.00	0.00	0.00
3.041.033	Maria House Offering	0.00	0.00	0.00	0.00	0.00
3.041.034	Opening Doors Women's Shelter Offering	0.00	0.00	0.00	0.00	0.00
3.041.036	Malaria Campaign	0.00	0.00	0.00	0.00	0.00
3.041.037	Lutheran Disaster Relief	0.00	0.00	0.00	0.00	0.00
3.041.038	Christmas Gift Outreach Balance	315.00	0.00	315.00	0.00	0.00
3.041.040	Patio Project	0.00	0.00	0.00	0.00	0.00
3.041.041	VBS Mission Offering	0.00	0.00	0.00	0.00	0.00
3.041.042	Courtyard Project Fund Balance	0.00	0.00	0.00	0.00	0.00
3.045.000	Sabbatical Leave Fund	7,499.91	0.00	0.00	0.00	7,499.91
3.050.000	Green Team Sponsorship	0.00	0.00	0.00	0.00	0.00
3.053.000	Family Ministry Fund	9,487.95	0.00	58.01	0.00	9,429.94
3.054.000	Griefshare Fund Balance	0.00	0.00	0.00	0.00	0.00
3.055.000	AED Fund (automated external defibrillator)	0.00	0.00	0.00	0.00	0.00
3.056.000	Major Repairs	0.00	0.00	0.00	0.00	0.00
3.060.000	Ramp Fund	0.00	0.00	0.00	0.00	0.00
3.062.000	Alley Debt Reduction	0.00	0.00	0.00	0.00	0.00
3.066.000	Noah's Ark Reserv Fund	793.79	0.00	0.00	0.00	793.79
3.100.001	ELCA Synod Receipts	0.00	0.00	0.00	0.00	0.00
3.100.002	Phyllis Cooper Memorial	115.00	0.00	0.00	0.00	115.00
3.100.003	Pastor Harvey Frye Memorial	0.00	0.00	0.00	0.00	0.00
3.100.004	Alice Arnold Memorial	0.00	0.00	0.00	0.00	0.00
3.100.005	Pastor Curtis Miller Memorial Balance	20.00	0.00	0.00	0.00	20.00

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.006	Fran Kringle Memorial - Stephen Ministry	272.41	0.00	272.41	0.00	0.00
3.100.007	Matt Moore Memorial - Stephen Ministry	0.00	0.00	0.00	0.00	0.00
3.100.008	Ron Amundson Memorial	0.00	0.00	0.00	0.00	0.00
3.100.009	Gene Chappell Memorial	0.00	0.00	0.00	0.00	0.00
3.100.010	Griebel Memorial - 9	0.00	0.00	0.00	0.00	0.00
3.100.011	Willaim Collings Memorial	125.00	0.00	0.00	0.00	125.00
3.100.012	Linda Lunde Memorial - Signage	0.00	0.00	0.00	0.00	0.00
3.100.013	Irene Jecklin Memorial - Luther Manor	0.00	0.00	0.00	0.00	0.00
3.100.014	Irene Jecklin Memorial - HTLC General Use Balance	10,705.00	0.00	1,000.00	0.00	9,705.00
3.100.015	Basant Persaud Memorial Balance	1,005.00	220.00	0.00	0.00	1,225.00
3.100.017	Don Hamill Memorial - Stephen Ministry	0.00	0.00	0.00	0.00	0.00
3.100.018	Dorothy Wick Memorial - Stephen Ministry/Undesigna	0.00	0.00	0.00	0.00	0.00
3.100.021	Caroll Tolzmann Memorial Balance	0.00	0.00	0.00	0.00	0.00
3.500.000	Prepaid Pledge Balance	13,000.00	0.00	666.25	0.00	12,333.75
Total		<u>\$119,752.15</u>	<u>\$2,000.17</u>	<u>\$5,825.63</u>	<u>\$0.00</u>	<u>\$115,926.69</u>

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Income						
4.100.000	Pledge/Unpledge Reg Giving	29,531.73	29,531.73	36,336.00	436,037.00	406,505.27
4.100.001	Loose Plate	250.00	250.00	313.00	3,750.00	3,500.00
4.100.002	Seasonal	0.00	0.00	83.00	1,000.00	1,000.00
4.100.003	Church Debt Giving	0.00	0.00			
4.100.004	Interest Income	1.34	1.34*	1.00	20.00	18.66
4.100.005	Transfer from Telephone & Internet	0.00	0.00			
4.100.006	Church Use Income	360.00	360.00*	0.00	0.00	(360.00)
4.100.007	Transfer from NA for Internet/phone	0.00	0.00	135.00	1,620.00	1,620.00
4.100.008	HTLC Foundation Fund	0.00	0.00			
4.100.009	Misc General Income	0.00	0.00	0.00	0.00	0.00
4.100.010	Transfer from Rental Houses Profit	0.00	0.00			
4.100.011	Transfer from Intern Fund	0.00	0.00			
4.100.012	Community Foundation Fund	0.00	0.00			
4.100.013	Transfer from Zero Balance Account	0.00	0.00	0.00	0.00	0.00
4.100.014	Transfer from Sale of Lot for Property Improvement	0.00	0.00			
4.100.015	Transfer from Designated LFC Internal Improvements	0.00	0.00			
4.100.016	Admin Income	24.79	24.79*	0.00	0.00	(24.79)
4.100.017	Transfer from Noah's Ark for Custodial Services	0.00	0.00	0.00	0.00	0.00
4.100.018	Transfer from PPP Designated Acct	0.00	0.00			
4.100.019	Transfer from Continue the Call	0.00	0.00	0.00	0.00	0.00
4.100.020	Transfer from Noah's Ark Reser	0.00	0.00			
4.100.021	Noah's Ark Insurance Reimbursement	0.00	0.00	250.00	3,000.00	3,000.00
4.100.022	Health Insurance Rebate	0.00	0.00			
4.100.023	1710 Univ. Liability Ins. Refund	0.00	0.00			
4.100.024	Transfer from On-line Giving Page	0.00	0.00			
4.100.025	Trnsfr from O. Gremmel's - Organ Maint/Wrshp Utili	0.00	0.00	0.00	0.00	0.00
4.100.026	Trnsfr from O. Gremmel's - Air Conditioning	0.00	0.00			
4.100.027	Transfer from Ora Gremmels	0.00	0.00			
4.100.028	Trnsfr from O. Gremmels - Sanctuary Roof Repair	0.00	0.00			
4.100.029	Trnsfr from O. Gremmels - Loan	0.00	0.00			
4.100.030	Parish Ed Income	0.00	0.00	0.00	0.00	0.00
4.100.031	Family Ministry Income	30.00	30.00*	2.00	30.00	0.00
4.100.032	Outreach Income	0.00	0.00	7.00	86.00	86.00
4.100.033	Worship Income	683.00	683.00*	34.00	413.00	(270.00)
4.100.034	Fellowship Income	696.30	696.30*	58.00	696.00	(0.30)
4.100.035	Mission Income	0.00	0.00	0.00	0.00	0.00
4.100.036	Stewardship Income	0.00	0.00	0.00	0.00	0.00
4.100.037	Donations to support LFC lighting project	0.00	0.00	0.00	0.00	0.00
4.100.038	Caring Ministry Income	272.41	272.41*	23.00	272.00	(0.41)

