

Lunch – Brown Bag Lunch

Opening Prayer –

1. Call to Order – Approval of meeting agenda with additions/deletions
2. Approval of Consent Agenda
 - a. Minutes from June 2015 Council meeting
 - b. Minutes from July 2015 Executive meeting
 - c. Minutes from June Special Congregational Meeting
 - d. August 2015 Adult Education Minutes
 - e. Resignation Letter from Faith Formation Coordinator, Jordan Beck
3. Council Action: Resignation Letter from Jordan Beck
4. Council Think Time:
 - a. Youth Presentation on NYG/Input on faith formation projects at WLLC
 - b. Plan for celebration of Jordan Beck
 - c. Faith Formation Coordinator: Recommendation on Interim position
5. Financial Report
 - a. 6-month Review of Finances
 - b. Capital Campaign Report & Next Steps
 - c. Report on Bathroom Remodel Construction
6. Council Initiatives (*What are you working on? Emerging goals or directions? What help do you need?*)
 - a. CIP: Kris Olson
 - b. Administration: Pastor Tim, Karl Wright & Kris Olson, Maureen Davis
 - c. Worship Intersecting with Hospitality: Neil Robins, Maureen Davis
 - d. Community Outreach: Sean Walter
 - e. Faith Formation: Kathy Lairson, Melanie McNinch & Rebekah Dumestre
 - f. Green Team: Greg Lenihan & Suzie Budeau, Kris Olson
 - g. Stewardship/Holy Currencies: Pastor Donna, staff, and teams (Holy Currency worship planning; Holy Currency Mission Action Team)
7. Reports
 - a. Pastors' Report
8. Old Business
9. New Business
10. Closing comments/wrap up

Adjourn/Lord's Prayer

****Next Meetings****

Coffee House for September	Suzie Budeau
Council Executive meeting	Wednesday, September 9 @ 7:00 p.m.
Council Meeting	Sunday, September 20 @ 12:15 p.m.

**West Linn Lutheran Church
Council Meeting
June 14, 2015
Discipleship Center**

Council Spaghetti Lunch

ATTENDANCE: Pastor Tim, Pastor Donna, Karl Wright, Maureen Davis, Rebekah Dumestre, Greg Lenihan, Julie Mankin, Melanie McNinch, Kris Olson, Neil Robins, David Webster

Excused: LeAnn Beebehiser, Suzie Budeau, Kathy Lairson, Sean Walter.

OPENING PRAYER: Devotions were led by Pastor Tim.

CALL TO ORDER: Council President Karl Wright called the meeting to order at 12:20 pm
Karl Wright entertained a motion to accept the meeting agenda as previously indicated.

WLLCCM 2015-6-14.1 A motion was made by **Neil Robins** to accept the meeting agenda. Seconded by Greg Lenihan. Motion carried.

Karl Wright entertained a motion to accept the consent agenda.

WLLCCM 2015-6-14.2 **David Webster** made a motion to approve the consent agenda. Greg Lenihan seconded the motion. Motion carried.

COUNCIL THINK TIME:

- a. **Report on bids:** **Daryl Sieker** reported that bids opened up at 1:30 pm on Thursday. He also reported that one contractor backed out the day before. Both bids were over the budgeted amount of \$107,000.
 - i. **Bartell of Gladstone** bid of \$233,866.
 - ii. **F & F Structures** came in at \$139,450.00.
 - iii. Daryl is scheduled to meet with F & F on Monday, June 15th with goals of cutting cost by using different materials and modifying some work; potentially reducing the scope of work to get the cost down.
 - iv. Daryl said that the construction costs are climbing rapidly, so we don't wait to wait too long.
 - v. Pastor Tim said that we have a good record with using volunteer labor using the cottage rebuild as an example.
 - vi. Kris Olson stated the CIP Team recommends keeping the full project scope intact.
- b. **Capital Campaign update:**

Nancy Horton, chair of the Capital Campaign expressed concern why we are in a hurry to have the congregation meeting and getting the project underway so soon. She suggested to change the scope of the project to meet the \$107,000.

The council brought up the fact that bids on consecutive projects on our list could also exceed our budgeted amount.

Pastor Tim addressed the issues:

- Are we sticking to the scope of the project?
- What are we willing to give up in the project?
- Are you wanting us to work with a cost perspective for project?
- Suggestion to prioritize what we want and what could be eliminated from the project.

Council Considered use of monies designated from other areas:

(Potentially these funds could be used for the bathroom [or other] projects).

1. Money earmarked as 'Maintenance'?
2. Use the \$15,000 surplus from the LOT fund. We will also be receiving additional funds from L.O.T. which are currently undesignated.
3. \$3,200 from the cottage fund for landscaping.

Communication for Campaign 360

- Concern that congregation didn't understand that their Capital Campaign donation could be spread out over a 2 year period. The council agreed that we could clarify this to the congregation.

c. Next steps

Pastor Tim asked if we are prepared for the proposed congregation meeting on the 28th of June. We need to have a recommendation in place before the meeting. If there is not enough time between now and June 28th, we could move the meeting back to July 12th. The council decided that we would keep the June 28th congregational meeting on the calendar at this time.

