

HOLY TRINITY LUTHERAN CHURCH
COUNCIL PACKET
June 15, 2021

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

1755 Delhi Street, Dubuque, IA 52001
563-582-3228
www.htlcdbq.com

Holy Trinity Lutheran Church Council

Meeting Minutes

June 15, 2021

Present

Adam Eikamp (President), Amanda Matson (Vice President), Ed Borchert (Financial Secretary), Pastor Derek Rosenstiel (Associate Pastor), Tami Ernster (Family Ministry/Parish Ed), Gretchen Kueter (Outreach), Terry Hoefflin (Worship)

Guest Present

Darrell Kalmes (Building & Grounds)

Any confirmed member of HTLC who participates regularly in worship may volunteer to be on council. Council meets in the evening on the third Tuesday of the month. All committee night is the first Tuesday of the month. Council members are expected to listen to God, each other, and the congregation. It the duty of all of us to be a voice of the congregation at council.

Council seeks:

Executive Committee – Secretary (takes minutes)

Committee Liaisons – Building and Grounds, Fellowship, Stewardship (represents respective committees)

Standard council items

Meeting opened at 6:30. Devotions led by Gretchen Kueter, John 15: 5-8. Agenda was approved with the addition of a tour of Noah's Ark and the Fellowship Hall as well as approval of the minutes. Prior minutes were approved as written. Written reports were recognized. Please read those reports (found elsewhere in this council packet) for details on what everyone has been doing. Ask yourself if God is calling you to help in those ministries. Council agreed on four items to share with the congregation and committees. After a motion to extend passed, meeting adjourned at 8:15.

Four items for sharing *** COUNCIL: Please give me feedback on these! - Amanda *******

1. Roof update: As Guide One has not been forthcoming with progress on the flat roof repair, we are enlisting the legal assistance of London Crouse from Daly & Black.
2. Large groups are welcome at Holy Trinity Lutheran Church provided they follow CDC guidelines on mask wearing and whatever wishes are expressed by HTLC when the reservation is made.
3. The back five pews of the sanctuary will be reserved for spatial distancing with the rest of the sanctuary open.
4. Council celebrates and welcomes our new confirmands, inviting them to celebrate God through the ministries of God's church.

Building and Grounds

Motion by Hoefflin, 2nd by Kueter: Considering the approaching statute of limitations deadline of June 30, 2021 and on the advice of Premier Claims, we engage the services of Daly & Black to advocate for us against Guide One. Motion carried.

Motion by Matson, 2nd by Hoefflin: Council approves the cabinetry changes as proposed by Building & Grounds with the understanding that the mural will be untouched and that the kitchen will maintain its current functionality. Motion carried.

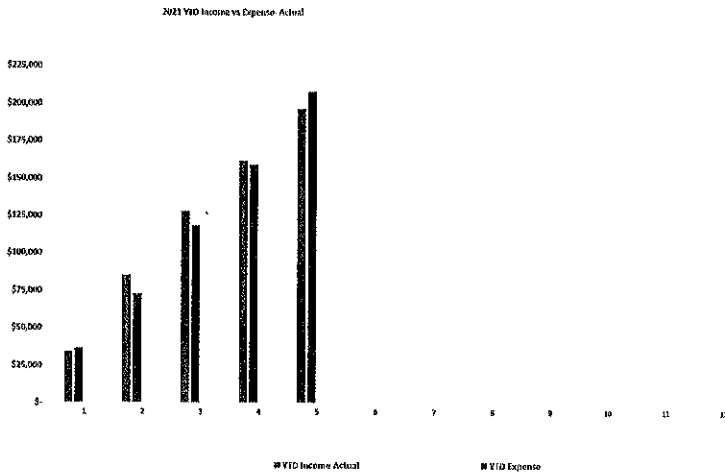
Motion by Eikamp, 2nd by Hoefflin: Council authorizes Darrell Kalmes to engage LifeLine to fix the audio/video synchronization delay. Motion carried.

Motion by Eikamp, 2nd by Hoefflin: Council authorizes Darrell Kalmes to use donated money to purchase and install two speakers in the Living Faith Center. Motion carried.

Finances

Treasurer's report by Jonathan Brown. Giving is close to budgeted projection.

Income vs. expenses is in the red by \$11,590 at the end of May. In the chart, the green bar is close to but below the navy bar (which is expected for a summer month). Let's continue to work as a congregation to keep actual giving above actual expenses.



Fellowship

Council reviewed the Continuing Resolution for the Fellowship team. We recommend the following change:

2. Coordinate Sunday fellowship hour ~~and baked goods before and after services~~. Recruit members of the congregation to share in this function throughout the year.
2. Coordinate Sunday fellowship hour with refreshments between services. Recruit members of the congregation to share in this function throughout the year.

Motion by Matson, 2nd by Hoefflin: Send the document back to the Fellowship team with this adjustment.

Personnel

Motion by Kueter, 2nd by Borchert: Upon the request of Building & Grounds, Personnel will be seeking a part time custodian/maintenance person.

General Motion

Motion by Kueter, 2nd by Matson: We open church for gatherings larger than 10 individuals and recommend that those doing so, do it in a responsible way utilizing CDC guidelines when possible and respecting HTLC wishes conveyed when making an appointment to use the facility. Motion carried.

Motion by Keuter, 2nd by Matson: The last five pews of the sanctuary will be reserved for spatial distancing with the remainder of the sanctuary open. Motion carried.

Respectfully submitted, Amanda Matson (Vice President) Secretary Pro Tempore

2021 HTLC Council Roster
 1755 Delhi St, Dubuque, IA 52001
 563-582-3228
 www.htlcdbq.com

President	Adam Eikamp	adameikamp@gmail.com	563-564-2819
Vice President	Amanda Matson	amanda.matson@gmail.com	563-564-3464
Secretary	Vacant		
Treasurer	Jonathan Brown	jobrown1950@gmail.com	563-580-1954
Financial Secretary	Ed Borchert	eborchert@aol.com	563-542-7913
Building & Grounds	Vacant		
Outreach	Gretchen Kueter	kueterchris@msn.com	563-590-0174
Worship	Terry Hoefflin	thoefflin@earthlink.net	563-542-6064
Stewardship	Vacant		
Family Ministry	Tami Ernster	djernster@mchsi.com	563-581-3448
Youth Representative	Lily Hoefflin	lhoefflin@earthlink.net	
Fellowship	Kate Stierman	kate_stierman@hotmail.com	563-582-4995
Noah's Ark	Jason Duba	jasonduba@gmail.com	509-385-2736
Pastor	Rev Josh Martyn	htlcdbqpastor@gmail.com	563-613-4337
Associate Pastor	Rev Derek Rosenstiel	associatepastorderek@gmail.com	608-556-0206
Office Manager	Lorice Amlin	holytrinluth@gmail.com	563-582-3228
Noah's Ark Director	Jenifer Montgomery	Director@NoahsArkDBQ.com	563-557-8629
Zoom Link: https://zoom.us/j/696504258 Meeting ID: 696 504 258			

