



# First English Lutheran Church

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## 2017 Annual Progress Report

Annual Meeting: Feb. 11, 2018

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**First English Lutheran Church  
Annual Meeting Agenda  
February 11, 2018  
North Site**

1. Opening Devotion: Pastor Mary Bauer.
2. Approval of Minutes: Congregation Meeting Feb. 12, 2017 (page 4).
3. Annual Report Presentations:
  - a. Pastor Jeff Tengesdal (page 7).
  - b. Pastor Mary Bauer (page 8).
  - c. Congregation Council President Jon Hagen (page 9).
  - d. Endowment Fund Committee Chair Diane Putzer (page 10).

**Resolution One:** Approval of Reports.

4. Treasurer's Report and Approval of recommended 2018 Operating Budget: Mark Van Beek.

**Resolution Two:** Approval of the 2017 Treasurer's Report. (page 27).

**Resolution Three:** Approval of the 2018 Operating Budget, as prepared by the Finance Committee, and approved by the Congregation Council. (Appendix C2).

5. Nominating Committee Report and Elections: Jon Hagen (pages 24).

6. Constitution and Bylaws revisions (Appendix D1).

**Resolution Four:** Approval of the changes to the Constitution, Bylaws and Continuing Resolutions of First English Lutheran Church, as recommended by the Council, and made known through notice prior to the Annual Meeting.

7. Ministry Team and Committee Reports: Jon Hagen (pages 12-20, and page 26).
  - a. Historical Entrance Restoration Effort Committee: John Zweig.

8. Old Business: Jon Hagen.

9. New Business: Jon Hagen.
  - a. Official Acts of the Church: Jon Hagen (page 6).

**Resolution Five:** Approval of the Official Acts of 2017, as documented in the 2018 Annual Report.

10. Other business for referral to appropriate ministry team, committee or Congregation Council.

11. Closing Prayer: Pastor Jeff Tengesdal.

12. Announcements and Adjournment: Jon Hagen.

**First English Lutheran Church  
Mission Statement**

**LOVE JESUS. LIVE YOUR CALL.**

Our mission statement answers the question: Why does First English Lutheran Church exist?

We believe that God has a plan and purpose for us; we are called. We accept that there are expectations of us individually and collectively, and when we are putting our faith into action and drawing people into relationships with Jesus, we are fulfilling God's plan.

Therefore, First English exists to love Jesus and to serve Him by living out the purposes for which God has created us - individually and collectively.

FELC's mission is also guided by our core values and strategic boundaries.

**Breaking it Down**

<i>Love Jesus.</i>	<i>Live your call.</i>
It's about our relationship with Jesus. We are chosen.	We believe that God has a plan for us. We are called.
<ul style="list-style-type: none"> <li>• "Go, therefore, and make disciples..." Matthew 28:19 - Jesus' Command - The Great Commission</li> <li>• Share your faith with others</li> <li>• Renew and deepen your faith</li> <li>• Use the name "Jesus" to make it personal and connect to children</li> <li>• Emphasize regular prayer to grow in your relationship with Jesus</li> <li>• Love Jesus individually and collectively</li> </ul>	<ul style="list-style-type: none"> <li>• Realize that you are called</li> <li>• Discover your call, equip</li> <li>• Motivate, pray, unbind</li> <li>• Group with others who have similar calls</li> <li>• Be enabled to act</li> <li>• Get the resources you need</li> <li>• Measure results, correct course</li> <li>• Renew, refresh, re-energize</li> <li>• Serve Jesus by living your call</li> </ul>

**Our Core Values...**

- A welcoming place
- Caring
- Full of energy and life
- A Lutheran expression of Christianity
- We are called to lead
- An emphasis on youth
- Worship excellence
- Preaching and sharing the Gospel
- Multigenerational programming
- Faith in action (benevolence/outreach)

**Strategic Boundaries...**

- The beliefs and doctrines of the  
Evangelical Lutheran Church in America
- Our congregation's core values
- The Constitution and Bylaws of  
First English Lutheran Church
- Alignment with the pastors' passions
- A sense of urgency

*"... by my own understanding or strength I cannot believe in Jesus Christ my Lord or come to him; but instead the Holy Spirit has called me through the gospel, enlightened me with his gifts, sanctified me, and kept me in the true faith, just as he calls, gathers, enlightens, and sanctifies the whole Christian church on earth and keeps it with Jesus Christ in the one common, true faith."*

**First English Lutheran Church Annual  
Meeting, February 12, 2017  
12:15 p.m. - Downtown Site Sanctuary**

**Call to Order:** Call to Order (12:26 p.m.) - Keith Lenaburg, President, called the meeting to order. A quorum of 75 members was confirmed; 78 members signed in.

**Opening Devotion:** Pastor Jeff Tengesdal

**Approval of Minutes:** The President addressed the minutes from the last meetings of the congregation, asking if there were any corrections. None heard, approval will take place with the approval of the reports.

**Annual Reports:**

- Pastor Jeff Tengesdal (page 8): Pastor Jeff summarized his report with emphasis on the special moments of ministry with all members.
- Pastor Mary Bauer (page 9): Pastor Mary summarized her report highlighting her mission trip to Guatemala.
- Pastor Bryan Schmidt (page 10): (Submitted in writing prior to his resignation.)
- Congregation Council President Keith Lenaburg (pages 11-12): The chair mentioned a few milestones of the year and then referred members to his printed report.
- Endowment Fund Committee: (page 13): Diane Putzer referred to her printed report and mentioned the needed change of the "FELC Trust" to the Endowment Fund. The name change will take place in the next changes to the Constitution and Bylaws.
- Stewardship Committee (page 14): Jennifer Wageman shared the activities of the Stewardship Committee highlighting the total pledges for 2017 were 293 with a total of \$804,000. The pledges included 37 new pledges and 134 households increased their giving. A mobile application was instituted this year for members to make pledges. She thanked the congregation for their support and gifts. It demonstrates a commitment to our church programs.

**Treasurer's Report (Referenced in the Annual Report):** Colny Gretzinger provided an overview of the church's finances for 2016 as referenced on pages 28-33. FELC closed the year with approximately a \$51,000 loss. Revenues for the year fell short of our budget by \$151,000 with a marked decrease of \$40,000 in December. Total expenses for the year were \$100,000 under budget, through cost control, thus mitigating the overall loss for the year.

- Resolution 1: Approve the 2016 Treasurer's Report (pages 28-33 in the Annual Report) Motion was made, seconded and approved by voice vote, no nays.

**Personnel Update:** Pastor Jeff Tengesdal recognized and thanked the staff for their service. Pastor Jeff then provided a summary of the church's approach to managing the departure of our third pastor, Pastor Bryan Schmidt. Intentionally, we plan to have a period of discernment prior to seeking an additional pastor. Prior to calling another pastor, it is important to discover how we see FELC in the next 7 to 10 years, how we will support our activities as we move forward over the next few years and plan for succession of our current staffing. During the discernment, we plan a congregational survey that will be introduced during the coming week, and the Congregation Council will use the survey in discussions it will have in a coming retreat and over succeeding months in our planning. Over the next year, our staffing is being realigned to support two pastors. Pastor Mary will delay her sabbatical for one year to allow our programs to continue as planned. We will add a Caring Ministry Coordinator to support home and hospital visits, and overall caring ministries. We had a very good year in 2016 and as we enter 2017 we will need to pray and work together to plan our future.

## **2017 Annual Meeting Minutes (cont.)**

**Proposed Budget (Referenced in the Annual Report):** Colny Gretzinger presented the proposed budget as outlined in Appendix C2-C5 in the Annual Report. The goal for budget was a balanced budget based on reasonable revenue forecasting and matching the programmed expenditures for 2017. He reviewed the revenue projections and the various expenditure categories with emphasis on staff costs and ministry team budgets.

Expenses for building maintenance, utilities, and office expenses have lower projections, as do some of the other ministry teams, especially Outreach and Social Ministry. The changes were made in consideration of past spending and anticipated revenues in 2017.

- Question on unpledged revenue was answered. Budgeted unpledged member contributions has been a consistent projection based on the prior year amounts and known member changes. We continue to use it to estimate that revenue category amount.
- Resolution 2: Approval of the annual operating budget for 2017, as prepared by the Finance Committee and approved by the Congregation Council as printed in the Annual Report (Appendix C2-C5). Motion made to approve, seconded and approved by voice vote with no nays.

**Nominating Committee (Referenced in the Annual Report):** President Keith Lenaburg shared the report of the Nominating Committee (Annual Report, page 34).

- Nominations for Council: At the Annual Meeting, the voting members were to elect three (3) Council members for three-year terms. The nominees recommended by the committee were introduced. The chair asked for nominations from the floor, there were none. The nominations were closed and the slate of candidates for Congregation Council were as follows:

Judy Forseth

Deanna Sanders

Mark Van Beek

- Vote for Council members: By printed ballot, all three candidates were elected to three-year terms: Judy Forseth, Deanna Sanders and Mark Van Beek.
- A motion was made to destroy the ballots, seconded and passed by voice vote. The chair instructed Brenda Smongeski to destroy the ballots.
- Delegates for the Synod Assembly: Diane Putzer, Jon Stellmacher, Pete Vandenberg, Becky Stellmacher, and Mary Vandenberg. Motion made to accept the nominations, seconded and approved by voice vote, no nays.
- Nominating Committee 2017 member nominees: Jon Hagen, Chris Kennedy, Derek Jones and Allison McGinnis. The chair corrected an error in the printed report that mistakenly listed Jon Stellmacher as a nominee; his name was removed from the motion to approve the slate. Motion made to accept the nominations as revised, seconded and approved by voice vote, no nays.
- The Congregational Council President informed the members that Lucia Moburg, a Council member resigned her position on the Council after the nominating committee completed and published its report. A recommendation was made to nominate a candidate to fill the remaining two years of Lucia Moburg's term. Jeff Bemis was nominated to fill the seat. He accepted the nomination. After a call for more nominations, none were made. The nominations were closed. A voice vote was taken and Jeff Bemis was elected to the two-year term on the Council.

## **2017 Annual Meeting Minutes (cont.)**

**Ministry Team Reports/Minutes (Referenced in the Annual Report):** Keith Lenaburg referenced the various ministry team reports in the Annual Report and the meeting minutes. The chair asked if any representatives from the teams wish to speak or if there were any questions concerning the reports. A motion was made to accept the ministry team reports and the minutes of the meetings of the past year as published in the Annual Report; it was seconded and approved by voice vote, no nays.

### **Old Business :**

- Historical Entry Restoration Effort Committee: John Zweig representing the H.E.R.E. Task Force reported on the current status of H.E.R.E. project. Physically the project is complete except the handrails are being fabricated and will be installed soon. Financially, the projected cost for the project is \$330,761. With pledges and gifts the total funds received are \$255,288. Remaining pledges to be received are \$52,805. Possible additional funding required to meet project costs is \$22,668.

### **New Business (Keith Lenaburg):**

- Official Acts of the Church of 2016 (Annual Report page 7).
  - Resolution 4: Approval of the Official Acts of 2016 as documented in the 2017 Annual Report, page 7. Motion made to approve, seconded and approved by voice vote, no nays.

### **Other business for referral to the appropriate ministry team or the Congregation Council:**

- The chair solicited other business, none was offered.

**Closing Prayer:** Pastor Mary Bauer.

**The Chair adjourned the meeting at 1:20 p.m.**

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## **First English Lutheran Church 2017 Official Acts (As of Dec. 31, 2017)**

BAPTISMS: 37 (37 Children, 0 Adults)  
CONFIRMATIONS: 35  
MARRIAGES: 7 (both or one were members)  
NON-MEMBER MARRIAGES: 2  
BURIALS: 13 (8 members, 5 non-members)  
BAPTIZED MEMBERS added to membership in 2017: 94  
CONFIRMED MEMBERS added to membership in 2017: 39  
BAPTIZED MEMBERS removed by death, transfer or release: 78  
CONFIRMED MEMBERS removed by death, transfer or release: 74  
ACTIVE BAPTIZED MEMBERSHIP: 2,824  
ACTIVE CONFIRMED MEMBERSHIP: 2,131  
ASSOCIATE MEMBERS: 5  
TOTAL HOUSEHOLDS: 1,115  
AVERAGE WEEKLY ATTENDANCE: 582

## Senior Pastor's Report - Jeff Tengesdal

*As many of you as were baptized into Christ have clothed yourselves with Christ. There is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus. Galatians 3:26-28*

Last summer, two dozen persons joined me in studying a book that had sat for too long on my desk: *The Righteous Mind: Why Good People Are Divided by Politics and Religion*. One of my takeaways was author Jonathan Haidt's encouragement to listen and look for those things that hold us together.

St. Paul says we "are one in Christ Jesus." What holds us together is faith in Christ. What we share is a Lutheran understanding of God's grace in Christ that makes a difference. This was never so evident as last year when we, observing the 500<sup>th</sup> anniversary of the Reformation, lifted up how Lutheran music, art, sermons, theology, service to neighbor, understanding of vocation, and the *Small Catechism* have impacted the world.

A challenge of being a congregation with two sites is preserving this sense of oneness, but we did it well when adults and children joined forces in service to neighbors on *God's Work. Our Hands.* Sunday. We did it well when we gathered as one to support our annual *Make an IMPACT!* event in March, the Ministry Team revitalization efforts in late spring and early fall, and the Ugandan Kids Choir in August. We did it well when more than 220 members came to the fall Stewardship Brunch events to hear our common story.

The congregation survey of last spring pointed out common trends at First English. The consultant who analyzed the results said it was the most positive survey he had seen. He also noted the many dreams for our future that were expressed by the 259 survey participants: greater emphasis on reaching young adults and the unchurched, more clarity and promotion of our mission, and welcoming of guests. These dreams will keep on shaping our ministries as we move through this new year.

Overall, 2017 was a good year at First English Lutheran Church. With 40 baptisms, 35 confirmations, 60 new members, and everything else lifted up in this annual report, we are united in making a difference in the name of Christ Jesus.

I am thankful for the strong leadership of this past year's Congregation Council, particularly outgoing members Colny Gretzinger, Jon Hagen, Derek Jones, Chris Kennedy, Allison McGinnis, and John Zweig. I am thankful for the ministries of my gifted, faithful colleagues on Staff. I also thank the many who serve at our Echoes, a Christian Thrift Store, the budding artists and musicians passing through The Arthur Krempin School of Music & Art, the Christian Cooperative Preschool that blesses dozens of children in our neighborhood, the hundreds of community members who weekly bring their energy to our spaces, and advocates of Fox Valley Literacy Council with whom I have the privilege of serving as a board member.

Most especially I remain grateful for the many members of First English who love Jesus and daily live out their calls . . . baptized into and clothed with Christ . . . all of us one in Christ Jesus.

Prayerfully,

Pastor Jeff Tengesdal

## Pastor's Report - Mary Bauer

Here are some of the ways I have spent my time as your pastor in 2017:

- *Studies and Learning:* I continue to be uplifted by my Wednesday morning Bible Study. This year we studied Hosea, Micah, Hebrews, 1 and 2 Peter, and various psalms. For Epiphany, I wrote and organized a study called *Thinkers and Stinkers before the Reformation*, looking at theological trends throughout the Middle Ages that brought us to the brink of the Reformation. For Lent, Pastor Jeff and I led a study called *Luther's Small Catechism for Adults*. This fall, I enjoyed organizing studies for Sunday Adult Education at the Downtown Site, including *Together By Grace: Introducing the Lutherans, An Introduction to the ELCA's Social Statement on Race, Ethnicity, and Gender*, and a three-week study of writings and/or sermons on a Christmas theme by Soren Kierkegaard, Dietrich Bonhoeffer, and John Milton. These were led by some very gifted teachers from our congregation. I have continued with the *Engage Page*, both online and as a bulletin insert, finding that a growing number of people are making it a regular part of their devotional life. For our children, this year included some innovative efforts. For Sunday School, pastor chats along with a storytelling opening give us all opportunities to talk with our children about faith.
- *Staffing:* What a joy to supervise the Discipleship Staff. Hannah Sprenger and Kathy Larson organize worship volunteers; Kathy organizes wedding ministries, and coordinated a program to revamp and re-energize our ministry teams. Hannah provides leadership for the *New and Review* classes. Becky Kallio leads fellowship activities. Our High School youth and interns have an amazing mentor and advocate in Heidi Schreiner. Finally, in our confirmation and Sunday School program, Kirsten Owens blesses us with innovative and inspirational programming.
- *Worship:* Pastor Jeff and I collaborated on a new format for Wednesday evening worship, and for the re-vamped 9:15 a.m. service. I planned some of our special services such as the *Longest Night Service* and *Advent Vespers* and gave worship support for the 9:15 a.m. Downtown Site service and coordination of the preaching schedule.
- *New and Review:* Again in 2017, we offered two sessions of *New and Review*, our new member program. The January session had four classes, and I taught the session entitled *Bible Basics*. In September, we revamped our program to three classes. I led the class on the *Bible and Lutheran Theology*. Our last "class" was at Pastor Jeff's home and included a lovely lunch with an opportunity for our new members to learn more about opportunities at First English.
- *Confirmation:* I have been able to spend more time with the Confirmation groups this year - something I have truly enjoyed. Being involved in the 9<sup>th</sup> grade *Faith on Trial* classes, the final retreat, 7<sup>th</sup> grade large group classes and helping out with the opening overnight at the North Site were all wonderful ways to get to know our Confirmation youth.
- *Outreach:* In July, I was blessed to work alongside 35 caring youth and chaperones for a service mission trip to Pine Ridge Reservation in South Dakota. An important new outreach event at First English was our *God's Work. Our Hands*. Sunday. Working at various sites, we joined together to bless others in our community. This will be an ongoing event.
- *Continuing Education:* Kirsten Owens and I along with parishioner Chuck Barnum attended *Rethinking Church*, a conference held at Luther Seminary in St. Paul, MN, that lifts up how other faith communities have addressed the changes in society. Mr. Barnum represented his initiative for supporting Luther seminarians and FELC, *Stay Near the Cross*.

