

Grace Lutheran Voter's Assembly Minutes 12/6/2020.

Call to Order: President Troy Leach called the meeting to order at 10:48.

Opening Prayer: Elder Brian Sherman opened the meeting with prayer.

Adoption of Minutes: The minutes of September 20, 2020 were accepted as presented.

Unfinished Business: Bert Rapp is still working on getting approval for installation of the shade structure it is moving forward just slowly.

Changes in Communicant Roster: Katherine Colburn transferred to First Lutheran.

Pastor's Report: Pastor would like everyone to know how proud he is of this congregation and especially the elders during this trying time. Just a reminder that numbers for COVID are going up so please make the right decision for your family on attending church. Confirmation is up and running with 5 boys. Wednesday night bible study went well and is on hiatus till after advent. Reminder Advent services are Wednesdays and Christmas Eve will have the two normal service. Please reach out to members that are not coming to let them know they are still part of our church body.

Reports and Resolutions of Boards and Officers

Christian Education Report: Still looking for someone to take over Sunday school superintendent.

TEC Report: Jim Taylor presented the report; a copy is attached.

Elders Report: Elder Brian Sherman reported they are taking care of scheduling of the elders for Scott McComas and spreading his duties among them. There are now 6 acolytes which makes it easier to schedule.

Boy Scouts Report: No report.

Trustees Report: Trustee Jocelyn Hotzler presented the report; a copy is attached.

Treasurer's Report: Treasurer Sara Acosta presented the Financial Report for the period ending October 31, 2020. After discussion, the report was accepted as presented. Bill Krause suggested that we can donate a portion of the Thanksgiving offering to the two volunteer secretaries. Donna Mesimer also would like us to continue the giving to the Hispanic Mission.

New Business: The annual budget for January - December 2021 was presented by Treasurer Sara Acosta. A copy of the budget is attached. After discussion, there was a motion and it was passed.

Election of Officers: Brian Sherman on behalf of the nominating committee presented a list of nominees. Election of officers was held. The following officers were elected: President (1 year term) Jim Taylor; Vice President (1 year term) Bill Krause; Financial Secretary (2 year term) Rachel Porter; Secretary (1 year term) Mercedes Smith; Trustee (2 year term) Barb Smith; Elders (3 year term) Calab Heim and Brian Milton.

Announcements: Cindy Koch announced that they are starting rehearsals for the Christmas program on Wednesday nights at 6:15. Pam Mayer announced that the LWML held their annual Christmas party December 1, 2020 and they voted on donating their proceeds for the year to 10 different organizations. Troy Leach wants to thank everyone for all the prayers for the loss of his sister and his cousins wife.

Adjournment: Troy Leach adjourned the meeting at 11:43 a.m. The common doxology was sung by all.

Respectfully Submitted

Annette McComas, Secretary

Grace Lutheran Church
4th Quarter Voters Assembly
Order of Business
Sunday, December 6, 2021, 11:00 am

Call to Order

Opening Prayer – Elder

Adoption of Minutes

Unfinished Business:

