



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 December 14, 2021

The December meeting of the Trinity Lutheran Church Council was called to order by Stephen at 7:00 p.m. via Zoom. Stephen led us in a devotion.

Roll Call

Mary Baldwin	Martin Greller	Larry Oolman
Stephen Boss	Pastor Nathan Keith	Randy Wilkinson
Lindsay Conyers	Linda Lebeda (Financial Director)	

Unable to attend: Jennifer Zenor,

Pastor joyfully welcomed Lindsay Conyers back to the Council!

Approval of December Agenda

Stephen asked for a motion to approve the agenda. Lindsay made a motion to accept the agenda. Mary seconded. Motion passed.

Approval of November Meeting Minutes

Jen was unable to prepare the November minutes in time for this meeting. Approval will be tabled to December.

Financial Status Report

- Please see Linda's financial report below.
- November offerings and expenses were both slightly under budget.
- Year to date offerings are still over budget.
- The PPP loan has been forgiven.
- We have received a donation to start the Rohr Hall restoration

Excess Funds 2021

- Linda reviewed some of the options the Council has discussed regarding gifts with the good financial standing Trinity is blessed to be in at year end.
- Lindsay asked for clarification around Rohr Fellowship Hall restoration. Memorial funds, funds budgeted in maintenance and repair, and designated Thrivent funds are current sources, and a restricted donation of \$1,000.
- The Council suggested \$30,000 as a starting point. If it is determined we could give more, we can discuss additional gifts in the near future.
 - Local
 - Family Promise: \$2,000 to be donated in December. An additional \$2,000 donation will be presented at the Annual Meeting.

- SAFE Project: \$2,000 to be donated in December. An additional \$6,000 donation will be presented at the Annual Meeting.
- Interfaith: \$2,000 to be donated in December. An additional \$4,000 donation will be presented at the Annual Meeting.
- Synod Related
 - Border Relief Ministry: \$5,000. Stephen and Lindsay will research this further
 - Rocky Mountain Synod: \$5,000
 - Sky Ranch: \$4,000
- Martin made a motion to allocate immediately \$2,000 each to Family Promise, Safe Project, and Interfaith. Lindsay seconded the motion. Motion passed.
- Stephen and Lindsay will prepare a report to present to the congregation at the Annual Meeting for the remaining donation suggestions.

Ministry Budget 2022

- Linda provided an overview of the draft 2022 budget.

Executive Session

- The council went into executive session at 7:55 p.m. and returned at 8:15 p.m.
- Martin made a motion to purchase \$25 downtown gift certificates for staff and the secretary. Mary seconded. Motion passed.
- Lindsay made a motion to approve the bonus and applicable taxes for a bonus for Paster as discussed in Executive Session. Randy seconded. Motion passed.
- Stephen asked for a motion to approve the November financials as presented. --- made a motion. --- seconded. Motion passed.

Unfinished Business

Rohr Fellowship Hall Restoration

- Phil provided a \$2,000 bid to remove the Asbestos and carpet/tile; this is an incredible offer.
- A committee is getting estimates for flooring, water heaters, stick framing, windows, sheet rock, electrical work, etc. Plans to make the space wheelchair accessible is also in the plans. It is hoped that a planning report/presentation will be available for the congregational meeting in January.

Constitution Approval & Timeline for Congregation

- Martin provided a report on the constitution changes suggested from congregational, council, and Pastor input.
- Stephen made a motion to change the congregational meeting quorum to 30 voting members in C10.04. Lindsay seconded. Motion passed.
- Lindsay made a motion to refine the responsibilities of an executive committee member in C12.12 and further refine language in C13. 0404 & A21. Seconded by Mary. Motion passed.
- We are in line to send the draft out to the membership and vote at the congregational meeting.
- Stephen suggested that the Council declares support of the overall constitution. Lindsay made a motion for the Council to accept and support the constitution as presented with changes made at this meeting. And, for a statement to be shared with the congregation before the annual meeting noting such. Mary seconded. Motion passed.

Organ Midi

- The midi should arrive tomorrow and installation within the week. If installation cannot happen in this time, it may be months before this can be completed.

Camera System

- Pastor will continue to work with the Council and Shane to develop a system that can accommodate larger events.

