

Holy Trinity Lutheran Church Council
Council Meeting Minutes
July 21, 2020

Attendance: Via Zoom, Council: Jonathan Brown, Gretchen Kueter, Jason, Duba, Tami Ernster, Michele Faubel, Pastor Josh Martyn, Pastor Derek Rosenstiel, Darrell Kalmes, Sue Tigges, Terry Hoefflin, Lilly Hoefflin and Wendy Einsweiler Absent: Marlee Tart, Adam Eikamp

President Sue Tigges called the meeting to order at 6:30 PM. Lilly Hoefflin read a devotion called "We Live Baptized" from Camp Ewalu.

President Sue reviewed the agenda. Gretchen Kueter moved to approve the agenda as presented. Jonathan Brown seconded the motion. The motion carried.

Darrell Kalmes moved to approve the minutes that were presented and Terry Hoefflin seconded the motion. The motion carried.

Pastor's Report: Pastor Josh wanted to ask council if ok to approve 3 air purifiers for the office at around \$150.00 each. This will help with cleaning the air in the office. They will look into getting ones with the HEPA filter. He also referenced his Pastor's Report.

Action Item: Darrell Kalmes moved to approve the purchase of 3 air purifiers for the office. Gretchen Kueter seconded the motion. The motion carried.

Associate Pastor's Report: Pastor Derek reported that he has been a part of a community organizing group for training and collegial partnership. Leaders from the ELCA Organizing for Mission Network (OFM Network) are leading this effort. They currently meet every other week. There is a food distribution on Saturday, July 25th.

Treasurer Report: Numbers continue to look good. Last year at this time we were at 97% YTD of our tithing pledge and this year with all that has been going on, we are at 94%. This percentage comparison is based just on pledged giving and not on the overall budget.

Old Business:

Roof Conversation: Darrell Kalmes reported that we are still in a holding pattern. The insurance company is going to send out another inspector to inspect the roof.

Review of COVID data along with church reopening discussion. The Council went over the new cases report that Sue Tigges has been keeping track of. Area ELCA churches are staying closed through August, some that had been opened are now closing again.

Action Item: Darrell Kalmes moved that the church remain closed at this time and to defer additional discussions until next council meeting in August. Gretchen Kueter seconded. The motion carried.

Audio Video special appeal update: All the funds have been received to pay for this. A huge thank you to the congregation on supporting this project. The equipment is set to come in September and it takes a couple of weeks for programming. It will probably be October before everything is in place and working. High Speed internet will be working in the office on Monday, July 27th. Thank you to Darrell Kalmes on all of the work done for the modifications done to the back of the sanctuary.

Logo Update: No updates on the logo. Will include on next month's agenda.

PPP Forgiveness: The PPP originally was an 8-week program, it started April 13 and was supposed to end June 8th. However, now the SBA has spread it over 24 weeks, so now our coverage period ends September 28th. At this time, there is no urgency to apply for forgiveness as a process for banks to submit the forgiveness application has not been established by the SBA.

New Business:

Committees need to review their remaining budgets and also to start preparing their 2021 budget numbers – An email will be going to the finance committee. They will review the current financial situation/ current budget and will start the process of looking at a 2021 budget.

Original Constitution, Continuing Resolutions and By Laws now held by Lorice: Since Sue was on the original Constitution Committee, she had been holding onto the original Constitution, Continuing Resolutions and By Laws. She has transferred these documents over to the church office.

Amendment to our current constitution per 2019 church wide assembly: This will be tabled as Sue Tigges wants the executive team to look at first. The Amendment will then be brought back to council for review and approval, and then presented to the congregation at the Annual Meeting.

Committee Reports:

Building and Grounds: New lights are on and working in the LFC. They produce 40-50% more light and they only use 19% of the power. There is a rebate being applied to from Alliant Energy.

Stewardship: They are thankful for our members and their generosity.

Outreach: Food giveaway on Saturday, July 25th. They are planning on another one in September. The little food pantry is always in need of some food. The Gardens of Grace have produced some food that is going into the little food pantry.

Family Ministry: Have been planning a couple of things – a community scavenger hunt, where they are going to invite some members of the church to be a host at their homes and have something either in their tree or on their porch that participants can cross off their list for the scavenger hunt. For Halloween if we are not able to be together, the plan is to still hold a trunk or treat.

VBS (Vacation Bible School) this year will be online. The videos to watch will be on the HTLC website the week of August 2 – August 6th. The videos for each day will be ready in the morning.

Noah's Ark: The staff is adapting to COVID and moving forward with the restrictions. A project is being worked on for a 2-year-old room. They will look into licensing, etc, a committee has been formed, but has not met yet. Another item in the works is for school ages kids coming to Noah's Ark on their " off day" from hybrid learning. There are lots of factors to consider for this to take place – they are in the exploration phase currently.

Youth: The youth group meets weekly via Zoom.

Communication to Committees: 2020 Remaining budget, 2021 budget, thank you for generous giving, and any committee changes that could offer new ideas.

President Sue Tigges asked for a motion to adjourn. Gretchen Kueter moved to adjourn the meeting at 7:29 PM. Tami Ernster seconded. 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 PACKET**

July 21, 2020

6:30 P.M.

1755 Delhi Street, Dubuque, IA 52001

563-582-3228

www.htlcdbq.com

Holy Trinity Lutheran Church
Council Meeting Zoom Link

Join Zoom Meeting

<https://us02web.zoom.us/j/696504258>

Meeting ID: 696 504 258

Dial by your location

- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 669 900 6833 US (San Jose)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)

2020 HTLC COUNCIL

	NAME	PREFERRED E-MAIL	PREFERRED PHONE #
President	Sue Tigges	stigges@rothlawdbq.com	563-543-8501
Vice-President	Adam Eikamp	adameikamp@gmail.com	563-564-2819
Secretary	Michele Faubel	mfaubel@wpcadets.net	563-564-6456
Treasurer	Jonathan Brown	jobrown1950@gmail.com	563-580-1954
Financial Secretary	Marlee Tart	marleetart@gmail.com	563-581-4486
Building & Grounds	Darrell Kalmes	dmkdlk72@outlook.com	920-344-6146
Outreach	Gretchen Kueter	kueterchris@msn.com	563-590-0174
Worship	Terry Hoefflin	thoefflin@earthlink.net	
Stewardship	Wendy Einsweiler	wendyeins@yahoo.com	815-541-9170
Family Ministry	Tami Ernster	djernster@mchsi.com	563-581-3448
Youth	Lily Hoefflin	lhoefflin@earthlink.net	
Fellowship			
Noah's Ark	Jason Duba	jasonduba@gmail.com	509-385-2736
Pastor	Josh Martyn	htlcdbqpastor@gmail.com	563-613-4337
Associate Pastor	Derek Rosenstiel	associatepastorderek@gmail.com	608-556-0206

Quorum: 7 (until the two open spots are filled)

Devotion/Food Enrichment sign-up:

July – Terry/Lily
 August – Wendy
 September – Sue
 October – Jonathan
 December – Darrell
 January – Pastor Josh/Pastor Derek

Other Information:

Sara McCaw, Youth & Family Minister
sara.mccaw@gmail.com
 Phone: 563-451-6874

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

Holy Trinity Lutheran Church Council
Meeting Agenda via Zoom
July 21, 2020

- 6:30 Opening Devotions Terry and Lilly Hoefflin
- 6:35 Review and approve the meeting's agenda Sue Tigges
- 6:38 June 16 Council Minutes, July 1 Special Council Minutes, July 7 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 Marlee Tart

7:25 BUSINESS:

Old business:

- Roof Update
- Review of COVID data along with church reopening discussion
- Audio Video special appeal update
- Logo Update
- PPP Forgiveness

New Business:

- Committee needs to start preparing their 2021 budget numbers
- Original Constitution, Continuing Resolutions and By Laws now held by Lorice
- Amendment to our current Constitution per 2019 Church wide Assembly

7:45 COMMITTEE REPORTS & ACTION ITEMS

- Personnel Adam Eikamp
- Building and Grounds Darrell Kalmes
- Fellowship Vacant
- Stewardship Wendy Einsweiler
- 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

Sue Tigges

Communications to Committees: list four items

8:00 ADJOURNMENT WITH THE LORD'S PRAYER

Holy Trinity Lutheran Church Council
Council Meeting Minutes
June 16, 2020

Attendance: Via Zoom, Council: Jonathan Brown, Marlee Tart, Jason, Duba, Adam Eikamp, Tami Ernster, Michele Faubel, Pastor Josh Martyn, Pastor Derek Rosenstiel, Darrell Kalmes, Sue Tigges, Terry Hoefflin, Lilly Hoefflin and Wendy Einsweiler Absent: Gretchen Kueter

President Sue Tigges called the meeting to order at 6:30 PM. Michele Faubel read a devotion and prayer.

President Sue reviewed the agenda. Adam Eikamp moved to approve the agenda. Tami Ernster seconded the motion. The motion carried.

Jonathan Brown moved to approve the minutes that were presented and Tami Ernster seconded the motion. The motion carried.

Pastor's Report: Pastor Josh discussed the survey that the congregation had taken. He also talked about some of the area churches opening with restrictions. So far the church has raised \$11,300 towards the audio video equipment. He has received some emails supporting the sound upgrade and also some concerns about the fundraising especially in the unprecedented time we are in. Pastor will be on vacation from July 26th – August 10.

Associate Pastor's Report: Pastor Derek reported thanks to Pastor Karla Wildberger for getting a hunger grant approved for area ELCA churches to help with the food pantry and distribution ministries. He is starting up an adult forum. He hopes to start a book study on racial justice in the near future.

