

**Peace Lutheran Church
Congregational Meeting Agenda
March 15, 2015**

1. Determination of a Quorum
2. Call to Order
3. Scripture Reading and Prayer – Michael Marcks
4. Minutes from October 5, 2014 and November 9, 2014 Meetings
5. Special Reports
 - a. Parish Statistics Report
 - b. Treasurer's Report for 2014
6. Unfinished Business
 - a. Approval of Proposed Constitution (second and final vote)
Moved and seconded from Congregation Council to approve revisions to the Constitution with an effective date of March 15, 2015. (The Summary of changes is attached. Copies of the revised constitution are on the table in the narthex.)
7. New Business
 - a. Approval of Proposed Bylaws
Moved and seconded from Congregation Council to approve revisions to the Bylaws with an effective date of March 15, 2015. (The Summary of changes is attached. Copies of the revised bylaws are on the table in the narthex.)
 - b. Election of Voting Members to Synod Assembly
Motion to elect Voting Members to the Southwest Texas Synod Assembly in Brownsville, Texas, from May 1 - 3, 2015.
 - c. Peace Lutheran Children's Ministries Annual Meeting – Gene Holiman
Moved and seconded from the Board of Peace Lutheran Children's Ministry to elect the following Board members to a two year term for the 2016-2017 school year: Lisa Thomas, President; Gene Holiman, Treasurer.

Moved and seconded from the Board of Peace Lutheran Children's Ministry to elect Jan Massa to fill the second year of the term of Secretary for the 2015-2016 school year upon retirement of Gloria Kelly.

Moved and seconded from the Board of Peace Lutheran Children's Ministry to approve the Budget for 2015-2016.
 - d. 2015 Congregation Council Goals
The Boards and Officers are planning Community Connections sessions through May to discuss Board objectives and goals for 2015 toward our 2020 Vision.

- e. Update on Stewardship and Finances – Gerri West
 - f. Update from Personnel Committee – Paul Hanusa
 - g. Update from Call Committee – Mike Orr
8. Closing Prayer - Michael Marcks
 9. Adjournment

**Peace Lutheran Church
Congregational Meeting Minutes
October 5, 2014**

1. Call to Order at 12:15 pm
2. Prayer – Michael Marcks led in opening prayer.
3. Determination of a Quorum – Quorum was present.
4. Election of Call Committee

Moved and seconded from the Council to elect those nominated for the Call Committee:
Daniel Villarreal, Laura Redd, Mike Orr, Sandra Taylor, Shawn Thomas, and Zach Burky.
PASSED

5. Adjournment at 12:17 pm

Respectfully submitted,

Betty Klatt, Congregation Secretary

**Peace Lutheran Church
Congregational Meeting Minutes
November 9, 2014**

1. Called to Order at 12:15 pm
2. Scripture Reading and Prayer led by Minister Krejci
3. Determined a quorum was present
4. Motion to vary the order of business to introduce nominees and distribute ballots for the election passed.
5. Kathleen Holiman from the Nominating Committee introduced the nominees for elected positions:

Vice President: Paul Hanusa

Treasurer: Gerri West

Director, Board of Worship: Matt Bloom and Myrna Herber (withdrawn)

Member, Board of Worship: Sylvia Frisch

Member, Board of Worship: John Herrmann

Member, Board of Spiritual Development: Jan Ills

Member, Board of Spiritual Development: Kelly Castillo

Director, Board of Service Ministry: Irene Beattie

Member, Board of Service Ministry: Bill Kleinebecker

Director, Board of Congregational Care (unexpired term): Gene Holiman

Member, Board of Congregational Care: Dorothy Akin

Member, Board of Congregational Care: Ernie Klatt

Director, Board of Property: Drew Schaal

Member, Board of Property: Bob Evans

Kathleen reported that Myrna Herber had withdrawn from consideration.

Motion to elect the nominees to the positions passed on voice vote. None opposed.

6. Minutes from the March 2, 2014 Meeting were approved as presented
7. Unfinished Business: None
8. Board Reports were presented in a written report.
9. The report of the Intentional Interim Ministry was presented in a written report.
10. Parish Statistics Report: Motion to postpone the 2014 report until March meeting passed. A graph of worship attendance was included in the written report and Michael Marcks asked members to invite others to worship.
11. New Business
 - a. Paul Hanusa presented the 2015 Annual Ministry Budget and answered questions about staffing plans.
Moved and seconded from the Congregation Council to approve the 2015 Annual Ministry Budget. Passed.

