

Holy Trinity Lutheran Church  
COUNCIL MEETING PACKET  
March 15, 2022

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

Holy Trinity Lutheran Church Council  
Meeting Minutes  
March 2022

**Present**

Amanda Matson (President),  
Erin VanLaningham (Vice President),  
Ed Borchert (Financial Secretary),  
Jonathan Brown (Treasurer),  
Pr. Josh Martyn (Pastor),  
Cris Houlihan (Stewardship),  
Mary Emily Duba (Worship),  
Tami Ernster (Family Ministry/Parish Ed),  
Amanda Kelly (Fellowship),  
Kate Stierman (Noah's Ark),  
Julia Stierman (Youth)

**Council Needs of the Congregation**

If you have a recommendation for the good of the church, please bring it to council at [council@htlcdbq.com](mailto:council@htlcdbq.com). Individually texting council members and bringing suggestions to the office staff is less effective than emailing all of council directly.

Please be patient with each other as we re-learn how to share our common spaces. We've had two years now with minimal use and have switched to a very active calendar with both internal and external groups using our spaces. Let us endeavor to be welcoming to all. (As a reminder, if you stop by Pr. Josh's office and he isn't there, odds are good he is out offering pastor care to someone in the congregation. With the release of COVID restrictions, he is now free to go out into our community to help people. Feel free to email him at [htlcdbqpastor@gmail.com](mailto:htlcdbqpastor@gmail.com) to set up at time to chat.)

Council continues to seek a Secretary and committee liaisons for Building and Grounds as well as Outreach. (Interested? Know someone? Email [council@htlcdbq.com](mailto:council@htlcdbq.com))

To update your automatic giving to match your 2022 pledge, go cancel your old transaction and enter your new transaction at <https://htlcdbq.com/give>.

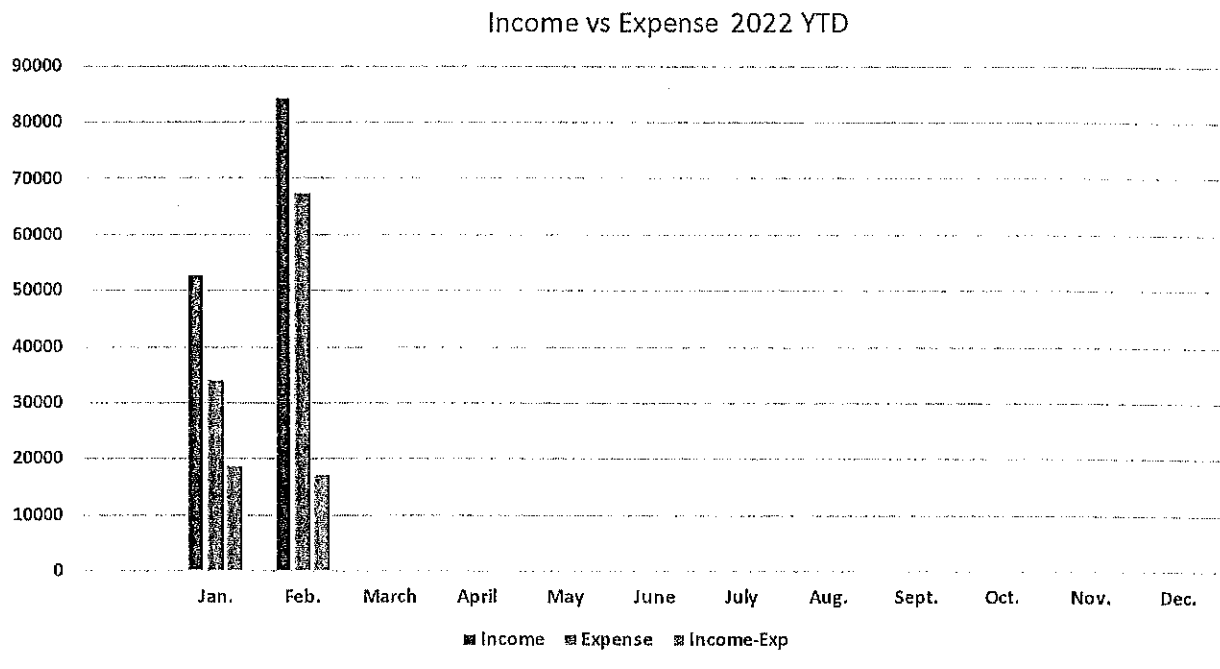
**Council Business**

Meeting was conducted via e-mail over the month of March. Written reports were recognized. Please read those reports (found elsewhere in the March council packet) for what everyone has been doing.

Council approved:

1. Supporting a friend of the congregation in financial need
2. Easter Potluck Brunch
3. Intinction, Chalice, and Trays
4. Passing the offering plate on Christmas and Easter
5. Lifting mask requirements
6. Hiring of a youth minister
7. Applying for an extension on the Loan of Credit.