Treasurer Report: Numbers are looking good. Jonathan stated we are truly blessed and thankful to the people that continue to give. Expenses are under control and we have been using the PPP Funds. Year to date this year tithing pledged amount is at 95.7 % YTD and last year at this time we were at 97.7 %.

Financial Secretary Report: As percentages show, giving is down a little bit, but the church as a whole is doing good.

Action Item: Jonathan moved to pay off the Line of Credit for \$10,000.00, doing this the LOC balance will be at \$0. The Line of credit will be available if we need to use it in the near future. Adam Eikamp seconded the motion. The motion carried.

Old Business:

Roof Conversation: The insurance company increased their settlement up \$25,000.00 due to some new coding issues. The total insurance money we have received for the roof is now \$60,500.00.

Action Item: Darrell Kalmes moved to approve the expenditure of \$1,380 to properly flash the chimney used for Boiler intake and exhaust on the flat roof above the entry to the sanctuary. Jonathan Brown seconded that motion. Motion carried.

COVID discussions and updates: We discussed in detail the Holy Trinity Lutheran Church Pandemic Reopening directive. A huge thank you to all who took part in creating this directive. After much discussion, Jonathan Brown moved to accept the Pandemic Reopening directive with the amendments of some wording that was made during the discussion. Adam Eikamp seconded. The motion carried.

The plan that was given was to start the countdown of the 28-day period leading to Phase Two started on June 14th. The tentative opening date will be 07/12/2020, given no more than 10 new cases in a day is reported. If so, the date will start over.

Special Appeal Request: As of Friday, June 12, the Special Appeal donations were \$11,300.00. There was \$5,200.00 that was budgeted for utilities for the year from the Ora Gremmels Fund, however, we are able to use PPP money for utilities. This donation fits what the Ora Gremmels fund was to be used for.

Action Item: Darrell Kalmes moved to use the balance of \$5200 towards the Special Appeal for the audio and video equipment. Jonathan Brown seconded the motion. The motion carried.

Action Item: Darrell Kalmes moved to get the sound system ordered as the materials take up to 3 months to get. We need 50% down now, we will need the other half by October. Tami Ernster seconded the motion. Motion carried.

Action Item: To accommodate the sound system, Darrell Kalmes drew a sketch of moving the back pews over 3 feet and to replace the carpet with tile to the south wall. A big thank you to Darrell for all of his work on this. Darrell Kalmes moved to replace the carpet with tile in the back and to move the pews for the sound system. Tami Ernster seconded. The motion was carried.

Review of Continuing Resolutions: Adam Eikamp talked about challenging some of the committee members to move around to a different committee to offer some new ideas/ thoughts. He would like to engage some new members onto the teams as well.

New Business:

Review Reopening Results – we discussed under the COVID discussions and updates.

Review Reopening Plan – we discussed under the COVID discussions and updates.

Noah's Ark Child Development Center Handbook Review:

The council looked over the handbook and stated that it was very well written. Jason Duba, the Noah's Ark Liaison, said that many things in the handbook are regulations from the State of Iowa.

Action Item: Jason Duba moved to approve the Handbook as written. Darrell Kalmes seconded the motion. The motion carried.

Committee Reports:

Building and Grounds

Action Item: Darrell Kalmes moved to allocate a maximum of \$1000 of the LFC Acoustics money to Chris O'Rourke for labor and materials in finding the extent of and recommending a fix for the leak problem. Jonathan Brown seconded. The motion carried.

Also from the Building and Ground committee – the LED lights in the LFC are installed.

Worship Team: They have been working hard on getting together the different outlines for when the church reopens and getting together a volunteer description written up.

President Sue Tigges asked for a motion to adjourn. Jonathan Brown moved to adjourn the meeting at 8:26 PM. Michele Faubel seconded. 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 Special Meeting

Wednesday, July 1, 2020

On Wednesday, July 1st, a special council meeting was held via zoom to discuss the reopening of Holy Trinity in person worship with the date of reopening of July 12th.

Attendance via zoom: Council: Jonathan Brown, Jason, Duba, Adam Eikamp, Tami Ernster, Michele Faubel, Pastor Josh Martyn, Pastor Derek Rosenstiel, Darrell Kalmes, Sue Tigges, Gretchen Kueter, and Wendy Einsweiler. Absent: Terry Hoefflin, Lilly Hoefflin and Marlee Tart

President Sue Tigges called the meeting to order at 6:02 P.M. The COVID new cases reports were discussed and due to the climbing numbers above 10 new cases in a day, the council discussed keeping the church closed for in person worship until further notice.

Darrel Kalmes moved to suspend the 12th of July reopening and to not set a future date. Numbers will be reviewed at the next church council meeting on July 21st. Gretchen Kueter seconded that motion. Motion carried.

The meeting adjourned at 6:23 P.M.

Submitted by

Michele Faubel

Holy Trinity Lutheran Church Council Secretary

Holy Trinity Lutheran Church Council
Executive Committee Meeting Minutes via Email
July 7, 2020

Attendance by Email: Sue Tigges, Michele Faubel, Adam Eikamp, Pastor Josh Martyn, Pastor Derek Rosenstiel, Marlee Tart, Jonathan Brown

President Sue Tigges sent out an email to all executive committee members on meeting via email instead of by zoom for the executive committee meeting. She wrote out some of the old business and new business bullet points that need to be on the agenda. She also stated that the next council meeting should be held by zoom.

Submitted by:

Michele Faubel
Holy Trinity Lutheran Church Council Secretary

Pastor's Report 7/21

"You are the light of the world. A city built on a hill cannot be hid. 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

In the midst of a pandemic, ministry continues. Worship services, bible studies, counseling, fellowship opportunities, and pastoral care are all being done on a weekly and daily basis. Although providing online activities is difficult and more time consuming, we are all happy that the ministry of Jesus Christ is happening here at HTLC.

I also thank you all for your diligence in deliberating and making the decision to postpone worship services. After I had sent the letter out to the congregation regarding the postponement, I received several emails from members thanking me and the council for making that decision. There are many people in the congregation, and community, who truly do not feel safe to attend worship.

I am happy to report that we have raised the funds needed for the Video and Sound system. Thanks be to God and thanks be to all the members of HTLC. This truly shows the need and desire for this upgrade and I have received nothing but positive reinforcement of this decision. Here is a recent note from a member of the congregation who will remain anonymous, "We received the note the other day about the audio and visual upgrades that the church needed and was wondering if we had hit the goal we were looking for on this yet? Having this technology has helped us be able to take part in the services again. As you know we haven't participated because of health problems and have struggled this past year wishing we could come back to worship again. Providing online worship has helped fill this void and we feel so connected to HTLC once again and would like to contribute to help continue this ministry."

The staff is continuing to move forward and work twice as hard providing details for the fall. Since we do not know if programming will be online or in person, staff is providing options for both so that the ministry of Jesus Christ will continue to move forward either if we remain closed or if we begin to slowly reopen.

Looking Forward:

I once again wish I could say for certain what I will be doing next month, but I honestly don't know. Things change on a daily basis and I am just going along for the ride. I do hope to continue reviewing programs to incorporate into the life of HTLC. I plan to continue phone calls to members and shut ins. I also plan to continue to form, record, and edit the worship services for Sunday and Wednesday. I will inform you next month of anything else that comes up between now and then. As a reminder, I will be on vacation the week of July 27-August 10th.

I am deeply grateful for all of you and truly appreciate your support for all the ministries of HTLC. If you have any questions please let me know.

Peace in Christ,
Pastor Josh

Associate Pastor's Report
July 2020

Here we stand breathless
And pressed in hard times
Hearts hung like laundry
On backyard clothes lines
Impossible just takes
A little more time...

You Can Do This Hard Thing, song by Carrie Newcomer

Reflecting back on the past months, I am astounded at all that has happened in the world and in our lives together here in this community of faith. Many things that we never had imagined would ever happen, have come to pass. Even some things that this community had dreamed of happening in some far-off future, have come to fulfillment as well in just a matter of weeks. These experiences we have had in these past months have carried with them much sorrow and hardship, but from people I talk to there have been moments of joy as well. Within scripture we hear that in God, all things are possible. Water can gush from a rock, sprouts can spring forth from a barren ground, and new life and hope can be found through the power of the Holy Spirit.

“Impossible just takes a little more time...you can do this hard thing – it’s not easy, I know – but I believe that it’s so.” Carrie Newcomer states it so well in her song that I quoted for this report. What we deem to be impossible, can truly come to pass if we persevere. The Holy Spirit empowers us to do more than we ever thought possible. Through Christ we pray that God may sustain us for whatever is to come ahead, and now more than ever do we need to lean into that promise. Trusting in this does not mean thought that we cannot make some adjustments in life to have the strength and resiliency we need to run the race ahead as scripture says.

This is what I have been reflecting on and working at lately. The staff has been adjusting to put our energies where they need to be so that our ministries in this time and for the time ahead may be vibrant and life-giving for all. I personally have shifted my energies to different areas of ministry that I see as needs both in this time and for the future life of this community of faith. We all had to shift dramatically to respond to the immediate needs of our community of faith when the pandemic began. Focuses had to narrow and be shifted to areas in order to address the more emergent needs of all. We all have had to make serious adjustments in our lives for the well-being of ourselves, our loved ones, our communities, and our world.

As I reflect on what has happened, I saw how amazingly we as a community of faith have been able to respond to the crisis that we are all experiencing. The Church continues to be open even while we cannot gather within our building, and this gives me so much hope. As we look forward, I pray that the Holy Spirit guides us in our imagination of what is possible and how the future will look like. What new ministries will spring forth and as we walk ahead, and what new areas are we being called into? As our staff begins to imagine together and plan for whatever is to come; I have begun shifting my focus to some new areas of ministry.

