



Trinity Evangelical Lutheran Church
Evangelical Lutheran Church in America
 God's work. Our hands.
 Pastor Nathan Keith

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Trinity Church Council Meeting Minutes **January 11, 2022**

The January meeting of the Trinity Lutheran Church Council was called to order by Stephen at 7:01 p.m. via Zoom. Larry led us in a devotion.

Roll Call

Mary Baldwin	Martin Greller	Linda Lebeda (Financial Director)
Stephen Boss	Pastor Nathan Keith	Jennifer Zenor

Lindsay Conyers, Randy Wilkinson, and Larry Oolman were unable to attend.

Stephen shared a devotion.

Approval of January Agenda

Stephen asked for a motion to approve the agenda. Martin requested that snow removal logistics and funding be added to new business. Mary made a motion to accept the agenda. Martin seconded. Motion passed.

Approval of December Meeting Minutes

Stephen asked for a motion to approve the December meeting minutes. Martin made a motion. Mary seconded. Motion passed.

Financial Status Report

- Please see Linda’s financial report below.
- Linda received additional information regarding the financials after she sent the statements to the council and noted them accordingly. Additionally, end of year adjustments will need to be made. The financials included in the annual report will reflect all of the changes discussed.
- Stephen asked for a motion to approve the October financial status report. Martin made a motion. Mary seconded. Motion passed.

Ministry Budget 2022

- Pastor’s car allowance will be budgeted at \$1,000 as there will be limited travel in 2022.
- Pastor’s continuing education will be budgeted at \$2,000 to (in part) support The Festival of Homiletics in Denver.
- QuickBooks subscription fee and the Financial Secretary wages will increase this year; the budget will increase by \$500.
- Martin suggested we move \$20,000 to the budget for the Rohr Fellowship Hall restoration. Linda suggested that this be in a capitol budget. Pastor reviewed the bids received to date and they are closer to the \$40,000 mark.
- Linda will send out a revised budget for review.
- Mary made a motion to accept the 2022 ministry budget with the aforementioned changes/additions. Martin seconded. Motion passed.

Executive Session

- Executive session was called to order at 8:48. Executive session ended at 9:06.

Unfinished Business

Rohr Fellowship Hall Restoration

- Stephen and Pastor will continue work with the committee. Martin and Stephen will work on a framework to present to the congregation at the annual meeting.

Constitution Approval and Congregational Timeline

- Stephen presented a framework to present to the congregation regarding voting on the constitution; council members thanked Stephen for drafting this and for sharing it with the congregation.

Camera System

- Pastor is planning to work with Shane on the camera system after the annual meeting.

New Business

Preschool and Elementary School at Trinity

- Please see Stephen's report attached. Stephen reminded everyone of the rezoning meeting later this month with the City Council.

Snow Removal

- Pastor does not mind using the snowblower and shovel for snow removal. He estimates it takes about 50 minutes after each storm, which he estimates is about 5 times per year. In addition, Phil can help with a plow on his truck. Pastor was encouraged to reach out if needed. Pastor will prepare an emergency snow removal list in the event he is unable or out of town during a storm.

Staff Reports

- Pastor will be attending the Rocky Synod Conference later this month. In addition, he will be supporting the Cheyenne church with their call process through his Dean responsibilities.
- Pastor shared that he is full of gratitude for the Christmas bonus.

Administrative Items

Correspondence

- SAFE Project sent a thank you note for the benevolence gift. Stephen was able to deliver all of the benevolence gifts in person.

Counters

- Lisa will continue to process offerings in the office.

Next Meeting

- Tuesday, February 8, 2022 @ 7:00 p.m.

February Devotions

- Mary

Adjournment

- Martin motioned to adjourn. Motion passed.
- Stephen closed the meeting at 8:43.
- Pastor led the Council in the Lord's Prayer.

