

12:15noon – 12:30 Gathering Time

▪ Once you Join the Meeting, Please Do the Following:

1. Ensure your name displays correctly. To change it:

- Click on “**Participants**”
- Click on your name or “**More**”
- Click “**Rename**”
- Enter your **First and Last Name**
 - If 2 People, Enter **BOTH** Names

2. Ensure MUTE is on

3. Click on “**Start Video**” if it’s not on already

▪ During the Meeting:

1. To talk or ask a question:

- Depending on your platform:
 - Desktop/Laptop: Click on the “...” at bottom of the “Participants” tab
 - iPad/tablet/Android: Click on your name in the “Participants” tab
- Then click on “**Raise Hand**”
 - The moderator will call on you
 - Unmute yourself, talk, then MUTE again

2. To adjust the video picture you see:

- Speaker View = Whoever is speaking will appear on screen
- Gallery View = Matrix of all participants

3. To Vote:

- A Poll will pop up on your screen. Answer the question, then click “**Submit**” or “**Next**”
- If you can’t see the poll, we will conduct a visual vote right after. Listen for instructions.

The Meeting will
start at 12:30pm

Congregational Meeting

June 12, 2022

Pastor Wiese

Scott Bosecker

Mark Bunker

Karl Dietmeyer

Pastor Beecher



Agenda – 12:15 pm to 1:30 pm

- Zoom Meeting Opens up; People Sign in & Gather 12:15pm
- Opening Prayer Pastor Wiese 12:30pm
- Quorum/Voting Req/ Video Mtg Etiquette Scott Bosecker 12:35am
- **Vote to approve** 1/23/2022 Congregational Mtg Minutes Scott Bosecker 12:40pm
- FY 2022 Financial Snapshot Mark Bunker 12:45pm
FY 2023 Proposed Budget Review
- **Vote to approve** FY 2023 budget Scott Bosecker 1:10pm
- Update from Personnel Committee Karl Dietmeyer 1:15pm
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Quorum Requirements

- Our Constitution requires a quorum of 10% of the Voting Members to conduct Church Business.
- The Voting Member count as of June 1, 2022 was 520
- A quorum will be reached when at least 52 Voting Members are present at this meeting.
- Present members will include both those attending in person and those logged into the meeting via Zoom

Voting Requirements

- Member must be Confirmed or a graduate of the New Member class.

AND

- Between January 1 and December 31, 2021:
 - Member must have communed with this Congregation
 - Be a member of a household that has contributed to any church fund.

Robert's Rules of Order

Video Meeting Etiquette

- A motion is made.
 - A member then seconds the motion.
 - This action opens the formal discussion.
 - Individuals will need to be recognized before speaking.
 - “Raise Hand” function if you are attending via Zoom when you have a question
 - In person simply raise your hand to be recognized
 - The Zoom moderator will keep track of who has raised their hand and unmute you in order
- Keep your Microphone Muted
 - Leave your video Camera on
 - “Raise Hand” function when you have a question
 - Click on “Reactions” and then click on the “raise hand” function

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Motions

Move, the congregation approves the January 23, 2022 Congregational Meeting minutes as submitted

