

Holy Trinity Lutheran Church Council  
Council Meeting Minutes  
September 15, 2020

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

President Sue Tigges called the meeting to order at 6:32 PM. Sue gave the devotions from the Daily Meditation on Matthew 5.

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

Jonathan Brown moved to approve the minutes that were presented from the August 18<sup>th</sup> Council Meeting and the September 1 Executive Council Minutes. Adam Eikamp seconded the motion. The motion carried.

**Pastor's Report:** Pastor Josh references his report. He was asked to be on a candidacy committee – this position oversees the process of a student that is entering seminary and follows them until Installation. There have been some discussions with Klauer Optical on parking in the church's parking lot. We are hoping to have a parking lot worship service on a Saturday in the near future. They are hoping to be able to put it through a FM transmitter so everyone can stay socially distant. The normal Sunday worship would still be held as well.

**Associate Pastor's Report:** Pastor Derek referenced his report. There is a Saturday Food Distribution at the church Saturday, September 19, 2020. They will have enough food to feed 300 + people. He is also planning another Cedar Rapids cleanup trip Saturday, September 26, 2020.

**Action Item:** Pastor Derek has selected a mutual ministry team. These people have agreed to be on his mutual ministry team: Robin Leib, Donna O'Dell, Marla Quinn, Andrew Faubel, Martin Lohrmann, and Daniel Haug. Pastor Derek moved to approve these names to be on his mutual ministry team. Gretchen Kueter seconded the motion. The motion Carried.

**Treasurer Report:** Numbers continue to look good. We are down about \$24,000 from the pledged and unpledged giving. Last year at this time we were at 92% YTD of our tithing pledge and this year with all that has been going on, we are at 93%. This percentage comparison is based just on pledged giving and not on the overall budget. Thank you to our congregation.

**Action Item:** Jonathan Brown moved to renew our Line of Credit - The council of Holy Trinity Lutheran Church (HTLC) authorizes the President (Sue Tigges), Vice-President (Adam Eikamp) and Secretary (Michele Faubel), as listed in Section Four C12.05.02 of the HTLC Bylaws approved by the Congregation January 2019, to enter into a Line of Credit agreement with Premier Bank with terms as given by the "Commercial Loan Finance Proposal" from Premier Bank (attached to the minutes).

It is the intent of the Council that the Line of Credit be limited to the following as needed; Payroll, Insurance, Utilities and un-budgeted capital needs that require immediate attention.

The use of the Line of Credit will require a majority agreement of the Council.

Marlee Tart Seconded the motion. The Motion carried.

**Financial Secretary:** Currently going through the budget. Some line items have been exhausted. Budget numbers are coming in from the committees. They should all be in by the end of September.

**Old Business:**

Committee Reports of use of their remaining budget and their 2021 budget numbers:

The committees have been turning in their 2021 Budget numbers. They are due to Marlee by September 30<sup>th</sup>.

Review of COVID data along with church reopening discussion. There was discussion on when will be the right time to open the church. It was agreed to wait until the new sound system would be installed the end of September where we can still offer live services online if people choose to do so when the time comes to open the church back up. There was some conversation for having some soft openings for a confirmation service. Other ELCA churches in the area have begun a very limited opening with restrictions and protocols in place. **Action Item:** Gretchen moved that the church remain closed at this time and to defer additional discussions until next council meeting in October. Jonathan Brown seconded. The motion carried.

Logo Update: Sue Tigges has found a graphic designer student and is going to have a team at church view some examples of a new logo.

Finance Committee update: They have met and have agreed that a new accounting program would be useful. The two platforms they are looking at is Breeze and Quickbooks together. They have had the office staff putting in the pros and cons to this idea.

### **New Business:**

Workman's Comp and Commercial Prop Insurance Costs: Currently the church is paying a total of \$3474 with \$676 being Noah's Ark Share for Workman's Comp insurance. The church is also paying \$10,841 with \$1075 being Noah's Ark Share for Commercial Prop Insurance.

Discussion about Church Windows v Quickbooks – Was discussed at the Finance Committee meeting – see above.

Amendment to current Constitution per 2019 Church wide Assembly: The following numbers were changed in the Current Constitution per the 2019 Church wide Assembly vote.

C5.04, C5.04, C8.02, C9.03, C9.14, C9.21, C9.26, C10.01, C10.08, C12.02, C15.11, C17.04, C18.03

Action Item: Jonathan Brown moved to approve the amendments per the 2019 Church wide assembly. Gretchen Kueter seconded the motion.

### **Committee Reports:**

**Personnel:** Need to get job descriptions for the office staff and also talked about Al's resignation

**Building and Grounds:** All the cable for the new sound system has been run. Thank you Ron Tigges for doing that. They are being patient on the roof as the insurance company continues to send checks. Hoping that they pay for the whole roof to be replaced.

**Action Item:** Darrell Kalmes moved to recommend we move to a higher speed internet (100/20 Mb BIS) which would cost an additional \$175.00 per month. Adam Eikamp seconded the motion. The motion carried.

**Action Item:** Darrell Kalmes moved for council's permission to combine Room # 28 and #29 to accommodate a 2 year old room for Noah's Ark. Noah's Ark will be paying for all the renovations through some fundraising efforts. Gretchen Kueter seconded the motion. The motion carried.

**Stewardship:** Referenced Report

**Outreach:** Reference Report

**Worship:** Has worked on budget. Will start getting together more upon talks of reopening the church.

**Family Ministry:** Had a successful scavenger hunt. Looking into a Trunk or Treat celebration.

**Noah's Ark:** No board meeting this month. Starting the fundraising efforts for the 2-year-old room.

The Council approved purchasing a drop safe for the office. It would get the church a secure plan to keep the offerings.

President Sue had some announcements

1. Received correspondence from the Synod showing that we are current with our synod contribution.
2. Last year's council approved receiving a small triangular parcel of property (located on the back entrance from University Ave) via Quit Claim Deed. Once the landowner received their tax bill, they called the HTLC office advising of this. Sue had a Quit Claim Deed prepared and recorded it and had staff pay the \$6/year tax bill.
3. She really misses face-to-face meetings, especially because that is when relationships could be formed.

Communication to Committees:

1. The church is remaining closed.
2. Renovations for Noah's Ark
3. Drive in Worship Opportunities.

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

Meeting adjourned at 8:23 PM

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Submitted by

Michele Faubel  
Holy Trinity Lutheran Church Council Secretary

HOLY TRINITY LUTHERAN CHURCH  
COUNCIL PACKET  
September 15, 2020

Zoom Link  
<https://zoom.us/j/696504258>  
Meeting ID: 696 504 258

1755 Delhi Street, Dubuque, IA 52001  
563-582-3228  
[www.htlcdbq.com](http://www.htlcdbq.com)

## 2020 HTLC COUNCIL

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

Phone: 563-451-6874

Lorice Amlin, Office Manager

[holytrineluth@gmail.com](mailto:holytrineluth@gmail.com)

Phone: 563-582-3228

Holy Trinity Lutheran Church Council  
Meeting Agenda via Zoom  
September 15, 2020

- 6:30 Opening Devotions Sue Tigges
- 6:35 Review and approve the meeting's agenda Sue Tigges
- 6:38 August 18 Council Meeting Minutes, September 1 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  
Action Item: Approving the current LOC
- 7:05 Financial Secretary Marlee Tart
- 7:25 BUSINESS:
- Old business:
- Review of COVID data along with church reopening discussion
  - Logo Update
  - Committee reports of use of their remaining 2020 budget
  - Committee reports of 2021 budget numbers
  - Finance Committee Update
- New Business:
- Workman's Comp and Commercial Prop Insurance Costs
  - Discussion about Church Windows v Quickbooks
  - Amendment to 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  
August 18, 2020

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

President Sue Tigges called the meeting to order at 6:30 PM. Wendy Einsweiler gave the devotions from the Luther Seminary Devotion.

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

Gretchen Kueter moved to approve the minutes that were presented. There was no executive council meeting in August, so that got removed from the motion, Darrell Kalmes seconded the motion. The motion carried.

