

Redeemer Evangelical Lutheran Church

Council Meeting Minutes June 27, 2020

A. CALL TO ORDER

1. The meeting was called to order by acting President Fred Sherman at 9:09 AM.

B. ATTENDENCE

1. Present were Fred Sherman, Jerry Brandt, RJ Joksch, Daryl Smith, Jay Erwin, Bruce Holderbein, Diane Scott, Jackie Vieira, and Walt Godsil attended remotely. A quorum was established.

C. OPENING PRAYER

1. RJ opened with prayer.

REPORTS

D. FINANCIAL REPORT

1. Jackie reported that income was trending down, as was expected due to the coronavirus situation. It was agreed that this will be discussed in more detail in the fall.
2. Bruce reported that the Mission Fund has been doing well. It began in 2010 with \$125,000 and now has \$273,000 after disbursements have been made. The broker has made a recommendation of a change between a bond fund incorporated in the investment, will report back with more information.
3. Bruce reported on the Scholarship Fund, it is invested directly with Vanguard without going through a broker. It disburses \$15,000 to \$20,000 per year. This account requires new signatures then the church name needs a correction as well. Remembering that we have no official treasurer these duties will be split between other council members.

Additional discussion centered around the need for two signatures on checks over \$500, and when it would be necessary.

4. Bruce reported on the \$100,000 Money Market Account. It is accessible for emergencies and is made up of multiple sources such as excess building funds, memorials (Gayle DeGarmo), etc. Interest is placed in the General Fund.
5. Signatures Approved: Bruce will remain as a second signature on most of the accounts and primary on the Mission Fund, Elders Walt and Jay as seconds on the Scholarship Fund, retain Bruce on the General Fund and add Fred and Jerry, RJ as a backup. Check on the School Bank Account signatures and see if they require updating.

6. Remove Terry Brinson and Dr. Norm McCann signatures.
7. Additional remarks: We will use a fractional distribution of treasurer responsibilities by committees and committee chairmen over funds within their responsibility.
8. A financial audit was approved for the expected \$350 cost.

E. JOB RESPONSIBILITIES GUIDELINES

Fred handed out a markup of the Job Guidelines for review and discussion at the next meeting.

F. REPORTS

1. Fellowship: On hold. Jerry commented that the church was incorporated in 1925 and maybe there should be thought given to having a 100 year anniversary celebration.
2. Elders/Scholarships: They have approved a scholarship for Ms. Wensloff who is attending Concordia Irvine, focusing on music and biology.

It was discussed to possibly have a short training class on the pastor's microphone, especially for when there are guest pastors.

3. Trustees: Bruce reported that the school has paid rent for May and June, they may need some flexibility and/or assistance with their payments over the summer. He reported that one of the church eaves is showing signs of rot and it will be inspected by a roofer.

G. MINUTES

1. The minutes of the prior February 29, 2020 were approved.

H. MORE REPORTS

1. Christian Education: Diane reported that the Youth Conference has been cancelled due to coronavirus, the funds will be held over to next year.
2. Evangelism: Daryl discussed a possible evangelism training program and approaching new members to join this committee. Outreach at community events was discussed but tabled for now due to the ongoing quarantine issue.

I. CLOSING PRAYER

President Fred Sherman closed the meeting with prayer.

Meeting Agenda
Minutes of the February 29, 2020 Meeting
Trustees Report
Job Description Guidelines

Redeemer Evangelical Lutheran Church

Council Meeting Minutes February 29, 2020

A. CALL TO ORDER

1. The meeting was called to order by acting President Fred Sherman at 9:04 AM.

B. ATTENDENCE

1. Present were Fred Sherman, Pastor Jordan, Jerry Brandt, RJ Joksch, Daryl Smith, Jay Erwin, Bruce Holderbein, Diane Scott, and Walt Godsil. A quorum was established.

C. OPENING PRAYER

1. Pastor Jordan opened with prayer.

REPORTS

D. PASTOR'S REPORT

1. Campus ministry, welcoming visitors, and church website/Facebook review. See attached.

E. FELLOWSHIP REPORT

1. Taco Night March 4th, Soup Supper March 18, Fifth Sunday potluck March 29-May 31-August 30. Easter breakfast April 12 at 8:30AM. Congregational dinner will be on November 1.
2. After church fellowship food has been reduce to crackers, cheese, and juice for now unless someone brings other items.
3. Youth – Xiao, Yuhuan, and Yufei Wenslaff will be attending the Higher Things conference at Fort Collins, Colorado, June 29 to July 2, 2020.