- Second the motion
- Open the floor for Discussion
- Call for a vote

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FY22 Financial Snapshot

Jun 2022

Finance Team

John Musil – Chair

Bill Volckmann – Finance Secretary

Bob Spruck – Recording Secretary

Steve Profeta – Accountant

Rick Burnett – Council Liaison

Pam Gould - Member

Buddy Troy - Member

Bob Blackburn- Member

Mark Bunker – Treasurer

Kevin Hawkins – Member

Recent Historical Results

	FY2017 ACTUALS end 6/30/17	FY 2018 ACTUALS end 6/30/18	FY 2019 ACTUALS end 6/30/19	FY 2020 ACTUALS end 6/30/20	FY 2021 ACTUALS end 6/30/21	FY 2022 BUDGET end 6/30/22	FY 2022 FORECAST end 6/30/22	FY 2023 BUDGET end 6/30/23
INCOME								
General Fund - Envelope / Loose	\$ 912,570	\$ 904,605	\$ 870,851	\$ 882,046	\$ 823,959	\$ 878,600	\$ 837,287	\$ 850,100
Designated Operating Fund (DOF)	58,638	39,879	52,554	54,561	60,630	43,200	40,000	42,000
Subtotal General Fund / DOF	971,208	944,484	923,405	936,607	884,589	921,800	877,287	892,100
Investment Income	29,966	24,343	21,020	30,888	6,194	4,800	10,000	32,000
Special Gifts / Building Use	12,126	16,197	22,050	11,811	1,405	5,400	10,400	7,200
Total Income	\$ 1,013,300	\$ 985,025	\$ 966,475	\$ 979,306	\$ 892,188	\$ 932,000	\$ 897,687	\$ 931,300
yoy change	1.5%	-2.8%	-1.9%	1.3%	-8.9%	4.5%	0.6%	3.7%
EXPENSE								
Facility	\$ 230,032	\$ 247,811	\$ 261,486	\$ 242,556	\$ 130,830	\$ 140,120	\$ 128,500	\$ 147,200
Personnel	573,179	565,377	577,547	592,051	590,545	645,060	583,782	654,423
Sabbatical Accrual	-	-	2,004	-	1,000	1,000	1,000	1,000
Intern House	5,240	38	471	-	-	-	-	-
Administration	40,784	44,622	45,699	46,247	59,145	80,328	66,608	79,948
Benevolences	93,453	90,150	87,058	90,299	89,239	93,680	90,569	93,730
Worship & Music	30,612	18,580	19,847	20,895	10,086	23,860	15,100	20,640
Evangelism	306	1,175	881	5,311	204	1,100	500	840
Stewardship	180	165	468	909	1,033	1,000	800	1,200
Finance	4,984	4,808	5,530	6,162	7,202	6,600	7,500	7,920
HS Youth	2,720	3,438	449	1,227	2,104	3,000	3,600	4,000
MS Youth	3,189	3,882	2,260	1,829	3,958	3,000	2,500	3,000
Social Services Ministry	1,200	1,388	1,122	1,372	1,130	1,500	1,500	1,500
Children's Ministry	3,947	(666)	4,866	4,287	4,102	4,700	4,000	4,800
Caring/Prayer/Stephen Ministries	1,230	674	651	-	243	240	200	240
Adult Ministry	1,562	3,120	3,632	3,882	2,120	2,200	1,200	1,800
Total Expenses	\$ 992,618	\$ 984,562	\$ 1,013,971	\$ 1,017,027	\$ 902,941	\$ 1,007,388	\$ 907,359	\$ 1,022,241
yoy change	3.8%	-0.8%	3.0%	0.3%	-11.2%	11.6%	0.5%	12.7%
Net Income /Loss	\$ 20,683	\$ 463	\$ (47,496)	\$ (37,721)	\$ (10,753)	\$ (75,388)	\$ (9,672)	\$ (90,941)
Recognize PPP					\$ 109,500			
Adj Net Income Loss					\$ 98,747			
cumulative	\$ 55,874	\$ 56,337	\$ 8,841	\$ (28,880)	\$ 69,867	\$ (5,521)	\$ 60,195	\$ (30,746)

- Income stabilizing
- Facility + Personnel + Benevolence averages 93% of total expenditures; 96% in this draft budget
- FY22 will be fifth straight year expense > income, excluding PPP
- Cumulative Net Income/Loss over the six year period thru FY22
 Excluding PPP: **-\$84K**
 With PPP: **\$25K**

Our Balance Sheet

	As of Apr 30, 2022
Cash and Investments	\$706,000
101 N. Peachtree Pkwy	2,300,000
Palmetto Road	350,000
Other Assets (estimate)	<u>302,000</u>
Total Assets	3,658,000
Restricted & Reserve	<u>(549,000)</u>
Net Equity	\$3,109,000

Designated Funds

- Current Balance at Apr 30 = \$549,000
- These funds are separate from Operating Budget.
- Include:
 - Church-wide campaigns such as Called To Action (CTA)
 - Reserves for key ministry areas (e.g. Youth funds, Worship & Music)
 - Special gifts (e.g. Vision/Mission, Adoption)

FY 2022 (7/1/21 - 6/30/22) Projection

- Income = \$898,000; 4% below budget
 - lower offerings
- Operating Expenses = \$907,000; 10% less than budget
 - Bulk of savings from personnel; not fully staffed throughout FY2022
 - Facilities and program savings
 - Benevolence in line with reduced offerings
- Net Operating Income / Loss = (\$9,672) compared to budget deficit (\$75,388)
- Projected carry over Surplus = \$60,195

