

HOLY TRINITY
LUTHERAN CHURCH

COUNCIL MEETING 9.20.22

Holy Trinity Lutheran Church Council
Meeting Agenda
September 20, 2022

6:30 Welcome

6:40 Review and approve agenda

6:45 Treasurer's Report

6:55 Financial Secretary

7:00 BUSINESS

Old Business:

Personnel Updates

Transition Team Update – **Action Item: Wednesday Night/Advent Schedule**

Temple Talks

Financial Update

New Business:

Budget Prep

7:20 Committee Reports & Action Items

Personnel

Buildings and Grounds

Fellowship

Stewardship

Outreach

Worship

Family Ministry/Parish Ed

Noah's Ark

Youth Liaison **Action Item: Youth Room Proposal**

7:40 Staff Reports

Office Manager – **Action Item: Card Use Policy**

8:00 Adjournment

Holy Trinity Lutheran Church Council
August 16, 2022
6:30 - 8:00 | Conference Room

Present: Amanda Matson, Erin VanLaningham, Ed Borchert, Mary Emily Duba, Cris Houlihan, Tami Ernster, Julia Stierman, Amanda Kelly, Kate Stierman.

6:30 meeting called to order.

1. Approve previous month's minutes. **Action:** July minutes approved.
2. Transition Team Update
 - Transition Team members: Amanda Matson, Chuck Barland, Mary Emily Duba, Kate Stierman, JoAnn Kopp.
 - The Transition Team is working to secure consistent pulpit supply through the transitional period and is hopeful that Pastor Oehlert will be able to serve for the month of September.
 - The Bishop anticipates that we will have an interim in October.
 - The Transition Team is working to ensure pastoral care needs are covered through the transitional period and, to this end, reached out to Dan Wild and Kathy Lindenberg for an update on Stephen Ministry and visitation to shut-ins. Going forward, the Interim Office Manager will use Breeze to produce a list of shut-ins and potential care-receivers to share with them.
3. Call Team Update
 - Council will hold a Congregational Forum will be held on Sept. 18th to discuss the upcoming call process. This will be followed by a Congregational Meeting on Sept. 25th.
4. Youth Representative Update
 - Julia Stierman, Youth Representative, will meet with the congregation's youth to discuss a plan to update the Youth Room with new furniture. Council affirms their work.
5. Calendar Use & Church Use
 - Buildings and Grounds has proposed that their committee receive and process reservations made by groups for church use. The Interim Office Manager will reach out to them to coordinate a more streamlined system for handling church use and reservations.
6. Communications
 - In the interest of streamlined communication, all announcements will now be published each week in The Trinity Times (recently the Sunday Times) in both print and online form. Print copies will continue to be available at Sunday worship.
7. Temple Talks
 - Having received positive feedback from the congregation about this practice, the President of the Congregation will continue to give weekly Temple Talks to update the congregation about matters pertaining to our life and ministry together.
 - Members of Council and the Transition Team will also continue the practice of giving weekly updates about upcoming activities and matters important to the congregation.
 - A schedule for upcoming Temple Talks was drafted:
 - August 21st - Cris Houlihan - Raise the Roof Campaign

- August 28th – Kate Stierman and/or Jenifer Montgomery – Noah’s Ark’s 50th Anniversary
- September 11th and 18th – Erin VanLaningham – Invitation to Congregational Forum
- September 25th – Amanda Matson— Invitation to Congregational Meeting

8. Financial Update

- Treasurer’s Report was received.
- Financial Secretary’s Report. Ed Borchert will reach out to each committee seeking any desired budget adjustments in preparation for the upcoming annual budget process.

9. Music Leader for 11:00 Service

- Jill Klinebriel’s last Sunday will be August 28th. Council thanks Jill for sharing her musical gifts with our congregation.
- Worship Committee has made suggested updates to the Contemporary Worship job description, which have been accepted by Personnel Committee. Personnel has already begun targeted circulation of the job description.