F. ELDERS REPORT

1. COLA raises for staff were discussed.
2. Scholarships to two recipients were discussed, it used to all go to one individual.

G. STEWARDSHIP

1. There is a \$24,000 annual budget
2. Pastor Roberts has requested \$2,000 to assist with travel expenses for the new Ukiah pastor. There was no objection.

3. Volunteer committee members requested.

H. TRUSTEES (facilities)

1. A realtor oversees most of the school needs and does a good job.
2. Maintenance is done routinely at Redeemer House.
3. Church fire extinguishers have been recharged, a security camera system installed, a church insurance walkthrough was performed. The parish hall floor reconditioning is to be performed.
4. Items to be performed are: Cleaning up the camera cables, fix a stained glass window, check the A/C filters before summer, check to solar feasibility, and recommend that more activities be documented with pictures.
5. More people to download the security camera application.
6. Advise the Chico Police Dept. about the security cameras now deployed, note that they keep the recorded history for two weeks.

I. CHRISTIAN EDUCATION

1. Three Wenslaff's are going to the Higher Things conference as reported above.

J. EVANGELISM

1. Focus on the homebound, pay attention to those with infants as well.

K. PRESIDENT'S REPORT

1. Recommend that future reports be submitted at least one week in advance of council meetings to be dispersed to council members for their review, with copies to the church secretary for communication to the congregation. Fred Sherman will send initial reminder.
FAVORABLE DISCUSSION

2. The President suggested and the council agreed that council decisions will be made by consensus, excepting items deemed of greater importance that will be voted upon by the council, and items taken to the congregation whereupon the congregation will vote. Items taken to the congregation will be presented in sufficient detail for informed decisions.

OLD BUSINESS

L. There was no Old Business

NEW BUSINESS

M. APPOINTMENTS

1. Fred Sherman was confirmed as the Council President on a motion by Jerry Brandt and a second by Walter Godsil.
2. RJ Joksch was confirmed as Council Secretary.

N. VOTERS MEETINGS

1. Voter meetings were established for the 17th of May and the 15th of November, 2020.

O. COUNCIL MEETING DATES 2020

1. Pastor says no number of meetings are required. Jerry B. will review the by-laws. Agreed to delete the proposed dates of March 28th and June 27th, 2020. Keeping May 2nd, August 22nd, and October 31st for sure.

P. ADJUST COUNCIL AND OTHER POSITIONS

1. Walt G. suggests combining and deleting positions, with favorable discussion.
2. Suggestions were to delete the Board of Christian Education. Duties go to the Board of Youth.
3. Consider establishing a Board of Elderly.
4. Suggested combining the Treasurer position with another, but it was countered with the need for sufficient officers to meet quorum requirements at meetings.
5. Remote attendance was approved by consensus.

Q. AUDIT

1. Walt G. suggested an annual audit, either internal or external. Possibly by Anita W. who does the staff tax filings and paperwork.

R. BY-LAWS and CONSTITUTION

1. Reviewing various items it was determined that various changes and updates to the church by-laws and maybe the constitution may be necessary to accommodate items being discussed.

S. THE PUBLIC RELATIONS COMMITTEE

1. Bruce H. suggested merging it with the Evangelism Committee. Daryl S. and Pastor agreed.
2. Jerry B. and Fred S. discussed making a list of proposed by-law and constitution changes to be presented at the next meeting. Pastor says work through them internally, then present any changes requiring member approval to be placed on the agenda for the next voter/members meeting.

T. THE MAY 27TH MEETING

1. The 2020 budget will be reviewed.
2. Historical congregational sign-in sheets are part of the minutes of those meetings.
3. Suggestion that maybe include a copy of the church constitution in new member packets, then allow all members to vote at all voter meetings, not having new members sit out their first one as is currently required.
4. A voting member is a confirmed member who is 18 years of age or older.

