

**St. Paul Lutheran Church
2022 Annual Meeting
Agenda**

Call to Order

- **Opening Litany and Prayer**

Approval of 2021 Annual Meeting Minutes page 1

Approval of 2021 Special Congregation Meeting Minutes page 4

Capital Improvement Update page 6

2022 Budget Review and Approval pages 7-14

Election of Congregation Council Members

- ❖ **3 members to serve 3 years each**
- ❖ **1 member to serve 2 years**

Election of Nominating Committee for 2023

- ❖ **4 members needed (+2 outgoing council members)**

Election of 2022 Audit Committee (audit of 2021 finances)

- ❖ **3 members needed**

Election of Voting Members to Community Organizations

- a. **Appleton Conference (2) – February 5, 2022 (virtual)**
- b. **Crossways Camping Ministries (2) – March 12, 2022**
- c. **Fox Valley Lutheran Homes (2) – April 23, 2022**
- d. **ECSW Synod Assembly (2) – May 13-14, 2022 (Oshkosh)**

Constitution Revisions

Adjourn

The Lord's Prayer

January 24, 2021 – St. Paul Annual Congregational Meeting.
St. Paul Lutheran Church, 200 North Commercial Street, Neenah, WI 54956

- 10:30am, Call to order via Facebook & YouTube Live Video
 - In attendance: Jody Tews (President), Peggy Hoks (Vice President), Dave Wolff (Secretary), quorum of 2% met. 31 watching via Facebook Live, 12 watching via Live YouTube, ## in attendance in the sanctuary.
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- Hymn: *Lift Every Voice and Sing* – ELW #841
 - Prayer
 - Reflections on 2020 – Reports & Financials went virtual with services on Facebook and YouTube
 - Passing of Marillyn Freeman, Organist Emeritus
 - Hired Jill Hagen, Organist and Accompanist
 - Called Pastor Amy Engebose to be our Pastor
 - Parking lot was resealed & sanctuary wall was repaired
 - Many projects and events on hold due to the pandemic
 - Blessing Box has been filled regularly
 - Community Table hasn't missed a meal all year
 - Three young members affirmed their baptism
 - Cindy Huxtable retired; Lora Oravec was hired
 - 2021 Budget - Jody L. Tews
 - 2020 YTD gain(loss) \$28,166.81
 - Budgeted for 2020 -- \$498,558.54
 - *Actual expenditures for 2020 -- \$383,372.66*
 - Budget for 2021 – \$400,819.86
 - ◆ Per discussion from the 2020 annual congregational meeting, the budget for 2021 was brought more in line with actual pledges for 2021 and in line with actual expenditures from 2020.
 - Milage for 2020 was budgeted at \$300 which was a severe underestimate.
 - ◆ Budgeted milage for 2021 was increased to \$3,000
 - “Youth Director Funds”
 - ◆ Funds to be held in a restricted fund outside of the budget until we are able to open up to more youth activities post-Covid. Held funds will be reassessed at that later date.
 - Musical maintenance expense may be a contracted amount that can not be reduced without revisiting contracts.
 - Motion to increase the musical maintenance budget from \$1,000 to \$1,750; 2nd. Motion passed.
 - Motion to accept budget as printed with adjustment to musical maintenance; 2nd. Motion passed.

- Election of Council Representatives
 - Three 3-year terms opening
 - ◆ Alicia Macias nominated
 - ◆ Mildrid Wolter nominated
 - ◆ Jessica Hess nominated
 - ◆ Motion to accept the three nominations for the open three-year terms, 2nd, motion passed
 - One 2-year term available
 - ◆ Dave Fink nominated
 - ◆ Motion to accept the nomination, 2nd, motion passed
 - Two 1-year terms available
 - ◆ Nancy Wiegand nominated
 - ◆ Alissa Jones nominated
 - ◆ Motion to accept the nominations, 2nd, motion passed

- Delegates to the Synod Assembly (meeting to be held virtually)
 - (2) Friday & Saturday, May 14th & 15th, Oshkosh
 - ◆ Don Boche nominated
 - ◆ One TBD
 - ◆ Motion to accept nominations, 2nd, motion passed

- Delegates to the Appleton Conference (meeting may be held virtually)
 - (2) Saturday, February 6th, Grace Lutheran, Appleton
 - ◆ Connie Morgenstern
 - ◆ Jody Tews
 - ◆ Motion to accept nominations, 2nd, motion passed

- Delegates to Crossways Camping (meeting to be held virtually)
 - (2) Saturday, March 6th, St Mark's Lutheran Church, Neenah
 - ◆ Jon Jorgenson
 - ◆ Jim Morgenstern
 - ◆ Motion to accept nominations, 2nd, motion passed

