



S T . M A T T H E W

Living God's Love

Agenda & Reports Congregational Council Meeting

November 19, 2024 at 5:00 PM

Join Zoom Meeting

<https://zoom.us/j/2219534065?pwd=ZjdyVlFtR21lZFBrSW9uS1BFRRFJvQT09>

Meeting ID: 221 953 4065

Password: stmattgl

Telephone (audio only) option:

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Enter Meeting ID: 221 953 4065# (when prompted)

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“Living God’s Love”

St. Matthew Evangelical Lutheran Church

400 North Broadway Street † Medina Ohio 44256

330-725-8885 †office@stmatthewmedina.org †www.stmatthewmedina.org

**St. Matthew Evangelical Lutheran Church
Congregational Council Meeting Agenda
November 19, 2024, 5:00pm**

- Call to Order, Roll Call
- Opening Prayer/Devotions – Pastor Steve
- Approval of the Prior Meeting Minutes
- Monthly Updates and Reports:
 - a. Deacon’s Report
 - b. Pastor’s Report
 - c. President
 - d. Vice President
 - e. Secretary Report
 - f. Treasurer Report
 - g. At Large Members/Liaisons
- Old Business:
 - St. Matthew Cultural Collective – did this get put into Leadership Handbook?
 - Risk Management/Safety – door securing policy review – upcoming meeting 12/1/24
 - Renovation Committee – last email received still waiting on grant results
 - Stewardship Committee – updates?
 - Budgets 2025 – PASSED
 - Fun Fellowship – Christmas Caroling party 12/15/24 – Echelon/Forest Meadows
 - Grace House/Faith House update – property management company? Operation Homes options?
 - Promise Place Survey – sent out, any feedback? Cottage Meetings in January
 - At Large Position – Marcia George
- New Business

Closing Prayer

Next Meeting – 12/17/2024 @5:00 pm – Brown Room

December Opening Prayer/Devotions – Delores

**St. Matthew Lutheran
Church Congregational Council
October 22nd, 2024**

President	Jen Knaggs	P
Vice President	Kristine Neate	P
Secretary	Delores Ivan	P
Treasurer	Teri Uttech	P
At Large Officers	Amanda Kotick	P
	Bruce Reed	P
	Jim Woodard	X
Deacon	Lindsay Stertzbach	On Leave
Pastor	Steve Mahaffey	P

Roll call of attendees started the meeting. Guests included Sandy Andrews in person, and Brian Harris on Zoom.

Opening devotion and prayer was given by Amanda Kotick.

Reviewed minutes from August 20th. Corrections were needed on the rent rates; corrections made. Amanda motioned to approve the minutes with revisions and Teri seconded the motion. All in favor and motion passed.

Deacons Report:

- On leave followed by sabbatical.

Pastors Report:

- Nothing additional to add other than what was mentioned in his report.

Presidents Report:

- Jen will discuss her items in New Business.

Vice President's Report:

- Nothing to report.

Secretary Report:

- Nothing to report other than what is in the minutes.

Treasurer's Report:

- Detailed discussion of the budget line items will be reviewed in New Business.
- Preparing a message for the congregation explaining the budget and what we need to do to head us in the right direction.

At Large Officer's Reports:

- None to report at this time from the committees. Bruce will give an update on Grace House in New Business.
- Jim Woodard is resigning at the end of the year; replacement needed.

Old Business:

- ★ Kristin reported on how we can communicate information with the congregation. The Cultural Collective Document was prepared and sent to the council to review and determine how to get the message out to the congregation.
 - There's been no feedback from the congregation.
- ★ Risk Management Safety Committee- Jen has been making contacts and we plan to meet again later this year to act on some of the recommendations. One item we can act on rather quickly are "push buttons" from Church Mutual for free to alert police in an emergency. Key management and access through entry and exit doors are other topics we can address quickly.
 - Jen tasked the committee members to prioritize the top three situations we should address first. Will have more information at the next meeting.
 - Additional members added to this committee are Joe and Sarah Robinson.
- ★ Stewardship committee - it's too late in the year to use pledge cards. Other methods to communicate the necessity of increasing stewardship will be forthcoming. Members on the committee for next year are Bob and Carla Maas, Tim Brown and John Baker.
- ★ 2025 budget numbers are all in.
 - Pastor and Deacon's numbers were revised.
 - Discussed all other line items.
 - Offerings
 - Benevolence
 - Other staff adjustments
 - Computer replacement for Deb (office administrator)
 - Hourly rates
 - Congregational Life
 - Comprehensive Youth
 - Year end expenses
 - Capital Improvements

- There was a motion to increase the budget to allow for 60 hrs of paid time off per year for office administration. Teri made the motion and Kristine seconded the motion. Motion passed by all.
 - Amanda motioned to approve the budget and Delores seconded the motion. Motion passed- budget approved by council.
 - Congregational annual meeting will be November 17th to vote for an At-Large replacement committee member as well as approve the budget.
- Update on the Fall Fest was that it was well attended and successful.
 - Grace House Update- Joyce and Bruce met with the tenants and gave them the contract to agree to \$1500 rent in 2025. Deposit was bumped up by \$300 to be in line with the new rent rate.
 - Faith House update- property committee is working on how we should proceed with the rental process.

New Business:

- Annual meeting prep for November 17- info needs to go out 10 days before the meeting.
- Promise Place survey update- results will be included at the annual meeting.
- We have an open position to be filled-At Large Member. We also need a term list for the various positions.
- Hiring Lavonne DuBois as part time pianist effective 11/1/24
 - Pastor Steve made a motion to hire Lavonne as a part time pianist paid the same as Cindy. Kristine second the motion. All approved-motion passed.

Meeting concluded with a closing prayer.

Next meeting- Nov 19th @ 5:00pm- Brown Room

November Opening Prayer/Devotions- Pastor Steve

Respectfully submitted,
Delores Ivan

Report to Congregation Council November 19, 2024

The highlight this past month wasn't personally mine, but it impacted me (and the congregation) ... Deacon Lindsay and Austin welcomed their little girl, Ellison Marie Stertzbach, into the world. Although she'd begun her maternity leave on October 7, out of concern from the challenging pregnancy, it was with joy and relief Ellie was born happy and healthy (just tiny).

So, as of today, we as a congregation have had approximately 6 weeks to adjust to Deacon Lindsay not being present. Many of us have stepped up to "cover" the various roles that she serves in the congregation, and thankfully she left us all well-planned instructions as to "what to do and when to do it." I personally have picked up teaching Catechism on Sundays, making sure some of the other items are moving forward, and the training of worship assistants. Others have taken on the children's Christmas service and Care Packages, and the Adult Mentors. It's an adjustment, and one that reinforces to me that we are a congregation that couldn't operate effectively without a second called leader.

Reformation Sunday was a nice celebration. 5 young people confirmed their faith and made promises to continue in their walk with God. Thanks to Joyce and Jan for organizing a wonderful reception for them and their families.

I attended a Synod Training on the 31st of October, at which I was able to renew my bi-annual boundaries training requirement. I also connected again with my colleagues at the monthly Cleveland West Lutheran Conference meeting on November 7. Later that evening I went with a few St. Matthew Members up to Case Western to hear Pastor Nadia Bolz-Weber deliver and lecture. This month was a good month for continuing education!

This month also included the ever-active range of meetings here at St. Matthew. The staff held our meeting at Alladin's on the 29th, which is something we've been attempting to do (eat out) in order to build our team. Additionally, the Worship Team, Evangelism & Communication, LGL Samaritan, and Finance Teams all met. Finally, we held our Annual Congregational meeting. (Reminder...we still need to install all of the Congregation Council members for 2025).

Visitation this past month included more visiting with active and in-person members than with the hospitalized and homebound members. My hope is that the coming month will be a little more open so I might see more of the homebound members before the holidays.

I was honored to preside over the marriage of Caroline Obermeier and Daniel Kane the weekend of November 9th in Cleveland. I also was contacted by a funeral home in Parma with a family in need of a pastor for a brief graveside service at Western Reserve National Cemetery, which I was able to do.

