

FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

December 8, 2020 6:00 pm to 7:30 pm

Call to Order

Assembling in God's Name: Opening Prayer and Devotions 05 Min.

Mission Statement: As faithful disciples, we serve God and welcome all people with open hearts.

Learning Moment – Annual Meeting Plans 05 Min.

Conducting the Business of the Church 15 Min.

- Review and Approval of the Agenda
- Review and Approval of Previous Meeting Minutes
- Review and Approval of the Treasurer's Report

Pastor's Report

Vicar Lynn's Report

Committee Reports – THANK YOU ALL FOR WRITTEN REPORTS 20 Min.

Executive	Mutual Ministry
Discipleship	Outreach
Education	Fellowship
Fellowship	Personnel
Finance	Property
Internship (FIT Team)	Worship
Membership	Youth
SMART Team	

Old Business 25 Min.

- Staffing Task Force
- Personnel Handbook
- 2020 Budget

New Business

- Office Technology / Computers **15 Min.**
- Christmas Baskets

Adjourn with The Lord's Prayer

**First Lutheran Church
Church Council Meeting Minutes
November 10, 2020**

Council members Present: Steve Guttormson, Jennifer Frank, Harriet Wicklund, Missy Mattson, Michael Wicklund, Abbey Kwapinski, Leslie Flugstad, JoAn Whitlock, Ron Spangler, Suzanne Demuth, Debbie Opatz, Pr. Gretchen Enoch, Vicar Lynn Melchior

Council Members Absent: Jennifer Woore

Guests Present:

President Steve Guttormson called the meeting to order at 6:02 pm. Pastor Gretchen read a devotion and led a prayer.

Learning Moment: Pr. Gretchen discussed her role as a Deaconess. It is a hand's-on ministry. Pr. Gretchen was a Deaconess before she became a pastor. A Deaconess generally works in serving roles, such as in churches or in social work.

Agenda: A change was noted on the agenda – the minutes that we would review was changed from June 2020 minutes to October 2020 minutes. **Review and approval of the agenda: Motion made to approve, seconded, motion carried.**

Review and approval of the October 2020 meeting minutes: Motion made to approve minutes, seconded, motion carried.

Review and approval of the October 2020 Treasurer's report: Motion made to approve, seconded, motion carried.

Pastor's Report

- See Pastor Gretchen's report for additional summary of monthly activities.
- Pastor Gretchen has been conducting annual staff reviews.
- Usher training has been taking place. There were 33 people in the first training; 15 people in the second.

Vicar Lynn's Report

- See Vicar Lynn's report for summary of activities.
- Vicar Lynn created a video recording for the youth.

Committee Reports:

- See website for complete committee reports.
- Personnel Committee: Discussion of staff holiday gifts from First Lutheran. The Personnel Committee will follow up with the executive committee. Also, there was discussion of pay increases for staff. **Motion for a 3% pay increase was made, seconded, motion carried.**
- Education Committee: Christmas service programming is being developed with the Worship Committee.

Old Business

- Personnel Manual – last updated in 2014. Pemberton Law Firm has reviewed the document.

New Business

- COVID-19 infection notification policy/resolution discussed. **Motion made to create this policy, seconded, motion carried.**

Adjournment: Motion made to adjourn meeting at 7:21 p.m., seconded, meeting adjourned.

Respectfully submitted,
Debbie Opatz, First Lutheran Church Council Secretary

FIRST LUTHERAN CHURCH

MEMORANDUM

TO: Church Council
FROM: Paul Haarstick
SUBJECT: November Financial Report

DATE: 12/7/20

We are heading into December in a good position. There still exists pressure to have a very good December, but if you ignore the NWMN Synod payment this month, November was almost in the black.

Our PPP Loan was fully forgiven by the Small Business Administration.

The 2021 Budget is attached and should be ready for a final review in January before presenting to the entire congregation.

Remember, for gifts to be recognized for 2020, they must be received by the Church Office on or before Monday, December 28. You can donate online up to the 31st.

Last month, I worked on these tasks:

- Finance Committee met and discussed the budget, we will meet again in January
- Doing a monthly transfer to the Good Samaritan Fund to meet our benevolence budget and provide funds to meet our commitments.
- Assisted with a bulk mailing project for Advent
- Continuing work on documenting processes and policies to bring more accountability and transparency to my position.
- Continue regular meetings with Pastor Gretchen and Vicar Lynn



First Lutheran Church November 2020 Financial Summary

% of Year Remaining 8%

	Cash Position	
	Undesignated	Designated
Checking	95,148	64,190
Money Market	87	21,235
Investments	-	138,543
Total cash	\$ 95,236	\$ 223,968
# of days undesignated cash on hand	67	

Summary Giving this Period Across all Funds		
Electronic	31%	\$ 11,378
Cash/Check	69%	25,920

These totals are only for known donors.

94.3%
% of General Fund Spent (YTD)

30
Millions of Real Christmas trees sold in the USA

1.0%
Yr Over Last Yr General Fund Giving

270
Milligrams of cryptophan in a serving of turkey

REVENUE	Year-to-Date		Year-to-Date		% of YTD	
	Month Nov	Jan - Nov	Budget	Budget	Budget	Budget
Building Offerings	170	2,450	1,834	1,834	134%	2,000
Envelope Offerings	35,653	396,583	430,058	430,058	92%	467,965
Local Expense Offerings	400	5,600	7,334	7,334	76%	8,000
Special Offerings	400	2,562	20,856	20,856	12%	22,750
Confirmation/VBS/Sunday School	30	168	1,468	1,468	11%	1,600
Outreach Offerings	150	5,870	4,584	4,584	128%	5,000
Fellowship Offerings	33	2,562	4,309	4,309	59%	4,700
Initial Offerings	-	275	184	184	149%	200
Loose Offering	-	735	4,125	4,125	18%	4,500
Total Contributed Support	36,836	416,805	474,752	474,752	88%	516,715
Facility Revenue	-	50	-	-	0%	250
Interest Revenue	13	99	11	11	900%	1,200
Misc Income	36	5,748	1,330	1,330	432%	1,200
Total Income	36,885	422,702	476,093	476,093	89%	519,365
EXPENDITURES						
Education	217	4,225	4,309	4,309	98%	4,700
Fellowship	-	2,120	3,667	3,667	58%	4,000
General	-	2,700	17,945	17,945	15%	4,575
Membership	461	1,697	2,527	2,527	67%	2,755
Outreach	4,000	25,135	44,459	44,459	57%	48,500
Personnel	25,681	302,268	339,364	339,364	89%	370,205
Property & Management	8,121	77,682	66,994	66,994	116%	73,080
Stewardship	342	2,202	1,652	1,652	133%	950
Worship	1,344	6,212	5,962	5,962	104%	7,350
Youth	334	2,051	2,980	2,980	69%	3,250
Radio Broadcasting	490	3,580	-	-		
Total Expenses	40,990	429,873	489,859	489,859	88%	519,365
Net Revenue	(4,105)	(7,170)	(13,766)	(13,766)		
Transfer In	69,100	38,959	7,500	7,500		
Transfer Out	4,505	8,381	-	-		
Change in Net Assets	60,490	23,407	(6,266)	(6,266)		0
Unrestricted net assets 1/1/20		989				
Unrestricted net assets 11/30/20		24,396				

