

Holy Trinity Lutheran Church
COUNCIL MEETING PACKET
April 19, 2022

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

Holy Trinity Lutheran Church Council
Meeting Minutes
April 19, 2022

Present

Amanda Matson (President),
Erin VanLaningham (Vice President),
Ed Borchert (Financial Secretary),
Jonathan Brown (Treasurer),
Tami Ernster (Family Ministry/Parish Ed),
Amanda Kelly (Fellowship),
Kate Stierman (Noah's Ark),
Julia Stierman (Youth)

Council Needs of the Congregation

Pr. Steve Bracket, Assistant to the Bishop, has been working on finding us an Interim Associate Pastor. Please pray for him, Pr. Josh, and our whole congregation as we go through this journey together. (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. Feel free to email him at htlcdbqpastor@gmail.com to set up at time to chat.)

If you have a recommendation for the good of the church, please bring it to council at council@htlcdbq.com. Individually texting council members and bringing suggestions to the office staff is less effective than emailing all of council directly. Suggestions may also be made at Congregation Brainstorming Night (see below) if you are hoping to have a brainstorming conversation with peers.

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.

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

Effective Tuesday, May 3, All Committee Night will become Congregational Brainstorming Night and will be held via Zoom (still at 6:00). Please join us online. Congregational Brainstorming Night will also be held on June 7th via Zoom. At this time, council plans on not hosting a Congregational Brainstorming Night in July or August. (Have a suggestion? Email council@htlcdbq.com)

For the safety of our children, any adult volunteers at drop-off events for children need to go through the Safe Gatherings volunteer training. Interested congregation members are welcome

to email Pastor Josh at htlcdbqpastor@gmail.com to be invited to take the volunteer training. The training process also includes a background check that can take time to come back to us. For this reason, please plan ahead. (Nudge, nudge, VBS volunteers will be needed.)

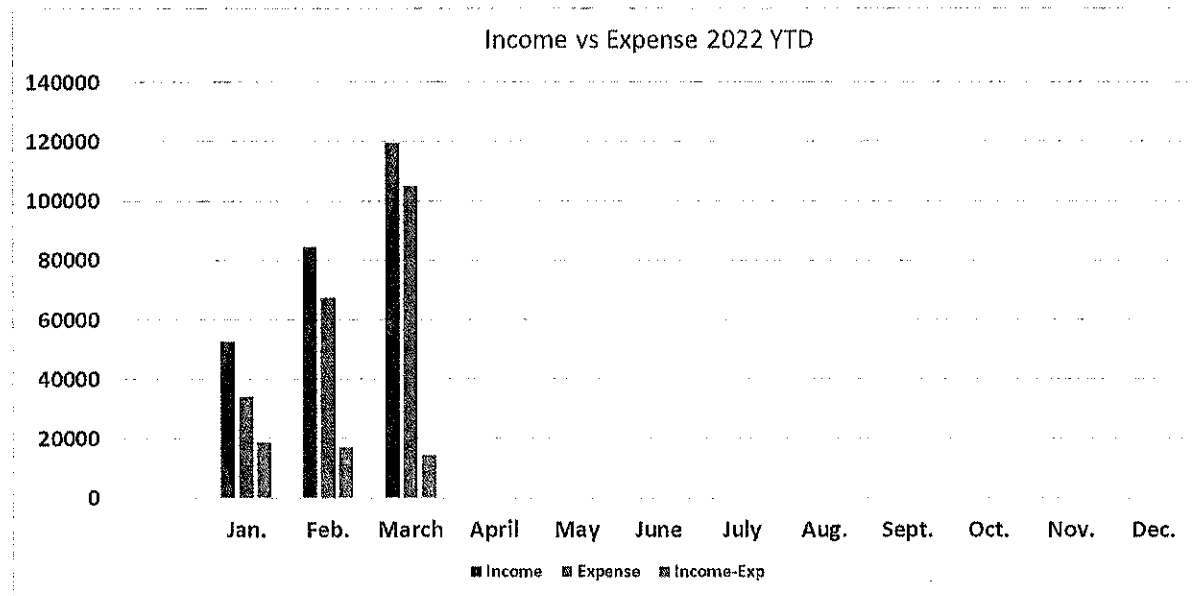
To update your automatic giving to match your 2022 pledge, go cancel your old transaction and enter your new transaction at <https://htlcdbq.com/give>.

Council Business

Meeting opened at 6:30 in the LFC and closed at 8:00. Written reports were recognized. Please read those reports (found elsewhere in the April council packet) for what everyone has been doing.

Keeping with the practice of previous years, council approved entering a Line of Credit agreement:

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



Thanks to consistent congregational giving, our ministries continue to be supported. The (blue) bar on the left is our income. The (orange) bar in the middle is our expenses. The (gray) bar on the right is the difference between them.

At the end of March, income exceeded expenses by around \$15,000. While we do have a line of credit available to us (newly renewed), we have yet to need it this year. In other words, we are still debt-free. For perspective, our checkbook balance at the end of March was approximately \$50,000.

The single worship day and Easter services were successful. We will continue to work together to offer community building living worship events. Thanks to all who helped make these days possible.

In consultation with synod expectations, council approved the Worship Committee's request to increase the pulpit supply budget line to \$1,470.