- Delegates to Fox Valley Lutheran Homes (meeting to be held virtually)
 - (2) Saturday, April 24th, Virtual Meeting (likely via Zoom), Appleton
 - ◆ Cindy Rieck
 - ◆ Dave Hoks
 - ◆ Motion to accept nominations, 2nd, motion passed

- Audit Committee (Delay until 2022)
 - We are still reviewing, adjusting, & creating procedures based on the previous audit due to the time between the audit before that.
- Nominating Committee (to report at 2022 meeting)
 - Council to review and make appointments during 2021
- Introduction of New Council Members
- Adjournment & Closing Prayer
- Hymn: *Now Thank We All Our God* -- #841

Adjourn 11:49am

Next Council meetings:

- February 11th (Executive Committee Meeting: February 4th)

August 8, 2021 – St. Paul Congregational Meeting *DRAFT* Minutes

This copy of the minutes is an unofficial draft until voted as approved in the following congregational meeting.

St. Paul Lutheran Church, 200 North Commercial Street, Neenah, WI 54956

- 10:48am, Call to order in person and via Zoom.

In attendance: Pastor Amy Engebose, Peggy Hoks (President), Jessica Hess (Vice President), Dave Wolff (Secretary), Jody Tews, Alissa Jones, Dave Fink, Alicia Macias

Congregation attendance: 4 Zoom voting attendees. 40+ in-person attendance out of 8 required for quorum of 2% of active membership

New Business

- **The St. Paul Congregation Council presents the following motion for consideration:**
- *“The St. Paul Lutheran Church Congregation authorizes the St Paul Congregation Council to spend money from the Capital Improvement Fund on the minimum maintenance/repair of the roof, Dobson organ maintenance/repair, and Phase 1 installation of a security system at an estimated combined total amount of \$90,000 to \$95,000.”*
- Motions from council do not require a second.
- Preliminary Discussion
 - Capital improvement fund has been started within the last week and currently has approximately \$7,000 deposited for capital project usage.
- Discussion: Security System – Don Boche, Safety Team
 - Security team took considerations from research on what other churches have done, presentation and information from the Neenah Police Department, and recommendations from multiple quotes
 - Phase one: installation of the main system in the office and minimal video surveillance including video at all main points of entry
 - **Phase one approximate total: \$7,500**
- Discussion: Roof – Eric Tipler, Property Team
 - Multiple quotes were asked, one quote returned with minimal information for a full repair/replace only and no itemizations. Several declined to quote due to the size of the work and the necessary timeline and several never initiated any call-back.
 - Security Luebke Roofing performed a full, comprehensive estimate that includes itemized breakdowns of all sections of our roof rated A-F and prioritized with timelines for recommended completion and as such is the contractor being recommended by the property committee and the congregation council.
 - Major section: asbestos roof section recommended replacement: \$800 repair only (1-year additional life for current roof) / \$14,000 for asphalt (35–50-year roof life) / \$27,000 for stone coated steel (50-75 year roof life)

- Man-lift rental \$2,300 for each separate rental when doing repair/replacement work in phases
- Phase one options as follows:
 - Emergency repair only: \$20,545
 - Emergency repair plus asphalt shingles replacement for asbestos roof section: \$34,040
 - Emergency repairs plus stone coated steel replacement for asbestos roof section: \$46,965
 - Skylights to be repaired later if needed \$2,800
- **Property committee recommending option three (emergency repairs plus stone coated steel replacement of the asbestos roof section at \$46,965 as well as the skylights when the man-lift is available)**
- This is phase one of a multi-phase process over the next 30 years. Phase one to tentatively be completed this year as funds are available.
- Total estimated cost of all phases of roof repair and replacement: \$480,225 *
 - ** This cost is additive from multiple options for multiple roof sections and not necessarily a reflection of the actual final cost. See detailed quote for each section rating and cost breakdowns*
- General questions
 - Are there other entities that may support our needs with match giving?
 - There are some and council can investigate those options as well as options including low interest loans from the ELCA (not preferred)
 - There is some concern that we are spending money on our building instead of funding our mission and has there been conversations of forgoing building expenses for other options?
- Discussion: Organ – Peg Hoks, Pastor Amy
 - We have been doing the bare minimum for maintenance in concern with our budget as of late and have fallen behind on much needed upkeep.
 - Dobson Organ will be doing once in a generation repair
 - Current maintenance/repairs total approximately \$40,000
 - **Phase one to be locally sourced maintenance only for an estimated total of \$30,000**
 - Phase two would be to send portions of the organ to Dobson for refurbishment
 - *The Dobson location had a fire and will not be able to accept our organ for repair and refurbishment until after their facilities have been fully rebuilt*
- Vote
 - **All in favor: 31**
 - All opposed: 4
 - Abstain: 1
 - **Motion carries as written.**

Adjourn and Lord's Prayer 12:01 pm.

