

## MLC Governing Council Meeting Agenda

November 10, 2020

1. Call to order (Cassandra)
2. Opening Prayer (Pastor Doug)
3. Approval of October 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. Fencing (Steve and Dave)
  - b. Constitution updates (Pastor Doug, KD)
  - c. AC Fund update (Steve)
  - d. Nominations – council members needed for 2021 (Cassandra)
  - e. Budget planning committee (Steve)
7. New business
  - a. Christmas Season (Pastor Doug)
  - b. Christmas – families in need
  - c. Giving
8. Review of action items (Ron)
9. Adjourn the meeting (Cassandra)
10. Closing Prayer (all)

## MLC Governing Council Meeting Notes

October 13, 2020

Present: Cassandra, Steve, Pastor, Debra, Rosemary, Dave and KD

Absent: Lee, Carlo and Ron (traveling).

1. Call to order (Cassandra) 6:35 pm.
2. Opening Prayer (Pastor Doug) Tell the story, from the LBW Prayer for musicians.
3. Approval of September 2020 minutes: motion to accept, Dave, second, Steve – approved.
4. Approval of agenda: motion to accept, Steve, second, Dave - approved
5. Reports:
  - a. Treasurer – reviewed and no questions arose.
  - b. Financial Secretary (Steve) Treasurer and Financial Secretary matched, giving is down a little bit. Will be sending out 3<sup>rd</sup> quarter statements this next week, may spark some giving.
  - c. Building and Grounds – Dave, nothing to report. Pastor, has been in contact with Carlo and he will be changing over the coolers and turning on the heat.
  - d. MLCW (Rosemary) – Will not be meeting until the New Year or perhaps later.
  - e. Pastor – Church is in good shape, Anthony has been doing a good job, side note, has he been paid for the last two weeks? Need time cards to make sure. Dave H., later this coming year can we do something to recognize Tony's years of service? Pastor is in contact with KMS and Rising Sun on a consistent basis. We continue on with our dual (Zoom and in house) services.
  - f. President (Cassandra) – nothing to add.
  - g. Approval of reports – motion to accept; Steve – second, KD. Motion accepted.
6. Old business:
  - a. Fencing (Steve and Dave) – The fencing has been ordered. Pastor, has some concerns regarding hand rails and clearance on the east end with another gate. Steve, will contact Scott fencing and have their salesperson come out to get clarification on the issues. Will arrange a time that is conducive to both.
  - b. Constitution updates (Pastor Doug, KD) – Updated information has been passed on to KD.
  - c. Trunk or Treat, other activity – Because of the uptick in Covid 19 cases this will be postponed until the spring. Deb is going to contact Rising Sun to see if we can perhaps do a spring festival, garage sale and clothing swap all in one.

## MLC Governing Council Meeting Notes

October 13, 2020

### 7. New business:

- a. Nominations – we will be needing 5 council members for 2021. Pastor has been making announcements at worship. If any current council members know of someone who might be interested, please let everyone know. The annual meeting will be on January 17<sup>th</sup>, voted and approved. Location and times will be determined in January as we continue to work around State guidelines for gatherings.
- b. Budget planning committee – As financial person, Steve volunteered to head up the committee and will get with Pastor to find two more people to join in to help. Pastor will add this to his announcements on Sunday mornings.
- c. Craft Club – Would like to start meeting again at the Church. Approved. Pastor will get KD a key so they can have access.

8. Review of action items – 1) Steve and Lee to meet to discuss A/C fund and money in Building fund. 2) Steve to meet with Pastor and Scotts fencing rep, 3) Steve to meet with Pastor about Budget meetings, 4) Pastor to get key to KD for craft club, 5) Steve will look into requirement for the county to see what we need to do to put a gate in front of the dumpster and raise brick level.

