

St. Paul's Lutheran Church
Quarterly Report to the Voters Assembly
April 25, 2021 12:15pm in the ARC

All confirmed members are invited to participate in our Voters Assembly meeting by reading these reports and attending the Voters Assembly Meeting in the ARC (gym); additional items of business may be added to the Agenda below. You are encouraged to attend - bring a "brown bag" lunch if you so desire. Members who are twenty-one years of age and older are invited and encouraged to become part of the Voters Assembly; you may become a voting member by requesting membership at this meeting. This is an excellent time to become part of the Voters Assembly and take part in the business of St. Paul's Lutheran Church in proclaiming the gospel of Jesus Christ. Our Constitution and Bylaws may be found on our website www.StPaulsDec.com under the links / voters info tab to the far right on the menu. Printed copies may also be found by the Church mailboxes.

AGENDA
VOTERS ASSEMBLY MEETING
April 25, 2021

CALL TO ORDER – Michael McRae

OPENING PRAYER – Pastor Kretzschmar

REVIEW OF CURRENT & ADMISSION OF NEW VOTERS – Melinda Carlson

REVIEW OF FEBRUARY MEETING MINUTES – Melinda Carlson

PASTOR'S REPORT – Pastor Kretzschmar

FINANCIAL REPORTS – Don Olson

ELDER TEAM REPORT – David Burrell

OUTREACH TEAM REPORT – Pedro Santaliz

EDUCATION TEAM REPORT – Maribeth Morgan

TRUSTEE TEAM REPORT – Rich Maschke

OLD BUSINESS

1. DCE Call Committee Report – Dan Jones / Jennifer Kimmett
- 2.

NEW BUSINESS

1. Financial Review – Don Olson
- 2.

ANNOUNCEMENTS –

- Please continue to refer to the website at www.StPaulsDec.com, weekly emails, phone calls, and texts for news and announcements;
- Record your worship attendance and prayer requests on the homepage link;
- Continue to support the work of the Lord through this place with your tithes and offerings;
- Pray for the DCE who will accept our Call!

Great ministry is happening and needs the continued support and prayers of every member!

ADJOURNMENT – The Lord's Prayer

Michael McRae
Michael@McRae.net

St. Paul's Vestry Meeting – April 13th, 2021

Rev. Dr. Aaron C. Kretzschmar

“Jesus said to them again, ‘Peace be with you. As the Father has sent me, even so I am sending you.’”
(John 20:21)

St. Paul's verse for 2021 is John 20:21, with our theme as: We are a SENT people!

Praise the Lord! Items

Wonderful Easter Worship!

Superb Sanctuary Service!

Tremendous Tent Time!

Fantastic Breakfast Fellowship!

Exceptional Egg Hunt Extravaganza!

Various Vibrant Guests Visited our Venue!

Truly, many thanks to all who made the wonder Easter activities possible

Spring Sunday Worship Schedule

Sanctuary Worship Service at 8:15 AM (with Facebook Live simultaneously)

Radio Worship Service at 9:30 AM (Currently Live on 98.5 FM, though soon to be recorded)

Drive-In Worship Service at 11:00 AM

Sunday, April 18th

500th Anniversary of Luther's "Here I Stand" speech

Pastor David Doroh is preaching and leading worship this Sunday

Technical Issues and Specifics for Worship

Rich Maschke is going to try out the Slide Studio on Facebook Live

His phone will be the backup Facebook Live plan

If all else fails he will simply upload the video of the service *after* it has recorded

The audio of the sermon will be recorded and then aired on 98.5 FM at 9:30 AM

The Drive-In Service will be in the back under the portico with three Praise Team members

Youth Confirmation

Confirmation Banner Making – April 25 at 5:00 PM

Oral Exam Service – Friday, April 30th at 7:00 PM

Confirmation Sunday Worship Service – Sunday, May 2nd at 8:15 AM service

Call Committee Update

First meeting held by Zoom

Call Committee co-chairpersons are: Dan Jones and Jennifer Kimmett

Call Process was outlined

Job Description for DCE was reviewed and slightly modified

Six candidates' information is currently being reviewed

Call Committee members are to each select top three candidates

After members touch base, either more candidate info will be gathered or interviews will be scheduled

Looking Forward in 2021...

