

Congregational minutes

St. Paul Evangelical Lutheran Church
Arlington, Massachusetts

24 January 2010

Gathering

A quorum of exactly 30 and more besides was gathered and we came together in God's name at 11:45AM.

Prayer

Vicar Heisen gathers us in prayer.

Agenda

The agenda was accepted.

Word

Minutes

The minutes of 2009's meeting were accepted without amendment.

Receiving of reports

Pastor Goodman

Pastor Goodman highlights a few passages from what he's already written in the annual report: he's grateful to be here and treasures being the Pastor at St. Paul. He looks forward to many years ahead.

He points to his growing concern about easing the tensions from the shifting of responsibilities since the departure of Pastor Henry. The proposed bookkeeping position will particularly help. He also notes the manifest enthusiasm for service. There are lots of spots to fill in Altar Guild, Coffee Hour, teaching, etc., and we need to work harder to call people eager to serve into specific roles. Last, we need to work on the last details in the fellowship hall necessary to make it a welcoming social space—recalling its use for suppers and socials of old.

He asks for concerns from the floor. Alison Roberts asks for continued improvement in accessibility for all people.

In closing, he describes the year of turmoil with LSS. The continued delays have caused us all to realize that they are not a suitable tenant for us nor we a suitable landlord for them, and we do not expect to see them on the property soon. Their lease of Hillside House for social programs will continue unimpeded.

President Mark Olson

We can be grateful to God for the healthy financial position of the congregation. This will enable new ministry and new programs in the new year. He thanks the church council and especially those who are leaving after years of service: Beverly, Sergia, and Darcie.

The Council has approved Don Mitchell as the new financial secretary. He's up in the money bin counting right now. We thank Bob Waehler for filling in as interim financial secretary these last few months.

We propose hiring a new staff member this year: a bookkeeper and administrator to relieve Pastor Goodman of some of his administrative tasks and let him focus on the duties performed best by called ministers. The written report describes this role more fully. It will lead to a change in Mary-Ellen's role as office administrator, as the two administrators work out the best division of duties between them. We've budgeted for a decline in Mary-Ellen's hours starting in July, but are prepared to come back to her current rate of thirty hours per week if her duties so demand.

If the budget is approved, the Personnel committee will seek to hire someone quite soon.

Mark asks for comment from the floor.

A member asks whether it would be easier to hire a full-time manager than a part-time manager.

Anne-Louise Klaus asks how we've dealt with the missing LSS rent. Mark explains that donations and careful management of spending closed that gap for 2009, and that we have not budgeted for new LSS rent in 2010.

He closes with an apology that the audit has not been finished on time due to changes in the Audit committee.

Nominations

The committee thank those who now end their service, those who continue to serve, and those who have agreed to begin new service. They nominate the following slate:

- Kirsten Little as Treasurer
- Mark Olson to a second term on the Council
- Marianne Brown, Anne-Louise Klaus, and Heather Sheridan to first terms on the Council
- Bev Hjorth, Dave Herring, Steve Dougherty, and Bev Dougherty as Auditors
- Pat Gray and Sergia Hay to the Nominating committee, and
- Helen Payne Watt as a delegate to the New England Synod

Mark Olson is nominated from the floor as a delegate to the Synod.

The slate is MOVED, SECONDED, CARRIED.

Budget

President Olson briefly discusses our sources of income in accord with the summary provided. We will operate at a deficit of \$45362 this year, which we desire to reduce our excessive carryover from 2009 of \$75084.

Mark asks for questions from the floor. The most immediate is where the extra carryover came from. Ken Heyda responds that the extra money came from extra contributions well above those for which we had

planned. AT&T also increased their rent by \$1000 per month, and we signed a new lease to MetroPCS. We further spent much less on a Christian Education director than expected, since she started midway through the year, and continued to defer some maintenance. This budget is written much more tightly, so we expect much less carryover.

Kat Sniffen asks whether we'll have a deficit in next year's budget. We don't have a specific plan in mind, but we have a good process for figuring out our priorities and spending appropriately. None of this is luxury; this is the minimum to meet all our commitments to ministry. Alison Roberts points out that a growing congregation will always run at a cash surplus and a budget deficit, as it always has more money leftover from the previous year than its budget predicted.

George Wilson asks about the Korean congregation's rent. Mark answers that they were paying \$12000 per year before the capital campaign; they now pay \$36000. We continue to work with them to establish good stewardship of the building. Pastor Goodman talks about how a parish business administrator could help establish even better relations with them.

Bob Waehler takes the floor to discuss the deficit. He points out that contributions would need to grow by only 5% to continue this budget into next year.

The budget is MOVED, SECONDED, CARRIED.

Pastor Goodman and President Olson thank the budget committee for their hard work.

Refinancing the mortgage

Ken Heyda has investigated our mortgage and refinancing possibilities. Thrivent wants a \$10000 and offers a higher rate than we pay now—no good refinancing deal is on offer.

Sending

Bob Waehler gathers us in prayer from a poem from a hospital director in Mississippi at 12:21PM.

Respectfully submitted, Brian Sniffen

Next regular council meeting: 8 February 2010 at
7:30PM.

These minutes can be found online at
<http://evenmere.org/~bts/Church/>.