10. Scholarship for Students Attending a Lutheran College or University

- Two students currently attending a Lutheran college or university will share the current scholarship fund approved earlier this year. In thanks, each student will write an essay for the church newsletter and/or give a presentation to the congregation about their activities and learning during their year at college. This year’s recipients are Hilde Lohrmann and Aiden Obermueller. Council celebrates and blesses their learning and growth this year.

11. Rummage Sale Update from Darrell and Diane Kalmes.

- **Action Item: Designation of funds** (see Council Packet for full motion). Motion passed with 1 abstention.

12. Interim Office Manager’s Report.

- **Action Item: Pancake Breakfast** (see Council Packet for full motion). Moved by Kelly, seconded by Ernster. Motion passed with 1 abstention.

13. Christian Education Update

- This Fall, “God’s Word, Our Story” will be held on Sunday mornings between services. During this intergenerational biblical storytelling event, members of the congregation will tell a biblical story by heart, engaging all ages in experiencing Scripture in a living and hospitable way. Details will follow soon.
- Confirmation and Bible Explorers. Jenifer Montgomery has offered to serve as the coordinator for Wednesday night Christian Education, including overseeing the teaching of Confirmation and overseeing Bible Explorers. A job description is being drafted and will be given to Personnel for review.

14. Save the Date:

- September 18th Congregational Forum
- September 25th Congregational Meeting
- October 23rd Celebration of Ministries and Noah’s Ark’s 50th Anniversary Celebration
- October 30th Reformation Sunday – one joint service at 8:30 am with fellowship to follow

8:10 adjourned

2:04 PM

09/07/22

Holy Trinity Lutheran Church
Reconciliation Summary
1110 · GENERAL OPERATING ACCT, Period Ending 08/31/22

	Aug 31, 22
Beginning Balance	57,435.12
Cleared Transactions	
Checks and Payments - 55 items	-33,644.37
Deposits and Credits - 18 items	30,505.52
Total Cleared Transactions	-3,138.85
Cleared Balance	<u>54,296.27</u>
Uncleared Transactions	
Checks and Payments - 7 items	-4,119.43
Total Uncleared Transactions	-4,119.43
Register Balance as of 08/31/22	<u>50,176.84</u>
New Transactions	
Checks and Payments - 10 items	-1,163.61
Deposits and Credits - 3 items	5,683.89
Total New Transactions	4,520.28
Ending Balance	<u>54,697.12</u>

1:36 PM

09/06/22

Holy Trinity Lutheran Church
Reconciliation Summary
1101 · DESIGNATED, Period Ending 08/31/22

	<u>Aug 31, 22</u>
Beginning Balance	124,526.59
Cleared Transactions	
Checks and Payments - 13 items	-8,823.05
Deposits and Credits - 20 items	36,623.13
Total Cleared Transactions	<u>27,800.08</u>
Cleared Balance	<u>152,326.67</u>
Uncleared Transactions	
Checks and Payments - 12 items	-1,432.13
Total Uncleared Transactions	<u>-1,432.13</u>
Register Balance as of 08/31/22	<u>150,894.54</u>
Ending Balance	<u>150,894.54</u>

1:48 PM

09/08/22

Accrual Basis

Holy Trinity Lutheran Church

Balance Sheet

As of August 31, 2022

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
1101 · DESIGNATED	150,894.54
1110 · GENERAL OPERATING ACCT (Premier Bank)	50,176.84
Total Checking/Savings	<u>201,071.38</u>
Total Current Assets	<u>201,071.38</u>
TOTAL ASSETS	<u><u>201,071.38</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	
2450 · Other Withholdings	
2454 · Vision Insurance (employee deductions for Portico Vision Plan)	24.63
2452 · 403B Plan	25.89
2451 · Flex Spending	15.00
2453 · Life Insurance	6.69
Total 2450 · Other Withholdings	<u>72.21</u>
Total 2400 · Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld or accrued, but not yet paid)	<u>72.21</u>
Total Other Current Liabilities	<u>72.21</u>
Total Current Liabilities	<u>72.21</u>
Total Liabilities	<u>72.21</u>
Equity	
32000 · Unrestricted Net Assets (Other Income)	145,460.02
Net Income	55,539.15
Total Equity	<u>200,999.17</u>
TOTAL LIABILITIES & EQUITY	<u><u>201,071.38</u></u>