- b. Presentation and Approval of the Preschool Budget and Fees: Motion to postpone to March meeting passed.
- c. Election of Officers, Congregation Council, and Boards was taken out of order and completed under item 5.
- d. Election of Voting Members to Synod Assembly: Motion to postpone to March meeting
- e. Moved and seconded from Council to approve revisions to the Constitution. Motion passed on voice vote.
- f. Treasurer's Report: Motion to postpone the final 2014 report until March meeting

12. Adjournment at 12:45 pm

13. Closing Prayer was led by Minister Krejci.

Respectfully submitted,

Betty Klatt, Congregation Secretary

2014 Parish Statistics Report

Baptized Membership at end of 2013*		298
Baptized Members received during 2014		
By Baptism: children	2	
By Baptism: adults	0	
By affirmation of faith	8	
By transfer	2	
From other sources and statistical adjustment**	14	
Total Members received this year		26
Baptized Members removed during 2014		
By death	1	
By transfer	14	
For other reasons and statistical adjustment	22	
Total members removed this year		37
Baptized Membership, end of 2014*		287
Total Confirmed Membership, end of 2014*	239	
Number of baptized youth who were confirmed in 2014	4	
Average weekly worship attendance in 2014	128	
Total number of people (including children) actively participating in the life of the congregation in 2014	299	

*Includes active members only. Numbers may be adjusted when additional reports are available from Church Windows.

**Includes adjustment to include 12 inactive members removed during 2014.

2014 Income and Expense

Total General Fund Income	\$265,831
Total Let it Shine Mortgage Fund Income	\$134,966
Total Dedicated Fund Income	\$6,318
Total Income	\$407,115
Total Let it Shine Mortgage Fund Expense	\$174,120
Total Personnel Expense	\$108,491
Board of Worship	\$2,104
Board of Congregational Care	\$416
Board of Spiritual Development	\$5,129
Board of Service Ministry	\$23,780
Board of Property	\$71,849
Office Administration	\$4,967
Dedicated Fund Expense	\$3,900
Total Expense	\$394,761
Balance	\$12,356

Balance Sheet as of December 31, 2014

Assets	Compass Bank Checking	137,620.11
101.00.06.00		
101.00.15.00	Petty Cash	200.00
102.00.15.00	Land and Building	3,200,000.00
	Total Assets	\$3,337,820.11
Liabilities	Accounts Payable/Vendors	0.00
200.00.00.00		
203.00.10.01	HCCM 2 Cents Worth Donations	0
	General Fund Liabilities	\$0.00
202.00.10.00	Building Fund Loan	1,748,026.75
	Building Fund Liabilities	1,748,026.75
	Total Liabilities	\$1,748,026.75
Fund balance	Let it Shine Capital Mortgage Fund Balance	(845.76)
302.05.00.00		
302.05.00.02	Let it Shine Major Repairs Fund Balance	34,089.77
302.05.00.03	Let it Shine Outreach Fund Balance	21,306.11
303.06.00.00	9-12 LYO Fund Balance	2,322.83
304.06.00.00	7-8 LYO Fund Balance	313.20
304.10.05.00	Camp Fund Balance	286.06
307.08.00.00	Cap. Maint. Em. Fund Balance	78.87
307.12.00.00	Property Fundraising Fund Balance	742.88
308.00.00.00	Memorial Fund Balance	3,979.21
309.06.00.00	Music Ministry Fund Balance	4,847.11
310.00.00.00	Helping Fund Balance	2,054.23
311.06.00.00	Stephen Ministry Fund Balance	227.01
313.06.00.00	Design Committee Fund Balance	138.93
315.00.00.00	Christian Education Fund Balance	342.09
315.05.00.00	Library Fund Balance	507.57
316.00.00.00	Fellowship Fund Balance	89.01
317.00.00.00	PLC Dedicated Fundraiser Fund Balance	38.24
325.00.00.00	Sisters of Peace Fund Balance	556.18
381.00.00.00	Men in Mission Fund Balance	65.00
	Total Dedicated Funds	\$71,138.54
301.00.00.00	General Fund Balance	66,681.57
302.01.00.00	Net Fixed Asset Fund Balance	1,451,973.25
	Total Fund balance	\$1,589,793.36
	Total Liabilities and Fund balance	\$3,337,820.11

