

MLC Governing Council Meeting Agenda

June 9, 2020

1. Call to order (Cassandra)
2. Opening Prayer (Pastor Doug)
3. Approval of May 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. KMS – WiFi needs? (Pastor Doug)
7. New business
 - a. Linda M. paychecks (Lee)
 - b. Administrative Assistant (Lee)
 - c. Bible Study (Pastor Doug)
 - d. Worship Services (Cassandra)
 - e. RSCC Worship Services – future (Cassandra)
8. Review of action items (Ron)
9. Adjourn the meeting (Cassandra)
10. Closing Prayer (all)

Council Meeting (May 5, 2020) minutes taken by Ron Kulju

Present: Dave, Cassandra, Pastor, Ron, Debra, Rosemary, Steve, Lee and KD. (Ron was not present, but reviewed the Zoom Recording of the meeting and transcribed minutes from the recording)

Absent: Debra and Carlo

Called to order at 6:38 PM

- 1) Prayer and meditation: Pastor Doug quoted from John 21 emphasizing keeping the faith. Read a prayer from LBW Intercessional Prayer.
- 2) Review and approval of April Minutes . Approved with corrected date of meeting. Motion: Steve. Second: Lee
- 3) Approval Of Agenda: Approved as presented.
- 4) Reports:
 - a) Treasurer – Lee:
 - i) Still in the black. Giving was good this month.
 - ii) Our income was higher than our expenses
 - (1) Work hours lower due to Lynda’s medical situation
 - (2) Anthony’s hours will increase as he will increase as he will be helping outside.
 - iii) Treasurer and Financial Secretary balance sheets matched.
 - (1) In an effort to improve communication, deposits need to be handled consistently. After discussion, Cassandra suggests that only one person doing the deposits to the bank, preferably not Financial Treasurer or Treasurer. **Significant Decision: Cassandra will be the sole counter and bank depositor until normal worship services resume**
 - b) Financial Secretary – Steve
 - i) Steve reported jointly with Treasurer’s Report
 - ii) **Action: Steve to get with Kristi to learn how to process Quarterly Statements.**
 - c) Building and Grounds – Several
 - i) We are still having “homesteaders” using our property.
 - ii) West Fence has litter and homesteader hiding spots that need to be addressed.
 - iii) Dave reported that Carlo and friend cut down dead trees on east end of property. Burn-worthy parts were collected. Chipped remnants will be used for weed abatement on another part of the property. **Action: Dave will follow up with Carlo to proceed with chipping.**
 - iv) Sean continues to stop by for litter pickup for nominal pay.
 - d) MLCW - Rosemary. Group is not meeting until regular worship services resume.
 - e) Pastor Doug –
 - i) Pastor is hopeful that Wednesday Bible Study can be conducted via Zoom
 - ii) KD, Dave, Steve and Pastor Doug have been contacting members to check on well-being. Pastor Doug thanked all who are supporting that effort.
 - iii) Pastor Doug was pleased with the results of the Synod Assembly via Zoom. He thanked Cassandra and KD for their participation
 - f) President- Cassandra
 - i) Zoom Worship execution continues to improve each week.
 - ii) Recognizing that face-to-face assembly has its value, Cassandra believes that the Synod Assembly went quite well and the process should be considered in the future. Much cost savings was realized for participants.
- 5) Reports were approved en masse. Motion: Dave. Second: KD

6) Old Business:

- a) Dave purchased three Trespass Warning Signs. Steve has plans to affix them will be affixed on the front church gate and the two gates to the back property.
- b) Sharing WiFi with KMS. Steve reports that we have BW for about 10 people and suggests a special password. **Action: Pastor Doug to discuss KMS need for WiFi with Peggy**

7) New Business

- a) Temporary Help. It will be a while before Lynda can come in physically to work while she is recovering. We need to get some office help during this recovery time. Cassandra is aware of a displaced college student that could use some work. A member of the council also offered some availability. **Action: KD will contact Lynda to get a better idea of recovery time.**
- b) Cassandra wants us to consider continuing Zoom Worship service even after we return to regular worship services. She has been approached by several members and former members who are enjoying this opportunity to worship with Messiah. Some technical, legal and security challenges will need to be overcome. (Topic of missing microphones arose. It was suggested that perhaps RSCC might be storing our microphones with their equipment. **Action: Pastor Doug to check with Pastor Vangie whether they are borrowing our microphones.**) Discussion also raised challenges for how we can include the technically challenged congregants.
- c) Kennedy Middle School Requests
 - i) KMS does a Food Pantry one day a month. KMS has asked us to sponsor them in July. Cost is \$300 to Roadrunner. A donor has provided \$150 already. Pastor Doug suggests using Family in Need fund for the rest. **Action: Pastor Doug will check with Peggy to see about future sponsor. Motion to sponsor: (Several simultaneous) Second: KD. Motion passed. Dave brought forth Ron's email suggestion that other members in special donations for this cause.**
 - ii) Do we want to participate by handing prepared boxes into the trunks of lined up vehicles. Cassandra suggested combining this request with the financial request to the congregation. **Action: Pastor Doug to check with Peggy on volunteer details, i.e., how many, what time, duration etc.**
- d) Security Gates. We are considering installing wrought iron surrounding for portico. Lee suggested contacting Carlo who knows somebody in the business. We concluded that this should be tabled until regular worship resumes.

