



S T . M A T T H E W

Living God's Love

## Agenda & Reports Congregational Council Meeting

July 24, 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  
July 24, 2024, 5:00pm**

- Call to Order, Roll Call
- Opening Prayer/Devotions - Jim
- 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 -update: draft in the works/upcoming meeting
  - Risk Management/Safety – attempting to schedule first meeting
  - Coffee Bar – Announcement made – has it helped?
  - Renovation Committee – information sent for grant applications
  - Stewardship Committee - updates
- New Business
  - Social Media/Website policy review
  - Deacon Lindsay Maternity Leave
  - Budgets 2025 – put on people's radar
- Closing Prayer

***Next Meeting – August 20, 2024 @5:00 pm – Fellowship Hall***

***August Opening Prayer/Devotions – Kristine***

**St. Matthew Lutheran  
Church Congregation Council  
June 18th, 2024**

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

Roll call of attendees started the meeting.

Also In attendance: Sandy Andrews and Barb Woodard in person and Brian Harris on Zoom.

Opening devotion on good news and prayer was given by Bruce.

Reviewed last month's minutes. There was one clarification requested as to when annual letters would be sent. They will be sent annually to inactive members, however, will not be repeatedly sent to the 45 members originally sent a letter. Bruce approved the minutes with this addendum and Pastor Steve seconded the motion. All in favor.

**Pastor's Report:**

One class left for new members to complete. There are a total of 17 in all. Two were approved earlier and are attending classes with 15 others. Names of new members for council to approve are: Brian, Alley and Clark DeWitt, Joe and Sarah Robinson, Craig and Karen Zavotka, the Landis family- Wendy, Jeremy, Carter, Cameron, Kyle, and Kara. Clyde Wolfe (Wendy's dad) , Bret McNab, and Barbara and Richard Dash (Barbara and Richard were welcomed earlier but are included in the New Members class to be formally welcomed by the congregation). The Landis family and Clyde Wolfe request to be Associate members. Pastor Steve made a motion to accept the new members and it was seconded by Deacon Lindsay and Jim Woodard simultaneously. All were in favor.

Pastor Steve mentioned the LifeWise organization that he attended a meeting. He doesn't agree with their teachings as they differ from those of the ELCA. Bruce asked

for an explanation of this group and Pastor Steve gave his understanding as well as it is in his written report.

#### **Deacons Report:**

- Nothing more to report other than what is in her written report. Youth gathering is all paid for which is a good thing.

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

- Nothing more to report. Thank you for all your support while she was off for surgery.

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

- Nothing to report.

#### **Secretary Report:**

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

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

- Three of the four checks have been received from the Robert Law estate and \$63+ deposited into the memorial fund. The executor of the estate mailed everything so we are expecting one more check.
- She is coordinating the Good New Moment on memorial funds to be on the same Sunday as the financials are in the bulletin to educate the congregation. This way they will see where it appears in the reports.
- There are two 13 month CD's they are working on from Promise Place. The CD's are up for renewal but Huntington doesn't have the interest rates that will be available for a 13 month CD. They will still offer 13 months and will let Teri know when and what the rate will be.
- Offerings for May were not great but everything else was pretty much normal.

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

Amanda said the Shoe Collection is off to a good start. She bagged 15 bags of shoes and our goal is 90. Shoe drive will be July 14 where the community can drop off shoes as well.

Bruce reported on the Samaritan Fund team (LGL). They lost one member but Barb Woodard found a replacement to present to the Board. Stepahnie Hess is the new

member selected. Barb is waiting for a resolution from Medina County Community Foundation to move the funds from Akron to Medina. They are waiting on the percentage rates. The Property Committee is meeting tonight to discuss 2024. Bill Knaggs will be leading this meeting.

Jim said the Evangelism and Communication Committee met to discuss social media policies which need to be revised for legality and liability. Discussed the importance of Website and Social Media policies that need to be updated. This will be discussed in new business for Council's approval.

### **Old Business:**

- The topic of letters sent to inactive members was revised to reflect that the letters would be sent out annually, but there wouldn't be repeat letters to those who have already received one.
- Kristine Neate reported on Cultural Collective. The information to present to the congregation is mostly completed, however has not met with any members yet to get their ideas. We'll circle back on this topic next month.
- Risk Management information was put in the bulletin and the Shout Out to see if there are other members that would want to participate on the committee. So far Jen has Jim and Barb Woodard, Bruce Reed, Rick Grice, and Alan Ivan. This information will run in the bulletin and Shout Out for the next three weeks to garner any more interest. If not, she will have Deb pull it and we'll move on from there.
- The Music and Worship team is still working on the formation of this sub committee for organ recommendations. Information has been received as to what is needed.
- Amanda reported on the coffee bar sign up sheet and said no one has signed up as of yet. Discussion ensued as to whether or not the coffee bar should continue. Pastor Steve said if no one signed up that indicates to him that no one wants coffee. A few others agreed but Bruce and I feel differently about it. Several of the participants are elderly. We'd prefer to look for alternatives. Pastor Steve will make an announcement on Sunday.
- The Renovation Committee met tonight so nothing more on that right now.

### **New Business:**

- The Northeastern Ohio Synod Assembly was a good gathering and we had full representation this year. Deacon Lindsay, Teri Uttech and Kristine Neate attended along with Pastor Steve. Full representation is important because they vote on issues discussed there. This year it was held in Akron but next year it will be virtual. This may encourage more participation from congregations. Holding it virtual will also save on benevolence dollars. Pastor Steve was elected

to represent the Northeastern Ohio Synod as a “Clergy at large” position for the ELCA National Church Gathering, which is to be held in Phoenix, AZ, July 2025.

