

MLC Governing Council Meeting Agenda

July 14, 2020

1. Call to order (Cassandra)
2. Opening Prayer (Pastor Doug)
3. Approval of June 2020 minutes (Cassandra)
4. Approval of agenda (Cassandra)
5. Reports
 - a. Treasurer (Lee)
 - b. Financial Secretary (Steve)
 - c. Building and Grounds (Carlo)
 - d. MLCW (Rosemary)
 - e. Pastor (Pastor Doug)
 - f. President (Cassandra)
 - g. Approval of reports
6. Old business
 - a. Quarterly giving statements (Steve)
 - b. Worship service updates (Cassandra)
7. New business
 - a. Office Assistance (Cassandra)
 - b. Community Outreach
 - i. July 25 – KMS food
 - ii. Back to school – backpacks?
 - c. MLC & RSCC Worship Services – cleaning, prep (Cassandra)
8. Review of action items (Steve)
9. Adjourn the meeting (Cassandra)
10. Closing Prayer (all)

Council Meeting June 9, 2020 minutes taken by Ron Kulju

Present: Cassandra, Pastor, Ron, Rosemary, Steve, and KD

Absent: Dave, Carlo and Debra

Called to order at 6:34 PM

- 1) Prayer and meditation: Pastor Doug read Matt 28: 16-20 and a Holy Trinity Sunday entry in *Christ In Our Home* and spoke of an African American Spiritual hymn it referenced.
- 2) Review and approval of May 2020 Minutes: Motion to approve by KD; Lee seconded
- 3) Approval of Agenda: Approved as presented.
- 4) Reports:
 - a) Treasurer – Lee:
 - i) Lee and Steve have developed a system of reconciling and match accountings to the penny each month.
 - ii) Giving is going well, but it is down a little bit this month.
 - b) Financial Secretary – Steve
 - i) Money that had been donated to assist Linda M medical expenses has been moved to Families in Need fund with the permission of each person who donated.
 - c) Building and Grounds – presented by Pastor Doug
 - i) Dave and a friend were able to chip up the remnants of the dead trees from the Triangle. He will continue to complete the job when he returns from travel.
 - ii) Dupree's Trees was the company to chop up the trees. Payment was in-kind. We will be receiving more chips from other local jobs.
 - iii) Carlo switched over the AC
 - iv) Weed control is going well.
 - v) Signs – Front sign Torn off sometime after last Wednesday
 - vi) Security Monitoring is on hold.
 - vii) Will need more sanitizing supplies as we begin to increase our in-person worship
 - d) Pastor's Report: Pastor Doug
 - i) New Pentecost template is being developed by Pastor Doug and Tony
 - ii) Rocky Mountain Synod is making verbiage changes to the Constitution Template that have no significant impact.
 - iii) Emily Burford is doing very well as summer temp Office Manager. She is working 7:30-10:30 Tuesday-Thursday and will continue until she returns to college in Connecticut.
 - iv) KMS- Food Pantry
 - (1) We need up to 8 volunteers, to help distribute the pre-packaged food from Roadrunner on Saturday, July 25, approx. 9:30 am to Noon, south side of school.
 - (2) We made a donation for the food of \$300, to cover the traveling pantry.
 - (3) Peggy, our community director, is moving to Florida.
 - v) We have been keeping up our regular contributions to the RMS (and ELCA).
 - vi) City is advising that we cannot hold a Swap meet through the end of the year because of COVID-19 gathering restrictions.
 - vii) Bible Study. Pastor will conduct Wed Bible Study sans mask so hearing impaired members can read lips. We need to work details to protect other vulnerable members. Along those lines, ELCA is recommending avoiding large gatherings through July.

viii) Senior Appreciation videos were shown during June 7 Worship and were nicely done. Pastor thanked the participants and Cassandra and Emily for their efforts in making it happen.

ix) June 19-22 Pastor will be on vacation. Steve M will do the sermon on June 21

e) Motion to Approve Reports en masse by KD ; Ron Seconded

5) Old Business:

a) Quarterly Offering Reports. A good number of members agreed to receive electronic reports. The remainder will be mailed.

b) KMS does not need our WiFi.

