

Minutes of the Holy Faith Church Parish Leadership Team
January 16, 2024

Present: A. Martin, A. Amstutz, J. Hassett, C. Jacobs, T. Kollath, C. Mitchell, J. Mangi
N. Milkey

Excused: D. Dersnah

- I.
 - a. Call to order: 7:02 pm called to order by A. Martin
 - b. Opening Prayer: Evening Prayer from Northumbria Community
 - c. Timekeeper: J. Hassett
- II. Approval of November and December 2023 Financials:
 - a. Andy Amstutz reported that November 2023 income was \$20,302.50 and expenses were \$18,301.50. Our net income was \$2,001.00. Our total assets were \$228,544.87, liabilities were \$1,503.03, and dedicated accounts were \$67,484.13. Total equity was \$159,557.71. The primary checking account balance was \$95,372.23 and the primary savings account balance was \$62,825.71. We received an anonymous donation of \$25,000 that has been disbursed among our accounts according to the gift policy.
 - b. Andy Amstutz reported that December 2023 income was \$28,444.87 and expenses were \$27,918.87. Our net income was \$526.00. Our total assets were \$233,548.72, liabilities were \$1,503.03, and dedicated accounts were \$71,004.78. Total equity was \$161,040.91. The primary checking account balance was \$100,594.44 and the primary savings account balance was \$62,827.29.
 - c. For the year 2023, Total income was \$228,702.08 and total expense was 211.693.42. Net income was \$17,008.66.
(The treasurer's report is attached to the minutes.)

Moved to approve the November and December Financial Reports,
subject to audit.
Moved: T. Kollath
Seconded: C. Mitchell
Financial Report approved unanimously.
 - d. We will present the revised gift policy and the budget (both attached to these minutes) to the congregation at the annual meeting.
Expected income for 2024 is \$215,000 expected expenses \$217,000. These numbers were used to inform the budget.
We have a new budget line for outreach expenses, for altar flowers, and an increase in budget for several ministries.
- III. New Business:
 - a. Preparing for January 8, 2024 Annual Meeting

- i. We should thank people for stretching their pledges and thank new people who have made pledges.
- ii. Point out that we have decided to reinvest the dividends from the ELCA investment fund
- iii. Andrea will report on our sexual harassment issue and will hold informational forums on the 18th and 25th of February in the parish hall.
- iv. Growth: reminding people that in Andrea's call document, the parish stated that it wanted to grow, and that this was reinforced by the CAT surveys we did. We are progressing in this process, but still haven't completely adapted to a growth mode.
 - v. Andrea will explain some of the nuances and meanings of her sabbatical.
 - vi. She will introduce the skills, gifts and interest survey.
 - vii. Lisa Reifert and John Hassett will be nominated to serve three-year terms on the PLT.

b. Approve stipend for sabbatical coverage

Moved to offer a stipend for the Rev. David Hendricks as Supply Clergy during Andrea Martin's sabbatical, beginning Wednesday May 22, 2024 and extending through Wednesday, September 11, 2024, per the attached Letter of Agreement. The stipend shall be paid at the middle and end of each month at a rate of \$375 per week, for a total of 16 weeks. The total stipend shall not exceed \$6400, plus a mileage reimbursement, as stipulated in the Letter of Agreement, without further approval of the PLT.

The Letter of Agreement is attached to these minutes.

Moved: C. Jacobs

Second: J. Mangi

The motion was approved unanimously.

IV. Old Business:

a. Lights for Church sign

At the May 2023 meeting we tabled a motion about installing new lights for the church sign until we decided what to do about the sign. Since no action has been taken on this matter, we will bring up the motion so to remove it from old business.

Moved: Remove from consideration installation of new lights until we are ready to address the issue in conjunction with installing a new sign.

Moved: C. Jacobs

Second: C. Mitchell

The motion passed unanimously

V. Approval of minutes:

a. Moved to accept the minutes of the December 2023 meeting.

Moved: J. Hassett

Seconded: T. Kollath

Minutes approved unanimously.