Capital Improvement Fund

A Capital Improvement Fund was established in August, 2021. The monies in this fund are used for major improvements/repairs to the church property. Our initial goal was to raise \$95,000 for three projects: maintenance/repair of the roof, maintenance/repair of the organ, and phase 1 of the security system upgrade (video surveillance cameras). We reached our goal in December of 2021! Thank you, St. Paul Church! We also thank the Memorial and Gifts Committee for committing \$14,000 to the repair of the organ.

Because of your generosity, all three projects are underway! The maintenance/repair of the roof has been completed with the replacement of the roof over the nursery scheduled for spring, 2022. The organ work will begin in May, 2022. And we anticipate work being done to install the security cameras in February, 2022.

The Congregation Council, with input from committees and staff, has put together a long-range plan for updating the facilities and property.

Phase 1: 2021 – Immediate Needs (\$90,000-\$95,000)

- Organ repair and maintenance
- Emergency roof replacement/repair over old education wing
- Building Security System Phase I proposed by Safety Team

Phase 2: 2022-2024 (\$50,000-\$70,000)

- Air conditioner replacement
- Roof replacement (section connecting sanctuary and education wing)
- Organ Repair (parts of organ sent to Dobson Organ in Iowa)
- Building Security System Phase II

Phase 3: 2025 – 2027 (\$75,000-\$85,000)

- Roof replacement 2025 (SE corner of steeple)
- Roof replacement 2027 (N. East Water Street entrance to library)
- Roof replacement 2027 (along North Commercial Street)
- Update Sanctuary AV Technology

Phase 4: 2028 – 2029 (\$340,000-\$350,000)

- Roof replacement 2028 (main sanctuary)
- Roof replacement 2029 (office area)

Budget

About the budget:

The budget process was different this year in that ministry teams and staff were asked to evaluate and update line items and propose a budget for each area. You will notice there are some new line items. In some cases the budget item is brand new (such as quarterly homebound meal); in other cases it's a line item that was lumped in with a broader category and is now its own line item (i.e. copyright/subscription fees was under worship supplies).

An increase of 3% in wages is recommended for staff members. It is recommended that Pastor Amy receive a 2% increase in keeping with synod guidelines.

The recommended budget for 2022 is \$385,964. Intent for Giving cards from 98 households project a pledged income of \$286,376.

2022 Budget

See individual ministry areas for breakdowns

<u>Ministry Area</u>	<u>2021 Budget</u>	<u>2021 Actual</u>	<u>2022 Budget</u>
Worship and Music	\$170,706.33	\$164,204.60	\$138,683
Buildings and Grounds	\$121,694.71	\$114,345.30	\$127,756
Faith Formation	\$ 23,412.12	\$ 15,127.38	\$ 19,712
Congregational Life	\$ 5,100.00	\$ 1,233.77	\$ 8,250
Social Ministries	\$ 200.00	\$ 0	0
note: money for social ministries is available through Mission Fund & grants			
Evangelism	\$ 250.00	\$ 142.45	\$ 350
Stewardship	\$ 1,800.00	\$ 1,135.21	\$ 2,900
Office	\$ 50,306.70	\$ 52,703.54	\$ 60,113
Benevolence	\$ 27,400.00	\$ 32,918.80	\$ 27,900
Totals	\$400,869.86	\$381,811.05	\$385,664

*note: some 2020 benevolence money was paid in January 2022

Worship and Music 2021 Highlights

- Pastor Amy Engebose joined the staff February 1, 2021.
- Jill Hagen joined the staff in January 2021 as our new organist / accompanist.
- Online midweek Lenten worship was held with the theme of “New Beginnings”.
- Worship in the Park was on July 17.
- Pastor Amy’s installation was August 2 with Bishop Anne Edison-Albright preaching and presiding.
- Our Advent series on Sunday mornings was “The Inn: Housing the Holy”
- Our Advent midweek worship series was “Making Room for Hope/Peace/Joy/Love.
- A multigenerational Living Nativity was held on December 19.