6) New Business

a) Several of Linda M paychecks were not cashed. **KD to contact Linda's brother to determine what he would like to do with these payments.**

b) Taxes for Administrative Assistant. Lee suggests that in the future AA's be hired as contract employees because many will not be earning enough income to exceed taxable thresholds. No decision was made because we don't know the financial status of future hirings. For right now Emily is set up as an employee and we pay withholdings for her.

c) RSCC Worship Services will not resume before July. They are investigating video streaming options.

d) Worship services.

i) How long will we continue use Zoom?

ii) How do we improve our ability to conduct live and Zoom Worship simultaneously?

iii) A second tower was setup and tested by Cassandra and Brian so that presentation controls can be passed between two people during services. Ideally, it would be nice if one person can run all controls. Getting the system set up more efficiently would cost less than \$150. Motion to purchase such equipment was offered by Lee; Seconded by KD. **Action for purchases: Cassandra.** Soundboard inputs for streaming live music needs to be refined. KD recommended seeking volunteers from the congregation to be trained on conducting the Zoom Meetings and running the sound board. The query would also attempt to measure congregational interest in continuing the Zoom presentations. **Cassandra to put together such a request.** It was recommended that the church purchase its own Zoom license.

7) Adjourn at 7:42. Closed with the Lord's Prayer.

Treasurer Report June 2020

The reports are attached. Our balances are looking fairly good. Thanks to all who have been giving during this crisis.

YTD/MTD	MTD	YTD
Income	\$7,261.00	\$47,033.82
Expense	\$5,379.98	\$35,501.43
Net	+2,131.02	+\$11,532.39

Balances	Beginning of month	End of month
Checking	\$80,053.00	\$82,373.26
MM	\$8641.52	\$8641.89

We are paying our bills and building our bank account; this includes benevolence and taxes.

One last thing, we had three payrolls in June and therefore our bank account took more than a normal hit.

Respectfully submitted
Lee Danielson

Messiah Lutheran Church
Profit & Loss
 June 2020

	Jun 20
Ordinary Income/Expense	
Income	
Benevolence/Outreach	
Family in Need	250.00
Total Benevolence/Outreach	250.00
Income	
Building Use	600.00
MEMBER GIVING	
Designated Giving	
Congregation Care Committee	
Coffee fund	20.00
Total Congregation Care Committee	20.00
Total Designated Giving	20.00
Simply Giving	550.00
MEMBER GIVING - Other	5,890.00
Total MEMBER GIVING	6,460.00
NON-MEMBER GIVING	
Thrivent	201.00
Total NON-MEMBER GIVING	201.00
Total Income	7,261.00
Total Income	7,511.00
Gross Profit	7,511.00
Expense	
BUILDING AND GROUNDS	
CLEANING	231.25
UTILITIES	
ABCWUA	140.18
NM Gas Co	30.13
PNM	97.89
Total UTILITIES	268.20
Total BUILDING AND GROUNDS	499.45
MISSIONS	
BENEVOLENCE	
Rocky Mountain Synod	350.00
Total BENEVOLENCE	350.00
MUSIC AND WORSHIP	
Worship Support	66.40
Total MUSIC AND WORSHIP	66.40
Total MISSIONS	416.40
OFFICE EXPENSES	
Printer copy expense	36.30
Website	35.74
Total OFFICE EXPENSES	72.04
PAYROLL EXPENSES	
Musician	700.00
PASTOR	2,615.25
WAGES	960.00

Messiah Lutheran Church
Profit & Loss
June 2020

	<u>Jun 20</u>
PAYROLL EXPENSESS - Other	81.50
Total PAYROLL EXPENSESS	4,356.75
Uncategorized Expenses	35.34
Total Expense	5,379.98
Net Ordinary Income	2,131.02
Net Income	<u><u>2,131.02</u></u>

Messiah Lutheran Church
Profit & Loss
 January through June 2020

	Jan - Jun 20
Ordinary Income/Expense	
Income	
Benevolence/Outreach	
Family in Need	350.00
Total Benevolence/Outreach	350.00
Buildings and Grounds	
heating and/or cooling fund	1,000.00
Total Buildings and Grounds	1,000.00
Income	
Building Use	3,600.00
Interest Earned	0.37
MEMBER GIVING	
Designated Giving	
Congregation Care Committee	
Coffee fund	90.00
Total Congregation Care Committee	90.00
Flowers	70.00
Pastor Discretionary Fund	750.00
Total Designated Giving	910.00
General Fund	
Lenten Offering	45.00
General Fund - Other	11,970.00
Total General Fund	12,015.00
Simply Giving	2,800.00
MEMBER GIVING - Other	23,319.00
Total MEMBER GIVING	39,044.00
MEMBER INCOME Non Specific	
Amazon Smiles	22.22
Total MEMBER INCOME Non Specific	22.22
NON-MEMBER GIVING	
Thrivent	441.00
NON-MEMBER GIVING - Other	5.22
Total NON-MEMBER GIVING	446.22
Total Income	43,112.81
Uncategorized Income	2,571.01
Total Income	47,033.82
Gross Profit	47,033.82
Expense	
BUILDING AND GROUNDS	
CLEANING	1,305.49
IMPROVEMENTS AND REPAIRS	53.44
UTILITIES	
ABCWUA	1,004.85
NM Gas Co	1,547.07
PNM	954.16
Total UTILITIES	3,506.08
Total BUILDING AND GROUNDS	4,865.01