VI. Pastor's report

- a. Andrea will start to include the PLT minutes in the weekly parish communication.
- b. Record attendance on Christmas Eve (over 200 attendees over the three services); music was wonderful, many thanks to the tech team for making the services accessible. We had three newcomers who sang solos that day. Will O'Malley performed the offertory and Blaise and Augusta Martin played the bell tree, at the 4 pm service.
- c. We are empowering committee chairs to have more independence.
- d. Lisa Reifert will be out of town until the end of February, which will delay the PLT retreat. We need to plan to achieve goals; and we will be joined by a faculty member Jacques Padler from Virginia Theological Seminary to have conversations around our shifting role as leadership team and our roles. He would meet with us in Feb and March, and for two one-hour sessions at the PLT retreat.
- e. Andrea thanks Noelle for the last six years of service to the Holy Faith PLT.

The Pastor's Report is attached to these minutes.

VII. Motion to adjourn

Moved:

Second:

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, flowing style.

Charles W. Jacobs

ATTACHMENTS

Pastor's Report
January Financials

Christmas, we saw record attendance (since I have been here in 2017) with over 200 people coming through our doors on December 24th. Special thanks go to:

- the tech crew who provided 3 Zoom services that day;
- Joy Morin, the Choir, and Musicians who supported 3 services;
- Altar Guild and helpers who took down Advent linens and decorated for Christmas between services;
- Jane Darling who decked the church with poinsettias;
- All those who donated (or delivered) poinsettias to one of our 13 homebound people;
- The Darlings & Tinseys who organized and hosted the Christmas Day Potluck for over 30 people.

Looking to the Annual Meeting, and taking stock of 2023:

- Our average Sunday attendance was 73, compared to an average over the past 7 years of 61;
- We welcomed 12 new households/families as members on Sunday, January 7, 2024;
- With Joy Morin as our Church Musician, we are developing a music ministry in an intentional way, guided by Joy's vision and leadership. It was noteworthy that on December 24th, we enjoyed 3 soloists (one at each service), and each one was a newcomer. People are coming to Holy Faith and sticking around, at least partly for the music and chance to participate in music-making. In addition to vocalists, Joy incorporated a variety of musicians on the 24th: Charlie Jacobs (percussion), Augusta & Blaise Martin (bells), William O'Malley (guitar), Elaine Osterbur (violin);
- We hired Janet Cook who has recently submitted a proposal for her focus for 2024 (to be presented to the congregation, probably in Feb or March);
- To date, we've held 4 leadership gatherings: March, June, October, and our most recent one, January 6th. These fellowship and learning gatherings aim to provide ministry leaders with the tools they need to accomplish their ministry goals. Our most recent gathering on Jan 6th focused on how ministry leaders and teams can invite new people into their ministry.

Retired ELCA Pastor and Saline Resident, the Rev. David Hendricks has agreed to provide weekly worship and pastoral coverage for my summer sabbatical, set for mid-May through mid-September.

The PLT Retreat will include 4, 1-hour Zoom sessions with the Rev. Jacques Hadler, emeritus faculty member of Virginia Theological Seminary in Alexandria, VA. Jacques will work with us to clarify our purpose, our norms, and our roles (collectively and individually) as we grow and as we find the work of the PLT shifting. Our sessions with him will be:

- Feb 20th (regular PLT mtg)
- Friday evening, March 2nd
- Saturday morning, March 3rd
- March 19th (regular PLT mtg)

I am grateful to Noelle Milkey who today completes two terms (6 years) of PLT service. John Hassett completes his 1-year term today (for which I am also grateful) he is willing to serve an additional 3-year term, if elected at the January 28th Annual Meeting.

Faithfully submitted,
Andrea Martin

1/9/2024

In December 2023 income was **\$28,444.87** and expenses were **\$27,918.87**. For the month of **December** income less expenses is **positive** at **\$526.00**. For the year Total Income was **\$228,702.08** and Total Expense was **\$211,693.42** and Total Income less Expense is **positive** at **\$17,008.66**.