Respectfully Submitted

Jennifer Zenor

Jennifer Zenor

TELC Council Secretary

DRAFT

Financial Status Reports

December 2021

Trinity Evangelical Lutheran Church Financial Snapshot December 31, 2020

Income and Expenses	Dec Actual	Dec Budget	YTD Actual	YTD Budget
Giving and Other Income				
Benevolence	\$0.00	\$0.00	\$1,540.00	\$0.00
General Offerings	39,777.85	17,478.37	212,148.92	209,740.00
Rocky Mtn Synod - Campus Ministry	658.33	0.00	7,508.31	7,000.00
Donated Services	400.00	400.00	4,800.00	4,800.00
Transfers from Temp. Restricted Fds.	0.00	121.74	3,027.75	1,460.00
Investment & Building Rental Income	25.89	0.00	639.93	0.00
Total Income	\$40,862.07	\$18,000.11	\$229,664.91	\$223,000.00
Expenses				
Benevolence	\$1,520.16	\$1,611.61	\$19,195.79	\$19,250.00
Pastor Salary and Benefits	9,090.48	8,968.37	105,060.47	107,620.00
Christian Education	200.00	651.46	3,528.35	7,150.00
Worship and Music	735.96	1,263.07	9,590.67	15,155.00
Leadership Materials and Training	36.40	204.17	1,077.40	2,450.00
Fellowship and Social Ministry	0.00	127.12	747.17	1,525.00
Administration and Building	5,592.76	5,830.87	64,370.78	69,850.00
Total Expenses	\$17,175.76	\$18,656.67	\$203,570.63	\$223,000.00
Net Income	\$23,686.31	-\$656.56	\$26,094.28	\$0.00
Checking and Demand Accounts				
U.S. Bank Checking	\$110,595.06			
Mission Investment Fund Demand Account	30,075.74			
Temporarily Restricted:				
Building	-6,678.58			
Memorial	-7,303.70			
Campus Ministry	-5,263.38			
Music Development	-503.18			
Thrivent	-2,039.00			
Leadership Lab/Youth	-1,474.00			
Washer/Dryer	-1,250.00			
Good Samaritan (was Pastor Discretion.)	-400.00			
Total Temporarily Restricted	-24,911.84			
Total Unrestricted at US Bank and Mission Invest Fund	\$115,758.96			
Investments				
Edward Jones - Cash	48.50	12/31/2020*		
ELCA Mission Investment Fund - mif.elca.org	3,139.83	09/30/2020*; 3.455% CD's mature 9/28/2022		
Total Investments	\$3,188.33			
*per most recent statement				
Payroll Protection Program Loan May 20, 2020	\$22,726.00			

Notes

Two large donations in December made a significant impact on total giving to Trinity for 2020. One was from the sale of stock donated in Dec. in the amount of \$10,072.23. The second was a single donation of \$5000.00. The additional donations for the month were \$24,705.62 for a Dec. total of \$39,777.85. Expenses for the month were under budget by \$1,480.91. Income exceeded expenses for the year by \$26,094.28. As soon as the statement arrives, I will post interest received from Mission Investment Fund for Dec. The year end reports for the annual meeting will reflect this small change. Application for PPP loan forgiveness has been delayed once again due to legislation passed in December. US Bank has suspended the process while they update their procedures. Feel free to contact me with any questions. Linda Lebeda, Finance Director, telc.finance.director@gmail.com or 307-760-0894.

