

Congregational Voters Meeting

June 5/6, 2021

Minutes

Calvary Lutheran Church and School

1. This year's meeting was held in two onsite sessions: one at approximately 7:30 PM on Saturday, June 5, 2021, and one at approximately 12:00 PM on Sunday, June 6, 2021. The meeting was recessed between the two sessions.
2. 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.
3. On Saturday, June 5, the meeting was called to order at 7:35 PM and conducted by Gene Jend, Executive Director. On Sunday, June 6, the meeting was reconvened at approximately 12:00 PM by Gene Jend, Executive Director.
4. The agenda for each onsite session was the same. (See Attachment 1.)
 - a. Gene Jend opened with prayer.
 - b. Gene Jend, Executive Director, welcomed the attendees and gave some opening comments. This is the second year we have split the meeting into two sessions.
 - c. Gene Jend presented some recent Highs and Lows.

Highs included.:

- Excellent job by our staff navigating the COVID pandemic.
- We aggressively pursued government pandemic benefits (monetary).
- Virtual meetings were effective for worship, Bible Studies, New Members classes, etc.
- School remained open and offered both onsite and virtual instruction.
- As a response to social distancing during the pandemic, several Drive-thru events were held.
- Our video ministry improved dramatically.
- A walk-in freezer was added to our school kitchen.
- Additional LED lighting was installed.
- Adult Ministry responded to the pandemic by converting Lunch & Learn to a No Lunch, Still Learn virtual/online offering.
- The Cross Walk, Run, Ride was held again.

Lows included:

- The University of Indianapolis workday was cancelled.
- Our Easter Egg Hunt was cancelled.
- The Fall Holiday Bazaar cancelled again.

- The outdoor sign that was damaged has not yet been replaced. The process of designing the sign and getting a variance from the city for an electronic display board is taking a long time due to the pandemic.
- d. Gene Jend reviewed the minutes from the prior year's voters' meeting. (See Attachment 2.) There was a **MOTION** and second to approve the minutes from our last annual meeting held September 12 & 13, 2020. The motion **CARRIED** at both onsite sessions and in absentee balloting.
 - e. Gene Jend reviewed several proposed changes to the bylaws. (See Attachment 3.) There was a **MOTION** and second to approve changes to Calvary's Bylaws as proposed and posted online and in the paper copies available in the Narthex.
 1. Extending the term limit for Ministry Team directors from one 3-year term to two 3-year terms.
 2. Minor edits are proposed to update language addressing our endowment funds. Removing reference to the Lutheran Multicultural Mission of Indianapolis, and some simple grammatical corrections.

After brief discussion and several questions, the vote was called, and the motion **CARRIED** at both onsite sessions and in absentee balloting.
 - f. Gene Jend presented the Nominations Slate of Officers and Ministry Teams for 2021-2022. (See Attachment 4.) He acknowledged and thanked the nominating committee of Jennifer Skojac, Wade Jackson, Susan Richert, Kara Hiatt, Emily Spelde and Pastor Ebert. He also thanked all members serving as officers and ministry team members. He then reviewed the areas where officers and directors were changing. There was a **MOTION** and second to elect the nominees listed on the 2021-2022 Nominations Slate. The motion **CARRIED** at both onsite sessions and in absentee balloting.
 - g. On Saturday evening Pastor Troemel presented the congregational update; on Sunday Pastor Kurt Ebert presented it.

Membership Update

As of May 31, 2021

- Confirmed/Communicant membership: 1076
- Baptized membership: 1309

As of May 31, 2020

- Confirmed/Communicant membership: 1127
- Baptized membership: 1369

Pastor noted that the declines are primarily due to the Spiritual Care Ministry Team doing a cleanup of the membership records and the fact that there was no New Members class this past fall due to the pandemic.

Worship Report

- In 2020, we missed 9 weeks of onsite worship due to COVID. In-person worship began on May 23/24.

- In 2021, we were able to successfully host all normal and festival services. The Order of Service is starting to return to normal with Communion back to its normal place in the service.

Changes have been well planned and gradual to minimize disruption. Our guiding principle has been to honor and care for one another, and to provide the safest possible onsite environment.

It was noted that during this time of pandemic, it has been very difficult to track actual worship attendance, especially in the area of online viewership.

Pastor thanked everyone for their diligence and welcomed feedback.

