

Holy Trinity Lutheran Church
COUNCIL MEETING PACKET
May 17, 2022

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

Council meeting: 2022-05-17. 6:30 – 8:15 pm. Living Faith Center

Present: (in order around the circular table starting with the person on my left) Tami Ernster (Parish Ed/Family Ministry), Amanda Kelly (Fellowship), Mary Emily Duba (Worship), Ed Borchert (Financial Secretary), Jonathan Brown (Treasurer), Cris Houlihan (Stewardship), Pr. Josh Martyn (Pastor), Lorice Amlin (Guest), Kate Stierman (Noah's Ark), Julia Stierman (Youth), Amanda Matson (President)

Approximately half of the council meeting was spent on communication methods and strategies. Some time ago, staff moved to having one place to submit all announcements and room reservations. The form is online and your announcement will be read by a person (so you don't have to type to make a computer happy). The available fields fit most needs. If you have something more than what you can type in the little box, feel free to attach a file. (This is my preference as it preserves formatting.) Anyone is welcome to submit an announcement via the form. If you post contact information, the default is to censor it before pushing it to the public calendar. (This is to err on the side of caution.) Some discussion was had about the purpose of the newsletter as opposed to the weekly e-news. Weekly e-news has short term announcements. The newsletter has longer range announcements and letters.

Pastor Josh is going to ask other local pastors about their communication needs and determine if there is interest in working together to hire a communications person.

Council will be starting a "Council Corner" (or something) news section where the congregation can go to see council news. This ought to help people stay up to date with council things without having to have read this missive or find the minutes in the council packet.

SAVE THE DATES:

- May 22: Potluck Picnic at HTLC
- June 5: Confirmation Sunday at the 11:00 service
- June 12: Senior Recognition Sunday
- July 24: Picnic in the Park

Council received emails about the following topics in the last month: kitchen use, more nominations for the call committee, parking lot use, Gardens of Grace planning, and summer worship.

Kitchen Use: This topic is an ongoing one for council. We aim to make our spaces both welcoming and hospitable. We are working together on formulating a checklist for guests who use our spaces that will empower them to use our spaces and not discourage them from using our spaces.

Call Committee Nominations: People are still recommending people for the call committee. Thank you for your continued interest in the future of the church. At the moment, we are reaching out to active congregation members who have already been nominated.

Parking Lot: A question was raised about speed bumps in the alley. We followed up with the city as an inquiry and discovered that the city does not do speed bumps in the green alleys.

Gardens of Grace: To our knowledge, we do not have anyone taking point on this project this year. It is possible that we could work with a place such as Convivium to make good use of our land for food for the neighborhood.

Summer Worship: An opinion was sent to council regarding moving to a single worship service over summer.

Council was pleased to approve the following people for confirmation: Emma Chesterman, Owen Eikamp, Caitlyn Neuwoehner, Maddie Prehm, and Delaney Silvis. Welcome!

Council approved leave time for Pastor Josh to visit his brother who is battling cancer. (Pastor Josh was not aware of this until after we voted via email to make it happen.)

Council discussed moving to one worship service over the summer. It was decided NOT to move to one worship service over the summer. It is the hope of council that offering consistent worship times will be hospitable and welcoming to members of our community. (Pastor Josh abstained.)

Council approved having special worship services on the following special Sundays:

- Rally Day on September 11th. One service at 8:30 at Allison Henderson Park followed by Rally Day activities.
- Reformation Sunday on October 30th. One service at 10:30.
- Christmas Eve: 2 services
- Christmas Day: 1 service done in coordination with Wartburg Seminary
- Sunday after Christmas: Single service

Council agrees with the request from worship to seek congregational input on passing the offering plate and sharing the peace. We have another survey we would like to send out first and then worship may feel free to send out this survey.

Council was pleased to hear that we are still in the black financially. Historically, September is the tightest month for our income and expenses; our treasurer reminds us to be optimistic but not too optimistic. At the moment, year to date income still exceeds year to date expenses by around \$15,000. Our general operating balance is around three times this much. We have not had to tap into our loan of credit.

