

Minutes of the Holy Faith Church Parish Leadership Team
March 19, 2024

Present: A. Martin, J. Hassett, C. Jacobs, T. Kollath, J. Mangi, L. Reifert, C. Mitchell

Absent: D. Dersnah, A. Amstutz

- I. Call to order: 7:00 pm called to order by A. Martin
- II. Opening Prayer: Evangelical Lutheran Worship Evening Prayer
- III. Pastor's report
 - Hot water has been adjusted. We will check the temperature to make sure it meets the indicated standards
 - Janet Cook has requested \$5000 of memorial funds. We will not deal with this tonight, but is brought for information. This will be a 4-month campaign to raise at least \$10,000 for RIP Medical Debt Relief. Janet will not be making the parishioners the source of the funds; rather, it will be community groups.
 - Andrea has provided a template for a survey to be distributed next month to the congregation. This survey will measure parish attitudes. Please look over questions and make any suggestions for addition or changes.
 - 2-week window in April for congregation to respond
 - St. Luke's Ypsi and St. James Dexter will join us to do the 2023 audits. These are scheduled for April.
 - In April, Andrea will ask us for Memorial Funds to support College Chaplaincies (both Lutheran and Episcopal) in Southeast Michigan.

IV. Approval of minutes:

Moved to accept the minutes of the February 2024 meeting.

Moved: J. Mangi

Seconded: C. Mitchell

Minutes approved unanimously.

V. Acceptance of February financial report

Andy Amstutz reported that February 2024 income was \$13,332.50 and expenses were \$23,079.32. Our net income was -<\$9756.82>

Our total assets were \$222,712.41, liabilities were \$1503.03, and dedicated accounts were \$51,236.33. Total equity was \$169,973.05. The primary checking account balance was \$73,258.13 and the primary savings account balance was \$62,827.29.

We transferred \$16,500 from the Capital dedicated account to the ELCA Holy Faith Investment Fund.

The treasurer's report is attached to the minutes.

Moved to approve the February Financial Report, subject to audit.

Moved: J. Hassett

Seconded: L. Reifert

Financial Report approved unanimously.

- VI. Moved to allow posting, for ten days, of a sign reminding motorists to stop for school buses.

Moved: J. Mangi

Second: J. Hassett

Motion passed 5-1.

- VII. PLT Retreat with Rev. Jacques Hadler

This was the fourth and final hour of a retreat to help the PLT better define its role and enhance its effectiveness in leading HFC.

- VIII. Motion to adjourn

Moved: T. Kollath

Second: J. Mangi

Meeting adjourned 8:55 pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Charles W. Jacobs". The signature is written in a cursive style with a large, stylized initial "C".

Charles W. Jacobs

Minutes of the Holy Faith Church Parish Leadership Team
Special Emergency Meeting
March 24, 2024

Andrea Martin called a special emergency meeting of the PLT via email to approve the emergency purchase of a new computer for the financial software (Shepherd's Staff) for the parish. A. Amstutz notes that the software is having issues booting. The computer was scheduled to be replaced this year. He estimates that the price will be less than \$1200. There is a restricted equity account with the replacement cost set aside.

Moved: T. Kollath moved that the PLT authorize replacement of the Treasurer's computer at a cost of up to \$1500.

Second: C. Mitchell

T. Kollath, C. Mitchell, J. Hassett, and C. Jacobs, and A. Martin responded "Aye". No response from J. Mangi or L. Reifert. Votes represent a quorum of the PLT. Motion passes.

Emergency meeting adjourned upon conclusion of vote.

Respectfully submitted,

A handwritten signature in black ink that reads "Charles W. Jacobs". The signature is written in a cursive style with a large, looped initial "C".

Charles W. Jacobs

Holy Faith Church - Treasurer's Report
February 2024

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3/13/2024

For **February 2024** income was **\$13,322.50** and expenses were **\$23,079.32**. For the month of **February** income less expenses is **negative** at **\$-9,756.82**.

In the month a total of **\$3,463** was paid for Snow Removal/Lawn Care which included July mowing (\$312), November lawn care, snow removal and salt (\$552), January snow removal and salt (\$2,599) which included \$1,968 for salt where the vendor salted 16 times. Total annual budget is \$7500 year to date we have spent \$3586. It is recommended that the building and grounds committee work closely with this vendor on expenses through the rest of the year.