Holy Trinity Lutheran Church Council
Meeting Agenda via Zoom
June 15, 2021

- | | | |
|------|--|-------------------------|
| 6:30 | Opening Devotions | Gretchen Kueter |
| 6:35 | Review and approve the meeting's agenda | Adam Eikamp |
| 6:38 | Pastor's report | Pastor Josh Martin |
| 6:48 | Associate Pastor's report | Pastor Derek Rosenstiel |
| 6:56 | Treasurer's report | Jonathan Brown |
| 7:05 | Financial Secretary report | Ed Borchert |
| 7:25 | BUSINESS | |
| | Old business | |
| | Roof Update | |
| | Covid 19 update | |
| | Council Recruitment | |
| | New business | |
| | Part Time Maintenance Person | |
| | Review/Adopt new Fellowship Committee Continuing Resolutions | |
| | Actively welcome and invite newly confirmed members to help in the congregation and church service | |
| | Fellowship Hall usage review | |
| 7:45 | COMMITTEE REPORTS AND ACTION ITEMS | |
| | Personnel | Amanda Matson |
| | Building and Grounds Action Item: Noah's Ark Kitchen Cabinets | Vacant |
| | Fellowship | Vacant |
| | Stewardship | Vacant |
| | Outreach | Gretchen Kueter |
| | Worship | Terry Hoefflin |
| | Family Ministry / Parish Ed. | Tami Ernster |
| | Noah's Ark | Jason Duba |
| | Youth Liaison | Lilly Hoefflin |
| | STAFF REPORTS (written) | |
| | Office Manager | Lorice Amlin |
| | ANNOUNCEMENTS / CORRESPONDENCE | |
| | Communications to Committees: list four items | |
| 8:00 | ADJOURNMENT AND THE LORD'S PRAYER | |

Holy Trinity Lutheran Church Council
Meeting Minutes
May 18, 2021

Present

Adam Eikamp (President), Amanda Matson (Vice President), Ed Borchert (Financial Secretary), Jonathan Brown (Treasurer), Pastor Josh Martyn, Pastor Derek Rosenstiel (Associate Pastor), Tami Ernster (Family Ministry/Parish Ed), Jason Duba (Noah's Ark Board), Gretchen Kueter (Outreach), Terry Hoefflin (Worship)

President Adam Eikamp called the meeting to order at 6:30 pm. Jonathan Brown gave the devotion from the Sermon on the Mount; Matthew 7:12.

President Adam Eikamp reviewed the Agenda. Amanda Matson made a motion that we add two items for New Business.

- 1) 2-month sabbatical for Pastor Josh Martyn
- 2) VBS

Motion was seconded by Gretchen Kueter. Motion carried.

Pastor's Report: There were no questions regarding Pastor Josh Martyn's report.

Associate Pastor's Report: Pastor Derek Rosenstiel reported that he and the Stephen Ministry leaders are looking to renew and revitalize the Stephen Ministry with a possible retreat this summer. Pastor Derek and Outreach also working on a new ministry 'HTLC Helping Hands', more details to come.

Treasurer Report: Jonathan Brown reported that income YTD through April 2021 is still higher than budgeted levels. YTD income is greater than actual expenses as well. There was a lot of deposit activity at the end of the month which increase the balance in the general operating account to \$48,149. It is noted that reconciliation still needs to be completed yet. Jonathan also noted that although ahead of budget, income is no longer covering the budget deficit.

Financial Secretary Report: Ed Borchert stated that he did not have a report this month.

Old Business:

COVID 19 Update: It was discussed that they City of Dubuque voted to lift the mask mandate but would take approval at City Council meeting on Wednesday, May 19th and then have a public posting to take effect. It is expected to be posted Friday morning. Adam then reported that the 11 am service on Sunday was very well attended and a full house. It was also noted that the 8:30 am service was also well attended. Worship team recommends opening every other pew instead of every third pew. Terry Hoefflin made the motion to rearrange open pews to every other pew. Gretchen Kueter seconded. Motion carried.

Roof Update: Pastor Josh Martyn indicated that both appraisers have visited the building and are putting together their final numbers. Should be coming together very soon, however, there is no estimated timeframe. Darryl Kalms continues to email them weekly to keep the process moving forward.

Youth Ministry Call Team Update: Amanda Matson reported that the first family forum was held last Sunday and that a second forum would be held on Wednesday, May 19th. There have been 17 responses to date. There will also be a survey that will be sent out tomorrow with a QR code. Respondents can complete the paper survey or complete online. All responses should be received back by Sunday, May 23rd. Survey results are being discussed with the Personnel and Youth Ministry Call Team (YMCT) on Tuesday, May 25th. Aggregate results will be shared with Family Ministry/Parish Ed after the YMCT meeting.

New Business:

Change from ISolve to QuickBooks Payroll: We have had several issues with ISolve, which is Honkamp payroll, messing up payroll for HTLC office and Noah's Ark employees. Some of these errors take a significant amount of time to research and correct. It is recommended that the last payroll in ISolve would be June 15th and that the first payroll on QuickBooks would be July 1st. Gretchen motioned to approve the purchase of the QuickBooks payroll feature and give Sue Tigges full access to payroll and login information with the ability to fully communicate to all parties to convert our payroll service from ISolve to QuickBooks. Motion seconded by Amanda Matson. Motion carried. It was discussed that this would not have a big impact on our budget but would take some time to setup QuickBooks. Amanda motioned to authorize Cathy Nolan and Lisa Borchert the ability for each to work 20 hours per week to get setup. Jonathan Brown seconded; Ed Borchert abstained. Motion carried.

Youth Minister Celebration and Large Gift: It was discussed that we should celebrate 16 years of full-time ministry by Sara McCaw. Terry Hoefflin will reach out to Sara regarding the celebration. Communication should go out very soon regarding this celebration at the end of May. Council and Family Ministry will work on the details of this celebration to include the entire family including youth. A monetary gift was then discussed, which should not impact the budget due to the part-time position likely being vacant in June, July and potentially into August. Amanda Matson motioned to provide a monetary gift for Sara's 16 years of service. Terry Hoefflin seconded. Motion carried.

VBS: Adam Eikamp mentioned that the Family Ministry team talked about this at all committee night. VBS will be difficult to do without a staff person and a relatively short time period. Discussed doing smaller activities throughout the summer versus a large program. Discussion is ongoing and we are listening to survey responses.

Committee Reports:

Noah's Ark: Kate and Jennifer want to setup their own finances including their own bank account. Financial records will continue to come to council for review. This would decrease the hours currently needed for HTLC office staff. Motion made by Amanda Matson for Noah's Ark staff and Board to perform and oversee all bookkeeping and financial activities for Noah's Ark operation with a projected date of 7/1/2021. Monthly financial reports will be approved by the Noah's Ark Board and submitted to HTLC Council. Noah's Ark finances will be subject to the same annual audit process as HTLC financial records. Motion includes Noah's Ark Director and Noah's Ark Treasurer as signers on the account, along with HTLC Church Council Vice President and Treasurer. Account should be held at the same financial institution as the HTLC accounts. Motion was seconded by Jonathan Brown. Motion carried.

Pastor Josh Martyn and Associate Pastor Derek Rosenstiel left the meeting.

Personnel: The Mutual Ministry Committee is recommending that Pastor Josh Martyn take a two-month sabbatical during the summer of 2021. Recommendation also supported by a letter from the Bishop. During this time, an Interim Pastor will be called to cover Pastor Josh and to continue to support Associate Pastor Derek Rosenstiel. It was noted that there are funds set aside to cover the cost of an Interim Pastor while on sabbatical. Amanda Matson made a motion to grant a two-month sabbatical for Pastor Josh to take this summer at his discretion. Motion seconded by Gretchen Kueter. Motion carried.