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First Lutheran Church

Change in Net Assets for Period: 11/01/2020 to 11/30/2020

Fund	Starting Balance	Receipts	Disbursements	Transfers	Ending Balance
ADULT BIBLE STUDY (U)	-107.50	512.00	0.00	0.00	404.50
ALTAR GUILD FUND (U)	40.63	0.00	0.00	0.00	40.63
BUDGET RESERVE FUND (U)	-14,000.00	0.00	0.00	0.00	-14,000.00
BUILDING RESERVE FUND (U)	0.00	0.00	0.00	0.00	0.00
CHILDRENS BIBLES (U)	0.00	0.00	0.00	0.00	0.00
CHRISTCARE (U)	500.00	0.00	0.00	0.00	500.00
CLEARING ACCOUNT FUND (U)	6,485.48	0.00	0.00	0.00	6,485.48
COOKBOOKS FUND (U)	1,270.25	0.00	0.00	0.00	1,270.25
DURNER CASH (U)	36,910.90	0.00	0.00	0.00	36,910.90
DURNER INVESTMENTS (R)	101,632.26	0.00	0.00	0.00	101,632.26
EASTER PLANTS POINSETTIAS FUND (U)	787.85	0.00	0.00	0.00	787.85
EDUCATION FUND (U)	2,709.25	0.00	0.00	0.00	2,709.25
ESCROW ACCOUNT FUND (U)	350.43	0.00	0.00	0.00	350.43
FAMILY MINISTRY FUND (U)	3,788.56	0.00	0.00	0.00	3,788.56
FELLOWSHIP FUND (U)	477.11	0.00	0.00	0.00	477.11
GENERAL FUND (U)	28,589.84	105,984.92	40,990.21	-4,504.67	89,079.88
GIVING TREE (U)	0.00	1,370.00	0.00	0.00	1,370.00
GOOD SAMARITAN FUND (U)	6,043.17	0.00	931.00	4,504.67	9,616.84
GRAD FLEECE QUILTS FUND (U)	-21.10	0.00	0.00	0.00	-21.10
HAITI DRESSES (U)	591.13	0.00	0.00	0.00	591.13
HANDBELLS FUND (U)	2,197.92	0.00	0.00	0.00	2,197.92
JEAN DAHLING ESTATE FUND (U)	16,637.18	0.00	0.00	0.00	16,637.18
LIBRARY FUND (U)	859.05	0.00	0.00	0.00	859.05
MDivX Stipend (U)	932.54	2,797.62	932.54	0.00	2,797.62
MEETING DOOR ACCESSIBILITY (U)	700.00	0.00	0.00	0.00	700.00
MEMORIAL UNDESIGNATED FUND (U)	31,189.15	140.00	0.00	0.00	31,329.15
NURSERY FUND (U)	164.59	0.00	0.00	0.00	164.59
ORGAN FUND (U)	-25,792.33	0.00	0.00	0.00	-25,792.33
OWLS FUND (U)	5,711.18	0.00	0.00	0.00	5,711.18
PARKING LOT FUND (U)	11,946.42	0.00	0.00	0.00	11,946.42
PROPERTY FUND (U)	1,106.07	0.00	0.00	0.00	1,106.07
RADIO BROADCAST FUND (U)	-1,927.26	300.00	0.00	0.00	-1,627.26
RADIO MINISTRY (U)	0.00	0.00	0.00	0.00	0.00
Resilient Comm Grant (R)	0.01	0.00	0.00	0.00	0.01
SENIOR CHOIR FUND (U)	5,979.88	0.00	0.00	0.00	5,979.88
SPECIAL FRIENDS FUND (U)	285.23	0.00	0.00	0.00	285.23
THRIVENT CHOICE DOLLARS (U)	1,123.00	0.00	0.00	0.00	1,123.00
WORSHIP FUND (U)	310.34	0.00	0.00	0.00	310.34
YOUTH FUND (U)	12,727.87	0.00	0.00	0.00	12,727.87
YOUTH MISSION TRIP SUPPORT (U)	5,097.74	0.00	0.00	0.00	5,097.74
Total	245,296.84	111,104.54	42,853.75	0.00	313,547.63
Total Receipts	111,104.54				
Total Disbursements	42,853.75				
Net Increase(Decrease)	68,250.79				

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First Lutheran Church

Budget Comparison for GENERAL FUND

Account	Current Month (November)			Year To Date (November FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Revenues						
General Revenues	0.00	0.00	0.00	3,368.61	0.00	42.88
Budget Reserve	0.00	1,250.00	10,000.00	29,000.00	13,750.00	25,200.00
Building Offerings	170.00	166.00	170.00	2,450.00	1,834.00	1,870.00
Confirmation Revs	30.00	41.00	16.00	69.00	459.00	699.62
Day Camp/VBS Revs	0.00	8.00	0.00	0.00	92.00	60.00
Envelope Offering	35,653.33	39,096.00	31,307.27	396,582.99	430,058.00	376,715.08
Facility Rental Revenue	0.00	0.00	0.00	50.00	0.00	0.00
Fellowship Revenues	33.00	391.00	127.41	2,562.46	4,309.00	4,094.30
Initial Offering	0.00	16.00	0.00	275.00	184.00	180.00
Interest Revs	12.59	1.00	0.51	99.03	11.00	10.74
Local Expense Only	400.00	666.00	700.00	5,600.00	7,334.00	7,202.00
Loose Offering	0.00	375.00	141.97	734.55	4,125.00	4,305.23
Miscellaneous Income	36.00	100.00	50.00	2,379.60	1,100.00	900.00
Wedding Deposits	0.00	20.00	0.00	0.00	230.00	250.00
SubTotal Miscellaneous Income	36.00	120.00	50.00	2,379.60	1,330.00	1,150.00
Outreach Revs/Offering	0.00	0.00	0.00	0.00	0.00	0.00
Benevolence Offering	50.00	208.00	0.00	4,595.00	2,292.00	2,311.00
ELCA Disaster Relief	0.00	83.00	0.00	0.00	917.00	1,220.00
Good Samaritan	100.00	125.00	100.00	1,275.00	1,375.00	1,880.00
SubTotal Outreach Revs/Offering	150.00	416.00	100.00	5,870.00	4,584.00	5,411.00
Special Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Advent	0.00	20.00	0.00	0.00	230.00	0.00
Christmas	0.00	833.00	0.00	0.00	9,167.00	0.00
Easter	0.00	583.00	0.00	325.00	6,417.00	6,977.00
Lent	0.00	375.00	0.00	1,837.00	4,125.00	4,543.00
Thanksgiving	400.00	83.00	0.00	400.00	917.00	0.00
SubTotal Special Offerings	400.00	1,894.00	0.00	2,562.00	20,856.00	11,520.00
Sunday School Offerings	0.00	83.00	57.51	98.96	917.00	793.16
SubTotal General Revenues	36,884.92	44,523.00	42,670.67	451,702.20	489,843.00	439,254.01
Reimbursed Expense Revenue	0.00	0.00	0.00	0.03	0.00	0.00
Total Revenues	36,884.92	44,523.00	42,670.67	451,702.23	489,843.00	439,254.01
Expenditures						
General Expenses	0.00	0.00	0.00	0.00	0.00	533.02
Education Exp	0.00	0.00	0.00	0.00	0.00	0.00
Adult Ed	0.00	25.00	212.28	494.53	275.00	556.99
Confirmation	100.52	125.00	60.00	1,028.27	1,375.00	1,112.59
Day Camp/VBS	0.00	25.00	0.00	375.15	275.00	325.70
Library Books/Supplies	0.00	8.00	6.47	0.00	92.00	189.04
Sunday School/FLY K6	116.69	208.00	143.00	2,327.32	2,292.00	1,324.15
SubTotal Education Exp	217.21	391.00	421.75	4,225.27	4,309.00	3,508.47
Fellowship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Fellowship	0.00	333.00	476.24	2,119.67	3,667.00	4,033.17
SubTotal Fellowship Exp	0.00	333.00	476.24	2,119.67	3,667.00	4,033.17
General	0.00	0.00	0.00	0.00	0.00	0.00
Annual Mtg	0.00	2.00	0.00	0.00	23.00	0.00
Budget Reserve	0.00	1,250.00	0.00	0.00	13,750.00	0.00
Council Retreat	0.00	187.00	0.00	2,700.36	2,063.00	0.00
Synod Assembly Exp	0.00	191.00	0.00	0.00	2,109.00	2,313.21
SubTotal General	0.00	1,630.00	0.00	2,700.36	17,945.00	2,313.21
Membership Exp	312.64	0.00	0.00	412.31	0.00	0.00