We had plenty of names suggested for the Associate Pastor Call Committee. In an effort to get a representative group of people on the Call Committee, not everyone who was nominated will be asked to serve.

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

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

YOUTH MEMBER AT LARGE

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

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

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

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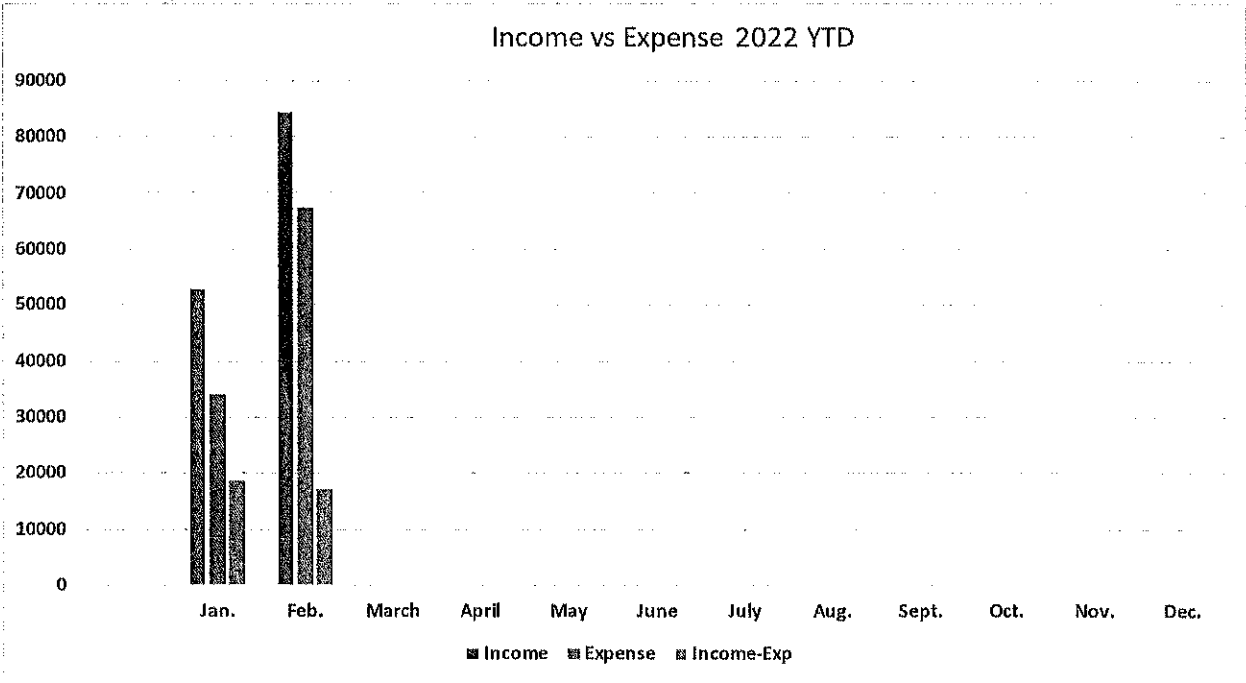
Council Business

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, Chalices, 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

Pastor's Report 4/19

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

Looking Back

Hopefully, as you are gathering together for our council meeting, I will be resting. As I mentioned last month, I will be taking the week after Easter off for some R&R. I thank you for this gift of time away.

This past month was extremely busy and filled with so many amazing ministry opportunities. I spent nearly every day visiting with shut-ins, members, and spending time with Marilyn Herold and Grace Riley in their final times here on Earth. In addition to these visitations I also worked with our amazing members who shared messages for our mid-week Lenten worship services. I want to thank May and Winston Persaud, Mary Emily Douba, Lenore Howard, and Chris James for sharing their messages about forgiveness.

We also had an amazing single worship service on March 27th. I want to thank Mary Emily Douba who worked with me in forming this service and leading it with me. This truly was an amazing service filled with healing, love, and reconciliation. And we had an amazing meal after the service. I have heard a lot of positive feedback from the service, and I hope this can be a pivot point in the churches momentum, helping us to move forward in our ministries together. Since that service, I have seen an increase in attendance at both services. I hope this momentum will continue to move forward as we continue to move Christ ministry forward here at HTLC.

Looking Forward:

Now that Lent and Easter are over, I will be focusing my time on finalizing the remainder of the year for Confirmation and Bible Explorers. Both classes will start back up on April 27th and the last day of classes will be the Wednesday after Mothers Day, May 11th.

Hopefully Holy week and Easter goes off without any issues. It has been very busy planning the services, doing bulletins, sermons, and preparing for services on top of visits and office work and not having another pastor or intern to assist. I am deeply grateful to the churches amazing staff who have stepped up in so many ways to help each other. If there was something I missed, I hope you will forgive me as my mind has been overwhelmed with the number of tasks that need to be done.

We are desperately in need of a communications specialist for the congregation. Lorice has cut back her hours and isn't working on Friday's. Lorice is no longer doing the social media communications (weekly emails, website, facebook, etc). These items just fell on her desk when she started. Lorice also took on the newsletter when Marilyn Ryan left her position. Now that Lorice isn't working on Fridays, she had to let go of the things she was doing that was not listed in her job description. There is a lot of communication that needs to go out on a consistent weekly and monthly basis and I believe someone can do it part time. We use to have a volunteer be in charge of this, however they just suddenly stopped doing it four years ago and that is how the ball dropped on Lorice's desk. There are Church Communication Specialists out there and I hope we can find a way to get someone on board to help communicate all of the amazing ministries we are doing on the plethora of social platforms out there.