90th Anniversary Recognition

In January of 2021 Calvary turned 90 years old! This slipped past us because of the pandemic. We will celebrate this fall at weekends during September and at the October 3 church picnic.

2021-2022 Ministry Year Theme

Pastor presented the 2021-2022 ministry year focus: “What kind of church does Jesus want us to be.” Our Theme is “**Sent...**” This includes three emphases:

- i. Sent with a purpose.
 - ii. Sent with forgiveness.
 - iii. Sent into the world.
- h. Pastor Sam Troemel gave an update on the Specific Ministry Pastor (SMP) program. He is taking this through the St. Louis Seminary. Even though he was ordained and installed at Calvary in January, he is still taking classes and will complete the program in August of 2022. Pastor Sam thanked the congregation for its support.
 - i. Greg Simons gave the Financial Report for the third fiscal quarter ended April 30, 2021. (See Attachment 5.) *(Note that on Saturday night, this was a video recorded report.)* Greg referred to details shown on the projection screen.
 - i. For YTD Net, we ended with a surplus of \$294,544 vs a budgeted surplus of \$197,384 — \$97,160 better than budget.
 - ii. Our Cumulative General Fund surplus grew from \$258,596 to \$553,140.
 - iii. Our strong results are due to the very positive response from the congregation. Contributions, Matching Gifts and School Gifts were all better than budget. Tuition and Fees were below budget as expected due to the pandemic as enrollment fell from 218 students K-8 to 185, and from 32 children in preschool to 25.

- iv. Expenses ended \$117,709 under budget as we had good budget control and reduced facility usage during the pandemic.
 - v. We have a \$0 mortgage balance and a \$0 line of credit balance. We have a debt of \$370,320 for the CARES Act Paycheck Protection Program (PPP) loan, but we have applied for forgiveness for this; forgiveness will very likely be approved and this will then hit as revenue in the 2021-2022 fiscal year..
 - vi. Our three endowments total more than \$1.1M, an increase of over \$100,000 from last year.
 - vii. Greg explained that the Extraordinary Revenue account of \$712,000 is based on the PPP and Employee Retention Tax Credits — government programs that Calvary has been able to qualify for.
 - viii. Greg noted that we are projecting the Cumulative General Fund to end the year at just under \$1M, and our cash position is very strong. He mentioned that there are ongoing discussions regarding how much cash we should hold and what to do with the cash we have accumulated. It is an exciting time when we have to make decisions like this.
- j. Greg Simons presented the proposed 2021-2022 budget. (See Attachment 6.) *(Note that on Saturday night, this was a part of Greg's video recorded report.)*

We are budgeting a deficit of \$46,718 for the year but are budgeting to end the year with a Cumulative General Fund surplus of \$936,719.

Contributions are being budgeted conservatively at a 2% decrease. Tuition & Fees are not growing much as our latest estimate is 188 students K-8 for the next school year.

We have added a part-time Development Director in Salaries & Benefits.

Expenses have been brought back up to pre-pandemic levels. We have added \$5,000 of support for the Calvary India Missions under the Outreach account. We are increasing the Activities account with additional support of the Youth Ministry, specifically for the 2022 National Youth Gathering.

Lastly, Greg showed a graph of the yearly trend of the Cumulative General Fund. (See Attachment 7.) Up to 2018 we were constantly running a cumulative deficit. In 2019 we moved to a surplus and now have a very strong surplus.

Greg turned it over to Gene Jend and he reviewed some information on the Salaries & Benefits account of the proposed budget. He explained that we are now using the Concordia Plan Services Compensation Decision Support Tool as our Indiana District is no longer publishing its salary scale. We are achieving 100% of midpoint for our workers and the average increase for next year is 3%.

There was a **MOTION** and second to approve the 2021-2022 Congregational Budget. After some discussion and questions, the vote was taken, and the motion **CARRIED** at both onsite sessions and in absentee balloting.

5. At the Sunday onsite session, Principal Stephen Rensner gave a school report.

The theme for the school year just ended was “Fully Committed” — very apropos during this pandemic year. The school was able to offer both onsite and virtual opportunities during the year.

Next year’s school theme is “See the Good” based on Romans 8:28.

There are some changes to the Indiana state Choice Scholarship program. This will allow more families to qualify for assistance but will also mean we will need more Student Grant Organization (SGO) funds. Principal Steve asked that we consider all the benefits this has both for Calvary and personal taxes, and that we spread the news of this opportunity to others. He thanked the congregation for its continuing support of the school.

