

Congregational Voters Meeting

September 12 & 13, 2020

Minutes

Calvary Lutheran Church and School

1. Due to the COVID-19 pandemic, this year's annual voters' meeting was postponed from April to September.
2. This year's meeting was held in two onsite sessions: one at 7:30 PM on Saturday, September 12, 2020 and one at 11:45 AM on Sunday, September 13, 2020. The meeting was recessed between the two sessions.
3. Due to the continuing pandemic, absentee voting was offered using either mail-in ballots or online ballots. A complete information packet was mailed to all member households and made available on Calvary's website.
4. On Saturday, September 12, the meeting was called to order at 7:39 PM and conducted by Gene Jend, Executive Director. On Sunday, September 13, the meeting was reconvened at 11:55 AM by Gene Jend, Executive Director.
5. The agenda for each onsite session was the same:
 - a. An opening devotion/prayer and opening comments video was recorded by Gene Jend and played to start each of the two sessions.
 - b. Gene Jend reviewed the minutes from the prior year's voters' meeting. There was a **MOTION** and second to approve the minutes from our last annual meeting held May 19, 2019. The motion **CARRIED** at both onsite sessions and in absentee balloting.
 - c. Pastor Kurt Ebert gave an update on the Specific Ministry Pastor (SMP) program that Sam Troemel is participating in. He has completed two years in the program and is just starting his third year. As part of the program, a Call may be issued to Sam at this time. There was a **MOTION** and second to extend a Divine Call to Sam Troemel as Associate Pastor of Youth & Family Ministry. This vote was taken by written ballot, so ballots were collected for counting by Secretary Paul Brakke.
 - d. Pastor Kurt Ebert gave a membership and worship report. As of August 10, 2020, membership is at 1,114 Confirmed/Communicant and 1,353 Baptized. This is down slightly year over year.

Worship Report:

<u>Year</u>	<u>6:30 PM</u>	<u>8:00 AM</u>	<u>10:45 AM</u>	<u>Total Weekend</u>	<u>All Services</u>
2018	111	136	215	462	531
2019	106	130	201	436	504

- e. Pastor Kurt Ebert presented the 2020-2021 Ministry Year Focus: “Connected in Faith.” This include three emphases:
- i. Connected with God
 - ii. Connected with our Church Family
 - iii. Connected with our Community
- f. Gene Jend presented some recent Highs and Lows.

Highs included:

- New Video Ministry
- New Gym Projector & Screen
- 6200 Shelby Street Purchase
- Mission Trips
- Two furnaces replaced
- LED Lighting
- Lunch & Learn
- Social Media presence
- Paycheck Protection Program

Lows included:

Pandemic – Cancelled

- Easter Egg Hunt
- Walk, Run, Ride
- Church annual Picnic & Outdoor Worship Service
- Fall Bazaar

Pandemic – Suspended, temporarily

- Onsite worship
- School, onsite instruction

- g. Gene Jend presented the Slate of Officers and Ministry Teams for 2020-2021. There was a **MOTION** and second to elect the nominees listed on the 2020-2021 Nominations Slate. The motion **CARRIED** at both onsite sessions and in absentee balloting.
- h. Greg Simons gave the Financial Report for the fiscal year ended July 31, 2020.
- i. He referred to details shown on the projection screen. For YTD Net, we ended with a surplus of \$135,789 vs a budgeted deficit of \$14,993 — \$150,782 better than budget.
 - ii. Our three endowments total more than \$1M.
 - iii. We have applied for and received a CARES Act Paycheck Protection Program (PPP) loan of \$370,320. This very likely will be converted into a grant and will hit as revenue in the 2020-2021 year.
 - iv. Our cash balance is very strong. Last year we ended with about \$360,000 of cash. This year we have \$830,000 in cash. About

\$176,000 of that is temporarily restricted funds, for things such as mission trips, youth events and gatherings, school funds (e.g. Technology Fund), etc. This leaves us with about \$655,000 undesignated. Looking at our spending, we average about \$200,000 per month in spending. So, we just have slightly over 3 months of cash to cover our expenses. With all the uncertainty right now, it is smart to maintain that cash balance for now.

