

January 9, 2022

12:00 PM

Grace Lutheran Church

Semi Annual Congregational Meeting

Committee Goals, Reports & Budget

2021-2022

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AGENDA

GRACE LUTHERAN CHURCH

BI ANNUAL CONGREGATION MEETING JANUARY 9, 2022

- 1. Call to Order—Sharon Piepmeier Vice President**
- 2. Opening Prayer—Pastor Jennifer Kopacz**
- 3. Determine Quorum—Sharon Piepmeier, Vice President**
- 4. 2021 Spring Congregation Meeting Minutes Approval**
- 5. Goals and Accomplishments**
 - a. Executive Committee**
 - b. Pastor Report**
 - c. Worship and Music Committee**
 - d. Education Committee**
 - e. Community Ministry and Outreach Committee**
 - f. Stewardship and Finance Committee**
 - g. Membership, Attendance, and Giving Data**
 - h. 2021-2022 Financial Review**
 - i. Fellowship Committee**
 - j. Property Committee**
 - k. Youth Committee**
 - l. Marketing, Advertising and Communications Committee**
- 6. New Business**
 - a. Update on Sanctuary Upgrades**
 - b. New Worship Format suggestions**
- 7. Next Town Hall and Congregation Meeting: TBD**
- 8. Adjournment**
- 9. Lord's Prayer**

**GRACE LUTHERAN CHURCH ANNUAL SPRING CONGREGATIONAL
MEETING MAY 16, 2021**

President Joy Becker called the meeting to order @ 12:16 P.M. Vice President Sharon Piepmeier announced a quorum present. Pastor Jenn opened the meeting with a prayer.

Kris Albers made a motion to approve the minutes for the fall congregational meeting. Don Blancett seconded the motion and it passed unanimously. Regarding the fall meeting, Kris Albers inquired about the additional two employees listed on page 7. Joy Becker answered that the technology position was added to Leslie Heffner, with a salary increase of about \$2500.00. When the choir returns to worship service, others will take over her current technology duties.

Joy Becker thanked Linda Wolters for her service as Education Committee chair. The Committee needs a new chair. The stewardship plan is being worked on. Joy James said donations have been somewhat down from projected donations. Finance Chair Peggy Stevens said for current fiscal year, offerings began decreasing in February, and are \$20,000.00 less than anticipated. She estimates fiscal year end receipts will be \$275,000.00. Many of sanctuary upgrades have been paid for by offerings. She reviewed church's list of assets on page 37, noting that similar properties in the area of Centerville Rd. property have been selling recently. The total projected expenses for fiscal year 2021-22 are \$295,100.00. Darryl Barowicz made a motion to approve the 2021-22 spending plan. Beverly Davis seconded and it passed unanimously.

Tom Allen made a motion to give the treasurer discretion to adopt changes to the budget. Buddy Dewar seconded the motion. Don Blancett added this be done in conjunction with the President. Motion passed unanimously.

Joy Becker thanked Jim Banks for building the new cross on the church property, and the men's group for putting up. She also announced the Youth group will be expanded to include activities for all ages of children, and is in the process of being revamped. Joy also thanked Nick Gandy for his work on the newsletter, and Denise Wetzel for her work marketing Grace.

New Business:

Don Blancett made a motion to accept the changes to the constitution. Buddy Dewar seconded the motion and it passed unanimously.

Voting on new Council members: Brent Kallestad made a motion to elect Buddy Dewar as President. Elisa Casey seconded and it passed unanimously. Sharon Piepmeier made a motion to elect Janet McPherson as Secretary. Brent Kallestad seconded and it passed unanimously. Brent Kallestad made a motion to elect David Grant as Financial Secretary. Lance Peterson seconded and it passed unanimously.

Daryl Barowicz made a motion to elect Ken and Beverly a co-chairs of the Stewardship Committee. Buddy Dewar seconded and it passed unanimously.

Other new business: the Education, Community Ministry and Youth committees need new chairs. Joy Becker also said about 90% of the strategic plan has been achieved. New President Buddy Dewar will be working on a new strategic plan for coming year.

Leslie Heffner reported all the equipment for upgrading the sanctuary has been installed.

Joy thanked the Council members for serving and their work on the contemporary service. She said the Worship and Music Committee will be discussing the reservation system for church, in response to a question from Jim Akin regarding how long present system will continue.

Frank Piepmeier asked about possibility of having the City helping with clearing of vines on the easement, since this is difficult to keep up. Joy suggested meeting with the church's lawn care service, and then with the City.

Kris Albers asked for some volunteers for bagging groceries for Manna on Meridian on June 14th. Joy Becker thanked the Men's group for collecting of items during lent. Peggy Stevens and Jan Peterson both thanked Joy for her service as Council President, and also to Leslie Heffner.

Pastor Jenn led the Lord's Prayer and the meeting was adjourned at 1:08 P.M.

Respectfully submitted,
Janet McPherson
Secretary

The Mission Statement of Grace Lutheran Church

The mission of Grace Lutheran Church is to invite and welcome all to the fellowship of Christ in service to the community.

The Values of Grace Lutheran Church

- Provide an open and spiritual environment consistent with the confessions and sacramental principles of the Evangelical Lutheran Church in America.
- Serve others in need using our time, talents and treasures as Christ did on earth.
- Share the gift of God's grace with all people.
- Encourage and equip members to participate in outreach programs serving local and worldwide community needs.

Executive Committee

The Executive Committee is comprised of Church Council officers and the Pastor (Constitution and Bylaws C.13.01). The current members are:

Buddy Dewar, President (1st Term ending Spring 2023)
Sharon Piepmeyer, Vice President (2nd Term ending Spring 2022)
Janet McPherson, Secretary (1st Term ending Spring 2023)
Peggy Stevens, Treasurer (2nd Term, former Property Chair, ending Spring 2022)
David Grant, Financial Secretary (1st Term, ending Spring 2023)
Jennifer Kopacz, Pastor

Congregational Council

The Congregational Council consists of the Executive Committee and the following Committee Chairs:

Randi Buehner, Worship and Music
Elisa Casey, Property Chair
Mary Grant, Fellowship Stewardship
Ken and Beverly Davis, Stewardship

OPEN POSITIONS NEEDING VOLUNTEERS: COMMUNITY MINISTRY, EDUCATION, YOUTH, MARKETING AND ADVERTISING

The Constitution and Bylaws outline the full responsibilities of the Executive Committee and the Council. These are included in each section of this report.