6. On Sunday, Gene Jend asked Paul Brakke, Secretary, to confirm that all motions carried. Paul Brakke confirmed that all motions carried at both onsite sessions and for absentee voting.
7. On Saturday, there was a motion to recess the meeting until Sunday; the session was recessed at 8:15 PM. On Sunday, June 6, 2021, there was a motion to adjourn the meeting; the meeting was adjourned at 1:03 PM.
8. Gene Jend closed both the Saturday and Sunday sessions with prayer.

Attachments:

1. Meeting Agenda (1 page)
2. 2020 Congregational Voters Meeting Minutes (4 pages)
3. Proposed Bylaws Changes (5 pages)
4. 2021-2022 Officers and Ministry Members Slate (1 page)
5. 2020-2021 Financial Report (1 page)
6. 2021-2022 General Fund Budget (1 page)
7. Cumulative General Fund Balance Trend

Attachment 1

- Opening Prayer
- Welcome / Highs and Lows — Executive Director Gene Jend
- * Approve Minutes from last Annual Meeting
- * Changes to Calvary's Bylaws
- * Election of Officers and Ministry Teams
- Congregational Update — Pastor Ebert
- Specific Ministry Pastor (SMP) Program Update — Pastor Troemel
- Financial Report — Treasurer Greg Simons
- * Approval of Budget 2020-2021
- (Sunday only) School Update – Principal Steve Rensner
- Closing Prayer

* = items to be voted on.

Congregational Voters Meeting

September 12 & 13, 2020

Minutes

Calvary Lutheran Church and School

9. Due to the COVID-19 pandemic, this year's annual voters' meeting was postponed from April to September.
10. 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.
11. 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.
12. 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.
13. 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.

- 14. 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.
- 15. Pastor Kurt Ebert closed the meeting in prayer.
- 16. 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.
- 17. Note that vote results and attendance were totaled and reported. (See Attachment 2.)

Attachment 3

From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall at its election meeting, elect by ballot and simple majority, any of the following officers whose terms have expired in the order herein indicated:

1. Executive Director
2. Assistant Executive Director(s)
3. Secretary
4. Treasurer
5. Director(s), specifically nominated for the directorship on one (1) of the following ministries: Spiritual Care, Outreach, Christian School, Parish Education, Youth, Stewardship, Facilities, Communications, Compassion and Parish Fellowship.
6. One (1) At-large member who is not a director or member of any of the ten (10) ministries.
7. Ministry members, to the number required to complete the membership of each of the Administrative Ministries.

Section 3. Installation of Officers and Directors - Terms of Office

The newly-elected officers, directors and ministry members of the congregation shall be installed in a worship service following their election, and shall assume their duties of office as of July 1st.

The term of office of all officers and ministry directors except Executive Director and Assistant Executive Director shall be three (3) years terminating on June 30th of the third year of their term. The term for the Executive Director and Assistant Executive Directors will be a two-year term, expiring on June 30th of the second year of the term. The Ministry Directors and the officers other than the Executive Director, Assistant Executive Directors, and Treasurer may serve only ~~one (1)~~ two (2) consecutive elected terms in the same office. Such restriction shall not apply to ministry members. The term of office for the Executive Director, the Assistant Executive Directors, and the Treasurer will be a two-term limit. Terms of the Executive Director and Assistant Executive Directors will run concurrently, with elections for all three (3) positions conducted in even-numbered years.

Other officers and ministry directors shall have staggered terms as follows:

| <u>Group One (1)</u> | <u>Group Two (2)</u> | <u>Group Three (3)</u> |
|-------------------------------------|------------------------------------|------------------------------|
| | Secretary | |
| At Large Member | Director-Outreach Ministry | Treasurer |
| Director-Spiritual Care Ministry | Director-Parish Education Ministry | Director-Youth Ministry |
| Director-Christian School Ministry | Director Stewardship Ministry | Director Facilities Ministry |
| Director Parish Fellowship Ministry | Director-Communications Ministry | Director-Compassion Ministry |

Terms for members of each ministry will be staggered so that one-third of the terms within each ministry expire each year.

In the case where an individual has been appointed to serve a vacant position for half of the term or less as a Ministry Director or congregational officer, that person is able to be elected for a new full term of office. If an individual has been appointed to serve a vacant position for more than half of the term, it shall be considered a full term of service.