TRINITY EVANGELICAL LUTHERAN CHURCH

STATEMENT OF ACTIVITIES

December 2020

	TOTAL
Income	
4-0000 Support & Revenues	
4-2000 Current Offering	
4-2100 Envelopes/General	39,777.85
Total 4-2000 Current Offering	39,777.85
4-3000 Other Offering	
4-3410 Rocky Mtn Synod for Campus Ministry	658.33
Total 4-3000 Other Offering	658.33
4-4000 In Kind Donated Services	400.00
Total 4-0000 Support & Revenues	40,836.18
Total Income	\$40,836.18
GROSS PROFIT	\$40,836.18
Expenses	
6-0000 Expenses	
6-1000 Benevolence	
6-1100 Apportionment to Synod/ELCA	1,416.00
6-1300 Interfaith	104.16
Total 6-1000 Benevolence	1,520.16
6-2000 Salaries and Benefits	
6-2100 Pastor's Salary	
6-2110 Pastor/Salary	7,676.67
Total 6-2100 Pastor's Salary	7,676.67
6-2200 Pastor's Benefits	
6-2210 ELCA Benefits Package	1,413.81
Total 6-2200 Pastor's Benefits	1,413.81
6-2300 Staff	
6-2310 Organists' Salaries	700.00
6-2340 Parish Secretary's Salary/Vaca	1,972.59
6-2350 Custodial Services	250.00
6-2360 Staff Social Security	212.74
6-2370 Youth Director's Salary	200.00
Total 6-2300 Staff	3,335.33
Total 6-2000 Salaries and Benefits	12,425.81

TRINITY EVANGELICAL LUTHERAN CHURCH

STATEMENT OF ACTIVITIES

December 2020

	TOTAL
6-3000 Administration and Building	
6-3100 Administration	
6-3112 Printing & Publicity	225.44
6-3114 Postage	110.00
6-3120 Offering Envelopes/Folders	198.69
6-3130 Service on Office Equipment	519.77
6-3150 Publications and Subscriptions	15.89
6-3160 Administration Fees	78.98
6-3170 Bookkeeping	671.33
Total 6-3100 Administration	1,820.10
6-3500 Utilities	
6-3510 Electricity	173.85
6-3520 Gas	409.92
6-3530 Telephone	79.99
6-3540 City Utilities & Trash	134.98
Total 6-3500 Utilities	798.74
6-3600 Insurance	
6-3610 Insurance	425.74
Total 6-3600 Insurance	425.74
6-3700 Physical Plant	
6-3710 Maintenance & Improvements	112.85
Total 6-3700 Physical Plant	112.85
Total 6-3000 Administration and Building	3,157.43
6-4000 Ministry	
6-4200 Worship & Music	
6-4230 Bulletin/Worship Aides	35.96
6-4295 Choir Support	0.00
Total 6-4200 Worship & Music	35.96
6-4300 Leadership Materials/Training	
6-4330 Devotional Guides	36.40
Total 6-4300 Leadership Materials/Training	36.40
Total 6-4000 Ministry	72.36
Total 6-0000 Expenses	17,175.76
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$17,175.76
NET OPERATING INCOME	\$23,660.42

TRINITY EVANGELICAL LUTHERAN CHURCH

STATEMENT OF ACTIVITIES

December 2020

	TOTAL
Other Income	
Interest & Investment Income	25.89
Total Other Income	\$25.89
NET OTHER INCOME	\$25.89
NET INCOME	\$23,686.31

