Holy Trinity
Lutheran Church

May 2018
Annual Meeting
Annual Report, Agenda & Resolutions

Agenda of the Annual Meeting

1. Call to Order, Adoption of Agenda, Establishment of Quorum
2. Secretary's Report
    - A. Minutes of 2017 Annual Meeting — page 5-6
3. Treasurer's Report—Financial Statements — page 7-9
4. Financial Observations — page 9-10
5. *Open Arms* Update — page 11-12
6. Standing Ministry Area Reports — page 13-22
7. Nominating Committee Report — page 23
8. New Business
    - A. Mission Investment Plan (Budget) August 2018—July 2019 — page 24-25
    - B. Governing Document Changes — page 26-30
        1. Resolution to adopt Preschool Bylaw changes — page 26
        2. Resolution to adopt Membership Bylaw Change — page 30
        3. Resolution to adopt Constitution Change — page 30
    - C. Resolution to incur debt if necessary for Open Arms Project — page 30
9. Guidelines for Meeting and Voting Procedures — page 31
10. Closing Prayer and Adjournment

OUR MISSION

Share God's Love

OUR VISION

The people of Holy Trinity Lutheran Church strive to emulate and incarnate the open arms of Jesus Christ as he revealed God's love by embracing the broken, welcoming the outcast, and giving his life on the cross.

OUR CORE BELIEFS

God is love that binds together everyone and everything.

God's love is guaranteed for all through the life, death and resurrection of Jesus Christ.

God's love is not earned, but is a free gift to broken people.

God's love is poured out when God's people gather around Word, water, wine and bread.

God's love is shared abundantly when God's people are the hands, feet and open arms of Jesus.

God's love transforms us to be the people God created us to be.

OUR CORE VALUES

Authentic Worship

Worship focused on God, God's Word and sacraments that invites genuine praise and a meaningful encounter with God in Christ.

Radical Hospitality

Going the extra mile to welcome and include all people into our life as a congregation and individuals.

Intentional Compassion

Sharing God's love and care for family, friends, members, neighbors and the world on purpose.

Extravagant Generosity

Sharing what God has first given us in ways that show the abundance of God's grace.

Spiritual Transformation

Learning, growing, worshiping and living in a way that invites Christ, through the power of the Spirit, to transform and change us.

Fearless Witness

Making decisions and acting boldly in faith in ways that demonstrate our trust in God and each other.

Congregational Leadership

Council Position	Until May 2018	2018-2019
President	Chad Froelich	Staci Madetzke
President-Elect	Staci Madetzke	Brent Wilson
Vice President	Brent Wilson	BALLOT
Treasurer	Tina Stanley	BALLOT
Recording Secretary	Bryan Tjaden	Bryan Tjaden
Pastor for Mission & Vision	Rev. Timothy Olson	Rev. Timothy Olson
Pastor for Care & Community	Rev. Pamela Schroeder	Rev. Pamela Schroeder
Standing Ministry Area Liaisons		
Care & Community	Susan Orth	Susan Orth
Learning	Nicole Gade	Nicole Gade
Outreach	Dan Ellett	BALLOT
Stewardship	Mark Beeck	BALLOT
Worship	Tim Hackbart	Tim Hackbart

Pastors & Staff	
Mission Vision Team	***Administrative Staff***
Rev. Dr. Timothy Olson, *Lead Pastor for Mission & Vision*	Becky Dieleman, *Hospitality Ministry Associate*
Rev. Pamela Schroeder, *Pastor for Care & Community*	Krista Gerth, *Worship Ministry Associate*
David Fandrich, *Minister for Worship & Music*	Lisa Strnad, *Pastoral Ministry Associate*
Sara Rademacher, *Minister for Administration*	Dave Mueller, *Sexton*
Anne Williams, *Minister for Learning*	Kristi O'Connor, *Communications Ministry Associate*
Program Staff	Tammy Walls, *Minister for Finance*
Jill Bjorklund, *Middle School Choir*	
Mark Bjorklund, *Elementary Choir*	***Preschool Staff***
Christina Hackbart, *Youth Director*	Holly Randell, *Preschool Director*
Kelly Heuton, *Family Ministry Director*	Sally Grabenbauer, *Preschool Teacher*
Marlene Miller, *Musician*	Deb Hopkey, *Preschool Teacher*
Jean Murphy, *Musician/Organist*	Jen Stapleton, *Preschool Teacher*
Leah Okrzynski, *Grades K-2 Choir*	Maria Trosper, *Preschool Teacher*
Jennifer Schafer, *Church School Director*	
Debbie Witten, *Nursery*	

Secretary's Report

Minutes for the Annual Meeting May 21, 2017

Location: HTLC Sanctuary
Presiding officer: President Kristin Tague
Minutes taken and submitted by: Bryan Tjaden, Recording Secretary

Opening Prayer and Call to Order: President Kristin Tague called the meeting to order at 10:31 AM. Pastor Pam opened the meeting with a prayer.

Establishment of Quorum: Quorum was established with 132 congregation members present.

Adoption of Agenda:

ACTION ITEM: Motion made by Bill Von Behren to adopt the agenda, and seconded by Barbara Meyer. No discussion. Voice vote taken. Motion carried by call of the chair.

Secretary's Report:

ACTION ITEM: Motion made by Duane Suhr to approve the 2016 annual meeting minutes, and seconded by Bill Von Behren. No discussion. Voice vote taken. Motion carried by call of the chair.

Treasurer's Report:

ACTION ITEM: Motion made by Dan Ellett to approve the Treasurer's Report, and seconded by Larry Sweeney. No discussion. Voice vote taken. Motion carried by call of the chair.

Nominating Committee Report - Ballot:

ACTION ITEM: Motion made by Bill Von Behren to close the nominations and seconded by Alma Hackbart. No discussion. Voice vote taken. Motion carried by call of the chair.

Kristin proceeded with a vote of the candidates on the ballot. The ballot candidates being:

Brent Wilson	Vice-President
Susan Orth	Care & Community SMA Chair/Council Representative
Tim Hackbart	Worship SMA Chair/Council Representative
Nicole Gade	Learning SMA Chair/Council Representative
Tina Stanley	Treasurer
Bryan Tjaden	Recording Secretary

Nominating Committee Positions: Liz Nilsson-Halder; Tim Helmbrecht; Todd Rynearson

All candidates received a ballot vote of 132 in favor and none opposed.

Mission & Ministry Report:

Pastor Tim spoke to the Mission & Ministry Report.

Open Arms Campaign Report:

Kristin Tague spoke to the Open Arms Campaign Report.

New Business:

A. Mission Investment Plan (Budget) – August 2017-July 2018 (see pages 20-22 of May 2017 Annual Report)

ACTION ITEM: Motion made by Council to approve HTLC's 2017-2018 budget, and seconded by Becky Dieleman. No discussion. Voice vote taken. Motion carried by call of the chair.

