

**HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
December 17, 2018**

Present: Jamie Curry, Scott Ikenberry, Kevin Klinkerfues, Winston Herbert, Emily Parkhurst, Jackie Johnson, (Non-Voting Members: Pastor Michael TeKrony and Pastor Kari Reiquam).

Absent: none

Call to Order: The meeting was called to order by Jamie Curry at 5:40 p.m.

Devotions: Pastor Michael offered prayer

Pastor's Reports:

Pastor Kari presented a detailed report on her view of how the transition process is going. She feels that HLSC is going through the motions of the transition but not really engaged in it. The transition team has felt some pressure to "just get it done" so we can go back to normal. The transition team will present their report to council on January 14th and then make their presentation to the congregation at the annual meeting. Full report attached.

Michael has been busy with lots of pastoral care.

Staff Reports: Karen Novess

See attached report. Highlight: There will only be two services at Christmas this year, 3:00 and 5:30. Only one service on Epiphany Day, January 6th at 9:00.

Ongoing business:

- Jackie motioned and Kevin seconded to approve both the October and November minutes as presented. Motion passed.
- HVAC fundraiser update – Scott did a temple talk this past weekend suggesting we try to wrap up this fundraiser by the end of the year.
- Leadership recruitment update – Jamie has announced that she will finish out her term as president through the end of 2019. Yeah! Continuing to work on face to face conversations with folks we have identified as potential new leaders.
- Action item follow-up – Updated, see report below and attached.
 - Emily has completed the letter for the 2017 annual meeting amendments and this will be signed and sent to the Synod.
 - A budget line has been added to the 2019 budget for future sabbaticals (December 2017 item).
 - Building use agreement (December 2017) – Jackie will reach out the SST and see if they are still working on this.
 - Health Insurance (February 2018), Employee manuals (August 2018) and Staff Audit (September 2018) will all be added to one item and it is on hold until we are through the transition process. One update from the audit is that the office manager, Mary, will be going to 32 hours per week starting in 2019.
 - Combining teams (March 2018) – Emily reported that this part of our constitution can be changed without any Synod approval, so teams can be combined in the future as needed.
 - Capital Improvement Reserve (Sept 2018) – a line item was added to the budget.

Financial: Scott Ikenberry

Scott provided an analysis of the reserve accounts. He made the following suggestions.

#2012 HHH Reserve – Move to #2065 Capital Improvement Reserve

#2014 Reserve for Compassion – move to #2011 Missions (Action center)

#2025 Sunday School Giving – move to #2035 Youth Mission

#2058 Facilities Improvement – move to #2065 Capital Improvements

#2061 Sound System – move to #2065 Capital Improvements

#2075 Caring Ministry – move to #2011 Missions (Action center)

Scott motioned to approve these changes, Jamie seconded. Motion passed.

Further discussion needs to happen regarding #2073 Thrivent Living and #2085 Lutheran Magazine.

We will leave that for the next council. Scott will also clean up some smaller reserves by moving them to income statement (i.e. Flower Fund). Will use money in #2066 and #2067 for principal payment on solar loan. Move the expense (debit) in #2070 Parish Nurse to #5816 and use the money in #2095 to offset the expense in #5316. See attached for all changes/suggestions.

New business:

- We reviewed the 2019 budget proposal. Jackie motioned to accept the budget as presented, Winston seconded. Motion passed.
- Budget talks are scheduled for January 12th, 13th, and 16th
- Emily asked for five minutes for the trust committee to present at the annual meeting.

The meeting was adjourned at 7:20 pm

Respectfully submitted,
Jackie Johnson, Secretary

December (2017) Action Items

Review and update building use agreement – Safety & Security Team

September (2018) Action Items

Staff Audit – continue discussion (council) - Waiting on transition process

- Research options for health insurance for fulltime staff – (Winston)

- Update employee manuals to address vacation time and amount that can be rolled over. (Winston)

December (2018) Action Items

Reserves – continue discussion on #2073 Thrivent/Independent Living and #2085 Lutheran Magazine. (Scott)

Youth

- **Upcoming Event:**
 - Sr. High Get-together – January 19 & 20
 - Working on the Jr. High getting together on Jan. 20 & 21

Faith Formation

- **Youth Education**
 - Growing with Jesus
 - Have added Margaret Mohrbacher as a sub-teacher. We now have 7 teachers.

Worship

- Finished:
 - Christmas Eve
 - Change: 3 to 2 services
 - Initial opinion: Went very well with 2 services.
 - Much gratitude to pastors, choirs and worship support for working together as a team making this a special worship gathering.
 - Christmas Season
 - Epiphany Day (Jan5/6)
 - Celebrate Global Ministries
 - Was well received and was a great all-age gathering.
 - Thanks to Linda TeKrony, Michael TeKrony & Diane Klinkerfues for their help in creating and preparing the service.
- Preparing/Details for:
 - Epiphany Season

OTHER:

- **Holden Village**
 - Meeting: Jan. 13
 - To decide dates and look into complete costs, transportation options etc.
 - And . . . to make a final commitment
- **Communications**
 - Working with staff to “see with new eyes” how our communication is being presented and why.
- **Social Justice Ministry**
 - Met with a representative from the Sanctuary Coalition, Jennifer Piper, about how to engage our community with social justice issues and how do we discern what we as a community want to be involved with.
 - Much info! Will slowly walk through the process with those who may be interested in participating in this ministry.
- **Website**
 - If you have something you want on the site, please let me know.