Looking forward to Sunday School!

Looking forward to Midweek Meals!

Looking forward to Children's and Youth Ministry Activities!

Looking forward to more in-person meetings!

Looking forward to handshakes and hugs!

Looking forward to gathering with long-time members and new!

Pastor Kretzschmar

Official Acts 1Q2021 Membership Gains and Losses YTD

Baptized Membership, 1/1/2021	<u>439</u>	<i>(+1 corrected from 4Q2020 report)</i>	
<i>Removed below</i>	4		
Total Baptized Membership, 3/31/2021	<u>435</u>		
Confirmed Membership, 1/1/2021	<u>381</u>		
Losses			
Deceased	4	Robert Jarvis	1/5/2021
		Marguerite Hamilton	1/27/2021
		Bill Randall	2/17/2021
		Mary Jeanne Stoudnour	3/7/2021
Total Confirmed Membership, 3/31/2021	<u>377</u>		

Elder Report to Voters 4/25/21

Easter worship

- Blessed Easter weekend
 - ~ 75 enjoyed Elder hosted (setup, prepared, distributed, & cleaned-up) breakfast
 - ~ 200 attended worship services (social distancing did not seem to be a primary concern)

Criteria for transitioning back to “normal”

- Start with iterative steps:
 - Bibles & hymnals placed back in pews (now)
 - Open bldg. to in-house meetings (now - w/masks & separation)
 - Vestry & Voters meetings in ARC - Apr
 - Sunday School & youth activities (TBD)
 - Fully resume church activities (meals, confirmation classes, open bldg. for outsider use, remove restrictions put in place for re-opening church, communion @ altar rail, etc) – Aug.
 - Will continue Drive-In service until significant % of area population is vaccinated & volunteers ready to resume CrossLife

Recommendations for Missions to support (no actions taken until PPP is an approved grant):

- Recommend distributing resources (\$\$ and participation) between in-house missions, local missions, national, and international missions
 - In-house – Preschool and KTT (high school support for 2022 youth convention)
 - Area – COR, Christ the King (Muscle Shoals); TVO, NCC
 - National (regional) – LCMS (southern district) disaster relief
 - International – Lutheran Bible Translators

MiniFlock contacts – feedback indicates a significant number of members currently are reluctant to return to in-house worship.

David Burrell

St. Paul's Lutheran Church - Treasurer's Report Detailed Fund Activity

Total Funds in the Bank 12/31/20 to begin 2021	\$298,826.43	
Balance on Hand 3/31/21	\$377,515.75	<i>\$78,689.32 increase during 2021 includes \$73,965 PPP2 Loan</i>
Thrivent Building Loan Balance	\$268,873.71	

Breakdown by Fund	Balance 1/1/2021	Income during 2021	Disbursements during 2021	Balance 3/31/2021
Budgeted Operating Expense Fund	0.00	113,420.69	-107,093.74	6,326.95
"Emergency Fund"	130,885.20	1,581.77	-2,500.00	129,966.97
"Savings Accounts"		8,939.53	-8,292.42	79,497.71
Donor-Restricted Funds		74,534.92	-1,901.43	161,724.12
Total Funds		198,476.91	-119,787.59	377,515.75

Investment of Funds	Balance 1/1/2021	Interest	Balance 3/31/2021
BBVA Checking	43,522.61		120,630.16
BBVA Money Market	59,048.25	10.51	59,058.76
Lutheran Church Extension Fund	18,270.67	9.32	18,279.99
Southern District Extension Fund CDs	177,984.90	1,561.94	179,546.84
Total Funds in the Bank	298,826.43	1,581.77	377,515.75