B. Preschool Budget (see page 23 of May 2017 Annual Report)

ACTION ITEM: Motion made by Council to approve HTLC Preschool 2017-2018 HTLC budget, and seconded by Jeff Blackmer. No discussion. Voice vote taken. Motion carried by call of the chair.

C. Resolution to Change the HTLC Constitution Changes (see pages 23-34 of May 2017 Annual Report)

Pastor Tim gave an overview of the changes.

ACTION ITEM: Motion made by Council to adopt the proposed Model Constitution changes, and seconded by Lisa Tagye. No discussion. Ballot vote taken. Motion carried by a ballot vote of 132 in favor and none opposed.

Closing Prayer and Adjournment:

Closing prayer given by Pastor Pam.

Motion made by Stacey Kimberlin to adjourn. Voice vote taken. Motion carried by call of the chair.

Meeting ended at 10:57 AM.

Statement of Financial Position–July 31, 2017

Assets		July 31, 2016	Jul. 31, 2017
Checking/Savings Accounts			
	Bank of the West Checking	$ 10,851	$ -
	Bank of the West Money Market	$ 30,683	$ -
	Petty Cash	$ 500	$ 500
	Mission Trust Fund	$ 45,581	$ 69,902
	Bank of the West General Savings	$ -	$ -
	Lincoln Savings Bank Checking	$ 9,789	$ 2,394
	LSB Money Market Campaign Account	$ 150,061	$ 295,867
Total Checking/Savings Accounts		**$ 247,466**	**$ 368,662**
Other Assets			
	Other Receivables	$ 1,141	$ -
Total Other Assets		**$ 1,141**	**$ -**
Property and Buildings			
	Buildings	$ 3,378,072	$ 3,378,072
	Land	$ 425,088	$ 425,088
	Land/Building Improvements	$ 595,977	$ 595,977
	Accumulated Depreciation	$ (1,285,646)	$ (1,410,719)
Total Property and Buildings		**$ 3,113,491**	**$ 2,988,418**
Total Assets		**$ 3,362,098**	**$ 3,357,081**
Liabilities			
Current Liabilities			
	Church Accounts Payable Accruals	$ 78,114	$ 76,521
	Use Tax Payable	$ 44	$ 326
Notes & Loan Liabilities			
	Mortgage Payable	$ 802,272	$ 902,751
	Line of Credit	$ 123,254	$ -
Total Notes & Loan Liabilities		**$ 925,526**	**$ 902,751**
Total Current Liabilities		**$ 1,003,684**	**$ 979,598**
Fund Balance			
	Church Fund Balance	$ 2,177,202	$ 2,113,109
	Surplus/Deficit Income Received	$ (58,985)	$ (120,679)
Total Fund Balance		**$ 2,118,217**	**$ 1,992,430**
Designated Funds			
	Total Temporarily Designated	$ 194,615	$ 315,151
	Total Long Term Designated	$ 45,581	$ 69,902
Total Designated Funds		**$ 240,196**	**$ 385,053**
Total Liabilities, Fund Balance & Designated Funds		**$ 3,362,097**	**$ 3,357,081**

Statement of Income & Expense

Offerings, Fees & Income		Actual	Budget
	General Tithes & Offerings	$ 1,017,107	$ 1,214,000
	Special Funds/Outreach Revenue	$ 92,629	$ 66,933
	Ministry Programs Revenue	$ 41,184	$ 60,500
Total General Offerings & Revenue		**$ 1,150,920**	**$ 1,341,433**
	Open Arms Campaign Revenue	$ 214,053	$ -
Total Regular Income		**$ 1,364,973**	**$ 1,341,433**
Other Expenses & Income Adjustments			
	Interest Income	$ 5,867	$ -
Total Income		**$ 1,370,840**	**$ 1,341,433**
Mission & Ministry Expenses			
	General Church Expenses	$ 15,075	$ 21,533
	Outreach Ministries Expenses	$ 137,848	$ 148,140
	Building & Property Expenses	$ 147,623	$ 169,200
	Stewardship/Administration	$ 50,518	$ 48,150
	Personnel	$ 675,721	$ 744,541
	Inviting & Evangelism	$ 17,474	$ 21,350
	Care & Community Ministries	$ 10,109	$ 14,950
	Learning Ministries	$ 59,461	$ 97,000
	Worship Ministries	$ 18,556	$ 20,500
Total General and Program Expenses		**$ 1,132,385**	**$ 1,285,364**
	Open Arms Campaign Expenses	$ 194,673	$ -
Total Expenses		**$ 1,327,058**	**$ 1,285,364**
Other Expenses & Income Adjustments			
	Debt Interest Expense	$ 39,388	$ 55,200
	Depreciation Expense (Non-cash expense)	$ 125,073	
Total Other		**$ 164,461**	**$ 55,200**
TOTAL Surplus/Deficit before depreciation		**$ 4,394**	**$ 869**
TOTAL after depreciation		**$ (120,679)**	**$ 869**

Designated Accounts Statement—July 31, 2017

Designated Funds		July 31, 2016	Revenue	Expenses	July 31, 2017
Short-Term Designated Funds					
	Memorial - Mission Trust Fund	$7,727	$8,020	$6,472	$9,275
	Memorial - Worship SMA	$769	$480	$0	$1,249
	Memorial - Learning SMA	$0	$0	$0	$0
	Memorial - Outreach/Inviting SMA	$0	$0	$0	$0
	Memorial - Care & Community SMA	$917	$0	$0	$917
	Memorial - Building/Stewardship SMA	$0	$100	$0	$100
	Youth Gathering Held Over Year End	$0	$0	$0	$0
	Key Return Deposit Account	$550	$1,960	$2,510	$0
	Open Arms Campaign Held Over Year End	$284,444	$15,399	$3,976	$295,867
	Open Arms Mission Trust Fund	$864	$3,537		$4,402
	Open Arms Tithe to Mission Partners	$0	$19,314	$19,314	$0
	Open Arms in Process	$6,878	$0	$3,537	$3,341
Total Short-Term Designated Funds		**$302,150**	**$48,810**	**$35,808**	**$315,152**
Long Term Designated Funds					
	Mission Trust Fund	$49,281	$20,620	$0	$69,901
TOTAL DESIGNATED FUNDS		**$351,431**	**$69,431**	**$35,808**	**$385,053**

FINANCIAL OBSERVATIONS YEAR ENDED JULY 31, 2017

The Financial Oversight Committee of Holy Trinity Lutheran Church was selected based upon education, knowledge, and experience with financial reporting and compliance. The Committee was appointed by the Congregation Council. The committee was charged with the objectives of this review as follows:

- Obtain a level of assurance that the financial reports presented to the congregation properly represent the financial condition and results of operations of the church.
- Determine whether the financial activity of the church has been properly authorized, recorded, and reported in accordance with the directive of the congregation.
- Establish a level of confidence in the integrity of the congregation's financial system and persons responsible for the Church's finances.

GENERAL LEDGER ACCOUNTING AND YEAR END FINANCIAL REPORTING— The general ledger was reviewed and the ending account balances as of July were verified to financial reports submitted to the Congregation Council. No exceptions or differences were observed.

