Holy Trinity
Lutheran Church

May 2017
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 2016 Annual Meeting — page 6
3. Treasurer's Report—Fiscal 2016—seven months — page 8-10
4. Nominating Committee Report—Ballot — page 11
5. Mission & Ministry Report — page 11-18
6. Open Arms Campaign Report — page 19
7. New Business
    A. Mission Investment Plan (Budget) August 2017—July 2018 — page 20—22
    B. Preschool Budget — page 22
    C. Model Constitution Change Resolution — page 23
    D. Model Constitution Changes — page 23-34
8. Guidelines for Meeting and Voting Procedures — page 35
9. 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 2017	2017-2018
President	Kristin Tague	Chad Froelich
President-Elect	Chad Froelich	Staci Madetzke
Vice President	Staci Madetzke	BALLOT
Treasurer	Tina Stanley	Tina Stanley
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	Jim Tagye	BALLOT
Learning	Nicole Gade	BALLOT
Outreach	Dan Ellett	Dan Ellett
Stewardship	Mark Beeck	Mark Beeck
Worship	Tim Hackbart	BALLOT

Pastors & Staff

Rev. Dr. Timothy Olson, *Lead Pastor for Mission & Vision*

Becky Dieleman, *Hospitality Ministry Associate*

Kristi O'Connor, *Communications Ministry Associate*

Tammy Walls, *Minister for Finance*

Rev. Pamela Schroeder, *Pastor for Care & Community*

Lisa Strnad, *Pastoral Ministry Associate*

David Fandrich, *Minister for Worship & Music*

Jill Bjorklund, *Middle School Choir*

Mark Bjorklund, *Elementary Choir*

Kyle Folvag, *Musician*

Krista Gerth, *Worship Ministry Associate*

Jeff Hook, *Musician*

Marlene Miller, *Musician*

Jean Murphy, *Musician/Organist*

Vacant, Bell Choir

Sara Rademacher, *Minister for Administration*

Jay Brooks, *Custodian*

Anne Williams, *Minister for Learning*

Kelly Heuton, *Family Ministry Director*

Jennifer Schafer, *Church School Director*

Madeline Hauser, *Nursery*

Jonathan Olson, *Lighthouse Ministry*

Debbie Witten, *Nursery*

Vacant, *Youth Director*

Holly Randell, *Preschool Director*

Amy Black, *Preschool Substitute Teacher*

Sally Grabenbauer, *Preschool Teacher*

Deb Hopkey, *Preschool Teacher*

Lisa Little, *Preschool Teacher*

Jen Stapleton, *Preschool Teacher*

Maria Trosper, *Preschool Teacher*

Secretary's Report

Minutes for the Annual Meeting May 22, 2016

Location: HTLC Sanctuary; **Presiding officer:** President Lon Hopkey
Minutes taken and submitted by: Bryan Tjaden, Recording Secretary

Opening Prayer and Call to Order: President Lon Hopkey called the meeting to order at 10:38 AM. Pastor Tim opened the meeting with a prayer.

Establishment of Quorum: Quorum was established with 138 congregation members present.

Adoption of Agenda:

ACTION ITEM: Motion made by Council to adopt the agenda, and seconded by Larry Sweeney. No discussion. Voice vote taken. Motion carried by call of the chair.

Secretary's Report:

ACTION ITEM: Motion made by Council to approve the 2015 annual meeting minutes, and seconded by Asta Twedt. No discussion. Voice vote taken. Motion carried by call of the chair.

Nominating Committee Report - Ballot: Lon opened nominations from the floor (of which there were none).

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

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

Staci Madetzke ..... Vice-President
Daniel Ellet ..... Outreach SMA Chair/Council Representative
Mark Beeck ..... Stewardship SMA Chair/Council Representative

All candidates received a ballot vote of 138 in favor and none opposed.

New Business:

A. **Mission Investment Plan (Budget) – August 2016-July 2017** (see page 7-8 of 2016-2017 Report)

ACTION ITEM: Motion made by Council to approve HTLC's 2016-2017 budget, and seconded by Tom Beck. No discussion. Voice vote taken. Motion carried by call of the chair.

B. **Preschool Budget** (see page 9 of 2016-2017 Report)

ACTION ITEM: Motion made by Council to approve HTLC Preschool 2016-2017 HTLC budget, and seconded by Marty Rathje. No discussion. Voice vote taken. Motion carried by call of the chair.

C. **Ratification of Constitution Change** (see page 10 of 2016-2017 Report) Pastor Tim spoke to the need for the realignment of the SMAs.

ACTION ITEM: Motion made by Council to ratify the Constitution changes adopted in January 2016, and seconded by Scott Hamilton. No discussion. Ballot vote taken. Motion carried by a ballot vote of 138 in favor and none opposed.

Closing Prayer and Adjournment: Motion made by Bill Von Behren to adjourn. Voice vote taken. Motion carried by call of the chair. Meeting ended at 10:50 AM.

Holy Trinity Lutheran Church
Financial Report
for the Period January 1–July 31, 2016

This report is for the seven-month period from January 1 to July 31, 2016. This period marks the transition from a fiscal year that ran January to December to a new fiscal year that runs from August 1 to July 31. The change allowed us to align the fiscal years of the congregation and preschool. It also allows us to better follow income and expenses as they flow through the mission, ministry and programs of the congregation which often run from fall each year through the following spring.

Stated in the simplest terms, the congregation ended this period with more cash on hand, less debt and with income exceeding expenses. The congregation is in good financial shape and our direction is positive. This report will be offered for approval at the congregation's annual meeting in May of 2017. Questions before that time may be directed to the Congregation Council.

Highlights:

- The congregation changed financial institutions toward the end of the period from Bank of the West to Lincoln Savings Bank. Bank of the West was unable to deliver on the plan they proposed to consolidate all our banking in one institution. Lincoln Savings Bank was able to do that, including refinancing the mortgage to reduce rate and payment that was approved by the congregation in 2014. Accounts at both institutions are listed in the *Statement of Financial Position* as the period closed before the transition was complete.

