



## Executive Committee Meeting Minutes

Date: 2/21/2023	Time: 6:00 P.M.	Location: Fellowship Hall and Zoom
Attendees: Pastor Paul, Paul S., Julie M., Peg S., Jennifer S.,		
Absent: Connie		
Call To Order: 6:00 P.M.		
Approval of Previous Meeting Minutes:		

Action Item	Who	Status	Expected Completion date
Look at Worship Music and Arts and what is within its scope. Where does technology fall? Should technology be part of Worship Music and Arts.	Julie M	In progress	March 31, 2023
Obtain signatures for final Employee Guidebook	Kelly	Completed	

The meeting was opened with Paul S being thankful for the outpouring of support he has received since his recent medical diagnosis.

Jennifer made a motion to approve the minutes for January 2023. Julie seconded the motion and all approved.

### Financial Matters

Jennifer presented the financial information.

#### Finance update

- Income and expenses balanced each other out for the month - Both at \$102K.
- Total giving was \$20K less than last year.
- Still finetuning the budget's monthly splits. (Currently the budget is straight lined by month)
- Church Expense are less than budget in Jan due to operating without an Assoc Pastor and Savannah not being a deacon yet.
- Program expenses are above budget primarily due to one music and arts invoice (\$2.9K) for 2022 activity that was paid in 2023. The invoice didn't get to Kelly until mid-January which was too late to make it into 2022 expenses. Future invoices from the vendor are now being sent directly to Kelly's attention.
- Strong month for Capital Fund receiving \$12,000.

**Immanuel Lutheran Church  
January 2023  
Financial Summary**

	Year to Date					Progress to Budget		
	Prior Year	Budget	Actual	Variance	% Var	YTD Giving / Expense	Annual Budget	% Budget YTD
<b>Giving</b>	\$ 124,203	\$ 99,917	\$ 101,618	\$ 1,701		\$ 101,618	\$ 1,199,000	
Misc. Income	\$ 458	\$ 5,000	\$ 986	\$ (4,014)		\$ 986	\$ 60,000	
<b>Total Income</b>	<b>\$ 124,661</b>	<b>\$ 104,917</b>	<b>\$ 102,604</b>	<b>\$ (2,313)</b>	<b>-2.2%</b>	<b>\$ 102,604</b>	<b>\$ 1,259,000</b>	<b>8.15%</b>
Benevolence - ELCA (9%)	\$ 11,178	\$ 8,993	\$ 9,146	\$ 153		\$ 9,146	\$ 107,910	
Benevolence - Other (8%)	\$ 9,936	\$ 7,993	\$ 8,129	\$ 136		\$ 8,129	\$ 95,920	
<b>Church Expenses</b>	<b>\$ 71,355</b>	<b>\$ 85,106</b>	<b>\$ 76,296</b>	<b>\$ (8,810)</b>	<b>-10.4%</b>	<b>\$ 76,296</b>	<b>\$ 1,021,266</b>	<b>7.47%</b>
<b>Program Expenses</b>	<b>\$ 5,973</b>	<b>\$ 4,569</b>	<b>\$ 8,542</b>	<b>\$ 3,973</b>	<b>87.0%</b>	<b>\$ 8,542</b>	<b>\$ 54,824</b>	<b>15.58%</b>
<b>Total Expenses</b>	<b>\$ 98,442</b>	<b>\$ 106,660</b>	<b>\$ 102,113</b>	<b>\$ (4,548)</b>	<b>-4.3%</b>	<b>\$ 102,113</b>	<b>\$ 1,279,920</b>	<b>7.98%</b>
<b>Giving less Expenses</b>	<b>\$ 26,219</b>	<b>\$ (1,744)</b>	<b>\$ 491</b>	<b>\$ 2,235</b>		<b>\$ 491</b>	<b>\$ (20,920)</b>	

Cash Reserves used to balance budget

	<u>Prior Month</u>	<u>This Month</u>	<u>Inc / (Dec)</u>
General Fund Balance	\$ 743,762	\$ 760,631	\$ 16,869

**Highlights**

- \* Income and Expenses balanced each other out in January at \$102K
- \* Still finetuning income budget by month - currently budgeted equally between all months
- \* Church expenses are down due to Savannah not being promoted to a deacon until February and no Assoc. Pastor benefits
- \* Music and Worship costs were up due to a large 2022 invoice (\$2.9K) hitting the 2023 books.

**Raise The Roof**

Year	Month	Received	Total campaign Receipts	% of Pledged
2023	Jan	\$ 12,461	\$ 172,354	40%

Paul S will add topic of what Connie has learned about Immanuel's endowment fund and endowments in general to the agenda for next month.

**Pastoral Update**

2 funerals and 3 baptisms  
No weddings.

Celebrated Savannah's ordination past Sunday.

At next Council meeting, Nancy Westby will be here and stepping up as Adult Faith Formation Committee Lead. Pastoral Ministry Team and staff are working on fall theme.

Staff continue to raise questions about the Employee Guidebook which have been helpful in clarifying and confirming the intent of the employee guidance provided in the book.

The Guidebook applies unless there is an employment letter or letter of call that supersedes it.

Pastor Paul related that everything is in place for Lent and adjustments are being made to take into account moving Ash Wednesday to March 1 due to weather.

Stepping stones are being divided and conquered with Savannah and Paul taking 1st and 4th grade and Paul and Grace dividing up the others.

The Call Committee has met twice and have met with Pastor Craig Peterson from the Minneapolis Synod. The Call Committee is months ahead of most call committees. The Ministry Site Profile for Immanuel and Associate Pastor job

description are done and one more meeting will be held to solidify questions for interviewing. Plans are to have pastor profiles by mid-March and begin to interview candidates by end of March.

Julie made motion to adjourn the meeting and Jennifer seconded. All in favor.

Pastor Paul closed by leading us in prayer.