The Balance Sheet shows total Assets of **\$233,548.72** which is in balance with Total liabilities of \$1,503.03, Dedicated Accounts of **\$71,004.78** and Equity of **\$161,040.91**. The Balance sheet Assets shows the primary Checking Account (Checking Account-HNT-6849) with a total balance of **\$100,594.44** and the primary Savings account (Reserves-HNT-8348) with balance of **\$62,827.29**.

Capital Funding and Maintenance/Repairs

- Unlike 2022 where we replaced the fellowship hall roof and dealt with mold remediation in the basement, we did not have any significant Capital or Maintenance/Repairs in 2023.
- In November we received a \$25,000 anonymous gift. Because of this and other gifts we received through our Gift Policy and unspent capital expenses, in Q1 2024 we will be making a \$16,500 deposit in the ELCA long term Capital Investment Fund.
- Due to storms throughout the year we had tree services out twice totaling \$1850 which put us in a good position to enjoy outdoor worship.
- Water testing fees were a bit higher than expected in 2023, but we can confidently say that the water is safe for Holy Faith and SCOOP.

Dedicated Accounts and Memorial Funds

- Paper Pantry funds of \$1000 was given to volunteers at St. Paul UCC so that they can do their own shopping, enabling them to expand the Paper Pantry ministry.
- Holy Faith received \$3,375 and dispersed \$3,665.99 as part of the **Paper Pantry** ministry leaving a balance for Paper Pantry for the start of 2024 at \$5,124.21
- Holy Faith received \$4,713.67 and dispersed **\$1,798.81** collectively to SASS, Amber's memorial fund, Episcopal Relief and Development (ERD), Lutheran World Relief (LWR) and will be distributing an additional \$411 to SASS and \$3377 to ERD/LWR in Q1 2024.
- In total for 2023, received **\$15,296.11** in Memorial Funds through our Gift Policy and in Memory of :

Diane Campbell's Parents

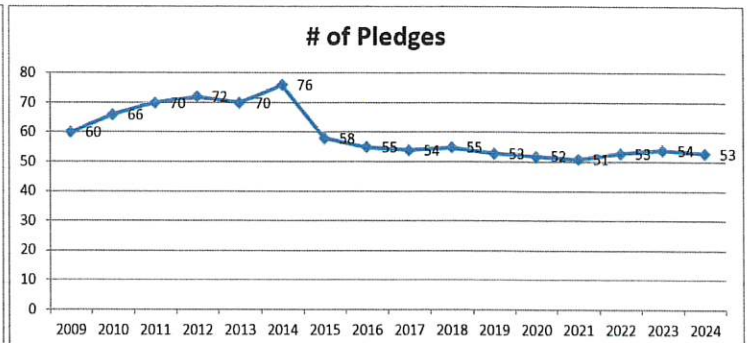
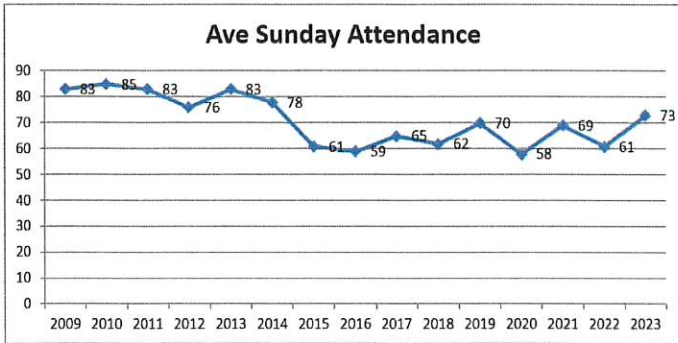
Tom Hogan