Financial snapshot:



Respectfully submitted,

Amanda Matson  
Council President

# Holy Trinity Lutheran Church Council

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www.htlcdbq.com | holytrinluth@gmail.com | 563-582-3228

## EXECUTIVE

**President: Amanda Matson**

amanda.matson@gmail.com

563-564-3464

**Vice President: Erin VanLaningham**

obermuev@yahoo.com

563-213-8659

**Secretary: Barb Rank**

barbmartinrank@gmail.com

312-304-4037

**Treasurer: Jonathan Brown**

jobrown1950@gmail.com

563-580-1954

**Financial Secretary: Ed Borchert**

eborchert@aol.com

563-542-7913

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## STAFF

**Pastor Josh Martyn, Pastor**

htlcdbqpastor@gmail.com

563-613-4337

**Lorice Amlin, Office Manager**

holytrinluth@gmail.com

563-582-3228

## NOAH'S ARK

**Noah's Ark Director: Jenifer Montgomery**

Director@NoahsArkDBQ.com

563-557-8629

## MEMBERS AT LARGE

**Building & Grounds: Vacant**

**Family Ministry: Tami Ernster**

djernster@mchsi.com

563-581-3448

**Fellowship: Amanda Kelly**

a.kelly2902@hotmail.com

563-542-6199

**Noah's Ark: Kate Stierman**

kate\_stierman@hotmail.com

563-590-9464

**Outreach: Vacant**

**Stewardship: Cris Houlihan**

choulihan@cottinghambutler.com

712-790-6965

**Worship: Mary Emily Duba**

maryemily.duba@gmail.com

509-368-4437

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## YOUTH

### MEMBER AT LARGE

**Julia Stierman**

kate\_stierman@hotmail.com

563-590-9464

**Holy Trinity Lutheran Church Council**  
**Meeting Minutes**  
**February 15, 2022**

**Present**

Amanda Kelly (Fellowship), Amanda Matson (President), Cris Houlihan (Stewardship), Ed Borchert (Financial Secretary), Erin VanLaningham (Vice President), Jonathan Brown (Treasurer), Josh Martyn (Pastor), May Emily Duba (Worship), Tami Ernster (Family Ministry/Parish Ed).

Absent: Barb Rank (Secretary), Julia Stierman (Youth), Kate Stierman (Noah's Ark).

**Standard Council Items**

- Meeting opened at 6:35pm in the LFC. Matson led the devotion.
- Motion by Borchert, 2<sup>nd</sup> by VanLaningham, to approve December 2021 and January 2022 minutes. Motion carried.
- Council to review Annual meeting minutes prior to next Council meeting.
- Motion by Pastor Martyn, 2<sup>nd</sup> by Ernster, to have one worship service on Sunday, March 27<sup>th</sup> at 10:30am and provide catered meal following service. Motion carried.
- Motion by Pastor Martyn, 2<sup>nd</sup> by Brown, to allocate \$43,000 of Pastor Martyn salary as a housing allowance. Motion carried.
- Treasurer's report: Income higher than expenses in January.
- COVID Update: masks strongly encouraged, but not required. Worship team will discuss plans/timeline to move toward full communion.
- Motion by Brown, 2<sup>nd</sup> by VanLaningham, to add Mary Emily Duba as Worship Liaison. Motion carried.
- Motion by VanLaningham, 2<sup>nd</sup> by Borchert, to add Julia Stierman as Youth Liaison. Motion carried.
- Designated email for Council: Have one HTLC email that goes directly to Council members, rather than directly to Lorice.

- VanLaningham leading formation of Associate Pastor Call team. Need to have 8 individuals and 2 alternates. Congregation will have the opportunity to nominate themselves or nominate another person for the Call team.
- Worship committee to further discuss worship times for Lenten Services and Easter.
- Committee reports recognized. Please review those reports to find out what the committees have been discussing.

### **Items for Sharing**

- 1) Julia Stierman and Mary Emily Duba have joined council.
- 2) Save the date for a March 27th special worship service at 10:30am.
- 3) Watch for a nomination request for people to serve on the call team.
- 4) Following scientists' current understanding of COVID, we are looking into bringing back communion.

Meeting adjourned at 8:00pm.

Respectfully submitted, Amanda Kelly (Fellowship, interim Secretary)

### Pastor's Report 3/15

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

#### **Looking Back**

Last month was filled with so many amazing ministries. I reconnected with many members through phone calls and visitations over coffee or lunch. Each week I met with more and more people and reconnected with them and their families.

Our confirmation program has been going great. We have been learning about our siblings in Christ in other denominations and how, although we may have different ideas and thoughts about communion and baptism, we are all one in the body of Christ. The youth have been going deeper into their Lutheran theology and identity while learning about the teachings and practices of other denominations.

Our Bible Explorer program has been going well. Since moving class from Sundays to Wednesdays, we have seen increased participation. I am grateful to Kari Chesterman, Jason Duba, and Kate Stierman for stepping up and helping to lead classes each week while I teach confirmation.

