

Holy Trinity Lutheran Church
COUNCIL MEETING PACKET
June 21, 2022

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

Holy Trinity Lutheran Church Council

1755 Delhi Street, Dubuque, IA 52001

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

VACANT

President: Amanda Matson

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Vice President: Erin VanLaningham

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Secretary: Vacant

Treasurer: Jonathan Brown

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563-580-1954

Financial Secretary: Ed Borchert

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563-542-7913

STAFF

Pastor Josh Martyn, Pastor

htlcdbqpastor@gmail.com

563-613-4337

Lorice Amlin, Office Manager

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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

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Fellowship: Amanda Kelly

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Noah's Ark: Kate Stierman

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563-590-9464

Outreach: Vacant

Stewardship: Cris Houlihan

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712-790-6965

Worship: Mary Emily Duba

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509-368-4437

YOUTH

MEMBER AT LARGE

Julia Stierman

kate_stierman@hotmail.com

563-590-9464

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

Pastor's Report 6/22

"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

This past month was filled with many ups and downs for me. During the month of May we ended Confirmation, Bible Explorers, Choir, and Bell Choir. We had such a great year learning about the Reformation and the Lutheran Church in Confirmation, while the Bible Explorers learned more about God's love shown to us in Jesus Christ in the New Testament. Both groups had such a great year learning and asking questions about their faith and it was so much fun seeing them grow spiritually.

I also spent many days visiting people in the Hospital and counseling people in the office or at their homes. It was a very busy month providing spiritual care and I am so grateful and honored to be given this gift and opportunity to provide such care to this beautiful community of faith.

There also has been a bit of conflict during this past month as well concerning individuals in the kitchen. I have had individuals inform me that they have heard rumors that I am not working enough or doing enough for the church. One of the individuals spreading these rumors requested my letter of call so that they can "run things with an iron fist." This is concerning as I have been working on the goals set out for me which was approved by the council and congregation at the congregational meeting. These goals include; providing worship, visiting shut-ins, working with the high school youth program, working with the middle school youth program, and provide administrative oversight to the staff. If there is something that I should be doing and am not, or if I am doing something that I should not be doing, please let me know. I know I cannot do everything, but several members in the congregation believe I should and are making their voices heard. I need the councils help in determining my goals and helping me communicate those goals to the congregation.

Due to the constant stress and conflict that I have faced, I have also noticed that my health has not been its best. I have seen the doctor who informed me my blood pressure is too high, which it never has been, and I need to watch my stress levels. I am trying to be more aware of my health and taking actions to address it.

Looking Forward:

Now that we have entered into the summer months, I am taking more time to visit shut-ins and planning activities for the High School Youth. I am also starting preparations to plan and prepare for the coming Fall programming year with confirmation, bible explorers, youth group, and adult ed. I am looking forward to possibly working with the Worship Team in seeing how we can bring some changes to our worship services (nothing big, just bring in some new fresh liturgies and ideas) for both services. I am hoping to take vacation with my family, but have not set a time due to rising costs in fuel. I have also been looking to take time and go to Maui to be with my brother, but have not been able to line something up yet. Once again, I cannot thank you all for the kind gift you have given to me and my family. We plan to go soon, just waiting for my brother and his family to line something up that works for them and his energy level. Hopefully soon.

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

Holy Trinity Lutheran Church
Balance Sheet
As of May 31, 2022

	May 31, 22
ASSETS	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	119,817.05
1110 · GENERAL OPERATING ACCT (Premier Bank)	63,688.62
Total Checking/Savings	183,505.67
Total Current Assets	183,505.67
TOTAL ASSETS	183,505.67
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	-14.65
Total 2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	-14.65
Total Other Current Liabilities	-14.65
Total Current Liabilities	-14.65
Total Liabilities	-14.65
Equity	
32000 · Unrestricted Net Assets (Other Income)	145,248.24
Net Income	38,272.08
Total Equity	183,520.32
TOTAL LIABILITIES & EQUITY	183,505.67

