

Ministry Team Minutes

Ministry Team: Support Ministry Team

Meeting Date: January 10, 2011

Attendees: John Zweig, Steve Uslabar, Dean Haas, Diane Putzer, Don Monson, Bob Damon, Brenda Smongeski, Cindi Schwab, Rich Erickson.

Excused: Jeff Diehl, Lance Schmidt

Guests: None

Item that requires Council action or to be informed:

1. Recommend accept the Stewardship Management Philosophy approved by Support Ministry Team on December 6, 2010, attached on December minutes for council action.
2. Informing the Council of the following action: Approved a Time and Attendance Policy to provide a mechanism to appropriately document and approve the time and attendance for all staff members. This policy addresses a deficiency reported on the most recent audit addressing the need to review timecards for hourly staff members. (*Chairperson's Note:* In discussion with the Senior Pastor and the Council President the decision was made to refer this policy to the new Personnel Committee for review, action and coordination with the Support Ministry Team.)
3. The Support Ministry approved the change of the term Benevolence Base in the budget to Offering. Recommend the Council approve.
4. The Support Ministry team approved the recommendation to transfer \$12,000 of excess revenue from 2010 to the new Building Maintenance Designated Fund to support projected building maintenance expenses in 2011 and maintenance not completed in 2010. Recommend the Council approve.

Other agenda items:

1. Minutes from December 2010 were reviewed, edited for two spelling errors and approved.
2. Financial Review
 - a. Support Financials - Overall the Support Ministry Team expenses were at 93% of projected costs. The Building Maintenance, Equipment, Property Expense shows a total of \$97,392 for 2010. This is \$10,000 over the budget. Brenda was asked to review this expense category for errors. The repair of the front doors at the North Site and the organ maintenance have not been completed and will be given priority for 2011.
 - b. FELC expenses – They total 90% of budgeted expense through December 2010. The final benevolence contribution to the synod has yet to be made. The Outreach

Ministry Team is meeting on January 11, 2011 to make the final calculation based on our Benevolence Base (Offering). The ministry teams have done a fabulous job monitoring and controlling costs this year. The Support Ministry Team salutes their efforts.

- c. Offering/Revenues – Revenue for 2010 is \$77,518 behind budget and \$78,190 behind 2009 offerings.
 - d. Echoes Budget- reviewed. The "profit" for Echoes is at \$21,343. This is short of the projected net revenue of \$25,000 for 2010. The FELC Council had approved transferring excess net revenue over \$25,000 in 2010 into a designated fund for Echoes Board and the Outreach Ministry Team to identify grant recipients.. Due to the shortfall this additional transfer will not occur.
 - e. Monthly reports: Cindi Schwab (bookkeeper) provided a preliminary FELC Balance Sheet as of 12/31/10 that needs to be reconciled with the 12/31/09 balance sheet. The team also reviewed the Analysis of Revenue and Expenses Detail summary report that will be provided monthly to the ministry teams. Cindi and Brenda Smongeski have been working diligently converting our accounting system to the new ACS software system. We look forward to these new reports to help us meet our goal of timely and accurate reporting of FELC financial information.
 - f. Treasurer's Monthly Report. Pending due to inadequate information from 12/31/10 financial records.
 - g. Capital Expense line-of-credit balance is at \$158,917. We will need to draw from this line of credit in 2011 to pay mortgage payments if we experience Capital Appeal contribution shortfalls.
 - h. Operating line-of-credit - Balance zero.
 - i. Audit - Audit findings were reviewed. A Time and Attendance Policy to address an audit finding related to documenting staff member time and attendance and supervisor review was addressed. With revisions the document was approved (and will be referred to the Personnel Committee for action).
3. Property Oversight - Rich Erickson, Chairperson of Property Oversight, attended the meeting to discuss the 2011 budget for Building Maintenance, Equipment, Property Expense.
- a. It was agreed that the Church Administrator and the bookkeeper will produce a report breaking down the 2010 expenses for Building Maintenance, Equipment, Property Expense. This report will identify the amount of expenses spent specifically for building maintenance and equipment purchases in 2010. The Property Oversight Committee will use this information to determine how much of the 2011 budget they will be able to use for priority maintenance and equipment purchases in 2011. It was agreed that 2011 building maintenance expenses will be spread out over the year in line with cash flow from offerings.
 - b. The ministry team approved a recommendation to transfer \$12,000 of excess revenue from 2010 to the new Building Maintenance Designated Fund to support projected building maintenance expenses in 2011 and maintenance not completed in 2010.

4. Stewardship

- a. Stewardship Policy - The revised Financial Stewardship Management Philosophy was approved in November. It was tabled at the Council's December meeting to allow council members a chance to review and then discuss at the January meeting.
- b. Stewardship Committee - Stewardship update: 299 pledges, \$670,859 pledged. Discussion took place concerning our Benevolence Base projections for 2011. While the offering for December showed a shortfall due to no Sunday services on December 12, 2010, the team believes the Benevolence Base projections for 2011 should remain at \$1,000,083. A discussion took place concerning use of the term "Benevolence Base" referring to offerings received by FELC. The team approved a motion to change the term "Benevolence Base" reference in the budget to "Offering."
- c. The Support Ministry Team congratulates Lance Schmidt and all the members of the Stewardship Committee for their success and hard work.

5. Other items:

- a. North Site City Water hookup - John Zweig will contact FELC members who were initially involved with the waterline easement issue at the North Site to discover possible next steps. (Pending)
- b. Cash Management of Youth Fees. Recommend Pastor Tengesdal, Brenda Smongeski and Andy Moscinski review cash management procedures regarding collection and monitoring of user fees from FELC youth. (Executive Session) (Pending resolution)
- c. Reviewed staff credit card usage and expense documentation with receipts. Status update. Cost of the Discount cards for a proposed youth fund raiser will be charged against the General Account for the Youth Fund. Any proceeds will then be credited to the General Account to alleviate any negative balance for the account. (Executive Session) (Pending resolution)
- d. Rental Property - Property Oversight Committee will determine future use of the Durkee Street rental property.
- e. FELC Internet Service - changed from TDS to Time-Warner. Resulted in improved service and reduced connect times.
- f. Request to purchase projector and screen for Youth and Family Ministry. Tabled action pending identification of the equipment to be purchased (cost estimate with specifications) and funding sources other than the Youth Fund which has a negative balance. (Pending resolution)
- g. John Zweig announced that his tenure on the Support Ministry Team ends in February 2011. A new chairperson will need to be named. Also, the team will review member Time and Talent responses to identify potential new members.

Next meeting, Tuesday, February 15, 2011, Downtown, 7:00 PM

Respectfully submitted, John Zweig, Chairperson.