**Pastor's Report:** Pastor Josh wanted to ask council if ok to approve Cathy Nolan from 15 to 20 hours due to 15 hours is not enough to get all the work completed. He is planning on working from home on the "B" school days (Tues, Thurs and every other Friday), he will stay in contact with the staff during his work from home days. He thanks the congregation for his vacation days. He also referenced his Pastor's Report. A Big thank you to Darrell Kalmes on the incredible job he did in building the sound booth in the rear of the church.

**Action Item:** Darrell Kalmes moved to approve Cathy Nolan's hours from 15 to 20 hours per week. Marlee Tart seconded the motion. The motion carried.

**Associate Pastor's Report:** Pastor Derek was on vacation.

**Treasurer Report:** Numbers continue to look good. Last year at this time we were at 94% YTD of our tithing pledge and this year with all that has been going on, we are at 92%. This percentage comparison is based just on pledged giving and not on the overall budget. Thank you to our congregation on keeping giving going.

**Financial Secretary:** Cash flow has been good for August. Marlee is an advocate for a new accounting software and getting everything streamlined.

**Action Item:** Darrell Kalmes moved when the church gets the rebate for the lighting in the LFC to put that rebate amount into the LFC Improvement Fund. Gretchen Kueter seconded that motion. The motion carried.

**Old Business:**

Roof Conversation: Darrell Kalmes reported that we got an additional \$7162 from having the public adjustor. The fee is 15% so our total is \$6088.25. This amount has been added to the roofing fund. So the total money in that fund is \$55,079.00, however the cheapest bid so far has been \$89,000 to replace the whole roof. Darrell is checking with the public adjustor to see if this is all completed.

Review of COVID data along with church reopening discussion. Dubuque is still currently in the red zone with an 8.2% positivity rate. The other ELCA churches in town do not planning on opening in the near future.

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

Logo Update: No update, school has been closed- table this for another month

Committee Reports of use of their remaining budget and their 2021 budget numbers:

The committees need to think and discuss this and get to Marlee by next month. Adam Eikamp will be getting a finance committee email to discuss possible dates here in the near future.

**New Business:**

Emergency Response Task Force Update: This committee will be getting back together again.

Fellowship committee update: Also on hold as discussions will be being held soon.

Finance Committee meeting date: See above.

**Committee Reports:**

**Personnel:** Need to get together to discuss job descriptions and also talk about Al's resignation

**Building and Grounds:** Wanted to make sure the executive committee was taking over the insurance for the church.

**Stewardship:** Referenced Report

**Outreach:** Referenced Report and please contribute to the little food pantry at church.

**Family Ministry:** Have not been able to meet this month.

**Noah's Ark:** Preschool starts Monday, August 24<sup>th</sup> with restrictions there will be 10 kids or less in each pod. Air filters are being used. There will be no school age program at this time. Discussion is being held to transform a Sunday school room into a 2-year-old preschool room. That room will still be able to be used for Sunday School.

Communication to Committees: 2020 Remaining budget, 2021 budget, Contributing to the little food pantry, Al resignation on November 1, 2020.

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

Meeting adjourned at 7:43 PM

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Submitted by

Michele Faubel  
Holy Trinity Lutheran Church Council Secretary



Holy Trinity Lutheran Church

Executive Board Meeting

Date: Tues, Sept 1, 2010

Present: Sue Tigges, Adam Eikamp, Pastor Joshua Martyn, Pastor Derek Rosenstiel, Jonathan Brown & Marlee Tart

Absent: Michelle Faubel

Meeting began at 6:33 p.m.

Item 1: Discussed work comp and commercial property insurance costs, which costs have increased; also discussed Noah's Ark portion. Recommended sending this to the Finance Committee for further discussion.

Item 2: Briefly talked about Church Windows v QuickBooks v. Breeze Church. As a unit we felt that more discussions should take place among church staff (Lorice, Lisa & Cathy) and a decision should be made. We have heard the difficulties with Church Windows and now might be the time to make a transition to a streamlined accounting package. Some benefits of changing from Church Windows include the ability to download bank transactions directly into the software; and it will also interface with Breeze and/or other apps we determine will provide functionality to us.

Item 3. Amendment to current Constitution per 2019 Churchwide Assembly. Sue will incorporate this into the current Constitution as a "mark-up" and we will then discuss at our September council meeting and possibly approve via motion.

Item 4: Jonathan would like an agenda item added to approve the current LOC. He will send Sue the language of the motion.

Adjourned at 7:01 p.m.

Minutes by: Sue Tigges

## Pastor's Report 9/15

*"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**

I wish I could say the month of August was a great month, however, it did not go so well for me. I unfortunately spent much of the month quarantined at home with the flu and pneumonia. Although laid out in bed, I still worked with the staff in prepping for upcoming fall programming and needed reports. After a month of illness, I finally feel better and am back in the office.

The staff did a wonderful job helping the ministry of HTLC move forward. We are geared up for online learning and getting prepped for Advent season.

### **Looking Forward:**

Starting this week all of our Fall programming will kick into full gear. Confirmation and Bible Explorers will meet on Wednesdays along with the Adult Education. Sunday School will be held on Sundays where the kids will be able to split out into small groups through zoom. It is going to be a trying time for the staff and I am sure we will have times when the technology won't work, but we will try our best to continue the educational opportunities for this community.

We have now begun worshiping on our own. Since we have entered into the Fall season and all of our programming starting up, the area Congregations thought it would be best to begin our own worship services. We still plan to do ministry together and plan to have our joint Christmas Day worship service as well. I give thanks to Pastors Paul, Kristen, and Derek for their leadership and for joining us for worship all of these months.

Although Advent seems like a far distant season, it truly is fast approaching. Pastor Derek and I will be planning the season of Advent that will lead us to Christmas Day. Pastor Derek and I will also be meeting to pray and discern the ministries of HTLC and divide out the pastoral duties.

I hope you will be able to find time to worship with us online and join us in the many online educational opportunities. I hope and pray you and your family are healthy and well, and if there is anything you need, please do not hesitate to ask.

Peace in Christ,  
Pastor Josh

**Associate Pastor's Report**  
**September 2020**

“<sup>19</sup> I am about to do a new thing;  
now it springs forth, do you not perceive it?  
I will make a way in the wilderness  
and rivers in the desert. ‘therefore I will place my hope in God.’”  
*Isaiah 43:19 (NRSV)*

In the words of the prophet Isaiah, God has the power to create paths to new life where none existed before. I am deeply grateful for the gentle and surprising reminders of this promise of our faith. Coming out of a time of sabbath, I have experienced a renewal of my energy and spirit for the work of my call. I am now able to reflect upon the amazing paths that God has created for us when all seemed to be blocked off by the debris of the storms that rage around us (COVID-19, economic/political turmoil, isolation/separation, sorrows/grief, etc.).

Through ingenuity, creativity, hard work, and partnership – the life and ministry of Holy Trinity has continued to thrive and support the lives of those in our community and beyond. We have been blessed with the generosity and commitment of so many to make all this happen. It has been an honor and a joy to partner with other communities of faith and local partners on these new paths. And now we look towards the future on where these paths are leading us and what is in store for us next as a community of faith.

I continue to marvel at the way in which the Spirit is leading us into new ways through the wilderness experience we are having. We move through this not always knowing what will work and which way to go, but together trusting in the Spirit's guidance we tread forth boldly! While the staff tries out new ways of ministry in this time, we know some things will fail and some will take off. In that vein, I will report on a few future ministries I will be trying out with others going ahead and reflect upon a few we have tried out this past month.

Looking back, online worship with our siblings in Christ in the greater DBQ area was wonderful and a beautiful witness to the phrase “we’re in this together”. We are looking forward with all that we have learned to what new worship experiences we can put into practice now as we part ways and blaze our own trails. I am excited as we as staff along with the worship team plan out the path forward for worship. It will be so nice to highlight our own musicians each week as well as our own communal practices and sanctuary in worship. We will also be planning ways to bring the community closer together even as we are apart.