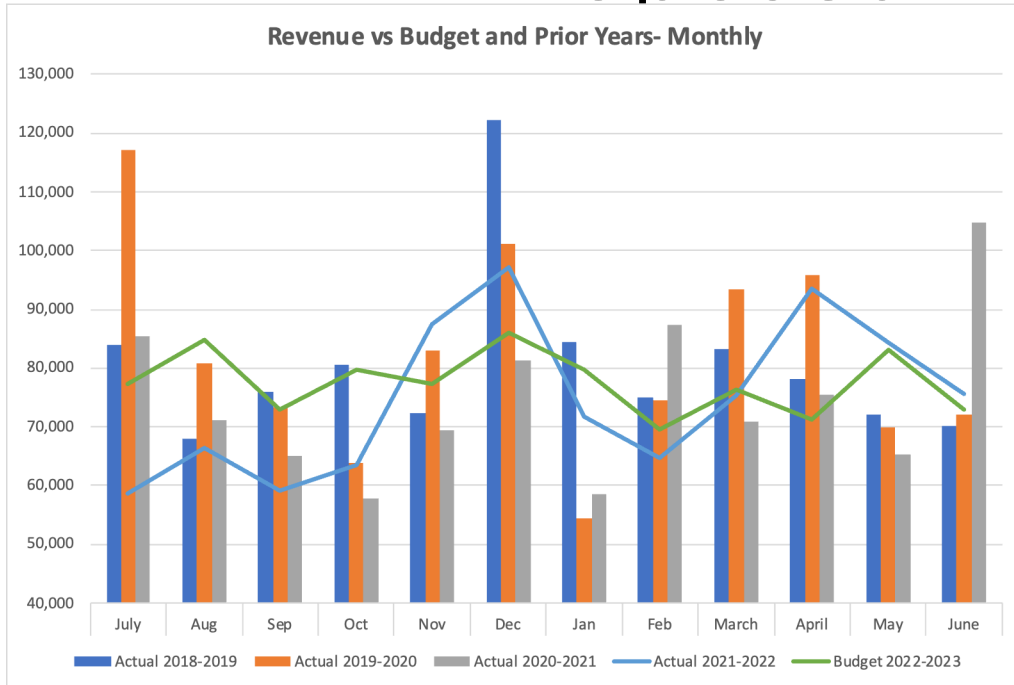
Fiscal Year 2023 Budget

(1 July 22 thru 30 Jun 23)

COS Budget Process

- Beginning in February, the Finance Team works with Pastors and Staff to identify priorities. Council shares their Priorities and Plans;
- Draft budget is presented to Council in March / April for their review and input.
- The Finance Team prepares and presents a final draft budget to Council in May.
- Council recommends approval for the Congregation's consideration.

Proposed Revenue Budget



- 3.7% growth vs forecast
 - 3.8% from giving
 - Additional from unrealized gains

- 5% reduction vs AC20

- \$32K from investment (+\$22K YOY)

Comparison to Historical														
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY	vs PY
Actual 2018-2019	83,948	67,875	75,985	80,657	72,328	122,204	84,423	75,122	83,270	78,249	72,131	70,275	966,467	
Actual 2019-2020	117,098	80,850	73,259	63,801	83,043	101,148	54,414	74,434	93,448	95,814	69,870	72,122	979,301	1.3%
Actual 2020-2021	85,341	71,096	65,064	57,889	69,372	81,357	58,477	87,414	70,784	75,408	65,279	104,862	892,343	-8.9%
Budget 2021-2022	85,000	75,000	70,000	60,000	75,000	100,000	65,000	80,000	84,000	82,000	78,000	78,000	932,000	
Act/FC 2021-2022	58,717	66,533	59,113	63,600	87,370	97,157	71,757	64,616	75,426	93,424	84,237	75,737	897,687	0.6%
Budget 2022-2023	77,267	84,867	72,967	79,767	77,267	86,067	79,767	69,567	76,367	71,267	83,167	72,963	931,300	3.7%

Proposed Budget

	Budget 21/22	Forecast FY 21/22	VAR vs Bud	Budget FY 22/23	VAR vs FC 21/22
General Fund	872,000	833,687	(38,313)	845,300	11,613
Loose Offerings	6,600	3,600	(3,000)	4,800	1,200
DOF	43,200	40,000	(3,200)	42,000	2,000
Building Use	4,200	4,400	200	4,800	400
Int/Inv	4,800	10,000	5,200	32,000	22,000
Special Gifts	1,200	4,000	2,800	1,200	(2,800)
Other PPP	-	2,000	2,000	1,200	(800)
	932,000	897,687	(34,313)	931,300	33,613

- Most expense accounts return to approximately FY22 budget
- Significant changes detailed on following slide
- **\$90,941** deficit projected
- Forecasting FY22 carried over surplus of ~\$60K
- Projected FY23 ending carry over deficit of (\$31K)
- \$15,000 of maintenance reserve in designated account if HVAC fails

Row Labels	Sum of Budget 2021/2022	Sum of Forecast FY 2021/2022	Sum of FC FY VAR vs Bud 2021/2022	Sum of Budget FY 2022/2023	VAR vs FC 21/22
Administration	80,328	66,608	(13,720)	79,948	13,340
Adult Education	2,200	1,200	(1,000)	1,800	600
Benevolences	93,680	90,569	(3,111)	93,730	3,161
Care & Prayer Ministry	240	-	(240)	240	240
Children's Ministry	4,700	4,000	(700)	4,800	800
Evangelism	1,100	500	(600)	840	340
Facility	140,120	128,500	(11,620)	147,200	18,700
Finance	6,600	7,500	900	7,920	420
HS Youth	3,000	3,600	600	4,000	400
MS Youth	3,000	2,500	(500)	3,000	500
Personnel	645,060	583,782	(61,278)	654,423	70,641
Sabbatical	1,000	1,000	-	1,000	-
Social Services Ministry	1,500	1,500	-	1,500	-
Stephen Ministry	-	200	200	-	(200)
Stewardship	1,000	800	(200)	1,200	400
Worship & Music	23,860	15,100	(8,760)	20,640	5,540
Grand Total	1,007,388	907,359	(100,029)	1,022,241	114,882
Result	(75,388)	(9,672)	65,716	(90,941)	(81,269)