U. VOTERS MEETINGS

1. Follow Robert's Rules of order in those meetings. Jerry B. handed out a short abbreviation of those rules to the council. Possibly review initially at those meetings.
2. Pastor suggested having a written preamble to those meetings discussing how those meetings will be run, if by consensus or more formally, depending upon the subjects.

V. A CAL-OES GRANT

1. The federal government has renewed grant for church security, the next round of applications will be accepted in December 2020.
2. We have a security committee and have taken steps to increase church security. Bruce will report on this in more detail at the next meeting.

W. FROM THE FLOOR

1. Walt G. brought up dogs being walked on the property. Pastor recommends a positive interaction, always with a welcoming attitude. Keeping good relations with our neighbors is crucial, they are our eyes and ears around the clock.

X. ADJOURNMENT

1. The meeting was adjourned by President Fred S. at 10:53 AM.

ATTACHMENTS:

Meeting Agenda
Minutes of the October 19, 2019 Meeting
Pastors Report
Fellowship Report
Trustees Report
Officer and Board Member list
Vacant Positions and Their Duties
Proposed Meeting Schedule for 2020
Robert's Rules of Order, Simplified
More Meeting Protocol's

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Council Meeting Agenda

Date / Time: June 27, 2020, 9:00 – 11:00 am

Place: Fireside Room

Opening Prayer: Pastor Jordan

Roll Call:

Members

- Linda Allen (Fellowship)
- Jerry Brandt (Vice President)
- Jay Erwin (Elders)
- Walter Godsil (Stewardship)
- Bruce Holderbein (Trustees)
- RJ Joksch (Secretary)
- Diane Scott (Christian Education / Young Peoples Work / Fellowship)
- Fred Sherman (President)
- Daryl Smith (Evangelism)

Others

- Donald Jordan (Pastor)
- Jackie Vieira (Office Manager)

Items:

Critical Issues (as needed)

Review of Financial Situation

- Review updated finance reports from Jackie Viera (**with handouts**)

Mission Trust Fund (Thornburg)

- Report from Bruce Holderbein on meeting with Lionel Valley
 - Invested with Vanguard Fund through Lionel Valley (Wealth Consulting Group or Clario Financial)

- Questions
 - Who should receive the church's copy of the brokerage account reports? (Jackie?)
 - Has the name been changed to "Redeemer Evangelical Lutheran Church of the Lutheran Church Missouri Synod, Chico, California"
 - Who receives now and who should receive copies of the reports? (Elders, Jackie?)
 - Did Lionel change the address for where the reports are sent (from Terry Brinson)?
 - Who can now and who should authorize expenditures? (Elders?)
 - Should we require two signatures to authorize payments?
 - Who has Web login authority to manage the account?

Bank Account

- Questions
 - Who should receive the churches copy of the bank statement?
 - Who receives now and who should receive copies of the reports?
 - Who can now and who should authorize expenditures?
 - Do we need two signatures to authorize payments?
 - Who has Web login authority to manage the account?

Audit

- Vote to authorize a financial audit by Anita Weinrich

Changes to Job Descriptions

- Report from Fred Sherman (**with handouts**)

Reports from attendees (brief)

- Allen (Fellowship)
- Jerry Brandt (Vice President)
- Jay Erwin (Elders)
- Walter Godsil (Stewardship)
- Bruce Holderbein (Trustees)
- RJ Joksch (Secretary)
- Donald Jordan (Pastor)
- Diane Scott (Christian Education / Young Peoples Work / Fellowship)
- Fred Sherman (President)
- Daryl Smith (Evangelism)
- Jackie Vieira (Office Manager)

Future Issues (as needed)

Closing Prayer: Pastor Jordan

Adjourn

REDEEMER FINANCIAL SUMMARY

January 1, 2020– June 30, 2020

CHURCH INCOME/EXPENSE – ACTUAL:

ORDINARY INCOME: \$77,846.51

EXPENSES:

Administration	\$75,581.77
Christian Education	0.00
Evangelism	324.70
Fellowship	39.62
Stewardship	0.00
Trustees	<u>\$20,316.16</u>

TOTAL EXPENSES: \$96,262.25

NET ORDINARY INCOME \$-18,415.74

CHURCH FACILITY RENT INCOME 392.00

TOTAL CHURCH INCOME \$-18,023.74

CHURCH RETAINED EARNINGS \$29,213.38

CHURCH BALANCE (Total Equity) \$11,189.64

CHURCH ASSETS/LIABILITIES:

Directed Funds (TCB)	\$70,375.20
Operating Funds (TCB)	\$11,189.64
Mission Trust Fund (Thornburg)	\$271,070.81
Scholarship Fund (Vanguard)	\$370,685.01
Money Market Acct. (Vanguard)	<u>\$100,000.00</u>

TOTAL CHURCH ASSETS/LIABILITIES: \$823,320.66

SCHOOL INCOME/EXPENSE - ACTUAL:

SCHOOL LEASE INCOME \$25,993.00

EXPENSES:

Property Management Fees \$1,299.65

NET LEASE INCOME FOR DISBURSEMENT \$24,693.35

DISBURSEMENTS:

30% to Quarterly Missions	\$7,408.00
30% to Scholarship Recipient	\$7,408.01
20% to Facilities Maintenance Fund	\$4,938.67
15% to School Reserve Fund	\$3,704.00
5% to Musician & Concert Fund (Tri-Counties)	<u>\$1,234.67</u>

SCHOOL ASSETS:

School Savings Account \$23,180.05

TOTAL ASSETS/LIABILITIES: \$846,500.71

PARSONAGE INCOME \$7,500.00

Minus Renting Expenses 00.00

Parsonage Deposit 1,500.00

Disbursed to Pastor Jordan 7,500.00

Net Parsonage Income 1,500.00

Redeemer Lutheran Church
Profit & Loss Budget vs. Actual
 January through June 2020

	Jan - Jun 20	Budget
Ordinary Income/Expense		
Income		
Regular Offering	77,846.51	98,179.02
Total Income	77,846.51	98,179.02
Gross Profit	77,846.51	98,179.02
Expense		
ADMINISTRATION		
Altar Worship	421.39	499.98
Bookkeeping	100.52	124.98
Conferences	0.00	250.02
Elders	181.04	100.02
Office Expenses		
Bank/Checking Fees & Supplies	144.05	175.02
Information Technology	221.26	150.00
Licenses and permits	0.00	300.00
Office Supplies	417.96	424.98
Periodicals	295.08	424.98
Postage	30.00	199.98
Total Office Expenses	1,108.35	1,674.96
Payroll - Guest Pastor		
Wages	500.00	625.02
Total Payroll - Guest Pastor	500.00	625.02
Payroll - Office Manager		
Health Insurance Supplement	1,200.00	1,200.00
Retirement/Disability	1,055.64	1,150.02
Wages	8,300.52	9,640.98
Total Payroll - Office Manager	10,556.16	11,991.00
Payroll - Organist		
Mileage	1,300.00	1,699.50
Wages	2,475.00	2,550.00
Total Payroll - Organist	3,775.00	4,249.50
Payroll - Pastor		
Car Allowance	2,250.00	2,250.00
Continuing Education	0.00	250.02
Equalization Offset	0.00	
Health Insurance	13,878.92	11,700.00
Health Savings Account	-333.33	
Retirement/Disability	5,469.64	4,999.98
Salary	37,038.48	37,038.48
Total Payroll - Pastor	58,303.71	56,238.48
Payroll Taxes		
FICA Expense	515.13	499.98
Medicare Expense	120.47	199.98
Total Payroll Taxes	635.60	699.96
Total ADMINISTRATION	75,581.77	76,453.92
CHRISTIAN EDUCATION	0.00	250.02
EVANGELISM	324.70	600.00
FELLOWSHIP	39.62	375.00
STEWARDSHIP	0.00	175.02
TRUSTEES		
Property Tax & Assessment	1,251.15	600.00

Redeemer Lutheran Church
Profit & Loss Budget vs. Actual
January through June 2020