*God's Peace,
Karen Novess*

HOLY SHEPHERD LUTHERAN CHURCH

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	2018 BUDGET	ACTUAL												ACTUAL 12/31/18				
		MONTHLY BUDGET	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18		Dec-18	YTD 2018	YTD 2018 (UNDER)	
Income																		
4000 - INCOME-TO MEET BUDGET	547,158	45,597	43,423	37,293	48,328	51,317	35,078	43,504	41,895	42,673	42,534	30,389	41,228	56,293	519,957	547,158	(33,201)	519,957
4099 - INCOME - DESIGNATED	13,000	1,063	1,400	858	600	1,148	311	2,721	939	394	701	336	1,186	1,011	11,606	13,000	(1,394)	11,606
8000 - INCOME - IN AND OUT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Income	560,158	46,660	44,823	38,151	48,929	52,465	35,389	46,225	42,834	43,067	43,235	30,726	42,414	57,305	525,562	560,158	(34,596)	525,562
Expense																		
5100 - MISSION	55,000	4,583	6,246	4,249	3,715	4,747	5,041	3,465	4,309	4,148	4,056	0	7,155	4,042	51,173	55,000	(3,827)	51,173
5200 - PERSONNEL COSTS	345,468	28,789	23,219	21,067	30,183	28,652	28,647	27,211	30,773	26,529	26,724	26,709	26,396	26,396	325,132	345,468	(20,336)	325,132
5300 - ADMIN SUPPORT	30,700	2,558	2,825	2,046	2,608	2,284	3,348	2,121	1,813	2,738	2,760	2,280	1,886	2,821	29,510	30,700	(1,190)	29,510
5400 - PROPERTY & GROUNDS	86,350	7,196	10,227	8,064	8,156	6,889	6,759	10,154	9,695	5,973	8,988	8,642	6,212	9,838	99,597	86,350	13,247	99,597
Add Solar Loan Principal Pymts	12,888	1,074	1,010	1,063	1,107	1,033	1,085	1,061	1,069	1,086	1,026	1,160	1,091	1,077	12,888	12,888	0	12,888
5500 - WORSHIP & MUSIC	11,875	990	28	402	611	236	966	830	626	830	365	220	401	1,467	6,981	11,875	(4,894)	6,981
5600 - EVANGELISM	400	33	0	0	0	0	0	0	0	0	0	0	0	0	0	400	(400)	0
5700 - CHRISTIAN EDUCATION	2,500	208	0	219	0	23	0	150	573	(45)	71	93	63	45	1,191	2,500	(1,309)	1,191
5800 - CONGREGATIONAL LIFE	10,850	904	589	150	519	267	649	126	553	370	450	450	878	298	5,289	10,850	(5,551)	5,289
5900 - FELLOWSHIP	1,700	142	0	0	415	121	0	274	17	0	190	79	380	0	1,476	1,700	(224)	1,476
6000 - STEWARDSHIP	2,000	167	204	296	144	130	143	129	129	129	129	141	141	128	1,845	2,000	(155)	1,845
Total Expense	559,731	46,644	44,348	37,566	47,458	44,383	46,826	46,956	45,994	46,012	44,563	39,788	44,895	46,312	535,092	559,731	(24,639)	535,092
Net Income	427	36	476	595	1,471	8,083	(11,438)	(732)	(3,160)	(2,945)	(1,328)	(9,063)	(2,481)	10,992	(9,529)	427	(9,936)	(9,529)
Building Fund Income																		
6319 (1,075)	6,319	5,084	5,084	6,599	8,398	5,484	11,137	5,674	8,674	6,404	4,699	5,791	7,559	81,832	81,832			
Less: Mortgage Interest	(1,075)	(924)	(924)	(848)	(953)	(850)	(892)	(852)	(775)	(661)	(670)	(782)	(760)	(760)	(10,210)			
Less: Principal Payment	(3,653)	(3,803)	(3,803)	(3,671)	(3,671)	(3,877)	(18,855)	(3,876)	(3,942)	(3,867)	(4,057)	(3,975)	(3,967)	(3,967)	(61,515)			
Total 1st Mortgage Payment	1,592	367	1,872	3,671	3,671	757	(8,590)	947	3,947	1,577	(28)	1,064	2,832	10,107				
Solar Loan Interest Payment																		
647	647	594	594	550	624	562	596	588	561	631	497	586	580	6,997	6,997			
Total Solar Loan Payment	1,010	1,063	1,107	1,033	1,095	1,061	1,069	1,096	1,026	1,160	1,091	1,077	1,077	12,888				
Total 1st Mortgage Payment	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	19,884			
Book Income (Loss)																		
8124.92	8124.92	5878.42	8888.32	16945.02	(6823.08)	(10628.49)	273,112	6903.05	9778.54	(8376.25)	4259.01	14892.55	74480.07	74980.07	74980.07			
(6319.00)	(6319.00)	(5094.00)	(6599.00)	(8393.00)	(5484.00)	(11137.00)	(8674.00)	(6404.00)	(4689.00)	(5791.00)	(7559.00)	(81832.00)	(81832.00)	(81832.00)				
(1385.00)	(1385.00)	(50.00)	(510.00)	(385.00)	(1115.00)	(55.00)	0.00	(4536.60)	4203.00	(610.00)	3875.80	800.00	800.00	0.00	0.00			
1074.54	1074.54	923.70	846.12	953.28	849.70	892.48	851.51	774.60	860.54	669.60	752.37	760.00	10210.45	10210.45	10210.45			
(1009.67)	(1009.67)	(1063.62)	(1106.83)	(1032.71)	(1095.30)	(1060.90)	(1058.62)	(1095.33)	(1159.96)	(1077.19)	(1287.83)							
Total 1st Mortgage Payment	475.79	595.10	1470.61	6082.59	(11437.66)	(731.92)	(8159.89)	(2844.68)	(3282.05)	(6062.85)	(2480.59)	10892.16	(8528.31)	(8528.31)				