The president presides at Executive Committee, Church Council and Congregational Meetings. In the absence of the President, the Vice President presides at those meetings, and is responsible for initiating annual planning.

The secretary keeps Executive Meeting, Church Council and Congregational Meeting minutes and has custody of the congregation's archives.

The treasurer has custody and full responsibility for all congregation funds and receives and distributes such funds in accordance with the decisions of the congregation or Church Council and serves as a member of the Stewardship and Finance Committee.

The financial secretary maintains records of all contributions, reports regularly to the Church Council and to members as the Church Council requires, and serves as a member of the Stewardship and Finance Committee.

Executive Committee Goals with May-October Accomplishments Noted

a. Be fiscally responsible with the church funds.

- A new spending plan was established and approved by the Council for the fiscal year 2021-2022, re-evaluated and approved in Spring 2021.
- 2021-2022 Contracts, job descriptions and evaluations for all staff and pastor were revised and completed. New positions were developed and two key positions on our great music team were added, Jackson and
- New financial policies have been developed and added to the Policy Manual to better protect church finances.

b. The Contemporary Service has been successful as we seek ways to make it even better. The Contemporary Service music is exceptional. Contemporary Service has been a gamechanger in many churches and appears to be the basis for attracting new members. We will be doing a survey of those attending the Contemporary Service to get their ideas and thoughts on how to grow and improve the service.

c. Facebook, Twitter and Instagram accounts and the church web page (www.gracelutheran.faith)are currently being used to promote church activities through social media. We need to do better with this. Constant Contact is used multiple times per week to send updates to the Congregation

d. Safety Evaluation-The church is constantly being evaluated for safety issues and concerns. Items that were "flagged" that have been addressed: Additional cameras were added to youth areas-one in the nursery and one in the lower youth room. A new monitor was mounted in Narthex so all areas can be monitored during church services. Locks have been replaced, added or repaired. Three handrails around the property were repaired or replaced. Bids are currently being obtained to repair the metal steps descending from the second story emergency exit.

e. The church is embracing a movement to incorporate new technology. The Contemporary and Traditional Services are broadcast on-line and saved on our website for future viewing. And as we go through the process we have identified and added new equipment to make the end product of our visual service better. Internet connectivity issues have been improved making it easier to stream movies for upcoming Movie Nights.

f. Property upgrades continue to happen and a donor wishing to remain anonymous provided new comfortable chairs for the Fellowship Hall. More upgrades coming.

g. The COVID disrupter. We have had many discussions on the best path to follow as we do our best to get back to the way it was before COVID. We have expanded our seating in the church but still encourage social distancing. The Oktoberfest was well attended. We have returned to singing in the church starting with masks on until COVID hits a great low. When asked at the Town Hall meeting how many had received the vaccination all raised their hands. The most important step forward is to keep a safe environment for our church attendees.

Pastor's Current Goals (2021-2022)

- a. Continuing to work with the Congregational Council and the Committees on discerning how to continue the process of resuming church and community activities in the building. Continuing to monitor guidelines and advice from the Synod, the ELCA, the CDC and the NIH.
- b. Continuing to find new and innovative ways to get our name into the community, especially now that we are back to two services, and we are offering both Contemporary and Traditional worship. We currently do not have a Community Outreach Committee Chair. The community of Grace is, however, dedicated to supporting a few key community programs, and certainly, members of Grace participate in community outreach in their own, personal lives. I'd like to see input from members of Grace regarding places we might be able to be physically visible within our community. For example, community events where we might set up a table; there are parades in town from time to time, is there a way for us to be involved in something like that; in the past, our Women's Group has sponsored WT Moore – can we do more with that? We often focus on getting people to come to us, but we need to remember that we are called to 'go out, to all people.'

I would also like to look into doing some 'Out of Office Hours' – where I would work with at least one local establishment to be present for a certain day/time for people to drop in and ask questions or talk with the pastor. There are lots of possibilities for how that might happen, and lots of models of other pastors offering similar things.

- c. A goal of mine for some time has been creating an adult fellowship group here at Grace, which would meet to participate in fun, community and relationship building activities on a regular basis. Watch for more information on this in the new year.
- d. Rediscovering, and perhaps redefining, what Christian Education looks like at Grace today. Some things work well, but does it have to take place on Sunday? We've had a good experience with short-term CE programs during the week (evenings). We don't have to meet at church, either (again, meeting in homes works). And sharing the role of facilitator can work, as well. We had a class earlier this year where all the participants led at least one class.

Pastor's Accomplishments (May-December 2021)