	Jan - Jun 20	Budget
Church Maintenance	353.85	1,249.98
Copy Machine Expense	549.91	1,000.02
Garbage	602.16	700.02
Grounds Maintenance	1,500.00	1,500.00
Insurance - Liability	5,875.29	4,750.02
Insurance - Work Comp	1,290.00	1,600.02
Janitorial Service	1,931.78	2,350.02
Janitorial Supplies	81.15	250.02
Parsonage Repairs	1,000.00	
Telephone	466.83	499.98
Utilities	3,484.89	4,500.00
Van Expense		
DMV/Insurance	333.20	450.00
Gas Expense	125.00	375.00
Repairs	1,470.95	499.98
Total Van Expense	1,929.15	1,324.98
Total TRUSTEES	20,316.16	20,325.06
Total Expense	96,262.25	98,179.02
Net Ordinary Income	-18,415.74	0.00
Other Income/Expense		
Other Income		
Facility Use	392.00	
Total Other Income	392.00	
Net Other Income	392.00	
Net Income	-18,023.74	0.00

Redeemer Lutheran Church
Designated Funds
As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Vanguard-Scholarship Fnd	
Vanguard Money Market Acct.	100,000.00
Vanguard-Scholarship Fnd - Other	370,685.01
Total Vanguard-Scholarship Fnd	470,685.01
TCB-Church General Fund	81,564.84
TCB-School Reserve Fund	23,180.05
Thornburg Finan.- Mission Trust	271,070.81
Total Checking/Savings	846,500.71
Total Current Assets	846,500.71
TOTAL ASSETS	846,500.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
TCB Visa	1,529.10
Total Credit Cards	1,529.10
Other Current Liabilities	
Parsonage Rental	
Parsonage Lease Deposit	1,500.00
Total Parsonage Rental	1,500.00
Church-Directed Funds/Charities	
Camp Fire Relief Fund	1,000.00
Poinsettias	154.81
Lock/Unlock Fee	50.00
AmazonSmile Proceeds	267.96
Food Bank	148.60
Thrivent Choice Dollars	2,976.92
Bells Fund	265.40
Campus Ministry Grant	3,679.93
Charity Fund	4,339.00
Diakonia Compassionate Ministry	1,093.39
Erwin Building Improvement Fund	155.50
Facility Maintenance	61,437.03
Funeral	893.89
Gen. Church Op. Emergency Reser	5,259.10
LWML	37.17
Memorial Fund	
Redeemer House	3.97
Gayle DeGarmo Memorial	17,200.00
Kitchen	100.00
Memorial Fund - Other	26,271.85
Total Memorial Fund	43,575.82
Mission Envelopes	25.00
Mission Trust Holding Account	8,557.78
Musician & Concert Fund	3,551.93
Organist's Gift	2.50
Quilters	993.67
Radio Broadcast	3,413.16
Scholarship Holding Account	5,000.00
School Lease Holding Account	
Lease Deposit	6,550.00

07/14/20

Redeemer Lutheran Church
Designated Funds
As of June 30, 2020

	Jun 30, 20
School Lease Holding Account - Other	7,826.25
Total School Lease Holding Account	14,376.25
Sunday School	239.03
Vacation Bible School	298.92
Van Fund	522.81
Youth Fund	4,924.50
Church-Directed Funds/Charities - Other	-100,000.00
Total Church-Directed Funds/Charities	67,240.07
Direct Deposit Liabilities	80.00
Facility Maintenance Exp. Fund	-216.97
Mission Trust Fund	271,070.81
Payroll Liabilities	
FICA Payable	-49.67
FIT Payable	104.00
Medicare Payable	41.76
SIT Payable	146.91
Total Payroll Liabilities	243.00
Scholarship Fund	470,685.01
School Reserve	23,180.05
Total Other Current Liabilities	833,781.97
Total Current Liabilities	835,311.07
Total Liabilities	835,311.07
Equity	
Retained Earnings	29,213.38
Net Income	-18,023.74
Total Equity	11,189.64
TOTAL LIABILITIES & EQUITY	846,500.71