Council approved the request from Buildings & Grounds to move forward on scheduling roof repair for the Living Faith Center roof. The anticipated expense is greater than 5% of the pledged income. We will need a congregational fundraiser to cover it.

Respectfully submitted,

Amanda H. Matson, Ph.D.

HTLC Council President

Holy Trinity Lutheran Church Council

1755 Delhi Street, Dubuque, IA 52001

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

VACANT

President: Amanda Matson

amanda.matson@gmail.com

563-564-3464

Vice President: Erin VanLaningham

obermuev@yahoo.com

563-213-8659

Secretary: Vacant

Treasurer: Jonathan Brown

jobrown1950@gmail.com

563-580-1954

Financial Secretary: Ed Borchert

eborchert@aol.com

563-542-7913

STAFF

Pastor Josh Martyn, Pastor

htlcldbqpastor@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

Council Centering (Agenda)

May 17, 2022. 6:30 – 8:00 PM LFC

Goal:

- Invite God to guide our actions.
- Pray for each other & the congregation

Updates:

- Communication
- Call Committee
- Youth Ministry
- VBS
- Picnic in the Park Event July 24
- Picnic at HTLC on May 22
- Confirmation Sunday June 5
- Senior Sunday June 12

Council Emails:

- Kitchen Use
- Call Committee Nominations
- Parking Lot
- Gardens of Grace
- Summer Worship

Actions:

- Pastor: Confirmation of Emma Chesterman, Owen Eikamp, Caitlyn Neuwoehner, Maddie Prehm, and Delaney Silvis
- Vacation time for Pr. Josh via email (done)
- Worship: Single Services starting June 19 with final single service on Sept 4.
- Worship: Worship in the Park 9/11 single service
- Worship: Reformation Sunday 10/30 single service
- Worship: Christmas Eve – 2 services, Christmas Day with Wartburg, Sunday after single service
- Worship: Permission to survey congregation about passing offering plates and passing the peace

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.)

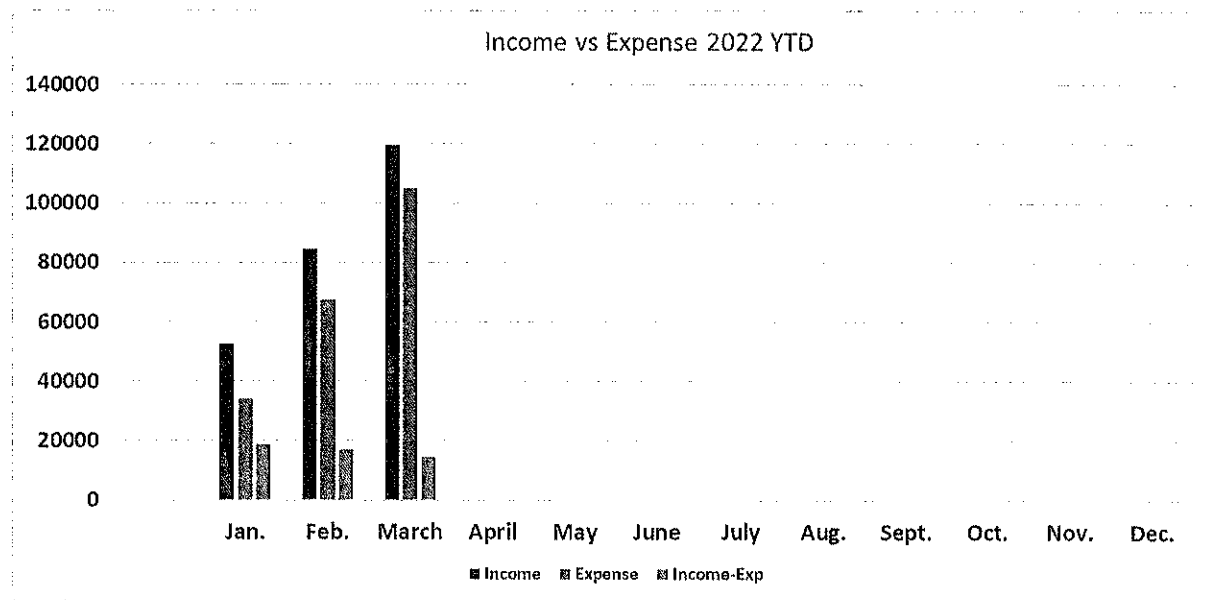
To update your automatic giving to match your 2022 pledge, go cancel your old transaction and enter your new transaction at <https://htlcdbq.com/give>.