Preschool

- Please see Stephen's report attached.
- Stephen asked for an endorsement from the council to move forward with a preschool.
- Larry moved that we allow access for the preschool through the end of the academic year and for the congregational council to vote for more permanent placement within the church at the annual meeting. Marry seconded. Motion passed.

Office Manager

- Pastor shared that Lisa has been working with Tish; their last day together will be tomorrow.

New Business

Nomination Committee Ballot

- Stephen made a motion to add the nomination committee ballot to new business. Motion passed.
- Pastor shared an overview of council terms; Three 2-year terms and 3 three-year terms if we want to add another council member. Martin suggested we leave Jen's term to be filled for one year ending in 2023. Because four terms would expire in 2023, it was decided to leave one term as a two-year term to stagger terms.
- Mary is interested in serving another three-year term. Randy is regrettably unable to fill another term.
- Pastor encouraged council members to share names with the nominating committee of potential council members.

Staff Reports

- Pastor has a large funeral on Tuesday.
- The choir will be singing for Christmas and the worship band will play at the early service.
- Paster needs readers for both Christmas services.

Administrative Items

Correspondence

- None

Counters

- Lisa will continue to process offerings in the office.

Next Meeting

- Tuesday, January 11, 2021 @ 7:00 p.m.

January Devotions

- Stephen or Lindsay

Adjournment

- Mary motioned to adjourn; Martin seconded. Motion passed.
- Stephen closed the meeting at 9:30.

- Pastor led the Council in the Lord's Prayer and a prayer for Martin's upcoming surgery.

Respectfully Submitted

Jennifer Zenor

Jennifer Zenor
TELC Council Secretary

DRAFT

Financial Status Reports

November 2021

Trinity Evangelical Lutheran Church Financial Snapshot November 30, 2021

Income and Expenses	Nov Actual	Nov Budget	YTD Actual	YTD Budget
Giving and Other Income				
Benevolence	\$0.00	\$0.00	\$0.00	\$0.00
General Offerings	14,062.54	16,666.67	195,218.81	183,333.33
Rocky Mtn Synod - Campus Ministry	658.33	583.33	7,666.67	6,416.67
Donated Services	400.00	400.00	4,400.00	4,400.00
Transfers from Temp. Restricted Fds.	0.00	41.67	1,904.91	458.33
Investment & Building Rental Income	252.81	41.67	1,150.51	458.33
Total Income	\$15,373.68	\$17,733.34	\$210,340.90	\$195,066.66
Expenses				
Benevolence	\$1,520.16	\$1,603.49	\$17,960.87	\$17,646.43
Pastor Salary and Benefits	9,320.49	9,031.84	96,855.15	99,350.16
Christian Education	333.84	529.17	4,141.00	4,420.83
Worship and Music	1,260.94	1,665.83	17,014.16	15,674.17
Leadership Materials and Training	0.00	37.08	384.20	407.92
Fellowship and Social Ministry	0.00	87.50	565.03	962.50
Administration and Building	4,673.24	5,099.79	51,446.95	56,383.21
Total Expenses	\$17,108.67	\$18,054.70	\$188,367.36	\$194,845.22
Net Income	-\$1,734.99	-\$321.36	\$21,973.54	\$221.44
Checking and Demand Accounts				
U.S. Bank Checking	\$143,610.67			
Mission Investment Fund Demand Account	30,250.99			
Temporarily Restricted:				
Building	-8,178.58			
Memorial	-10,313.24			
Campus Ministry	-5,106.17			
Music Development/Organ Midi	-1,508.07	\$1500 donation in Oct for the organ		
Thrivent	-3,241.00			
Leadership Lab/Youth	-2,539.00			
Rohr Fellowship Hall/Washer-Dryer	-1,228.52			
Safe Project	-100.00			
Good Samaritan (was Pastor Discretion.)	-268.89			
Total Temporarily Restricted	-32,483.47			
Total Unrestricted at US Bank and Mission Invest Fund	\$141,378.19			
Investments				
Edward Jones - Cash	0.00			
ELCA Mission Investment Fund - mif.elca.org	3,249.73	9/30/2021*; 3.455% CD's mature 9/28/2022		
Total Investments	\$3,249.73			
*per most recent statement				
Payroll Protection Program Loan May 20, 2020	\$22,726.00			

Notes

General offerings for November were under budget by \$2,604.13. November expenses were under budget by \$946.03. Total expenses exceeded income by \$1,734.99. Year to date offerings are over budget by \$11,885.48. Year to date expenses are under budget by \$6,477.86 mostly due to those activities that are still not back to normal due to the pandemic.