The Balance Sheet shows total Assets at **\$222,712.41** less Liability of **\$1,503.03** and Dedicated Accounts of **\$51,236.33** which gives a total Equity of **\$169,973.05**. The Balance sheet Assets shows the primary Checking Account with a total balance of **\$73,258.13** and the primary Savings account with balance of **\$62,827.29** (no change).

The Balance sheet Assets show that in February we transferred \$16,500 from Capital dedicated account / checking to the ELCA Holy Faith Investment Fund (Long Term Asset).

As Treasurer, I submit this report to the PLT and recommend a motion be made to accept the treasurer report pending audit.

Respectfully Submitted,



Andrew E. Amstutz

Following Reports: Treasurer's Report (Statement of Income and Expense) by Major Group and by Account, Balance Sheet by Account, Dedicated Accounts, Cash Flow (General Ledger detail for Checking Account)

3/13/2024
08:58 pm

Holy Faith Church
Treasurer's Report
Finance year 2024, February

<u>Book 01: Holy Faith Church-General</u>	Actual Feb. 2024	Actual as of 2/29/2024	Budget as of 2/29/2024	Percent of Budget
Income				
41 - Pledges	13,056.50	29,318.00	35,000.00	83.77
43 - Rental	150.00	150.00	759.34	19.75
44 - Loose Offering	65.00	105.00	116.66	90.01
47 - Miscellaneous	51.00	51.00	50.00	102.00
48 - Interest	0.00	0.00	172.16	0.00
Income:	13,322.50	29,624.00	36,098.16	82.07%
Expense				
52 - Staff/Salary	12,289.26	22,889.76	23,455.84	97.59
56 - Professional Services	1,019.26	1,281.76	1,424.98	89.95
61 - Building & Grounds	6,116.05	6,779.19	4,553.64	148.87
62 - Programs	800.99	920.99	1,391.66	66.18
63 - Apportionment/Benevolence	1,575.34	3,150.68	3,150.68	100.00
64 - Community Publicity	0.00	0.00	50.00	0.00
66 - Office Operations	1,278.42	2,199.48	2,283.34	96.33
Expense:	23,079.32	37,221.86	36,310.14	102.51%
 Summary: Book 01: Holy Faith Church-General				
	Actual Feb. 2024	Actual as of 2/29/2024	Budget as of 2/29/2024	Percent of Budget
Income:	13,322.50	29,624.00	36,098.16	82.07%
- Expense:	23,079.32	37,221.86	36,310.14	102.51%
Net Income:	-9,756.82	-7,597.86	-211.98	