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

Pastor's Report 5/17

"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

What an amazing month we had in April. We finished our wonderful mid-week Lenten worship services learning how God unconditionally forgives us and the challenge to forgive ourselves and each other. I am once again deeply grateful to May and Winston Persaud, Mary Emily Douba, Lenore Howard, and Chris James for leading these beautiful messages.

We also had an awesome First Communion class where the kids learned about the love of God shown to us in the bread and wine of Holy Communion. We celebrated Gabby Roling, Emmett Staade, Reed Patrum, and Giuliana Dragotto's first communion on Maundy Thursday.

We also had a wonderful Holy Week. Maundy Thursday, Good Friday, and Easter services all went well and were well attended. I am very grateful to the Worship Team for their help in planning the services and to Mary Emily for the great idea of the pouring chalices. I received good reviews of the pouring chalices. I also had a lot of compliments with the children ringing bells every time they heard the word Alleluia. Once again Mary Emily came up with this great idea that allowed all the children to be involved in the service.

I spent many hours in visitations last month, visiting people in their homes, retirement centers, and hospitals. I am saddened by the loss of Marilyn Herold and Grace Riley and was honored to walk with both of them in their final hours here on earth. Please keep their families in your prayers.

I am grateful to Pastor Mark Oehlert for providing pulpit supply for me the Sunday after Easter. I was able to spend that week catching my breath and preparing my energy level for the coming month.

I was disappointed to learn that our Children's Minister, Zach Nance, will be doing his CPE in Minnesota this Summer. When Zach interviewed it was with the understanding that he would help build the children's program this Summer to lead us into our Fall programming while completing his CPE here in Dubuque. Since he will be leaving to Minnesota at the end of May, we will have to reopen the position to find someone who can help us build our children's programming during the Summer. I am very grateful to Erin and Amanda for leading the search for a new Children's Minister.

Looking Forward:

Now that Lent and Easter are over, my focus is now centered on finishing up the year with Confirmation and Bible Explorers. When you read this report, we will have had our last confirmation and bible explorer classes. Confirmation students learned a lot about the Lutheran faith as well as the faiths of other denominations and religions. The youth reported to me that they truly enjoyed learning about the other denominations and faiths as it helped them to understand the Lutheran church even deeper. I will be completing the 8th grade interviews on May 18th. **I move that council approves the following 8th graders to be confirmed on June 5th; Emma Chesterman, Owen Eikamp, Caitlyn Neuwoehner, Maddie Prehm, and Delaney Silvis.** The bible explorer class learned about the New Testament this year and about God's love for us in Jesus Christ.

The youth group has started back up again after a short break in April. We had a fun meeting Sunday May 1st and played a new game called Crog. We are going to be working our way through the book of Acts starting on Sunday, May 15 and we will also plan out our Summer programming. We will be celebrating the graduation of our senior High School Students on Sunday, June 12th.

I am deeply surprised and grateful for the generosity of this council and congregation for the gift. I am talking with my brother about the best time to go and see him and I will keep you updated on when that will be. He is in a lot of pain from the tumors in his abdomen, but is in good spirits. 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.