In addition, the Church's financial budget, as approved at the Congregation's annual meeting, was verified to the end of the year financial reports as submitted to the Church Council. No exceptions or differences were observed during these financial observations.

Conclusion: It appears the financial reports presented to the Congregation Council and Congregation properly represent the financial activity as recorded to the Church's accounting records.

CASH RECEIPTS & BALANCES REVIEW– Procedures and documentation as prepared by the Financial Secretary were reviewed to ensure a complete knowledge of procedures performed and records maintained. Two months of activity were selected for detail testing. Procedures performed included verification of the Financial Secretary's records to the general ledger, individual members' records, and deposit into the Church's bank account. No exceptions or differences were observed in either the recording of totals to the proper general ledger accounts and individual member records.

Conclusion: It appears check and cash receipts of the Church are being properly identified, recorded to the general ledger, member records, and deposited to the Church's bank account.

CHECK DISBURSEMENTS AND BANK DEBITS PAYMENT REVIEW—Procedures and documentation to prepare check disbursements and bank debits were reviewed. A sample of check disbursements and bank debits were selected for detail testing including payroll and payables checks. Financial observations performed included verification of the supporting documentation for proper authorization, recording to the general ledger and cancelled check documentation. No exceptions or differences were observed in the authorization, recording, and bank documentation of transactions tested.

Conclusion: It appears check disbursements and bank debits are being properly identified, recorded to the general ledger, and recorded to the Church's bank account.

PAYROLL– Payroll payments were verified by reviewing all employees and approved rates of pay.

TRUST REVIEW—Restricted Funds: A general review and discussion of the "Restricted Fund" was completed. The restricted fund receipts and disbursements test work was completed in other areas.

OTHER AREAS OF REVIEW– Insurance coverage: The current insurance policy was renewed with the provider Guide One. The policy coverage period ends on March 11, 2018 and includes the following coverage stated on the policy:

- Commercial Property
- Commercial General Liability
- Commercial Crime Coverage
- Umbrella Liability Coverage
- Worker's Compensation

CONCLUSION - We believe, based upon the records reviewed and procedures performed, that the detail records maintained and financial reports prepared by the Minister for Administration, Minister for Finance and Treasurer properly reflect the financial results of Holy Trinity Lutheran Church for the year ended July 31, 2017.

The members of the financial review committee of Holy Trinity Lutheran Church have prepared this report. These members are also members of Holy Trinity Lutheran Church and are acting on the direction of Congregation Council.

Note that the financial observations and testing performed were done on a random sample basis. The procedures were based on prior activities of past committees. These procedures are not intended to constitute a certified audit of the financial statements.

Financial Review Committee
November 30, 2017

Sally Eggland, Member, Greg Cole, Member, Lon Hopkey, Member, Staci Madetzke, Member

Open Arms Campaign update 2017-18

Our *Open Arms Campaign* has concluded a major phase of the renewal and renovation of our building. The sanctuary project is complete, with the exception of waiting for our new chairs to be delivered. A revitalized audio-visual system is in place and, while we are still learning how to use it fully, the improvements in sight and sound are notable. Changes to the chancel and flooring have provided an updated, more flexible worship space, while still honoring the beauty of the space.

The next project we are calling "The Hospitality Project" because it will largely make our facility a more welcoming space. The architect has been contracted to put together documents and plans that will lead to a bid process to complete the following:

- Remodeling the two restrooms on the north side of the narthex to become one larger women's restroom and the two restrooms on the south side of the narthex to be one larger men's room. Ventilation, drainage, water flow will be improved. Rusty, worn, poorly functioning fixtures, including water fountains, will be upgraded.
- Addition of a family restroom adjacent to the east end of the north restrooms.
- Installation of a grease trap to the south of the kitchen to meet water district regulations.
- Narthex flooring will be updated.
- Kitchen will receive updates and upgrades that reflect our needs and usage.

This project will likely be, in financial terms, the biggest project we have undertaken. We have a solid start for those expenses on hand. **So that we do not have to entertain the need for short-term financing, we are asking that we all focus on making progress on our plans to support the projects. We also invite any members who are able, to consider either accelerating their planned giving or making an extra gift to the projects.**

OPEN ARMS CAMPAIGN FINANCIAL SUMMARY THROUGH MARCH 2018

Campaign Revenue		
Lighting Project Gift 2015	$	100,000.00
Pre Campaign Offerings Bulk	$	173,936.53
Post-Campaign Offerings	$	620,113.11
Total Revenue to Date	**$**	**894,049.64**
Campaign Expense		
James Company Expense	$	46,250.00
Pre Campaign & Design Fees	$	54,066.68
Building Lighting Project - All Pro Electric	$	89,159.00
Project Expenses 2016-17	$	135,662.83
Project Expenses 2017-18	$	209,390.05
Project Expenses 2018-19	$	-
Tithe to Mission Partners Disbursed	$	77,348.12
Mission Trust Fund Disbursed	$	31,434.28
Total Expense to Date Current Count	**$**	**643,310.96**
Reconciled Bank Balance	$	228,222.42
Deposits and Transfers in Process	$	22,516.26
PAID AND ON HAND	**$**	**894,049.64**
DESIGNATIONS FOR ON HAND		
Held for Mission Trust	$	1,924.37
Held for Mission Partners	$	20,591.89
Held for Projects	$	205,706.16
	$	**228,222.42**

STANDING MINISTRY AREA REPORTS

CARE AND COMMUNITY

Year in Review

Connections Weekend was held in September with representatives from various Care and Community ministries available to share information about their ministry with interested others in the congregation. A second Connections weekend is planned for January 2019 since many new ministries begin then.

Stephen Ministry leaders are Sharon Jones and Rita Samuelson who coordinate the program. The Stephen Ministers meet monthly.

Peace After Divorce was offered twice this year. The group is led by Judy Thompson and Terry Whipple.

Pause Groups studied Paul's Letter to the Romans. One additional Pause Group studied Rob Bell's book "Understanding the Bible". A fall Kick-off Potluck was held to introduce the book of Romans.

Everyday Faith, the Wednesday evening adult class, welcomed between 20-25 participants each week and covered a variety of topics including: Living Faith Daily; *Life Together; Luther's Small Catechism for Daily Living; Liturgy of the Ordinary; Radical Spirit and Interfaith Statement by the ELCA.*

Life Groups, with a primary focus on service, continue to be active. We have groups serving the FreeStore and Hope Ministries – Bethel Mission.

First Sundays began its second year, but due to low registration, was canceled with the new year. The change in worship times seemed to affect attendance as it was more difficult for people to attend. It was a joint program of the Learning and the Care and Community SMAs. Other avenues will be used to communicate timely information found in these classes.

Advent Book Study group read and discussed *"American Prophets" by Albert J. Raboteau.* The *Lent Book Study* read and discussed "*Holy Living: The Christian Tradition for Today*" by Rowan Williams. A group for retired persons met on Wednesdays for lunch and discussion of sermons from the book "*Marry a Pregnant Virgin*" by Frank Honeycutt.