Preschool Budget

2014-2015 Budget

RECEIPTS

Tuition (100%)	\$223,650
Teacher Tuition Credit	(\$1,395)

*Registration/supply Fee	\$13,200
Wait List Fee	\$300

Fundraising	\$5,500
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Total Additions	\$241,255
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Wages:

Director	\$35,955
Office Administrator	\$13,600
Lead Teachers (7)	\$73,400
Assistant Teachers (6)	\$35,165
Substitutes	\$1,500
Movement Teacher	\$4,165
Bookkeeper	\$4,000
TOTAL WAGES	\$167,785
Bonuses/Gifts	\$1,600
FICA	\$12,323
Staff Development	\$3,000

TOTAL WAGES & STAFF DEV.	\$184,708
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Arts & Crafts Supplies	\$2,600
Classroom Materials	\$1,800
Books/Library /Software	\$500
Professional Resources/Fees	\$1,200
Kitchen Supplies	\$1,000
Indoor Equipment	\$1,000
Playground	\$800
Staff Recognition	\$600

TOTAL CLASSROOM	\$9,500
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Special Events	\$1,000
Outreach	\$300
Miscellaneous	\$500
School Shirts	\$1,000

2015-2016 Proposed Budget

RECEIPTS

Tuition (100%)	\$245,340
Teacher Tuition Credit	(\$2,000)

*Registration/supply Fee	\$13,800
Wait List Fee	\$300

Fundraising	\$6,000
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Total Additions	\$263,440
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Wages:

Director	\$37,033
Office Administrator	\$12,160
Lead Teachers (8)	\$86,807
Assistant Teachers (7)	\$44,863
Substitutes	\$2,700
Bookkeeper	\$4,080
TOTAL WAGES	\$187,643
Bonuses/Gifts	\$1,600
FICA	\$13,191
Staff Development	\$3,000

TOTAL WAGES & STAFF DEV.	\$205,434
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Arts & Crafts Supplies	\$3,000
Classroom Materials	\$1,800
Books/Library /Software	\$500
Professional Resources/Fees	\$1,200
Kitchen Supplies	\$1,500
Indoor Equipment	\$1,000
Playground	\$1,000
Staff Recognition	\$600

TOTAL CLASSROOM	\$10,600
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Special Events	\$1,000
Outreach	\$300
Miscellaneous	\$500
School Shirts	\$1,000

Contingency***	\$3,000	Contingency***	\$3,000
Advertising	\$200	Advertising	\$200
Janitorial Supplies	\$2,000	Janitorial Supplies	\$2,000
Workers Comp Insurance	\$1,900	Workers Comp Insurance	\$2,100
General Liability Insurance	\$2,700	General Liability Insurance	\$3,000
Office Supplies	\$1,000	Office Supplies	\$1,000
Office Equipment- other	\$500	Office Equipment- other	\$500
Postage	\$200	Postage	\$200
<i>Janitorial Services</i>	<i>(ptc)</i> \$6,200	<i>Janitorial Services</i>	<i>(ptc)</i> \$6,200
<i>Janitorial Supplies</i>	<i>(ptc)</i> \$1,300	<i>Janitorial Supplies</i>	<i>(ptc)</i> \$1,300
<i>Building Maintenance/floor cleaning</i>	<i>(ptc)</i> \$1,000	<i>Building Maintenance/floor cleaning</i>	<i>(ptc)</i> \$1,000
<i>Pest Control</i>	<i>(ptc)</i> \$500	<i>Pest Control</i>	<i>(ptc)</i> \$500
<i>Phone/Utilities</i>	<i>(ptc)</i> \$6,000	<i>Phone/Utilities</i>	<i>(ptc)</i> \$6,000
<i>Garbage Pickup</i>	<i>(ptc)</i> \$650	<i>Garbage Pickup</i>	<i>(ptc)</i> \$650
<i>Office- copier</i>	<i>(ptc)</i> \$1,650	<i>Office- copier</i>	<i>(ptc)</i> \$1,650
<i>Building Payments</i>	<i>(ptc)</i> \$15,000	<i>Building Payments</i>	<i>(ptc)</i> \$15,000
TOTAL MAINTENANCE, ETC	\$46,600	TOTAL MAINTENANCE, ETC	\$47,100
Total Operating Expenses	\$240,808	Total Operating Expenses	\$263,134
Income Less Expenses	\$447	Income Less Expenses	\$306
Pay to church per year	\$32,300	Pay to church per year	\$32,300
Pay to church per month (12)	\$2,692	Pay to church per month (12)	\$2,692