Lastly, I've been tracking the in-person attendance numbers since September. There's been a perception that attendance has "dropped off" recently, so I was curious if the perception is accurate. I'm providing you with the total attendance number (includes both services combined) for every Sunday beginning in 2021. On average there are close to 13 people less in worship per Sunday, which has been more noticeable at the 11:00 service than at the 8:30 this past year. Although the number isn't a drastic shift, it's large enough to notice when a worship service would typically have 50 in a space like ours. I've also included the statistics for membership gained (baptisms/affirmation of faith) and removed (death/transfer) since 2022. 2024 statistics coming.

In Christ, with Christ, for Christ!

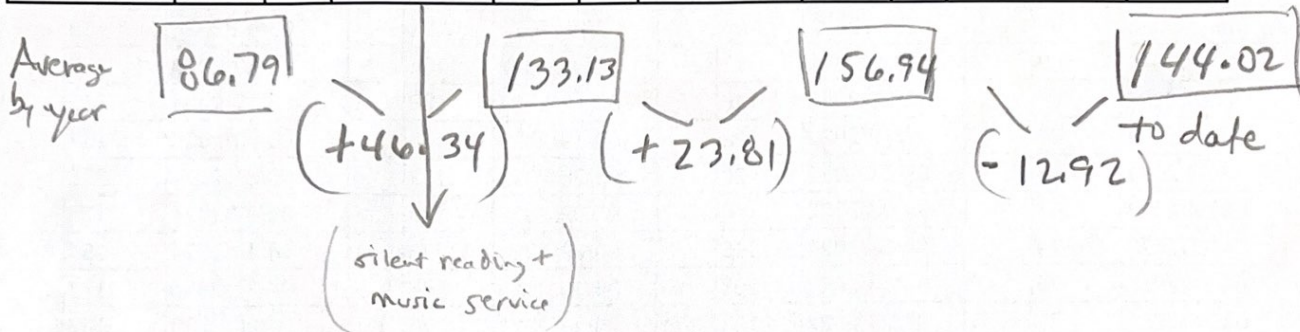
Pastor Steve

Attendance Comparison 2021 - 2024

2021	Total		2022	Total		2023	Total		2024	Total
01/03/2021	54		01/02/2022	64		01/01/2023	71		01/07/2024	173
01/10/2021	67		01/09/2022	80		01/08/2023	175		01/14/2024	171
01/17/2021	48		01/16/2022	78		01/15/2023	160		01/21/2024	128
01/24/2021	67		01/23/2022	81		01/22/2023	151		01/28/2024	129
01/31/2021	66		01/30/2022	87		01/29/2023	172		02/04/2024	132
02/07/2021	83		02/06/2022	93		02/05/2023	166		02/11/2024	160
02/14/2021	53		02/13/2022	108		02/12/2023	175		02/18/2024	159
02/21/2021	69		02/20/2022	101		02/19/2023	234		02/25/2024	112
02/28/2021	87		02/27/2022	154		02/26/2023	191		03/03/2024	169
03/07/2021	60		03/06/2022	115		03/05/2023	165		03/10/2024	153
03/14/2021	65		03/13/2022	149		03/12/2023	133		03/17/2024	143
03/21/2021	69		03/20/2022	109		03/19/2023	188		03/24/2024	163
03/28/2021	75		03/27/2022	90		03/26/2023	123		03/31/2024	275
04/04/2021	161		04/03/2022	90		04/02/2023	189		04/07/2024	175
04/11/2021	79		04/10/2022	195		04/09/2023	326		04/14/2024	164
04/18/2021	78		04/17/2022	268		04/16/2023	158		04/21/2024	174
04/25/2021	72		04/24/2022	105		04/23/2023	176		04/28/2024	157
05/02/2021	73		05/01/2022	201		04/30/2023	152		05/05/2024	232
05/09/2021	86		05/08/2022	166		05/07/2023	171		05/12/2024	204
05/16/2021	72		05/15/2022	135		05/14/2023	145		05/19/2024	149
05/23/2021	84		05/22/2022	175		05/21/2023	167		05/26/2024	115
05/30/2021	65		05/29/2022	126		05/28/2023	132		06/02/2024	153
06/06/2021	67		06/05/2022	152		06/04/2023	143		06/09/2024	126
06/13/2021	83		06/12/2022	107		06/11/2023	121		06/16/2024	120
06/20/2021	61		06/19/2022	134		06/18/2023	116		06/23/2024	144
06/27/2021	75		06/26/2022	139		06/25/2023	117		06/30/2024	126
07/04/2021	64		07/03/2022	122		07/02/2023	155		07/07/2024	121
07/11/2021	66		07/10/2022	102		07/09/2023	126		07/14/2024	172
07/18/2021	73		07/17/2022	114		07/16/2023	142		07/21/2024	119
07/25/2021	52		07/24/2022	134		07/23/2023	156		07/28/2024	136
08/01/2021	75		07/31/2022	94		07/30/2023	154		08/04/2024	121
08/08/2021	59		08/07/2022	119		08/06/2023	149		08/11/2024	102
08/15/2021	89		08/14/2022	75		08/13/2023	74		08/18/2024	157
08/22/2021	59		08/21/2022	128		08/20/2023	173		08/25/2024	80
08/29/2021	75		08/28/2022	128		08/27/2023	153		09/01/2024	100
09/05/2021	102		09/04/2022	121		09/03/2023	141		09/08/2024	131
09/12/2021	88		09/11/2022	170		09/10/2023	180		09/15/2024	139
09/19/2021	72		09/18/2022	128		09/17/2023	145		09/22/2024	125
09/26/2021	86		09/25/2022	110		09/24/2023	161		09/29/2024	162
10/03/2021	103		10/02/2022	141		10/01/2023	148		10/06/2024	143
10/10/2021	101		10/09/2022	159		10/08/2023	135		10/13/2024	150
10/17/2021	104		10/16/2022	202		10/15/2023	138		10/20/2024	128
10/24/2021	85		10/23/2022	113		10/22/2023	174		10/27/2024	181
10/31/2021	145		10/30/2022	220		10/29/2023	206		11/03/2024	149
11/07/2021	127		11/06/2022	154		11/05/2023	146		11/10/2024	1090

Attendance Comparison 2021 - 2024

2021	Total	2022	Total	2023	Total	2024	Total
11/14/2021	100	11/13/2022	162	11/12/2023	158	11/17/2024	104
11/21/2021	126	11/20/2022	127	11/19/2023	162		
11/28/2021	119	11/27/2022	139	11/26/2023	138		
12/05/2021	143	12/04/2022	131	12/03/2023	174		
12/12/2021	146	12/11/2022	198	12/10/2023	153		
12/19/2021	154	12/18/2022	201	12/17/2023	198		
12/24/2021	207	12/24/2022	242	12/24/2023	143		
12/26/2021	61	12/25/2022	20	12/31/2023	119		



In 2022 St. Matthew

Received Members - 18

Removed Member - 10

In 2023 St. Matthew

Received Members - 40

Removed Members - 10

In 2024 St. Matthew

Received Members - _____

Removed Members - _____

St. Matthew Evangelical Lutheran Church

Statement of Activity

October 2024

	TOTAL	
	OCT 2024	JAN - OCT, 2024 (YTD)
Revenue		
44000 Offerings	23,858.15	286,464.30
44200 Temp Restricted Offerings	4,871.35	99,690.58
Total Revenue	\$28,729.50	\$386,154.88
GROSS PROFIT	\$28,729.50	\$386,154.88
Expenditures		
51000 Benevolence	20.00	212.92
51010 ELCA - Mission Support	1,293.00	15,211.00
51015 ELCA - World Hunger		519.02
51080 ELCA - LOMO		1,000.00
51101 Feeding Medina County		1,000.00
51102 Cups Cafe	1,000.00	1,000.00
51110 Operation Homes		1,000.00
Total 51000 Benevolence	2,313.00	19,942.94
52150 Pastor Steve Mahaffey		
52151 Compensation		
52152 Salary	5,516.66	55,166.60
52153 Housing Allowance	2,000.00	20,000.00
52156 Social Security	575.00	5,750.00
Total 52151 Compensation	8,091.66	80,916.60
52155 Benefits		
52157 Retirement & Medical	3,199.92	31,999.20
52158 Continuing Education		1,021.18
52160 Car/Business Expense	300.26	3,030.95
Total 52155 Benefits	3,500.18	36,051.33
Total 52150 Pastor Steve Mahaffey	11,591.84	116,967.93
52200 Deacon		
52210 Compensation		
52211 Salary	6,516.66	65,166.60
Total 52210 Compensation	6,516.66	65,166.60
52220 Benefits		
52212 Car/Business Expenses	886.26	2,555.17
52221 Retirement and Medical	1,500.17	15,001.70
52223 Continuing Education		1,154.14
Total 52220 Benefits	2,386.43	18,711.01
Total 52200 Deacon	8,903.09	83,877.61
52350 Pastor Substitute	350.00	1,592.02