- Shade Structure Update

Changes to Communicant Roster – Pastor Koch

Pastor's Report – Pastor Koch

Reports and Resolutions of Boards and Officers

Christian Education Report (Sunday School, YOG, FISH, Better Together) – Cindy

The Evangelism Committee (TEC) Report – Jim

Elders Report

- Scout Report

Trustees Report – Jocelyn

Treasurer's Report – Sara

New Business

- Budget Presentation – Sara
- Election of Officers – Sara

Communications/Announcements

Adjourn – Common Doxology

GRACE LUTHERAN CHURCH
T.E.C. REPORT TO VOTER ASSEMBLY
SUNDAY 06DEC20

- 1) Meetings were held "virtually" 27OCT20 and 24NOV20;
 - a. A few technical challenges were overcome;
- 2) Prayer Chain. Nine (9) requests sent this past quarter; **keep them coming!**
- 3) Shade Structure – Bert has been working on and informing the TEC group since he's on the committee; the Trustees report will cover the shade structure status
- 4) Fellowship in the TEC group
 - a. We laughed about some of us needing reading glasses, but some of us not
 - b. Thanksgiving plans
 - c. **MEMBERS:** Join TEC for an online fellowshipping and involvement option
- 5) VBS Considerations:
 - a. Possible outdoor dinner with servers handling the large serving utensils;
 - b. Possible "Jungle" campout on the Friday closing VBS;
 - c. Possible have the MOG sponsor/prepare breakfast for participants
 - d. Keep mindful of the sprinkler schedule/controller!
 - e. **MEMBERS:** please share any ideas about VBS implementation with Jim Taylor
- 6) Group activities
 - a. Brian spearheaded the Solstice Canyon hike on 28NOV20; 6 participants
 - b. The ideas from the VBS Friday might lend themselves to a Summertime movie-night camp-out;
 - c. Other ideas please share with a TEC member
- 7) Helping Hands
 - a. Addressing the Choir door (again the Trustees will address);
 - b. **Oak firewood available:** if interested contact Bert;
 - i. If you have equipment or transport vehicle it would be helpful;
- 8) Today's 06DEC20 Voters Meeting – "Potluck" approach was discussed
 - a. Line-up on the patio, not out on the Telephone Road side so not attracting some "COVID gathering" attention;
 - b. Hand sanitizer at the beginning table of the line into the food area;
 - c. Possible "station" servers
 - d. Have separate tables for general potluck and individually-wrapped items
- 9) Isolated members: Jocelyn has a draft list and will publish contact names and phones so people can keep in-touch with missed/long-absent members
 - a. Placing an announcement in the bulletin
- 10) Questions?

Trustee Report
Voters' Assembly
December 6, 2020

- Discovered two panels in front door broken (10/16). Police investigated. Consider alternative to replacing glass. John Beck & Bill Burke are going to take care of replacing the glass with wood to match the door. In the meantime, Lyle & I stained the plywood so it didn't look so obnoxious while we were waiting.
- *Need more sweepers*
- Had bees nest removed from the a/c unit in room 14 (10/20)
- The ballet school is really appreciative that we are letting them hold classes on the patio. They've had two Saturday rehearsals for the Nutcracker, including yesterday, and their show is at the Fairgrounds ~~next weekend~~. *cancelled*
 - Their pop up shades blew over in the storm we had, and took down some of the lights with them. Ballet people came and fixed it. I told them they could throw out the lights if they needed to, but they were able to rehang them. They did, however, throw out their pop ups.
- Chess Club started up again, and they have already sent a check for donation through the end of the year. He always apologizes when size of group goes down.
- Almost done with a supplemental page for our church directory

Jocelyn Hotzler, Head Trustee

GRACE LUTHERAN CHURCH

2021 Proposed Budget

Budget Item Description

\$ Amount

Missions

District Synodical Support	10,470
Local Missions / Outreach	500

Salaries

Pastor's Base Salary (Inc. Housing)	115,875
Employee Benefits / Insurance	51,600
Mileage	700
Continuing Education	300
Guest Pastor	-
Organists (Inc. Payroll Taxes)	16,300
Accompanists (Inc. Payroll Taxes)	5,250
Bookkeeper (Inc. Payroll Taxes)	10,500

General

Worship Supplies	1,000
Conferences / Workshops / Conventions	3,000
Offering envelopes	250
Christian Growth	3,127
Music	-
Youth Activities / Materials	850
Office / Maintenance / Supplies / Internet / Other Admin	10,360
Advertising	450
Postage	400
Payroll Costs	2,000
Utilities	16,000
Property / Liability Insurance	11,840
Maintenance and Repairs	7,000
Grounds Maintenance	600
Taxes / Registration	1,150
Major Maintenance	6,000
Proposed Overall Total	275,522

Proposed Weekly Budget

5,299

Average Weekly Offering

4,750

(Does not include the one time tithe (Offering)

Grace Lutheran Church

Proposed Budget	Actual	Budget		****2021****	Increase
Budget Item Description	Jan '19	Jan '20		Proposed	or
	Dec '19	Dec '20		Budget	Decrease

5100-Christian Outreach					
5180 - Dist/Synod Support	25,367	10,000	F	10,000	
5185 - Convention Assess	470	470	C	470	
5189 - Mission Work-Local	6,000	-	E	-	
5190 - Other Outreach	1,490	1,000	C	500	(500)