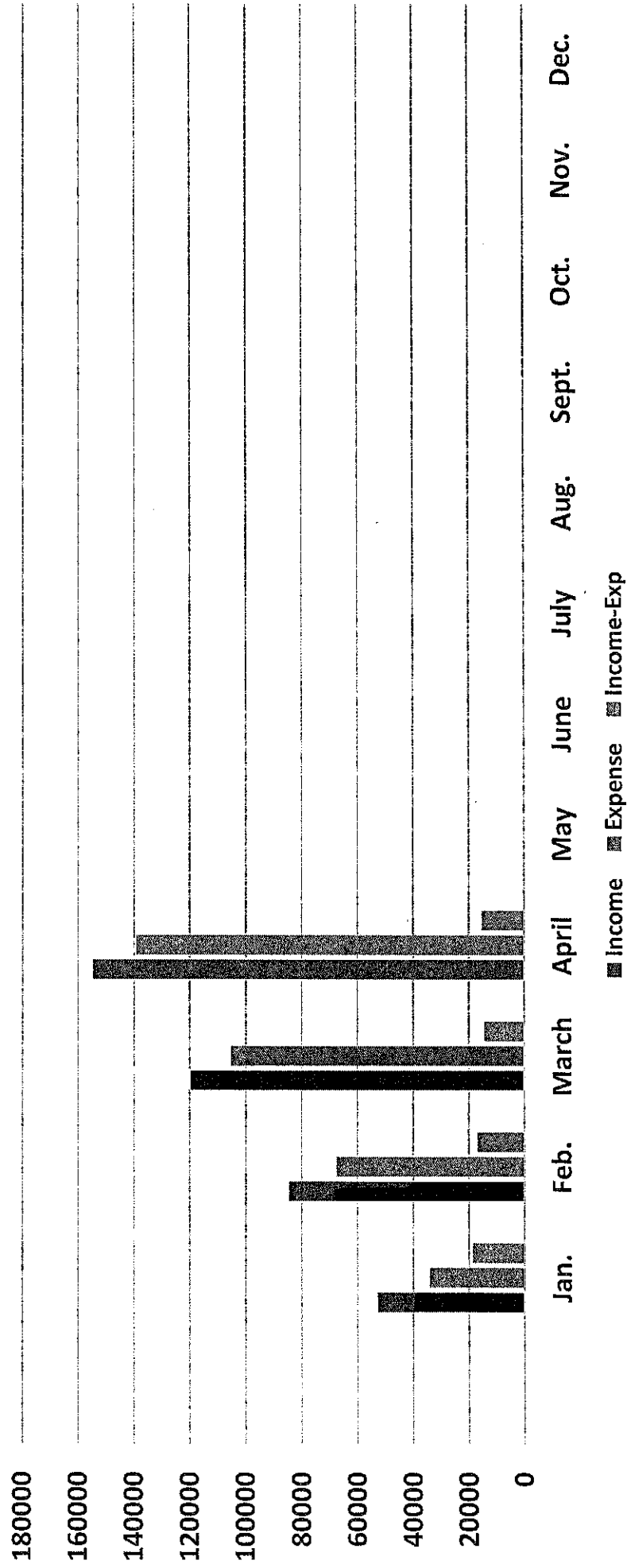
Peace in Christ,
Pastor Josh

Treasure's Summary Report	May	2022		For April Data		
	Period	YTD	YTD	Annual		YTD
Income	Activity	Balance	Budget	Budget		Balance-Budget
Pledged/Unpledged Giving	\$33,435.03	\$ 152,507.39	\$ 151,666.64	\$ 454,999.92		\$ 840.75
Loose Plate	\$ 273.72	\$ 390.97	\$ 2,833.36	\$ 8,500.08		\$ (2,442.39)
Seasonal	\$ 190.00	\$ 190.00	\$ 1,000.00	\$ 3,000.00		\$ (810.00)
Pledges/Offerings Other						\$ -
Church Use	\$ 40.00	\$ 160.00	\$ -			\$ 160.00
Teams & Committees Income		\$ 874.00	\$ -			\$ 874.00
Fellowship Income	\$ 203.00					\$ -
						\$ -
						\$ -
						\$ -
Admin Income		\$ 502.49	\$ 50.00	\$ 150.00		\$ 452.49
			\$ -			\$ -
						\$ -
Total Income	\$34,141.75	\$ 154,624.85	\$ 155,550.00	\$ 466,650.00		\$ (925.15)
Expenses	Period	YTD	YTD	Annual		YTD
	Activity	Balance	Budget	Budget		Balance-Budget
Property Insurance	\$ 2,430.75	\$ 4,861.50	\$ 3,666.64	\$ 10,999.92		\$ 1,194.86
Total Church Missions	\$ 3,393.33	\$ 13,573.32	\$ 13,573.32	\$ 40,720.08		\$ -
Administration	\$ 2,098.99	\$ 11,864.06	\$ 8,525.08	\$ 25,575.24		\$ 3,338.98
Total Buildings and Grounds	\$ 1,989.17	\$ 8,396.86	\$ 8,966.72	\$ 26,900.16		\$ (569.86)
Total Utilities	\$ 2,232.95	\$ 15,567.27	\$ 13,100.00	\$ 39,300.00		\$ 2,467.27
Total Personnel Salary	\$19,064.60	\$ 75,912.53	\$ 87,215.64	\$ 261,646.68		\$ (11,303.11)
Payroll Expense	\$ 1,497.58	\$ 4,321.47	\$ 4,678.00	\$ 14,034.00		\$ (356.53)
Teams & Committees	\$ 1,415.93	\$ 4,773.26	\$ 6,298.00	\$ 12,994.00		\$ (1,524.74)
						\$ -
						\$ -
				\$ 432,170.08		
Total Expenses	\$34,123.30	\$139,270.27	\$ 146,023.24	\$ 437,020.08		\$ (6,752.97)
Income-Expense (Operating)	\$ 18.45	\$ 15,354.58	\$ 9,526.76	\$ 29,629.92	\$ -	
Designated Funds	Beg Balance	Apr. Beg. Bal.	Cleared Bal.	Register Bal.	New Transactions	Ending Balance
General Operating Account	\$131,037.9	\$121,396.18	\$ 118,972.95	\$ 118,977.72	\$ 4.77	\$ 118,865.43