Pastor Josh Martyn and Associate Pastor Derek Rosenstiel rejoined the meeting.

Buildings & Grounds: Adam Eikamp mentioned that the lawn care appears to be kept up. Also discussed Noah's Ark need for fencing in the playground area for the two-year old's and a sink and counter space in the three year old room. Funding for these improvements to come from a \$25,000 grant from DHS. Motion by Jonathan Brown for a new fence in the playground area for the two-year old's and a sink and counter space in the three-year old room. Seconded by Gretchen Kueter. Motion carried.

Communications to Committees:

- 1) Moving to every other pew for Sunday Services
- 2) Honoring Sara's 16 years of Family Ministry Celebration!
- 3) Pastor Josh Martyn two-month sabbatical this summer
- 4) Noah's Ark Upgrades; fencing for the playground and since and counter space in the three-year-old room

Meeting was concluded with the Lord's Prayer.

At 7:56 pm, Terry Hoefflin moved to adjourn; seconded by Adam Eikamp. Motion carried.

Submitted by: Ed Borchert (Financial Secretary) Secretary Pro Tempore

Pastor's Report 6/15

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

Last month was another marathon kind of month with endless meetings, counseling sessions, and visitations. We had a blast finishing up the education programs for the summer and had a wonderful celebration for the confirmands as they confirmed their faith in Jesus Christ.

To help with communication between the personnel team and Parish Ed and Family Ministry Team, I was asked to seek out and find a mediator to help lead conversations between the two teams about the call process for a part-time youth minister. After many conversations with the Bishop and several mediators, Pastor Jenifer Henry came and mediated a meeting between the two teams on May 25th at 5:30 pm. From my point of view, the meeting was successful in that the Family Ministry team was allowed to share their concerns in a safe environment and were ensured that the personnel team heard their concerns. The way the conversation was led was that one person from the family ministry team would share a concern they had. After the team member shared the concern, one member from personnel had to repeat what the speaker said. Then questions to the personnel team were collected during each concern. When all ten concerns were shared, the Personnel Team did their best to answer the questions, as most questions required information the personnel team was still gathering. To pay for the mediator, line item #5.100.010 Meetings Misc. Expense was charged \$200.

It was so nice starting up coffee hour once again. I am so grateful to Bill O'Dell and Kate Stierman for running the coffee hour between services. They are seeking families or individuals in the congregation to host a coffee hour and I hope the council would be willing to host a Sunday as well.

Looking Forward:

First, I cannot thank you all enough for the gift of a sabbatical for the next two months. As I come closer to the time to be away, the more my body is telling me how exhausted I am. Thank you so much for this gift of time.

Adam Eikamp, Amanda Matson, Pastor Derek and I have met with the interim who will be coming to HTLC while I am away. Pastor Karla Wildberger will be the interim coming to help Pastor Derek, the council, committees, and staff. Pastor Karla truly is an amazing pastor, colleague, and friend I have had the pleasure to work with and know for many years. Pastor Karla was the interim at Lord of Life and St. Peter Lutheran Church while they were in-between pastors. Pastor Karla has worked extensively in youth ministry and is one of the leaders for the ELCA National Youth Gathering. I cannot tell you how excited I am that Pastor Karla agreed to this interim and I know you all will have a blast with her during my time away. Pastor Karla will be joining you all on June 21st. Pastor Karla will work 20 hours a week and within the Sabbatical fund, there is \$7,499.99. The compensation we worked out with Pastor Karla will be a total of \$4,320.

By the time you read this report, we have just had our Synod Assembly where a new bishop was elected. Since I am writing this before council I cannot report on who this individual is, but please join me in praying for them as they begin the transition into this giant role in the

church. The new bishop will not start until August or September.

Attached to this report is a plan I created to help keep the children and youth ministries going throughout the summer and beyond. I have spoken with Tami Ernster, Kate Stierman, and Jenifer Montgomery about the Elementary Team having events throughout the summer for families with children preschool-5th grade. They will continue to recruit more team members to join them in carrying out these important ministries. Pastor Derek and Pastor Karla Wildberger will work together with the individuals on the Middle and High School teams in conducting events for those ages through the summer as well. I am strongly confident ministries will continue for the youth and their families as we all continue to heal from this transition.

I honestly cannot thank you all enough for this gift of time to be with my family and to seek rest and renewal. You all will be in my prayers every single day that I am gone. I know that I leave with the church in the most amazing hands of Pastor Derek, Pastor Karla, and you all. Thank you for your amazing ministries to this community and may God continue to shower you all with God's peace.

Peace in Christ,
Pastor Josh

**NORTHEASTERN IOWA SYNOD
THE EVANGELICAL LUTHERAN CHURCH IN AMERICA
AGREEMENT FOR INTERIM PASTORAL MINISTRY DURING A SABBATICAL**

Karla Wildberger
Name

In the name of the Father, and of the Son,
and of the Holy Spirit. Amen.

Our ministry comes from Christ through the church and belongs to the whole people of God. The gospel calls all Christians to be ministers in word and deed. So it is the privilege of every Christian to be a steward of the gospel of God's reconciling love. The whole church ministers as it celebrates God's presence, shares in the Good News, cares for those in need, and witnesses to the power of God's love.

The Evangelical Lutheran Church in America recognizes the office of pastor. It also recognizes that there are occasions when a congregation(s) will need to be served by an interim pastor while their called pastor is on sabbatical leave.

Accordingly, Church Name: Holy Trinity Lutheran Church

Church Address: 1755 Delhi St Dubuque IA 52003

and the Bishop of the Northeastern Iowa Synod—ELCA, hereby enter into agreement with you to serve as

Interim effective on 6/21/2021
Title Date

with the following conditions and mutual covenants.

WE TOGETHER:

- A. Share in the mission which was given by Christ and involves the whole people of God.
- B. Engage in ministry as we celebrate God's presence, experience renewal through the gospel, give witness to Jesus Christ, and provide care, fellowship, and support for each other.
- C. Call forth leadership and equip our people for ministry in order to meet the challenges and opportunities presented us in the congregation and the community.
- D. Receive the Word of God as revealed in the Bible and witnessed to by the Lutheran Confessions.
- E. Subscribe to the Constitution and Bylaws of the Evangelical Lutheran Church in America and to the constitution(s) and bylaws of the congregation(s).
- F. During this interim, agree to address the following expectations:
 - 1. Worship with us on weeks Pastor Derek is not preaching (other Sunday's will be spent helping another congregation)
 - 2. Attend Staff Meetings and help support the staff

3. Attend All Committee Night, Executive Team Meeting, and Council meetings

YOU AS PASTOR:

- A. Preach and teach the Word of God.
- B. Preside at worship and administer the sacraments according to the practice of the Lutheran Church.
- C. Provide pastoral care to all members of the parish according to our needs, and give pastoral leadership for the meetings, activities, and organizations of the congregation(s).
- D. Encourage us to support the total ministry of The Evangelical Lutheran Church in America.
- E. Will provide pastoral services for 20 hours per week. (50 hours is considered full-time.)