5200 - Pastoral Support					
5201 - Salary	112,364	112,500	E	115,875	3,375
5205 - Employee Benefits	38,392	40,000	E	42,500	2,500
5206 - H.S.A.	7,040	7,100	E	7,100	
5209 - Automobile Mileage	386	700	E	700	
5212 - Conf & Wrkshp's	1,281	3,000	E	3,000	
5213 - Continuing Education	-	300	E	300	
5219 - Guest Pastor	750	500	E	-	(500)

5300 - Worship Support					
5301 - Organist	14,621	15,300	E	16,300	1,000
5302 - Accompanists	5,088	5,250	E	5,250	
5303 - Music Director	7,534	-	E	-	
5321 - Altar Supplies	649	1,000	E	1,000	
5324 - Music	78	250	E	-	(250)
5363 - Social Ministry	432	750	C/E	750	
5390 - Other Worship	1,723	750	C/E	750	
5300 - Worship Support - Other	2,190	2,000	F	2,000	

5500 - Christian Stewardship					
5512 - Convention Expenses	-	850	C	-	(850)
5513 - LWML Conv. Expenses	-	500	C/E	500	
5528 - Offering Envelopes	12	450	C/E	250	(200)

5600 - Christian Growth					
5640 - Sunday School	-	500	C	500	
5641 - Vacation Bible School	715	1,000	E	1,000	
5645 - Portal of Prayers	536	627	C	627	
5663 - Evangelism Plan Cmte	343	400	C	400	
5665 - Common Places	-	500	C	500	
5690 - Other Growth	-	100	C	100	

*** Based on 210 Communicant Members

Budget Item Description	Actual	Budget	****2021**** Increases	
	Jan '19	Jan '20	Propose	Or
	Dec '19	Dec '20	Budget	Decrease

5700 - Youth Programs					
5701 - Better Together Director	1,400	1,800	E	-	(1,800) **
5749 - Educational Material		100	E	100	
5767 - Youth Of Grace		1,000	E	750	(250)

6000 - Administration					
6020 - Office/Book Supplies	621	800	C	800	-
6025 - Advertising/Web Service	1,033	1,300	C	450	(850)
6026 - Software	5	200	C	200	-
6030 - Postage	265	400	C	400	-
6051 - Office Equipment Lease	5,314	6,000	C	6,000	-
6052 - Equipment Maintenance	-	100	C	100	-
6070 - Bookkeeper	-	-	C	10,500	10,500
6075 - Payroll Costs	1,881	2,000	C	2,000	-
6090 - Other Administration	55	100	C	2,100	2,000 ***

6300 - Church Property					
6371 - Internet	2,176	2,000	C	2,000	-
6372 - Church Utilities	16,091	16,000	C	16,000	-
6373 - Insurance	6,846	7,000	C	7,000	-
6374 - Maintenance & Repair	7,072	7,000	C	7,000	-
6376 - Grounds Maintenance	542	600	C	600	-
6380 - Modular Registration	280	300	C	300	-
6382 - Church Property Tax	830	850	C	850	-

Contingent Reserve			C		
Transfer to Designated Funds	8,000	8,000	C	8,000	-
Reimbursed Funds	3,077	3,135		-	*****
Trivent Withdrawal Fees	279	-		-	-

ANNUAL TOTAL	279,781	256,772		275,522	18,750
WEEKLY TOTAL	5,380	4,938		5,299	5,299
MONTHLY TOTAL	23,315	21,397		22,960	1,563

**B/T School Cancelled

***Misc Charges and Clover Gives Fees

*****B/T previously years reimbursed janitorial and Administrator fees

BUDGET
2020 Notes S

5180 - 4% of previous months offerings (reviewed by Voters only)
5189 - HMS of Circuits 1& 2 (500/mo) (Suspended for 2020)
5190 - Annual Church BBQ plus misc. outreach
5201 - Called Pastor's Salary (Includes housing expense)
5205 - Actual WBP Rates (32.75%0 for FT Salary and Allowance
5206 - HSA \ Health Savings Account Contribution
5207 - Board Designated fund transferred monthly (5 Yr. Accrual)
5509 - Called Pastors Mileage (250 Miles a Month @54.5 per mile)
5212 - Church Workers attend Conference / Workshop
5213 - Called Pastor continuing education
5219 - Estimated 4 per year @ \$250. per Sunday
5301 - 207/ Serv. (52 Sundays &17 Spec. Serv.)
5302 - 429/mo Senior choir
5303 - Music Director
5321 -
5324 - Senior & Handbell Choirs
5363 - Coffee cups, cream, etc Soup Suppers / other events (LWML)
5390 - (Christmas Tree)
5300 - Payroll Taxes (non-minister payroll)
5212 - Stewardship Convention every other year
5213 - Every other year
5528 -
5640 - Sunday School
5641 - VBS (no request for additional funds)
5645 -
5633 -
5665 - Common Places / Knights & Roses
5690 - Narthex tracts etc.

