

St. Timothy's Lutheran Church
Congregation Council Meeting
Minutes for 09/22/2019

Members Present: Sara Love (President), Lee Wilson (Vice-President), Robert Evers (Secretary), Neal Mather (Pastor), Bob Jacobson, Ed Schissel, Debby Morrell, Niko Carpenter, Elaine Morgan, Robin Harmon.

Members Absent: Bert Blackwell, Rich Ciccarello, and Monica Coburn.

Quorum Determination: A majority of the council is present to conduct the business of the congregation council. A legal quorum is present.

Opening Prayer: Pastor Neal Mather opened the meeting with prayer.

African Refugee Women's Fellowship Update (Debby Morrell): Women Refugees from Afghanistan have joined the group so there will need to be a change to the name of the group in the near future. The group has obtained the services of an outside individual to help with incorporation as a New Mexico non-profit; assisting with development of by-laws as well. After incorporation work will begin on obtaining 503(c) status from the Internal Revenue Service. There are currently 7 to 8 women in the driver's manual course and 5 to 6 women in the computer literacy class (both are growing). St. Timothy's Lutheran Church received a donation of 20 refurbished Microsoft Windows operating system based computers from an interfaith group from Los Alamos, NM.

Snack Bag Ministry Program Update (Robert Evers): Following some safety concerns for employees giving out snack bags we have reduced our hours of distribution to 11 am to 1 pm Monday through Friday with members of the congregation volunteering for distribution. A signup sheet is posted in the fellowship hall for volunteer opportunities with the snack bag ministry. A committee lead by Niko Carpenter and Robert Evers with Anthony Harkness, Judy Jacobson and Sara Love as additional members has been formed and has meet once to explore how we can link the hungry to additional community resources. Hope Works will begin sending an outreach team on the 3rd Friday of each month to help clients with additional services.

Consent Agenda: Minutes from the August Council Meeting (with a spelling correction) and Pastor Neal's report were accepted through a motion by Robin Harmon and a second by Elaine Morgan and approved by the council on a vote of 10-0-0.

Finance & Investment Committee Vacancy: Motion to add this item to the agenda was approved by unanimous consent of the council. A motion to appoint **Joshua Hochstetler** to a term of three years (ending January 2022) to the Finance and Investment Committee was moved by Robert Evers and seconded by Lee Wilson and approved on a vote of 10-0-0.

Reconciling in Christ – Next Steps- Sensitivity to transgender population (Pastor Neal Mather): Please be aware of how words and language can offend even when not intended. Please use pronouns such as we and they rather than he/she. Be willing to ask for forgiveness when we make a mistake.

Sabbatical Update:

- **Sunday, September 26-** everyone please sign the welcome back sign for Pastor Rachael
- **Sunday, October 6-** welcome back celebration and lunch in honor of Pastor Rachael

Resolution of Thank you:

By unanimous consent the Congregation Council formally thanks Jean Eickhoff for her leadership and many hours of work in cleaning and organizing the basement for Family Promise. Adopted on a vote of 10-0-0.

Important Dates:

- **October 20- next Council Meeting**
- **October 25- deadline to submit Health Benefit selection to Portico Benefits**
- **November 17- Council Meeting**
- **November 17- 2020 spending plan draft to be submitted to Council from the Finance & Investment Committee**
- **November 17- Nominations Committee to submit names for council terms**
- **November 24- Congregation Meeting**
- **January 19- Council Meeting; terms for new council members begin**
- **January 19- Submission of 2020 draft budget from Finance & Investment Committee**
- **January 26- Congregation Meeting**

Closing Prayer: lead by Pastor Neal Mather

Adjournment: Having concluded all business before the body the Council adjourned at 1:33 pm.