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

1:42 PM
09/08/22
Accrual Basis

	Aug 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.)	29.00	708.33	-679.33
4100000 - Pledged/Unpledged Income (Pledge commitments)	30,146.21	37,916.67	-7,770.46
4100002 - Seasonal	0.00	250.00	-250.00
Total PLEDGES/OFFERINGS (Normal donations)	30,175.21	38,875.00	-8,699.79
4100006 - CHURCH USE INCOME			
4100010 - TOPS (Use of church rooms, by outside organizations or members for personal functions.)	40.00		
4100006 - CHURCH USE INCOME - Other	200.00		
Total 4100006 - CHURCH USE INCOME	240.00		
TEAMS & COMMITTEES INCOME			
4100040 - B & G Income (Income to Offset unbudgeted team expenses)	35.25		
4100034 - Fellowship Income (Income to offset unbudgeted team expenses)	64.00		
Total TEAMS & COMMITTEES INCOME	99.25		
ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donation. Off...			
4100011 - Amazon Smile (Dollars receive through the Amazon Smile program. Money deposited to our Zer...	0.00	11.25	-11.25
4100004 - Interest Income (Bank interest income)	1.61	1.25	0.36
Total ADMINISTRATIVE INCOME (Receipts to offset processing fees for direct deposit and credit card donatio...	1.61	12.50	-10.89
Total Income	30,516.07	38,887.50	-8,371.43
Gross Profit	30,516.07	38,887.50	-8,371.43
Expense			
5140003 - PROPERTY INSURANCE (This is the Executive Committees' responsibility.)	0.00	916.67	-916.67
CHURCH MISSIONS EXPENSE			
5120003 - ELCA Synod	3,110.00	3,110.00	0.00
5120020 - EWALLU	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...	21.40	102.08	-80.68
5100009 - Computer/Server Support (IT support and computer repairs.)	133.75	375.00	-182.78
5100002 - Computer/Software Purchases	192.22	33.33	-33.33
5100030 - Continuing Education	0.00	33.33	-33.33
5100016 - Conventions & Conferences (Costs for attending conferences and meetings)	0.00	541.67	-541.67
5140004 - Copier Lease (Printing, copies, and other reproduction expenses)	530.89	112.50	-10.78
Credit Card Processing Fee	89.21		-23.29
5100015 - Hospitality (Admin)	230.05	50.00	-50.00
5100000 - LOC Interest	0.00	78.00	78.00
6390 - Miscellaneous Administrative (Replaced Pastor's Discretionary)	278.00	333.33	27.58
5100005 - Office Supplies (Everything from paper to pens and pencils. Supplies we need to do our job.)	360.91	125.00	-125.00
5100007 - Postage (Postage)	0.00	41.67	22.23
Printed Materials/Subscriptions (printed materials and subscriptions)	63.90	41.67	35.71
5100010 - Meetings/Retreat Expense (Expenses related to Staff meetings and Council Retreats On 12/13/21...	77.38	41.67	35.71

