

MLC Governing Council Meeting Agenda
April 14, 2020

1. Call to order (Cassandra)
2. Opening Prayer (Pastor Doug)
3. Approval of March 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. Security (Cassandra)
 - b. Signs (Dave)
7. New business
 - a) Zoom worship services (Cassandra)
 - b) Using our parking lot / Wifi / food (Ron, Cassandra)
 - c) Additional security possibilities, particularly gates and barricades (Lee)
 - d) Synod Assembly Delegates, May 1 & 2 at Cross of Hope, 2 members needed (Cassandra)
 - e) Family Promise (Pastor Doug)
8. Review of action items (Ron)
9. Adjourn the meeting (Cassandra)
10. Closing Prayer (all)

Council Meeting: March 2, 2020; minutes taken by Ron Kulju

Present: Dave, Cassandra, Pastor, Ron, Debra and KD

Absent: Rosemary, Steve and Carlo.

- 1) Called to order 6:31 PM
- 2) Prayer and meditation: Pastor Doug read poem inspired by Isaiah 43:19
- 3) Review and approval of February 11, 2020 minutes: Amended to correct At Large final list. Motion to approve: KD; second: Lee
- 4) Approval Of Agenda: Approved as presented.
- 5) Reports:
 - a) Treasurer – Lee:
 - i) Steep learning curve to bear through. Hopefully process will be refined and familiarized soon. Steve is also just learning Shepard's Staff. Difficult reconciling, but in the end it reconciled. Omitted Direct Deposits entries were the issue.
 - ii) Contacted BBVA bank to update authorized signatures with current Council Leaders
 - iii) Connected Word to updated user information for Connected Word App
 - iv) Lee thanked Kristi for all her support.
 - v) Lee asked that all mailed checks be copied and put in her Treasurer Folder
 - b) Financial Secretary – Steve (not present) – Report presented by Lee. Operating in the black through Feb d.
 - c) Building and Grounds – Carlo (not present) Presented by Pastor:
 - i) Parking lot timer lights repaired by Pastor and set to MDT.
 - ii) Key was sticking in main entry gate but it has been repaired.
 - iii) Electricity was being pirated by homeless visitors at the ground level evaporative cooler electrical box. Electrical box was shored up to prevent further unauthorized use.
 - iv) Tree removal on east lot triangle has not yet happened. **Action: Dave will coordinate with Carlo to get tree removal scheduled.** Dave has a backup person if Carlo is unavailable.
 - d) MLCW Rosemary (not present) Cassandra has requested of Rosemary reinstate MLCW reports for inclusion in Governing Council reporting.
 - e) Pastor Doug –
 - i) Standardized Testing for KMS. Pastor requesting matching funds from Thrivent to provide snacks to about 400 kids.
 - ii) Pastor Doug and Betty attended Community Council on February 25th. Getting more students involved in the meeting. Coordinating after school activities.
 - f) President – Cassandra
 - i) Reported Council Email canvassing to approve a contract with NM Protective Force and Investigation for security patrol Email motion made by Dave, seconded by Steve.
 - ii) Cassandra will be traveling March 7-18 but can be contacted via Brian for any urgent need.
 - iii) Approval – reports were approved en masse as presented. Motion: K.D; Seconded by Lee
- 6) Old Business:
 - a) Audit: Lee established Audit objectives and procedures.
 - i) Reports were accurate. Lee praised Ellen's organization. Had some recommendations that can be implemented immediately; some will require group training. **Action: Lee to consider recommendations for improved bank reconciling and present at April meeting.**
 - ii) The financial state of MLC is sound.

- b) Sign: Dave H two 24" x 24" presented an estimate for two color "no trespassing" signs \$253.44. Council preferred all black lettering. **Action: Dave to get revised bid for one-color sign and a second bid from Fast Signs.**
 - c) Debra not available to head up a Spring Event because of schedule limitation, but would support someone else taking the lead.
 - d) Community Garden idea is still alive, but not yet gaining traction. For now, we will commit to cleaning and thinning what's there. **Action: Cassandra will announce April 4 Spring Clean-up day starting at 9:00 AM.**
- 7) New Business
- a) Health Concerns regarding coronavirus during worship. Immediately suspend practices if Common Cup and Assistants' handling of the individual cups. Action: Pastor to make announcement.
 - b) Gates and barricades. No further progress. Chuck D. to get estimates. **Action: Lee to bring to council.**
 - c) Synod Assembly still needs delegates from our congregation - May 1 and 2 at Cross of Hope.
 - d) Family Promise. Pastor likes to use months with fifth Sundays to highlight community service. Pastor has invited a representative of Family Promise to speak to us at on March 29.
 - e) Ideas to revitalize the church. **Action: All to bring ideas to next council meeting.**
- 8) Adjourn at 8:15. Closed with the Lord's Prayer.