A few of the more emergency-type ministries that were initially needed to address the crisis have begun to either end or change. I discerned that the need for an online version of The Well is no longer needed for the rest of summer as people are connecting in other ways. We ended our Wednesday night worship to focus and prepare on what the future “in-person” worship

will look like. My pastoral phone calls to the whole congregation are almost complete and those have been so life-giving to my ministry and hopefully to those whom I talked with. Our caring calls ministry has shifted a little and new people are being contacted by the group who so devotedly give their time to that. Outreach is working on another distribution at the end of July and beginning to imagine and plan some new ministries for when we can gather again. Adult Forum has started back up digitally and has had some extraordinarily rich topics and conversations. It has been an honor to walk alongside the people of faith in this community in all these ministries and I give thanks to God for that!

I am super excited to share that I have begun to take part in a community-organizing group for training and collegial partnership in that vital work. Leaders from the ELCA Organizing for Mission Network (OFM Network) are leading this effort, and it has been such a gift to be a part of this. Through this work, I am being equipped with the skills and tools I need to continue to help Holy Trinity live out its mission to "*Living Christ's Call to Love & Serve All*". Through networking and training I pray that I can walk alongside this beautiful congregation in their devotion to "get outside of our walls" and give witness to Christ's love in the greater Dubuque community. I will continue to keep you updated on this.

I give thanks to God for the strength and the new breathe of life that has been given not only to me but to our community of faith. I look forward to what lies ahead for us all, and I pray that we continue to be nimble and devoted in our work as things continue to change. God's love and grace is a constant that can uphold us in this work, so we continue to draw on that as we move forward.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending June 30, 2020

Monday, July 6, 2020 1:49 PM

Page 1 of 1

Statement Ending Date:	06/30/2020
Account:	General Operating Checking (1.100.000)
Statement Ending Balance:	\$65,029.73

Outstanding Checks and Withdrawals

		\$55.43
	42528	\$49.61
	42542	\$62.50
	42543	\$260.00
	42552	\$13,800.00
	42553	\$3,497.67
	42554	\$58.33
	42551	\$16.00
Total:		\$17,799.54

Adjusted Bank Balance:	\$47,230.19
Balance per Accounting:	\$47,230.19
Difference to Reconcile:	\$0.00

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending June 30, 2020

Monday, July 6, 2020 1:50 PM

Page 1 of 1

Statement Ending Date:	06/30/2020
Account:	Designated Funds Checking (1.100.035)
Statement Ending Balance:	\$118,535.25

Outstanding Checks and Withdrawals

		\$4.80
		\$4.80
	1837	\$160.50
	42555	\$95.00
	42556	\$70.00
Total:		\$335.10

Adjusted Bank Balance:	\$118,200.15
Balance per Accounting:	\$118,200.15
Difference to Reconcile:	\$0.00

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending June 30, 2020

Monday, July 6, 2020 1:51 PM

Page 1 of 1

Statement Ending Date:		06/30/2020
Account:		Noah's Ark Operating Checking (1.100.045)
Statement Ending Balance:		\$28,465.00

Outstanding Checks and Withdrawals		
	2044	\$125.00
Total:		\$125.00

Adjusted Bank Balance:		\$28,340.00
Balance per Accounting:		\$28,340.00
Difference to Reconcile:		\$0.00

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Bank Reconciliation - Statement Ending June 30, 2020

Thursday, July 2, 2020 11:54 AM

Page 1 of 1

Statement Ending Date:	06/30/2020
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

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Balance Sheet as of June 30, 2020

Friday, July 10, 2020 4:10 PM

Page 1 of 1

Account #	Account Name	Beginning Balance	YTD Balance
Assets			
1.100.000	General Operating Checking	23,858.43	47,230.19
1.100.035	Designated Funds Checking	90,865.50	118,200.15
1.100.045	Noah's Ark Operating Checking	10,080.53	28,340.00
	Total Current Assets	\$124,804.46	\$193,770.34
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	\$3,417,708.76	\$3,486,674.64
Liabilities			
2.000.000	Accounts Payable/Vendors	2,092.35	4,169.20
2.250.000	Line of Credit Payable	15,000.00	0.00
	Total Accounts Payable	\$17,092.35	\$4,169.20
	Total Liabilities	\$17,092.35	\$4,169.20
Fund Balance			
3.000.000	Noah's Ark Operating Checkbook	10,080.53	28,340.00
3.001.000	General Operating Checkbook	6,766.08	43,060.99
	Total Operating Fund	\$16,846.61	\$71,400.99
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	90,865.50	118,200.15
	Total Fund Balance	\$3,400,616.41	\$3,482,505.44
	Total Liabilities and Fund Balance	\$3,417,708.76	\$3,486,674.64

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
 Consolidated Fund Activity Report for June 2020

Friday, July 10, 2020 4:12 PM

Page 1 of 2

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.000	Designated (& Restricted) Checkbook					
3.002.000	Sanctuary Lighting Fund	875.00	0.00	0.00	0.00	875.00
3.003.000	Music Dept Fund	413.00	0.00	0.00	0.00	413.00
3.004.000	Designated Checking Interest Fund	185.43	9.04	0.00	0.00	194.47
3.005.000	Fellowship Events Fund	1,096.30	0.00	0.00	0.00	1,096.30
3.007.000	Roof Fund	30,979.93	19,391.94	0.00	0.00	50,371.87
3.011.000	Property Improvement	(1,192.78)	0.00	0.00	0.00	(1,192.78)
3.012.000	Continue the Call Balance	6,777.04	0.00	952.00	0.00	5,825.04
3.013.000	Telephone & Internet Balance	2,348.09	0.00	2,174.66	0.00	173.43
3.014.000	Neighborhood Patio Events Balance	250.00	0.00	0.00	0.00	250.00
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	0.00	0.00	100.00
3.018.000	Free Wash Balance	250.00	0.00	0.00	0.00	250.00
3.019.000	Sound System Fund Balance	1,310.00	19,646.74	13,800.00	0.00	7,156.74
3.020.000	Designated Credit Card Fees Fund Balance	0.00	0.00	27.93	0.00	(27.93)
3.040.000	Memory Cafe Fund	80.55	0.00	0.00	0.00	80.55
3.040.002	Flowers	238.92	0.00	0.00	0.00	238.92
3.040.003	The Lutheran Subscription	(47.76)	0.00	0.00	0.00	(47.76)
3.040.005	Misc I/O	193.17	0.00	0.00	0.00	193.17
3.040.006	LFC Internal Improvement - Acoustics	18,093.11	0.00	13,434.50	0.00	4,658.61
3.040.007	Fair Trade Coffee/Chocolate	(60.57)	0.00	0.00	0.00	(60.57)
3.040.008	Welcome Gift - Intern	10.00	0.00	0.00	0.00	10.00
3.040.010	Staff Reimbursement	57.64	0.00	0.00	0.00	57.64
3.040.012	Sunday School Supply Fund Balance	30.00	0.00	0.00	0.00	30.00
3.040.014	Ora Gremmel Designated Fund Balance	5,206.74	0.00	5,206.74	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	720.00	0.00	0.00	0.00	720.00
3.040.017	Monitor Fund Balance	75.00	0.00	0.00	0.00	75.00
3.040.018	Computer Fund Balance	(20.00)	0.00	0.00	0.00	(20.00)
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	13,041.50	0.00	0.00	0.00	13,041.50

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Consolidated Fund Activity Report for June 2020

Friday, July 10, 2020 4:12 PM

Page 2 of 2

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.041.006	EWALU Campership	260.00	0.00	200.00	0.00	60.00
3.041.007	Hunger Outreach Balance	6,374.98	20.00	0.00	0.00	6,394.98
3.041.008	Flood Buckets Balance	(258.79)	0.00	0.00	0.00	(258.79)
3.041.009	Rescue Mission	0.00	95.00	95.00	0.00	0.00
3.041.010	Food Pantry DBQ	70.00	0.00	70.00	0.00	0.00
3.041.011	People In Need PIN	(50.00)	50.00	0.00	0.00	0.00
3.041.022	Pastor's Emergency Fund	2,697.57	185.12	1,488.12	0.00	1,394.57
3.041.023	Sunday School Offering	571.94	0.00	0.00	0.00	571.94
3.041.028	WELCA Fund Balance	715.53	0.00	0.00	0.00	715.53
3.041.042	Courtyard Project Fund Balance	1,787.91	0.00	0.00	0.00	1,787.91
3.045.000	Sabbatical Leave Fund	7,499.91	0.00	0.00	0.00	7,499.91
3.050.000	Green Team Sponsorship	153.00	0.00	0.00	0.00	153.00
3.053.000	Family Ministry Fund	9,556.13	0.00	7.80	0.00	9,548.33
3.054.000	Griefshare Fund Balance	20.00	0.00	0.00	0.00	20.00
3.066.000	Noah's Ark Reserv Fund	793.79	0.00	0.00	0.00	793.79
3.100.006	Fran Kringle Memorial - Stephen Ministry	404.36	0.00	0.00	0.00	404.36
3.100.011	Willaim Collings Memorial	125.00	0.00	0.00	0.00	125.00
3.500.000	Prepaid Pledge Balance	4,664.05	0.00	666.30	0.00	3,997.75
Total		\$116,925.36	\$39,397.84	\$38,123.05	\$0.00	\$118,200.15

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of June 2020 for Operating Fund Balance