I am excited to have our new Children's Minister on board, however the day Zach started he informed me that he has to take a summer class (Clinical Pastoral Education) in Minnesota and has to leave mid-May. Zach was planning to take this summer course in the area, but had to change last minute. So, now we are finding ourselves back into the process of searching for a Children's minister. In the meantime, Zach is working with Tammi in setting activities for the summer and recruiting members to join the team and help lead the activities.

Please keep me and my family in your prayers. If there is anything you need, please let me know. Thank you again for your love, support, and dedication to the gospel of Jesus Christ.

Peace in Christ,
Pastor Josh

Treasure's Summary Report	April	2022	
	Period	YTD	YTD
Income	Activity	Balance	Budget
Pledged/Unpledged Giving	\$ 35,080.69	\$ 118,823.19	\$ 113,749.98
Loose Plate	\$ 81.00	\$ 107.25	\$ 2,125.00
Seasonal	\$ -	\$ -	\$ 750.00
Pledges/Offerings Other			
Church Use	\$ 40.00	\$ 80.00	\$ -
Teams & Committees Income	\$ 109.00	\$ 410.00	\$ -
Fellowship Income		\$ 152.00	
Admin Income	\$ 48.33	\$ 2.78	\$ 37.50
			\$ -
Total Income	\$ 35,359.02	\$ 119,575.22	\$ 116,662.50
	Period	YTD	YTD
Expenses	Activity	Balance	Budget
Property Insurance		\$ 2,430.75	\$ 2,749.98
Total Church Missions	\$ 3,393.33	\$ 10,179.99	\$ 10,180.02
Administration	\$ 2,597.53	\$ 9,765.31	\$ 6,393.81
Total Buildings and Grounds	\$ 2,873.77	\$ 6,407.69	\$ 6,725.04
Total Utilities	\$ 5,860.14	\$ 13,334.36	\$ 9,825.00
Total Personnel Salary	\$ 21,017.23	\$ 56,847.87	\$ 65,411.67
Payroll Expense	\$ 750.50	\$ 2,823.99	\$ 3,508.50
Teams & Committees	\$ 1,199.16	\$ 3,357.35	\$ 4,461.00
Total Expenses	\$ 37,691.66	\$105,147.31	\$ 109,254.90
Income-Expense (Operating)			
	\$ (2,332.64)	\$ 14,427.91	\$ 7,407.60
Designated Funds	Beg Balance	Mar. Beg. Bal.	Cleared Bal.
	\$ 131,037.95	\$ 127,688.43	\$ 121,396.18
General Operating Account	2022 Balance	Mar. Beg. Bal.	Cleared Bal.
	\$ 36,320.65	\$ 46,832.87	\$ 52,473.06
Submitted by: Jonathan R. Brown 4/19/2022			