Daryl will know more tomorrow when he meets with the Contractor. The council decided that we could communicate further by e-mail regarding the findings after Daryl's meeting tomorrow. The council agreed to this.

Clear communication with a positive viewpoint on our investment into our building is needed. (Viewpoint of Return on Investment, Sustainability, and Green Earth Stewardship, building partner potential.) Greg Lenihan working in tandem will work on the story of the bathroom project details.

WLLCCM 2015-06-14.3 Kris Olson made a motion that the council recommends that the congregation moves ahead with the full scope of the bathroom project with the lowest acceptable bid, which includes the reduction of costs by using volunteer hours and the use of LOT funds. ~~It is the request of the council that the congregation moves to approve deficit funds to meet the full scope of the project.~~ The motion was seconded by Neil Robins. The motion carried.

Daryl Sieker would like council approval to go ahead and release the bid information to the contractors.

WLLCCM 2015-06-14.4 Neil Robins moved that we release the bid information to all the participating contractors to each other. Greg Lenihan seconded the motion. The motion carried:

d. Long range Team/Vitality:[Report?]

FINANCIAL REPORT:

a. Report on insurance decisions: 'Guide One'. The Pastors informed the council that the 'Insurance Team' had concluded their work. It decided that we would remain with Heffernan Brokers. The team agreed to an offer from 'Guide One' as the insurance company for WLLC. The Pastors expressed thanks to Suzie Robins for her hard work.

COUNCIL INITIATIVES:

a. CIP: Kris Olson said that the CIP report was covered at today's meeting during the council think time.

b. Administration: Pastor Tim, Karl Wright, Kris Olson, Maureen Davis

There will be a group that is getting together this summer which will help create guidelines for each team chaired by the council members.

c. Worship Intersecting with Hospitality: Neil Robins, Maureen Davis.

Neil and Maureen said that they planned on getting together with other members of the hospitality team to evaluate the procedures and potential new members to the team.

d. Community Outreach: Sean Walter will be contacted to find out how the community outreach work has been coming along.

e. Faith Formation: Kathy Lairson, Melanie McNinch & Rebekah Dumestre: no report at this time

f. Green Team: Greg Lenihan, Suzie Budeau, Kris Olson Greg reported that they will be looking into LED lights, and our building being 'green'.

g. Stewardship/Holy Currencies: Pastor Donna, staff & teams (Holy Currency worship planning; Holy Currency Mission Action Team).

- Pastor Donna said that we have engaged and hired **Reverend Eric Law** as a consultant. We will use the \$2,000.00 Health and Wellness Grant from the Oregon Synod to pay Eric. .
- Staff will be recruiting a 'Mission Action Team' this summer.
- There are 32 weeks of training from September 12, 2015 - March 11, 2016.
- The Mission Action Team will come to the council for appointment. They will be introduced to the congregation and coached by the Pastors.
- The Worship Planning Team will center on the same theme and deepen it in the life of the whole congregation.

REPORTS:

1) Pastors' Report

New Members (Baptism & Affirmation of Baptism and Transfer) The following members were received into membership of WLLC on May 31st.

New Members:

- Taylor Wrenn (affirmation)
- Michael Wrenn (affirmation)
(Children Audrey Wrenn, Drew Fisher and Katherine Fisher)
- Kylie Mueller (affirmation)
- Scott Mueller (affirmation)
- Rylan Mueller (baptism-child)
- Caden Mueller (baptism-child)
- David Lawson (transfer)

- Kelly Lawson (transfer)
(Children: Eden Lawson, Sonnet Lawson and Henna Lawson)
- Fern Lehto (transfer)
- Gary Lehto (transfer)
- Doanne Brown (transfer)
- Carl Belles (baptism-adult)

WLLCCM 2015-06-14.5 **Pastor Donna** Herzfeldt-Kamprath made a motion to accept the above listed new members into our congregation. Kris Olson seconded the motion. The motion carried.

2. Hiring of Worship Administration position: We have a congregation member who is need of a job. Pastor Donna explained that we had previously discussed hiring someone to perform some church office work that needs to be done. As Mr. Lawson has experience working with churches, it was suggested that we might offer this work to him as an assist. This money would not be taken out of the discretionary funds. There is some money budgeted for a children's choir director position that is not currently filled.

WLLCCM 2015-06-14.6 **Pastor Donna** made a motion that the council approve the hiring of church member **Dave Lawson** for a position of part-time office assistant during the summer. The motion was seconded by Neil Robins. The motion carried. We will hire Mr. Dave Lawson as a part-time office assistant during summer 2015.

OLD BUSINESS:

1. Council member appointment:

In the May 2015 WLLC council meeting, it was discussed under New Business that we would like to ask another church member to join us on council, to fill the vacant position of Greg Lord who has resigned. **David Webster** was thought to be a good candidate, and Pastor Tim said that he would ask him if he had a desire to become a member. David said he would like to be part of the council.

WLLCCM 2015-06-14.7 Karl entertained a motion to have Mr. David Webster join the WLLC church council

Neil Robins made a motion that we approve the appointment of David Webster to our WLLC church council. Greg Lenihan seconded the motion. The motion passed. David Webster is now a member of the WLLC church council.