St. Matthew Evangelical Lutheran Church

Statement of Activity

October 2024

	TOTAL	
	OCT 2024	JAN - OCT, 2024 (YTD)
52400 Pastoral Admin. Assistant		
52410 Compensation		
52411 Salary	3,076.50	27,247.50
Total 52410 Compensation	3,076.50	27,247.50
Total 52400 Pastoral Admin. Assistant	3,076.50	27,247.50
52500 Music Personnel		
52510 Organist	1,550.00	12,737.50
52511 Worship Musicians	150.00	1,550.00
52520 Luther Choir Director	317.36	2,221.52
52530 Kids of the Kingdom Director	115.50	932.25
Total 52500 Music Personnel	2,132.86	17,441.27
52600 Parish Nurse		
52610 Salary	764.58	6,498.93
Total 52600 Parish Nurse	764.58	6,498.93
52700 Nursery Staff	97.80	733.50
52800 Custodian	1,339.50	11,244.50
52810 Bookkeeper	120.85	1,558.97
52900 FICA for Non-pastors	1,033.51	9,501.97
53000 Administration		
53010 Telephone	250.99	2,410.53
53014 Office Supplies	-35.93	1,071.58
53015 ACS Technologies	168.67	1,681.36
53020 Internet	59.95	736.05
53040 Postage		892.67
53050 Conference Expense		722.42
53080 Office Equipment	108.50	1,908.28
53090 Office Eq. Maintenance Agmt.		546.05
53110 Miscellaneous		173.21
53112 Archival Project		254.55
Total 53000 Administration	552.18	10,396.70
53016 Bank charges		115.00
53060 Workers Compensation		1,090.60
53120 Finance		58.00
53122 Stewardship Supplies	95.83	407.91
53123 Service Cost/Fees - Intuit/Vanc	281.00	3,254.83
Total 53120 Finance	376.83	3,720.74
53130 Property Management		
53131 Supplies	144.87	735.53
53132 Utilities	658.36	10,163.03
53133 Insurance		9,952.00

St. Matthew Evangelical Lutheran Church

Statement of Activity

October 2024

	TOTAL	
	OCT 2024	JAN - OCT, 2024 (YTD)
53134 Repairs and Maintenance	2,335.00	7,803.59
53135 Lawn Care/Snow Removal	256.20	2,838.45
53138 Capital Impr/Depreciation Expen		51,863.16
53140 Grace House	70.50	5,065.92
53160 Faith House	164.16	5,772.12
Total 53130 Property Management	3,629.09	94,193.80
54000 Congregational Life Ministry		
54010 Adult Choir Music & Supplies		44.28
54020 Special Bulletins (Wedding/Funeral)	27.19	205.83
54021 Licensing/Annual Subscriptions		1,235.00
54022 Christ in Our Home Booklets		192.00
54040 Altar Guild	19.09	1,349.43
54060 Flowers (Altar & Memorial)	180.00	1,485.00
54061 Flowers (Special Occasion - Christmas, Easter)	113.60	1,294.88
54070 Outdoor Worship		10.00
54080 Organ Main.		160.00
54120 Health & Wellness		16.76
54130 New Member Receptions		118.24
54160 Adult Sunday School / Bible stu		19.12
54170 Women of the Church Expense	155.06	155.06
Total 54000 Congregational Life Ministry	494.94	6,285.60
55000 Comprehensive Youth Ministry		
55010 Luther Middles (6-8 Youth group)		359.46
55020 Luther League	1,546.86	11,501.01
55070 Sunday School (Pre K-5th)		
55071 Lesson Materials		164.63
55072 Supplies and Misc.		91.43
Total 55070 Sunday School (Pre K-5th)		256.06
55080 Sunday School (6th - 12th)		
55081 Lesson Materials		449.60
55082 Supplies & Misc.		77.56
55083 Graduation Gifts/Reception		94.44
Total 55080 Sunday School (6th - 12th)		621.60
55090 Confirmation Ministry/Retreat	539.06	1,125.17
55100 Vacation Bible School	18.46	693.53
55140 First Communion Ministry/Retrea		204.65
55160 College Care Packages		151.49
55170 ELCA Youth Gathering		6,000.00
55180 Rally Day		91.80
Total 55000 Comprehensive Youth Ministry	2,104.38	21,004.77

St. Matthew Evangelical Lutheran Church

Statement of Activity

October 2024

	TOTAL	
	OCT 2024	JAN - OCT, 2024 (YTD)
56000 Communication Evang. Ministry		
56030 Ads, Spiritual Messages	30.00	1,723.50
56040 Video Spiritual Production		282.19
56060 Evangelism Outreach	500.00	500.00
56065 Website		434.73
Total 56000 Communication Evang. Ministry	530.00	2,940.42
57000 Social Concerns Ministry		
51060 God's Work Our Hands	86.09	1,406.99
Total 57000 Social Concerns Ministry	86.09	1,406.99
58000 Small Group Ministry		
58030 Socials & Promotional Items		257.67
Total 58000 Small Group Ministry		257.67
65600 Payroll Expenses	0.00	0.00
67000 Interest Expense	123.05	1,374.48
Total Expenditures	\$39,620.09	\$439,393.91
NET OPERATING REVENUE	\$ -10,890.59	\$ -53,239.03
Other Revenue		
70100 Interest Income	1,904.98	17,544.25
90000 Released from restrictions	3,306.83	56,125.90
91000 Designated funds carried over	-2,055.32	-84,314.04
92000 Same Year restricted fund usage	-2,660.97	-19,163.63
Total Other Revenue	\$495.52	\$ -29,807.52
NET OTHER REVENUE	\$495.52	\$ -29,807.52
NET REVENUE	\$ -10,395.07	\$ -83,046.55

St. Matthew Evangelical Lutheran Church

Statement of Financial Position

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
11100 General Checking - Huntington 1	29,992.06
11400 Endowment - Hunt 07664529755	20,648.23
11800 Restricted Savings - Huntington	563,053.25
Total Bank Accounts	\$613,693.54
Total Current Assets	\$613,693.54
Fixed Assets	
14100 400 N. Broadway	887,790.00
14200 Grace House 229 Pearl	141,869.15
14400 432 N Broadway Street	101,980.00
Total Fixed Assets	\$1,131,639.15
TOTAL ASSETS	\$1,745,332.69
LIABILITIES AND EQUITY	
Liabilities	\$30,912.44
Equity	
30001 Unrestricted Net Assets	636,714.58
32000 Retained Earnings	578,901.59
33000 Restricted Savings Account	0.00
33001 Loads of Love holding acct	1,800.00
33040 Promise Place Proceed Fund - PPP Fund	413,495.55
33100 Property Management Maintenance	0.00
33080 Church Landscaping	0.00
33503 Naming Trees Memorial	81.93
Total 33080 Church Landscaping	81.93
33090 Capital Improvement	17,185.47
33091 Interior Remodel Fund	11,916.63
Total 33090 Capital Improvement	29,102.10
35000 Grace House usable funds	546.60
Total 33100 Property Management Maintenance	29,730.63
33200 Congregational Life	0.00
33130 Altar Guild	581.56
33131 Acolyte Robes	636.55
33203 Drama & Music Account	2,735.51
33204 Stephen Ministry Fund	2,175.16
33211 Women of the Church	4,722.05
33525 Harry Klein - Library	167.44
Total 33200 Congregational Life	11,018.27
33300 Comprehensive Youth	0.00
32112 Luther Middles (6-8)	396.00