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

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09/06/22
Accrual Basis

	Aug 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	1,977.71	2,131.24	-153.53
BUILDING & GROUNDS			
5140010 · Church Buildings M/R (Any repairs or maintenance to the church building)	785.64	166.67	618.97
5140005 · Church Grounds M/R (Repairs or maintenance to the church grounds (Outside) ie. lawn care,)	424.10	533.33	-109.23
5175000 · Cleaning	684.80	791.67	-106.87
5140001 · Custodial Supplies (cleaning supplies, paper towels, toilet paper, etc)	214.69	208.33	6.36
5140008 · HVAC	0.00	83.33	-83.33
5140013 · Inspections & Testing (fire extinguishers DBQ FIRE, Ansul Kitchen hood cleaning & inspection, FO...)	203.35	250.00	-46.65
5140019 · Snow Removal	0.00	208.33	-208.33
Total BUILDING & GROUNDS	2,312.58	2,241.66	70.92
UTILITIES (Water, electricity, garbage, and other basic utilities expenses)			
5140002 · Alliant Energy	4,397.67	1,500.00	2,897.67
5140006 · Blackhills (Natural Gas)	63.48	1,066.67	-1,003.19
5140009 · Internet and phone	313.69	375.00	-61.31
5140012 · Waste Disposal	163.10	125.00	38.10
5140011 · Water	206.52	208.33	-1.81
Total UTILITIES (Water, electricity, garbage, and other basic utilities expenses)	5,144.46	3,275.00	1,869.46
PASTOR			
5148010 · Cell Phone	0.00	62.50	-62.50
5148003 · Continuing Education	0.00	75.00	-75.00
5148008 · Disability	7.17	82.25	-75.08
5148014 · Group Life Insurance	4.97	56.92	-51.95
5148002 · Health	1,115.81	2,306.00	-1,190.19
5148005 · Housing	1,791.67	3,583.33	-1,791.66
5148009 · Mileage	0.00	166.67	-166.67
5148001 · Pension	336.69	696.83	-359.14
5148004 · Professional Publications	0.00	58.33	-58.33
5148000 · Salary	1,204.67	2,409.33	-1,204.66
5148006 · SSA Allowance	166.50	333.00	-166.50
Total PASTOR	4,627.48	9,829.16	-5,201.68
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	0.00	131.33	-131.33
5160048 · Music Continuing Education	0.00	41.67	-41.67
5160046 · Music Minister	1,848.58	1,848.58	0.00
5160047 · Service Accompanist	0.00	120.17	-120.17
Total MUSIC	3,130.50	3,423.67	-293.17

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

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09/08/22
Accrual Basis

	Aug 22	Budget	\$ Over Budget
OTHER PERSONNEL			
CUSTODIAN			
Wages	1,346.63	1,516.67	-170.04
Total CUSTODIAN	1,346.63	1,516.67	-170.04
FINANCIAL ASSISTANT			
5170020 - Wages	1,137.73	1,083.33	54.40
Total FINANCIAL ASSISTANT	1,137.73	1,083.33	54.40
OFFICE ASSISTANT			
5170010 - Wages	1,335.87	1,083.33	252.54
Total OFFICE ASSISTANT	1,335.87	1,083.33	252.54
OFFICE MANAGER			
5170002 - Disability/Admn	0.00	45.67	-45.67
5170006 - Group Life Insurance	0.00	21.33	-21.33
5170001 - Pension	-200.76	259.33	-460.09
5170000 - Wage	3,870.90	3,241.33	629.57
Total OFFICE MANAGER	3,670.14	3,567.66	102.48
Total OTHER PERSONNEL	7,490.37	7,250.99	239.38
6400 - PAYROLL EXPENSES (Payroll expenses)			
Employer Share Medicare	156.92	877.83	-720.91
Employer Share SocSec	670.94	0.00	670.94
5100031 - HK Payroll Services	77.42	0.00	77.42
WorkComp	0.00	291.67	-291.67
Total 6400 - PAYROLL EXPENSES (Payroll expenses)	905.28	1,169.50	-264.22
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)	0.00	83.33	-83.33
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)	0.00	83.33	-83.33
5130030 - First Communion (Supplies for First Communion)	0.00	25.00	-25.00
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)	0.00	25.00	-25.00
5130016 - VBS (VBS)	356.54	83.33	273.21