NEW BUSINESS:

CLOSING Meeting Adjourned at 2:30 pm Pastor Donna closed the meeting with prayer, and the council said the Lord's Prayer.

Next Meetings:

- Coffee House for July: Greg Lenihan
- Coffee House for August: LeAnn Beebehiser
- Council Executive meeting: Sunday, July 5 @ noon
- Council meeting will be on Sunday, July 12th.
- Council Meeting Sunday, August 16 @ 12:15 pm

**West Linn Lutheran Church
Executive Council Meeting
Pastor Tim's Office
July 19, 2015**

The WLLC Executive Council Meeting was held on Sunday, July 19th, 2015 in the office of Pastor Tim Herzfeldt-Kamprath. President Karl Wright called the meeting to order at 12:20 p.m.

Present: Pastor Donna, President Karl Wright, Treasurer LeAnn Beebehiser and Secretary Maureen Davis.

Excused: Pastor Tim Herzfeldt-Kamprath, Kris Olson

Pastor Donna told the executive council that she wanted to add a couple of things to the agenda:

- The 'Cottage Transition'
- Policy Steering
- Communications

All of these teams are in the process of being formed at one state or another.

1. Finances:

a. Reports:

b. Financial Team: LeAnn Beebehiser presented the Financial Report. See Attached.

LeAnn told us that the finance committee met. She has not been in contact with Maryanne Shaffer, but will check back with her. LeAnn met with Lori Mueller. Lori was analyzing the Mutual Fund information. Lori feels that it is a low risk to us, if we want to put the funds into this.

\$18,000 is the scholarship fund amount. If we move \$18,000 of the \$25,000 available, for the purpose of leaving an amount 'untouched', (\$6,000.00), this would leave an amount there for awarding scholarships.

There were a few things that came to light ...

- **Income/offering:** We are down about \$6,000.00, which is usual for this time of year (June/summer). It is not all to do with income, but also with budget. We are two months short on cottage income. LeAnn queried whether we would be forgiving the amount owed on the cottage rent, or if it is continuing to come in. There have been some payments made.

- **Thrivent money** is down; just under \$8,000.00. However, it doesn't come in regularly, but rather as projects are completed. Pastor Donna said that it comes in approximately quarterly.
- **Building usage:** It looks like we are a little short on expenses for Vacation Bible School.
- The figure is a little off for the **Faith formation** coordinator. We have included an amount in the budget, but we are a bit over.
- We have not been reimbursing the Pastors for medical expenses.
- Things that look a little high are:
- Expenses in council are up.
- We have office equipment rental and maintenance, and computer equipment (printing costs went over budget due to the Capital Campaign in-house color materials printing .
- Computers were for Pastor Donna and Jordan Beck. Julie Mankin did alert us that we had gone over. LeAnn said that the Capital Campaign actually has a budget built into it.
- LOT money has been used (earmarked) already.

LeAnn said she will also have the paperwork for the 're-mortgage' ready to report at the next council meeting. She said that there will be a 'savings' reported.

LeAnn said this concluded her report. She wanted to know if we would like for her to attend the next council meeting. Karl and Donna said that the next council meeting is scheduled for Sunday, August 16th, and that they would like for LeAnn to attend.

c. Insurance

- i. Decision and moving forward

d. Cottage

- i. Form a Cottage Transitions Team
 1. Job description for the team
 2. Making contact with people we've identified as good for this
- ii. Landscaping

e. Hiring for Administrative Assisstant: Confidential Request:

Staffing: Pastor Donna noted that we hired the 'administrative assistant'; (Worship Coordinator). That position will be resuming this week, and there is a new staffing.

Pastor Donna shared a report on the church staff, and Jordan Beck, Faith Formation Coordinator has decided to resign. Discussion ensued as how we would fill his position, should we accept his/her resignation. The executive council discussed how we would keep some sort of continuity. One idea we discussed was that we could hire an Intern Pastor to fill this position.

f. **Detroit Youth Gathering:** The high school kids just finished up with the Detroit Youth Trip today, (Sunday the 19th).

2. **Congregational meeting:**

- LeAnn said that the recent congregational meeting held on July 5th was very positive. The congregation was informed that the bathroom remodel project bid came back higher than we anticipated. The congregation was told that we would be receiving an additional payment from the LOT project, and they were asked if they wanted to use this LOT money to complete the bathroom project. The congregation was in agreement to go ahead with the bathroom project with the money we will be receiving from the LOT. LeAnn said that we need to have a summary of the congregational meeting typed up as minutes, so that it can be documented that we had this meeting.
- The congregation was told that this bathroom remodel was the biggest project we have on our list. Some of the expenses were things that were out-of-our-control.
- At the annual meeting, we will want to look at the whole project again. Maybe some projects will more important than others. Perhaps we will need to re-vamp the program plan.

a. **CIP Teamwork on projects:**

- Building demolition for the bathrooms began on Wednesday the 16th of July. There are only bare pipes downstairs. Pastor Donna said we should take a look at the progress so far.

b. **Capital Campaign:**

- Nancy has been on the road. When she gets back, we will go over more of the campaign.
 1. **Recommendation to form a 'Policies Steering Team'** to gather/form policies. (see proposed job description).
 - i. items coming out of insurance review
 - ii. policy around use of alcohol on premises (from previous meeting)
 - iii. Additional policy work: "safe church" follow-up in reviewing policies and procedures. (There was a training attended by Sean Walter, Carole White, Pastor Donna, Julie Mankin). We would like to ask Sean Walter to report to council.

