



S T . M A T T H E W

Living God's Love

## **Agenda & Reports Congregational Council Meeting**

**February 20, 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**  
**February 20, 2024, 5:00pm**

- Call to Order, Roll Call
- Opening Prayer/Devotions - Delores
- Approval of the Prior Meeting Minutes
- Monthly Updates and Reports:
  - a. Pastor's Report
  - b. Deacon's Report/Director of Youth and Family Ministries Report
  - c. President
  - d. Vice President
  - e. Secretary Report
  - f. Treasurer Report
  - g. At Large Members/Liaisons
- Old Business:
  - Synod Systems Team update – Discussion – How do we feel the meeting went – take aways – Goals – Future Plans
  - Committee Structure/Liaison assignment – Follow up; org chart, tree image, roll out to congregation
  - Update on Constitution – meeting 2/25 @10:45am
  - Dandelion Project – Status update
  - Leadership Manual – Pastor Steve to put together task force - Update
- New Business:
  - Final decision from Evangelism/Communication about Zoom for meetings
  - Emergency Trainings – follow up to convo with Brenda and concerns from Steve Pamer
- Closing Prayer

***Next Meeting - Tuesday, March 19, 2024 @ 5:00 pm – Fellowship Hall***

***March Opening Prayer/Devotions – Deacon Lindsay***

**St. Matthew Lutheran  
Church Congregation Council  
January 16, 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	p
Deacon	Lindsay Stertzbach	p
Pastor	Steve Mahaffey	p

The meeting started with a roll call.

Also in attendance was Sandy Andrews.

No changes needed to be made at the previous meeting. Teri made a motion to approve the minutes from 12/19/23. Jen seconded the motion.

Pastors report:

Nothing more to add to what he'd already written in his report. His door is always open. Pastor Jim of Zion will handle emergencies while Pastor Steve is out of state. Prefers emergencies are truly an emergency if calling him while he's away from the office.

Deacon's report:

Nothing more to add to what she'd already written in her report. Deacon Lindsey received the assigned housing for the Youth Gathering and it happens to be at the same hotel Pastor and Deacon stayed at for the Gathering Extravagans they just attended. The tobogganing had to be postponed due to weather. It is rescheduled for Jan. 28. Deacon Lindsey encouraged everyone to read the chunk. They won't be able to continue with it because they are not always in their office to work on this. If they aren't in their office, they most likely are out meeting with someone else or at another commitment. Seminary teaches them to plan their day in chunks. Rostered leaders aren't on a straight 9:00-5:00 schedule. Their day is determined by the needs of the congregation and other organizations. If a member needs to speak with Pastor Steve or Deacon Lindsey, they should call and make an appointment. Just because they are not in the office doesn't mean they are on a day off.

Kristine questioned if there was something else the council members could be doing to help them. To help with time commitments of Pastor and Deacon, liaisons will be set up for each committee, but they will not be leading the committee. However, be aware

that not all meetings require a physical presence. Some meetings could be handled with an email. Jim questioned how the committees are held accountable. Pastor Steve said this is already in place. He also questioned if they (Pastor and Deacon) keep their own calendar or are they on a church calendar? They keep their own calendar because of the changes that pop up.

Jen suggested we put something in the Shout Out with highlights of the council meetings. Teri also mentioned that not all questions or concerns need to be directed to Pastor or Deacon, they can come to a council member as well.

Teri will be preparing the financial report and get that out. We want to help our members when possible.

Old Business: Jen asked if we all got the email from the Systems Synod Team. We did not. She was going to send it out to us and apologized. They liked the letter. The team is going to get together and will establish a date to get together. Pastor Steve gave some highlights of their response. Basically they were very pleased. They did say they know it still won't please everyone.

Jen said they approved our constitution. Be sure to mark your calendar for Feb 25. One church service at 9:30, Annual Congregation meeting to follow (approx 10:30). This meeting will be for the one item only which is to ratify the constitution. Pastor Steve said we need two weeks verbal notification and two weeks written notice. We did everything else at the Bylaw meeting in November.

Per the revised Bylaws, the required committees are Personnel, Mutual Ministry, Audit, Nominating, Property, and Finance. Volunteers to be a Liaison for a committee are as follows:

Personnel-	Jim Woodard
Mutual Ministry-	Jen Knaggs
Audit-	Teri Uttech
Nominating-	Jen Knaggs
Property-	Kristine Neate
Finance-	Teri Uttech

In addition to the required committees, there are other committees to serve as well. Amanda asked what is expected at these meetings. Pastor Steve said the liaison is not expected to attend all or any of the committee meetings. The important things the liaison needs to know is (1) when they met, and (2) what they discussed. This information is then to be relayed at the next council meeting. Encourage the committee to meet, preferably once a month. Two committees will not meet every month such as the audit and nominating committee. Council members cannot be the chair of the committee. Pastor Steve explained the committees are like a tree. You have the roots

which are the Father, Son and Holy Spirit. The trunk of the tree is the Church, (St Matthew) and the branches. Just like a tree, some fall off and new sprouts grow.

### Additional Committee/Groups

- Care Connection (Kristine)
- LGL Samaritan (Bruce)
- Prayer Group (Amanda)
- Endowment (Bruce)
- Care Package (Deacon Lindsey/ Jen Knaggs)
- Worship Team ( Pastor Steve)
- Social Concerns (covered as needed)
- Fellowship (Amanda)
- Stewardship (Bruce)
- Evangelism/Communication (Jim)
- Comprehensive Youth (Deacon Lindsey)

Discussion to present this information to the congregation.

### New Business

#### New Members:

Richard and Barbara Dasch. Pastor Steve made a motion to accept their membership and Deacon Lindsey seconded the motion. All council members were in favor. After speaking with Barbara, she requested they be formally welcomed when we receive our next class.

Amanda questioned if we have a welcoming committee. Once we get to that point Pastor Steve will reach out to someone to coordinate a reception.

#### Outgoing Members:

Letters received from John Burke, Cory Neururer and her family, Linda Kostlnik, and Tim Rhodes.