WE THE CONGREGATION:


- A. Commit ourselves to the gospel by faithful participation in worship, learning, and fellowship activities.
- B. Seek to fulfill our calling to be servants to others in our families, occupations, communities, civic and political institutions, and voluntary associations.
- C. Receive you as our interim pastor, uphold you in prayer, and accord you our love, respect, and good will.
- D. Look to you to preside at baptisms, celebrations of Holy Communion, and the rites of the church.
- E. Compensate you in the following ways, which will be reviewed annually:
 - 1. Pay you a base salary of \$ 4,320, the payments to be made in equal installments as follows: July 1st & 15th, August 1st & 15th, September 1st (This refers to cash salary.)
 - 6. Provide the following ELCA recognized paid holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, and Christmas Day. When worship services occur on these holidays, the pastor may take another workday as the holiday (usually during the same week).
- F. Reimburse you for expenses related to our common ministry:
 - 1. Pay you a travel allowance of IRS Rate. (This is not part of salary—it is a congregational expense. It should be adequate to cover cost of driving for the pastor to carry out the expected pastoral duties. Most equitable is to give an amount per mile according to IRS maximum.)

This agreement terminates when on 8/21/2021
Date

WITNESS OUR HANDS on this 2nd day of June, 2021.



President

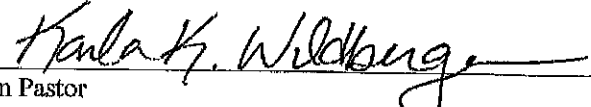


Vice President

ATTESTED BY:

Bishop of the Northeastern Iowa Synod of the Evangelical Lutheran Church in America
Date _____

ACCEPTED BY:



Interim Pastor
Date 2 June 2021

rev. 5/27/2021

Thank you all for attending the mediation session between the personnel team and family ministry and parish ed team. I know it was not easy, but I am glad we met as I was able to hear your concerns and begin working on finding a solution.

One of the biggest concerns I heard was a worry about future events and programs for children and youth throughout the summer, as well as planning for Sunday School. I have developed a plan on how to ensure all the ministries continue to move forward for children and youth.

Plan:

The plan will be to create three sub-teams consisting of parents and adults who are passionate for children and youth ministries. I have spoken with several parents and adults and asked if they would be interested in joining one of the teams. There was a lot of excitement for this opportunity and willingness to help ensure the future ministries for the children and youth. The purpose of these teams is that they work together to carry out the mission and ministry to the families of HTLC. None of the events planned will ever fall on one person. These teams will work closely alongside with the Family Ministry Team in reporting all activities to them and requesting any assistance the sub-team needs.

Elementary Team:

This team will be working with children preschool-5th grade. Throughout the summer this team will plan and carry out small events for the children and families (bowling, swimming, gather at the park, meet at the church, etc). This team will gather volunteers for these events and communicate all event information to the staff so that it can be published for the community to see.

This team will also begin planning for Sunday School. The team will work with Pastor Derek or Pastor Josh in reviewing the different Sunday School programs and selecting the one that best matches the needs for HTLC. These programs are already developed and put together so the team will need to recruit and train teachers and make sure supplies are available for their classroom.

Middle School Team:

This team will work with Pastor Derek or Pastor Josh in providing opportunities for fellowship, mission work, and bible studies throughout the summer.

This team will also work with Pastor Josh and Pastor Derek in carrying out the confirmation program. Under the constitution (C9.03.b.01) the pastors are responsible for the confirmation program and will develop the program to fit the needs of the youth. This team will work with the pastors in supporting the program by helping to lead games, lessons, and fellowship activities, while also working with the youth and build relationships with them.

High School Team:

The High School team will work with Pastor Josh and Pastor Derek in providing opportunities to gather for fellowship, mission work, and bible studies throughout the summer. The team will create a 6 month schedule of activities (bible studies, fellowship events, mission projects, stewardship opportunities, lead worship). The programs will be directed on through the youth's input on what they want to do and the team will work together to implement those ideas.

Family Ministry and Parish Ed Team:

In all of these teams they will create a 6-month schedule for activities and mission opportunities that will be presented to the Family Ministry and Parish Ed Team. The Family Ministry and Parish Ed team will be responsible in overseeing that programming and activities are being done across the many age groups at HTLC, and the team will be in charge of planning and implementing large scale Family Ministry events (Rally Day, re-charge rally day, Halloween Party, Pentecost party, etc.)

Associate Pastors Report
June 2021

Live creatively, friends. If someone falls into sin, forgivingly restore him, saving your critical comments for yourself. You might be needing forgiveness before the day's out. Stoop down and reach out to those who are oppressed. Share their burdens, and so complete Christ's law. If you think you are too good for that, you are badly deceived.

Make a careful exploration of who you are and the work you have been given, and then sink yourself into that. Don't be impressed with yourself. Don't compare yourself with others. Each of you must take responsibility for doing the creative best you can with your own life. Galatians 6: 1-5 (MSG)

As we now fully enter into nature's season of summer and into the season after Pentecost for the church, I find myself thinking deeply about what growth and renewal looks like in this time. There has been a lot of tumultuous as well as difficult changes in our personal lives, in the life of our nation and world, and in the life of our community of faith this last year. From experiences of death, ending or changes of relationships, to other life changes; we have all went through some amount of transition in life during this time. At each transitional point in our lives, we would do well to step back and intentionally discern where the Spirit is calling us to in this time. What do we celebrate from our past, what do we hope for in the future, and what course changes or calls to repentance (which literally means in Greek to turn around or change course) are we being called to in this time? These are some of the questions that I am asking myself in this time and invite us as a community of faith and as leaders within this community to ponder.

Looking towards the time when most communities of faith take a breather from some of their consistent planned activities for the year; I wonder to myself what should we be thinking as we envision what next year in the life of our community of faith will look like. The adult & youth formation programs of our year will be looking at planning for next year, and as pastor Josh & I walk with the teams that plan those out we are hoping to intentionally envision together with them and y'all something new for the life of our community of faith. Many of us are hoping for a return to "normal" after this past year of such abnormality, but it truly is my belief as many others have stated that we will never be able to return to what once was. The life-altering and in some ways traumatic experiences we have went through will forever change our way of life going ahead. We must make space for grief over what has been lost and at the same time room for new life to spring forth from that place of grief because we are a people who believe in resurrection.

This past month was filled with the celebration of milestones such as graduation, affirmation of baptism, the ending of another school year, the lifting of some of our COVID-19 practices as more and more get vaccinated, and so much more. Lots of work has gone into ending strong and transitioning well through all these big moments in our lives of faith and lives as a whole. I give thanks to God for the Worship team as well as all of council for their faithful and dedicated work to guiding our community of faith through this difficult time and helping us to transition into what comes next. I also commend all the other teams for their hard work to continue to guide and adapt the ministries of our community of faith to keep them active, alive, and witnessing to Christ's life-giving work in and through us! Thanks be to God for y'all.

We also should hold in our hearts and minds our siblings in Christ who have gone through some exceedingly difficult experiences this past month. We have had some deaths within our community as well as many health struggles in the lives of our members and their loved ones. Pastor Josh, myself, and those of you who help share the burdens of our siblings in

Christ have been working hard to proclaim Christ's healing and loving presence for those who need to hear it most in this time.

As I look towards this coming month, I am working alongside the rest of staff as well as incoming interim pastor Karla Wildberger to envision where God in Christ by the power of the Holy Spirit is calling us to next as a community of faith. We will be working hard in helping to form, guide, and work alongside the teams that will work alongside the Family Ministry & Parish Education Team and whoever it is that will become our new Youth Minister in the near future. I will focus my time on working with interim pastor Karla to continue to care for our community of faith as pastor Josh takes a much-needed sabbatical. The areas I hope to invest my energy most in this time besides helping in the new youth ministry vision and planning, are reengagement with and revisioning of the various ministries of our community of faith as well as a building up of our engagement in the wider community of Dubuque.