- Next meeting date will be Wednesday, July 24th at 5:00. Note: the change in the day of the week for this meeting due to scheduling conflicts.
- The Evangelism/Communication Committee is looking for approval from council to update the Social and Website media policies to correct language as to what information should be shared keeping in line with legality and liability and how the information gathered should flow. Deacon Lindsay shared information on this topic. Once updated, we need to know where the policies can be found. Pastor Steve motioned to approve this request to revise. Kristine seconded the motion. All were in favor.
- Discussion on whether or not the Stewardship Committee should be a sub committee of the Finance Committee. Steve Pamer said that stewardship is more than just dollars. Stewardship used to fall on the role of the Vice President. However, Pastor Steve believes it should be broader than that. Possibly have a Stewardship drive as a congregation. This is still under discussion. Deacon Lindsay will take Council’s thoughts back to the Stewardship Committee.

Meeting closed with the Lord’s Prayer recited by all.

**St. Matthew Lutheran Church  
Congregational Council Voting Results  
July 10, 2024 (via email)**

The Property Committee met on July 8th to review and discuss the contractor bids to repair the church parking lot. Unfortunately, the bids came in much higher than budgeted. As a result, the Property Committee has requested assistance from the Council to allow for additional funding.

After reviewing the information the Property Committee provided, Council voted via email. The results are as follows.

**Motion was made by Amanda Kotick** to use the Property Committee budgeted line amount of \$25,000 to replace the back parking lot. The remaining funds needed to complete the repairs for the front parking lot (\$14,000) to be taken from the unrestricted memorial funds.

**Motion was seconded by Teri Uttech**

**We received 8 yes votes** (votes received from Neate, Uttech, Ivan, Reed, Kotick, Woodard, Stertzbach, and Mahaffey) Discussion/vote recused by Knaggs.

**Motion passed**

Respectfully submitted,  
Delores Ivan

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

June 2024

	TOTAL	
	JUN 2024	JAN - JUN, 2024 (YTD)
<b>Revenue</b>		
44000 Offerings	28,463.19	176,523.18
44200 Temp Restricted Offerings	3,184.55	80,919.52
<b>Total Revenue</b>	<b>\$31,647.74</b>	<b>\$257,442.70</b>
<b>GROSS PROFIT</b>	<b>\$31,647.74</b>	<b>\$257,442.70</b>
<b>Expenditures</b>		
51000 Benevolence	147.92	192.92
51010 ELCA - Mission Support	1,514.00	9,418.00
51015 ELCA - World Hunger		519.02
51080 ELCA - LOMO		1,000.00
51110 Operation Homes		1,000.00
<b>Total 51000 Benevolence</b>	<b>1,661.92</b>	<b>12,129.94</b>
52150 Pastor Steve Mahaffey		
52151 Compensation		
52152 Salary	5,516.66	33,099.96
52153 Housing Allowance	2,000.00	12,000.00
52156 Social Security	575.00	3,450.00
<b>Total 52151 Compensation</b>	<b>8,091.66</b>	<b>48,549.96</b>
52155 Benefits		
52157 Retirement & Medical	3,199.92	19,199.52
52158 Continuing Education		512.90
52160 Car/Business Expense	467.95	2,025.07
<b>Total 52155 Benefits</b>	<b>3,667.87</b>	<b>21,737.49</b>
<b>Total 52150 Pastor Steve Mahaffey</b>	<b>11,759.53</b>	<b>70,287.45</b>
52200 Deacon		
52210 Compensation		
52211 Salary	6,516.66	39,099.96
<b>Total 52210 Compensation</b>	<b>6,516.66</b>	<b>39,099.96</b>
52220 Benefits		
52212 Car/Business Expenses	902.29	1,643.01
52221 Retirement and Medical	1,500.17	9,001.02
52223 Continuing Education		1,154.14
<b>Total 52220 Benefits</b>	<b>2,402.46</b>	<b>11,798.17</b>
<b>Total 52200 Deacon</b>	<b>8,919.12</b>	<b>50,898.13</b>
52350 Pastor Substitute	214.00	503.00



# St. Matthew Evangelical Lutheran Church

## Statement of Activity

June 2024

	TOTAL	
	JUN 2024	JAN - JUN, 2024 (YTD)
52400 Pastoral Admin. Assistant		
52410 Compensation		
52411 Salary	2,625.00	16,390.50
<b>Total 52410 Compensation</b>	<b>2,625.00</b>	<b>16,390.50</b>
<b>Total 52400 Pastoral Admin. Assistant</b>	<b>2,625.00</b>	<b>16,390.50</b>
52500 Music Personnel		
52510 Organist	925.00	9,200.00
52511 Worship Musicians	200.00	1,150.00
52520 Luther Choir Director	238.02	1,904.16
52530 Kids of the Kingdom Director	66.00	453.75
<b>Total 52500 Music Personnel</b>	<b>1,429.02</b>	<b>12,707.91</b>
52600 Parish Nurse		
52610 Salary	764.58	3,440.61
<b>Total 52600 Parish Nurse</b>	<b>764.58</b>	<b>3,440.61</b>
52700 Nursery Staff	48.90	456.40
52800 Custodian	1,128.00	6,662.00
52810 Bookkeeper	126.89	1,009.10
52900 FICA for Non-pastors	935.25	5,786.36
53000 Administration		
53010 Telephone	248.33	1,409.23
53014 Office Supplies	103.93	752.56
53015 ACS Technologies	168.67	1,006.68
53020 Internet	59.95	359.70
53040 Postage		640.67
53050 Conference Expense		722.42
53080 Office Equipment	166.93	1,159.54
53090 Office Eq. Maintenance Agmt.		110.00
53110 Miscellaneous		148.21
53112 Archival Project		254.55
<b>Total 53000 Administration</b>	<b>747.81</b>	<b>6,563.56</b>
53060 Workers Compensation	424.96	482.68
53120 Finance		58.00
53122 Stewardship Supplies		213.28
53123 Service Cost/Fees - Intuit/Vanc	279.42	2,151.69
<b>Total 53120 Finance</b>	<b>279.42</b>	<b>2,422.97</b>
53130 Property Management		
53131 Supplies		530.80
53132 Utilities	841.92	6,858.61
53133 Insurance		9,952.00
53134 Repairs and Maintenance	379.73	4,636.23