I continue with some Life Groups including the Daytime Women's Book Club and a summer bridge teaching group. In 2018, we are looking forward to adding the staff role of Life Groups Coordinator to energize this area of ministry. In addition to these areas, I meet with my colleague group, serve as staff liaison for the Congregational Life Ministry Team, coordinate baptism and wedding workshops, and work together with our Stephen Ministers.

Pastor Mary Bauer

## **Congregation Council President's Report**

Greetings fellow FELC members. As I compile a summary of our church's activities over the last year, I am pleased to report that the second 100 years at FELC, as well as the second 500 years following the Reformation, have gotten off to a Spirit-filled start!

The year 2017 started with a significant pastoral change with the resignation of Pastor Bryan Schmidt. Pastors Jeff and Mary worked with the Congregation Council to realign pastoral responsibilities, which utilized their considerable talents, while shifting some responsibilities to others. This has made us more "lean" and has allowed considerable cost savings for our budget. Organist Nathan Birkholz expanded his role and is now the Downtown Site Music Director. We have added Dianne Droster as our first Caring Ministries Coordinator. Several excellent pastors have helped to fill the worship service preaching responsibilities. These transitional moves enable the Council to now discern a long-range plan for First English.

Early in the year, the Council devised a congregational survey, analyzed the results, and then used them to prioritize a direction for Council to lead our church. We had excellent engagement from the congregation who were very positive about their faith experience at First English. Council identified two areas that we wanted First English to emphasize over the remainder of the year. First, we wanted to develop a clear mission - who are we and where are we going? What does it mean to *Love Jesus. Live your call?* Second, we tried to identify and address the needs of specific demographics - connecting people with similar interests or life experiences. Multiple initiatives have been started to pursue this focus.

As per the direction by the congregation two years ago, the size of Council is gradually decreasing to reach the goal of nine members. The goal is for Council to prioritize the "big picture" and allow the ministry teams to have more autonomy and authority. An effort to re-energize our ministry teams was highlighted with a *Ministry Team Fair* held at both sites in May. Over 200 members of our congregation are sharing their gifts via ministry teams and their task forces.

*Rally Sunday* was special this year. First English participated in the ELCA initiative *God's Work. Our Hands.*, in which we volunteered for various community projects. Over 130 members joyfully baked, landscaped, quilted, painted, etc.

On Oct. 29, we observed the 500<sup>th</sup> Anniversary of the Reformation. Bishop Gerald Mansholt presided over special services at both First English sites. I'm sure Luther would have approved of the fresh cinnamon rolls that were served!

We are blessed with beautiful, inspiring houses of worship. The North Site received a generously donated cross, formally used at Trinity Lutheran Church, whose pastor co-led a November dedication service. The cross prominently greets all worshipers and visitors. We are also blessed to share our facilities with numerous users during the course of a typical week.

It has, and will continue to be a challenge to manage our FELC budget. Council, the Finance Committee and staff have worked hard to be able to retain our robust programming while balancing our expenses. Please give generously to support First English. Please get involved with any of the many opportunities to serve and grow your faith.

Thank you for allowing me to serve on Council for the past three years. It has been an honor to get to know, appreciate, and work with fellow members of First English, other Council members, and our Spirit-driven pastors and staff. My time has helped me to better understand how to *Love Jesus. Live MY call!*

Jon Hagen  
Congregation Council President, 2017

## First English Endowment Fund Report

The FELC Endowment Fund is responsible for permanently restricted funds of FELC. Its purpose is to enhance the work of the church by establishing new ministries and stewardship opportunities in addition to and apart from the general operation of the congregation. Total assets of the FELC Trust were \$666,102 and \$585,770 at Nov. 30, 2017\* and Dec. 31, 2016, respectively.

The balances in each endowment fund as of Dec. 31, 2017 are as follows:

- Gail Evans Scholarship Fund: An endowment to provide collegiate scholarships to FELC youth. Selection made by a committee appointed by the Trust Committee. \$9,982.
- First English Fund: An unrestricted endowment fund for the benefit of FELC operations. \$271,938. There is also a Charitable Remainder Annuity Trust of 61,680 (as of 12/31/17) that will eventually become part of this fund.
- Roberta M. Roloff Music Fund: An endowment established to benefit FELC music activity in worship. \$48,100.
- Recital Series Fund: An endowment established to support recitals and similar music programming at FELC. \$4,049.
- Outreach Fund: An endowment to benefit FELC Outreach and Social ministries. \$3,611.
- Gary Pino Bible Scholarship Fund: An endowment to support youth learning activity. \$2,378.
- Ministerial Students Fund: An endowment to provide financial assistance for ELCA seminary education costs for members of the congregation. \$19,146.
- Stapel Organ Scholarship Fund: An endowment established by the Stapel family to foster interest and development of organ proficiency among members of FELC through support of programmed training. \$111,102.
- Paul Schulz Camp Fund: An endowment to support FELC youth at Bible camp. \$2,421.
- J. C. Quello Fund: An endowment to encourage the individual pursuits of artists and musicians, and to fund purchasing gifts of art to remain in the collection of FELC. \$13,287.

\*Dec. 31, 2017 statements were not available when the annual report went to print.

In the current update of the First English Lutheran Church constitution, the name of the First English Trust will be changed to First English Endowment to properly reflect the legal characteristics of the fund.

In 2018, we will be educating members on planned giving opportunities to the endowment fund.

### 2017 MEMORIALS RECEIVED

*Howard L. Borchardt  
Lance Schmidt*

*In Memory  
Nancy Pues  
Mylan Sinclair*

*Sandra Raasch*

*Estate Gifts  
No Estate Gifts were received in 2017.*

*2017 Trust Committee members: Voting Members: Diane Putzer (Chair), Mark DesRochers, Charles Dorn, Collin Goldschmidt, and Don Kirby. Non-voting members: Brenda Smongeski and Jeff Tengesdal.*

## **Stewardship Committee Report**

*If you give, you will receive. Your gift will return to you in full measure, pressed down, shaken together to make room for more, and running over. Whatever measure you use in giving - large or small - it will be used to measure what is given back to you." Luke 6:38 (NLT)*

Each year the Stewardship Committee is responsible for hosting an annual appeal. In October 2017 we prepared for this annual campaign by hosting three brunch receptions onsite at both the Downtown and North Sites. These brunches were held a month earlier this year in the hopes that we could increase the number of pledges received before the end of the year.

During the Stewardship brunch receptions a Council member, Stewardship Committee member and pastor spoke about the mission of the church and how funding makes that happen. We focused on the importance of the pledge cards in helping the Council prepare for the coming year.

We wish to express our thanks to all members who took the time to join us in a meal. Attendance exceeded our expectations. We enjoyed a wonderful morning filled with food, fellowship and discussion. On each table were placed a series of questions to help people get to know each other. This fellowship event was a way to express thanks and gratitude to our members who share so much of their time, talent and treasure in support of FELC ministries.

Pledges made at and shortly after the Stewardship receptions totaled over \$725,000. While this dollar value is slightly behind the previous year, there were 71 new pledges and 90 members that had increased their pledge. We are optimistic that the members who had not yet returned a pledge card will have done so by the end of the year.

Our annual pledge drive facilitates careful forecasting and responsible stewardship of our resources. In 2017 the Stewardship Committee continued to promote that stewardship is more than financial giving and encouraged involvement in all of FELC's ministries.

Before the start of the summer, the Stewardship Committee reviewed strategies to prevent the summer slump in giving. We worked to promote the use of electronic giving options that members could use to continue giving while out of the area. The Stewardship Committee participated in the ministry team fair, promoting our committee and encouraging the use of electronic giving.

Our First English family has so much to be thankful for. So many lives have been positively impacted by the good works and the mission of our church. Thanks to the commitment and dedication of our members, our stewardship story continues to grow.

As we celebrate God's grace, generous love and our church legacy, we thank all members for sharing their gifts this year. Together, our First English family can achieve things we could never accomplish on our own. Our stewardship story continues to evolve as we love Jesus and live our call.

*2017 Stewardship Committee members: Gary Akgulian, Jeff Bemis, Michael Schmid, Brenda Smongeski, Pastor Jeff Tengesdal and Jen Wageman. Hospitality Support: Becky Kallio.*

## **Congregational Life Ministry Team Report**

This year, the Congregational Life Ministry Team has worked together to help various events and ministries of our Congregation.

- *Palm Sunday Breakfast*: The men of the congregation have hosted this successful breakfast to provide fellowship opportunities to the congregation.
- *Annual Church Picnic*: A task force provided leadership in preparing for another successful celebration of the congregation.
- *Advent Vespers*: Working together with staff, we hosted *Advent Vespers*, a fun fellowship event for the entire family with Mary's chicken, crafts, and story reading before the program.
- *Health Ministries*: We hope to expand this area of involvement in the coming year. We are happy to be involved in CPR training, Stephen Ministry outreach, and Communion Visitors.
- *Life Groups*: Besides many study and musical groups, our active Life Groups include a lunch club, an Empty Nesters group, a Daytime Women's Book Club, and summer bridge sessions. It is planned that this area of ministry will receive additional staff support in the coming year.
- *50+ Group*: Acting with their own leadership committee, the 50+ group has had many fellowship events during the year, including their annual Maundy Thursday Worship and brunch, the soup buffet, and the Advent Worship and brunch. Good food and times were had by all.
- *Weddings*: We expanded our pool of Marriage Mentors, training various couples to help our engaged couples go through and understand their Prepare/Enrich Assessment results. All couples attend a Saturday morning workshop where they are exposed to Couple's Prayer and learning about their Prepare/Enrich Assessment. They are also expected to meet with their marriage mentors and their officiating pastor.
- *Funerals*: Margaret Zweig has been running our funerals for many years with amazing efficiency and dedication. As she moves out of the area, we are glad to welcome A.J. Frea and Fred Hoepfner into this ministry.

*2017 Congregational Life Ministry Team members: Megan Burns, Jon Hagen, Carla Jones, Sherrill Moard, Sara Snyder (Chair) and Margaret Zweig. Staff Liaison: Pastor Mary Bauer.*

## **Intern Enrichment Ministry Team Report**

The Intern Enrichment Ministry Team provides oversight and support to the Summer Intern Ministry, its supervisor and its participants. This program, open to college-aged men and women, allows the interns to discover and mature in their love for Jesus, develop Christian leadership skills and live out their call through a summer of service in the church and the community.

During the summer of 2017, FELC hired 12 college students to serve as interns. Each Intern was assigned a different focus for the summer. The ministry areas in which internships were offered were: Elementary School, Middle School, High School, Outreach, Art, Worship, Music, and Communications.

Together with FELC's full-time staff, interns were leaders and facilitators for camps, trips, Bible studies, congregational fellowship events and service projects throughout the church and community. Each intern was provided an outline and time schedule of the programs to be offered within his or her focus area, along with several activities or events that they had to work on as a team to accomplish. The interns were responsible for developing the programs and recruiting participants.

Heidi Schreiner, the Youth and Summer Ministries Coordinator, provided oversight, leadership, and guidance as an employee of the church and continues to be a driving force of passion within this ministry team.

Highlights of this summer's activities and programs included: Day Camp, KidsCLUB, Wednesday night worship services followed by reFUEL, a trip to Noah's Ark, Art Week, music lessons (guitar, ukulele, voice, and piano), basketball lessons, middle school youth group, a collaboration with Crossways in Confirmation Camp and the City-wide Day Camp, intern participation in Sunday worship roles, helping out at Echoes weekly, leadership of Vacation Bible School, and weekly visits to Fox Valley Lutheran Homes. Some of the interns were also able to serve at the Salvation Army and on the high school mission trip to South Dakota. The Seeds of Grace Learning and Community Garden continued to serve as an outdoor classroom and activity center during KidsCLUB. Produce harvested from the vegetable beds was once again shared with our downtown neighbors. Toward the end of the summer the interns planned, coordinated and hosted a benefit concert at the North Site to raise funds and awareness for mental health and the resources that are available through NAMI, the benefactor of this concert. Lastly, the interns had the opportunity to grow in their own faith through a weekly book study with Heidi, Young Adult Fellowship led by Pastor Mary, and their mentor relationships with adult members of FELC.

One of the ministries team's largest projects is the *Make an IMPACT!* annual fundraiser. All proceeds from this event support Summer Intern Ministry and programming. In 2017, this event took place at Liberty Hall and raised over \$20,000. Intern programming also received generous gifts from Echoes, a Christian Thrift Store, the Outreach Ministry Team through Schulz World Mission Fund, The Arthur Krempin School of Music & Art, and many sponsors through the new sponsorship opportunities that were started in 2017.

The Ministry Team's gratitude for the continued support and generosity of the congregation and community members cannot be overstated and is very humbling.

*2017 Intern Enrichment Ministry Team members: Carrie Kiekhaefer (Chair), Alyssa Douglas, Julie Doerfler, Meri Hujet, Brenda Smongeski, Jessica Mielke, and Jenna Ziemer. Staff Liaison: Heidi Schreiner.*

## **Invitation and Hospitality Ministry Team**

The Invitation and Hospitality Ministry Team works together to create a welcoming environment for those who enter the doors of First English, whether it be a congregation member, ongoing visitor, or newcomer. We work to remove barriers to increase attendance at worship, recruit individuals for our several task forces, and address guest and member support. The team also supports staff member Hannah Sprenger in the new member sessions that occur twice per year.

The Invitation and Hospitality Ministry Team had not been meeting since June 2016. However the team redeveloped thanks to the Ministry Team Fair in spring 2017. The team began meeting again in July 2017.

### **Ongoing Projects:**

- The team continued to have magnetic name tags available for order.
- We assemble visitor welcome gifts for guests. Each contains an FELC mug with several informational pamphlets and a sweet treat.
- Friendship pads remain stocked and visitor letters are sent.

### **Task Forces:**

- *Cradle Care Ministry*: This ministry was put in place with Sharon Morgan as the facilitator. This ministry visits mothers in the congregation who are expecting. Sharon offers advice, comfort, and prayer. Hannah Sprenger relays the information to Sharon about any expecting mothers that may appreciate a visit. Sharon has visited five families since the ministry began this year.
- *Casserole Ministry*: The Casserole Ministry was the first idea created by this new team. We plan to treat the Casserole Ministry similar to how the Prayer Shawl Ministry is currently running. Pans will be made available in the gathering areas, members of the congregation can take a pan home, mix the ingredients in the pan, bring the uncooked casserole to the freezer, and freeze it. Anyone can stop by and pick one up for a friend in need. This ministry will hopefully launch early 2018.
- *New Member Ministry*: In 2017 the *New and Review* new member series had a few alterations to the process. The winter series in 2017 was a three-week course. The fall series was shortened to a three-week series after reviewing the surveys from past new member classes. The class also changed the new member brunch event, to merge the class *Love Jesus. Live your call.* with a new member lunch which was held at Pastor Jeff's home. This change had a great response and many new members value the experience.

In the Winter series we welcomed 7 households with 12 adults and 4 children.

In the Fall series we welcomed 19 households with 31 adults and 13 children.

*2017 Invitation and Hospitality Ministry Team members: Debbie Pheifer, Henry Uslabar. Staff Liaison: Hannah Sprenger.*

## Learning Ministry Team Report

The Learning Ministry Team promotes loving Jesus by offering lifelong Christian educational programming in the areas of faith and community development, church/congregational history and Lutheran tradition, allowing members of the congregation a variety of opportunities to love Jesus and live their call as disciples of Christ.