We had a fantastic Valentine's Craft party last month. This was such a great activity that included many families from Noah's Ark. It was a blast getting to know the families and their children and welcoming them into our beautiful community.

We were saddened and worried about Lorice's hospitalization last month. I am so grateful to this fantastic staff. Everyone stepped up to not only support Lorice but to support the office in covering phone calls, office visits, mailings, and making sure all tasks were covered.

During this time, while Lorice was healing, we were able to revise her Job description to be more manageable. Taking out all communication pieces of the job helped make the office manager position more reasonable. When JoAnn was the office manager, she was not responsible for any communication pieces (website, weekly emails, Facebook, etc.) and did one bulletin instead of two. After going over the revised job description with Lorice, including JoAnn Kopp's input, the revision is more manageable for the allotted hours. I have sent the job description to the personnel team for review. We have found that Lorice was spending 15+ hours a week on communication stuff.

During Lorice's absence, I was still visiting families, shut-ins, working on the upcoming Lenten mid-week services, Holy Week Services, Sunday services, managing the staff, and putting out fires in the congregation. It has been hectic, but ministry is still happening, and I am so grateful for the Holy Spirit to be at work within each one of us.

#### **Looking Forward:**

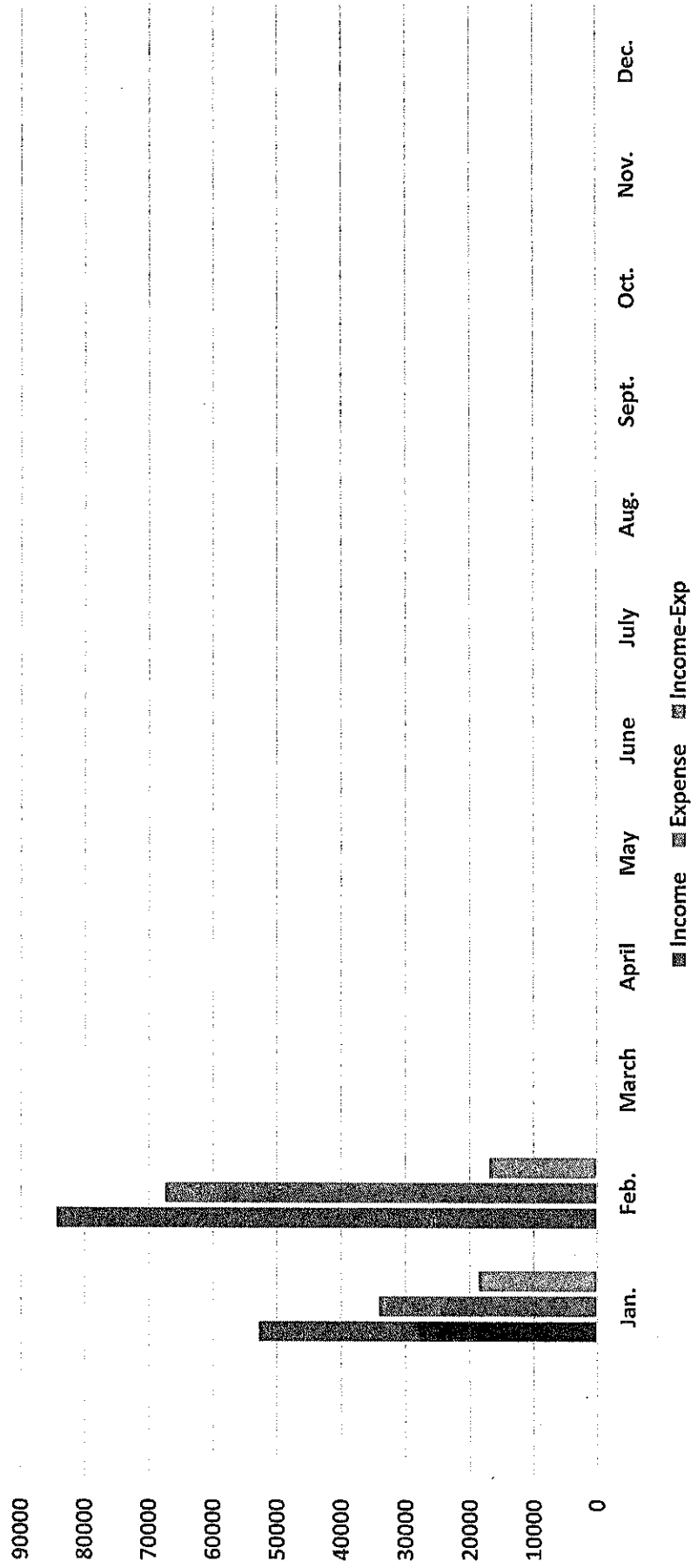
Now that we have begun our Lenten journey to the cross and empty grave, I am focused on our Lenten series. I am also planning and preparing for Holy Week worship services. Confirmation and Bible Explorers will be attending the worship service on Wednesdays as their class time. I will also continue my visitations with shut-ins and try to get together with members of the congregation. I will also teach the first communion class on Sundays, April 3<sup>rd</sup> and April 10<sup>th</sup> from 12:30-1:30.