- The *Open Arms Capital Campaign* impacted the finances of the congregation in several ways, including:

    - The addition of assets held by the congregation and a corresponding increase in funds designated for fulfilling the purposes of the campaign.

    - A significant amount of unbudgeted income received. This will be included in the budget for 2017-18.

    - Some unbudgeted expenses for the campaign.

- We have just begun to account for depreciation in our financial statements, and this amount was not included in the budget for this period. It will be in the future.

- General giving was significantly short of projections for the period. It should be remembered that this period did not contain the fourth quarter of a calendar year, which is a significant time for giving by the congregation.
- With the extra income from the *Open Arms Campaign* and other designated sources, we were able to end the period with a surplus before the non-cash deduction for depreciation.

Statement of Financial Position—July 31, 2016

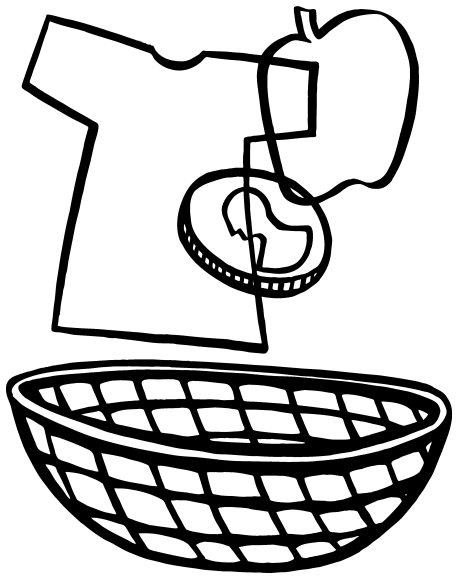
Assets		Dec. 31, 2015	Jul. 31, 2016
Checking/Savings Accounts			
	Bank of the West Checking	$ 2,007	$ 10,851
	Bank of the West Money Market	$ 31,196	$ 30,683
	Petty Cash	$ 500	$ 500
	Mission Trust Fund	$ 43,187	$ 45,581
	Bank of the West General Savings	$ 5,000	$ -
	Lincoln Savings Bank Checking	$ -	$ 9,789
	LSB Money Market Campaign Account	$ -	$ 150,061
Total Checking/Savings Accounts		**$ 81,890**	**$ 247,466**
Other Assets			
	Other Receivables	$ 2,246	$ 1,141
Total Other Assets		**$ 2,246**	**$ 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	$ (1,212,687)	$ (1,285,646)
Total Property and Buildings		**$ 3,186,450**	**$ 3,113,491**
Total Assets		**$ 3,270,585**	**$ 3,362,098**
Liabilities			
Current Liabilities			
	Church Accounts Payable Accruals	$ 43,437	$ 78,114
	Use Tax Payable	$ 62	$ 44
Notes & Loan Liabilities			
	Mortgage Payable	$ 837,493	$ 802,272
	Line of Credit	$ 109,635	$ 123,254
Total Notes & Loan Liabilities		**$ 947,128**	**$ 925,526**
Total Current Liabilities		**$ 990,627**	**$ 1,003,684**
Fund Balance			
	Church Fund Balance	$ 2,288,876	$ 2,177,202
	Surplus/Deficit Income Received	$ (131,958)	$ (58,985)
Total Fund Balance		**$ 2,156,918**	**$ 2,118,218**
Designated Funds			
	Total Temporarily Designated	$ 79,853	$ 194,615
	Total Long Term Designated	$ 43,187	$ 45,581
Total Designated Funds		**$ 123,040**	**$ 240,196**
Total Liabilities, Fund Balance & Designated Funds		**$ 3,270,585**	**$ 3,362,098**

Statement of Income & Expense January 1–July 31, 2016

Offerings, Fees & Income		Actual	Budget
	General Tithes & Offerings	$ 543,247	$ 647,526
	Special Funds/Outreach Revenue	$ 88,242	$ 31,727
	Ministry Programs Revenue	$ 32,053	$ 53,550
	Open Arms Campaign Revenue	$ 96,058	$ -
Total Regular Income		**$ 759,600**	**$ 732,803**
Other Expenses & Income Adjustments			
	Interest Income	$ 1,311	$ -
Total Income		**$ 760,911**	**$ 732,803**
Mission & Ministry Expenses			
	General Church Expenses	$ 6,653	$ 12,390
	Outreach Ministries Expenses	$ 80,864	$ 75,342
	Building & Property Expenses	$ 85,835	$ 93,055
	Stewardship/Administration	$ 29,974	$ 29,500
	Personnel	$ 398,910	$ 417,323
	Inviting & Evangelism	$ 7,391	$ 12,075
	Care & Community Ministries	$ 10,447	$ 13,130
	Learning Ministries	$ 58,423	$ 79,520
	Worship Ministries	$ 9,344	$ 8,900
	Open Arms Campaign Expenses	$ 28,714	$ -
Total Expenses		**$ 716,554**	**$ 741,234**
Other Expenses & Income Adjustments			
	Debt Interest Expense	$ 30,383	$ 32,000
	Depreciation Expense (Non-cash expense)	$ 72,959	
Total Other		**$ 103,342**	**$ 32,000**
TOTAL before depreciation		**$ 13,974**	**$ (40,431)**
TOTAL after depreciation		**$ (58,985)**	**$ (40,431)**