OLD LANGUAGE	NEW PROPOSED LANGUAGE
<p>The President:</p> <p>1. The President shall, to the best of his ability, enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership. All boards, committees, auxiliaries, groups, etc. in the congregation, shall be responsible to the President, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint. He shall also call and preside over the meetings of the Parish Planning Council and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom.</p> <p>2. Preside at all Voter's Meetings of the congregation.</p> <p>3. To do all acts usually committed to this office.</p> <p>4. To appoint an auditing committee consisting of three members.</p> <p>5. To appoint committees not listed in the Bylaws.</p> <p>6. The ex officio of all boards and committees.</p> <p>7. Sign all legal documents.</p> <p>8. The President shall appoint an Auditing Committee consisting of any three qualified communicant members of the congregation other than the Treasurer and Financial Secretary to audit the financial records of the congregation. The President shall submit the Audit Committee's report at the March meeting of the voting membership in each year.</p>	<p>The President, to the best of his ability, shall:</p> <ol style="list-style-type: none"> 1. Enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership, following the will of Christ. 2. Call and preside over the meetings of the Church Council and shall coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom. 3. Preside at all Voters' Meetings of the congregation. 4. Appoint committees not listed in the Bylaws as needed. 5. Act as an ex officio member of all boards, committees, auxiliaries, groups, etc. 6. Sign legal documents. 7. Arrange for an annual audit of the organization's financial records. 8. Submit the annual audit report at a meeting of the voting membership in each year.
<p>The Vice-President:</p> <p>The Vice-President of the congregation, in the absence of the President, shall act for and in the stead of the President. He shall be available for whatever duties the President shall assign to him as his representative.</p>	<p>The Vice-President, to the best of his ability, shall:</p> <ol style="list-style-type: none"> 1. Act for and in the place of the President, when the President is absent. 2. Sign legal documents. 3. Perform other duties as directed by the President.

OLD LANGUAGE	NEW PROPOSED LANGUAGE
<p>Secretary:</p> <ol style="list-style-type: none"> 1. To keep an exact list of all voting members of the congregation. 2. To keep accurate minutes of the transactions of all meetings of the congregation, Church Council, and special meetings in a book with the pages numbered before and after they are corrected and approved by the Voters' Assembly for the permanent record. 3. To perform all other duties encumbered upon a secretary. 4. Sign all legal documents as approved by the voters. 5. All records and minutes remain the property of the congregation. 	<p>The Secretary, to the best of his ability, shall:</p> <ol style="list-style-type: none"> 1. Maintain an exact list of all voting members of the congregation to be kept in the office of the Office Manager. 2. Keep accurate minutes of the transactions of all meetings of the congregation, Church Council, and special meetings (as approved by participating members) in a book to be kept in the office of the Office Manager. 3. Sign legal documents. 4. Perform other duties as directed by the President. <p>All records and minutes remain the property of the congregation.</p>
<p>Treasurer:</p> <ol style="list-style-type: none"> 1. To take charge of all monies collected by the congregation. 2. To keep accurate account of all receipts and disbursements and to make payments authorized by the congregation. 3. To serve as a member of the Stewardship Board. 4. To render a report to the regular Voters' Assembly meetings. 5. To submit to the congregation an annual financial statement. 6. Shall have the authority to work out with salaried workers of the congregational breakdown of workers total compensation into salary and fringe benefits as the worker requests with voters' approval 7. All records shall remain the property of the congregation and available upon request of the voter's assembly. <p>Financial Secretary:</p> <ol style="list-style-type: none"> 1. To keep an exact record of all contributing members and their contributions. 2. To be responsible for counting the church offering, to see that it is done by no less than two people at any time, and to make deposits. 3. To render a quarterly and annual receipt to each contributing member. 4. To keep all records in a book with numbered pages to coincide with members envelopes. 5. To serve as a member of the Stewardship Board. 6. To furnish treasurer with duplicate deposit slips. 7. Be responsible for requisitioning and distributing offering envelopes. 8. To keep all member records confidential. 	<p>The Financial Manager, to the best of his ability, shall:</p> <ol style="list-style-type: none"> 1. Monitor to ensure that the following duties are perform accurately and securely by the Office Manager, designated ushers and / or other persons designated to perform associated tasks: <ul style="list-style-type: none"> • Collecting, recording, and securing all monies donated by the congregation including the church offering, which must be collected and secured by two congregational members. • Keeping an accurate account of all receipts and disbursements. • Making payments authorized by the congregation. • Keeping an exact record of all contributing members and their contributions. • Distributing annual giving receipts to congregational members at the end of the year, for parishioner tax records. • Requisitioning and distributing offering envelopes at the beginning of the year. • Keeping all member records confidential 2. Render a report of any identified deficiencies at Church Council Meetings. 3. Submit a financial statement annually at a regular Voters' Meeting. 4. Coordinate with the Board of Elders and submit a budget to the Financial Manager regarding salaried workers compensation and benefits. 5. Perform other duties as directed by the President. <p>All records shall remain the property of the congregation and available upon request of the voter's assembly.</p>