Kim Braun

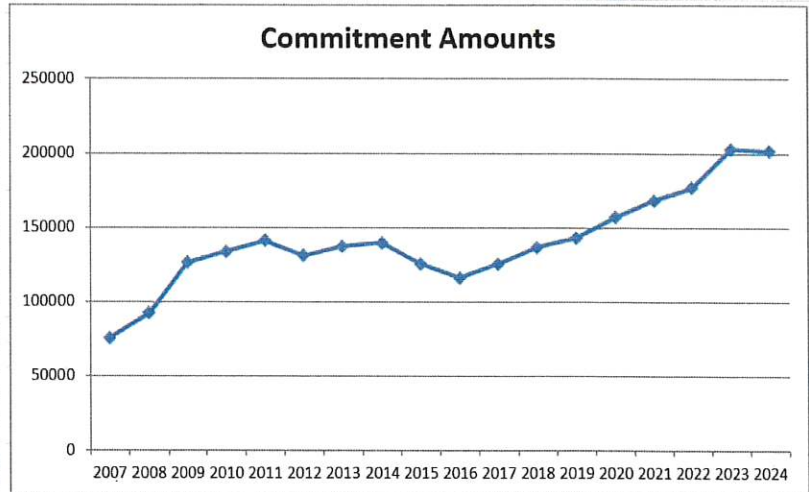
- Memorial Funds were used
 - To update our Memorial Plaque
 - For maintenance of the Memorial Garden
 - Stained glass window repairs
 - For new Cymbells bell tree

History and Trends

Our average Sunday attendance in 2023 with Hybrid worship was **73**. As of January 9, 2024 we have received 53 pledges for 2024 including 8 new pledges and 23 increases totaling **\$201,970**



Year	Ave. Sunday Attendance	# of Pledges	Commitment Amounts	Redevelopment Support
2024	TBD	53	\$201,970	0
2023	73	54	\$203,399	\$0
2022	61	53	\$177,288	\$0
2021	69	51	\$168,824	\$0
2020	58	52	\$157,248	\$0
2019	70	53	\$143,380	\$0
2018	62	55	\$136,974	\$0
2017	66	54	\$125,750	\$0
2016	59	55	\$116,516	\$0
2015	61	58	\$125,706	\$0
2014	78	76	\$139,864	\$0
2013	83	70	\$137,660	\$0
2012	76	72	\$131,442	\$0
2011	83	70	\$141,505	\$0
2010	85	66	\$134,028	\$6,000
2009	83	60	\$126,660	\$19,000
2008	71	46	\$92,521	\$84,125
2007	55	37	\$75,892	\$75,250