Designated Accounts Statement—July 31, 2016

Designated Funds		Dec. 31, 2015	Revenue	Expenses	Jul. 30, 2016
Short-Term Designated Funds					
	Memorial - Mission Trust Fund	$7,627	$100	$0	$7,727
	Memorial - Worship SMA	$769	$0	$0	$769
	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	$0	$0	$0
	Youth Gathering Held Over Year End	$0	$0	$0	$0
	Key Return Deposit Account	$550	$0	$0	$550
	Open Arms Campaign Held Over Year End	$175,535	$10,353	$1,236	$184,652
	Open Arms Mission Trust Fund	$0	$0	$0	$0
	Open Arms Tithe to Mission Partners	$0	$0	$0	$0
Total Short-Term Designated Funds		**$185,398**	**$10,453**	**$1,236**	**$194,615**
Long Term Designated Funds					
	Mission Trust Fund	$44,875	$706	$0	$45,581
Total Long Term Designated Funds		**$44,875**	**$706**	**$0**	**$45,581**
TOTAL DESIGNATED FUNDS		**$230,273**	**$11,159**	**$1,236**	**$240,196**



Nominating Committee

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

- Brent Wilson, Vice President (3 year term; progressive offices)
- Susan Orth, Care & Community Representative and SMA Chair (2 year term)
- Tim Hackbart, Worship Representative and SMA Chair (2 year term)
- Nicole Gade, Leaning Representative & SMA Chair (2 year term)

Nominating Committee Positions , to be elected for one year:

- Liz Nilsson-Halder
- Tim Helmbrecht
- Todd Rynearson

Unified Mission & Ministry report by Standing Ministry Areas (SMA)

CARE & COMMUNITY

Year in Review

- *Connections Weekend* was held in September with representatives from various Care & Community building ministries available to share their ministry with others in the congregation. A booklet is available throughout the year with information on joining Care and Community ministries.
- *Stephen Ministry* leaders are Sharon Jones and Rita Samuelson who coordinate the program. The Stephen Ministers meet monthly.
- *Peace After Divorce* had a small class of three people who registered, and two people who completed the program.
- *Pause Groups* studied the Gospel of Matthew.
- *Everyday Faith*, the Wednesday evening adult class, welcomed between 25-40 participants each week and covered a variety of topics including: *Gratitude; Half Truth: Stuff the Bible Does Not Say; Wholeheartedness: Busyness, Exhaustion & the Divided Self; Together by Grace.*
- *First Sundays* is a new Sunday morning program that began this fall. It is a joint program of the Learning and the Care and Community SMAs. Timely topics of interest presented: Bullying, Affording College, Family Promise, Medicare.
- *Life Groups*, with a primary focus on service, began in September. We have groups serving Lutheran Services in Iowa – ESL program, FreeStore, and Hope Ministries – Bethel Mission.
- Two *Life Groups* are in the early phases of development: Parents of Toddlers, and Parents of Infants. Kelly Heuton is working with group formation.
- *Advent Book Study* group read and discussed *"More than Enough: Living Abundantly in a Culture of Excess."*

- The *Lent Book Study* read and discussed "*The Return of the Prodigal Son*" by Henri Nouwen. A group for retired persons met on Wednesdays for lunch and devotional reflections from "*40-Day Journey with Martin Luther*" edited by Gracia Grindal.
- Four *Dinner for Eight* groups have gathered since August. Their purpose is to form friendships and connections with each other making the body of Christ more vibrant in our congregational life together.
- This spring for the first time we have gathered the couples who are planning to marry in 2017 and who can participate in a pre-marriage workshop. This is comprised of three sessions led by the pastors. Beside strengthening relationships, it also provides a means to connect with other couples in the congregation.

Measures and Metrics

Group/Activity	2017	2016
Quilters	22	18
Knitters	5	5
Stephen Ministers	12	12
Dinner for Eight	19	8
Lent Book Study	12	10
Daytime Lent Study	31	21
Pause Groups	43	44
Hope Ministries Group	7	
Freestore Group	12	
Lydia Circle (2)	32	
Esther Circle	13	
Prayers for Caregivers	16	
Advent Book Study	16	
Men's Groups	23	
College Moms	19	
Tai Chi	10	
Peace after Divorce	3	
Tweens Group	5	
Grief Support		13

Looking Ahead

- Begin a visitation team
- Grief Group Series this spring
- Peace After Divorce this spring and fall

OUTREACH

Year in Review

FALL 2016 BE A SIGN CAMPAIGN

- ADOPT A FAMILY - Eleven families' children received Christmas gifts through this project with the Ankeny Service Center.
- BRING A PIE / SHARE A PIE - Church members baked 70 pies and delivered them to people on Thanksgiving.
- CARDS FOR THE HOMEBOUND - Hundreds of cards were delivered to 28 homebound members of HTLC.
- CHILDREN & FAMILIES OF IOWA GIFTS - Over 200 items (clothing, blankets, and personal care items) were donated by congregation members.
- FRUIT BASKETS - Over 100 bags of fruit were delivered to homebound members, food pantry guests and WIC families.
- HOPE MINISTRIES GIFTS - 500 clothing items were donated to men served by Hope Ministries.
- LUTHERAN SERVICES IN IOWA - Items were donated to the childcare literacy program through LSI.
- MOSAIC GIFTS - Church members provided wrapped Christmas gifts for 44 residents of MOSAIC (an advocacy group for people with intellectual disabilities).
- OPERATION TURKEY SANDWICH - 300 turkey sack lunches were delivered to persons working on Thanksgiving, food pantry guests and others in need.
- TRINITY CENTER GIFTS - More than 400 items were delivered to residents of Trinity Center at Luther Park.

HTLC FOOD PANTRY

The Food Pantry continues to serve 30-40 families (80-100 persons) per week who deal with food insecurity. Dieticians are also available.

HTLC ASSISTANCE PROGRAM

ASSISTANCE	FYTD	PFY Total
Individuals Served	**91**	**77**
Amount Distributed	**$7,502**	**$8,683**

The HTLC Assistance Program offers financial assistance and counsel to those in crisis. The demand on the program has exceeded gifts for funding and we have narrowed the scope of the help we give to emergency food, gas, grocery items. We no longer give rental or utilities help.