If there is anything you need, please let me know. I am always here to listen and help in any way. Thank you again for your love, support, and dedication to the gospel of Jesus Christ.

Peace in Christ,  
Pastor Josh

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Income	\$52,736	\$ 84,424										
Expense	\$34,129	\$ 67,456										
Income-Exp	\$18,607	\$ 16,968										

### Income vs Expense 2022 YTD







The council of Holy Trinity Lutheran Church (HTLC) authorizes the President, Vice-President and Secretary, 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.

2:40 PM

03/01/22

# Holy Trinity Lutheran Church Reconciliation Summary

1110 · GENERAL OPERATING ACCT, Period Ending 02/28/22

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	Feb 28, 22
Beginning Balance	56,375.15
Cleared Transactions	
Checks and Payments - 48 items	-40,619.14
Deposits and Credits - 20 items	38,080.70
Total Cleared Transactions	-2,538.44
Cleared Balance	53,836.71
Uncleared Transactions	
Checks and Payments - 10 items	-4,671.30
Total Uncleared Transactions	-4,671.30
Register Balance as of 02/28/22	49,165.41
New Transactions	
Checks and Payments - 7 items	-2,772.30
Total New Transactions	-2,772.30
Ending Balance	46,393.11

1:46 PM

03/01/22

**Holy Trinity Lutheran Church**  
**Reconciliation Summary**  
1101 · DESIGNATED, Period Ending 02/28/22

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	Feb 28, 22
<b>Beginning Balance</b>	127,748.43
<b>Cleared Transactions</b>	
Checks and Payments - 2 items	-757.48
Deposits and Credits - 6 items	4,047.00
<b>Total Cleared Transactions</b>	3,289.52
<b>Cleared Balance</b>	131,037.95
<b>Uncleared Transactions</b>	
Checks and Payments - 3 items	-3,475.07
<b>Total Uncleared Transactions</b>	-3,475.07
<b>Register Balance as of 02/28/22</b>	127,562.88
<b>Ending Balance</b>	127,562.88

## Holy Trinity Lutheran Church

## Balance Sheet

03/11/22

As of February 28, 2022

Accrual Basis

	Feb 28, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	127,562.88
1110 · GENERAL OPERATING ACCT (Premier Bank)	49,165.41
Total Checking/Savings	<u>176,728.29</u>
Total Current Assets	<u>176,728.29</u>
<b>TOTAL ASSETS</b>	<u><u>176,728.29</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	
2450 · Other Withholdings	
2452 · 403B Plan	25.79
2451 · Flex Spending	15.00
2453 · Life Insurance	-55.54
Total 2450 · Other Withholdings	<u>-14.75</u>
Total 2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not ye...	<u>-14.75</u>
Total Other Current Liabilities	<u>-14.75</u>
Total Current Liabilities	<u>-14.75</u>
Total Liabilities	<u>-14.75</u>
Equity	
32000 · Unrestricted Net Assets (Other Income)	145,248.24
Net Income	31,494.80
Total Equity	<u>176,743.04</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>176,728.29</u></u>

# Holy Trinity Lutheran Church

## Treasurer's Report for Operating Account

February 2022

9:08 AM  
03/11/22  
Accrual Basis

	Feb 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
PLEDGES/OFFERINGS (Normal donations)			
4100001 - Loose Plate Income (Cash from the plate not designated to a member.)	10.00	708.34	-698.34
4100000 - Pledged/Unpledged Income (Pledge commitments)	31,391.19	37,916.66	-6,525.47
4100002 - Seasonal	0.00	250.00	-250.00
Total PLEDGES/OFFERINGS (Normal donations)	31,401.19	38,875.00	-7,473.81
4100006 - CHURCH USE INCOME			
4100010 - TOPS (Use of church rooms, by outside organizations or members for personal functions.)	40.00		
Total 4100006 - CHURCH USE INCOME	40.00		
TEAMS & COMMITTEES INCOME			
4100040 - B & G Income (Income to Offset unbudgeted team expenses)	200.00		
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	45.00		
Total TEAMS & COMMITTEES INCOME	245.00		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donatio...			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to o...	0.00	11.25	-11.25
4100004 - Interest Income (Bank interest income)	1.42	1.25	0.17
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card d...	1.42	12.50	-11.08
Total Income	31,687.61	38,887.50	-7,199.89
Gross Profit	31,687.61	38,887.50	-7,199.89
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committees' responsibility.)	0.00	916.66	-916.66
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	3,313.09	3,110.00	203.09
5120020 - EWALU	58.33	58.34	-0.01
5120011 - Missionary Sponsorship	225.00	225.00	0.00
Total CHURCH MISSIONS EXPENSE	3,596.42	3,393.34	203.08
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	0.00	8.34	-8.34
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials orde...	21.40	102.09	-80.69
5100009 - Computer/Server Support (IT support and computer repairs.)	149.79		
5100002 - Computer/Software Purchases	173.09	375.00	-201.91
5100030 - Continuing Education	133.99	33.34	100.65
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	0.00	33.34	-33.34
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	505.85	541.66	-35.81
Credit Card Processing Fee	97.08	112.50	-15.42
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative	2,500.00	200.00	2,300.00
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	809.20	333.34	475.86
5100007 - Postage (Postage)	317.35	125.00	192.35
Printed Materials/Subscriptions (printed materials and subscriptions )	39.90	41.66	-1.76
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12...	0.00	41.66	-41.66

