



S T . M A T T H E W

Living God's Love

## Agenda & Reports Congregational Council Meeting

**December 17, 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:**

**Dial 1(646) 558-8656**

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

**Enter password: 736222# (when prompted)**

*“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**  
**December 17, 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:
  - Risk Management/Safety – door securing policy review/approval – NO SIGNS
  - Renovation Committee – last email received still waiting on grant results
  - Stewardship Committee – update when to start
  - Budgets 2025 – lingering questions/concerns
  - Fun Fellowship – Christmas Caroling party 12/15/24 - BIG HIT
  - Grace House/Faith House update – MC Real Estate/HOMES Meeting
  - Promise Place Survey – Cottage Meeting Dates 2/2/25 and 2/9/25
  - Reinstall CC??
  - Deb’s Computer
  - Robert Law Memorial ideas
- New Business

Closing Prayer

***Next Meeting – 01/21/2025 @5:00 pm – Upper Room***

***January Opening Prayer/Devotions – Jen***

**St. Matthew Lutheran  
Church Congregational Council  
November 19th, 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 on Zoom

Roll call of attendees started the meeting. Guests included Sandy Andrews, Marcia George, Bob and Carla Maas.

Opening prayer was given by Jen.

Reviewed minutes from October 22nd. Jen motioned to approve the minutes with correction to Kristine's name under old business and Teri seconded the motion. All in favor and motion passed.

**Deacons Report:**

- On leave followed by sabbatical.

**Pastors Report:**

- Need to install the 2025.
- New members' class will be forthcoming in the first of the year.
- Jennifer Naida and family requested to be removed from membership
- Rex Rickly is removing his membership.
- Cindy Rickly requested to be an associate member.
- Pastor Steve made a motion to approve these changes and Amanda seconded the motion. Changes were approved by all Council Members.
- Reviewed and discussed the Attendance Comparison Report. We'll start putting this information in the bulletin.

**Presidents Report:**

- Jen will discuss most items later.
- Looking for a centralized place for the Silent Book Club.

### **Vice President's Report:**

- Nothing to report.

### **Secretary Report:**

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

### **Treasurer's Report:**

- Offerings were down.
- More information will be discussed in New Business.

### **At Large Officer's Reports:**

#### **Amanda:**

- Amanda stated she missed the LGL meeting.
- Tom and Amanda helped prepare the Thanksgiving Dinner held on Sunday.
- Tom and Amanda volunteered to empty out the trailer.
- Future use of the trailer will be brought up with the Property Committee. Bruce will meet with this committee on Thursday.

#### **Bruce:**

- Report will be covered in Old Business.
- Faith House will be emptied out on Thursday at 11:30. Joyce is leading this effort.

### **Old Business:**

- **St Matthew Cultural Collective**-this has been put in the Leadership Handbook.
- **Risk Management**- Reviewed the Lock/Doors Secure Policy. Discussion as to how this can be accomplished. Deb currently manages the keys. Jen will review this situation with Steve Pamer; will circle back next meeting. Kristine will draft signage for the doors.
- **Renovation Committee**- Still waiting on grants. All members are in place.
- **Budget 2025**- Budget passed by the congregation at the annual meeting. A suggestion was made from the congregation to include a description of each organization to be voted on for benevolence funds. Any suggestions for additional organizations to be considered need to be submitted.
- **Fun Fellowship**- Christmas caroling scheduled for December 15th.
- **Replacement to fill the vacant At Large Officer**- Marcia George is our new At Large Officer.

- **Promise Place Survey**- No feedback received. Will be discussed at our January meeting.
- Bruce presented the three property management companies and their comparisons. They all have similar guidelines. Bruce made a motion for a proposal from M.C. Real Estate to look at both houses (Faith & Grace) to explore the rentals of them to gather information. Jen seconded the motion. All Council Members approved the motion. Motion passed.
- Operation Homes- If they are interested in Faith House, they need to present a business plan.
  - Bob Maas would like to meet with the CEO of Operation Homes and others as to what their intent is.
  - Carla presented stewardship for Faith House, yet we need common ground.
  - Bob and Bruce will meet with Operation Homes.
  - Sandy is on the Operation Homes Board and stated they have fundraising planned over the next three years.

**New Business:**

- Teri (Tech Soup) Will be meeting with Tech Impact On December 6th for Deb's computer. Will have more info next meeting.
- Robert Law Memorial Fund- the Financial Committee recommended 5% to go to a children's organization. Steve Pamer will get back To Teri on this. Tabled until next month.

*Update* : Steve from the Financial Committee got back with Teri Teri made a motion via email to approve \$3400 to go to the Children's Center of Medina County. Pastor Steve seconded the motion. All Council Members also approved this motion. Motion passed.

**Jen recommended having a potluck for the next meeting.**

**Meeting concluded with the Lord's Prayer.**

**Next meeting- Dec 17th @ 5:00pm- The Upper Room**

**December Opening Prayer/Devotions- Pastor Steve**

Respectfully submitted,  
Delores Ivan

Report to Congregation Council  
December 17, 2024

It's been a full but fun past month. The season of Advent, even as it inevitably jam-packs my calendar with more meetings and events than ever, still somehow always feels enjoyable to me. Maybe I've never lost the childhood sense of wonder and excitement ... hard to say! Or maybe it has something to do with the additional worship services on Wednesdays, and the more festive ones like the Children's Pageant, and the family-centric focus of Thanksgiving and Christmas. Regardless, it's all good.

There were lots of meetings this past month: Fun Fellowship; weekly staff; Medina Clergy; Evangelism; Property; 2025 Church-wide Synod members ... in addition to others that were on my calendar but which I didn't make it to, like Finance and LGL Samaritan. Don't misunderstand this as complaining ... I think it's awesome that we have such an active and vibrant congregation and that the many committees continue to move ministries forward!

I also spent some time out of my office visiting, which was great! As I've mentioned before, I'd much rather be out and about, than in my office performing the MANY administration items that need completion week in and week out. Visits included both home-bound members as well as actively attending ones. Holy Communion is administered when I'm with home-bound members, however I'm exploring/researching the past practice of lay communion assistants and reimplementing that practice, as I've had a couple people approach me about getting it going again. From what I can gather, it stopped right around when COVID struck (which makes sense).