A \$1000 donation for the Rohr Fellowship Hall was received in November.

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

November 2021

	TOTAL
Income	
4-0000 Support & Revenues	
4-2000 Current Offering	
4-2100 Envelopes/General	14,062.54
Total 4-2000 Current Offering	14,062.54
4-3000 Other Offering	
4-3410 Campus Ministry	658.33
4-3550 Building Rental	240.00
Total 4-3000 Other Offering	898.33
4-4000 In Kind Donated Services	400.00
Total 4-0000 Support & Revenues	15,360.87
Total Income	\$15,360.87
GROSS PROFIT	\$15,360.87
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	7,284.34
Total 6-2100 Pastor's Salary	7,284.34
6-2200 Pastor's Benefits	
6-2210 ELCA Benefits Package	1,435.02
6-2220 Pastor's Continuing Education	601.13
Total 6-2200 Pastor's Benefits	2,036.15
6-2300 Staff	
6-2310 Organists' Salaries	440.00
6-2340 Parish Secretary's Salary/Vaca	1,046.15
6-2350 Custodial Services	250.00
6-2360 Staff Social Security	183.19
6-2370 Youth Director's Salary	200.00
Total 6-2300 Staff	2,119.34
Total 6-2000 Salaries and Benefits	11,439.83

TRINITY EVANGELICAL LUTHERAN CHURCH

Statement of Activities

November 2021

	TOTAL
6-3000 Administration and Building	
6-3100 Administration	
6-3110 Office Supplies/Software	548.59
6-3112 Printing & Publicity	121.84
6-3130 Service on Office Equipment	462.76
6-3150 Publications and Subscriptions	35.84
6-3160 Administration Fees	65.67
6-3170 Bookkeeping	693.33
Total 6-3100 Administration	1,928.03
6-3500 Utilities	
6-3510 Electricity	152.55
6-3520 Gas	267.52
6-3530 Telephone	97.98
6-3540 City Utilities & Trash	183.97
Total 6-3500 Utilities	702.02
6-3600 Insurance	
6-3610 Insurance	445.58
Total 6-3600 Insurance	445.58
6-3700 Physical Plant	
6-3710 Maintenance & Improvements	118.27
Total 6-3700 Physical Plant	118.27
Total 6-3000 Administration and Building	3,193.90
6-4000 Ministry	
6-4100 Christian Education	
6-4160 Campus Ministry	133.84
Total 6-4100 Christian Education	133.84
6-4200 Worship & Music	
6-4220 Altar Supplies	228.99
6-4230 Bulletin/Worship Aides	11.95
6-4235 Online Worship Tech Staff	480.00
6-4255 Worship Band Leader Salary	100.00
Total 6-4200 Worship & Music	820.94
Total 6-4000 Ministry	954.78
Total 6-0000 Expenses	17,108.67
Total Expenses	\$17,108.67
NET OPERATING INCOME	\$ -1,747.80

TRINITY EVANGELICAL LUTHERAN CHURCH

Statement of Activities

November 2021

	TOTAL
Other Income	
Interest & Investment Income	12.81
Total Other Income	\$12.81
NET OTHER INCOME	\$12.81
NET INCOME	\$ -1,734.99