- Led weekly worship on Sundays and special services as they arise (Healing, Thanksgiving, Advent midweek, Christmas Eve and Lessons & Carols); presided at two member funerals. Continue to work on creating meaningful worship services, with the help of the Worship & Music Committee, worship staff, and our Office Administrator, Lisa Rubin.
- Made home and hospital visits to ill, injured, and shut-in members of Grace, as well as others with associations to the congregation; provided pastoral care and counseling as needed.
- Continued to lead our weekly TexTalk Bible Study on Tuesday mornings.
- Participated in social, fellowship and outreach events at Grace and within the community, including Manna on Meridian on June 19th when Grace was the lead church.
- Participated in 2021 Stewardship Campaign at Grace.
- Continued to work with Council and the congregation to make ourselves more visible in our community, somewhat hampered by COVID, but –
- Worked with Council, Worship & Music Committee, and congregation to update our technology for streaming our worship services. This is an opportunity not only to offer access to our worship services to those who are not ready / able to return to in-person gatherings, but also offer a chance to reach others who may not set foot inside our building for other reasons (chronic health issues, distance, work schedule, etc.).
- Participated in the hiring of two new Worship & Music staff members, Jackie Yong & Jackson Englund.
- In August, we resumed two services at Grace, a Contemporary service at 9am and a Traditional service at 11 am. Attendance is continuing to grow at both.
- COVID cut into social and community-related events / groups quite a bit. Still on the participant list and will join these groups again once they resume activities.
- Attended monthly Conference Zoom meetings and meetings of the Conference Deans, as well as a virtual Conference on Ministry in June and the virtual Synod Assembly in October.
- Continue to serve as a member of the Synod Consultation Committee, working to support the members of congregations in our Synod dealing with conflict. Re-elected to Synod Council as At-Large Clergy Member (8-month term). Participated in Synod Council meeting in Tampa in December.

- Continued to serve as a member of the Board of Lutheran Social Services of North Florida until November, when their purpose and their board were restructured.
- Attended Continuing Education on what worship will look like post-COVID with Rev. Dr. Gordon Lathrop (an ELCA sponsored program).
- Attended monthly Church Council and Worship and Music Committee meetings, and other committee meetings as needed or requested.

Realities of Living in a Time of Pandemic (Part II)

- As of August 2021, we resumed two, in-person worship services at Grace. We also offer the opportunity, through technology, for people to worship with us remotely, or at their convenience
- As of December 2021, we have resumed singing in assembly. However, we are asking everyone to remain masked during this time.
- As of Advent One, our choirs have resumed singing (while masked) and ringing.
- Our Congregational Council members are checking in with folks to make sure people are doing okay – physically and emotionally. Anyone who is felt to need additional care is referred to Pastor Jenn. Pastor is checking in on those who are homebound or otherwise in need.
- Manna donations have continued to come in, and the distribution of food has continued each month.
- Giving (stewardship) has continued to be steady, and we are so grateful to all those who are able to continue their benevolence each week. While we haven't had quite a much income as we'd hoped, we also haven't had all the same expenses. However, there has also been an increase in requests for assistance from those in our congregation – and our community – who are struggling to get by. That may continue for some time.
- We are preparing to reopen the space to outside groups who may wish to use the space (for the first time, or again) for their events /meetings, etc.

Baptisms, Affirmation of Baptism, Funerals, Weddings

- Presided at funeral of Janet Scharlau, June 17, 2021
- Presided at funeral of Henry 'Skip' Gauding, October 26, 2021

Worship and Music Committee Goals as established by the Constitution

Randi Buehner, Chair

Members: Don Blancett, Judy Blancett, Maria Eckard, Joy Becker, Teresa Wooten, Leslie Heffner, Pastor Kopacz.

- a. It shall be responsible for the smooth operation of all Sunday and festival services, provide ushers, acolyte(s), greeters, nursery attendants, lay readers, lay ministers and communion assistants.
- b. It shall provide for a person or persons to care for the altar and its furnishings, Communion ware, and candles.
- c. It shall provide for such choral groups as may be useful in the Church's program and secure directors for the same.
- d. It shall be responsible for the provision of pianists and organists.
- e. It shall be responsible for the care of all musical instruments owned by the congregation.
- f. It shall be responsible for the provision and care of choir robes and music, and their proper storage.
- g. It shall provide, maintain, and staff a nursery for preschool children during worship services as required.

Worship and Music Current Goals (2021-2022)

1. Actively recruit new musicians for choir, bell choir, and the Contemporary service to provide vocal and instrumental variety.
2. Provide various styles of music that may appeal to all populations.
3. Encourage youth to attend and participate after Confirmation.
4. Continue to provide content variety to the worship experience i.e., sermon series, Biblical Topics, guest speakers and/or ministers, that offer relevant topics to a varied population.
(Offering series makes people want to come back to hear the next session.)
5. Encourage more congregation members to participate in the worship services by joining choir, volunteering to do solos or duets, joining bells, lay ministry, altar guild, Technology Assistants, etc. We have many wonderful singers, and instrumentalists-we would love to have duets/trios at both services by church members.
6. Provided Advent and Lenten mid-week services, Healing Services, and possibly other worship alternatives.
7. Looking into permanent nametags for all worship attendees and visitors
8. Encourage and assist with technical coverage for services and special events
9. Continue to monitor the need for a nursery attendant

Worship & Music Accomplishments (May-October)

- a. One service offered at 9:00 AM (Contemporary) and 11:00 AM (Traditional) each Sunday with COVID protocol in order
- b. Services are available on Grace Lutheran website live streamed or video
- c. New upgraded video streaming/sound equipment installed with screens and microphones to offer on-line services for at home worshipers
- d. Continue to provide care for the Altar
- e. Continue to provide worship volunteers (ushers, lay readers)
- f. Continue to provide live keyboard/organ music, streamed vocal music and live bell choir pieces
- g. Continue to provide special Healing service
- h. Hired new Contemporary Service Singer/Song leader and Keyboardist
- i. Continued the “all-in-one” bulletin that is more user/guest friendly
- j. Announcements and order of service are now available on the big screens in the sanctuary to reduce paper usage
- k. Aided in service preparations, congregation check-ins and implementation of COVID protocols to assure safety of all attendees and employees
- l. In person singing during services has commenced with strict protocols
- m. Choir and bell in person rehearsals have commenced with strict protocols
- n. Organized the installation of all technical sanctuary upgrades
- o. Links to live stream services and bulletins are provided on our website

Education Committee Goals as established by the Constitution

Chair NEEDED.

Members:

- a. This committee shall provide leadership and supervision of the educational program of the congregation.
- b. It shall develop an effective teaching ministry which includes the training of teachers and leaders and provide opportunity for study by every member of the congregation through its teaching agencies.
- c. It shall provide adequate administrators, teachers, assistants, and substitute teachers for the school and detail their duties.
- d. It shall be responsible for the planning and successful operation of the Sunday School, summer education program, confirmation classes, and any other educational features of the church’s program.
- e. It shall maintain, improve, and cultivate the use of a church library.