***Funds are used to support Pastor's Sabbatical / Pulpit Expenses.

Approx. one fourth to 1 third available monies would be used for professional service replacement and three fourths to two thirds used to reimburse applicable Sabbatical expenses incurred by the pastor on leave.

NOTES:

5701 - \$900. Reimbursed by B/T for Director
5749 -
5766 -
6020 -
6025 -
6026 -
6030 -
6051 -
6052 -
6070-
6075 -
6090 - Includes Clover give fees
6371 -
6372 -
6373 -
6374 - \$1200. Reimbursed by B/T for cleaning Classrooms
6376 -
6380 -
6382 -
Transfer to Major Maintenance @\$500/mo. (On budget as Church Property-other)

GRACE LUTHERAN CHURCH

2020 Thru October

EXPENSE DETAIL

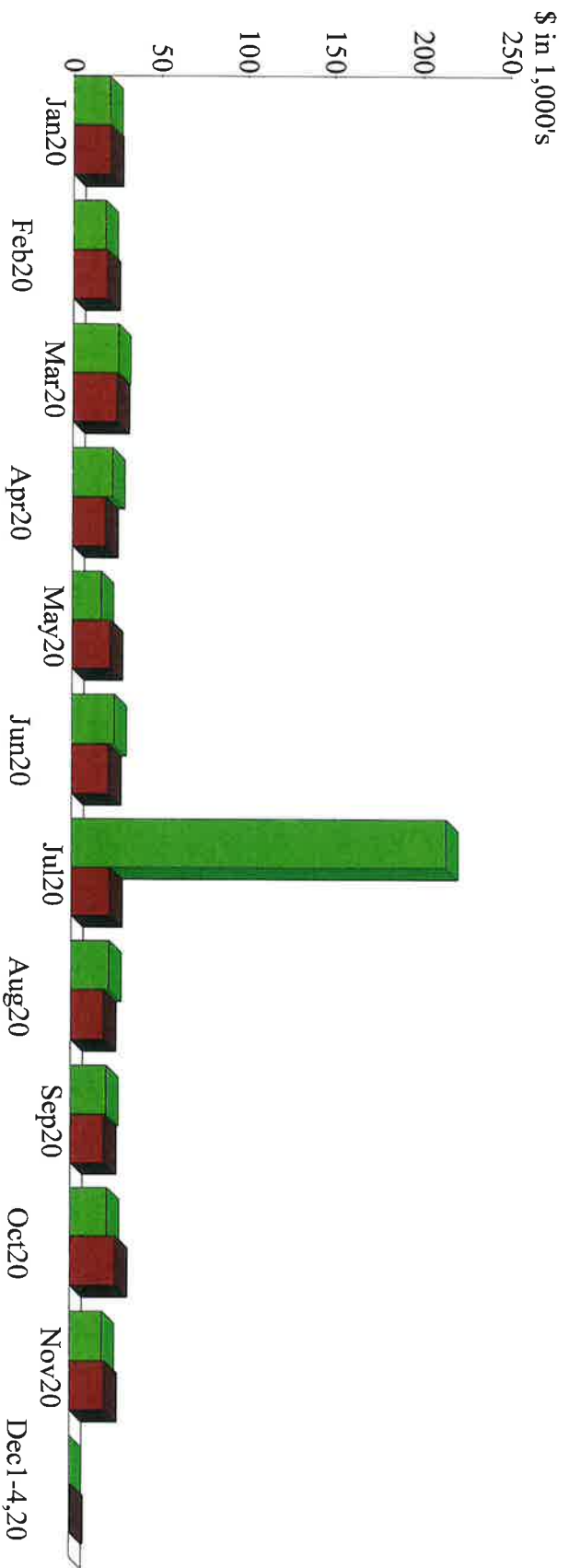
ACCT NO.	ACCOUNT	ACTUAL	10 Month BUDGET	DIFFERENCE	CURRENT YEAR BUDGET
5100	Christian Outreach				
5180	District/Synod Support	15,270	8,330	(6,940)	10,000
5185	Convention Assess		392	392	470
5189	Mission Work/Local	-	-	-	-
5190	Other Outreach	-	833	833	1,000
	Total	15,270	9,555	(5,715)	11,470
5200	Pastoral Support				
5201	Salary/Housing	93,750	93,750	-	112,500
5205	Employee Benefits	33,726	33,333	(393)	40,000
5206	H.S.A.	5,956	5,917	(39)	7,100
5209	Automobile Mileage	-	583	583	700
5212	Conference/Workshop	1,204	2,500	1,296	3,000
5213	Continuing Education	52	250	198	300
5219	Guest Pastor	-	417	417	500
	Total	134,688	136,750	2,062	164,100
5300	Worship Support				
5301	Organists	13,548	12,750	(798)	15,300
5302	Accompanists	4,380	4,375	(5)	5,250
5303	Music Director	-	-	-	-
5321	Altar Supplies	750	833	83	1,000
5324	Music	-	208	208	250
5363	Social Ministry	-	625	477	750
5390	Other Worship	833	625	(208)	750
5300	Worship Support Other	1,620	1,667	47	2,000
	Total	21,131	21,083	(196)	25,300
5500	Christian Stewardship				
5512	Convention Expenses	-	708	708	850
5513	LWML Conv. Expenses	-	417	417	500
5528	Offering Envelopes	-	375	375	450
	Total	-	1,500	1,500	1,800
5600	Christian Growth				
5640	Sunday School	-	417	417	500
5641	Vacation Bible School	-	833	833	1,000
5645	Portals Of Prayer	560	523	(37)	627
5663	Evangelism Plan Cmte	100	333	233	400
5665	Common Places	-	417	417	500
5690	Other Growth	49	83	34	100
	Total	709	2,606	1,897	3,127