TRINITY EVANGELICAL LUTHERAN CHURCH

BUDGET vs. ACTUAL FY 2021

January - November, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4-0000 Support & Revenues				
4-2000 Current Offering				
4-2100 Envelopes/General	195,218.81	183,333.33	11,885.48	106.48 %
Total 4-2000 Current Offering	195,218.81	183,333.33	11,885.48	106.48 %
4-3000 Other Offering				
4-3410 Campus Ministry	7,666.67	6,416.67	1,250.00	119.48 %
4-3550 Building Rental	615.00		615.00	
Total 4-3000 Other Offering	8,281.67	6,416.67	1,865.00	129.06 %
4-4000 In Kind Donated Services	4,400.00	4,400.00	0.00	100.00 %
4-5000 Transfers from Temporarily Restricted Funds	1,904.91	458.33	1,446.58	415.62 %
Total 4-0000 Support & Revenues	209,805.39	194,608.33	15,197.06	107.81 %
Total Income	\$209,805.39	\$194,608.33	\$15,197.06	107.81 %
GROSS PROFIT	\$209,805.39	\$194,608.33	\$15,197.06	107.81 %
Expenses				
6-0000 Expenses				
6-1000 Benevolence				
6-1100 Apportionment to Synod/ELCA	15,584.00	15,584.00	0.00	100.00 %
6-1300 Interfaith	1,145.76	1,145.76	0.00	100.00 %
6-1500 Good Samaritan Fund (formerly Pastor's Discretionary Allowance)	1,231.11	916.67	314.44	134.30 %
Total 6-1000 Benevolence	17,960.87	17,646.43	314.44	101.78 %
6-2000 Salaries and Benefits				
6-2100 Pastor's Salary				
6-2110 Pastor/Salary	80,127.66	42,350.00	37,777.66	189.20 %
6-2120 Pastor Soc. Sec. Allowance		5,694.33	-5,694.33	
6-2130 Pastor/Housing Allowance		32,083.33	-32,083.33	
Total 6-2100 Pastor's Salary	80,127.66	80,127.66	0.00	100.00 %
6-2200 Pastor's Benefits				
6-2210 ELCA Benefits Package	15,764.01	15,785.00	-20.99	99.87 %
6-2220 Pastor's Continuing Education	620.21	1,833.33	-1,213.12	33.83 %
6-2230 Pastor's Car Allowance		687.50	-687.50	
6-2240 Ministerial Expenses	343.27	916.67	-573.40	37.45 %
Total 6-2200 Pastor's Benefits	16,727.49	19,222.50	-2,495.01	87.02 %
6-2300 Staff				
6-2310 Organists' Salaries	5,880.00	5,316.67	563.33	110.60 %
6-2320 Chancel Choir Dir's Salary		916.67	-916.67	
6-2340 Parish Secretary's Salary/Vaca	11,096.05	13,080.83	-1,984.78	84.83 %
6-2350 Custodial Services	2,750.00	3,300.00	-550.00	83.33 %
6-2360 Staff Social Security	2,056.91	2,367.75	-310.84	86.87 %