Along with *Dinner for Eight* groups, *Dessert for Eight* groups developed. The Dessert for Eight groups have met once for a four-month duration. These groups are very well received with four groups formed the first time it was offered. The purpose of this fellowship ministry is to form friendships and connections with each other making the body of Christ more vibrant in our congregational life together.

The "*Journey Through Grief*" series is held at Holy Trinity once a year. We hosted this group led by the Bereavement Coordinators/Chaplains from Unity Point Hospice in June 2017, and will host again in September 2018. The series is now offered at three ELCA churches in the Des Moines area. So throughout the year there is a series being hosted at a nearby location. Currently a series is being held at St. John's in Des Moines, and in June a series will start at St. Stephen's in Urbandale.

We now provide monthly worship services at Millpond, Edencrest and Journey Senior Living. The worship is appreciated and a great outreach to the Ankeny community.

Three New Member Exploration sessions were held.

Baptism instruction continues to be required for all first-time parents and for adults desiring baptism.

Measures and Metrics

Group/Activity	2018	2017	2016
Quilters	23	22	18
Knitters	8	5	5
Stephen Ministers	12	12	12
Dinner for Eight	14	19	8
Dessert for Eight	25	-	-
Lent Book Study	8	12	10
Daytime Lent Study	31	31	21
Pause Groups	40	43	44
Hope Ministries Group	11	7	-
Freestore Group	20	12	-
Lydia Circle (2)	-	32	
Afternoon	19	-	
Evening	9	-	
Esther Circle	13	13	
Prayers for Caregivers	14	16	
Advent Book Study	8	16	
Men's Groups	29	23	
Tai Chi	7	10	
Peace after Divorce	1	3	
Grief Support		9	13
Garden Team	12	5	
Leaf Ministries	3	3	
Mill Pond Support	4	4	
Food Pantry Volunteers	36		

Looking Ahead

- Pause Groups begin in September 2018
- Peace After Divorce begins in May 2018
- Journey Through Grief begins September 2018
- Connections Weekend will be held in September 2018 and January 2019
- New Member Exploration in October 2018 with Welcome of New Members November 3 & 4, 2018
- New Member Exploration in February 2019 with Welcome of New Members March 2 & 3, 2019
- New Member Exploration in May with Welcome of New Member May 18 & 19. 2019.

LEARNING

Year in Review

Streamlined Wednesdays -This year we introduced a new schedule for Wednesday evenings that has all students in Church School and Affirmation of Baptism finishing at 7:00 pm, so that we line up with worship. We have been taking advantage of having a Wednesday worship service to have students worship together regularly during the year.

Deepening relationship with Small Discoveries -We're happy to have Holly Randell as our preschool director and to have opportunities to be part of preschool chapel! We love our deepening relationship between learning ministers and the preschool!

Church School -This year we have about 175 students registered between Sunday morning and Wednesday evening classes. Jen Schafer, Church School Director, introduced a new rotation model to church school families, emphasizing Old and New Testament Bible stories. It has been well received by students and volunteers! We had two wonderful Christmas Programs this past December with most of our students participating in sharing the nativity story and singing traditional Christmas carols. We have wrapped up the church school year and are feeling very positive about it!

Family Ministry— This year Kelly Heuton, Family Ministries Director, introduced us to family time after worship on Wednesday evenings. We had a spectacular Advent event where we made our own keepsake nativities and were visited by Mary, Joseph and an angel! We revamped our Easter Egg Hunt to include crafts, learning and Bible study! We had a great time learning all about Holy Week, and hunting eggs!

Middle School Ministry— Last summer we took 25 students and five adults on a middle school mission trip to Green Bay, WI. We had a blast! In the fall 111 students were registered in Affirmation of Baptism classes. At the end of September 41 ninth graders affirmed their baptismal faith in worship. We've had a very successful year in middle school ministries with lots of students participating on Wednesdays at the LightHouse! We love worshipping as middle schoolers together. Many students have had the opportunity, on Wednesday evenings, to learn how to usher or be communion assistants!

High School Ministry— This past summer 25 youth and 6 adults went to St. Louis for a week-long mission trip. We hired Christina Hackbart as a part-time Youth Ministry Director who coordinates activities in the LightHouse on Wednesdays. Our high school youth group averages about 18 a week over at the LightHouse. During this year 27 youth and 7 adults have worked hard to fundraise for the ELCA National Youth Gathering which will be held in Houston at the end of June.

Looking Ahead

- HTLC Swim Night: We have rented out the pool at Prairie Ridge (the old pool) for an HTLC only pool party on June 23rd!
- The high school trip to the ELCA Youth Gathering is June 25th to July 2nd.
- VBS: plans are well underway for VBS and Hands and Feet this summer! It will be the week of July 9th to 13th!
- The middle school mission trip to Minneapolis leaves Sunday, July 22nd.
- Registration for all learning ministries, church school and affirmation of baptism, will open August 1st, in line with the fiscal year.
- 35 youth are preparing to affirm their baptismal promises at the end of September.

Small Discoveries Preschool

Year in Review

Staffing: Last Spring, Holly Randell was hired to replace Megan Reeves as the Preschool Director. Holly began in June 2017 and works with the Learning Ministries team to bridge the preschool to the congregation's mission and core values. Maria Trosper and Holly teach the 3's preschool class. Jen Stapleton, Sally Grabenbauer, and Maria teach the three-day Pre-K class that meets Monday, Wednesday, and Friday. Deb Hopkey teaches Extended Learning on Tuesday and Thursday, which is an extension of the three-day Pre-K class.

Curriculum Updates: Handwriting Without Tears was implemented in the Fall in both the 3's and Pre-K classes. This is a systematic approach to teaching handwriting skills to preschoolers and emerging writers.

Chapel Time: Preschoolers began Chapel Time in September 2017. It is held once a week in the Sanctuary for both preschool programs. Pastors and members of the Learning Ministries team have the opportunity to share Bible stories and teach the children of Small Discoveries how special the church is to us all.

Monthly Bible Verse: A monthly Bible verse was added to the curriculum this school year. This provides an additional opportunity to teach the preschoolers about God's love for us. A verse is shared and discussed each month with the preschoolers, and shared with families in a monthly newsletter. The verse connects with the stories heard during chapel time.

2017-2018 Enrollment: Pre-K has 30 children enrolled, 12 of those 30 attend the Extended Learning program on Tuesday and Thursday. The 3's program has 16 children.

Looking Ahead

Curriculum: In February 2018, the Preschool Committee approved the purchase of High Scope Curriculum for the 2018-2019 school year.

Program Updates: The programs for next year will be restructured. There will be a dedicated 5-day Pre-K class in addition to the 3-day Pre-K class. The 5-day program will replace the Extended Learning option that is currently held on Tuesday and Thursday, in conjunction with the 3-day Pre-K program. The 5-day Pre-K class will be in a new location in the church, on the main level with the same teacher all five days. Preschool programs offered for the 2018-2019 school year will be 3-year-old preschool, 3-day Pre-K, and 5 -day Pre-K.