Education Committee *Goals (2021-2022)

- a. Continue work on expanding and updating the church library.
- b. Promote and encourage the use of the library.
- c. Offer a variety of opportunities to study God’s Word including home study groups, Zoom groups as well as classes within the church building.

- d. Provide Bibles to the youth of our congregation at specific milestones in their spiritual development.
- e. Secure lead and assistant teachers for the K-6 class
- f. Secure facilitators for adult as well as “all-age” classes and groups.
- g. Coordinate with other committees (i.e., fellowship, youth) to plan special events such as Rally Day.

**Community Ministry and Outreach Goals as established by the Constitution
Chair: OPEN**

Members: Burt Von Hoff, Jim Akin, Nick Gandy, Teresa Wooten, Maria Eckard, Daryl Barowicz, Kris-Tena Albers

- a. It shall work with the Pastor, the Council, and the congregation to seek out and to create opportunities to share the good news of Jesus Christ with others.
- b. It shall seek to build up among the members of this community of faith, a sense of call to reach out to neighbors, near and far, and help all of us find ways to use our individual gifts of the Spirit to share the love and mercy of Christ.
- c. It shall follow up with visitors to our congregation via mail, phone or email, and report any questions or concerns to the Pastor or Council President.
- d. It shall work with the Pastor to oversee the reception, sponsorship, orientation and welcome of new members into our congregation. It shall also work with the Marketing and Advertising Committee, to ensure we have materials for distribution at community events, and to visitors to the church.
- e. It shall seek out relationships and endeavors to work with other churches, interfaith groups and public and private organizations, as appropriate, to further our mission of invitation, welcome, fellowship in Christ, and service to our community.
- f. It shall encourage representation and congregational participation in community activities.
- g. It shall seek opportunities to provide outreach and spiritual care to those in hospitals, homes for the aged, prisons and other individual institutions.
- h. It shall be genuinely concerned for those moving into our community both permanently and/or temporarily (college students, visiting professors, etc.) and making them aware of our church.
- i. It shall maintain contact with benevolent and charitable organizations in the community, state and nation and recommend to the congregation responses to opportunities for service and/or support.
- j. It shall establish and maintain relationships between the congregation and the professional, community service, and governmental agencies within the community.

Community Ministry and Outreach Committee Goals (2021-2022)

Actively seek a leadership team for this committee

Continue commitment with Manna on Meridian by incorporating more volunteers to assist with Distribution Day, by the church members donating tuna, other food items and clothing items, and then to think of creative fundraising ideas to sustain the effort. (Thanks to Kris-Tena Albers and Burt Von Hoff for directing our path and the many volunteers who assist with this effort.)

1. Bring back our Harbor Chase Assisted Living Ministry when able and seek volunteers to assist with this.
2. Continue efforts by Committee members to reach out to members to get them involved in all other Community efforts.
3. Establish a sub-committee with the task of better communicating and welcoming visitors as well as communicating with current members who are not attending regularly, or maybe have special needs or illnesses. (This effort will be coordinated with the Marketing and Fellowship Committees.)
4. Have regular meetings of all Outreach Ministry volunteers to better coordinate our local efforts and activities.
5. Monitor community and member needs and help in any way we are able. (Monetary, social services, housing, clothing, transportation, etc.)
6. Continue support and involvement with Relay for Life as well as other charities in Tallahassee.
7. Continue small gifts for first-time visitors (coffee mug filled with items.)
8. Continue regular Blood Drives.
9. Continue Christmas Connection and increase to 2 families for next year.
10. Assist with the former Lutheran Social Services car seat ministry.
11. Seek other Community agencies in need and lend assistance as needed.
12. Continue contacting non-attenders, ill, or injured members.
13. Do the “Invite Your One” Initiative to bring the Community into our church and to promote our new Contemporary Ministry
14. Develop permanent name tags for all members and special tags for visitors to be worn each week.
15. Assist the Worship and Music Committee and Marketing Committees in promoting our new Contemporary Service and On-line options.

Community Ministry and Outreach Committee Accomplishments (May-December)

- Members have participated on Manna on Meridian Distribution Days and the congregation has been supplying tuna.
- Congregation provided Lutheran Social Services funds to support their operations and programs.
- Promoted Christmas Connection gifts and necessities
- Pastor and the Church Council have contacted members regularly this year since they were unable to attend worship.
- Cards have been sent to many ill members, shut-ins or friends of Grace.

- Mugs, pens and jar openers are available to give to first-time visitors and members (in conjunction with the Marketing and Advertising Committee).

Stewardship and Finance Committee Goals as established by the Constitution

Co-Chairs: Ken and Beverly Davis

Members: Don Blancett, Daryl Barowicz, Jim Akin, Peggy Stevens,
and the Financial Review team of David Grant, Bob Holmden, Dean Gatzlaff

- a. It shall be responsible for stewardship education within the congregation, consistent with Scriptural principles of stewardship.
- b. It shall maintain a program to discover and enlist for the ministry the talents God has given members, old, and new, young people and adults.
- c. It shall be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members.
- d. It shall conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices.
- e. It shall annually give every member an opportunity to make a commitment of their treasure, time and talent for ministry through the congregation.
- f. It shall prepare a proposed annual budget and present it to the Congregation Council.
- g. It shall suggest the control of expenditures, supervise the handling and banking of funds, and see that bills are properly and promptly paid.