8) Adjourn at 8:05. Closed with the Lord's Prayer.

Treasurer Report May 2020

The reports are attached. I am still learning but things are going okay. Our balances are looking fairly good. Thanks to all who have been giving during this crisis.

YTD/MTD	MTD	YTD
Income	\$6838.11	\$39,522.82
Expense	\$5,029.30	\$30,513.45
Net	+1,808.81	+\$9,009.37

Balances	Beginning of month	End of month
Checking	\$78,546.19	\$79,293.71
MM	\$8641.17	\$8641.52

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

One last thing, we have three outstanding checks that Linda Mantyla did not cash. Her three last paychecks. My suggestion is that I void these checks, get a money order and send it to her brother in California. Other suggestions are here solicited. We also have a good deal of money that we collected for her that we need suggestions on how to handle.

Respectfully submitted
Lee Danielson

Messiah Lutheran Church
Profit & Loss
 May 2020

	May 20
Ordinary Income/Expense	
Income	
Benevolence/Outreach	
Family in Need	100.00
Total Benevolence/Outreach	100.00
Income	
Building Use	1,200.00
MEMBER GIVING	
Designated Giving	
Pastor Discretionary Fund	350.00
Total Designated Giving	350.00
Simply Giving	550.00
MEMBER GIVING - Other	4,630.00
Total MEMBER GIVING	5,530.00
MEMBER INCOME Non Specific	
Amazon Smiles	8.11
Total MEMBER INCOME Non Specific	8.11
Total Income	6,738.11
Total Income	6,838.11
Gross Profit	6,838.11
Expense	
BUILDING AND GROUNDS	
CLEANING	234.00
UTILITIES	
ABCWUA	144.14
NM Gas Co	92.37
PNM	120.31
Total UTILITIES	356.82
Total BUILDING AND GROUNDS	590.82
MISSIONS	
BENEVOLENCE	
Family in Need	300.00
Rocky Mountain Synod	350.00
Total BENEVOLENCE	650.00
EVANGELISM & OUTREACH	
Pastors Discretionary Fund	1,540.25
Total EVANGELISM & OUTREACH	1,540.25
Total MISSIONS	2,190.25
OFFICE EXPENSES	
Century Link/Qwest phone/Inter	271.20
Printer copy expense	36.30
Website	65.73
Total OFFICE EXPENSES	373.23

12:18 PM
06/03/20
Cash Basis

Messiah Lutheran Church
Profit & Loss
May 2020

	<u>May 20</u>
PAYROLL EXPENSES	
Musician	700.00
PASTOR	1,175.00
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Total PAYROLL EXPENSES	1,875.00
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Total Expense	5,029.30
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Net Ordinary Income	1,808.81
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Net Income	1,808.81
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Messiah Lutheran Church
Profit & Loss
 January through May 2020

	Jan - May 20
Ordinary Income/Expense	
Income	
Benevolence/Outreach	
Family in Need	100.00
Total Benevolence/Outreach	100.00
Buildings and Grounds	
heating and/or cooling fund	1,000.00
Total Buildings and Grounds	1,000.00
Income	
Building Use	3,000.00
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	750.00
Total Designated Giving	890.00
General Fund	
Lenten Offering	45.00
General Fund - Other	11,970.00
Total General Fund	12,015.00
Simply Giving	2,250.00
MEMBER GIVING - Other	17,429.00
Total MEMBER GIVING	32,584.00
MEMBER INCOME Non Specific	
Amazon Smiles	22.22
Total MEMBER INCOME Non Specific	22.22
NON-MEMBER GIVING	
Thrivent	240.00
NON-MEMBER GIVING - Other	5.22
Total NON-MEMBER GIVING	245.22
Total Income	35,851.81
Uncategorized Income	2,571.01
Total Income	39,522.82
Gross Profit	39,522.82
Expense	
BUILDING AND GROUNDS	
CLEANING	1,074.24
IMPROVEMENTS AND REPAIRS	53.44
UTILITIES	
ABCWUA	864.67
NM Gas Co	1,516.94
PNM	856.27
Total UTILITIES	3,237.88
Total BUILDING AND GROUNDS	4,365.56