I pray to God that in this transitional time in the life of our community and in our world is one of healing, of growth, of new life, and one that we are able to stay grounded always in the truth that God is at work in all times and experiences to bring about life and life abundant for all. Please as always feel free to reach out to me with any questions about what I am up to and what you have been hearing from folks on how I can better serve as the associate pastor of our beloved community. For any growth or change to happen in one's life, one needs to be open to hearing from outside of themselves on what might help them find new life or positive change. I for one always appreciate the support and loving guidance of others to help make those changes in my own ministry and life. Thank you so much for your partnership in ministry & all the care you all have shown me from the moment I was called here!

In Christ,
DGR (Pastor Derek)

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Balance Sheet as of May 31, 2021

Tuesday, June 8, 2021 2:15 PM

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Account #	Account Name	Beginning Balance	YTD Balance
Assets			
1.100.000	General Operating Checking	45,250.29	32,911.45
1.100.035	Designated Funds Checking	119,752.15	116,876.78
1.100.045	Noah's Ark Operating Checking	47,625.35	29,459.12
	Total Current Assets	\$212,627.79	\$179,247.35
1.500.000	Church Addition - (1999-2000)	2,094,497.71	2,094,497.71
1.500.005	Capitalized Interest	41,450.34	41,450.34
1.500.010	Church Edifice and Lot	1,024,000.00	1,024,000.00
1.500.020	1730 University	37,000.00	37,000.00
1.500.030	1815 Delhi	27,000.00	27,000.00
1.500.060	1710 University	68,956.25	68,956.25
	Total Fixed Assets	\$3,292,904.30	\$3,292,904.30
	Total Assets	\$3,505,532.09	\$3,472,151.65
Liabilities			
2.000.000	Accounts Payable/Vendors	1,078.01	2,389.67
	Total Accounts Payable	\$1,078.01	\$2,389.67
	Total Liabilities	\$1,078.01	\$2,389.67
Fund Balance			
3.000.000	Noah's Ark Operating Checkbook	47,625.35	29,459.12
3.001.000	General Operating Checkbook	44,172.28	30,521.78
	Total Operating Fund	\$91,797.63	\$59,980.90
3.099.000	Equity Fund	3,292,904.30	3,292,904.30
	Total Investments / Equity Fund	\$3,292,904.30	\$3,292,904.30
3.100.000	Designated (& Restricted) Checkbook	119,752.15	116,876.78
	Total Fund Balance	\$3,504,454.08	\$3,469,761.98
	Total Liabilities and Fund Balance	\$3,505,532.09	\$3,472,151.65

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
 Consolidated Fund Activity Report for May 2021

Tuesday, June 8, 2021 3:08 PM

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Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
<i>Designated (& Restricted) Checkbook</i>						
3.100.000	Designated Checking Interest Fund					
3.004.000	Fellowship Events Fund	23.48	4.42	0.00	0.00	27.90
3.005.000	Organ Campaign Balance	400.00	0.00	0.00	0.00	400.00
3.006.000	Roof Fund	969.95	4,575.00	0.00	0.00	5,544.95
3.007.000	Property Improvement	59,937.91	0.00	0.00	0.00	59,937.91
3.011.000	Neighborhood Patio Events Balance	1,436.35	0.00	0.00	0.00	1,436.35
3.014.000	Prayer Shaw Ministry Balance	250.00	0.00	0.00	0.00	250.00
3.017.000	Free Wash Balance	0.00	500.00	0.00	0.00	500.00
3.018.000	Memory Cafe Fund	250.00	0.00	0.00	0.00	250.00
3.040.000	Flowers	80.55	0.00	0.00	0.00	80.55
3.040.002	Misc I/O	33.40	20.00	0.00	0.00	53.40
3.040.005	Staff Reimbursement	400.00	2,050.00	0.00	0.00	2,450.00
3.040.010	Reconciled In Christ Task Force Balance	13.57	50.09	0.00	0.00	63.66
3.040.015	On-line Giving Page Balance	129.67	0.00	0.00	0.00	129.67
3.040.019	EWALU Campership	300.00	0.00	0.00	0.00	300.00
3.041.006	Hunger Outreach Balance	123.00	0.00	0.00	0.00	123.00
3.041.007	Rescue Mission	6,714.97	10.00	0.00	0.00	6,724.97
3.041.009	Food Pantry DBQ	50.00	0.00	0.00	0.00	50.00
3.041.010	Luther Manor Residences	50.00	200.00	0.00	0.00	250.00
3.041.016	St. John's Guest House	50.00	0.00	50.00	0.00	0.00
3.041.021	Pastor's Emergency Fund	100.00	0.00	100.00	0.00	0.00
3.041.022	Lenten Offering	2,071.22	600.00	693.82	0.00	1,977.40
3.041.025	Quilters Fund Balance	490.00	0.00	0.00	0.00	490.00
3.041.028	E W A L U Support	765.53	0.00	0.00	0.00	765.53
3.041.030	Sabbatical Leave Fund	0.00	50.00	0.00	0.00	50.00
3.045.000	Family Ministry Fund	7,499.91	0.00	0.00	0.00	7,499.91
3.053.000	Noah's Ark Reserv Fund	9,669.04	0.00	0.00	0.00	9,669.04
3.066.000	Phyllis Cooper Memorial	793.79	1,000.00	1,000.00	0.00	793.79
3.100.002	Pastor Curtis Miller Memorial Balance	115.00	0.00	0.00	0.00	115.00
3.100.005	William Collings Memorial	20.00	0.00	0.00	0.00	20.00
3.100.011	Irene Jecklin Memorial - HTLTC	125.00	0.00	0.00	0.00	125.00
3.100.014	General Use Balance	7,705.00	0.00	2,000.00	0.00	5,705.00
3.100.015	Basant Persaud Memorial Balance	1,425.00	0.00	0.00	0.00	1,425.00

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
 Consolidated Fund Activity Report for May 2021

Tuesday, June 8, 2021 3:08 PM

Page 2 of 2

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.500.000	Prepaid Pledge Balance	11,001.25	0.00	1,332.50	0.00	9,668.75
Total		\$112,993.59	\$9,059.51	\$5,176.32	\$0.00	\$116,876.78

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of May 2021 (Treasurer's Report)