Messiah Lutheran Church
Profit & Loss
 January through June 2020

	Jan - Jun 20
Business Licenses and Permits	0.00
MISSIONS	
BENEVOLENCE	
Family in Need	300.00
Rocky Mountain Synod	2,100.00
Total BENEVOLENCE	2,400.00
EVANGELISM & OUTREACH	
Pastors Discretionary Fund	5,360.50
Total EVANGELISM & OUTREACH	5,360.50
MUSIC AND WORSHIP	
Flowers	486.00
Worship Support	132.80
Total MUSIC AND WORSHIP	618.80
Total MISSIONS	8,379.30
OFFICE AND OPERATIONS	
Simply Giving Proc. Fee	11.50
Total OFFICE AND OPERATIONS	11.50
OFFICE EXPENSES	
Century Link/Qwest phone/Inter	544.42
Printer copy expense	171.60
Website	325.20
ZDUES AND SUBSCRIPTIONS	
QuickBooks Payroll	494.03
Total ZDUES AND SUBSCRIPTIONS	494.03
Total OFFICE EXPENSES	1,535.25
PAYROLL EXPENSES	
IRS	
federal withholding	140.38
medicare	31.86
social security	136.25
IRS - Other	88.01
Total IRS	396.50
Musician	4,550.00
NM Tax and Revenue	-30.08
PASTOR	
Housing	0.00
Salary	7,845.75
PASTOR - Other	3,790.25
Total PASTOR	11,636.00
Supply Pastor	500.00
WAGES	
Office Manager	2,197.50
WAGES - Other	960.00
Total WAGES	3,157.50
PAYROLL EXPENSES - Other	265.10
Total PAYROLL EXPENSES	20,475.02

Messiah Lutheran Church
Profit & Loss
January through June 2020

	<u>Jan - Jun 20</u>
Uncategorized Expenses	<u>235.35</u>
Total Expense	<u>35,501.43</u>
Net Ordinary Income	<u>11,532.39</u>
Net Income	<u><u>11,532.39</u></u>

Messiah Lutheran Church
Fund Summary - April
6/1/2020 through 6/30/2020

Coffee Fund (0021) \$20

Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
06/14/2020	20.00	1	0.00	0					

Coffee Fund (0021)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	20.00	1	\$20.00
Total Given:	\$20.00	1	\$20.00

General Fund (0001) \$6,440

Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
06/01/2020	605.00	6	0.00	0					
06/02/2020	300.00	1	0.00	0					
06/07/2020	370.00	3	0.00	0					
06/14/2020	1,595.00	7	0.00	0					
06/15/2020	250.00	1	0.00	0					
06/21/2020	1,115.00	6	0.00	0					
06/28/2020	2,205.00	9	0.00	0					

General Fund (0001)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	6,440.00	33	\$195.15
Total Given:	\$6,440.00	33	\$195.15

Messiah Assistance Program (0042) \$250

Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
06/01/2020	250.00	1	0.00	0					

Messiah Assistance Program (0042)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	250.00	1	\$250.00
Total Given:	\$250.00	1	\$250.00

Special Projects (Unspecified) (0006) \$201

Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
06/15/2020	201.00	1	0.00	0					

Special Projects (Unspecified) (0006)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	201.00	1	\$201.00
Total Given:	\$201.00	1	\$201.00

Special projects--Building (0031) \$600

Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
06/14/2020	600.00	1	0.00	0					

Special projects--Building (0031)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	600.00	1	\$600.00
Total Given:	\$600.00	1	\$600.00

7/11/2020
10:54a

Messiah Lutheran Church
Fund Summary - April
6/1/2020 through 6/30/2020

Report Totals

	<u>Offerings</u>	<u># Offerings</u>	<u>Avg./Off.</u>
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	7,511.00	37	\$203.00
Total Given:	\$7,511.00	37	\$203.00

Pastor-Church Council Meeting, July 14, 2020

1) Property

- a) Shaun and Anthony (and Antonio his son) have been doing their best to stay ahead of the weeds and trash. We might lose Shaun as he plans to move to a new place.
- b) We still have some of the chipped slash on our parking lot, yet I think some people have been helping themselves to it.
- c) Security with NM Protective is on hold.
- d) Building is doing fine. Anthony has been doing a great job of keeping it clean. The bugs are dying on a regular basis. (Not sure when last sprayed.)
- e) We will need more sanitizing supplies and other virus protection items as we get more people into building for worship.
- f) The cooling systems seem to be working fine.