Key Changes YOY

Administration	\$ 13.0
IT support	\$ 3.0
IT equipment	\$ 5.5
Conferences	\$ 2.8
Auto	\$ 1.0
Facility	\$ 18.7
Electricity	\$ 3.3
Cleaning	\$ 5.9
Painting/Sacristy Floor	\$ 4.0
Palmetto	\$ 2.6
Insurance	\$ 1.0
other	\$ 1.9
Personnel	\$ 70.6
4% increase	\$ 21.4
Upgrade Benefits	\$ 10.0
Open Positions	\$ 39.2
Worship and Music	\$ 5.5
Crossing Guard	\$ 5.0
<i>all values in thousands</i>	

Staffing 2021/2022

Payroll Overview by Positions		
Position		Hours per week
Pastors	Salary	40x2
Worship/Music Director and Replacement	Salary	40
Cont. Worship Director	Hourly	15
Cont Worship Asst	Hourly	10
Worship AV Specialist	Hourly	19
Sound Asst.	Hourly	0
Office Administrator	Salary	31
HS/MS Ministry Director	Salary	40*
Childrens Ministry	Hourly	20
Director of Communications	Hourly	30
Nursery Supervisor	Hourly	6
Sextons	Hourly	15
Music Assistant	Hourly	10
Accountant	Salary	20
Dirac.Comm. Srv	Hourly	18
*HS/MS Part time until Jan 2023		

-4% increase ~\$21K

-Benefit increase for Music Director and HS/MS

-Sound Assist. Removed

-Full year for all except HS/MS starts as part time

Proposed Projects

Projects V2a		Submitted by	Total Est Project Cost	Operational Remainder 2021-2022	Utilize Reserve 2020-2022	Operational 2022-2023	Utilize Reserve 2022-2023	Comments
1	Lighting and Ceiling Painting Project Sanctuary	Team	24,500	10,000	14,500			
2	Painting of the Sanctuary	Linda	8,900			8,900		500120 Routine Maintenance. Quote needs update.
3	HVAC Repair/Replace	Linda	15,000				15,000	All from reserve. Only if due to failure. Facility reserve has \$15K balance now.
4	Carpeting some first floor offices	Linda	5,000			5,000		500120 Routine Maintenance. Need quote.
5	General Painting	Linda	2,000			2,000		500120 Routine Maintenance. Need quote. Supplies only. Counting on volunteers.
6	Flooring in Loft	Linda	?				X	Funds from Youth Reserve. TBD
7	Sanctuary Renewal 2022 Architect and Design	Rick B.	27,800				27,800	Quoted and CER approved. Worship and Music Reserve
8	Storage Shed	Linda	3,700			3,700		500140 Major Repairs
9	Palmetto Road Floating Dock	Linda	2,500				2,500	500125 Palmetto Rd. Maint. Need Quote
10	Palmetto Rd. Septic	Linda	?				X	TBD CTA?
11	Palmetto Rd. Restrooms	Linda	?				X	TBD CTA?
				10,000	14,500	19,600	45,300	

Values in operational columns are currently included in Bud 22. Reserve utilization pending final approval.

Christ Our Shepherd Congregational Council moves:

That the fiscal year 2022 budget be approved as presented.

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Update from the Personnel Committee

- Search for a new Minister of Music and Worship. Our approach is to a) develop a thorough representation of what David does and b) identify the best places to go looking for the needed talent
 - Working with David Beecher to create a job description that is representative of all that he does
 - Working with the following to identify qualified individuals
 - SYNOD and the ELCA
 - Universities and Seminaries that have Master Degrees in Music Ministry
 - The Association of Lutheran Church Musicians
 - Working with organizations who specialize in Christian Church position placement to best understand what a competitive compensation package will need to be in 2023
 - We are anticipating an interim period of about 3 months (January-March 2023) where we transition to the new person or team of individuals that will replace David
- Search for a permanent replacement for the Director of Youth and Family Ministries
 - Shelly Jakubowski is filling the events coordinator role which is a portion of the role through July 2022
 - Working to create a job description that is representative of all that this position needs to cover
 - Working with the following to identify qualified individuals
 - SYNOD and the ELCA
 - Universities that offer appropriate degrees in Christian Young Adult Education
 - Identifying appropriate hiring websites

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