Summary of Proposed Changes to the Constitution of Peace Lutheran Church

Revisions from the most recent Model Template have been incorporated into the PLC Constitution. Items with * are required by the ELCA and Southwest Texas Synod.

Chapter 10.

- Recommend the return to two congregational meetings per year.
- Revised meeting notice language to be defined in the Bylaws allowing for more flexibility as technology changes. Specified that the 10% quorum be determined from the membership roster (as kept by the office) to allow for increases/decreases of membership through the year.

Chapter 11.

- Revised officer election language to be defined in the Bylaws allowing for more flexibility.

Chapter 12.

- Revised Council eligibility language to be defined in the Bylaws allowing for more flexibility.
- Revised Council term of office language to be defined in the Bylaws allowing for more flexibility.
- Revised language for Council entering into contracts, allowing for more flexibility in the Bylaws.
- Changed the words “lay workers” to “staff”, making the Council responsible for the employment of all staff, rostered or lay.
- Revised language for reporting to Congregation at semi-annual meetings to be more flexible in the Bylaws.
- Reworded calling of special meetings to be more clear.

Chapter 13.

- Identified the Congregation Committees and how they will be elected; specifics to be defined in the Bylaws.
- Executive Committee
- Nominating Committee
- Personnel Committee
- Finance Committee
- Audit Committee
- Mutual Ministry Committee
- Call Committee
- Constitution and Bylaws Committee

Chapter 14.

- Removed the requirement that officers of special interest groups meeting at Peace, such as Cub Scouts, must be members of the congregation.

Chapter 17.

- Changed annual meeting to semi-annual.

Summary of Proposed Changes to the Bylaws of Peace Lutheran Church

Formatting was changed to make it easier to reference specific sections.

Article 4: Meetings of the Congregation

- Two congregational meetings—more flexibility on date, just need to be scheduled within a particular quarter of the year.
- Noted that Executive Committee was responsible for notifying the congregation of meetings and that notification can be sent by email.
- Identified required items of business by quarter.
- Added a section regarding open/closed meetings.

Article 5: The Office of the Pastor

- Moved Call Committee responsibilities from 5.1 to Article 12.
- Changed Pastor from ex-officio member to non-voting member of boards and committees other than those noted.

Article 6: Elections of Officers, Congregation Council, and Administrative Boards

- Clarified language in Nomination Procedures, but did not change any of the intent.
- Strengthened language regarding installation of Council and Board members.

Article 7: Duties of Officers of the Congregation

- Added responsibility of maintaining and managing access to electronic copies of Congregational documents to the duties of the Secretary.
- Added responsibility of defining bookkeeper tasks to duties of the Treasurer.

Article 11: The Administrative Boards Structure, Responsibilities, and Duties

- Removed the setting of financial policies and procedures from the Board of Worship.
- Moved responsibility of staffing the nursery from the Board of Worship to the Personnel Committee.
- Moved responsibility of paraments, etc. from the Worship Planning Committee to the Board of Worship.
- Moved responsibility for youth programs and small groups to the Board of Spiritual Development to complement educational programs.
- Moved responsibility for communication, new member support, and membership maintenance activities to the Board of Service Ministry to complement evangelism programs; renamed Board of Outreach
- Moved responsibility for service ministries to Board of Congregational Care to complement service programs; renamed Board of Congregational and Community Care.
- Increased Board of Property to Director and 3 members.

Article 12: Congregation Committees

- Rotate months for starting terms of various committees so that the Executive Committee does not have to recruit for all Congregation Committees at the same time.
- Clarified formation of Congregation Committees and eligibility.
- The Mutual Ministry Committee has been set up under a completely new model.
- Added a Constitution and Bylaws Committee that would be active every three years to keep the Constitution in line with the ELCA and the Bylaws consistent with how Peace is operating.

Article 15: Organization Chart

- Added organizational chart.