Enrollment: We continue to advertise to increase enrollment for the 2018-2019 school year.

OUTREACH

Year in Review

2017 GOD'S WORK. OUR HANDS

- 95 T-shirts, 141 underwear and 288 pairs of socks were given to **Hope Ministries** for men who need them. https://www.hopeiowa.org/
- More than 150 items (winter coats, blankets, sheets and personal care items) were delivered to **Children & Families of Iowa** for the women and children they serve. http://cfiowa.org/
- 10 Ankeny families' children received their wishes with Christmas gifts through the Adopt-A-Family program with **Ankeny Service Center**.
- Boxes of personal care items, robes, shirts, jackets and games were given to residents of **Trinity Center at Luther Park** who live with dementia and Alzheimer's disease. https://www.lutherparkcommunity.org/
- Church members purchased and wrapped gifts for 36 intellectually challenged residents of **MOSAIC** who may not have otherwise received a gift this Christmas. https://www.mosaicinfo.org/location/mosaic-central-iowa
- Hundreds of Christmas cards were delivered to our 30 **homebound members**, each bringing a message of hope and sense of belonging.
- 100 church members assembled and delivered 325 turkey sack lunches to people working on Thanksgiving through our **Operation Turkey Sandwich**.
- Twenty church members worked together to assemble and deliver 75 **fresh fruit bags** to our **homebound members, food pantry guests and WIC families**.
- Members baked 75 pies to share with residents of **MOSAIC** and to serve for fellowship after our Thanksgiving Eve worship service. https://www.mosaicinfo.org/location/mosaic-central-iowa

HTLC FOOD PANTRY

The HTLC Food Pantry serves an average of 28 families and 72 individuals per week who are facing food insecurity. The number of guests coming to the food pantry continues to increase. We continue dietician services in the pantry an average of once a month thanks to a grant provided by the Southeastern Iowa Synod Hunger Ministries. This year, our food pantry again will be the recipients of the food collected through the Postal Service "Stamp Out Hunger" food drive. We are very thankful directing help to our pantry, and for the generosity of the Ankeny community. http://www.holytrinityankeny.org/food-pantry.html

GRACE & MERCY FUND (ASSISTANCE PROGRAM)

ASSISTANCE	FYTD	PFY Total
Individuals Served	**125**	**77**
Amount Distributed	**$7,297**	**$8,683**

The Grace & Mercy Fund offers financial assistance and counsel to those in crisis. The demand on the program has exceeded gifts for funding, which have only totaled $2,800 so far, this fiscal period.

FREESTORE PARTNERSHIP

The Freestore Team has held two drives this year which have yielded a couple of truckloads of items for women and children who are leaving abusive homes and setting up a new, safe place to call home. We will continue this partnership in the coming year and beyond. http://www.thefreestore.org/

FAMILY PROMISE PARTNERSHIP

Family Promise is a ministry in which local congregations around Des Moines host families who are without housing for a week at a time. We provide financial support for the program and host families in need. We have hosted three weeks in the past year and welcomed 3 families in each of those weeks. More than 50 members have been involved in each week we host. The program continues to move families through this stage of their journey to having their own place to call home. http://www.familypromisedm.org/

ELCA WORLD HUNGER APPEAL

Through the first 9 months of this fiscal year, we have received over $13,000 in gifts to feed the hungry around the world. This was fueled by our annual M&M campaign, which received over $6,000 during Lent. Robin Brown, Associate Director of the Hunger Appeal, reports that we are in the Top 25 Most Generous Congregations in the ELCA. And that we are doing "beautifully, fabulously, and thank you so much!" https://www.elca.org/Our-Work/Relief-and-Development/ELCA-World-Hunger

ADVOCACY TEAM

The Advocacy Team is a new ministry which began in February 2018. The mission of the Advocacy Team is to share God's love by living out our baptismal promise to strive for justice and peace in all the earth. The team does this in four ways:

Communicate – Inform the congregation of opportunities for them to fulfill their baptismal promises.

Advocate – Action is timely and appropriate.

Supplicate - Pray for discernment, courage and strength.

Educate – Advise the congregation of ELCA Advocacy positions and the rationale behind them.

The five members of the team joined "March for our Lives" at the Capitol. Other members of the congregation also participated in this march independent of the Advocacy Team. https://www.elca.org/Our-Work/Publicly-Engaged-Church/Advocacy

INVITING & EVANGELISM

- Mailers to all new residents in the Ankeny zip codes has been underway throughout the year. This has made a contact with hundreds of new people who are new to this community as it continues to be one of the fastest growing places in the country.

- We have welcomed 93 families (326 individuals) as first-time visitors this past year. We are tending the care of a growing number of "affiliates" who have connections to the congregation but are not officially members.

- Bread deliveries and visits are part of our visitor follow-up program. During 2017, there were 61 bread deliveries made. Besides Ankeny, deliveries were made to Cambridge, Altoona, Des Moines, West

Des Moines, Runnells, Bondurant, Johnston, Madrid, Urbandale, Polk City, and Huxley. Of those deliveries, twelve families have become members and thirteen other families have asked us to keep in contact with them. The recurring comment shared over and over is how welcome they were made to feel while visiting.

- 30 new members have been welcomed over the last year.

Looking Ahead

LOVE LUNCH PROGRAM – Holy Trinity will be hosting the west side Love Lunch program this coming summer at the LightHouse (next door to the church).

UPTOWN OUTREACH – The Outreach and Care & Community efforts of the congregation are exploring an effort to reach out to the neighborhood more effectively. The effort would work to make connections, raise our presence in the neighborhood, connect with the community and perhaps, support the FUEL lunch program through the schools.

NEIGHBORHOOD OUTREACH – We're exploring development of a program that would help members of the congregation host block parties to meet neighbors and collect non-perishable food items for the food pantry.

BUILDING AN INCLUSIVE CHURCH – A team has been formed to explore making our welcome to the LGBTQ community more known to that community in our area. In parallel fashion, the team will be looking at how we do a better job of intentionally welcoming other folks who are often excluded from our thoughts, prayers, and love.

STEWARDSHIP

Year in Review

- "Blessed to be a Blessing" kicked off September 9 & 10 and wrapped up with Celebration & Commitment Weekend October 21 & 22. Blessing Brunch was held on Sunday, October 8 after the 10:30 service to thank the congregation for their continued generosity. 175 commitments were received with a 3.69% increase in projected giving.
- Electronic giving makes up 12.5% of the overall general fund giving and continues to grow. This is leading to a more regular and stable income stream.
- The membership database continues to be improved and made more accurate, especially as members slowly adopt the use of "My Holy Trinity", our online membership access application.
- The Headmaster Program for Preschool Teachers and Parents was launched and database built. The system allows for more accurate and usable record keeping of students and tuition.
- The payroll system we use converted to an on-demand software program with several benefits in HR, Employee Review, and time tracking areas. Time cards, time-off, evaluations, schedules are all managed in this one program.
- The Property Team continues to hold work nights and workdays to keep the building and surrounding grounds looking nice and performing light maintenance.
- Another photo directory was completed. Photos took place in August, September and one day in November. We began distributing directories in March of 2018.
- In September we had the parking lot rejuvenated. The cracks were filled and the entire surface was sealed and restriped.