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

June 2024

	TOTAL	
	JUN 2024	JAN - JUN, 2024 (YTD)
53135 Lawn Care/Snow Removal		1,877.70
53138 Capital Impr/Depreciation Expen		1,000.00
53140 Grace House	595.50	3,659.18
53160 Faith House	1,300.95	2,742.22
<b>Total 53130 Property Management</b>	<b>3,118.10</b>	<b>31,256.74</b>
54000 Congregational Life Ministry		
54010 Adult Choir Music & Supplies		44.28
54021 Licensing/Annual Subscriptions		1,223.00
54022 Christ in Our Home Booklets	64.00	128.00
54040 Altar Guild	448.00	1,094.01
54060 Flowers (Altar & Memorial)	199.65	900.00
54061 Flowers (Special Occasion - Christmas, Easter)		1,181.28
54070 Outdoor Worship		10.00
54080 Organ Main.		160.00
54120 Health & Wellness		16.76
54160 Adult Sunday School / Bible stu		19.12
<b>Total 54000 Congregational Life Ministry</b>	<b>711.65</b>	<b>4,776.45</b>
55000 Comprehensive Youth Ministry		
55010 Luther Middles (6-8 Youth group)		359.46
55020 Luther League		9,804.15
55070 Sunday School (Pre K-5th)		
55071 Lesson Materials		164.63
55072 Supplies and Misc.	54.47	54.47
<b>Total 55070 Sunday School (Pre K-5th)</b>	<b>54.47</b>	<b>219.10</b>
55080 Sunday School (6th - 12th)		
55081 Lesson Materials		51.60
55082 Supplies & Misc.	51.00	77.56
55083 Graduation Gifts/Reception	94.44	94.44
<b>Total 55080 Sunday School (6th - 12th)</b>	<b>145.44</b>	<b>223.60</b>
55090 Confirmation Ministry/Retreat	40.66	322.66
55140 First Communion Ministry/Retrea	94.15	204.65
55160 College Care Packages		151.49
55170 ELCA Youth Gathering		6,000.00
<b>Total 55000 Comprehensive Youth Ministry</b>	<b>334.72</b>	<b>17,285.11</b>
56000 Communication Evang. Ministry		
56030 Ads, Spiritual Messages	53.60	1,320.90
56040 Video Spiritual Production		256.20
56065 Website		434.73
<b>Total 56000 Communication Evang. Ministry</b>	<b>53.60</b>	<b>2,011.83</b>

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

June 2024

	TOTAL	
	JUN 2024	JAN - JUN, 2024 (YTD)
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	137.73	851.21
<b>Total Expenditures</b>	<b>\$35,420.20</b>	<b>\$246,179.62</b>
NET OPERATING REVENUE	<b>\$ -3,772.46</b>	<b>\$11,263.08</b>
Other Revenue		
70100 Interest Income	1,540.23	9,648.40
90000 Released from restrictions	3,064.44	23,897.33
91000 Designated funds carried over	-718.11	-72,092.64
92000 Same Year restricted fund usage	-2,541.79	-12,769.03
<b>Total Other Revenue</b>	<b>\$1,344.77</b>	<b>\$ -51,315.94</b>
NET OTHER REVENUE	<b>\$1,344.77</b>	<b>\$ -51,315.94</b>
NET REVENUE	<b>\$ -2,427.69</b>	<b>\$ -40,052.86</b>

# St. Matthew Evangelical Lutheran Church

## Statement of Financial Position

As of June 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11100 General Checking - Huntington 1	75,569.96
11400 Endowment - Hunt 07664529755	20,648.23
11500 CD 07664481217 - PPP Fund	106,000.23
11700 CD 07664481220 - PPP Fund	106,000.23
11800 Restricted Savings - Huntington	364,665.36
<b>Total Bank Accounts</b>	<b>\$672,884.01</b>
<b>Total Current Assets</b>	<b>\$672,884.01</b>
Fixed Assets	
14100 400 N. Broadway	887,790.00
14200 Grace House 229 Pearl	<b>141,960.55</b>
14400 432 N Broadway Street	101,980.00
<b>Total Fixed Assets</b>	<b>\$1,131,730.55</b>
<b>TOTAL ASSETS</b>	<b>\$1,804,614.56</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	<b>\$ -0.02</b>
Long-Term Liabilities	<b>\$33,496.61</b>
<b>Total Liabilities</b>	<b>\$33,496.59</b>
Equity	
30001 Unrestricted Net Assets	636,714.64
32000 Retained Earnings	578,901.59
33000 Restricted Savings Account	0.00
33040 Promise Place Proceed Fund - PPP Fund	413,295.55
33100 Property Management Maintenance	0.00
33080 Church Landscaping	0.00
33503 Naming Trees Memorial	81.93
33605 Art Reidel	158.45
<b>Total 33080 Church Landscaping</b>	<b>240.38</b>
33090 Capital Improvement	18,580.47
33091 Interior Remodel Fund	18,833.18
<b>Total 33090 Capital Improvement</b>	<b>37,413.65</b>
35000 Grace House usable funds	229.06

# St. Matthew Evangelical Lutheran Church

## Statement of Financial Position

As of June 30, 2024

	TOTAL
<b>Total 33100 Property Management Maintenance</b>	<b>37,883.09</b>
33200 Congregational Life	0.00
33130 Altar Guild	732.00
33131 Acolyte Robes	636.55
33132 Flowers	249.77
33203 Drama & Music Account	2,735.51
33204 Stephen Ministry Fund	2,175.16
33211 Women of the Church	4,127.11
33525 Harry Klein - Library	167.44
<b>Total 33200 Congregational Life</b>	<b>10,823.54</b>
33300 Comprehensive Youth	0.00
32112 Luther Middles (6-8)	371.00
<b>Total 33300 Comprehensive Youth</b>	<b>371.00</b>
33400 Communication Evangelism	
33450 Audio / Video Technology	1,456.70
<b>Total 33400 Communication Evangelism</b>	<b>1,456.70</b>
33500 Memorial	108,110.38
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>576,665.82</b>
34000 Endowment	20,648.23
Opening Bal Equity	-1,759.45
Net Revenue	-40,052.86
<b>Total Equity</b>	<b>\$1,771,117.97</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,804,614.56</b>