St. Matthew Evangelical Lutheran Church

Statement of Financial Position

As of October 31, 2024

	TOTAL
Total 33300 Comprehensive Youth	396.00
33400 Communication Evangelism	
33450 Audio / Video Technology	1,480.71
Total 33400 Communication Evangelism	1,480.71
33500 Memorial	99,691.52
33700 Small Group Ministry	0.00
33701 Coffee Bar Donations	12.00
Total 33700 Small Group Ministry	12.00
33800 Social Concerns Ministry	3,475.17
33030 LDR - St. Matthew Disaster Resp	1,250.39
33031 God's Work Our Hands	703.01
Total 33800 Social Concerns Ministry	5,428.57
Total 33000 Restricted Savings Account	563,053.25
34000 Endowment	20,648.23
Opening Bal Equity	-1,850.85
Net Revenue	-83,046.55
Total Equity	\$1,714,420.25
TOTAL LIABILITIES AND EQUITY	\$1,745,332.69

St. Matthew Evangelical Lutheran Church
Budget vs. Actuals: 2024 Approved Budget - FY24 P&L
 January - December 2024

	Oct 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
44000 Offerings	23,858.15	29,166.67	-5,308.52	81.80%	286,464.30	350,000.00	-63,535.70	81.85%
44200 Temp Restricted Offerings	4,871.35		4,871.35		99,690.58	0.00	99,690.58	
Total Revenue	\$ 28,729.50	\$ 29,166.67	-\$ 437.17	98.50%	\$386,154.88	\$ 350,000.00	\$ 36,154.88	110.33%
Gross Profit	\$ 28,729.50	\$ 29,166.67	-\$ 437.17	98.50%	\$386,154.88	\$ 350,000.00	\$ 36,154.88	110.33%
Expenditures								
51000 Benevolence	20.00		20.00		212.92	0.00	212.92	
51010 ELCA - Mission Support	1,293.00	1,458.33	-165.33	88.66%	15,211.00	17,500.00	-2,289.00	86.92%
51015 ELCA - World Hunger			0.00		519.02	0.00	519.02	
51080 ELCA - LOMO		83.33	-83.33	0.00%	1,000.00	1,000.00	0.00	100.00%
51101 Feeding Medina County		83.33	-83.33	0.00%	1,000.00	1,000.00	0.00	100.00%
51102 Cups Cafe	1,000.00	83.33	916.67	1200.05%	1,000.00	1,000.00	0.00	100.00%
51110 Operation Homes		83.33	-83.33	0.00%	1,000.00	1,000.00	0.00	100.00%
Total 51000 Benevolence	\$ 2,313.00	\$ 1,791.65	\$ 521.35	129.10%	\$ 19,942.94	\$ 21,500.00	-\$ 1,557.06	92.76%
52150 Pastor Steve Mahaffey			0.00		0.00	0.00	0.00	
52151 Compensation			0.00		0.00	0.00	0.00	
52152 Salary	5,516.66	5,516.67	-0.01	100.00%	55,166.60	66,200.00	-11,033.40	83.33%
52153 Housing Allowance	2,000.00	2,000.00	0.00	100.00%	20,000.00	24,000.00	-4,000.00	83.33%
52156 Social Security	575.00	575.00	0.00	100.00%	5,750.00	6,900.00	-1,150.00	83.33%
Total 52151 Compensation	\$ 8,091.66	\$ 8,091.67	-\$ 0.01	100.00%	\$ 80,916.60	\$ 97,100.00	-\$ 16,183.40	83.33%
52155 Benefits			0.00		0.00	0.00	0.00	
52157 Retirement & Medical	3,199.92	3,199.92	0.00	100.00%	31,999.20	38,399.00	-6,399.80	83.33%
52158 Continuing Education		83.33	-83.33	0.00%	1,021.18	1,000.00	21.18	102.12%
52160 Car/Business Expense	300.26	391.67	-91.41	76.66%	3,290.05	4,700.00	-1,409.95	70.00%
Total 52155 Benefits	\$ 3,500.18	\$ 3,674.92	-\$ 174.74	95.25%	\$ 36,310.43	\$ 44,099.00	-\$ 7,788.57	82.34%
Total 52150 Pastor Steve Mahaffey	\$ 11,591.84	\$ 11,766.59	-\$ 174.75	98.51%	\$117,227.03	\$ 141,199.00	-\$ 23,971.97	83.02%
52200 Deacon			0.00		0.00	0.00	0.00	
52210 Compensation			0.00		0.00	0.00	0.00	
52211 Salary	6,516.66	6,516.67	-0.01	100.00%	65,166.60	78,200.00	-13,033.40	83.33%
Total 52210 Compensation	\$ 6,516.66	\$ 6,516.67	-\$ 0.01	100.00%	\$ 65,166.60	\$ 78,200.00	-\$ 13,033.40	83.33%
52220 Benefits			0.00		0.00	0.00	0.00	
52212 Car/Business Expenses	886.26	320.83	565.43	276.24%	2,555.17	3,850.00	-1,294.83	66.37%
52221 Retirement and Medical	1,500.17	1,500.17	0.00	100.00%	15,001.70	18,002.00	-3,000.30	83.33%
52223 Continuing Education		83.33	-83.33	0.00%	1,154.14	1,000.00	154.14	115.41%
Total 52220 Benefits	\$ 2,386.43	\$ 1,904.33	\$ 482.10	125.32%	\$ 18,711.01	\$ 22,852.00	-\$ 4,140.99	81.88%
Total 52200 Deacon	\$ 8,903.09	\$ 8,421.00	\$ 482.09	105.72%	\$ 83,877.61	\$ 101,052.00	-\$ 17,174.39	83.00%
52350 Pastor Substitute	350.00	166.67	183.33	210.00%	1,592.02	2,000.00	-407.98	79.60%
52400 Pastoral Admin. Assistant			0.00		0.00	0.00	0.00	
52410 Compensation			0.00		0.00	0.00	0.00	
52411 Salary	3,076.50	2,916.67	159.83	105.48%	27,247.50	35,000.00	-7,752.50	77.85%
Total 52410 Compensation	\$ 3,076.50	\$ 2,916.67	\$ 159.83	105.48%	\$ 27,247.50	\$ 35,000.00	-\$ 7,752.50	77.85%
Total 52400 Pastoral Admin. Assistant	\$ 3,076.50	\$ 2,916.67	\$ 159.83	105.48%	\$ 27,247.50	\$ 35,000.00	-\$ 7,752.50	77.85%
52500 Music Personnel			0.00		0.00	0.00	0.00	
52510 Organist	1,550.00	1,247.92	302.08	124.21%	12,737.50	14,975.00	-2,237.50	85.06%
52511 Worship Musicians	150.00	370.83	-220.83	40.45%	1,650.00	4,450.00	-2,800.00	37.08%
52520 Luther Choir Director	317.36	291.67	25.69	108.81%	2,221.52	3,500.00	-1,278.48	63.47%
52530 Kids of the Kingdom Director	115.50	100.00	15.50	115.50%	932.25	1,200.00	-267.75	77.69%
Total 52500 Music Personnel	\$ 2,132.86	\$ 2,010.42	\$ 122.44	106.09%	\$ 17,541.27	\$ 24,125.00	-\$ 6,583.73	72.71%