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

6:17 PM
06/06/22
Accrual Basis

	May 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.)	60.02	708.33	-648.31
4100000 - Pledged/Unpledged Income (Pledge commitments)	50,924.43	37,916.67	13,007.76
4100002 - Seasonal	0.00	250.00	-250.00
PLEDGES/OFFERINGS (Normal donations) - Other	187.50	0.00	187.50
Total PLEDGES/OFFERINGS (Normal donations)	51,171.95	38,875.00	12,296.95
4100006 - CHURCH USE INCOME			
4100010 - TOPS (Use of church rooms, by outside organizations or members for personal functions.)	40.00		
Total 4100006 - CHURCH USE INCOME	40.00		
TEAMS & COMMITTEES INCOME			
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	63.10		
Total TEAMS & COMMITTEES INCOME	63.10		
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...)	39.92	11.25	28.67
4100004 - Interest Income (Bank Interest Income)	1.42	1.25	0.17
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donatio...)	41.34	12.50	28.84
Total Income	51,316.39	38,887.50	12,428.89
Gross Profit	51,316.39	38,887.50	12,428.89
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committee's responsibility.)	0.00	916.67	-916.67
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	3,110.00	3,110.00	0.00
5120020 - EWALU	58.33	58.33	0.00
5120011 - Missionary Sponsorship	225.00	225.00	0.00
Total CHURCH MISSIONS EXPENSE	3,393.33	3,393.33	0.00
ADMINISTRATIVE EXPENSES			
5100029 - Background Checks (Background checks for volunteers and employees)	0.00	8.33	-8.33
5100008 - Communications (Banners, Rack Cards, Birthday Cards, Pew Cards, printed materials ordered th...	91.93	102.08	-10.15
5100004 - Computer Hardware (Computers, laptops, monitors, keyboards, mouse, etc)	109.88		
5100002 - Computer/Software Purchases	643.05	375.00	268.05
5100030 - Continuing Education	30.23	33.33	-3.10
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	0.00	33.33	-33.33
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	687.40	541.67	145.73
Credit Card Processing Fee	115.97	112.50	3.47
5100000 - LOC Interest	0.00	50.00	-50.00
6390 - Miscellaneous Administrative (Replaced Pastor's Discretionary)	103.49	200.00	-96.51
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	283.44	333.33	-49.89
5100007 - Postage (Postage)	52.80	125.00	-72.20
Printed Materials/Subscriptions (printed materials and subscriptions)	107.00	41.67	65.33
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/13/21...	0.00	41.67	-41.67

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

	May 22	Budget	\$ Over Budget
5100012 · Staff Mileage	0.00	8.33	-8.33
5100017 · Synod Assembly (Expenses related to Synod Assembly. Registration, Travel, Meals and overnight...	0.00	125.00	-125.00
Total ADMINISTRATIVE EXPENSES	2,225.19	2,131.24	93.95
BUILDING & GROUNDS			
5140010 · Church Buildings M/R (Any repairs or maintenance to the church building)	226.92	186.67	60.25
5140005 · Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) ie. lawn care,)	324.45	533.33	-208.88
5175000 · Cleaning	684.80	791.67	-106.87
5140001 · Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	0.00	208.33	-208.33
5140008 · HVAC	0.00	83.33	-83.33
5140013 · Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & Inspection, FO...	839.95	250.00	589.95
5140019 · Snow Removal	875.00	208.33	666.67
Total BUILDING & GROUNDS	2,951.12	2,241.66	709.46
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5140002 · Alliant Energy	1,208.16	1,500.00	-291.84
5140006 · Blackhills (Natural Gas)	958.75	1,066.67	-107.92
5140009 · Internet and phone	434.46	375.00	59.46
5140012 · Waste Disposal	241.79	125.00	116.79
5140011 · Water	184.82	208.33	-23.51
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	3,027.98	3,275.00	-247.02
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	56.92	0.01
5148002 · Health	2,306.00	2,306.00	0.00
5148005 · Housing	3,583.34	3,583.33	0.01
5148009 · Mileage	801.45	166.67	634.78
5148001 · Pension	895.82	695.83	-0.01
5148004 · Professional Publications	0.00	58.33	-58.33
5148000 · Salary	2,409.34	2,409.33	0.01
5148006 · SSA Allowance	333.00	333.00	0.00
Total PASTOR	10,330.61	9,829.16	501.45
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	1,281.92	0.00
5160041 · Handbell Choir Director	175.12	131.33	43.79
5160048 · Music Continuing Education	0.00	41.67	-41.67
5160046 · Music Minister	1,848.58	1,848.58	0.00
5160047 · Service Accompanist	300.00	120.17	179.83
Total MUSIC	3,605.62	3,423.67	181.95

