

THE LUTHERAN CHURCH OF THE MESSIAH
Congregational Council Meeting Minutes
February 12, 2017

Attendance: Pastor Nathan Hilkert, Tommy Lane, Tim Tallent, Tegan Brown, Adam Annis-Brown, Karen McIntyre and Beth Melendez via phone conference.

8:34am CALL TO ORDER

8:49am Opening: Order of Prayer for opening meeting and Gospel reading.

Minutes: Approval of minutes previously discussed and corrected via email. Passed.

Election of Congregational Council Officers:

President: Karen McIntyre and Tommy Lane nominated **Adam Annis-Brown** as President, Beth Melendez seconded, all agreed.

Vice-President: Adam Annis-Brown nominated **Tegan Brown** as Vice President. Tommy Lane seconded. All agreed.

Financial Secretary: **Beth Melendez** agreed to continue as Financial Secretary. All agreed.

Secretary: **Karen McIntyre** to continue as secretary with discussion resulting in **Tim Tallent** serving as **co-Secretary**. All agreed.

Treasurer: Instead of a council member, Pastor presented three quotes for accounting services. Much discussion about online verses brick and mortar local company and what each included in their fees. Regardless of type, we must be technically able to transmit info via the Internet.

The Caleb group can provide payroll along with bookkeeping and 5 hours of consultation by phone and/or mail. This package costs \$250.00 per month.

We recently started an ADP payroll service account which costs \$112.00 a month.

The council agree that The Caleb Group is the most cost effective choice as soon as we cancel our service with ADP.

Pastor Hilkert to ask Gil Michel the company's founder 3 questions born from our discussion:

- 1.) Is there a start up fee?
- 2.) How best to share our data?
- 3.) do we need to change from Quickbooks?

REPORTS:

Financial Secretary Report: Beth Melendez

Profit and Loss sheets as well as Balance sheet discussed and reviewed.

The P&L was not approved.

Beth provided a detailed income analysis of years 2015 and 2016. Also a 2017 budget in progress layout for comparison to previous years revenue.

There is still tweaking needed that we will address during our retreat later this month.

Side note: observation question from Karen McIntyre: Wouldn't it be important to break out rental income from pledges when published and are we turning off prospective members by these numbers in the bulletin? Tabled for retreat discussion.

Pastor's Report: Pastor Nathan Hilkert (via Google doc and hard copy)

Pastor to combine something during Lent with our fellow neighborhood Lutheran church St. Stephens via an upcoming meeting with Pastor David Trott. Details to follow.

Pastor met with Synod Director for Evangelical Mission Wayne Fell. He recommended against a ministry consultation at this time. He wants council to use the retreat to establish 2017 goals and then he would meet with council to discuss support for meeting those goals.

*** we need to develop a signature outreach ministry that only Messiah can do and what the community wants and needs.

The Way Lenten launch meeting with sponsors resulted in doing mid week dinner meetings. An informational session is scheduled for 2/19 for all inquirers/newcomers.

The faith formation action team will be hosting a pancake breakfast/Mardi Gras/Lent kick off event on Sunday Feb. 26th.

Pastor has been attending **Church financial classes** and presented a proposal of dividing up some essential financial duties and instituting new spending policies.

After much discussion, the Council has decided to adopt these new roles and policies:

1.) **Gary Brinker** will be our **Treasurer**. (if he agrees). He will oversee the general ledger and it's expenditures, open and reconcile bank and financial statements and ensure payroll is accurate with timely tax requirements met.

2.) **Messiah will hire a bookkeeping firm**. We agreed upon **Gil Michel at About Us**.

The company is the most cost effective with payroll included and is used to working with churches and provides everything we need.

3.) **The Pastor may not approve purchases**.

4.) All **bills** and **reimbursements** will be **approved** by 2 people designated by council.

Those designated are **Gary Brinker, Adam Annis-Brown and/or Beth Melendez**.

5.) All **expenditures** must have the **original receipt** unless it is an electronic purchase.

No reimbursement for unapproved receipts unless approved by a majority of council.

6.) before approval of non-budgeted items, person or committee requesting shall consult with council about how expenditure will be paid.

7.) all projects requiring outside **vendors** and costing more than **\$500.00** shall get no less than **3 estimates in writing**.

8.) **Church Administrator** will be responsible for **drafting checks** for expenditures **approved by council or council's designee**.

9.) **Council approved expenditures** may be charged directly to the church **only** by the **Administrator** using a church credit card.

10.) **Under no circumstances** may **anyone other than** the church Administrator or church council designee purchase anything to be **billed directly to the church**.

Church Administrator report: Chris Bergman

Noted and accepted.

Music Ministry report: Carole Harris

Noted and accepted.

BUDGET 2017: Beth Melendez

Beth provided an analysis of years past and proposal for 2017.
Discussion on income for certain budget items needed verses designated.
Continued work needed and slated for retreat.

PAC MEETING: Adam Annis-Brown

Getting back up to speed with meetings and agenda. Will need to add:

- 1.) Financials quarterly
 - 2.) worship planning
 - 3.) outreach
 - 4.) marketing
- (3 and 4 to be discussed at the upcoming retreat).

The Fat Tuesday **pancake breakfast** on 2/26 is scheduled and provided by
MESIAH's **FAITH FUSION** formally known as IGSS or Faith Formation Action Committee.

Guatemala Mission: Tegan Brown

Meetings continue with area churches. Fundraising is in progress, specifically it is Tamale Dinner time!
Discussion on how successful this idea has been and whether or not the price charged is appropriate for costs and time involved.

COUNCIL RETREAT: Pastor Hilkert

Expectations include:

- 1.) working on the questions emailed to us that Pastor Allbright wants us to use in our discussions and planning.
- 2.) come to Athen's pizza for dinner 2/24 Friday night at 6:00pm, ok to bring family.
- 3.) prompt start at 9:00am Saturday 2/25 Adam to bring breakfast.

NEW BUSINESS

Regarding an email about Ga. Cooperation, we do need to register each year.
Tegan Brown and David Dillion attended the Southeastern Synod Advocacy meeting.
Pastor reminds us that Messiah will be hosting a town hall meeting.

CLOSING PRAYER

The Lord's Prayer

1034 am : Adjourned