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

9:08 AM  
03/11/22  
Accrual Basis

	Feb 22	Budget	\$ Over Budget
5100012 · Staff Mileage	0.00	8.34	-8.34
5100017 · Synod Assembly (Expenses related to Synod Assembly. Registration, Travel, Meals and ov...	0.00	125.00	-125.00
<b>Total ADMINISTRATIVE EXPENSES</b>	<b>4,747.65</b>	<b>2,131.27</b>	<b>2,616.38</b>
<b>BUILDING &amp; GROUNDS</b>			
5140010 · Church Buildings M/R (Any repairs or maintenance to the church building)	71.69	166.66	-94.97
5140005 · Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) ie. lawn care.)	156.54	533.34	-376.80
5175000 · Cleaning	856.00	791.66	64.34
5140001 · Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	0.00	208.34	-208.34
5140008 · HVAC	1,235.36	83.34	1,152.02
5140013 · Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & Inspecti...	0.00	250.00	-250.00
5140019 · Snow Removal	245.00	208.34	36.66
<b>Total BUILDING &amp; GROUNDS</b>	<b>2,564.59</b>	<b>2,241.68</b>	<b>322.91</b>
<b>UTILITIES (Water, electricity, garbage, and other basic utilities expenses)</b>			
5140002 · Alliant Energy	0.00	1,500.00	-1,500.00
5140006 · Blackhills (Natural Gas)	3,032.11	1,066.66	1,965.45
5140009 · Internet and phone	366.12	375.00	-8.88
5140012 · Waste Disposal	114.95	125.00	-10.05
5140011 · Water	148.53	208.34	-59.81
<b>Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)</b>	<b>3,661.71</b>	<b>3,275.00</b>	<b>386.71</b>
<b>PASTOR</b>			
5148010 · Cell Phone	62.50	62.50	0.00
5148003 · Continuing Education	0.00	75.00	-75.00
5148008 · Disability	78.89	82.25	-3.36
5148014 · Group Life Insurance	54.61	56.91	-2.30
5148002 · Health	2,306.00	2,306.00	0.00
5148005 · Housing	3,333.34	3,583.34	-250.00
5148009 · Mileage	0.00	166.66	-166.66
5148001 · Pension	667.49	695.84	-28.35
5148004 · Professional Publications	0.00	58.34	-58.34
5148000 · Salary	2,442.74	2,409.33	33.41
5148006 · SSA Allowance	310.70	333.00	-22.30
<b>Total PASTOR</b>	<b>9,256.27</b>	<b>9,829.17</b>	<b>-572.90</b>
<b>FAMILY MINISTER</b>			
5150030 · Salary	0.00	1,300.00	-1,300.00
<b>Total FAMILY MINISTER</b>	<b>0.00</b>	<b>1,300.00</b>	<b>-1,300.00</b>
<b>MUSIC</b>			
5160045 · Contemporary Music Leader	1,244.60	1,281.91	-37.31
5160041 · Handbell Choir Director	43.78	131.34	-87.56
5160048 · Music Continuing Education	0.00	41.66	-41.66
5160046 · Music Minister	1,794.78	1,848.59	-53.81
5160047 · Service Accompanist	0.00	120.16	-120.16
<b>Total MUSIC</b>	<b>3,083.16</b>	<b>3,423.66</b>	<b>-340.50</b>