Thanksgiving Eve worship had four more people in attendance in comparison with last year, a total of 44. Although that service continues to be a conversation topic every year at Worship Team meetings, the service certainly seems to stay steady with attendance and is meeting a need of the congregation. At the same time, Thanksgiving isn't a religious holiday (which I stated in my message this year), and as Christians, "giving thanks" is a daily activity and not reserved for just one day of the year. As a member of the clergy, I have certain family-centered religious holidays I am required to "be here" for, ones which I'd never consider missing (Christmas and Easter). Thanksgiving is the one major family holiday for which I can potentially travel to be with my family ... and as my children are now at an age where they are starting to host the holiday, there may be future Thanksgiving holidays where I will want to/chose to travel. Although I may be gone, there's no reason that others might be involved in leading ... it would just be that there wouldn't be Holy Communion that evening.

Wednesday Advent services have also continued to meet a need. Holden Evening Prayer is a quiet, meditative liturgy, one which most people love. Although the attendance numbers have been small (23 and 34 at the first two this year) and the service itself is short (20 minutes max), it provides us with a nice way to end the day as well as spiritually prepare for Christmas.

The Children's Christmas Pageant this year went very well. There were 139 in attendance, with many parents and grandparents in attendance. I'm thankful to those who

were instrumental in working with all the young people for this special Sunday worship experience.

Bible & Brews kicked back off after taking most if not all of November off. We finally finished studying Proverbs and have dug into the Gospel of Mark with a new sense of passion. Although Proverbs contains much wisdom for life, there wasn't a lot of "meat on the bones" for teaching, whereas Mark has all sorts of history and theological applications that can be discussed. So far everyone has been thoroughly enjoying it.

The caroling this past Sunday at the Echelon was surprisingly well attended, with 23 of us in attendance. The residents were all very appreciative of our sharing a little Christmas cheer with them ... and if I might be a little prideful, we sounded pretty good too! It was super fun, and I'm sure we'll be discussing doing it again next year.

The first annual Church Christmas Party was also a lot of fun. 35 of us gathered at Forest Meadows, where we shared a potluck meal, had lots of goodies, and enjoyed one another's company. For the first time doing this, it went very well, and I can only imagine (as word spreads) will grow each year. There are already some new ideas being shared for what we might consider adding to next year's event to make it even more enjoyable for all.

And it might be purely a fellowship gathering of members, but the Men's Breakfast Group continues to go strong and grow. Just yesterday 13 men of the congregation, the most that have ever gathered, once again met at Yours Truly to share a meal and connect socially. What a witness!

As we look ahead to the end of this year and into the next, I'd like to remind committee chairs to write a short report for the Annual Report of this past year's ministries that were performed, as well as maybe share something exciting for the coming year the committee has planned. As I look ahead, I'm excited to share that I'll once again be holding a New Member class in preparation for welcoming more people into the life and ministry of St. Matthew. God continues to blow through our church as a blessing to our community and is still leading others into the life here. Praise God!

In Christ, with Christ, for Christ!

Pastor Steve Mahaffey

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

November 2024

	TOTAL	
	NOV 2024	JAN - NOV, 2024 (YTD)
Revenue		
44000 Offerings	39,232.36	325,696.66
44200 Temp Restricted Offerings	3,445.28	103,135.86
<b>Total Revenue</b>	<b>\$42,677.64</b>	<b>\$428,832.52</b>
GROSS PROFIT	<b>\$42,677.64</b>	<b>\$428,832.52</b>
Expenditures		
51000 Benevolence	3,400.00	3,612.92
51010 ELCA - Mission Support	2,062.00	17,273.00
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
51110 Operation Homes		1,000.00
<b>Total 51000 Benevolence</b>	<b>5,462.00</b>	<b>25,404.94</b>
52150 Pastor Steve Mahaffey		
52151 Compensation		
52152 Salary	5,516.66	60,683.26
52153 Housing Allowance	2,000.00	22,000.00
52156 Social Security	575.00	6,325.00
<b>Total 52151 Compensation</b>	<b>8,091.66</b>	<b>89,008.26</b>
52155 Benefits		
52157 Retirement & Medical	3,199.92	35,199.12
52158 Continuing Education		1,021.18
52160 Car/Business Expense	259.10	3,290.05
<b>Total 52155 Benefits</b>	<b>3,459.02</b>	<b>39,510.35</b>
<b>Total 52150 Pastor Steve Mahaffey</b>	<b>11,550.68</b>	<b>128,518.61</b>
52200 Deacon		
52210 Compensation		
52211 Salary	6,516.66	71,683.26
<b>Total 52210 Compensation</b>	<b>6,516.66</b>	<b>71,683.26</b>
52220 Benefits		
52212 Car/Business Expenses		2,555.17
52221 Retirement and Medical	1,500.17	16,501.87
52223 Continuing Education		1,154.14
<b>Total 52220 Benefits</b>	<b>1,500.17</b>	<b>20,211.18</b>
<b>Total 52200 Deacon</b>	<b>8,016.83</b>	<b>91,894.44</b>
52350 Pastor Substitute		1,592.02



# St. Matthew Evangelical Lutheran Church

## Statement of Activity

November 2024

	TOTAL	
	NOV 2024	JAN - NOV, 2024 (YTD)
52400 Pastoral Admin. Assistant		
52410 Compensation		
52411 Salary	2,635.50	29,883.00
<b>Total 52410 Compensation</b>	<b>2,635.50</b>	<b>29,883.00</b>
<b>Total 52400 Pastoral Admin. Assistant</b>	<b>2,635.50</b>	<b>29,883.00</b>
52500 Music Personnel		
52510 Organist	1,000.00	13,737.50
52511 Worship Musicians	200.00	1,750.00
52520 Luther Choir Director	297.53	2,519.05
52530 Kids of the Kingdom Director	181.50	1,113.75
<b>Total 52500 Music Personnel</b>	<b>1,679.03</b>	<b>19,120.30</b>
52600 Parish Nurse		
52610 Salary	764.58	7,263.51
<b>Total 52600 Parish Nurse</b>	<b>764.58</b>	<b>7,263.51</b>
52700 Nursery Staff	81.50	815.00
52800 Custodian	1,386.50	12,631.00
52810 Bookkeeper	138.98	1,697.95
52900 FICA for Non-pastors	987.92	10,489.89
53000 Administration		
53010 Telephone	251.50	2,662.03
53014 Office Supplies	147.75	1,219.33
53015 ACS Technologies	168.67	1,850.03
53020 Internet	59.95	796.00
53040 Postage	247.00	1,139.67
53050 Conference Expense	50.00	772.42
53080 Office Equipment	140.93	2,049.21
53090 Office Eq. Maintenance Agmt.		546.05
53110 Miscellaneous		173.21
53112 Archival Project		254.55
<b>Total 53000 Administration</b>	<b>1,065.80</b>	<b>11,462.50</b>
53016 Bank charges		115.00
53060 Workers Compensation		1,090.60
53120 Finance		58.00
53122 Stewardship Supplies		407.91
53123 Service Cost/Fees - Intuit/Vanc	280.72	3,535.55
<b>Total 53120 Finance</b>	<b>280.72</b>	<b>4,001.46</b>
53130 Property Management		
53131 Supplies	170.94	906.47
53132 Utilities	742.25	10,905.28
53133 Insurance		9,952.00