Youth & adult faith formation continues online even while it looks different. I look forward to teaching and planning new ways to join in learning and growing as people of faith. There are so many ways we can digger deeper into the mystery of faith we have been gifted with, and we have been trying that out already online and will continue to. Videos, online discussions, and resources highlighted on our website are some of the ways we have explored how to do faith formation in this time, please check out these opportunities.

Lastly, we will have another food distribution on September 19<sup>th</sup> in its new format to protect the health and well-being of all while at the same time serving the great need for food. I am exploring with the Outreach Team a few new outreach ministry opportunities and seeking ways to implement them even during this pandemic time. More details to come, but one is a meal-to-go nite for hungry neighbors and the other is volunteer small groups ministry that hopefully will be a ministry that can create relationships as well as serve needs.

In all this, I give thanks to God for the new life that is “springing forth” all around us and within our community. I invite y’all to always ask me questions and bring ideas to me for what I can be doing better or different in my role here. It is together, that we are able to perceive what new thing the Spirit is calling us to in this time.

God’s Peace,  
DGR (Pastor Derek)

June 26, 2019



*Ready for life.*

Holy Trinity Lutheran Church  
Attn: Jonathan Brown, Treasurer  
1755 Delhi Street  
Dubuque, IA 52001

Dear Jonathan,

Thank you for providing Premier Bank with the opportunity to present you with the attached Financing Proposal. Premier Bank greatly appreciates the opportunity to be your financial services partner and looks forward to working with you into the future.

If you have any questions regarding the attached Financing Proposal, please do not hesitate to contact me at 563-585-3037.

Sincerely,

Chad W. Wagener  
Vice President  
Commercial Loan Officer  
Premier Bank

The terms of the attached Financing Proposal shall expire 60 days from the date of this letter.

By signing below, the terms and conditions of the attached Financing Commitment are hereby accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Jonathan Brown, Treasurer  
Holy Trinity Lutheran Church

## ***COMMERCIAL LOAN FINANCING PROPOSAL***

**BORROWER:** Holy Trinity Lutheran Church

**LENDER:** Premier Bank.

**PURPOSE:** Working capital needs.

**LOAN TYPE:** Revolving line of credit.

**LOAN AMOUNT:** \$50,000.00.

**LOAN TERM:** 12 months.

**LOAN RATE:** The interest rate shall be a daily variable rate at the Wall Street Journal Prime Rate. Effective rate as of June 26, 2019 is 5.50%.

**PAYMENTS:** Loan shall require monthly interest only payments with principal due at maturity.

**COLLATERAL:** Unsecured.

**PREPAYMENT FEE:** Loan would not be subject to a prepayment fee.

**OTHER FEES:** None.

**SUBJECT TO:** This loan commitment is subject to the receipt and satisfactory review of income tax returns, the organizational documentation of the Borrower, including Federal EIN number, Articles of Incorporation, current By-Laws, and a board resolution authorizing the individual or individuals necessary to execute loan documents.

The purpose of this Financing Proposal is to provide you with a summary of material terms and conditions of the credit facilities described herein. This Financing Proposal does not constitute a commitment to lend by the Lender at this time. Important terms may remain to be negotiated, added, or removed from this proposal. Neither party to the financing shall be legally bound until definitive loan documents are signed by the respective parties. The Lender will not be committed to make a loan available to the Borrower unless and until the loan request is approved by Premier Bank's Board of Directors.

From: Chad Wagener <cwagener@premierbanking.com>  
Subject: RE: Holy Trinity's Line of Credit  
Date: September 10, 2020 at 9:54:46 AM CDT  
To: Jonathan Brown <jobrown1950@gmail.com>

Terms would remain the same, just extend the maturity date to 9-15-21

Chad Wagener  
Vice President, Commercial Lending  
Premier Bank

563/585.3037  
563/588.0383 Fax  
<https://www.premierbanking.bank/>

Asbury Plaza  
Premier Bank  
2625 NW Arterial  
Dubuque, IA 52002

☐ Premier Bank asks you to please consider the environment before printing this email.

-----Original Message-----

From: Jonathan Brown <jobrown1950@gmail.com>  
Sent: Thursday, September 10, 2020 9:53 AM  
To: Chad Wagener <cwagener@premierbanking.com>  
Subject: Re: Holy Trinity's Line of Credit

WARNING! This email originated outside of Premier Bank's network. Do not click links or open attachments unless you know the content is safe. Never provide your userID and password!

Chad: Are the terms of the proposal from 2019 still apply or is another proposal required for council review. I was thinking that this would be a renewal of the original but I need to be prepared to answer questions on Tuesday at our boat meeting. Thanks Jonathan

On Sep 2, 2020, at 3:03 PM, Chad Wagener <cwagener@premierbanking.com> wrote:

Hi Jonathan, at your board meeting within your minutes, please seek approval for the renewal of the line and specifically identify who has the authority to sign the documents and who has authorization to request advances and payments on the line.

With this info, I can draw up the renewal document for another year.

Chad Wagener  
Vice President, Commercial Lending  
Premier Bank

563/585.3037  
563/588.0383 Fax  
<https://www.premierbanking.bank/>

Asbury Plaza  
Premier Bank  
2625 NW Arterial  
Dubuque, IA 52002

☐ Premier Bank asks you to please consider the environment before printing this email.

-----Original Message-----

From: Jonathan Brown <[jobrown1950@gmail.com](mailto:jobrown1950@gmail.com)>  
Sent: Tuesday, September 1, 2020 1:37 PM  
To: Chad Wagener <[cwagener@premierbanking.com](mailto:cwagener@premierbanking.com)>  
Subject: Holy Trinity's Line of Credit

WARNING! This email originated outside of Premier Bank's network. Do not click links or open attachments unless you know the content is safe. Never provide your userID and password!

Chad: I believe it is time to renew the Line of Credit for Holy Trinity Lutheran Church. Is it something we can just have the appropriate folks sign or should we do a formal resolution of support for the LOC. We have a council meeting September 18 when we could vote. Thanks for your help.

Jonathan R. Brown HTLC Treasurer





Holy Trinity Lutheran Church - Dubuque - Dubuque IA  
Bank Reconciliation - Statement Ending August 31, 2020

Thursday, September 3, 2020 1:23 PM

Page 1 of 1

Statement Ending Date:	08/31/2020
Account:	General Operating Checking (1.100.000)
Statement Ending Balance:	\$37,519.86

**Deposits in Transit**

	08/31/2020	350.95
Total:		\$350.95

**Outstanding Checks and Withdrawals**

04/16/2019		55.43	(Journal Entry)
07/22/2020	42572	9.40	Pastor Derek Rosenstiel
08/06/2020		200.00	(Journal Entry)
08/14/2020	42586	260.00	Pastor Derek Rosenstiel
08/18/2020		518.70	First Bankcard
08/19/2020	42596	192.60	MINER PLUMBING
08/20/2020	42600	27.12	Lorice Amlin
08/31/2020	42603	16.00	Shari Martelle
08/31/2020	42604	308.62	BTS
08/31/2020	42605	3,497.67	NORTHEASTERN IOWA SYNOD - ELCA
08/31/2020	42606	58.33	EWALU
Total:		\$5,143.87	

Adjusted Bank Balance:	\$32,726.94
Balance per Accounting:	\$32,726.94
Difference to Reconcile:	\$0.00

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA  
Bank Reconciliation - Statement Ending August 31, 2020

Thursday, September 3, 2020 1:24 PM

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Statement Ending Date:	08/31/2020
Account:	Designated Funds Checking (1.100.035)
Statement Ending Balance:	\$126,956.13

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**Outstanding Checks and Withdrawals**

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04/30/2019		4.80	(Journal Entry)
04/30/2019		4.80	(Journal Entry)
06/24/2020	1837	160.50	DAN WILD
08/31/2020		350.95	(Journal Entry)
Total:		\$521.05	

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Adjusted Bank Balance:	\$126,435.08
Balance per Accounting:	\$126,435.08
Difference to Reconcile:	\$0.00

This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA  
Bank Reconciliation - Statement Ending August 31, 2020

Wednesday, September 2, 2020 3:11 PM

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Statement Ending Date:	08/31/2020
Account:	Zero Balance Checking (1.100.005)
Statement Ending Balance:	\$0.00

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No Deposits in Transit or Outstanding Checks and Withdrawals

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

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This bank reconciliation has not been finalized.

