

Holy Shepherd Lutheran Church
2020 Annual Meeting

MOTIONS & PRESENTATIONS



Table of Contents

Presenters at the Annual Meeting

1. **Opening Prayer**
Pastor Courtney Steitz
2. **Voting Procedures**
Diane Klinkerfues, President
3. **Budget/Narrative Budget**
Scott Ikenberry, Finance Chair
4. **Gift Policy**
Pastor Michael TeKrony
7. **Thank You**
 - a. Vision Team
Kevin Klinkerfues, Vision Team Chair
 - b. Exiting Council Members
Diane Klinkerfues, President
 - I. Sue Scott - Vice President
 - II. Kevin Klinkerfues - Vision Team Chair
8. **Constitutional Amendments and Council Position Additions**
Diane Klinkerfues, President
 - a. Amendments to the Model Constitution for Congregations as approved by the 2019 Churchwide Assembly.
 - b. Amendments for Vision Team
 - c. At-large positions to the council.
9. **Election of Leaders (See Ballot)**
Diane Klinkerfues, President
 - a. Rocky Mountain Synod Assembly Reps
 - I. Denise Ikenberry & David Irwin
 - b. Council Slate
 - I. Vice President: Melinda Powelson
 - II. Personnel - Jen Kurtz
 - III. At-large: Dave Irwin, Chase Evenson
10. **Closing Statement and prayer**
Pastor Michael TeKrony

Opening Prayer

Almighty God, you have built your church upon the foundation of apostles and prophets, with Christ Jesus himself as the cornerstone. Grant that the people of this congregation may be joined together as a holy temple, a place where you dwell. Send your Holy Spirit upon us that, guided by your word and strengthened by your sacraments, we may plan and do things that will be for the good of your church and the glory of your name; through Jesus Christ, our Savior and Lord.

Amen.

Procedures for Voting and Participation in the Annual Meeting

You may only vote one time (e.g., ballot, email, or in person during the Annual Meeting Zoom call.

****Paper ballot/email voting due date, Friday, January 29th****

1. Because of the Covid-19 restrictions this year voting will look a bit different, but we have carefully considered our options so everyone will have an opportunity to vote and participate. Here are the guidelines for participation and voting.
 1. All decisions will be made through a majority vote.
2. **Information Delivery Dates**
 - a. January 17th - 10:15am - **Budget Hearings** (meeting will be recorded.)
 - b. January 18th - **Budget Hearing Zoom Recording** emailed to Holy Shepherd members.
 - c. January 20th - **Annual Reports** and **hard copies** of presentations for the annual meeting mailed to people who have been receiving worship materials in the mail.
 - d. January 23rd - **Annual Report** emailed to congregation
 - e. January 29th - **Ballots**, paper or email, due to the office.
 - f. January 31st - **Annual Meeting**.
 - g. February 1st - A **recording** of the **Annual Meeting** and election results will be made available.
3. **Voting**
 - a. There are **three** ways to vote: Vote **live** during the Zoom meeting, **email** the office (dmadsen@holyshepherd.com) or **submit a hardcopy** of a ballot to the office by January 29th. All emailed and submitted paper ballots will be tallied before the meeting. You may only vote one time.
 - b. All people who receive printed worship materials at home, will receive a ballot in the mail with all information needed for the meeting in print.
 - c. Members who cannot attend the **live** Zoom meeting can request a paper ballot or email back their vote to Donna in the church office dmadsen@holyshepherd.com. Please remember that votes are due to the office or email by Friday, January 29th at 3pm.
 - d. **Live Zoom:**
 - i. **On-Line Zoom:** For those in the live Zoom meeting you will be voting by raising your hand and the council and staff will be counting your vote. Remember, to vote you must be a member of Holy Shepherd. If there is more than one voting member in the household, please make sure we can see both of you.
 - ii. **Calling in by phone to the meeting:** If you are participating by phone you will be temporarily put into a breakout room where you will be asked for your verbal vote. It takes a moment to get you into and out of a breakout room so give it a moment, you haven't been cut off.

4. Calling the Question for the Vote

- a. Because we have some members voting early we will not be able to amend the question for voting. The questions are listed below. *(This was discussed by council)* All questions will be stated by the president, given discussion time and then voted upon.
 - i. **A vote to approve or deny the 2021 budget for Holy Shepherd as recommended by council and presented in the prior budget hearing.**
 - ii. **A vote to approve or deny the updated Holy Shepherd Gift Policy.**
 - iii. **A vote to approve the amendments to keep in alignment with the model constitution of the ELCA.** *(These amendments were discussed and approved at the 2019 Church-Wide Synod Assembly)(They are posted on the Holy Shepherd website.)*
 - iv. **A vote to approve the amendments to the Holy Shepherd constitution regarding the vision team's purpose and representation on council.**
 - v. **A vote to add two new voting at-large positions to the council.**
 - vi. **A vote to approve the minutes from the 2020 Annual Congregational Meeting.**
 - vii. **A vote to approve the slate of new members to the council.**