St. Timothy's Lutheran Church

BUDGET VS. ACTUALS: 2019 - FY19 P&L

January - September, 2019

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
Building Usage Fees	6,522.00	6,500.00	100.34 %
General Fund Contributions	170,316.05	209,000.00	81.49 %
Investment Income			
Dividends	12.58		
Interest Earned	2,405.74	1,100.00	218.70 %
Total Investment Income	2,418.32	1,100.00	219.85 %
Other Contributions			
Local Benevolence Contributions	50.00		
Total Other Contributions	50.00		
Total Income	\$179,306.37	\$216,600.00	82.78 %
GROSS PROFIT	\$179,306.37	\$216,600.00	82.78 %
Expenses			
A. OUTREACH			
Family Promise	500.00	500.00	100.00 %
Hopeworks/ Local Benevolence	261.63	1,700.00	15.39 %
Lutheran Campus Ministry	1,177.50	1,570.00	75.00 %
Synod & ELCA Contributions	9,216.00	12,672.00	72.73 %
Total A. OUTREACH	11,155.13	16,442.00	67.85 %
B. CONGREGATIONAL MINISTRIES			
Education Materials			
Adult Education	852.98	800.00	106.62 %
Lutheran & Devotional Books	192.65	700.00	27.52 %
Sunday Church School	219.90	350.00	62.83 %
Total Education Materials	1,265.53	1,850.00	68.41 %
Evangelism			
Evangelism Activities	906.85	1,425.00	63.64 %
Total Evangelism	906.85	1,425.00	63.64 %
Fellowship	910.94	1,100.00	82.81 %
NM Lutheran Association(Lutherhaven)	100.00	100.00	100.00 %
Stewardship	293.36	375.00	78.23 %
Worship			
Choir Music	108.70	225.00	48.31 %
Guest Musicians	4,625.00	7,040.00	65.70 %
Special Worship Services	217.41	300.00	72.47 %
Worship & Altar Supplies	626.69	800.00	78.34 %
Worship Copyright Licenses	350.00	360.00	97.22 %
Total Worship	5,927.80	8,725.00	67.94 %
Youth		500.00	
Total B. CONGREGATIONAL MINISTRIES	9,404.48	14,075.00	66.82 %
C. SUPPORT			

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Administration			
Accounting Software Fees	924.06	1,200.00	77.01 %
Licenses & Fees	10.00	35.00	28.57 %
Maintenance office machines	539.82	450.00	119.96 %
Office Supplies	696.83	1,400.00	49.77 %
PayPal/Vanco Expense	217.56	350.00	62.16 %
Postage	220.00	250.00	88.00 %
Total Administration	2,608.27	3,685.00	70.78 %
Benefits			
ELCA Pension/Health Pastor	18,251.63	27,300.00	66.86 %
FICA Taxes/WC Fees	1,958.65	2,556.00	76.63 %
Workman's Comp Insurance		850.00	
Total Benefits	20,210.28	30,706.00	65.82 %
Facility			
Insurance	6,744.25	9,100.00	74.11 %
iRepairs	1,405.66	2,200.00	63.89 %
Janitorial	7,515.08	10,900.00	68.95 %
Lawn Care	495.88	150.00	330.59 %
Organ Tuning		150.00	
Pest Control	582.57	780.00	74.69 %
Piano Tuning (4)	215.77	475.00	45.43 %
Security Services	253.88	300.00	84.63 %
Supplies	869.39	1,000.00	86.94 %
Utilities			
Electric	4,720.64	6,800.00	69.42 %
Gas	2,678.60	4,000.00	66.97 %
Telephone	1,847.73	2,400.00	76.99 %
Water/Sewer/Refuse	3,596.81	5,100.00	70.53 %
Total Utilities	12,843.78	18,300.00	70.18 %
Total Facility	30,926.26	43,355.00	71.33 %
Leadership			
Music Director Salary	12,749.94	17,000.00	75.00 %
Music Substitutes	40.00	400.00	10.00 %
Office Administrator Salary	12,033.72	16,045.00	75.00 %
Pastor Salary & Housing	51,645.62	67,662.00	76.33 %
Pastor's Substitute	150.00	1,050.00	14.29 %
Pastor's Reimbursables	473.96	1,110.00	42.70 %
Total Leadership	77,093.24	103,267.00	74.65 %
Leadership Training			
Continuing Ed-Pastor		1,600.00	
Council Meeting Expense	327.99	350.00	93.71 %
Synod conferences/workshops	961.00	2,800.00	34.32 %
Women's Fall Retreat	150.00	300.00	50.00 %
Total Leadership Training	1,438.99	5,050.00	28.49 %
Total C. SUPPORT	132,277.04	186,063.00	71.09 %
Total Expenses	\$152,836.65	\$216,580.00	70.57 %
NET OPERATING INCOME	\$26,469.72	\$20.00	132,348.60 %