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

6:17 PM
06/06/22
Accrual Basis

	May 22	Budget	\$ Over Budget
OTHER PERSONNEL			
CUSTODIAN			
Wages	0.00	1,516.67	-1,516.67
Total CUSTODIAN	0.00	1,516.67	-1,516.67
FINANCIAL ASSISTANT			
5170020 · Wages	1,150.23	1,083.33	66.90
Total FINANCIAL ASSISTANT	1,150.23	1,083.33	66.90
OFFICE ASSISTANT			
5170010 · Wages	1,003.21	1,083.33	-80.12
Total OFFICE ASSISTANT	1,003.21	1,083.33	-80.12
OFFICE MANAGER			
5170002 · Disability/Admin	42.14	45.67	-3.53
5170006 · Group Life Insurance	29.17	21.33	7.84
5170001 · Pension	259.31	259.33	-0.02
5170000 · Wage	2,543.20	3,241.33	-698.13
Total OFFICE MANAGER	2,873.82	3,567.66	-693.84
5150037 · YOUTH MINISTER (Part Time)	1,300.00		
Total OTHER PERSONNEL	6,327.26	7,250.99	-923.73
6400 · PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	133.19	877.83	-744.64
Employer Share SocSec	569.56	0.00	569.56
5100031 · HK Payroll Services	82.48	0.00	82.48
WorkComp	0.00	291.67	-291.67
Total 6400 · PAYROLL EXPENSES (Payroll expenses)	785.23	1,169.50	-384.27
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	33.33	-33.33
Total CARING MINISTRY PROGRAMS	0.00	53.33	-53.33
5215000 · FAMILY MINISTRY (FELLOWSHIP)	645.04	83.33	561.71
5105000 · FELLOWSHIP	0.00	41.67	-41.67
5115000 · OUTREACH	0.00	41.67	-41.67
PARISH EDUCATION			
5130007 · Other (Copyright Licences- movies and miscellaneous items)	0.00	16.67	-16.67
5130011 · Adult Education (Supplies for Adult Education)	0.00	16.67	-16.67
5130015 · Camps (Camps)	0.00	83.33	-83.33
5130032 · Children's Sermons (Supplies for Children Sermons)	0.00	16.67	-16.67
5130003 · Confirmation (Supplies for Confirmation)	66.08	83.33	-17.25
5130030 · First Communion (Supplies for First Communion)	235.06	25.00	210.06
5130006 · Gift Bibles (Gift Bibles)	0.00	33.33	-33.33
5130005 · Splash (0-3 Yr) (Supplies for Splash)	0.00	41.67	-41.67
5130012 · Sunday School Curriculum (Sunday School Curriculum)	0.00	83.33	-83.33
5130031 · Teacher Appreciation (Teacher Appreciation)	300.00	25.00	275.00
5130016 · VBS (VBS)	99.50	83.33	16.17