TRINITY EVANGELICAL LUTHERAN CHURCH

BUDGET vs. ACTUAL FY 2021

January - November, 2021

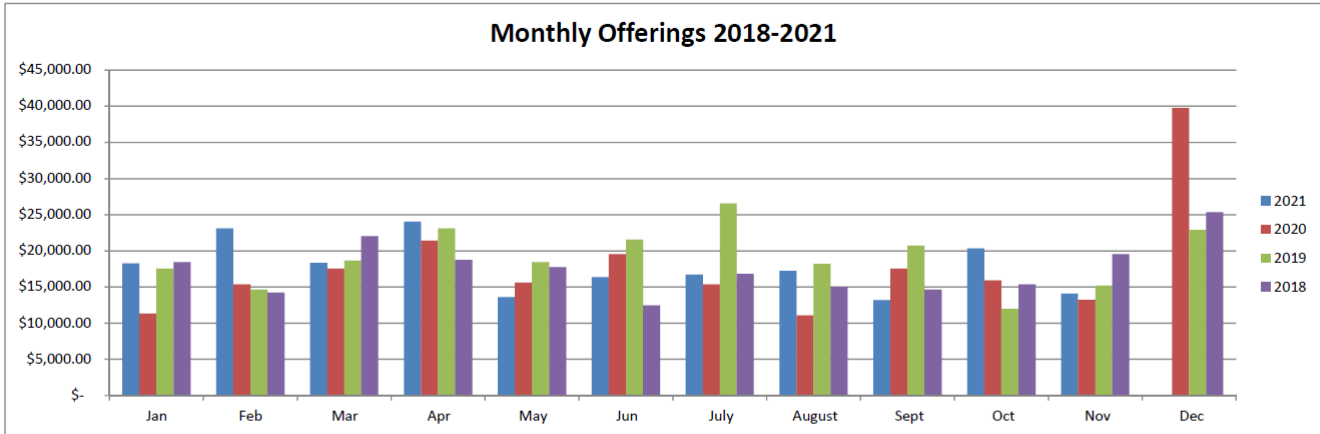
	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-2370 Youth Director's Salary	1,800.00	1,800.00	0.00	100.00 %
6-2380 Staff Bonuses/Gifts	680.00	733.33	-53.33	92.73 %
Total 6-2300 Staff	24,262.96	27,515.25	-3,252.29	88.18 %
Total 6-2000 Salaries and Benefits	121,118.11	126,865.41	-5,747.30	95.47 %
6-3000 Administration and Building				
6-3100 Administration				
6-3110 Office Supplies/Software	1,584.03	1,833.33	-249.30	86.40 %
6-3112 Printing & Publicity	774.22	91.67	682.55	844.57 %
6-3114 Postage	146.00	458.33	-312.33	31.85 %
6-3120 Offering Envelopes/Folders		91.67	-91.67	
6-3130 Service on Office Equipment	4,929.43	4,955.48	-26.05	99.47 %
6-3140 Copier Supplies		137.50	-137.50	
6-3150 Publications and Subscriptions	194.74	183.33	11.41	106.22 %
6-3160 Administration Fees	856.92	687.50	169.42	124.64 %
6-3170 Bookkeeping	7,513.40	7,333.33	180.07	102.46 %
6-3180 ISP Provider/Web Maintenance		0.00	0.00	
Total 6-3100 Administration	15,998.74	15,772.14	226.60	101.44 %
6-3500 Utilities				
6-3510 Electricity	1,702.33	1,833.33	-131.00	92.85 %
6-3520 Gas	3,490.04	4,491.67	-1,001.63	77.70 %
6-3530 Telephone	1,112.65	1,100.00	12.65	101.15 %
6-3540 City Utilities & Trash	2,441.55	2,475.00	-33.45	98.65 %
Total 6-3500 Utilities	8,746.57	9,900.00	-1,153.43	88.35 %
6-3600 Insurance				
6-3610 Insurance	5,229.58	5,270.83	-41.25	99.22 %
Total 6-3600 Insurance	5,229.58	5,270.83	-41.25	99.22 %
6-3700 Physical Plant				
6-3710 Maintenance & Improvements	4,889.10	5,500.00	-610.90	88.89 %
Total 6-3700 Physical Plant	4,889.10	5,500.00	-610.90	88.89 %
6-3800 Contingencies				
6-3810 Contingencies		458.33	-458.33	
Total 6-3800 Contingencies		458.33	-458.33	
Total 6-3000 Administration and Building	34,863.99	36,901.30	-2,037.31	94.48 %
6-4000 Ministry				
6-4100 Christian Education				
6-4110 Sunday School	179.99	229.17	-49.18	78.54 %
6-4130 Confirmation Classes/Jr. High	391.63	183.33	208.30	213.62 %
6-4140 Youth Ministry	843.33	320.83	522.50	262.86 %
6-4145 Campership	435.00	500.00	-65.00	87.00 %
6-4150 Adult Education		91.67	-91.67	