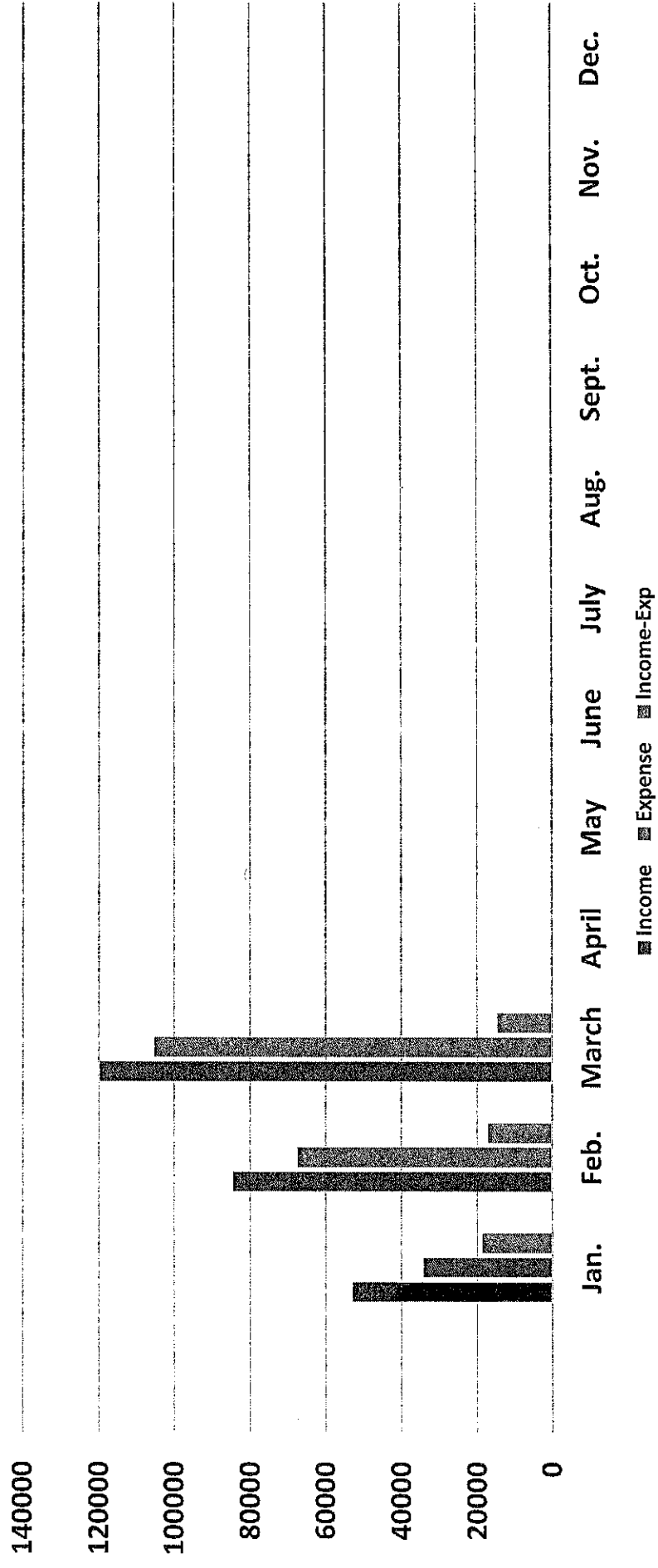
For March Data		
Annual	Annual Budget	YTD
Budget	Remaining	Balance-Budget
\$ 454,999.92	\$ 336,176.73	\$ 5,073.21
\$ 8,500.08	\$ 8,392.83	\$ (2,017.75)
\$ 3,000.00	\$ 3,000.00	\$ (750.00)
		\$ -
		\$ 80.00
		\$ 410.00
		\$ 152.00
		\$ -
		\$ -
		\$ -
		\$ -
\$ 150.00	\$ 147.22	\$ (34.72)
		\$ -
		\$ -
\$ 466,650.00	\$ 347,074.78	\$ 2,912.72
Annual	Annual Budget	YTD
Budget	Remaining	Balance-Budget
\$ 10,999.92	\$ 8,569.17	\$ (319.23)
\$ 40,720.08	\$ 30,540.09	\$ (0.03)
\$ 25,575.24	\$ 15,809.93	\$ 3,371.50
\$ 26,900.16	\$ 20,492.47	\$ (317.35)
\$ 39,300.00	\$ 25,965.64	\$ 3,509.36
\$ 261,646.68	\$ 204,798.81	\$ (8,563.80)
\$ 14,034.00	\$ 11,210.01	\$ (684.51)
\$ 53,532.00	\$ 50,174.65	\$ (1,103.65)
		\$ -
		\$ -
\$ 437,020.08	\$ 331,872.77	\$ (4,107.59)
\$ 29,629.92	\$ 15,202.01	
Register Bal.	Uncleared Bal.	Ending Balance
\$ 119,469.91		\$ 119,636.91
Register Bal.	New Transactions	Ending Balance
\$ 46,832.87	\$ 3,549.64	\$ 50,382.64

Treasure's Summary Report	April	2022		For March Data		
	Period	YTD	YTD	Annual	Annual Budget	YTD
Income	Activity	Balance	Budget	Budget	Remaining	Balance-Budget
Pledged/Unpledged Giving	\$ 35,080.69	\$ 118,823.19	\$ 113,749.98	\$ 454,999.92	\$ 336,176.73	\$ 5,073.21
Loose Plate	\$ 81.00	\$ 107.25	\$ 2,125.00	\$ 8,500.08	\$ 8,392.83	\$ (2,017.75)
Seasonal	\$ -	\$ -	\$ 750.00	\$ 3,000.00	\$ 3,000.00	\$ (750.00)
Pledges/Offerings Other						\$ -
Church Use	\$ 40.00	\$ 80.00	\$ -			\$ 80.00
Teams & Committees Income	\$ 109.00	\$ 410.00	\$ -			\$ 410.00
Fellowship Income		\$ 152.00				\$ 152.00
						\$ -
						\$ -
						\$ -
						\$ -
Admin Income	\$ 48.33	\$ 2.78	\$ 37.50	\$ 150.00	\$ 147.22	\$ (34.72)
			\$ -			\$ -
						\$ -
Total Income	\$ 35,359.02	\$ 119,575.22	\$ 116,662.50	\$ 466,650.00	\$ 347,074.78	\$ 2,912.72
Expenses	Period	YTD	YTD	Annual	Annual Budget	YTD
	Activity	Balance	Budget	Budget	Remaining	Balance-Budget
Property Insurance		\$ 2,430.75	\$ 2,749.98	\$ 10,999.92	\$ 8,569.17	\$ (319.23)
Total Church Missions	\$ 3,393.33	\$ 10,179.99	\$ 10,180.02	\$ 40,720.08	\$ 30,540.09	\$ (0.03)
Administration	\$ 2,597.53	\$ 9,765.31	\$ 6,393.81	\$ 25,575.24	\$ 15,809.93	\$ 3,371.50
Total Buildings and Grounds	\$ 2,873.77	\$ 6,407.69	\$ 6,725.04	\$ 26,900.16	\$ 20,492.47	\$ (317.35)
Total Utilities	\$ 5,860.14	\$ 13,334.36	\$ 9,825.00	\$ 39,300.00	\$ 25,965.64	\$ 3,509.36
Total Personnel Salary	\$ 21,017.23	\$ 56,847.87	\$ 65,411.67	\$ 261,646.68	\$ 204,798.81	\$ (8,563.80)
Payroll Expense	\$ 750.50	\$ 2,823.99	\$ 3,508.50	\$ 14,034.00	\$ 11,210.01	\$ (684.51)
Teams & Committees	\$ 1,199.16	\$ 3,357.35	\$ 4,461.00	\$ 53,532.00	\$ 50,174.65	\$ (1,103.65)
						\$ -
						\$ -
Total Expenses	\$ 37,691.66	\$105,147.31	\$ 109,254.90	\$ 437,020.08	\$ 331,872.77	\$ (4,107.59)
Income-Expense (Operating)	\$ (2,332.64)	\$ 14,427.91	\$ 7,407.60	\$ 29,629.92	\$ 15,202.01	
Designated Funds	Beg Balance	Mar. Beg. Bal.	Cleared Bal.	Register Bal.	Uncleared Bal.	Ending Balance
	\$131,037.95	\$ 127,688.43	\$ 121,396.18	\$ 119,469.91		\$ 119,636.91
General Operating Account	2022 Balance	Mar. Beg. Bal.	Cleared Bal.	Register Bal.	New Transactions	Ending Balance
	\$ 36,320.65	\$ 46,832.87	\$ 52,473.06	\$ 46,832.87	\$ 3,549.64	\$ 50,382.64
Submitted by: Jonathan R. Brown 4/19/2022						