Tuesday, June 8, 2021 3:39 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
Income						
4.100.000	Pledge/Unpledge Reg Giving	32,342.98	183,331.28*	181,680.00	436,037.00	252,705.72
4.100.001	Loose Plate	596.00	2,312.00*	1,565.00	3,750.00	1,438.00
4.100.002	Seasonal	25.00	2,360.00*	415.00	1,000.00	(1,360.00)
4.100.004	Interest Income	1.15	7.07*	5.00	20.00	12.93
4.100.005	Transfer from Telephone & Internet	0.00	0.00			
4.100.006	Church Use Income	60.00	420.00*	0.00	0.00	(420.00)
4.100.007	Transfer from NA for Internet/phone	0.00	0.00	675.00	1,620.00	1,620.00
4.100.008	HTLC Foundation Fund	0.00	0.00			
4.100.009	Misc General Income	0.00	0.00	0.00	0.00	0.00
4.100.012	Community Foundation Fund	0.00	0.00			
4.100.013	Transfer from Zero Balance Account	0.00	49.11*	0.00	0.00	(49.11)
4.100.015	Transfer from Designated LFC Internal Improvements	0.00	0.00			
4.100.016	Admin Income	365.61	471.65*	0.00	0.00	(471.65)
4.100.017	Transfer from Noah's Ark for Custodial Services	0.00	0.00	0.00	0.00	0.00
4.100.018	Transfer from PPP Designated Acct	0.00	0.00			
4.100.019	Transfer from Continue the Call	0.00	0.00	0.00	0.00	0.00
4.100.020	Transfer from Noah's Ark Reser	0.00	0.00			
4.100.021	Noah's Ark Insurance Reimbursement	0.00	0.00	1,250.00	3,000.00	3,000.00
4.100.024	Transfer from On-line Giving Page	0.00	0.00			
4.100.025	Trnsfr from O. Gremmel's - Organ Maint/Wrshp Utili	0.00	0.00	0.00	0.00	0.00
4.100.027	Transfer from Ora Gremmels	0.00	0.00			
4.100.030	Parish Ed Income	0.00	0.00	0.00	0.00	0.00
4.100.031	Family Ministry Income	0.00	30.00*	10.00	30.00	0.00
4.100.032	Outreach Income	0.00	0.00	35.00	86.00	86.00
4.100.033	Worship Income	0.00	1,283.00*	170.00	413.00	(870.00)
4.100.034	Fellowship Income	5.00	701.30*	290.00	696.00	(5.30)
4.100.035	Mission Income	0.00	0.00	0.00	0.00	0.00
4.100.036	Stewardship Income	0.00	0.00	0.00	0.00	0.00
4.100.037	Donations to support LFC lighting project	0.00	0.00	0.00	0.00	0.00
4.100.038	Caring Ministry Income	0.00	272.41*	115.00	272.00	(0.41)
4.100.039	Transfer from Irene Jecklin Memorial Fund	2,000.00	5,000.00*	4,450.00	10,680.00	5,680.00
	Total General Fund Giving	\$35,395.74	\$196,237.82*	\$190,660.00	\$457,604.00	\$261,366.18
	Total Income	\$35,395.74	\$196,237.82	\$190,660.00	\$457,604.00	\$261,366.18
Expense						
5.100.000	Line of Credit Interest Expense	0.00	0.00	250.00	600.00	600.00
5.100.002	Monthly internet subscriptions	101.60	326.20	1,825.00	4,382.00	4,055.80
5.100.003	Admin - Copier + paper	1,071.30	3,178.95*	2,410.00	5,784.00	2,605.05
5.100.005	Admin - Office Supplies	1,219.81	2,185.12	3,085.00	7,400.00	5,214.88
5.100.006	Admin - Pastor Discretionary	0.00	68.26			
5.100.007	Admin - Postage	100.00	842.94*	210.00	500.00	(342.94)
5.100.008	Admin - Printed Material	239.06	688.91*	500.00	1,200.00	511.09
5.100.009	Software purchase/Install/Maintenance	1,296.97	2,210.29*	415.00	1,000.00	(1,210.29)
5.100.010	Meetings Misc. expense	250.00	493.05*	0.00	0.00	(493.05)
5.100.011	Credit Card Fees	3.06	46.30	350.00	840.00	793.70
5.100.012	Staff Mileage	8.40	54.25	70.00	167.00	112.75

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of May 2021 (Treasurer's Report)

Tuesday, June 8, 2021 3:39 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
5.140.016	Sprinkler Backflow test 4' lines	0.00	0.00	115.00	275.00	275.00
5.140.017	Sprinkler Backflow test 2' & 3/4" lines	0.00	0.00	80.00	195.00	195.00
5.140.018	Elevator Safety Test	0.00	401.25*	270.00	650.00	248.75
5.140.019	Snow Removal	1,725.00	2,332.50*	835.00	2,000.00	(332.50)
5.140.020	2019 Office Water Damage	0.00	0.00			
5.140.028	Fire Alarm System	0.00	19.22	250.00	600.00	580.78
5.140.030	Delhi St. sidewalk repair	0.00	0.00			
5.140.031	Ora Gremmel's Funded Expenses	0.00	0.00			
5.140.032	LFC - Lighting	0.00	0.00	0.00	0.00	0.00
5.140.037	Alley Way Improvements	0.00	0.00	0.00	0.00	0.00
5.140.039	Sound System Oper Exp	0.00	16.04			
	Total Building & Grounds Expense	\$5,464.41	\$21,780.36	\$26,025.00	\$62,461.00	\$40,696.68
5.210.000	Worship - Altar Supply	153.87	705.31*	625.00	1,500.00	794.69
5.210.001	Worship - Bell Choir Supplies	0.00	0.00	40.00	100.00	100.00
5.210.003	Worship - Copyright License	0.00	638.00	770.00	1,850.00	1,212.00
5.210.005	Worship - Music Material	0.00	19.44	165.00	400.00	380.56
5.210.007	Worship - Organ/Piano Maint	0.00	0.00	835.00	2,000.00	2,000.00
5.210.009	Guest Musician	0.00	0.00	105.00	250.00	250.00
5.210.011	Worship Continuing Education Exp.	0.00	50.55*	20.00	50.00	(0.55)
5.210.012	Sound System maintenance	0.00	0.00	85.00	200.00	200.00
5.210.013	Instrument Maintenance (cord, drums, strings, etc)	0.00	485.67*	85.00	200.00	(285.67)
	Total Worship Expense	\$153.87	\$1,898.97	\$2,730.00	\$6,550.00	\$4,651.03
5.215.000	Family Ministry- Hspty/Fllwshp	39.65	152.92	625.00	1,500.00	1,347.08
	Total Family Ministry Expense	\$39.65	\$152.92	\$625.00	\$1,500.00	\$1,347.08
5.147.000	Pulpit Supply	0.00	0.00			
5.148.000	Pastor - Salary	2,442.74	12,213.70*	12,075.00	28,983.00	16,769.30
5.148.001	Pastor - Pension	667.49	3,337.45	3,341.00	8,020.00	4,682.55
5.148.002	Pastor - Health	2,142.00	10,710.00	10,710.00	25,704.00	14,994.00
5.148.003	Pastor - Con't Ed	502.39	985.68*	375.00	900.00	(85.68)
5.148.004	Pastor - Professiona Publication Exp	0.00	469.34*	290.00	700.00	230.66
5.148.005	Pastor-Housing	3,333.34	16,666.70*	16,665.00	40,000.00	23,333.30
5.148.006	Pastor Soc. Sec. Allowance	310.70	1,553.50	1,640.00	3,930.00	2,376.50
5.148.007	Pastor - Retiree/Survivor	0.00	0.00			
5.148.008	Pastor-Disab/Admin	91.02	455.10*	455.00	1,094.00	638.90
5.148.009	Pastor-Car Allowance/Mileage	0.00	0.00	835.00	2,000.00	2,000.00
5.148.010	Pastor-Cell Phone	62.50	312.50	315.00	750.00	437.50
5.148.011	Pastor-Computer Allowance	0.00	0.00			
5.148.014	Pastor - Group Life Insurance	42.48	212.40	215.00	510.00	297.60
	Total Pastoral Salary Expense	\$9,594.66	\$46,916.37*	\$46,916.00	\$112,591.00	\$65,674.63
5.149.000	Associate Salary	2,716.74	13,583.70*	13,530.00	32,473.00	18,889.30
5.149.001	Call Process	0.00	0.00			
5.149.002	Associate Pastor - Pension	462.57	2,312.85	2,320.00	5,565.00	3,252.15
5.149.003	Associate Pastor - Housing	1,666.66	8,333.30	8,335.00	20,000.00	11,666.70
5.149.004	Associate Pastor - Soc. Sec. Allowance	253.54	1,267.70	1,325.00	3,179.00	1,911.30
5.149.005	Associate Pastor - Retiree Support	0.00	0.00			
5.149.006	Associate Pastor - Disability	69.39	346.95	350.00	835.00	488.05
5.149.007	Associate Pastor - Group Life	32.38	161.90	165.00	390.00	228.10
5.149.008	Associate Pastor - Professional Exp	0.00	0.00			