General Operating Account	2022 Balanc	Apr. Beg. Bal.	Cleared Bal.	Register Bal.	New Transactions	Ending Balance
	\$36,320.65	\$ 46,832.87	\$ 51,982.96	\$ 47,302.70	\$ 599.86	\$ 47,902.56
Submitted by: Jonathan R. Brown 5/17/2022						

	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Income	\$52,736	\$ 84,424	\$ 119,691	\$ 154,625								
Expense	\$34,129	\$ 67,456	\$ 105,147	\$ 139,270								
Income-Exp	\$18,607	\$ 16,968	\$ 14,544	\$ 15,355								

GENERAL OPERATING BALANCE AS OF APRIL 30, 2022 \$ 47,903

Income vs Expense 2022 YTD



2:10 PM

05/04/22

Holy Trinity Lutheran Church
Reconciliation Summary
1110 · GENERAL OPERATING ACCT, Period Ending 04/29/22

	Apr 29, 22
Beginning Balance	52,473.06
Cleared Transactions	
Checks and Payments - 50 items	-35,053.27
Deposits and Credits - 20 Items	34,563.17
Total Cleared Transactions	-490.10
Cleared Balance	<u>51,982.96</u>
Uncleared Transactions	
Checks and Payments - 12 Items	-4,680.26
Total Uncleared Transactions	-4,680.26
Register Balance as of 04/29/22	<u>47,302.70</u>
New Transactions	
Checks and Payments - 14 items	-4,298.14
Deposits and Credits - 1 Item	4,898.00
Total New Transactions	599.86
Ending Balance	<u>47,902.56</u>

1:58 PM

05/04/22

Holy Trinity Lutheran Church
Reconciliation Summary
1101 · DESIGNATED, Period Ending 04/30/22

	<u>Apr 30, 22</u>
Beginning Balance	121,396.18
Cleared Transactions	
Checks and Payments - 8 items	-3,275.00
Deposits and Credits - 11 items	851.77
Total Cleared Transactions	<u>-2,423.23</u>
Cleared Balance	<u>118,972.95</u>
Uncleared Transactions	
Deposits and Credits - 1 item	4.77
Total Uncleared Transactions	<u>4.77</u>
Register Balance as of 04/30/22	<u>118,977.72</u>
New Transactions	
Checks and Payments - 1 item	-227.29
Deposits and Credits - 1 item	115.00
Total New Transactions	<u>-112.29</u>
Ending Balance	<u>118,865.43</u>