Holy Trinity Lutheran Church - Dubuque - Dubuque IA  
Bank Reconciliation - Statement Ending August 31, 2020

Thursday, September 3, 2020 10:07 AM

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Statement Ending Date:	08/31/2020
Account:	Noah's Ark Operating Checking (1.100.045)
Statement Ending Balance:	\$23,270.86

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No Deposits in Transit or Outstanding Checks and Withdrawals

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Adjusted Bank Balance:	\$23,270.86
Balance per Accounting:	\$23,270.86
Difference to Reconcile:	\$0.00

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This bank reconciliation has not been finalized.

**Holy Trinity Lutheran Church - Dubuque - Dubuque IA**  
**Balance Sheet as of August 31, 2020**

Thursday, September 3, 2020 1:29 PM

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Account #	Account Name	Beginning Balance	YTD Balance
<b>Assets</b>			
1.100.000	General Operating Checking	23,858.43	32,726.94
1.100.035	Designated Funds Checking	90,865.50	126,435.08
1.100.045	Noah's Ark Operating Checking	10,080.53	23,270.86
	<b>Total Current Assets</b>	<b>\$124,804.46</b>	<b>\$182,432.88</b>
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
	<b>Total Fixed Assets</b>	<b>\$3,292,904.30</b>	<b>\$3,292,904.30</b>
	<b>Total Assets</b>	<b>\$3,417,708.76</b>	<b>\$3,475,337.18</b>
<b>Liabilities</b>			
2.000.000	Accounts Payable/Vendors	2,092.35	2,559.24
2.250.000	Line of Credit Payable	15,000.00	0.00
	<b>Total Accounts Payable</b>	<b>\$17,092.35</b>	<b>\$2,559.24</b>
	<b>Total Liabilities</b>	<b>\$17,092.35</b>	<b>\$2,559.24</b>
<b>Fund Balance</b>			
3.000.000	Noah's Ark Operating Checkbook	10,080.53	23,270.86
3.001.000	General Operating Checkbook	6,766.08	30,167.70
	<b>Total Operating Fund</b>	<b>\$16,846.61</b>	<b>\$53,438.56</b>
3.099.000	Equity Fund	3,292,904.30	3,292,904.30
	<b>Total Investments / Equity Fund</b>	<b>\$3,292,904.30</b>	<b>\$3,292,904.30</b>
3.100.000	Designated (& Restricted) Checkbook	90,865.50	126,435.08
	<b>Total Fund Balance</b>	<b>\$3,400,616.41</b>	<b>\$3,472,777.94</b>
	<b>Total Liabilities and Fund Balance</b>	<b>\$3,417,708.76</b>	<b>\$3,475,337.18</b>

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

Thursday, September 3, 2020 1:32 PM

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/IE's	End Balance
<b>3.100.000</b>	<b><i>Designated (&amp; Restricted) Checkbook</i></b>					
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	204.66	6.04	0.00	0.00	210.70
3.005.000	Fellowship Events Fund	1,096.30	0.00	0.00	0.00	1,096.30
3.006.000	Intern 2017-2018 Special Appeal Fund	0.00	0.00	0.00	0.00	0.00
3.007.000	Roof Fund	50,371.87	6,462.35	0.00	0.00	56,834.22
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	(1,192.78)	0.00	0.00	0.00	(1,192.78)
3.012.000	Continue the Call Balance	5,825.04	0.00	0.00	0.00	5,825.04
3.013.000	Telephone & Internet Balance	0.00	442.51	442.51	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	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	14,711.74	255.57	0.00	0.00	14,967.31
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	142.62	35.00	97.62	0.00	80.00
3.040.003	The Lutheran Subscription	(47.76)	0.00	0.00	0.00	(47.76)
3.040.004	Stephen's Ministry Fund	0.00	0.00	0.00	0.00	0.00
3.040.005	Misc I/O	193.17	50.00	0.00	0.00	243.17
3.040.006	LFC Internal Improvement - Acoustics	4,658.61	0.00	3,691.50	0.00	967.11
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
3.040.009	Bell Choir	0.00	0.00	0.00	0.00	0.00
3.040.010	Staff Reimbursement	57.64	0.00	0.00	0.00	57.64
3.040.011	Retreat	0.00	0.00	0.00	0.00	0.00
3.040.012	Sunday School Supply Fund Balance	30.00	0.00	0.00	0.00	30.00

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

Thursday, September 3, 2020 1:32 PM

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
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	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
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	100.00	0.00	0.00	100.00
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	6,404.98	210.00	0.00	0.00	6,614.98
3.041.008	Flood Buckets Balance	(258.79)	0.00	0.00	0.00	(258.79)
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 PTN	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	70.00	0.00	0.00	0.00	70.00
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
3.041.022	Pastor's Emergency Fund	(848.58)	100.00	64.20	0.00	(812.78)



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

**Thursday, September 3, 2020 1:32 PM**

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.041.023	Sunday School Offering	571.94	0.00	0.00	0.00	571.94
3.041.024	Advent Offering	0.00	0.00	0.00	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 Global 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	WELCA Fund Balance	715.53	0.00	0.00	0.00	715.53
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 Chaplaincy Outreach	0.00	0.00	0.00	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
3.041.040	Patio Project	0.00	0.00	0.00	0.00	0.00
3.041.041	VBS Mission Offering	0.00	60.00	0.00	0.00	60.00
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	9,548.33	0.00	350.95	0.00	9,197.38
3.054.000	Griefshare Fund Balance	20.00	0.00	0.00	0.00	20.00
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	Art Cooper Memorial - Music & Christmas	0.00	0.00	0.00	0.00	0.00
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
3.100.006	Fran Kringle Memorial - Stephen Ministry	404.36	0.00	0.00	0.00	404.36

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

Thursday, September 3, 2020 1:32 PM

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
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	Unused Memorial 11	0.00	0.00	0.00	0.00	0.00
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	3,997.75	0.00	0.00	0.00	3,997.75
<b>Total</b>		<b><u>\$123,360.39</u></b>	<b><u>\$7,721.47</u></b>	<b><u>\$4,646.78</u></b>	<b><u>\$0.00</u></b>	<b><u>\$126,435.08</u></b>

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

Thursday, September 3, 2020 1:33 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
<b>Income</b>						
4.100.000	Pledge/Unpledge Reg Giving	40,492.14	298,996.25	320,560.00	480,839.00	181,842.75
4.100.001	Loose Plate	200.00	2,778.09	5,000.00	7,500.00	4,721.91
4.100.002	Seasonal	0.00	235.00	1,336.00	2,000.00	1,765.00
4.100.003	Church Debt Giving	0.00	0.00			
4.100.004	Interest Income	1.33	17.40*	0.00	0.00	(17.40)
4.100.005	Transfer from Telephone & Internet	442.51	19,268.47			
4.100.006	Church Use Income	0.00	265.00	1,000.00	1,500.00	1,235.00
4.100.007	Pledge - Bridge the Gap Campaign	0.00	0.00			
4.100.008	HTLC Foundation Fund	0.00	0.00			
4.100.009	Misc General Income	0.00	15.75			
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	46.07	101.61*	0.00	0.00	(101.61)
4.100.014	Transfer from Sale of Lot for Property Improvement	0.00	0.00			
4.100.015	Transfer from Designated LFC Internal Improvements	3,691.50	16,965.50			
4.100.016	Admin Income	0.00	761.38*	0.00	0.00	(761.38)
4.100.017	Transfer from Noah's Ark for Custodial Services	0.00	0.00	3,336.00	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	0.00	5,708.00	7,608.00	11,413.00	5,705.00
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			
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	4,051.90	6,176.00	9,259.00	5,207.10
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	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	10,000.00	15,000.00	15,000.00
4.100.038	Caring Ministry Income	0.00	0.00	136.00	200.00	200.00