52600 Parish Nurse			0.00		0.00	0.00	0.00	
52610 Salary	764.58	764.58	0.00	100.00%	6,498.93	9,175.00	-2,676.07	70.83%
52620 Mileage Reimbursement		29.17	-29.17	0.00%	0.00	350.00	-350.00	0.00%
Total 52600 Parish Nurse	\$ 764.58	\$ 793.75	-\$ 29.17	96.33%	\$ 6,498.93	\$ 9,525.00	-\$ 3,026.07	68.23%
52700 Nursery Staff	97.80	158.33	-60.53	61.77%	733.50	1,900.00	-1,166.50	38.61%
52800 Custodian	1,339.50	1,433.33	-93.83	93.45%	11,244.50	17,200.00	-5,955.50	65.38%
52810 Bookkeeper	120.85	191.67	-70.82	63.05%	1,558.97	2,300.00	-741.03	67.78%
52900 FICA for Non-pastors	1,033.51	1,000.00	33.51	103.35%	9,501.97	12,000.00	-2,498.03	79.18%
53000 Administration			0.00		0.00	0.00	0.00	
53010 Telephone	250.99	250.00	0.99	100.40%	2,662.03	3,000.00	-337.97	88.73%
53014 Office Supplies	-35.93	208.33	-244.26	-17.25%	1,174.52	2,500.00	-1,325.48	46.98%
53015 ACS Technologies	168.67	160.00	8.67	105.42%	1,850.03	1,920.00	-69.97	96.36%
53020 Internet	59.95	83.33	-23.38	71.94%	736.05	1,000.00	-263.95	73.61%
53040 Postage		83.33	-83.33	0.00%	892.67	1,000.00	-107.33	89.27%
53041 Postage - Communication Evangelism		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
53042 Postage - Comprehensive Youth		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
53043 Postage - Congregational Life		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
Total 53040 Postage	\$ 0.00	\$ 208.34	-\$ 208.34	0.00%	\$ 892.67	\$ 2,500.00	-\$ 1,607.33	35.71%
53050 Conference Expense		100.00	-100.00	0.00%	772.42	1,200.00	-427.58	64.37%
53080 Office Equipment	108.50		108.50		1,908.28	0.00	1,908.28	
53090 Office Eq. Maintenance Agmt.		166.67	-166.67	0.00%	546.05	2,000.00	-1,453.95	27.30%
53100 Leased Office Equipment		166.67	-166.67	0.00%	0.00	2,000.00	-2,000.00	0.00%
53110 Miscellaneous		29.17	-29.17	0.00%	173.21	350.00	-176.79	49.49%
53111 Personnel Expenses		68.75	-68.75	0.00%	0.00	825.00	-825.00	0.00%
53112 Archival Project		41.67	-41.67	0.00%	254.55	500.00	-245.45	50.91%
Total 53000 Administration	\$ 552.18	\$ 1,482.93	-\$ 930.75	37.24%	\$ 10,969.81	\$ 17,795.00	-\$ 6,825.19	61.65%
53016 Bank charges		25.00	-25.00	0.00%	115.00	300.00	-185.00	38.33%
53060 Workers Compensation		83.33	-83.33	0.00%	1,090.60	1,000.00	90.60	109.06%
53120 Finance			0.00		58.00	0.00	58.00	
53121 Financial Audit		8.33	-8.33	0.00%	0.00	100.00	-100.00	0.00%
53122 Stewardship Supplies	95.83	62.50	33.33	153.33%	407.91	750.00	-342.09	54.39%
53123 Service Cost/Fees - Intuit/Vanc	281.00	291.67	-10.67	96.34%	3,337.21	3,500.00	-162.79	95.35%
Total 53120 Finance	\$ 376.83	\$ 362.50	\$ 14.33	103.95%	\$ 3,803.12	\$ 4,350.00	-\$ 546.88	87.43%
53130 Property Management			0.00		0.00	0.00	0.00	
53131 Supplies	144.87	150.00	-5.13	96.58%	906.47	1,800.00	-893.53	50.36%
53132 Utilities	658.36	1,250.00	-591.64	52.67%	10,905.28	15,000.00	-4,094.72	72.70%
53133 Insurance		916.67	-916.67	0.00%	9,952.00	11,000.00	-1,048.00	90.47%
53134 Repairs and Maintenance	2,335.00	583.33	1,751.67	400.29%	7,803.59	7,000.00	803.59	111.48%
53135 Lawn Care/Snow Removal	256.20	416.67	-160.47	61.49%	3,094.65	5,000.00	-1,905.35	61.89%
53138 Capital Impr/Depreciation Expen		2,500.00	-2,500.00	0.00%	51,863.16	30,000.00	21,863.16	172.88%
53140 Grace House	70.50	291.67	-221.17	24.17%	5,065.92	3,500.00	1,565.92	144.74%
53160 Faith House	164.16	291.67	-127.51	56.28%	5,931.77	3,500.00	2,431.77	169.48%
Total 53130 Property Management	\$ 3,629.09	\$ 6,400.01	-\$2,770.92	56.70%	\$ 95,522.84	\$ 76,800.00	\$ 18,722.84	124.38%
54000 Congregational Life Ministry			0.00		0.00	0.00	0.00	
54010 Adult Choir Music & Supplies		25.00	-25.00	0.00%	44.28	300.00	-255.72	14.76%
54011 Kids' Choir/Music		4.17	-4.17	0.00%	0.00	50.00	-50.00	0.00%
54013 Praise Team/Music		4.17	-4.17	0.00%	0.00	50.00	-50.00	0.00%
54020 Special Bulletins (Wedding/Funeral)	27.19	16.67	10.52	163.11%	205.83	200.00	5.83	102.92%
54021 Licensing/Annual Subscriptions		105.83	-105.83	0.00%	1,235.00	1,270.00	-35.00	97.24%
54022 Christ in Our Home Booklets		14.58	-14.58	0.00%	192.00	175.00	17.00	109.71%
54023 Special Bulletins (Wedding, funeral, etc) (deleted)		0.00	0.00		0.00	0.00	0.00	
54040 Altar Guild	19.09	150.00	-130.91	12.73%	1,422.90	1,800.00	-377.10	79.05%
54060 Flowers (Altar & Memorial)	180.00	187.50	-7.50	96.00%	1,485.00	2,250.00	-765.00	66.00%
54061 Flowers (Special Occasion - Christmas, Easter)	113.60	129.17	-15.57	87.95%	1,294.88	1,550.00	-255.12	83.54%
54070 Outdoor Worship		0.83	-0.83	0.00%	10.00	10.00	0.00	100.00%