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

	Jun 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>								
44000 Offerings	28,463.19	29,166.67	-703.48	97.59%	176,523.18	350,000.00	-173,476.82	50.44%
44200 Temp Restricted Offerings	3,184.55		3,184.55		80,919.52	0.00	80,919.52	
<b>Total Revenue</b>	<b>\$ 31,647.74</b>	<b>\$ 29,166.67</b>	<b>\$ 2,481.07</b>	<b>108.51%</b>	<b>\$ 257,442.70</b>	<b>\$ 350,000.00</b>	<b>-\$ 92,557.30</b>	<b>73.56%</b>
<b>Gross Profit</b>	<b>\$ 31,647.74</b>	<b>\$ 29,166.67</b>	<b>\$ 2,481.07</b>	<b>108.51%</b>	<b>\$ 257,442.70</b>	<b>\$ 350,000.00</b>	<b>-\$ 92,557.30</b>	<b>73.56%</b>
<b>Expenditures</b>								
51000 Benevolence	147.92		147.92		192.92	0.00	192.92	
51010 ELCA - Mission Support	1,514.00	1,458.33	55.67	103.82%	9,418.00	17,500.00	-8,082.00	53.82%
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%	0.00	1,000.00	-1,000.00	0.00%
51102 Cups Cafe		83.33	-83.33	0.00%	0.00	1,000.00	-1,000.00	0.00%
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>\$ 1,661.92</b>	<b>\$ 1,791.65</b>	<b>-\$ 129.73</b>	<b>92.76%</b>	<b>\$ 12,129.94</b>	<b>\$ 21,500.00</b>	<b>-\$ 9,370.06</b>	<b>56.42%</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%	35,858.29	66,200.00	-30,341.71	54.17%
52153 Housing Allowance	2,000.00	2,000.00	0.00	100.00%	13,000.00	24,000.00	-11,000.00	54.17%
52156 Social Security	575.00	575.00	0.00	100.00%	3,737.50	6,900.00	-3,162.50	54.17%
<b>Total 52151 Compensation</b>	<b>\$ 8,091.66</b>	<b>\$ 8,091.67</b>	<b>-\$ 0.01</b>	<b>100.00%</b>	<b>\$ 52,595.79</b>	<b>\$ 97,100.00</b>	<b>-\$ 44,504.21</b>	<b>54.17%</b>
52155 Benefits			0.00		0.00	0.00	0.00	
52157 Retirement & Medical	3,199.92	3,199.92	0.00	100.00%	19,199.52	38,399.00	-19,199.48	50.00%
52158 Continuing Education		83.33	-83.33	0.00%	512.90	1,000.00	-487.10	51.29%
52160 Car/Business Expense	467.95	391.67	76.28	119.48%	2,300.61	4,700.00	-2,399.39	48.95%
<b>Total 52155 Benefits</b>	<b>\$ 3,667.87</b>	<b>\$ 3,674.92</b>	<b>-\$ 7.05</b>	<b>99.81%</b>	<b>\$ 22,013.03</b>	<b>\$ 44,099.00</b>	<b>-\$ 22,085.97</b>	<b>49.92%</b>
<b>Total 52150 Pastor Steve Mahaffey</b>	<b>\$ 11,759.53</b>	<b>\$ 11,766.59</b>	<b>-\$ 7.06</b>	<b>99.94%</b>	<b>\$ 74,608.82</b>	<b>\$ 141,199.00</b>	<b>-\$ 66,590.18</b>	<b>52.84%</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%	42,358.29	78,200.00	-35,841.71	54.17%
<b>Total 52210 Compensation</b>	<b>\$ 6,516.66</b>	<b>\$ 6,516.67</b>	<b>-\$ 0.01</b>	<b>100.00%</b>	<b>\$ 42,358.29</b>	<b>\$ 78,200.00</b>	<b>-\$ 35,841.71</b>	<b>54.17%</b>
52220 Benefits			0.00		0.00	0.00	0.00	
52212 Car/Business Expenses	902.29	320.83	581.46	281.24%	1,643.01	3,850.00	-2,206.99	42.68%
52221 Retirement and Medical	1,500.17	1,500.17	0.00	100.00%	9,001.02	18,002.00	-9,000.98	50.00%
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>\$ 2,402.46</b>	<b>\$ 1,904.33</b>	<b>\$ 498.13</b>	<b>126.16%</b>	<b>\$ 11,798.17</b>	<b>\$ 22,852.00</b>	<b>-\$ 11,053.83</b>	<b>51.63%</b>
<b>Total 52200 Deacon</b>	<b>\$ 8,919.12</b>	<b>\$ 8,421.00</b>	<b>\$ 498.12</b>	<b>105.92%</b>	<b>\$ 54,156.46</b>	<b>\$ 101,052.00</b>	<b>-\$ 46,895.54</b>	<b>53.59%</b>
52350 Pastor Substitute	214.00	166.67	47.33	128.40%	721.00	2,000.00	-1,279.00	36.05%
52400 Pastoral Admin. Assistant			0.00		0.00	0.00	0.00	
52410 Compensation			0.00		0.00	0.00	0.00	
52411 Salary	2,625.00	2,916.67	-291.67	90.00%	17,388.00	35,000.00	-17,612.00	49.68%
<b>Total 52410 Compensation</b>	<b>\$ 2,625.00</b>	<b>\$ 2,916.67</b>	<b>-\$ 291.67</b>	<b>90.00%</b>	<b>\$ 17,388.00</b>	<b>\$ 35,000.00</b>	<b>-\$ 17,612.00</b>	<b>49.68%</b>
<b>Total 52400 Pastoral Admin. Assistant</b>	<b>\$ 2,625.00</b>	<b>\$ 2,916.67</b>	<b>-\$ 291.67</b>	<b>90.00%</b>	<b>\$ 17,388.00</b>	<b>\$ 35,000.00</b>	<b>-\$ 17,612.00</b>	<b>49.68%</b>
52500 Music Personnel			0.00		0.00	0.00	0.00	
52510 Organist	925.00	1,247.92	-322.92	74.12%	9,825.00	14,975.00	-5,150.00	65.61%
