

# Ministry Team Minutes

**Ministry Team: Support Ministry Team**

**Meeting Date:** July 19, 2010

**ATTENDEES:** John Zweig, Steve Usabar, Dean Haas, Diane Putzer, Don Monson, Bob Damon, Jeff Diehl, Brenda Smongeski.

**Excused:** None

**Guests:** Amy Hensilin, Chuck Dorn, Bob Lyle, Earl Green

## **Item that requires Council action or to be informed:**

1. Approve Audit Report. Direct the Support Ministry Team to develop procedures and policies to address Audit Report recommendations. Schedule a meeting of the congregation to share the audit results, the report of the Support Ministry Team to address the audit recommendations and to approve the amended Treasurer's Report for 2009. (Dean Haas and John Zweig will make a motion at the Council meeting to complete an audit of FELC financial books on a yearly basis. This should be adopted in by-law changes at the next annual Congregational meeting.)
2. Refer to the Financial Task Force consideration of an opportunity to raise funds for church programs through Market America.
3. Accept the Support Ministry Teams policy on computer acquisition.

## **Other agenda items:**

1. Minutes from June 2010 were reviewed and approved.
2. 2009 Audit Report. Amy Hensilin, Chuck Dorn and Bob Lyle presented the results of their audit of the church financial books for 2009. See attached. The ministry team recommends the Council accept the audit report. The ministry team, along with the church administrator and book keeper, will develop policies and procedures to adopt the audit report recommendations. A meeting of the congregation needs to be scheduled to share the audit report, to share the actions taken to adopt the recommendations and to approve an amended 2009 Treasurer's Report.
3. Proposal to raise funds for FELC. Earl Green made a presentation to the ministry team offering an opportunity to raise additional funds for the church through Market America. The Support Ministry Team believes this program should be investigated in accordance with our Stewardship Policy and it may offer an opportunity to raise additional funds. A decision to investigate this program and approving its adoptions rests with the Council.

#### 4. Property Oversight (Update)-

a. North Site - Dirt and gravel to fill low spots and drainage areas will be obtained with a reduction in the rainfall. The front door replacement is awaiting a bid. Thank you to all who are participating in the lawn care.

b. Downtown Site - Handicap door opener - pending replacement; organ maintenance to be performed during summer; roof leak over upstairs office area-completed; leak over boiler room- bid received and approved for repair; Front Door refinishing was reviewed-ministry team approved replacing the hardware and refinishing and repair of all the front doors (investigating replacing door closures) to be performed in August, approved ordering bike racks.

#### 4. Financial Review

a. Support financials- reviewed.

b. Offering/Revenues- As of June 30, 2010 the total offering was \$442,160. The budgeted goal is \$497,500 thus a shortfall of \$55,340.

c. Echoes Budget- reviewed, current "profit" is \$5892 through June 2010.

d. Bank Account Statements - review pending by Treasurer.

e. Treasurer's Master Report (Draft) reviewed. To be updated for Council meeting.

f. Review Lines of Credit -

Capital Expense line-of-credit balance is at \$225,000 following a \$25,000 principal payment (endowment). Approved payment of \$100,000 from Capital Appeal Account (Balance \$142,405.28) to pay down the principal for the Capital Expense line-of-credit. New balance will be \$125,000. This principal payment follows the premise for the Capital Appeal.

Operating line-of-credit - Balance zero.

g. Approved payment of \$7,000 in July 2010 to Synod for benevolence. The total synod benevolence for 2010 will total \$32,000 with this payment. Our budget for synod benevolence is \$62,000. This follows the budget guidance to pay synod benevolence throughout the year, not just as a year-end expense.

h. Agreed to ask the Outreach Ministry Team and the Echoes Sub-Group to develop a prioritized list of outreach contributions. The 2010 budget guidance offered Echoes the opportunity to designate outreach contributions for \$10,000 of the excess proceeds once Echoes exceeded \$15,000 (up to \$25,000) of excess proceeds.

## 5. Personnel

a. Personnel Sub-Group update. Pending reactivation in August; staff evaluation process developed-pending approval by the Executive Committee (task force to provide final proposal).

b. Staff Job Descriptions to be finalized following initial performance review process and recommendations of the Financial Task Force.

c. Bookkeeper - new book keeper, Cindi Schwab, started on July 19, 2010.

## 6. Stewardship

a. Stewardship Policy - Policy review delayed until August 2010 meeting due to time.

b. Stewardship Sub-Group - new chairperson, Lance Schmidt

## 7. Other items:

a. Property Acquisition Policy - review in September to propose changes.

b. Planned Giving Workshop - Ministry team will offer Planned Giving Workshop in the Fall as a prelude to our annual stewardship campaign. Pending final plans.

c. Staff Benefits - at August meeting, plan to review opportunities to address benefit costs.

d. Approved drafting a computer acquisition/gift policy (Draft policy to be considered is attached). Pending final approval the ministry team approved the following:

"Due to rules and regulations governing the disposal of computer and electronic equipment FELC will not acquire or accept gifts in kind of any computer equipment unless it is to be used to support FELC programs and it has been approved by the Support Ministry Team."

e. Reviewed staff credit card reconciliation. Approved recommendation to Executive Committee to address problem with reconciliation of monthly statements. (Executive Session)

f. Rental Property - addressed rent payment issues. Resolution pending next action step. (Executive Session)

Respectfully submitted, John Zweig, Chairperson.

FELC Support Ministry Team

Subject: Computer and Software Acquisition Policy

Purpose: To outline the policy and procedures for the acquisition of computers and software at FELC.

1. All computer and software acquisitions including gifts to the church will be approved by the Support Ministry Team.
2. Funding for computer and software acquisitions will be programmed annually in the Support Ministry Team budget. Acquisitions in excess of this approved funding require approval of the Congregation Council.
3. Computers used to support FELC programs must comply with hardware and software standards established by the Support Ministry Team. These standards will be reviewed and approved annually.
4. Network and internet access will follow established standards set by the Support Ministry Team. All internet subscriptions/contracts require Support Ministry Team approval and must be budgeted.
5. Gifts in kind of computer equipment and/or software for use in church programs must meet computer acquisition guidelines as approved by the Support Ministry Team.
6. FELC will not accept gifts of computer equipment and/or software unless approved by the Support Ministry Team.
7. Due to rules and regulations governing the disposal of computer and electronic equipment FELC will not accept gifts in kind of any computer equipment unless it is to be used to support FELC programs and it meets the current computer acquisition guidelines in place at the time of the proposed gift.
8. Software installed on FELC computers must comply with established standards and guidelines by the Support Ministry Team.
9. Staff members and congregation members are prohibited from installing unauthorized software or hardware on FELC computers.