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Income	\$52,736	\$ 84,424	\$ 119,691									
Expense	\$34,129	\$ 67,456	\$ 105,147									
Income-Exp	\$18,607	\$ 16,968	\$ 14,544									

BALANCE AS OF MARCH 31, 2022 \$ 50,383

Income vs Expense 2022 YTD



1:20 PM

04/05/22

Holy Trinity Lutheran Church
Reconciliation Summary
1110 · GENERAL OPERATING ACCT, Period Ending 03/31/22

	Mar 31, 22
Beginning Balance	53,836.71
Cleared Transactions	
Checks and Payments - 51 items	-37,129.39
Deposits and Credits - 19 items	35,765.74
Total Cleared Transactions	-1,363.65
Cleared Balance	<u>52,473.06</u>
Uncleared Transactions	
Checks and Payments - 14 items	-5,640.19
Total Uncleared Transactions	-5,640.19
Register Balance as of 03/31/22	<u>46,832.87</u>
New Transactions	
Checks and Payments - 10 items	-2,557.06
Deposits and Credits - 3 items	6,106.83
Total New Transactions	3,549.77
Ending Balance	<u><u>50,382.64</u></u>

3:24 PM

04/04/22

Holy Trinity Lutheran Church
Reconciliation Summary
1101 · DESIGNATED, Period Ending 03/31/22

	<u>Mar 31, 22</u>
Beginning Balance	131,037.95
Cleared Transactions	
Checks and Payments - 10 items	-20,180.42
Deposits and Credits - 13 items	10,538.65
Total Cleared Transactions	<u>-9,641.77</u>
Cleared Balance	<u>121,396.18</u>
Uncleared Transactions	
Checks and Payments - 4 items	-1,926.27
Deposits and Credits - 2 items	0.00
Total Uncleared Transactions	<u>-1,926.27</u>
Register Balance as of 03/31/22	<u>119,469.91</u>
New Transactions	
Deposits and Credits - 1 item	167.00
Total New Transactions	<u>167.00</u>
Ending Balance	<u>119,636.91</u>

3:11 PM

04/12/22

Accrual Basis

Holy Trinity Lutheran Church

Balance Sheet

As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	119,469.91
1110 · GENERAL OPERATING ACCT (Premier Bank)	46,832.87
Total Checking/Savings	<u>166,302.78</u>
Total Current Assets	<u>166,302.78</u>
TOTAL ASSETS	<u>166,302.78</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	
2450 · Other Withholdings	
2452 · 403B Plan	25.89
2451 · Flex Spending	15.00
2453 · Life Insurance	-55.54
Total 2450 · Other Withholdings	<u>-14.65</u>
Total 2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	<u>-14.65</u>
Total Other Current Liabilities	<u>-14.65</u>
Total Current Liabilities	<u>-14.65</u>
Total Liabilities	<u>-14.65</u>
Equity	
32000 · Unrestricted Net Assets (Other Income)	145,248.24
Net Income	21,069.19
Total Equity	<u>166,317.43</u>
TOTAL LIABILITIES & EQUITY	<u>166,302.78</u>