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

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Accrual Basis

	Aug 22	Budget	\$ Over Budget
5130013 - Youth Education (Youth Ed)	160.10	41.67	118.43
5130014 - Youth Gathering	0.00	16.67	-16.67
Total PARISH EDUCATION	516.84	566.67	-50.03
5120030 - STEWARDSHIP (Postage and Supplies)	0.00	125.00	-125.00
WORSHIP			
5210014 - Pulpit Supply (use when a pastor is unable to do a service and we need to pay for a substitute)	460.00	122.50	337.50
5210000 - Altar Supplies	107.79	125.00	-17.21
5210001 - Bell Choir Supplies	303.28	8.33	294.95
5210011 - Continuing Education Expense	0.00	4.17	-4.17
5210003 - Copyright Licenses (CCL) and OneLicense)	291.23	160.00	131.23
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)	4.19	33.33	-29.14
5210007 - Organ/Piano Tuning	0.00	172.00	-172.00
5210002 - Sound System Maintenance	0.00	16.67	-16.67
Total WORSHIP	1,166.49	662.83	503.66
Total TEAMS & COMMITTEES EXPENSES	1,683.13	1,574.50	108.63
Total Expense	30,664.84	36,505.72	-5,840.88
Net Ordinary Income	-148.77	2,381.78	-2,530.55
Net Income	-148.77	2,381.78	-2,530.55

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
 All Transactions

Sep 22, 22

Other Income/Expense	
Other Income	
*ADMINISTRATIVE	
4504000 · Designated Checking Acct Inter (Interest income generated by the Designated checking acc...	104.24
4540030 · Flowers	77.80
4540090 · Misc In/Out	844.22
4540019 · On-Line Giving Page	300.00
4540110 · Staff Reimbursement (Reimbursement by individual staff members for birthday lunches that ...	-51.10
Total *ADMINISTRATIVE	1,275.16
*B&G	
Key Fob Security System (To be used for the purchase for a new Key Fob system for the church)	5,000.00
Concrete Repair 2022 (repair front steps (remaining balance to be transferred to digital sign acct)	15,000.00
4011000 · Property Improvement	1,188.48
4507000 · Roof Fund	72,360.78
Total *B&G	93,549.26
*CAMPAIGNS	
450601 · Living Faith Center Roof (Campaign to raise money for roof repairs of the LFC)	16,766.42
4506000 · Organ Fund (Money raised for organ pipe maintenance)	3,799.06
Total *CAMPAIGNS	20,565.48
*FAMILY MINISTRY	
4553017 · High School Youth (Money received for High School events, trips, National Youth Conventio...	17,708.52
4541006 · EWALU Campership (Money donated to send students to camp)	123.00
Other	-1,241.84
Total *FAMILY MINISTRY	16,589.68
*MEMORIALS	
Marilyn Herold	230.00
Grace Riley	20.00
4513000 · Alice Martin	723.01
4502014 · Irene Jecklin (to be used for general budget (money transfered to operating 'Pledge/Offering...	-50.00
4502005 · Pastor Curtis Miller	20.00
4502002 · Phyllis Cooper	115.00
4503001 · Robert Clark	20.00
4502017 · Robert Smart	855.00
4502011 · William Collings Memorial	125.00
Total *MEMORIALS	2,058.01
*MINISTRIES	
4540001 · Scholarships (waiting to hear from Pastor how this is to be used)	606.50
4541012 · Lawn & Garden Beautification (H.T. lawn & garden beautification projects)	315.87
4540000 · Memory Cafe	80.55
4541011 · People In Need	-30.00
4517000 · Prayer Shaw Ministry	95.01
4540015 · Reconcile in Christ Task Force	129.67
4541028 · WELCA Fund	1,925.55
Total *MINISTRIES	3,123.15
*OTHER Designated Accts	
4505000 · Fellowship Events Fund	-23.27
4566001 · Noah's Ark Reserve Fund	793.79
4541022 · Pastor's Emergency Fund	-780.34
4500000 · Prepaid Pledge	1,668.36
4545000 · Sabbatical Leave	3,179.91
Total *OTHER Designated Accts	4,838.45