Amended Treasurer Report February 2020

The reports are attached. As of the meeting, Steve (Financial Secretary) and I are still feeling our way through the ins and outs of our new job. I learn something new every time I try to follow other people's directions. So, please bear with us in the next month. Hopefully March will have all the bugs worked out.

Reports are attached. As you can see the Steve and I do not match but we think we know where things have gone awry. Unfortunately, Steve had to do to Arizona and could not access Shepherd's staff on Monday to see if we could change his report to jive with mine.

YTD/MTD	MTD	YTD
Income	\$13,430	\$18,803
Expense	\$7573	\$15,478
Net	+\$5857	+\$3325

Balances

Checking	\$76,490
MM	\$8641

In addition to this, I have attended to a number of things that Ellen asked me to do:

QuickBooks: the information has been sent in to change the contact and passwords

BBVA Compass: We went to the bank and removed and added new signatures:

Dave Hartenberger
Cassandra Osterloh
Lee Danielson

Called Connected Words for access to the Website

Thanks to Ellen for all the advice and walking me through the pitfalls.

Respectfully submitted
Lee Danielson

Treasurer Report March 2020

The reports are attached. As of the meeting, I am still feeling like a rookie and staying at home without the weekly practice is not helping.

From the reports, you can see that we are still in the black, but giving was way down in March and April is looking pretty bleak. We can all hope that this does not go on forever. Have faith, worry less and trust that God has a plan for us all.

YTD/MTD	MTD	YTD
Income	\$5720	\$24,523
Expense	\$5208	\$20,686
Net	+512	+\$3837

Balances

Checking	\$72,721
MM	\$8642

We need to decide a few things:

1. Do we do our normal \$350 benevolence to Rocky Mountain Synod. I did not pay this for April
2. What do we do for Linda Mantyla?
3. Paying Anthony Bishop?

Respectfully submitted
Lee Danielson

1:23 PM

04/09/20

Messiah Lutheran Church
Reconciliation Summary
BBVA Compass Checking - 7552, Period Ending 03/31/2020

	<u>Mar 31, 20</u>
Beginning Balance	76,489.97
Cleared Transactions	
Checks and Payments - 22 items	-7,157.55
Deposits and Credits - 9 items	5,720.22
Total Cleared Transactions	<u>-1,437.33</u>
Cleared Balance	<u>75,052.64</u>
Uncleared Transactions	
Checks and Payments - 4 items	-733.18
Total Uncleared Transactions	<u>-733.18</u>
Register Balance as of 03/31/2020	<u>74,319.46</u>
New Transactions	
Checks and Payments - 8 items	-2,333.89
Deposits and Credits - 1 item	736.22
Total New Transactions	<u>-1,597.67</u>
Ending Balance	<u>72,721.79</u>

Messiah Lutheran Church
Profit & Loss
 February 2020

	Feb 20
Ordinary Income/Expense	
Income	
Buildings and Grounds	
heating and/or cooling fund	1,000.00
Total Buildings and Grounds	1,000.00
Income	
Building Use	600.00
MEMBER GIVING	
Designated Giving	
Flowers	20.00
Pastor Discretionary Fund	400.00
Total Designated Giving	420.00
General Fund	7,867.00
Simply Giving	300.00
MEMBER GIVING - Other	578.00
Total MEMBER GIVING	9,165.00
MEMBER INCOME Non Specific	
Amazon Smiles	14.11
Total MEMBER INCOME Non Specific	14.11
NON-MEMBER GIVING	
Thrivent	80.00
Total NON-MEMBER GIVING	80.00
Total Income	9,859.11
Uncategorized Income	2,571.01
Total Income	13,430.12
Gross Profit	13,430.12
Expense	
BUILDING AND GROUNDS	
CLEANING	246.24
UTILITIES	
ABCWUA	284.13
NM Gas Co	466.21
PNM	202.68
Total UTILITIES	953.02
Total BUILDING AND GROUNDS	1,199.26
Business Licenses and Permits	-10.00
MISSIONS	
BENEVOLENCE	
Rocky Mountain Synod	350.00
Total BENEVOLENCE	350.00
MUSIC AND WORSHIP	
Flowers	114.95
Total MUSIC AND WORSHIP	114.95
Total MISSIONS	464.95
OFFICE AND OPERATIONS	
Simply Giving Proc. Fee	5.75
Total OFFICE AND OPERATIONS	5.75