St. Paul's Lutheran Church Financial Plan Detail

	2021 YTD Actual	2021 Financial Plan	
Income			
Firstfruits (Current) Giving for Budgeted Expenses	113,421	\$496,781	23%
Expenses			
Total Elder Expenses	65,032	299,156	22%
+ <i>Preschool Ministry</i>	2,555	30,460	8%
<i>Other Education Expenses</i>	118	8,800	1%
Total Education Expenses	2,673	39,260	7%
++ <i>Afterschool Ministry</i>	2,301	7,805	29%
<i>Other Parish Outreach Expenses</i>	610	1,985	31%
Total Parish Outreach Expenses	2,911	9,790	30%
Total Trustee Expenses	25,136	98,897	25%
District Missions Tithe	11,342	49,678	23%
Total Expenses	107,094	496,781	22%

Financial Plan Activity for 2021 through March 31

6,327



Paycheck Protection Program Loans:

PPP1 Forgiveness Status - "pending lender decision"
 PPP2 Loan Status - \$73,965 received March 25, 2021

Loan approved for 2021 due to 2nd Quarter 2020 having greater than 25% reduction in revenue compared to 2nd Quarter 2019

Payroll & benefits, loan interest, utilities reimbursement begins March 25 and includes April 15 payroll through June 10 payroll dates

Education Team Report

April 2021

Preschool:

- 56 Children Currently enrolled.
- 27 Already registered for Fall and Summer
- Registration opens to the Public on Thursday
- Mom and Muffins May 6th
- Teacher Appreciation May 5th
- Graduation May 19th at 6:30
- Last Day – Fun Day May 27th
- Summer Program Begins June 1st
- Employment – One Retiring, and 2 Leaving.

Elementary School:

- Sunday School to continue via online through end of May
- Sunday School to return to in-person with a Rally Day on August 8th.
- Planning to create a google form to get volunteers and estimated numbers for return to Sunday School.
- FAITHLINKS to Return Wednesday August 11th.
 - TIME CHANGE: Dinner Starts at 5:30. Class Starts at 6:15

Middle School Youth:

- Confirmation Sunday May 2nd during 8:15 in the sanctuary.
 - 5 Confirmands
- Oral Exam Friday April 30th at 7:00 pm in the sanctuary
- Banner Making April 25th at 5:00 pm

High School Youth:

- Graduation Recognition May 16th
 - 4 Graduates
- Summer plans for swim nights and in-person events in the works.

Young Adults:

- Felicia and Sal to continue to lead the Young Adult Ministry

Adult Bible Study:

- Mike McRae to do hybrid in-person and online at 9:30 by start of May.
- Rich Maschke to return to in-person

Call Committee Update

Met on April 8th, overviewed the process, reading and praying over the 6 names provided.

Next meeting again April 20th at 7:15 via Zoom.

Maribeth Morgan

Outreach Report to Voters April 25, 2021

It was decided that Outreach Meetings will occur on the first Thursday of the month at 7 PM.

We discussed targeting the surrounding neighborhood, especially the apartments to the South and East of the church for Outreach activities.

Discussion focused on events aimed at kids such as Jumpin' Jammie Jubilee, Easter Egg Hunt, and Trunk or Treat.

We may have an Austinville Elementary supply giveaway in August depending on COVID-19 restrictions.

Anna Marie discussed how the Young Adults will spread the word on social media for Easter Service. She also demonstrated a couple of apps that can be used to quickly put together an electronic flyer for distribution on social media.

We talked about making and handing out flyers to be put as door hangers around the neighborhood as an invite for Easter services. I mentioned that I may have one from a couple of years ago on my computer and that I would search for it. I will contact Tammy to see if she would be willing to lead the effort to hand out the flyers or perhaps create a flyer as well. If not then the church office would create one. I will also help in contacting people to hand them out.

Next meeting will be Thursday, May 6 at 7PM via Google Meeting.