52511 Worship Musicians	200.00	370.83	-170.83	53.93%	1,225.00	4,450.00	-3,225.00	27.53%
52520 Luther Choir Director	238.02	291.67	-53.65	81.61%	1,904.16	3,500.00	-1,595.84	54.40%
52530 Kids of the Kingdom Director	66.00	100.00	-34.00	66.00%	816.75	1,200.00	-383.25	68.06%
<b>Total 52500 Music Personnel</b>	<b>\$ 1,429.02</b>	<b>\$ 2,010.42</b>	<b>-\$ 581.40</b>	<b>71.08%</b>	<b>\$ 13,770.91</b>	<b>\$ 24,125.00</b>	<b>-\$ 10,354.09</b>	<b>57.08%</b>
52600 Parish Nurse			0.00		0.00	0.00	0.00	
52610 Salary	764.58	764.58	0.00	100.00%	3,440.61	9,175.00	-5,734.39	37.50%
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%	\$ 3,440.61	\$ 9,525.00	-\$ 6,084.39	36.12%
52700 Nursery Staff	48.90	158.33	-109.43	30.88%	521.60	1,900.00	-1,378.40	27.45%
52800 Custodian	1,128.00	1,433.33	-305.33	78.70%	7,719.50	17,200.00	-9,480.50	44.88%
52810 Bookkeeper	126.89	191.67	-64.78	66.20%	1,160.16	2,300.00	-1,139.84	50.44%
52900 FICA for Non-pastors	935.25	1,000.00	-64.75	93.53%	6,281.57	12,000.00	-5,718.43	52.35%
53000 Administration			0.00		0.00	0.00	0.00	
53010 Telephone	248.33	250.00	-1.67	99.33%	1,657.56	3,000.00	-1,342.44	55.25%
53014 Office Supplies	103.93	208.33	-104.40	49.89%	752.56	2,500.00	-1,747.44	30.10%
53015 ACS Technologies	168.67	160.00	8.67	105.42%	1,006.68	1,920.00	-913.32	52.43%
53020 Internet	59.95	83.33	-23.38	71.94%	359.70	1,000.00	-640.30	35.97%
53040 Postage		83.33	-83.33	0.00%	640.67	1,000.00	-359.33	64.07%
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%	\$ 640.67	\$ 2,500.00	-\$ 1,859.33	25.63%
53050 Conference Expense		100.00	-100.00	0.00%	722.42	1,200.00	-477.58	60.20%
53080 Office Equipment	166.93		166.93		1,294.35	0.00	1,294.35	
53090 Office Eq. Maintenance Agmt.		166.67	-166.67	0.00%	110.00	2,000.00	-1,890.00	5.50%
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%	148.21	350.00	-201.79	42.35%
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	\$ 747.81	\$ 1,482.93	-\$ 735.12	50.43%	\$ 6,946.70	\$ 17,795.00	-\$ 10,848.30	39.04%
53016 Bank charges		25.00	-25.00	0.00%	0.00	300.00	-300.00	0.00%
53060 Workers Compensation	424.96	83.33	341.63	509.97%	482.68	1,000.00	-517.32	48.27%
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%	312.08	750.00	-437.92	41.61%
53123 Service Cost/Fees - Intuit/Vanc	279.42	291.67	-12.25	95.80%	2,333.72	3,500.00	-1,166.28	66.68%
Total 53120 Finance	\$ 279.42	\$ 362.50	-\$ 83.08	77.08%	\$ 2,703.80	\$ 4,350.00	-\$ 1,646.20	62.16%
53130 Property Management			0.00		0.00	0.00	0.00	
53131 Supplies		150.00	-150.00	0.00%	530.80	1,800.00	-1,269.20	29.49%
53132 Utilities	841.92	1,250.00	-408.08	67.35%	7,694.32	15,000.00	-7,305.68	51.30%
53133 Insurance		916.67	-916.67	0.00%	9,952.00	11,000.00	-1,048.00	90.47%
53134 Repairs and Maintenance	379.73	583.33	-203.60	65.10%	4,668.59	7,000.00	-2,331.41	66.69%
53135 Lawn Care/Snow Removal		416.67	-416.67	0.00%	1,877.70	5,000.00	-3,122.30	37.55%
53138 Capital Impr/Depreciation Expen		2,500.00	-2,500.00	0.00%	1,000.00	30,000.00	-29,000.00	3.33%
53140 Grace House	595.50	291.67	303.83	204.17%	3,834.18	3,500.00	334.18	109.55%
53160 Faith House	1,300.95	291.67	1,009.28	446.03%	4,133.35	3,500.00	633.35	118.10%
Total 53130 Property Management	\$ 3,118.10	\$ 6,400.01	-\$ 3,281.91	48.72%	\$ 33,690.94	\$ 76,800.00	-\$ 43,109.06	43.87%
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%	0.00	200.00	-200.00	0.00%
54021 Licensing/Annual Subscriptions		105.83	-105.83	0.00%	1,223.00	1,270.00	-47.00	96.30%
54022 Christ in Our Home Booklets	64.00	14.58	49.42	438.96%	128.00	175.00	-47.00	73.14%
(deleted)		0.00	0.00		0.00	0.00	0.00	
54040 Altar Guild	448.00	150.00	298.00	298.67%	1,094.01	1,800.00	-705.99	60.78%
54060 Flowers (Altar & Memorial)	199.65	187.50	12.15	106.48%	900.00	2,250.00	-1,350.00	40.00%
Easter)		129.17	-129.17	0.00%	1,181.28	1,550.00	-368.72	76.21%
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%	0.00	200.00	-200.00	0.00%
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%