Members are considered inactive if they have not communed or given in the last calendar year. In this case, a letter needs to go out to them asking their intention. Pastor Steve is working on a letter for this purpose but it is a sensitive subject. You don't just want to remove a member without knowing the why.

At the October Dandelion project meeting, the only two people there were Pastor Steve and Deacon Lindsey. For various reasons the other people who were appointed to serve are no longer able to commit. Since this project is to be led by church members, not rostered leaders. As a result, Pastor Steve had a conversation with Pastor Dave Dahlbert who is the head of this project, and he would be willing to work with our

congregation. For the time being, this project has been paused. Pastor Steve will have further discussion with Pastor Dave as to when he would like to start this project back up.

Pastor Steve said he will reach out to form a small group to work on handbooks for employees and leadership members. He has some information that we can use as a baseline and revise from there. His goal is to get this done in 2024. The last handbook was in 2018. Pastor Steve will work on updating the Wedding policy and funeral policy as they are outdated. The constitution will be reviewed every three years. Deacon Lindsey said we do have a social media policy but it's more of an opt out if you don't want your children to be shown in any articles.

Jen adjourned the meeting and offered a closing prayer.

Respectfully Submitted,  
Delores Ivan

Report to Congregation Council  
February 20, 2024

*96:<sup>1</sup>O sing to the Lord a new song; sing to the Lord, all the earth. <sup>2</sup>Sing to the Lord; bless his name; tell of his salvation from day to day. <sup>3</sup>Declare his glory among the nations, his marvelous works among all the peoples. <sup>4</sup>For great is the Lord and greatly to be praised; he is to be revered above all gods.*

“That’s what we’re here for: to make the world new. We know what to do: seek justice, love mercy, walk humbly, treat every person as though she were yourself. These are not complicated instructions. It’s much harder to decipher the directions for putting together a child’s tricycle than it is to understand these.” Nancy Mairs

There’s been a “new song” being sung around St. Matthew this past month! Have you heard it? I know I have. As I sat and listened to the 20+ speakers at “The Future as I See It” evening, and the chatter the following 45 minutes after the event was over, I hear a new song being sung. It’s a song that includes hope, and joy, and excitement over what God has in store for us! Have you heard it? If not, maybe you’ve “seen” it being lived out through some of the events of this past month: like the 3 new people that joined the Bible & Brews study of Proverbs; or the 20+ youth that gathered together on a Sunday evening for 2 hours as they prepare for the National Youth Gathering this Summer, and the dozen middle-schoolers that got together on a different Sunday afternoon to go bowling together; or the \$330 dollars offered through a Noisy Offering one Sunday in support of the Loads of Love ministry, and the 25 volunteers that helped out; or the intergenerational event that took place during the Sunday School hour in order to cut and tie 20 blankets given to Akron Children’s Hospital; or the “new” volunteers that are being not only asked to serve, but are doing so with joy and appreciation of being asked; or the many members that were “inactive” for many years that have recently returned; or the fact that I’m once again having to plan another New Member class for those that have expressed interest in becoming a part of the mission and ministry of St. Matthew. Have you seen it? Have you heard it? Thanks be to God!!

Lent, as you all know, is a busy season of the year around church. Not only the extra mid-week services in the first and last weeks of the season, but the mid-week gatherings that must get prepared requires extra time for those of us in charge of preparing/leading/set-up/etc. Translation for me: I have less time to do the other things, as much as I may like or enjoy doing them. With that said, please be patient with my rounds of visitation during this period ... I wish that I could be out every day visiting with those that are homebound, or in the evenings doing home visits/dinners. But blocking out this extra time during Lent with added events and inserting it into a schedule that’s already packed with many other items/activities which are required of me, only leaves me with less time. It’s during Lent that I especially give thanks for Nurse Brenda’s visits, and the Care Connection’s efforts to stay in-touch with our members! Thank God for the priesthood of all believers!!

Lastly, I want to report on the two continuing education events that I participated in this past month. The first was the Youth Extravaganza in New Orleans. Although this youth leader training occurs every year, this was the first year I've ever attended. All week there were classes from which to choose that pertain to youth ministry. Deacon Lindsay and I attended some of the same classes, but not all of them. We were especially interested in the one being offered about the National Youth Gathering. For what it's worth, the overall event was very well done and provided lots of good, useful information. It's a shame this event is terribly expensive because I could see myself (or Deacon Lindsay as Director of Youth and Family Ministries) attending it every year. I wouldn't say that about every continuing education event I've attended over the years. And as a bonus, we stayed in the same hotel we will be staying at with the youth this summer, so we were able to familiarize ourselves with the hotel and the surrounding area of New Orleans. We were both very pleased! The second event I attended was the All-Ohio Synod Rostered Ministers Retreat, held at Sawmill Creek every year. Part of the retreat is continuing education, where they invite a speaker to come and lead/teach on various topics. Last year I wasn't blown away by the event. This year was even worse, in my opinion. I had a difficult time connecting with the speaker as well as with the topic being discussed. Each year one of the Synods in Ohio is responsible for planning. Next year it's NEO Synod's turn. So, with that said, I may or may not choose to attend this continuing education event next year, based on who our synod finds to lead. I've already spoken with one of the conference deans to share with them my opinion from this year in hopes that next year will be more appealing.

In Christ, with Christ, for Christ!