Stewardship and Finance Current Committee Goals (2021-2022)

1. Continually monitor the financial health of the congregation.
2. Notify the congregation in a timely matter all matters pertaining to the budget.
3. Continue to conduct committee meetings on a regular basis.
4. Work closely with Church Council Treasurer, Financial Secretary and Administrative Assistant and assist when needed.
5. Assist the Financial Review Committee to review the church finances on a bi-annual basis.
6. Research bank draft donation possibilities.
7. Solicit more volunteers to serve as counters.
8. Establish a Stewardship Campaign each Fall and update the Congregation continually about their stewardship responsibilities.
9. Assess the Time and Talent process to see if there is a better way to secure volunteers.
10. Provide end-of-the-year giving statements to all members who have made donations to the church

Stewardship and Finance Committee Accomplishments (May-December)

- Implemented Stewardship Campaign to inform congregation of opportunities and ongoing commitments.
- Worked with Administrative Assistant, Lisa Rubin on Time, and Talent forms to distribute and tally.
- Time and Talent forms were used to enter volunteer information into church's data system. Information from the T&T forms was sent to Committee Chairs in a timely manner.
- Continued to communicate with Lisa and the Counters to maintain smooth operations.
- The Financial Review Committee will be meeting soon to review the church financial documents.
- Giving updates included in Church Bulletin and statements were provided to all members

Membership Data & Budget Review Presentations-see Appendix for Documents

- 1. Membership, Attendance, and Giving Data – David Grant**
- 2. 2020-2021 Budget Review - Peggy Stevens**

Fellowship Committee Goals as established by the Constitution Mary Grant, Chair

Members: Buddy Dewar, Adele Dewar, Sharon Piepmeier, Peggy Schneider, Nick Gandy

- a. It shall plan, supervise, and implement gatherings of the congregation from time to time through the year which will help strengthen the fellowship between congregation members spiritually and socially.
- b. It shall maintain close contact with other Committees, both suggesting to them ways of furthering the work of their committees through fellowship and drawing from them requests and suggestions for fellowship activities.
- c. It shall provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, classes, and others, ways of bringing their members into meaningful personal relationships.
- d. It shall provide for the integration of new members and their families into the congregation through periodic fellowship night, dinners, rallies, and the like in conjunction with the Community Ministry Committee.

Fellowship Committee Goals (2021-2022)

1. Cooperate with all other committees in assisting with church events and hosting others.
2. Continue the ministries of Quilt and Craft Days, Men's Ministry and Women's Ministry
3. Continue the ministry of Fellowship Hour and encourage all to participate and organize the special ministries of holiday celebration dinners and events
4. Establish a New Member Committee or group whose purpose is to help visitors become acclimated with the church and hopefully lead them towards membership. New members will have their picture taken and short bio displayed so current members will be able to

identify and greet them (working with the Community Ministry and Marketing Committees.)

5. To increase membership of the Fellowship Committee

Fellowship Committee Accomplishments (May-December)

- Ice Cream Social Events
- Helped members in need with transportation and temporary housing
- Oktoberfest event on October 3rd.
- Thanksgiving Lunch November 25, 2021
- Provided Fellowship hour refreshments, set up and clean up 2 services. (1 Fellowship hour between services is being implemented to provide a bridge between services

Property Committee Goals as established by the Constitution

Elisa Casey, Chair

Members: Frank Piepmeier, Bob Becker, Men's Ministry, Peggy Stevens, Mike Kosturko, David Brown, Don Blancett, Paul Schneider, Joy Becker, Randi Buehner, Pastor Jenn

- a. It shall be responsible for the care, management, and maintenance of the real and personal property of the congregation and shall keep the same in good repair.
- b. It shall examine the needs of the congregation for additional facilities.
- c. It shall make an annual inspection of church properties and equipment.
- d. It shall conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item.
- e. It shall make and issue keys for church property and keep and review annually a list of the keys issued.
- f. It shall annually review insurance coverage for church property and equipment and negotiate insurance contracts.
- g. It shall enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.

Property Committee Goals (2021 – 2022)

1. Manage the church outdoor property, parking lots and building
2. Coordinate repairs and maintenance of all facilities
3. Manage the Property Budget within the parameters of the Church Council appropriations
4. Prepare and clean-up the building and grounds before and after storms and when needed
5. Monitor the storm water drain, easements and all regulations related to Canopy Roads
6. Regularly inspect all grounds, trees and facilities relating to safety
7. Continue working on all suggestions from the Safety Evaluation included in the Strategic Plan
8. Update church Safety Plan as needed
9. Coordinate maintenance and inspection of Fire Sprinklers, Fire Security System
10. Coordinate maintenance and inspection of HVAC System

11. Coordinate Pest Control services
12. Coordinate Lawn Care Maintenance and Bush-hogging of woods
13. Coordinate back-flow testing
14. Encourage all Congregation members to communicate property issues when found immediately to the Property Chair.
15. Repair second-story fire escape stairs
16. Paint all exterior doors-inside and out
17. There are a couple of more trees that need to be removed
18. Identify options for maintaining the open area next to holding pond
19. Repair or replace outside stairs to upstairs classrooms

Property Committee Accomplishments (May-December)

Accomplishments:

- a. Worked to ensure everyone Secures and locks all doors when leaving the building.
- b. Sound and camera equipment has been upgraded to allow for full streaming capabilities (as noted in Worship and Music Report)
- c. Tree by holding pond fence was removed and our men's group repaired the fence that was knocked down.
- e. Office door lock was replaced
- f. Fire and sprinkler systems are in good shape.
- g. Initial coat of striping has been laid down in asphalt parking lot; second coat will be going down soon now that weather has improved.
- h. Men's group is doing a phenomenal job of helping with day to day property maintenance and decorating the church for Christmas
- i. Facility is deep cleaned weekly as part of our Covid protocols.

(*MM=Men's Ministry)

Marketing, Advertising, and Information Committee Goals as established by the Constitution Chair OPEN

Members: Leslie Heffner, Nick Gandy, Mary Grant

- a. It shall maintain and regularly update the church webpage and social media sights.
- b. At the direction of the pastor or the congregational council, it shall place ads in local Publications for general church promotions, special events, and other activities relevant or of interest to the larger community.