First Lutheran Church

Budget Comparison for GENERAL FUND

Account	Current Month (November)			Year To Date (November FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Devotions Christ Home	148.50	50.00	148.50	594.00	550.00	594.00
Member bus passes	0.00	4.00	0.00	0.00	51.00	0.00
New Member Reception	0.00	8.00	0.00	0.00	92.00	10.50
Publicity/Advertising	0.00	166.00	0.00	691.18	1,834.00	1,634.00
SubTotal Membership Exp	461.14	228.00	148.50	1,697.49	2,527.00	2,238.50
Outreach Exp	0.00	0.00	0.00	0.00	0.00	0.00
Benevolences	4,000.00	4,041.00	1,740.00	25,135.12	44,459.00	20,245.62
SubTotal Outreach Exp	4,000.00	4,041.00	1,740.00	25,135.12	44,459.00	20,245.62
Personnel Exp	0.00	19,047.00	0.00	452.40	209,521.00	8,530.46
Background checks	0.00	16.00	7.50	59.90	184.00	228.50
Continuing Ed (Senior Pastor)	0.00	83.00	0.00	2,111.49	917.00	1,399.22
Employers FICA Contribution	666.21	820.00	848.12	8,168.10	9,030.00	9,082.26
Employers Medicare Contribution	155.80	192.00	198.36	1,910.31	2,112.00	2,124.17
Housing Allowance	2,000.00	2,000.00	2,000.00	22,000.00	22,000.00	22,000.00
Medical Insurance	3,332.68	5,000.00	4,515.29	41,766.65	55,000.00	49,263.14
Pastoral Salary Expense	208.33	0.00	0.00	1,249.98	0.00	0.00
Pastor Professional Exp	49.63	208.00	46.39	457.86	2,292.00	494.00
Pastor Social Security	538.66	538.00	538.66	5,925.26	5,926.00	4,953.26
Pastor Travel Allowance	427.69	291.00	642.64	2,849.04	3,209.00	3,977.06
Pension	1,566.87	1,880.00	1,856.09	18,177.48	20,690.00	18,994.64
Recruiting & Management	0.00	0.00	0.00	1,123.99	0.00	0.00
Salary Bell Choir Director	623.15	0.00	605.00	5,608.35	0.00	5,445.00
Salary Bookkeeper	1,372.50	0.00	0.00	9,819.00	0.00	0.00
Salary Camera Operator	0.00	166.00	0.00	0.00	1,834.00	0.00
Salary Custodian	2,526.94	0.00	2,453.34	27,796.34	0.00	26,986.74
Salary Director of Childrens Ministry	1,563.83	0.00	1,350.00	15,988.82	0.00	14,850.00
Salary Director of Operations	0.00	0.00	3,048.26	11,198.25	0.00	33,530.86
Salary Office Assitant	1,360.68	0.00	1,436.15	15,955.82	0.00	15,318.90
Salary Organist	479.42	0.00	750.00	7,484.92	0.00	8,600.00
Salary PA	0.00	104.00	80.00	80.00	1,146.00	860.00
Salary Pastor/Organ Sub	0.00	291.00	300.00	350.00	3,209.00	2,750.00
Salary Senior Choir Director	0.00	0.00	624.44	3,215.85	0.00	4,995.52
Salary Senior Pastor	5,041.66	0.00	5,041.66	55,458.26	0.00	50,016.26
Salary Sr. Choir Accompanist	0.00	0.00	127.04	392.55	0.00	1,016.32
Salary Visitation Pastor	766.49	0.00	744.17	8,431.39	0.00	8,185.87
Salary Worship Team	107.78	0.00	285.00	1,869.08	0.00	2,565.00
Salary Worship Team Drummer	0.00	41.00	0.00	150.00	459.00	250.00
Salary Worship Team Guitar	0.00	41.00	50.00	100.00	459.00	400.00
Salary Youth Director	2,832.50	0.00	3,000.00	31,282.50	0.00	32,500.00
Staff Continuing Ed Training	0.00	83.00	0.00	15.00	917.00	697.33
Staff discretionary	60.00	41.00	0.00	819.08	459.00	0.00
SubTotal Personnel Exp	25,680.82	30,842.00	30,548.11	302,267.67	339,364.00	330,014.51
Property & Management Exp	0.00	0.00	0.00	216.10	0.00	0.00
Building/Equipment Maintenance	1,378.44	666.00	215.68	8,369.67	7,334.00	4,381.02
Copier	677.71	691.00	648.22	7,376.99	7,609.00	7,466.92
Grounds and Landscaping	500.00	0.00	0.00	595.00	0.00	0.00
Insurance	881.13	1,083.00	830.84	11,042.73	11,917.00	10,297.04
Office Expenses/Supplies	364.94	333.00	221.10	3,613.94	3,667.00	3,326.79
Postage	114.80	250.00	125.00	4,896.87	2,750.00	2,844.85
Taxes	0.00	23.00	0.00	280.00	257.00	280.00
Technology replace/maint	1,688.68	83.00	0.00	2,708.66	917.00	949.22
Telephone/Network Security	505.91	416.00	251.90	6,495.56	4,584.00	7,591.91



First Lutheran Church

Budget Comparison for GENERAL FUND

Account	-----Current Month (November)-----			-----Year To Date (November FY 2020)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Utilities	2,009.22	2,500.00	1,781.57	23,327.52	27,500.00	25,921.75
Vehicle Maintenance	0.00	41.00	412.70	808.05	459.00	880.70
SubTotal Property & Management Exp	8,120.83	6,086.00	4,487.01	69,731.09	66,994.00	63,940.20
Stewardship Exp	0.00	0.00	0.00	0.00	0.00	275.00
Online Giving/Web Hosting	342.39	70.00	56.54	1,776.13	780.00	660.97
Stewardship Offer Envelopes	0.00	37.00	134.00	425.43	413.00	134.00
Stewardship Sunday	0.00	41.00	145.00	0.00	459.00	145.00
SubTotal Stewardship Exp	342.39	148.00	335.54	2,201.56	1,652.00	1,214.97
Worship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Adult Choir Music	0.00	0.00	0.00	9.94	0.00	0.00
Altar Guild	181.06	0.00	0.00	874.40	0.00	0.00
Childrens Choir	0.00	0.00	0.00	0.00	0.00	44.00
Handbell Choir Music	0.00	41.00	0.00	705.51	459.00	208.79
Instrument Maintenance	429.00	125.00	0.00	1,153.47	1,375.00	1,015.00
Licensing	0.00	0.00	0.00	880.00	0.00	0.00
Senior Choir Music	0.00	41.00	0.00	0.00	459.00	789.20
Special Music	0.00	20.00	0.00	114.90	230.00	50.00
Worship Broadcasting	0.00	0.00	0.00	883.00	0.00	0.00
Worship Decorating	729.18	0.00	0.00	1,446.83	0.00	0.00
Worship Supplies	4.60	291.00	18.00	928.14	3,209.00	3,639.65
Worship Team Music	0.00	20.00	0.00	0.00	230.00	58.94
SubTotal Worship Exp	1,343.84	538.00	18.00	6,996.19	5,962.00	5,805.58
Youth Exp	0.00	270.00	0.00	160.00	2,980.00	0.00
College Ministry	0.00	0.00	0.00	0.00	0.00	77.69
Relational Ministry	0.00	0.00	0.00	0.00	0.00	150.50
Youth Activities & Trips	333.98	0.00	514.54	1,891.44	0.00	2,384.41
SubTotal Youth Exp	333.98	270.00	514.54	2,051.44	2,980.00	2,612.60
SubTotal General Expenses	40,500.21	44,507.00	38,689.69	419,125.86	489,859.00	436,459.85
SPECIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
RADIO BROADCAST EXP	490.00	0.00	0.00	2,796.00	0.00	0.00
SubTotal SPECIAL EXPENSES	490.00	0.00	0.00	2,796.00	0.00	0.00
Total Expenditures	40,990.21	44,507.00	38,689.69	421,921.86	489,859.00	436,459.85
Other Revenues						
Divident Revenue	0.00	0.00	0.00	80.59	0.00	0.00
PPP Loan Forgiveness	69,100.00	0.00	0.00	69,100.00	0.00	0.00
Total Other Revenues	69,100.00	0.00	0.00	69,180.59	0.00	0.00
Other Expenditures						
Accounting Correction	0.00	0.00	0.00	7,851.69	0.00	0.00
Credit Card Charges	0.00	0.00	0.00	99.00	0.00	0.00
Total Other Expenditures	0.00	0.00	0.00	7,950.69	0.00	0.00
Other Financial Sources-Uses						
Transfers In	0.00	0.00	0.00	9,959.01	0.00	0.00
Transfers Out	0.00	0.00	0.00	-3,876.78	0.00	0.00
Good Sam Fund	-4,504.67	0.00	0.00	-9,009.34	0.00	0.00
SubTotal Transfers Out	-4,504.67	0.00	0.00	-12,886.12	0.00	0.00