Total 54000 Congregational Life Ministry	\$ 711.65	\$ 769.17	-\$ 57.52	92.52%	\$ 4,776.45	\$ 9,230.00	-\$ 4,453.55	51.75%
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			0.00		9,804.15	0.00	9,804.15	
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.	54.47	41.67	12.80	130.72%	54.47	500.00	-445.53	10.89%
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>\$ 54.47</b>	<b>\$ 129.17</b>	<b>-\$ 74.70</b>	<b>42.17%</b>	<b>\$ 219.10</b>	<b>\$ 1,550.00</b>	<b>-\$ 1,330.90</b>	<b>14.14%</b>
55080 Sunday School (6th - 12th)			0.00		0.00	0.00	0.00	
55081 Lesson Materials		45.83	-45.83	0.00%	51.60	550.00	-498.40	9.38%
55082 Supplies & Misc.	51.00	8.33	42.67	612.24%	77.56	100.00	-22.44	77.56%
55083 Graduation Gifts/Reception	94.44	8.33	86.11	1133.73%	94.44	100.00	-5.56	94.44%
<b>Total 55080 Sunday School (6th - 12th)</b>	<b>\$ 145.44</b>	<b>\$ 62.49</b>	<b>\$ 82.95</b>	<b>232.74%</b>	<b>\$ 223.60</b>	<b>\$ 750.00</b>	<b>-\$ 526.40</b>	<b>29.81%</b>
55090 Confirmation Ministry/Retreat	40.66	83.33	-42.67	48.79%	322.66	1,000.00	-677.34	32.27%
55100 Vacation Bible School		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
college)		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
55140 First Communion Ministry/Retrea	94.15	25.00	69.15	376.60%	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%	0.00	150.00	-150.00	0.00%
<b>Total 55000 Comprehensive Youth Ministry</b>	<b>\$ 334.72</b>	<b>\$ 966.66</b>	<b>-\$ 631.94</b>	<b>34.63%</b>	<b>\$ 17,285.11</b>	<b>\$ 11,600.00</b>	<b>\$ 5,685.11</b>	<b>149.01%</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	53.60	135.42	-81.82	39.58%	1,450.40	1,625.00	-174.60	89.26%
56040 Video Spiritual Production		29.17	-29.17	0.00%	256.20	350.00	-93.80	73.20%
56060 Evangelism Outreach		175.00	-175.00	0.00%	0.00	2,100.00	-2,100.00	0.00%
56065 Website		54.17	-54.17	0.00%	434.73	650.00	-215.27	66.88%
<b>Total 56000 Communication Evang. Ministry</b>	<b>\$ 53.60</b>	<b>\$ 400.01</b>	<b>-\$ 346.41</b>	<b>13.40%</b>	<b>\$ 2,141.33</b>	<b>\$ 4,800.00</b>	<b>-\$ 2,658.67</b>	<b>44.61%</b>
57000 Social Concerns Ministry			0.00		0.00	0.00	0.00	
51060 God's Work Our Hands		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%
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>\$ 0.00</b>	<b>\$ 52.09</b>	<b>-\$ 52.09</b>	<b>0.00%</b>	<b>\$ 0.00</b>	<b>\$ 625.00</b>	<b>-\$ 625.00</b>	<b>0.00%</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	137.73		137.73		988.94	0.00	988.94	
<b>Total Expenditures</b>	<b>\$ 35,420.20</b>	<b>\$ 41,300.11</b>	<b>-\$ 5,879.91</b>	<b>85.76%</b>	<b>\$ 261,172.19</b>	<b>\$ 495,601.00</b>	<b>-\$ 234,428.81</b>	<b>52.70%</b>
<b>Net Operating Revenue</b>	<b>-\$ 3,772.46</b>	<b>-\$ 12,133.44</b>	<b>\$ 8,360.98</b>	<b>31.09%</b>	<b>-\$ 3,729.49</b>	<b>-\$ 145,601.00</b>	<b>\$ 141,871.51</b>	<b>2.56%</b>
<b>Other Revenue</b>								
70100 Interest Income	1,540.23		1,540.23		9,648.40	0.00	9,648.40	
90000 Released from restrictions	3,064.44		3,064.44		23,897.33	0.00	23,897.33	
91000 Designated funds carried over	-718.11		-718.11		-72,092.64	0.00	-72,092.64	
92000 Same Year restricted fund usage	-2,541.79		-2,541.79		-12,769.03	0.00	-12,769.03	
<b>Total Other Revenue</b>	<b>\$ 1,344.77</b>	<b>\$ 0.00</b>	<b>\$ 1,344.77</b>		<b>-\$ 51,315.94</b>	<b>\$ 0.00</b>	<b>-\$ 51,315.94</b>	
<b>Net Other Revenue</b>	<b>\$ 1,344.77</b>	<b>\$ 0.00</b>	<b>\$ 1,344.77</b>		<b>-\$ 51,315.94</b>	<b>\$ 0.00</b>	<b>-\$ 51,315.94</b>	
<b>Net Revenue</b>	<b>-\$ 2,427.69</b>	<b>-\$ 12,133.44</b>	<b>\$ 9,705.75</b>	<b>20.01%</b>	<b>-\$ 55,045.43</b>	<b>-\$ 145,601.00</b>	<b>\$ 90,555.57</b>	<b>37.81%</b>



