



Council Report

May 20, 2019

“Caring for God’s Children of all ages, by growing disciples who make disciples.”

Shepherd of the Prairie Lutheran Church

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Shepherd of the Prairie May 20, 2019 Council Agenda

- **Devotions** – Pastor Mark
- **Guest – Mike Parmele – Synod Committee overview**
- **Review and approve April Council Minutes**
- **Finance Review** – Dan Wentzloff
 - a. Monthly finance review
 - b. Finance Team recommendation to send “Special Offering” envelope to General Fund and not local charities as 1% of GF is already designated for local charities.
 - c. Finance Team concerns about “Outreach Ministry” not spending its budget for Community Outreach which is one of our “Rocks”.
- **Keeper of the Vision - ROCKS**
 - a. Huddle Review
- **Staffing for Growth**
 - a. Organist - update
 - b. Children & Family Minister
 - c. Custodian - update
- **Other Business**
 - a. Attendance concern from members
 - b. Reporting structure update
 - c. Disciplinary procedures
 - d. Sign-up Genius not working for Worship Assistants. How do we fix?
 - e. Celebrate small victories throughout journey
- **Ministry Team Updates**
 - a. Review updates
- **Devotions for June meeting -**
- **Next Meeting**
 - a. June 17, 2019

Shepherd of the Prairie April 15, 2019 Council Minutes

In Attendance: Pastor Mark Boster, Marlene Boehler, Cliff Dungey, Carla Elam, Jacob Fiandalo, Matt Greene, Bud Hansen, Sheri Ott, Dan Wentzloff, Sarah Wolf

Absent: N/A

Devotions – Carla Elam

Easter celebration, glory awaited, see life beyond circumstances.

Welcome Jacob Fiandalo

Many experiences such as Youth trip, singer, usher, youth leadership team at Northern Synod with 20 members.

Guest - Rick Miller - VANCO Credit Card Charge for donations

a. Stewardship Committee has been evaluating the use of credit/debit cards for the past two years. This could be used for donations, program payments, and fund-raising events. We currently use Church Windows for Simply Giving and this would work with Vanco. This new program would be administered under the Give Plus logo. The plan is to incorporate this onto our website. It could also be used by a smartphone. The app would let the member choose to pay the fee as part of their payment. We will emphasize that SOTP does not wish to promote fiscal indebtedness.

Motion to approve VANCO for credit/debit card provider to manage transactions. Motion to approve by Matt Greene and seconded by Marlene Boehler. Motion voted on and approved.

Review and approve March 2019 Council Minutes

For Council liaison, add Jacob Fiandalo for Youth & Family Ministry and add Cliff Dungey for Mutual Ministries.

Motion to approve minutes with modifications by Sheri Ott. Seconded by Carla Elam. Motion voted on and approved.

Finance Review – Dan Wentzloff

a. Monthly finance review. Sunday after the letter that Pastor Mark sent out the contributions were increased, and the following Sunday giving was good. Attendance is still down. Mortgage funds are in good condition.

b. Adding a reserve fund for some equipment such as electronics, computers, audio.

c. Discussed conducting a review of budget of funds.

Keeper of the Vision - ROCKS

a. Review - update at May 4 meeting.

Staffing for Growth

a. Organist - update. Maybe some interest after Easter.

b. Children & Family Minister - update. A couple of people are interested.

c. Custodian - update. One person has applied

Other Business

- a. Reminder May 4th Leadership Huddle - 7AM - 8:30AM
- b. Celebrate small victories throughout journey

Ministry Team Updates

- a. Review updates
 - Stewardship Team has been working on the electronic funds for contributions.
 - Outreach Team - focus on Memorial Day parade. Think about some idea to get the whole church involved. Provide information to new residents at Del Webb.
 - Worship Team - met Friday to help decorate the church, will meet again this Wednesday. Busy with Holy Week.
 - Mission Team - Put on calendar for September 8 for God's Work Our Hands.
 - Daryl Laird helped write a grant request for Pastor Mark sabbatical for next year.
 - Children & Family Ministry, had Easter egg hunt, and began looking at VBS, the theme will be Roar.
 - Youth Ministry Team met. There are some youth involved and will be looking at some ideas for the program. Opportunities for growth.

Elected Officers for Congregation Council.

Cliff Dungey was elected as Council Secretary.

Devotions for May meeting - Pastor Mark

Next Meeting

- a. May 20, 2019
Sarah Wolf volunteered to take minutes in May. Thank you Sarah.