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First Lutheran Church

Budget Comparison for GENERAL FUND

Account	Current Month (November)			Year To Date (November FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<i>Total Other Financial Sources-Uses</i>	-4,504.67	0.00	0.00	-2,927.11	0.00	0.00
<i>Total Revenues</i>	36,884.92	44,523.00	42,670.67	451,702.23	489,843.00	439,254.01
<i>Total Expenditures</i>	40,990.21	44,507.00	38,689.69	421,921.86	489,859.00	436,459.85
<i>Total Other Revenues</i>	69,100.00	0.00	0.00	69,180.59	0.00	0.00
<i>Total Other Expenditures</i>	0.00	0.00	0.00	7,950.69	0.00	0.00
<i>Total Other Financial Sources-Uses</i>	-4,504.67	0.00	0.00	-2,927.11	0.00	0.00
<i>Net Revenues</i>	60,490.04	16.00	3,980.98	88,083.16	-16.00	2,794.16

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Statement Register for: General SSB Checking Dated 11/30/2020

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			108,383.96
10/28/2020	35539	Check 7897	WELCA	25.00		108,358.96
10/28/2020	35540	ApPmt 480	Church Mutual	819.13		107,539.83
10/28/2020	35541	ApPmt 481	Cokesbury	276.87		107,262.96
10/28/2020	35542	ApPmt 478	Enoch, Gretchen	578.40		106,684.56
10/28/2020	35543	ApPmt 476	Great America Financial Svcs.	648.22		106,036.34
10/28/2020	35544	ApPmt 479	Haarstick, Paul	25.94		106,010.40
10/28/2020	35545	ApPmt 475	NOVA Fire Protection Inc.	140.00		105,870.40
10/28/2020	35546	ApPmt 482	Pemberton Law, PLLP	1000.00		104,870.40
10/28/2020	35547	ApPmt 477	Verizon	20.00		104,850.40
10/28/2020	35548	ApPmt 474	Victor Lundeen Company	30.48		104,819.92
10/30/2020	35538	PrChk 2853	Check No. 35538 - Batch: 2020 10 31	575.47		104,244.45
			Payroll II			
10/30/2020	EFT	PrTax 417	MN Dept of Revenue	473.55		103,770.90
11/03/2020	EFT	CCPmt 5	SSB Community Credit Card	2934.37		100,836.53
11/07/2020		GJrnl 2313	Church Contribution Posting		5343.49	106,180.02
11/09/2020		GJrnl 2311	Church Contribution Posting		4405.00	110,585.02
11/09/2020		GJrnl 2312	Church Contribution Posting		7265.00	117,850.02
11/09/2020		BkDep 1334	AA		33.00	117,883.02
11/11/2020	35550	ApPmt 484	City of Fergus Falls	355.87		117,527.15
11/11/2020	35551	ApPmt 485	Cooper's Technology Group	88.28		117,438.87
11/11/2020	35552	ApPmt 487	Great Plains Natural Gas Co.	335.02		117,103.85
11/11/2020	35553	ApPmt 486	Leighton Enterprises, Inc	392.00		116,711.85
11/11/2020	35555	ApPmt 493	NetCenter Technologies	250.95		116,460.90
11/11/2020	35556	ApPmt 488	Otter Tail Power Co.	839.26		115,621.64
11/11/2020	35557	ApPmt 489	Otter Tail Telcom	154.96		115,466.68
11/11/2020	35558	ApPmt 490	Otter Tail Valley Railroad Co., Inc.	500.00		114,966.68
11/12/2020		BkDep 1336	MN Dept of Revenue		36.00	115,002.68
11/12/2020	35559	ApPmt 494	American Legion Post 30	1086.09		113,916.59
11/13/2020	EFT	PrChk 2864	Check No. EFT - Batch: 2020 11 15 Payroll	1302.55		112,614.04
11/13/2020	EFT	PrChk 2865	Check No. EFT - Batch: 2020 11 15 Payroll	3245.58		109,368.46
11/13/2020	EFT	PrChk 2866	Check No. EFT - Batch: 2020 11 15 Payroll	569.50		108,798.96
11/13/2020	EFT	PrChk 2867	Check No. EFT - Batch: 2020 11 15 Payroll	983.30		107,815.66
11/13/2020	EFT	PrChk 2868	Check No. EFT - Batch: 2020 11 15 Payroll	285.36		107,530.30
11/13/2020	EFT	PrChk 2869	Check No. EFT - Batch: 2020 11 15 Payroll	370.61		107,159.69
11/13/2020	EFT	PrChk 2870	Check No. EFT - Batch: 2020 11 15 Payroll	540.50		106,619.19
11/14/2020		GJrnl 2316	Church Contribution Posting		1064.52	107,683.71
11/15/2020		GJrnl 2318	Church Contribution Posting		2250.00	109,933.71
11/15/2020		GJrnl 2320	Church Contribution Posting		50.00	109,983.71
11/16/2020	EFT	ApPmt 483	Vanco Services	67.01		109,916.70
11/19/2020	EFT	ApPmt 495	Portico	5823.69		104,093.01
11/22/2020		GJrnl 2321	Church Contribution Posting		30.00	104,123.01
11/23/2020		GJrnl 2323	Church Contribution Posting		4621.03	108,744.04
11/23/2020		GJrnl 2319	Church Contribution Posting		4535.00	113,279.04
11/23/2020		GJrnl 2322	GJrnl 2322 - Correct Contribution Posting for Givi		50.00	113,329.04
11/23/2020		GJrnl 2344	GJrnl 2344 - Transfer Foodshelf Offering	50.00		113,279.04
11/23/2020		GJrnl 2345	GJrnl 2345 - Transfer Confirmation Offering	30.00		113,249.04
11/23/2020		BkDep 1339	Deposit: 11/23/2020		2797.62	116,046.66
11/24/2020	35572	ApPmt 498	Victor Lundeen Company	30.00		116,016.66
11/28/2020		GJrnl 2333	Church Contribution Posting		648.95	116,665.61
11/30/2020		GJrnl 2340	Church Contribution Posting		917.51	117,583.12
11/30/2020		GJrnl 2341	Church Contribution Posting		5575.00	123,158.12

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Statement Register for: General SSB Checking Dated 11/30/2020

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
11/30/2020		GJrnl 2343	GJrnl 2343 - Nov 2020 Interest		9.25	123,167.37
11/30/2020	EFT	PrChk 2874	Check No. EFT - Batch: 2020 11 30 Payroll	607.61		122,559.76
11/30/2020	EFT	PrChk 2883	Check No. EFT - Batch: OneTime 2020-12-03 15:30:09	185.82		122,373.94
11/30/2020	EFT	PrChk 2876	Check No. EFT - Batch: 2020 11 30 Payroll	99.54		122,274.40
11/30/2020	EFT	PrChk 2872	Check No. EFT - Batch: 2020 11 30 Payroll	1302.55		120,971.85
11/30/2020	EFT	PrTax 418	EFTPS	2641.17		118,330.68
11/30/2020	EFT	PrChk 2881	Check No. EFT - Batch: 2020 11 30 Payroll	160.07		118,170.61
11/30/2020	EFT	PrChk 2880	Check No. EFT - Batch: 2020 11 30 Payroll	1114.28		117,056.33
11/30/2020	EFT	PrChk 2879	Check No. EFT - Batch: 2020 11 30 Payroll	659.45		116,396.88
11/30/2020	EFT	PrChk 2878	Check No. EFT - Batch: 2020 11 30 Payroll	366.49		116,030.39
11/30/2020	EFT	PrChk 2877	Check No. EFT - Batch: 2020 11 30 Payroll	370.61		115,659.78
11/30/2020	EFT	PrChk 2873	Check No. EFT - Batch: 2020 11 30 Payroll	3245.58		112,414.20
11/30/2020	EFT	PrChk 2875	Check No. EFT - Batch: 2020 11 30 Payroll	983.30		111,430.90
12/02/2020		GJrnl 2338	Church Contribution Posting		917.51	112,348.41
12/02/2020		GJrnl 2337	Reversing entry for jrnl 2336 by pauldh	917.51		111,430.90
12/02/2020		GJrnl 2336	Church Contribution Posting		917.51	112,348.41
12/02/2020		GJrnl 2335	Reversing entry for jrnl 2334 by pauldh	917.51		111,430.90
12/02/2020		GJrnl 2334	Church Contribution Posting		917.51	112,348.41
12/02/2020		GJrnl 2339	Reversing entry for jrnl 2338 by pauldh	917.51		111,430.90
			Checkbook Balance	39,336.96	42,383.90	111,430.90
			Statement and checkbook balance			