Pastor Steve Mahaffey



# St. Matthew Evangelical Lutheran Church

## Statement of Activity

January 2024

	TOTAL
Revenue	
44000 Offerings	26,064.41
44200 Temp Restricted Offerings	3,481.84
<b>Total Revenue</b>	<b>\$29,546.25</b>
GROSS PROFIT	<b>\$29,546.25</b>
Expenditures	
51000 Benevolence	
51010 ELCA - Mission Support	1,404.00
<b>Total 51000 Benevolence</b>	<b>1,404.00</b>
52150 Pastor Steve Mahaffey	
52151 Compensation	
52152 Salary	5,516.66
52153 Housing Allowance	2,000.00
52156 Social Security	575.00
<b>Total 52151 Compensation</b>	<b>8,091.66</b>
52155 Benefits	
52157 Retirement & Medical	3,199.92
52158 Continuing Education	111.12
52160 Car/Business Expense	274.72
<b>Total 52155 Benefits</b>	<b>3,585.76</b>
<b>Total 52150 Pastor Steve Mahaffey</b>	<b>11,677.42</b>
52200 Deacon	
52210 Compensation	
52211 Salary	6,516.66
<b>Total 52210 Compensation</b>	<b>6,516.66</b>
52220 Benefits	
52221 Retirement and Medical	1,500.17
<b>Total 52220 Benefits</b>	<b>1,500.17</b>
<b>Total 52200 Deacon</b>	<b>8,016.83</b>
52350 Pastor Substitute	289.00
52400 Pastoral Admin. Assistant	
52410 Compensation	
52411 Salary	2,625.00
<b>Total 52410 Compensation</b>	<b>2,625.00</b>
<b>Total 52400 Pastoral Admin. Assistant</b>	<b>2,625.00</b>
52500 Music Personnel	
52510 Organist	2,000.00
52511 Worship Musicians	200.00
52520 Luther Choir Director	317.36
<b>Total 52500 Music Personnel</b>	<b>2,517.36</b>

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

January 2024

	TOTAL
52700 Nursery Staff	81.50
52800 Custodian	1,903.50
52810 Bookkeeper	96.68
52900 FICA for Non-pastors	996.82
53000 Administration	
53010 Telephone	455.67
53014 Office Supplies	9.99
53015 ACS Technologies	163.33
53020 Internet	59.95
53040 Postage	226.80
53090 Office Eq. Maintenance Agmt.	290.80
53110 Miscellaneous	148.21
<b>Total 53000 Administration</b>	<b>1,354.75</b>
53060 Workers Compensation	28.82
53120 Finance	
53122 Stewardship Supplies	113.46
53123 Service Cost/Fees - Intuit/Vanc	453.12
<b>Total 53120 Finance</b>	<b>566.58</b>
53130 Property Management	
53131 Supplies	225.59
53132 Utilities	1,199.14
53133 Insurance	9,952.00
53134 Repairs and Maintenance	357.25
53135 Lawn Care/Snow Removal	220.00
53140 Grace House	379.00
53160 Faith House	520.58
<b>Total 53130 Property Management</b>	<b>12,853.56</b>
54000 Congregational Life Ministry	
54021 Licensing/Annual Subscriptions	529.00
54040 Altar Guild	149.51
54060 Flowers (Altar & Memorial)	135.00
54061 Flowers (Special Occasion - Christmas, Easter)	491.00
<b>Total 54000 Congregational Life Ministry</b>	<b>1,304.51</b>
55000 Comprehensive Youth Ministry	
55020 Luther League	100.00
<b>Total 55000 Comprehensive Youth Ministry</b>	<b>100.00</b>
56000 Communication Evang. Ministry	
56030 Ads, Spiritual Messages	592.00
<b>Total 56000 Communication Evang. Ministry</b>	<b>592.00</b>

# St. Matthew Evangelical Lutheran Church

## Statement of Activity

January 2024

	TOTAL
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
67000 Interest Expense	150.52
<b>Total Expenditures</b>	<b>\$46,816.52</b>
NET OPERATING REVENUE	<b>\$ -17,270.27</b>
Other Revenue	
70100 Interest Income	1,527.39
90000 Released from restrictions	2,101.65
91000 Designated funds carried over	-2,474.89
92000 Same Year restricted fund usage	-1,884.65
<b>Total Other Revenue</b>	<b>\$ -730.50</b>
NET OTHER REVENUE	<b>\$ -730.50</b>
NET REVENUE	<b>\$ -18,000.77</b>

# St. Matthew Evangelical Lutheran Church

## Statement of Financial Position

As of January 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
11100 General Checking - Huntington 1	101,410.74
11400 Endowment - Hunt 07664529755	20,078.55
11500 CD 07664481217 - PPP Fund	103,851.73
11700 CD 07664481220 - PPP Fund	103,851.73
11800 Restricted Savings - Huntington	309,097.89
<b>Total Bank Accounts</b>	<b>\$638,290.64</b>
<b>Total Current Assets</b>	<b>\$638,290.64</b>
Fixed Assets	
14100 400 N. Broadway	887,790.00
14200 Grace House 229 Pearl	<b>142,074.80</b>
14400 432 N Broadway Street	101,980.00
<b>Total Fixed Assets</b>	<b>\$1,131,844.80</b>
<b>TOTAL ASSETS</b>	<b>\$1,770,135.44</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	<b>\$ -42.64</b>
Long-Term Liabilities	<b>\$36,682.61</b>
<b>Total Liabilities</b>	<b>\$36,639.97</b>
Equity	
30001 Unrestricted Net Assets	638,442.34
32000 Retained Earnings	577,819.20
33000 Restricted Savings Account	0.00
33001 Noisy Offering holding acct	45.04
33040 Promise Place Proceed Fund - PPP Fund	408,743.55
33100 Property Management Maintenance	0.00
33080 Church Landscaping	<b>578.08</b>
33090 Capital Improvement	18,580.47
33091 Interior Remodel Fund	67,477.47
<b>Total 33090 Capital Improvement</b>	<b>86,057.94</b>
35000 Grace House usable funds	241.35

# St. Matthew Evangelical Lutheran Church

## Statement of Financial Position

As of January 31, 2024

	TOTAL
<b>Total 33100 Property Management Maintenance</b>	<b>86,877.37</b>
33200 Congregational Life	0.00
33131 Acolyte Robes	636.55
33132 Flowers	93.55
33133 Special Occasion Flowers	161.00
33203 Drama & Music Account	2,779.79
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>10,140.60</b>
33300 Comprehensive Youth	0.00
33070 College Care Packages	131.18
<b>Total 33300 Comprehensive Youth</b>	<b>131.18</b>
33400 Communication Evangelism	1,712.90
33500 Memorial	4,425.15
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>516,801.35</b>
34000 Endowment	20,078.55
Opening Bal Equity	-1,645.20
Net Revenue	-18,000.77
<b>Total Equity</b>	<b>\$1,733,495.47</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,770,135.44</b>