SOTP FINANCE TEAM
Meeting Agenda/Minutes

May 13, 2019

- I. Approval of April Minutes = Approved
- II. Stewardship moving forward with narrative budget (may be enlisting Daryl to manage) Daryl Laird as guest stated she has been asked to lead Project.
- III. Sue Wehnes question on Lenten givings, non-budgeted amount to Special Services already receiving 1% of Member Contributions review 5 years = The Finance Team is recommending that all Special Envelope gifts go to the General Fund and that if we want to supplement Local Mission we do so by increasing the amount we budget each year for local mission. For example, if the special offerings usually bring in say \$10,000/year, we would increase the local mission budget by that amount. This would eliminate the confusion that occurs each special season from an accounting allocation and funds distribution to the Mission team.
- IV. Accounting Administrator's Report
 - A. Income/Expenses for April 2019
 - B. Balance Sheet as of April 30, 2019
 - C. Restricted Funds Review
 - D. General Comments (Dave's notes)
- V. Treasurer's Report of Activity & Council Actions/Discussions = Offer extended to Children and Family Ministry new hire
- VI. 2019 Budget Review – July assignments to interview personnel = (Don S – Facilities) (Devin B – Youth) (Bob M – Adult Ed, Lay Ministry, Outreach), (Dave S – Office, Staffing, Other Church Expenses), (JimH – Pastor Mark, Church Council, Finance Team Liaison, Daryl L), (Rich J – Worship, Music?)
- VII. New Business – Funds moved to Equipment Reserve account for electronics, computer. audio equipment - review Dave's Worship memo = reviewed with Daryl
- VIII. Action Items – JimH to contact Deb Hansen regarding Building on Faith and Music Facility build out and allocation of remaining funds, called Deb H and she will consider our usage – Don Schneider to check with Sue Wehnes on effect losing members have on budget and mortgage servicing. JimH get budget worksheets ready to distribute.
- IX. Adjourn

Treasurer's Report as of April 30, 2019

General Fund Report The General Fund Balance is \$208,849. Income for the month was \$72,117 and Expenses for the month were \$61,317.

Mortgage Service Fund Report The Mortgage Service Fund Balance is \$66,878. Income for month was \$27,910. The required monthly mortgage payment is \$19,536.

<u>General Fund</u>	<u>For Month</u>		<u>Difference</u>
	<u>Actual</u>	<u>Budget</u>	
Income:	\$ 72,117	\$ 66,658	\$ 5,459
Expenses:	\$ 61,317	\$ 66,427	\$ (5,110)

<u>General Fund</u>	<u>For Year-to-Date</u>		<u>Difference</u>
	<u>YTD Actual</u>	<u>YTD Budget</u>	
Income:	\$ 268,376	\$ 266,632	\$ 1,744
Expenses:	\$ 242,152	\$ 268,808	\$ (26,656)

<u>Mortgage Service Fund</u>	
Income for month:	\$ 27,910
Fund Balance:	\$ 66,878

Respectfully Submitted,

Daniel L. Wentzloff
Church Council Treasurer

General Fund

Contributions were strong for the month as we expected. This was due to Easter occurring during the month and also the letter sent by Pastor Mark that accompanied the 1st quarter giving statements. Some members pulled amounts forward and completed their pledge for the year. Noteworthy is that with those things, giving is only \$1,744 ahead of budget YTD. We're doing well right now, but there may still be concern for the balance of the year for reaching budgeted giving levels.

Expenses overall are \$26,656 favorable to budget YTD. Just over \$18,000 of this is in Staffing Ministry due to 3 unfilled positions that were budgeted. Perhaps worthy of comment is Music Ministry that is within budget overall, but has some line items that are over. Organ/piano cost for Judy Hays, the regular substitute organist is still being charged to the Organist line under Staffing Ministry. Worship Ministry is over budget YTD.

Mortgage Service Fund

Contributions continue to be strong - more than adequate to make the monthly mortgage payment. The fund contains \$66,878 - over 3 months worth of payments at \$19,536 per month.

Other Restricted Accounts

Building on Faith continues to have a remaining balance of \$6,998. There was no activity in April.

Music/Educ Wing Completion had expenses of \$909 in April for the purchase of furniture for the library/comfort room. The account has a remaining balance of \$57,205. Special Services received donations during April for Lent and Holy Week worship services. It has a balance of \$6,283 which will be paid to designated benevolent organizations soon, based on instructions from the Mission Team.

Equipment Reserves.

An expense of \$567 was charged to the account during April for a replacement computer purchased for Pastor Mark. We discussed the need to build up this reserve to anticipate future equipment needs. An amount of \$4,273 was transferred into the account from Mortgage Service Donations during April. This was the total of all Thrivent donations received so far in 2019. (Thrivent funds had originally been recorded to MS). This offset is what caused MS donations to show as a net amount of \$27,830 for April on the Detailed Funds Report.