Pedro Santaliz

Trustees Report April 2021

- New fence installed for kids on side lot of church. Also started groundwork to fill in low spots. Grass seed will have to be spread after dirt work complete.
- AC unit repaired due to rodent damage at preschool end and programmable thermostat replaced;
- Captured one rodent at preschool end and working on capturing a second one.
- AC unit replaced in the Church Office wing E-W hallway.
- Replaced sanctuary sound board with new digital unit. Sound quality is much better than the old system. It will take to learn how to use the system properly and get everything adjusted. Working on a plan to install a new choir loft mike so that Facebook audience can hear them better.
- Working with new sling studio system to replace using pastor's phone for Facebook service. The system works. Experimenting with using different features of the system and just trying to make the system simpler to use so that it doesn't take two people to run all the AV equipment in the choir loft every week.
- Still having discussions about options to replace the electronic sign on Carridale street. The old system is obsolete and isn't very visible in daylight due to the age of the LEDs. Right now, it looks like the project will require replacement of the electrical feed to the tower (more power for the newer systems) and a new sign will be about \$25,000. We may also have to replace the tower portion of the sign.

Upcoming project work:

- Will need to have a work party to move around some of the hall storage units and re-attach to the wall.
- It would be a good time to look at any repairs to sanctuary bench seat pads and cleaning or re-staining the bench seats or at least cleaning them before we get back to full church services. No plans have been made yet but will require volunteers.
- Still need to troubleshoot the parking lot lighting circuit. Something wrong with photo-eye portion of the system. May be related to the rodent problem.

Rich Maschke

DCE Call Committee Report to Voters

April 25, 2021

The Call Committee had its first meeting April 8 and reviewed the DCE job description; we added the comments from the committee as well as church members outside the committee. The committee would like to send the changes to the Vestry for review before being sent to the DCE candidates. Attached is a final copy that would be ready to send to the DCE candidates upon Vestry approval.

The Call Committee met again on Tuesday, April 20 and discussed DCE candidates after prayerfully considering their information. The Call Committee unanimously selected two candidates to initiate a first contact. We have also selected two back-up candidates in case one of the first two declines to participate in the call process. The chairs of the Call Committee will be calling and emailing the first two candidates this week to start the process. The Call Committee feels it is in the best interest of the congregation and the future candidate to move fairly quickly as summer is the best time to relocate. The Call Committee would like to inform the congregation at the voters meeting of our progress and schedule a specially-called voters meeting between the church services at 9:30am on Sunday, May 16; this would give the congregation 3-weeks' notice. We hope to conduct zoom interviews soon so we can present the information to the congregation on May 16. We understand this is an aggressive schedule and there is a possibility that all 4 of our top candidates could choose to not participate in the call process, which would cause us to postpone the specially-called voters meeting on May 16. The Committee asks for prayers as we discover the DCE that God has chosen for St. Paul's.

Sincerely,

Dan Jones, Jennifer Kimmett – co-chairs

June Asher, Maribeth Morgan, Nancy Neuendorf, Michael Ringers, Pastor Kretzschmar

DIRECTOR CHRISTIAN EDUCATION

*"St. Paul's Lutheran Church glorifies God by connecting people to Jesus
through teaching, serving, caring & telling!"*

*The **Director of Christian Education** should be one dedicated to serving Christ through serving His Bride, the Church. It should be her/his desire to glorify the name of Jesus through both word (**teaching**) and action (**servicing**), seeking to use their unique combination of Spiritual Gifts to encourage and equip others in discipleship and the work of ministry (**caring**), and to spread the Gospel of Jesus (**telling**).*

OBJECTIVES

In direct collaboration with the Board of Education and the Pastor, the Director of Christian Education will develop comprehensive and cohesive Children and Family Ministry programs with the following objective in mind:

To provide a Christ-centered Christian Education ministry where children and families are provided opportunities for continual growth in faith, spiritual development, and Christian discipleship.

PRIMARY DUTIES AND RESPONSIBILITIES

All duties and responsibilities are in collaboration with the Board of Education, the Pastor, ministry leaders, and mentors.