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

	Jan 2024				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
<b>Revenue</b>								
44000 Offerings	26,064.41	29,166.67	-3,102.26	89.36%	26,064.41	350,000.00	-323,935.59	7.45%
44200 Temp Restricted Offerings	3,481.84		3,481.84		3,481.84	0.00	3,481.84	
<b>Total Revenue</b>	<b>\$ 29,546.25</b>	<b>\$ 29,166.67</b>	<b>\$ 379.58</b>	<b>101.30%</b>	<b>\$ 29,546.25</b>	<b>\$ 350,000.00</b>	<b>-\$ 320,453.75</b>	<b>8.44%</b>
<b>Gross Profit</b>	<b>\$ 29,546.25</b>	<b>\$ 29,166.67</b>	<b>\$ 379.58</b>	<b>101.30%</b>	<b>\$ 29,546.25</b>	<b>\$ 350,000.00</b>	<b>-\$ 320,453.75</b>	<b>8.44%</b>
<b>Expenditures</b>								
51000 Benevolence			0.00		45.00	0.00	45.00	
51010 ELCA - Mission Support	1,404.00	1,458.33	-54.33	96.27%	1,404.00	17,500.00	-16,096.00	8.02%
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%	0.00	1,000.00	-1,000.00	0.00%
<b>Total 51000 Benevolence</b>	<b>\$ 1,404.00</b>	<b>\$ 1,791.65</b>	<b>-\$ 387.65</b>	<b>78.36%</b>	<b>\$ 2,449.00</b>	<b>\$ 21,500.00</b>	<b>-\$ 19,051.00</b>	<b>11.39%</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%	5,516.66	66,200.00	-60,683.34	8.33%
52153 Housing Allowance	2,000.00	2,000.00	0.00	100.00%	2,000.00	24,000.00	-22,000.00	8.33%
52156 Social Security	575.00	575.00	0.00	100.00%	575.00	6,900.00	-6,325.00	8.33%
<b>Total 52151 Compensation</b>	<b>\$ 8,091.66</b>	<b>\$ 8,091.67</b>	<b>-\$ 0.01</b>	<b>100.00%</b>	<b>\$ 8,091.66</b>	<b>\$ 97,100.00</b>	<b>-\$ 89,008.34</b>	<b>8.33%</b>
52155 Benefits			0.00		0.00	0.00	0.00	
52157 Retirement & Medical	3,199.92	3,199.92	0.00	100.00%	3,199.92	38,399.00	-35,199.08	8.33%
52158 Continuing Education	111.12	83.33	27.79	133.35%	393.08	1,000.00	-606.92	39.31%
52160 Car/Business Expense	274.72	391.67	-116.95	70.14%	522.79	4,700.00	-4,177.21	11.12%
<b>Total 52155 Benefits</b>	<b>\$ 3,585.76</b>	<b>\$ 3,674.92</b>	<b>-\$ 89.16</b>	<b>97.57%</b>	<b>\$ 4,115.79</b>	<b>\$ 44,099.00</b>	<b>-\$ 39,983.21</b>	<b>9.33%</b>
<b>Total 52150 Pastor Steve Mahaffey</b>	<b>\$ 11,677.42</b>	<b>\$ 11,766.59</b>	<b>-\$ 89.17</b>	<b>99.24%</b>	<b>\$ 12,207.45</b>	<b>\$ 141,199.00</b>	<b>-\$ 128,991.55</b>	<b>8.65%</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%	6,516.66	78,200.00	-71,683.34	8.33%
<b>Total 52210 Compensation</b>	<b>\$ 6,516.66</b>	<b>\$ 6,516.67</b>	<b>-\$ 0.01</b>	<b>100.00%</b>	<b>\$ 6,516.66</b>	<b>\$ 78,200.00</b>	<b>-\$ 71,683.34</b>	<b>8.33%</b>
52220 Benefits			0.00		0.00	0.00	0.00	
52212 Car/Business Expenses		320.83	-320.83	0.00%	0.00	3,850.00	-3,850.00	0.00%
52221 Retirement and Medical	1,500.17	1,500.17	0.00	100.00%	1,500.17	18,002.00	-16,501.83	8.33%
52223 Continuing Education		83.33	-83.33	0.00%	0.00	1,000.00	-1,000.00	0.00%
<b>Total 52220 Benefits</b>	<b>\$ 1,500.17</b>	<b>\$ 1,904.33</b>	<b>-\$ 404.16</b>	<b>78.78%</b>	<b>\$ 1,500.17</b>	<b>\$ 22,852.00</b>	<b>-\$ 21,351.83</b>	<b>6.56%</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>\$ 8,016.83</b>	<b>\$ 101,052.00</b>	<b>-\$ 93,035.17</b>	<b>7.93%</b>
52350 Pastor Substitute	289.00	166.67	122.33	173.40%	289.00	2,000.00	-1,711.00	14.45%
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%	2,625.00	35,000.00	-32,375.00	7.50%
<b>Total 52410 Compensation</b>	<b>\$ 2,625.00</b>	<b>\$ 2,916.67</b>	<b>-\$ 291.67</b>	<b>90.00%</b>	<b>\$ 2,625.00</b>	<b>\$ 35,000.00</b>	<b>-\$ 32,375.00</b>	<b>7.50%</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>\$ 2,625.00</b>	<b>\$ 35,000.00</b>	<b>-\$ 32,375.00</b>	<b>7.50%</b>
52500 Music Personnel			0.00		0.00	0.00	0.00	
52510 Organist	2,000.00	1,247.92	752.08	160.27%	2,300.00	14,975.00	-12,675.00	15.36%
52511 Worship Musicians	200.00	370.83	-170.83	53.93%	200.00	4,450.00	-4,250.00	4.49%
52520 Luther Choir Director	317.36	291.67	25.69	108.81%	317.36	3,500.00	-3,182.64	9.07%
52530 Kids of the Kingdom Director		100.00	-100.00	0.00%	0.00	1,200.00	-1,200.00	0.00%
<b>Total 52500 Music Personnel</b>	<b>\$ 2,517.36</b>	<b>\$ 2,010.42</b>	<b>\$ 506.94</b>	<b>125.22%</b>	<b>\$ 2,817.36</b>	<b>\$ 24,125.00</b>	<b>-\$ 21,307.64</b>	<b>11.68%</b>
52600 Parish Nurse			0.00		0.00	0.00	0.00	