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
4.100.039	Transfer from Irene Jecklin Memorial Fund	1,000.00	1,000.00*	890.00	10,680.00	9,680.00
	Total General Fund Giving	\$32,849.57	\$32,849.57	\$38,132.00	\$457,604.00	\$424,754.43
	Total Income	\$32,849.57	\$32,849.57	\$38,132.00	\$457,604.00	\$424,754.43
<i>Expense</i>						
5.100.000	Line of Credit Interest Expense	0.00	0.00	50.00	600.00	600.00
5.100.002	Monthly internet subscriptions	0.00	0.00	365.00	4,382.00	4,382.00
5.100.003	Admin - Copier + paper	482.00	482.00	482.00	5,784.00	5,302.00
5.100.004	Hardware	0.00	0.00	167.00	2,000.00	2,000.00
5.100.005	Admin - Office Supplies	383.31	383.31	617.00	7,400.00	7,016.69
5.100.006	Admin - Pastor Discretionary	0.00	0.00			
5.100.007	Admin - Postage	534.80	534.80*	42.00	500.00	(34.80)
5.100.008	Admin - Printed Material	69.90	69.90	100.00	1,200.00	1,130.10
5.100.009	Software purchase/Install/Maintenance	278.29	278.29*	83.00	1,000.00	721.71
5.100.010	Meetings Misc. expense	153.99	153.99*	0.00	0.00	(153.99)
5.100.011	Credit Card Fees	7.52	7.52	70.00	840.00	832.48
5.100.012	Staff Mileage	0.00	0.00	14.00	167.00	167.00
5.100.013	Transfer to Sabbatical Leave	0.00	0.00			
5.100.014	Staff Retreat/Travel Expense	0.00	0.00			
5.100.015	Admin - Kitchen Supplies	0.00	0.00	30.00	360.00	360.00
5.100.016	Fall Theological Conference	0.00	0.00	33.00	400.00	400.00
5.100.017	Synod Assembly Registration	0.00	0.00	125.00	1,500.00	1,500.00
5.100.018	Council Retreat	0.00	0.00			
5.100.020	Tape/CD Ministry	0.00	0.00	0.00	0.00	0.00
5.100.025	Designated Credit Card Fees Expense	0.00	0.00	5.00	60.00	60.00
5.100.029	Background Check	0.00	0.00	10.00	120.00	120.00
5.100.030	Misc. - books/training materials	0.00	0.00	90.00	1,080.00	1,080.00
5.100.031	HK Payroll Services	147.42	147.42*	86.00	1,030.00	882.58
5.100.032	Financial Software Review	0.00	0.00			
5.140.004	Copy Machine leased @ 5 years	0.00	0.00	0.00	0.00	0.00
	Total Administration Expense	\$2,057.23	\$2,057.23	\$2,369.00	\$28,423.00	\$26,365.77
5.105.000	Fellowship Expense	0.00	0.00	42.00	500.00	500.00
	Total Fellowship Expense	\$0.00	\$0.00	\$42.00	\$500.00	\$500.00
5.115.000	Outreach - Advertising	0.00	0.00	42.00	500.00	500.00
5.115.001	Banners	0.00	0.00	27.00	325.00	325.00
	Total Outreach Exp	\$0.00	\$0.00	\$69.00	\$825.00	\$825.00
5.120.001	CMB - Campus Ministry	0.00	0.00			
5.120.002	CMB - D.A.C.U.	0.00	0.00			
5.120.003	CMB - ELCA Synod	3,268.92	3,268.92*	2,907.00	34,883.00	31,614.08
5.120.004	CMB - Lutheran Schlrshps	0.00	0.00			
5.120.005	CMB - Lutheran Camperships	0.00	0.00			
5.120.007	CMB - Global Missions	0.00	0.00			
5.120.008	CMB - Habitat for Humanity	0.00	0.00			
5.120.009	CMB - Luther Manor	0.00	0.00			
5.120.010	CMB - Lutheran Services in Iowa	0.00	0.00			
5.120.011	CMB - Missionary Sponsorship	228.75	228.75*	225.00	2,700.00	2,471.25
5.120.013	CMB - Rescue Mission	0.00	0.00			
5.120.014	CMB - St. Mark's Center	0.00	0.00			
5.120.020	CMB - EWALU Support	58.33	58.33*	58.00	700.00	641.67
	Total Church Missions Expense	\$3,556.00	\$3,556.00*	\$3,190.00	\$38,283.00	\$34,727.00