54080 Organ Main.	66.67	-66.67	0.00%	160.00	800.00	-640.00	20.00%	
54110 Care Connection Ministry	14.58	-14.58	0.00%	0.00	175.00	-175.00	0.00%	
54120 Health & Wellness	8.33	-8.33	0.00%	16.76	100.00	-83.24	16.76%	
54130 New Member Receptions	16.67	-16.67	0.00%	118.24	200.00	-81.76	59.12%	
54140 Special Events, Advent Dinners, etc.	16.67	-16.67	0.00%	0.00	200.00	-200.00	0.00%	
54160 Adult Sunday School / Bible stu	8.33	-8.33	0.00%	19.12	100.00	-80.88	19.12%	
54170 Women of the Church Expense	155.06	155.06		155.06	0.00	155.06		
Total 54000 Congregational Life Ministry	\$ 494.94	\$ 769.17	-\$ 274.23	64.35%	\$ 6,359.07	\$ 9,230.00	-\$ 2,870.93	68.90%
55000 Comprehensive Youth Ministry			0.00	0.00	0.00	0.00		
55010 Luther Middles (6-8 Youth group	25.00	-25.00	0.00%	359.46	300.00	59.46	119.82%	
55020 Luther League	1,546.86	1,546.86		11,501.01	0.00	11,501.01		
55030 Conv, Retreats, Workshops, Adul	8.33	-8.33	0.00%	0.00	100.00	-100.00	0.00%	
55060 Luther Littles (PK-5 youth grou	12.50	-12.50	0.00%	0.00	150.00	-150.00	0.00%	
55070 Sunday School (Pre K-5th)			0.00	0.00	0.00	0.00		
55071 Lesson Materials	83.33	-83.33	0.00%	164.63	1,000.00	-835.37	16.46%	
55072 Supplies and Misc.	41.67	-41.67	0.00%	91.43	500.00	-408.57	18.29%	
55073 Christmas Expense	4.17	-4.17	0.00%	0.00	50.00	-50.00	0.00%	
Total 55070 Sunday School (Pre K-5th)	\$ 0.00	\$ 129.17	-\$ 129.17	0.00%	\$ 256.06	\$ 1,550.00	-\$ 1,293.94	16.52%
55080 Sunday School (6th - 12th)			0.00	0.00	0.00	0.00		
55081 Lesson Materials	45.83	-45.83	0.00%	449.60	550.00	-100.40	81.75%	
55082 Supplies & Misc.	8.33	-8.33	0.00%	77.56	100.00	-22.44	77.56%	
55083 Graduation Gifts/Reception	8.33	-8.33	0.00%	94.44	100.00	-5.56	94.44%	
Total 55080 Sunday School (6th - 12th)	\$ 0.00	\$ 62.49	-\$ 62.49	0.00%	\$ 621.60	\$ 750.00	-\$ 128.40	82.88%
55090 Confirmation Ministry/Retreat	539.06	83.33	455.73	646.90%	1,125.17	1,000.00	125.17	112.52%
55100 Vacation Bible School	18.46	41.67	-23.21	44.30%	693.53	500.00	193.53	138.71%
55130 Lutheran College Scholarship (ELCA college)		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
55140 First Communion Ministry/Retrea		25.00	-25.00	0.00%	204.65	300.00	-95.35	68.22%
55160 College Care Packages		25.00	-25.00	0.00%	151.49	300.00	-148.51	50.50%
55170 ELCA Youth Gathering		500.00	-500.00	0.00%	6,000.00	6,000.00	0.00	100.00%
55180 Rally Day		12.50	-12.50	0.00%	91.80	150.00	-58.20	61.20%
Total 55000 Comprehensive Youth Ministry	\$ 2,104.38	\$ 966.66	\$ 1,137.72	217.70%	\$ 21,004.77	\$ 11,600.00	\$ 9,404.77	181.08%
56000 Communication Evang. Ministry			0.00	0.00	0.00	0.00		
56010 Materials and Supplies		6.25	-6.25	0.00%	0.00	75.00	-75.00	0.00%
56030 Ads, Spiritual Messages	30.00	135.42	-105.42	22.15%	1,723.50	1,625.00	98.50	106.06%
56040 Video Spiritual Production		29.17	-29.17	0.00%	282.19	350.00	-67.81	80.63%
56060 Evangelism Outreach	500.00	175.00	325.00	285.71%	500.00	2,100.00	-1,600.00	23.81%
56065 Website		54.17	-54.17	0.00%	434.73	650.00	-215.27	66.88%
Total 56000 Communication Evang. Ministry	\$ 530.00	\$ 400.01	\$ 129.99	132.50%	\$ 2,940.42	\$ 4,800.00	-\$ 1,859.58	61.26%
57000 Social Concerns Ministry			0.00	0.00	0.00	0.00		
51060 God's Work Our Hands	86.09	41.67	44.42	206.60%	2,610.00	500.00	2,110.00	522.00%
57300 Grief Booklets		10.42	-10.42	0.00%	0.00	125.00	-125.00	0.00%
Total 57000 Social Concerns Ministry	\$ 86.09	\$ 52.09	\$ 34.00	165.27%	\$ 2,610.00	\$ 625.00	\$ 1,985.00	417.60%
58000 Small Group Ministry			0.00	0.00	0.00	0.00		
58010 Senior Happy Hour		25.00	-25.00	0.00%	0.00	300.00	-300.00	0.00%
58020 Books and Video Series		25.00	-25.00	0.00%	0.00	300.00	-300.00	0.00%
58030 Socials & Promotional Items		58.33	-58.33	0.00%	257.67	700.00	-442.33	36.81%
Total 58000 Small Group Ministry	\$ 0.00	\$ 108.33	-\$ 108.33	0.00%	\$ 257.67	\$ 1,300.00	-\$ 1,042.33	19.82%
65600 Payroll Expenses	0.00		0.00		0.00	0.00	0.00	
67000 Interest Expense	123.05		123.05		1,499.18	0.00	1,499.18	
Total Expenditures	\$ 39,620.09	\$ 41,300.11	-\$1,680.02	95.93%	\$443,138.72	\$ 495,601.00	-\$ 52,462.28	89.41%
Net Operating Revenue	-\$10,890.59	-\$12,133.44	\$ 1,242.85	89.76%	-\$ 56,983.84	-\$145,601.00	\$ 88,617.16	39.14%
Other Revenue								
70100 Interest Income	1,904.98		1,904.98		17,544.25	0.00	17,544.25	
90000 Released from restrictions	3,306.83		3,306.83		56,125.90	0.00	56,125.90	
91000 Designated funds carried over	-2,055.32		-2,055.32		-84,314.04	0.00	-84,314.04	

92000 Same Year restricted fund usage			-2,660.97		-2,660.97		-19,163.63		0.00		-19,163.63					
Total Other Revenue	\$	495.52	\$	0.00	\$	495.52	-\$	29,807.52	\$	0.00	-\$	29,807.52				
Net Other Revenue	\$	495.52	\$	0.00	\$	495.52	-\$	29,807.52	\$	0.00	-\$	29,807.52				
Net Revenue		-\$10,395.07		-\$12,133.44		\$ 1,738.37		85.67%		-\$ 86,791.36		-\$145,601.00		\$ 58,809.64		59.61%

Wednesday, Nov 06, 2024 12:15:30 PM GMT-8 - Cash Basis

Saint Matthew Finance Committee Agenda/ Notes

October 9,2024

Present: Terri Utech, Bruce Reed, Austin Stertzbach, Jen Knaggs, Steve Pamer (arrived late)

1. Opening Prayer
2. Approval of September Minutes
3. Promise Place proceeds – results of congregation poll, 50% for property investment results going to Executive Committee
4. Review September 2024 Financial Reports
5. Property inventory- hold till September - Heather and Jen – moved 4th Q
6. Re review of Money Handling Policy and Procedures – Luther League review in September – delay to October – audit by Heather needs follow up with Deacon Lindsey and Terri U. – LL needs to have their own sub account
 - a. Need a credit card to track expenses (“should be run like “Women of the Church”)
 - b. Funds and account access are not available- need to change signers Lindsey absence - Becky Malloy and Kristen Waite are running LL
 - i. Hope will be home at T-giving to move signature to
 - ii. Stays on agenda until signers are identified
7. Rental of Pearl Street Property – (Grace House) – conversation with renters went well, we expect they are going to stay
8. Rental of Broadway Street Property (Faith House) – recommend \$1500/mo., to be rented
 - a. Change of Real Estate Property Tax form – tax exempt through 2024, then form must be returned before 2025 EOY
9. Undesignated gifts – document is signed and completed
10. Stewardship Program – Update-committee will begin in 2025
11. Wifi – Austin and SP to meet 10.9.24 we have 2 internet
 - a. Carl Trenty -- inventory of internet
 - b. Write a process to understand how it functions
12. 2025 budget – reviewed- significant deficit planned need to discuss with congregation.
13. Property and Casualty - Pamer is investigating
14. New benefits -Portico – numbers will change based on synod changes
15. Huntington Endowment Fund (\$20648) –
 - a. John Baker wants to add 5k to create endowment fund
16. New computer for Deb – in the budget
17. New counter for Sunday AM needed
18. Use of R. Law funds for survivors all agreed a portion could be used for survivors.

Meeting adjourned 6:35PM.