1. **Review of June Executive Meeting Minutes & Council Minutes**

- a. Unfinished business:

1. **Council Initiatives**

- a. Asking Council members for reports
- b. Council goals?

1. **August Council Meeting Agenda:** The August council meeting will be held on August 16th.
 - a. Lunch: It was decided that we will have a 'Brown Bag Lunch'.
 - b. Consent Agenda: We can circulate a projected agenda.
 - c. Thinking time for August Council
 - d. New Business:
 - e. Old Business:
- Karl Wright would like to include 'youth' on the agenda:
- Karl would encourage one or two youth who went to the Detroit Youth Gathering to attend our next council meeting to share their experience and ideas from them. Pastor Donna agreed.

Holy Currency: Pastor Donna reported that September 13th will be the big kickoff for the Holy Currency training.

Corn Feed: LeAnn said she and her sister Sue Harvey and her family are planning on having another corn cob feed; perhaps on the 30th of August. She will keep us posted on this.

Sunday Servant Schedules:

LeAnn said it would be helpful to have the monthly 'Server Schedules' included in the newsletter. Including a list of all 'Current Servers' and what tasks they are willing to do, would enable one to find a replacement when you are unable to serve on the day you are scheduled.

August Executive Council Meeting: It was decided that we would meet on Thursday the 6th of August for the next Executive Council Meeting @ 7:00 p.m. at the church.

There being no further business, Karl Wright adjourned the meeting at 2:45 p.m.

Respectfully submitted,

Maureen Davis,
Council Secretary

**West Linn Lutheran Church
Special Congregational Meeting
Sanctuary
June 28, 2015 @ 9:45 AM**

The Special Congregational Meeting of West Linn Lutheran Church was held on Sunday, June 28, 2015. President Karl Wright called the meeting to order directly after the second service. The purpose of this meeting was to inform the congregation that the bathroom remodel project bid came back higher than we anticipated.

The amount we originally budgeted for the bathroom project was: \$107,000
The bid we received from F&F Structures was \$139,450.

The congregation was told that we would be receiving an additional payment from the LOT project, and they were asked if they wanted to use this LOT money to complete the bathroom project. The congregation was in agreement to go ahead with the bathroom project with the money we will be receiving from the LOT Project.

We will proceed with the bathroom remodel project.

The meeting was adjourned by President Karl Wright at 1:15pm.

Respectfully submitted,

Maureen Davis, Council Secretary

WLLC Sunday Adult Education Team
Monday, August 3, 2015
7:30 PM

Present:

Jan Sickert
Connie Bondi
Pat McDougal
Pastor Tim
Gary Eppelsheimer

Connie read the RESPECT guidelines

Pat led us in devotions.

Resignations

Brad Horton has asked to resign from our committee, due to other commitments.

Jordan Beck has put in his notice of resignation from his position at WLLC.

Review of June 30th minutes

Fall Class Offerings

- 1) Racism (Title?) Pastor Tim and Pat
- 2) Study of the Life of Paul (?) Theresa Lehto/Joe and Marcia Meils?
- 3) Parenting Class-Bethany Lenihan w/ guest speakers (Jana Bergstrom/Dave Lawson/Gail O'Donel) (This class is happening for sure...)

Jan passed out a sheet of notes she took during a recent sermon by Pastor Donna. We had a discussion about peoples' perceptions of God being "in the church, present with us," and the need for hope held by people. As we plan classes, we need to remember that participants want to see and feel God's presence with us.

Session II Ideas (November 1 - December 6 or 13)

- 1) Likely, something on Parenting...
- 2) Community Bible Study Process (Would need six facilitators). Pastor Tim will look into putting together six sessions and working with facilitators.
- 3) Gary will check with Tom and Kevin Lenihan to see if they might have something up their sleeves...

Next Meeting: Monday, August 31st, 7:30 PM. Gary will provide devotions.

July 12th, 2015

Karl Wright
Council President & Council of West Linn Lutheran Church
20390 Willamette Dr.
West Linn, OR, 97026

Dear Karl & Council,

It is with much sadness that I tender my resignation as Faith Formation Coordinator at West Linn Lutheran effective August 31st, 2015. There is a possibility of a one week extension to my official last day based on negotiations with the Pastors and programing needs.

Due to aforesaid programing needs, and the length of my notice, I would request that my resignation be kept confidential until such a time that it will not be a liability to my work. This should be no later than the first week of August.

I would like to extend my deepest gratitude to the Council, the Mutual Ministry Team, and the West Linn Lutheran community at large for their support of me in this position, and their support of my continued vocational discernment as I move on to other work. I leave this position with a heavy heart, saddened to be less present in our wonderful, caring, hospitable community, but feeling a deep and spirit laden call to make this transition.

My time at West Linn has been one of great healing, growth, change, and vocational discernment. On the heels of my painful experiences in Washington, DC I was welcomed with open arms into the gracious embrace of the community at West Linn. I am grateful for the care and hospitality, challenges, conversations, and friends this position and community have afforded me.