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

November 2024

	TOTAL	
	NOV 2024	JAN - NOV, 2024 (YTD)
53134 Repairs and Maintenance	150.00	7,953.59
53135 Lawn Care/Snow Removal	256.20	3,094.65
53138 Capital Impr/Depreciation Expen		51,863.16
53140 Grace House	1,200.00	6,265.92
53160 Faith House	159.65	5,931.77
<b>Total 53130 Property Management</b>	<b>2,679.04</b>	<b>96,872.84</b>
54000 Congregational Life Ministry		
54010 Adult Choir Music & Supplies		44.28
54020 Special Bulletins (Wedding/Funeral)		205.83
54021 Licensing/Annual Subscriptions		1,235.00
54022 Christ in Our Home Booklets		192.00
54040 Altar Guild	73.47	1,422.90
54060 Flowers (Altar & Memorial)	90.00	1,575.00
54061 Flowers (Special Occasion - Christmas, Easter)	262.00	1,556.88
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
<b>Total 54000 Congregational Life Ministry</b>	<b>425.47</b>	<b>6,711.07</b>
55000 Comprehensive Youth Ministry		
55010 Luther Middles (6-8 Youth group)		359.46
55020 Luther League	47.54	11,548.55
55070 Sunday School (Pre K-5th)		
55071 Lesson Materials		164.63
55072 Supplies and Misc.		91.43
<b>Total 55070 Sunday School (Pre K-5th)</b>		<b>256.06</b>
55080 Sunday School (6th - 12th)		
55081 Lesson Materials		449.60
55082 Supplies & Misc.		77.56
55083 Graduation Gifts/Reception		94.44
<b>Total 55080 Sunday School (6th - 12th)</b>		<b>621.60</b>
55090 Confirmation Ministry/Retreat	50.00	1,175.17
55100 Vacation Bible School		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
<b>Total 55000 Comprehensive Youth Ministry</b>	<b>97.54</b>	<b>21,102.31</b>

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

November 2024

	TOTAL	
	NOV 2024	JAN - NOV, 2024 (YTD)
56000 Communication Evang. Ministry		
56030 Ads, Spiritual Messages	77.20	1,800.70
56040 Video Spiritual Production		282.19
56060 Evangelism Outreach		500.00
56065 Website		434.73
<b>Total 56000 Communication Evang. Ministry</b>	<b>77.20</b>	<b>3,017.62</b>
57000 Social Concerns Ministry		
51060 God's Work Our Hands	1,203.01	2,610.00
<b>Total 57000 Social Concerns Ministry</b>	<b>1,203.01</b>	<b>2,610.00</b>
58000 Small Group Ministry		
58030 Socials & Promotional Items		257.67
<b>Total 58000 Small Group Ministry</b>		<b>257.67</b>
65600 Payroll Expenses	0.00	0.00
67000 Interest Expense	124.70	1,499.18
<b>Total Expenditures</b>	<b>\$38,657.00</b>	<b>\$478,050.91</b>
NET OPERATING REVENUE	<b>\$4,020.64</b>	<b>\$ -49,218.39</b>
Other Revenue		
70100 Interest Income	1,757.81	19,302.06
90000 Released from restrictions	5,396.82	61,677.78
91000 Designated funds carried over	-2,224.94	-86,538.98
92000 Same Year restricted fund usage	-1,220.34	-20,539.03
<b>Total Other Revenue</b>	<b>\$3,709.35</b>	<b>\$ -26,098.17</b>
NET OTHER REVENUE	<b>\$3,709.35</b>	<b>\$ -26,098.17</b>
NET REVENUE	<b>\$7,729.99</b>	<b>\$ -75,316.56</b>