- HVAC maintenance continues to increase each year. With an aging system and controls that do not function properly, this will continue to increase.
- As the building ages, general maintenance and upkeep become more extensive. The large industrial garbage disposal was replaced last November and repairs to the dishwasher this winter had to be made.
- Concrete at the north entrance needed to be replaced as it was becoming a trip and fall hazard. The project is in process as this report is submitted.

Looking Ahead

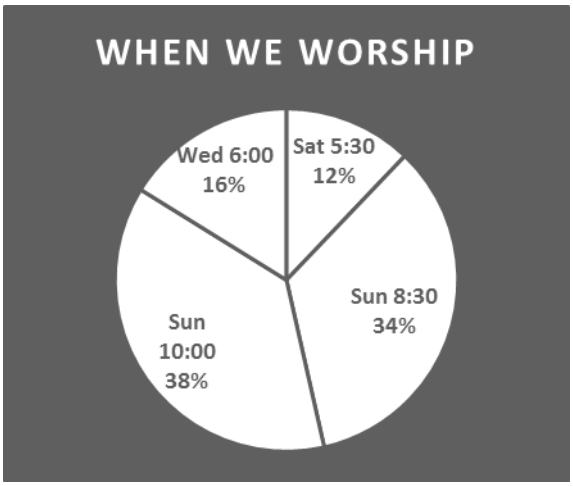
- Our database provider, ACS is developing a new, more expansive and useful program called "Realm" to manage membership, contributions, and finances. We will be preparing to convert to this system in the coming year. Members can look for requests to verify information and provide data we don't have in the old system.
- Electronic giving will be an ongoing focus for the financial stability of the congregation. "Text to give" and utilization of the kiosk, websites, and invitations to use these methods will continue and increase.
- We will continue to expand our use of the new online payroll and human resources application we converted to this year.
- We will be working with the Mission Trust/Memorial Committee to raise awareness of Stock gifts and IRAs to the general fund and to planned giving options.
- In light of the growing danger in public places, we are in the process of forming a Safety & Security Team who will make recommendations on these issues and help set practices and policies in place.

WORSHIP

2017 has been a year of experimenting, of trying new things to improve the worship life of our congregation.

After much deliberation, the Worship SMA proposed reducing the number of Sunday services from three to two. A time-change of those two services was also agreed upon, with the hope of finding times that were a fair and accessible compromise for the three worshipping congregations.

The decision to add a midweek service on Wednesday evening was driven by a desire to provide a non-weekend worship opportunity. This is a complete worship service of Holy Communion, but it is also an additional worship experience to *complement* weekend worship for those who choose to do both. The Affirmation of Baptism students also have scheduled weeks where they worship at this service with their small groups. We sense that, for some students, this is the only worship experience in which they are currently participating.



In the past 12 months, approximately 500 persons worshipped each week at Holy Trinity. This chart *(right)* shows how we distribute ourselves over the four worship services that are currently offered.

It is our goal to incorporate as much of our congregation's musical talent as we can. When we consider all of our youth and adult vocal choirs, instrumental ensembles, and solo musicians, there are approximately 100 people who regularly contribute to the music of our worship. This means that on an average, 20% of our regularly worshipping members are participating in worship through music.

The Worship SMA sponsored two Sunday morning brunches in 2017-18 to further community within our church walls. Two Sundays with a history of low attendance were identified: the Sunday after Christmas and the first Sunday during Spring Break. We had one combined service at 10:00 and a potluck brunch following. These were successful, and we plan to continue this next year.

The word liturgy translates as "the work of the people." The Worship SMA is profoundly grateful to the many volunteers who contribute to the work of making worship efficient, hospitable, and meaningful every week of every year.

MEMBERSHIP ANALYSIS 2016-2017

as Reported to the ELCA

Baptized Membership at the end of 2016		**1842**
Baptized Members received during 2017		
By Baptism: children	17	
By Baptism: adult	1	
By Affirmation	10	
By Transfer (ELCA)	13	
By Other Means or Adjustment	1	
Total Members Received		**+42**
Baptized Members Removed – 2017		
By Death	13	
By Transfer	34	
Other Reasons or Statistical Adjustment	158	
Total Members Removed		**-205**
Baptized Membership at the end of 2017		**1679**
Total Confirmed Membership		1339
Number of Baptized Youth Confirmed		41
Average weekly worship		564

NOMINATING COMMITTEE REPORT

The Nominating Committee submits the following persons for nomination to stated Council Positions:

- Vice President — Nichole Banowetz — 3 Years
- Treasurer — Tina Stanley — 2 Years
- Stewardship — Lon Hopkey — 2 years
- Outreach — Karen Bush — 2 Years

Nominating Committee Positions:

- Kris Oakie — 1 Year
- Jayson Gerth — 1 Year
- Joe Ruddy — 1 Year
- Janet Wee — 2 Years
- Victor Anderson — 2 Years
- OPEN

Mission Trust Memorial Committee Positions:

- Greg Cole — 1 Year
- Kathy Soppe — 1 Year
- Scott Hamilton — 1 Year
- Stacey Gettings — 2 Years
- Doug Beech — 2 Years
- Renae Scroggins — 2 Years

Preschool Committee

- Rachel Allison, President/Chair — 2 Years
- Jill Jefferson, Member at Large — 2 Years
- Jenny Ruddy, Secretary — 2 Years

MISSION INCOME & EXPENSE PLAN NARRATIVE

INCOME

- General fund income is projected slightly lower than last year's projection based on commitments received and actual giving trends. While member giving to special or dedicated projects continues to grow, we struggle to support the infrastructure and on-going programs of the congregation sufficiently.

- Fees and designated giving are projected to rise this year. This is the corresponding effect of the struggle outlined in the previous paragraph. Support for "second mile" giving to programs like the Food Pantry, Hunger ministries grows while support for the general fund struggles.

- Revenue for programs will be considerably less in the coming year largely because there is no ELCA Youth Gathering in 2018-19.

- Beginning in 2018-19, the preschool accounting system will be merged into the general fund of the congregation. Preschool income will now be integrated with all other income.

EXPENSES

- Worship, Care & Community and Stewardship expenses are relatively unchanged. Care & Community reflects an increase for the addition of an Advocacy Group which needs to pay for initial connections to become part of local and ELCA organizations.

- Learning expenses show a large drop, largely because the last fiscal period includes this summer's ELCA Youth Gathering. Next year's does not.

- Outreach expenses increase as we become more involved with more partners. In addition, the budget reflects growth in our mission support to the Synod and ELCA from 7% to 7.5%. The goal here is 10%.

- General expenses are lower due to some accounting changes in the way we more realistically handle principal payments on debt. These now show up clearly on the balance sheet.