Messiah Lutheran Church
Profit & Loss
February 2020

	<u>Feb 20</u>
OFFICE EXPENSES	
Printer copy expense	33.00
Website	29.99
ZDUES AND SUBSCRIPTIONS	
QuickBooks Payroll	494.03
Total ZDUES AND SUBSCRIPTIONS	<u>494.03</u>
Total OFFICE EXPENSES	557.02
PAYROLL EXPENSES	
IRS	
federal withholding	140.38
medicare	31.86
social security	136.25
Total IRS	<u>308.49</u>
Musician	700.00
PASTOR	
Salary	2,880.50
Total PASTOR	<u>2,880.50</u>
Supply Pastor	500.00
WAGES	
Office Manager	708.75
Total WAGES	<u>708.75</u>
PAYROLL EXPENSES - Other	58.49
Total PAYROLL EXPENSES	<u>5,156.23</u>
Uncategorized Expenses	200.01
Total Expense	<u>7,573.22</u>
Net Ordinary Income	<u>5,856.90</u>
Net Income	<u><u>5,856.90</u></u>

Messiah Lutheran Church
Profit & Loss
 January through February 2020

	Jan - Feb 20
Ordinary Income/Expense	
Income	
Buildings and Grounds	
heating and/or cooling fund	1,000.00
Total Buildings and Grounds	1,000.00
Income	
Building Use	1,200.00
Interest Earned	0.37
MEMBER GIVING	
Designated Giving	
Congregation Care Committee	
Coffee fund	70.00
Total Congregation Care Committee	70.00
Flowers	70.00
Pastor Discretionary Fund	400.00
Total Designated Giving	540.00
General Fund	11,970.00
Simply Giving	850.00
MEMBER GIVING - Other	578.00
Total MEMBER GIVING	13,938.00
MEMBER INCOME Non Specific	
Amazon Smiles	14.11
Total MEMBER INCOME Non Specific	14.11
NON-MEMBER GIVING	
Thrivent	80.00
Total NON-MEMBER GIVING	80.00
Total Income	15,232.48
Uncategorized Income	2,571.01
Total Income	18,803.49
Gross Profit	18,803.49
Expense	
BUILDING AND GROUNDS	
CLEANING	480.24
UTILITIES	
ABCWUA	432.25
NM Gas Co	871.08
PNM	414.71
Total UTILITIES	1,718.04
Total BUILDING AND GROUNDS	2,198.28
Business Licenses and Permits	0.00
MISSIONS	
BENEVOLENCE	
Rocky Mountain Synod	700.00
Total BENEVOLENCE	700.00

Messiah Lutheran Church
Profit & Loss
 January through February 2020

	Jan - Feb 20
MUSIC AND WORSHIP	
Flowers	486.00
Total MUSIC AND WORSHIP	486.00
Total MISSIONS	1,186.00
OFFICE AND OPERATIONS	
Simply Giving Proc. Fee	11.50
Total OFFICE AND OPERATIONS	11.50
OFFICE EXPENSES	
Century Link/Qwest phone/Inter	137.21
Printer copy expense	33.00
Website	59.98
ZDUES AND SUBSCRIPTIONS	
QuickBooks Payroll	494.03
Total ZDUES AND SUBSCRIPTIONS	494.03
Total OFFICE EXPENSES	724.22
PAYROLL EXPENSES	
IRS	
federal withholding	140.38
medicare	31.86
social security	136.25
Total IRS	308.49
Musician	1,750.00
NM Tax and Revenue	-30.08
PASTOR	
Housing	0.00
Salary	6,670.75
PASTOR - Other	0.00
Total PASTOR	6,670.75
Supply Pastor	500.00
WAGES	
Office Manager	1,807.50
Total WAGES	1,807.50
PAYROLL EXPENSES - Other	151.43
Total PAYROLL EXPENSES	11,158.09
Uncategorized Expenses	200.01
Total Expense	15,478.10
Net Ordinary Income	3,325.39
Net Income	3,325.39