Acct No.	Account	Actual	10 Month Budget	Difference	Current Year Budget
5700	Youth Programs				
5701	Better Together Admin.	550	750	200	900
5749	Educational Materials	-	83	83	100
5766	Young Adults	-	833	833	1,000
	Total	550	1,666	1,116	2,000
6000	Administration				
6020	Office/Book Supplies	753	667	(86)	800
6025	Advertising/Web Service	439	308	(131)	370
6026	Software	101	42	(59)	50
6030	Postage	149	333	184	400
6051	Office Equip. Lease	3,705	5,000	1,295	6,000
6052	Equip. Maintenance	52	-	(52)	-
6070	Bookkeeper	-	-	-	-
6075	Payroll Costs	1,627	1,500	(127)	1,800
6090	Other Administration	2,183	86	(2,097)	1,030
	Total	9,009	7,936	(1,073)	10,450
6300	Church Property				
6371	Internet	1,618	1,667	49	2,000
6372	Church Utilities	12,144	13,333	1,189	16,000
6373	Insurance	7,059	5,833	(1,226)	7,000
6374	Maintenance/Repairs	5,200	5,000	(200)	6,000
6376	Ground Mainenance	447	375	(72)	450
6380	Modular Registration	202	271	69	325
6382	Church Property Tax	-	708	708	850
	Total	26,670	27,187	517	32,625
	Transfer to Designated Acct	5,000	5,000	-	6,000
	Transfer to Des sig. Bd Fund	1,667	1,667	-	2,000
	Total Expenses	214,865		(2,875)	256,772
	Reimbursed Fees	-	(2,100)	-	(2,100)

*Clover Gives a fees & misc. fees

Y.T.D. INCOME	404,820
Y.T.D. EXPENSES	<u>(214,866)</u>
DIFFERENCE	<u>189,954</u>

Income and Expense by Month January 1 through December 4, 2020



Expense Summary January 1 through December 4, 2020



5200-Pastoral Support	62.62%
6300-Church Property	13.02
5300-Worship Support	10.00
5100-Outreach	6.83
6000-Administration	4.11
Transfer to Designated MM Funds	2.12
Transfer to B.D.F	0.71
5600-Growth	0.37
5700-Christian Youth	0.23
Total	\$235,932.03

By Account