Evangelism and Communication
Minutes

11-11-24

Present: Owen Blakslee, Melody Costello, Stephanie Hess, Dale Weygandt, Beth Johnson, Pastor Steve Mahaffey, Brian Harris (Zoom), Carol Elkins (Zoom), and guest David Clifford

Prior to our regular meeting, at 5:15 p.m.:

Melody's friend, David Clifford, met with the E&C Team to give a background to his work with reaching out to the homeless. His outreach began small in 2008. As a professor at John Carol University, his heart is with his non-profit organization "For the Greater Good" where he reaches out to the homeless encampments in Cleveland and the Lutheran Metropolitan Men's Shelter (200-250 residents) ...as well as leading missionary trips to Honduras.

Our E&C team will partner with David Clifford, on Christmas morning, as we distribute the 156 bags prepared by the Cluster Churches during God's Work. Our Hands. The bags include hats, underwear and toiletries. \$500 was received from Thrivent grants written by Delores Ivan and Melody Costello, which will be used for the purchase of snacks to add to the bags.

We will start small with a caravan of 4 or 5 cars. We will depart from the church at 8:00 a.m. on Christmas morning and meet David at 9:00 a.m. at the Lutheran Metropolitan Men's Shelter, 2100 Lakeside, Cleveland. Final plans will be made at our December 9 E&C meeting.

This outreach by St. Matthew may develop into something larger, to include more St. Matthew members and more opportunities such as preparing/serving food at the shelter. Pastor Steve also explained that we have other connections if more interest develops, such as with First Lutheran Church, Lorraine, who has a large food pantry and serves the homeless in their proximity.

The meeting began at 6:00 p.m.

Owen gave a Devotion based upon Joshua 1:9 "*Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the LORD your God will be with you wherever you go.*"

OLD BUSINESS

1. Loads of Love (Oct. 27) was a huge success! So successful that we ran out of \$300 worth of quarters in the first hour. (An additional \$200 was given for the drop-off service at the North Court Laundromat.) The E&C team suggests for the future: No advance advertising in the newspapers or Facebook; only an article after the event. No money for the drop-off service, only for the hands-on interaction with the clients, at the washers and dryers. The next LOL will be held in late January or early February, TBD.

2. 2024 Advent Devotions – The date slots are filled with volunteers who will be composing devotions (December 1 to December 25) This year we are again partnering with members of Shepherd of the Hills Lutheran Church, at Deep Creek Lake, Maryland. St. Matthew will send out a MailChimp publication each week with links to devotions for that week of Advent. The devotions will also be available on the church website.
3. Audio/Visual Worship Outreach – The question arose if we should remove old Children’s Sermons from the YouTube that show our children. Owen and Brian both stated that any past episodes of the Children’s Sermons were carefully examined to show no negative exposure of our children and should thus not be an issue.

The livestreaming of Worship has been very well received. St. Matthew is one of many churches in Medina to use livestreaming... but we exceed in our production capabilities. Dale questioned if we could promote it better, and also aid the elderly in using the resource.

- November 27 - The Thanksgiving Eve service will be livestreamed.
- December 4 - The first Advent Mid-Week (Holden) service will be livestreamed, with other mid-week services TBD.
- December 15 - The Children’s Christmas Program will be recorded, but not be livestreamed.

NEW BUSINESS

Dale Weygandt gave an update on the status of the Archiving Committee. Although the Archive work does not fall under the umbrella of the Evangelism & Communication team, the work of *celebrating* our history is definitely something that we can and should do. This has already begun in past issues of our *Celebrate* Newsletters, with old pictures of the construction of the church, stories, and the article by Jean Waite on the Stained Glass Windows. Future ideas include:

- ❖ Display case of historical items in the sanctuary.
- ❖ Jean Waite creating a book on the Stained Glass Windows.
- ❖ Stained Glass Windows – Station-to-station education for all Sunday School ages
- ❖ Stephanie Hess writing a book on the History of St. Matthew, beginning with interviews of our older members such as Una May Gill, Rosemary Evans, Alice Krull, Owen Blakslee

Memorial Day, 2025 will be our 87th Anniversary.

The meeting adjourned at 7:00 p.m.

Next Devotions: Dec. 9 – Melody
Jan.13 – Beth

Notes by Beth Johnson

NOVEMBER 2024

ST. MATTHEW EVANGELICAL LUTHERAN CHURCH: SECURE ACCESS POLICY

The purpose of this Secure Access Policy (entry control) is to establish clear protocols to ensure the protection and safety of staff, members, and visitors of St. Matthew Evangelical Lutheran Church in Medina, Ohio. This policy aims to maintain both a secure and welcoming environment for worship, ministry, work, and fellowship while remaining diligent for the safety of all who present inside the church building.

For the purposes of this policy, the doors (entrances and exits) will be identified as outlined below:

- Sanctuary Parking Lot
- Sanctuary Pearl Street
- Sunday School Parking Lot
- Office Pearl Street

As a rule – **the four doors will remain locked at all times. All doors can be used as exits at any time.**

- Signs will be posted at all four doors, expressing a warm welcome to St. Matthew and with clear instructions about which doors to use to gain access to the building. All doors will have posted signage that welcomes people to the church, and provides information about how to gain entry to the church.

Additional details about entering the building are outlined below:

- **Church Office Hours** – Entry can be made by utilizing the buzzer on the Office Pearl Street door to enter during office hours.
- **Worship Services** – Based on the worship schedule – the Sanctuary parking lot and Sanctuary Pearl Street doors will be opened by ushers/staff no less than 30 minutes prior to the start time of any scheduled worship service (for example, if the worship service is scheduled to begin at 8:30am, the doors will be open no later than 8:00am). These two doors will remain unlocked during the duration of the worship service and will then be locked at the conclusion of the worship service. The Sunday School parking lot and Office Pearl Street doors will remain locked during worship services.
- **Sunday School** – Youth and others arriving for Sunday School will use the Sanctuary Pearl Street door and use the interior stairs near this entrance to access the lower level. **Should we indicate this door will be unlocked at a specific time – and who will do this?**
- **Meetings, Choir Practice, Rehearsals, etc.** – (St. Matthew Members) Given all doors will be locked at all times, it will be the responsibility of the individual(s) leading the activity to communicate to the participants which door to access. The individual(s) leading the activity will be contacted by the participants to provide the participants entry to the building as they arrive. No doors should ever be unlocked or propped open or left unattended at any time. It will be important for the individual(s) leading the activity to clearly communicate the approach in advance to the participants. Meetings held by outside organizations will be presented these guidelines to follow as well.

Church Keys: Numerous members of the congregation have copies of keys to the building, for various reasons (including staff, Sunday School teachers, Congregation Council members, and others). At a minimum, an annual audit will be completed **(by who?)** to maintain an accurate list/count of keys, and to determine if any keys can/should be returned to the church office. Copies of these keys are not to be made, and keys are to be returned if no longer needed by an individual.

This policy will adapt and grow as safety improvements change and are implemented to the church building.



SAVE THE DATE!!

Fun Fellowship

Christmas Caroling Party

Sunday, December 15, 2024

2:00pm – 6:00pm

We will be caroling at The Echelon of Medina, and lots of other holiday fun!!

More details to follow!!

St. Matthew Property Committee: Bill Knaggs, Joyce & Tom Davis, Scott Johnson, Bruce Reed
(Congregation Council Liaison)

Subject: Faith House and Grace House Property Management Companies/Documentation

	M.C. Real Estate	Bulletproof Property Management, LLC (dba KMLK Realty and Property Management)	High Tech Property Management
Appointment of Agent	Sole and exclusive agent	Sole and exclusive agent	Sole and exclusive agent
Agent's Compensation	10% of all rental income	11% of all rental income	8% (Bronze) 11% (Silver) Monthly [a la carte pricing]
Agent's Compensation	Leasing fee equal to the first month's rent	Leasing fee equal to the first month's rent (\$250 for first new rentals)	Leasing fee equal to the first month's rent
Revenue Management	Deposit into trust account	Distribute to Owner less Agent's Compensation & fees. Held in trust account	
Monthly Operations Report	Provide monthly statements	Provide monthly statements	Provide monthly statements
Insurance	Public liability insurance \$1M injury or death Accident or occurrence \$2M (more than one person) Property damage \$50K per occurrence	Public liability insurance \$1M injury or death	St. Matthew to Contact and Discuss
Experience	30+ years in business	3+ years in business	15+ years in business
Medina Homes/Multi-Units	1,000 + Units	15 Units	25 units
Home Business Office	Medina	Cuyahoga Falls	Brook Park

Every company usually follows similar guidelines. Usually, property management companies are paid between 8% and 12% of the property's rental income. The owner should be sure they understand if this will be rent due or rent collected. Percentage of Rent Collected: This is the most common compensation model. The property management company charges a percentage (usually 8-12%) of the monthly rent collected. This fee covers basic services such as rent collection, resident communication, and coordination of maintenance.