2010 Approved Budget	1/25/2010
Income	2010 Projected

Building use

Korean Rental	36,000
LSS Parish House Rental	36,000
Other building use	4,800
AT&T (Tower Rental)	40,572
T-Mobile (Tower Rental)	31,560
Metro PCS (Tower Rental)	28,119
Tower Rental Allocation (N7)	(12,837)
LSS Parish House Rental Allocation (P12)	(6,000)
Total building use	158,214

Contributions

Total Pledges	304,000
Prepaid Pledges M2	(7,400)
Cash over pledges	7,000
Projected Contributions	303,600
Total Projected Income	461,814

Tithable Income

Korean Rental	36,000
LSS Rental (less Parish House allocation)	30,000
Other Building Use	4,800
Prepaid Pledges M2	7,400
Total Projected Contributions	303,600
Total Tithable Income	381,800

Budgeted Operating Expenses

Total expenses	509,492
Operating surplus (deficit)	(47,678)

From Reserves

M1 2009 Carryover	75,084
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Transfers

Transfer I1 to M1 (Interest)	459
Transfer I4 to M1 (Unused car reimbursement)	2,869
Transfer M2 to M1 (Prepaid Pledges)	7,400
Transfer T1 to M1 (refunds)	191
Transfer M1 to S1 (Continuing Ed)	(700)
Transfer M1 to S3 (Sabbatical Escrow)	(1,000)
Transfer M1 to P8 (Capital Improvements)	(10,000)
Transfer (N12, P7 & Q2) to M1	3,097
Total	77,401

Net M1 balance (Income - Expenses)	29,723
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Weeks of cash flow on hand	3.0
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2010
Budget Chart of Accounts
St. Paul Lutheran Church

Name	2009 Budget	2009 Actual	2010 Approved
Benevolence			
A1 Synod Mission Support	40,755	40,755	38,180
Current Intern			
A3.1 Salary	8,000	8,000	8,800
A3.2 FICA (Employer)	612	612	725
A3.3 Health	0	0	0
A3.4 Housing	0	0	0
A3.5 Electricity	0	0	0
A3.6 Auto expense	1,200	701	1,050
A3.7 Relocation/Travel Pool	0	0	0
A3.8 Tuition & Seminary Fee	0	0	0
A3.9 FICA Allowance	0	0	673
A3.10 Professional Expenses	0		625
Next Intern			
A3.1 Salary	4,200	4,400	4,400
A3.2 FICA (Employer)	306	362	643
A3.3 Health	0	0	3,108
A3.4 Housing	0	0	4,000
A3.5 Electricity	0	0	220
A3.6 Auto Expense	350	154	350
A3.7 Relocation/Travel Pool	500	500	1,000
A3.8 Tuition & Seminary Fee	850	675	1,000
A3.9 FICA Allowance	0	337	0
A3.10 Professional Expenses	0	325	600
Total Intern	16,018	16,066	27,193
Total Benevolence	56,773	56,821	65,373
Christian Education			
B1 Conferences & Workshops	2,750	1,182	4,500
B2 Adult Education	1,200	465	1,550
B3 Nursery	---	---	200
B4 Confirmation	200	445	600
B5 Godly Play	615	983	2,000
Total Chris Ed	4,765	3,075	8,850
Worship and Music			
C1 Bulletins/Inserts	550	260	500
C2 Altar Supplies	2,400	1,771	2,500
C3 Music	600	565	1,450
C4 Devotional Materials	950	1,475	1,950
C5 Piano/Organ Maint	2,500	1,389	1,750
Total Worship & Music	7,000	5,460	8,150
Ministry			
D1 Youth Ministry	600	1,024	1,150
D2 Stewardship	390	704	1,000
D3 Care and Outreach Cmte	0		
D4 New Members Cmte	300	70	50
D5 Ministry Communication (Webb Site dev)	---	---	1,600
D6 Personnel Cmte	600	171	800
Total Ministry	1,890	1,969	4,600

Supplies

E1 Office Expenses	2,500	2,477	2,300
E2 Postage	1,400	752	1,000
E3 Kitchen Supplies	1,000	713	850
E5 Printer/Copier	1,700	1,575	1,600
E6 Computer System	850	892	2,400
Total Supplies	7,450	6,409	8,150

Salaries

F1 Pastor Salary	21,472	20,022	21,472
F2 Pastor Hsg Allow	60,000	60,833	60,000
F3 Pastor Prof Allow	2,700	1,470	2,500
F4 Pastor Mileage Expense	4,000	4,304	3,500
F10 Business Administrator			31,200
F19 Christian Ed Director	20,000	8,333	20,000
F11 Organist/Music Direct	25,000	24,689	25,000
F12 Parish Administrator	27,800	27,891	21,562
F13 Custodians	14,000	9,649	15,600
F14 Nursery Attendants	3,480	2,546	3,341
F15 Substitute Organist	2,100	1,275	1,800
F18 Substitute Pulpit	2,000	800	1,000
F17 Payroll Service	400	337	354
F9 Employee Fringe	34,145	39,706	41,363
F16 Employer FICA	6,906	5,593	8,928
Total Salaries	224,003	207,448	257,620

Property & Mortgage

G1 Phone & Internet	2,800	2,418	2,400
G2 Electricity	10,000	8,502	9,000
G3 Gas	11,770	10,168	11,000
G4 Water (Church & Offices))	749	895	950
G5 Water (Hillside Ave)	1,712	399	1,750
G6 Insurance	7,000	5,979	6,500
G7 General Maintenance	6,000	4,500	6,500
G8 Major Maintenance	3,000	3,860	7,500
G9 Service Contracts	10,000	10,011	6,200
G10 Grounds & Snow Removal (2009)	7,500	3,875	4,700
G11 Snow Removal			4,200
Total Property	65,531	56,315	60,700
H1 Thrivent Mrg Principal	31602	31602	32711
H2 Thrivent Mrg Interest	66192	66192	63337
Total Mortgage	97,794	97,794	96,048
Total Property & Mortgage	163,325	154,108	156,748
Total budget	465,206	435,291	509,492