Sunday morning Learning Times continue to be offered at both sites for children ages 3 through grade 6. The structure of Sunday morning has included a variety of changes this year including a shift from *Spark* (age 3-grade 4) and *Connect* (grades 5 and 6) curriculums to the *Whirl* curriculum for age 3-grade 6. Switching to one curriculum system helps to keep all students hearing and learning the same information. *Whirl* curriculum places an emphasis on aligning lessons with the lectionary allowing consistent messaging from the pulpit to classroom to parents. An opening assembly with the addition of storytellers (volunteers from the congregation) who tell the lectionary/lesson story in an engaging way adds a greater sense of community and vitality to the material. Sunday Learning Time ends with *Pastor Chat* in the Sanctuary (this happens after communion at the Downtown Site 9:15 a.m. worship) when the lesson is discussed with students, parents and the congregation to include all members of First English in the educational process of our youth while helping those who are not familiar with the material feel more comfortable in their understanding. A synopsis of the scripture, the general theme of the week, a prayer and blessing are given to families to use throughout the week. The alterations to the Sunday School program were made to improve Sunday School interest and attendance, provide consistency in learning, be intentional about acquainting students with the liturgical colors and symbols, encourage the support of a wide variety of congregation members to build community, and provide faith building tools for families to confidently use at home.

The 2017 theme for Vacation Bible School was *Maker Fun Factory*. Heidi Schreiner did an excellent job of leading Vacation Bible School. The budget for VBS and format are being reviewed with the purpose of creating a more efficient and effective program.

Rally Sunday was merged with the ELCA-wide *God's Work. Our Hands.* event on Sept. 10 when all ages were encouraged to participate in a multitude of on-and-off-site service opportunities.

A Holy Communion class was offered for children of both sites to introduce them to the importance of the sacraments of the Lutheran Church and to prepare them to receive the sacrament of Holy Communion in worship for the first time. This class was very well received. Additionally, the annual *Learning to Use My Bible* class for third graders and their families was held in September, with children receiving a gift Bible from the congregation on the same Sunday.

The annual Christmas program incorporated participation of adult readers, leaders, and helpers to emphasize the importance of telling the story of Jesus' birth as a full church family. This approach was used to help older students realize they never graduate out of our communal events, and to encourage all ages to contribute to the joy of this traditional part of the Advent season.

The Confirmation program shifted from the Youth Connections to the Learning Ministry Team as both Sunday School and Confirmation have similar missions in providing structured, curriculum-based learning programs. The Confirmation program continues to be built on a combination of large and small group learning environments to ensure consistent presentation of Biblical, theological, and community material. Confirmation Camp remains an important cornerstone precursor to the start of Confirmation. This year over half of the incoming 7<sup>th</sup> grade students (16 students) attended camp at Crossways Imago Dei Village. The bonding between those who

attended was evident. Incoming 7<sup>th</sup> graders also developed class cohesion during the *Kick-Off to Confirmation Lock-In* at North Site. Family and pastor meetings were required for every new student entering the program to provide an opportunity for families to understand the importance of a new chapter in faith development and offer a chance to connect with pastors for support. We continued using the *Heart 2 Heart* curriculum produced by Faith Inkubators with an emphasis on Luther and the small catechism in 7<sup>th</sup> grade and the life of Jesus in 8<sup>th</sup> grade. In 9<sup>th</sup> grade the *Heart 2 Heart* curriculum was replaced with presentations made by outside community organizations that do work consistent with our Christian calls. These presentations were discussed in a Christian context in small group time. The unconventional structure to 9<sup>th</sup> grade Confirmation has been effective in connecting students to our community and helping develop an understanding of the relevance of living a Christian life in a secular world.

On Apr. 23, 34 students were confirmed. The Affirmation of Baptism service occurred at 10:30 a.m. at both sites with 18 students confirmed at the North Site and 16 students confirmed at the Downtown Site.

The Confirmation program continues to incorporate community service whenever possible. This year students rang bells for the Salvation Army, helped make blankets at Fox Valley Hematology and Oncology, collected a significant amount of food and basic hygiene items for the Compassion Pantry at Appleton West High School, and made more than 150 bags of trail mix for Homeless Connections and Harbor House. These events were very popular with students and their families.

Kid's Life is offered the same Wednesday evenings that Confirmation meets from 7-8 p.m. in Downtown Site Room 014. The program provides excellent, faith-based crafts, games, service activities, parties, and discussions for students K-grade 6, and is valued greatly by those who attend.

Kirsten Owens serves as the full-time Faith Formation Coordinator, overseeing both elementary and middle school ministries. Laura Tlachac is the Downtown Site Sunday School Coordinator. Rachel Lindenstruth leads Kid's Life. Many in the congregation have been very generous with their time, gifts, and passions as we move forward in developing a program that places a heavy creative emphasis on building faith together as an extended family in Christ.

The Library Committee had a very busy year providing special book sales for the 500 Anniversary of the Reformation, experimenting with the placement and size of the children's libraries at both sites, and other projects.

For Adult Education information please refer to Pastor Mary's pastoral report on page 8.

*2017 Learning Ministry Team members: Becky Stellmacher, Laura Tlachac and Debbie Walters. Staff Liaison: Kirsten Owens.*

## **Outreach and Social Ministry Team Report**

*Love Jesus. Live your call.* The Outreach and Social Ministry Team is called to provide opportunities for the FELC community to show our love for Jesus by answering the call to love our neighbors as ourselves, to care for the sick, poor and hungry and promote social justice. In 2017, FELC members reached out to people in our community and the world in many ways.

### **Global and Church-Wide:**

- FELC donations for Lutheran World Relief included 221 quilts, 94 school kits, 87 health kits and 35 baby care kits. Over 30 members also helped load Lutheran Social Relief donations onto trucks for transport.
- Supported missionaries Rev. Tessa Moon Leiseth (South Africa Country Coordinator for ELCA's Young Adults in Global Mission Program), husband Jon Leiseth and children Isaac and Sophia. Support was provided through financial resources, education and awareness of our members and prayer. When the Leiseths returned to the United States, we transferred our support to Stephanie Olson, Cambodia Country Coordinator for ELCA's Young Adults in Global Mission Program.
- Offered an *Alternative Gift Fair* in December and over \$4,270 in "alternative gifts" were purchased by FELC members and their families.
- Supported the *Lutheran World Relief Coffee Project* through regular sales of fairly traded coffee, tea, cocoa and chocolate bars.
- Over 45 pillowcase dresses were made and donated for distribution to girls in Africa.
- A Christmas card and FELC greeting were sent to our companion congregation in the Western Diocese of the Evangelical Lutheran Church in Southern Africa.
- The Outreach and Social Ministry Team supported Alexis Woerishofer's mission trip to South Africa with the World Health Organization with a \$500 scholarship from the Schultz World Fund.

### **Regional and Synod:**

- For the 21<sup>st</sup> year, FELC was represented by a team in the *Sole Burner Run/Walk* to benefit the American Cancer Society.
- Supported the ongoing pop-top collection to benefit the Ronald McDonald House in Milwaukee.

### **Congregational:**

- Outreach donated several items and solicited several auction items for the *Make an IMPACT!* fundraising event.
- Promoted Echoes and solicited donations of clothing and household items.
- Helped several congregational members attend a church college through the FELC church college covenant scholarship program.
- Through the Schultz World Missions Fund, we funded a summer intern with emphasis on outreach.
- Initiated the *Why I Volunteer* section of the newsletter. FELC members wrote why they volunteer for non-profit organizations. LEAVEN, St. Joseph's Food Pantry, FELC Good Neighbor Team, and FELC Sunday School were highlighted in 2017.
- FELC provided non-monetary outreach to numerous community organizations outside FELC through use of our buildings at no cost to them.
- Approved one *Live Your Call* application for a total of \$500.

### **Community:**

- For several days in February, members lent a hand to organize and supply meals and provide services at the Fox Valley Warming Shelter.

- *Help for the Homeless*: FELC collected hygiene and cleaning products for local crisis agencies and provided use of the North Site gym for collection and sorting of the products from throughout the Valley.
- Worked with members of other Appleton Conference churches in our synod on the Habitat Interfaith Build. Several FELC members volunteered for the build as construction volunteers, site support and meal donation.
- About 15 members comprise a Good Neighbor Team, which helps refugees new to our area adapt to life in Wisconsin. In addition to helping refugees improve their English and financial literacy, the team has been working with Congolese families to help them attain drivers' licenses since some family members work shifts that don't coincide with the bus schedule.
- Helped organize the ELCA Synod-wide *God's Work. Our Hands.* initiative day at the beginning of September. Over 130 members and friends participated in an array of service opportunities: baking apple crisp for The Salvation Army, Harbor House and Homeless Connections; reseeding and gardening at City Park and the Scheig Center at Memorial Park; making no-sew blankets for *Project Linus*; painting at Iris Place and Fox Valley Lutheran Homes; washing cars at both sites and making butterfly houses and a butterfly garden at the North Site.
- *Operation Christmas*: collected Christmas wish-list items for Lutheran Social Services programs that serve men and women with mental health issues: Leaven, COTS, Crossways Camping Ministries, and Riverview Gardens. Donations were delivered in time for Christmas giving.
- FELC members helped prepare and serve lunch each month at the Salvation Army. Confirmation students and FELC families enthusiastically covered several hours of Red Kettle bell-ringing during the Christmas season.
- Ongoing food collection for St. Joseph Food Pantry.
- Local Needs Quilters made and supplied quilts for local needs and organizations.
- Promoted ESTHER events, Human Trafficking awareness, the CROP Walk, collection of eyeglasses and hearing aids for recycling, and others.

FELC benevolence funds support synod and church-wide ministries along with local non-profit organizations. Please see the benevolence details in a separate section of this annual report.

*2017 Outreach and Social Ministry Team members: Kris Helm and Diane Putzer (Chair). Council Liaison: Allison McGinnis. Staff Liaisons: Pastor Mary Bauer and Pastor Jeff Tengesdal.*

## **Worship and Music Ministry Team**

The broad objectives for the Worship and Music team are to help worshipers understand and experience the story of Jesus within the liturgical year, through banners, paraments, décor, objects, pictures, colors, and more; to generate ideas for increasing worship attendance (particularly among children and families), consult with staff and/or pastors, and then implement those ideas; to support the work of music directors and pastors; and to reach out to the community by facilitating concerts, recitals, and music and fellowship opportunities.

2017 was the year in which we celebrated the 500<sup>th</sup> anniversary of the Reformation. During Lent, the Wednesday evening sermons were based on *Luther's Small Catechism*. On Reformation Sunday, a celebratory service was held at both sites with streamers, special music, liturgy, and Bishop Gerald Mansholt giving the message. Everyone was treated to fresh cinnamon rolls and refreshments.

Other items during 2017, the team:

- Purchased and placed into service the new Altar candles, Paschal Candle holder and Advent wreath and stand for the North Site.
- Supported the *Make an IMPACT!* fundraiser for the summer intern program with a donation of a reserved parking spot and pew for a Christmas Eve service at each site.
- Hosted the Ugandan Children's Choir in August.
- Hosted the Good Friday noon service involving the four ELCA congregations.
- Coordinated member donations of red geraniums and used them to decorate the Sanctuaries for Pentecost and then planted them at both sites.
- Maintained the worship spaces at both sites in a way that reflects the liturgical seasons of the church year and enhances the worship service.
- Decided to stand for the Hymn of the Day at the Downtown Site.
- Managed the care of the Downtown Site organ and the pianos at both sites.
- Continued to incorporate Lawrence University students and musicians into worship.
- Decorated the Sanctuaries for various church seasons including Advent, Christmas, and Easter.
- Supported a team that cleaned the nursery and refilled the activity bags at the Downtown Site. The team will continue into the next year.
- Continued to support worship through the Chancel Care teams at the Downtown Site.
- Karrie Aaseby created a pall for funeral urns.
- Participated in the *Ministry Team Fair* at both sites.
- Purchased nursery signs at both sites.
- Created a task force to review ways to increase youth participation in worship and will study its recommendations in 2018.
- Recommended that we change to two Sunday worship services in the summer of 2018 for the Downtown Site.

*2017 Worship and Music Ministry Team members: Karrie Aaseby, Nancy Boettcher, Karen Kneisler, Merlin Kneisler, Milly Rugland. Staff Liaisons: Nathan Birkholtz, Rodney McComb, and Pastor Jeff Tengesdal.*

## Youth Connections Ministry Team Report

The Youth Connections Ministry Team provides opportunities to nurture the growth of high school age young adults in their relationship with Christ. We work to ensure that activities are barrier free and varied, and encompass all areas of faith formation. Some objectives for the 2017-2018 school year have been: planning a winter ski trip for high school youth, setting up volunteer local service activities, begin the *Shop with Scrip* program to off-set annual summer trip costs, and be more intentional about bridging the transition from 9<sup>th</sup> grade Confirmation to high school programming.

- reFUEL: For students in grades 10-12, reFUEL continues with FELC youth meeting every Wednesday during the school year from 7-8 p.m. in the Youth Room at the Downtown Site, and in the summer at the North Site following Wednesday night worship. This is a time of fellowship, study, outreach, and prayer. reFUEL sessions have included special speakers, videos, highs and lows, prayer requests, diving into scripture, intentional devotionals, congregational members sharing their testimony, spiritual discussions, holiday parties, off-site bell ringing, summer bonfires, and North Site Gym games. The youth of FELC are living out the call of invitation by bringing friends on a regular basis to reFUEL and supporting each other in their faith development.
- Mission Trip: This past summer, 30 youth, four chaperones, and two interns traveled to Wanblee, SD, for a mission trip through YouthWorks. The theme for the mission trip was what it really means to live "The Good Life" through the Gospel, God, and relationships. Throughout the week we learned about the Lakota Culture and the history of the Native lands of Pine Ridge. Some of our service work included planning and facilitating a kids' camp, assisting with a school food program, building pergolas, painting fences and houses, and constructing a building that would be used as dorm rooms for future YouthWorks staff. Some other highlights included a hike in the Badlands, a trip to see a 35 foot cross, and a quick stop at Wall Drug on our way home. For many of our youth, this was the first experience of being in South Dakota and serving on an Indian reservation.
- Seraphim Choir: This choir is for any middle and high school students and meets during the school year on Wednesday nights from 8:05-8:30 p.m. in the Choir Room at the Downtown Site. In September of 2017, Barb Tengesdal and Deb Blank stepped down from their directing and accompanying roles. We are so grateful for their years of commitment and passion for music and for Seraphim. Since then, Nathan Birkholz and Ellen Klug have stepped in to lead this choir.
- High School Breakfasts: High school breakfasts have been a time for students to come together as a family of Christ to grow in relationship to one another through sharing meals and conversation. For most of this year, it was solely a group for girls to connect, however, it is being expanded to what it once was in the past - a group for all genders to get together and discuss whatever is on their hearts and minds.
- Looking Ahead: Our youth are already preparing for what 2018 will bring - another ELCA Youth Gathering. ELCA Youth Gatherings only happen once every three years, and this summer it will take place in Houston, TX. We have 25 high school students and four chaperones attending the gathering.

*2017 Youth Connections Ministry Team members: Lisa Jermain, Derek Jones (Chair), Chris Kennedy, Barb and Lance Schmidt, and Jen and Jeff Wageman. Staff Liaison: Heidi Schreiner.*

## Christian Cooperative Preschool

Christian Cooperative Preschool, sponsored by First English Lutheran Church, is in its 50<sup>th</sup> year of providing a wonderfully unique Christian educational preschool experience to its students. It is unique to other local preschools in that it is a “cooperative preschool.” This means our parents are actively involved within the preschool classroom by working alongside the teacher once or twice per month. This parental involvement with each class reinforces the nurturing and love of the Christian concept underlying the entire preschool program.

*Serving as CCP 2017-2018 officers this year are the following:*

Megan Fitzsimmons, President  
Beth Wich, Vice-president  
Betsy Crotty, Secretary  
Don Monson, Treasurer

*The Governing Board for the 2017-2018 year consists of the following:*

Sara Brinkman  
Megan Fitzsimmons  
Alisa Sierra  
Pastor Jeff Tengesdal  
Laura Tlachac

Christian Cooperative Preschool enrolls children three to five years of age. There are nine classes weekly:

Monday/Tuesday/Thursday morning	8:45-11 a.m. 3,4 and 5 year olds; Max. per class is 20
Tuesday/Thursday morning	8:45-11 a.m. 3 and 4 year olds; Max. per class is 20
Monday-Thursday afternoon (4K program through AASD)	Noon-3:06 p.m. 4 and 5 year olds; Max. per class is 20

We have a strong Monday/Wednesday/Friday program with 14 students and Tuesday/Thursday class has 11 students. Our afternoon class is a 4-year-old Kindergarten class run through the Appleton Area School District. We have 16 students in this class and are reimbursed on a per-student basis by the school district since the 4K is a public program.