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

	Nov 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>								
44000 Offerings	39,232.36	29,166.67	10,065.69	134.51%	325,696.66	350,000.00	-24,303.34	93.06%
44200 Temp Restricted Offerings	3,445.28		3,445.28		103,135.86	0.00	103,135.86	
<b>Total Revenue</b>	<b>\$42,677.64</b>	<b>\$ 29,166.67</b>	<b>\$13,510.97</b>	<b>146.32%</b>	<b>\$428,832.52</b>	<b>\$ 350,000.00</b>	<b>\$ 78,832.52</b>	<b>122.52%</b>
<b>Gross Profit</b>	<b>\$42,677.64</b>	<b>\$ 29,166.67</b>	<b>\$13,510.97</b>	<b>146.32%</b>	<b>\$428,832.52</b>	<b>\$ 350,000.00</b>	<b>\$ 78,832.52</b>	<b>122.52%</b>
<b>Expenditures</b>								
51000 Benevolence	3,400.00		3,400.00		3,612.92	0.00	3,612.92	
51010 ELCA - Mission Support	2,062.00	1,458.33	603.67	141.39%	17,273.00	17,500.00	-227.00	98.70%
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		83.33	-83.33	0.00%	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%
<b>Total 51000 Benevolence</b>	<b>\$ 5,462.00</b>	<b>\$ 1,791.65</b>	<b>\$ 3,670.35</b>	<b>304.86%</b>	<b>\$ 25,404.94</b>	<b>\$ 21,500.00</b>	<b>\$ 3,904.94</b>	<b>118.16%</b>
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%	60,683.26	66,200.00	-5,516.74	91.67%
52153 Housing Allowance	2,000.00	2,000.00	0.00	100.00%	22,000.00	24,000.00	-2,000.00	91.67%
52156 Social Security	575.00	575.00	0.00	100.00%	6,325.00	6,900.00	-575.00	91.67%
<b>Total 52151 Compensation</b>	<b>\$ 8,091.66</b>	<b>\$ 8,091.67</b>	<b>-\$ 0.01</b>	<b>100.00%</b>	<b>\$ 89,008.26</b>	<b>\$ 97,100.00</b>	<b>-\$ 8,091.74</b>	<b>91.67%</b>
52155 Benefits			0.00		0.00	0.00	0.00	
52157 Retirement & Medical	3,199.92	3,199.92	0.00	100.00%	35,199.12	38,399.00	-3,199.88	91.67%
52158 Continuing Education		83.33	-83.33	0.00%	1,021.18	1,000.00	21.18	102.12%
52160 Car/Business Expense	259.10	391.67	-132.57	66.15%	3,894.11	4,700.00	-805.89	82.85%
<b>Total 52155 Benefits</b>	<b>\$ 3,459.02</b>	<b>\$ 3,674.92</b>	<b>-\$ 215.90</b>	<b>94.13%</b>	<b>\$ 40,114.41</b>	<b>\$ 44,099.00</b>	<b>-\$ 3,984.59</b>	<b>90.96%</b>
<b>Total 52150 Pastor Steve Mahaffey</b>	<b>\$11,550.68</b>	<b>\$ 11,766.59</b>	<b>-\$ 215.91</b>	<b>98.17%</b>	<b>\$129,122.67</b>	<b>\$ 141,199.00</b>	<b>-\$ 12,076.33</b>	<b>91.45%</b>
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%	71,683.26	78,200.00	-6,516.74	91.67%
<b>Total 52210 Compensation</b>	<b>\$ 6,516.66</b>	<b>\$ 6,516.67</b>	<b>-\$ 0.01</b>	<b>100.00%</b>	<b>\$ 71,683.26</b>	<b>\$ 78,200.00</b>	<b>-\$ 6,516.74</b>	<b>91.67%</b>
52220 Benefits			0.00		0.00	0.00	0.00	
52212 Car/Business Expenses		320.83	-320.83	0.00%	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%	16,501.87	18,002.00	-1,500.13	91.67%
52223 Continuing Education		83.33	-83.33	0.00%	1,154.14	1,000.00	154.14	115.41%
<b>Total 52220 Benefits</b>	<b>\$ 1,500.17</b>	<b>\$ 1,904.33</b>	<b>-\$ 404.16</b>	<b>78.78%</b>	<b>\$ 20,211.18</b>	<b>\$ 22,852.00</b>	<b>-\$ 2,640.82</b>	<b>88.44%</b>
<b>Total 52200 Deacon</b>	<b>\$ 8,016.83</b>	<b>\$ 8,421.00</b>	<b>-\$ 404.17</b>	<b>95.20%</b>	<b>\$ 91,894.44</b>	<b>\$ 101,052.00</b>	<b>-\$ 9,157.56</b>	<b>90.94%</b>
52350 Pastor Substitute		166.67	-166.67	0.00%	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	2,635.50	2,916.67	-281.17	90.36%	29,883.00	35,000.00	-5,117.00	85.38%
<b>Total 52410 Compensation</b>	<b>\$ 2,635.50</b>	<b>\$ 2,916.67</b>	<b>-\$ 281.17</b>	<b>90.36%</b>	<b>\$ 29,883.00</b>	<b>\$ 35,000.00</b>	<b>-\$ 5,117.00</b>	<b>85.38%</b>
<b>Total 52400 Pastoral Admin. Assistant</b>	<b>\$ 2,635.50</b>	<b>\$ 2,916.67</b>	<b>-\$ 281.17</b>	<b>90.36%</b>	<b>\$ 29,883.00</b>	<b>\$ 35,000.00</b>	<b>-\$ 5,117.00</b>	<b>85.38%</b>
52500 Music Personnel			0.00		0.00	0.00	0.00	
52510 Organist	1,000.00	1,247.92	-247.92	80.13%	13,737.50	14,975.00	-1,237.50	91.74%
52511 Worship Musicians	200.00	370.83	-170.83	53.93%	1,750.00	4,450.00	-2,700.00	39.33%
52520 Luther Choir Director	297.53	291.67	5.86	102.01%	2,519.05	3,500.00	-980.95	71.97%
52530 Kids of the Kingdom Director	181.50	100.00	81.50	181.50%	1,113.75	1,200.00	-86.25	92.81%
<b>Total 52500 Music Personnel</b>	<b>\$ 1,679.03</b>	<b>\$ 2,010.42</b>	<b>-\$ 331.39</b>	<b>83.52%</b>	<b>\$ 19,120.30</b>	<b>\$ 24,125.00</b>	<b>-\$ 5,004.70</b>	<b>79.26%</b>