Holy Faith Church
Treasurer's Report
Finance year 2024, February

<u>Book 01: Holy Faith Church-General</u>	Actual Feb. 2024	Actual as of 2/29/2024	Budget as of 2/29/2024	Percent of Budget
Income				
015-41-00-00 Pledges	13,056.50	29,318.00	35,000.00	83.77%
015-43-01-00 Rental/Bldg.	150.00	150.00	283.34	52.94%
015-43-02-00 Rental/Co-op	0.00	0.00	476.00	0.00%
015-44-00-00 Plate (Loose Offering)	65.00	105.00	116.66	90.01%
015-47-00-00 Miscellaneous	51.00	51.00	50.00	102.00%
015-47-02-01 Debt Forgiveness	0.00	0.00	0.00	0.00%
015-48-00-00 Interest	0.00	0.00	172.16	0.00%
015-48-02-00 ELCA Investment Fund Div	0.00	0.00	0.00	0.00%
Income:	13,322.50	29,624.00	36,098.16	82.07%
Expense				
016-52-01-00 Office Manager	1,515.44	2,918.40	3,161.34	92.32%
016-52-02-01 Outreach Coordinator	1,300.00	2,600.00	2,600.00	100.00%
016-52-02-02 Outreach Coordinator - Offset	0.00	0.00	-1,628.00	0.00%
016-52-03-00 Music Director	1,596.00	2,796.00	2,946.66	94.89%
016-52-03-01 Choir Director	0.00	0.00	0.00	0.00%
016-52-04-00 Custodian	600.00	600.00	315.50	190.17%
016-52-05-00 Pastor-Salary	5,957.14	11,372.80	11,372.84	100.00%
016-52-05-01 Medical Insurance/Annuity	0.00	0.00	2,082.00	0.00%
016-52-05-03 Life Insurance	45.89	91.78	95.84	95.76%
016-52-05-05 Pension	937.32	1,874.73	2,047.16	91.58%
016-52-06-00 FICA	337.47	636.05	416.66	152.65%
016-52-06-01 Workers Compensation	0.00	0.00	45.84	0.00%
016-56-01-00 Pastor-Professional	-100.00	87.50	500.00	17.50%
016-56-01-01 Pastor Cont. Ed.	0.00	0.00	166.66	0.00%
016-56-02-00 Supply Musicians	620.00	620.00	250.00	248.00%
016-56-03-00 Deacon	0.00	75.00	166.66	45.00%
016-56-05-00 Supply Pastors	499.26	499.26	666.66	74.89%
016-56-05-01 Sabbatical Supply	0.00	0.00	1,000.00	0.00%
016-56-05-02 Sabbatical Supply - Offset	0.00	0.00	-1,400.00	0.00%
016-56-06-00 Financial Review	0.00	0.00	8.34	0.00%
016-56-08-00 Piano Tuning	0.00	0.00	66.66	0.00%
016-61-01-00 Maintenance/Repairs	0.00	18.01	666.66	2.70%
016-61-01-01 Maintenance/Repair Offset	0.00	0.00	0.00	0.00%
016-61-02-00 Snow Removal/Lawn Care	3,463.00	3,586.00	1,250.00	286.88%
016-61-03-00 Water Test/Regulatory Fee	625.00	625.00	250.00	250.00%
016-61-04-00 Maintenance Agreements	0.00	0.00	166.66	0.00%
016-61-05-00 Utilities	645.07	1,167.20	816.66	142.92%
016-61-06-00 Build/Cleaning Supplies	104.73	104.73	166.66	62.84%
016-61-07-00 Building Insurance	1,278.25	1,278.25	737.00	173.44%
016-61-09-00 Capital Budget Funding	0.00	0.00	500.00	0.00%
016-62-01-01 Christian Education	56.85	56.85	116.66	48.73%
016-62-01-04 Christian Ed. - T	49.35	49.35	116.66	42.30%
016-62-01-05 New Programs	80.00	200.00	250.00	80.00%
016-62-02-00 Altar Guild	162.13	162.13	108.34	149.65%
016-62-02-01 Altar Flowers	200.00	200.00	41.66	480.08%
016-62-02-02 Altar Flowers Offset	0.00	0.00	0.00	0.00%
016-62-03-01 Paper Pantry Expense	0.00	0.00	0.00	0.00%
016-62-03-02 Food Garden Expense	0.00	0.00	50.00	0.00%
016-62-03-03 Outreach Expenses	0.00	0.00	83.34	0.00%
016-62-04-00 Stewardship	0.00	0.00	33.34	0.00%
016-62-05-00 Hospitality	0.00	0.00	158.34	0.00%

3/13/2024
08:59 pm

Holy Faith Church
Treasurer's Report
Finance year 2024, February

<u>Book 01: Holy Faith Church-General</u>	Actual	Actual	Budget	Percent of
	Feb. 2024	as of 2/29/2024	as of 2/29/2024	Budget
016-62-07-00 Assembly/Convention	0.00	0.00	166.66	0.00%
016-62-25-00 Music	42.66	42.66	100.00	42.66%
016-62-30-00 Worship	210.00	210.00	166.66	126.01%
016-63-01-00 Episcopal	787.67	1,575.34	1,575.34	100.00%
016-63-02-00 Lutheran/Benevolence	630.17	1,260.32	1,260.34	100.00%
016-63-02-02 Samaritas (LSSM)	78.75	157.51	157.50	100.01%
016-63-02-03 Lutheran World Hunger	78.75	157.51	157.50	100.01%
016-64-00-00 Community Publicity	0.00	0.00	50.00	0.00%
016-66-02-00 Comcast/Software	304.84	744.36	833.34	89.32%
016-66-03-00 Copier	414.26	691.00	583.34	118.46%
016-66-04-00 Payroll Fees	24.00	48.00	66.66	72.01%
016-66-05-00 E Giving Fees	168.26	347.56	300.00	115.85%
016-66-06-00 Office Supplies	367.06	368.56	500.00	73.71%
Expense:	23,079.32	37,221.86	36,310.14	102.51%