Messiah Lutheran Church
Profit & Loss
 January through March 2020

	Jan - Mar 20
Ordinary Income/Expense	
Income	
Buildings and Grounds	
heating and/or cooling fund	1,000.00
Total Buildings and Grounds	1,000.00
Income	
Building Use	1,800.00
Interest Earned	0.37
MEMBER GIVING	
Designated Giving	
Congregation Care Committee	
Coffee fund	70.00
Total Congregation Care Committee	70.00
Flowers	70.00
Pastor Discretionary Fund	400.00
Total Designated Giving	540.00
General Fund	
Lenten Offering	45.00
General Fund - Other	11,970.00
Total General Fund	12,015.00
Simply Giving	1,150.00
MEMBER GIVING - Other	5,254.00
Total MEMBER GIVING	18,959.00
MEMBER INCOME Non Specific	
Amazon Smiles	14.11
Total MEMBER INCOME Non Specific	14.11
NON-MEMBER GIVING	
Thrivent	174.00
NON-MEMBER GIVING - Other	5.22
Total NON-MEMBER GIVING	179.22
Total Income	20,952.70
Uncategorized Income	2,571.01
Total Income	24,523.71
Gross Profit	24,523.71
Expense	
BUILDING AND GROUNDS	
CLEANING	690.24
UTILITIES	
ABCWUA	576.39
NM Gas Co	1,224.18
PNM	592.49
Total UTILITIES	2,393.06
Total BUILDING AND GROUNDS	3,083.30
Business Licenses and Permits	0.00
MISSIONS	
BENEVOLENCE	
Rocky Mountain Synod	1,050.00
Total BENEVOLENCE	1,050.00

Messiah Lutheran Church
Profit & Loss
 January through March 2020

	Jan - Mar 20
EVANGELISM & OUTREACH	
Pastors Discretionary Fund	1,205.00
Total EVANGELISM & OUTREACH	1,205.00
MUSIC AND WORSHIP	
Flowers	486.00
Worship Support	66.40
Total MUSIC AND WORSHIP	552.40
Total MISSIONS	2,807.40
OFFICE AND OPERATIONS	
Simply Giving Proc. Fee	11.50
Total OFFICE AND OPERATIONS	11.50
OFFICE EXPENSES	
Century Link/Qwest phone/Inter	137.21
Printer copy expense	66.00
Website	187.99
ZDUES AND SUBSCRIPTIONS	
QuickBooks Payroll	494.03
Total ZDUES AND SUBSCRIPTIONS	494.03
Total OFFICE EXPENSES	885.23
PAYROLL EXPENSES	
IRS	
federal withholding	140.38
medicare	31.86
social security	136.25
Total IRS	308.49
Musician	2,450.00
NM Tax and Revenue	-30.08
PASTOR	
Housing	0.00
Salary	7,845.75
PASTOR - Other	0.00
Total PASTOR	7,845.75
Supply Pastor	500.00
WAGES	
Office Manager	2,422.50
Total WAGES	2,422.50
PAYROLL EXPENSES - Other	202.17
Total PAYROLL EXPENSES	13,698.83
Uncategorized Expenses	200.01
Total Expense	20,686.27
Net Ordinary Income	3,837.44
Net Income	3,837.44

Messiah Lutheran Church
Profit & Loss
 March 2020

	Mar 20
Ordinary Income/Expense	
Income	
Income	
Building Use	600.00
MEMBER GIVING	
General Fund	
Lenten Offering	45.00
Total General Fund	45.00
Simply Giving	300.00
MEMBER GIVING - Other	4,676.00
Total MEMBER GIVING	5,021.00
NON-MEMBER GIVING	
Thrivent	94.00
NON-MEMBER GIVING - Other	5.22
Total NON-MEMBER GIVING	99.22
Total Income	5,720.22
Total Income	5,720.22
Gross Profit	5,720.22
Expense	
BUILDING AND GROUNDS	
CLEANING	210.00
UTILITIES	
ABCWUA	144.14
NM Gas Co	353.10
PNM	177.78
Total UTILITIES	675.02
Total BUILDING AND GROUNDS	885.02
MISSIONS	
BENEVOLENCE	
Rocky Mountain Synod	350.00
Total BENEVOLENCE	350.00
EVANGELISM & OUTREACH	
Pastors Discretionary Fund	1,205.00
Total EVANGELISM & OUTREACH	1,205.00
MUSIC AND WORSHIP	
Worship Support	66.40
Total MUSIC AND WORSHIP	66.40
Total MISSIONS	1,621.40
OFFICE EXPENSES	
Printer copy expense	33.00
Website	128.01
Total OFFICE EXPENSES	161.01
PAYROLL EXPENSES	
Musician	700.00
PASTOR	
Salary	1,175.00
Total PASTOR	1,175.00