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Accrual Basis

Holy Shepherd Lutheran Church
Balance Sheet
As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1115 - CHECKING/216-552-1084 1ST BANK	70,560.18
1125 - BLDG FUND/216-401-9954 1ST BANK	19,514.33
1135 - MONEY MKT/216-400-6224 1ST BANK	76,270.76
1150 - THRIVENT/INDEPENDENT LIVING	9,006.14
Total Checking/Savings	175,351.41
Total Current Assets	175,351.41
Fixed Assets	
1500 - LAND & BUILDINGS - CHURCH	2,150,000.00
1510 - LAND & BUILDINGS - ADMIN BUILD	93,871.00
1515 - ROOF REPLACEMENT (2004)	28,636.38
1516 - ROOF REPLACEMENT/PARKING LOT 2006	29,609.00
1520 - FURNITURE, FIXTURES, EQUIPMENT	91,949.52
1530 - LIBRARY - BOOKS & FURNITURE	1,468.44
1535 - SOLAR PROJECT	249,877.00
1545 - 2013 SIGN PROJECT	37,310.41
Total Fixed Assets	2,682,721.75
TOTAL ASSETS	2,858,073.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2005 - ACCOUNTS PAYABLE	-29.79
Total Accounts Payable	-29.79
Other Current Liabilities	
2000 - PAYROLL LIABILITIES	17,495.88
2001 - EMPLOYEE DEDUCTIONS	-14,776.78
2011 - MISSIONS ETC.	2,477.04
2015 - RESERVE - FAMILY PROMISE	6,280.18
2020 - RESERVE -MISSION ENDOWMENT	3,624.16
2021 - RESERVE - EQUAL EXCHANGE	427.10
2029 - RESERVE GIFT WISH LIST	6,646.51
2031 - RESERVE - ALTAR GUILD	2,492.88
2033 - RESERVE-NARTHEX ARTWORK	296.23
2035 - RESERVE - YOUTH MISSION	13,276.91
2039 - WOMEN'S AM BIBLE STUDY	111.00
2045 - RESERVE - SPECIAL GIFTS	35,668.26
2050 - RESERVE - COLUMBARIUM	26,362.66
2060 - RESERVE - MUSIC MINISTRY FUND	8,177.47
2065 - RESERVE - CAPITAL IMPROVEMENTS	26,907.95
2066 - RESERVE - ENERGY CONSERVATION	857.31
2067 - RESERVE - SOLAR PROJECT	1,000.00
2072 - RESERVE - BUSY BEES	517.58
2073 - RESERVE -THRIVENT/INDEPEN. LVG	8,598.89
2081 - RESERVE-PRAYER SHAWL	28.37
2084 - RESERVE - PASTOR MICHAEL'S EDUC	843.58
2085 - RESERVE-EVANG/LUTHERAN SUBSCRIP	4,680.85
2086 - RESERVE-SENIOR PASTOR EDUCATION	1,167.00
2089 - WEDDING RESERVE	630.00
2090 - RETREATS	20.00
Total Other Current Liabilities	153,811.03
Total Current Liabilities	153,781.24
Long Term Liabilities	
2200 - NOTES PAYABLE - MORTGAGE	177,995.64
2220 - NOTE PAYABLE-SOLAR LOAN	137,696.75

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Holy Shepherd Lutheran Church

01/10/19

Balance Sheet

Accrual Basis

As of December 31, 2018

	<u>Dec 31, 18</u>
Total Long Term Liabilities	315,692.39
Total Liabilities	469,473.63
Equity	
3000 · OPENING BALANCE EQUITY	1,085,852.25
3001 · RETAINED EARNINGS	1,227,767.21
Net Income	74,980.07
Total Equity	<u>2,388,599.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,858,073.16</u></u>