- i. Greg Simons presented the proposed 2020-2021 budget. We are budgeting a surplus of \$37,725 for the year.

Contributions have been trending down for several years and were down 5% last year. We have budgeted Contributions to be down 2% for 2020-2021.

We budgeted for 219 K-8 and 34 Preschool students.

Other Revenue is down due to not having the Holiday Bazaar and Run/Walk/Ride events.

Salary & Benefits was budgeted based on 97.5% of District Scale (up from 97% last year). Indiana District Scale also went up 3% over last year. And we budgeted a 3% increase for employees not tied to the Indiana District Scale.

School Operating Expenses up 28% primarily due to changing our accounting for field trips from temporarily restricted funds to the general fund.

Preschool Extended Care decreased by 79% as that program is being restructured and the director is now part of the Preschool program.

The budget process occurred early in the year and passed in the springtime. Since then a couple of major things have occurred: the PPP loan will add 370,000 to our revenue, but our enrollment is down about 45 students resulting in a \$220,000 shortfall in Tuition and Fees. This partially balances out. With all the uncertainty, we have decided to stay with the proposed budget. Executive Committee will monitor this closely and react as needed.

Greg showed a graph of our general fund balance over the last 12 years and the proposed year. We have gone from a \$300,000+ deficit in 2012-2013 to a projected surplus of almost \$300,000 at the end of the 2020-2021 year.

- j. There was a **MOTION** and second to approve the 2020-2021 Congregational Budget. The motion **CARRIED** at both onsite sessions and in absentee balloting.
6. At the Sunday September 13, 11:45 AM onsite meeting session, Gene Jend reported that Paul Brakke had completed the count of the ballots for the Divine Call to Sam Troemel. The motion **CARRIED** unanimously at both onsite sessions and for all the absentee ballots.
 7. Pastor Kurt Ebert closed the meeting in prayer.
 8. The Saturday, September 12, 2020 meeting session was recessed at 8:10 PM, and on Sunday, September 13, 2020 at 12:28 PM the meeting was adjourned.

9. Note that vote results and attendance were totaled and reported. (See Attachment 2.)

Attachments:

1. Meeting Agenda (1 page)
2. Vote results and Attendance (1 pages)
3. 2018 Congregational Voters Meeting Minutes (3 pages)
4. 2019-2020 General Fund Budget (1 page)
5. 2019-2020 Officers and Ministry Members Slate (1 page)

Annual Meeting Agenda 2020 September 12 & 13

- Video - Call to Order, & Opening Scripture – Gene Jend, Executive Director
- *Approve Minutes from last annual meeting, 19 May 2019 (posted online)
- Specific Ministry Pastor (SMP) Program Update for Sam Troemel – Pastor Ebert
- *Divine Call to Vicar Sam Troemel as Pastor of Youth & Family Ministry
- Calvary Membership & Worship Attendance Report – Pastor Ebert
- 2020-21 Ministry Year Focus, “Connected in Faith” – Pastor Ebert
- Some Highs and Lows
- *Election of Officers and Ministry Teams
- Financial Report – Greg Simons, Treasurer
- *Approval of Budget 2020-2021
- Closing Prayer

Attachment 2

Absentee:

There were 64 ballots from the website, 44 ballots mailed in or dropped off at church.

Onsite:

27 were in attendance Saturday evening for the first part of the Voters' Meeting and 28 in attendance for the Sunday morning portion. 6 people attending Sunday morning who were also in attendance Saturday night - the pastors, Gene Jend, Greg Simons, Bud Pflug and Paul Brakke. So there would have been 49 different people in attendance at the in-person meeting.