TRINITY EVANGELICAL LUTHERAN CHURCH

BUDGET VS. ACTUALS: FY 2020 BUDGET - FY20 P&L

January - December 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-0000 Support & Revenues				
4-1000 Benevolence				
4-1100 Synod Benevolence	1,540.00		1,540.00	
Total 4-1000 Benevolence	1,540.00		1,540.00	
4-2000 Current Offering				
4-2100 Envelopes/General	212,148.92	209,740.00	2,408.92	101.15 %
Total 4-2000 Current Offering	212,148.92	209,740.00	2,408.92	101.15 %
4-3000 Other Offering				
4-3410 Rocky Mtn Synod for Campus Ministry	7,508.31	7,000.00	508.31	107.26 %
4-3550 Building Rental	150.00		150.00	
Total 4-3000 Other Offering	7,658.31	7,000.00	658.31	109.40 %
4-4000 In Kind Donated Services	4,800.00	4,800.00	0.00	100.00 %
4-5000 Transfers from Temporarily Restricted Funds	3,027.75	1,460.00	1,567.75	207.38 %
Total 4-0000 Support & Revenues	229,174.98	223,000.00	6,174.98	102.77 %
Total Income	\$229,174.98	\$223,000.00	\$6,174.98	102.77 %
GROSS PROFIT	\$229,174.98	\$223,000.00	\$6,174.98	102.77 %
Expenses				
6-0000 Expenses				
6-1000 Benevolence				
6-1100 Apportionment to Synod/ELCA	16,992.00	17,000.00	-8.00	99.95 %
6-1300 Interfaith	1,249.92	1,250.00	-0.08	99.99 %
6-1500 Good Samaritan Fund (formerly Pastor's Discretionary Allowance)	953.87	1,000.00	-46.13	95.39 %
Total 6-1000 Benevolence	19,195.79	19,250.00	-54.21	99.72 %
6-2000 Salaries and Benefits				
6-2100 Pastor's Salary				
6-2110 Pastor/Salary	86,620.04	45,000.00	41,620.04	192.49 %
6-2120 Pastor Soc. Sec. Allowance		6,120.00	-6,120.00	
6-2130 Pastor/Housing Allowance		35,000.00	-35,000.00	
Total 6-2100 Pastor's Salary	86,620.04	86,120.00	500.04	100.58 %
6-2200 Pastor's Benefits				
6-2210 ELCA Benefits Package	17,484.00	17,500.00	-16.00	99.91 %
6-2220 Pastor's Continuing Education	327.35	1,500.00	-1,172.65	21.82 %
6-2230 Pastor's Car Allowance		1,500.00	-1,500.00	
6-2240 Ministerial Expenses	629.08	1,000.00	-370.92	62.91 %
Total 6-2200 Pastor's Benefits	18,440.43	21,500.00	-3,059.57	85.77 %
6-2300 Staff				
6-2310 Organists' Salaries	4,395.00	7,095.00	-2,700.00	61.95 %
6-2320 Chancel Choir Dir's Salary	220.00	2,100.00	-1,880.00	10.48 %

TRINITY EVANGELICAL LUTHERAN CHURCH

BUDGET VS. ACTUALS: FY 2020 BUDGET - FY20 P&L