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

Thursday, September 3, 2020 1:33 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
4.100.039	Transfer from Designated Sound System Fund	0.00	13,800.00			
	<b>Total General Fund Giving</b>	<b>\$44,873.55</b>	<b>\$422,339.84*</b>	<b>\$355,152.00</b>	<b>\$532,711.00</b>	<b>\$219,609.37</b>
	<b>Total Income</b>	<b>\$44,873.55</b>	<b>\$422,339.84</b>	<b>\$355,152.00</b>	<b>\$532,711.00</b>	<b>\$219,609.37</b>
<b>Expense</b>						
5.100.000	Line of Credit Interest Expense	0.00	294.48	536.00	800.00	505.52
5.100.002	Admin. Computer/Printer	27.00	228.18	368.00	550.00	321.82
5.100.003	Admin - Equipment M/R	790.62	4,619.86*	3,136.00	4,700.00	80.14
5.100.004	Admin - Iowa Use Tax	0.00	0.00			
5.100.005	Admin - Office Supplies	95.48	5,899.86*	3,136.00	4,700.00	(1,199.86)
5.100.006	Admin - Pastor Discretionary	0.00	0.00			
5.100.007	Admin - Postage	113.80	768.50*	664.00	1,000.00	231.50
5.100.008	Admin - Printed Material	97.40	549.62	896.00	1,343.00	793.38
5.100.009	Admin - Stwre/Intrntn Support	313.50	1,902.81*	1,400.00	2,100.00	197.19
5.100.010	Meetings Misc. expense	0.00	486.69*	336.00	500.00	13.31
5.100.011	Credit Card Fees	165.65	422.41			
5.100.012	Staff Mileage	0.00	0.00	136.00	200.00	200.00
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	80.00	125.00	125.00
5.100.016	Fall Theological Conference	0.00	0.00	264.00	400.00	400.00
5.100.017	Synod Assembly Registration	0.00	0.00	1,000.00	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	16.00	25.00	25.00
5.100.025	Designated Credit Card Fees Expense	0.00	27.93			
5.100.029	Background Check	0.00	0.00	64.00	90.00	90.00
5.100.030	Admin. Misc. Expense	27.12	842.43			
5.100.031	HK Payroll Services	57.76	627.50	664.00	1,000.00	372.50
5.100.032	Financial Software Review	0.00	0.00			
5.140.004	Copy Machine leased @ 5 years	0.00	293.48	2,664.00	4,000.00	3,706.52
	<b>Total Administration Expense</b>	<b>\$1,688.33</b>	<b>\$16,963.75*</b>	<b>\$15,360.00</b>	<b>\$23,033.00</b>	<b>\$7,362.02</b>
5.105.000	Fellowship Expense	0.00	452.73	1,000.00	1,500.00	1,047.27
	<b>Total Fellowship Expense</b>	<b>\$0.00</b>	<b>\$452.73</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>	<b>\$1,047.27</b>
5.115.000	Outreach - Advertising	0.00	139.02	334.00	500.00	360.98
5.115.001	Banners	0.00	323.15*	216.00	325.00	1.85
	<b>Total Outreach Exp</b>	<b>\$0.00</b>	<b>\$462.17</b>	<b>\$550.00</b>	<b>\$825.00</b>	<b>\$362.83</b>
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	26,151.36	26,152.00	39,227.00	13,075.64
5.120.004	CMB - Lutheran Schlrschs	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	1,830.00	1,832.00	2,745.00	915.00
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	466.64*	466.00	700.00	233.36
	<b>Total Church Missions Expense</b>	<b>\$3,556.00</b>	<b>\$28,448.00</b>	<b>\$28,450.00</b>	<b>\$42,672.00</b>	<b>\$14,224.00</b>
5.120.030	Stewardship - Postage/Supplies	0.00	560.16	2,336.00	3,500.00	2,939.84

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.120.031	Green Team	0.00	0.00	64.00	90.00	90.00
	<b>Total Stewardship Expense</b>	<b>\$0.00</b>	<b>\$560.16</b>	<b>\$2,400.00</b>	<b>\$3,590.00</b>	<b>\$3,029.84</b>
5.130.002	9th Grade Confirmation Dinner	0.00	0.00	232.00	350.00	350.00
5.130.003	Confirmation Curr and Supp	230.00	429.00*	266.00	400.00	(29.00)
5.130.004	6th, 7th and 8th Conf. Retreat	0.00	0.00	666.00	1,000.00	1,000.00
5.130.005	Splash Material	0.00	0.00	336.00	500.00	500.00
5.130.006	Gift Bibles	0.00	0.00	232.00	350.00	350.00
5.130.011	Adult Education	0.00	117.79	134.00	200.00	82.21
5.130.012	Sunday School Curriculum	250.03	729.16	750.00	1,125.00	395.84
5.130.013	Youth Education	0.00	14.99	134.00	200.00	185.01
5.130.014	Youth Gathering	0.00	0.00	136.00	200.00	200.00
5.130.015	Camps	0.00	0.00	664.00	1,000.00	1,000.00
5.130.016	VBS	477.76	771.44*	600.00	900.00	128.56
5.130.030	1st Communion Supplies	0.00	0.00	200.00	300.00	300.00
5.130.031	Teacher Appreciation	0.00	0.00	48.00	75.00	75.00
	<b>Total Parish Education Expense</b>	<b>\$957.79</b>	<b>\$2,062.38</b>	<b>\$4,398.00</b>	<b>\$6,600.00</b>	<b>\$4,537.62</b>
5.140.000	Property - Capital Outlay	0.00	0.00			
5.140.001	Property - Custodial Supplies	643.24	2,446.50	2,464.00	3,700.00	1,253.50
5.140.002	Property - Electricity	1,702.45	9,345.84*	9,336.00	14,000.00	4,654.16
5.140.003	Property - Insurance	0.00	7,410.25*	5,336.00	8,000.00	589.75
5.140.005	Property - M/R Grounds Church	869.95	2,525.87*	1,000.00	1,500.00	(1,025.87)
5.140.006	Property - Natural Gas	39.97	3,985.49	4,664.00	7,000.00	3,014.51
5.140.007	Property - Outside Ground Care	62.70	2,038.64*	2,000.00	2,500.00	461.36
5.140.008	HVAC	0.00	780.72*	500.00	500.00	(280.72)
5.140.009	Property - Telephone	556.27	2,295.77*	1,864.00	2,800.00	504.23
5.140.010	M/R Church Sanctuary & Property	0.00	296.56	1,336.00	2,000.00	1,703.44
5.140.011	Property - Water	178.16	1,195.51	1,336.00	2,000.00	804.49
5.140.012	Waste Disposal (Dittmer)	160.00	710.00	936.00	1,400.00	690.00
5.140.013	Fire Extinguishers (DBQ Fire)	0.00	0.00	300.00	300.00	300.00
5.140.014	Ansul Kitchen Hood Cleaning & Insp.	0.00	295.59	300.00	300.00	4.41
5.140.015	FOG inspection (City) every 6 months	167.46	329.30*	132.00	132.00	(197.30)
5.140.016	Sprinkler Backflow test 4' lines	0.00	274.99*	260.00	260.00	(14.99)
5.140.017	Sprinkler Backflow test 2' & 3/4" lines	192.60	192.60*	182.00	182.00	(10.60)
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
5.140.020	2019 Office Water Damage	0.00	0.00			
5.140.021	Telephone & Internet Set-Up	266.94	19,268.47			
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	468.66	468.66*	392.00	583.00	114.34
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	214.00			
5.140.032	LFC - Lighting	3,691.50	16,965.50*	10,000.00	15,000.00	(1,965.50)
5.140.035	Sanctuary - loop system repair	0.00	232.19	1,336.00	2,000.00	1,767.81
5.140.037	Alley Way Improvements	2,107.13	2,107.13*	2,107.00	2,107.00	(0.13)
5.140.039	Sound System Oper Exp	0.00	13,800.00			
	<b>Total Building &amp; Grounds Expense</b>	<b>\$11,107.03</b>	<b>\$88,930.83*</b>	<b>\$48,156.00</b>	<b>\$68,639.00</b>	<b>\$12,990.64</b>