Messiah Lutheran Church
Profit & Loss
 January through May 2020

	Jan - May 20
Business Licenses and Permits	0.00
MISSIONS	
BENEVOLENCE	
Family in Need	300.00
Rocky Mountain Synod	1,750.00
Total BENEVOLENCE	2,050.00
EVANGELISM & OUTREACH	
Pastors Discretionary Fund	5,360.50
Total EVANGELISM & OUTREACH	5,360.50
MUSIC AND WORSHIP	
Flowers	486.00
Worship Support	66.40
Total MUSIC AND WORSHIP	552.40
Total MISSIONS	7,962.90
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	135.30
Website	289.46
ZDUES AND SUBSCRIPTIONS	
QuickBooks Payroll	494.03
Total ZDUES AND SUBSCRIPTIONS	494.03
Total OFFICE EXPENSES	1,463.21
PAYROLL EXPENSES	
IRS	
federal withholding	140.38
medicare	31.86
social security	136.25
IRS - Other	88.01
Total IRS	396.50
Musician	3,850.00
NM Tax and Revenue	-30.08
PASTOR	
Housing	0.00
Salary	7,845.75
PASTOR - Other	1,175.00
Total PASTOR	9,020.75
Supply Pastor	500.00
WAGES	
Office Manager	2,557.50
Total WAGES	2,557.50
PAYROLL EXPENSES - Other	215.60
Total PAYROLL EXPENSES	16,510.27

Messiah Lutheran Church
Profit & Loss
January through May 2020

	<u>Jan - May 20</u>
Uncategorized Expenses	<u>200.01</u>
Total Expense	<u>30,513.45</u>
Net Ordinary Income	<u>9,009.37</u>
Net Income	<u><u>9,009.37</u></u>

Messiah Lutheran Church
Fund Summary - April
5/1/2020 through 5/31/2020

General Fund (0001)										\$6,388
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Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
05/01/2020	490.00	3	0.00	0					
05/07/2020	5,898.11	16	0.00	0					

General Fund (0001)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	6,388.11	19	\$336.22
Total Given:	\$6,388.11	19	\$336.22

Messiah Assistance Program (0042)										\$450
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Date	Given	Count	Pledged	Count	Date	Given	Count	Pledged	Count
05/01/2020	250.00	1	0.00	0					
05/07/2020	200.00	2	0.00	0					

Messiah Assistance Program (0042)

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	450.00	3	\$150.00
Total Given:	\$450.00	3	\$150.00

Report Totals

	Offerings	# Offerings	Avg./Off.
Total Pledged:	0.00	0	\$0.00
Total Unpledged:	6,838.11	22	\$310.82
Total Given:	\$6,838.11	22	\$310.82

Pastor-Church Council Meeting, June 9, 2020

1) Property

- a) Shaun and Anthony (and Antonio his son) have been doing their best to stay ahead of the weeds and trash.
- b) Carlo has switched over the HVAC for cooling.
- c) The trees which were cut down to the southeast of building have had their slash chipped by a friend of Dave H. The slash was put on the west side of parking lot to be used for landscaping. Dave has begun this process. Need to set up a work day for volunteers.
- d) Security with NM Protective is on hold.
- e) The three signs were put up by Steve M. One in front two in back. The front one has already been ripped off.
- f) Building is doing fine. Anthony has been doing a great job of keeping in clean. The bugs are dying on a regular basis. (Not sure when last sprayed.)
- g) We will need more sanitizing supplies and other virus protection items as we get more people into building for worship.

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 three communion trays out of wood that people can take back to their pew for communion.
- 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.
- c) The honoring of high school graduates (Morgan, Alex and Autumn) went fine on June 7 via video recording. Thank you families, Emily and Cassandra for making that happen.
- d) Tony and I will in the next couple weeks work on putting together a new Pentecost template for worship.
- e) I have enjoyed the different volunteers during worship via ZOOM and/or in building. It has been a nice addition to worship. Thank you to all of you.
- f) 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 email or mail.

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.
- c) Contributions have come in by mail, in person or electronically.

5) Office Situation

Emily Burford is out 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).

6) Kennedy Middle School

a) KMS Food Pantry

- 1) Saturday, July 25, 2020, approx. 9:30 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.