January - December 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-2340 Parish Secretary's Salary/Vaca	19,668.45	23,000.00	-3,331.55	85.52 %
6-2350 Custodial Services	3,204.00	3,700.00	-496.00	86.59 %
6-2360 Staff Social Security	2,091.78	3,300.00	-1,208.22	63.39 %
6-2370 Youth Director's Salary	1,800.00	2,000.00	-200.00	90.00 %
6-2380 Staff Bonuses/Gifts	160.00	800.00	-640.00	20.00 %
Total 6-2300 Staff	31,539.23	41,995.00	-10,455.77	75.10 %
Total 6-2000 Salaries and Benefits	136,599.70	149,615.00	-13,015.30	91.30 %
6-3000 Administration and Building				
6-3100 Administration				
6-3110 Office Supplies/Software	2,082.24	2,000.00	82.24	104.11 %
6-3112 Printing & Publicity	350.44	750.00	-399.56	46.73 %
6-3114 Postage	475.00	500.00	-25.00	95.00 %
6-3120 Offering Envelopes/Folders	276.33	350.00	-73.67	78.95 %
6-3130 Service on Office Equipment	6,123.04	6,000.00	123.04	102.05 %
6-3140 Copier Supplies	129.51	150.00	-20.49	86.34 %
6-3150 Publications and Subscriptions	158.90	100.00	58.90	158.90 %
6-3160 Administration Fees	1,129.48	400.00	729.48	282.37 %
6-3170 Bookkeeping	8,112.59	8,000.00	112.59	101.41 %
6-3180 ISP Provider/Web Maintenance		100.00	-100.00	
Total 6-3100 Administration	18,837.53	18,350.00	487.53	102.66 %
6-3500 Utilities				
6-3510 Electricity	1,868.95	2,000.00	-131.05	93.45 %
6-3520 Gas	4,552.49	4,900.00	-347.51	92.91 %
6-3530 Telephone	1,196.25	1,200.00	-3.75	99.69 %
6-3540 City Utilities & Trash	2,618.45	2,600.00	18.45	100.71 %
Total 6-3500 Utilities	10,236.14	10,700.00	-463.86	95.66 %
6-3600 Insurance				
6-3610 Insurance	5,031.26	5,500.00	-468.74	91.48 %
Total 6-3600 Insurance	5,031.26	5,500.00	-468.74	91.48 %
6-3700 Physical Plant				
6-3710 Maintenance & Improvements	5,119.40	4,000.00	1,119.40	127.99 %
Total 6-3700 Physical Plant	5,119.40	4,000.00	1,119.40	127.99 %
6-3800 Contingencies		500.00	-500.00	
Total 6-3000 Administration and Building	39,224.33	39,050.00	174.33	100.45 %
6-4000 Ministry				
6-4100 Christian Education				
6-4110 Sunday School	179.99	500.00	-320.01	36.00 %
6-4120 Vacation Bible School & F3		2,000.00	-2,000.00	
6-4130 Confirmation Classes/Jr. High	112.00	200.00	-88.00	56.00 %
6-4140 Youth Ministry	15.89	700.00	-684.11	2.27 %
6-4145 Campership		1,500.00	-1,500.00	