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5.120.030	Stewardship - Postage/Supplies	0.00	0.00	125.00	1,500.00	1,500.00
5.120.031	Green Team	0.00	0.00	15.00	180.00	180.00
	Total Stewardship Expense	\$0.00	\$0.00	\$140.00	\$1,680.00	\$1,680.00
5.130.002	9th Grade Confirmation Dinner	0.00	0.00	29.00	350.00	350.00
5.130.003	Confirmation Curr and Supp	0.00	0.00	33.00	400.00	400.00
5.130.004	6th, 7th and 8th Conf. Retreat	0.00	0.00	83.00	1,000.00	1,000.00
5.130.005	Splash Material	0.00	0.00	42.00	500.00	500.00
5.130.006	Gift Bibles	106.45	106.45*	33.00	400.00	293.55
5.130.011	Adult Education	0.00	0.00	17.00	200.00	200.00
5.130.012	Sunday School Curriculum	56.90	56.90	94.00	1,125.00	1,068.10
5.130.013	Youth Education	0.00	0.00	13.00	150.00	150.00
5.130.014	Youth Gathering	0.00	0.00	17.00	200.00	200.00
5.130.015	Camps	0.00	0.00	83.00	1,000.00	1,000.00
5.130.016	VBS	0.00	0.00	75.00	900.00	900.00
5.130.030	1st Communion Supplies	0.00	0.00	25.00	300.00	300.00
5.130.031	Teacher Appreciation	0.00	0.00	10.00	125.00	125.00
5.130.032	Children Sermons/Worship	0.00	0.00	20.00	240.00	240.00
	Total Parish Education Expense	\$163.35	\$163.35	\$574.00	\$6,890.00	\$6,726.65
5.140.000	Church Disinfectant system	0.00	0.00	167.00	2,000.00	2,000.00
5.140.001	Property - Custodial Supplies	34.13	34.13	375.00	4,500.00	4,465.87
5.140.002	Property - Electricity	1,106.69	1,106.69	1,250.00	15,000.00	13,893.31
5.140.003	Property - Insurance	2,146.50	2,146.50*	903.00	10,841.00	8,694.50
5.140.005	Property - M/R Grounds Church	0.00	0.00	283.00	3,400.00	3,400.00
5.140.006	Property - Natural Gas	877.25	877.25*	583.00	7,000.00	6,122.75
5.140.007	Property - Outside Ground Care	0.00	0.00	250.00	3,000.00	3,000.00
5.140.008	HVAC	(1,380.00)	(1,380.00)	83.00	1,000.00	2,380.00
5.140.009	Property - Telephone	0.00	0.00	463.00	5,550.00	5,550.00
5.140.010	M/R Church Sanctuary & Property	711.52	711.52*	167.00	2,000.00	1,288.48
5.140.011	Property - Water	153.68	153.68	167.00	2,000.00	1,846.32
5.140.012	Waste Disposal (Dittmer)	110.00	110.00	125.00	1,500.00	1,390.00
5.140.013	Fire Extinguishers (DBQ Fire)	0.00	0.00	25.00	300.00	300.00
5.140.014	Ansul Kitchen Hood Cleaning & Insp.	0.00	0.00	25.00	300.00	300.00
5.140.015	FOG inspection (City) every 6 months	0.00	0.00	29.00	350.00	350.00
5.140.016	Sprinkler Backflow test 4' lines	0.00	0.00	23.00	275.00	275.00
5.140.017	Sprinkler Backflow test 2' & 3/4" lines	0.00	0.00	16.00	195.00	195.00
5.140.018	Elevator Safety Test	0.00	0.00	54.00	650.00	650.00
5.140.019	Snow Removal	0.00	0.00	167.00	2,000.00	2,000.00
5.140.020	2019 Office Water Damage	0.00	0.00			
5.140.021	Telephone & Internet Set-Up	0.00	0.00			
5.140.026	Load Test (Elevator)	0.00	0.00			
5.140.027	Rental Taxes - 1710 Univ.	0.00	0.00			
5.140.028	Fire Alarm System	0.00	0.00	50.00	600.00	600.00
5.140.029	Maintenance Garage	0.00	0.00			
5.140.030	Delhi St. sidewalk repair	0.00	0.00			
5.140.031	Ora Gremmel's Funded Expenses	0.00	0.00			
5.140.032	LFC - Lighting	0.00	0.00	0.00	0.00	0.00
5.140.033	Univ. Ave. Parcel #1026212004 - Taxes	0.00	0.00			
5.140.035	Sanctuary - loop system repair	0.00	0.00	125.00	1,500.00	1,500.00

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of January 2021 for Operating Fund Balance

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.140.037	Alley Way Improvements	0.00	0.00	0.00	0.00	0.00
5.140.039	Sound System Oper Exp	0.00	0.00			
	Total Building & Grounds Expense	\$3,759.77	\$3,759.77	\$5,330.00	\$63,961.00	\$60,201.23
5.210.000	Worship - Altar Supply	269.20	269.20*	125.00	1,500.00	1,230.80
5.210.001	Worship - Bell Choir Supplies	0.00	0.00	8.00	100.00	100.00
5.210.002	Lifeline Maintenance	0.00	0.00	127.00	1,518.00	1,518.00
5.210.003	Worship - Copyright License	0.00	0.00	154.00	1,850.00	1,850.00
5.210.004	Worship- Music Events	0.00	0.00			
5.210.005	Worship - Music Material	0.00	0.00	33.00	400.00	400.00
5.210.007	Worship - Organ/Piano Maint	0.00	0.00	167.00	2,000.00	2,000.00
5.210.009	Guest Musician	19.44	19.44	21.00	250.00	230.56
5.210.011	Worship Continuing Education Exp.	0.00	0.00	4.00	50.00	50.00
5.210.012	Sound System maintenance	0.00	0.00	17.00	200.00	200.00
5.210.013	Instrument Maintenance (cord, drums, strings, etc)	485.67	485.67*	17.00	200.00	(285.67)
	Total Worship Expense	\$774.31	\$774.31*	\$673.00	\$8,068.00	\$7,293.69
5.215.000	Family Ministry- Hspty/Fllwshp	61.01	61.01	125.00	1,500.00	1,438.99
	Total Family Ministry Expense	\$61.01	\$61.01	\$125.00	\$1,500.00	\$1,438.99
5.147.000	Pulpit Supply	0.00	0.00			
5.148.000	Pastor - Salary	2,442.74	2,442.74*	2,415.00	28,983.00	26,540.26
5.148.001	Pastor - Pension	667.49	667.49	668.00	8,020.00	7,352.51
5.148.002	Pastor - Health	2,142.00	2,142.00	2,142.00	25,704.00	23,562.00
5.148.003	Pastor - Con't Ed	(18.35)	(18.35)	75.00	900.00	918.35
5.148.004	Pastor - Professiona Publication Exp	0.00	0.00	58.00	700.00	700.00
5.148.005	Pastor-Housing	3,333.34	3,333.34*	3,333.00	40,000.00	36,666.66
5.148.006	Pastor Soc. Sec. Allowance	310.70	310.70	328.00	3,930.00	3,619.30
5.148.007	Pastor - Retiree/Survivor	0.00	0.00			
5.148.008	Pastor-Disab/Admin	91.02	91.02*	91.00	1,094.00	1,002.98
5.148.009	Pastor-Car Allowance/Mileage	0.00	0.00	167.00	2,000.00	2,000.00
5.148.010	Pastor-Cell Phone	62.50	62.50	63.00	750.00	687.50
5.148.011	Pastor-Computer Allowance	0.00	0.00			
5.148.012	Pastor - Moving Expenses	0.00	0.00			
5.148.013	Pastor-Mileage	0.00	0.00			
5.148.014	Pastor - Group Life Insurance	42.48	42.48	43.00	510.00	467.52
	Total Pastoral Salary Expense	\$9,073.92	\$9,073.92	\$9,383.00	\$112,591.00	\$103,517.08
5.149.000	Associate Salary	2,716.74	2,716.74*	2,706.00	32,473.00	29,756.26
5.149.001	Call Process	0.00	0.00			
5.149.002	Associate Pastor - Pension	462.57	462.57	464.00	5,565.00	5,102.43
5.149.003	Associate Pastor - Housing	1,666.66	1,666.66	1,667.00	20,000.00	18,333.34
5.149.004	Associate Pastor - Soc. Sec. Allowance	253.54	253.54	265.00	3,179.00	2,925.46
5.149.005	Associate Pastor - Retiree Support	0.00	0.00			
5.149.006	Associate Pastor - Disability	69.39	69.39	70.00	835.00	765.61
5.149.007	Associate Pastor - Group Life	32.38	32.38	33.00	390.00	357.62
5.149.008	Associate Pastor - Professional Exp	0.00	0.00			
5.149.009	Associate Pastor - Con't Ed	0.00	0.00	75.00	900.00	900.00
5.149.010	AP - HLTH Insurance Reimbursement	260.00	260.00	260.00	3,120.00	2,860.00