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
 Treasurer's Report as of May 2021 (Treasurer's Report)

Tuesday, June 8, 2021 3:39 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
	Total Ora Gremmel's 2018 Loan		\$0.00	\$0.00		
	Total Operating Expense		\$48,343.21	\$207,824.23	\$210,747.00	\$505,741.00
	Total Expense		\$48,343.21	\$207,824.23	\$210,747.00	\$505,741.00
	Difference		(\$12,947.47)	(\$11,586.41)	(\$20,087.00)	(\$48,137.00)

* = Income/Expense exceeds amount budgeted to date

Holy Trinity Lutheran Church - Dubuque - Dubuque IA
Treasurer's Report as of May 2021 (Noah's Ark Treasure Report)

Tuesday, June 8, 2021 3:47 PM

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Account #	Account Name	Period Activity	YTD Balance	Budget YTD	Annual Budget	Annual Budget Remaining
Income						
4.300.000	Noah's Ark - Registration	0.00	0.00	335.00	800.00	800.00
4.300.003	Noah's Ark- Dnts/Gvng Tree	1,000.00	7,765.23*	1,665.00	4,000.00	(3,765.23)
4.300.004	Noah's Ark - Miscellaneous	0.00	315.36*	0.00	0.00	(315.36)
4.300.007	Noah's Ark - Trnsfr from Rsrv	0.00	0.00	0.00	0.00	0.00
4.300.011	Noah's Ark - Interest	0.80	5.04*	0.00	0.00	(5.04)
4.300.012	Noah's Ark - Scholarship	0.00	0.00	0.00	0.00	0.00
4.300.030	Noah's Ark - Tuition & Child Care	33,962.38	161,911.40	164,785.00	395,485.00	233,573.60
4.300.032	Summer Day Care	0.00	0.00			
4.300.034	Transfer from PPP Designated Accat	0.00	0.00			
	Total Noah's Ark Receipts	\$34,963.18	\$169,997.03*	\$166,785.00	\$400,285.00	\$230,287.97
	Total Income	\$34,963.18	\$169,997.03	\$166,785.00	\$400,285.00	\$230,287.97
Expense						
5.300.000	Teacher & Director- Salaries	6,737.16	34,200.63*	33,584.00	80,600.00	46,399.37
5.300.001	Teacher Salaries	21,792.90	88,913.17	111,070.00	266,572.00	177,658.83
5.300.002	Noah's Ark -Telephone	135.00	600.00*	300.00	720.00	120.00
5.300.003	Noah Ark - Dues / Con't Ed	183.80	778.64*	315.00	750.00	(28.64)
5.300.004	Noah's Ark - Repairs	1,161.41	35,874.27*	0.00	0.00	(35,874.27)
5.300.005	Noah's Ark - Advertising	0.00	0.00	105.00	250.00	250.00
5.300.006	Noah's Ark - Supplies	727.43	4,575.85*	3,585.00	8,600.00	4,024.15
5.300.007	Noah's Ark - Trnsfr to Resrv	0.00	0.00	0.00	0.00	0.00
5.300.008	Noah's Ark - Insurance	0.00	1,625.50*	1,250.00	3,000.00	1,374.50
5.300.009	Noah's Ark - FICA	2,182.53	9,487.60	11,065.00	26,559.00	17,071.40
5.300.010	Transaction Processing Fees	84.00	417.00			
5.300.011	Noah's Ark - Special Programs	0.00	0.00	0.00	0.00	0.00
5.300.012	Noah's Ark - Scholarships	0.00	0.00	0.00	0.00	0.00
5.300.013	NA - Criminal Record/Finger Printing	0.00	50.00	85.00	200.00	150.00
5.300.014	Snacks/milk Child Care	349.26	2,242.93*	0.00	0.00	(2,242.93)
5.300.015	N.A. Employee Deductions	(254.76)	(254.76)			
5.300.018	N.A.-Teacher & Director Pension ELCA	808.46	4,042.30*	4,030.00	9,672.00	5,629.70
5.300.019	N.A. - Teacher Health	800.00	4,000.00*	3,500.00	8,400.00	4,400.00
5.300.020	N.A. Teacher & Director Dis/Adm	101.06	505.30*	500.00	1,200.00	694.70
5.300.022	N.A. Substitutue Teacher	0.00	0.00			
5.300.023	N. A. Teacher Director-Retiree/Survivor	0.00	0.00	125.00	300.00	300.00
5.300.024	N. A. Teacher & Director - Group Life Insur	47.16	235.80*	50.00	125.00	(110.80)
5.300.033	Computer/Software	133.49	620.69*	565.00	1,350.00	729.31
	Total Noah's Ark Expense	\$34,988.90	\$187,914.92*	\$170,129.00	\$408,298.00	\$220,545.32
	Total Expense	\$34,988.90	\$187,914.92	\$170,129.00	\$408,298.00	\$220,545.32
	Difference	(\$25.72)	(\$17,917.89)	(\$3,344.00)	(\$8,013.00)	

* = Income/Expense exceeds amount budgeted to date

Building and Grounds minutes
1 June 2021

Members of the Building and Grounds Team met via zoom at 6 PM, Tuesday 6 April. Present were Darrell Kalmes, Gary Sewell

Noah's Ark has completed the short fence within the play area. The area is being used heavily now that the weather has warmed up. By August Noah's Ark will be installing sinks in the expanded 1-year area. This will allow for more children as soon as the installation is complete. A DHS grant has been awarded which will pay for the renovations because it allows for added children. Darrell is working with Jenifer Montgomery to get cabinets and countertops in house for East Iowa Mechanical to install.

Darrell switched the heating system over to cooling mode in Wednesday this week to accommodate the funeral attendees on Thursday. Darrell will continue to try keeping the maintenance and inspection checklist updated, **but we feel Personnel should restart the process hiring a part-time maintenance person.** For the interim, Darrell will also them return to setting the church thermostats on a weekly basis (Friday.)

Chris O'Rourke has been contacted regarding fixing of the east side windows in the LFC roof. We do not know when his schedule will have an opening.

We received a building preparation checklist from the Worship Team for setup at a funeral. **Our team simply does not have enough members to accomplish these items.** We are hoping our church will have located a part-time maintenance person before we are open for funerals. We have no idea how these set-up/preparations will be done in any other case.

After receiving Council approval, Darrell has started the process of mounting powered speakers in the LFC to eliminate the echo. We have a donor lines up to pay for the wiring of these speakers. Lifeline will be consulted for this process, and Darrell will be working with Lifeline at the same time to determine why there is a significant lag of the video (up to a full second) behind the audio in our streaming. We will also look at getting better balanced sound through the sanctuary. We have determined the hearing loop system is noisy because to interference from the LED lights in the sanctuary and will be working with the manufacturer to see if there is a fix for the problem.