6:17 PM

06/06/22

Accrual Basis

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

	May 22	Budget	\$ Over Budget
5130013 · Youth Education (Youth Ed)	30.23	41.67	-11.44
5130014 · Youth Gathering	0.00	16.67	-16.67
Total PARISH EDUCATION	730.87	566.67	164.20
5120030 · STEWARDSHIP (Postage and Supplies)	400.83	125.00	275.83
WORSHIP			
5210014 · Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a substitute)	110.00	122.50	-12.50
5210000 · Altar Supplies	217.39	125.00	92.39
5210001 · Bell Choir Supplies	0.00	8.33	-8.33
5210011 · Continuing Education Expense	0.00	4.17	-4.17
5210003 · Copyright Licenses (CCLI and OneLicense)	0.00	160.00	-160.00
5210009 · Guest Musician	0.00	12.50	-12.50
5210013 · Instrument Maintenance	0.00	8.33	-8.33
5210005 · Music Materials (worship related patron membership)	0.00	33.33	-33.33
5210007 · Organ/Piano Tuning	180.00	172.00	8.00
5210002 · Sound System Maintenance	0.00	16.67	-16.67
Total WORSHIP	507.39	662.83	-155.44
Total TEAMS & COMMITTEES EXPENSES	2,284.13	1,574.50	709.63
Total Expense	34,930.47	36,505.72	-1,575.25
Net Ordinary Income	16,385.92	2,381.78	14,004.14
Net Income	16,385.92	2,381.78	14,004.14

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
 As of May 31, 2022

06/06/22

Accrual Basis

May 31, 22

Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checking acc...	87.80
4540030 · Flowers	77.80
4540090 · Misc In/Out	123.05
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by individual staff members for birthay lunches that ...	-276.10
Total *ADMINISTRATIVE	312.55
*B&G	
4011000 · Property Improvement	1,188.48
4507000 · Roof Fund	59,937.91
Total *B&G	61,126.39
*CAMPAIGNS	
4506000 · Organ Fund (Money raised for organ pipe maintenance)	3,799.06
Total *CAMPAIGNS	3,799.06
*FAMILY MINISTRY	
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	-1,300.84
Total *FAMILY MINISTRY	-1,177.84
*MEMORIALS	
4513000 · Alice Martin	723.01
Basant Persaud	1,425.00
4502014 · Irene Jacklin (to be used for general budget (money transfered to operating 'Pledge/Offering...	-50.00
4502005 · Pastor Curtis Miller	20.00
4502002 · Phyllis Cooper	115.00
4503001 · Robert Clark	20.00
4502017 · Robert Smart	855.00
4502011 · William Collings Memorial	125.00
Total *MEMORIALS	3,233.01
*MINISTRIES	
4541030 · EWALU Support	30.00
4541010 · Food Pantry	105.00
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	964.35
Total *MINISTRIES	1,429.57
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	-23.27
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	1,829.33
4500000 · Prepaid Pledge	2,919.60
4545000 · Sabbatical Leave	3,179.91
Total *OTHER Designated Accts	8,699.36

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06/06/22

Accrual Basis

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
As of May 31, 2022

	<u>May 31, 22</u>
*OUTREACH	
4018000 · Free Wash	250.00
4541032 · Hunger Outreach (money received for HTLC mini food pantry, food give away)	8,936.43
4014000 · Neighborhood Patio Events	250.00
	<u>9,436.43</u>
Total *OUTREACH	
Total Other Income	<u>86,858.53</u>
Net Other Income	<u>86,858.53</u>
Net Income	<u><u>86,858.53</u></u>

Holy Trinity Lutheran Church
Reconciliation Summary
1110 · GENERAL OPERATING ACCT, Period Ending 05/31/22