52600 Parish Nurse			0.00		0.00	0.00	0.00	
52610 Salary	764.58	764.58	0.00	100.00%	7,263.51	9,175.00	-1,911.49	79.17%
52620 Mileage Reimbursement		29.17	-29.17	0.00%	0.00	350.00	-350.00	0.00%
<b>Total 52600 Parish Nurse</b>	<b>\$ 764.58</b>	<b>\$ 793.75</b>	<b>-\$ 29.17</b>	<b>96.33%</b>	<b>\$ 7,263.51</b>	<b>\$ 9,525.00</b>	<b>-\$ 2,261.49</b>	<b>76.26%</b>
52700 Nursery Staff	81.50	158.33	-76.83	51.47%	815.00	1,900.00	-1,085.00	42.89%
52800 Custodian	1,386.50	1,433.33	-46.83	96.73%	12,631.00	17,200.00	-4,569.00	73.44%
52810 Bookkeeper	138.98	191.67	-52.69	72.51%	1,697.95	2,300.00	-602.05	73.82%
52900 FICA for Non-pastors	987.92	1,000.00	-12.08	98.79%	10,489.89	12,000.00	-1,510.11	87.42%
53000 Administration			0.00		0.00	0.00	0.00	
53010 Telephone	251.50	250.00	1.50	100.60%	2,913.53	3,000.00	-86.47	97.12%
53014 Office Supplies	147.75	208.33	-60.58	70.92%	1,219.33	2,500.00	-1,280.67	48.77%
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%	796.00	1,000.00	-204.00	79.60%
53040 Postage	247.00	83.33	163.67	296.41%	1,139.67	1,000.00	139.67	113.97%
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%
<b>Total 53040 Postage</b>	<b>\$ 247.00</b>	<b>\$ 208.34</b>	<b>\$ 38.66</b>	<b>118.56%</b>	<b>\$ 1,139.67</b>	<b>\$ 2,500.00</b>	<b>-\$ 1,360.33</b>	<b>45.59%</b>
53050 Conference Expense	50.00	100.00	-50.00	50.00%	772.42	1,200.00	-427.58	64.37%
53080 Office Equipment	140.93		140.93		2,049.21	0.00	2,049.21	
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%
<b>Total 53000 Administration</b>	<b>\$ 1,065.80</b>	<b>\$ 1,482.93</b>	<b>-\$ 417.13</b>	<b>71.87%</b>	<b>\$ 11,714.00</b>	<b>\$ 17,795.00</b>	<b>-\$ 6,081.00</b>	<b>65.83%</b>
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%	1,179.56	1,000.00	179.56	117.96%
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		62.50	-62.50	0.00%	407.91	750.00	-342.09	54.39%
53123 Service Cost/Fees - Intuit/Vanc	280.72	291.67	-10.95	96.25%	3,624.00	3,500.00	124.00	103.54%
<b>Total 53120 Finance</b>	<b>\$ 280.72</b>	<b>\$ 362.50</b>	<b>-\$ 81.78</b>	<b>77.44%</b>	<b>\$ 4,089.91</b>	<b>\$ 4,350.00</b>	<b>-\$ 260.09</b>	<b>94.02%</b>
53130 Property Management			0.00		0.00	0.00	0.00	
53131 Supplies	170.94	150.00	20.94	113.96%	906.47	1,800.00	-893.53	50.36%
53132 Utilities	742.25	1,250.00	-507.75	59.38%	11,599.13	15,000.00	-3,400.87	77.33%
53133 Insurance		916.67	-916.67	0.00%	9,952.00	11,000.00	-1,048.00	90.47%
53134 Repairs and Maintenance	150.00	583.33	-433.33	25.71%	8,653.59	7,000.00	1,653.59	123.62%
53135 Lawn Care/Snow Removal	256.20	416.67	-160.47	61.49%	3,489.63	5,000.00	-1,510.37	69.79%
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	1,200.00	291.67	908.33	411.42%	6,511.42	3,500.00	3,011.42	186.04%
53160 Faith House	159.65	291.67	-132.02	54.74%	6,166.70	3,500.00	2,666.70	176.19%
<b>Total 53130 Property Management</b>	<b>\$ 2,679.04</b>	<b>\$ 6,400.01</b>	<b>-\$ 3,720.97</b>	<b>41.86%</b>	<b>\$ 99,142.10</b>	<b>\$ 76,800.00</b>	<b>\$ 22,342.10</b>	<b>129.09%</b>
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)		16.67	-16.67	0.00%	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	73.47	150.00	-76.53	48.98%	1,533.69	1,800.00	-266.31	85.21%
54060 Flowers (Altar & Memorial)	90.00	187.50	-97.50	48.00%	1,575.00	2,250.00	-675.00	70.00%
54061 Flowers (Special Occasion - Christmas, Easter)	262.00	129.17	132.83	202.83%	1,556.88	1,550.00	6.88	100.44%

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		0.00		155.06	0.00	155.06		
<b>Total 54000 Congregational Life Ministry</b>	<b>\$ 425.47</b>	<b>\$ 769.17</b>	<b>-\$ 343.70</b>	<b>55.32%</b>	<b>\$ 6,821.86</b>	<b>\$ 9,230.00</b>	<b>-\$ 2,408.14</b>	<b>73.91%</b>
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	47.54		47.54		11,548.55	0.00	11,548.55	
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%	
<b>Total 55070 Sunday School (Pre K-5th)</b>	<b>\$ 0.00</b>	<b>\$ 129.17</b>	<b>-\$ 129.17</b>	<b>0.00%</b>	<b>\$ 256.06</b>	<b>\$ 1,550.00</b>	<b>-\$ 1,293.94</b>	<b>16.52%</b>
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%	
<b>Total 55080 Sunday School (6th - 12th)</b>	<b>\$ 0.00</b>	<b>\$ 62.49</b>	<b>-\$ 62.49</b>	<b>0.00%</b>	<b>\$ 621.60</b>	<b>\$ 750.00</b>	<b>-\$ 128.40</b>	<b>82.88%</b>
55090 Confirmation Ministry/Retreat	50.00	83.33	-33.33	60.00%	1,175.17	1,000.00	175.17	117.52%
55100 Vacation Bible School	41.67	-41.67	0.00%	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%	
<b>Total 55000 Comprehensive Youth Ministry</b>	<b>\$ 97.54</b>	<b>\$ 966.66</b>	<b>-\$ 869.12</b>	<b>10.09%</b>	<b>\$ 21,102.31</b>	<b>\$ 11,600.00</b>	<b>\$ 9,502.31</b>	<b>181.92%</b>
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	77.20	135.42	-58.22	57.01%	1,800.70	1,625.00	175.70	110.81%
56040 Video Spiritual Production		29.17	-29.17	0.00%	282.19	350.00	-67.81	80.63%
56060 Evangelism Outreach		175.00	-175.00	0.00%	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%
<b>Total 56000 Communication Evang. Ministry</b>	<b>\$ 77.20</b>	<b>\$ 400.01</b>	<b>-\$ 322.81</b>	<b>19.30%</b>	<b>\$ 3,017.62</b>	<b>\$ 4,800.00</b>	<b>-\$ 1,782.38</b>	<b>62.87%</b>
57000 Social Concerns Ministry			0.00	0.00	0.00	0.00		
51060 God's Work Our Hands	1,203.01	41.67	1,161.34	2886.99%	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%
<b>Total 57000 Social Concerns Ministry</b>	<b>\$ 1,203.01</b>	<b>\$ 52.09</b>	<b>\$ 1,150.92</b>	<b>2309.48%</b>	<b>\$ 2,610.00</b>	<b>\$ 625.00</b>	<b>\$ 1,985.00</b>	<b>417.60%</b>
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%
<b>Total 58000 Small Group Ministry</b>	<b>\$ 0.00</b>	<b>\$ 108.33</b>	<b>-\$ 108.33</b>	<b>0.00%</b>	<b>\$ 257.67</b>	<b>\$ 1,300.00</b>	<b>-\$ 1,042.33</b>	<b>19.82%</b>
65600 Payroll Expenses	0.00		0.00		0.00	0.00	0.00	
67000 Interest Expense	124.70		124.70		1,499.18	0.00	1,499.18	
<b>Total Expenditures</b>	<b>\$38,657.00</b>	<b>\$ 41,300.11</b>	<b>-\$ 2,643.11</b>	<b>93.60%</b>	<b>\$481,463.93</b>	<b>\$ 495,601.00</b>	<b>-\$ 14,137.07</b>	<b>97.15%</b>
<b>Net Operating Revenue</b>	<b>\$ 4,020.64</b>	<b>-\$12,133.44</b>	<b>\$16,154.08</b>	<b>-33.14%</b>	<b>-\$ 52,631.41</b>	<b>-\$145,601.00</b>	<b>\$ 92,969.59</b>	<b>36.15%</b>
<b>Other Revenue</b>								
70100 Interest Income	1,757.81		1,757.81		19,302.06	0.00	19,302.06	
90000 Released from restrictions	5,396.82		5,396.82		61,677.78	0.00	61,677.78	