Please know that I am committed to a successful transition, and the health and well being of the institution. I have discussed this with the Pastors at length, and we have set benchmarks for calendaring and securing lay program support that is necessary for the fall to be successful. In addition, I am, in collaboration with the Pastors, helping amend and examine the job description for the Faith Formation Coordinator based on my experience and knowledge of the work.

As always, I am available for conversation. My number is 503-313-0853, and my email is jbeck@wllc.org.

Love in Christ.

Jordan Beck

West Linn Lutheran Church
Balance Sheet
 As of July 31, 2015

	Jul 31, 15
ASSETS	
Current Assets	
Checking/Savings	
1100 · General Fund Checking	179,920.41
1150 · Dedicated Checking/Savings	
1151 · Dedicated Checking	1,736.91
1155 · Dedicated B of A Savings	30,869.89
Total 1150 · Dedicated Checking/Savings	32,606.80
1179 · Other Checking/Savings	
1170 · Petty Cash	100.00
Total 1179 · Other Checking/Savings	100.00
Total Checking/Savings	212,627.21
Total Current Assets	212,627.21
Other Assets	
1999 · Total Prepays	
1950 · Prepaid Expenses	2,422.62
1955 · Prepaid Property Insurance	-1,087.48
1956 · Prepaid Workers' Comp Ins	88.49
Total 1999 · Total Prepays	1,423.63
Total Other Assets	1,423.63
TOTAL ASSETS	214,050.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2050 · Deferred Revenue	
2053 · Def Rev Congregationl Support	4,160.00
2054 · Amort Def Rev PY Giving	-2,426.62
Total 2050 · Deferred Revenue	1,733.38
Total Other Current Liabilities	1,733.38
Total Current Liabilities	1,733.38
Total Liabilities	1,733.38
Equity	
3300 · Memorial Funds	
3300.90 · Undesignated Memorials	5,391.20
Total 3300 · Memorial Funds	5,391.20
3400 · Dedicated Funds	
3405.10 · Interest on Dedicated Funds	107.21
3415 · Pastors' Dedicated Funds	
3415.40 · Pastors' Discretionary Fund	1,075.36
3415.90 · Pastor Donna Continuing Ed	2,026.73
3415.91 · Pastor Tim Continuing Ed	3,000.00
Total 3415 · Pastors' Dedicated Funds	6,102.09

West Linn Lutheran Church
Balance Sheet
 As of July 31, 2015

	<u>Jul 31, 15</u>
3420 · Special Purpose Fund	
3420.05 · Youth Fund	1,606.59
3420.10 · Youth Gatherings	3,090.85
3420.16 · Health & Wellness Grant	2,000.00
3420.51 · Women's Ministry Holy Listening	873.00
3420.53 · Men's Ministry	327.93
3420.54 · Celebration/Caring/Fellowship	452.88
3420.58 · Other Hosted Events	302.54
3420.65 · Labyrinth	312.82
3420.70 · Advent Breakfast	1,127.17
3420.80 · Women's Retreat	698.44
3420.81 · Sacele Trip 2015	900.00
Total 3420 · Special Purpose Fund	<u>11,692.22</u>
3425 · Scholarship Funds	
3425.20 · College Scholarships- Endowment	25,563.90
Total 3425 · Scholarship Funds	<u>25,563.90</u>
3430 · Other Dedicated Funds	
3430.05 · World Hunger	100.00
3430.40 · Romania Funds	100.01
3430.66 · Youth Homeless Outreach	19.88
3430.67 · NW Housing	30.00
3430.71 · Janus Youth	966.32
3430.72 · Incight	1,057.00
3430.74 · Volunteer Challenge Microloans	97.42
3430.80 · HOPE Local Hunger	100.00
3430.90 · WLLC Quilters	1,304.09
3430.95 · Special Contribution	240.00
Total 3430 · Other Dedicated Funds	<u>4,014.72</u>
Total 3400 · Dedicated Funds	47,480.14
3500 · Building Funds	
3514 · Campaign 360	
3520 · Campaign 360 Expenses	-14,534.79
3521 · Campaign 360 Donations	
3541 · Building Fund Matching	21,638.99
3542 · Matching Contributions	3,000.00
3521 · Campaign 360 Donations - Other	111,562.20
Total 3521 · Campaign 360 Donations	<u>136,201.19</u>
Total 3514 · Campaign 360	121,666.40
3533 · Cottage Reconstruction	3,218.54
3540 · Maintenance Reserves Escrow	1,383.22
3543 · LOT Parking Fund	15,344.10
Total 3500 · Building Funds	<u>141,612.26</u>
3620 · Operating Fund Balance	40,219.31
Net Income	-22,385.45
Total Equity	<u>212,317.46</u>
TOTAL LIABILITIES & EQUITY	<u><u>214,050.84</u></u>