2:20 PM

05/04/22

Accrual Basis

Holy Trinity Lutheran Church

Balance Sheet

As of April 30, 2022

	<u>Apr 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	118,972.95
1110 · GENERAL OPERATING ACCT (Premier Bank)	47,302.70
Total Checking/Savings	<u>166,275.65</u>
Total Current Assets	<u>166,275.65</u>
TOTAL ASSETS	<u>166,275.65</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	21,042.06
Total Equity	<u>166,290.30</u>
TOTAL LIABILITIES & EQUITY	<u>166,275.65</u>

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

2:31 PM
05/04/22
Accrual Basis

	Apr 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.)	273.72	708.34	-434.62
4100000 - Pledged/Unpledged Income (Pledge commitments)	33,435.03	37,916.66	-4,481.63
4100002 - Seasonal	190.00	250.00	-60.00
Total PLEDGES/OFFERINGS (Normal donations)	33,898.75	38,875.00	-4,976.25
4100006 - CHURCH USE INCOME	40.00		
TEAMS & COMMITTEES INCOME			
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	203.00		
Total TEAMS & COMMITTEES INCOME	203.00		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. Off...			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to our Zer...	0.00	11.25	-11.25
4100004 - Interest Income (Bank interest income)	1.38	1.25	0.13
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. ...	450.00		
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donatio...	451.38	12.50	438.88
Total Income	34,593.13	38,887.50	-4,294.37
Gross Profit	34,593.13	38,887.50	-4,294.37
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committees' responsibility.)	2,430.75	916.66	1,514.09
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	3,110.00	3,110.00	0.00
5120020 - EWALLU	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)	127.00	8.34	118.66
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordered th...	150.40	102.09	48.31
5100004 - Computer Hardware (Computers, laptops, monitors, keyboards, mouse, etc)	423.00		
5100002 - Computer/Software Purchases	173.09	375.00	-201.91
5100030 - Continuing Education	73.62	33.34	40.28
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	199.66	33.34	166.32
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	530.89	541.66	-10.77
Credit Card Processing Fee	106.69	112.50	-5.81
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative (Replaced Pastor's Discretionary)	0.00	200.00	-200.00
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	274.64	333.34	-58.70
5100007 - Postage (Postage)	40.00	125.00	-85.00
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 12/13/21...	0.00	41.66	-41.66
5100012 - Staff Mileage	0.00	8.34	-8.34
5100017 - Synod Assembly (Expenses related to Synod Assembly. Registration, Travel, Meals and overnight...	0.00	125.00	-125.00
Total ADMINISTRATIVE EXPENSES	2,098.99	2,131.27	-32.28

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

2:31 PM
05/04/22
Accrual Basis

	Apr 22	Budget	\$ Over Budget
BUILDING & GROUNDS			
5140010 · Church Buildings M/R (Any repairs or maintenance to the church building)	340.04	166.66	173.38
5140005 · Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) ie. lawn care.)	300.20	533.34	-233.14
5175000 · Cleaning	684.80	791.66	-106.86
5140001 · Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	0.00	208.34	-208.34
5140008 · HVAC	664.13	83.34	580.79
5140013 · Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & Inspection, FO...	0.00	250.00	-250.00
5140019 · Snow Removal	0.00	208.34	-208.34
Total BUILDING & GROUNDS	1,989.17	2,241.68	-252.51
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5140002 · Alliant Energy	0.00	1,500.00	-1,500.00
5140006 · Blackhills (Natural Gas)	1,479.24	1,066.66	412.58
5140009 · Internet and phone	313.69	375.00	-61.31
5140012 · Waste Disposal	175.57	125.00	50.57
5140011 · Water	264.45	208.34	56.11
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	2,232.95	3,275.00	-1,042.05
PASTOR			
5148010 · Cell Phone	62.50	62.50	0.00
5148003 · Continuing Education	0.00	75.00	-75.00
5148008 · Disability	82.23	82.25	-0.02
5148014 · Group Life Insurance	56.93	56.91	0.02
5148002 · Health	2,306.00	2,306.00	0.00
5148005 · Housing	3,583.34	3,583.34	0.00
5148009 · Mileage	0.00	166.66	-166.66
5148001 · Pension	695.82	695.84	-0.02
5148004 · Professional Publications	0.00	58.34	-58.34
5148000 · Salary	2,409.34	2,409.33	0.01
5148006 · SSA Allowance	333.00	333.00	0.00
Total PASTOR	9,529.16	9,829.17	-300.01
FAMILY MINISTER			
5150030 · Salary	0.00	1,300.00	-1,300.00
Total FAMILY MINISTER	0.00	1,300.00	-1,300.00
MUSIC			
5160045 · Contemporary Music Leader	1,281.92	1,281.91	0.01
5160041 · Handbell Choir Director	175.12	131.34	43.78
5160048 · Music Continuing Education	0.00	41.66	-41.66
5160046 · Music Minister	1,848.58	1,848.59	-0.01
5160047 · Service Accompanist	0.00	120.16	-120.16
Total MUSIC	3,305.62	3,423.66	-118.04
OTHER PERSONNEL			
CUSTODIAN			
Wages	0.00	1,516.66	-1,516.66
Total CUSTODIAN	0.00	1,516.66	-1,516.66