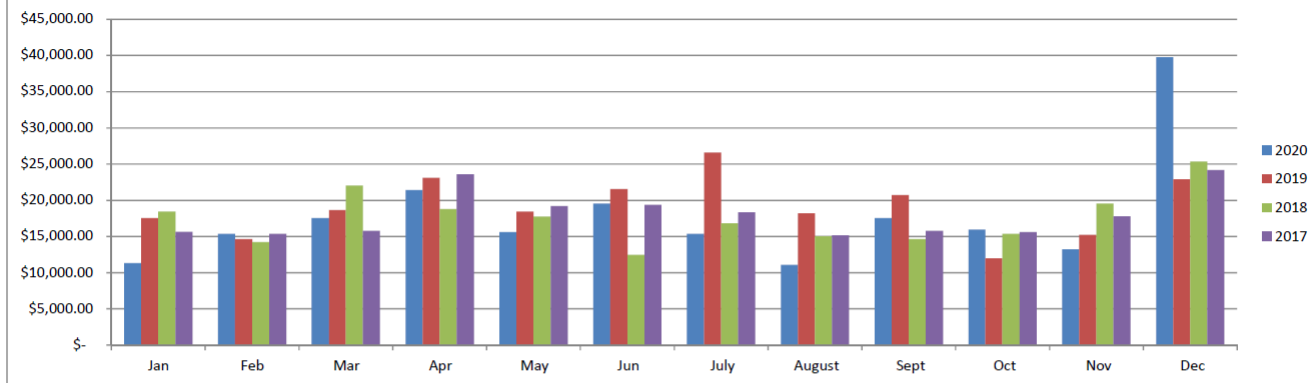
TRINITY EVANGELICAL LUTHERAN CHURCH

BUDGET VS. ACTUALS: FY 2020 BUDGET - FY20 P&L

January - December 2020

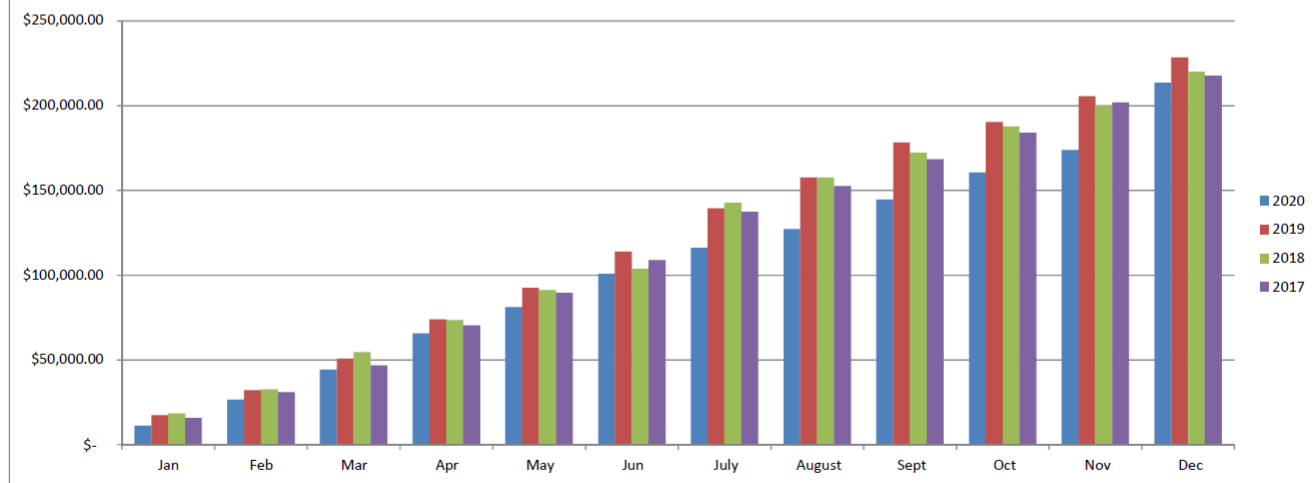
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-4150 Adult Education		200.00	-200.00	
6-4160 Campus Ministry	1,420.47		1,420.47	
6-4170 Library		50.00	-50.00	
Total 6-4100 Christian Education	1,728.35	5,150.00	-3,421.65	33.56 %
6-4200 Worship & Music				
6-4210 Pulpit Supply	150.00	1,000.00	-850.00	15.00 %
6-4220 Altar Supplies	286.87	700.00	-413.13	40.98 %
6-4230 Bulletin/Worship Aides	2,880.32	500.00	2,380.32	576.06 %
6-4240 Chancel Choir Music	137.00	300.00	-163.00	45.67 %
6-4250 Worship Band	139.66	300.00	-160.34	46.55 %
6-4270 Piano/Organ Maintenance	425.00	1,000.00	-575.00	42.50 %
6-4290 Music Dev. Fund	956.82	1,460.00	-503.18	65.54 %
6-4295 Choir Support	0.00	700.00	-700.00	0.00 %
Total 6-4200 Worship & Music	4,975.67	5,960.00	-984.33	83.48 %
6-4300 Leadership Materials/Training				
6-4330 Devotional Guides	162.40	450.00	-287.60	36.09 %
6-4340 Conventions	915.00	2,000.00	-1,085.00	45.75 %
Total 6-4300 Leadership Materials/Training	1,077.40	2,450.00	-1,372.60	43.98 %
6-4500 Fellowship	604.73	1,000.00	-395.27	60.47 %
6-4600 Social Ministry	142.44	525.00	-382.56	27.13 %
Total 6-4000 Ministry	8,528.59	15,085.00	-6,556.41	56.54 %
Total 6-0000 Expenses	203,548.41	223,000.00	-19,451.59	91.28 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$203,548.41	\$223,000.00	\$ -19,451.59	91.28 %
NET OPERATING INCOME	\$25,626.57	\$0.00	\$25,626.57	0.00%
Other Income				
Interest & Investment Income	489.93		489.93	
Total Other Income	\$489.93	\$0.00	\$489.93	0.00%
Other Expenses				
Administrative Fees & Taxes	22.22		22.22	
Total Other Expenses	\$22.22	\$0.00	\$22.22	0.00%
NET OTHER INCOME	\$467.71	\$0.00	\$467.71	0.00%
NET INCOME	\$26,094.28	\$0.00	\$26,094.28	0.00%