07/30/15

West Linn Lutheran Church Current Month Actual VS Budget Comparison July 2015

	Jul 15	Budget	\$ Over Budget	% of Budget
Income				
4001 · Congregational Support	24,729.49	30,003.00	-5,273.51	82.4%
4040 · Program Income	57.33	429.17	-371.84	13.4%
4045 · Misc Income	3,738.92	2,627.92	1,111.00	142.3%
Total Income	<u>28,525.74</u>	<u>33,060.09</u>	<u>-4,534.35</u>	<u>86.3%</u>
Expense				
6050 · BENEVOLENCES	2,252.37	2,569.66	-317.29	87.7%
6200 · COMMUNITY GROUPS	0.00	194.33	-194.33	0.0%
6300 · BUILDING & PROPERTY	5,138.69	5,130.00	8.69	100.2%
6400 · FAITH FORMATION	2,415.73	649.99	1,765.74	371.7%
6401 · LAY MINISTRY COMP & BENEFITS	11,076.86	11,625.16	-548.30	95.3%
6402 · PASTORS' SALARY & BENEFITS	13,029.14	12,071.32	957.82	107.9%
6500 · PROCLAMATION	0.00	316.67	-316.67	0.0%
6800 · ADMINISTRATION	1,848.14	1,318.76	529.38	140.1%
Total Expense	<u>35,760.93</u>	<u>33,875.89</u>	<u>1,885.04</u>	<u>105.6%</u>
Net Income	<u><u>-7,235.19</u></u>	<u><u>-815.80</u></u>	<u><u>-6,419.39</u></u>	<u><u>886.9%</u></u>

11:29 AM

07/30/15

Accrual Basis

West Linn Lutheran Church Year-to-Date Actual vs. Budget Comparison January through July 2015

	<u>Jan - Jul 15</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
4001 · Congregational Support	206,197.43	213,536.00	-7,338.57	96.6%
4040 · Program Income	2,813.31	2,854.15	-40.84	98.6%
4045 · Misc Income	14,714.22	18,395.40	-3,681.18	80.0%
Total Income	<u>223,724.96</u>	<u>234,785.55</u>	<u>-11,060.59</u>	<u>95.3%</u>
Expense				
6050 · BENEVOLENCES	18,958.88	17,987.70	971.18	105.4%
6200 · COMMUNITY GROUPS	1,814.78	1,360.35	454.43	133.4%
6300 · BUILDING & PROPERTY	39,525.86	37,910.00	1,615.86	104.3%
6400 · FAITH FORMATION	5,243.09	6,150.05	-906.96	85.3%
6401 · LAY MINISTRY COMP & BENEFITS	78,968.58	81,376.20	-2,407.62	97.0%
6402 · PASTORS' SALARY & BENEFITS	85,168.62	84,499.40	669.22	100.8%
6500 · PROCLAMATION	1,702.47	2,756.65	-1,054.18	61.8%
6800 · ADMINISTRATION	14,728.13	11,231.20	3,496.93	131.1%
Total Expense	<u>246,110.41</u>	<u>243,271.55</u>	<u>2,838.86</u>	<u>101.2%</u>
Net Income	<u>-22,385.45</u>	<u>-8,486.00</u>	<u>-13,899.45</u>	<u>263.8%</u>

WEST LINN LUTHERAN CHURCH
MONTHLY INCOME COMPARISON

(Estimates of Giving, Estimates of Giving Prior Year, Envelope Giving, and Loose Offerings)

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	2015 <u>Budget</u>	<u>Variance</u>
January	24,980	32,031	29,220	20,136	25,032	24,229	28,726	(4,497)
February	28,153	32,947	22,080	22,950	25,358	28,379	28,748	(369)
March	21,036	20,205	25,367	44,668	30,780	38,008	31,058	6,950
April	30,830	34,744	30,700	22,971	30,130	31,555	32,658	(1,103)
May	26,172	25,602	26,827	22,274	26,915	31,768	27,939	3,829
June	29,598	35,949	30,295	29,944	31,571	27,530	34,404	(6,874)
July	41,035	25,052	22,776	22,006	26,360	24729.49	30,003	(5,274)
August	23,868	21,099	20,822	21,371	27,303		25,025	
September	25,248	18,994	35,186	28,951	27,166		29,633	
October	24,300	26,695	25,596	26,619	24,375		27,892	
November	20,737	27,080	35,162	32,454	34,234		32,722	
December	37,068	34,322	38,379	63,842	51,144		49,138	
TOTALS	\$ 333,024	\$ 334,719	\$ 342,409	\$ 358,186	\$ 360,368	\$ 206,197	377,946	(7,339)

YTD July, 2015 \$ 201,804 \$ 206,530 \$ 187,264 \$ 184,949 \$ 196,146 \$ 206,197
 Year-to-Year Change 2% -9% -1% 6% 5%

Treasury Report 7/31/2015

Resources	July, 2015			
	Actual	Goal	Difference	%
Estimates of Giving	\$ 19,912	\$ 23,262	\$ (3,350)	-14%
Est of Giving Prior Year	\$ 1,180	\$ 2,824	\$ (1,644)	-58%
Envelope Giving	3,254	3,560	(306)	-9%
Loose Offerings	383	357	26	7%
Misc, including Thrivent Choice YTD \$1,718	3,796	3,057	739	24%
Total Resources	\$ 28,526	\$ 33,060	\$ (4,534)	-14%
Spending	Actual	Budget	Difference	%
ELCA Mission Support	\$ 2,202	\$ 2,520	\$ (317)	-13%
Pastors' Discretionary	\$ 50	\$ 50	\$ -	0%
Pastors' Care (comp & all benefits)	13,029	12,071	958	8%
Lay Ministry Team Care	11,077	11,625	(548)	-5%
Building Care (Mortgage, Utilities, Insurance, Maintenance)	5,139	5,130	9	0%
Worship, Educational & Community Materials	2,416	1,161	1,255	108%
Other Operations Costs	1,848	1,319	529	40%
Total Spending	35,761	33,876	1,885	6%
Net Income (Expense)	\$ (7,235)	\$ (816)	\$ (6,419)	-