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
	Total Associate Pastor Expense	\$5,461.28	\$5,461.28	\$5,540.00	\$66,462.00	\$61,000.72
5.220.000	Transfers to Noah's Ark	0.00	0.00			
	Total Transfers to Noah's Ark	\$0.00	\$0.00			
5.150.030	Family Minister - Salary	3,015.84	3,015.84*	1,257.00	15,079.00	12,063.16
5.150.031	Family Minister - Pension	241.27	241.27*	101.00	1,206.00	964.73
5.150.032	Family Minister- Dis/Admin	45.24	45.24*	19.00	226.00	180.76
5.150.033	Family Minister - Health	853.00	853.00*	355.00	4,265.00	3,412.00
5.150.034	Family Minister - Continuing Education	305.97	305.97*	7.00	83.00	(222.97)
5.150.035	Family Minister-Cell Phone	65.00	65.00*	27.00	325.00	260.00
5.150.037	Part time Youth Minister	0.00	0.00	1,215.00	14,583.00	14,583.00
5.150.038	Family Minister - Group Life Insur	21.11	21.11*	9.00	106.00	84.89
	Total Family Minister Salary Exp	\$4,547.43	\$4,547.43*	\$2,990.00	\$35,873.00	\$31,325.57
5.151.000	Intern Salary Stipend - Spring 2019	0.00	0.00			
5.151.001	Intern - FICA Allowance - Spring 2018	0.00	0.00			
5.151.002	Intern - Health Insurance	0.00	0.00			
5.151.003	Intern - Admin Fee/Travel Pool	0.00	0.00			
5.151.004	Intern - Technology Fee	0.00	0.00			
5.151.005	Intern - Housing Allowance - not using	0.00	0.00			
5.151.006	Intern Salary Stipend - Fall 2018	0.00	0.00			
5.151.007	Intern Admin. Fee - Fall 2018	0.00	0.00			
5.151.008	Intern - Travel Pool	0.00	0.00			
5.151.009	Intern - Synod Assemble/Conf/Clusters	0.00	0.00			
5.151.010	Intern - Misc	0.00	0.00			
	Total Intern Salary Expense	\$0.00	\$0.00			
5.155.000	Stephen Ministries Staff	0.00	0.00			
5.155.001	Stephen Ministries Leadership Training	0.00	0.00	0.00	0.00	0.00
5.155.002	Stephan Ministry Educational Materials	0.00	0.00	33.00	400.00	400.00
5.155.003	Stephen Ministry Training Mat'l and Retreat	0.00	0.00			
5.155.004	Grief Share	0.00	0.00	20.00	240.00	240.00
	Total Stephen Min. Salary Exp	\$0.00	\$0.00	\$53.00	\$640.00	\$640.00
5.160.041	Handbell Choir Director	0.00	0.00			
5.160.045	Contemporary Music Leader	622.30	622.30	1,245.00	14,935.00	14,312.70
5.160.046	Music Minister Salary	2,417.08	2,417.08*	1,795.00	21,537.00	19,119.92
5.160.047	Service Accompanist	0.00	0.00	117.00	1,400.00	1,400.00
5.160.048	Music Continuing Ed	0.00	0.00			
5.160.049	Music Publications	0.00	0.00			
	Total Music Salary Expense	\$3,039.38	\$3,039.38	\$3,157.00	\$37,872.00	\$34,832.62
5.100.035	Employees Deductions	0.00	0.00			
5.170.000	Office Mngr - Wage	2,948.40	2,948.40	3,042.00	36,504.00	33,555.60
5.170.001	Office Mngr - Pension - ELCA	243.33	243.33*	243.00	2,920.00	2,676.67
5.170.002	Office Mngr - Dis/Admin	45.63	45.63	46.00	548.00	502.37
5.170.004	Office Mngr - Health	0.00	0.00			
5.170.005	Office Manager - Retiree/Survivor	0.00	0.00			

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.170.006	Office Manager - Group Life Insur	21.29	21.29*	21.00	256.00	234.71
5.170.010	Office Assistant - Wages	1,240.25	1,240.25*	962.00	11,543.00	10,302.75
5.170.011	Secretary - Pension - ELCA	0.00	0.00			
5.170.012	Secretary - Dis/Admin	0.00	0.00			
5.170.013	Secretary - Health	0.00	0.00			
5.170.015	Secretary - Retiree/Survivor	0.00	0.00			
5.170.016	Secretary - Group Life Insur	0.00	0.00			
5.170.017	Secretary Health Insurance Stipend	0.00	0.00			
5.170.020	Financial Asst - Wages	1,247.84	1,247.84*	1,046.00	12,549.00	11,301.16
5.170.050	Office Staff Continuing Ed	0.00	0.00	33.00	400.00	400.00
	Total Office Salary Expense	\$5,746.74	\$5,746.74*	\$5,393.00	\$64,720.00	\$58,973.26
5.175.000	Cleaning	0.00	0.00	1,484.00	17,805.00	17,805.00
5.175.010	Maintenance - Salary	0.00	0.00	1,105.00	13,260.00	13,260.00
5.175.011	Maintenance - Pension - ELCA	0.00	0.00			
5.175.012	Maintenance - Health	0.00	0.00			
5.175.014	Wedding Clean - Up	0.00	0.00			
5.175.015	Maintenance - Dis/Admn	0.00	0.00			
5.175.016	Maintenance - Retiree/Survivor	0.00	0.00			
5.175.017	Maintenance - Group Life Insur	0.00	0.00			
	Total Custodial Salary Expense	\$0.00	\$0.00	\$2,589.00	\$31,065.00	\$31,065.00
5.190.000	Non Pastoral Staff- FICA	874.37	874.37*	713.00	8,557.00	7,682.63
5.190.001	Workers Compensation	699.50	699.50*	290.00	3,474.00	2,774.50
	Total Other Staff Expense	\$1,573.87	\$1,573.87*	\$1,003.00	\$12,031.00	\$10,457.13
5.230.000	Ora Gremmel's 2018 Loan Repayment	0.00	0.00			
	Total Ora Gremmel's 2018 Loan	\$0.00	\$0.00			
	Total Operating Expense	\$39,814.29	\$39,814.29	\$42,620.00	\$511,384.00	\$471,569.71
	Total Expense	\$39,814.29	\$39,814.29	\$42,620.00	\$511,384.00	\$471,569.71
	Difference	(\$6,964.72)	(\$6,964.72)	(\$4,488.00)	(\$53,780.00)	

