

Trinity Lutheran Church  
Council Meeting Minutes  
September 20, 2022

*Mission: Trinity Lutheran is a place to gather, refresh the faithful, and reach out with word and service to all others through the Holy Gospel*  
*Guiding Principles*

1. *God is Father, Son, and Holy Spirit*
2. *Preach and teach the Good News to everyone*
3. *Witness your faith through actions and words*
4. *Accept and welcome all people*

*Goals for 2022:*

1. *Clean up financial processes and reporting;*
2. *Emphasize faith stories: in circles, in worship, online and about giving.*

- I.) **Call to Order** – The meeting was called to order at 7:05 pm by Jerry Armbrust. Also present: Karissa Armbrust, Amanda Hanson, Pastor Meggan Manlove, Dean Metzger, Carl Radke, David Sheriff, and Penelope Smith. Absent: Sandy Blom, Mwajuma Dusabe, and Edith Hannett,. A quorum (6) was met.
- II.) **Opening Devotions** – by Pastor Meggan.
- III.) **Approve September Agenda** – Pastor asked that d. Latino Church and e. Contingency Plan be added under New Business. David moved that the amended agenda be approved; Carl seconded; motion carried.
- IV.) **August Minutes** – Jerry move the August minutes be approved; Carl seconded; motion carried.
- V.) **Review and Approve August Treasurer’s Report** – Karissa presented the financials, noting that since the check, lost by The House Next Door, was missing over 6 months, it automatically was “unpayable” so there was no fee to stop payment on the check. A new check was issued to The House Next Door. Discussed the Myrtle Collaboration grant, \$1000 of which has been earmarked to fund Stewardship for All Seasons. Council agreed that amounts for up to \$800 could be spent for leadership development and faith formation needs. Penelope moved the August Treasurer report be approved; David seconded; motion carried.
- VI.) **Pastor and Team Reports** – Nothing additional
- VII.) **Trinity New Hope** – Jerry noted that all units are occupied, with issues addressed. Karissa checked with the insurance company regarding coverage for items belonging to Trinity New Hope that are stored in the Trinity shed located on Trinity property. She was told that, as long as TNH has insurance to cover those contents, there is no problem. The building itself and liability issues would be covered under the church policy.
- VIII.) **Goals for 2022 – Goal 1) Financials** – Reviewed the 9.2.2022 Audit Committee report for 2021, with 17 items reviewed. In general, the committee reported that everything looked very good, but commented on the need for offering counters to write legibly. Financial officers and Council were commended for the progress made on recommendations from the 2020

audit. New recommendations include: 1) to have someone cross check the check signer's manifest against either the bank statement or Quickbooks report. 2) to consider separate savings accounts for Sabbatical, Parking Lot and Capital Improvements, so that the Memorial Fund only contain money donated as memorials. 3) to update the church constitution under C4.04 with a description of the duties of the Audit Committee and stipulating that an internal audit be completed annually.

**Goal 2) Storytelling** – Dean is in the process of typing up the stories submitted in February.

**IX.) Old Business –**

- a) Rebuilding Hospitality Ministry**– Tammy Torrey suggested that a clipboard with “fellowship time” sign-up sheet be circulated during fellowship time; this was done and many dates were filled in. Pastor will call a meeting with Sandy and Edith to organize a calendar of hospitality-type events, including those organized by other teams.
- b) Stewardship for All Seasons** – A draft copy of the Ministry Initiatives was distributed. Penelope explained specific items under “Enhancing Faith Formation” and “Having Tough Conversations”. Some wording changes were suggested. Members were asked to review this document more carefully during the next few days and to send any further issues/suggestions to Pastor or Penelope. The timeline for the Fall Financial Campaign was described, including the November 7<sup>th</sup> mailing. This will contain a brochure with content on the Ministry Initiatives, a Statement of Intent form, and letters specific to each household. These letters will note the households’ 2021 donations (total and weekly average) and the 2022 donations through 9.30.2022 (total and weekly average) with many households being asked to prayerfully consider increasing 2023 weekly donations somewhat. The grid on the Statement of Intent form was explained, noting that the “Givers Now” column reflects 2021 donations and the “Givers Hoped For” will be supplied by GSB using their algorithm. Stewardship had initially planned to have Council members complete their households’ Statement of Intent forms in September, but with further information from the 9.19.2022 cohort meeting, the timing has been moved forward. This may happen at the October Council meeting or Council members’ appeal letters may be mailed a week prior to the general mailing of November 7<sup>th</sup>. The goal again this year is that leadership will set an example by completing their Statements of Intent in advance of the rest of the congregation.

**X.) New Business -**

**a. Budget Timeline** – Penelope will ask all committees to submit their 2023 budget requests in advance of the 11.15.2022 Council meeting. The budget will then be organized. In December, Council will vote on the proposed 2023 budget, with Q&A meetings held in January, followed by its presentation at the 1.29.2023 Annual Congregational Meeting.

**b. Supporting and Inviting Volunteers** - Pastor reported that Mutual Ministry discussed ways to encourage people to volunteer at church and to support them as they continue to help out. Time and talent sheets will be distributed in January.

**c. New Members** – Four households have indicated their desire to become members of Trinity: Lance and Kirsten Floyd (with children Caroline, Caleb and Luke), Gary Jantzen, Janis Starcevic, and Loni Trude. Jerry moved that we receive them as new members; Dean seconded; motion carried.

**d. Latino Church** – Pastor Jose, whose church met at Trinity prior to the pandemic, notes that his congregation has outgrown the space they have used during the past 2.5 years and would like to resume using the Trinity facility on Sunday afternoons. The family whose children caused some property damage is no longer a part of that congregation. Council agreed they could use the facility for a wedding and reception on October 8<sup>th</sup>, paying a user fee. Council also agreed to pursue discussions with this congregation about ongoing use on Sundays. Key points would include coming to consensus on a facility use agreement, carrying their own insurance, and agreeing to cover the cost of damage to Trinity. There should also be scheduled meetings with key contacts from Trinity, reviewing how the arrangements are going, and making changes as needed.

**e. Contingency Plan** – Karissa plans some upcoming medical treatment, and while not anticipating problems, felt it is important to have a contingency plan in case she is unable to cut checks in a timely fashion. She has new SOPs to guide her back-up. Council agreed with her choice to ask Julie Ward to be her back up.

XI.) **Lord's Prayer** –

XII.) **Adjournment** – Penelope moved and Jerry seconded that the meeting be adjourned; motion carried. The meeting was adjourned by Jerry at 8:30 pm.