There were distinct majority votes on approval of the minutes, election of the nominees, and approving the budget.

The vote on extending a pastoral Call to Sam Troemel was unanimous in favor of extending the Call.

Congregational Voters Meeting

May 19, 2019

Minutes

Calvary Lutheran Church and School

10. The meeting was called to order at 12:14 PM. The meeting was conducted by Gene Jend, Executive Director.
11. An opening devotion and prayer were given by Emily Spelde.
12. Gene Jend reviewed the agenda (see Attachment 1) and explained the 4-page handout that was given as people signed in.

There were 77 voting members present at the meeting, which met the quorum requirement of 57 (5% of 1149 confirmed members). (See Attachment 2.)

Gene reviewed the motions from the prior year's meeting minutes. (See Attachment 3.)

MOTION and second to approve the minutes as presented. One comment about item numbering errors. **CARRIED.**

13. Gene Jend gave a brief update of last year's Firm Foundation campaign.
14. Pastor Kurt Ebert gave a Congregational Update. The theme for this year is Growing Leaders for the Mission of God. Examples cited were SMP – Sam Troemel and the UIndy Dinner Auction supporting scholarships.

Pastor Ebert then discussed a New Visitor review where we are looking at Calvary from the perspective of Visitors.

Finally, Pastor gave a membership update:

The number of confirmed/communicant members for 2019 is 1,149 (was 1,174 for 2018).

The number of baptized members for 2019 is 1,387 (was 1,426 for 2018).

15. Pastor Kurt Ebert gave a Head 2 Heart update:
 - 1) Shifting back to the instruction period being 7th and 8th grades (or above). This will help keep kids engaged going from Confirmation to Senior High Youth Group. Next April there will not be a Confirmation service because of the transition.
 - 2) Have added a fall overnight retreat at Camp Lakeview.
 - 3) Have added an end-of-year Day Retreat.
 - 4) Are doing a hybrid class schedule — half of year on Sunday evenings, half of year on Sunday mornings during Family Education Hour.
 - 5) Are doing some formal group service projects.
 - 6) Separating First Communion from Confirmation Public Affirmation of Faith.

- a. 1st Communion after first year of instruction (celebrated as a class on Maundy Thursday).
- b. Public Affirmation of Faith after second year of instruction (the last weekend of April).

Pastor invited everyone to contact any of the staff if they have questions.

16. Greg Simons gave the Financial Report. He referred to details shown on the projection screen. For YTD Net, we are about \$41,000 better than budget.

Income: There is a shift from Weekly Envelope giving to Designated Gifts. Tuition and Fees running about \$38,000 under budget; this will be right on for the year as this is timing issues with the Indiana Choice program.

Expenses: Total expenses are about \$49,000 lower than budget; much of this is in Salaries and Benefits: some school staffing savings and some on timing of hiring building maintenance supervisor. Maintenance and Repairs are about \$19,000 over budget.

Greg then reviewed the Endowment Funds. The total of all 3 endowments added together is over \$1,000,000.

Our cash position is very strong. We have not needed to use our line of credit for at least 2.5 years, and we also have enough cash to cover all our restricted funds (about \$134,000).

17. Greg Simons reviewed the 2019-2020 Proposed General Fund Budget. (See Attachment 4.)

This year (2018-2019) is estimated to end with a \$50,000 surplus, which will give us a General Fund surplus for the first time in many, many years.

About 75% of our budget is in Salaries and Wages. This makes the budget process challenging. We started with a requested budget of about a \$138,000 loss; worked with teams to reduce this to about a \$15,000 loss.

Our income projections are conservative: we only projected ~\$5,000 increases in Weekly Envelopes and Designated Giving. We projected 247 students for the school (actual commitment is already over 250). This conservative income projection results in an increase of about \$8,300.

Some of the major highlights of expenses: about a \$48,000 increase in Salaries and Wages. Indiana District scale increase of about 3% and increasing our compliance with District Scale from 96.5% to 97.0%.