* = Income/Expense exceeds amount budgeted to date

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of January 2021 for Noah's Ark Operating

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
Income						
4.300.000	Noah's Ark - Registration	0.00	0.00	67.00	800.00	800.00
4.300.003	Noah's Ark- Dnts/Gvng Tree	0.00	0.00	333.00	4,000.00	4,000.00
4.300.004	Noah's Ark - Miscellaneous	0.00	0.00	0.00	0.00	0.00
4.300.007	Noah's Ark - Trnsfr from Rsrv	0.00	0.00	0.00	0.00	0.00
4.300.011	Noah's Ark - Interest	1.18	1.18*	0.00	0.00	(1.18)
4.300.012	Noah's Ark - Scholarship	0.00	0.00	0.00	0.00	0.00
4.300.030	Noah'sArk - Tuition & Child Care	24,570.00	24,570.00	32,957.00	395,485.00	370,915.00
4.300.032	Summer Day Care	0.00	0.00			
4.300.034	Transfer from PPP Designated Accat	0.00	0.00			
	Total Noah's Ark Receipts	\$24,571.18	\$24,571.18	\$33,357.00	\$400,285.00	\$375,713.82
	Total Income	\$24,571.18	\$24,571.18	\$33,357.00	\$400,285.00	\$375,713.82
Expense						
5.300.000	Teacher & Director- Salaries	6,737.16	6,737.16*	6,717.00	80,600.00	73,862.84
5.300.001	Teacher Salaries	14,467.00	14,467.00	22,214.00	266,572.00	252,105.00
5.300.002	Noah's Ark -Telephone	60.00	60.00	60.00	720.00	660.00
5.300.003	Noah Ark - Dues / Con't Ed	232.06	232.06*	63.00	750.00	517.94
5.300.004	Noah's Ark - Repairs	7,325.32	7,325.32*	0.00	0.00	(7,325.32)
5.300.005	Noah's Ark - Advertising	0.00	0.00	21.00	250.00	250.00
5.300.006	Noah's Ark - Supplies	572.49	572.49	717.00	8,600.00	8,027.51
5.300.007	Noah's Ark - Trnsfr to Rsvr	0.00	0.00	0.00	0.00	0.00
5.300.008	Noah's Ark - Insurance	706.50	706.50*	250.00	3,000.00	2,293.50
5.300.009	Noah's Ark - FICA	1,622.13	1,622.13	2,213.00	26,559.00	24,936.87
5.300.010	Transaction Processing Fees	78.60	78.60			
5.300.011	Noah's Ark - Special Programs	0.00	0.00	0.00	0.00	0.00
5.300.012	Noah's Ark - Scholarships	0.00	0.00	0.00	0.00	0.00
5.300.013	NA - Criminal Record/Finger Printing	0.00	0.00	17.00	200.00	200.00
5.300.014	Snacks/milk Child Care	659.50	659.50*	0.00	0.00	(659.50)
5.300.018	N.A.-Teacher & Director Pension ELCA	808.46	808.46*	806.00	9,672.00	8,863.54
5.300.019	N.A. - Teacher Health	800.00	800.00*	700.00	8,400.00	7,600.00
5.300.020	N.A. Teacher & Director Dis/Adm	101.06	101.06*	100.00	1,200.00	1,098.94
5.300.022	N.A. Substitutue Teacher	0.00	0.00			
5.300.023	N. A. Teacher Director-Retiree/Survivor	0.00	0.00	25.00	300.00	300.00
5.300.024	N. A. Teacher & Director - Group Life Insur	47.16	47.16*	10.00	125.00	77.84
5.300.033	Computer/Software	80.00	80.00	113.00	1,350.00	1,270.00
	Total Noah's Ark Expense	\$34,297.44	\$34,297.44*	\$34,026.00	\$408,298.00	\$374,079.16
	Total Expense	\$34,297.44	\$34,297.44	\$34,026.00	\$408,298.00	\$374,079.16
	Difference	(\$9,726.26)	(\$9,726.26)	(\$669.00)	(\$8,013.00)	

* = Income/Expense exceeds amount budgeted to date

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending January 31, 2021

Friday, February 5, 2021 2:13 PM

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Statement Ending Date: 01/31/2021
Account: General Operating Checking (1,100,000)
Statement Ending Balance: \$45,600.00

Outstanding Checks and Withdrawals

01/15/2021	42700	62.50	Pastor Joshua Martyn
01/25/2021	42703	2,146.50	GuideOne Insurance
01/25/2021	42704	699.50	Accidental Fund Insurance Co.
01/28/2021	42706	485.67	Uncle Ikes Music & Sound
01/28/2021	42707	110.00	Dittmer Recycling, Inc.
01/28/2021	42708	58.33	EWALU
01/28/2021	42709	3,497.67	NORTHEASTERN IOWA SYNOD - ELCA
01/29/2021	42710	32.00	Shari Martelle
Total:		\$7,092.17	

Adjusted Bank Balance: \$38,507.83
Balance per Accounting: \$38,507.83
Difference to Reconcile: \$0.00

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending January 31, 2021

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Statement Ending Date: 01/31/2021
Account: Designated Funds Checking (1.100.035)
Statement Ending Balance: \$117,447.23

Outstanding Checks and Withdrawals

04/30/2019		4.80	(Journal Entry)
04/30/2019		4.80	(Journal Entry)
09/15/2020	1843	60.00	ELCA Good Gifts
09/15/2020	1844	285.94	ELCA Good Gifts
01/04/2021	1877	50.00	Cindy Dye
01/04/2021	1878	50.00	Sandra Shult
01/22/2021		1,000.00	HOLY TRINITY LUTHERAN CHURCH
01/28/2021	1879	10.00	St. John's Guesthouse
01/28/2021	1880	55.00	Lutheran Chaplaincy
Total:		\$1,520.54	