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

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05/04/22
Accrual Basis

	Apr 22	Budget	\$ Over Budget
FINANCIAL ASSISTANT			
5170020 - Wages	1,125.23	1,083.34	41.89
Total FINANCIAL ASSISTANT	1,125.23	1,083.34	41.89
OFFICE ASSISTANT			
5170010 - Wages	881.77	1,083.34	-201.57
Total OFFICE ASSISTANT	881.77	1,083.34	-201.57
OFFICE MANAGER			
5170002 - Disability/Admin	42.14	45.66	-3.52
5170006 - Group Life Insurance	29.17	21.34	7.83
5170001 - Pension	259.31	259.34	-0.03
5170000 - Wage	2,917.20	3,241.34	-324.14
Total OFFICE MANAGER	3,247.82	3,567.68	-319.86
5150037 - YOUTH MINISTER (Part Time)	975.00		
Total OTHER PERSONNEL	6,229.82	7,251.02	-1,021.20
6400 - PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	131.82	877.84	-746.02
Employer Share SocSec	563.53	0.00	563.53
5100031 - HK Payroll Services	82.48	0.00	82.48
WorkComp	719.75	291.66	428.09
Total 6400 - PAYROLL EXPENSES (Payroll expenses)	1,497.58	1,169.50	328.08
TEAMS & COMMITTEES EXPENSES			
CARING MINISTRY PROGRAMS			
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
5115000 - OUTREACH	6.81	41.66	-34.85
PARISH EDUCATION			
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	364.55
5130006 - Gift Bibles (Gift Bibles)	389.55	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
5130013 - Youth Education (Youth Ed)	0.00	41.66	-41.66
5130014 - Youth Gathering	0.00	16.66	-16.66
Total PARISH EDUCATION	389.55	566.66	-177.11
5120030 - STEWARDSHIP (Postage and Supplies)	0.00	125.00	-125.00

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

Accrual Basis

	Apr 22	Budget	\$ Over Budget
WORSHIP			
5210014 · Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a substitute)	207.55	122.50	85.05
5210000 · Altar Supplies	139.02	125.00	14.02
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)	673.00	160.00	513.00
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
Total WORSHIP	1,019.57	662.84	356.73
Total TEAMS & COMMITTEES EXPENSES	1,415.93	1,574.50	-158.57
Total Expense	34,123.30	36,505.80	-2,382.50
Net Ordinary Income	469.83	2,381.70	-1,911.87
Net Income	469.83	2,381.70	-1,911.87