The success of Christian Cooperative Preschool is due to its talented and dedicated teacher, Marilyn Howard. She has been with Christian Cooperative Preschool for over 18 years and continues to encourage and teach each child at his or her own level of development. This includes a wide variety of experiences that will encourage them to explore and learn in their own way. Marilyn is an extremely kind, compassionate, and patient woman both with her students as well as with their families.

Christian Cooperative Preschool is doing well financially. It has a sound fundraising program, with the Manderfield's cookie dough fundraiser every fall. Christian Cooperative Preschool continues to invest some of its savings into CDs again this year.

Christian Cooperative Preschool is extremely grateful to First English Lutheran Church for once again providing a facility for its program, as well as supporting it. On behalf of the 2017-2018 Christian Cooperative Preschool board, I'd like to thank you for all you do for our school. We continually count our blessings for the many families that have walked through First English Lutheran Church's doors. First English Lutheran Church continues to be a wonderful partner with Christian Cooperative Preschool in providing a sound, Christian, early childhood education.

Respectfully Submitted,

Megan Fitzsimmons  
President, Christian Cooperative Preschool 2017-2018

## **The Arthur Krempin School of Music & Art Report**

During 2017, The Arthur Krempin School of Music & Art continued to focus on summer programs. As part of this, the School again sponsored one intern position in support of FELC's Summer Intern Ministry: Abbie Frahm led art activities throughout the summer for the youth, including continuation of Art Week in July.

New this year, The Arthur Krempin School of Music & Art helped to plan, launch and host the first *Fox River Chamber Fest*. Joe Hauer led this event and served as its artistic director. (Joe previously participated in The School's *Summer Chamber Music* program. He also helped to coach its ensembles with Laura Henckel in 2015.) The *Fox River Chamber Fest* featured seven professional musicians with links to the Fox Cities. Each of them is now an accomplished teacher and/or performer with experience across the U.S. and internationally. Together, they performed three different concerts in five nights on July 16, 18 and 20 at the Downtown Site. Enthusiasm and attendance grew each night, and we look forward to this becoming another annual summer event.

The *Summer Chamber Music* program continued under the leadership of Laura Kenney Henckel. Thirty students in ten ensembles participated in the nine-week program this year. This included woodwind and brass musicians for the first time as well as string players. Jennifer Bryan and Michael Henckel assisted Laura by providing coaching for the woodwind and brass players, respectively. These ensembles provided special music for worship services on Aug. 6, as well as a brief recital following the last service. Summer intern Hannah Kluball assisted with the reception for the participants and guests that was held afterwards in the Gathering Area.

Thanks to all of the program leaders, as well as to Bob Damon for his expert photography again of *Art Week* and the *Summer Chamber Music* activities. Bob assembled the photos into books that capture and celebrate these programs. A collection of these books can be found in the FELC Library.

I'd also like to express thanks to Heidi Schreiner and Nathan Birkholz for all of their help with the planning and coordination of the summer activities, to our pastors, to Brenda Smongeski for her ongoing support, and to all who have supported these programs with their gifts and financial contributions to make them possible.

Respectfully submitted,  
Dayton Henderson

## **Echoes, A Christian Thrift Store Report**

Echoes has just finished its 13<sup>th</sup> year of operation. We could not have accomplished this without the support of our members and the tremendous number of hours many of you have contributed over the years. We encourage all members to spend some time, either volunteering or shopping, to help make this outreach mission a success and to help others in the community. Figures this year include:

Income: \$140,805

Expenses: \$138,357

Profit: \$ 2,448

The board continues to support local organizations as well as services provided by our congregation. Proceeds from 2017 were designated to the Intern Program as well as St. Joseph's Food Pantry and Community Clothes Closet.

There have been some changes in the staff over the last year. The assistant store manager position was vacated in September and a temporary employee was hired to assist during the transition. A permanent part-time employee has now been hired.

We continue to run as a volunteer-based ministry and ask any and all to consider contributing their talents to this team. Our future holds some obstacles with increased competition for customers as well as for donators. But we continue to provide quality ministry to the public locally and look forward to 2018.

Respectfully submitted,

Kathryn Hoffman  
Echoes Manager

## **Nominating Committee Report**

The 2017 FELC Nominating Committee was responsible for developing a list of nominees for the Congregation Council, a slate of delegates to the Synod Assembly and a slate of nominees for next year's Nominating Committee. The FELC Constitution and Bylaws require that three members of the Council be replaced each year as their three-year terms expire. This is the second year that three will be elected while five members finish their terms, in order to reduce the count from fifteen to nine as voted on and approved in 2015.

The Nominating Committee actively solicited names from the congregation through announcements in the weekly bulletin and monthly newsletter. To assist in identifying candidates, we used lists from previous Nominating Committees and added names based on the committee members' suggestions, suggestions from staff and other members of the congregation.

The committee members then contacted individuals personally. The goal was to bring a balanced list of nominees, including candidates from both sites, to fill the available positions on the Congregation Council. Our church is blessed with an abundance of talented and dedicated members who would make great Council members. The following members of the congregation have volunteered to place their names in nomination for the Congregation Council.

Dan Baumbach	Dayton Henderson	Hollie Holtebeck
Deni Kuchler	David Lindenstruth	

The Nominating Committee recommends that members of the congregation give careful consideration to each of the candidates and elect three of the nominees to the Congregation Council for three-year terms. Please thank all of them for their willingness to serve.

The slate of delegates to the Synod Assembly is:

Jon Hagen	Joy Hagen	Rudi Pakendorf
Diane Putzer	Pete Vandenberg	Mary Vandenberg

The Nominating Committee recommends that the slate of candidates for the Synod Assembly be approved. Any open positions may be filled by a vote of the Congregation Council.

The slate of nominees for the 2018 Nominating Committee is:

Jeff Bemis	Bruce Doerfler	Doug Moard	Chris Skowen
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*2017 Nominating Committee members: Jon Hagen, Derek Jones, Chris Kennedy, Allison McGinnis and Jon Stellmacher.*

## The Nominating Committee presents the following candidates for the 2018 Congregation Council:

**Dan Baumbach** was an FELC member from 1991-98 where he worshipped at the Downtown Site. A job transfer took him away from Appleton until 2004 when he rejoined FELC. Since then Dan and his family have worshipped at the North Site. Dan is married to Linda and they have three children, Luke (25), Lane (23), and Trent (22). The kids were all baptized and confirmed at FELC. All three are recent graduates of UW-Madison and are starting their careers. Dan and a business partner own Titan Conveyors in New London. In 2017, both he and Linda retired from working there in day-to-day operations. They are enjoying the freedom to travel and pursue other experiences. Prior to Titan, he worked for Kimberly-Clark for 24 years. Past involvement includes a term on the Congregation Council, leading or serving on several task forces, Sunday School teaching, and the Congregational Growth Ministry Team.

**Dayton Henderson** and his wife, Amy, have been members of First English for 27 years. After attending FELC's North Site during its early years, Dayton and Amy now worship at the Downtown Site. A graduate of Luther College, Dayton is now retired after a 35-year career in marketing communications, including global head of Design for Kimberly-Clark. Dayton has previously served on the congregation's Television Ministry Task Force, building committees, call committees, and the Personnel Committee. He currently participates with the East-Central Synod Lay School, the Arts & Environment

Committee, the Tuesday Morning Men's Study, and The Arthur Krempin School of Music & Art. In the community, he's been a member of the Appleton Career Academy governing board, and helped to launch the Fox River Chamber Fest last summer. Dayton and Amy have two adult daughters and four grandchildren. In his spare time, Dayton enjoys travel, music, art and sports.

**Hollie Holtebeck** has been a member of First English for nine years. She worships predominantly at the North Site with her husband, Matt, son Martin (14), and daughter Addie (12). Hollie is a Reading Specialist at Houdini Elementary in Appleton. She works with students who struggle with reading in grades K-6. Hollie volunteers with the Fox Valley Humane Society and one of her dogs (Cena) is a licensed therapy dog. She takes her to school a few days a week and the students enjoy reading books to Cena. In previous years, Hollie taught Sunday School at the North Site, and currently Hollie and Matt are co-leading a 9<sup>th</sup> grade Confirmation small group. Hollie loves to run, bake, and spend time up north at their family cottage.

**David Lindenstruth** has been a member of FELC for eight years. His wife, Rachel, and children, Heaven, Chloe, and Connor, primarily go to the North Site, where David serves as a communion assistant. David owns and operates Van Zeeland Nursery & Landscape, as well as instructs entrepreneurialism courses as an Adjunct Professor at Fox Valley Technical College. Prior,

he received national recognition for growing a start-up company to seven locations and over 400 employees within five years. Outside of work, David serves as Vice-president for Hatch Lake Association, sits on the Waupaca County Deer Advisory Council, and volunteers as a mentor for entrepreneurs. For fun, he enjoys spending time with his family, fishing, hunting, home improvement projects, habitat improvement projects at the family's cabin in Iola, and grilling. David would like to serve on the Council because he believes that there are wonderful opportunities to cultivate Christ's community through FELC.

**Deni Kuchler** has been a member of First English for over 10 years. She can be found most Sunday mornings worshipping at the North Site along with her husband, Dan, and their two children, Ruby and Margot. Deni has spent the last five years making a career of taking care of her children and home. Prior to that, she worked at School Specialty, managing the Early Childhood product assortment and vendors. She is an active member of MOPS (Mothers of Preschoolers) where she is a small group discussion leader. She is also coordinating a discussion group for women at the North Site. Her hobbies include running and working out, cooking and exploring the Fox Valley and surrounding areas with her family. She is most interested in serving on the Congregational Council to be a voice for families with young children and ensure that First English's strong focus on youth and faith formation continues.

## **Finance Committee Report**

The Finance Committee is responsible to the congregation for financial management of the congregation.

The Finance Committee met monthly in 2017 (except for the month of July) to review the operating income and expenses compared to the 2017 budget. Detailed expense information was also provided monthly to each of the ministry teams to help with oversight of their budgets. As a result, expenses were monitored in a timely manner and maintained within budgets unless deviations were supported by sound rationale. Offerings in 2017 lagged behind projections during several months of the year and ended the year at \$1,111,173 compared to the budgeted amount of \$1,193,801. Other income totaled \$146,331 compared to the budgeted amount of \$150,080. Meanwhile expenses were trimmed back and totaled \$1,287,292 compared to the budgeted amount of \$1,345,302. The result was a negative net revenue of \$23,835 for 2017 compared to budgeted net revenue of \$176. The ending checkbook balance on Dec. 31, 2017 was \$81,670 compared to \$88,017 on Dec. 31, 2016.

The annual fall budgeting process for the 2018 budget was challenging, as initial projected offerings for 2018 were not adequate to meet projected operating expenses. A balanced budget was presented to the Council in December 2017, revised and re-presented in January 2018, and approved to submit to the FELC membership at the annual meeting on Feb. 11, 2018. Internal audits were conducted throughout the year of selected financial areas determined by FELC's internal audit policy with no negative findings.

See the Treasurer's Report on page 27 for more detailed information of the following: 2017 financial results, variances to budget and the proposed 2018 budget.

*2017 Finance Committee members: FELC Treasurer Mark Van Beek, Bob Damon, Mark Gebert, Colny Gretzinger, Dean Haas, Don Kirby, Keith Lenaburg, Diane Putzer, Steve Uslabar and Pete Vandenberg. Staff Liaisons: Brenda Smongeski and Cindi Schwab. Council Liaisons: Colny Gretzinger and Mark Van Beek.*

**First English Lutheran Church (FELC)  
Treasurer's Summary Report  
Calendar 2017**

FELC ended calendar 2017 with total revenues of \$1,263,456 and total expenses of \$1,287,292 which resulted in a net operating loss of \$(23,835). The following income statement summary provides an overview of our income and expense categories:

<b>REVENUE:</b>	<b>Actual 2017</b>	<b>Budget 2017</b>	<b>Fav (UnFav) to Budget</b>	<b>% Fav (UnFav) to Budget</b>
FELC Member Contributions	\$ 1,111,173	\$ 1,193,801	\$ (82,628)	-6.9%
Other Direct Benevolence	\$ 5,952	\$ 1,597	\$ 4,355	
Program Fees, Other Income & Gifts	\$ 146,331	\$ 150,080	\$ (3,749)	-2.5%
<b>Total Revenues</b>	<b>\$ 1,263,456</b>	<b>\$ 1,345,478</b>	<b>\$ (82,022)</b>	<b>-6.1%</b>
<b>EXPENSES:</b>				
Administration	\$ 656,921	\$ 700,986	\$ 44,065	6.3%
Property Expense	\$ 201,329	\$ 174,000	\$ (27,329)	-15.7%
Office Expense	\$ 44,609	\$ 55,900	\$ 11,291	20.2%
Capital Requirements	\$ 190,794	\$ 189,372	\$ (1,422)	-0.8%
FLEC Ministry Teams	\$ 104,348	\$ 133,689	\$ 29,341	21.9%
Outreach & Social Ministries	\$ 89,290	\$ 91,355	\$ 2,065	2.3%
<b>Total Expenses</b>	<b>\$ 1,287,292</b>	<b>\$ 1,345,302</b>	<b>\$ 58,010</b>	<b>4.3%</b>
<b>Net Income (Loss)</b>	<b>\$ (23,835)</b>	<b>\$ 176</b>	<b>\$ (24,011)</b>	

Comments to the 2017 Income Statement

fav = favorable; unfav = unfavorable

REVENUE:

FELC Member Contributions:

Total FELC member offering contributions were \$1.111 million compared to a budget of \$1.194 million or \$(82,628) unfav to budget. Pledged offerings were \$819,666 compared to a budget of \$978,073 or \$(158,407) unfav to budget. Unpledged offerings were \$291,507 compared to a budget of \$215,728 or \$75,779 fav to budget.

5 Year History of Member Contributions

<b>Year</b>	<b>Pledged</b>	<b>% of Total</b>	<b>UnPledged</b>	<b>% of Total</b>	<b>Total</b>
2017	\$819,666	74%	\$291,507	26%	\$1,111,173
2016	\$880,726	80%	\$221,300	20%	\$1,102,026
2015	\$939,644	80%	\$236,401	20%	\$1,176,045
2014	\$930,426	81%	\$225,016	19%	\$1,155,442
2013	\$892,920	79%	\$238,033	21%	\$1,130,953

### **Program Fees, Other Income & Gifts:**

Total Program Fees, Other Income & Gifts totaled \$146,331 compared to a budget of \$150. Significant items are as follows:

- *Make an IMPACT!*, weddings and meals totaled \$34,236 compared to a budget of \$45,500.
- Youth fees for Confirmation, VBS and Confirmation Camp totaled \$12,270 compared to a budget of \$15,425.
- Other income from Thrivent Choice dollars totaled \$10,712 compared to a budget of \$15,000.
- Other income from building use totaled \$9,367 compared to a budget of \$5,000.

### **EXPENSES:**

#### **Administration Expenses:**

Total expenses were \$656,921 compared to a budget of \$700,986 or \$44,065 fav to budget. Significant expense categories as follows:

- Pastoral wages, benefits, travel and education expenses totaled \$235,443 compared to a budget of 232,658 or \$(2,785) unfav to budget.
- Lay staff wages, benefits, travel and education expenses totaled \$408,895 compared to a budget of \$458,977 or \$50,082 fav to budget. This was due to a transfer of funds from Pastoral Wages when we went from 3 to 2 pastors.
- Expenses for offering envelopes, stewardship and recognition gifts totaled \$9,559 compared to a budget of \$6,351 or \$(3,208) unfav to budget.

#### **Property Expenses:**

Total expenses were \$201,329 compared to a budget of \$174,000 or \$(27,329) unfav to budget.

Significant expense categories as follows:

- Building and equipment repair expenses of \$102,063 compared to a budget of \$76,500 or \$(25,563) unfav to budget. This was due to unexpected, needed repairs to the DS portico and NS roof.
- Snow removal expenses of \$11,056 compared to a budget of \$9,000 or \$(2,056) unfav to budget. Early November ice and snow were major contributors.
- Utilities (gas, electric, water/sewer) totaled \$99,267 compared to a budget of 97,500 or \$(1,767) unfav to budget.