INVITING & EVANGELISM

- 3,400 invitations and refrigerator magnets have been mailed to all new residents in the Ankeny zip codes this year. We will continue this program into the next.
- We have welcomed 82 identifiable families as first time visitors this past year. 57 have been contacted directly. Any who provided street addresses have received a visit and a gift of bread.
- 48 new members have been welcomed over the last year.
- A Bring-a-friend Sunday was held with the theme "Mug Someone."

Looking Ahead

- LOVE LUNCH PROGRAM - Continue support of this multi-church activity that provides summer lunches for children at two neighborhood parks.
- FAMILY PROMISE - Our partnership with Family Promise of Des Moines will allow us to host homeless families for one week four times per year. Lodging, meals and transportation will be provided.
- THE FREE STORE - Grow our new partnership with this organization that provides donated furniture and household goods to victims of domestic violence.

STEWARDSHIP

Year in Review

- Emphasis this year has been on streamlining and accuracy of reporting and increasing electronic giving.
- "First, We Give of Ourselves: Giving in Gratitude" kicked off Sunday, September 11, and wrapped up on Sunday, October 23, with Celebration and Commitment Sunday. 250 breakfast tacos were served to thank the congregation for their commitments. Overall for the entire campaign 183 commitments were received. Electronic giving continues to increase and is up to 30%; this is up 5% from last year.
- The fiscal year changed in August of 2016 from the calendar year to August – July. A new chart of accounts was introduced at the beginning of 2016 during the 7-month budget. This has helped with budgeting and accuracy of reporting financials.
- We implemented a check scanner system for better tracking of gifts and security. The offering counting process has been streamlined. Teams are made up of 3-4 people.
- The preschool financials were added to the database for better accounting accuracy.
- Property continues to hold work nights and workdays to help keep the building and surrounding grounds looking nice and light maintenance is performed. Since August 4, workdays and work nights have been held. An average of 10 people have come to help each time.

Looking Ahead

- Separate datasets for preschool, learning and visitor tracking, this will streamline reporting.
- Human Resource process to ensure accuracy.
- Continued emphasis on electronic giving.
- Complete preschool integration into software and payroll systems.
- Continued emphasis on reporting accuracy.
- Continued emphasis on congregation's education in generosity.
- Year-Round Stewardship is a goal to get people to think about Stewardship in a broader sense.
- Try-A-Tithe Sundays will be held quarterly to give people a chance to try tithing on a smaller scale if they want.
- This fall will be the third and final year for "First, We Give of Ourselves." The focus will be "Giving in Generosity."
- In October during Adult Ed, a look at the program "Share, Save, Spend" by Nathan Dugan will be discussed. The first three lessons will be discussed on three consecutive Sundays.
- We continue to grow electronic giving options; text to give was introduced earlier this year.
- Push to get the word out via social media more about campaign, Text to Give, Try-A-Tithe Sunday and efforts already in place will continue.
- Grow the team.

LEARNING

Year in Review

Children's Ministries

- Staffing: With the departure of Bryanne Hensley, we re-worked the children's ministries duties into two part-time positions: a Church School director and a Family Ministries director. Jen Schafer serves as our Church School Director, coordinating our Sunday morning and Wednesday evening ministries as well as VBS and the Christmas program. Kelly Heuton serves as our Family Ministries Director. She coordinates milestone ministries like first communion, helps new parenting groups form, etc.
- Christmas Program 2016: We had a wonderful Christmas Program this year. We opted to have two programs, one for each session of Church School. It was a huge success and everyone had a ton of fun!
- An Easter Egg Hunt was held on Palm Sunday weekend with 128 kids in attendance.
- Church School 2016-2017: We have 220 students registered in Church School (3 year old preschool to fifth grade). Those students have raised almost $1700 for the ELCA Malaria Campaign this year.

- Milestones: 41 students received their first communion this year. We gave 84 students in preschool, 3rd grade and 6th grade Bibles in our Bible milestone. We are moving our 3rd grade presentation of the Bible to the end of 2nd grade for students heading to Bible camp for the first time and so are anticipating giving out about 40 NRSV Bibles to students finishing up 2nd grade this year. We will be celebrating with about 40 5th grade students the end of Church School and the beginning of Affirmation of Baptism with our Welcome milestone this May.

Ministry of Affirmation of Baptism (aka Confirmation)

- Staffing: Anne, Minister for Learning, Pastor Pam and Intern Chad were the primary teachers this year in Affirmation of Baptism. Anne and Pastor Pam will continue next year as the primary teachers.

- We have 124 students in Affirmation of Baptism in grades 6 through 8, with 37 Guides acting as small group leaders. In September 2016 36 9th grade students affirmed their baptismal faith in front of the congregation.

High School Ministry

- Staffing: We advertised for a high school ministry director and have not received the quality of applicant we had hoped to receive. John Williams and several parents have been leading high school Bible study on Wednesday evenings.

- We will be celebrating the graduation of 44 high school seniors this May.

Looking Ahead

Children's Ministries

- Church School 2017-2018: We will be changing the format of church school this coming year. We will be moving to a station based learning model where students will rotate to a new station with a Shepherd, and the Teachers will staff each station.

- VBS 2017: planning is well underway for VBS. We're doing a science theme with lots of hands on activities that will take the place of crafts. We are placing more emphasis on advertising and welcoming new or peripheral folks to the ministry.

Ministry of Affirmation of Baptism (aka Confirmation)

- The Rite of Affirmation of Baptism will take place on Sept 30/Oct 1, 2017 for our current 8th grade class.

- Middle School Mission Trip: This summer 24 middle school youth and 6 chaperones will be heading to Green Bay for our Middle School Mission Trip.

High School Ministry

- 23 students and 6 chaperones will be going to St. Louis for our annual high school mission trip.

- We are beginning to prepare for the ELCA Youth Gathering in Houston in June of 2018.