- c. It shall promote and advertise church worship services.
- d. When requested by staff or committees, it shall promote special church activities and events.
- e. It shall prepare and produce the monthly church newsletter, “GraceNotes”.

Marketing, Advertising, and Information Committee Goals (2021-2022)

1. To promote the mission of Grace Lutheran Church in our community through advertising, social media and internal promotion (s).
2. Assist all committees with promotion of all church activities and events.
3. In conjunction with the Worship and Music Committee, determine an effective advertising run to promote the new Contemporary Service, Church Small groups, Christmas Eve and Easter season services.
4. Create a long range Marketing Plan for the Church.
5. Develop and implement a more energetic social media plan to cross-promote services and events to members and potential new community members.
6. Continue to work with the Community Ministry Committee to design and obtain promotional items for church members and visitors.
7. Advertise through billboard, newspaper and social media the full re-opening of Grace following the Coronavirus

Marketing, Advertising, and Information Committee Accomplishments (May-December)

- Continued social media presence across Facebook and created a spreadsheet of social media tools for a more robust campaign
- Updated the website weekly to reflect weekly services, update announcements, prayer lists, etc.
- Consolidated pages to remove redundancies.
- Produced our monthly newsletter, Grace Notes,
- Promoted our Blood Drives.
- Continue to provide livestreaming services of the Sunday services on Facebook!

Youth Committee Goals as established by the Constitution

Chair: OPEN

1. It shall involve the young people of the congregation in the work of Christ, provide for their spiritual growth and nurture, and promote genuine Christian fellowship for the young people of the congregation.
2. It shall promote attendance and involvement of the congregation's youth at all youth activities in the Conference and Synod.
3. It shall provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service.
4. It shall plan and carry out a year-round program for the young people of the congregation.
5. It shall plan and conduct at least once a year a worship service using the talents of the youth of the congregation and their friends.

6. It shall plan a special event to honor the newly confirmed young people of the congregation.

Youth Committee:

Youth is at a good time for new direction and focus. In doing research about what other churches have done, I suggest making this the “Grace Student Ministry”. This would involve all school aged-college students. Each age group would have a different name, so pride can be established at each group level and they will look forward to moving through the groups. For instance, high school ages could be called “Luther League”, as it has historically been called. And College Ministries has also been discussed.

So, as you can see, we just need a lot of thinking and creativity in this area, and then promotion would be hugely important.

Volunteer and Nominations Needed for the following positions:

Committee Positions:

- Vice President
- Marketing, Advertising, and Information Committee.
- Treasurer
- Community Ministry and Outreach Committee.
- Education Committee.
- Youth Committee.

Appendix to 2021 - 2022 Semi Annual Meeting Report

1. Attendance, Giving Report

Comments on Offerings and Attendance for Nov 2021

Offerings were down significantly in November. The total of \$14,053 is the lowest monthly total of 2021 and of the previous five fiscal years. This is concerning but as Grace is now half-way through the current Fiscal Year and YTD General Fund receipts are over \$7,000 more than the YTD amount needed for the Spending Plan we can wait to see what happens in January. Also, the YTD total of \$154,870 is higher than any of the previous comparable periods of the last five fiscal years.

In Person attendance is very similar to October with the Nov average in the mid 20's for the Contemporary service and mid 30's for the Traditional service which gives an average in the mid 60's for total In Person. The Live Streaming numbers for Nov were on average down 25% mainly due to no Facebook data for the Contemporary Service on Nov 21. Attendance for Thanksgiving was 11 in person and 25 on Facebook.

Respectively Submitted,
Dave Grant
Financial Secretary

FISCAL YEAR JUNE 1, 2021 - MAY 31, 2022																	
G/F Spending Plan for FYE May 2022: \$295,100 / 52 wks in FY = \$5,675 Avg Needed Per Week																	
Date	Total Offering	Special Code Contribution s	General Fund	Sunday School Total	YTD General Fund	G/Fund weekly avg by month	Rolling wkly Avg	YTD amount needed based on YTD Months	YTD amount needed based on YTD Weeks	Weeks this Month	YTD Weeks						
June 2021	\$ 22,481	\$ 3,590	\$ 18,891	-	\$ 18,891	\$ 4,723	\$ 4,723	\$ 24,592	\$ 22,700	4	4						
July 2021	\$ 22,049	\$ 4,895	\$ 17,154	-	\$ 36,046	\$ 4,289	\$ 4,506	\$ 49,183	\$ 45,400	4	8						
August 2021	\$ 26,414	\$ 3,151	\$ 23,263	-	\$ 59,309	\$ 4,653	\$ 4,562	\$ 73,775	\$ 73,775	5	13						
Sep 2021	\$ 58,645	\$ 3,620	\$ 55,025	-	\$ 114,334	\$ 13,756	\$ 6,726	\$ 98,367	\$ 96,475	4	17						
Oct 2021	\$ 27,295	\$ 812	\$ 26,483	-	\$ 140,817	\$ 5,297	\$ 6,401	\$ 122,958	\$ 124,850	5	22						
Nov 2021																	
8-Oct-21																	
15-Oct-21	\$ 11,063	\$ 1,875	\$ 9,188														
22-Oct-21																	
29-Oct-21	\$ 6,466	\$ 1,601	\$ 4,865														
TOTAL	\$ 17,529	\$ 3,476	\$ 14,053		- \$ 154,870	\$ 3,513	\$ 5,957	\$ 147,550	\$ 147,550	4	26						