52610 Salary	764.58	-764.58	0.00%	0.00	9,175.00	-9,175.00	0.00%	
52620 Mileage Reimbursement	29.17	-29.17	0.00%	0.00	350.00	-350.00	0.00%	
<b>Total 52600 Parish Nurse</b>	<b>\$ 0.00</b>	<b>\$ 793.75</b>	<b>-\$ 793.75</b>	<b>0.00%</b>	<b>\$ 0.00</b>	<b>\$ 9,525.00</b>	<b>-\$ 9,525.00</b>	<b>0.00%</b>
52700 Nursery Staff	81.50	158.33	-76.83	51.47%	81.50	1,900.00	-1,818.50	4.29%
52800 Custodian	1,903.50	1,433.33	470.17	132.80%	1,903.50	17,200.00	-15,296.50	11.07%
52810 Bookkeeper	96.68	191.67	-94.99	50.44%	96.68	2,300.00	-2,203.32	4.20%
52900 FICA for Non-pastors	996.82	1,000.00	-3.18	99.68%	996.82	12,000.00	-11,003.18	8.31%
53000 Administration			0.00		0.00	0.00	0.00	
53010 Telephone	455.67	250.00	205.67	182.27%	455.67	3,000.00	-2,544.33	15.19%
53014 Office Supplies	9.99	208.33	-198.34	4.80%	331.79	2,500.00	-2,168.21	13.27%
53015 ACS Technologies	163.33	160.00	3.33	102.08%	332.00	1,920.00	-1,588.00	17.29%
53020 Internet	59.95	83.33	-23.38	71.94%	59.95	1,000.00	-940.05	6.00%
53040 Postage	226.80	83.33	143.47	272.17%	228.67	1,000.00	-771.33	22.87%
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>\$ 226.80</b>	<b>\$ 208.34</b>	<b>\$ 18.46</b>	<b>108.86%</b>	<b>\$ 228.67</b>	<b>\$ 2,500.00</b>	<b>-\$ 2,271.33</b>	<b>9.15%</b>
53050 Conference Expense		100.00	-100.00	0.00%	50.51	1,200.00	-1,149.49	4.21%
53090 Office Eq. Maintenance Agmt.	290.80	166.67	124.13	174.48%	290.80	2,000.00	-1,709.20	14.54%
53100 Leased Office Equipment		166.67	-166.67	0.00%	0.00	2,000.00	-2,000.00	0.00%
53110 Miscellaneous	148.21	29.17	119.04	508.09%	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%	0.00	500.00	-500.00	0.00%
<b>Total 53000 Administration</b>	<b>\$ 1,354.75</b>	<b>\$ 1,482.93</b>	<b>-\$ 128.18</b>	<b>91.36%</b>	<b>\$ 1,897.60</b>	<b>\$ 17,795.00</b>	<b>-\$ 15,897.40</b>	<b>10.66%</b>
53016 Bank charges		25.00	-25.00	0.00%	0.00	300.00	-300.00	0.00%
53060 Workers Compensation	28.82	83.33	-54.51	34.59%	28.82	1,000.00	-971.18	2.88%
53120 Finance			0.00		0.00	0.00	0.00	
53121 Financial Audit		8.33	-8.33	0.00%	0.00	100.00	-100.00	0.00%
53122 Stewardship Supplies	113.46	62.50	50.96	181.54%	113.46	750.00	-636.54	15.13%
53123 Service Cost/Fees - Intuit/Vanc	453.12	291.67	161.45	155.35%	536.83	3,500.00	-2,963.17	15.34%
<b>Total 53120 Finance</b>	<b>\$ 566.58</b>	<b>\$ 362.50</b>	<b>\$ 204.08</b>	<b>156.30%</b>	<b>\$ 650.29</b>	<b>\$ 4,350.00</b>	<b>-\$ 3,699.71</b>	<b>14.95%</b>
53130 Property Management			0.00		0.00	0.00	0.00	
53131 Supplies	225.59	150.00	75.59	150.39%	248.87	1,800.00	-1,551.13	13.83%
53132 Utilities	1,199.14	1,250.00	-50.86	95.93%	2,718.81	15,000.00	-12,281.19	18.13%
53133 Insurance	9,952.00	916.67	9,035.33	1085.67%	9,952.00	11,000.00	-1,048.00	90.47%
53134 Repairs and Maintenance	357.25	583.33	-226.08	61.24%	638.50	7,000.00	-6,361.50	9.12%
53135 Lawn Care/Snow Removal	220.00	416.67	-196.67	52.80%	1,360.00	5,000.00	-3,640.00	27.20%
53138 Capital Impr/Depreciation Expen		2,500.00	-2,500.00	0.00%	0.00	30,000.00	-30,000.00	0.00%
53140 Grace House	379.00	291.67	87.33	129.94%	1,538.18	3,500.00	-1,961.82	43.95%
53160 Faith House	520.58	291.67	228.91	178.48%	780.75	3,500.00	-2,719.25	22.31%
<b>Total 53130 Property Management</b>	<b>\$ 12,853.56</b>	<b>\$ 6,400.01</b>	<b>\$ 6,453.55</b>	<b>200.84%</b>	<b>\$ 17,237.11</b>	<b>\$ 76,800.00</b>	<b>-\$ 59,562.89</b>	<b>22.44%</b>
54000 Congregational Life Ministry			0.00		0.00	0.00	0.00	
54010 Adult Choir Music & Supplies		25.00	-25.00	0.00%	0.00	300.00	-300.00	0.00%
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	529.00	105.83	423.17	499.86%	529.00	1,270.00	-741.00	41.65%
54022 Christ in Our Home Booklets		14.58	-14.58	0.00%	0.00	175.00	-175.00	0.00%
54023 Special Bulletins (Wedding, funeral, etc) (deleted)		0.00	0.00		0.00	0.00	0.00	
54040 Altar Guild	149.51	150.00	-0.49	99.67%	347.76	1,800.00	-1,452.24	19.32%