WORSHIP

Year in Review

- Choir opportunities for youth now range from kindergarten through 9th grade, and they are all singing beautifully and healthily.
- We have begun four new ensembles this year: a women's ensemble, a woodwind ensemble, an all-church orchestra, and jazz ensemble.
- The Adult Choir continues to grow and thrive. We regularly fill the balcony and positively pack it full on festival Sundays.
- Nearly half of our brass ensemble is comprised of high-school-aged students who have the opportunity to play with other talented and experienced players.

Measures and Metrics

	2013 YE	2014 YE	2015 YE	2016 YE	2017 YTD	2016 YTD	5 Yr.
5:30 Saturday	102	98	88	79	78	96	**-24%**
8:00 Sunday	132	131	113	109	116	120	**-12%**
9:30 Sunday*	277	289	256	253	262	244	**-5%**
11:00 Sunday**	148	139	117	100	81	117	**-21%**
Weekly Average	631	616	550	529	537	553	**-12%**
Baptized Membership	2,612	2,612	2,201	1,842	1,914	2,203	**-27%**
Worship Ratio	24.16%	23.60%	24.97%	28.70%	28.06%	25.10%	
ELCA Average					28%		

Sharing God's Love—Growing as Disciples

2017 Discipleship Survey Results

Our mission as a congregation is to share God's love, not just as a congregation, but as individuals disciples of Jesus. We recently asked the congregation to take a survey that assessed how the congregation is helping people to become what God calls them to be. One-hundred-twenty-two (122) people took the survey which was sent to the congregation on two occasions. Each question asked respondents to assess whether participation in the congregation had helped them grow over the last six to twelve months.

Has the ministry of the congregation helped deal with others in my family, my workplace, my daily life **more kindly and with more understanding? 83.6% responded affirmatively**, 73 agreed, and 29 strongly agreed. On a scale of 1-5, five being strongest, the average was 3.93.

Has the ministry of the congregation helped me **ascribe the best motives to people with whom I disagree rather than thinking the worst? 77% responded affirmatively**, 79 agreed, and 15 strongly agreed. On a scale of 1-5, five being strongest, the average was 3.83.

Has the ministry of the congregation helped me **forgive hurts and grievances rather than continue to bear them as a burden? 79.1% responded affirmatively**, 72 agreed, and 23 strongly agreed. On a scale of 1-5, five being strongest, the average was 3.93.

Has the ministry of the congregation helped me **increase my use and understanding of scripture? 77.5% responded affirmatively**, 75 agreed, and 18 strongly agreed. On a scale of 1-5, five being strongest, the average was 3.83.

Has the ministry of the congregation helped me **become a more generous person with my money? 65.3% responded affirmatively,** 61 agreed, and 18 strongly agreed. On a scale of 1-5, five being strongest, the average was 3.65.

Has the ministry of the congregation helped me **give more attention to serving others? 86.1% responded affirmatively,** 71 agreed, and 34 strongly agreed. On a scale of 1-5, five being strongest, the average was 4.11.

Has the ministry of the congregation helped me **live with God as a bigger part of my daily life? 87.4% responded affirmatively**, 77 agreed, and 27 strongly agreed. On a scale of 1-5, five being strongest, the average was 4.05.

Has the ministry of the congregation helped me **pass on the faith to my children/grandchildren? 80.1% responded affirmatively**, 45 agreed, and 40 strongly agreed. On a scale of 1-5, five being strongest, the average was 4.15.

Has the ministry of the congregation helped me **become a more faithful disciple of Jesus Christ? 86% responded affirmatively**, 83 agreed, and 21 strongly agreed. On a scale of 1-5, five being strongest, the average was 4.01.

Has the ministry of the congregation helped me **face the struggles of life with hope and trust in God? 89.3% responded affirmatively**, 71 agreed, and 37 strongly agreed. On a scale of 1-5, five being strongest, the average was 4.16.

Has the ministry of the congregation **provided a community where you feel like you belong? 87% responded affirmatively,** 54 agreed, and 52 strongly agreed. On a scale of 1-5, five being strongest, the average was 4.22.

Open Arms Campaign update
April, 2017

At the conclusion of the Open Arms Campaign, we exceeded our goal of $1.2 million in commitments. Since the end of the campaign, we have started checking things off the list as we've received cash in hand to pay for the progress. Back in November, a new roof was completed for the sanctuary. The energy savings were noticed immediately. Your gifts have allowed us to support the work of our four partners (Mosaic, ELCA World Hunger Appeal, The ELCA Fund for Leaders, and the new prison congregation at Anamosa) as we tithe the gifts received. We have added significantly to our mission trust fund which will become a source of perpetual funding for scholarships and outreach projects.

You will soon see changes in the sanctuary as we replace the projector and screen, add audio and video monitors to assist in worship while relocating the baptismal font and changing flooring in the front of the sanctuary space. These projects are in the planning stage and will have bids sent out in May 2017.

We did open the bidding process for the north and south restroom overhauls. However, the costs were higher than expected. Issues with connections to the water supply and sewer were more complicated than anticipated. In addition, the Wastewater Reclamation Authority requires installation of a grease trap for the waste piping servicing the existing kitchen on any project over $50K, which adds considerable expense to the project. The project is planned, but delayed.

The timeline for the projects is determined by the receipt of gifts. We can finish the 3-year project sooner with a timely fulfillment of pledges. Any additional gifts will make a bigger mission impact.

We continue to ask for your prayers during this time as the committee moves forward with our Open Arms Campaign.

Campaign Revenues:	
Lighting Project Gift 2015	$ 100,000
Pre-Campaign Offerings	$ 223,523
Post-Campaign Gifts	$ 288,490
Total Revenue to Date Current Count	**$ 612,013**
Campaign Expense	
James Company Expense	$ 46,250
Pre-Campaign & Design Fees	$ 26,143
Lighting Project	$ 89,159
Vendor Expenses	$ 128,887
Tithe to Partners	$ 40,000
Mission Trust Fund	$ 19,009
Total Expense to Date Current Count	**$ 349,449**
Open Arms Funds Available	$ 262,564

Mission Investment Plan
August 2017 – July 2018

The mission investment plan (budget) presented for adoption in this report is for the fiscal year beginning August 1, 2017 and ending July 31, 2018.