We spent quite a bit of time discussing the accounts we are responsible for. As yet we do not have a clear understanding of how the Noah's Ark reimbursements should be affecting our budget line items. Gary will be attending a meeting of the finance committee in the near future and we hope to get a better understanding of how the Noah's Ark credits should be effecting our budget.

We are working with a digital sign company to determine how large a project will would be undertaking to replace the vinyl banners with an animated LED sign.

Darrell received another email from our Public Adjuster regarding the flat roof replacement. The letter only said the mediation process is still on-going.

We have begun looking at a written policy for acceptance of physical property donations. We are also developing a list of projects that could be handled with bequest money. We will keep Council informed as we develop these two documents.

Noah's Ark has requested space in the fellowship hall kitchen to store foodstuffs. Currently the foods are stored in the closet of the electrical room leading to the lower-level boiler room. The closet is not a good place for food storage and could be better utilized as a maintenance closet. Noah's Ark and private donations would pay for the new cabinets needed in the fellowship hall kitchen as well as cabinetry to relocate the current dishware.

By email, it was moved and seconded that we install more cabinets and new counter top in the fellowship Hall Kitchen. Motion passed. We request that Council approve the change.

Respectfully submitted,
Darrell Kalmes

Parish Education and Family Ministry Committee Meeting Minutes 6/1/21

Present: Dan Wild, Betsy Wild, Tami Ernster, Amanda Kelly, Amanda Staade, Amanda Matson, Pastor Martyn

The meeting opened at 5:30 pm.

The minutes of May 4, 2021 were approved.

Budget Review – Treasurer’s report was distributed. Not much has been spent yet this year. Big item coming up is confirmation retreat. We will probably underspend this year.

Pentecost Party – Approximately 40 attendance. Nice cross-section of people. Area was set up well. For a new event, it was very well attended.

Youth Minister Position – There is a farewell event for Sara between services on June 13th. The congregation is invited to bring a memory. A card shower basket will be available and memory sheets for people to write on. Bill O’Dell and Kate Stierman could be asked to help provide refreshments. Amy O’Roarke will be asked to make a cake. Pastor will speak with Bill, Kate and Amy. The congregation will be given an opportunity to speak and provide verbal memories. The event will be posted on facebook, the Bridge and a letter will be sent out.

Tami shared the list from the Call Team on the first survey item listing what the congregation would be interested in for family events. The Call Team will share more after their further discussion.

It was requested that we proceed forward in the interim for the fall programming. The focus is to now work with teams for the different age groups. This can empower members of the congregation. The Youth Minister would be able to spread more time across age groups and oversee them.

The meeting adjourned at 7:30 pm.

Submitted by: Tami Ernster

Worship Team Minutes 1 June 2021

Attendees: Assoc. Pastor Derek, Phil Larsen, Diane Kalmes, , Chuck Barland

Absent: Jill Klinebriel, Tony Quinn, Terry Hoefflin

Meeting called to order: 6.10 p.m.

Agenda:

1. Update Organ Repair Campaign
 - a. Goal for the Campaign has been met.
 - b. Announced end of Campaign weekend of 30 May.

2. In-Person Worship – What’s Next?
ACTION ITEM
Recommendation to Council:
Open up all pews allowing people to space themselves as they feel comfortable.

3. Worship Assistants
 - a. No discussion. Terry Hoefflin was not present for the meeting.

4. Altar Guild
 - a. To be reactivated this coming weekend.

5. Altar Cloths
 - a. Kate has ordered material (donated) and Diane will be sewing the hems. Kate will add cross appliques to complete them.

6. Sacristy Closet
 - a. Completed

7. Clavinova
 - a. Jill has tried to sell on-line, has not been successful
 - b. Will keep it to try to sell on the Rummage Sale in August.
 - i. If not sold then, it will be hauled to the dump.

Adjourned: 7:00 p.m.

Respectively submitted,

Diane Kalmes, Acting Chairman, Worship Team

Noah's Ark Board Meeting
Minutes
6.1.21

Director's Report

- Building Updates
 - Fence is in playground – DHS grant money covered cost
- New staff members from Clarke University in training
- \$1,000 received from HTLC Foundation
- Plans for three-year-old classroom sinks were approved
- Working on plan for storage space
- Summer enrollment is full in all age groups

Treasurer's Report

- Suggestion that the Board meet the second Tuesday of the month so that the financial report can be more complete.
- Back in January, Church Council approved for Noah's Ark to handle its own finances with church oversight.
- Jenifer and Kate now have access to checking account.
- Considering hiring a bookkeeper for this new process, otherwise Treasurer will have a lot of responsibility going forward.

Old Business

- Staff Appreciation – no new business

Continuing Resolution

- Spells out the functions of board, roles and member requirements
- Questions/comments regarding Continuing Resolution (Katie to make edits):
 - Make sure the Board terms do not create a brand-new Board every two years with no returning members. Terms should be staggered.
 - Rephrase language about parent representation to not require one from each age group.
 - Should the Chair also be the Council Liaison?
 - Require at least one of the church members to be a non-parent.
 - Does the Treasurer need to be a church member? Ask Pastor Josh.

Roles and Responsibilities Document

- This document will be discussed further throughout the summer and finalized before the upcoming Board term.
- Ellen suggested that the Director be allowed to make all personnel decision unless it is an outlier decision, such as increasing pay or creating a new position.

- Jenifer suggested having a small personnel committee to help her with situations, and should include someone who does not have children involved with the staff person in question.
- Jenifer suggested requiring a Board representative at “All Committee” night once a month at HTLC—could be the Director or another member of the Board.
- Katie will send out links to Google Docs of these documents for the entire Board to review/edit.

Board Meeting Structure

- Most members agree that meeting virtually is working well and should continue.
- Could incorporate a larger in-person meeting at the beginning of each term.

Fees

- May need to incorporate snack fees and overtime fees for families that are not following the rules.

Church Council

- People can sit every other pew during worship
- Honoring Sara McCaw’s 16 years of ministry
- Pastor Josh will be taking two-month sabbatical
- Noah’s Ark fencing and sinks.

Holy Trinity Lutheran Church of Dubuque, Iowa Continuing Resolution

Date Adopted:

Team: Fellowship Team

Purpose: To provide opportunities for individuals to gather as the Body of Christ to promote friendship & fellowship

Term: Team members should rotate in two-year terms.

The Congregation Council will approve the chairperson(s) annually. Ordinarily, the chairperson will not be the team liaison.

Specific Functions:

1. All members of this team should regularly attend worship and church functions.
2. Coordinate Sunday fellowship hour and baked goods before and after services. Recruit members of the congregation to share in this function throughout the year.
3. Organize special events for Christian fellowship and fun:
 - a. Meals with fellowship as the primary reason for gathering.
 - b. Special events such as talent show, concert, family game night, bowling, theatre, etc.
 - c. Coordinate fellowship activities with other church committees, (notably Family Ministry and Outreach committees) to minimize conflict with their planned activities.
4. Work with other church committees to maintain supplies and cleanliness of the kitchen and surrounding areas. Maintain a kitchen use policy.
5. Provide a timely and accurate schedule of fellowship activities and keep the congregation informed of events by coordinating the publicity for such activities through the appropriate channels provided by the church. (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.)
6. Promptly after each annual meeting, review and evaluate the specific functions of your team.