54060 Flowers (Altar & Memorial)	135.00	187.50	-52.50	72.00%	135.00	2,250.00	-2,115.00	6.00%
54061 Flowers (Special Occasion - Christmas, Easter)	491.00	129.17	361.83	380.12%	491.00	1,550.00	-1,059.00	31.68%
54070 Outdoor Worship		0.83	-0.83	0.00%	0.00	10.00	-10.00	0.00%
54080 Organ Main.		66.67	-66.67	0.00%	0.00	800.00	-800.00	0.00%
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%	0.00	100.00	-100.00	0.00%	
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%	0.00	100.00	-100.00	0.00%	
<b>Total 54000 Congregational Life Ministry</b>	<b>\$</b>	<b>1,304.51</b>	<b>\$ 769.17</b>	<b>\$ 535.34</b>	<b>169.60%</b>	<b>\$ 1,502.76</b>	<b>\$ 9,230.00</b>	<b>-\$ 7,727.24</b>	<b>16.28%</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	100.00		100.00		100.00	0.00	100.00		
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%	0.00	1,000.00	-1,000.00	0.00%	
55072 Supplies and Misc.		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%	
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>\$</b>	<b>0.00</b>	<b>\$ 129.17</b>	<b>-\$ 129.17</b>	<b>0.00%</b>	<b>\$ 0.00</b>	<b>\$ 1,550.00</b>	<b>-\$ 1,550.00</b>	<b>0.00%</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.		8.33	-8.33	0.00%	26.56	100.00	-73.44	26.56%	
55083 Graduation Gifts/Reception		8.33	-8.33	0.00%	0.00	100.00	-100.00	0.00%	
<b>Total 55080 Sunday School (6th - 12th)</b>	<b>\$</b>	<b>0.00</b>	<b>\$ 62.49</b>	<b>-\$ 62.49</b>	<b>0.00%</b>	<b>\$ 78.16</b>	<b>\$ 750.00</b>	<b>-\$ 671.84</b>	<b>10.42%</b>
55090 Confirmation Ministry/Retreat		83.33	-83.33	0.00%	0.00	1,000.00	-1,000.00	0.00%	
55100 Vacation Bible School		41.67	-41.67	0.00%	0.00	500.00	-500.00	0.00%	
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%	0.00	300.00	-300.00	0.00%	
55160 College Care Packages		25.00	-25.00	0.00%	0.00	300.00	-300.00	0.00%	
55170 ELCA Youth Gathering		500.00	-500.00	0.00%	0.00	6,000.00	-6,000.00	0.00%	
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>\$</b>	<b>100.00</b>	<b>\$ 966.66</b>	<b>-\$ 866.66</b>	<b>10.34%</b>	<b>\$ 537.62</b>	<b>\$ 11,600.00</b>	<b>-\$ 11,062.38</b>	<b>4.63%</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	592.00	135.42	456.58	437.16%	645.60	1,625.00	-979.40	39.73%	
56040 Video Spiritual Production		29.17	-29.17	0.00%	0.00	350.00	-350.00	0.00%	
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%	0.00	650.00	-650.00	0.00%	
<b>Total 56000 Communication Evang. Ministry</b>	<b>\$</b>	<b>592.00</b>	<b>\$ 400.01</b>	<b>\$ 191.99</b>	<b>148.00%</b>	<b>\$ 645.60</b>	<b>\$ 4,800.00</b>	<b>-\$ 4,154.40</b>	<b>13.45%</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>\$</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	257.67	58.33	199.34	441.75%	257.67	700.00	-442.33	36.81%	
<b>Total 58000 Small Group Ministry</b>	<b>\$</b>	<b>257.67</b>	<b>\$ 108.33</b>	<b>\$ 149.34</b>	<b>237.86%</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		150.52	150.52		298.76	0.00	298.76		
<b>Total Expenditures</b>	<b>\$</b>	<b>46,816.52</b>	<b>\$ 41,300.11</b>	<b>\$ 5,516.41</b>	<b>113.36%</b>	<b>\$ 54,539.37</b>	<b>\$ 495,601.00</b>	<b>-\$ 441,061.63</b>	<b>11.00%</b>
<b>Net Operating Revenue</b>	<b>-\$</b>	<b>17,270.27</b>	<b>-\$12,133.44</b>	<b>-\$5,136.83</b>	<b>142.34%</b>	<b>-\$24,993.12</b>	<b>-\$145,601.00</b>	<b>\$ 120,607.88</b>	<b>17.17%</b>
<b>Other Revenue</b>									
70100 Interest Income		1,527.39	1,527.39		1,527.39	0.00	1,527.39		
90000 Released from restrictions		2,101.65	2,101.65		2,101.65	0.00	2,101.65		
91000 Designated funds carried over		-2,474.89	-2,474.89		-2,474.89	0.00	-2,474.89		
92000 Same Year restricted fund usage		-1,884.65	-1,884.65		-1,884.65	0.00	-1,884.65		
<b>Total Other Revenue</b>	<b>-\$</b>	<b>730.50</b>	<b>\$ 0.00</b>	<b>-\$ 730.50</b>	<b>-\$ 730.50</b>	<b>\$ 0.00</b>	<b>-\$ 730.50</b>		
<b>Net Other Revenue</b>	<b>-\$</b>	<b>730.50</b>	<b>\$ 0.00</b>	<b>-\$ 730.50</b>	<b>-\$ 730.50</b>	<b>\$ 0.00</b>	<b>-\$ 730.50</b>		