Fiscal Year June 1, 2021 thru May 31, 2022										
General Fund by Month										
	2016-17	2017-18	2018-19	2019-2020	2020-2021	5 yr Avg	2021-2022	Dif from 2021	Dif from Prev Mth	Dif from 5 yr Avg
June	23,314	22,348	22,373	23,678	25,565	23,456	18,891	(6,674)	(3,243)	(4,564)
July	28,889	26,732	25,264	21,765	23,903	25,310	17,154	(6,748)	(1,737)	(8,156)
August	20,635	22,422	22,166	17,830	26,924	21,995	23,263	(3,661)	6,108	1,268
September	30,133	22,463	29,579	29,297	23,227	26,940	55,025	31,799	31,762	28,086
October	29,158	27,823	23,574	22,401	21,244	24,840	26,483	5,240	(28,542)	1,643
November	21,553	22,696	22,877	33,437	28,052	25,723	14,053	(13,999)	(12,430)	(11,670)
December	34,096	39,431	44,705	33,970	17,761	33,993				
January	41,682	22,107	22,398	20,843	24,717	26,349				
February	26,828	25,895	22,344	19,940	14,492	21,900				
March	24,973	23,998	32,012	25,033	24,278	26,059				
April	30,254	32,339	25,202	29,429	20,102	27,465				
May	22,589	22,304	24,610	25,559	22,134	23,439				
YTD	334,102	310,559	317,103	303,180	272,398	307,468	154,870	5,956		6,606
Jun thru Nov	153,681	144,484	145,833	148,407	148,913	148,264	154,870			

FISCAL YEAR JUNE 1, 2021 - MAY 31, 2022								
Date	Total Attendance	Total		Early Service		Late Service		Weeks in the Month
		In Person	LiveStream	In Person	LiveStream	In Person	LiveStream	
June 2021								
6-Jun-21	42							
13-Jun-21	40							
20-Jun-21	40							
27-Jun-21	46							
TOTAL	168							4
July 2021								
4-Jul-21	40							
11-Jul-21	53							
18-Jul-21	48							
25-Jul-21	51							
TOTAL	192							4
August 2021								
1-Aug-21	69	60	9	39	9	21	?	
8-Aug-21	69	58	11	28	7	30		4
15-Aug-21	75	59	16	27	6	32		10
22-Aug-21	90	56	34	24	25	32		9
29-Aug-21	117	57	60	29	23	28		37
TOTAL	420	290	130	147	70	143	60	
Sept 2021								
5-Sep-21	112	43	69	20	44	23	25	
12-Sep-21	123	59	64	24	22	35	42	
19-Sep-21	148	55	93	26	38	29	55	
26-Sep-21	154	63	91	24	52	39	39	
TOTAL	537	220	317	94	156	126	161	
								5
October 2021								
3-Oct-21	158	76	82	25	36	51	46	
10-Oct-21	141	56	85	21	44	35	41	
17-Oct-21	153	57	96	24	51	33	45	
24-Oct-21	121	58	63	22	26	36	37	
31-Oct-21	129	78	51	36	27	42	24	
TOTAL	702	325	377	128	184	197	193	
								5
Nov 2021								
7-Nov-21	128	68	60	26	30	42	30	
14-Nov-21	117	62	55	28	22	34	33	
21-Nov-21	126	76	50	32	6	44	44	
28-Nov-21	111	50	61	20	37	30	24	
TOTAL	482	256	226	106	95	150	131	
								4
Avg June	42							
Avg July	48							
Avg Aug	84	58	26	29	14	29	12	
Avg Sep	134	55	79	23.5	39	31.5	40	
Avg Oct	140	65	75	26	37	39	39	
Avg Nov	121	64	56.5	26.5	24	37.5	33	
Thanksgiving	36	11	25					

2. Current Fiscal Year 2021-2022 Treasurer's Report and Spending Plan update

**GRACE LUTHERAN CHURCH
TREASURER'S REPORT AT A GLANCE**

June 1, 2021 - May 31, 2022

Report dated 1/2/2022

ACCOUNT BALANCES		As of Jun 1, 2021	As of Dec 31, 2021
1	Bank of America - Checking (includes Pass-Thru Funds)	\$37,060	\$74,087
2	Bank of America - Savings (includes Designated Funds)	\$228,140	\$228,201
3	TOTAL	\$265,200	\$302,288
3a	Less Special Accounts Liabilities	(\$20,460)	(\$29,426)
3b	Less Estimated Hurricane Deductible Liability	(\$63,566)	(\$63,566)
3c	TOTAL AVAILABLE FUNDS	\$181,174	\$209,296

BENEVOLENCE (General Fund)

BENEVOLENCE and COMMUNITY MINISTRY		SPENDING PLAN	CURRENT MONTH	YEAR-TO-DATE
4	Florida Bahamas Synod (10% of General Fund Offerings)	\$29,510	\$3,961	\$18,042
5	Lutheran Charities	\$3,500	\$0	\$0
6	Manna on Meridian	\$2,000	\$0	\$1,000
6a	Community Ministry	\$500	\$0	\$0
	TOTAL	\$35,510	\$3,961	\$19,042

GENERAL FUND INCOME/OFFERINGS

(See pages 3 - 5 for detail)

		AVERAGE WEEKLY INCOME NEEDED BASED ON ADOPTED SPENDING PLAN \$295,100	AVERAGE WEEKLY INCOME RECEIVED YTD	WEEKLY OFFERINGS Over/(Under) ADOPTED SPENDING PLAN
7 WEEKLY INCOME/OFFERINGS		\$5,675	\$5,924	\$249

OPERATING SPENDING PLAN - \$295,100				
GENERAL FUND INCOME	AMOUNT NEEDED FOR SPENDING PLAN	INCOME/OFFERINGS RECEIVED	INCOME Over/(Under) SPENDING PLAN	EXPENDITURES
	EXPENDITURES (Over)/Under INCOME/OFFERINGS			
9 YEAR-TO-DATE (7 months)	\$172,144	\$177,753	\$5,609	\$148,890
10 CURRENT MONTH (December)	\$24,592	\$22,883	(\$1,709)	\$21,311