We are projecting a Net of about a \$15,000 loss, but still ending the 2019-2020 year with a General Fund cumulative surplus.

Greg noted that we are very blessed to have Gary Bugher as our Business Manager.

Paul Brakke noted that we are also very blessed to have Greg Simons as our Treasurer.

MOTION and second to approve the 2019-2020 budget. **CARRIED.**

18. Gene Jend thanked the nominating committee for their work putting together the slate for this year. Randy Irwin, chairman, presented for the committee. (See Attachment

5.) He thanked everyone for their participation in the past. We are still awaiting answers for 3 Director positions. Randy believes we will fill those positions soon.

MOTION and second to approve the slate of officers and ministry team members for 2019-2020. **CARRIED.**

19. Specific Ministry Pastor Program. Gene Jend introduced this with a review of the program and Calvary's participation. Sam Troemel is in this program with Pastor Kurt Ebert as his mentor. Calvary is financially supporting this through the Wessler Endowment, Student Assistance Fund, and General Fund.

Sam Troemel presented on his progress in his first year in the SMP program. He has completed 3 classes of 16 required; Sam reviewed these first 3 classes.

20. Gene Jend gave some general announcements.

- We are doing well financially.
- We have commissioned 3 committees to look at visioning. Leadership team is reviewing the report of committees on facilities improvements and our Master Campus Plan (Family Life Center, Gym, Day Care).

Hearing no other business, the meeting was adjourned by Gene Jend, Executive Director at approximately 1:00 PM. Pastor Joshua Reifsteck closed with prayer.

Attachments:

6. Meeting Agenda (1 page)
7. Sign In Sheets (3 pages)
8. 2018 Congregational Voters Meeting Minutes (2 pages)
9. 2019-2020 General Fund Budget (1 page)
10. 2019-2020 Officers and Ministry Members Slate (1 page)

Attachment 4

2020-2021 General Fund Budget						
	18/19 Actual	19/20 Budget	19/20 Actual	Actual vs. Budget	20/21 Proposed	% Change vs. 19/20 Actual
REVENUE						
Contributions	1,353,388	1,311,100	1,287,128	-2%	1,264,100	-2%
Tuition and Fees	1,056,749	1,084,700	1,145,409	6%	1,229,402	7%
Other Revenue	92,605	62,500	74,723	20%	60,500	-19%
Total Revenue	2,502,741	2,458,300	2,507,259	2%	2,554,002	2%
EXPENSES						
Supplies	39,587	45,335	38,410	-15%	45,835	19%
Maintenance	197,013	186,800	187,515	0%	199,300	6%
Utilities	111,301	111,320	93,943	-16%	107,500	14%
Office	1,840	3,100	2,120	-32%	3,500	65%
Financial	30,945	44,985	34,560	-23%	34,635	0%
Outreach	99,100	101,755	101,755	0%	101,800	0%
Activities	28,456	28,550	15,518	-46%	28,750	85%
Salaries & Benefits	1,716,333	1,770,821	1,738,945	-2%	1,842,971	6%
Capital Expenditures	35,571	45,000	32,148	-29%	30,000	-7%
School Operating	52,118	68,200	66,202	-3%	84,980	28%
Extended Care (w/o benefits)	28,577	31,339	27,209	-13%	30,070	11%
Preschool EC (w/o benefits)	32,744	36,088	33,146	-8%	6,936	-79%
Total Expenses	2,373,585	2,473,293	2,371,470	-4%	2,516,277	6%
Net Income (Loss)	129,156	(14,993)	135,789	-1006%	37,725	
Cumulative Balance	122,807	107,814	258,596		296,321	

Attachment 5

2020-21 OFFICERS AND MINISTRY MEMBERS - Final Slate

Nominating Committee: Les Haman - Chair, Brenda Irwin, Linda Bugher, Pastor Kurt Ebert,
Deaconess Emily Spelde, Dir. of Connections & Engagement Kara Hiatt

* Indicates those to be elected in 2020 [Desired Minimum Team Size] (Term Expires)

Congregational Officers (Exec and Asst Directors serve 2 year terms for up to 2 terms; At Large and Secretary positions serve 3 year terms for a single term; the Congregational Treasurer serves 3 year terms for up to 2 terms.)