Net Revenue

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-\$18,000.77 -\$12,133.44 -\$5,867.33 148.36% -\$25,723.62 -\$145,601.00 \$ 119,877.38 17.67%

Monday, Feb 12, 2024 05:57:49 AM GMT-8 - Cash Basis

## Finance Committee Meeting Minutes from 1/10/2024 @ 5:00 PM

### Attendees:

Teri Uttech, Treasurer  
Heather Rohde, Bookkeeper  
Mary Dunham, Financial Secretary  
Bruce Reed, At Large  
Pastor Steve  
Deacon Lindsay  
Austin Stertzbach  
Jen Knaggs

1. Teri provided a summary of the Church Mutual Property & Casualty insurance program for 2024 - 2025.
  - a. Teri recommended rejecting coverage for Terrorism. This will result in a savings of \$284.00. All agreed to this.
  - b. Discussed an inventory of church personal property. No one present is aware of when this was last done. Heather will research costs and companies that can provide this service. Further discussion will be had.
  - c. The current Church Mutual policy has a limit of \$36,000 for personal property at Faith House. All agreed this is much too high. This will be reduced to \$10,000.
2. Discussed the Endowment Fund CD at Huntington which matures on 2/7/2024.
  - a. Current interest rate is 4.75%
  - b. Balance as of 1/7/2024 is \$20,078.55
    - i. Bruce will contact Mission Investment Fund regarding current investment rates.
    - ii. Jen will contact Huntington Bank to find out what the renewal interest rate will be.
    - iii. Mary made a motion to move the money from the CD into the Money Market account upon maturity to allow time to research where to move the money. Heather seconded the motion, all were in favor.
3. Briefly discussed formation of a Stewardship Committee.
  - a. Once the full Finance Committee is established this will be discussed again.
  - b. Tim Brown and John Baker have expressed an interest to Pastor Steve in participating on this committee.
4. Women of the Church account update
  - a. At the last finance committee meeting it was agreed that the Women of the Church account should be closed due to difficulty in auditing the account as well as no activity on the account in 2023.
  - b. Huntington has advised a fee will begin to be charged due to inactivity.
  - c. Teri advised Heather to transfer the funds from the Women of the Church Account into the Money Market. This was completed and will now show as Restricted Funds.

5. Outstanding checks
  - a. Lutheran Agencies Organized in Service - check 25818 for \$900 dated 9/26/2023. Teri has left two messages for Jennifer Harvest at LAOS with no response.
    - i. Question regarding what our checks say regarding the number of days the check must be cashed came up. Teri to advise.
  - b. House of Flowers - check 25839 for \$180 dated 10/4/2023
    - i. House of Flowers is out of business. Phone number does not work
    - ii. Teri will send the invoice to Heather for review. This may need to be reported as Unclaimed Funds to the State of Ohio.
  - c. John Burke - check 25862 for \$1,434 for October organist pay and check 25866 for \$345 for reimbursement for money paid to Cindy Piovarchy to substitute on 10/30/2023.
    - i. Teri had already emailed John asking him to cash the checks or advise if he had not received them on 1-1-2024. No response to date.
    - ii. After discussion it was decided that Teri will send a certified letter to John.
6. Finance Committee members
  - a. Per the constitution the finance committee members are to be the Treasurer, Bookkeeper, Financial Secretary, Financial Committee Chair, Rostered Staff and at least two members from the congregation.
  - b. All positions with the exception of Financial Committee Chair are filled.
  - c. Additional congregation members may join as desired.
  - d. Teri will prepare a message for the bulletin and Shout Out recruiting a Financial Committee Chair
  - e. The Financial Committee Chair will lead Finance Committee meetings.
7. New business
  - a. Heather discussed the money handling procedures document she put together last year. She will email to all present for review and discussion for the next meeting.
  - b. Audit Committee members were discussed
    - i. Heather will work to find three members to participate in this committee.
  - c. Reviewed and discussed year end financial reports focusing on total offerings and expenses.

Meeting was adjourned at 6:05 PM

*FROM OUR FEB. 12 MEETING*

Group sharing of E&C activities:

- Jim Woodard is our E&C council liaison. He shared highlights from the 1-16-24 council meeting. Liaisons to other committees will be stated in the soon-to-be-published council minutes.

-Stephanie Hess will be reaching out to families, couples and individuals about submitting a photo for the online directory. A note will go in the bulletin as an introduction of this project so people expect her call.

- Carol Elkins is responsible for submitting the "Inspirational Messages" to *Medina Weekly*. The messages will appear on the first Thursday of each month.

- Bobby Forsythe wasn't present; however, feedback from the group was provided on the recent changes to the St. Matthew website.

- Brian will be providing Pr. Steve with numbers on online viewers for his report due March 1. We will stream the Feb. 14 Ash Wednesday service, as well as the Congregational meeting on Feb. 25. The Lenten mid-week services will not be streamed because they will take place in the fellowship hall, and they also include copyrighted video material. See 2.c. in New Business.

**OLD BUSINESS**

**"Getting to Know You"**: Seventeen families have been (or will be) featured through Feb. 23. We invite more to participate.

**The Holy Week advertisement** will be featured in the *Medina Weekly* on March 21, and in the *Gazette* on March 23.

**"Loads of Love" - Saturday, February 17, 10:00 AM-2:00 PM** - North Court Laundry, 739 W Liberty Street. An article appeared in local papers during the week of February 11. We had fifteen volunteers. It was a huge success and much appreciated by the laundry clients! One wrote the following on Facebook:

*"There was a church group today that paid to get our 2 totes full of laundry washed, dried and folded at North Court Laundry. I wish I could remember what the name of the church was. When my husband left he cried. Our dryer ended up breaking recently and our 3-month-old child is very sick. It's like they knew how much we were struggling at home. Everyone is going through something. These small acts of kindness truly mean the world. It literally made our day...."* (Many responded that the church was St. Matthew Lutheran!)

**"Drop-Off Food Drive" - Saturday, March 9, 10:00 AM-Noon** - Church parking lot. We will communicate to the community that we are collecting food for local Medina County Food Pantries. Internally, we will ask members to bring in fruit cups to support Feeding Medina County's weekender bag program. Signs will be made for the parking lot. 2-5 volunteers are needed to receive food, and load directly onto pick-up, for transporting food donations.

## **NEW BUSINESS**

An upcoming project is **“Jesus is the One Sent (Cent)”**. Liz Linden secured (and has received) the \$250 from Thrivent Financial for buying the pennies. The project will kick-off once we have the pennies... beginning with a *Good News Moment* by Carol Elkins. Pennies will be kept in a bowl in the Narthex, for the congregation to take and share.

The **St. Matthew “Celebrates”** Spring newsletter will be published April 26.