Adjusted Bank Balance: \$115,926.69
Balance per Accounting: \$115,926.69
Difference to Reconcile: \$0.00

Comments: Transferred \$1000.00 from N.A. to HTLC Operating in error should be from Designated acct to HTLC Operating acct.
Made CORRECTION TRANSFER 2/2/21 Lisa Borchert 2/5/21

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending January 31, 2021

Friday, February 5, 2021 3:08 PM

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Statement Ending Date:	01/31/2021
Account:	Noah's Ark Operating Checking (1.100.045)
Statement Ending Balance:	\$37,605.59

Outstanding Checks and Withdrawals

01/25/2021	2076	537.50	GuideOne Insurance
01/25/2021	2077	169.00	Accidental Fund Insurance Co.
Total:		\$706.50	

Adjusted Bank Balance:	\$36,899.09
Balance per Accounting:	\$37,899.09
Difference to Reconcile:	\$1,000.00

Comments: Transferred \$1000.00 from N.A. to HTLC Operating in error should be from Designated acct to HTLC Operating acct.
Made CORRECTION TRANSFER 2/2/21 at bank EFT. RECONCILING will be off by \$1000.00. Lisa Borchert 2/5/21

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending January 31, 2021

Monday, February 1, 2021 1:14 PM

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Statement Ending Date:	01/31/2021
Account:	Zero Balance Checking (1.100.005)
Statement Ending Balance:	\$0.00

No Deposits in Transit or Outstanding Checks and Withdrawals

Adjusted Bank Balance:	\$0.00
Balance per Accounting:	\$0.00
Difference to Reconcile:	\$0.00

This bank reconciliation has not been finalized.

Building and Grounds Minutes

9 February 2021

Members of the Building and Grounds Team met at 5 PM, Tuesday 9 February. Present were Alex Beck, Darrell Kalmes and Gary Sewell

Some discussion was had regarding how the snow removal teams are working out. So far we seem to be doing pretty well. We did have one day of over-night then all day snow. On that day the commercial snow plow we have clearing lots only cleared the lots in the morning and did not visit again. We will need to discuss with them how to get us better coverage in a long-lasting snow event.

The backup snow thrower for our John Deere tractor has broken. The failure appears to be in the gear box. A new gear box will cost \$480 plus tax and installation. A replacement thrower would run about \$1,900. We opted to wait until March or April between snow and grass season. At that time we will have the snow thrower repairs estimated, and will have the garden tractor gone over for maintenance. This will be done by Roeder Implement. Roeder's will also be asked to look at the long-term life expectancy of the equipment so we can plan for any future equipment needs.

The waving image of the central camera in the sanctuary was discussed. Gary Sewell is currently working with LifeLine in a project at his place of business. Gary will bring this issue up with LifeLine and hopefully get some action on repair of the camera.

The 60-cycle noise is still present in our sanctuary T-Loop system. Tom Wirzbach of Westphal Electric had planned to meet with Mike Maier of My Hearing Loop, LLC and Darrell Kalmes this week Thursday to run some additional tests to isolate the problem. Darrell is unable to work with these people due to a current illness and will reschedule the tests as soon as he is able.

The Noah's Ark 2-year-old project is 99% done. We have one closet door frame that was mis-ordered by Spahn and Rose. Chris O-Rourke will hang this door as soon as Spahn and Rose gets us the correct frame. The final paint touch-up will have to wait until after this last door is hung. The room has been approved for use by the state inspector, and the 2-year old class is now using the new room.

We discussed the 'over budget' condition of our insurance budget line item. There appears to be a two-fold problem of missed Noah's Ark reimbursements, and one quarter's payment being taken out a month early, resulting in two payments in the same quarter. We will continue to have problems in budgeting though because the insurance carrier renews in August and our budget runs February through January. Two quarterly payments of any increased premiums will fall in the current fiscal year. Estimates of increases are guesses at best.

Attracting new members to the team was discussed. Darrell will contact Pastor Josh for potential names of team members to invite. We also have a past member that Darrell will contact and a potential member that Gary will contact.

Respectfully submitted,
Darrell Kalmes

Attendees via Zoom: Pastor Derek, Gretchen, Glenn, Judy, Sue & Mary

- Sue Minter will continue to serve as a team representative on the Financial Committee
- Successful Food Distribution on 1/23/21, worked with the city to reroute the traffic flow, served less people but the new traffic flow worked well with the number served.
- Next food distributions at HTLC – 5/15 & 7/17, discussed working on the “meal” we distribute if we cannot be inside the church.
- \$6,464 balance in the food pantry account.
- Sue volunteered to find volunteers to help keep the pantries stocked. Will find 3 people/families to stock Monday, Wednesday and Friday from 9-3 p.m. Currently only stocking the inside pantry.
- Discussed the need to get more members involved in the team.
- Discussed new projects for 2021. We want to revisit a previous plan to create “small groups” that would be available to volunteer to do projects for HTLC members, others outside our church walls and join groups in the community who need manpower. Our focus is to make a presence in the community for HTLC. Discussed how to reach out to folks interested and determine their talents. For example; a small group of members who would be able to help prepare/serve food at the Mission or other centers, a small group that can complete light maintenance or projects etc. One suggestion was to send out a Survey Monkey to the members asking who would like to join a small group and what talents/interest they have. Sue will review the present time & talent form and present suggested questions and project explanation to create the survey.
- Mary Strom to check with the Rescue Mission on their schedule for helping serve a meal.
- Mark your calendars for monthly team meetings the first Tuesday of the month at 6:00 p.m. we will continue to meet via Zoom until we can meet at church

Submitted by Sue Minter

Worship Team Minutes, 26 January 2021

Attendees: Pastor Derek, Phil Larsen, Diane Kalmes, Terry Hoefflin, Chuck Barland

Absent: Jill Klinebriel, Tony Quinn

Meeting called to order: 7:00 p.m.

The primary goal of this meeting was to go through the role of the ushers for the beginning of the in-person worship services on 7 February. We also discussed some points listed on a Reopening Checklist that Pastor Derek had provided to be sure we covered the necessary protocols and to use as guidelines.

From the Guidelines and Protocols list:

- Hospitality & Guest Services
 - Usher #1 will be primary “greeter”. Refer to Usher’s Responsibility listing attached.
- Lack of Compliance
 - If necessary, Pastor’s will be asked to step in and help with anyone refusing to comply to Worship attendance guidelines.
- PPE
 - Masks are required and will be available if an attendee does not have one.
- Crisis Response
 - We will have a Screening sheet to fill out and will keep record of who has attended any particular service.
 - Announcement will be made prior to the service – should anyone who attended an in-person Worship Service test positive for Covid to please notify the Church office.
- Waivers
 - At this time we are not considering any type of waiver for attendance.