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Statement Register for: SPECIAL SSB CHECKING Dated 11/30/2020

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			57,991.97
09/09/2020		FndXfr 52	FndXfr 52 - Money for Computer		0.00	57,991.97
10/21/2020		GJrnl 2295	Church Contribution Posting		50.00	58,041.97
10/21/2020		GJrnl 2296	Reversing entry for jrnل 2295 by calieann	50.00		57,991.97
10/28/2020	40539	Check 7898	City of Fergus Falls	135.04		57,856.93
10/28/2020	40540	Check 7899	Mike Bauck	500.00		57,356.93
11/05/2020	40541	Check 7901	Herzog Property Management	500.00		56,856.93
11/09/2020		GJrnl 2314	Church Contribution Posting		100.00	56,956.93
11/09/2020		BkDep 1338	Deposit: 11/09/2020		512.00	57,468.93
11/12/2020		BkDep 1335	Voided 12/02/2020 by pauldh -		0.00	57,468.93
11/15/2020		GJrnl 2320	Church Contribution Posting		425.00	57,893.93
11/22/2020		GJrnl 2321	Church Contribution Posting		1120.00	59,013.93
11/23/2020		GJrnl 2319	Church Contribution Posting		50.00	59,063.93
11/23/2020		GJrnl 2322	GJrnl 2322 - Correct Contribution Posting for Givi	50.00		59,013.93
11/23/2020		GJrnl 2344	GJrnl 2344 - Transfer Foodshelf Offering		50.00	59,063.93
11/23/2020		GJrnl 2345	GJrnl 2345 - Transfer Confirmation Offering		30.00	59,093.93
11/30/2020		GJrnl 2342	Church Contribution Posting		115.00	59,208.93
11/30/2020		GJrnl 2343	GJrnl 2343 - Nov 2020 Interest		3.34	59,212.27
			Checkbook Balance	1,235.04	2,455.34	59,212.27
			Statement and checkbook balance			

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First Lutheran Church

Statement of Financial Position For All Funds as of 11/30/2020

Assets

Bank

General SSB Checking	100,556.59
SPECIAL SSB CHECKING	58,781.27
Thrivent Money Market	21,322.30

Total Bank **180,660.16**

Accounts Receivable

Accounts Receivable	1,003.77
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Total Accounts Receivable **1,003.77**

Other Current Assets

Dorn & Co Durner Cash	36,910.90
Dorn & Co Durner Investments	101,632.26
Expenses to be Reimbursed	17.89
Prepaid Expenses	5,511.31

Total Other Current Assets **144,072.36**

Total Assets **325,736.29**

Liabilities

Current Liabilities

Accounts Payable	7,321.65
Credit Card Payable	
SSB Community Credit Card	4,828.18

Total Current Liabilities **12,149.83**

Other Current Liabilities

Accrued Expenses	38.83
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Total Other Current Liabilities **38.83**

Total Liabilities **12,188.66**

Net Assets

Unrestricted

ADULT BIBLE STUDY	404.50
ALTAR GUILD FUND	40.63
BUDGET RESERVE FUND	-14,000.00
CHRISTCARE	500.00
CLEARING ACCOUNT FUND	6,485.48
COOKBOOKS FUND	1,270.25
DURNER CASH	36,910.90
EASTER PLANTS POINSETTIAS FUND	787.85
EDUCATION FUND	2,709.25
ESCROW ACCOUNT FUND	350.43
FAMILY MINISTRY FUND	3,788.56
FELLOWSHIP FUND	477.11

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First Lutheran Church

Statement of Financial Position For All Funds as of 11/30/2020

GENERAL FUND	89,079.88
GIVING TREE	1,370.00
GOOD SAMARITAN FUND	9,616.84
GRAD FLEECE QUILTS FUND	-21.10
HAITI DRESSES	591.13
HANDBELLS FUND	2,197.92
JEAN DAHLING ESTATE FUND	16,637.18
LIBRARY FUND	859.05
MDivX Stipend	2,797.62
MEETING DOOR ACCESSIBILITY	700.00
MEMORIAL UNDESIGNATED FUND	31,329.15
NURSERY FUND	164.59
ORGAN FUND	-25,792.33
OWLS FUND	5,711.18
PARKING LOT FUND	11,946.42
PROPERTY FUND	1,106.07
RADIO BROADCAST FUND	-1,627.26
SENIOR CHOIR FUND	5,979.88
SPECIAL FRIENDS FUND	285.23
THRIVENT CHOICE DOLLARS	1,123.00
WORSHIP FUND	310.34
YOUTH FUND	12,727.87
YOUTH MISSION TRIP SUPPORT	5,097.74

Total Unrestricted	211,915.36
Restricted	
DURNER INVESTMENTS	101,632.26
Resilient Comm Grant	0.01

Total Restricted	101,632.27
Total Net Assets	313,547.63
	=====
Total Liabilities + Net Assets	325,736.29
	=====

11/30/2020	GENERAL CHK	SPECIAL CHK	THRIVENT	DORN & CO	TOTAL FUND
ADULT BIBLE STUDY	(821.50)	1,226.00			404.50
ALTAR GUILD	(128.67)	169.30			40.63
BUDGET RESERVE		(14,000.00)			(14,000.00)
BUILDING RESERVE		-			-
CHILDREN'S BIBLES		-			-
CHRISTCARE		500.00			500.00
CLEARING ACCOUNT		6,485.48			6,485.48
COOKBOOKS		1,270.25			1,270.25
Durner Trust Cash				36,910.90	36,910.90
Durner Trust Investments				101,632.26	101,632.26
EASTER PLANT/POINSETTIAS		787.85			787.85
EDUCATION	153.14	2,556.11			2,709.25
ESCROW ACCOUNT		350.43			350.43
FAMILY MINISTRY		3,788.56			3,788.56
FELLOWSHIP		477.11			477.11
GENERAL FUND	91,416.02	3,732.17	87.38		95,235.57
GIVING TREE	50.00	1,320.00			1,370.00
GOOD SAMARITAN	9,009.34	607.50			9,616.84
GRAD FLEECE QUILTS		(21.10)			(21.10)
HAITI DRESSES		591.13			591.13
HANDBELLS	(174.34)	2,372.26			2,197.92
JEAN DAHLING ESTATE		500.00	16,137.18		16,637.18
LIBRARY	(14.25)	873.30			859.05
MDivX Stipend	2,797.62				2,797.62
MEMORIALS		31,329.15			31,329.15
MEETING DOOR ACCESSIBILITY		700.00			700.00
NURSERY FUND		164.59			164.59
ORGAN FUND	(1,961.78)	(23,830.55)			(25,792.33)
OWLS FUND		5,711.18			5,711.18
PARKING LOT	960.00	10,986.42			11,946.42
PASTOR BOOK ALLOW		-			-
PROPERTY	(239.00)	1,345.07			1,106.07
RADIO BROADCAST	(490.00)	(1,637.26)			(2,127.26)
Resilient Comm Grant	0.01				
SENIOR CHOIR		5,979.88			5,979.88
SPECIAL FRIENDS		285.23			285.23
THRIVENT CHOICE DOLLARS		1,123.00			1,123.00
WORSHIP		310.34			310.34
YOUTH		12,727.87			12,727.87
YOUTH MISSION TRIP SUPPORT		-	5,097.74		5,097.74
	100,556.59	58,781.27	21,322.30	138,543.16	318,798.81