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
NET INCOME	\$26,469.72	\$20.00	132,348.60 %

St. Timothy's Lutheran Church

BALANCE SHEET

As of September 30, 2019

	TOTAL	
	AS OF SEP 30, 2019	AS OF DEC 31, 2018 (PP)
ASSETS		
Current Assets		
Bank Accounts		
LIFE ME		
RGCU LIFE Checking	1,247.00	3,730.00
RGCU LIFE Savings Acct	12,313.34	7,300.76
Total LIFE ME	13,560.34	11,030.76
Wells Fargo Checking-New	35,367.96	46,020.75
Total Bank Accounts	\$48,928.30	\$57,051.51
Other Current Assets		
INVESTMENTS		
Mission Investment Fund at ELCA		
Demand Account	112,053.42	110,908.97
Term Investment Account	31,071.69	30,564.42
Term Variable rate account	44,037.70	43,283.68
Total Mission Investment Fund at ELCA	187,162.81	184,757.07
Parnassus Funds	29,349.69	29,349.69
Vanguard Extended Market Index	28,157.98	28,157.98
Vanguard Index 500	60,709.03	60,709.03
Vanguard Social Index Fund	32,003.51	32,003.51
Total INVESTMENTS	337,383.02	334,977.28
MISSION ENDOWMENT FUND		
T Rowe Price Equity Income	58,979.66	58,979.66
Vanguard Money Market/VMMXX	37,425.34	42,425.34
Total MISSION ENDOWMENT FUND	96,405.00	101,405.00
Total Other Current Assets	\$433,788.02	\$436,382.28
Total Current Assets	\$482,716.32	\$493,433.79
Fixed Assets		
Property & Equipment		
Church Building	407,969.45	407,969.45
Classroom Improvements-2001	47,922.82	47,922.82
Classroom Improvements-2009	16,388.62	16,388.62
Classrooms roof 2018	20,684.64	20,684.64
Equipment	75,822.80	75,822.80
Memorial Park Lawn Crypt #42	1,000.00	1,000.00
Parking Lot	200.00	200.00
Total Property & Equipment	569,988.33	569,988.33
Total Fixed Assets	\$569,988.33	\$569,988.33
TOTAL ASSETS	\$1,052,704.65	\$1,063,422.12
LIABILITIES AND EQUITY		
Liabilities		

