

**Ministry Team: Support Ministry Team**

**Meeting Date: February 15, 2011**

**Attendees:**

**John Zweig  
Steve Uslabar  
Dean Haas  
Diane Putzer  
Lance Schmidt  
Bob Damon  
Brenda Smongeski  
Cindi Schwab  
Mike Koester**

**Excused:**

**Don Monson  
Jeff Diehl**

**Guests: None**

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

1. None

**Other agenda items:**

1. Minutes from January 2011 were reviewed and edited for to clarify the purchase of a video projector. Without knowledge of action by the Support Ministry Team to defer purchase of a video projector the pastoral leadership authorized an initial payment.
2. Financial Review
  - a. Support Financials - The budget was reviewed using the new financial statements from the new accounting software. The support ministry team budget which includes the staff costs is at 9.5% of budget primarily due to utility costs, snow removal and insurance expenses.
  - b. Offering/Revenues – Income for January 2011 was at \$98,692 (8.5% of budget). Offering for January was \$93,784. Dean Haas will provide detailed projections for offering and revenues to better match with historical yearly giving.
  - c. FELC expenses – Expenses for January 2011 totaled \$91,629 or 8.1% of budget. Our net income was \$7,063.
  - d. Echoes Budget was not available to review.
  - e. Monthly reports: The operating check book has a balance of \$118,033 as of January 31, 2011. The Capital Appeal checkbook balance was \$95,221 as of 01/31/2011. The Designated Funds checkbook balance is \$382,323. The Operating Line of Credit balance is zero. The Building Improvement Line of Credit balance is \$158,917.
  - f. Treasurer's Monthly Report. To be submitted at the monthly Council meeting.
  - g. Audit - It was noted that the financial reports from the new accounting software are excellent. The ministry team thanked Cindy Schwab and Brenda Smongeski for their work to implement the new accounting software.
  - h. Discussed some limits of credit card authority, i.e., increasing the limits on credit card expenditures to mitigate involvement of Church Administrator in expenditures. A \$500 limit was discussed.
  - i. Discussed the need for two bids for expenditures capital expenditures. (Need to review dollar limit.)

3. Property Oversight - No report; pending their next meeting.
4. Stewardship
  - a. Lance Schmidt provided an update on the 2011 Stewardship Campaign. The campaign was a success. The total pledged was \$703,526 for 2011 versus \$670,859. The number pledging was 309 for 2011 versus 306 for 2010. The average pledge increased from \$2192 to \$2276.
  - b. The ministry team discussed the Stewardship Committee's plan and opportunities for 2011.
5. Other items:
  - a. Computer Hardware - Discussed the opportunities for improving staff coordination with computer software. The staff is investigating further options to allow the staff to coordinate schedules and projects more effectively. For 2011, a new computer server was programmed to be purchased. The staff and the ministry team is investigating options to include maintaining the server capabilities through a vendor offsite. Decisions to be made when more information is available.
  - b. 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)
  - c. 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. No update. (Pending resolution)
  - d. 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. Need update. (Pending resolution)
  - e. Computer Use/Electronic Equipment Procurement/Donation policies need to be developed in the coming months.
  - f. Discussed recommending that Time and Talent sub-group be moved from Congregational Life to Support MT (separate sub-group or merge with Stewardship).
  - g. With John Zweig's departure from the Support Ministry Team, the team will work without a chairperson pending identifying a new individual.

Next meeting, Monday, March 14, 2011, Downtown, 7:00 PM

Respectfully submitted, John Zweig, Chairperson.