Other In-Person Topics:

1. Terry provided us with a great checklist to use for the entry. It will be used as part of the screening process.
2. As an in-person attendee, Terry will coordinate ushers and explain duties.
3. On Fridays, Lorie to provide Diane with list of reservations.
 - a. If additional ushers are required, Diane will send copy of reservations to committee members. Phone calls will be made to find usher volunteers. To be completed by Saturday noon.
 - i. If successful, no further action.
 - ii. If unsuccessful, committee will inform pastors and call in-person reservation people to cancel in-person worship for that Sunday.
4. Diane will see that tables, hand sanitizers, and other items are set up and ready for 7 February service.

The remainder of the meeting was developing an Usher’s Responsibility list. See attached.

Meeting adjourned: 8:07 p.m.

Respectively submitted,

Diane Kalmes, Acting Chairman, Worship Team

Worship Team Minutes, 5 February 2021

Attendees: Pastor Derek, Phil Larsen, Diane Kalmes, Terry Hoefflin

Absent: Jill Klinebriel, Tony Quinn, Chuck Barland

Meeting called to order: 7:04 p.m.

Purpose of this meeting was to review and change procedures as necessary to address concerns that arose during in-person worship 7 February. However, the Worship Service was canceled due to cold weather. We will plan to meet again as soon as an in-person service has been conducted to review procedures, if necessary.

Other Discussion/Information:

1. New keyboard will be used for 14 February service.
 - a. Clavinova cabinet is being retained until it can be determined if usable as a platform for the new keyboard.

2. Lenten Items:
 - a. Worship packets:
 - i. Being assembled 10 Feb.
 - ii. Distribution date of 15 Feb, 16 Feb, for the packets. 4:30-6:30
 1. Volunteers assigned for all the above
 - b. Cross placement – try in same location as Advent wreath.
 - c. Needed help with installing purple covering for organ. Volunteer obtained.

3. Need to begin research on organ refurbishing so discussion can start to take place, hopefully, by March meeting.
 - a. Will need to look at beginning fundraising early.
 - b. Will need to work with Stewardship Team for this venture.

Meeting adjourned: 7:46 p.m.

Respectively submitted,

Diane Kalmes, Acting Chairman, Worship Team

Usher's Responsibilities for In-Person Worship

Note: Ushers to arrive by 8:15 a.m. to become acquainted with their duties and to cover any questions.

Usher #1 – Located at Entrance to LFC

1. Check to be sure the person(s) arriving is on the reservation listing.
 - a. Not on the list, they cannot attend. Politely explain that the service is reservation only and how they could sign up for another Sunday.
2. Have all entering use hand sanitizer (additional bottles in Worship Closet on shelf in basket) and has a mask ON!
3. Take each person's temp and have them complete the Health Screening Form.
4. Those with answering any 2 symptom questions with a Yes, please ask them politely to leave. They could be a carrier.
5. Stay at your station up to service time unless all people registered have entered.
6. Lock the doors, then you can proceed to Worship Service. No one will be allowed to enter after Service has started.
7. After service, sanitize the LFC family bathroom by using supplies provided. Spray sanitizer and Clorox wipes are in the Worship closet, on shelf, in basket.
 - a. Wipe the flush handle on the tank.
 - b. Wipe the sink faucet handles and top of faucet.
 - c. Wipe around the paper opening on the towel dispenser.
 - d. Spray the top of the toilet seat.

Usher #2 – Located near LFC entrance/bathroom area:

1. Greet guests warmly.
2. Inform guests the family bathroom is the ONLY one that should be used while in the building. Show them, if necessary.
3. Cue them for seating.
4. After people have exited, sanitize the pews. You will be shown how to use the sprayer system equipment. The cleaning solution is located in the sacristy with the unit.

Ushers #3 and #4

1. Greet guests warmly.
2. Sanctuary doors to remain open, even during service, to avoid touching handles.
3. Any offerings brought are to be placed in the basket on the table near the Sanctuary entry.
4. Remind guests to take a bulletin.
5. Ushers seat the attendees in the designated pews only.
 - a. Use the outside aisle on the right side (as you face the altar) to maintain 6ft distance from others.
 - b. Use the center aisle for seating those on the left side.
 - c. Have all sides sit closest to the outside of the pew (away from the center).
 - d. Must fill in from the front. Cannot opt to sit in back pew when front pews are still available.
6. During postlude
 - a. Open the two glass exit doors.
 - b. Dismiss people beginning with back rows, alternating sides.
7. When all guests have left, gather offerings from basket.
 - a. Place in plastic bag.
 - b. Sign (2 ushers must sign), date and seal the bag.
 - c. Put bag through mail slot located behind the Nursery door.

Reader's Responsibilities

Reader and family

1. Will sit in front pew, or closest to the front (if family will not fit in front pew) directly in front of pulpit.
2. Must keep mask on while going to and from pulpit and while reading.
3. Will use the microphone on the pulpit.
4. Use the bulletin for the readings. Take it up and back to your pew when readings are complete.
5. Wait for Worship leader to vacate the pulpit area before walking up to the pulpit.

Parish Education and Family Ministry Committee Meeting Minutes **2/2/21**

Present: Betsy Wild, Dan Wild, Emily Wild, Sara McCaw, Tami Ernster, Joni Wlochall, Bill Wlochall, Amanda Kelly, Karly Galusha, Amanda Staade

The meeting opened at 6:30 pm.

The minutes of January 5, 2021 were approved.

Budget Review – The last budget received was the year end budget. Our committee came out pretty good, and was under budget by \$2881.

Discussion of Annual Meeting – The Youth and Family Minister Position will be eliminated May 31, 2021, and will be replaced with a part time Youth and Family Minister for 20 to 25 hours per week. Because of changes in the job duties, Sara will continue working with Sunday School, Bible Explorers and Confirmation Students until the end of the school year. VBS work is suspended for now as it will not occur until August. It is possible that VBS will be cancelled this year unless a volunteer would take it on, or have a shorter time frame or day-long VBS program. We do have old curriculum that could be reused. A decision will be made on this in April or May. In addition, someone will have to be designated as a person to purchase supplies for the programs.

Sunday School – Sara said January's program started out slow so she is continuing in February. Videos are out and supply bags are ready. Valentine kits are ready. Each child is getting two supplies and prepaid envelopes to make valentines for shut-ins and elderly members of the congregation.

Bible Explorers and Confirmation are going well. Their next meeting will be a game night as the students just really needed some social time.

Adult Education is continuing their Wednesday night classes.