Summary: Book 01: Holy Faith Church-General	Actual	Actual	Budget	Percent of
	Feb. 2024	as of 2/29/2024	as of 2/29/2024	Budget
Income:	13,322.50	29,624.00	36,098.16	82.07%
- Expense:	23,079.32	37,221.86	36,310.14	102.51%
Net Income:	-9,756.82	-7,597.86	-211.98	

3/13/2024
09:19 pm

Holy Faith Church
Balance Sheet
Finance year 2024 as of 2/29/2024

Book 01 - Holy Faith Church-General

	Balance as of 1/1/2024	Balance as of 2/29/2024	Change	Percent change
Assets				
10 - Current Assets				
10 - Checking				
011-10-10-10 Checking Account-HNT-6849	100,624.44	73,258.13	-27,366.31	-27.2%
10 - Checking:	100,624.44	73,258.13	-27,366.31	-27.2%
25 - Reserve Account				
011-10-25-00 Reserves-HNT-8348	62,827.29	62,827.29	0.00	- %
25 - Reserve Account:	62,827.29	62,827.29	0.00	- %
70 - Preschool Damage Deposit				
011-10-70-01 Preschool-HNT-8322	1,504.84	1,504.84	0.00	- %
70 - Preschool Damage Deposit:	1,504.84	1,504.84	0.00	- %
80 - Petty Cash				
011-10-80-00 Petty Cash	0.00	0.00	0.00	- %
80 - Petty Cash:	0.00	0.00	0.00	- %
90 - Pastor's Discretionary				
011-10-90-00 Pastor's Discr-HNT-8921	8.55	8.55	0.00	- %
90 - Pastor's Discretionary:	8.55	8.55	0.00	- %
10 - Current Assets:	164,965.12	137,598.81	-27,366.31	-16.6%
20 - Long Term Asset				
40 - Long Term Asset				
011-20-40-00 ELCA HF Investment Fund	43,777.71	60,277.71	16,500.00	37.7%
40 - Long Term Asset:	43,777.71	60,277.71	16,500.00	37.7%
50 - Growth & Income Fund				
011-20-50-00 Growth and Income Fund	24,835.89	24,835.89	0.00	- %
50 - Growth & Income Fund:	24,835.89	24,835.89	0.00	- %
20 - Long Term Asset:	68,613.60	85,113.60	16,500.00	24.0%
Total assets:	233,578.72	222,712.41	-10,866.31	-4.7%

Liabilities

00 - (no Major group)

00 - (no Minor group)

012-00-00-00 Coop Nurs Escr Acct	1,503.03	1,503.03	0.00	- %
00 - (no Minor group):	1,503.03	1,503.03	0.00	- %
00 - (no Major group):	1,503.03	1,503.03	0.00	- %
Liabilities:	1,503.03	1,503.03	0.00	- %

Dedicated

01 - Pass Thru

01 - Monthly Special Appeals

017-01-01-01 SASS	411.95	0.00	-411.95	-100.0%
017-01-01-02 Special Appeals ShortTerm	0.00	0.00	0.00	- %
017-01-01-03 TRI	0.00	0.00	0.00	- %
017-01-01-04 Ele's Place	0.00	0.00	0.00	- %
017-01-01-05 Mission Fund	0.00	0.00	0.00	- %
017-01-01-06 Habitat	0.00	0.00	0.00	- %