<b>91000 Designated funds carried over</b>	-2,224.94		-2,224.94		-86,538.98	0.00	-86,538.98
<b>92000 Same Year restricted fund usage</b>	-1,220.34		-1,220.34		-20,539.03	0.00	-20,539.03
<b>Total Other Revenue</b>	<b>\$ 3,709.35</b>	<b>\$ 0.00</b>	<b>\$ 3,709.35</b>		<b>-\$ 26,098.17</b>	<b>\$ 0.00</b>	<b>-\$ 26,098.17</b>
<b>Net Other Revenue</b>	<b>\$ 3,709.35</b>	<b>\$ 0.00</b>	<b>\$ 3,709.35</b>		<b>-\$ 26,098.17</b>	<b>\$ 0.00</b>	<b>-\$ 26,098.17</b>
<b>Net Revenue</b>	<b>\$ 7,729.99</b>	<b>-\$12,133.44</b>	<b>\$19,863.43</b>	<b>-63.71%</b>	<b>-\$ 78,729.58</b>	<b>-\$145,601.00</b>	<b>\$ 66,871.42 54.07%</b>

Sunday, Dec 08, 2024 11:38:33 AM GMT-8 - Cash Basis

# St. Matthew Evangelical Lutheran Church

## Statement of Financial Position

As of November 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11100 General Checking - Huntington 1	37,069.88
11400 Endowment - Hunt 07664529755	20,648.23
11800 Restricted Savings - Huntington	561,101.71
<b>Total Bank Accounts</b>	<b>\$618,819.82</b>
<b>Total Current Assets</b>	<b>\$618,819.82</b>
Fixed Assets	
14100 400 N. Broadway	887,790.00
14200 Grace House 229 Pearl	141,846.30
14400 432 N Broadway Street	101,980.00
<b>Total Fixed Assets</b>	<b>\$1,131,616.30</b>
<b>TOTAL ASSETS</b>	<b>\$1,750,436.12</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	<b>\$30,260.28</b>
Equity	
30001 Unrestricted Net Assets	636,714.57
32000 Retained Earnings	578,901.59
33000 Restricted Savings Account	0.00
33001 Loads of Love holding acct	1,800.00
33002 Anna Holthouse Gold Award Project	1,189.56
33040 Promise Place Proceed Fund - PPP Fund	413,545.55
33100 Property Management Maintenance	0.00
33080 Church Landscaping	0.00
33503 Naming Trees Memorial	81.93
<b>Total 33080 Church Landscaping</b>	<b>81.93</b>
33090 Capital Improvement	17,185.47
33091 Interior Remodel Fund	12,093.87
<b>Total 33090 Capital Improvement</b>	<b>29,279.34</b>
35000 Grace House usable funds	969.74
<b>Total 33100 Property Management Maintenance</b>	<b>30,331.01</b>
33200 Congregational Life	0.00
33130 Altar Guild	508.09
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



# St. Matthew Evangelical Lutheran Church

## Statement of Financial Position

As of November 30, 2024

	TOTAL
<b>Total 33200 Congregational Life</b>	<b>10,944.80</b>
33300 Comprehensive Youth	0.00
32112 Luther Middles (6-8)	396.00
33070 College Care Packages	65.00
<b>Total 33300 Comprehensive Youth</b>	<b>461.00</b>
33400 Communication Evangelism	
33450 Audio / Video Technology	1,480.71
<b>Total 33400 Communication Evangelism</b>	<b>1,480.71</b>
33500 Memorial	96,611.52
33700 Small Group Ministry	0.00
33701 Coffee Bar Donations	12.00
<b>Total 33700 Small Group Ministry</b>	<b>12.00</b>
33800 Social Concerns Ministry	3,475.17
33030 LDR - St. Matthew Disaster Resp	1,250.39
<b>Total 33800 Social Concerns Ministry</b>	<b>4,725.56</b>
<b>Total 33000 Restricted Savings Account</b>	<b>561,101.71</b>
34000 Endowment	20,648.23
Opening Bal Equity	-1,873.70
Net Revenue	-75,316.56
<b>Total Equity</b>	<b>\$1,720,175.84</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,750,436.12</b>

## Saint Matthew Finance Committee Agenda/ Notes

November 13, 2024

Present: Terri Utech, Bruce Reed, Jen Knaggs, Steve Pamer, Heather Rhode, Pastor Steve, Mary Dunham