Payment Log - 2020 Benevolences

Organization	2020 Budget	Payments as of 11/30/20	Remaining Amount
	\$ 48,500.00		
Christmas Baskets	\$ 1,000.00		1,000.00
ELCA	\$ 18,000.00	14,000.00	4,000.00
Fergus Falls Food Shelf	\$ 1,000.00	1,000.00	-
Good Samaritan Fund	\$ 18,500.00	13,995.34	4,504.66
Habitat for Humanity	\$ 750.00	750.00	-
Hospice	\$ 750.00	750.00	-
Jail Ministry	\$ 750.00	750.00	-
Luther Seminary	\$ 750.00	750.00	-
Lutheran Campus Ministry	\$ 750.00	750.00	-
Meals by Wheels	\$ 750.00	750.00	-
Rural Internship	\$ 750.00	750.00	-
Salvation Army	\$ 750.00	750.00	-
Pioneer Care	\$ 750.00	750.00	-
Lutheran Deaconess Association	\$ 750.00	750.00	-
Radio Broadcast *	\$ 2,500.00		2,500.00
TOTAL	\$ 48,500.00	\$ 36,495.34	\$ 12,004.66

FLC General Cash Flow Projection FY20

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	actual	projected
Cash on Hand (beginning cash)					109,729	111,454	108,816	120,304	116,280	101,457	100,269	91,659
RECEIPTS from Support												
Building Offering					270	350	170	170	170	170	170	170
Confirmation/VBS/Sun School					-	-	-	-	-	35	30	-
Envelope Offering					35,356	32,713	40,113	35,170	25,598	34,835	35,653	50,586
Fellowship Offering					-	-	50	-	-	1,624	33	-
Initial Offering					-	-	-	-	-	-	-	-
Local Expense Offering					400	400	400	400	400	400	400	400
Loose Offering					-	-	-	237	-	-	-	-
Outreach Offering					100	100	1,550	125	100	160	150	100
Special Offering					-	-	-	-	-	-	400	10,250
Total Contributed Support					36,126	33,563	42,283	36,102	26,268	37,224	36,836	61,506
RECEIPTS from Other Sources												
Interest & Dividend Revenue					14	13	14	14	13	13	13	10
Facility Rental Revenue					-	-	-	-	-	50	-	-
Misc Revenue					3,138	300	160	200	374	690	36	-
Total Other Sources					3,152	313	174	214	387	753	49	10
TOTAL RECEIPTS					39,278	33,877	42,457	36,317	26,655	37,977	36,885	61,516
DISBURSEMENTS for Operations												
Education					-	423	222	710	1,123	309	217	540
Fellowship					16	-	-	-	9	1,089	-	-
General					-	-	-	-	-	-	-	-
Membership					149	152	164	446	-	72	461	-
Outreach					434	4,981	-	5,000	9,250	-	4,000	12,777
Personnel					26,006	24,865	24,727	25,645	25,758	26,151	25,681	26,000
Property					5,429	5,153	4,881	4,385	5,095	5,230	8,121	6,000
Radio					1,032	392	491	490	392	392	490	490
Stewardship					175	147	173	137	137	174	342	200
Worship					1,395	263	265	311	872	75	1,344	670
Youth					121	39	47	-	-	1,168	334	-
TOTAL OPERATING DISBURSEMENTS					34,756	36,415	30,959	37,124	42,636	34,660	40,990	46,677
PPP Loan					-	-	-	-	-	-	69,100	-
Transfers in					-	-	-	-	1,158	-	-	-
Transfers Out					2,798	100	-	-	-	4,505	4,505	4,505
NET CASH FOR THE PERIOD					1,724	(2,638)	11,488	(807)	(14,823)	(1,188)	(8,610)	10,334
TOTAL ENDING CASH					111,454	108,816	120,304	119,496	101,457	100,269	91,659	101,993
Pct Days of Cash					80	78	85	85	73	72	66	73

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Proposed 2021 Budget

Revenues	2020 Budget	2021 Total	2021 Pct of Budget	2021 % Change
Building Offerings	\$ 2,000	\$ 2,000		0%
Confirmation Revs	\$ 500	\$ 500		0%
Day Camp/VBS Revs	\$ 100	\$ 200		50%
Envelope Offering	\$ 467,965	\$ 534,700		12%
Facility Rental Revenue	\$ 250	\$ 7,102		96%
Fellowship Revenues	\$ 4,700	\$ 1,500		-213%
Initial Offering	\$ 200	\$ 200		0%
Interest Revs	\$ 1,200	\$ 60		-1900%
Local Expense Only	\$ 8,000	\$ 4,800		-67%
Loose Offering	\$ 4,500	\$ -		0%
Miscellaneous Income	\$ 1,200	\$ 4,000		70%
Program Revenue	\$ -	\$ -		0%
Radio Ministry	\$ 5,200	\$ 5,200		0%
Benevolence Offering	\$ 2,500	\$ -		0%
ELCA Disaster Relief	\$ 1,000	\$ -		0%
Good Samaritan	\$ 1,500	\$ -		0%
Special Service Offerings				
Advent	\$ 250	\$ 250		0%
Christmas	\$ 10,000	\$ 10,000		0%
Easter	\$ 7,000	\$ 7,000		0%
Lent	\$ 4,500	\$ 4,500		0%
Thanksgiving	\$ 1,000	\$ 1,000		0%
FLC Foundation Revenue	\$ -	\$ -		0%
Thrivent Choice Dollars Revenue	\$ -	\$ -		0%
Sunday School Offerings	\$ 1,000	\$ -		0%
Subtotal Non-Offering Revenues	\$ 56,600	\$ 48,312		-17.2%
Total General Revenues	\$ 524,565	\$ 583,012		10.0%
Expenditures				
Education Exp			0.95%	
Adult Ed	\$ 300	\$ 300		0%
Confirmation	\$ 1,500	\$ 1,500		0%
Day Camp/VBS Exp	\$ 300	\$ 1,500		80%
Library Books/Supplies	\$ 100	\$ 50		-100%
Sunday School/Education/FLY K6	\$ 2,500	\$ 1,886		-33%
SubTotal Education Exp	\$ 4,700	\$ 5,236		10%
Fellowship Exp			1.63%	
Fellowship	\$ 4,000	\$ 4,500		11%
Appreciation Events	\$ -	\$ 4,500		100%
SubTotal Fellowship Exp	\$ 4,000	\$ 9,000		56%
Governance			0.82%	
Annual Mtg	\$ 25	\$ -		0%
Call Committee	\$ -	\$ -		0%
Council Retreat	\$ 2,250	\$ 2,250		0%
Synod Assembly Exp	\$ 2,300	\$ 2,300		0%
SubTotal Governance	\$ 4,575	\$ 4,550		-1%
Membership Exp			0.48%	
Devotions Christ Home	\$ 600	\$ 600		0%
Member bus passes	\$ 55	\$ 55		0%
New Member Reception	\$ 100	\$ -		0%
Publicity/Advertising	\$ 2,000	\$ 2,000		0%
Membership, General	\$ -	\$ -		0%
SubTotal Membership Exp	\$ 2,755	\$ 2,655		-4%
Outreach Exp			9.78%	
Benevolences	\$ 48,500	\$ 49,000		1%