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
 As of April 30, 2022

Apr 30, 22

Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checking acc...	82.56
4540030 · Flowers	163.40
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by Individual staff members for birthay lunches that ...	-276.10
Total *ADMINISTRATIVE	<u>269.86</u>
*B&G	
4011000 · Property Improvement	1,188.48
4507000 · Roof Fund	59,937.91
Total *B&G	<u>61,126.39</u>
*CAMPAIGNS	
4506000 · Organ Fund (Money raised for organ pipe maintenance)	3,799.06
Total *CAMPAIGNS	<u>3,799.06</u>
*FAMILY MINISTRY	
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	-1,300.84
Total *FAMILY MINISTRY	<u>-1,177.84</u>
*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	<u>3,233.01</u>
*MINISTRIES	
4541030 · EWALU Support	30.00
4541025 · Lenten Offering	572.00
4541019 · LSI Mission	50.00
4541003 · Lutheran World Relief	100.00
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4540015 · Reconcile in Christ Task Force	129.67
4541028 · WELCA Fund	825.65
Total *MINISTRIES	<u>1,757.87</u>
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	-595.27
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	526.25
4500000 · Prepaid Pledge	3,336.68
4545000 · Sabbatical Leave	3,179.91
Total *OTHER Designated Accts	<u>7,241.36</u>

2:24 PM

05/04/22

Accrual Basis

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
As of April 30, 2022

	<u>Apr 30, 22</u>
*OUTREACH	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	9,264.72
4014000 · Neighborhood Patio Events	250.00
	<hr/>
Total *OUTREACH	9,764.72
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Total Other Income	86,014.43
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Net Other Income	86,014.43
	<hr/>
Net Income	<u><u>86,014.43</u></u>

Worship Team Minutes – 3 May 2022

Attendees: Mary Emily Duba, Chuck Barland, Diane Kalmes, Pastor Josh Martyn

Absent: Jill Klinebriel

Called to order at 4:00 p.m.

1. ACTION ITEM for Council Review and Vote:

To continue an atmosphere of reuniting and getting to know more of our fellow members, the Worship Team is proposing that for the summer, when attendance tends to be lower anyway, we go to one service per Sunday. **Start date** is suggested as **19 June, Father's Day at 10:30 a.m.** This will give us a few weeks to be sure notifications have been put in place for the congregation and so the musicians can work out their schedules. The **last date** for the summer 10:30 service will be **4 September, Labor Day weekend.**

2. ACTION ITEM for Council Review and Vote:

Before returning completely back to 2 services, we'd like to plan a **"Service in the Park"**, on **11 September, at Allison-Henderson, 8:30 a.m.** weather permitting. This will also allow time for Youth and Family Ministry to add any "Rally Day" activities to coincide with this date.

3. ACTION ITEM for Council Review and Vote:

Since the 27 March celebration was such a success, we'd like to do it again. We suggest **30 October, Reformation Sunday at 10:30** with a lighter lunch afterwards. A great day for all of us to gather as a community and celebrate our religious heritage.

4. ACTION ITEM for Council Review and Vote:

Barring any recurrences of Covid related illnesses, we would like to propose the following Christmas Worship times:

- 24 December -- Christmas Eve-- 4:00 and 8:00 p.m.
- 25 December -- Christmas Day -- 10:00 a.m. with Wartburg
- 1 January 2023 -- Sunday After Christmas --10:30 a.m. Lessons and Hymns Sunday

5. ACTION ITEM for Council Review and Vote:

Permission to take a small survey regarding "passing the plate" and "passing the Peace" to gauge the readiness of the congregation to return these back to our liturgy.

6. FYI- we have selected several dates to be Pouring Chalice Sundays. They are:

- a. 5 June -- Pentecost
- b. 30 October -- Reformation
- c. 20 November -- Christ the King
- d. 24 Christmas Eve -- Both Services 4:00 and 8:00.

Meeting Adjourned: 5: 00 p.m.

Respectfully submitted:

Diane Kalmes

Acting chairperson, Worship Team

**Fellowship Committee Meeting Minutes
(Held during Congregational Brainstorming Night)**

5/3/2022

Present from Fellowship Committee: Amanda Kelly

The meeting opened at 6:07 pm.

- 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.
 - Wednesday Night Dinners: 2 more dinners held until summer break (May 4th and 11th).
- Future Events Scheduled (with the help of the Youth and the Family Ministry committee):
 - Summer Kick-Off Lawn Social: Sunday, May 22nd after 11am worship service.
 - Picnic in the Park: Sunday, July 24th at Cloie Creek Park in Asbury.
- Would like to have events:
 - Root Beer Floats on the patio after worship on Sunday(s) in the summer.
 - Coffee/Food Truck in the church parking lot on a Sunday.

Submitted by: Amanda Kelly