1. Opening Prayer offered by Pamer
2. Approval of October Minutes – Rhode moved to approve minutes, Knaggs second
3. Review October 2024 Financial Reports - general offerings were off by 5,300.
4. Promise Place proceeds – email sent to congregation, will schedule meetings in 2025 to determine path forward. Discuss with Bob and Karla to schedule a meeting, potential to wrap in conversation about selling both homes. (Jen K.)
5. Property inventory – move to 2025
6. Re review of Money Handling Policy and Procedures – Luther League – Heather proposed Deacon Lindsey should receive a credit card for Luther League(LL) - LL would be a line in the budget with a savings account - Heather to meet with LL to introduce and discuss the plan to move to a credit card- Pastor Steve moved, Pamer second- no dissent
7. Rental of Pearl Street Property update – appears positive at this time – will advise us if moving by 12/1/25
8. Rental of Broadway Street Property (Faith House) – Congregation Council meeting Bruce is getting 3 quotes to manage the property - MC already attained
9. Wifi – Pamer to contact Austin to schedule a meeting to understand what Austin has learned
10. 2025 budget plan approved by council
11. Property and Casualty – Pamer to get quotes
12. New benefits -Portico - resolved
13. New computer for Deb - being quoted by Net effects
14. New counter for Sunday AM needed- resolved -
15. R. Law funds donation for survivors- update required Finance committee suggested 3400 donations to an organization which supports survivors. Terri will discuss with Council.
  - a. Pamer to discuss with M. Pamer potential donor organization.
16. Review conversation notes from 11.10.24:
  - a. Grace House rent – comments of concern about the increase and impact of the increase on the tenant. Curiosity about the research conducted to inform the rent increase, interest in the lease terms provided to the tenants.
  - b. Grace House – did we file the 990 and what was the associated financial obligation? Seemed to be some curiosity if this tax activity was being handled (by those who had past experience with it).
  - c. Grace House – what kind of maintenance has been done and related expenses?
  - d. Grace House – what are we generating in terms of profit on this house?

- e. Faith House – desire to understand if Council had heard the Property Committee’s concerns about handling landlord responsibilities and their desire to use a property management company.
- f. Both houses – is it worth it? Significant reflection by some long tenured members about whether we made the best long term decision years ago to stay at our current location, which was a strong driver behind owning the two houses. If we aren’t using the houses for ministry, should we keep them? Should the church be in the rental business or focused on ministry? Could we use those assets to be more focused on our ministry?
- g. Can we ever really realistically overcome some of the accessibility issues within our current church building? (wheelchair access to all parts of the church, elevator costs etc).
- h. Should we be having a broader more strategic long term planning discussion about the future goals of our ministry and how our real estate assets should evolve in alignment with those longer term goals and our vision?
- i. If we aren’t making real money with the rental properties – is \$500 income a year worth it? The houses are just stuff – consider letting go of the stuff – the properties played a different role in our ministry 20 years ago when we had a congregation with energy and capacity to be more focused on transitional housing.
- j. Church has a strong balance sheet – mostly in reference to the Promise Place Proceeds (PPP).
- k. Where does the interest we earn on the PPP go?
- l. How might we use the PPP to enable our ministries?
- m. Habitat – church can sponsor a family
- n. Giving breakdown – how are we defining a giving unit?
- o. We have a giving problem
- p. We don’t talk much about tithing
- q. Desire to increase benevolence – other church experiences – indicate this was a key consideration in choosing a church – does the church tithe (benevolence)
- r. Should we have a stated goal to increase our benevolence to a specific % by a certain timeframe?
- s. Why the drop in Pastor Steve’s retirement/medical and why the increase for Deacon Lindsay?
- t. LDR Trailer in the parking lot – purchased with good intentions, but not being used. Apparently it still has a lot of “stuff” in it that has not been cleaned out – much of which might be thrown away, some things could be donated. If we aren’t using the trailer and the donor (Seibert) is fine with us moving on and selling it then is this an opportunity? Market for used trailers might be good right now.
- u. An alternative would be to keep the trailer and find ways to use it. Example, have the Luther League train for a big bike event instead of going to the Youth Gathering. Use the trailer to transport the bikes
- v. Will the meeting next week include a motion on the use of funds from Promise Place?
- w. Curiosity about what we heard through the Promise Place pulse survey.
- x. What is the cash amount in our checking account? Given the decline over the last several years increasing our offerings is critical – if not we could find ourselves in the place we were in several years ago where we were stressed to make payroll and had to carefully time paying bills to ensure we had the cash in the checking account.
- y. How do we tie the near and long term planning process for the church with the financial planning process? Is there a long term plan?

- z. Should we consider changing the fiscal year date to end in November and have December be the first month of the fiscal year, especially since December is such a strong giving month?
  - aa. Thrivent Action Grants – emphasis on how we are using those funds to reach into the community.
17. New business:
- a. Contribution of 5k came in since conversation Sunday
  - b. Increase in credit count by \$1000 to \$3000
  - c. Church being audited by State of Ohio due to increase in payroll taxes not unexpected
  - d. John Baker may be interested to add \$5000 to drive endowment fund
    - i. Pamer to reach out to John Baker will synch up with maturity of this account in late January

Saint Matthew Finance Committee Agenda/ Notes  
December 11, 2024

Present: (TBD)Terri Utech, Bruce Reed, Jen Knaggs, Steve Pamer

1. Opening Prayer offered by Jen
2. Approval of November Minutes –Terri moved to approve minutes, Jen second, approved with no opposition
3. Review November 2024 Financial Reports – general offering 39k over budget,
  - a. Sent \$3400 to Children’s Center of Medina County
  - b. Gods Work, Our Hands \$1,203 was extra funds not used on GW/OH, but sent to Hurricane Helene relief
  - c. IRS tax liability exceeded 50k, payroll tax has to be submitted semiweekly- Paychecks will take care of this.
4. Old Business:
  - a. Promise Place proceeds –will schedule meetings in 2025 need to coordinate with Bob and Carla Moss plan for 1<sup>st</sup> Q potentially Feb 2<sup>nd</sup> and 9<sup>th</sup>.
  - b. Property inventory – move to 2025
5. Review of Money Handling Policy and Procedures – Luther League – pending conversation with Deacon Lindsey conversation with LL leaders while Lindsey on LOA.
6. Rental of Pearl Street and Broadway Steet (Faith House) Property update –
  - a. Meeting with MC Real estate - 12.9.24 Rick Stallard from MC real-estate bottom line both houses will rent near \$1550 - 1600
    - i. Decision from property to not sell properties
    - ii. Trial rental for a minimum of one year to rent as the council determines a path forward with both homes
7. Wifi – Pamer to update:
  - a. Phone/Wifi/Internet/Cable Review – Currently status
    - i. Phones are owned by St.M., no called ID enabled(Deb would like caller ID)
    - ii. 3 lines 8885 Admin, 88886 Assistance, 8887 elevator
      1. Deb to get a call tally x 2 weeks
    - iii. TV in middles room cable enabled no cost
    - iv. TV in social hall - air antenna and DVD
    - v. Sign runs off wifi - Pamer to call Fast Sign
    - vi. Software - Impact needs upgrade – 800-398-0576
  - b. Frontier – conversation with Shania 12.11.24 @ 12:44
    - i. Acct: 330-725-88885- 042371-5
    - ii. PIN: 7071
    - iii. Invoice 11.19.24
    - iv. 3 lines \$108
    - v. Internet \$100
    - vi. static IP \$ 20
    - vii. Surcharge (undefined) \$14
    - viii. Total \$252/month
  - c. Armstrong;
    - i. Conversation with Olivia 12.11.24 @ 14:15
    - ii. Internet: Zoom Fiber Pro 100 - \$60