3/13/2024
09:19 pm

Holy Faith Church
Balance Sheet
Finance year 2024 as of 2/29/2024

Book 01 - Holy Faith Church-General		Balance as of	Balance as of	Change	Percent
		1/1/2024	2/29/2024		change
017-01-01-08	FID/Nov	0.00	0.00	0.00	- %
017-01-01-15	Hope Clinic	0.00	0.00	0.00	- %
017-01-01-16	Crop Hunger Walk	0.00	0.00	0.00	- %
017-01-01-18	Rise-Up Campaign	0.00	0.00	0.00	- %
017-01-01-22	Heifer International	0.00	0.00	0.00	- %
017-01-01-25	Holy Week Offering	0.00	0.00	0.00	- %
017-01-01-26	ELCA Diversity Task Force	0.00	0.00	0.00	- %
017-01-01-27	ARK Ministry	62.00	62.00	0.00	- %
017-01-01-36	SafeHouse	0.00	0.00	0.00	- %
017-01-01-37	ERD/LWR	3,377.00	0.00	-3,377.00	-100.0%
017-01-01-39	Campus Ministries	0.00	0.00	0.00	- %
017-01-01-40	Bread for the World	0.00	0.00	0.00	- %
017-01-01-41	Samaritas	0.00	0.00	0.00	- %
01 - Monthly Special Appeals:		3,850.95	62.00	-3,788.95	-98.4%
02 - Staff Gifts					
017-01-02-00	Staff Gifts	80.51	230.51	150.00	186.3%
02 - Staff Gifts:		80.51	230.51	150.00	186.3%
03 - Paper Pantry					
017-01-03-00	Paper Pantry	5,134.21	5,134.21	0.00	- %
03 - Paper Pantry:		5,134.21	5,134.21	0.00	- %
05 - Altar Flowers					
017-01-05-00	Altar Flowers	0.00	-178.50	-178.50	- %
05 - Altar Flowers:		0.00	-178.50	-178.50	- %
07 - Pastor's Discretionary					
017-01-07-00	Pastor's Discretionary	158.81	213.81	55.00	34.6%
07 - Pastor's Discretionary:		158.81	213.81	55.00	34.6%
10 - Food Garden					
017-01-10-00	Food Garden	1,251.62	1,251.62	0.00	- %
10 - Food Garden:		1,251.62	1,251.62	0.00	- %
11 - Programs					
017-01-11-01	Childrens Ministry	0.00	0.00	0.00	- %
11 - Programs:		0.00	0.00	0.00	- %
12 - Memorial Garden					
017-01-12-00	Mem. Garden	211.58	211.58	0.00	- %
12 - Memorial Garden:		211.58	211.58	0.00	- %
13 - Building and Grounds					
017-01-13-00	Bldg/Grounds	0.00	0.00	0.00	- %
017-01-13-01	Capital Projects	16,585.31	85.31	-16,500.00	-99.5%
017-01-13-02	Hybrid Worship	0.00	0.00	0.00	- %
13 - Building and Grounds:		16,585.31	85.31	-16,500.00	-99.5%
20 - Bank Transfers					
017-01-20-00	Bank Transfers	0.00	-100.00	-100.00	- %
20 - Bank Transfers:		0.00	-100.00	-100.00	- %
21 - Bishop Special Offering					
017-01-21-00	Bishop Special Offering	655.00	249.00	-406.00	-62.0%
21 - Bishop Special Offering:		655.00	249.00	-406.00	-62.0%
40 - Prayer Shawl					
017-01-40-00	Prayer Shawl	0.00	0.00	0.00	- %

Holy Faith Church
Balance Sheet
Finance year 2024 as of 2/29/2024

Book 01 - Holy Faith Church-General

	Balance as of <u>1/1/2024</u>	Balance as of <u>2/29/2024</u>	Change	Percent change
40 - Prayer Shawl:	0.00	0.00	0.00	- %
43 - Congregational Meals				
017-01-43-00 Congregational Meals	267.11	267.11	0.00	- %
017-01-43-01 Congregational Retreat	0.00	0.00	0.00	- %
43 - Congregational Meals:	267.11	267.11	0.00	- %
47 - Corner Health Center				
017-01-47-00 Corner Health Center	0.00	0.00	0.00	- %
47 - Corner Health Center:	0.00	0.00	0.00	- %
01 - Pass Thru:	28,195.10	7,426.65	-20,768.45	-73.7%
02 - Memorial Funds				
03 - Memorial Funds				
017-02-03-01 Memorial Funds	31,905.79	32,905.79	1,000.00	3.1%
017-02-03-02 Music Memorial Funds	1,000.00	1,000.00	0.00	- %
017-02-03-03 Honorary Funds	135.89	135.89	0.00	- %
03 - Memorial Funds:	33,041.68	34,041.68	1,000.00	3.0%
02 - Memorial Funds:	33,041.68	34,041.68	1,000.00	3.0%
03 - Grant Funds				
20 - Grant Funds				
017-03-20-01 AA Area Com. Found. Grant	9,768.00	9,768.00	0.00	- %
20 - Grant Funds:	9,768.00	9,768.00	0.00	- %
03 - Grant Funds:	9,768.00	9,768.00	0.00	- %
Dedicated:	71,004.78	51,236.33	-19,768.45	-27.8%