2) Worship

- a) We have opened up for in building worship, as of May 17. We have had no more than three worshipers beside Brian, Cassandra and I. Brian made group of eight communion trays out of wood that we take back to the worshipers at their pew for communion. (Usually during the sharing of the peace)
- b) ZOOM is still our main form of worship. Tony had been recording the music, and as of June 7, he played live in the building.
 - 1) We will need to figure out how long we will keep doing ZOOM.
 - 2) If we do, then we need to where to put the camera more permanently.
 - 3) What camera we will want?
 - 4) How one person can run the service in building and (still) do ZOOM, from the sound board?
 - 5) We will need to see how to microphone the organ in a balanced way with the various microphones for ZOOM when live in building.
- c) Tony and I put together a new Pentecost template for worship. We will start with it at the July 19th worship service.
- d) I have enjoyed the different volunteers during worship via ZOOM and/or in building. Thank you to all of you.
- e) I am still putting together a weekly exposition of text and hymns for the members and have them to them before end of week either by email or mail.
- f) We will continue not having a fellowship time following worship for a while.

3) Rocky Mountain Synod and ELCA

- a) In the near future, we will need to make some amendments to our constitution which keeps us in accord with the ELCA and RMS. Most of said amendments are wording or change of words, and do not directly affect the essence of the constitution. So only one reading is necessary and then vote to amend.
- b) We have been keeping up our regular contributions to the RMS (and ELCA).

4) Financials

- a) Thank you to all for helping us keep solvent. The bills are being paid and doing very well.
- b) We have been working on getting out the quarter reports to everyone by either digital or paper. They should be in our parishioners hands now.
- c) Contributions have come in by mail, in person or electronically.

5) Office Situation

- a) Emily Burford is our office manager temp and she is doing really well. She started on

- May 20. A few weeks after she started we established regular hours for her—7:30 am to 11:30 am, Tuesday through Thursday. She will probably be here into August, depending on her school starting schedule (and style).
- b) Emily will be having her last day with us on July 23, 2020.
 - c) Emily and I have been trying to get a lot done for the next month(s), before she leaves.
 - d) We will start looking into getting someone to replace her. She has been doing really well.
- 6) Kennedy Middle School
- a) KMS Food Pantry
 - 1) Saturday, July 25, 2020, approx. 8:30 am to Noon, south side of school.
 - 2) We need up to 8 volunteers, to help distribute the pre-packaged food from Roadrunner, that morning.
 - 3) We made a donation for the food of \$300, to cover the traveling pantry.
 - b) I am not sure how the Community Council will function starting the Fall, a lot of questions have to be resolved, such as what will be the make up of school attending in the Fall.
 - c) Peggy has given me a family for our usual Christmas gifting from Messiah.
- 7) Other
- a) SWAP MEET at Messiah parking lot has been postponed. Hoping to do in October.
 - b) Youth Gathering next summer in Minneapolis. Will keep you informed.
 - c) Trunk or Treat in October will need to be thought through so we can still do it, if we wish and when.
 - d) We do plan to start up slowly some of our regularly monthly activities.
 - 1) The Wednesday morning Bible study has been meeting since June 17, 2020. I clean the best I can and we meet well spaced out in the Fellowship Hall.
 - 2) The Men's Bible study will not begin for a few months.
 - 3) MLCW plans to start up again on Saturday, September 12, 2020, at 9:30 am, in the Fellowship Hall.
 - 4) Sew and Share is still waiting to getting started.
 - e) Rising Sun Christian Community
 - 1) Pastor Vangie and I will be meeting before our council meeting on Tuesday, July 14, at 11:30 am.
 - 2) Pastor Vangie's brother died on July 7 and she may be having a service for him at Messiah (with not fellowship following).
 - 3) She and I will talk about how we will work to keep the building clean and sanitized for both of our services. The obvious point of consideration is the time following our worship and the setting up of their service. How do we not only keep it clean but how do we keep social distances as people leave and come?
 - f) Family Promise Presentation on Sunday, July 26, 2020, at our worship service. Rich Neely and Kris Erickson. What do you think?