An owner of a single-family home, may engage the services of a professional property management company. The company will then advertise the rental property, handle tenant inquiries, screen applicants, select suitable candidates, draw up a lease agreement, conduct a move-in inspection, move the tenant(s) into the property and collect rental income. The company will then coordinate any maintenance issues, supply the owner(s) with financial statements and any relevant information regarding the property, etc.

Agent's compensation used by property management companies in the residential space that manage single family homes. St. Matthew signs a property management agreement with the company, giving the latter the right to let it out to new tenants and collect rent. The owners don't usually even know who the tenants are. The property management company usually keeps 8-12% of the rent amount, and shares the rest with the property owner.

Full-service vs. a la carte pricing – some property management companies charge a lower monthly fee for minimal services such as rent collection and handling maintenance requests, then offer landlords a la carte or pay-as-you-go pricing for repair costs, property inspections, and lease renewals (i.e., High Tech Property Management.)

The following Property Management Companies were also contacted (not interested):

- ❖ Associated Property Management LLC -- Handle multi-unit structures, Seville, OH
- ❖ Hallock Properties LLC -- Alan Hallock; not interested working with Non-profit churches
- ❖ HPM Property Management -- Handle multi-unit structures
- ❖ DTS Property Management -- Out of State rentals

Bruce's' Motion -- Make a motion to detail the contract with M. C. Real Estate (based upon local to Medina, longevity, and experience) to explore the rental of Grace House (229 Pearl St.) following departure of current tenants to establish agreeable Management Agreement between St. Matthew church and Property Management Company M. C. Real Estate for one-year rental of Grace House.

Dear Members of St. Matthew Lutheran Church,

To follow up with you all from the information I provided before the service on Sunday morning, I serve as the VP of Operation Homes. I am also the communications coordinator for our capital campaign team as we strive to transition into transitional housing and acquire property to help service Medina and the community at large. Operation HOMES is a non-profit organization dedicated to serving those experiencing housing insecurity in Medina County for the past 30 years. With the help of local churches for shelter, food, and the administration of life skills programming, we have provided the opportunity for individuals to be independent, both personally and financially for a while. We are one of the only programs of its kind in the county that has continually supported the needs of the county, and we currently have 7 cooperating churches.

In our old format the guests rotated week to week at each church starting on the Monday of each week. The program is designed to be short term (90 days) but oftentimes housing placement becomes an issue due to lack of available affordable housing in our community and landlords not accepting the various vouchers our guests receive for housing. Oftentimes our guests are stuck waiting for an apartment or housing to open up with either the money they saved or the housing voucher they have acquired.

At the beginning of 2025, Medina Metropolitan Housing Authority (MMHA) will open the county's first, 28 bed, homeless shelter. In conjunction with MMHA, Operation HOMES will also be transforming our role in the community, to provide another service that is currently being underserved in the county, Transitional Housing. Transitional Housing will serve those families that have graduated, in a sense, from the shelter to the temporary housing program to assist in their quest to find permanent affordable housing. So, we have started to kick off our campaign to fund this endeavor. Attached to this email is additional information and ways you can provide support to this important organization.

Thank you for prayerfully considering how you may be able to help. Please do not hesitate to reach out to me if you have any questions.

Thank you,
Jordan Johnston



Operation Homes

Building Homes, Building Futures

You are cordially invited to our first annual

Fundraising Gala

Join us for an evening of fellowship, music, learning, and transformation to benefit our transitional housing program.

Friday, November 22, 2024

5:30 pm

Williams on the Lake

787 Lafayette Road, Medina, OH 44256

Scan here:



Get your tickets by
November 15th!

Individual dinner ticket- \$42

Sponsor a table- \$335

Testimonials

“ I want to say thank YOU to everyone in the program that helped me and my kids along the way. We have been in our own place since September.

-S.C.



“ One of the most unique qualities about Operation Homes is just how caring the people are. I wanted to be on the Board because they helped me so much, and I wanted to give back to the program who helped me.

-M.D.,



Contact us

Operation Homes
P.O. Box 326
Medina, OH 44256

Program Referrals- 330-590-1675
General Information- 330-419-4863



Visit us on Social Media:

 Operation Homes of Medina County
 @OperationHomes



Scan the code to visit our website or go to operationhomes.org to learn more!



Operation Homes
Building Homes, Building Futures



Sharing God's Love for Families Through Transitional Housing

Join us in creating a brighter future for families in Medina county!

Who We Are

Background

Operation Homes is a non-profit organization dedicated to serving those facing housing insecurity in Medina County, Ohio. For 30 years, a group of local churches have worked together through Operation Homes to provide food, shelter, case management, life skills education, and care and connection.

Our Values

We believe every family deserves a **safe** and **stable** home.

What Comes Next

Operation Homes will be transforming our role in the community to provide another essential service in Medina County: transitional housing.

Through this transitional housing program, we will provide access to shelter in a structured environment aimed at providing a solid foundation for families as they embark down the path to self sufficiency and freedom.

Giving Pyramid

We need **YOU** to build a strong foundation for families in our community.

Transformational Gifts

Four-Plex Family Living	\$250,000
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Community Good Samaritan	\$100,000
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Duplex Family Living	\$50,000
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Leadership Gifts

Bridge Home for a Family	\$25,000
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Walls for Success	\$10,000
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Roofs for the Future	\$5,000
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Community Builder Gifts

Windows for Opportunity	\$1,000
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Material to Build on	\$500
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Beds for Children	\$250
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Any amount you are able to give will help us create a brighter future for families!

Make a Difference Today

No matter the size, your donation will have a lasting impact.

Together, we can create a community where every family has a place to call home.



Scan the code to donate today or visit our website at operationhomes.org and click the tab for “**Donate to Capital Campaign**”



YES- I want to help create a brighter future for families!

YES- I want to help create a brighter future for families!

YES- I want to help create a brighter future for families!

Name: _____

Name: _____

Name: _____

Phone: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Email: _____

Address: _____

Address: _____

Address: _____

I/We pledge the following amount to the Operation Homes Capital Campaign:

I/We pledge the following amount to the Operation Homes Capital Campaign:

I/We pledge the following amount to the Operation Homes Capital Campaign:

Amount: \$ _____

Amount: \$ _____

Amount: \$ _____

Payment Schedule

Payment Schedule

Payment Schedule

- One-time gift (enclosed)
- Monthly installments of \$ _____ for _____ months
- Other:

- One-time gift (enclosed)
- Monthly installments of \$ _____ for _____ months
- Other:

- One-time gift (enclosed)
- Monthly installments of \$ _____ for _____ months
- Other:

I/We authorize Operation Homes to make automatic withdrawals from my/our bank account for the above pledge amount and schedule. A voided check is attached. Please return this completed pledge card with your voided check (if applicable) to the designated representative.

I/We authorize Operation Homes to make automatic withdrawals from my/our bank account for the above pledge amount and schedule. A voided check is attached. Please return this completed pledge card with your voided check (if applicable) to the designated representative.

I/We authorize Operation Homes to make automatic withdrawals from my/our bank account for the above pledge amount and schedule. A voided check is attached. Please return this completed pledge card with your voided check (if applicable) to the designated representative.



Or donate on our website by scanning the QR Code or by visiting operationhomes.org and clicking the tab: **Donate to Capital Campaign**



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Thank you for your generous support!

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