#### **Office Expenses:**

Total expenses were \$44,609 compared to a budget of \$55,900 or \$11,291 fav to budget.

Significant expense categories as follows:

- Computer and website service expenses of \$7,337 compared to a budget of \$10,000 or \$2,663 fav to budget.
- Copier service expenses of \$9,278 compared to a budget of \$12,000 or \$2,722 fav to budget.
- Computer and office equipment expenses of \$3,239 compared to a budget of \$8,000 or \$4,671 fav to budget. Needed staff computer replacements were postponed due to income shortages.

#### **Capital Requirements:**

Total expenses were \$190,794 compared to a budget of \$189,372 or \$(1,422) unfav to budget.

- Total payments to Thrivent for the FELC building mortgage were \$189,372 consisting of principal \$118,366 and interest \$71,006.
- Interest paid on Operating Line of Credit totaled \$1,422. Use of our LOC was required due to unseasonably low offerings in spring and a lack of rebound in the fall.

**FELC Ministry Teams:**

Total expenses were \$104,348 compared to a budget of \$133,689 or \$29,341 fav to budget. Significant expense categories as follows:

- Worship Ministry fav to budget \$2,822; \$19,828 compared to \$22,650.
- Invitation and Hospitality fav to budget \$1,256; \$2,744 compared to \$4,000.
- Congregational Life fav to budget \$10,540 due to Lift Meals being canceled; \$11,660 compared to \$22,200.
- Learning Ministry fav to budget \$1,427; \$12,073 compared to \$13,500.
- Youth Connections fav to budget \$8,997 due to events and programming cuts as well as \$3,500 contribution to the Annual Youth trip not funded; \$14,283 compared to \$23,280.
- Intern Enrichment fav to budget \$4,298; \$43,761 compared to \$48,059.

**Outreach and Social Ministries:**

Total expenses were \$89,289 compared to a budget of \$91,355 or \$2,065 fav to budget. Contributions for 2017 were down, therefore outreach and benevolence were also down as these are a percentage of actual giving.

*3 Year FELC Balance Sheets*

	<u>as of 12/31/17</u>	<u>as of 12/31/16</u>	<u>as of 12/31/15</u>
<b><u>ASSETS:</u></b>			
Cash-Operating Fund	\$ 82,170	\$ 88,017	\$ 117,267
Cash-Designated Funds	434,459	428,342	447,851
Other Current Assets	15,883	5,002	7,051
Echoes-Community Foundation	16,744	14,837	13,174
Facilities- Land & Buildings	17,493,200	17,493,200	17,493,200
<b>Total ASSETS</b>	<b>\$ 18,042,456</b>	<b>\$ 18,029,398</b>	<b>\$ 18,078,643</b>
<b><u>LIABILITIES &amp; FUND BALANCES:</u></b>			
Accounts Payable	\$ 54,556	\$ 39,793	\$ 55,769
Other Current Liabilities	-	-	-
Line of Credit-Operating	-	28,000	-
Mortgage Payable-Thrivent	1,888,723	1,807,069	1,918,038
Loan Payable-Ide St House	-	-	24,313
Net Investment in Facilities	15,804,477	15,686,111	15,550,849
General Funds (Ret Earn)	(12,568)	11,268	61,847
Temporarily Restricted Funds	507,268	457,137	467,827
<b>Total LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 18,042,456</b>	<b>\$ 18,029,398</b>	<b>\$ 18,078,643</b>
<b><u>Net Income (Loss) reference only</u></b>	<b>\$ (23,835)</b>	<b>\$ (50,579)</b>	<b>\$ (3,933)</b>

## Proposed FELC 2018 Budget

The 2018 budget for FELC has been recommended by the Congregation Council as of the Jan. 23, 2018 Council Meeting and will be considered at the Annual Congregation Meeting on Feb. 11, 2018. The spreadsheet in Appendix C shows the detail of the proposed budget along with the actual results from 2017.

Adequate cash reserves in the FELC Operating Fund will be monitored during 2018. Projections of income and expenses will be done during the year to determine cash needs to fund the church operations. Appropriate action will be taken to reduce operating expenses in the event we experience lower revenue than what is budgeted.

The following summary provides an overview of budgeted income and expense categories.

	Budget		Actual		\$ Incr (Decr)	% Incr (Decr)
	2018	% of total	2017	% of total		
<b><u>REVENUE:</u></b>						
FELC Member Contributions	\$ 1,178,127	89%	\$ 1,111,173	88%	\$ 66,954	6.0%
Other Direct Benevolence	\$ 1,739	0%	\$ 5,952	0%	\$ (4,213)	-70.8%
Program Fees, Other Income & Gifts	\$ 149,950	11%	\$ 146,331	12%	\$ 3,819	2.5%
<b>Total Revenues</b>	<b>\$ 1,329,816</b>	<b>100%</b>	<b>\$ 1,263,456</b>	<b>100%</b>	<b>\$ 66,360</b>	<b>5.3%</b>
<b><u>EXPENSES:</u></b>						
Administration	\$ 691,931	52%	\$ 656,921	51%	\$ 35,010	5.3%
Property Expense	\$ 195,200	15%	\$ 201,329	16%	\$ (6,129)	-3.0%
Office Expense	\$ 53,500	4%	\$ 44,609	3%	\$ 8,891	19.9%
Capital Requirements	\$ 190,622	14%	\$ 190,784	15%	\$ (172)	-0.1%
FELC Ministry Teams	\$ 116,910	9%	\$ 104,348	8%	\$ 11,562	11.1%
Outreach & Social Ministries	\$ 82,591	6%	\$ 89,290	7%	\$ (6,699)	-7.5%
<b>Total Expenses</b>	<b>\$ 1,329,754</b>	<b>100%</b>	<b>\$ 1,287,292</b>	<b>100%</b>	<b>\$ 42,462</b>	<b>3.3%</b>
<b>Net Income (Loss)</b>	<b>\$ 62</b>		<b>\$ (23,835)</b>			

### *FELC Budget Comments*

The detailed 2018 Budget with categorized amounts can be found in Appendix C of this Annual Report. Highlights from this budget below.

#### REVENUE:

##### FELC Member Contributions:

Projected member contributions of \$1,178,127 as follows:

- \$887,863 pledged 2018 offerings from 332 members as of 1/5/18.
- \$241,100 estimate of giving from non-pledging members based on 5-year history.
- \$56,855 estimate from loose plate offerings (cash donations) and special offerings based on 2017 results.

### **Program Fees, Other Income & Gifts:**

- **Program Fees:** \$36,950 estimate from Make an Impact Fundraiser to support our intern ministry up \$1,950 from 2017. Due to reduced cost sharing from the congregation the yearly contribution of \$15,000 was reduced to \$4,500. This was done in order to balance the budget. Additional fundraising will be required to offset this.
- **Youth Fees:** 2017 estimate of \$12,500 for Confirmation now includes Confirmation and Confirmation Camp fees. No change to total.
- **Building Use:** \$10,000 estimate is an increase of \$5,000 based on 2017 results.
- **Echoes:** \$3,000 estimate is a decrease of \$9,000 based on 2017 results.

### **EXPENSES:**

#### **Administration Expenses:**

Total budget of \$691,931 with the following highlights:

- **Lay Staff Wages** estimate of \$289,184 is a reduction of \$31,379 from 2017 budget. In 2017, the 3rd pastor wages were added to Lay Staff to expand staffing in pastoral support roles. Through careful consideration of needs, we are now adding a part-time Life Group Coordinator position to be established starting May of 2018. This position will help bring focused coordination of the many current and future Life Groups at FELC and will benefit both the congregation and pastoral staff.
- **Performance Based Salary** increases totaling \$12,000 for pastoral and lay staff are being reflected as a separate line items in this budget.
- **Custodian Contract** estimate of \$42,600 is an increase of \$4,800 from 2017 which reflects an increase in the cost of those services.

#### **Property Expenses:**

Total budget of \$195,200 with the following highlights:

- **Building/Equipment Maintenance** estimate of \$62,700 is an increase of \$17,700 from 2017 budget. This is based on actual spending in 2017 of \$69,370 and historical trends. It was reduced \$12,300 from the original 2018 budget proposal to help reconcile the budget.
- **Electric Utilities** estimate of \$65,000 is an increase of \$3,000 from 2017 budget to reflect expected costs based on historical trend.

#### **Office Expenses:**

Total budget of \$53,500 with the following highlights:

- **Office/Computer Equipment** estimate of \$7,500 is a reduction of \$500 from 2017 budget but a reduction of \$2,500 from the original 2018 budget proposal which is based on historical replacement costs. This reduction was taken to help balance the 2018 budget.
- **Office Supplies, Copier Service and Postage** expenses were reduced \$3,600 from 2017 budget based on the excellent effort to curb these expenses by the FELC office staff.

#### **Capital Requirements:**

Total budget of \$190,622 which includes \$123,250 in principal and \$66,122 in interest.

#### **FELC Ministry Teams:**

Total budget of \$115,910 with the following highlights:

- **Intern Enrichment Ministry** estimate of \$41,450 is a \$6,609 budget reduction from 2017 which reflects a reduction from 12 to 10 interns for 2018.

- Congregational Life Ministry estimate of \$13,750 is a \$8,450 budget reduction from 2017 which is impacted by a reduction in planned weddings in 2018, elimination of Lift Meals in 2017, and completion of Stephen Ministry leader training in 2017.

**Outreach & Social Ministries:**

Total budget of \$82,590 reflects a reduction from 7.5% to 7.0% of contributions made to help reconcile the 2018 budget. Highlights include:

- Churchwide Ministries (including ELCA Synod Benevolence) estimate of \$56,500 is a reduction of \$2,000 from 2017 budget.
- Outreach Ministries estimate of \$19,390 is a reduction of \$6,765 from 2017 budget.
- “In-Kind” contributions to various community groups for the use of FELC facilities is estimated at \$110,000. When factored in, this brings FELC’s total benevolence to 18%.

**FELC Audit Committee Report**

As in past years, the FELC Finance Committee determined that the cost of an outside audit was too costly for FELC. Thus, an outside audit was not performed on the financial statements. In 2017 the Finance Committee completed an internal audit on the following areas:

- Bank Reconciliations
- Income: Offering & Receipts
- Disbursements (non-payroll)
- Government Filings - 2016 Yearly filings remitted
- Review and update of select Accounting and Finance Policies
- Records Retention Management

Procedures used were those developed by past FELC Audit Committee members who are licensed, professional CPA’s using the ELCA guidelines.

In 2018, the Finance Committee will continue to develop additional internal audit processes based on the ELCA Congregational Audit Guide.

# **Appendix**

Actual Benevolence Base: 2017 1,111,173.18  
 Budgeted Benevolence Percentage: 7.50%  
**83,337.99**  
 (979.80) Less: Echoes  
 82,358.19

	<b>OSM</b>		
	<u>Benevolence</u>	<u>Echoes</u>	<u>Totals</u>
<b>CHURCHWIDE MINISTRIES</b>			
ELCA Synod Benevolence	45,555.00		45,555.00
ELCA Hunger Appeal	3,000.00		3,000.00
ELCA Disaster Relief	3,000.00		3,000.00
Lutheran World Relief	2,500.00		2,500.00
Lutheran Partners in Global Ministry	500.00		500.00
Missionary Sponsorships	1,500.00		1,500.00
SUBTOTAL	56,055.00		56,055.00
<b>SYNOD &amp; REGIONAL MINISTRIES</b>			
ELCA Conference Outreach	3,582.00		3,582.00
Lutheran Social Services	3,000.00		3,000.00
Appleton Conference of the Women of the ELCA	100.00		100.00
Crossways Camping Ministries	1,200.00		1,200.00
Crossways - South African Counselors	100.00		100.00
Bethany Home (Waupaca)	500.00		500.00
Fox Valley Homes	700.00		700.00
SUBTOTAL	9,182.00		9,182.00
<b>CONGREGATIONAL MINISTRIES</b>			
Quilters	1,400.00		1,400.00
Good Samaritan Fund	400.00		400.00
Church College Covenants	3,000.00		3,000.00
Live Your Call	800.00		800.00
SUBTOTAL	5,600.00		5,600.00
<b>COMMUNITY MINISTRIES</b>			
Homeless Connections	1,133.70		1,133.70
LEAVEN	2,600.00		2,600.00
Harbor House/Domestic Abuse	1,600.00		1,600.00
COTS	1,400.00		1,400.00
Fox Valley Warming Shelter	1,000.00		1,000.00
ESTHER	750.00		750.00
Fox Valley Housing Partnership	500.00		500.00
Salvation Army	500.00		500.00
Fox Valley Literacy Council	500.00		500.00
Literacy Education Services, Inc.	500.00		500.00
Samaritan Counseling	750.00		750.00
Good Neighbor Team - Refugee Resettlement	250.00		250.00
ECHOES - grants to be determined by board		979.80	979.80
Sole Burner	15.00		15.00
God's Work Our Hands	22.49		22.49
SUBTOTAL	11,521.19	979.80	12,500.99
	<b>82,358.19</b>	<b>979.80</b>	<b>83,337.99</b>
<b>MEMBER DIRECTED BENEVOLENCE</b>			
Alternative Gift Market	4,372.00		4,372.00
Disaster Relief - Nepal earthquake; US floods; Syrian Refugees	370.00		370.00
Women of ELCA	837.49		837.49
Feed My Starving Children	45.00		45.00
Friends of Transylvania	1,785.00		1,785.00
Good Neighbor Team - Refugee Resettlement	3,700.00		3,700.00
Homeless Connections	230.00		230.00
NAMI Benefit	490.00		490.00
Ugandan Kids Choir	720.00		720.00
Car Folks	95.00		95.00
St. Joe's Food Pantry	50.00		50.00
ESTHER	90.00		90.00
SUBTOTAL	12,784.49		12,784.49
<b>TOTAL BENEVOLENCE</b>	<b>95,142.68</b>	<b>979.80</b>	<b>96,122.48</b>

\*The amounts above do not include the value of allowing community groups to use FELC facilities at no charge. The value of facilities usage for the estimated 54 groups using our buildings (based on a 2007 fee schedule) is approximately \$110,000. We are pleased to be able to offer this outreach opportunity to our community.

# Echoes, a Christian Thrift Store

2017

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Week 1	\$ 1,580.40	\$ 2,376.83	\$ 3,122.04	\$ 2,707.60	\$ 2,781.06	\$ 2,662.65	\$ 1,290.16	\$ 2,881.80	\$ 2,305.18	\$ 2,864.83	\$ 3,753.10	\$ 3,510.53	\$ 31,836.18
Week 2	1,850.60	2,427.23	2,270.05	2,605.41	2,547.30	2,301.92	2,712.07	2,603.73	2,383.62	3,595.81	3,509.39	2,586.48	31,393.61
Week 3	2,156.12	2,263.02	2,806.09	2,964.56	2,728.51	3,060.24	3,024.28	2,426.98	2,769.29	3,114.75	3,302.08	3,551.11	34,167.03
Week 4	2,523.44	2,643.39	2,677.36	2,646.73	2,649.91	3,156.48	2,568.65	1,964.96	2,433.31	2,902.06	3,755.36	2,171.16	32,092.81
Week 5	-	2,210.35	-	-	2,193.26	-	-	2,512.75	-	4,209.03	-	-	11,125.39
Gift certificates - alt gift	-	-	-	-	-	-	-	190.00	-	-	-	-	190.00
<b>Total Sales</b>	<b>8,110.56</b>	<b>11,920.82</b>	<b>10,875.54</b>	<b>10,924.30</b>	<b>12,900.04</b>	<b>11,181.29</b>	<b>9,595.16</b>	<b>12,580.22</b>	<b>9,891.40</b>	<b>16,686.48</b>	<b>14,319.93</b>	<b>11,819.28</b>	<b>140,805.02</b>
<b>Total Income</b>	<b>\$ 8,110.56</b>	<b>\$ 11,920.82</b>	<b>\$ 10,875.54</b>	<b>\$ 10,924.30</b>	<b>\$ 12,900.04</b>	<b>\$ 11,181.29</b>	<b>\$ 9,595.16</b>	<b>\$ 12,580.22</b>	<b>\$ 9,891.40</b>	<b>\$ 16,686.48</b>	<b>\$ 14,319.93</b>	<b>\$ 11,819.28</b>	<b>\$ 140,805.02</b>
Rent	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 2,481.00	\$ 29,772.00
Rent-CAM. & Taxes	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	1,325.99	15,911.88
Supplies	45.30	438.22	78.56	123.03	724.18	330.96	78.62	253.60	253.60	382.95	139.27	270.65	3,118.94
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-
Garbage	49.13	49.21	49.21	49.13	49.29	49.13	49.01	49.05	49.29	49.82	49.84	50.15	592.26
Insurance	-	-	493.00	-	82.80	-	-	-	-	-	-	-	575.80
Electric/Gas	549.00	531.00	531.00	531.00	531.00	531.00	263.31	-	531.00	531.00	531.00	531.00	5,591.31
Water	206.21	-	-	227.40	-	-	218.07	94.02	-	224.77	-	-	970.47
Phone	181.14	-	186.49	91.13	91.06	-	185.91	-	90.90	91.46	90.96	92.41	1,101.46
Sales Tax	504.07	395.53	586.04	533.78	536.22	635.00	549.06	469.76	609.51	484.57	824.32	706.00	6,833.86
Workers Comp Audit	-	-	964.00	-	-	-	-	-	-	-	-	-	964.00
Credit Card Charges	313.31	214.93	227.40	249.26	258.71	269.69	293.59	248.69	253.32	225.38	303.38	324.00	3,181.66
FICA/Medicare Tax	265.41	269.34	263.83	274.07	265.41	248.86	258.32	264.62	265.41	245.11	541.40	309.90	3,471.68
Salaries & Benefits	5,471.22	5,522.72	5,450.62	5,584.52	5,471.22	5,254.92	5,378.52	5,460.92	5,471.22	5,205.95	5,946.83	6,052.84	66,271.50
<b>Total Expenses</b>	<b>\$ 11,391.78</b>	<b>\$ 11,227.94</b>	<b>\$ 12,637.14</b>	<b>\$ 11,470.31</b>	<b>\$ 11,816.88</b>	<b>\$ 11,126.55</b>	<b>\$ 11,081.40</b>	<b>\$ 10,647.65</b>	<b>\$ 11,331.24</b>	<b>\$ 11,248.00</b>	<b>\$ 12,233.99</b>	<b>\$ 12,143.94</b>	<b>\$ 138,356.82</b>
<b>Profit (Loss)</b>	<b>\$ (3,281.22)</b>	<b>\$ 692.88</b>	<b>\$ (1,761.60)</b>	<b>\$ (546.01)</b>	<b>\$ 1,083.16</b>	<b>\$ 54.74</b>	<b>\$ (1,486.24)</b>	<b>\$ 1,932.57</b>	<b>\$ (1,439.84)</b>	<b>\$ 5,438.48</b>	<b>\$ 2,085.94</b>	<b>\$ (324.66)</b>	<b>\$ 2,448.20</b>