- iii. Pace Cable box in middle room -- free (is this a left over from operation homes?)
- iv. Phone options:
  - 1. One POTS line with 2 other lines \$30/month
  - 2. web hosted -3 lines - \$ 103 (3 phones rented for free) - \$150 install/program,
  - 3. wifi : \$16 /month (extra \$50 if need additional extender)
- 8. 2025 budget plan approved by congregation - resolved
- 9. Property and Casualty – total package went up 44%, Terri had a conversation with Church Mutual, Teri received copy of loss history no real losses over 6 years,
  - a. Bruce perhaps consider use of a broker
  - b. Pamer is awaiting a response from Guide One
  - c. New computer for Deb - being quoted by Net effects – committee voted to order on 1.1.25
- 10. R. Law funds donation for survivors- Children's Center of Medina County - completed
- 11. State of Ohio Audit for Workers Compensation results
  - a. Heather sent all information to BWC
- 12. New business:
  - d. Endowment Fund update Teri to request releases of funds 4300 from Council to create ELCA Fund
  - e. Northeast Ohio Synod Benevolence Form changes - noted
  - f. Letter from IRS regarding federal tax deposit changes
  - g. Large donation received in December donation received for \$44,933 and \$3,488
  - h. Charting for revenue and expenses by month and year as a reference for budgeting
    - i. Considering this in January
  - i. Living Lutheran \$12 per year individuals will pay for their own

Close 6:25

**DECEMBER 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, Sanctuary Pearl Street doors, and Sunday School Parking Lot 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). The Sanctuary Parking Lot and Sanctuary Pearl Street 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 door will be locked ten (10) minutes after service start and unlocked again if another service follows. 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.
- **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 the Church Office Administrator 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.**

Evangelism and Communication  
Minutes  
December 9, 2024

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

The meeting began at 5:15 with devotions given by Melody Costello.

OLD BUSINESS

1. **Outreach to the Homeless** – At this point we only have two vehicles lined up to deliver the 156 bags to the Lutheran Metropolitan Men’s Shelter in Cleveland, on Christmas morning. The drivers are Melody and Todd Costello / Beth and Scott Johnson. Beth will make a short announcement on Sunday, Dec. 15, requesting more participation. [Update: Two additional cars have been added – Shrader & Thompson.]

Drivers will meet at the church to load the bags at 8:00 am Christmas morning. Plans are to meet David Clifford (*For the Greater Good*) at the Shelter at 9:00 am. Last week, Melody and Todd purchased snacks with Thrivent grant money and added the snacks to the bags. Remaining snacks were added to St. Matthew’s food pantry shelves.

2. **Ongoing E&C Activities** –
  - a. Advent Devotions are being well received. Thank you to the eleven volunteer writers from St. Matthew, and the five writers from Shepherd of the Hills (Deep Creek, Maryland). Some submitted more than one devotion.
  - b. Advertising for Christmas Eve – Deb will place information on the electronic Message Board. Melody has the ad scheduled to appear on Facebook. Beth will post it on the website. Ads will appear in the *Medina Weekly* on Dec. 12 & 19. Also, an ad will appear in the *Medina Gazette*, on their Christmas Worship page.
  - c. Online Church Directory – More photos are needed on the directory. Members of the E&C team are asked to keep an eye out and take photos of members at church when the opportunity arises. Send the photos to Stephanie or Beth to have them downloaded onto the directory. A goal is to have only active members listed in the directory. Care Connection leaders (Kristine Neate and Jean Waite), Deb Musil and Pastor Steve have been cleaning the membership lists. Beth will meet with them on Monday, January 6.
  - d. Audio/Visual Worship Outreach – The December 15 Children’s Christmas program will not be livestreamed. It will be recorded and made available on the Member-only Page of the website.

NEW BUSINESS

1. **New Member Class** – Pastor Steve announced that a New Member Class will be starting after the first of the year.



2. **Public vs. Private /Communication vs. Evangelism** – Pastor shared areas of concern related to this heading. Owen stated that the audio/visual team is trying to be very sensitive to privacy issues but can always improve. The E&C Team will be spending time discussing these concerns (and others) at future meetings, with the goal of establishing acceptable procedures:
  - a. What gets shared with active vs. inactive members?
  - b. Public email list vs. Member-only email list?
  - c. Public group vs. Private group on Face Book?
  - d. What communication is considered ‘evangelism’? What is general publicity?
  - e. Who gets access to church budget, private photos, youth?
  - f. What parts of our worship are worthy of sharing for evangelism purpose only?
  - g. Who has access to our complete worship service livestream?
  - h. Should the full service only be placed on the Member-only Page of the website? (Owen stated that it is an easy process to crop out certain portions of the worship videos, once the full editing has been completed.)
  
3. **Celebrating our History** – Stephanie Hess has begun working on writing a St. Matthew History book, to be accomplished in time for our 90<sup>th</sup> anniversary in 2028. Her initial goal is to interview older members of our congregation. She (along with videotaping by Beth) interviewed Lois Davis and UnaMae Gill on December 1, and Alice Krull on December 5. Interview videos will be preserved in the Archive files by Dale Weygandt.
  
4. **The next Loads of Love** will take place on Sunday, January 5, from 1:00 – 4:00 p.m. Beth will confirm arrangements with the North Court Laundry and will ask Teri Uttech for the next installment of \$500, from the grant money awarded for this purpose. The check will be converted into quarters for the machines (not to be used for the drop-off service). We will not advertise this time, to see if we can accommodate more people over a longer period of time, as compared to the crowds on October 27, depleting our money with an hour... causing some hurt feelings.

The meeting adjourned at 6:20 p.m.

Next Devotions:

Monday, Jan. 13 – Beth Johnson

Tuesday, Feb. 11 – Carol Elkins; *Note the date change*

Notes by Beth Johnson