Executive Director: *Gene Jend (2022 - 2nd term)	Assistant Exec Director: *Kyle Allen (2022 - 2nd term)	Assistant Exec Director: *Bill Laut (2022 - 1st term)
At Large: Kristen Schwark (2022)	Secretary: *Paul Brakke (2023)	Treasurer: Greg Simons (2021 - 2nd term)
Recording Secretary: Bud Pflug (appointed)		

Ministry Teams (Ministry Team Directors serve 3 year terms for a single term. Team members serve 3 year terms with no term limit.)

<p>Spiritual Care [18] Eric Eisberg, Director (2022) Hans Herrin (2021) Tim Meier (2021) Bob Behning (2022) Ray Ford (2022) Phil Hendershott (2022) Chris Hiatt (2022) John Mowery (2022) Bob Romack (2022) Jim Schwark (2022) Doug Wright (2022) *Ellwyn Parks (2023)</p> <p>Christian School [7] Kristina Davis, Director (2022) Arden Redding (2021) BJ Wischmeier (2021) Janet McWilliams (2022) *Amber Conrad (2023) *Neil Huene (2023) *Patty Rothkopf (2023)</p> <p>Fellowship [5] *Ken Robinson, Director (2022) Laura Bolden (2021) Melissa Ferris (2021) Krystle Madden (2021) Kimberly Moore (2021) Jessica Denny (2022) *Diane Robinson (2022) Erin Woempner (2022) *Roxanne Deardurff (2023) *Jill Guenther (2023) *Karyn Meyer (2023) *Kevin Meyer (2023)</p>	<p>Outreach [8] *Marv Hansen, Director (2023) Jennifer Skojac (2021) Sarah Ward (2021) Wade Jackson (2022) *Jake Allen (2023) *Joe Pluckebaum (2023) *Elizabeth Timme (2023)</p> <p>Parish Education [6] *Rosie Blazek, Director (2023) Dennie Morrison (2021) Margaret Mowery (2021) Chris Royer (2021) Kirsten Springer (2021) *Karen Hand (2023) *Mike Loudon (2023) *Eunice Miller (2023) *Judy Morrison (2023)</p> <p>Stewardship [6] * _____, Director (2023) Jay Bolden (2021) Julia Coppi (2021) Pete Joseph (2021) *Phil Borst (2023) *Jerry Denny (2023) *Kevin Kehlbeck (2023) *Kerry Lynch (2023)</p> <p>Communications [2] *Karen Wright, Director (2023) Taylor Schultz (2021) *Bud Pflug (2023) *Julie Pflug (2023) *Lisa Pluckebaum (2023) *Cheryl Rensner (2023)</p>	<p>Youth [3] Wendy Wilson, Director (2021) Diana Blazek (2021) Josh Engelking (2021) Rachel Skeens (2021) Nicole Reese (2022) *Jeff Evans (2023) *Jay Springer (2023)</p> <p>Facilities [5] Leo Darts, Director (2021) Paul Dorman (2021) Josh Finke (2021) Stan Fort (2021) Al Royer (2021) *Wayne Mayo (2023) *David Robinson (2023) *Phil Rothkopf (2023) Tech Comm.</p> <p>Compassion [5] *Sandra Wilson, Director (2021) Joy Wehrmeister (2021) Amy Wildauer (2021) Debbie Glasson (2022) Gloria Vandivier (2022) *Denise Fix (2023) *Diane Gibson (2023) *Brenda Irwin (2023) *Susan Stainbrook (2023)</p>
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