Family Ministry – Students and other volunteers are doing valentines for elderly members of the church. We are looking to do something around Palm Sunday, such as another scavenger hunt where they will be looking for palm trees/branches. We may also do a holy week walk where there will be stations at homes. One suggestion is a food bank station where they would stop at the church to drop something off for the food pantries. May 22 is the crop walk. The start and end will be at Murphy Park. We will also plan a party in May for Sara. The fellowship spaghetti dinner and talent show was well received. This could be repeated again sometime in the future.

Noah's Ark – The 1 year old and infant rooms are currently closed. The 2 year old room is nearly completed.

The next meeting will be March 2nd at 6:30 pm.

The meeting adjourned at 7:30 pm.

Submitted by: Tami Ernster

Lorice L. Amlin
Office Manager Report
February 2021

We are getting closer to transitioning over to using Quickbooks for our accounting/bookkeeping needs. Sue Tigges and Marlee Tart have been working hard assisting us with this transition. In the meantime, Lisa and Cathy have been taking time each week to learn the new program.

We have suspended purchasing fresh flowers for the altar. We were having trouble collecting the funds for the cost of the flowers most likely due to not having in-person worship.

We continue to be without volunteers to process the weekly deposits. Pastor Josh has reached out to the congregation looking for volunteers. Currently, Cathy, Lisa and I are processing the deposits with checks & balances in place. We continue to fine tune the process creating ease, efficiencies, and accuracy.

We have moved Jill Klinebriel's and the Stephen Ministry's office to a new location. It is now in the space next to Lisa and Cathy's office. Jenifer Montgomery will move into the office they had occupied. This move makes better use of our office space plus we are happy to have Jenifer upstairs with us!

Family Ministers Report

February 16, 2021

1. Bible Explorers Class, for 5th and 6th grade students, will go to a shortened schedule for the season of Lent. We will meet from 5:00 pm to 5:45 pm. Pr. Josh, Pr. Derek, and I lead the classes on a rotating schedule. Connect Curriculum from Sparkhouse is being used this year. The stories of the Old Testament are the focus. There are 13 students who attend the class. We are currently studying the stories David and Solomon. We took a break from study and had an optional zoom game night on Wednesday, February 3 to give the students a much-needed break.
2. Confirmation Class, for 7th and 8th grade students, will also have a shortened schedule for the season of Lent. Pr. Josh, Pr. Derek, Chris Bode, Michele Faubel, and I lead the classes. We use parts of Here We Stand, Collaborate, and Re:Form curriculums from Augsburg Fortress / Sparkhouse. This catechism is the focus of this year's lessons. There are 18 students signed up for the class. We are currently studying the Apostles' Creed. Confirmation Class also had a game night on February 3.
3. On February 24, Dubuque schools have conferences. We usually have a mission project for those who can attend, but we will have another games night with the two classes joined together, 5:30 to 6:30 pm.
4. We are continuing online Sunday School. Pre-recorded sessions that include music, an introduction, Bible story, activity, closing, as well as take-home activity bags, are provided for families. Spark Sunday School Curriculum is still used with some new elements added. We have studied "Hannah and Samuel," "Psalm 23," "Reformation Sunday," "Daniel," "Jonah," and "Advent and Christmas." The last unit studied the story of Jesus Calming the Storm. We will begin our unit for Lent this month. Families have sent pictures of their children engaged in the lessons and activities. Lisa Anderson, Kari Chesterman, Terry Hoefflin, Gary Sewell, and Dan Wild are helping with the recordings.
5. High School Fellowship meets regularly twice a month, usually on the first and third Sundays of each month starting at 6:30 pm. The program includes some zoom events, service events, and some outside in person fellowship events. This month we made Valentines for our isolated members.
6. The Parents Support Group, to help parents cope with the added stress of navigating school during the pandemic will meet next on February 18 at 7:30 pm. Amy Naumann joins the group as a teacher representative. Lisa Anderson, school counselor at Bryant, has also joined the group.
7. I spend a lot of time making deliveries to our families – Sunday School bags and birthday bags. It has been a joy to connect with families with short safe visits.
8. First Communion Classes will meet through Zoom on Sundays, March 21 and 28, from 11:00 am to 12:00 pm. Four remaining students from last years class will be invited to join the new class at the Lord's Table on Maundy Thursday, April 1.

9. Family Ministry Team is planning a Holy Week scavenger hunt that will be similar to the event held in September. The Holy Week event will take place on Sunday, March 28, Palm Sunday, from 2:00 to 5:00 pm.
10. The Dubuque Area CROP Walk will be held on Saturday, May 22, 9:30 am to 12:30 pm. The walk will begin and end at Murphy Park so that the entire event can be held outside.
11. Planning for Vacation Bible School has been put on hold until the Parish Education Committee makes decisions. I have been in communication with Chris Bode to ask for his help leading VBS if the program is offered this year.
12. I am planning a camping trip for high school and middle school youth for early June. Since things with the pandemic and vaccinations are still unclear, we will camp at Governor Dodge, which is close enough for many cars to drive for socially distancing.
13. I purchased a season pass for Vibrant Faith Ministries Masterclasses. I have enrolled in six webinars so far: Intergenerational Worship, Faith Milestones, Youth Issues, Digital Ministry, Faith Formation with Midlife Adults, and Faith Formation with Young Children and Families. With the season pass, these webinars are available for HTLC members to watch as well. More classes will be offered through June.

Respectfully submitted by Sara McCaw, Family Minister

Noah's Ark Board Meeting
Minutes
2.2.21

Staff Correspondence
Previous Meeting Minutes
Director's Report

- Two-year-old room – should be in the room next week.
 - Planning to send out photos to parents since they are not allowed in.
- Staffing update
- Fall 2021 Enrollment
 - Concerns about the 3- and 4-year-old programs because enrollment is down. This has been a trend over the past few years due to a plethora of other 4-year-old preschool programs in town.
 - Jenifer suggested reducing the 3- and 4-year-old programs and possibly enhancing the younger classrooms.
 - Could also focus more on promoting the teachers in the programs
 - Kate suggested taking some simple advertising steps, such as Google reviews, update website, and billboards, before making the decision to reduce the preschool programs
- Update Parent Handbook
 - Jenifer will try to get some updates to the Board for March meeting.
 - Some parents have issues with health policies.
 - Also need to update Emergency Preparedness policies

Treasurer's Report

- Kate is ensuring bills/payments with two-year-old room are accurate.
- Working on setting an overall staffing budget for Jenifer to work within.

Old Business

- Staff Appreciation
 - Mandy suggested starting a virtual garage sale on Stuff Etc.
 - Ryan to work with Jenifer to create a Facebook group private to Noah's Ark parents