2. The proposed amendments have been distributed in written form to the Voting Membership at least two (2) weeks prior to the meeting, at which such amendments are to be voted upon.

Article 8. ENDOWMENT FUND

Updated 6/23/16

(amended June 2021)

Section 1. Definitions

- A. As used in this article, "contribution" includes a gift, devise, or bequest.
- B. As used in this article, "the Congregation" refers to Calvary Evangelical Lutheran Congregation, Inc.
- C. As used in this article, "the Parish Council" refers to the Parish Council of the Congregation.
- D. As used in this article, "the Fund" refers to the Endowment Fund established by Section 2 of this article.
- E. As used in this article, "restricted contribution" means a contribution that is made in such a manner that restrictions are placed upon the Congregation's power to invest or use the assets of the fund.
- F. As used in this article, "the committee" refers to the Endowment Fund Advisory Committee.

Section 2. Endowment Fund Established

- A. An additional fund is established for the congregation. The name of the fund is the Calvary Evangelical Lutheran Church Endowment Fund. The fund is not a separate entity. It is a fund of the congregation and has the same status as the Congregation's other funds.
- B. The fund continues in existence until:
1. The Voting Membership of the Congregation terminates the fund; or
 2. The Congregation ceases to exist; whichever, if any, occurs first. If the Congregation ceases to exist, then the assets of the fund shall be disposed of in the same manner as other property of the Congregation.

Section 3. Assets of the Fund

A contribution to the Congregation that is designated for the Fund becomes a part of the Fund upon acceptance of the contribution by the Parish Council~~congregation~~. Earnings from the investment of assets of the Fund accrue to and become part of the Fund. Earnings on restricted funds accrue to that specific fund.

Section 4. Uses of the Fund

- A. Unrestricted assets of the Fund may be used only for the mission and ministry of one (1) or more of the following entities:
- (1) The Congregation (subject to the limitations set forth in Section 6(c) of this Article);
 - (2) The Lutheran Church--Missouri Synod, including its districts, seminaries, colleges, institutions, and agencies;
 - (3) The Greater Indianapolis Association for Lutheran Secondary Education, Inc.;

- (4) ~~The Lutheran Multicultural Mission of Indianapolis. A non-profit organization or association which has been approved by the Congregation.~~

- B. Restricted contributions shall be used for the purposes, identified by the person(s) making the donation. Permitted purposes may be for other than those set forth in Section A above.
- C. In any year, five (5) percent of the funds may be withdrawn from the ~~endowment~~ Ffund for projects as set forth in Section 4_A or banked for up to three (3) years. If funds of the Fund in the bank are not allocated within three (3) years of being ~~received~~ banked, they shall be added to the principal of the unrestricted or restricted fund as applicable.

Section 5. Management of the Fund

- A. The Parish Council shall provide ultimate oversight of the Ffund.
- B. The Parish Council may accept, on behalf of the Congregation, restricted contributions to the Ffund. The Parish Council shall adopt appropriate policies with regard to the use and distribution of any such restricted contributions, including the ability to use assets distributed as set forth in the policies adopted. The Treasurer may accept unrestricted contributions to the Ffund.
- C. Investment of Ffund assets requires Parish Council authorization. The Treasurer may approve the deposit of funds in interest-bearing accounts pending direction from the Parish Council.
- D. Except as otherwise provided in this article, the Parish Council has, for purposes of managing the fund, the same powers that the trustee of a trust has under the Indiana Trust Code IC 30-4-1-1 et seq., as may be amended from time to time.
- E. The Parish Council shall appoint an Endowment Fund Advisory Committee as set forth in Section 10 below.

Section 6. Distribution from the Fund

- A. Before the meeting of the Voting Membership to consider the budget, the Parish Council shall submit to the Voting Membership a written report of the administration of the Ffund during the preceding fiscal year. Each report must include the following:
- (1) A financial statement for that fiscal year which summarizes the receipts and disbursements from the Ffund and sets forth the assets of the Ffund as of the last day of that fiscal year (or the date of the Endowment Fund statement just preceding the annual Voters' Meeting).
 - (2) The Parish Council's recommendations for distributions from the Ffund to those entities listed in Section 4 of this article.