	YTD July, 2015			
	Actual	Goal	Difference	%
	\$ 164,653	\$ 165,562	\$ (909)	-1%
	\$ 10,580	\$ 20,098	\$ (9,518)	-47%
	28,153	25,334	2,819	11%
	2,811	2,542	269	11%
	17,528	21,250	(3,722)	-18%
	\$ 223,725	\$ 234,786	\$ (11,061)	-5%
Actual	Budget	Difference	%	
\$ 18,609	\$ 17,638	\$ 971	6%	
\$ 350	\$ 350	\$ -	0%	
85,169	84,499	669	1%	
78,969	81,376	(2,408)	-3%	
39,526	37,910	1,616	4%	
8,760	10,267	(1,507)	-15%	
14,728	11,231	3,497	31%	
246,110	243,272	2,839	1%	
\$ (22,385)	\$ (8,486)	\$ (13,899)	-	

Fund Balances - as of 7/31/15	
Scholarships	\$ 25,564
Facility & Maintenance Reserves	\$ 141,612
Undesignated Memorials & Gifts	\$ 5,391
WLLC Special Purpose	\$ 11,692
Outreach Funds to Disburse	\$ 4,015
Pastors' Discretionary	\$ 1,075
Pastors' Continuing Education	\$ 5,027
Other Assets/Other Liabilities	\$ 417
Operating Fund Balance from prior years	\$ 40,219
Net income/expense 2015	\$ (22,385)
Total Funds, Total Checking & Savings - as of 7/31/15	\$ 212,627

Planning retreat – Aug. 13th, 2015: PD, Julie and PT

Order of retreat:

- **Worship Planning/Fall Schedule**

- Meeting with the team:

- “Let Grace flow...

- § ...into the blessing of...”

- Bulletin – one bulletin for labor day, Sept. 13th (worship in the park): “God’s Work our Hands” POL will come over for an 11 am service in the park. They will do their work ahead of time and show the work they have done at their coffee hour that day. Musicians from POL will work with us (incl. Matthew Lotz).

- § Deadline is Aug. 25th for the bulletin to be ready to publish (DHK)

- § Reading buddy volunteers are secured. Need the rundown of what needs to be done. Julie will connect with Pete McDougal.

- § DHK in contact with Brenda Hummelt re: backpacks for LWR; Julie will research the ingathering time for LWR

- § How will PT, PD and Julie divide up their time between the various events? PT will coordinate with F and F re: anything that can be done during this weekend. A google doc will be created by Julie re: items that could be taken care of that weekend, eg bulletin boards, cleanup, painting, fixing lights, storage moving, fixing the soundbooth/sacristy area, moving fire proof cabinet in Discipleship room.

- **September 20th begins setting #6 thru Nov.**

- Sept. 20th – Oct. 18th – 5 Sundays (THK)

- § Absolute Deadline is Sept. 15th.

- Sara GS (if hired) will cover Oct. 4th and 11th.

- §

- **Oct. 25th – Nov. 22nd: Bulletin**

- § Absolute Deadline September 29th (DHK)

- November 15th – Consecration Sunday (DHK)

- Nov. 15th – Palestinian Fair Trade event

- Craft Fair – Nov. 21st and 22nd

- Thanksgiving – Nov. 26th – 7 pm (THK)

- Advent/Christmas/Epiphany – “Call us Home”

- Nov. 29th – Dec. 20th (Advent): Bulletin

- § Absolute Deadline Nov. 17th (THK)

- Women’s Advent Breakfast – Dec. 5th 9am

- § Struggling to find a leader for this event; lots of helpers

- § Ideas: Marion McDougal with Connie Bondi and Anne Morse (THK)

- McDowell’s and Schaeffer

- Blue Christmas – Dec. 9th at 7pm

- Christmas Eve Services:

- § 4pm, 6 pm, 9 pm and 11 pm

§ Styles to be determined; however, 11 pm – choir and 9 pm possibly Beccon (Adam talking to Steve) (connect Doanne with Steve and Beccon)

§ 4 and 6 to be determined with interim FCC person

§ Adam talking with Marylhurst Youth Symphony to see if they would connect on Christmas Eve

§ Choir concert/art crèche Christmas program – Date to be determined, but to happen before Christmas.