Worship and Music Budget

	2021 Budget	2021 Actual	2022 Recommended
Wages & Benefits	\$150,182	\$155,902.56	\$128,148
Supply Pastor	\$ 4,225	\$ 1,613.41	\$ 1,100
Staff Related Other	0	\$ 29.45	0
Continuing Education	\$ 2,600	\$ 562.00	\$ 1,625
Planning Events/Conferences	\$ 1,000	\$ 300.00	Synod Assembly
Mileage	\$ 3,000	\$ 613.53	\$ 500
Prof. Books/Subscript (Pastor)	\$ 400	\$ 211.73	\$ 400
Worship Supplies	\$ 2,800	\$ 3,008.19	\$ 750
Audio Visual	\$ 3,000	\$ 637.14	\$ 0
Music	\$ 500	\$ (78.91)	\$ 500
Organist Sub/Musicians	\$ 1,500	\$ 75.00	\$ 1,050
Music Instrument Maintenance	\$ 1,750	\$ 1,300.00	\$ 1,750
Bulletins	\$ 500	\$ 30.50	\$ 500
Copyrights (formerly under worship supplies)			\$ 1,260
Devotion Subscriptions (formerly under worship supplies)			\$ 1,100
Totals	\$171,457	\$164,204.60	\$ 138,683

Buildings and Grounds 2021 Highlights

- A Capital Improvement Fund was established for major building projects.
- The roof was repaired and maintenance work done in fall (capital improvement).
- Staff continues to sort through items in the building and re-organize.

Buildings and Grounds 2022 Budget

	2021 Budget	2021 Actual	2022 Recommended
Wages & Benefits	\$ 34,645	\$ 29,646.48	\$ 33,456
Capital Equip. Maintenance	\$ 10,000	\$ 4,369.14	\$ 10,000
Building Maintenance	\$ 7,500	\$ 7,764.90	\$ 8,000
Property (parking lot, lights)	\$ 7,500	\$ 3,902.27	\$ 1,000
Safety Team	\$ 0	\$ 633.59	move to Cong. Life
Maintenance Supplies	\$ 2,800	\$ 867.97	\$ 2,500
Maintenance Contracts	\$ 8,500	\$ 3,280.11	\$ 8,000
Utilities – Natural Gas	\$ 8,500	\$ 11,617.98	\$ 15,300
Utilities – Electricity	\$ 18,200	\$ 18,464.40	\$ 18,000
Utilities – Telephone	\$ 4,550	\$ 4,848.51	\$ 4,500
Utilities – Water	\$ 3,500	\$ 3,108.68	\$ 3,500
Property/Liability Insurance	\$ 16,000	\$ 21,154.51	\$ 22,000
Rental Equipment			\$ 1,500
Totals	\$121,695	\$114,345.30	\$126,756

Faith Formation 2021 Highlights

- Faith Formation Time and Confirmation were held virtually in the winter/spring.
- Lent in a Bag was provided for the Lenten season and used in midweek worship.
- A Confirmation Retreat was held with the other Neenah ELCA congregations.
- Vacation Bible School was a joint venture among Neenah ELCA congregations.
- We held a Blessing of the Backpacks (and other items we use every day) followed by an Ice Cream Social.
- In person Sunday School resumed in September.
- GIFT (Generations in Faith Together) time was held with the theme “Boundless”.
- Advent in a Bag included a daily devotional written by St. Paul members and friends, an Advent wreath, coloring pages, and object used in midweek worship.
- Sunday School students also participated in the Living Nativity.

Faith Formation 2022 Budget

	2021 Budget	2021 Actual	2022 Recommended
Wages & Benefits	\$ 19,162.12	\$ 14,749.39	\$ 16,087
Continuing Ed./Conferences			\$ 400
Professional Books			\$ 100
Adult Studies	\$ 100.00	\$ (12.92)	\$ 200
Sunday School Texts	\$ 1,500.00	\$ (10.00)	\$ 1,000
Vacation Bible School	\$ 1,000.00	\$ 0	\$ 500
Sunday School Supplies	\$ 150.00	\$ 325.26	\$ 75
Confirmation Expenses	\$ 1,500.00	\$ 74.65	\$ 1,000
Resource Kits			\$ 350
Totals	\$23,412.12	\$15,127.38	\$ 19,712

Congregational Life 2021 Highlights

- Pastor Amy held online and in-person meetings to get to know members.
- Council members had a half day retreat in June.
- “Goody bags” were delivered three times during the year to our homebound and senior members.
- Meals were delivered twice to our homebound and senior members.
- Transcripts of Sundays’ sermons are mailed to homebound members.
- Members of the congregation and Pastor Amy bring communion to our homebound members.
- Meals were delivered to members of our congregation following surgery, birth of a child, illness, or other circumstances.