Adopting a balanced, realistic budget for the coming fiscal year presented a challenge on several fronts for leaders. All the difficult decisions reflected in this budget were done with prayer and lots of compassionate, responsible conversation.

INCOME – Income projections for general giving (which funds most expenses) has been adjusted down from the past year. It still commits to an 8-9% growth over actual giving over the last twelve months. Overall income is about the same as the previous year, but it is divided differently. One of the realities we face is that as more giving goes to special projects and fund raising, less is available for general expenses.

GENERAL EXPENSES – Last year we implemented a new general ledger system and have been working for the last few years to make our financial reporting as transparent, accurate and understandable as possible. General expenses are those items that don't readily fit in any one category, i.e. mortgage payments, depreciation, mileage reimbursements. This year, this category goes up significantly not because we are going to actually spend so much more, but because we are accounting for mortgage payments differently. In the past, only interest expense was a budgeted item, while principal was a reduction in liabilities. This year both principal and interest appear in the budget. This accounts for a $40K increase in budgeted spending in this category.

OUTREACH EXPENSES – Many of the expenses in this category are expense neutral, meaning that we simply pass on whatever we receive. The major decrease in this category is a drop in the percentage of general income we will pay to the synod and ELCA as mission support. The ELCA asks for 15%; the national average is about 10%. Last year we budgeted 8% and hoped to grow to 8.5%. We have dropped it this year to 7% to $81K from a requested $99K.

PERSONNEL EXPENSES – Personnel expenses were cut by $50K from last year's budget and reduced by $85K from requested amount. This was implemented as follows:

- The elimination of COLA and merit increases for all staff in the coming year.
- Reduction of open youth position from full-time to part-time. $25K savings.
- The budget calls for a $23K reduction in payroll and other expenses which will be enacted after the budget is adopted.
- Elimination of continuing education expenses for the coming year.

Mission Investment Plan
August 2017 – July 2018 cont.

STEWARDSHIP EXPENSES – Several major reductions are included in the stewardship category (lowered utilities, copier and printing expenses and postage) which help offset the need for major repairs in the coming year, which can no longer be postponed. Parking lots, the concrete at the north entrance and the ceiling in the preschool must be repaired. The total cost is expected to be about $35K. These expenses are not included in the Open Arms plan and must be included in the general budget.

INVITING EXPENSES – Commitment to advertising and meals were reduced to yield a small reduction in our evangelism efforts.

LEARNING EXPENSES – 2018 is an ELCA National Youth Gathering year. Expenses for that trip will be considerable, as in the past. It has been our practice to fund as close to one-third of the cost from the general budget. This budget reflects a commitment of just one-fifth, or $10K. In addition, we have "capped" the number who can attend at fifty (50). We will take more if they register, but funding must be expense neutral. Expenses for supplies and other activities were cut to minimums.

CARE & COMMUNITY EXPENSES – Small group materials, Stephen Ministry training and new member hospitality were reduced to yield the small reduction in this category.

WORSHIP EXPENSES – The $4,500 reduction in this category is essentially an across the board cut for each expense item proposed.

WHAT DOES THIS MEAN? It needs to be said that this budget does not reflect a crisis or a sign of failure. We have, as a congregation, struggled to grow in our giving to the needs of the general fund for a long time, and that continues. We also have moved into a time when other options for giving are no longer "second mile" but often primary passions for members. We have the power and the potential to restore what has been cut and to grow in our mission if we all give as the Lord has given. In order to move ahead, we will need to:

- Grow our general giving by 9% to fund the proposed budget.
- Grow our giving by 12–15% to restore any reduced expenses.
- Grow our giving by 20% to begin to fund new programs.

HTLC Mission Income & Expense Plan

	2016-17	Requested	Approved
INCOME			
Offerings - Undesignated	$ 1,214,000	$ 1,168,200	$ 1,168,200
Fees & Designated Giving	$ 66,933	$ 86,732	$ 87,032
Program Revenue	$ 60,500	$ 74,500	$ 79,925
TOTAL	$ 1,341,433	$ 1,329,432	$ 1,335,157
EXPENSES			
General	$ 55,200	$ 47,000	$ 104,660
Outreach	$ 148,140	$ 167,997	$ 148,974
Personnel	$ 744,541	$ 780,638	$ 695,208
Stewardship	$ 218,083	$ 250,682	$ 246,615
Inviting	$ 21,350	$ 22,250	$ 18,950
Learning	$ 101,000	$ 122,000	$ 95,900
Care & Community	$ 16,900	$ 11,050	$ 7,550
Worship	$ 20,500	$ 21,900	$ 17,300
TOTAL	$ 1,325,714	$ 1,423,517	$ 1,335,157
		$ (94,085)	$ 0
Depreciation Detail/Non Cash		$ 125,100	$ 125,100
		$ (219,185)	$ (125,100)

Open Arms Campaign

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

Small Discoveries Preschool

	2016-2017	2017 - 2018
Preschool Income	$ 62,035	$ 75,510
Preschool Expense	$ 61,178	$ 70,443
TOTAL	$ 857	$ 5,067

RESOLUTION TO CHANGE THE CONSTITUTION/GOVERNING DOCUMENTSOF THE CONGREGATION

WHEREAS the Evangelical Lutheran Church in America (ELCA) adopted the following changes to the Model Constitution for Congregations of at the August 2016 Churchwide Assembly; and

WHEREAS adoption of these changes will bring the congregation's constitution into compliance with required provisions for all congregations of the ELCA; and

WHEREAS these changes are already binding upon the congregation by virtue of the churchwide adoption.