9. Adjourn the meeting – 7:22 pm

10. Closing Prayer (all)

In His Service

Respectfully submitted,

Steve McHenry

## Treasurer Report October 2020

<b>YTD/MTD</b>	<b>MTD</b>	<b>YTD</b>
Income	\$7,625.99	\$75,886.06
Expense	\$10,153.43	\$64,022.17
Net	(-\$2,527.44)	+\$11,863.89

<b>Balances</b>	<b>Beginning of month</b>	<b>End of month</b>
Checking	\$85,913.66	\$83,248.56
MM	\$8642.98	\$8,643.33

We are paying our bills but our bank account is not growing as it had been in the past. Giving is down and we had a \$4,000 bill for insurance this past month decreasing our bank account by almost \$2,000. But we have paid benevolence and taxes. The money market grows slowly but continues to have a bit of interest each month.

Respectfully submitted  
Lee Danielson

**Messiah Lutheran Church**  
**Profit & Loss**  
 October 2020

	Oct 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Income</b>	
Building Use	600.00
<b>MEMBER GIVING</b>	
Simply Giving	550.00
<b>MEMBER GIVING - Other</b>	6,446.00
<b>Total MEMBER GIVING</b>	6,996.00
Income - Other	29.99
<b>Total Income</b>	7,625.99
<b>Total Income</b>	7,625.99
<b>Gross Profit</b>	7,625.99
<b>Expense</b>	
<b>BUILDING AND GROUNDS</b>	
CLEANING	234.38
<b>UTILITIES</b>	
ABCWUA	144.14
NM Gas Co	29.23
PNM	311.78
<b>Total UTILITIES</b>	485.15
<b>Total BUILDING AND GROUNDS</b>	719.53
<b>Insurance Expense</b>	
Liability - 8996	4,571.00
<b>Total Insurance Expense</b>	4,571.00
<b>MISSIONS</b>	
<b>MUSIC AND WORSHIP</b>	
Worship Support	305.00
<b>Total MUSIC AND WORSHIP</b>	305.00
<b>Total MISSIONS</b>	305.00
<b>OFFICE EXPENSES</b>	
Century Link/Qwest phone/Inter	268.72
Printer copy expense	36.30
Website	65.73
<b>Total OFFICE EXPENSES</b>	370.75
<b>PAYROLL EXPENSES</b>	
Musician	700.00
<b>PASTOR</b>	2,615.25
Supply Pastor	350.00
<b>WAGES</b>	480.00
<b>PAYROLL EXPENSES - Other</b>	41.90
<b>Total PAYROLL EXPENSES</b>	4,187.15
<b>Total Expense</b>	10,153.43
<b>Net Ordinary Income</b>	-2,527.44
<b>Net Income</b>	-2,527.44

**Messiah Lutheran Church**  
**Profit & Loss**  
 January through October 2020

	Jan - Oct 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Benevolence/Outreach</b>	
Family in Need	1,065.00
<b>Total Benevolence/Outreach</b>	1,065.00
<b>Buildings and Grounds</b>	
heating and/or cooling fund	3,000.00
<b>Total Buildings and Grounds</b>	3,000.00
<b>Income</b>	
Building Use	6,000.00
Interest Earned	0.37
<b>MEMBER GIVING</b>	
<b>Designated Giving</b>	
Congregation Care Committee	
Coffee fund	90.00
<b>Total Congregation Care Committee</b>	90.00
Flowers	70.00
Memorials	100.00
Pastor Discretionary Fund	750.00
<b>Total Designated Giving</b>	1,010.00
<b>General Fund</b>	
Lenten Offering	45.00
General Fund - Other	11,970.00
<b>Total General Fund</b>	12,015.00
Simply Giving	5,000.00
<b>MEMBER GIVING - Other</b>	44,690.00
<b>Total MEMBER GIVING</b>	62,715.00
<b>MEMBER INCOME Non Specific</b>	
Amazon Smiles	29.14
Smiths program	11.33
<b>Total MEMBER INCOME Non Specific</b>	40.47
<b>NON-MEMBER GIVING</b>	
Thrivent	459.00
<b>NON-MEMBER GIVING - Other</b>	5.22
<b>Total NON-MEMBER GIVING</b>	464.22
Income - Other	29.99
<b>Total Income</b>	69,250.05
Uncategorized Income	2,571.01
<b>Total Income</b>	75,886.06
<b>Gross Profit</b>	75,886.06
<b>Expense</b>	
<b>BUILDING AND GROUNDS</b>	
CLEANING	2,094.87
IMPROVEMENTS AND REPAIRS	53.44