**Livestreaming:** The team agreed that we stream congregational meetings moving forward without having to discuss each time. Jim Woodard offered to write up an official policy statement, which follows this report.

Beth Johnson

# REPORT TO THE COUNCIL OF ST MATTHEW EVANGELICAL LUTHERAN CHURCH, MEDINA, OHIO

## SOURCE: COMMUNICATION EVANGELISM COMMITTEE

SUBMITTED BY: Jim Woodard, Liaison on behalf of Beth Johnson, chairperson.

Background: Committee members raised the question as to the appropriateness of conducting the Annual Meeting scheduled for February 25, 2024, in a remote electronic format. The purpose of enabling remote communication technology is to permit those voting members of the congregation unable to attend in person to fully participate in the meeting deliberations.

Question Analysis: THE CONSTITUTION AND BYLAWS OF ST. MATTHEW EVANGELICAL LUTHERAN CHURCH, MEDINA, OHIO, has been approved by the congregation and reviewed by Synod officials and is expected to be ratified on February 25, 2024, by vote of the congregation. Article C10.08. of the constitution contains the necessary permissions to hold meetings with enabling remote technology. Note the qualification requiring “simultaneous aural communication or its equivalent and voting.” Restrictive law or privacy restrictions would also apply.

“**C10.08.** This congregation may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent and voting. To the extent permitted by state law, notice of all meetings may be provided electronically.”

Conclusion: The Annual Meeting to be held on February 25, 2024, may be conducted with the use of remote communication technology as long as “there is an opportunity for simultaneous aural communication or its equivalent and voting”.

## 13 February 2024 Worship Team Meeting Agenda

Opening Prayer, Kristin

Approval of minutes from January by Melody, seconded by Nancy

Members present: Pastor Steve, Cindy, Rachel, Nancy, Sandy, Kristin, Brian and Melody- online

Organ maintenance- Cindy shared that Leek Organ Co. is willing to come to our next worship meeting to talk about the current issues with our organ. After an assessment is done, they will be able to help us prioritize the order of maintenance and repairs that are likely needed.

Wedding Policy - Pastor Steve shared the updated wedding policy for the church. Members are asked to read through the policy and email Pastor Steve with any recommendations. Please do so within the next few weeks so that we can address changes or approvals at our next meeting.

Attendance- We are currently not getting an accurate recording of attendance at the second service. Not all are signing the attendance book and there is not a recording of the 11 o'clock service for the attendance recorder (Jan Sullivan) to mark those present. Suggestion- Could a picture be taken of each ½ of the sanctuary? Working on how to fix turning on the cameras to take a timer picture. Another suggestion made was to see if the UCD App had a check in option. Rachel also suggested another app check in possibility. We are unsure if attendance taking is an option with Realm. We have not sent anyone to the Realm Training. Is this something that should be done?

Conversation over recent services: No comments made over recent services other than Melody asked if Helen can move in a bit to her left as she is out of the frame of the camera.

Upcoming services:

### February

- 14 Ash Wednesday 7 PM service
- **Sunday 18 Praise** no choir
- 21 St. Matthew, "Short Stories by Jesus" 7PM. This is not a worship service, but a Lenten study. No streaming at our services or at other churches. All Lenten studies will be in Fellowship Hall of each church. No meals.
- **Sunday 25 9:30 AM Setting 3** choir, congregational meeting will follow the service, No SS. The Kids of the Kingdom will sing.
- 28 St. Paul's Episcopal, "Short Stories by Jesus" 7PM.

## March

- **Sunday 3 Setting 3**
- 6 UCC, “Short Stories by Jesus”
- **Sunday 10 Setting 3**, Cindy out. We do need an organist/pianist for this Sunday.
- 13 St. Matthew, “Short Stories by Jesus” 7PM.
- **Sunday 17 Praise**
- 20 UCC, “Short Stories by Jesus” 7 PM
- **Sunday 24 Palm Sunday Setting 4** Gather outside. Process in. Trumpet and French Horn. Sandy confirmed that she has received the email regarding the ordering of the palms and she will take care of that purchase.
- 28 Maundy Thursday 7 PM, no postlude. Stripping of the altar. Nancy is creating list of those helping.
- 29 Good Friday Tenebrae 7PM. No prelude. Do we have an individual to sing, play Christ? Cindy is working with Larry on sounds for her keyboard. Suggestions were for Pastor to sing, Mason to play Christ.
- **Sunday 31 Easter Sunday** Luther League will serve breakfast in between the two services. Two Trumpets, French Horn, Trombone will play.

Choir rehearsals will be on the following dates and times:

Wednesday, February 21 8 pm  
Sunday, February 25 11 am  
Sunday, March 3 during SS hour 9:45 am  
Wednesday, March 13 8 pm

## April

- **Sunday 7 NTF** Cindy out. We discussed the need for guest organists. Both Cindy and Rachel have names and will reach out to find someone to play. We
- **Sunday 14 ELW Setting 10**
- **Sunday 21 Praise**
- **Sunday 28 ELW Setting 10**

## May

- **Sunday 5 NTF**
- **Sunday 12 Praise Mother’s Day** The high school youth will lead the service. The Kids of the Kingdom will sing. We will speak to Heather R about selecting a song(s) that can include the high schoolers.
- **Sunday 19 ELW Setting 4 Pentecost** Last day of Sunday School? Pastor Steve discussed the service including other languages being included. Do we need to ask for the languages that our members speak?



- High school graduation is on 5/18
- **Sunday 26 ELW Setting 4**

Questions for Worship Team:

Concern over talking during Prelude, choir/kids singing. How can we remind the congregation to refrain from conversations during the service? This is still happening during the Prelude and the offering. Most conversations are from the ushers and a few members who sit towards the back. Pastor Steve suggested that we will need to make a slide to gently encourage all to respectfully give our focus and attention to the Prelude, Announcements, Offertory and groups who are singing.

Reports/updates from the team:

Rachel (Choir)- Will email dates when Kids of the Kingdom are singing.

Closing prayer- Pastor Steve

Upcoming Meeting

Tuesday, April 2nd at 5:30 to map out the Summer Schedule.

Tuesday, May 7th at 5:30 to finalize Summer Schedule