- Epiphany Party, burning of Christmas trees, etc at the Angell's farm – Jan. 3rd.
- Lent – like summer bulletins; invocation song at beginning, less liturgy, more meditative.
- Easter – something using Service of the Word (WOV lit.) but with communion

· **Sabbatical Planning**

- Team struck to begin planning for sabbatical for congregation: September – leader and process
- Julie to be part of this as lead staff while pastors gone
- Faith Formation Discussion

○ **JBeck logistics**

§ Planning the 30th: JBeck is doing it thru music in worship

- “Macrobiotic” Coffee hour
- Let the council decide how to gift Jordan and how to help the congregation gift the boy

§ Godly Play

- JB is meeting with the families on the 23rd – 5:30
- Starting in Sept. – nothing on 13th, except milestone blessing of 6th graders
- 20th – talking with Kelly about a cross-generational activity opening
- Faith 5 dinner that afternoon
- JB working on logistics of dinner and content is being prelied by JB and will be finalized by PD and PT and Sara GS
- PT talking with parents on confirmation process
- Faith 5 conversation from spring to be picked up again with a leader (Sara?)
- Jordan working on getting storytellers/doorkeepers through the fall. The materials (borrowed from MLC) is onsite.
- Nov. 29th – no Godly play
- Advent – Godly play stories to be done in Worship, both services. No Godly play during Education Hour time. One of those Sundays could be intergenerational art Sunday – viewing the crèche

§ **Confirmation/Youth**

- 27th – PD meeting with 9th graders; PT to begin confirmation process; JB looking to get leaders for HS.
- October 4 + 11 – Pastors gone; 4th there needs to be guest leaders for confirmation, and 9th graders. 11th is middle school gathering @ Lutherwood
- 18th – 9th graders scheduled; confirmation back in session
- 25th – 9th grader retreat weekend
- 31st – Confirmation presentations in am followed by lunch.

- OLYO HS weekend – Nov. 8th
- Nov. 29th – Faith 5 Dinner

§ **JBeck Checklist**

- Connect with all the families re: Aug. 23rd
- Get back in touch with Kelly re: Sept. 20th
- Storyteller/doorkeeper – list of names and what dates they are available; and identify and recruit a coordinator with a job description of that work. (PT/PD will help!)
- Logistical team for 2 faith 5 dinners
- Resource bank of people for HS youth group leading
- Drivers for middle school retreat at Lutherwood (Oct. 11th)
- Orientation for Sara GS (if she's in)

- Next Steps – Council meeting

§ Conversation with Pr. Jesse and MLC

- Building relationships with MLC and Pr. Jesse

§ Schedule for the Fall

· **Germany Trip Preparations:**

- September 3rd – next meeting; preparation for Sacele; get Agnes to come; get Barry R. to come.
- PD has sent an email to Laci and we await his response with some logistic and costs answers.
- PT to follow up with Jimmy re: meeting just before leaving. Song practice for the team to sing a piece or two at Sacele. Doc meeting with the Globus rep on site.
- Covenant rules for how to travel? Reading and devotional. WLLC Lutheran travel manual starting with respect guidelines. Commissioning service on the 27th
- Julie to work on ideas for a travel book to accompany us on the journey – incorporate ideas for devotions, travel tips, suggestions to see or notice, closing gathering each day, place for blogs, photos, etc. “Top three photos of the day”
- For Sept. 3rd DHK to have a list of resources in preparation for going.

· **Scheduling thru December**

- Community Engagement activities re: Holy Currencies. – in Sept.
 - Adult ed on Aug. 31st
 - Consultant/Training – August 26th and Sept. 2nd
- § Next session (26th) he will pick up communication and conflict resolution pieces and move us towards a strategic planning process for the 2nd
- Bishop's Convo – Oct. 26th – 28th at Kah-nee-tah
 - DHK out Nov. 11-14th at Cove meeting and she will add a couple of days for family.
 - Nov. 19-20 – DHK out for a local women clergy retreat.
 - Mankins out for Spring break in March

· **Holy Currencies – MAT process**

○ Conversation with Eric L

- We will need to come up with airfare for two flights for Eric - Sept. and March
- Fees for the people will need to be added to information given to them - \$25 per person
- IDI with John Beck - online and some costs. John will come to do some interpretation for this after we take this - \$15 per person. We will want each participant to do this in September. Might want to add council members and/or the exec.
- Sept. 11th - light dinner at 6 with an introduction process by Eric after, 7 until 9pm
- Sept. 12th - continental breakfast available, we begin at 9 am and go to 3 pm
- (Note - choir party and house blessing at Angell's at 4pm)
- Sept 13th - commission the team during both worship services. Eric to preach
- Note - Julie to create web page specifically for MAT - as a resource site and info page for the members of the team as well as a place for the congregation to engage.
- Catalyst participants - PD and PT are the cat. Eric's vision is they lead the training process with the help and oversight of the mentor (Eric, poss. with John Beck's help)
- How do we engage community partners within the process of MAT? Could invite someone like Doug Erikson into the process understanding that this is coming from a Christian perspective with the possibility of asking them to the next round which could be more for the community from a more secular perspective.
- additional contacts: Bob Raes and Kathy Lairson - PD to contact Kathy; Julie to contact Bob

· MOC/Community Role/Staffing

- Is the potential we thought for the position really there? Original thoughts and goals:
 - Community organizer - the building management side of things blesses both the wider community and the WLLC community. We are laying a foundation for more relationship.
 - Communications is the prime piece along with community connection - so an administrative reception is also important
 - Is the worship coordination really connection to the MOC or is this more FFC and pastoral staff
- Strategy for moving forward:
 - One communication person for the cluster