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.210.000	Worship - Altar Supply	93.96	521.52	1,000.00	1,500.00	978.48
5.210.001	Worship - Bell Choir Supplies	0.00	0.00	64.00	100.00	100.00
5.210.002	Worship - Choir Robe Cleaning	0.00	0.00			
5.210.003	Worship - Copyright License	0.00	727.00*	664.00	1,000.00	273.00
5.210.004	Worship- Music Events	0.00	0.00			
5.210.005	Worship - Music Material	0.00	0.00	264.00	400.00	400.00
5.210.007	Worship - Organ/Piano Maint	0.00	120.00	504.00	750.00	630.00
5.210.009	Guest Musician	0.00	400.00*	168.00	250.00	(150.00)
5.210.011	Worship Continuing Education Exp.	0.00	0.00	120.00	175.00	175.00
5.210.012	Sound System maintenance	216.10	1,004.80*	136.00	200.00	(804.80)
5.210.013	Instrument Maintenance (cord, drums, strings, etc)	0.00	0.00	136.00	200.00	200.00
	<b>Total Worship Expense</b>	<b>\$310.06</b>	<b>\$2,773.32</b>	<b>\$3,056.00</b>	<b>\$4,575.00</b>	<b>\$1,801.68</b>
5.215.000	Family Ministry- Hspty/Fllwshp	0.00	614.00	1,000.00	1,500.00	886.00
	<b>Total Family Ministry Expense</b>	<b>\$0.00</b>	<b>\$614.00</b>	<b>\$1,000.00</b>	<b>\$1,500.00</b>	<b>\$886.00</b>
5.147.000	Pulpit Supply	0.00	0.00			
5.148.000	Pastor - Salary	2,442.74	19,212.02	33,408.00	50,108.00	30,895.98
5.148.001	Pastor - Pension	667.49	5,321.71	5,344.00	8,010.00	2,688.29
5.148.002	Pastor - Health	1,979.00	15,699.23	15,832.00	23,748.00	8,048.77
5.148.003	Pastor - Con't Ed	0.00	899.98*	600.00	900.00	0.02
5.148.004	Pastor - Professiona Publication Exp	0.00	691.71*	464.00	700.00	8.29
5.148.005	Pastor-Housing	3,333.34	26,666.72*	12,584.00	18,880.00	(7,786.72)
5.148.006	Pastor Soc. Sec. Allowance	310.70	2,591.56*	2,560.00	3,834.00	1,242.44
5.148.007	Pastor - Retiree/Survivor	0.00	251.59	344.00	510.00	258.41
5.148.008	Pastor-Disab/Admin	91.02	721.12	728.00	1,092.00	370.88
5.148.009	Pastor-Car Allowance/Mileage	0.00	604.33	1,336.00	2,000.00	1,395.67
5.148.010	Pastor-Cell Phone	62.50	500.00	504.00	750.00	250.00
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	336.55	344.00	510.00	173.45
	<b>Total Pastoral Salary Expense</b>	<b>\$8,929.27</b>	<b>\$73,496.52</b>	<b>\$74,048.00</b>	<b>\$111,042.00</b>	<b>\$37,545.48</b>
5.149.000	Associate Salary	2,716.74	21,606.00	26,440.00	39,663.00	18,057.00
5.149.001	Call Process	0.00	0.00	0.00	0.00	0.00
5.149.002	Associate Pastor - Pension	462.57	3,690.55	3,704.00	5,551.00	1,860.45
5.149.003	Associate Pastor - Housing	1,666.66	13,333.28*	8,544.00	12,810.00	(523.28)
5.149.004	Associate Pastor - Soc. Sec. Allowance	253.54	2,020.84	2,024.00	3,035.00	1,014.16
5.149.005	Associate Pastor - Retiree Support	0.00	193.41	256.00	389.00	195.59
5.149.006	Associate Pastor - Disability	69.39	553.25*	552.00	833.00	279.75
5.149.007	Associate Pastor - Group Life	32.38	258.17*	256.00	389.00	130.83
5.149.008	Associate Pastor - Professional Exp	0.00	0.00			
5.149.009	Associate Pastor - Con't Ed	0.00	329.84	600.00	900.00	570.16
5.149.010	AP - HLTH Insurance Reimbursement	260.00	2,080.00	2,080.00	3,120.00	1,040.00
	<b>Total Associate Pastor Expense</b>	<b>\$5,461.28</b>	<b>\$44,065.34</b>	<b>\$44,456.00</b>	<b>\$66,690.00</b>	<b>\$22,624.66</b>
5.220.000	Transfers to Noah's Ark	0.00	0.00			
	<b>Total Transfers to Noah's Ark</b>	<b>\$0.00</b>	<b>\$0.00</b>			
5.150.030	Family Minister - Salary	3,015.84	24,126.72	24,128.00	36,190.00	12,063.28

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5.150.031	Family Minister - Pension	241.27	1,930.16*	1,928.00	2,895.00	964.84
5.150.032	Family Minister- Dis/Admin	45.24	361.92*	360.00	543.00	181.08
5.150.033	Family Minister - Health	839.00	6,712.00	6,712.00	10,068.00	3,356.00
5.150.034	Family Minister - Continuing Education	0.00	0.00	136.00	200.00	200.00
5.150.035	Family Minister-Cell Phone	65.00	520.00	520.00	780.00	260.00
5.150.037	Family Minister - Retiree/Survivor	0.00	126.66	168.00	253.00	126.34
5.150.038	Family Minister - Group Life Insur	21.11	168.88*	168.00	253.00	84.12
	<b>Total Family Minister Salary Exp</b>	<b>\$4,227.46</b>	<b>\$33,946.34</b>	<b>\$34,120.00</b>	<b>\$51,182.00</b>	<b>\$17,235.66</b>
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			
	<b>Total Intern Salary Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>			
5.155.000	Stephen Ministries Staff	0.00	0.00			
5.155.001	Stephen Ministries Leadership Training	0.00	0.00	1,336.00	2,000.00	2,000.00
5.155.002	Stephan Ministry Educational Materials	0.00	0.00	264.00	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	134.00	200.00	200.00
	<b>Total Stephen Min. Salary Exp</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,734.00</b>	<b>\$2,600.00</b>	<b>\$2,600.00</b>
5.160.041	Handbell Choir Director	0.00	963.16	1,048.00	1,576.00	612.84
5.160.045	Contemporary Music Leader	1,244.60	9,956.80	9,960.00	14,935.00	4,978.20
5.160.046	Music Minister Salary	1,794.78	14,358.24	14,360.00	21,537.00	7,178.76
5.160.047	Service Accompanist	0.00	1,134.00*	936.00	1,400.00	266.00
5.160.048	Music Continuing Ed	101.87	101.87			
5.160.049	Music Publications	0.00	0.00			
	<b>Total Music Salary Expense</b>	<b>\$3,141.25</b>	<b>\$26,514.07*</b>	<b>\$26,304.00</b>	<b>\$39,448.00</b>	<b>\$13,035.80</b>
5.100.035	Employees Deductions	20.18	(76.63)			
5.170.000	Office Mngr - Wage	3,088.80	20,918.66	24,336.00	36,500.00	15,581.34
5.170.001	Office Mngr - Pension - ELCA	243.33	1,713.65	1,944.00	2,920.00	1,206.35
5.170.002	Office Mngr - Dis/Admin	45.63	321.35	368.00	548.00	226.65
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	0.00	107.35	168.00	256.00	148.65
5.170.006	Office Manager - Group Life Insur	21.29	149.93	168.00	256.00	106.07
5.170.010	Office Assistant - Wages	1,089.25	5,507.00	7,914.00	12,150.00	6,643.00