Friday, July 10, 2020 4:14 PM

Page 1 of 4

Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
Income						
4.100.000	Pledge/Unpledge Reg Giving	33,176.44	224,884.97	240,420.00	480,839.00	255,954.03
4.100.001	Loose Plate	550.00	2,378.09	3,750.00	7,500.00	5,121.91
4.100.002	Seasonal	0.00	235.00	1,002.00	2,000.00	1,765.00
4.100.004	Interest Income	2.98	13.74*	0.00	0.00	(13.74)
4.100.005	Transfer from Telephone & Internet	315.00	18,652.53			
4.100.006	Church Use Income	0.00	265.00	750.00	1,500.00	1,235.00
4.100.009	Misc General Income	0.00	15.75			
4.100.013	Transfer from Zero Balance Account	0.00	55.54*	0.00	0.00	(55.54)
4.100.015	Transfer from Designated LFC Internal Improvements	13,274.00	13,274.00			
4.100.016	Admin Income	0.00	0.00	0.00	0.00	0.00
4.100.017	Transfer from Noah's Ark for Custodial Services	0.00	0.00	2,502.00	5,000.00	5,000.00
4.100.018	Transfer from PPP Designated Acct	0.00	59,188.49			
4.100.019	Transfer from Continue the Call	952.00	5,708.00*	5,706.00	11,413.00	5,705.00
4.100.025	Trnsfr from O. Gremmel's - Organ Maint/Wrshp Utili	0.00	4,051.90	4,632.00	9,259.00	5,207.10
4.100.030	Parish Ed Income	0.00	20.00*	0.00	0.00	(20.00)
4.100.031	Family Ministry Income	0.00	67.00*	0.00	0.00	(67.00)
4.100.032	Outreach Income	0.00	0.00	0.00	0.00	0.00
4.100.033	Worship Income	0.00	100.00*	0.00	0.00	(100.00)
4.100.034	Fellowship Income	0.00	0.00	0.00	0.00	0.00
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	7,500.00	15,000.00	15,000.00
4.100.038	Caring Ministry Income	0.00	0.00	102.00	200.00	200.00
4.100.039	Transfer from Designated Sound System Fund	13,800.00	13,800.00			
	Total General Fund Giving	\$62,070.42	\$342,710.01*	\$266,364.00	\$532,711.00	\$294,931.76
	Total Income	\$62,070.42	\$342,710.01	\$266,364.00	\$532,711.00	\$294,931.76
Expense						
5.100.000	Line of Credit Interest Expense	33.85	294.48	402.00	800.00	505.52
5.100.002	Admin. Computer/Printer	89.19	89.19	276.00	550.00	460.81
5.100.003	Admin - Equipment M/R	486.75	3,347.24*	2,352.00	4,700.00	1,352.76
5.100.005	Admin - Office Supplies	1,233.19	4,963.02*	2,352.00	4,700.00	(263.02)
5.100.007	Admin - Postage	0.00	645.30*	498.00	1,000.00	354.70
5.100.008	Admin - Printed Material	24.75	259.45	672.00	1,343.00	1,083.55
5.100.009	Admin - Stwre/Intrntn Support	183.48	1,221.21*	1,050.00	2,100.00	878.79
5.100.010	Meetings Misc. expense	68.85	422.53*	252.00	500.00	77.47
5.100.011	Credit Card Fees	72.20	101.50			
5.100.012	Staff Mileage	0.00	0.00	102.00	200.00	200.00
5.100.015	Admin - Kitchen Supplies	0.00	0.00	60.00	125.00	125.00
5.100.016	Fall Theological Conference	0.00	0.00	198.00	400.00	400.00
5.100.017	Synod Assembly Registration	0.00	0.00	750.00	1,500.00	1,500.00
5.100.020	Tape/CD Ministry	0.00	0.00	12.00	25.00	25.00
5.100.029	Background Check	0.00	0.00	48.00	90.00	90.00
5.100.030	Admin. Misc. Expense	39.00	39.00			
5.100.031	HK Payroll Services	49.97	506.75*	498.00	1,000.00	493.25
5.140.004	Copy Machine leased @ 5 years	0.00	293.48	1,998.00	4,000.00	3,706.52

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of June 2020 for Operating Fund Balance

Friday, July 10, 2020 4:14 PM

Page 2 of 4

Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
	Total Administration Expense	\$2,281.23	\$12,183.15*	\$11,520.00	\$23,033.00	\$10,990.35
5.105.000	Fellowship Expense	0.00	452.73	750.00	1,500.00	1,047.27
	Total Fellowship Expense	\$0.00	\$452.73	\$750.00	\$1,500.00	\$1,047.27
5.115.000	Outreach - Advertising	0.00	139.02	250.00	500.00	360.98
5.115.001	Banners	0.00	323.15*	162.00	325.00	1.85
	Total Outreach Exp	\$0.00	\$462.17*	\$412.00	\$825.00	\$362.83
5.120.003	CMB - ELCA Synod	3,268.92	19,613.52	19,614.00	39,227.00	19,613.48
5.120.011	CMB - Missionary Sponsorship	228.75	1,372.50	1,374.00	2,745.00	1,372.50
5.120.020	CMB - EWALU Support	58.33	349.98	350.00	700.00	350.02
	Total Church Missions Expense	\$3,556.00	\$21,336.00	\$21,338.00	\$42,672.00	\$21,336.00
5.120.030	Stewardship - Postage/Supplies	0.00	560.16	1,752.00	3,500.00	2,939.84
5.120.031	Green Team	0.00	0.00	48.00	90.00	90.00
	Total Stewardship Expense	\$0.00	\$560.16	\$1,800.00	\$3,590.00	\$3,029.84
5.130.002	9th Grade Confirmation Dinner	0.00	0.00	174.00	350.00	350.00
5.130.003	Confirmation Curr and Supp	114.00	114.00	200.00	400.00	286.00
5.130.004	6th, 7th and 8th Conf. Retreat	0.00	0.00	500.00	1,000.00	1,000.00
5.130.005	Splash Material	0.00	0.00	252.00	500.00	500.00
5.130.006	Gift Bibles	0.00	0.00	174.00	350.00	350.00
5.130.011	Adult Education	0.00	117.79*	100.00	200.00	82.21
5.130.012	Sunday School Curriculum	0.00	479.13	562.00	1,125.00	645.87
5.130.013	Youth Education	0.00	14.99	100.00	200.00	185.01
5.130.014	Youth Gathering	0.00	0.00	102.00	200.00	200.00
5.130.015	Camps	0.00	0.00	498.00	1,000.00	1,000.00
5.130.016	VBS	0.00	0.00	450.00	900.00	900.00
5.130.030	1st Communion Supplies	0.00	0.00	150.00	300.00	300.00
5.130.031	Teacher Appreciation	0.00	0.00	36.00	75.00	75.00
	Total Parish Education Expense	\$114.00	\$725.91	\$3,298.00	\$6,600.00	\$5,874.09
5.140.001	Property - Custodial Supplies	500.02	1,720.41	1,848.00	3,700.00	1,979.59
5.140.002	Property - Electricity	788.45	6,032.53	7,002.00	14,000.00	7,967.47
5.140.003	Property - Insurance	2,740.25	7,410.25*	4,002.00	8,000.00	589.75
5.140.005	Property - M/R Grounds Church	430.79	1,392.29*	750.00	1,500.00	107.71
5.140.006	Property - Natural Gas	120.56	3,905.52*	3,498.00	7,000.00	3,094.48
5.140.007	Property - Outside Ground Care	529.45	1,892.92*	1,200.00	2,500.00	607.08
5.140.008	HVAC	0.00	780.72*	500.00	500.00	(280.72)
5.140.009	Property - Telephone	249.64	1,483.91*	1,398.00	2,800.00	1,316.09
5.140.010	M/R Church Sanctuary & Property	47.13	296.56	1,002.00	2,000.00	1,703.44
5.140.011	Property - Water	123.59	858.80	1,002.00	2,000.00	1,141.20
5.140.012	Waste Disposal (Dittmer)	110.00	440.00	702.00	1,400.00	960.00
5.140.013	Fire Extinguishers (DBQ Fire)	0.00	0.00	0.00	300.00	300.00
5.140.014	Ansul Kitchen Hood Cleaning & Insp.	78.50	78.50*	0.00	300.00	221.50
5.140.015	FOG inspection (City) every 6 months	0.00	161.84*	0.00	132.00	(29.84)
5.140.016	Sprinkler Backflow test 4' lines	0.00	0.00	0.00	260.00	260.00
5.140.017	Sprinkler Backflow test 2' & 3/4" lines	0.00	0.00	0.00	182.00	182.00
5.140.018	Elevator Safety Test	0.00	626.25*	375.00	375.00	(251.25)
5.140.019	Snow Removal	0.00	1,125.00	2,000.00	2,000.00	875.00
5.140.021	Telephone & Internet Set-Up	315.00	18,652.53			
5.140.028	Fire Alarm System	0.00	0.00	294.00	583.00	583.00
5.140.031	Ora Gremmel's Funded Expenses	0.00	214.00			

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of June 2020 for Operating Fund Balance