OLD LANGUAGE	NEW PROPOSED LANGUAGE
<p>Administrative Board</p> <ol style="list-style-type: none"> 1. Each Administrative Board shall be under the direct control of the chairman of each board and shall meet monthly or whenever necessary. 2. Shall make their written report or requests to the voters' at their regular meetings. 3. Shall elect the chairman of their board. 	<p>Administrative Boards – General Duties</p> <p>Members of each Administrative Board shall:</p> <ol style="list-style-type: none"> 1. Elect their chairperson at the first meeting of the year and submit names to the President 2. Operate under the direction of the elected chairperson <p>Chairpersons of Administrative Boards shall:</p> <ol style="list-style-type: none"> 1. Develop a schedule of board meetings 2. Organize their boards' activities 3. Coordinate with other board chairpersons and officers as needed 4. Submit written reports of activities and issues to the President prior to each Church Council Meeting 5. Submit written articles for publishing in the Redeemer Review as needed 6. Submit annual budget requests to the Financial Manager as requested
<p>Board of Elders</p>	

OLD LANGUAGE	NEW PROPOSED LANGUAGE
	<p>Board of Christian Education and Young People</p> <p>Objectives:</p> <ol style="list-style-type: none"> 1. Plan and administer educational programs for the congregation addressing the needs of children and youth up through college age. Programs may include, but are not limited to: <ul style="list-style-type: none"> • Christian day school • Sunday school • Weekday school • Vacation Bible School • Confirmation classes • Bible classes <p>Responsibilities – Christian Education:</p> <ul style="list-style-type: none"> • Establish objectives • Set policies • Recruit volunteers and paid employees • Develop and approve curriculum • Encourage congregational and community participation • Record congregational and community participation in programs • Assess and manage performance <ol style="list-style-type: none"> 2. Involve young people of the congregation in the work of Christ, provide for their spiritual growth, and nurture genuine Christian fellowship. <p>Responsibilities – Young People:</p> <ul style="list-style-type: none"> • Plan, implement, promote and supervise a year-round program to involve youth in church-run Christian activities, educational opportunities and fellowship • Select and train leaders to guide program activities • Elements of the program may include, but are not limited to <ul style="list-style-type: none"> ○ Congregational Young People’s Sunday ○ Welcome event for newly confirmed young people ○ Events to address current topics of interest ○ Community service ○ Public recognition of youth accomplishments ○ Recreational activities ○ Evangelical activities in the community and elsewhere ○ Coordination with other Christian organizational functions
Board of Stewardship	Board of Stewardship
Board of Trustees	Board of Trustees
Board of Evangelism	Board of Evangelism
Board of Parish Fellowship	Board of Fellowship

OLD LANGUAGE	NEW PROPOSED LANGUAGE
Board of Public Relations	Eliminate?

June 27, 2020

Redeemer Council

Trustee Report – Bruce Holderbein

School report:

Thrive has been working with us through COVID-19 hardship. They made May and June rent payments with payroll assistance funding. They are concerned about July and August rent if they cannot operate at full capacity. Redeemer has informed the school that we will work with them through this ordeal because they have been very good tenants.

The **E Center** has not had any funding restrictions and continues to pay rent as required.

I am the contact for The Group, our contracted property managers, with Kimberly Babb as their representative. She is great to work with and both schools are very self-sufficient.

Recent Trustee projects: (Bob Rean, Keith Siemens, Aaron Ashworth and Bruce Holderbein contributing)

Parish Hall floor strip and re-wax

Camera system additions – monitor in Jackie’s office last piece

Window seal replacement – Nave

HV/AC repair in Pastor’s study

Brass fixtures polished

Wi-fi irrigation controller

Van lift repair

Grounds clean-up and bark re-freshing with Pastor

Per Pastor’s recommendation I am having the recent facility expenditures taken out of the facility fund.

To-do list:

Stained glass window repair - Nave

Solar investigation – Bruce

Roof tiles – fix loose tiles

Others?