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

	Mar 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.)	81.00	708.34	-627.34
4100000 - Pledged/Unpledged Income (Pledge commitments)	35,090.69	37,916.66	-2,835.97
4100002 - Seasonal	0.00	250.00	-250.00
Total PLEDGES/OFFERINGS (Normal donations)	35,161.69	38,875.00	-3,713.31
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			
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	109.00		
Total TEAMS & COMMITTEES INCOME	109.00		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. ...)			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to our Z...	46.92	11.25	35.67
4100004 - Interest Income (Bank interest income)	1.41	1.25	0.16
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card dona...	48.33	12.50	35.83
Total Income	35,359.02	38,887.50	-3,528.48
Gross Profit	35,359.02	38,887.50	-3,528.48
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committees' responsibility.)	0.00	916.66	-916.66
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	3,110.00	3,110.00	0.00
5120020 - EWALU	58.33	58.34	-0.01
5120011 - Missionary Sponsorship	225.00	225.00	0.00
Total CHURCH MISSIONS EXPENSE	3,393.33	3,393.34	-0.01
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	0.00	8.34	-8.34
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordere...	156.30	102.09	54.21
5100004 - Computer Hardware (Computers, laptops, monitors, keyboards, mouse, etc)	725.00		
5100009 - Computer/Server Support (IT support and computer repairs.)	149.78		
5100002 - Computer/Software Purchases	173.09	375.00	-201.91
5100030 - Continuing Education	0.00	33.34	-33.34
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	0.00	33.34	-33.34
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	769.92	541.66	228.26
Credit Card Processing Fee	113.35	112.50	0.85
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative (Replaced Pastor's Discretionary)	40.00	200.00	-160.00
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	207.84	333.34	-125.50
5100007 - Postage (Postage)	118.00	125.00	-7.00
Printed Materials/Subscriptions (printed materials and subscriptions)	0.00	41.66	-41.66
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/13...	144.25	41.66	102.59

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

	Mar 22	Budget	\$ Over Budget
OTHER PERSONNEL			
CUSTODIAN			
Wages	0.00	1,516.66	-1,516.66
Total CUSTODIAN	0.00	1,516.66	-1,516.66
FINANCIAL ASSISTANT			
5170020 - Wages	1,268.75	1,083.34	185.41
Total FINANCIAL ASSISTANT	1,268.75	1,083.34	185.41
OFFICE ASSISTANT			
5170010 - Wages	1,296.57	1,083.34	213.23
Total OFFICE ASSISTANT	1,296.57	1,083.34	213.23
OFFICE MANAGER			
5170002 - Disability/Admin	47.34	45.66	1.68
5170006 - Group Life Insurance	32.75	21.34	11.41
5170001 - Pension	291.27	259.34	31.93
5170000 - Wage	2,957.20	3,241.34	-284.14
Total OFFICE MANAGER	3,328.56	3,567.68	-239.12
Total OTHER PERSONNEL	5,893.88	7,251.02	-1,357.14
6400 - PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	128.50	877.84	-749.34
Employer Share SocSec	549.46	0.00	549.46
5100031 - HK Payroll Services	72.54	0.00	72.54
WorkComp	0.00	291.66	-291.66
Total 6400 - PAYROLL EXPENSES (Payroll expenses)	750.50	1,169.50	-419.00
TEAMS & COMMITTEES EXPENSES			
CARING MINISTRY PROGRAMS			
5155004 - Grier Share (Grier 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)			
5105000 - FELLOWSHIP	0.00	83.34	-83.34
5115000 - OUTREACH	265.26	41.66	223.60
PARISH EDUCATION	0.00	41.66	-41.66
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)	82.35	33.34	49.01
5130005 - Splash (0-3 Yr) (Supplies for Splash)	0.00	41.66	-41.66
5130012 - Sunday School Curriculum (Sunday School Curriculum)	200.00	83.34	116.66
5130031 - Teacher Appreciation (Teacher Appreciation)	0.00	25.00	-25.00
5130016 - VBS (VBS)	0.00	83.34	-83.34

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet

04/12/22

As of March 31, 2022

Accrual Basis

	Mar 31, 22
Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checking acc...	77.79
4540030 · Flowers	143.40
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by individual staff members for birthay lunches that ...	-51.10
Total *ADMINISTRATIVE	470.09
*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)	3,799.06
Total *CAMPAIGNS	3,799.06
*FAMILY MINISTRY	
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	-1,300.84
Total *FAMILY MINISTRY	-1,177.84
*MEMORIALS	
4513000 · Alice Martin	723.01
Basant Persaud	1,425.00
4502014 · Irene Jecklin (to be used for general budget (money transfered to operating 'Pledge/Offering...	-50.00
4502005 · Pastor Curtis Miller	20.00
4502002 · Phyllis Cooper	115.00
4503001 · Robert Clark	20.00
4502017 · Robert Smart	855.00
4502011 · William Collings Memorial	125.00
Total *MEMORIALS	3,233.01
*MINISTRIES	
4541025 · Lenten Offering	300.00
4541019 · LSI Mission	50.00
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4540015 · Reconcile in Christ Task Force	129.67
4541028 · WELCA Fund	745.65
Total *MINISTRIES	1,275.87
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	-595.27
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	1,155.16
4500000 · Prepaid Pledge	3,921.67
4545000 · Sabbatical Leave	3,179.91
Total *OTHER Designated Accts	8,455.26
*OUTREACH	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	9,328.72
4014000 · Neighborhood Patio Events	250.00
Total *OUTREACH	9,828.72
Total Other Income	87,010.56
Net Other Income	87,010.56
Net Income	87,010.56

B&G minutes April 4th, 2022

Attendees: Darrell Kalmes, Gary Sewell, John Chesterman

Excused: Alex Beck

On-going maintenance and repair:

1. New storage area in hall across from Library is complete except for door which was delivered with LH hinged mortises while steel frame is for RH hinges. Darrell and John to pick up new door tomorrow.
2. Air and water leak still a problem in the ceiling of the table closet off our LFC. Will be added to the list of things for an upcoming volunteer Saturday morning.
3. Thursday the 31st of March, 8 new toilet tissue dispensers were installed to replace the quad-roll dispenses for which we can no longer get tissue rolls.
4. Crawford had to be called on Monday the 14th because of no heat in the lower level and Conference Room. The flow control burned out on boiler number 1 and the flame sensor had failed on boiler number two. Should see associated bill in the amount of \$660.
5. The last of the radiators were removed. Darrell patched the walls and textured, carpet was patched, and base shoe replaced. Diane has repainted the areas worked on, but as we re-occupy the Youth Minister office and the Associate Pastor office, those rooms need to be re-painted entirely. The paint we could find did not match what was in those rooms. Consensus is that we do not have a comfortable doing much more until the flat roof is replaced.
6. Big River Sign Co. has changed the dates on our banners for Holy Week and Easter services. Diane/Darrell swapped out the Lenten banners after the Wednesday March 30th service.
7. Although scheduled for March, Schumacher Elevator finally showed up today.

Darrell has bids for construction, moving the sprinkler heads, plumbing/electrical in the new Crocodile room. We are still waiting on Widmeyer for new flooring. Cost for plumbing/electrical (East Iowa) seem out of line so Darrell will try to get a competitive bid. Jenifer will be writing grant requests once we know the total cost. We expect to do the work in the summer when that room is not occupied or the few remaining children can be accommodated in the nursery.

Adam Eikamp and Darrell met with the Lawyer and paralegal from Daly and Black regarding information requested by Guide One. Adam has provided them with everything he could find for B&G minutes and building related expenses for the past 15 years.

We purchase 3 Blink cameras to monitor the alley after we found other peoples' garbage in our bins. Darrell has installed the cameras and continue to monitor them. Darrell also repositioned the cameras this week after reports of other people's garbage in our bins continue and reports of people putting trash in the recycle bin. If things do not improve soon, we will likely have to resort to having Dittmer put locks on the bins.

Darrell has met with two roofing contractors (Better Roofing and CJS Construction) for LFC steep roof replacement and is waiting on prices from one of them. We believe the roof was replaced in the '13 timeframe so there may be a warranty – Darrell will look for the invoices and Gary will search B&G annual reports.

Finally getting feedback from Manders Concrete on entry replacements and expect a quote soon. Ament Services has been advertising locally for concrete repair so we will likely ask them for a competitive bid.

No one has received feedback on hiring a Maintenance Person. We ask personnel again to make this a priority. We are wondering if other area Lutheran churches have been approached regarding sharing maintenance staff.

Future known projects and repairs:

1. Slow drain in the restroom off the front of our Sanctuary. This will probably be addressed by the maintenance person when we hire one.
2. Shutoff valves under the sink of the Fellowship Hall kitchen do not completely shut off. When a maintenance man is hired, these valves need to be replaced. The project will require a late night or weekend time because the entire building's water must be shut off to replace those valves. (Ice maker, Dishwasher, Hot and Cold supplies to the sink.)

Potential future projects:

3. A Digital Sign for the front of our property to eliminate the long lead time needed to adjust dates and other information on the vinyl signs plus the 1 hour process needed each time the banner frame has to have a new banner mounted. We spend almost \$100 each time the dates on our banners need to be changed.
4. Office staff have raised the possibility of changing our entrances to key-card access for better security and to greatly reduce the number of keys we have. Gary cited some of the technical and functional problems with the key-card system used by his place of employment. This project will require more study.
5. The ramp in the front of church is badly shifting and because of design, we are unable to use it for entering the building with longer items like caskets and scissor lifts. The past attempts of getting scissor lifts into the building over the front steps is responsible for at least some of the broken stair noses in our front entry. The ramp needs to be redesigned and rebuilt. We are looking for a structural engineer we might contact to look at our ramp situation and suggest/Draw up repair details.
6. In the winter a piece of 2" foam is placed over the window in the north wall of our rear sanctuary staircase. Replacement of this window with an energy-efficient window, and an actual door for flat roof access should be considered for the future.

Worship Team Minutes – 5 April 2022

Attendees: Mary Emily Duba, Chuck Barland, Diane Kalmes, Jill Klinebriel

Absent:

Called to order at 4:06 p.m.

Items discussed:

1. Action request from last month approved by Council

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.

2. Possible Discussion Point for Council regarding Summer services.

Our Team was requested to discuss the feasibility of going to one Worship Service during the summer should it be wanted or needed. Our biggest concern was the musician's schedules. It was determined the only timeframe that could work would be a 10:30 a.m. service. It would necessitate a possible rotation during the service by the musicians to cover schedules and to cover contract obligations. Not ideal, but acceptable.

If this were to become a talking point, we recommend input from other committees to determine a good start and end date that fits with their Summer/Fall schedules.