Friday, July 10, 2020 4:14 PM

Page 3 of 4

Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.140.032	LFC - Lighting	0.00	13,274.00*	7,500.00	15,000.00	1,726.00
5.140.035	Sanctuary - loop system repair	0.00	0.00	1,002.00	2,000.00	2,000.00
5.140.037	Alley Way Improvements	0.00	0.00	0.00	2,107.00	2,107.00
5.140.039	Sound System Oper Exp	13,800.00	13,800.00			
	Total Building & Grounds Expense	\$19,833.38	\$74,146.03*	\$34,075.00	\$68,639.00	\$27,159.50
5.210.000	Worship - Altar Supply	0.00	427.56	750.00	1,500.00	1,072.44
5.210.001	Worship - Bell Choir Supplies	0.00	0.00	48.00	100.00	100.00
5.210.003	Worship - Copyright License	0.00	702.25*	498.00	1,000.00	297.75
5.210.005	Worship - Music Material	0.00	0.00	198.00	400.00	400.00
5.210.007	Worship - Organ/Piano Maint	0.00	120.00	378.00	750.00	630.00
5.210.009	Guest Musician	0.00	400.00*	126.00	250.00	(150.00)
5.210.011	Worship Continuing Education Exp.	0.00	0.00	90.00	175.00	175.00
5.210.012	Sound System maintenance	681.70	788.70*	102.00	200.00	(588.70)
5.210.013	Instrument Maintenance (cord, drums, strings, etc)	0.00	0.00	102.00	200.00	200.00
	Total Worship Expense	\$681.70	\$2,438.51*	\$2,292.00	\$4,575.00	\$2,136.49
5.215.000	Family Ministry- Hspty/Fllwshp	187.79	509.45	750.00	1,500.00	990.55
	Total Family Ministry Expense	\$187.79	\$509.45	\$750.00	\$1,500.00	\$990.55
5.148.000	Pastor - Salary	2,442.74	14,326.54	25,056.00	50,108.00	35,781.46
5.148.001	Pastor - Pension	667.49	3,986.73	4,008.00	8,010.00	4,023.27
5.148.002	Pastor - Health	1,979.00	11,741.23	11,874.00	23,748.00	12,006.77
5.148.003	Pastor - Con't Ed	75.00	769.98*	450.00	900.00	130.02
5.148.004	Pastor - Professiona Publication Exp	0.00	471.71*	348.00	700.00	228.29
5.148.005	Pastor-Housing	3,333.34	20,000.04*	9,438.00	18,880.00	(1,120.04)
5.148.006	Pastor Soc. Sec. Allowance	310.70	1,970.16*	1,920.00	3,834.00	1,863.84
5.148.007	Pastor - Retiree/Survivor	42.48	251.59	258.00	510.00	258.41
5.148.008	Pastor-Disab/Admin	91.02	539.08	546.00	1,092.00	552.92
5.148.009	Pastor-Car Allowance/Mileage	0.00	604.33	1,002.00	2,000.00	1,395.67
5.148.010	Pastor-Cell Phone	62.50	375.00	378.00	750.00	375.00
5.148.014	Pastor - Group Life Insurance	42.48	251.59	258.00	510.00	258.41
	Total Pastoral Salary Expense	\$9,046.75	\$55,287.98	\$55,536.00	\$111,042.00	\$55,754.02
5.149.000	Associate Salary	2,716.74	16,172.52	19,830.00	39,663.00	23,490.48
5.149.001	Call Process	0.00	0.00	0.00	0.00	0.00
5.149.002	Associate Pastor - Pension	462.57	2,765.41	2,778.00	5,551.00	2,785.59
5.149.003	Associate Pastor - Housing	1,666.66	9,999.96*	6,408.00	12,810.00	2,810.04
5.149.004	Associate Pastor - Soc. Sec. Allowance	253.54	1,513.76	1,518.00	3,035.00	1,521.24
5.149.005	Associate Pastor - Retiree Support	32.38	193.41*	192.00	389.00	195.59
5.149.006	Associate Pastor - Disability	69.39	414.47*	414.00	833.00	418.53
5.149.007	Associate Pastor - Group Life	32.38	193.41*	192.00	389.00	195.59
5.149.009	Associate Pastor - Con't Ed	0.00	329.84	450.00	900.00	570.16
5.149.010	AP - HLTH Insurance Reimbursement	260.00	1,560.00	1,560.00	3,120.00	1,560.00
	Total Associate Pastor Expense	\$5,493.66	\$33,142.78	\$33,342.00	\$66,690.00	\$33,547.22
5.150.030	Family Minister - Salary	3,015.84	18,095.04	18,096.00	36,190.00	18,094.96
5.150.031	Family Minister - Pension	241.27	1,447.62*	1,446.00	2,895.00	1,447.38
5.150.032	Family Minister- Dis/Admin	45.24	271.44*	270.00	543.00	271.56
5.150.033	Family Minister - Health	839.00	5,034.00	5,034.00	10,068.00	5,034.00
5.150.034	Family Minister - Continuing Education	0.00	0.00	102.00	200.00	200.00

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of June 2020 for Operating Fund Balance

Friday, July 10, 2020 4:14 PM

Page 4 of 4

Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.150.035	Family Minister-Cell Phone	65.00	390.00	390.00	780.00	390.00
5.150.037	Family Minister - Retiree/Survivor	21.11	126.66*	126.00	253.00	126.34
5.150.038	Family Minister - Group Life Insur	21.11	126.66*	126.00	253.00	126.34
	Total Family Minister Salary Exp	\$4,248.57	\$25,491.42	\$25,590.00	\$51,182.00	\$25,690.58
5.155.001	Stephen Ministries Leadership Training	0.00	0.00	1,002.00	2,000.00	2,000.00
5.155.002	Stephan Ministry Educational Materials	0.00	0.00	198.00	400.00	400.00
5.155.004	Grief Share	0.00	0.00	100.00	200.00	200.00
	Total Stephen Min. Salary Exp	\$0.00	\$0.00	\$1,300.00	\$2,600.00	\$2,600.00
5.160.041	Handbell Choir Director	87.56	963.16*	786.00	1,576.00	612.84
5.160.045	Contemporary Music Leader	1,244.60	7,467.60	7,470.00	14,935.00	7,467.40
5.160.046	Music Minister Salary	1,794.78	10,768.68	10,770.00	21,537.00	10,768.32
5.160.047	Service Accompanist	200.00	1,134.00*	702.00	1,400.00	266.00
	Total Music Salary Expense	\$3,326.94	\$20,333.44*	\$19,728.00	\$39,448.00	\$19,114.56
5.100.035	Employees Deductions	8.48	(36.92)			
5.170.000	Office Mngr - Wage	3,229.20	15,162.26	18,252.00	36,500.00	21,337.74
5.170.001	Office Mngr - Pension - ELCA	243.33	1,226.99	1,458.00	2,920.00	1,693.01
5.170.002	Office Mngr - Dis/Admin	45.63	230.09	276.00	548.00	317.91
5.170.004	Office Mngr - Health	0.00	1,029.00*	0.00	0.00	(1,029.00)
5.170.005	Office Manager - Retiree/Survivor	21.29	107.35	126.00	256.00	148.65
5.170.006	Office Manager - Group Life Insur	21.29	107.35	126.00	256.00	148.65
5.170.010	Office Assistant - Wages	809.12	3,436.49	6,354.00	12,150.00	8,713.51
5.170.020	Financial Asst - Wages	1,088.31	8,465.45*	5,532.00	11,060.00	2,594.55
5.170.050	Office Staff Continuing Ed	0.00	0.00	200.00	400.00	400.00
	Total Office Salary Expense	\$5,466.65	\$29,728.06	\$32,324.00	\$64,090.00	\$34,325.02
5.175.000	Custodian - Salary	100.00	2,385.00	2,598.00	5,200.00	2,815.00
5.175.010	Maintenance - Salary	2,465.60	14,032.50*	13,938.00	27,873.00	13,840.50
5.175.011	Maintenance - Pension - ELCA	185.81	1,114.86	1,116.00	2,230.00	1,115.14
5.175.012	Maintenance - Health	878.00	5,268.00	5,268.00	10,536.00	5,268.00
5.175.015	Maintenance - Dis/Admn	34.84	209.04	210.00	418.00	208.96
5.175.016	Maintenance - Retiree/Survivor	16.26	97.56*	96.00	195.00	97.44
5.175.017	Maintenance - Group Life Insur	16.26	97.56*	96.00	195.00	97.44
	Total Custodial Salary Expense	\$3,696.77	\$23,204.52	\$23,322.00	\$46,647.00	\$23,442.48
5.190.000	Non Pastoral Staff - FICA	1,056.18	5,052.29	6,252.00	12,502.00	7,449.71
5.190.001	Workers Compensation	0.00	1,360.50	2,352.00	4,700.00	3,339.50
	Total Other Staff Expense	\$1,056.18	\$6,412.79	\$8,604.00	\$17,202.00	\$10,789.21
5.230.000	Ora Gremmel's 2018 Loan Repayment	0.00	0.00	0.00	0.00	0.00
	Total Ora Gremmel's 2018 Loan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Operating Expense	\$58,989.62	\$306,415.10	\$275,981.00	\$551,835.00	\$278,190.01
	Total Expense	\$58,989.62	\$306,415.10	\$275,981.00	\$551,835.00	\$278,190.01
	Difference	\$3,080.80	\$36,294.91	(\$9,617.00)	(\$19,124.00)	

* = Income/Expense exceeds amount budgeted to date

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of June 2020 for Noah's Ark Operating