- The personnel expenses reflect the addition of an intern for 2018-19 and 2-3% increases in compensation for staff. Last year we reduced staff and froze salaries. The prior year allowed for very small COLA increases.

HTLC Mission Income & Expense Plan

	2016 - 17 Totals	2017-18 Budget	Proposed Budget 2018/19
INCOME			
Offerings - Undesignated	$ 1,017,107	$ 1,168,200	$ 1,150,000
Fees & Designated Giving	$ 94,839	$ 87,032	$ 97,950
Program Revenue	$ 41,184	$ 79,925	$ 45,100
Preschool Program Revenue	$ 58,409	$ 75,510	$ 55,300
TOTAL	**$ 1,211,538**	**$ 1,410,667**	**$ 1,348,350**
EXPENSES			
General	$ 70,355	$ 104,660	$ 57,693
Outreach	$ 154,185	$ 166,474	$ 181,250
Personnel	$ 675,960	$ 695,358	$ 719,412
Stewardship	$ 198,859	$ 248,095	$ 247,261
Learning	$ 62,761	$ 95,900	$ 60,875
Care & Community	$ 11,739	$ 8,750	$ 9,650
Worship	$ 18,556	$ 17,300	$ 18,450
Preschool	$ 49,849	$ 61,071	$ 53,759
TOTAL	**$ 1,242,264**	**$ 1,397,608**	**$ 1,348,350**
		$ 13,059	$ 0
Depreciation/Non Cash	$ 121,944	$ 125,073	$ 125,073
	$ (121,944)	$ (112,014)	$ (125,072)

Open Arms Campaign	**2017 - 2018**	**Approved**
Open Arms Campaign Income	$ 400,720	$ 400,720
Open Arms Expense	$ 400,720	$ 400,720
	$ -	$ -

GOVERNING DOCUMENT CHANGES FOR ANNUAL REPORT

WHEREAS the Preschool Committee has formulated changes to the bylaws that govern the preschool that improve ministry and to better articulate the way the preschool operates;

WHEREAS the Congregation has reviewed and approved the changes proposed;

BE IT RESOLVED that the following changes be made to C14.01.02 of the congregation's governing documents:

C14.01.02. Congregation Preschool

C. The operations, policies and procedures of the preschool shall be governed by the Holy Trinity Lutheran Church Preschool Committee.

2. The Preschool ~~Board~~ Committee shall consist of six (6) members:

    a) Four (4) members of the congregation, including at least ~~two parents of preschool children~~, one with a child currently enrolled in the preschool.

    ~~b) One member of t~~ The Learning SMA shall ~~serve~~ designate from its members or the staff assigned to the Learning SMA ~~as~~ member of the committee with voice and without vote. ~~That Learning SMA Council member shall also serve as a liaison between the Preschool and the Congregational Council.~~

    c) The Preschool Director shall be a ~~full~~ member of the committee with voice and vote.

    d) The Learning SMA Council ~~member~~ Representative shall ~~also~~ serve as a liaison between the Preschool Committee and the Congregation~~al~~ Council with voice and without vote at Committee meetings when attended.

3. Teachers hired by ~~the Preschool Board~~ Holy Trinity Lutheran Church shall not be eligible to serve on the Preschool Committee.

4. The Preschool Committee members shall be nominated for service by the current ~~board~~ Committee members. The nominations shall be sent by ~~June 30~~ April 1 of each year to the Nominating Committee of the congregation for inclusion in the ballot for the annual meeting. ~~Congregation Council for approval at the July Council meeting~~ Members will be elected by the congregation at the Annual Meeting.

5. Terms shall be two (2) years. Members may serve no more than two (2) consecutive terms.

6. The Committee shall elect persons from its members to fill the following positions:

    ~~a) President~~ Chairperson

    ~~b) Treasurer~~

    c) Secretary

    d) Two Member~~s~~ at Large

8. The Preschool Committee may appoint an advisory group made up of a parent of a child from each class.

    a) Parent Representatives would serve for one year with voice and without vote. Their primary function would be serve as "homeroom parent" for the class, helping with communications with other parents

    b) Parent Representatives need not be members of HTLC.

9. The Preschool Committee shall meet bi-monthly (every other month) or as needed as determined by the Chairperson and Preschool Director.

    a) All regular meetings shall be open to all members of the Congregational Council, the congregation, ~~the school director~~, the instructors, and the parents of the students.

    b) Special meetings of the Preschool Committee may be called by the ~~President~~ Chairperson and Preschool Director.

    c) Quorum shall be set at three of the five voting members of the Preschool Committee.

    ~~1. Members of the Preschool Committee are entitled to vote, and a quorum shall consist of not less than two thirds of the members of the Preschool Committee.~~

D. The Preschool Director shall be responsible for the day-to-day operations and administration of the preschool and its staff.

    a. The Preschool Director shall be responsible to the Preschool Committee as the administrative officer of the school. The Preschool Committee shall work with the school director to set the overall direction and mission of the preschool.

    b. Day-to-day operations include, but are not limited to:

        i. maintaining accurate students and enrollment records;

        ii. maintaining an understanding of the preschools financial status.

    c. The school director shall meet at least quarterly with the Lead Pastor regarding theological, faith-based, and organizational matters.

E. All preschool staff members shall be employees of Holy Trinity Lutheran Church. Policies and procedures for employments and hiring shall be governed by the policies of the HR Team of the Congregation and the HTLC Employee Handbook.

1. Annual contracts for the hiring of teachers will be recommended by the Preschool Committee and executed by HTLC, and/or its representatives.

2. The hiring of a Preschool Director will be executed as a program staff hire of the congregation and follow the pattern of hiring program staff laid out by the HR Team.

3. Holidays and vacation days will follow the HTLC Employee Handbook, unless the needs of the school year take precedence

4. termination of any staff member of the Preschool will be recommended by the Preschool Committee and executed by Holy Trinity, and/or it's representative, according to the policies laid out in the Employee Handbook.

F. The Preschool Committee, with guidance and oversight of the Congregation Council, shall be charged with the responsibility of establishing policies for the administration and operation of the school. Their duties shall include, but are not limited to the following:

~~1. By August 1, the Preschool Committee shall enter into all contracts in the best interest of the school for the employment of a school director, teachers, associate teachers, and custodian; for school supplies; for instructional and recreational materials; and for physical facilities; and services of the church.~~

~~2. All preschool staff members shall be employees of Holy Trinity Lutheran Church. Policies and procedures for employments and hiring shall be governed by the policies of the HR Team of the Congregation and the HTLC Employee Handbook.~~

~~3. The school director shall be responsible to the Preschool Committee as the administrative officer of the school. The Preschool Committee shall work with the school director to set the overall direction and mission of the preschool.~~

~~4. The school director shall be responsible for the day to day operations and administration of the preschool and its staff.~~

5. ~~The Preschool Committee shall be~~ responsible for the financial operations of the preschool including:
   a) Submitting a budget for the program year to the Congregation Council for approval;
   b) Participating in the annual financial review of the congregation ~~by the Financial Review Committee~~ at the direction of the Congregation Council;
   c) Working with the Minister for Finance of the Congregation to provide a system of income and expense accounting that will allow for a clear and consolidated accounting of the congregation's finances.