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

9:08 AM  
 03/11/22  
 Accrual Basis

	Feb 22	Budget	\$ Over Budget
<b>OTHER PERSONNEL</b>			
<b>CUSTODIAN</b>			
Wages	0.00	1,516.66	-1,516.66
Total CUSTODIAN	0.00	1,516.66	-1,516.66
<b>FINANCIAL ASSISTANT</b>			
5170020 - Wages	850.80	1,083.34	-232.54
Total FINANCIAL ASSISTANT	850.80	1,083.34	-232.54
<b>OFFICE ASSISTANT</b>			
5170010 - Wages	891.01	1,083.34	-192.33
Total OFFICE ASSISTANT	891.01	1,083.34	-192.33
<b>OFFICE MANAGER</b>			
5170002 - Disability/Admin	39.54	45.66	-6.12
5170006 - Group Life Insurance	27.38	21.34	6.04
5170001 - Pension	243.33	259.34	-16.01
5170000 - Wage	3,229.20	3,241.34	-12.14
Total OFFICE MANAGER	3,539.45	3,567.68	-28.23
Total OTHER PERSONNEL	5,281.26	7,251.02	-1,969.76
<b>6400 - PAYROLL EXPENSES (Payroll expenses)</b>			
Employer Share Medicare	115.32	877.84	-762.52
Employer Share SocSec	493.16	0.00	493.16
5100031 - HK Payroll Services	72.54	0.00	72.54
WorkComp	0.00	291.66	-291.66
Total 6400 - PAYROLL EXPENSES (Payroll expenses)	681.02	1,169.50	-488.48
<b>TEAMS &amp; COMMITTEES EXPENSES</b>			
<b>CARING MINISTRY PROGRAMS</b>			
5155004 - Grief Share (Grief Share Materials)	0.00	20.00	-20.00
5155002 - Stephen Minister Education (Stephen Minister Educational materials)	0.00	33.34	-33.34
Total CARING MINISTRY PROGRAMS	0.00	53.34	-53.34
5215000 - FAMILY MINISTRY (FELLOWSHIP)	0.00	83.34	-83.34
5105000 - FELLOWSHIP	0.00	41.66	-41.66
5175000 - OUTREACH	148.00	41.66	106.34
<b>PARISH EDUCATION</b>			
5130007 - Other (Copyright Licences- movies and miscellaneous items)	0.00	16.66	-16.66
5130011 - Adult Education (Supplies for Adult Education)	0.00	16.66	-16.66
5130015 - Camps (Camps)	0.00	83.34	-83.34
5130032 - Children's Sermons (Supplies for Children Sermons)	0.00	16.66	-16.66
5130003 - Confirmation (Supplies for Confirmation)	0.00	83.34	-83.34
5130030 - First Communion (Supplies for First Communion)	0.00	25.00	-25.00
5130006 - Gift Bibles (Gift Bibles )	0.00	33.34	-33.34
5130005 - Splash (0-3 Yr) (Supplies for Splash)	0.00	41.66	-41.66
5130012 - Sunday School Curriculum (Sunday School Curriculum)	0.00	83.34	-83.34
5130031 - Teacher Appreciation (Teacher Appreciation)	0.00	25.00	-25.00
5130016 - VBS (VBS)	0.00	83.34	-83.34



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

9:08 AM  
 03/11/22  
 Accrual Basis

	Feb 22	Budget	\$ Over Budget
5130013 · Youth Education (Youth Ed)	0.00	41.66	-41.66
5130014 · Youth Gathering	0.00	16.66	-16.66
<b>Total PARISH EDUCATION</b>	0.00	566.66	-566.66
5120030 · STEWARDSHIP (Postage and Supplies)	0.00	125.00	-125.00
WORSHIP			
5210014 · Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a sub...	0.00	35.00	-35.00
5210000 · Altar Supplies	306.48	125.00	181.48
5210001 · Bell Choir Supplies	0.00	8.34	-8.34
5210011 · Continuing Education Expense	0.00	4.16	-4.16
5210003 · Copyright Licenses (CCLI and OneLicense)	0.00	160.00	-160.00
5210009 · Guest Musician	0.00	12.50	-12.50
5210013 · Instrument Maintenance	0.00	8.34	-8.34
5210005 · Music Materials (worship related patron membership)	0.00	33.34	-33.34
5210007 · Organ/Piano Tuning	0.00	172.00	-172.00
5210002 · Sound System Maintenance	0.00	16.66	-16.66
<b>Total WORSHIP</b>	306.48	575.34	-268.86
<b>Total TEAMS &amp; COMMITTEES EXPENSES</b>	454.48	1,487.00	-1,032.52
Total Expense	33,326.56	36,418.30	-3,091.74
Net Ordinary Income	-1,638.95	2,469.20	-4,108.15
Net Income	-1,638.95	2,469.20	-4,108.15

Holy Trinity Lutheran Church  
**DESIGNATED ACCOUNTS Balance Sheet**  
 As of February 28, 2022