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09/06/22

Accrual Basis

Holy Trinity Lutheran Church
DESIGNATED ACCOUNTS Balance Sheet
All Transactions

	<u>Sep 22, 22</u>
*OUTREACH	
4018000 • Free Wash	250.00
4541032 • Hunger Outreach (money received for HTLC mlni food pantry, food give away)	8,395.35
4014000 • Neighborhood Patio Events	250.00
	<hr/>
Total *OUTREACH	8,895.35
Total Other Income	<hr/> 150,894.54
Net Other Income	<hr/> 150,894.54
Net Income	<hr/> <hr/> 150,894.54

Transition Team Notes

Friday, September 16, 2022

Present: Chuck Barland, Joann Kopp, Mary Emily Duba, Amanda Matson, Kate Stierman

Amanda: Spoke to the bishop, October no longer a possibility for an interim pastor, new possibility for mid-November.

Amanda will work on the pulpit supply. The team discussed possibilities. If there is a weekend without communion, Amanda will let the office know by Tuesday morning so that staff can plan worship accordingly.

St. Luke's is holding an ecumenical, Blue Christmas service on December 14th for those who are grieving during the holiday season. We have been invited to participate by sharing the event with our members.

Pastoral Care – We will work with Stephen Ministry to assure that care is being provided while we are without a pastor.

UD Fair- Mary Emily and Chuck will be present at a student informational fair on Wednesday, September 21st. Kate will help put some promotional materials together.

ACTION ITEM: APPROVE WEDNESDAY EVENING SCHEDULE

Confirmation and Bible Explorers

Meal 5:30-6:00

Class 6-7:30

During Advent

Meal Served 5:30-6:30

Class 6-7:30 students attend worship from 7-7:30

Worship 7:00pm

Worship Team Minutes – 6 September 2022

Attendees: Mary Emily Duba, Chuck Barland, Diane Kalmes

Absent:

Called to order at 6:00 p.m.

Agenda:

1. Outdoor Worship Service
 - a. Finished discussion and came up with a to-do list to be covered by weeks end.
 - b. Tour of the grounds outside was done after adjournment to find best location for the service.
 - c. God is to handle the weather!

2. Advent mid-week services:
 - a. **ACTION ITEM: The Worship Team proposes that a mid-week Advent Service be approved. We suggest using 5:30 p.m. timeframe as in the past. If item “b” below is considered, we will consider a time change that fits the Wednesday night schedule.**

 - b. **ACTION ITEM: Since Wednesday night programs are still in flux, we would like to recommend that a Task Force Committee be formed to consider what the Wednesday night schedule might look like that would accommodate an Advent or Lenten mid-week service, without a disruption to the evening events. A representative from each area involved, Confirmation, Bible Explorers, Fellowship (if meal is involved), one or both Music Directors, Worship Team etc. should be included.**

3. Reviewed the new ELW supplement that has been approved and available through Augsburg Press.
 - a. Two liturgies of Holy Communion with new musical settings
 - b. A Service of Word and Prayer designed especially for contemplative worship
 - c. More than seventy-five new prayers and liturgical forms for diverse occasions and circumstances
 - d. Approximately 200 hymns and songs, many of them newly created over the last fifteen years, supporting the church year and a wide range of topics.
 - i. Some suitable for Contemporary Worship.
 - ii. Many designed to be learned easily by listening.
 - e. We will check into the amount and cost of the materials that would be needed, if we opted to enhance our liturgical repertoire.

4. **New Members needed.** Please consider joining to make Worship decisions that provide meaningful and prayerful Services to our congregation. Your input does matter.

Meeting Adjourned: 7:30 p.m.