	TOTAL	
	AS OF SEP 30, 2019	AS OF DEC 31, 2018 (PP)
Current Liabilities		
Accounts Payable		
Designated Funds		
Church Strategic Reserve	20,000.00	20,000.00
International Students, Inc.	162.41	162.41
Lutheran Vespers	44.04	44.04
New Hymnals	429.24	429.24
Total Designated Funds	20,635.69	20,635.69
ESTATE BEQUESTS	177,726.26	182,726.26
Restricted Funds	0.00	0.00
Anderson	34.00	34.00
Flowers/Poinsettias/Lilies Fund	-179.48	-275.60
Pre-School Activity Account	-55.00	-55.00
Restricted Memorials		
Atlar Guild	216.89	216.89
Krum, Adele	275.24	275.24
Library Fund	24.02	24.02
Youth Group	432.31	432.31
Total Restricted Memorials	948.46	948.46
Young Adult Bible Study Group	343.14	343.14
Youth Activities Pass Through	-868.00	-868.00
Total Restricted Funds	223.12	127.00
Unrestricted Memorial Funds	8,721.86	7,224.75
May, Ruth	5,218.41	5,762.58
Total Unrestricted Memorial Funds	13,940.27	12,987.33
Total Accounts Payable	\$212,525.34	\$216,476.28
Credit Cards		
Admin Parissi Torres card	-121.17	191.26
Pastors WF Credit Card	316.46	1,735.35
Total Credit Cards	\$195.29	\$1,926.61
Other Current Liabilities		
African Refugee Women's Fellowship Fund	3,672.20	
Building Usage Deposits	50.00	50.00
COAST	141.41	429.41
Confirmation Class Project	24.73	24.73
Facility Improvement Fund	34,329.84	27,154.00
Roof repair	9,747.74	0.00
Total Facility Improvement Fund	44,077.58	27,154.00
Family Promise Fund at St. Tims	996.01	996.01
Hope Works and Local Benevolence	2,525.70	2,795.00
Hope Works Pass Through	2,260.00	2,650.00
LIFE ME St. Pauls Contribution	6,623.50	7,865.00
LIFE ME St. Tim's portion	6,923.50	3,165.00
LILY GRANT RESTRICTED FUNDS		
C Congregation Events Pastor's leave-taking return 2400	390.00	2,400.00
C Congregational Renewal 1000	-387.32	1,000.00
C Pulpit Supply Interim Staff 11595		
Honoraria	0.00	10,000.00

	TOTAL	
	AS OF SEP 30, 2019	AS OF DEC 31, 2018 (PP)
Travel and Lodging	180.85	1,595.00
Total C Pulpit Supply Interim Staff 11595	180.85	11,595.00
P Books 1250	95.85	730.65
P Increase in tax liability from grant 8650	2,311.83	5,019.24
P Meals and Lodging 9000	865.13	4,310.85
P Other	727.36	3,700.90
P Travel 4300		
Airfare	0.00	1,668.55
Car Rental and Gas	249.53	306.86
Ground Transportation other	328.00	328.00
Personal Car Mileage	500.00	500.00
Total P Travel 4300	1,077.53	2,803.41
P Tuition and Fees 2110	616.10	2,110.00
Total LILY GRANT RESTRICTED FUNDS	5,877.33	33,670.05
Lutherhaven Retreat Fund	233.11	233.11
Other Current Liabilities	742.99	0.00
Payroll Liabilities	5,107.48	4,563.68
disability insurance	16.68	16.68
Payroll Clearing	354.48	63.38
Total Payroll Liabilities	5,478.64	4,643.74
Prepaid Pledges Liability	7,507.50	30,030.00
Quarterly Appeals Beneficiaries	0.00	0.00
Lutheran Family Services	1,190.00	20.00
Total Quarterly Appeals Beneficiaries	1,190.00	20.00
Sabbatical Expenses 2019	-5,475.56	40.00
Snack Bags	106.35	1,669.08
Summer Music Workshop Fund	76.79	76.79
Vacation Bible School Fund	474.28	474.28
Women's Ministry Fund	1,085.98	870.77
World Hunger Fund	-300.00	-1,060.00
Total Other Current Liabilities	\$84,292.04	\$115,796.97
Total Current Liabilities	\$297,012.67	\$334,199.86
Total Liabilities	\$297,012.67	\$334,199.86
Equity		
Nepali School Contribution	-1,600.00	-1,600.00
Opening Bal Equity	670,441.10	670,441.10
Pastor's Sabbatical	-2,822.80	-2,822.80
Retained Earnings	63,203.96	63,203.96
Net Income	26,469.72	
Total Equity	\$755,691.98	\$729,222.26
TOTAL LIABILITIES AND EQUITY	\$1,052,704.65	\$1,063,422.12