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**First English Lutheran Church  
2017 Balance Sheet**

	Operating Fund	Designated Fund	Endowment Fund	Total
<b>Assets</b>				
Cash and Cash equivalents	\$ 82,170	\$ 434,459	\$ -	\$ 516,629
Capital pledges receivable	-	-	-	-
Facilities (land & structures)	17,493,200	-	-	17,493,200
Investments	-	-	486,014	486,014
Insurance Policies Cash Value	-	-	99,698	99,698
Irrevocable Remainder Trusts	-	-	61,680	61,680
Loan receivable - internal loan	-	-	-	-
Community Foundation - Echoes	16,744	-	-	16,744
Other Assets	15,883	-	18,710	34,593
<b>Total Assets</b>	<b>\$ 17,607,997</b>	<b>\$ 434,459</b>	<b>\$ 666,102</b>	<b>\$ 18,708,559</b>
<b>Liabilities &amp; Fund Balances</b>				
Account & Taxes Payable	\$ 54,556	\$ -	\$ -	\$ 54,556
Deferred Revenue - Capital Pledges	-	-	-	-
Lines of Credit Utilized	-	-	-	-
Mortgage Debt	1,688,723	-	-	1,688,723
Other liabilities	-	-	-	-
<b>Total Liabilities</b>	<b>\$ 1,743,279</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,743,279</b>
<b>Fund Balances</b>				
Unrestricted	\$ (12,568)	\$ -	\$ -	\$ (12,568)
Temporarily Restricted	72,809	434,459	18,710	525,978
Permanently Restricted	-	-	486,014	486,014
Net investment in Facilities	-	-	-	-
Other Balances	15,804,477	-	161,379	15,965,855
<b>Total Fund Balances</b>	<b>\$ 15,864,718</b>	<b>\$ 434,459</b>	<b>\$ 666,102</b>	<b>\$ 16,965,279</b>
<b>Total Liabilities &amp; Fund Balances</b>	<b>\$ 17,607,997</b>	<b>\$ 434,459</b>	<b>\$ 666,102</b>	<b>\$ 18,708,558</b>

**First English Lutheran Church  
2018 Proposed Budget  
December 2017**

Accounts	2016 Actual	2017 Actual YTD	2017 Annual Budget	2018 Proposed Budget
<b>REVENUES</b>				
<b>Offerings</b>				
<b>Offerings</b>				
401.00 - Membership Pledged	\$880,725.64	\$819,666.32	\$978,073.00	\$887,863.00
402.00 - Membership Unpledged	\$174,740.54	\$240,604.37	\$173,172.00	\$241,100.00
404.00 - Loose Plate	\$18,089.29	\$18,851.17	\$25,364.00	\$17,237.00
405.00 - Easter	\$6,234.50	\$7,590.25	\$6,235.00	\$7,590.00
405.10 - Lent	\$6,279.00	\$6,313.46	\$6,279.00	\$6,314.00
406.00 - Thanksgiving	\$1,153.50	\$962.50	\$0.00	\$903.00
407.00 - Christmas	\$9,337.50	\$9,735.00	\$76.00	\$9,000.00
421.00 - Outreach	\$1,790.00	\$2,120.00	\$1,520.00	\$2,138.00
<b>Total Offerings</b>	<u>\$1,098,349.97</u>	<u>\$1,105,843.07</u>	<u>\$1,190,719.00</u>	<u>\$1,172,145.00</u>
<b>Special Offerings</b>				
408.00 - Communion	\$854.50	\$736.00	\$723.00	\$794.00
410.00 - Missionary Sponsorship	\$507.00	\$857.00	\$426.00	\$859.00
411.00 - Lutheran Social Services	\$429.40	\$670.00	\$388.00	\$684.00
412.00 - World Hunger	\$650.00	\$674.00	\$609.00	\$696.00
413.00 - Lutheran World Relief	\$550.00	\$857.75	\$519.00	\$745.00
418.00 - Disaster Relief	\$70.00	\$1,076.00	\$0.00	\$1,026.00
419.00 - TV Ministry	\$156.50	\$165.00	\$133.00	\$178.00
420.00 - Sunday School Offering	\$458.60	\$294.37	\$284.00	\$1,000.00
<b>Total Special Offerings</b>	<u>\$3,676.00</u>	<u>\$5,330.12</u>	<u>\$3,082.00</u>	<u>\$5,982.00</u>
<b>Other directed benevolence</b>				
465.00 - Other directed benevolence gifts	\$741.50	\$1,580.00	\$1,157.00	\$1,595.00
465.01 - Alternative gifts	\$5,084.00	\$4,372.00	\$0.00	\$0.00
465.02 - LAYETTES	\$440.00	\$0.00	\$440.00	\$94.00
465.03 - School Kits	\$0.00	\$0.00	\$0.00	\$50.00
<b>Total Other directed benevolence</b>	<u>\$6,265.50</u>	<u>\$5,952.00</u>	<u>\$1,597.00</u>	<u>\$1,739.00</u>
<b>Total Offerings</b>	<u>\$1,108,291.47</u>	<u>\$1,117,125.19</u>	<u>\$1,195,398.00</u>	<u>\$1,179,866.00</u>
<b>Other income</b>				
<b>Program Gifts and Fees</b>				
433.00 - Member learning purchase funds	\$1,895.06	\$2,593.01	\$2,205.00	\$3,000.00
435.00 - Music	\$30.00	\$460.00	\$500.00	\$500.00
441.00 - Make an Impact Fundraiser	\$25,928.19	\$30,241.95	\$35,000.00	\$36,950.00
445.00 - Summer Program fees	\$2,145.00	\$1,310.00	\$850.00	\$1,500.00
450.00 - Wedding Receipts	\$2,670.00	\$2,600.00	\$4,000.00	\$3,000.00
451.00 - 50+ Fees	\$518.00	\$853.59	\$500.00	\$500.00
452.00 - Lift Meals	\$2,457.60	\$1,394.00	\$6,500.00	\$0.00
453.00 - Coffee Hour	\$2,613.61	\$2,790.88	\$2,750.00	\$3,000.00
454.00 - Flowers	\$3,944.00	\$3,353.00	\$3,000.00	\$3,000.00
456.00 - Worship Ministry reimbursements	\$0.00	\$1,615.00	\$0.00	\$0.00
457.00 - Invitation & Hospitality reimbursem	\$413.50	\$47.50	\$300.00	\$300.00
458.00 - Congregational Life reimbursement	\$1,177.00	\$2,157.05	\$2,500.00	\$2,000.00
458.01 - 100th Anniversay	\$14,370.49	\$0.00	\$0.00	\$0.00
459.00 - Learning Ministry reimbursements	\$596.00	\$118.15	\$250.00	\$100.00
<b>Youth fees</b>				
440.00 - Youth Fees - Family	\$0.00	\$10.00	\$300.00	\$0.00
440.02 - High School Ministry	\$0.00	\$200.00	\$0.00	\$0.00
440.03 - Confirmation	\$11,315.00	\$11,685.00	\$8,500.00	\$12,500.00
440.04 - BYG	\$0.00	\$0.00	\$1,125.00	\$0.00
440.06 - VBS - fees & offering	\$824.75	\$375.00	\$1,500.00	\$500.00
440.07 - Confirmation camp - deposits	\$210.00	\$0.00	\$4,000.00	\$0.00
<b>Total Youth fees</b>	<u>\$12,349.75</u>	<u>\$12,270.00</u>	<u>\$15,425.00</u>	<u>\$13,000.00</u>
<b>Total Program Gifts and Fees</b>	<u>\$71,108.20</u>	<u>\$61,804.13</u>	<u>\$73,780.00</u>	<u>\$66,850.00</u>
<b>Other income</b>				
455.00 - Finance Committee reimbursements	\$940.83	\$2,428.95	\$4,000.00	\$4,000.00
470.00 - Rental Property	\$5,645.11	\$0.00	\$0.00	\$0.00
471.00 - Building Use	\$5,503.60	\$9,367.25	\$5,000.00	\$10,000.00
473.00 - Thrivent Choice Dollars	\$12,422.00	\$10,712.00	\$15,000.00	\$15,000.00
480.00 - Other Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$300.00
480.01 - Market America Royalties	\$35.46	\$0.00	\$0.00	\$0.00
480.02 - Amazon Smile	\$67.55	\$152.62	\$0.00	\$200.00
<b>Total Other income</b>	<u>\$24,614.55</u>	<u>\$22,660.82</u>	<u>\$24,000.00</u>	<u>\$29,500.00</u>
<b>Total Other income</b>	<u>\$95,722.75</u>	<u>\$84,464.95</u>	<u>\$97,780.00</u>	<u>\$96,350.00</u>

**First English Lutheran Church  
2018 Proposed Budget  
December 2017**

Accounts	2016 Actual	2017 Actual YTD	2017 Annual Budget	2018 Proposed Budget
<b>Other gifts</b>				
475.00 - ECHOES - Annual Net	\$7,797.50	\$2,448.20	\$12,000.00	\$3,000.00
476.00 - Designated Funds - Annual Net	\$37,700.00	\$43,817.73	\$24,700.00	\$34,000.00
477.00 - Endowment Fund - Annual Net	\$13,600.00	\$13,600.00	\$13,600.00	\$14,600.00
477.01 - Endowment Fund - Roloff Spec Music	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
<b>Total Other gifts</b>	<u>\$61,097.50</u>	<u>\$61,865.93</u>	<u>\$52,300.00</u>	<u>\$53,600.00</u>
<b>Total REVENUES</b>	<u>\$1,265,111.72</u>	<u>\$1,263,456.07</u>	<u>\$1,345,478.00</u>	<u>\$1,329,816.00</u>
<b>EXPENSES</b>				
<b>FINANCE COMMITTEE</b>				
<b>Administration</b>				
<b>Pastoral Staff</b>				
501.00 - Pastoral Wages & Housing	\$218,860.72	\$168,862.13	\$165,332.00	\$168,639.00
501.50 - Pastoral Substitutes	\$600.00	\$3,375.00	\$5,000.00	\$5,000.00
502.00 - Pastoral Pension/Insurance	\$70,775.85	\$56,593.95	\$56,326.00	\$58,986.00
503.00 - Pastoral Mileage	\$1,156.02	\$1,638.80	\$0.00	\$0.00
504.00 - Pastoral Expense	\$3,255.80	\$2,927.99	\$3,000.00	\$3,000.00
505.00 - Pastoral Continuing Education	\$3,735.61	\$2,045.60	\$3,000.00	\$3,000.00
506.00 - Performance Base Salary Pool	\$0.00	\$0.00	\$0.00	\$3,373.00
<b>Total Pastoral Staff</b>	<u>\$298,384.00</u>	<u>\$235,443.47</u>	<u>\$232,658.00</u>	<u>\$241,998.00</u>
<b>Lay staff</b>				
510.00 - Lay Staff Wages	\$264,799.62	\$275,333.34	\$320,563.00	\$289,184.00
510.10 - Laystaff FICA/Medicare	\$19,945.23	\$20,922.57	\$20,655.00	\$22,123.00
510.20 - Custodian contract	\$37,507.50	\$38,540.00	\$37,800.00	\$42,600.00
510.50 - Music Substitutes	\$400.00	\$900.00	\$1,400.00	\$1,000.00
511.00 - Laystaff Pension/Insurance	\$37,277.35	\$69,103.55	\$73,559.00	\$73,174.00
512.00 - Laystaff Mileage	\$792.45	\$1,402.88	\$2,000.00	\$2,000.00
513.00 - Laystaff Continuing Education	\$731.94	\$2,693.13	\$3,000.00	\$3,000.00
517.00 - Performance Base Salary Pool	\$0.00	\$0.00	\$0.00	\$8,627.00
<b>Total Lay staff</b>	<u>\$361,454.09</u>	<u>\$408,895.47</u>	<u>\$458,977.00</u>	<u>\$441,708.00</u>
<b>Insurance - WC</b>				
518.00 - Workers Compensation	\$2,765.00	\$3,023.20	\$3,000.00	\$2,975.00
<b>Total Insurance - WC</b>	<u>\$2,765.00</u>	<u>\$3,023.20</u>	<u>\$3,000.00</u>	<u>\$2,975.00</u>
<b>Council</b>				
526.00 - Offering Envelopes	\$4,330.69	\$4,656.62	\$4,101.00	\$3,000.00
670.00 - Council Retreat/Leader Training	\$984.29	\$2,012.29	\$0.00	\$0.00
671.00 - Recognition Gifts	\$173.71	\$638.30	\$500.00	\$500.00
672.00 - Synod Assembly	\$1,305.00	\$1,120.00	\$1,000.00	\$1,000.00
673.00 - Stewardship	\$1,676.94	\$1,131.65	\$750.00	\$750.00
<b>Total Council</b>	<u>\$8,470.63</u>	<u>\$9,558.86</u>	<u>\$6,351.00</u>	<u>\$5,250.00</u>
<b>Total Administration</b>	<u>\$671,073.72</u>	<u>\$656,921.00</u>	<u>\$700,986.00</u>	<u>\$691,931.00</u>
<b>Property</b>				
<b>General</b>				
650.00 - Building/Equip Maintenance Repair	\$47,388.19	\$69,370.25	\$45,000.00	\$62,700.00
651.00 - Custodial Supplies	\$7,031.33	\$6,553.87	\$6,000.00	\$6,000.00
652.00 - Snow Removal	\$7,463.98	\$11,056.05	\$9,000.00	\$10,000.00
653.00 - Property Insurance	\$15,535.37	\$14,604.00	\$15,500.00	\$15,000.00
658.00 - Furniture/Equipment	\$1,458.67	\$478.40	\$1,000.00	\$1,000.00
659.00 - Rental Property	\$3,126.04	\$0.00	\$0.00	\$0.00
<b>Total General</b>	<u>\$82,003.58</u>	<u>\$102,062.57</u>	<u>\$76,500.00</u>	<u>\$94,700.00</u>
<b>Utilities</b>				
632.00 - Telephone/Local & Long Distance	\$6,602.98	\$6,611.05	\$6,500.00	\$6,500.00
655.00 - Natural Gas	\$10,810.92	\$15,885.73	\$15,000.00	\$15,000.00
656.00 - Electric	\$58,010.99	\$64,025.66	\$62,000.00	\$65,000.00
657.00 - Water/Sewer/Storm	\$12,438.00	\$12,744.22	\$14,000.00	\$14,000.00
<b>Total Utilities</b>	<u>\$87,862.89</u>	<u>\$99,266.66</u>	<u>\$97,500.00</u>	<u>\$100,500.00</u>
<b>Total Property</b>	<u>\$169,866.47</u>	<u>\$201,329.23</u>	<u>\$174,000.00</u>	<u>\$195,200.00</u>
<b>Office Expense</b>				
630.00 - Computer Services	\$5,325.66	\$5,990.82	\$8,000.00	\$8,000.00
630.01 - Website services	\$1,350.50	\$1,345.97	\$2,000.00	\$2,000.00
631.00 - Copier Service	\$10,731.75	\$9,278.24	\$12,000.00	\$11,500.00
633.00 - Office Supplies	\$9,693.23	\$5,734.75	\$8,600.00	\$6,500.00
634.00 - Postage	\$8,796.44	\$7,255.83	\$8,000.00	\$7,000.00