Respectfully submitted:
Diane Kalmes

Acting chairperson, Worship Team
Maintenance Activities for August 2022
30 August 2022

On-going maintenance and repair:

- Mike has purchased a line template and a handicapped symbol template to begin painting lines on the parking lot.
- The fence around Noah's Ark play area needs attention as well as a gate that is not working correctly. I am waiting on Heiar Fencing to come give us a price for this, Noah's Ark will pay for the repairs.

I have all bids in for the 31-32 room project in Noah's Ark. Council has approved going ahead with the project. The Noah's Ark board still has not given the project approval, so I cannot let contractors know anything yet.

The "Raise the roof" project for the LFC is about 30 percent of the way to the \$52,540 goal. Better roofing expecting our shingles to be shipped from the manufacturer on the 26th of September. We are looking at early October completion of the project.

Steve Langan of Aesthetic Elements walked the roof with me last week Wednesday (the 24th.) We identified where the water leak was that caused the problems in the office hall earlier this month. Steve was planning on applying a temporary patch to that area this week some time. We also identified the area covered by our settlement with Guide One. Steve believes our settlement money will cover that area. He also suggested we could get another 20 years out of the 'newer' sections of the roof by applying a white silicone sealer coat to those areas. Steve will be sending me a quote to cover that expense. The coated areas will also be amended to remove the old foundation slabs for an A/C unit we no longer have, and to correct a water-damming problem caused by the foundation of the LFC A/C unit crossing a drain path.

Still waiting on Riley Sindt assessed the power edger and determined we could not get enough from it to cover repairs. I asked him to just remove it from the garage and use it for parts. If we need a power edger, I suggest we invest in an EGO unit that uses the same batteries as our string trimmer.

I purchased and installed the Bluetooth receiver for our LFC sound system. The shutdown procedure recommended by LifeLine and the pairing instructions for the Bluetooth receiver are now incorporated in the instructions on the control panel.

Mike Kelley has filled the major holes in the north wall of Miss Jenny's room and painted that area.

Sometime in the future we will need to do an energy-saving project in that roof to fix that wall out and properly insulate it.

Dave Bennett of Bennett Restorations has given us a price of \$4,400 to repair the front steps and cover the entire area with a slip-resistant epoxy coating. I plan to have him proceed as soon as I get a complete project price from Victoria Bode. The price I have

from her right now includes both the entry railings and the new railings for the lower-level east entrance.

I met again with Manders Concrete this month, but have not gotten a price from him on replacing the concrete in the areas we need done. I have asked him to price the areas separately so that hopefully we'll be able to get at least the east entrance to the lower-level done this year. I have no idea when our project might fit in his schedule but I'm hoping we can get at least the worst area done this fall yet.

A couple potential future projects were discussed:

- A Digital Sign for the front of our property to eliminate the long lead time needed to adjust dates and other information on the vinyl signs plus the 1 hour process needed each time the banner frame has to have a new banner mounted. We spend almost \$100 each time the dates on our banners need to be changed.
- With the recent school shootings, Noah's Ark is looking into security measures for their areas. This project will require more study. Any changes needed will be communicated to B&G, and paid for by Noah's Ark. This project appears to be a matter of framing in and adding four locked doors at the entrances to Noah's Ark, and installation of an electronic entry system for the east entry into Noah's Ark.
- The ramp in the front of church is badly shifting and because of design, we are unable to use it for entering the building with longer items like caskets and scissor lifts. The past attempts of getting scissor lifts into the building over the front steps is responsible for at least some of the broken stair noses in our front entry. The ramp needs to be redesigned and rebuilt.
- In the winter a piece of 2" foam is placed over the window in the north wall of our rear sanctuary staircase. Replacement of this window with an energy-efficient window, and an actual door for flat roof access should be considered for the future.
- We need to determine why cold air is streaming into the worship décor closet. In the wintertime we have to leave the door open so that sprinkler pipes in that room do not freeze. All winter long this is another source of heat loss for us.