## Saint Matthew Finance Committee Agenda/ Notes

June 12, 2024

Present: John Baker, Terri Uttech, Steve Pamer, Bruce Reed, Barb Woodard Mary, Austin, Lindsey,

1. Pastor Karl Zoom at 5:15PM
  - a. Growth fund is 1B, 53/58 synods are invested, incorporated in 1988, Ministry Growth fund 1999, never missed a distribution.
  - b. John Baker led off with ELCA Foundation (ELCAF) conversation and how ELCA Foundation could assist with St. Matthew Outreach Fund (Endowment Fund)
  - c. ELCAF work with existing bylaws- we can tweak existing bylaws
  - d. Withdrawals free of charge
  - e. Earning distributed quarterly- reinvested or received directly back
  - f. Use a rolling 5 year rate of return = 4%- remainder is reinvested and congregation receives additional shares
  - g. 1% management fees, 14% return is inclusive of 1% fee
  - h. Pastor Karl comes to congregation to assist with legacy planning
    - i. Works with attorney, CPA etc
    - ii. Works to get word out about the endowment for the congregation
      1. Seminars about every other year
    - iii. No fees to congregants
    - iv. Website has scenarios
  - i. Host investment calls quarterly – zoom update on investments
  - j. Request a meeting with 2-3 committee members to create a planned giving
  - k. Difference from Thrivent – secular
    - i. ELCAF is only aligned with ELCA causes
  - l. St. Matthew Outreach Fund –
    - i. Value: \$21k, need 25k to begin fund
    - ii. Small team to meet to read and bring recommendation to Finance Committee – Pamer, Reed, Baker to research
  - m. Website: [foundation.elca.org](http://foundation.elca.org)
  - n. Pastor Karl email: [karl.biermann@elca.org](mailto:karl.biermann@elca.org)
  - o. Recommend small committee from Finance Stewardship Committee
    - i. Review bylaws and make recommendations – Pamer, Baker,
2. Approval of May 2024 minutes not completed as no minutes sent by Pamer
3. Review May 2024 Financial Reports
  - a. 3 of 4 life insurance plans received – from Law estate – just under 64k to date
  - b. Good news moment prepared by Terri to explain increase in giving in May
4. Mission Investment Fund – Review - completed
5. Property inventory- Jen and Heather to work on

6. Re review of Money Handling Policy and Procedures
  - a. Need a process for Luther League funds
    - i. Heather to address
7. Update Robet Law Estate - update above -
8. Thrivent funds payment tracking – Terri and Heather to complete
9. Estate/Endowment Fund planning for congregation – see above – Terri to complete GNM
10. Maturing Huntington CDs – Terri emailed banker – resolved by email – as we did not get rates
11. Rental of Pearl Street Property – Pamer received lease agreement to review
12. New Business
  - a. Financial presentation for church bulletin- committee approved- to be shared twice a month and as an insert in the
  - b. Undesignated gifts: A discussion/policy on undesignated memorial gifts and how we, as a congregation, understand them and our use of them. There have been 2 people that voiced the belief that the small amount of money being used from the Gienke gift for the Youth Gathering get “repaid.” I believe it might be helpful to have something in writing, so we are all on the same page with regard to the various funds in the congregation. Too many congregations have “split” over money issues.
    - i. Wise idea – use good news moment – Terri to complete a policy
  - c. Provision of PPP funds: Plans to restart discussions surrounding the PPP funds and how we, as a congregation, want to see these funds used. Bill Heck had said he would be the one to drive these conversations when he was president. Again, there are differing views of how to use these funds...some want them spent on property improvements, while others would like them invested as an “endowment” for the future to allow for continued ministries. Both are worthy ideas. It’s important that the “entire” congregation be included in on these conversations for the same reason above.
    - i. Google doc and personal touch meetings – cottage meetings, insert in bulletin re to drop in
  - d. Stewardship Program development: Start to identify a stewardship program that we might use for an annual drive. As of right now we have 2 people that agreed to serve, with a 3rd person discerning their involvement. We don’t have a chair yet – further discussion needed.
  - e. St. John/St. Paul Endowment Fund: The St. John/St. Paul Evangelical Lutheran Church Endowment Fund will be accepting applications for its 2024 funding cycle on May 1, 2024. Grants from this fund may be applied toward projects of any faith-based organization affiliated with the ELCA Northeastern Ohio Synod that introduce people to God’s grace and to God’s healing and helping presence.
    - i. In order to be eligible, grant requests should fulfill one of the following uses:
      1. Provide seed money for new outreach activities, programs, and/or ministries.
      2. Support existing outreach programs which have not yet become self-supporting.

3. Support programs specifically designed to reach people who are not currently being served by the grant applicant.
4. Provide education and/or training for congregation members or staff consistent with the Endowment Fund's outreach mission.

Potential application: Loads of Love, - Mary – Medina Children's choir -

The Grant Application is available on the St. John/St. Paul Endowment Fund page of the Faith Lutheran Church website : <https://www.faithlutheranchurch.org/st-johnst-paul-endowment-fund>

Please consider applying for a grant for any applicable projects. Grant applications are due by June 30, 2024. For more information contact the church office at 330-836-8811 or Sandy Selby at [sfselby@me.com](mailto:sfselby@me.com).

Meeting adjourned at 6:52PM

Evangelism and Communication  
Report to Council  
July 8, 2024

The Website and Social Media Policy was finalized by the E&C team. It is attached.

We request council's approval and ask that it be added to the St. Matthew Leadership Manual.

A new webpage is in the process of being developed to be the "go-to" source for sharing news and information with the congregation and/or community. It is currently unpublished.

<https://www.stmatthewmedina.org/share-your-news>

New Members – A reception will be held on July 28, following the service, organized by Melody Costello and Stephanie Hess. New members will be added to the online directory, and invited to participate in Shoutout's "Getting to Know You"

A new flyer has been developed to be placed in the 200 welcome bags for July's "Ladies Day Out", sponsored by Mainstreet Medina. It will invite participants to Back to School Blessings (August 18), Outdoor Worship (August 25), and Rally Sunday (Sept. 8).