**First English Lutheran Church  
2018 Proposed Budget  
December 2017**

Accounts	2016 Actual	2017 Actual YTD	2017 Annual Budget	2018 Proposed Budget
635.00 - Office/Computer Equipment	\$9,641.33	\$3,238.72	\$8,000.00	\$7,500.00
637.00 - Monthly interest/analysis charge	\$199.98	\$86.20	\$1,000.00	\$1,000.00
638.00 - Processing fees - Vanco/Payroll	\$5,371.67	\$10,198.61	\$7,300.00	\$9,000.00
639.00 - Miscellaneous	\$1,663.22	\$1,479.93	\$1,000.00	\$1,000.00
<b>Total Office Expense</b>	<u>\$52,773.78</u>	<u>\$44,609.07</u>	<u>\$55,900.00</u>	<u>\$53,500.00</u>
<b>Total FINANCE COMMITTEE</b>	<u>\$893,713.97</u>	<u>\$902,859.30</u>	<u>\$930,886.00</u>	<u>\$940,631.00</u>
<b>WORSHIP MINISTRY</b>				
<b>Worship</b>				
520.00 - Altar Guild Supplies	\$861.38	\$696.74	\$1,250.00	\$1,250.00
522.00 - Candles	\$462.74	\$767.20	\$650.00	\$650.00
523.00 - Flowers	\$5,358.92	\$4,315.39	\$4,750.00	\$4,900.00
524.00 - Worship Resources	\$5,553.00	\$8,053.51	\$7,325.00	\$7,605.00
527.00 - Nursery Care	\$83.80	\$145.13	\$0.00	\$250.00
<b>Total Worship</b>	<u>\$12,319.84</u>	<u>\$13,977.97</u>	<u>\$13,975.00</u>	<u>\$14,655.00</u>
<b>Media</b>				
528.00 - Media Supplies	\$1,023.49	\$1,315.52	\$3,000.00	\$3,000.00
<b>Total Media</b>	<u>\$1,023.49</u>	<u>\$1,315.52</u>	<u>\$3,000.00</u>	<u>\$3,000.00</u>
<b>Music</b>				
530.00 - Music/Choir Supplies	\$951.24	\$1,469.06	\$1,875.00	\$3,175.00
531.00 - Musical Instrument Maintenance	\$1,824.32	\$3,065.00	\$3,800.00	\$4,200.00
<b>Total Music</b>	<u>\$2,775.56</u>	<u>\$4,534.06</u>	<u>\$5,675.00</u>	<u>\$7,375.00</u>
<b>Total WORSHIP MINISTRY</b>	<u>\$16,118.89</u>	<u>\$19,827.55</u>	<u>\$22,650.00</u>	<u>\$25,030.00</u>
<b>INVITATION AND HOSPITALITY</b>				
540.00 - New Member Ministries	\$617.92	\$1,045.06	\$4,000.00	\$1,300.00
541.00 - FELC in the Community	\$0.00	\$0.00	\$0.00	\$500.00
542.00 - Advertising	\$888.29	\$1,563.00	\$0.00	\$2,500.00
543.00 - Training	\$0.00	\$12.57	\$0.00	\$0.00
545.00 - Visitor/Guest Care	\$562.50	\$123.24	\$0.00	\$200.00
<b>Total INVITATION AND HOSPITALITY</b>	<u>\$2,068.71</u>	<u>\$2,743.87</u>	<u>\$4,000.00</u>	<u>\$4,500.00</u>
<b>CONGREGATIONAL LIFE MINISTRY</b>				
550.00 - Member Care - Weddings	\$2,408.50	\$2,162.51	\$4,000.00	\$3,000.00
551.00 - Member Care	\$201.79	\$478.43	\$500.00	\$500.00
553.00 - Fellowship - Meals	\$1,987.19	\$1,865.89	\$6,000.00	\$2,500.00
554.00 - Fellowship - Gatherings	\$352.92	\$2,333.40	\$2,000.00	\$2,000.00
555.00 - Fellowship - Coffee Hour	\$1,743.68	\$1,726.25	\$2,500.00	\$1,500.00
557.00 - Discipleship/Call Training	\$40.00	\$26.99	\$500.00	\$500.00
558.00 - 100th Anniversary	\$15,032.63	\$0.00	\$0.00	\$0.00
560.00 - Devotional Materials	\$1,038.66	\$505.49	\$1,000.00	\$750.00
562.00 - 50+ Ministry	\$314.35	\$943.08	\$1,000.00	\$500.00
563.00 - Health Ministries	\$536.00	\$0.00	\$700.00	\$700.00
566.00 - Stephens Ministry	\$83.42	\$1,617.96	\$4,000.00	\$1,800.00
<b>Total CONGREGATIONAL LIFE MINISTRY</b>	<u>\$23,739.14</u>	<u>\$11,660.00</u>	<u>\$22,200.00</u>	<u>\$13,750.00</u>
<b>LEARNING MINISTRY</b>				
570.00 - Adult Education	\$1,557.04	\$1,218.93	\$2,000.00	\$2,000.00
571.00 - Lay School of Ministry	\$0.00	\$0.00	\$200.00	\$200.00
572.00 - Teacher Training	\$54.94	\$598.82	\$200.00	\$400.00
573.00 - Member Learning Purchase	\$1,255.27	\$1,997.32	\$1,700.00	\$1,700.00
576.00 - Sunday School Supplies	\$1,257.43	\$1,105.04	\$1,200.00	\$1,200.00
577.00 - Sunday School Curriculum Materials	\$3,226.27	\$5,167.71	\$3,200.00	\$4,000.00
578.00 - Sunday School Appreciation	\$108.01	\$6.81	\$300.00	\$100.00
579.00 - Media/Library Center	\$352.91	\$596.79	\$350.00	\$350.00
580.00 - Equipment	\$0.00	\$53.28	\$500.00	\$250.00
581.00 - Vacation Bible School	\$1,148.99	\$687.57	\$1,800.00	\$800.00
582.00 - Baptismal Faith Formation	\$45.00	\$126.53	\$450.00	\$200.00
583.00 - Bibles/Gifts	\$0.00	\$514.40	\$1,200.00	\$1,000.00
584.00 - Christmas Program & Gifts	\$0.00	\$0.00	\$100.00	\$100.00
585.00 - CHART History Subgroup	\$53.48	\$0.00	\$300.00	\$300.00
<b>Total LEARNING MINISTRY</b>	<u>\$9,059.34</u>	<u>\$12,073.20</u>	<u>\$13,500.00</u>	<u>\$12,600.00</u>
<b>YOUTH CONNECTIONS</b>				
600.00 - Middle School Youth Ministry	\$289.03	\$63.34	\$0.00	\$0.00
601.00 - High School Youth Ministry	\$994.27	\$397.64	\$400.00	\$400.00
602.00 - Family Ministry	\$0.00	\$0.00	\$1,000.00	\$0.00
603.00 - Resource Materials	\$57.57	\$233.80	\$0.00	\$0.00

**First English Lutheran Church  
2018 Proposed Budget  
December 2017**

Accounts	2016 Actual	2017 Actual YTD	2017 Annual Budget	2018 Proposed Budget
604.00 - Youth & Family Fellowship Activity	\$124.95	\$11.74	\$300.00	\$100.00
606.00 - Confirmation	\$6,957.23	\$6,216.32	\$8,000.00	\$8,000.00
606.01 - BYG	\$0.00	\$0.00	\$1,680.00	\$1,680.00
608.00 - Seraphim Youth Choir	\$97.06	\$189.73	\$200.00	\$200.00
618.00 - Annual Youth Gatherings	\$0.00	\$0.00	\$3,500.00	\$0.00
623.00 - Camp/Other Scholarships	\$5,253.60	\$7,170.00	\$8,200.00	\$8,200.00
<b>Total YOUTH CONNECTIONS</b>	<b>\$13,773.71</b>	<b>\$14,282.57</b>	<b>\$23,280.00</b>	<b>\$18,580.00</b>
<b>INTERN ENRICHMENT MINISTRY</b>				
610.00 - Summer Interns - Payroll	\$35,851.76	\$37,962.58	\$42,759.00	\$35,700.00
611.00 - Summer Intern Support - supplies	\$804.44	\$898.93	\$2,300.00	\$0.00
611.02 - Intern retreat, training, & intervi	\$2,015.36	\$1,330.32	\$3,000.00	\$1,500.00
612.00 - Summer Programming - general	\$3,551.63	\$3,569.12	\$0.00	\$4,250.00
<b>Total INTERN ENRICHMENT MINISTRY</b>	<b>\$42,223.19</b>	<b>\$43,760.95</b>	<b>\$48,059.00</b>	<b>\$41,450.00</b>
<b>OUTREACH &amp; SOCIAL MINISTRY</b>				
<b>Churchwide Ministries</b>				
700.00 - ELCA Synod Benevolence	\$64,000.00	\$45,555.00	\$54,000.00	\$43,000.00
701.00 - ELCA Hunger Appeal	\$3,500.00	\$3,000.00	\$0.00	\$5,000.00
702.00 - ELCA Disaster Response	\$3,500.00	\$3,000.00	\$0.00	\$0.00
703.00 - Lutheran World Relief	\$3,000.00	\$2,500.00	\$0.00	\$4,000.00
704.00 - Missionary Sponsorships	\$1,500.00	\$1,500.00	\$0.00	\$1,000.00
710.00 - ELCA Conference Outreach	\$3,598.40	\$3,582.80	\$4,500.00	\$3,500.00
<b>Total Churchwide Ministries</b>	<b>\$79,098.40</b>	<b>\$59,137.80</b>	<b>\$58,500.00</b>	<b>\$56,500.00</b>
<b>Synod &amp; Regional Ministries</b>				
711.00 - Lutheran Social Services	\$3,000.00	\$3,000.00	\$0.00	\$0.00
712.00 - Bethany Homes (Waupaca)	\$500.00	\$500.00	\$0.00	\$0.00
713.00 - Fox Valley Homes	\$700.00	\$700.00	\$0.00	\$0.00
<b>Total Synod &amp; Regional Ministries</b>	<b>\$4,200.00</b>	<b>\$4,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Congregational Ministries</b>				
721.00 - Good Samaritan Fund	\$422.74	\$400.00	\$0.00	\$0.00
722.00 - Church College Covenants	\$5,250.00	\$3,000.00	\$5,000.00	\$5,000.00
<b>Total Congregational Ministries</b>	<b>\$5,672.74</b>	<b>\$3,400.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
<b>Outreach Ministries</b>				
733.00 - Leaven	\$2,700.00	\$2,600.00	\$0.00	\$0.00
734.00 - Fox Valley Housing Partnership	\$500.00	\$500.00	\$0.00	\$0.00
735.00 - Habitat for Humanity	\$500.00	\$0.00	\$0.00	\$0.00
737.00 - Salvation Army	\$500.00	\$500.00	\$0.00	\$0.00
738.00 - E.S.T.H.E.R.	\$850.00	\$750.00	\$0.00	\$0.00
739.00 - Echoes Outreach Grants	\$1,559.50	\$979.80	\$0.00	\$0.00
740.00 - OSM Outreach Grants	\$10,298.35	\$10,432.90	\$23,155.00	\$16,390.59
741.00 - Live Your Call	\$2,815.00	\$800.00	\$3,000.00	\$3,000.00
<b>Total Outreach Ministries</b>	<b>\$19,722.85</b>	<b>\$16,562.70</b>	<b>\$26,155.00</b>	<b>\$19,390.59</b>
<b>Special Ministries</b>				
748.00 - Layettes	\$483.61	\$0.00	\$200.00	\$200.00
749.00 - Alternative Gifts	\$5,084.00	\$4,372.00	\$0.00	\$0.00
750.00 - Other Benevolence	\$2,206.50	\$1,617.49	\$1,500.00	\$1,500.00
<b>Total Special Ministries</b>	<b>\$7,774.11</b>	<b>\$5,989.49</b>	<b>\$1,700.00</b>	<b>\$1,700.00</b>
<b>Total OUTREACH &amp; SOCIAL MINISTRY</b>	<b>\$116,468.10</b>	<b>\$89,289.99</b>	<b>\$91,355.00</b>	<b>\$82,590.59</b>
<b>CAPITAL REQUIREMENTS</b>				
801.00 - Working Capital LOC Interest	\$153.18	\$1,422.11	\$0.00	\$1,250.00
802.00 - Ida Street House - Interest	\$124.52	\$0.00	\$0.00	\$0.00
803.00 - Mortgage - Interest	\$82,299.69	\$71,005.98	\$71,006.02	\$66,122.17
803.01 - Mortgage - Principal	\$115,948.31	\$118,366.02	\$118,365.98	\$123,249.83
<b>Total CAPITAL REQUIREMENTS</b>	<b>\$198,525.70</b>	<b>\$190,794.11</b>	<b>\$189,372.00</b>	<b>\$190,622.00</b>
<b>Total EXPENSES</b>	<b>\$1,315,690.75</b>	<b>\$1,287,291.54</b>	<b>\$1,345,302.00</b>	<b>\$1,329,753.59</b>
<b>Net Total</b>	<b>(\$50,579.03)</b>	<b>(\$23,835.47)</b>	<b>\$176.00</b>	<b>\$62.41</b>

**CONSTITUTION, BYLAWS AND CONTINUING RESOLUTIONS OF  
FIRST ENGLISH LUTHERAN CHURCH**

FELC Specific Changes Approved by FELC Council – Jan. 23, 2018  
First Approval of FELC Specific Changes to be at 2018 Annual Meeting – Feb. 11, 2018  
Second Approval of FELC Specific Changes – TBD

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- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**C12.04.03. Ensure legal and ethical integrity and maintain accountability.**

**C12.04.04. Enhance FELC’s public standing. The Council should clearly articulate FELC’s mission and vision, accomplishment, and goals to the public and garner support from the community.**

**C12.04.05. Affirm goals and objectives for Ministry Teams. The Council should provide direct oversight and support of Ministry Team activities.**

- C12.05. The Council shall be responsible for the financial and property matters of FELC.
- a. The Council shall be the board of trustees of FELC, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Wisconsin, except as otherwise provided herein.
  - b. The Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so at a meeting of the congregation.
  - c. The Council shall prepare an annual budget for adoption by FELC, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of no more than 5% in excess of the budget unless approved at a congregation meeting.
  - d. The Council shall ascertain that the financial affairs of FELC are being conducted efficiently.
- C12.06. The Council shall see that the provisions of this constitution and its bylaws and continuing resolutions are carried out.
- C12.07. The Council shall provide for an annual review of the membership Roll.
- C12.08. The Council shall be responsible for the employment and supervision of the staff of FELC.
- C12.09. The Council shall submit a comprehensive report to FELC at the annual meeting.
- C12.11. The Council shall meet once a month. Special meetings of the Council may be called by the president, or at least one-half of Council members. Notice of each special Council meeting shall be given to all Council members.
- C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Council.

**Chapter 13. CONGREGATION COMMITTEES**

- C13.01. FELC may have various working groups in support of the work of FELC and the Council. The Council will appoint such groups and will delegate by continuing resolution specific responsibility and authority to them. Bylaws and continuing resolutions govern such groups. First English Lutheran Endowment Trust Fund, Echoes, a Christian Thrift Store, and The Arthur Krempin

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School of Music & Art can be found under 'Organizations Within the Congregation,' Chapter 14.