1. Oversee children, youth, young adult, and family program ministries and special events.
 - Children (Nursery - 6th Grade) – 80% of time allotment
 - Sunday school
 - Children's messages (Sundays and special services)
 - Wednesday night Christian education and activities
 - Nursery

- VBS
 - Christmas program(s)
 - Preschool and KTT (Kidz, Tweenz, & Teenz, Inc, an afterschool program for ages K-8)
 - Chapels with the Pastor
 - Families
 - Events and activities designed for family discipleship.
2. Recruit, train, and equip ministry servant leaders to carry out the work of the ministry.
 3. Serve as a resource for Bible study materials and Christian education resources.
 4. Communicate ministry offerings and activities to target groups and the general congregation through all appropriate means: digital, print, and social media.
 5. Teach Bible studies and other Christian education classes.
 6. Establish and maintain meaningful relationships with parents and families.
 7. Offer spiritual counseling to any and all youth, young adults, parents, and couples seeking her/his counsel.

MINISTRY AREAS

CHILDREN (Pre-K - 5th Grade)

- a. Build relationships with preschool and elementary age students and their families.
- b. Recruit, train, and empower the Sunday School teachers, Superintendents, and other volunteers to assist in Sunday School.
- c. Lead and communicate regularly with the Sunday School teachers.
- d. Provide resource support to the Sunday School teachers and other servant leaders.
- e. Develop strategies for reaching new elementary age students with the Gospel.
- f. Communicate regularly with Sunday School parents.
- g. Lead Preschool and KTT chapel programs.
- h. Lead Children's messages.
- i. Engage in Outreach to Preschool and KTT families.

JUNIOR YOUTH (6th - 8th Grade)

- a. Build relationships with middle school youth and their families.
- b. Support the spiritual and prayer needs of middle school mentors.
- c. Communicate regularly with the middle school mentors.
- d. Provide resource support to the middle school Sunday School teachers.
- e. Offer support and guidance as needed to middle school mentors in student fellowship, spiritual, and service programs.
- f. Engage in Outreach to KTT families.

SENIOR YOUTH (9th - 12th Grade)

- a. Build relationships with high school youth and their families.
- b. Support the spiritual and prayer needs of high school mentors.
- c. Communicate regularly with the high school mentors.
- d. Recruit, train, and empower high school mentors and other servant leaders to assist in Sunday School, fellowship, and service programs.
- e. Be a resource to support high school Sunday School teachers with curriculum.
- f. Attend the National Youth Gathering with the Senior Youth group and other youth group events as need and time allow.
- g. Encourage high school youth to consider called church ministry.

YOUNG ADULT (19 - 29 years) The "Gap" Years

- a. Build relationships with young adults.
- b. Support the spiritual and prayer needs of young adult Bible study facilitators.
- c. Communicate regularly with young adult mentors.
- d. Provide resource support to the young adult servant leaders.

OTHER

- Schedule and train volunteers to lead Children's Messages at both Sunday morning worship services.
- Serve as a resource person for the congregation in matters related to Family Life Ministry.
- Assist in other ministry areas as appropriate and recommended by the Pastor and the Board of Education including, but not limited to:
- Outreach Board
- Adult Bible Studies
- New Member Classes
- Women's Bible Studies

EDUCATION/EXPERIENCE

- Commissioned Director of Christian Education (LCMS Rostered and Certified).
- Bachelor's Degree (or beyond) in related field from a four-year college or university.
- Experience working with children, youth, and/or adults preferred.
- Teaching and leadership experience preferred.
- Working knowledge of Microsoft Office products.
- Competency in social media platforms.

QUALIFICATIONS

- Is supportive of and committed to the beliefs of the Lutheran Church-Missouri Synod.
- Able to communicate effectively with children, youth, and adults.
- Demonstrated ability to lead others in a ministry setting.
- Demonstrated ability to work professionally with volunteers and ministerial staff.
- Has a heart and passion for sharing Jesus with people of all ages and stages of life (children, families with and without children, young adults, seniors, etc.).
- Loves children and youth and demonstrates patience, wisdom, and understanding with them.