Friday, July 10, 2020 4:14 PM

Page 1 of 1

Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
Income						
4.300.000	Noah's Ark - Registration	0.00	387.38*	252.00	500.00	112.62
4.300.003	Noah's Ark- Dnts/Gvng Tree	1,600.00	6,600.00*	750.00	1,500.00	(5,100.00)
4.300.004	Noah's Ark - Miscellaneous	0.00	125.00*	0.00	0.00	(125.00)
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	1.29	2.89*	0.00	0.00	(2.89)
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	24,169.04	95,431.74	125,760.00	251,520.00	156,088.26
4.300.032	Summer Day Care	0.00	0.00	0.00	0.00	0.00
4.300.034	Transfer from PPP Designated Accat	0.00	19,270.01			
	Total Noah's Ark Receipts	\$25,770.33	\$121,817.02	\$126,762.00	\$253,520.00	\$150,972.99
	Total Income	\$25,770.33	\$121,817.02	\$126,762.00	\$253,520.00	\$150,972.99
Expense						
5.300.000	Teacher & Director- Salaries	6,737.16	39,749.76	40,300.00	80,600.00	40,850.24
5.300.001	Teacher Salaries	5,877.00	39,748.75	70,140.00	140,278.00	100,529.25
5.300.002	Noah's Ark -Telephone	66.97	393.03*	330.00	665.00	271.97
5.300.003	Noah Ark - Dues / Con't Ed	46.87	409.69*	360.00	725.00	315.31
5.300.004	Noah's Ark - Repairs	0.00	946.42*	498.00	1,000.00	53.58
5.300.005	Noah's Ark - Advertising	0.00	0.00	252.00	500.00	500.00
5.300.006	Noah's Ark - Supplies	1,328.07	2,554.47*	1,248.00	2,500.00	(54.47)
5.300.007	Noah's Ark - Trnsfr to Resrv	0.00	0.00	0.00	0.00	0.00
5.300.008	Noah's Ark - Insurance	0.00	706.50	1,248.00	2,500.00	1,793.50
5.300.009	Noah's Ark - FICA	963.69	5,889.16	8,448.00	16,897.00	11,007.84
5.300.010	Transaction Processing Fees	72.97	1,252.74			
5.300.011	Noah's Ark - Special Programs	0.00	81.00	150.00	300.00	219.00
5.300.014	Snacks/milk Child Care	0.00	603.60	900.00	1,800.00	1,196.40
5.300.018	N.A.-Teacher & Director Pension ELCA	808.46	4,850.76*	4,836.00	9,672.00	4,821.24
5.300.019	N.A. - Teacher Health	787.00	4,722.00*	4,500.00	9,000.00	4,278.00
5.300.020	N.A. Teacher & Director Dis/Adm	101.06	606.36*	600.00	1,200.00	593.64
5.300.023	N. A. Teacher Director-Retiree/Survivor	47.16	282.96*	150.00	300.00	17.04
5.300.024	N. A. Teacher & Director - Group Life Insur	47.16	282.96*	60.00	125.00	(157.96)
5.300.033	Computer/Software	197.00	477.39*	240.00	480.00	2.61
	Total Noah's Ark Expense	\$17,080.57	\$103,557.55	\$134,260.00	\$268,542.00	\$166,237.19
	Total Expense	\$17,080.57	\$103,557.55	\$134,260.00	\$268,542.00	\$166,237.19
	Difference	\$8,689.76	\$18,259.47	(\$7,498.00)	(\$15,022.00)	

* = Income/Expense exceeds amount budgeted to date

Building and Grounds activities for June 2020
July 13, 2020

Building and Grounds Committee did not meet the first week of June. In lieu of meeting minutes, this is the status of current projects.

LED lighting for LFC

LFC lighting project has been completed. The new lights are giving off 40-50% more lights than the previous fixtures, while requiring only 19% of the energy. We are applying for an energy efficiency rebate from Alliant energy which may amount to 50% of the material cost. If we receive a rebate, I would like that money to be dedicated to future LFC improvements, and in particular repairing the roof leaks.

Phone and Internet upgrade

All computer network hardware and software installation is complete. Noah's Ark is changing their attendance and billing software and hardware to an on-line based system. This system works better than ProCare with our existing internet speed and will greatly improve once we have the fiber optic connection installed.

Fiber Optic cable has been buried and brought into the building. We are now waiting for the fiber-optic cable to be spliced into the existing trunk line in the center of the roundabout. Our contactor, CS Technology, is hoping to get a final date for installation by the end of this week. We are urging CS Technology to complete this project ASAP, since mesh Wi-fi system is having periodic contention problems with the current DSL modem/router.

LFC roof leaks

We are waiting until September and cooler weather when Rolling River Building Services can investigate the extent of the repairs needed and get us a total project cost.

Flat roof repair

On June 8th we received a notification from Guide One that we will be issued a check for an additional \$24,000 to cover the cost of bringing the section they are replacing up to current insulation code standards. Premiere Claims, our public adjuster, maintains that we should be reimbursed for the entire roof replacement value. They are working with Guide one and the engineering firm that estimated the extent of the damage to further evaluate or settlement value. All told we have just a little over \$50,000 in a special account to repair the roof. Total replacement cost is between \$90,000 and \$110,000. Depending on where Guide One settles with our appraiser, we will have to come up with as much as \$60,000 to replace the roof.

Sanctuary changes for A/V improvements

The base of the new A/V desk is in place and rough-in wiring and conduit done. The A/V desk itself is about 75% complete. Pews have been cut down and are ready for reinstallation as soon as we get flooring work completed. Flooring completion is being held up for delivery of VCT tile.

HTLC STEWARDSHIP TEAM: Email Meeting Summary Tuesday, July 7, 2020

Present: Wendy Einsweiler, Dave Assmus, Mark Arnold, Pastor Derek Rosensteil (by email), Paul Dettmann

- √ eGiving process update
 - Will update Pew Cards with eGiving options and schedule Temple Talks once worship in the sanctuary is open again; eGiving information will continue to be shared in the Bridge and Tidings
- √ Bridge the Gap plans are on hold until Council and the Finance Team meet to review the current budgetary situation
 - Concerns expressed by majority of this team that the Finance Team should begin to review and assess options that may be faced this fall. Don't want to find the need for a Bridge the Gap program that's required at the same time the Fall Stewardship program is running and for 2021 giving. Wendy will share messages with Finance Team and encourage them to meet in the next month if possible.
- √ Ora Gremmel's Estate gift celebration wall mural & message in Tidings & bulletins will be planned once members are able to gather. Not an easy way to share virtually.
- √ Fall Stewardship Program
 - Dates confirmed 9/20 – 11/11
 - After input from both Pastor Josh & Pastor Derek, agreed a new program will be needed for 2020. Not feasible to do Consecration Sunday plan giving the limits on gathering. Wendy will email options for review by 7/20 so team can review and select a program at the August meeting.
- √ Tidings Articles – August (due 7/20/20)
 - Dave will write the Stewardship article
 - Paul write the Special Appeal – World Hunger
 - Financial Spotlight through June – Wendy will provide to Lorice
- √ Green Team
 - No meeting in July. Zoom meeting scheduled for August.
- √ 2nd Quarterly THANK YOU message reviewed and shared so Cathy can inclusion with next quarterly report
- √ Other business
 - Additional Stewardship Team members are still needed
 - Envelopes will be ordered after August meeting – need to confirm change in verse that compliments the stewardship chosen by the team

Next Meeting: August 4, 2020

Outreach All Committee Minutes

Zoom meeting on Jun 18, 2020

In attendance: Judy B., Glenn L. Sue M., Pastor Derek and myself

Pastor Derek told us of a grant we received from the Community Foundation of Greater Dubuque. The application was a joint venture of the ELCA churches in the Dubuque area. The money awarded needs to be used for feeding our food insecure neighbors.

We got Kathy on the phone from St. Stephens and set up another Food Distribution for July 25th from 9:00- 11:00 a.m. in our church parking lot. The distribution will be documented by Pastor Karla Wildberger.

Instead of a bag lunch this time we are looking into getting corn from Fincel's to hand out. We still need to keep our volunteers under 10 people for Saturday and may need another group on Friday to bag corn.

Sue will contact the TH and Resources United for advertising. Glenn has the fliers done. We are also looking at dates in September for another distribution.

We also talked about putting together a volunteer group that could go out to other sites to help groups that are already established with their projects. This would put HTLC out into the community. Pastor Derek has looked into this and once we re-open church we will put this group together.

Gretchen and Pastor Derek have put pantry needs out on Facebook with some success. Recently Noah's Ark did a food push which produced a great yield! Thank you Noah's Ark and all that continue to stock our shelves!

Respectfully submitted by Gretchen Kueter

Worship Team Minutes, 7 July 2020

No meeting took place.

Email update sent to all members.

Diane Kalmes emailed ---

At this point, I do not have any topics for an agenda that need to be discussed unless someone else does. Please advise so a zoom meeting date and time can be established.

Just a brief update:

1. B&G is still trying to get the hum worked out with Lifeline and an electrician regarding the Hearing Loop system. Hopefully, that can be accomplished before we start gathering again.
2. The sound system equipment has been ordered and the process of getting the sanctuary prepared is moving along.
 - a. the base for the sound system control booth is in place,
 - b. tile has been found that will closely match the existing tile where we need to remove aisle carpeting. As soon as materials are in contractors will be doing that work.
 - c. the 5 back pews have been removed and are being reworked to fit in their new location
 - d. the usher's area was redone after the wall was originally removed to get conduit in place for the new wiring
 - e. Darrell is starting to build finish cabinetry for the top of the base unit.
 - f. B&G is working with Westphal to get an electrician in to run a new wire for the new control booth.
3. We've completed our task of determining responsibilities needed for reopening the church. We are going to be in a holding pattern on that until we get closer to implementing those requirements. Adjustments may have to be made as the time approaches.

Thank you.

Diane

Parish Education and Family Ministry Committee Meeting Minutes
7/14/20

Present: Betsy Wild, Dan Wild, Emily Wild, Sara McCaw, Tami Ernster, Bill Wlochaj, Joni Wlochaj, Mary Mills

The meeting opened at 6:30 pm.

Sara was asked by Pastor Josh about Fall activities for family ministry opportunities and Sunday School. From the surveys received, it was indicated that:

- the committee needs to provide better communication on what and how Sunday School is run
- how we are going to be more hospitable for new students and their families coming to class – one suggestion is to have a person at the door (not Sara) who can welcome the children and their parents and guide them to where they need to be go
- and provide more activities for the children that are more age appropriate.

One way to communicate is to put up displays in the sanctuary – this could generate excitement in the program. We should also communicate information on the adult education program. Communication could be received through letter, e-mail, weekly bulletin, website, The Bridge and announcements from the pulpit reminding the congregation of educational opportunities. When there is a new unit, a new newsletter would be sent out. We could also set up a calendar for Sunday School and post it to the website like the Bible Explorers and Confirmation programs.