GENERAL FUND INCOME RECEIVED YEAR-TO-DATE IS OVER THE APPROVED SPENDING PLAN

GENERAL FUND EXPENDITURES YEAR-TO-DATE ARE UNDER THE OFFERINGS RECEIVED

GENERAL FUND INCOME RECEIVED IN THE CURRENT MONTH IS UNDER THE APPROVED SPENDING PLAN

GENERAL FUND EXPENDITURES FOR THE CURRENT MONTH ARE UNDER THE OFFERINGS RECEIVED

SPECIAL ACCOUNTS INCOME/OFFERINGS

(See pages 6 & 7 for Detail)

SPECIAL ACCOUNTS		June 1, 2021 BALANCE	VTD RECEIPTS	YTD EXPENDITURES	YTD BALANCE
11 DESIGNATED FUNDS (DF)		\$19,532	\$16,458	\$8,682	\$27,308
12 PASS THROUGH FUNDS (PTF)		\$928	\$10,985	\$9,795	\$2,118
	TOTAL SPECIAL ACCOUNTS LIABILITIES	\$20,460	\$27,443	\$18,477	\$29,426

Grace Lutheran Church of Tallahassee Florida
Spending Plan vs. Actual Expenditures: FY 2021 - FY 2022
GENERAL FUNDS YEAR-TO-DATE SUMMARY

June 1, 2021 - May 31, 2022

Report dated 1/2/2022

	Spending Plan Adopted 5/16/2021	Dec 31, 2021 (58% of budget year)		
		Year-to-Date Contributions/ Income	% of Spending Plan	Remaining Needed Contributions
General Funds Contributions/Income				
4100 General Fund Offerings/Income - Operating Budget	\$295,100	\$177,753	60%	\$117,347
4104 Interest Income	\$120	\$61		
4200 Miscellaneous Income	\$2,184	\$1,274		
Total General Fund Contributions/Income	<u>\$297,404</u>	<u>\$179,087</u>		
 General Fund Expenditures				
5000 Florida-Bahamas Synod Mission Support	\$29,510	\$18,042	61%	\$11,468
Total 5150 Ministry Related Expenses	\$94,824	\$52,929	56%	\$41,895
Total 5170 Staff Related Expenses	\$74,147	\$43,764	59%	\$30,383
Total 5200 Administration Expenses	\$17,317	\$5,811	34%	\$11,506
Total 5300 Education Committee Expenses			<i>See Supplemental DF Spending Plan/Expenditures</i>	
Total 5400 Community Ministry and Outreach Committee	\$8,500	\$1,000	12%	\$7,500
Total 5420 Marketing, Advertising and Information Committee	\$4,600	\$218	5%	\$4,382
Total 5430 Fellowship Committee			<i>See Supplemental DF Spending Plan/Expenditures</i>	
Total 5440 Stewardship and Finance Committee	\$460	\$0	0%	\$460
Total 5500 Property Committee	\$65,242	\$28,126	43%	\$37,116
Total 5700 Youth Committee			<i>See Supplemental DF Spending Plan/Expenditures</i>	
Total 5600 Worship & Music Committee			<i>See Supplemental DF Spending Plan/Expenditures</i>	
Total 5900 Miscellaneous Expenses	\$500	\$0	0%	\$500
Total General Fund Expenditures	\$295,100	\$149,890	51%	\$145,210
General Fund Expenditures Under/(Over) General Fund Contributions		\$27,862		

Grace Lutheran Church of Tallahassee Florida
 Supplemental Spending Plan Special Accounts Activity : FY 2021 - FY 2022
 Designated Funds, Pass-Through Funds and Memorial Funds
 June 1, 2021 - May 31, 2022

*Adopted 5/16/2021
 Report Dated 1/2/2022*

	December 2021						Year-to-Date	
	Supplemental Spending Plan Adopted 5/16/2021	June 1, 2021 Balance	Nov 30, 2021 Balance	Dec 2021 Receipts	Dec 2021 Expenditures	Dec 31, 2021 Balance	YTD Receipts	YTD Expenditures
	Designated Funds							
Fund 20701 - Family In Need	NA	\$497	\$694	\$4,229	\$1,733	\$3,189	\$7,702	\$5,010
Fund 20704 - Fellowship Committee Total 5430 Fellowship Committee Expenditures	\$1,900	\$2,227	\$2,224	\$0	\$0	\$2,224	\$466	\$469
Fund 20708 - Youth Committee Total 5700 Youth Committee Expenditures	\$5,100	\$10,573	\$10,736	\$0	\$0	\$10,736	\$163	\$0
Fund 20711 - Quilters	NA	\$532	\$532		\$0	\$532	\$0	\$0
Fund 20713 - Education Committee- Total 5300 Education Committee Expenditures	\$2,450	\$2,518	\$2,518	\$0	\$0	\$2,518	\$0	\$0
Fund 20721 - Worship & Music Committee Total 5600 Worship & Music Committee Expenditures	\$3,000	\$3,184	\$8,331	\$0	\$223	\$8,108	\$8,128	\$3,203
TOTAL Designated Funds Receipts/Expenditures		\$19,531	\$25,035	\$4,229	\$1,956	\$27,308	\$16,458	\$8,682
<hr/>								
Pass-Through Funds								
20816 Manna on Meridian	\$0	\$250	\$300	\$550	\$0		\$2,705	\$2,705
20825 Staff Christmas Gift	\$0	\$0	\$2,670	\$2,670	\$0		\$2,670	\$2,670
20830 Altar and Seasonal Flowers	\$723	\$428	\$160		\$588		\$665	\$800
20850 Miscellaneous	\$30	\$0		\$0			\$0	\$30
20860 Men's Ministry	\$175	\$2,630	\$0	\$1,100	\$1,530		\$4,945	\$3,590
Total Pass-through Funds	\$928	\$3,308	\$3,130	\$4,320	\$2,118		\$10,985	\$9,795
<hr/>								
Memorial Funds								
Total Memorial Funds	\$0	\$0	\$0	\$0	\$0		\$0	\$0
TOTAL ALL DESIGNATED, PASS-THROUGH AND MEMORIAL FUNDS	\$20,459	\$28,344	\$7,359	\$6,276	\$29,426		\$27,443	\$18,477