	May 31, 22
Beginning Balance	51,982.96
Cleared Transactions	
Checks and Payments - 55 items	-35,009.45
Deposits and Credits - 18 items	51,270.73
Total Cleared Transactions	16,261.28
Cleared Balance	68,244.24
Uncleared Transactions	
Checks and Payments - 11 items	-4,555.62
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	-4,555.62
Register Balance as of 05/31/22	63,688.62
New Transactions	
Checks and Payments - 10 items	-7,402.26
Deposits and Credits - 1 item	3,670.30
Total New Transactions	-3,731.96
Ending Balance	59,956.66

5:34 PM

06/06/22

Holy Trinity Lutheran Church
Reconciliation Summary
1101 · DESIGNATED, Period Ending 05/31/22

	<u>May 31, 22</u>
Beginning Balance	118,972.95
Cleared Transactions	
Checks and Payments - 7 items	-3,068.76
Deposits and Credits - 12 items	3,912.86
Total Cleared Transactions	<u>844.10</u>
Cleared Balance	<u>119,817.05</u>
Register Balance as of 05/31/22	119,817.05
New Transactions	
Deposits and Credits - 1 item	<u>5,000.00</u>
Total New Transactions	<u>5,000.00</u>
Ending Balance	<u><u>124,817.05</u></u>

Building and Grounds

In attendance: Darrell, Gary and John (Josh joined the last 15 minutes), Excused: Alex

1. Ceiling in Crocodile room closet – Fire inspector fail so a suspended ceiling needs to be added
2. String trimmers Walk-behind lawn mower - – none of the existing trimmers work and they can't be repaired so we should include this in next year's budget since we will be using Ryan this summer (see #4)
 - a. A Donor has offered to buy a new electric trimmer and mower so we are disposing of the gas powered lawn care equipment as much as it does not run or runs poorly.
3. When do we turn lawn mowing over to Mike Kelly? all agreed that we should keep using Ryan this summer because Mike is only working 20 hours a week and we anticipate significant orientation this summer for other required building maintenance activities.
4. New Noah's Ark room in lower-level combining rooms 31 & 32
5. When/how do we start money-raising for roof of LFC?
 - a. consider asking NA for a pledge and asking them if they could submit a grant,
 - b. Scout fund raising - pancakes in September,
 - c. existing \$5K pledge,
 - d. John will plan a temple talk,
 - e. we may need to look at low cost loan options
6. Since Mike is a member of HTLC, should he be in on B&G meetings? All agreed he should be on the committee and it should be included in his hours. On occasion, he will need to abstain from voting if it involves changing his hours or responsibilities.
7. When/how will we implement locking the recycle and trash bins? John will follow up
8. 6-foot tables that 'appeared' in fellowship hall closet. Darrell will ask council if anyone knows where the newer blue/heavy table came from (there is also a heavy round table in fellowship hall that is more of a liability)
9. Structural architect for front ramp, and process on cement work. Gary will ask his daughter-in-law who is an architect for advice
10. keyless door access – Josh mentioned the project will be fully funded, Gary mention experience with aluminum door challenges

Worship Team Minutes – 7 June 2022

Attendees: Mary Emily Duba, Chuck Barland, Diane Kalmes

Absent: Jill Klinebriel, Pastor Josh Martyn

Called to order at 4:10 p.m.

Agenda:

1. Worship minutes Action Item #4 submitted in May contained a time error and was not approved by Council. The action item is resubmitted below:

REVISED 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. at Wartburg
 - 1 January 2023 – Sunday After Christmas –10:00 a.m. Lessons and Hymns Sunday.
2. Planning is moving forward to obtain permits and City approval for 11 September outdoor service.
 3. We will begin to review some of the new ELCA Worship song books that have been published to see if there are any that we might purchase to help expand our musical repertoire.
 4. Due to vacations and other member commitments, we will be holding our July meeting, 28 June at 4:00 p.m. in the Conference Room.

Meeting Adjourned: 5: 40 p.m.