3. Review of Pouring Chalice Communion distribution used on 27 March

- a. When doing this Communion distribution for Easter slight changes will be made
 - i. Add another person to act as "wine steward" to refill cups from the flagon at a signal from the cup bearer that they need a refill.
 - ii. After communion,
 1. Those no longer pouring, set cups on altar and wait for Pastor and wine cup bearer to return to altar, after distributing to recipients unable to come forward.
 2. They will then receive communion from Pastor and that cup bearer.
 3. Pastor and Cup Bearer then receiving from each other.
- b. Are considering having this option each Sunday. May adapt it slightly so that for a normal Sunday so that only 2 wine bearers and a wine steward are needed. Four wine bearers will always be needed for larger Services.

4. More Community Worship Services?

The single service on 27 March was well received. We'd like to consider having a similar Worship Service each quarter with a Fellowship time afterwards.

5. COUNCIL ACTION ITEM: BUDGET REVIEW REQUEST – see second page for details

Meeting Adjourned: 5: 25 p.m.

Respectfully submitted:

Diane Kalmes

Acting chairperson, Worship Team

ACTION ITEM : Budget Change Request

Our Constitution allows Council to adjust accounts as needed within certain parameters. We respectfully request a review and change of Account 5210014 to truly reflect our obligations and to prevent an overrun situation.

Please increase the 2022 Budget for Account 5210014 (Pulpit Supply) to **\$1,470** to cover the need to have a pulpit replacement for Pastor Josh Martyn under Synod contractual guidelines.

As of end of February accounting information, we have already used up \$360 of the \$420 allocated for 2022.

When the budget was reviewed last Fall, we included an explanation (below the chart) of the amount needed in the Pulpit Supply account, which was added to the Worship accounts late 2021 for tracking purposes. The amount proposed for 2022 was based on Synod contractual terms regarding vacation and Synod time off for Pastor Josh. It was submitted in October/November 2021 as follows with the included explanation:

		2020 Actual	2020 Budget	2021 actual Budget	2021 YTD Actual Dec.	2021 YTD Budget Dec	Expected costs through year end	2021 year end est balance	2022 proposed Budget
5210014	Pulpit Supply	\$0.00	\$0.00	\$0.00	\$210.00	\$210.00	\$0.00	- \$210.00	\$1,470.00

After discussion with Pastor, there are 7 Sundays he has for vacation, continuing education and synod meetings. Synod requires \$150 for 1st service, \$40 ea. additional service and mileage. \$190 covers the 2 services and \$20 is estimate for mileage. 7 Sundays x \$210 = \$1,470.

We assume that any additional needs for Pulpit Supply could cause overrun if illness or other factors come into play. But at least it would be a true picture of the situation.

We realize that the assumption of having an Associate Pastor available was a factor in lowering that amount. However, regardless of an Associate Pastor's availability, we are still contractually responsible. It could very well be, that even with an Associate Pastor, we would still have to pay out this amount. Mutual Ministry has also expressed their concern to the Worship Team chairperson.

Lorice L. Amlin
Office Manager Report
April 2022

Let me just say, I love my job and consider it a ministry. I love the members and ministries here at HTLC. I am grateful for this community. The view from my desk has a unique perspective on the church and its community. This past month members have been returning to in-person worship, in-person activities and outside groups have returned. It has been wonderful watching the church community return in person.

Being in a community can be tricky. Put 5 people in a room and they will each have different expectations and opinions. Living in a Christian community seems to be even more difficult.

As the community returned to in-person worship and activities, I have seen and heard more complaints and criticism about various things. Many of these statements are due to making assumptions and not having accurate information.

“The LFC Carpet needs to be vacuumed. Isn’t the cleaning company doing it?”

“Groups need to bag their food and take it to the trash.”

“We need to put a lock on the dumpster”

“The kitchen is a mess”

“The website is never updated”

“The weekly e-news never has all the information”

When these statements are made the person thought it would be helpful or wants to “fix the problem”. This can be helpful, but it can also be detrimental if not handled correctly. Sometimes the expectation is that staff or the pastor will take care of it. I have seen volunteers alienated and there were more negative results than positive from the comments and unsigned notes.

For those of you who are new to the council, regarding the Maintenance concerns:

For the past year and a half, we have gone from having a 40 hour a week custodian to a cleaning company that cleans once a week. Now that we have lifted covid restrictions, we have more activities and more traffic in and out of the building in just this past month than the entire previous year. Once a week cleaning will not keep the facilities clean every day of the week. Our previous custodian monitored the building, vacuumed daily, and took out the trash as needed. Yes, the cleaning company vacuums the LFC. Yes, most groups take out their trash.

Communications:

There is a joke among pastors that you can put an announcement in 10 different places, and you will still have someone claim they didn’t see it. It is just the nature of communications. In the past 2 years, I have stepped up to help with the website, weekly e-news, Sunday Times and other forms of communication. These are not a part of my duties as Office Manager. I would spend an average of 15 hours a week just on communication. This was not sustainable and began to interfere with my assigned duties. I am not reporting this to complain. Communications is vital and HTLC could benefit from having a dedicated employee for this need.

I am bringing this to the council’s attention and asking for your help. Would council help:

- Communicate the positive. Great ministry is happening here.
- Create a safe place for members to bring their concerns. How can a member share their questions and concerns with the council?
- Hire a custodian.
- Hire staff dedicated for communications.

I pray you hear what I am saying with an open heart. My intention is not to complain but to make council aware of some of the unhelpful and damaging things I have seen and heard and ask for your help. I am always available for conversation.