6. The curricular plan of the preschool, including:
   a) the curriculum, the ages of students entitled to enter the school;
   b) the dates for the school year;
   c) the enrollment fee and tuition to be paid by the students, including policies for payment and refunds, if any, when a student withdraws;

~~d.) class sizes, and the number of teachers, associate teachers, and other personnel (including preschool custodian) for each class.~~

~~7. The Preschool Board shall be authorized to discharge any employee, if necessary, in the best interest of the school according to the policies outlined in the Employee Handbook.~~

~~8. The Committee shall schedule the vacation and holidays before the start of each school year.~~

~~E. The Preschool Committee shall meet bi monthly (every other month). All regular meetings shall be open to all members of the Congregational Council, the congregation, the school director, the instructors, and the parents of the students.~~

~~1. Special meetings of the Preschool Committee may be called by the President.~~

~~2. Members of the Preschool Committee are entitled to vote, and a quorum shall consist of not less than two thirds of the members of the Preschool Committee.~~

~~F. Registration for enrollment of children in the preschool shall be the responsibility of the Enrollment Coordinator.~~

~~1. The Enrollment Coordinator is a volunteer position supervised by the Director and appointed on recommendation of the Director by the Preschool Committee.~~

~~2. The Enrollment Coordinator shall select the students to be accepted for enrollment and determine in which classes the students will be placed.~~

~~3. The Enrollment Coordinator shall maintain a waiting list of potential students.~~

~~4. By the beginning of the school year, each student shall present a current physician-signed physical examination card and state-mandated immunization form.~~

G. The school shall assume no responsibility for transportation of the students to and from school or to and from school field trips.

~~H. The teaching staff shall recommend any changes or improvements to the curriculum to the Preschool Board in the best interest of the students.~~

~~1. The school director shall meet quarterly with the Lead Pastor regarding theological, faith-based, and organizational matters.~~

~~2. The curriculum and operation of the preschool shall reflect the core values, core beliefs, mission, vision and strategies of the congregation for making disciples.~~

H. Holy Trinity Lutheran Church shall provide space, utilities, snow removal to the preschool as part of the church's support of the preschool's mission.

~~1. Daily janitorial duties shall be performed by the preschool hired custodian.~~

2. Maintenance of the preschool facilities shall be shared between the preschool and the congregation. Sharing of costs shall be determined by the Preschool Committee and/or Preschool ~~d~~Director and the Stewardship SMA. Disagreements shall be resolved by the Congregational Council.

RECOMMENDED REVISIONS – CONGREGATIONAL GOVERNING DOCUMENTS

WHEREAS the Constitution Committee of the Southeastern Iowa Synod has recommended changes to the governing documents of the congregation so that they are in compliance with the Model Constitution of Congregation of the Evangelical Lutheran Church in America;

WHEREAS the Congregation has reviewed and approved the changes proposed;

BE IT RESOLVED that bylaw C8.02.02 be deleted from the governing document of the congregation.

I. Bylaw change which must be approved by Congregation – Majority vote.

- ~~**C8.02.02** Voting Membership - In addition to the definition of voting membership in C8.02.c all confirmed members under the age of 22 shall have a vote provided they have worshipped in the congregation in the prior 12 months.~~
- Following content renumbered.

WHEREAS the Constitution Committee of the Southeastern Iowa Synod has recommended changes to the governing documents of the congregation so that they are in compliance with the Model Constitution of Congregation of the Evangelical Lutheran Church in America;

WHEREAS the Congregation has reviewed and approved the changes proposed;

BE IT RESOLVED that C10.07 be of the governing document of the congregation be amended as follows:

II. Constitution change – majority vote; 2/3 ratification following year.

- **C10.07. In the following cases, voting shall be by ballot:... d. To exclude ~~a~~ member ~~from this congregation or~~ from an office in this congregation**
- Re-letter C10.07 accordingly.

AUTHORIZATION TO INCUR DEBT FOR OPEN ARMS PROJECT

WHEREAS in order to receive bids from contractors, the congregation needs to be assured that funds are to be available for the payment of the contract;

WHEREAS the giving to the Open Arms campaign may or may not have enough on hand to pay for the project when work is completed;

WHEREAS the giving to the Open Arms campaign will continue after the project is complete;

BE IT RESOLVED that, in the event that funds are not yet received at the time invoices are to be paid, the Congregation Council be empowered to enter into short-term debt to fund the Open Arms "Hospitality Project" which will renew first-floor restrooms, install a grease trap, renovate the kitchen and update the narthex/fellowship space. The debt will be repaid as giving to the project is received after completion.

Guide for a Congregational Meeting

Meetings of the Congregation (and Council and all other Committees) are governed by Robert's Rules of Order, which provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly.

- Discussion in a meeting is confined to the debate of a motion brought to the floor with a proper motion and a second to the motion. A motion that does not receive a second is considered "dead" and is not discussed. Motions do not have to be seconded, but must be if debate is to take place. The only exception is for a motion to adjourn – this needs no second.
- Making a motion – any report or agenda item that has been voted on by the Council and is being presented to the congregation already comes with a motion from the Council. A second is needed to proceed. A motion from the floor must be presented in a manner that clearly states the decision being placed before the congregation.
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote.
- Before the motion is stated by the Chair, members may suggest modification of the motion; the mover can modify as s/he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- Speaking – Comment in the meeting is restricted to 1) speaking in favor or in opposition to the motion on the floor; 2) offering an amendment to the motion on the floor; 3) another parliamentary request from the list below, such as "call the question" which is a request to end debate and vote. Silence is assumed as consent. To be recognized to speak, one must rise and take the place designated for speaking (a microphone, a lectern, a spot on the floor).
- Speakers must be recognized by the Chair. All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives. After being recognized by the Chair, begin by saying "Mr./Madam Chair, I rise to speak in favor/opposition to the motion." Rules may be in place to limit the time allowed, which can then be extended by a separate motion to extend comments.

Voting Guidelines from Constitution

The procedure for voting is governed by the constitution of the congregation and Robert's Rules of Order.

C10.07. In the following cases, voting shall be by ballot:

- To elect the Congregation Council
- To adopt or amend the articles of incorporation, constitution, or bylaws of this congregation
- To call a pastor or to request a resignation
- To exclude a member from this congregation or from an office in this congregation
- To sever membership in the Evangelical Lutheran Church in America
- To dispose of, encumber, or purchase real property.

A motion may be made from the floor to put any question to a balloted vote. Said motion must be seconded and receive a majority vote to be binding. If the motion fails, the chair will begin with a voice vote. If the majority is not discernable by a voice vote, the chair will follow Robert's Rules to use another means, which may include, but is not limited to raised hands, standing, or a ballot or other means of "dividing the question."