9:03 AM  
 03/11/22  
 Accrual Basis

	Feb 28, 22
Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checkin...	72.35
4540030 · Flowers	53.40
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by individual staff members for birthay lunches ...	-51.10
Total *ADMINISTRATIVE	374.65
*B&G	
4011000 · Property Improvement	1,188.48
4507000 · Roof Fund	59,937.91
Total *B&G	61,126.39
*CAMPAIGNS	
4506000 · Organ Fund (Money raised for organ pipe maintenance)	11,889.95
Total *CAMPAIGNS	11,889.95
*FAMILY MINISTRY	
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	14,796.31
Total *FAMILY MINISTRY	14,919.31
*MEMORIALS	
4513000 · Alice Martin	723.01
Basant Persaud	1,425.00
4502014 · Irene Jecklin (to be used for general budget (money transferred to operating *Pledge/Off...	-50.00
4502005 · Pastor Curtis Miller	20.00
4502002 · Phyllis Cooper	115.00
4503001 · Robert Clark	20.00
4502017 · Robert Smart	855.00
4502011 · William Collings Memorial	125.00
Total *MEMORIALS	3,233.01
*MINISTRIES	
4541019 · LSI Mission	50.00
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4517000 · Prayer Shaw Ministry	500.00
4540015 · Reconcile in Christ Task Force	129.67
4541028 · WELCA Fund	746.95
Total *MINISTRIES	1,477.17

Holy Trinity Lutheran Church  
**DESIGNATED ACCOUNTS Balance Sheet**  
 As of February 28, 2022

	Feb 28, 22
<b>*OTHER Designated Accts</b>	
4505000 · Fellowship Events Fund	564.73
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	2,270.03
4500000 · Prepaid Pledge	4,338.75
4545000 · Sabbatical Leave	3,179.91
<b>Total *OTHER Designated Accts</b>	<b>11,147.21</b>
<b>*OUTREACH</b>	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	8,674.99
4014000 · Neighborhood Patio Events	250.00
<b>Total *OUTREACH</b>	<b>9,174.99</b>
<b>Total Other Income</b>	<b>113,342.68</b>
<b>Net Other Income</b>	<b>113,342.68</b>
<b>Net Income</b>	<b>113,342.68</b>

## Building and Grounds Committee Monthly Meeting

Date: March 2<sup>nd</sup>

Attendees: Alex, Darrell, Gary and John attended via Zoom

1. Point person to get notified of Council decisions - 2/4 note to Lorice asking for the point person be John.
2. The new sound mixer and wall cabinet for the LFC has been installed - LifeLine will be holding a training session to familiarize us with the system controls. We would hold the 'class' late some afternoon in hopes to have good attendance.
3. Work Saturday on February 26th to remove radiators in Noah's Ark - mostly a success. A lesson learned is that the newer radiators in the rest room and former director's office were apparently never in service. HVAC technician was in today to fix the problem and will make sure the water is drained from the three radiators upstairs. The next work Saturday to remove the three radiators upstairs is planned for March 12<sup>th</sup>.
4. Street light repair in back of Church - reported using htldbq.com and it has been repaired.
5. Noah's Ark 'Crocodile' room - recently learned that state DHS regulations will require us to have a toilet in that room. Darrell is drawing up plans and Jennifer will be seeking a grant from DHS to cover the expense. Darrell met with the Fire Marshal last week and learned that sprinkler heads will need to be moved.
6. Scout sanctuary cleaning day - 3/2 this coming Friday night. -Completed
7. Major roof leak Friday 2/25 in the LFC – may need a completely new roof on the west side.
8. Letter from the city of Dubuque regarding the east-west corridor project – plans from a couple of years ago show the house west of us being torn down and we may lose 10-30 sq. ft. of property at our extreme southwest corner.
9. New closet across from the library – Darrell is about done. Waiting on Spahn and Rose to deliver the door.
10. Elevator Safety Notice – suggest keeping the normal position on the main floor else a space will need to added to fill the 3.5" gap.
11. Snow removal coverage - Riley returning from spring break on March 5<sup>th</sup>.
12. Maintenance position – we ask that the personnel committee provide monthly updates on filling this position.
13. Front ramp - Darrell is trying to get an opinion from an architect on making it more usable and resistant to frost as the current ramp is being destroyed by frost from inadequate drainage.
14. Quote from Manders concrete for entrance repairs – still waiting on a quote and Gary will continue to pester.
15. Patio brick is uneven – need to try to level when the frost is out of the ground.
16. Learned recently that other people are using our garbage and recycling bins - cameras are being installed and John will look into adding surveillance signs. – Completed
17. Considering adding a garbage and recycling bin pad then moving the bins - Darrell will inquire with the city.

## Fellowship Committee Meeting Minutes

3/1/2022

Present: Amanda Kelly, Mary Strom, Amanda Matson

The meeting opened at 6:10 pm.