BE IT RESOLVED that, on this twenty-first day of May, 2017, the following changes be made to the governing documents of Holy Trinity Lutheran Church.

(Changes to Model Constitution revisions go into effect immediately following adoption by a majority vote of the voting members present at a duly called meeting of the congregation. They need no ratification.)

Underlined text denotes additions and edits; ~~strikethrough text~~ denotes deletions.

CHANGES TO REFLECT THE FAITH COMMITMENTS OF THE ELCA TO CHRISTIAN UNITY

*C3.02. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian Unity throughout the world.

*C3.03 The church exists… expresses the fellowship of believers and congregations in our day.

*C3.04. This church, inspired and led by the Holy Spirit, participates in the Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God's mission in the world.

*C3.~~03~~ 05. The name Evangelical Lutheran Church in America (ELCA or "this church")…

CHANGES TO ENACT THE REORGANIZATION OF THE ELCA ROSTERS FOR MINISTERS OF WORD AND SACRAMENT AND MINISTERS OF WORD AND SERVICE.

*C5.03. Only such authority… The congregation is authorized to:

c. call a minister of Word and Service;

d. ~~or~~ terminate the call of ~~associates in ministry, deaconesses, and diaconal ministers~~ a minister of Word and Service in conformity with the ~~applicable policy~~ constitution of the Evangelical Lutheran Church in America;

~~d.~~ e. adopt amendments to the constitution, as provided in Chapter ~~17~~ 16, amendments to the bylaws, as specified in Chapter ~~16~~ 17, and continuing resolutions, as provided in Chapter 18;

~~e.~~ f. approve the annual budget;

~~f.~~ g. acquire real and personal property by gift, devise, purchase, or other lawful means;

~~g.~~ h. hold title to and use its property for any and all activities consistent with its purpose;

~~h.~~ i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;

~~i.~~ j. elect its President, President-Elect, Vice President, Treasurer, Recording Secretary, Congregation Council, Trust Committee, Nominating Committee, Financial Review Committee, and Call Committee and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and

~~j.~~ k. Terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

*C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

This congregation agrees to call pastoral leadership from the ~~clergy~~ roster of ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ~~ordained~~ ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with a~~n ordained~~ minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.

This congregation agrees to consider ~~associates in ministry, deaconesses, and diaconal~~ ministers of Word and Service for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.

Chapter 9

~~THE PASTOR~~ ROSTERED MINISTER(S)

*C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds ~~majority ballot~~ vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.

*C9.02. Only a member of the ~~clergy~~ roster of ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of ~~ordained~~ ministers of Word and Sacrament who has been recommended for this congregation by the synodical bishop may be called as a pastor of this congregation.

*C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,

a. Every ~~ordained~~ minister of Word and Sacrament shall:

4) Provide pastoral care; ~~and~~

5) seek out and encourage qualified persons to prepare for the ministry of the Gospel;

6) impart knowledge of this church and its wider ministry though distribution of its communications and publications;

7) witness to the Kingdom of God in the community, in the nation and abroad; and

~~5~~ 8). Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.

b. Each ~~ordained minister~~ pastor with a congregational call shall, within this congregation:

1) Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;

2) ~~Supervise~~ Relate to all schools and organizations of this congregation;

3) Install regularly elected members of the Congregation Council; ~~and~~

4) With the council, administer discipline~~.~~

~~c. Every pastor shall:~~

~~1) Strive to extend the Kingdom of God in the community, in the nation, and abroad;~~

~~2) Seek out and encourage qualified persons to prepare for the ministry of the Gospel;~~

~~Impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications;~~ and

~~4~~ 5 Endeavor to increase the support given by this congregation to the work of the ELCA churchwide organization ~~of the Evangelical Lutheran Church in America (ELCA)~~ and the Southeastern Iowa Synod of the ELCA.

*C9.05. The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:

a. The call of ~~a~~ this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment, shall be terminated only by death or, following consultation with the synodical bishop for the following reasons:

6) Resignation or removal of the pastor from the roster of ~~ordained~~ Ministers of Word and Sacrament this church (ELCA);

b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above, have come to the attention of the bishop of the synod,

1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two ~~ordained~~ rostered ministers and one layperson.

2) When such allegations have been brought to the synod's attention by an official recital of allegations by the congregation council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two ~~ordained~~ rostered ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of the synod may declare the pastorate vacant ~~and the pastor shall be listed on the clergy roster as disabled.~~ When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of ministers of Word and Sacrament as disabled. Upon removal of the disability and restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in this congregation last served or in another appropriate call.

e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, this congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds ~~majority~~ vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call. The quorum for such a meeting shall be 150 voting members.

f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for ~~disciplinary action~~ discipline, the committee shall make recommendations concerning disciplinary action, in accordance with the provisions of this church's (ELCA) constitution, bylaws, and continuing resolutions

*C9.07. During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Congregation Council. The interim pastor and any ~~ordained pastor~~ rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.

~~*C9.20. Ecumenical pastoral ministry (reserved section)~~

~~*C9.21.~~

*C9.15 Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, ~~an ordained~~ minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between this congregation and the ~~ordained minister~~ pastor in a form proposed by the synodical bishop and approved by this congregation.

*C9.21 Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose.

Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.

*C9.22. Only a member of the roster of ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.

*C9.23. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:

a. Be rooted in the Word of God, for proclamation and service;

b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;

c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;

d. Equip the baptized for ministry in God's world that affirms the gifts of all people;

e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;

f. Practice stewardship that respects God's gift of time, talents, and resources;

g. Be grounded in a gathered community for ongoing diaconal formation;

h. Share knowledge of the ELCA and its wider ministry of the gospel, and advocate for the work of all expressions of this church; and

i. Identify and encourage qualified persons to prepare for ministry of the gospel.