Respectfully submitted:

Diane Kalmes

Acting chairperson, Worship Team

Lorice L. Amlin
Office Manager Report
June 2022

Please allow me to share my great appreciation for the many kindnesses extended to me by the good people of Holy Trinity Lutheran Church. My time here has been fulfilling for me professionally and in the relationships fostered with the staff and with some members of the congregation.

I am writing to inform you that after much prayer, I have discerned a new path. My gifts are needed in a new place where they will meet the great need of an organization that does much work in our community. I have accepted a position with the Dubuque Regional Human Society as their Outreach and Volunteer Coordinator. I will conclude my work at HTLC on June 30, 2022.

As a part of my departure, I feel the need to share some of my observations and barriers to ministry that I see here. In doing so, I hope to help whoever comes in as the new Office Manager and foster a welcoming and supportive environment. I truly care about the success of the ministries and staff here at Holy Trinity Lutheran Church.

Before I arrived, I was told that some members of this congregation will think of you and treat you as if you are their staff. I have found this to be true. The staff has had to set clear boundaries. The job description for my position had changed and required tasks and responsibilities that were not required before my arrival. It was hard to do my job when members were adding additional things onto my plate that do not relate to my job description. This did get better over time with the support of the pastor and council.

Here are a few examples:

- I need you to call (another member) and tell them X.
- I need 20 copies of this and cut into quarters.
- I need you to create a separate line item for this donation.
- Someone needs to clean the windows.

There is little ownership from some members but many delegations to staff. It is hard to do our actual job when members are adding additional things onto our plate.

STAFFING

It took a year and a half to hire a maintenance person. In the meantime, I had to change toilet paper rolls, and keep track of inspections and other tasks related to maintenance. Darrell Kalmes, a member had a much larger role in “the maintenance department”. I would see him at church every week. I would estimate that he and his wife put in 20+ hours a week...for the past year and a half. This is a lot. This is what being a servant of God looks like. This church needs more members to step forward to help.

COMMUNICATION

Several times each month I'm told the communication at Holy Trinity is terrible. We have created seven (7) ways to communicate news and events. There are times when we may have missed something, but it tends to be the people planning the events who do not communicate the necessary information to the office. Here are some examples:

- Someone talks to the pastor about an event and then expects the pastor to communicate all the details to the office.
- Submits the information after deadlines then call the office to complain and then tells us how bad we are at communication.
- Expects the office to go looking for the information instead of bringing it to us. "Just read the council minutes."

A system is in place, available through our website to notify the office of any announcement or event that needs to be communicated. We can't effectively communicate with the greater church if committees and individuals are not willing to follow the procedures set in place by the office, yet we are told how bad we are at communication.

BULLYING

Yes, there are bullies in the church. My biggest concern is the bullying and disrespect that happens in this building.

Two weeks ago, a member came into the office and told me she would be attending the congregational brainstorming meeting that evening. She had a long list of things she wanted to talk about, and she was bringing her friends for reinforcement. She was going to "hold people accountable". She came to a "Brainstorming" meeting which was created to encourage and create new ministries with an agenda to "hold people accountable". What resulted was bullying. There is a small handful of people who feel they are entitled to say and do what they want just because they have been members for a long time or they give. This makes me sad. Watching this type of abuse happens every week is inexcusable for any work environment, but especially in a church setting.

In this position, I see and hear a lot. I've seen people with their agendas targeting specific employees: this includes Pastor Josh, Cathy, Lisa, Jenifer, our musicians, and myself. It is not a hospitable, supportive environment.

While this letter of resignation is mostly a negative tone, it is because I want leadership to realize the severity of the bullying behavior. Are there supportive and kind church members? Absolutely. But unfortunately, others are behaving in such a horrible way that it overpowered the good for me. I want you to know I loved my job, loved working with the staff, and most of all serving the church. I am grateful for the time that I have spent here, and I appreciate the opportunity to serve in this role. For those of you who have supported me in my role as Office Manager, thank you.