1127 B. The Voting Membership must by resolution adopted by three-fourths (3/4) majority, authorize
1128 any additional distribution from the principal of the Ffund, other than allowed by the regular
1129 distribution process as set forth~~outlined~~ in Section 4(c).

1130
1131 C. Unrestricted funds may be designated to new or additional expenses that would improve and
1132 further the ministry of Calvary (e.g., the addition or expansion of a position or program, a
1133 capital project, or an expenditure associated with one-time renovations/updates/upgrades,
1134 ~~such as the creation of a new website~~).

1135
1136 The Ffund may not be used to pay expenses of the Congregation normally paid for from the
1137 church's operating budget, such as salary increases, monthly utilities, monthly mortgage
1138 payments or other routinely recurring expenses. However, funds may be used for items such
1139 as expanding a position from part-time to fulltime, upgrading the Congregation~~lighting~~ systems
1140 or providing an additional payment towards a mortgage principal.

1141 The Ffund may be used to pay for a new congregational program, position, or expense that
1142 would normally be paid for from the Congregation's operating budget during its first three (3)
1143 years. The fund may be used to pay for the new program's expenses set forth~~as indicated~~ in
1144 the following table:

| <u>Year</u> | <u>Percentage</u> |
|-----------------|-------------------|
| -1st | 100% |
| 2nd | 67% |
| 3rd | 33% |

1151 1152 Section 7. Treasurer of the Congregation

1153
1154 A. The Treasurer of the Congregation shall oversee the receipts of and disbursements from the
1155 Ffund.

1156
1157 B. The Treasurer shall ensure that:

1158 (1) complete and accurate books of account are maintained for the Ffund;

1159
1160 (2) an annual financial statement is prepared for the Voters' Meeting to consider the
1161 budget, as required by Section 6. A. (1) of this Article, with input and assistance from
1162 the Endowment Advisory Committee; and

1163
1164 (3) the assets of the Ffund are invested in the manner authorized by the Parish Council.

1165 1166 Section 8. Restricted Contributions

1167
1168 A. The Parish Council may either accept or reject a restricted contribution designated for the
1169 Ffund.

1170
1171 B. If the Parish Council accepts a restricted contribution, the Treasurer shall ensure that these
1172 transactions are separately identified, recorded, and tracked for proper accounting and
1173 disbursement. Proper policies, guidelines, and protocols shall be put into place for accurate
1174 and appropriate use of restricted funds.

1175 1176 Section 9. Investment Management

1177

The Parish Council may enter into a contract with the Lutheran Church-Missouri Synod Foundation or other investment management firm for management of all or part of the assets of the Ffund. Selection of a management firm(s) requires a two thirds (2/3) majority vote of the Parish Council. The Parish Council is to use principles of balancing risk and return to optimize the value of the Ffund in its selection of a management firm.

Section 10. Endowment Fund Advisory Committee

- A. The Endowment Fund Advisory Committee shall consist of three (3) or more communicant members of the Congregation appointed by Parish Council. In the event of a vacancy on the committee, the Parish Council shall appoint a replacement member ~~immediately~~.
- B. The duties of the committee are, subject to overall management by the Parish Council, as follows:
- (1) To educate the Ccongregation about the Ffund, promote the Ffund and solicit donations in an appropriate manner;
 - (2) To assist donors in the process of making donations to the Ffund;
 - (3) To work with the Treasurer or his/her designee to report on the Ffund annually to the Ccongregation, including information such as new gifts, investment returns earned by the Ffund, the size of the Ffund, details of specific grants given, a list of grant requests and disposition of requests; and
 - (4) To make recommendations to Parish Council concerning investment and management of the ~~Endowment~~-Fund, as well as any policies and procedures for effectively and efficiently administering the Ffund, including the acceptance or rejection of proposed gifts by donors, including restricted donations.
- C. The committee shall meet at least semi-annually, or more frequently as deemed by it in the best interest of the Ffund. A quorum shall consist of three (3) members. When only two (2) members are present, a unanimous vote shall be required to carry any motion or resolution. The committee shall elect from its membership, a chairperson and recording secretary. The chairperson shall facilitate all Ffund meetings. The recording secretary shall maintain complete and accurate minutes of meetings of the Fund and ~~providesupply~~ a copy thereof to the Parish Council.