- Mary Strom recently joined the Fellowship committee.
- Current events:
  - Coffee Hour still occurring between the 2 Sunday Worship Services. Volunteers can sign up to host the Coffee Hour on the website, <https://htlcdbq.com/> - click on “Sign Up Now” under the Sign Up Sheets section. Then click on ‘Sign Up Here’ underneath Coffee Hour.
    - Mary will monitor Coffee Hour volunteer sign-up. If no one has signed up she will try and reach out to either a church member, Amanda or Bill.
  - Wednesday Night Dinners for Lent start at 5pm (rather than 5:30pm). Kate Stierman is leading this. **ACTION NEEDED:** The correct details for Wednesday Night suppers should be updated on the HTLC website.
- Future Events:
  - **ACTION ITEMS:**
    - **Fellowship Team proposes the following items be considered and approved by Council:**
      - **Easter Sunday – Instead of Coffee Hour between the 2 services, have Potluck Brunch in place of the Coffee Hour.**
  - Updating the Membership Directory. The last Directory was printed in 2018. Directory with only the names and contact information for Active Members/Inactive Members/Friends of the Church would be helpful.
    - Questions before starting project:
      - Is the member contact information and coding is correct in the system?
        - If not, how to reach out to members and confirm it is accurate?
      - Who could work together on this?
      - How much would it cost?
- Communications
  - Is it possible for the Fellowship committee to send out general emails to the congregation requesting assistance (i.e. sign up for Sunday morning coffee hour, etc.) or sending out surveys getting feedback on events and ideas for future events.

The meeting adjourned at 7:10 pm.

Submitted by: Amanda Kelly

## Worship Team Minutes – 1 March 2022

Attendees: Mary Emily Duba, Chuck Barland, Diane Kalmes

Absent:

Items discussed:

1. Lent/Easter Service Times were approved by Council last month.

The Council did request several changes:

- a. Washing of feet on Maundy Thursday will return to the service with the following stipulations:
  - i. Those who are washing feet must wear a mask
  - ii. Those whose feet are being washed will have option to wear or not wear a mask.
- b. Communion
  - i. A change will be made for the 27 March special service and beyond.
    1. Individual cups will be used, and wine poured in each cup as the recipient comes forward.
      - a. 2 pouring cups are required. However, we have none. This will cause a considerable expense (over \$1000 per new cup – chalices are not cheap). We may have to use prefilled individual cups in trays.
    2. Loaf of bread will be used. Mary Emily Duba has offered to bake the bread for the 27 March service and for our Easter Services.

**ACTION:** In light of change b above, the Worship Team would like to propose that on Easter Sunday, we begin using intinction along with trays of prefilled cups.

**ACTION:** - The Team would also like to propose that we return to passing the plate only on Easter and Christmas. We have many visitors during those times who may not be familiar with having the plate on the entry table. The passing of the offering would be a more normal experience. Our congregation has grown familiar with this practice, and it can continue to be used for other services.

Respectfully submitted:

Diane Kalmes

Acting chairperson, Worship Team

## **Parish Education and Family Ministry Committee Meeting Minutes 3/1/22**

Present: Tami Ernster, Karley Galusha, Kate Stierman, Zach Nance

The meeting opened at 6:05 pm.

The minutes of December 6 were approved.

Upcoming events –

March 26, Jammie Day at the Fellowship Hall – 8:00 – 9:00

April 8, Flashlight Easter egg hunt – geared to the older children, however, everyone is invited

April 9, Easter Egg hunt in the LFC – geared to the younger children – 10:00 – 11:00

April 30, or May 1, Parents night out or Mothers Day out. TBD.

VBS – Zach is going to work with the committee on ideas/programming for a summer event in either June or July. We may do outdoor programming.

Trinity Kids – we are looking at restarting Trinity Kids on April 3<sup>rd</sup> through the end of the school year.

Update on Middle School and High School – both programs are on Wednesday evening. Most of the youth are attending the evening meal and then attend their programming.

Youth Minister update – A candidate is being put forward to Council for approval.

Other items – we were approached by Worship about the wooden piano in the fellowship hall and the keyboard that Jill uses in her office. Both are in very poor shape. Worship is asking the committee to help purchase a new keyboard that could be kept in Jill's office for her use and used by Family Ministry programming, such as VBS. The members present approved \$200 toward the purchase.

The meeting adjourned at 7:15 pm.

Submitted by: Tami Ernster

**Lorice L. Amlin**  
**Office Manager Report**  
**March 2022**

THANK YOU! I want to thank you all for your thoughts, prayers, and very generous gift. The last month brought some unexpected health issues, emergency room visits, and 2 separate stays in the hospital. Your financial gift not only gave Paul (my husband) and me a sense of relief from medical bills but most importantly a feeling of being cared for by our Christian community. For that, we are grateful. I want to thank Pastor Josh for his encouragement and pastoral care for both myself and Paul these past few weeks. Thank you to Cathy and Lisa who picked up the slack while I was gone. You two are amazing! Thank you all for the care and Christian love you gave to us during a difficult time.

This coming month, I hope to do a soft launch of our Breeze online directory. In the weeks ahead I will be inviting everyone on council to log into Breeze and explore the online directory. I encourage you to give me feedback. The next step will be to introduce it to the congregation. This will require educating the congregation, website changes and ongoing support. There will be printed directories available for those who cannot access the online calendar. Please be patient with this new change. It is a big undertaking but will be so worth it!

I want to end my report by letting you know how much Paul and I appreciate you. I can not express this enough.