2021 Budget for General Fund

Comments/Assumptions used in preparing the 2021 Budget:

1. We have increased our 2021 Budget by 5% total (\$27,500) to cover the three (3) new initiatives, as follows:
 - a. Benefits for Ministry Partner (A/C #5241) -- \$15,000
 - b. Auraria Campus Ministries (A/C #56XX) -- \$6,250
 - c. HSLC Re-Opening Costs (A/C #54XX) -- \$6,250
2. Mission Budget has been increased from 10% to 11% of Receipts to Meet Budget.
3. Safety & Security (A/C #54XX) was budgeted for \$20,000 in 2020 to pay for a new security system, including cameras. A 50% deposit of \$9,027 was paid in late December 2020 and the remaining balance of approx. \$10,000 is carried over into the 2021 Budget.
4. Property & Liability Insurance (A/C #5401) was increased based on the estimated 2021 premium provided by Church Mutual Insurance.
5. Pastor & staff compensation has been adjusted based on reviews by our Council Personnel representative and approved by the entire Council.
6. Projected 2021 Income has been made to cover the projected 2021 Budgeted Expenses, resulting in a breakeven bottom line.

HOLY SHEPHERD LUTHERAN CHURCH 2020 REVIEW OF FINANCIAL RESULTS

Comments regarding 2020 Income and Expenses:

1. Receipts to Meet Budget (\$545,060) were only \$10,000 under budget.
2. Designated Receipts were significantly under budget due to the church facilities being closed for most of 2020 (no Wednesday Night Life, Funerals, Fellowship, etc.).
3. Personnel Costs were \$35,000 under budget, primarily due to the retirement of Dana Anderson and the Property Administrator not being hired until September.
4. Property expenses were lower due to the closed church facilities (fewer repairs & lower maintenance expense) and costs of the new security system being spread over two years (2020 and 2021).
5. All other Committee expenses were under budget due to the closed church facilities.
6. In summary, 2020 Receipts were \$19,000 under budget, but 2020 expenses were \$86,000 under budget. Therefore, our 2020 net income was approx. \$67,000.

Comments regarding Balance Sheet as of December 31, 2020:

1. Council approved transferring Reserve Funds from Special Gifts (A/C #2045) and Independent Living (A/C #2073) to make emergency donations to Family Promise (\$14,000) and The Action Center (\$28,000) in June and August.
2. HSLC incurred approx. \$9,300 in costs for new camera and sound equipment to allow for the production and recording of the YouTube services during 2020. Most of the cost was covered by special contributions from congregation members.
3. HSLC applied for and received in May a federal PPP loan in the amount of \$58,000 (A/C #2008). Application for forgiveness of this loan will be submitted in early 2021.
4. The first mortgage loan owed to FirstBank was paid off on December 29, 2020.
5. Additional proceeds of \$723,384 were received from the Susan Gourley Estate in 2020, bringing the total to \$975,582 (A/C #2078).

Gift Policy

At last year's annual meeting, we shared with you that Holy Shepherd had received a large financial gift from the estate of Susan Gourley. At that time, we shared with you that these monies would be placed in a separate account until a Gift Policy could be created that would guide Holy Shepherd in how we would utilize this and future gifts like this one. And, at last years annual meeting, we shared that you, the congregation would have the opportunity to vote on this policy.

Since that meeting, we have reached out to Tina Kvitek, the ELCA Foundation: Regional Gift Planner for the Rocky Mountain Synod to assist us in developing a policy that would be utilized when HSLC receives gifts like we had received. A team of Holy Shepherd leaders consisting of council members, trust committee and the pastors, met with Ms. Kvitek and began the process of developing a Gift Policy.

As the discussions evolved, it was discerned that the Trust Committee would become the final policy creators. With the information gathered through many faithful meetings, a Gift Policy has been developed, approved by the council and is now ready for your vote.

The policy in front of you is the result of many, many hours of deliberation and prayer. All that worked diligently on this policy did so with great dedication and faithfulness and I am deeply grateful for their efforts. I hope you get an opportunity to thank them also.

The Gift Policy reflects Holy Shepherd's identity as a congregation of the Evangelical Lutheran Church in America, the Rocky Mountain Synod and as a congregation called to love and serve our neighbors both in Lakewood and beyond.

This Gift Policy is lovingly presented to the congregation for your consideration.

Thank You

Vision Team

As chair of the team I would like to thank Tanja Warnick, Larry Lagerberg, and all the members of HSLC who joined us for important discussions in relation to the welfare of HSLC and its vision during a transitional period for their past service to the team as their terms have expired.