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
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	1,166.30	10,712.27*	7,376.00	11,060.00	347.73
5.170.050	Office Staff Continuing Ed	0.00	0.00	266.00	400.00	400.00
	<b>Total Office Salary Expense</b>	<b>\$5,674.78</b>	<b>\$40,382.58</b>	<b>\$42,540.00</b>	<b>\$64,090.00</b>	<b>\$23,630.79</b>
5.175.000	Custodian - Salary	0.00	2,385.00	3,464.00	5,200.00	2,815.00
5.175.010	Maintenance - Salary	2,358.40	18,642.10*	18,584.00	27,873.00	9,230.90
5.175.011	Maintenance - Pension - ELCA	185.81	1,486.48	1,488.00	2,230.00	743.52
5.175.012	Maintenance - Health	878.00	7,024.00	7,024.00	10,536.00	3,512.00
5.175.014	Wedding Clean - Up	0.00	0.00			
5.175.015	Maintenance - Dis/Admn	34.84	278.72	280.00	418.00	139.28
5.175.016	Maintenance - Retiree/Survivor	0.00	97.56	128.00	195.00	97.44
5.175.017	Maintenance - Group Life Insur	16.26	130.08*	128.00	195.00	64.92
	<b>Total Custodial Salary Expense</b>	<b>\$3,473.31</b>	<b>\$30,043.94</b>	<b>\$31,096.00</b>	<b>\$46,647.00</b>	<b>\$16,603.06</b>
5.190.000	Non Pastoral Staff - FICA	1,116.08	7,162.09	8,336.00	12,502.00	5,339.91
5.190.001	Workers Compensation	0.00	2,060.00	3,136.00	4,700.00	2,640.00
	<b>Total Other Staff Expense</b>	<b>\$1,116.08</b>	<b>\$9,222.09</b>	<b>\$11,472.00</b>	<b>\$17,202.00</b>	<b>\$7,979.91</b>
5.230.000	Ora Gremmel's 2018 Loan Repayment	0.00	0.00	0.00	0.00	0.00
	<b>Total Ora Gremmel's 2018 Loan</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total Operating Expense</b>	<b>\$49,642.64</b>	<b>\$398,938.22</b>	<b>\$370,140.00</b>	<b>\$551,835.00</b>	<b>\$187,497.26</b>
	<b>Total Expense</b>	<b>\$49,642.64</b>	<b>\$398,938.22</b>	<b>\$370,140.00</b>	<b>\$551,835.00</b>	<b>\$187,497.26</b>
<b>Difference</b>		<b><u>(\$4,769.09)</u></b>	<b><u>\$23,401.62</u></b>	<b><u>(\$14,988.00)</u></b>	<b><u>(\$19,124.00)</u></b>	

\* = Income/Expense exceeds amount budgeted to date



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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
<b>Income</b>						
4.300.000	Noah's Ark - Registration	0.00	387.38*	336.00	500.00	112.62
4.300.003	Noah's Ark- Dnts/Gvng Tree	2,000.00	10,600.00*	1,000.00	1,500.00	(9,100.00)
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	0.75	5.09*	0.00	0.00	(5.09)
4.300.012	Noah's Ark - Scholarship	0.00	0.00	0.00	0.00	0.00
4.300.030	Noah's Ark - Tuition & Child Care	16,378.00	130,729.74	167,680.00	251,520.00	120,790.26
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			
	<b>Total Noah's Ark Receipts</b>	<b>\$18,378.75</b>	<b>\$161,117.22</b>	<b>\$169,016.00</b>	<b>\$253,520.00</b>	<b>\$111,672.79</b>
	<b>Total Income</b>	<b>\$18,378.75</b>	<b>\$161,117.22</b>	<b>\$169,016.00</b>	<b>\$253,520.00</b>	<b>\$111,672.79</b>
<b>Expense</b>						
5.300.000	Teacher & Director- Salaries	6,737.16	53,224.08	53,734.00	80,600.00	27,375.92
5.300.001	Teacher Salaries	12,997.00	60,959.75	93,520.00	140,278.00	79,318.25
5.300.002	Noah's Ark -Telephone	129.65	589.65*	440.00	665.00	75.35
5.300.003	Noah Ark - Dues / Con't Ed	72.86	538.40*	480.00	725.00	186.60
5.300.004	Noah's Ark - Repairs	1,048.53	1,994.95*	664.00	1,000.00	(994.95)
5.300.005	Noah's Ark - Advertising	0.00	0.00	336.00	500.00	500.00
5.300.006	Noah's Ark - Supplies	132.26	3,157.25*	1,664.00	2,500.00	(657.25)
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	875.50	1,664.00	2,500.00	1,624.50
5.300.009	Noah's Ark - FICA	1,442.52	8,475.44	11,264.00	16,897.00	8,421.56
5.300.010	Transaction Processing Fees	59.40	1,386.54			
5.300.011	Noah's Ark - Special Programs	0.00	268.10*	200.00	300.00	31.90
5.300.012	Noah's Ark - Scholarships	0.00	0.00			
5.300.013	NA - Criminal Record/Finger Printing	0.00	0.00			
5.300.014	Snacks/milk Child Care	418.97	1,467.44*	1,200.00	1,800.00	332.56
5.300.018	N.A.-Teacher & Director Pension ELCA	808.46	6,467.68*	6,448.00	9,672.00	3,204.32
5.300.019	N.A. - Teacher Health	787.00	6,296.00*	6,000.00	9,000.00	2,704.00
5.300.020	N.A. Teacher & Director Dis/Adm	101.06	808.48*	800.00	1,200.00	391.52
5.300.022	N.A. Substitutue Teacher	0.00	0.00			
5.300.023	N. A. Teacher Director- Retiree/Survivor	0.00	282.96*	200.00	300.00	17.04
5.300.024	N. A. Teacher & Director - Group Life Insur	47.16	377.28*	80.00	125.00	(252.28)
5.300.033	Computer/Software	80.00	757.39*	320.00	480.00	(277.39)
	<b>Total Noah's Ark Expense</b>	<b>\$24,862.03</b>	<b>\$147,926.89</b>	<b>\$179,014.00</b>	<b>\$268,542.00</b>	<b>\$122,001.65</b>
	<b>Total Expense</b>	<b>\$24,862.03</b>	<b>\$147,926.89</b>	<b>\$179,014.00</b>	<b>\$268,542.00</b>	<b>\$122,001.65</b>
	<b>Difference</b>	<b>(\$6,483.28)</b>	<b>\$13,190.33</b>	<b>(\$9,998.00)</b>	<b>(\$15,022.00)</b>	

\* = Income/Expense exceeds amount budgeted to date

Building and Grounds activities for August 2020  
September 8, 2020

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

#### Phone and Internet upgrade

We ran a test over the weekend of un-throttled internet access to determine what we might need to run zoom meetings from our system. It appears we will need 100meg download and 20meg upload speed. **Building and Grounds recommends we move to the higher speed, which will cost us an additional \$175 per month.**

#### 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

We received an additional check from the insurance company this month. Our public adjuster maintains that this indicates the insurance company will eventually pay for a complete replacement. That unfortunately also means we are still in a holding pattern. The insurance company sent another contractor to inspect and estimate the roof replacement cost just today. We hope to have some kind of final settlement this month. If not, we will again approach Aesthetic Elements to see if we should proceed on our own.

#### Sanctuary changes for A/V improvements

We have received the wire and Ron Tigges will soon start pulling all the new cable needed for the upgraded sound and video components.

#### Noise in T-loop system.

We had Westphal electric run a clean power, neutral and ground to the under-balcony lights this month. The change only succeeded in moving the source of the noise about 10 feet forward in the sanctuary. This proves we are tracking the right problem, but we don't have the right answer yet. Tom Wirzbach will be back within a week to run some more tests. We will keep at this until it's solved.

#### Al Pline retirement

Al has notified me that October 31<sup>st</sup> will be his last day with us. To that end, we need to start discussions about how we expect the maintenance position(s) to be fill after his retirement.