EXPECTATIONS

- Keeps regular office hours.
- Takes 2 days off per week.
- Practices good stewardship of the time, talents, and monies entrusted to them.
- Attends congregation meetings and other church events regularly.
- Maintains neat appearance and appropriate attire for the function she/he is performing.

PERSONAL & PROFESSIONAL DEVELOPMENT

- Committed to personal spiritual growth and development through dedicated devotion time and regular worship attendance.
- Committed to continued professional development through seminars, workshops, and conferences respective to this area of ministry. Ex. NADCE, KINDLE.
- Shall attend circuit, district, and synodical functions as appropriate.

REPORTING ACCOUNTABILITY

- Called by God through the Voters Assembly.
- Supervised by the Pastor for day-to-day ministerial activities.
 - Meet weekly at a scheduled time with the Pastor to discuss and collaborate on day-to-day and long-term ministry objectives.
- Ministers directly with the congregation's Board of Education.
 - Reports monthly to the Board a summary of activities and plans.
 - Meets and communicates more frequently with the Board as needed.

Financial Review Report to Voters Assembly April 25, 2021

Members of St. Paul's Lutheran Church,

We, as the Financial Secretary and Treasurer, met with the Business Manager and reviewed the financial records of St. Paul's Lutheran Church.

Our financial review of the 2020 fiscal year was performed at the request of the congregational president and in accordance with the constitution and bylaws of our church. After examination and discussion of best practices for each designated area reviewed, we found the financial practices, recordkeeping procedures, and reporting to be correct and complete as discussed.

The following suggestions were discussed and recommended to be implemented immediately.

1. After limited contact during the pandemic, it has proved effective to initiate a Standing Purchase Request for items in the Financial Plan to be approved for each January 1- December 31 fiscal year for both check payment and ACH; items outside of the Plan would require the signature of the Team Leader that best suits the area of expenditure. These items are reported to the Vestry monthly and to the Voters quarterly.
2. It was suggested that Vestry adopt a guide going forward for the amount of money we should maintain in our checking and money market accounts, namely \$80,000 minimum with a maximum of \$100,000 total to be evaluated and adjusted to the upper limit every six months. Excess monies would be used to purchase additional CDs or identified and tagged for future expenditures; shortage of monies would be replenished from the CDs we currently have. (This is a blessing to consider in contrast to where we were a few years ago when we were approaching our \$40,000 Minimum in Available Funds maintenance restrictions that requires reduction in staff when reached.)
3. Once the PPP money has been forgiven, we have the potential to provide for additional ministry/outreach, additional facilities, and maintain a financial cushion to offset potential downturns in future income.
4. It was suggested that the Finance Team, during their regular quarterly meeting, review and recommend to Vestry how to allocate requests for future expenditures outside of the Financial Plan; recommendations for funding would be based on in the priority of needs/wants/wishes. Also, the spending of funds must be paired with our members' participation according to our 2021 Theme of being a SENT people. Some current items that have been suggested include:
 - a. Children's Ministry support as new DCE comes on board
 - b. High School Youth Ministry support for 2022 National Youth Gathering
 - c. Preschool support for Staff Pay increase
 - d. Preschool Ministry support if enrollment decreases
 - e. KTT Ministry support until enrollment increases
 - f. Area Missions including Christ Our Redeemer (Hartselle), Christ the King (Muscle Shoals), TVO, NCC
 - g. National Missions including LCMS Southern District disaster relief
 - h. International Missions – Lutheran Bible Translators (currently supported by Children's Ministry Sunday School, Preschool Chapel, and KTT Chapel offerings)
 - i. Seed money for an Endowment Fund
 - j. Facilities Addition of a 30' x 50' pavilion on the west lot for fellowship gatherings, outdoor worship, neighborhood engagement, KTT and Preschool usage, etc

The Financial Review Team

Sue Bosco, Don Olson