Faithfully submitted,
Kevin Klinkerfues

Exiting Council Members:

Sue Scott, Vice President & Kevin Klinkerfues, Vision Team Chair

I would like to thank Kevin Klinkerfues and Sue Scott for their dedication and hardwork with the council. Sue is finishing her term as Vice-President and we have greatly appreciated her insight and teamwork. She has been a pleasure to work with and will be missed!

Kevin is finishing what seems like a neverending term with council. His latest, a second term as chair of the Vision Team, as well as a representative to council from that team. We thank him for his dedication and insight as well and will miss his input on the council.

Constitutional Amendments

1. We have two amendment topics to vote on.
2. The first are the Amendments to the ***Model Constitution for Congregations*** as approved by the 2019 Churchwide Assembly. These amendments are mainly house-keeping amendments. If you would like to review them they are posted on our Holy Shepherd website and are highlighted in yellow. The Church-Wide Assemblies are held every three years. The ELCA has a model constitution that churches are required to use, which gives helpful structure and procedures. These amendments require only one vote from our congregation.
 - a. **A vote to approve the amendments to keep in alignment with the model constitution of the ELCA.**
(These amendments were discussed and approved at the 2019 Church-Wide Synod Assembly)
1. ***Amendments for Vision Team*** (pg. 28-29, 31 & 36). The second amendment to our constitution is amending the purpose of the Vision Team. The amendments are highlighted in green and are posted on the Holy Shepherd website as well.
 - a. The Vision Team as it stands in our constitution, currently requires that two of the five elected members serve on council. It was intended to offer help to ministries who wanted to get started and discern whether we as a church were following the mission/vision statements of Holy Shepherd. After struggling to make this team function with a clear sustainable purpose we decided to relook at this team during the summer. Please know that the council is grateful for the time and energy put into this team by it's previous members! This summer and fall the pastors, council president (myself), Karen Novess and Kevin Klinkerfues (chair of vision) meet to discuss its future. After much thoughtful conversation and considering the needs of the community we are proposing to transition this team into a leadership empowerment team. The council gave its approval and we are excited to move forward with this new focus with your support. Its' objectives are as follows:
 - i. Develop leadership training for existing and future ministry leaders.
 - ii. Give people the opportunity to explore their potential as a leader.
 - iii. Uplift, encourage and support the unique gifts of leaders.
 - iv. Teach and empower leaders to live out more fully the mission and vision of Holy Shepherd.
 - b. This amendment also includes removing any members of this new team (*the Vision Empower Team*) from council and adding two at-large positions to take their place so that council has adequate representation.
 - c. **A vote to approve the amendments to the Holy Shepherd constitution regarding the vision team's purpose and representation on council.**
 - d. **A vote to add two new voting at-large positions to the council.**

In Conclusion . . .

Holy Shepherd, as you have seen and heard through this annual meeting, with God's help, our community is resilient, dedicated and poised to follow Jesus Christ into the future. Please receive our profound thanks for living out your baptismal identity during this challenging year even when structures of how we normally gathered in community, were turned upside down and inside out.

To the ministry leaders and staff of Holy Shepherd, we have seen you faithfully living into your roles during unprecedented challenges. You have tirelessly and continually adapted to our ever-changing context, all with the mission of Holy Shepherd as your guide. Because of your commitment and love, Holy Shepherd continues to be a congregation that "Worships and grows together in Christ, serves and reaches out joyfully to all." Dear leaders and staff, the words "Thank You" seem abundantly inadequate. But, please receive our "Thank You" that is wrapped in our profound and loving gratitude for who you are and how you faithfully offered yourselves for the sake of God's work, in and through Holy Shepherd.

And to you, the congregation of Holy Shepherd, "Thank you." Because of your generous, caring, loving and faithful dedication, with God's help, you have made a loving impact in our community, both within and beyond Holy Shepherd. You have lived into these challenging times with an ever-growing love of neighbor. You took initial, next and continuing steps towards following Jesus in a world that is marked by many kinds of darkness: homelessness, hunger, grief, disease, racial injustice, isolation, and many more. With God's help, you have shined your baptismal identity with a light that continues to grow. Thank You.

And finally, we give thanks for God's faithful presence this past year as has been the case every year. We look forward to stepping into 2021, together with the love and hope of our faithful, Lord and Savior, Jesus Christ. There is much work still to be done, and with God, Holy Shepherd will follow, shining our light, for the sake of God's kingdom.

Closing Prayer

Faithful God, today we gather as your children, in new and familiar ways. We gather grateful of your love, promise and light. As you continue to lead Holy Shepherd into the days and years ahead, may your Spirit flow in and through us in ways that illumine the world with your light. Thank you for your presence today, in this meeting. Thank you for your presence as we depart. And thank you for your presence on our shared journey that is in front of us. May it be a journey filled with you and your will. In your name we pray.

Amen.