Equity

00 - (no Major group)

00 - (no Minor group)

013-00-00-00 Restricted Bldg	6,000.00	6,000.00	0.00	- %
013-00-00-01 Restricted Equip	3,000.00	3,000.00	0.00	- %
013-00-00-03 Restricted Sabbatical	8,400.00	8,400.00	0.00	- %
013-00-00-04 Restricted Endowment	0.00	0.00	0.00	- %
013-00-00-06 Unrestricted(Savings)	78,011.32	94,511.32	16,500.00	21.2%
00 - (no Minor group):	95,411.32	111,911.32	16,500.00	17.3%
00 - (no Major group):	95,411.32	111,911.32	16,500.00	17.3%
Equity:	95,411.32	111,911.32	16,500.00	17.3%
Book equity:	65,659.59	58,061.73	-7,597.86	-11.6%
Total liabilities, dedicated and equity:	233,578.72	222,712.41	-10,866.31	-4.7%

Minutes of the Holy Faith Church Parish Leadership Team
February 20, 2024

Present: A. Martin, A. Amstutz, J. Hassett, C. Jacobs, T. Kollath, J. Mangi, C. Mitchell, L. Reifert
Absent: D. Dersnah

- I. Call to order: 7:04 pm called to order by A. Martin

Opening Prayer: Evangelical Lutheran Worship Evening Prayer

- II. Approval of minutes:

Moved to accept the minutes of the January 2024 meeting.

Moved: J. Mangi

Seconded: T. Kollath

Minutes approved unanimously.

- III. Acceptance of January financial report

Andy Amstutz reported that January 2024 income was \$16,301.50 and expenses were \$14,142.54. Our net income was \$2,158.96.

Our total assets were \$231,220.23, liabilities were \$1503.03, and dedicated accounts were \$66,487.33. Total equity was \$163,229.90. The primary checking account balance was \$98,265.95 and the primary savings account balance was \$62,827.29.

Outside the budget, we paid \$120 to Erica Swan for childcare during Sunday services and special events, and \$655 to the Bishop's Special Offering for EDOMI.

We are preparing a deposit of \$16,500 from the Capital dedicated account to the ELCA Holy Faith Investment Fund to be paid in February.

The treasurer's report is attached to the minutes.

Moved to approve the January Financial Report, subject to audit.

Moved: J. Mangi

Seconded: C. Mitchell

Financial Report approved unanimously.

- IV. Election of Officers:

Slate: President: Teri Kollath

Vice-President: Lisa Reifert

Secretary: Charlie Jacobs

Treasurer: Andy Amstutz

Bookkeeper: Wendy Amstutz
Financial Secretary: Mike Centilivre
Moved to approve slate of officers

Moved: J. Mangi
Second: C. Mitchell
Nominations from the floor: None

Slate was approved unanimously.

V. Tree Removal

Moved to accept the bid from Bonecutters Tree Experts for \$1250 to remove three dead pine trees south of the parking lot, to be charged to the maintenance and repair budget.

Moved: J. Mangi
Second: T. Kollath

Motion was approved unanimously.

VI. Pastor's Report:

We have hired Erica Swan to provide childcare on the first Sunday of each month. Starting March 7, a parish volunteer will assist Erica, in accordance with Safe Church practices. Providing this service will cost about \$600 per year.

Rev. David Hendricks has signed a letter of agreement to provide pastoral services during Andrea's sabbatical.

She will begin after Easter to bring stakeholders from the parish into her Sabbatical planning.

Janet Cook will present a progress report on her outreach project on March 10.

VII. PLT Retreat with Rev. Jacques Hadler

This was the first hour of a four-hour series of meetings to help the PLT better define its role and enhance its effectiveness in leading HFC.

VIII. Motion to adjourn

Moved: T. Kollath
Second: J. Mangi
Meeting adjourned 8:45pm

Respectfully Submitted,



Charles W. Jacobs