We were also asked to look at ideas on how to revamp Sunday School to generate more interest. One idea is to push back Sunday School for 15 minutes for more fellowship time, and for those wanting to start earlier, activities could be provided that would allow for social distancing. Because singing has been known to cause an increase in spreading the virus, music may need to be suspended for the time being. In addition, music would have to be done by 10:00 because Chuck has to leave for his other Sunday morning commitment. Sara said the story is told in 3 ways over 3 weeks. One week, is usually through the bible story, video could be used for another week, and Sara can recruit youth to perform the story via a skit on the 3rd week. The activities could be one week as games, a second as a choice between a full-group art activity or individual art activity and the third week could be science/cooking, or drama/music. Kids would be broken up into groups of no more than 10 to make sure there is social distancing.

It was also discussed to look into a Wednesday afternoon teaching opportunity, but it would have to be done at 4:00. There needs to be further discussion on this idea as to its feasibility.

Discussion then turned to Rally Day. Bill had a bulletin from his previous church he attended on a rally service that they had done. For Rally Day it was discussed to have a socially distant scavenger hunt. Families could drive to congregation member homes who are pre-chosen to have an item that needs to be spotted at their home. Prizes could be given to the children (or adults) who participate. Committee members were asked to contact congregation members to be destinations for the hunt. Sara would put together a map of the addresses for the searchers. The hunt is tentatively scheduled for Sunday, September 13th from 4:00 to 6:00 was chosen. Rain date will be Sunday, September 20th.

We also discussed other activities for the fall. To allow for continued social distancing, we could do trunk or treat for Halloween, possibly a hay ride depending on the virus situation. Other ideas may be a

camping weekend for families, a mother/daughter or father/son activity, big game night, parents night out, doing a service project, having a talent show/art exhibit, or a zoom trivia night. The goal would be to get more adults participating, including council members.

Virtual VBS is almost ready to go. There will be a video put on Facebook at 9:00 am. In the evening there will be a zoom meeting to discuss the day's activity.

Next Meeting:

The next meeting is August 4, 2020 at 6:00 PM.

Submitted by: Tami Ernster

Noah's Ark Board Meeting
6.23.20
Minutes

Attendance (via Zoom video meeting) : Rev. Derek Rosenstiel, Jenifer Montgomery, Mandy Lindecker, Teri Zuccaro, Jason Duba, Katie Hartig, Ellen Sinkey, Kate Stierman Absent: Ryan Michel, Andy Parker

Director's Report

- Full enrollment across all rooms for summer
- Other infant room open in July, 3 children
- ACTION ITEM: Proposal is to temporarily hire Jenifer's mother during staff member's eight-week maternity leave
 - o Consensus among board members was that the language in staff handbook relating to not hiring applicants of familial relation to current employees does not apply to a temporary position.
 - o APPROVED: Hire Barb Rank (Jenifer's mother) for temp position during maternity leave.
- Dubuque Community Schools has established a preschool start date for the Fall but no details regarding how it will progress
- Parent survey: Most of the concerns are ones that are already on our radar to address.
- Ended contract with ProCare.

Financial Report

- Month end treasurer report
- DCSD checks from April and May and DHS stipend check deposited after June 1 when Jenifer was able to get mail from office.
- Revenue listed in treasurer's report are transfers of Payment Protection Program funds from the emergency federal program

Form Two Subcommittees

- Couple members of Board to stay up-to-date on info coming from DCSD and the state and update rest of Board
 - o Mandy and Kate volunteered
- Task force to research options for new two-year-old room, meet with licensing entities, communicate with parents regarding fundraising
 - o Jason, Ellen, Kate volunteered

Church Council

- Jason has volunteered to represent Board on Church Council

Staff Expense Reimbursement

- Staff member recently turned in receipts for supplies purchased by staff member, many pre-date Jenifer's role as director
- Church secretary requested Board approve reimbursement
- APPROVED: Cut check for staff reimbursement, but reiterate current policy on pre-approval of supply purchases with Noah's Ark credit card.

Dear Noah's Ark Families,

As you are undoubtedly aware, school districts have been working diligently to make plans for the upcoming school year. The Covid-19 Subcommittee of the Noah's Ark board is no different. We have worked tirelessly to consider all options available this fall to keep our friends safe while continuing the mission of providing the highest quality educational opportunities for your families.

As a parent I have also grappled with these decisions for my own family. I committed to not accepting any plans that I would not have been comfortable with for my own children in the many years they attended Noah's Ark. While it is impossible to eliminate pandemic related worry and risk entirely, I wish my children could attend a school that followed the standards in the attached plans.

While many schools consider virtual learning options, virtual learning is very difficult for young children. Preschool is about social and emotional development, learning to get along with peers, developing motor skills, playing, and becoming independent and curious learners. Most of this is impossible to achieve on a screen. Given this, our subcommittee wanted to focus on accommodating as much in-person learning as possible.

These plans require some compromise. Decisions were made with the goal of limiting the number of possible exposures a student will have on a normal day at Noah's Ark. For example, a child attending a large elementary school on a normal day would have the potential to be exposed to 650 people, a Noah's Ark student this year would typically have no more than 12. To achieve this, there have been slight rate changes for certain age groups, and unfortunately, due to space constraints, we will have to suspend three year old preschool for children only attending preschool. The board will continually look at options for how to resume that programming, if at all possible, while still limiting the number of students and teachers in a classroom.

We will continue the health plan followed by our summer program with regards to things like pick up and drop off procedures and temperature checks. In addition, we have added the use of HEPA air purifiers shown to remove Covid-19 particles from the air to help avoid stagnant air in classrooms. Please read through the entire plan to see all details.

We are truly blessed to be a part of Holy Trinity Lutheran Church. Without their support, we would not be able to make such changes to keep our kids as safe as possible. Their support affords us many resources and dedicated volunteers as well as the ability to be non-profit in the truest sense. Decisions are only made to offer your children the highest quality education in the safest environment possible. Profit is never a consideration.

It is my sincere hope that with these plans you are comfortable enough to send your children to Noah's Ark and that it offers the blessing of some normalcy during such an uncertain time.

Thanks be to God for your families and the opportunity to serve at Noah's Ark,

Kate Stierman
Noah's Ark Board Chair

**Noah's Ark Child Development Center
2020-2021 School Year Programming
Covid-19 Response**

Child Care

-Center hours will be 7:30 A.M. – 5:00 P.M. to allow for the same primary staff to work with children and have ample time in staff schedules for extra cleaning and sanitizing.

-Limited drop off and pick up times. Parents may drop off children between 7:30-8:30 in the morning. Children using a half day schedule may be picked up between 12:00 and 12:30. Pick up time for the end of day between 4:00-5:00.

-Families using child care must enroll in full time child care only with flat rate billing. There will be no part time child care or hourly rates offered.

3 Year Old Preschool

- 3 year old preschool will be suspended for families only utilizing preschool. We will be looking for options to provide preschool only to 3 year old children.

-Full time child care with preschool included is still being offered for 3 year old children.

-Families affected by the suspension of the 3 year old preschool only program have the option of enrolling in full time child care.

-Suspending preschool only allows us to follow the health guidelines outlined below.

-Any child enrolled in the 3 year old program as of June 1, 2020 is guaranteed a spot in the 4K program for 2021-2022 school year during our early registration period.

4 & 5 Year Old Preschool

-1st day of 4K preschool Monday, August 24 (DCSD set Thursday, August 20 – we do not feel starting preschool on a Thursday is in the best interest of the children transitioning back to school)

-We will offer two classes of 4 & 5 year old preschool with 10 children in each section to follow the health protocols outlined below.

-Full time childcare children will attend preschool 1:00-3:30 Monday through Thursday. Full time child care children who still take a nap will be able to nap from 12:00-1:00. This will be at the discretion of the parents.

-Preschool only children will attend 9:00-11:30 Monday through Thursday. There will be a separate drop off and pick up window for these families so as not to conflict with the child care children. Drop off may not occur before 8:45 and pick up must occur before 11:45.

-Jenny Goodno, our licensed 4K teacher, will teach both sections of 4K.

-The 4K classroom will be thoroughly cleaned and sanitized after the morning session of preschool and materials will be switched out.

-If a closure is necessary, Jenny will provide 20-30 minutes of online instruction per day to the 4 & 5 year old children as outlined by the state requirements.

-Children enrolled in the 4 & 5 year old preschool program must complete virtual learning requirements should a closure occur, as outlined by the state requirements to remain enrolled in the program.

-If a family chooses to keep a 4 or 5 year old child home, virtual learning will be provided and required. However, we believe it is in the best interest of the children to receive in person learning, which is why changes have been made to the programs. Therefore, parents are asked to continue sending their children to school unless there is a medical reason to keep them home.

Health Policies

-Parents will NOT enter the building. All drop off and pick up of children will occur at the main center doors to limit the number of people entering the building.

-Children and staff temperatures will be taken upon drop off and over lunch

-Individuals with temperatures over 100.3 will be sent home

-Children may not return to school until they are fever free for 72 hours without the use of fever reducing medications if they have any additional Covid-19 symptoms

-Children and staff will diligently follow all state guidelines for hand washing

-Student and staff ratios have been adjusted so we will not have more than 10 children in a room.

-We request families practice social distancing for the duration of it being recommended in our area and use good judgement to help limit exposure

-Children will be clumped with the same peers each day and the same staff as we are able

-Students and staff will be restricted to specific bathrooms away from other church staff.