Congregational Life 2022 Budget

	2021 Budget	2021 Actual	2022 Recommended
Continuing Education	\$ 1,000	\$ 0	0
Youth Events	\$ 200	\$ 0	0
Food	\$ 900	\$ 0	\$ 500
Fellowship Events	\$ 1,100	\$ 54.58	\$ 500
Life and Growth Supplies	\$ 1,900	\$ 65	\$ 1,500
Homebound Postage			\$ 750
Quarterly Homebound Meal			\$ 4,000
Meal Ministry (sick, babies, etc.)			\$ 1,000
Safety Team	\$ 0	\$ 633.59	\$ 0
Totals	\$ 5,100	\$1,114.19	\$ 8,250

Evangelism 2021 Highlights

- Seven people were received as new members of St. Paul Church.
- A Neighborhood Party was held in September with food, games, hula hoop contest, and chalk art contest.

Evangelism 2022 Budget

	2021 Budget	2021 Actual	2022 Recommended
Evangelism	\$ 250	\$ 142.45	\$ 250
Facebook Boosts			\$ 100
Totals	\$250	\$142.45	\$350

Stewardship 2021 Highlights

- Our Stewardship Campaign was entitled, "Living with Grace and Gratitude".
- Our goal was to receive 100 Intent of Giving cards. We received 98.

Stewardship 2022 Budget

	2021 Budget	2021 Actual	2022 Recommended
Mailings/Communications	\$ 1,800	\$ 1,135.21	\$ 2,400
Stewardship Sunday/Event			\$ 500
Totals	\$ 1,800	\$ 1,135.21	\$ 2,900

Social Ministry 2021 Highlights

- We continue to serve Community Table meals on a rotation basis.
- We participated in the Community Table Christmas dinner.
- We adopted several families for Christmas, providing Christmas gifts.
- Our shoe drive continued with several pick-ups in 2021, totaling over \$3,000.
- Quilting Angels delivered 427 baby care kits; 460 personal care kits; 80 school kits; and 260 quilts.

	2021 Budget	2021 Actual	2022 Recommended
Mailings to Homebound	\$200	\$ 0	moved to Cong. Life

There is no money budgeted for Social Ministry in 2022 as there is money available for ministries through the Mission Fund, grants, and member donations.

Office

Office 2022 Budget

	2021 Budget	2021 Actual	2022 Recommended
Wages& Benefits	\$ 30,806.70	\$32,524.50	\$ 43,563*
Postage	\$ 2,200.00	\$ 2,249.93	\$ 2,200
Printing	\$ 4,000.00	\$ 1,929.64	\$ 3,000
Office Supplies	\$ 1,000.00	\$ 475.84	\$ 750
Office Equip. Contracts	\$ 3,500.00	\$ 3,153.73	\$ 3,500
Computer Supplies/Maintenance	\$ 5,000.00	\$ 7,911.76	\$ 5,000
Paychex/Vanco Fees	\$ 1,600.00	\$ 1,902.92	\$ 1,600
Misc. Office Expenses	\$ 2,200.00	\$ 2,555.22	\$ 500
Totals	\$ 50,306.70	\$52,703.54	\$ 60,113

*Note: As Jill Hagen is serving as both part-time custodian and part-time bookkeeper, her wages are included in office expenses and not split between office and building and grounds.

Benevolences

- All benevolence monies were paid in 2021. Note: Some benevolence money from 2020 were paid in January of 2021 accounting for the increase in expenditures on some line items.
- \$300 was given to the Synod Assembly offering to be split between the Bishop's Resource Fund to help pastors in need and AMMPARO (Accompanying Migrant Minors with Protection, Advocacy, Representation and Opportunities – a ministry of the ELCA).

Benevolence 2021 Budget

	2021 Budget	2021 Actual	2022 Recommended
ECSW (synod)	\$ 20,000	\$ 20,300	\$ 20,000
Appleton Conference	\$ 700	\$ 618.80	\$ 700
Wartburg Seminary	\$ 1,100	\$ 1,650	\$ 1,100
Luther Seminary	\$ 1,100	\$ 1,650	\$ 1,100
Leaven	\$ 300	\$ 300	\$ 300
Esther	\$ 700	\$ 1,400	\$ 700
Crossways Camps	\$ 3,000	\$ 6,000	\$ 3,000
Fox Valley Lutheran Homes	\$ 500	\$ 500	\$ 500
Synod Assembly Registration			\$ 500
Totals	\$ 27,400	\$ 32,918.80	\$ 27,900