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Proposed 2021 Budget

Revenues	2020 Budget	2021 Total	2021 Pct of Budget	2021 % Change
Radio Ministry	\$ 5,096	\$ 5,096		0%
SubTotal Outreach Exp	\$ 53,596	\$ 54,096		1%
Personnel Exp			68.60%	
Background checks	\$ 200	\$ 200		0%
Pastoral Salary Expense	\$ 69,698	\$ 114,815		39%
Pastoral Continuing Ed Expense	\$ 1,000	\$ 1,000		0%
Pastoral Professional Expense	\$ 2,500	\$ 2,500		0%
Pastoral Benefits Expense	\$ 28,329	\$ 39,206		28%
Pastoral Housing Expense	\$ 24,000	\$ 24,720		3%
Pastoral Travel Expense	\$ 3,500	\$ 3,500		0%
Pastoral Social Security Expense	\$ 6,464	\$ 6,658		3%
Program Salary Expense	\$ 63,543	\$ 64,866		2%
Program Continuing Ed Expense	\$ -	\$ -		0%
Program Benefits Expense	\$ 3,660	\$ 3,646		0%
Support Staff Salary Expense	\$ 100,300	\$ 85,864		-17%
Support Staff Continuing Ed Expense	\$ 1,000	\$ 1,000		0%
Support Staff Benefits Expense	\$ 53,276	\$ 19,150		-178%
Employment Tax Expense	\$ 12,154	\$ 11,531		-5%
Staff Misc Expense	\$ 500	\$ 1,000		50%
SubTotal Personnel Exp	\$ 370,124	\$ 379,657		3%
Property & Management Exp			15.19%	
Building Maintenance	\$ 8,000	\$ 6,750		-19%
Communications	\$ 5,000	\$ 5,768		13%
Insurance	\$ 13,000	\$ 10,812		-20%
Grounds & Landscaping	\$ -	\$ 4,870		100%
Office Supplies	\$ 4,000	\$ 4,281		7%
Postage	\$ 3,000	\$ 5,884		49%
Print Production	\$ 8,300	\$ 8,640		4%
Property Taxes	\$ 280	\$ 350		20%
Software and Services	\$ -	\$ 1,432		100%
Supplies	\$ -	\$ 3,000		100%
Technology	\$ 1,000	\$ 5,000		80%
Utilities	\$ 30,000	\$ 27,000		-11%
Vehicle Maintenance	\$ 500	\$ 265		-89%
SubTotal Property & Management Exp	\$ 73,080	\$ 84,051		13%
Discipleship Exp			0.44%	
Online Giving	\$ 850	\$ 1,440		41%
Steward Offer Envelopes	\$ 450	\$ 500		10%
Stewarship Sunday/committee	\$ 500	\$ 500		0%
SubTotal Discipleship Exp	\$ 1,800	\$ 2,440		26%
Worship Exp			1.62%	
Childrens Choir	\$ -	\$ 100		100%
Adult Choir Music	\$ -	\$ -		0%
Altar Guild	\$ -	\$ 800		100%
Handbell Choir	\$ 500	\$ 650		23%
Instrument Maintenance	\$ 1,500	\$ 1,500		0%
Licensing	\$ -	\$ 1,525		100%
Lighting & Sound	\$ -	\$ 400		100%
Senior Choir	\$ 500	\$ 500		0%
Special Music	\$ 250	\$ 250		0%
Worship Supplies	\$ 3,500	\$ 1,500		-133%
Worship Decorations	\$ -	\$ 1,500		100%
Worship Team	\$ 250	\$ 250		0%
SubTotal Worship Exp	\$ 6,500	\$ 8,975		28%
Youth Exp			0.50%	

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Proposed 2021 Budget

Revenues	2020 Budget	2021 Total	2021 Pct of Budget	2021 % Change
College Ministry	\$ -	\$ -		0%
Relational Ministry	\$ -	\$ -		0%
Youth Activities & Trips	\$ 3,250	\$ 400		-713%
Youth, General	\$ -	\$ 2,350		100%
SubTotal Youth Exp	\$ 3,250	\$ 2,750		-18%
Total Expenditures	\$ 524,380	\$ 553,410		5.25%
Transfers Out		\$ 29,602		
Change in Net Assets	\$ 185	\$ (0)		
Ending Cash Balance		\$ 87,000		
Days of Undesignated Cash				



Pastor Gretchen's December Council Report 2020

Some of my time has been spent engaging in the following:

- *Blandin Workshops x2
- *MDIX Supervisor meetings
- *Leading Women's Book Study on Monday night and meeting one-on one with participants
- *Personnel Meeting
- *Confirmation
- *Mutual Ministry
- *Jan Trosvig's Funeral
- *Supervision of Vicar Lynn
- *Supervision of Michael Wicklund
- *Hosted Zoom fellowship
- *Updated Family Room and Room #10
- *Judy Toso Funeral
- *Preached and Led worship
- *Recorded Morning Watch
- *Recorded Advent Devotion
- *Met with Ps. Sue at Bethlehem
- *Met with Ps. Erika at Bethel
- *Worship & Music
- *Discipleship
- *Baptism Instruction
- *Mt. One on One with confirmand x2
- *Staff Meetings
- *On Call at Lake Region Hospital
- *Volunteer for The Welcome House
- *Met with Spiritual Director
- *Met with Ps. Blair for Coaching
- *Private Baptism scheduled for Dec. 12

Vicar Lynn Melchior Council Report

Nov 3 – Dec 1, 2020

Overall: Still carrying out Christ's mission in a pandemic.

Specifics:

- *Participated in worship services; participated in one funeral.
- *Participated in the community Thanksgiving service. Also participated in the planning of the service with the other ELCA pastors.
- *Four pastoral visits.
- *Met with Pastor Gretchen regularly regarding administration and reflection
- * Attended meetings, follow-up with emails with the following teams:
 - Music and Worship
 - Discipleship
 - Fellowship
 - Smart
 - FIT
- * Attended two FLY 7-12 events. Learned how to be a serial killer playing Among Us. Failed at being a serial killer in Among Us but had a great time with the Youth.
- *Created two "Vicar Moments" for the youth.
- *Attended planning meetings for Confirmation, taught confirmation and wrote a Plan B for the advent pandemic confirmation classes.
- *Recorded a submission for the First Lutheran Christmas Talent Show.
- *Did one route for Meals by Wheels one day.
- *Participated in 5 Zoom Fellowships in November. Only one person joined on several Sundays.
- *Attended weekly staff meetings as possible
- *Attended Chamber of Commerce Meeting with Pastor Gretchen.
- *Wrote Messenger article
- *Attended Executive Council Meeting & Council Meeting
- *Recorded Morning Watch.



NOVEMBER
2020 REPORT TO CHURCH COUNCIL
FIRST LUTHERAN, FERGUS FALLS MN

I was able to make 29 personal phone contacts sharing scripture, hymn and prayer with each one.

I sent 50 personal letters as well.

My contacts were well received and appreciated, especially during the Thanksgiving holiday.

I look forward to helping lift spirits in the Christmas season ahead.

Pastor Stan Satre

Outreach Report – December 9, 2020 meeting

- December 1, 2020 Discipleship meeting
 - planning for another congregation drive thru dinner in January to correspond with the annual meeting
 - will offer means to pre-order to have a better idea how many to plan for
 - meal will be a ham dinner from the American Legion
- Giving Trees
 - Good response from the congregation to send in funds
 - All gifts for A Place to Belong were purchased and dropped at the church Monday, November 30
 - Will use balance of funds to purchase supplies for Someplace Safe from their online wish list
- Christmas gift baskets – Saturday, December 19, 2020
 - Spoke to Tim Johnson to pre-plan—Service Food has asked for a final number December 11 so they can ensure availability of all items
 - Asked to include some holiday treats as a special addition this year
 - Working with Laurie in the office to reach out to past recipients, and Rick West has graciously agreed to handle maps/routing
 - Will try to manage Friday food delivery and non-perishable assembly without volunteers to minimize contact and formulate a plan for staggered pickups on Saturday to reduce congestion at the assembly/distribution point (quilting room and nearest entry door)
- Red Cross Blood Drive November 10, 2020 at FLC and November Meals by Wheels routes went well--good volunteerism



First Lutheran Church Worship Committee

Minutes from Worship Committee meeting 12/1/20 via Zoom

Participating: Gretchen Enoch, Lynn Melchior, Linda Mellon, Harriet Wicklund, Jody Hanson, Keith Melberg;
from Augustana: Dave Strom, Meghan Stringer

Not attending: Nancy Swenson, Pamela Schroden, Marjean Hanson, Anne Taylor

Our meeting opened with a devotion and prayer.