1:25 PM
04/09/20
Cash Basis

Messiah Lutheran Church
Profit & Loss
March 2020

	<u>Mar 20</u>
WAGES	
Office Manager	<u>615.00</u>
Total WAGES	615.00
PAYROLL EXPENSESS - Other	<u>50.74</u>
Total PAYROLL EXPENSESS	<u>2,540.74</u>
Total Expense	<u>5,208.17</u>
Net Ordinary Income	<u>512.05</u>
Net Income	<u><u>512.05</u></u>

Messiah Lutheran Church
Fund Summary - March
3/1/2020 through 3/31/2020

General Fund (0001)										\$5,734
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Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
03/01/2020	1,585.22	9	0.00	0					
03/02/2020	314.11	2	0.00	0					
03/08/2020	357.00	6	0.00	0					
03/11/2020	94.00	1	0.00	0					
03/15/2020	1,734.00	5	0.00	0					
03/16/2020	550.00	2	0.00	0					
03/17/2020	1,100.00	1	0.00	0					

General Fund (0001)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	5,734.33	26	\$220.55
Total Given:	\$5,734.33	26	\$220.55

Report Totals

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	5,734.33	26	\$220.55
Total Given:	\$5,734.33	26	\$220.55

Difference is \$1400
from Amazon Smile
double posted.

Pastor -Church Council Meeting, April 14, 2020

1) Property

- a) Spring Clean-up set for April 4 obviously did not occur, Shaun has cleaned up alley, weeds and trash.
- b) Security—NM Protective Service
- c) Gene has sprayed the weeds in the parking lot.
- d) Building doing fine, in the near future we will need to have the furnace and Swamp Coolers switched out.

2) Worship

- a) The State mandate to not be open (officially 5:00 pm, April 11, 2020) because we are non-essential, of which I do not agree, has caused us to have to do our worshiping in a couple of different ways over the past weeks.
- b) Initially (I plan to continue) I made available a printed order of service with the prayers, hymns and lessons of the Sunday ready by Wednesday. I did some exposition of the lessons and prayers (some hymns), so people could open their Bibles and do some studying on the Word of God for the Worship Day. Then we e-blasted each respective service, up through Good Friday. Steve McHenry added his Mid-week material and Maundy Thursday, also. For those who did not have e-mail, we mailed out printed copies. Tony also provided music on Facebook for each Sunday.
- c) Then with grateful appreciation, on Palm Sunday, with the skills which are beyond my skill level, the Osterlohs set up the camera system in the altar area and made available ZOOM worship. Tony got music ready to be added during the Easter Service remotely and Steve did Blessings and Prayers, remotely as well. Lessons we read remotely by volunteers and prayers were able to be added through the chat option. We had members follow along with the Power Point slides and for Holy Communion, I led them through the Words of Institution and for distribution each used “bread and wine” from to commune themselves or each other, then I blessed it after all had partaken. The whole thing is overwhelming but such a gracious way to give our Lord His day for our adornment and strength.
- d) We will keep trying to enhance the services as we go along, for as long as we are kept sheltered in place. It was and is good to see and hear each others’, and share with each other how we are doing. Keep in touch with each other, please. I have been trying to call people to let them know that we still have them in our thoughts and prayers and to make sure they are doing okay.
- e) Hopefully, in the upcoming works, to re-awaken the Wednesday morning Bible Study, and possibly the men’s study group over ZOOM.

f) Other items:

- 1) Mothers' and Fathers' Day activity and focus.
- 2) High School Senior Recognition at worship—introduce them and have them tell what they feel they will be doing in the near future, like school, military, apprenticeship or work.

The Sew and Share group has made quilts for the three young women.

3) Rocky Mountain Synod Assembly

- a) As of this writing, I have not double checked to see what RMS plans to do about the Assembly. (Originally, May 1 & 2, 2020, at Cross of Hope, ABQ)
- b) Yet, if it does sometime in the future still meet, we need two lay delegates to represent Messiah.

4) Financials

- a) I think we are getting by, Lee and Steve can speak better to this issue.
- b) We have had a couple offerings dropped off at church and VANCO and Thrivent offerings have come in by e-mail.
- c) We have been able to pay bills.

5) Office Situation

- a) I have tried to keep some hours at the office to check the telephone, e-mail, and do office work. Tuesday thru Thursday mornings, I usually get here around 7 or 7:30 am. The first thing, or close to, that I do is go to the altar rail and work through the prayers of the people before our Lord.
- b) Office Administrator:
 - 1) Linda has been working from home, but I am not sure her status for that position, as due to her health.
 - 2) Cassandra, with my (somewhat) help, have been taking care of the most recent bulletin and e-mail activity.