Future known projects and repairs for Mike Kelly:

1. Shutoff valves under the sink of the Fellowship Hall kitchen do not completely shut off. When a maintenance man is hired, these valves need to be replaced. The project will require a late night or weekend time because the entire building's water must be shut off to replace those valves. (Ice maker, Dishwasher, Hot and Cold supplies to the sink.)

Respectfully submitted,
Darrell Kalmes

Youth Room Proposal
Julia Stierman – Youth Rep

I spoke with the youth at one of our meetings and came up with the following proposal to refurnish the youth room. We discussed who else uses the room and how changing the furniture would work for them. The two other groups that use the youth room are the Boy Scouts and Noah’s Ark Staff. While it is the youth’s space, we want as many people to be able to use it as possible. We think that this would work for both of those groups as well.

- Two of the barrel chairs remain, my mom will make new covers for them.
- The old couches will be disposed of
- We would like two couches or a sectional, some nice folding chairs for extra seating, two extra (“5 foot”) memory foam bean bag chairs, a full-sized table tennis table, a tv that stays on the wall in the room, and a small café style table for when we have food.

The total cost would be about \$3,600. This would be paid for out of the youth account, which includes \$900 of HTLC foundation funds from 2021. This would leave the youth account with approximately \$14,000 for future mission trips.

Table (restaurant supply)	\$100
8 Extra Chairs (sam's)	\$240
2 5ft memory foam bean bag chairs (sam's)	\$300
Regulation Table Tennis Table (sam's)	\$449
Flat Screen TV (sam's)	\$397
Couches/Sectional (floorshow)	\$1,800
TV Mount (sam's)	\$60
<u>Disposal of Old Furniture</u>	<u>\$50</u>
Total with tax	\$3,634
Foundation Funds 2021 - in Youth Account	\$900
<u>From Youth Designated Account</u>	<u>\$2,800</u>
	\$3,700

ACTION ITEM: Approve \$3,700 including the \$900 of 2021 foundation funds to be used from the designated youth account to refurnish the youth room.

Office Manager Report
September 20, 2022

Since starting at the beginning of August, I have been working to review our policies and procedures. I have asked staff how we can make their jobs more efficient. In the coming months, I will be bringing policy suggestions and updated job descriptions to the council and appropriate committees where applicable.

Attached to this report is the first of those suggested policies to simplify our use of church issued credit cards and make accounting for them more efficient.

Thanks!
Kate Stierman
Office Manager

Holy Trinity Lutheran Church
Continuing Resolution

Date Adopted:

POLICY REGARDING USE OF STAFF CREDIT CARDS
FOR
HOLY TRINITY LUTHERAN CHURCH
Dubuque, Iowa

As responsible stewards of the finances entrusted for the ministries of Holy Trinity Lutheran Church, we must efficiently manage spending accounts in complete detail.

Holy Trinity Lutheran Church may provide credit cards for staff and pastors to perform their duties efficiently. Using a card on the behalf of Holy Trinity Lutheran Church is a responsibility that requires users to follow the protocol listed below. Failure to do so may result in the individual no longer having use of a church-issued credit card. In this event, expenses would be required to be reimbursed via check when a receipt and proper documentation are provided.

The church holds cards for the following purposes:

Maintenance
General Office Use

The church may also hold cards for full-time staff who handle a significant number of transactions as part of their job duties. (i.e. pastors)

Card Users Must:

- Complete the check-out form to use a church-issued card outside of the HTLC office.
- Receipts must be returned with the card within 1 business day, and the check-in form completed
- Charges made in the office must provide a receipt upon use.
- Individuals with their own specific card will be provided a monthly statement. Statements must be returned within 2 business days, with corresponding receipts attached in order with the appropriate line-item number notated.
- Cards are to be used for church expenses only.
- Each credit card has a limit. Users are responsible for making sure cards stay within the limit.
- Users must sign a copy of this resolution.

The office manager will bring repeated offenses of the above protocols to the attention of the church council to determine an employee's eligibility to continue use of a church-issued card.

Staff Signature: _____

Office Manager Signature: _____