Pastor Steve will ask the Council Liaisons to put together a "who asks for what, when?" chart so that committees aren't always asking for multiple donations, etc./month.

Beth Johnson

**Report to Congregation Council**  
**Archival Committee**  
**June 24, 2024**

The Archival Committee is composed of Dale Weygandt, Chair; Rebekah Knaggs, Mary Dunham, Barb Woodard, and Beth Johnson. The task at hand was to digitalize all important documents, copy those on acid paper to non-acid paper, and file the paper copies in our church archives and/or the NEOS office or the archives at Capitol University, Columbus.

We began by looking through shelves of documents for any important history of St. Matthew documented, proceeding with the above directions, and sorting them by subject.

Currently we are filing the paper into acid-free folders and acid-free boxes and labeling the boxes. Then we will begin working on a procedure for any archivist (hired or volunteer) to follow into the future. The thumb drive copy will be given to the office for safekeeping to be used for location of information from our history. The acid-free paper, folders, and boxes were purchased with Thrivent grants provided by members of St. Matthew

The committee thanks Dale for his hours of work on this project and for his willingness to learn new technologies and guidelines for getting the job done. The committee also thanks Beth Johnson for her time in copying many of the documents.

Thinking into the future, the church will probably need a computer to research the digitalized version of the archives. Perhaps one in the back office where members of the congregation can schedule time to use the computer for church committee purposes.

Respectfully submitted,  
Barb Woodard

## **CHURCH WEBSITE AND SOCIAL MEDIA Guidelines and Responsibilities**

### General Purpose

At St. Matthew Evangelical Lutheran Church, we know that the website, online social platforms, including social networking services (Facebook, X (formerly Twitter), Snapchat, Instagram, YouTube), livestreaming, podcasts and blogs are constantly transforming the way we interact. We also recognize the importance of the Internet in shaping the public view of our church.

The Evangelism and Communication Team is committed to supporting the congregation's right to interact responsibly and knowledgeably through social media. As the Internet is a primary method of communication, there is an increased opportunity to reach a wider audience through the church website and social media. These channels enable viewers to be more aware of church content, to share that content with friends and family, and to maintain closer contact with the church and its leaders. Web technology makes it easier for individuals to locate the church and find specific information of interest.

### Guidelines for Sharing on Social Media

The Evangelism and Communication Team and the Congregation Council reserve the right to direct its members to avoid certain subjects and remove inappropriate comments and posts. St. Matthew social media sites are monitored on a regular basis.

#### What Gets Shared:

- All contributions should represent the congregation's ministry, and any postings must be appropriate to the mission and core values of St. Mathew Evangelical Lutheran Church and the ELCA.
- Any statements made online should use common sense and be supported with factual evidence, written knowledgeably, accurately and professionally.
- Any contributions shared with those who manage online and social media platforms that are deemed appropriate and are consistent with our social media guidelines.
- It is the responsibility of the leader, committee chair, member, etc. to share information intended for social media.

#### With Respect and Privacy Rights:

- Honor the privacy rights of our rostered leaders and staff. There are times when information is good for the congregation but not the public. (i.e. Pastor's, Deacon's, and Office Administrator's vacations: Notifications put them and their homes at risk.)
- Protect our Youth.
  - There are times when it is not appropriate to share youth events on social media. Communicating certain information to more than just the families whom it affects is a liability.
  - When livestreaming youth (Children's Sermons or youth events), we must be overly cautious about protecting their safety, and from exposing derogatory shots.
  - Families are asked to complete a "Photo Release" form as an added measure of safety and consent for the youth of our congregation. We are prohibited from posting pictures without parental approval.

## Website Responsibilities

The website is managed by the Evangelism and Communication (EC) Team of St. Matthew Evangelical Lutheran Church. Ultimate responsibility for the website lies under the auspices of the church's Congregation Council (CC) and the webmaster.

- I. The **Congregation Council** has general oversight of the life and activities of this congregation, and in this case, how the website represents the church to the world. It is responsible for enforcing and updating these General Policy and Content Guidelines. The CC Secretary is the sole source and authority for sharing official council and governing documents with the webmaster to be posted on the "Members" section of the website.
- II. The **Evangelism and Communication Team** is responsible for the contents of the pages published on <http://www.stmatthewmedina.org> and abides by the highest standards of quality. The EC Team is committed to ensuring privacy, including copyright issues. The team operates under the assumption that all works are protected by either copyright or trademark law unless conclusive information indicates otherwise. In the case of unauthorized uploads, downloads, or links, the offending material will be removed immediately.

The EC Team is committed to ensuring the accessibility of its website and internet to people with disabilities. New and updated web content produced by our organization meets accessibility guidelines put forth by WCAG (*Web Content Accessibility Guidelines*). The Evangelism and Communication Team will review the website's accessibility on a quarterly basis.

- III. The **Webmaster**, with the help of EC, is responsible for:
  - Overseeing the web site's major design and function
  - Ensuring a consistent look and feel throughout the website
  - Ensuring logical and consistent navigation throughout the website
  - Monitoring the health, usage, stability, and security of the website
  - Receiving and posting timely material (text and photos) from staff, leadership and church members
  - Updating the site on a frequent basis

## Legal Liability

- St. Matthew Evangelical Lutheran Church complies with all federal and state laws that apply to our operations and activities.
- St. Matthew Evangelical Lutheran Church respects all laws governing defamation, discrimination, harassment, copyright, and fair use.
- Each person at St. Matthew Evangelical Lutheran Church is responsible, and may be legally liable, for the content he or she publishes online. He/she may be sued for purposely spreading false information.
- If you have any questions, please ask the Congregation Council for guidance on compliance with the laws.