TRINITY EVANGELICAL LUTHERAN CHURCH

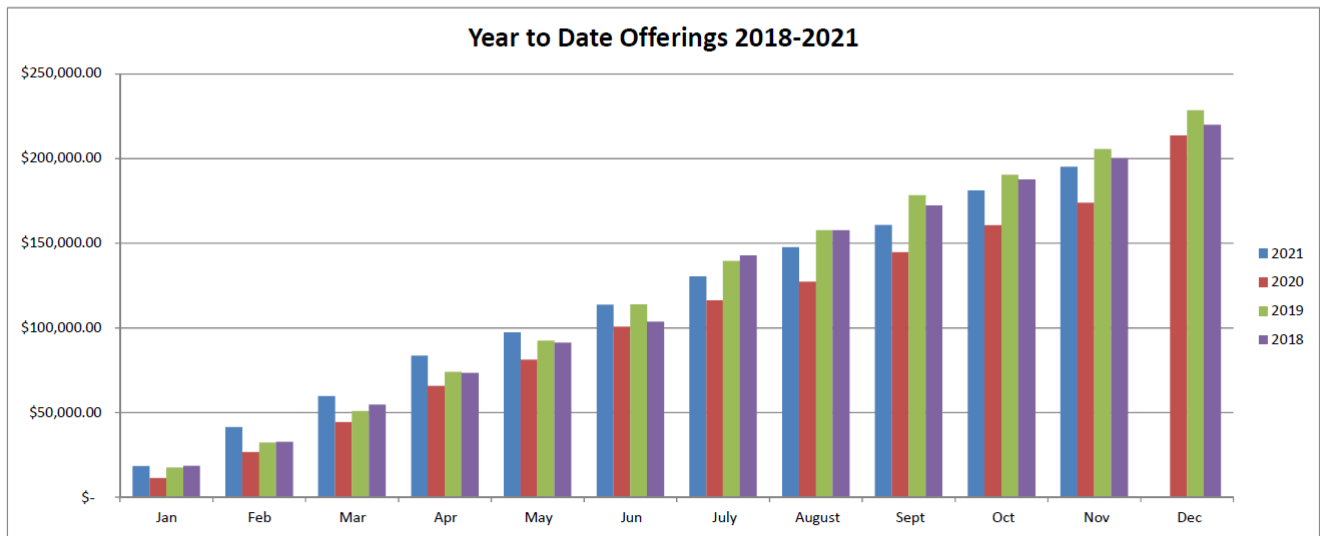
BUDGET vs. ACTUAL FY 2021

January - November, 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
6-4160 Campus Ministry	491.05	1,250.00	-758.95	39.28 %
6-4170 Library		45.83	-45.83	
Total 6-4100 Christian Education	2,341.00	2,620.83	-279.83	89.32 %
6-4200 Worship & Music				
6-4210 Pulpit Supply	1,088.62	600.00	488.62	181.44 %
6-4220 Altar Supplies	704.33	320.83	383.50	219.53 %
6-4230 Bulletin/Worship Aides	1,017.51	458.33	559.18	222.00 %
6-4235 Online Worship Tech Staff	6,120.00	5,720.00	400.00	106.99 %
6-4240 Chancel Choir Music		183.33	-183.33	
6-4250 Worship Band	290.59	91.67	198.92	317.00 %
6-4255 Worship Band Leader Salary	400.00	400.00	0.00	100.00 %
6-4270 Piano/Organ Maintenance	1,018.00	916.67	101.33	111.05 %
6-4290 Music Dev. Fund	495.11	458.33	36.78	108.02 %
6-4295 Choir Support		291.67	-291.67	
Total 6-4200 Worship & Music	11,134.16	9,440.83	1,693.33	117.94 %
6-4300 Leadership Materials/Training				
6-4330 Devotional Guides	109.20	132.92	-23.72	82.15 %
6-4340 Conventions	275.00	275.00	0.00	100.00 %
Total 6-4300 Leadership Materials/Training	384.20	407.92	-23.72	94.19 %
6-4500 Fellowship	166.03	687.50	-521.47	24.15 %
6-4600 Social Ministry	399.00	275.00	124.00	145.09 %
Total 6-4000 Ministry	14,424.39	13,432.08	992.31	107.39 %
Total 6-0000 Expenses	188,367.36	194,845.22	-6,477.86	96.68 %
Total Expenses	\$188,367.36	\$194,845.22	\$ -6,477.86	96.68 %
NET OPERATING INCOME	\$21,438.03	\$ -236.89	\$21,674.92	-9,049.78 %
Other Income				
Interest & Investment Income	535.51	458.33	77.18	116.84 %
Total Other Income	\$535.51	\$458.33	\$77.18	116.84 %
NET OTHER INCOME	\$535.51	\$458.33	\$77.18	116.84 %
NET INCOME	\$21,973.54	\$221.44	\$21,752.10	9,923.02 %



	Jan	Feb	Mar	Apr	May	Jun	July	August	Sept	Oct	Nov	Dec
2021	\$ 18,301.64	\$ 23,099.51	\$ 18,303.45	\$ 24,036.41	\$ 13,575.11	\$ 16,392.44	\$ 16,716.46	\$ 17,219.26	\$ 13,167.26	\$ 20,344.73	\$ 14,062.54	\$ -
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



	Jan	Feb	Mar	Apr	May	Jun	July	August	Sept	Oct	Nov	Dec
2021	\$ 18,301.64	\$ 41,401.15	\$ 59,704.60	\$ 83,741.01	\$ 97,316.12	\$ 113,708.56	\$ 130,425.02	\$ 147,644.28	\$ 160,811.54	\$ 181,156.27	\$ 195,218.81	\$ 213,688.92
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

Preschool Report

12/13/2021

Stephen Boss

Per the last meeting we discussed the Day Center and the possibility of hosting a Pre-School. After some discussion we determined that Sunflower Academy Preschool who needs a new facility for the preschool operations would be a good candidate for Trinity Lutheran Church.