**Messiah Lutheran Church**  
**Profit & Loss**  
 January through October 2020

	Jan - Oct 20
<b>UTILITIES</b>	
ABCWUA	1,589.85
NM Gas Co	1,654.98
PNM	2,483.85
	5,728.68
<b>Total UTILITIES</b>	5,728.68
<b>Total BUILDING AND GROUNDS</b>	7,876.99
<b>Business Licenses and Permits</b>	0.00
<b>Insurance Expense</b>	
Liability - 8996	4,571.00
	4,571.00
<b>Total Insurance Expense</b>	4,571.00
<b>MISSIONS</b>	
<b>BENEVOLENCE</b>	
Family in Need	1,475.00
Rocky Mountain Synod	3,150.00
	4,625.00
<b>Total BENEVOLENCE</b>	4,625.00
<b>EVANGELISM &amp; OUTREACH</b>	
Pastors Discretionary Fund	5,360.50
	5,360.50
<b>Total EVANGELISM &amp; OUTREACH</b>	5,360.50
<b>MUSIC AND WORSHIP</b>	
CCLI Music Cpywright	192.00
Flowers	486.00
Worship Support	504.20
	1,182.20
<b>Total MUSIC AND WORSHIP</b>	1,182.20
<b>Total MISSIONS</b>	11,167.70
<b>OFFICE AND OPERATIONS</b>	
Simply Giving Proc. Fee	11.50
	11.50
<b>Total OFFICE AND OPERATIONS</b>	11.50
<b>OFFICE EXPENSES</b>	
Century Link/Qwest phone/Inter	1,217.32
Printer copy expense	316.80
Website	498.15
<b>ZDUES AND SUBSCRIPTIONS</b>	
QuickBooks Payroll	494.03
	494.03
<b>Total ZDUES AND SUBSCRIPTIONS</b>	494.03
<b>Total OFFICE EXPENSES</b>	2,526.30
<b>PAYROLL EXPENSES</b>	
<b>IRS</b>	
federal withholding	285.38
medicare	104.08
social security	445.01
IRS - Other	88.01
	922.48
<b>Total IRS</b>	922.48
<b>Musician</b>	7,700.00
<b>NM Tax and Revenue</b>	-11.59
<b>PASTOR</b>	
Housing	0.00
Salary	7,845.75
<b>PASTOR - Other</b>	14,251.25
	22,097.00
<b>Total PASTOR</b>	22,097.00
<b>Supply Pastor</b>	850.00

Messiah Lutheran Church  
**Profit & Loss**  
January through October 2020

---

	<u>Jan - Oct 20</u>
<b>WAGES</b>	
Office Manager	2,197.50
WAGES - Other	<u>3,210.00</u>
<b>Total WAGES</b>	5,407.50
<b>PAYROLL EXPENSESS - Other</b>	<u>455.33</u>
<b>Total PAYROLL EXPENSESS</b>	37,420.72
<b>Staff</b>	212.61
<b>Uncategorized Expenses</b>	<u>235.35</u>
<b>Total Expense</b>	<u>64,022.17</u>
<b>Net Ordinary Income</b>	<u>11,863.89</u>
<b>Net Income</b>	<u><u>11,863.89</u></u>



Messiah Lutheran Church  
**Fund Summary - October**  
10/1/2020 through 10/30/2020

<b>Facilities/Rental (0005)</b>										<b>\$600</b>
---------------------------------	--	--	--	--	--	--	--	--	--	--------------

Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
10/08/2020	600.00	1	0.00	0					

**Facilities/Rental (0005)**

	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

<b>General Fund (0001)</b>										<b>\$7,026</b>
----------------------------	--	--	--	--	--	--	--	--	--	----------------

Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
10/01/2020	300.00	1	0.00	0					
10/08/2020	539.99	5	0.00	0					
10/15/2020	250.00	1	0.00	0					
10/25/2020	5,936.00	17	0.00	0					

**General Fund (0001)**

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	7,025.99	24	\$292.75
Total Given:	\$7,025.99	24	\$292.75

**Report Totals**

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	7,625.99	25	\$305.04
Total Given:	\$7,625.99	25	\$305.04

Pastor-Church Council Meeting, November 10, 2020

1) Property

- a) Anthony (and Antonio his son) are doing a great job.
- b) Security: Scott Fence Company has put up the fence around the porch before the Office and Main Entrance doors. Steve is getting padlocks needed for the two new gates and we will need to get keys to those who regularly enter building during the week. The two gates will be lock with matching key padlocks, and the keys will have to distributed to those who need to get in.
- c) Louie has been weeding and cleaning around the outside of the church.
- d) We will need more sanitizing supplies and other virus protection items as we get more people into building for worship. I bought some the other day. We also need small trash can size trash bags.
- e) I had contacted Carlo (October 13) to switch out our swamp coolers and heaters. It is done.
- f) I changed the outside timer for the lights back one hour.

2) Worship

- a) We have opened up for in building worship, as of May 17.
- b) ZOOM is still our main for of worship. Tony had been recording the music, and as of June 7, he played live in the building.
- c) I have enjoyed the different volunteers during worship via ZOOM and/or in building. Thank you to all of you. (Brian and Cassandra gone Nov. 28.)
- d) 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.
- e) We will continue not having a fellowship time following worship for a while.
- f) Advent/Christmas
  - 1) Tony and I met and put together a template for Advent/Christmas Season worship. The rough draft has been sent to Emily.
  - 2) There will be no midweek evening Bible study through Advent, like in the past.
  - 3) Christmas Eve Candlelight service will be at 7:00pm. What has been proposed is that we purchase some commercially individually packaged wine and bread sets, and put them in a plastic bag along with a candle, and ZOOM info.
  - 4) Hanging of the Greens and the Luminarias are still in the planning stages.
  - 5) Christmas Day service will be on Christmas Day at 10:30 am.
- g) Our Sunday weekly attendance (in house and ZOOM estimates) from January 1 to October 31, 2020, was 24.

3) Rocky Mountain Synod and ELCA

- a) We are working on getting the 2019 ELCA required changes into our constitution.
- 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 okay.
- b) The third quarter reports have gone out to everyone by either digital or paper.
- c) Contributions have come in by mail, in person or electronically.

5) Office Situation

- a) Emily is doing quite well taking care of our weekly and monthly projects.
- b) We are going through a lot of paper-PPT, Weekly exposition, monthly newsletter and other various print outs. We are down to two reams of letter size white copier paper.

6) Kennedy Middle School

They have a temporary (interim) community communicator and Edna Torres is working to get things going again. I talked to her over the telephone about our past involvements with KMS.

7) Other

- a) SWAP MEET at Messiah parking lot has been postponed. Future unknown.
- 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. Possibly a Spring event.
- 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 has chosen to wait for a while before starting up again.
  - 4) Sew and Share is still waiting to getting started.
  - 5) Craft Club did have their restart on Wed. Night the 4<sup>th</sup> of Nov.
- e) Rising Sun Christian Community
  - 1) They will probably not be worshiping here in the building until right before Christmas.
- f) Annual Meeting
  - 1) The Annual Meeting date, time and location has been set for Sunday, January 17, 2021.
  - 2) Nomination Committee for finding volunteers to fill seats being vacated by end of term, for 2021.
  - 3) Budget Planning Committee to set budget for 2021.