2021-22 OFFICERS AND MINISTRY MEMBERS - Nominations Slate *As of 5/27/2021*

Nominating Committee: Wade Jackson, Jennifer Skojac, Susan Richert
Pastor Kurt Ebert, Deaconess Emily Spelde, Dir. of Connections & Engagement Kara Hiatt

* Indicates those being reelected **Indicates those being newly elected [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: **Andrew Brock (2024 - 1st 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.)*

| | | |
|--|--|---|
| <u>Spiritual Care [18]</u> Eric Eisberg, Director (2022) 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) *Tim Meier (2024) **Rick McWilliams (2024) **Andrew Lee (2024) <u>Christian School [7]</u> Kristina Davis, Director (2022) Janet McWilliams (2022) Amber Conrad (2023) Neil Huene (2023) Patty Rothkopf (2023) *Arden Redding (2024) **Rob Blazek (2024) <u>Fellowship [5]</u> *Diane Robinson, Director (2022) Jessica Denny (2022) Ken Robinson (2022) Erin Wbempner (2022) Roxanne Deardurff (2023) Jill Guenther (2023) Karyn Meyer (2023) Kevin Meyer (2023) **Claire Rollins (2024) **Deb Stephens (2024) **Cindy Brock (2024) **_____ (2024) | <u>Outreach [8]</u> Marv Hansen, Director (2023) Wade Jackson (2022) Joe Pluckebaum (2023) Elizabeth Timme (2023) *Sarah Ward (2024) *Jennifer Skojac (2024) **Paul McMichael (2024) **_____ (2024) <u>Parish Education [6]</u> *Dennie Morrison, Director (2023) Karen Hand (2023) Mike Loudon (2023) Eunice Miller (2023) Judy Morrison (2023) *Kirsten Springer (2024) *Rosie Blazek (2024) **Eric Mascari (2024) **_____ (2024) <u>Stewardship [6]</u> **Jake Allen, Director (2023) Phil Borst (2023) Jerry Denny (2023) Kevin Kehilbeck (2023) Kerry Lynch (2023) *Pete Joseph (2024) **_____ (2024) **_____ (2024) <u>Communications [2]</u> Karen Wright, Director (2023) Julie Pflug (2023) Lisa Pluckebaum (2023) Cheryl Rensner (2023) **Jason Meyer (2024) **Stacey Faubion (2024) | <u>Youth [3]</u> *Jeff Evans, Director (2024) Nicole Reese (2022) Jay Springer (2023) *Josh Engelking (2024) **Ruth Deckard (2024) **Angel Gaskins (2024) **Kristi Pulliam (2024) **Beckie Hudson (2024) <u>Facilities [5]</u> **Tom Schultz, Director (2024) Wayne Mayo (2023) David Robinson (2023) Phil Rothkopf (2023) Tech Comm *Josh Finke (2024) *Stan Fort (2024) *Al Royer (2024) **_____ (2024) <u>Compassion [5]</u> *Sandra Wilson, Director (2024) Debbie Glasson (2022) Gloria Vandivier (2022) Denise Fix (2023) Diane Gibson (2023) Brenda Irwin (2023) Susan Stainbrook (2023) **Ann Arnold (2024) **Janet Knobloch (2024) |
|--|--|---|