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

Holy Faith Church
Treasurer's Report
Finance year 2023, December

Book 01: Holy Faith Church-General	Actual	Actual	Budget	Percent of
	Dec. 2023	as of 12/31/2023	as of 12/31/2023	Budget
Income				
015-41-00-00 Pledges	27,785.50	222,002.47	203,399.00	109.15%
015-43-01-00 Rental/Bldg.	0.00	2,225.00	1,400.00	158.93%
015-43-02-00 Rental/Co-op	0.00	1,190.00	2,142.00	55.56%
015-44-00-00 Plate (Loose Offering)	341.00	1,469.31	300.00	489.77%
015-47-00-00 Miscellaneous	68.00	378.00	500.00	75.60%
015-47-02-01 Debt Forgiveness	0.00	0.00	0.00	0.00%
015-48-00-00 Interest	250.37	1,001.43	1,000.00	100.14%
015-48-02-00 ELCA Investment Fund Div	0.00	435.87	0.00	0.00%
Income:	28,444.87	228,702.08	208,741.00	109.56%
Expense				
016-52-01-00 Office Manager	1,753.70	19,446.68	18,238.00	106.63%
016-52-02-01 Outreach Coordinator	1,300.00	2,600.00	6,000.00	43.33%
016-52-03-00 Music Director	1,425.00	15,604.28	15,600.00	100.03%
016-52-03-01 Choir Director	0.00	0.00	0.00	0.00%
016-52-04-00 Custodian	412.90	2,545.70	1,820.00	139.87%
016-52-05-00 Pastor-Salary	5,415.66	64,987.92	64,988.00	100.00%
016-52-05-01 Medical Insurance/Annuity	982.00	12,721.23	11,784.00	107.95%
016-52-05-03 Life Insurance	45.89	550.68	575.00	95.77%
016-52-05-05 Pension	937.32	10,310.52	11,698.00	88.14%
016-52-06-00 FICA	355.84	2,935.18	2,500.00	117.41%
016-52-06-01 Workers Compensation	0.00	217.00	275.00	78.91%
016-56-01-00 Pastor-Professional	153.58	2,991.92	3,000.00	99.73%
016-56-01-01 Pastor Cont. Ed.	349.00	732.60	1,000.00	73.26%
016-56-02-00 Supply Musicians	0.00	660.00	1,500.00	44.00%
016-56-03-00 Deacon	583.52	1,000.00	1,000.00	100.00%
016-56-05-00 Supply Pastors	234.83	3,508.43	4,000.00	87.71%
016-56-06-00 Financial Review	0.00	0.00	50.00	0.00%
016-56-08-00 Piano Tuning	335.00	670.00	350.00	191.43%
016-61-01-00 Maintenance/Repairs	893.38	3,424.29	4,000.00	85.61%
016-61-01-01 Maintenance/Repair Offset	0.00	0.00	0.00	0.00%
016-61-02-00 Snow Removal/Lawn Care	0.00	6,768.50	7,500.00	90.25%
016-61-03-00 Water Test/Regulatory Fee	1,191.00	3,219.12	1,500.00	214.61%
016-61-04-00 Maintenance Agreements	0.00	835.00	1,000.00	83.50%
016-61-05-00 Utilities	371.38	4,980.43	4,900.00	101.64%
016-61-06-00 Build/Cleaning Supplies	90.00	780.74	1,000.00	78.07%
016-61-07-00 Building Insurance	1,278.25	4,767.50	4,166.00	114.44%
016-61-09-00 Capital Budget Funding	3,000.00	3,000.00	3,000.00	100.00%
016-62-01-01 Christian Education	138.99	646.58	700.00	92.37%
016-62-01-04 Christian Ed. - T	131.34	610.36	700.00	87.19%
016-62-01-05 New Programs	438.25	1,690.23	2,000.00	84.51%
016-62-02-00 Altar Guild	105.47	553.14	400.00	138.29%
016-62-03-01 Paper Pantry Expense	0.00	1,375.00	1,375.00	100.00%
016-62-03-02 Food Garden Expense	0.00	300.00	300.00	100.00%
016-62-04-00 Stewardship	0.00	150.00	200.00	75.00%
016-62-05-00 Hospitality	479.27	1,088.47	700.00	155.50%
016-62-07-00 Assembly/Convention	0.00	1,165.45	750.00	155.39%
016-62-25-00 Music	171.90	1,084.31	600.00	180.72%
016-62-30-00 Worship	37.91	1,976.18	1,000.00	197.62%
016-63-01-00 Episcopal	2,294.49	9,177.96	9,178.00	100.00%
016-63-02-00 Lutheran/Benevolence	1,177.34	6,491.99	7,342.00	88.42%
016-63-02-02 Samaritas (LSSM)	176.16	985.48	918.00	107.35%

Holy Faith Church
Treasurer's Report
Finance year 2023, December

<u>Book 01: Holy Faith Church-General</u>	Actual Dec. 2023	Actual as of 12/31/2023	Budget as of 12/31/2023	Percent of Budget
016-63-02-03 Lutheran World Hunger	176.16	985.48	918.00	107.35%
016-64-00-00 Community Publicity	0.00	0.00	300.00	0.00%
016-66-02-00 Comcast/Software	439.54	5,535.85	5,000.00	110.72%
016-66-03-00 Copier	331.72	3,632.47	3,500.00	103.78%
016-66-04-00 Payroll Fees	30.00	276.00	400.00	69.00%
016-66-05-00 E Giving Fees	177.74	1,833.80	1,800.00	101.88%
016-66-06-00 Office Supplies	504.34	2,876.95	3,000.00	95.90%
Expense:	27,918.87	211,693.42	212,525.00	99.61%

<u>Summary: Book 01: Holy Faith Church-General</u>	Actual Dec. 2023	Actual as of 12/31/2023	Budget as of 12/31/2023	Percent of Budget
Income:	28,444.87	228,702.08	208,741.00	109.56%
- Expense:	27,918.87	211,693.42	212,525.00	99.61%
Net Income:	526.00	17,008.66	-3,784.00	