Monthly Offerings 2017-2020



	Jan	Feb	Mar	Apr	May	Jun	July	August	Sept	Oct	Nov	Dec
2020	\$ 11,308.35	\$ 15,366.34	\$ 17,569.81	\$ 21,383.15	\$ 15,594.49	\$ 19,524.90	\$ 15,386.93	\$ 11,058.64	\$ 17,546.89	\$ 15,941.06	\$ 13,230.51	\$ 39,777.85
2019	\$ 17,569.78	\$ 14,624.00	\$ 18,665.36	\$ 23,108.86	\$ 18,451.39	\$ 21,550.35	\$ 26,575.65	\$ 18,203.96	\$ 20,721.98	\$ 11,970.62	\$ 15,224.24	\$ 22,882.88
2018	\$ 18,463.82	\$ 14,225.70	\$ 22,042.75	\$ 18,781.46	\$ 17,763.72	\$ 12,457.88	\$ 16,807.81	\$ 14,996.62	\$ 14,645.47	\$ 15,385.64	\$ 19,524.80	\$ 25,381.92
2017	\$ 15,670.49	\$ 15,363.10	\$ 15,791.30	\$ 23,584.23	\$ 19,209.05	\$ 19,379.75	\$ 18,304.78	\$ 15,182.25	\$ 15,769.55	\$ 15,622.34	\$ 17,815.33	\$ 24,176.89

Year to Date Offerings 2017-2020



	Jan	Feb	Mar	Apr	May	Jun	July	August	Sept	Oct	Nov	Dec
2020	\$ 11,308.35	\$ 26,674.69	\$ 44,244.50	\$ 65,627.65	\$ 81,222.14	\$ 100,747.04	\$ 116,133.97	\$ 127,192.61	\$ 144,739.50	\$ 160,680.56	\$ 173,911.07	\$ 213,688.92
2019	\$ 17,569.78	\$ 32,193.78	\$ 50,859.14	\$ 73,968.00	\$ 92,419.39	\$ 113,969.74	\$ 139,528.98	\$ 157,732.94	\$ 178,454.92	\$ 190,425.54	\$ 205,649.78	\$ 228,532.66
2018	\$ 18,463.82	\$ 32,689.52	\$ 54,732.27	\$ 73,513.73	\$ 91,277.45	\$ 103,735.33	\$ 142,742.92	\$ 157,739.54	\$ 172,385.01	\$ 187,770.65	\$ 200,137.13	\$ 220,088.07
2017	\$ 15,670.49	\$ 31,033.59	\$ 46,824.89	\$ 70,409.12	\$ 89,618.17	\$ 108,997.92	\$ 137,495.96	\$ 152,678.21	\$ 168,447.76	\$ 184,070.01	\$ 201,885.34	\$ 217,771.47

Preschool Report

1-10-22

Stephen Boss

At the last Council meeting we formally voted to support housing the Sunflower Academy Preschool.

Building Requirements for a Pre-School

Trinity is currently zoned residential. We are writing to see the response from the city regarding our re-zoning application.

Rachel Franz, the Sunflower Academy Preschool Director has reviewed the front (west) center Sunday school room. She plans to do some scraping and painting of the space at Sunflower Academy's expense. Currently she has 2 children. She plans to start with her 2 children in the space in about 2 weeks. This will be determined by the health of all involved.

Benchmark Policies/Logistics – Lutheran Churches Providing Preschool Services

I am currently benchmarking with other ELCA Lutheran Churches Providing Pre-School Services to pick up policy/logistical Best Practices – Bethan Lutheran Church/Cherry Hills Village (Denver). <https://www.becc-denver.org/>

Once Sunflower Academic is in place I will work with Rachael on developing or revamping existing documentation and will pass this by Council for review and approval.