| General Fund: | Current | Budget | Difference | Prior Year | Debt: | Current | One year prior |
|---|-------------|---|-------------|-------------|---|-----------|----------------|
| YTD Revenue | \$2,088,462 | \$2,109,010 | (\$20,548) | \$2,079,550 | Mortgage Balance | \$0 | \$0 |
| YTD Expense | \$1,793,917 | \$1,911,626 | (\$117,709) | \$1,799,068 | Line of Credit Balance | \$0 | \$0 |
| YTD Net | \$294,544 | \$197,384 | \$97,160 | \$280,481 | PPP Loan Balance | \$370,320 | \$370,320 |
| Beginning balance | \$258,596 | | | | Endowments: | | |
| Current balance | \$553,140 | | | | | | |
| Revenue Detail: | Current | Budget | Difference | Prior Year | Calvary Endowment Fund | Current | One year prior |
| YTD Contributions | \$935,199 | \$848,478 | \$86,721 | \$839,911 | YTD Disbursements | \$832,381 | \$681,464 |
| YTD Matching Gifts | \$67,352 | \$57,500 | \$9,852 | \$75,417 | Mission focus | \$38,036 | |
| YTD School Gifts | \$89,932 | \$63,750 | \$26,182 | \$80,219 | Building Maintenance Supervisor, Director of Video & Digital Media | | |
| YTD Tuition and Fees | \$932,146 | \$1,092,917 | (\$160,771) | \$1,025,171 | | | |
| YTD Other Revenue | \$63,832 | \$46,365 | \$17,467 | \$58,832 | Schwark Endowment Fund | Current | One year prior |
| Outflow to Missions: | Amount * | Special Mission Focus | | | Schwark Annual Fund | \$224,592 | \$183,450 |
| Q1 (Aug - Oct) | \$52,372 | Good Samaritan, El Salvador Mission, India Tailoring and Tuition Centers, Student Assistance, Tamal India Mission, Schwark Scholarships, The Sharing Place, Hunger Inc, Lutheran World Relief | | | YTD Disbursements | \$2,730 | \$619 |
| Q2 (Nov - Jan) | \$47,344 | Good Samaritan, El Salvador Mission, India Tailoring and Tuition Centers, Student Assistance, LCMS Disaster Camp Lakeview, Schumacher Mission, Lutheran Ministries Media, Lutherwood, Samaritan's Purse, Hunger Inc, Joy's House, LCMS Rural & Small Town Mission | | | Wessler Endowment Fund | Current | One year prior |
| Q3 (Feb - Apr) | \$29,381 | Good Samaritan, India Tailoring and Tuition Centers, Student Assistance, Wycliffe Bible Translators, Hunger Inc. | | | Wessler Scholarship Fund | \$107,755 | \$83,701 |
| Q4 (May - Jul) | | | | | YTD Disbursements | \$3,417 | \$747 |
| * Includes \$20k that is donated to Synod, LHSI, and Hispanic Ministry every quarter | | | | | | \$0 | |

| 2021-2022 General Fund Budget | | | | | | |
|--------------------------------|------------------|------------------|------------------|---------------------|------------------|-----------------------------|
| | 19/20 Actual | 20/21 Budget | 20/21 Estimate | Estimate vs. Budget | 21/22 Proposed | % Change vs. 20/21 Estimate |
| REVENUE | | | | | | |
| Contributions | 1,287,128 | 1,264,100 | 1,350,050 | 7% | 1,324,050 | -2% |
| Tuition and Fees | 1,145,409 | 1,229,402 | 1,016,000 | -17% | 1,078,400 | 6% |
| Other Revenue | 74,723 | 60,500 | 81,036 | 34% | 110,138 | 36% |
| Total Revenue | 2,507,259 | 2,554,002 | 2,447,086 | -4% | 2,512,588 | 3% |
| EXPENSES | | | | | | |
| Supplies | 38,410 | 45,835 | 31,945 | -30% | 38,135 | 19% |
| Maintenance | 187,515 | 199,300 | 200,195 | 0% | 199,184 | -1% |
| Utilities | 93,943 | 107,500 | 90,940 | -15% | 87,552 | -4% |
| Office | 2,120 | 3,500 | 2,850 | -19% | 3,050 | 7% |
| Financial | 34,560 | 34,635 | 33,860 | -2% | 32,935 | -3% |
| Outreach | 101,755 | 101,800 | 101,800 | 0% | 104,400 | 3% |
| Activities | 15,518 | 28,750 | 17,545 | -39% | 38,325 | 118% |
| Salaries & Benefits | 1,738,945 | 1,842,971 | 1,808,130 | -2% | 1,902,238 | 5% |
| Capital Expenditures | 32,148 | 30,000 | 55,000 | 83% | 33,000 | -40% |
| School Operating | 66,202 | 84,980 | 58,480 | -31% | 85,550 | 46% |
| Extended Care (w/o benefits) | 27,209 | 37,006 | 33,500 | -9% | 34,937 | 4% |
| Preschool EC (w/o benefits) | 33,146 | - | - | - | - | - |
| Total Expenses | 2,371,470 | 2,516,277 | 2,434,245 | -3% | 2,559,306 | 5% |
| Operating Income (Loss) | 135,789 | 37,725 | 12,841 | | (46,718) | |
| Extraordinary Revenue | - | - | 712,000 | | - | |
| Net Income (Loss) | 135,789 | 37,725 | 724,841 | | (46,718) | |
| Cumulative Balance | 258,596 | 296,321 | 983,437 | | 936,719 | |