Building Requirements for a Pre-School

Recently we had the Department of Family Services and the Laramie Fire Marshal do a walk through at Trinity. Currently, our structure has been approved with no major issues. The only large item required is to install a fence around our small green space for children to have place to play safely. We would fence in the grassy area on the north side of the church. Since we are now in the midst of winter, the fence and playground can be completed in the late spring/early summer.

Trinity is currently zoned residential. We will need to navigate a rezoning process which will take about 2 months and will require us to fill out some paperwork. The preschool would potentially start at the earliest at end of February, 2022.

Rachel Franz, the current Sunflower Academy Preschool Director has been asked to move out of the Civic Center due to lack of exits in the building for preschool education operations.

Currently she has 4 children, separated by morning and afternoon. Since she needs to vacate per the fire code, she is asking if she can use Trinity space for her relatively small number of children. It is a small group since she doesn't run a licensed facility yet. With no licensed building she can only have 2 kids at a time. She plans to obtain licensing to run a preschool for up to 15 children.

Benchmark Policies/Logistics – Lutheran Churches Providing Preschool Services

I plan to benchmark 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/>

I will review best practices/policies/procedures via church websites such as the Bethany Early Childhood Center (BECC). I will also talk to my eldest son Erik who taught at the preschool before attending seminary in Chicago.

Preschool Logistical Questions

Q: I thought we were asking the preschool directory for a one-two page proposal on what she was asking for. What space is she using and what space will they use at Trinity?

A: Currently, they are currently in the Laramie Plains Civic Center, the old high school. The building lacks enough modern escape routes. That is why they are looking for a new home.

For the two kids she would be doing preschool with, she would be using the nursery area. If we decided to move forward with the preschool, she would use the Sunday school rooms downstairs. With our rezoning, the fire department only allows up to 15 kids for a preschool unless we have

full fire suppression in the building. Getting Trinity up to the full fire suppression level would be cost prohibitive. The preschool for the foreseeable future would accommodate 15 students now and in the future.

Q: What would the hours be?

A: Hours would traditionally be during the day when the pastor is in the office at church.

Q: What are our expectations for how she leaves the space (picking up, cleaning, fixing any damage, etc)? What is she expecting from us?

A: The expectation is that the space would be clean and ready to use for the next group. Her expectation is that she would simply use our space/facility.

Q: Is this temporary or permanent? If temporary, how temporary?

A: If you are addressing her using the space now, that would be temporary. If we move forward with her using the space as we get rezoned, than we could offer a yearly agreement.

Q: In general, with our trying to get the day center started and with the remodeling of the fellowship hall and then kitchen, how will these activities impact each other?

A: Our thinking has moved from hosting a Day Center to hosting a preschool. The reason we are recommending that we move towards the preschool option is the lack of participation from Trinity on moving forward with a Day Center. There is also a definite need for Preschool options in Laramie.

Q: Is participation belief based and if so, are their beliefs compatible with ours?

A: Rachael's faith background is compatible. This is one area where we haven't settled on. Are we offering a preschool or a preschool that is faith based? The preschool in my last call is called a Christian preschool, which at times is a conflict with parents looking for great educators for their child.

Q: Are we going to work to get a Memorandum of Understanding (MOU) in place? Ongoing programming by an external person at Trinity should be governed by an MOU.

A: Stephen will work on writing an MOU. We will make sure that we have supporting documentation that is reviewed by church council and passed with council input. Stephen will benchmark with other Lutheran churches who run daycares i.e. Bethany Lutheran Church in Cherry Hills Village (Denver), Colorado and will obtain their supporting documentation to review and use as a boilerplate.

Q: The preschool probably needs to obtain liability insurance. What is their plan?

A: Please see the attached quote for insurance which the preschool would pay for. See Addendum 1.

Q: Can you tell us about the Preschool Director, Rachel Franz?

A: Nate has had a number of conversations with Rachel. I have included her resume as an addendum to this report. See Addendum 2.

Q: Will there be documentation for parents and Trinity noting policies/procedures, tuition rates, contact information etc.?

A: We will be discussing this with Rachel. Stephen and Nate are looking into this. Nate has obtained some documentation from one of his old calls in Fargo. See Addendum 3.

Stephen is working with personnel at Bethany Lutheran Church in Cherry Hills Village (Denver). Their website link follows. <https://www.becc-denver.org/>