*C9.24. The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

*C9.25. The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:

a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, for the following reasons:

1) mutual agreement to terminate the call or the completion of a call for a specific term;

2) resignation of the deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;

3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;

4) physical disability or mental incapacity of the deacon;

5) suspension of the deacon through discipline for more than three months;

6) resignation or removal of the deacon from the roster of ministers of Word and Service of this church;

7) termination of the relationship between this church and this congregation;

8) dissolution of this congregation or the termination of a parish arrangement; or

9) suspension of this congregation through discipline for more than six months.

b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,

1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or

2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the office vacant and the deacon shall be listed on the roster of ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.

e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

*C9.26. The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:

a. installation in another field of labor, or

b. the issuance of a certificate of dismissal or transfer.

*C9.27. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.

*C9.28. With the approval of the bishop of the synod, this congregation may depart from *C9.25.a. and call a deacon for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of *C9.25.a.

*C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.

*C9.31. The deacon(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

d. To maintain supportive relationships with the ~~pastor(s)~~ rostered ministers and staff and help them annually to evaluate the fulfillment of their calling or employment.

*C15.02. The process for discipline of a member of this congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member (s) that are specific and in writing may be prepared by this congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three lay persons and two ~~clergy~~ ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation, or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

CHANGES TO CLARIFY AND CORRECT CONSTITUTIONAL AMENDMENTS AND BYLAWS

~~Chapter 16~~

~~BYLAWS~~

~~*C16.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.~~

~~*C16.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by majority vote of those voting members present and voting.~~

~~*C16.03. Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose and that the Congregation Council notify the~~

~~members of the proposal with its recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means as permitted by state law.~~

~~*C16.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.~~

Chapter ~~17~~ 6 AMENDMENTS

*C~~17~~6.01. Unless provision *C~~17~~ 6.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments to this constitution may be proposed by at least 50 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.

*C~~17~~6.02. ~~A proposed amendment to this constitution~~ An amendment to this constitution, proposed under *C~~17~~6.01. shall:

a. Be approved at a legally called meeting according to this constitution by a majority vote of those voting members present and voting;

b. Be ratified without change at the next annual meeting by a two-thirds ~~majority~~ vote of those voting members present and voting; and

c. Have the effective date included in the resolution and noted in the constitution.

*C~~17~~6.03. Any amendments to this constitution that result from the processes provided in

*C~~17~~ 6.01. and *C~~17~~ 6.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify this congregation of its decision to approve or disapprove the proposed

changes; the changes shall go into effect upon notification that the synod has approved them.

*C~~17~~6.04. This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* as most recently amended by the Churchwide Assembly. Such amendments may be approved by a ~~simple~~ majority vote of those voting members present and voting at any legally called meeting of this congregation without presentation at a prior meeting of this congregation, provided that the Congregation Council has submitted by mail or electronic means as permitted by state law notice to this congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of ~~fifty~~

~~(50)~~ at least two (2) voting members of this congregation, the Congregation Council shall submit such notice. Following the adoption of an amendment, the secretary of this congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

Chapter 17.
BYLAWS

*C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.

*C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a ~~majority~~ two-thirds vote of those voting members present and voting.

*C17.03. Changes to the bylaws may be proposed by any voting member, provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify this congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.

*C17.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

CHANGES TO CLARIFY AND CORRECT PROCESS FOR LEAVING ELCA

*C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

f. Notice of termination shall be forwarded by the bishop to the secretary of ~~this church (ELCA)~~ the Evangelical Lutheran Church in America, who shall report the termination to the Churchwide Assembly.

g. This congregation shall abide by these covenants by and among the three expressions of this church:

~~i.~~ h. If this congregation fails to achieve the required two-thirds vote of voting members present at this congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church (ELCA) may be called no sooner than six months after that first meeting. If this congregation fails to

achieve the required two-thirds vote of voting members present at this congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church (ELCA) must follow all requirements of *C6.05. and may begin no sooner than six months after that second meeting.

CHANGES REGARDING MEMBERSHIP IN THE CONGREGATION

*C8.02. Members shall be classified as follows:

c. *Voting* members are confirmed members. Such confirmed members shall have communed and made a contribution of record ~~(time, and/or ability, and/or financial)~~ during the current or preceding year. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.

d. *Associate* members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, ~~or persons who wish to retain a relationship with this congregation while being members of other congregations. They~~ These individuals have all the privileges and duties of membership except voting rights ~~and eligibility for elected offices or membership on the Congregation Council of this congregation~~ or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.

e. Seasonal members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:

1) they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;

2) they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;

3) they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;

4) they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;

5) they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and

6) they shall not, within any two calendar month period, exercise voting rights in this

congregation and in the congregation where they remain voting members.

*C8.05. Membership in this congregation shall be terminated by any of the following:

e. Removal from the roll due to inactivity ~~as defined in the bylaws~~ in accordance with the provisions of this constitution and its bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the Church has a continuing pastoral concern.

CHANGES TO GOVERN ESTABLISHMENT OF MULTI-PARISH MINISTRY WHEN DEEMED NECESSARY

Chapter 20.

PARISH AUTHORIZATION

[Required provisions when congregation is part of a parish]*

*C20.01. This congregation may unite in partnership with one or more other congregations recognized by the synod named in *C6.01. to form a parish. Except as provided in *C20.02. and *C20.03., a written agreement, developed in consultation with the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

*C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of ministers of Word and Sacrament who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

*C20.03. One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of ministers of Word and Service who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.

*C20.04. Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

*C20.05. Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synodical constitution of the synod named in *C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.

*C20.06. Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

CHANGES TO CLARIFY AND CORRECT LANGUAGE, GRAMMAR, SYNTAX

*C7.03. If ~~a~~ two-thirds ~~majority~~ of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation provided that the process for termination of relationship in *C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Southeastern Iowa Synod.

*C7.04. If ~~a~~ two-thirds ~~majority~~ of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, and have followed the process for termination of relationship in *C6.05., title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

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."