Old Business:

- 1) Review of last month's meeting minutes and report on assignments
 - a. Special instructions for sound operators.
 - *Committee members should continue note issues with sound/streaming so we can be proactive in providing the highest possible quality service for our congregation.
 - *Gretchen reported attempts to speak with someone at PEG access to inform them that there is still no sound for the service on PEG access channel. A voice message has been left, so P. Gretchen follow-up on this.
 - *Jody noted that the live-stream was dark this week and asked if all lights were on & working. She also noted that there was no zooming in and out by the camera to create more interest for the viewer. Gretchen will talk with Paul about this.
 - *Items tabled:
 - *there has not been another training; no date has been set for this session.
 - *Suggestion was made that the Council consider making a paid position of Volunteer Coordinator to do things like these calls for volunteer sound operators, etc., as this responsibility shouldn't fall to the Pastor. These are growing pains of a growing church. [H brought this up at the April council mtg w/ no action taken]
 - b. Organ Project and concerts:
 - *Due to the current restrictions, planning a celebration concert will be postponed.
 - *There are some pieces for labeling of stops that are on order, so not yet installed. The cost of these will be \$500. Other than that expense, the project has been paid.
 - *The labels for stops have not yet arrived.
 - c. Liturgy setting – continue current or change?
 - *during this time of joint services, the presiding pastor is planning the order of service, liturgy, etc.
 - *joint services will continue with Augustana.
 - d. Development of the role of Sacristan to assist with Sunday morning details.
 - *Agenda item tabled: Harriet has worked with Laurie to send out an e-mail invitation to serve as sacristan to the list of names that was created. Of the 8 or 9 emails sent out, we have one and possibly two new volunteers for this role.
 - e. Altar Guild Update: No specific concerns noted.
 - *This would be Marjean's last meeting and there has not been a replacement for her position of chairperson. Current members of the Altar Guild have been asked if they would accept the position without success; taking minutes of meetings and attending Worship Committee. This is not a good time to invite a new volunteer as getting together for training, etc., is not advised. Gretchen will work on this.
 - *Agenda item tabled: In an attempt to be more organized for communion in our worship service, all communion assistants are to meet in the altar guild room with the sacristan during the offering so that the correct number of persons can be prepared (wash hands) and enter as a unit through the side door. Laurie has edited the postcard that is sent to the volunteers to include this change.
 - f. Look ahead 3 months for Festival/special Sundays.
 - *Advent Services: (Wednesdays, December 2, 9, 16) Pastors will be recording a meditation to be available to members. The pre-recorded reflections will be uploaded by Kristy on Constant Contact, Facebook, and the church's website.
 - *Christmas Services: There will likely not be a plan for in-person worship. The SMART TEAM has recommended this not happen through December 18th, and with the current Covid numbers in our community that date is probably going to be extended.
 - * December 24, Christmas Eve, will be done by Augustana, airing via live-stream at 3:00pm that day.
 - * December 25, Christmas Day, will be done by First Lutheran, airing at 10:00am.
 - *The order of worship, etc., plan will remain with the pastors.

*Suggestion was made that the pastors wear robes, at least through the Advent and Christmas seasons, in response to comments from members of the congregation.

*a message inviting worshipers to participate in candle lighting at the end of the service on Christmas Eve will be sent out, asking them to have candles at hand in their homes.

*There is no service on New Years, so the next festival Sunday on the calendar is Baptism of Our Lord on January 10th. Decorating will be done to highlight the baptismal font that day.

*Ash Wednesday and Lent begins on February 17th – no discussion on these services at this meeting.

- g. In-person worship: (currently on hold) 15 volunteers have been trained as ushers and a worksheet has been designed to list participants/attendees for use in the office.

*maintaining/filling the listing of participants/volunteers has been handled by the office staff and seems to be going well.

*Calie has made an e-mail distribution group for trained ushers. Laurie will work with this for filling the roster of usher volunteers on a monthly basis. The volunteers have also been provided with contact information of other trained ushers so they can find a replacement for themselves if necessary. Augustana has been invited to supply volunteers for this opportunity also.

*Would like to make a system like this for singers from both First Lutheran and Augustana as well, to assist in streamlining the process and giving all interested singers an opportunity to participate.

- h. Kristy submitted a suggestion to produce a Christmas Talent Show. This video will replace the service on December 27th in place of doing a Sunday School program.

- i. *Agenda Item tabled: Our committee has discussed the need to have ushers aware of location of fire extinguishers when we use open flame candles. This transitioned to a discussion of the required monthly checks of the extinguishers, etc. We also talked about the need for a refresher course on the AED, and wondering if that is ever checked for charge, etc. Preparing information for ushers falls under our committee's domain, but maintenance of the fire extinguishers and AED is perhaps more appropriately handled by the Properties Committee. It's possible they are already meeting the requirements and no one on our committee is aware of it.

*Harriet has called Ron Spangler to let him know of our discussion. Discussed briefly at Council.

- j. *Agenda item tabled:

*Youth Service – Calie will work with youth on this. December 13th was suggested as a date for the service. Worship Team will be playing that day and Anne will work include those interested in the Team. Rehearsal will be on Thursday, December 10 at 5pm. LeAnne will be asked about running sound for the rehearsal.

- 2) See the updated schedule for hymn selection assignments.

- 3) Discussion regarding resources on worship planning and leadership with the purpose of education for the committee: There was no discussion today.

*Committee members will bring thoughts/resources for discussion/learning at future meetings.

New Business:

- 1) 150 Anniversary in 2022

*Gretchen will bring this up at council – do they want to establish an 'anniversary committee' to work on this?

- 2) Discussed the possibility of a gathering for Christmas Caroling. The idea was not met with enthusiasm by the committee. Jennifer Swenson-Stans has talked about arranging this – a Covid safety plan would need to be written and presented to the SMART Team.

Next Worship Committee meeting: Tuesday, January 5, 4:00pm (regularly scheduled monthly, 1st Tuesday@ 4pm)

WORSHIP COMMITTEE AGENDA for next meeting:

Old Business:

- 1) Review last month's minutes and report on assignments:
 - Sound/streaming issues?
 - Organ Project and concert
 - Liturgy setting plans
 - Altar Guild update
 - Look ahead 3 months for festival/special Sundays – Advent/Christmas (Dec); Baptism of our Lord (Jan) Ash Wednesday & Lent (Feb)
 - feedback re: in person worship
 - Discussion regarding worship resources

New Business:

- 1) 150 anniversary in 2022
- 2) Additional items:
 - *plans for Hosanna Handbells, Sr. Choir, Worship Team, Children's Choir during limited activities
 - * feedback from congregation

Upcoming Assignments / Plans:

Hymn selection schedule:

November: Pamela December: Ann January: Harriet February: Linda March: Keith

Plan for new Pascal Candle prior to Easter each year.

Linda will write Messenger articles on liturgical purpose/history. *ideas discussed.

Suggestion from congregation: patriotic songs on Sundays week of July 4th, Memorial Day, Veteran's Day

Tabled: Blessing of animals service

Faith & Fellowship shared mid-week services; Wednesdays through the summer months: Overall, the committee was pleased with how these went and felt these services met the needs of our congregation.



Youth Director Report

FLY 7-12

Hello Council! I have been breaking FLY 7-12 into two different age groups 7-9 and 10-12. On November 20th and November 29th, we played games on zoom.

I am very excited that Alison Koch is now joining in on the fun with the FLY 7-12 graders!

Upcoming:

I am working on putting together packages to send out to all the 7-12 graders for Christmas.

Also, the next game nights that are coming up are December 11th and December 27th!

Calie Anderson

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FIRST LUTHERAN CHURCH

MEMORANDUM

TO: Church Council
FROM: Office Staff
SUBJECT: Laptop Proposal

DATE: 12/7/20

With COVID exposure becoming more common and affecting office operation, we staff are requesting the church provide us with laptops to enable us to work safely in the event of quarantine or inclement weather. Paul has the technical expertise to upgrade and support the technology to enable telework.

Paul received a quote to purchase laptops for Paul, Calie, and Laurie. Each laptop will have Windows 10 Professional, 16GB of RAM, solid state hard drives, webcams, and a docking station so that we may use our monitors and full-size keyboards. These laptops will replace our existing computers. Each laptop comes with a 3-year onsite warranty. Laptop cost is \$3,762.

Paul has previously specified a proposal to upgrade the office network to support remote work and reduce our expenses with NetCenter that will cost \$2,050.

The total investment will be \$5,812.

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