## HTLC STEWARDSHIP TEAM: Email Meeting Summary Tuesday, September 1, 2020 via Zoom

Present: Wendy Einsweiler, Dave Assmus, Mark Arnold, Pastor Derek Rosensteil, Paul Dettmann; absent Dale Bjerning (eGiving Ambassador)

- √ Fall Stewardship Program
  - Dates may be adjusted a few weeks later, originally 9/20 – 10/11; given the need to gather information from various ministries both in written form and video when possible, Wendy will confirm with both pastors and Lorice to confirm if starting and finishing a few weeks later is possible. UPDATE – confirmed with pastors, we will hold the entire program the 4 Sundays in October (10/4 – 10/25/20), final message on 10/25 and letters out to members on 10/26.
  - Using *You Are Not Alone* program from our synod
  - Please send a list of ministries to include, with appropriate contact person, to Wendy by the end of next week. She will then assign a few for each one of the Stewardship Team members to contact to get a message and see if they are interested in making a brief video. Pastor Derek will coordinate videos.
- √ Tidings Articles – October (due 9/20/20)
  - Wendy will write the Stewardship article
  - Paul write the Special Appeals article – PIN (People in Need)
  - Financial Spotlight through August – Wendy will work with Adam Eikamp to share this message on behalf of the Finance Team.
- √ Green Team
  - Plan to regroup this fall. Hope to meet later this month.
- √ 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 later this month to review the current budgetary situation
- √ 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.
- √ Other business
  - Additional Stewardship Team members are still needed
  - Envelope order is in process, Paul sent the new graphic. Will complete order once graphic with new verse is approved.
  - Messages shared from August council meeting
    - Al Pline is retiring on 10/31/20. A celebration of his service will be planned. Personnel Committee to determine if an employee or contractors will be hired.
    - Donations to the Little Food Pantry & Blessing Cabinet continue to be needed on a weekly basis.
    - Teams are to provide updated 2020 budgets and initial 2021 budgets to Marlee by the end of September.
    - New software is being considered to replace Church Windows for more efficient tracking of members, ministries and giving which could require staffing adjustments.

Next Meeting: October 6, 2020

HTLC Outreach committee meeting notes.

9/9/2020 2:00 – 2:50 PM Zoom meeting

Attendees: Pastor Derek, Gretchen Kueter, Glenn Lichti, Judy Bredesen & Sue Minter

- Saturday, 9/19/2020 HTLC will host a food distribution. The team of 10 has been confirmed. The number of boxes will be adjusted based on the most recent area distributions. It was suggested that each family also receives a message of encouragement card that would be made by members of the congregation and dropped off at the church entry way. Derek is getting the word out to the congregation with an example and creating a drop off location.
- Discussed the supply of food in the little pantry. Lee Stroebele (Sue's mom) donated \$ to be used to purchase supplies for the pantry. Gretchen will shop for the items that are needed. It was also discussed and agreed upon to utilize the hunger outreach fund to subsidize shortages from donations to maintain a stocked food pantry.
- We discussed options to take the food pantry on the road / mobile. Possibly areas have been discussed in the past like the mobile home park. Need to research more as to where this is needed and how it would work.
- Discussed and voted to host a hot meal pick up night at HTLC. Meal distribution is planned for Saturday 10/17 from 4-5 p.m. Food would be purchased through the hunger outreach account, prepared by outreach team members and other volunteers and distributed on the patio. Targeted folks are neighborhood people utilizing the church food pantry. We would advertise in the two food pick up areas. If we over prepare food will be taken to the mission.
- Lincoln School is working on creating a toiletry closet for kids to access. Items needed are soap, shampoo, deodorant, tooth paste and toothbrushes. The Outreach Team voted to donate \$200 from the hunger outreach account to help them start this project.
- Discussed the ongoing planning to create a group of volunteers that will go out to help. Derek shared his suggestion for the group's name – Holy Trinity Helpers. Suggestion to create small group leaders with expertise for example, yard clean up, house clean, painting, repairs.

## **Worship Team Minutes, 8 Sept 2020**

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

Absent: Tony Quinn, Chuck Barland, Jill Kleinbriel

Meeting called to order: 6:34 p.m.

Diane updated the committee on:

1. Humm in loop moved not removed yet
2. Worship/Altar Guild Calendar for new year has been prepared

New Business:

1. Parking lot worship Derek reported we may need volunteers
2. Budget
  - a. Increase in Licensing costs for streaming
  - b. Piano/Organ maintenance
  - c. Reduction in education line

Adjourned : 7:07pm

**Lorice L. Amlin**  
**Office Manager Report**  
**September 2020**

Website: On the front page I added “quick links” to worship, ministries, youth ministries and other items that can be accessed with 1 click.

Working on a content calendar for social media.

**Something to discuss among the council:**

I would like to utilize Google Drive for council meetings. The council will continue to email me their reports, I will compile the reports and then place in Google Drive. I will also place council packets for the year, and other important documents that the council may need to access. For now, everyone can continue to email their reports to me. Google drive will become a “library” of sorts for the council. My original thought was to use Google Docs to send me your reports but that may not be the easiest way to get your reports to me so for now, please continue to email them to me.

I have encouraged the staff to use online registration forms and would like the congregation to do the same. If at anytime a form is needed and an online form can be used, I am happy to help with the process. This helps the office to collect current information in a format that can be integrated into our data base, saves paper and is easier to get the forms distributed.

We are currently 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. Utilizing our banking experience, Cathy, Lisa and I are updating the system we use to process deposits to ensure accuracy and security. We will then train volunteers on this new process.

**I recommend to the council to consider giving approval to purchase a drop safe (\$150.00-\$250.00) for the office. This will give us a secure place to keep the offerings.**

Currently, incoming offerings are placed in a bank bag that is kept in a locked file cabinet. I do not feel this is the best practice for handling deposits because it allows one person access to the checks.

A side note: The locked mailbox that we installed last month has been a welcome addition to those who drop off their offering. Members feel better about leaving their deposits in a locked box. I will highlight the new mailbox in next months newsletter in hopes to encourage others to drop off their offering.

## **Family Ministers Report**

### **September 15, 2020**

1. We had our parent/youth orientation for Bible Explorers and Confirmation classes on Wednesday, September 9. We had very good attendance.
2. Christian Education Kick-off Sunday was held on September 13. Bibles were given to our third-grade students and three-year-olds. An Around the Town Scavenger Hunt was planned for the evening. We had 21 member households host sites for the hunt.
3. Bible Explorers Class, for 5<sup>th</sup> and 6<sup>th</sup> grade students, will be held through zoom on Wednesdays from 5:00 to 6:00 pm. Pr. Josh, Pr. Derek, Andy and Kim Lee, and I will be leading the classes. We will use the Connect Curriculum from Sparkhouse again this year. We will study the stories of the Old Testament. There are 15 students signed up for the class.
4. Confirmation Class, for 7<sup>th</sup> and 8<sup>th</sup> grade students, will be held through zoom on Wednesdays from 6:15 to 7:30 pm. Pr. Josh, Pr. Derek, Chris Bode, Michele Faubel, and I will be leading the classes. We use Here We Stand, Collaborate, and Re:Form curriculums from Augsburg Fortress / Sparkhouse. This year we will study the catechism. There are 18 students signed up for the class.
5. We are still hoping to have Affirmation of Baptism for last year's eighth grade confirmation class on October 25, Reformation Sunday.
6. The schedule for Sunday School is completed for the next year. Sunday School will begin on September 20 online. We will have pre-recorded sessions and take-home activity bags. Spark curriculum will continue to be used, but some new elements are being added.
7. High School Fellowship began for the fall on Sunday, September 13 with a zoom meeting to welcome the ninth-grade students. The students decided on the meeting times and schedule for the year. I am working on several service projects for the group to do in a socially responsible way.
8. Family Ministry Team is planning a Trunk or Treat event on October 24. We will have a Halloween Party if we are able to gather in the church building.
9. I am working on a Children's Sabbath worship service for October.
10. I am working on a Parents' Support Group to help our parents cope with the stressful home situation during virtual school.
11. I continue to deliver birthday bags to our children and youth.
12. I took vacation July 5-10 and July 22-29 and will take vacation in November.

Respectfully submitted by Sara McCaw, Family Minister