- C13.01.01. Ministry Teams shall be comprised of volunteers from FELC. Membership on a Ministry Team is open to any voting member or persons committed to be enrolled in new member class of FELC. Salaried staff shall abstain from voting on issues that directly impact their position. Rosters of Ministry Teams shall be approved by the Council.**
- C13.01.02. The Council, by continuing resolution, may create Ministry Teams to carry on the mission of FELC from month to month. The Council shall establish expectations and provide ongoing guidance. Duties of the Ministry Teams of FELC shall be specified in a continuing resolution relating to the specific ministry team.**
- C13.01.03. Ministry Teams shall meet monthly and set agendas, strategies and goals for the assigned areas of responsibility.**
- C13.01.04. Ministry Team chairpersons shall not serve more than three consecutive years in that capacity on the same Ministry Team. Ministry Teams operate on a yearly basis from March 1st to the last day of February.**
- C13.01.05. The Executive Committee shall consist of the officers of FELC, immediate past president of the Council and the senior pastor and/or those associate pastors designated by the senior pastor.**
- C13.01.06. A Nominating Committee of five voting members of FELC, two of whom, if possible, shall be outgoing members of the Council, shall be elected at the annual membership meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection or nomination to the Council. The Nominating committee shall prepare the ballot for election of Council members. The ballot shall include a minimum of five nominees. Members of FELC who are eligible shall be asked by this committee to permit their names to be placed on the official ballots. The ballots are to be available for absentee voting according to procedures set forth in a continuing resolution of the Council. Voting shall take place at the annual meeting of FELC; votes of voting members present and absentee voters shall be counted.**
- C13.01.07. An Audit Committee of three voting members shall be elected or confirmed by the Council. Audit Committee members shall not be members of the Council. Term of office shall be three years, with one member either elected or confirmed each year. Members shall be eligible for reelection.**
- C13.01.08. When a pastoral vacancy occurs, nominations for call committee members shall be accepted from the congregation to the Council. A Call Committee of at least six members shall be elected by the Council. Term of office will terminate upon installation of the newly called pastor.**
- C13.01.09. A Personnel Committee of five voting members of FELC shall be confirmed by the Council to serve no more than two three-year successive terms.**
- C13.01.10. The Council, by continuing resolution, may create other working groups to carry on the mission of FELC. The Council shall define accountabilities, delegate authority, establish expectations and provide ongoing guidance.**

**CONSTITUTION, BYLAWS AND CONTINUING RESOLUTIONS OF  
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**C13.01.11.** The pastor(s) of FELC shall be an ex officio member of all committees and boards of FELC. The president of FELC shall be an ex officio member of all committees and boards of FELC, except the Nominating Committee.

**Chapter 14. ORGANIZATIONS WITHIN THE CONGREGATION**

C14.01. All organizations within FELC shall exist to aid it in ministering to the members of FELC and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of FELC's life, the organizations are subject to its oversight and direction. FELC, at its annual meeting, shall receive reports concerning their membership, work, and finances.

C14.02. FELC has established the First English Lutheran ~~Endowment Trust~~ as an organization that functions as a part of the overall ministry of FELC (referred to in this document as the Endowment).

**C14.02.01.** FELC has established an Endowment Trust consisting of a Perpetual Fund in which the principal shall be retained and only the income distributed, and a Designated Gift Fund from which both principal and income may be distributed. Both funds are to enable the further growth of ministries and stewardship opportunities for FELC. The operations of the ~~Endowment Trust~~ shall be governed by C14.02 and C14.02.01-C14.02.1615.

C14.02.02. The ~~Endowment Trust~~ receives and administers bequests, estates, insurance, memorials, and other assets.

C14.02.03. The ~~Endowment Trust~~ is the responsibility of the Committee. The Committee is custodian of the ~~Endowment Trust~~ and is granted all necessary responsibilities and authorities. The In the event that the Endowment is currently professionally managed by a third party, as the Committee has determined that to be the best means by which to accomplish responsible stewardship of the funds and meet the present goals and purposes of the Endowment. Under these circumstances, the Committee is not obligated to follow the formal requirements set forth in Sections C14.02.04, C14.02.06, C14.02.10, and C.14.02.15. Should it be determined in the future In the event that the Endowment will again be is self-managed by the Committee, these Sections shall be are applicable, in addition to any other written rules and regulations as may be deemed by the Committee may deem to be necessary. at that time.

**C14.02.04** The Committee shall elect from its membership a chairperson, treasurer and secretary. The Committee shall meet at least quarterly. A committee quorum shall consist of three members. The affirmative vote of a majority present and voting shall carry any motion.

**C14.02.054.** The Committee shall establish written rules and regulations as may be necessary, to include the frequency of their meetings, the required number of members, the length of their respective terms and the manner of their appointment, as well as the manner in which motions shall be voted upon and passed. It shall adopt standards and goals to guide the disbursement expenditure of the income from the ~~Endowment Trust~~. It may amend the standards and goals as long as they stay within the stated purpose of the ~~Endowment Trust~~. These rules and regulations will be reported to the Council and available to the congregation. The Committee shall report to the congregation at the Annual Meeting.

**C14.02.065.** ~~An Endowment Trust Fund~~ committee of five members that are not concurrently serving on the Council shall be elected by the Council to serve no more than two three-year successive terms. A pastor designated by the Council, ~~and~~ the president of the Council, ~~and~~

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the Church Administrator shall be ~~an~~ ex-officio non-voting members of the ~~Endowment Trust Fund~~ Committee.

C14.02.076. No member of the Committee shall engage in any self-dealing transactions with the ~~Endowment Trust~~ in which the member of the committee has direct or indirect financial interest and shall at all times refrain from any conduct in which personal interests would conflict with the ~~Endowment Trust~~.

C14.02.087. The committee members shall not receive any compensation.

C14.02.098. All Funds and other holdings shall be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to FELC.

C14.02.1009.—The Committee shall maintain accounts with such financial institutions as it may by resolution authorize and determine. All checks and other documents transferring or expending any disbursements shall be signed by the treasurer and either chairperson or secretary of the committee. Members of this committee, at the expense of the ~~Endowment Trust~~, shall provide a corporate fidelity bond, or other insurance, in a principal amount to be determined from time to time by the committee. The accounts shall be audited annually by a certified public accountant.

C14.02.110. The committee shall not be liable ~~for~~ any losses that may be incurred upon investments of the ~~Endowment Trust~~. No committee member shall be held personally liable for their actions regarding the ~~Endowment Trust~~ as long as their actions are made in good faith and managed pursuant to a prudent investor standard as defined by Wisconsin Statutes, Chapter 881.01.

C14.02.124. Any gifts given to the ~~Endowment Trust~~, as well as all income derived there from, shall be used for religious, charitable and educational purposes consistent with section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future US Internal Revenue law. The ~~Endowment Trust~~ shall:

- a. Only carry on activities permitted by an entity exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future US Internal Revenue law and,
- b. Not perform any act which would render contributions to the ~~Endowment Trust fund~~ nondeductible under section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future US Internal Revenue law.

C14.02.132. The ~~Endowment Trust~~ is created and shall be operated exclusively for the purposes of FELC. No part of the income or property of the ~~Endowment Trust~~ shall inure to the benefit of or be distributed to any member, director or officer of FELC or to any other private person, except that the committee is authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. No part of the activities of the ~~Endowment Trust~~ shall be the carrying on of propaganda or otherwise attempting to influence legislation, and it shall not participate in or intervene in any political campaign on behalf of any candidate for public office.

C14.02.143. The ~~Endowment Trust~~ may be dissolved in accordance with the laws of the State of Wisconsin, and in accordance with sections 170(c) and 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future US Internal Revenue law.

**CONSTITUTION, BYLAWS AND CONTINUING RESOLUTIONS OF  
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FELC Specific Changes Approved by FELC Council – Jan. 23, 2018

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- C14.02.154.** The ~~Endowment Trust~~ Committee will report quarterly to the Council concerning its activities, **in addition to reporting to the Congregation** ~~and at the Annual Meeting.~~
- C14.02.165.** The ~~Endowment Trust~~ may purchase real estate (real property) only within the guidelines provided in a continuing resolution governing the operations of the ~~Endowment Trust~~ or as provided in an investment resolution passed ~~s~~ at a congregation meeting. The committee will coordinate with the executive committee on any purchases within the guidelines of existing continuing resolutions governing the ~~Endowment Trust~~ or FELC investments.
- C14.03. Special interest groups, other than those of the official organizations of the ELCA, may be organized only after authorization has been given by the Congregation Council.
- C14.04. FELC has established The Arthur Krempin School of Music ~~and~~ Art as an organization that functions as a part of the overall ministry of FELC.
- C14.05. FELC has established Echoes ~~Gift & Thrift, a Christian Thrift Store~~ as an organization that functions as a part of the overall ministry of FELC.
- C14.05.01.** An Echoes Board of Directors shall consist of at least five voting members of FELC. The Council shall confirm the Board members. Board members may serve no more than two, three-year successive terms. Board members' terms shall be staggered to allow overlap of terms.
- C14.05.02.** The Echoes Board shall report to the Council and provide quarterly updates to the Council concerning its activities. The Board shall also present a report at the Annual Meeting.
- C14.05.03.** The Echoes Board shall establish written rules and regulations as may be necessary to govern operation of Echoes. These rules and regulations shall be reported to the Council and be available to the Congregation.

**Chapter 15. DISCIPLINE OF MEMBERS AND ADJUDICATION**

- \*C15.01. Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15–17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- \*C15.02. The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation

# First English Lutheran Church

## Administrative Offices

Downtown Site: 326 E. North Street  
Appleton, WI 54911  
Office Hours: Mon.-Thurs. 8:30 a.m.-4 p.m.  
Fri. 8:30 a.m.-12:30 p.m.  
Phone: (920)733-2303  
Fax: (920)733-7431

North Site: 6331 Ballard Road  
Appleton, WI 54913  
Office Hours: Wed. 8:30 a.m.-12:30 p.m.  
Phone: (920)882-7942  
Fax: (920)882-7984

E-mail: [felc@felc.com](mailto:felc@felc.com)  
Website: [www.felc.com](http://www.felc.com)

## Pastoral Staff

Pastor Jeff Tengesdal

Pastor Mary Bauer

## Support Staff

Dianne Droster, Caring Ministries Coordinator  
Kristy Howard, Office/Worship Support;  
Accounts Payable  
Meri Hujet, Communications Coordinator  
Becky Kallio, Fellowship Coordinator  
Kathy Larson, DS Discipleship Coordinator  
Sarah Laumer, DS Nursery Coordinator  
Kirsten Owens, Faith Formation Coordinator  
Dale Rude, Facilities Technician

Heidi Schreiner, Youth and Summer Ministries Coordinator  
Cindi Schwab, Bookkeeper  
Brenda Smongeski, Church Administrator  
Hannah Sprenger, DS Administrative Assistant;  
NS Discipleship Coordinator  
Laura Strebe, Office Assistant  
Laura Tlachec, DS Sunday School Assistant  
Nicole Thompson, NS Nursery Coordinator

## Music Staff

Katie Adams, Cherub Choir  
David Arguella, Clarinetist  
Sue Bakken, Angelus Choir  
Nathan Birkholz, Downtown Site Music Director  
Noah Harmon, Pianist  
Bruce Koestner, Wednesday Worship Music Leader  
Rodney McComb, North Site Music Director  
Ethan Mellema, Parish Choir Pianist

## Echoes Staff

Kathy Hoffman, Manager  
Cathy Johnson Joanne Wayner

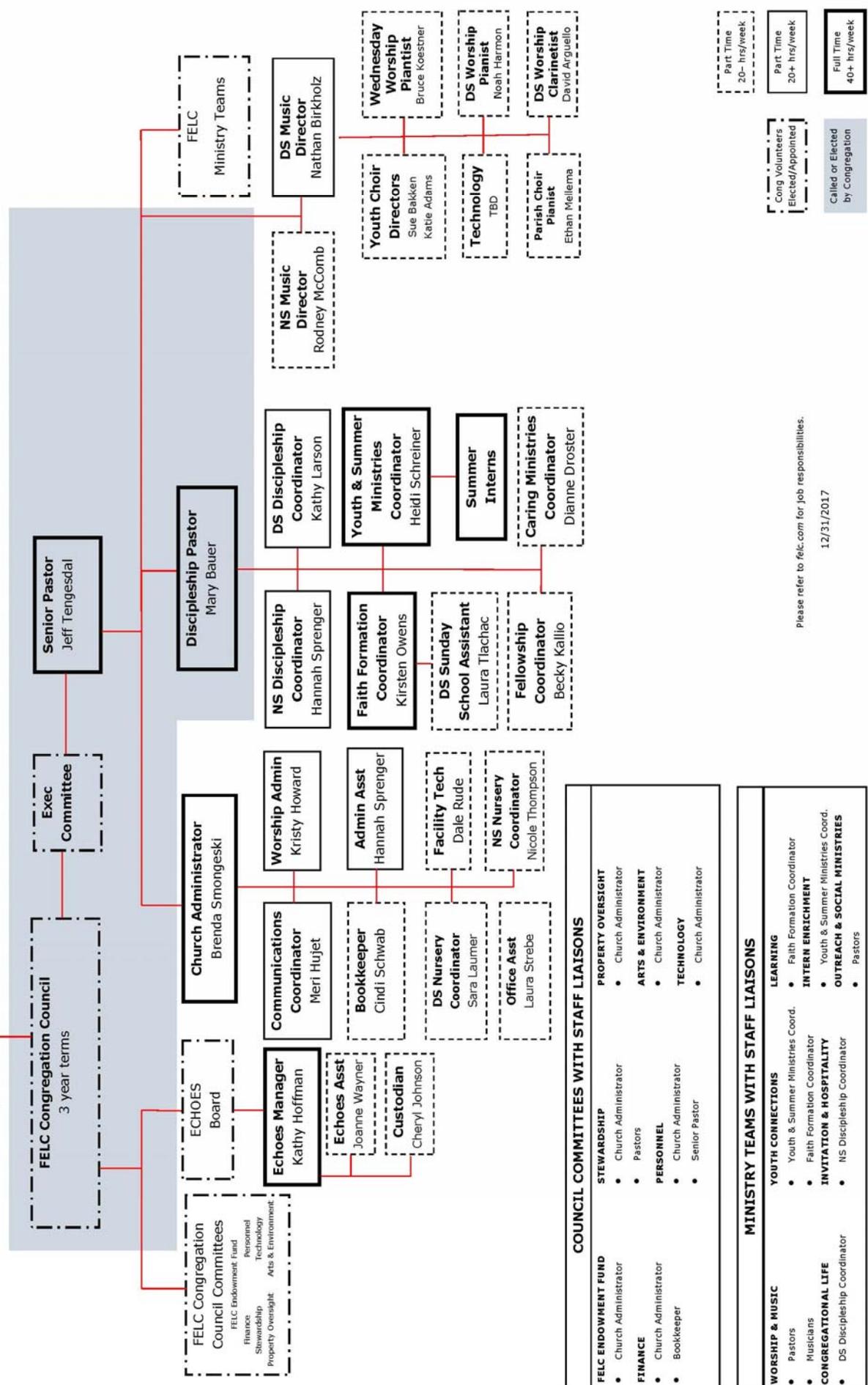
## 2017 Congregation Council

Jeff Bemis (Vice-president)  
Bruce Doerfler  
Judy Forseth  
Colny Gretzinger

Jon Hagen (President)  
Derek Jones  
Chris Kennedy  
Allison McGinnis  
Doug Moard

Deanna Sanders  
Mark Van Beek (Treasurer)  
John Zweig (Secretary)

# First English Lutheran Church Congregation



COUNCIL COMMITTEES WITH STAFF LIAISONS	
<b>FELC ENDOWMENT FUND</b>	<b>PROPERTY OVERSIGHT</b>
• Church Administrator	• Church Administrator
<b>FINANCE</b>	• Pastors
• Church Administrator	<b>ARTS &amp; ENVIRONMENT</b>
• Bookkeeper	• Church Administrator
	<b>PERSONNEL</b>
	• Church Administrator
	• Senior Pastor

MINISTRY TEAMS WITH STAFF LIAISONS	
<b>WORSHIP &amp; MUSIC</b>	<b>YOUTH CONNECTIONS</b>
• Pastors	• Youth & Summer Ministries Coord.
• Musicians	• Faith Formation Coordinator
<b>CONGREGATIONAL LIFE</b>	<b>INVITATION &amp; HOSPITALITY</b>
• DS Discipleship Coordinator	• NS Discipleship Coordinator
	• Pastors
	<b>LEARNING</b>
	• Faith Formation Coordinator
	<b>INTERN ENRICHMENT</b>
	• Youth & Summer Ministries Coord.
	<b>OUTREACH &amp; SOCIAL MINISTRIES</b>
	• Pastors

Cong Volunteers Elected/Appointed
Part Time 20- hrs/week
Part Time 20+ hrs/week
Full Time 40+ hrs/week

Please refer to felc.com for job responsibilities.

12/31/2017