Additional Health Precautions

-At this time no decisions have been made regarding wearing masks. However, at any time Noah's Ark may require children over the age of 3 and staff to wear a mask at school. It may also be requested that parents wear a mask at drop off and pick up.

-Studies have shown that HEPA air filters are effective at removing Covid particles from the air. Harvard studies have shown that Covid can remain in the air for up to 3 hours. We will run HEPA air filters in each classroom as much as possible.

Covid Testing

-Families must communicate with the director if there is any suspected Covid-19 exposure in your household

-If anyone in your household is being tested due to Covid-19 symptoms or exposure, children must also stay home and quarantine until the results come back in

-If someone in your household tests positive for Covid-19, your children may not return to school for at least 14 days, even if the child has tested negative

-If there is a positive case in a Noah's Ark classroom, all children and staff in that classroom must be out of school for 14 days. Any siblings of a child in an exposed classroom must also remain home.

-If multiple staff are exposed or have Covid-19 symptoms, Noah's Ark may need to close until testing results are received and further decisions are able to be made

Billing Policies & Closures

-As stated in the parent handbook, weekly tuition costs remain the same regardless of holidays, snow days, or any other days the center may be closed. There will be no prorating of weekly costs for closures.

-Programs at Noah's Ark have been restructured with the goal to remain open for the duration of the school year. However, there are still many unknowns with the virus. Families are contracted to continue paying their flat weekly rates during short closures in order to hold their spots. If a longer closure is necessary, the board will communicate with families regarding any changes to the existing billing policies.

-Families enrolling a child in the 5 year old preschool program will be required to pay their full preschool rates even if learning is virtual or they will forfeit their spot in the 4K program.

Rates

Infants - \$195/week

1 Year Olds - \$195/week

2 Year Olds - \$175/week

3 Year Olds - \$185/week (new rate includes preschool)

4 Year Olds - \$145/week (new rate includes additional child care time due to decreasing preschool hours)

5 Year Olds (child care and preschool)- \$220/week

5 Year Olds (preschool only) - \$295/month

Lorice L. Amlin
Office Manager Report

7/17/2020

With the increase of COVID cases in Dubuque County, Lisa, Cathy and I will work in the office on an individual basis. We have created a schedule so only one of us will be in the office at a time. I come into the office during the day and evenings but also work from home. We feel there is plenty of social distancing if Sara, Pastor Derek and Pastor Josh are in their offices. We will wear masks if we happen to be in the same room or passing through the office.

Other precautions were taken in the form of changing the office suite's key to limit access to the office. We were not sure who had access to the office. Not only was this a risk of spreading a virus but also exposing confidential information. At this time, only staff will be issued a key to the office. If someone needs access to the office, we ask they contact me, and I will arrange for a time to give them access. These added precautions are in response to Pastor Josh, Pastor Derek and I becoming ill with a virus (Not COVID).

KEYS: Lisa has been working on identifying the spare keys that are stored in the office. She is working with Al labeling the keys, identifying missing keys, creating an inventory.

Pastor Josh, Pastor Derek, Al and I have been discussing the benefits of converting the church to a key fob entry system for the building. We currently have no idea who has been issued a key to the building and has access to the church. With the installation of \$28,000.00+ in new equipment, I believe this is something that should be seriously considered. Currently, when a key is issued to a wedding party or outside group, we have no way to control their access or whether they make copies of keys. A key fob system would provide a layer of protection, control access and report who and when they entered the building. Al is in the process of getting an estimate and I will report the findings to the council next month.

I continue to look for ways to keep track of the staff's time sheets electronically making it easier for the staff to track their time.

I am fine tuning the process we manage the incoming flow of information that needs to be distributed to the congregation.

Considering Cathy having to work extra hours to complete her work, I looked at the distribution of work between Cathy and Lisa. Lisa is now handling all receipts payable. We have asked the church money counters to resume counting and depositing the offerings we receive by mail. I will check in with Cathy in a few weeks to see if this has helped.

Continuing to explore ways to create unified office communication, cloud-based work environment and more by utilizing Office 365.

Family Ministers Report

July 21, 2020

1. Schedules are completed for Bible Explorers and Confirmation Classes for this fall. They are attached. Classes will begin in September either through Zoom or in person with caution.
2. Fellowship Zoom meetings continue with the Bible Explorers, but the Confirmation Class has decided to stop for the summer.
3. The eighth graders are preparing for Affirmation of Baptism which has been postponed to October 25, Reformation Sunday. Pr. Josh conducted interviews with students and parents, and most students have completed their faith statements.
4. The schedule for Sunday School is completed for the next year. Sunday School will begin in September either online or in person with caution. The schedule is included. Spark curriculum will continue to be used, but some new elements are being added.
5. The surveys that were conducted had three major conclusions. There needs to be much better communication with our families so that they understand the program. There needs to be a person providing hospitality during Sunday School to welcome parents and children and especially new families. There is a desire among our members to have activities designed for children and youth of specific ages with their parents. The Parish Education / Family Ministry Team are looking into ways to address these concerns.
6. Our First Communion Class will be welcomed to the Lord's Table when in person worship begins. These students participated in the classes: Alexandra Goldsmith, Augustus Lambert, Erika Matson, Myles Page, Connor Pauly, Joshua Roling, and Elijah Williams.
7. The high school youth group meets weekly through Zoom. We check in with highs and lows, play a game, and share a Bible study. When the weather cools, we will help Al with a landscaping project around the garage. We will use masks and distancing.
8. Vacation Bible School is scheduled for August 2-6, 2020. The theme for this year is "Wilderness Escape" and the story focuses on Moses and the Israelites escape from Egypt and adventure in the wilderness. The program will be online. Daily videos will be available starting at 9:00 am each day. Take home packets will be available the week before the program. Nightly Zoom sessions will take place each evening at 6:30 pm.
9. Parish Education / Family Ministry Team are planning for Christian Education Kick-off Sunday on September 13. Events will be versatile for either in person or out of the building.

10. Family Ministry events have been planned in September and October. An around the town scavenger hunt will be held on September 13, and a Trunk or Treat event on October 24. We will have a Halloween Party if we are able to gather in the church building.

11. Safety procedures are being developed for our return to in person classes in the fall.

12. I took vacation July 5-10.

Respectfully submitted by Sara McCaw, Family Minister

Bible Explorer Plan for 2020/2021

September 9	Parent / Youth Orientation
September 16	Creation
September 23	The Fall
September 30	Suffering
October 7	The Flood
October 14	The Tower of Babel
October 21	Covenant
October 28	Mission Project, no regular class because of DBQ School Conferences
November 4	Jacob and Esau
November 11	Jacob to Israel
November 18	Twelve Sons
November 25	No class, Thanksgiving break
December 2	Intergenerational Advent Event
December 9	Joseph
December 16	Moses
December 23	No class, Christmas break
December 30	No class, Christmas break
January 6	Exodus
January 13	Wilderness
January 20	Commandments
January 27	Promised Land
February 3	Judges
February 10	David
February 17	Solomon's Temple
February 24	Mission Project, no regular class because of DBQ School Conferences

March 3	Kingdoms
March 10	Prophets
March 17	No class, DBQ Schools Spring Break
March 24	Intergenerational Lenten Event
March 31	No class, Holy Week
April 7	Babylon
April 14	Diaspora
April 21	Return
April 28	Occupation and Caesar
May 5	End of Year Celebration
May 12	Make up Day

Confirmation Plan for 2020/2021

September 9	Parent / Youth Orientation
September 16	What is the Catechism?
September 23	Ten Commandments, part #1
September 30	Ten Commandments, part #2
October 7	Ten Commandments, part #3
October 14	Ten Commandments, part #4
October 21	Ten Commandments, part #5
October 28	Mission Project, no regular class because of DBQ School Conferences
November 4	Intergenerational Small Groups #1
November 11	Saved by Faith / Theology of the Cross, part #1
November 18	Saved by Faith / Theology of the Cross, part #2
November 25	No class, Thanksgiving break
December 2	Intergenerational Advent Event
December 9	Baptism, part #1
December 16	Baptism, part #2
December 23	No class, Christmas break
December 30	No class, Christmas break
January 6	Lord's Prayer, part #1
January 13	Lord's Prayer, part #2
January 20	Lord's Prayer, part #3
January 27	Lord's Prayer, part #4
February 3	Intergenerational Small Groups #2
February 10	Holy Communion, part #1
February 17	Holy communion, part #2
February 24	Mission Project, no regular class because of DBQ School Conferences

March 3	Apostles' Creed, part #1
March 10	Apostles' Creed, part #2
March 17	No class, DBQ Schools Spring Break
March 24	Intergenerational Lenten Event
March 31	No class, Holy Week
April 7	Apostles' Creed, part #3
April 14	Apostles' Creed, part #4
April 21	Intergenerational Small Groups #3
April 28	Giant Quiz Show Review
May 5	End of Year Celebration
May 12	Make up Day

Sunday School Calendar 2020-2021

September 13	Christian Education Kick-off Sunday
September 20, 27, October 4	Hannah / Samuel
October 11, 18	Psalm 23
October 25	Reformation Event / Sunday School Open House
November 1, 8, 15	Daniel
November 22, 29, December 6	Jonah
December 13, 20	Advent / Christmas
December 27	Christmas Break, no classes
January 3	Recharge Rally Day
January 10, 17, 24	The Calming of the Storm
January 31, February 7, 14	Feeding the 5000
February 21, 28, March 7	On the Way to Jerusalem
March 14	Spring Break, no Sunday School Classes
March 21, 28	Holy Week and Easter
April 4	Easter, no classes
April 11, 18	The Lord's Prayer
April 25	Earth Day Celebration
May 2	Sunday School Service Project
May 9	Parents' Day Celebration
May 16	Giant Review Game, Teacher Appreciation