

St. Benjamin's Lutheran Church
Westminster, Maryland
Congregational Council Meeting
January 9, 2020

Present at the meeting: Pete Comings, Jeff Davis, Lore Eiwen, Sharon Ruiz, Celene Steckel, and Mark Wood. Pastor David, Peggy Green, and Marshall Jose were excused.

The meeting was called to order at 7:06 by Jeff. Devotions and snacks were presented by Mark.

The minutes of the December 13 council meeting were approved on a motion by Lore and a second by Sharon.

Jeff provided the Treasurer's report (see attached). The report was accepted on a motion from Mark and a second from Pete.

The Endowment report (see attached) was approved on a motion by Lore and a second by Sharon.

Pastor David delivered his Pastor's Report (see attached), which was accepted on a motion from Mark and a second from Sharon.

- Council agreed to schedule January 19 for the council installation.
- On a motion from Sharon and a second from Mark, the Pastor's \$24,000 housing allowance was approved.

Ministry Reports:

- WELCA: Lore reported that the ladies are seeking suggestions for expenses toward which their fundraising could be put.
- VBS: Celene reported that June 28 through July 2 has been selected for this year's VBS.

Old Business:

- Church signage: Jeff says this is still on hold while he deals with the social hall renovation.
- Capital Campaign/Renovation: Jeff says the permits are waiting on one last signature, and that the contractor is ready to go as soon as all signatures are secured.
 - There was some discussion about letting the congregation know the ways their giving could be applied to the Capital Campaign's remaining unfunded balance. Mark said he thought Roxanne would be able to draft a letter covering this matter, and which would be mailed to the congregation.

New Business:

- Council officers:
 - Council officers were selected as follows:
President: Mark
Vice-president: Sharon
Secretary: Marshall
Treasurer: Jeff
 - On a motion from Celene and a second from Sharon, this selection was approved.
- Provider/staff agreements: Jeff will send electronic copies of the current job descriptions to Celene.
- Organ pedal refelting:
 - Estimate for the work is \$1,200.
 - After discussion, Jeff suggested that council approve an amount up to \$1,500 toward this work, paid out of a combination of the Improvement Fund and \$500 from the WELCA account. On a motion from Pete and a second from Sharon, the allocation was approved.

- Communion offering recipient list
 - Barbara Jose provided a proposed list of special offering recipients for 2020 (see attached), which is the same designee list as was used in 2019.
 - Regarding the special Lent/Easter offerings suggested by Pastor David in his report, it was suggested that the Palm Sunday recipient be changed, from the Youth Group's Puerto Rico trip, to the Alpha Pregnancy Center. Also, it was observed that Pastor David inadvertently omitted last year's Ash Wednesday's designee, Carroll County Cold Weather Shelter.
 - Celene moved that these lists be approved with the proposed amendment, and with a second from Pete, the lists were approved.
- Mark said Guy Stull had asked him to verify that a June 13th date for this year's golf tourney had no conflicts, and this was confirmed by those present.

At 8:09 PM, the meeting adjourned with the Lord's Prayer.

Respectfully submitted by Marshall Jose, Secretary

**St. Benjamin's Lutheran Church
Westminster, Maryland
Congregational Council Meeting Agenda
Thursday, January 9, 2019**

Call to Order - 7 pm	Mark/Jeff
Devotions/Snack	Pastor David Mark
Approval of December 12 Minutes	Marshall
Receiving of Treasurer's Report	Jeff
Receiving of Endowment/Investment Report	Mark
Receiving of Pastor's Report	Pastor David TBD

Ministry Reports

Administration/Memorials	Heritage
Cemetery	Inreach/Fellowship
Education	Mutual Ministry
Facilities	Outreach
Finance	Stewardship
Fundraising	Worship & Praise
Constitution Updating Task Force	LEAD
Emergency Preparedness	Staff Evaluation

Old Business

- Church Signage
- Capital Campaign/Renovation

New Business

- Council officers
- Provider/staff agreements
- Organ pedal refelting
- Communion offering recipient list
- Building Use Requests
 - June 13 gold tourney

Adjournment with the Lord's Prayer

Next (formal) meeting - Thursday, February 13

Teller rep from council for January: Teller = Peggy, Announcements = Lore



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ATTN CHURCH COUNCIL
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ACCOUNT STATEMENT DECEMBER 1, 2019 - DECEMBER 31, 2019

Account number:
351-19318
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ACCOUNT VALUE SUMMARY

	THIS PERIOD	THIS YEAR
Beginning account value	\$659,767.18	\$550,394.83
Deposits	0.00	100.00
Withdrawals	-1.65	-10,015.31
Taxable income	2,124.82	19,785.52
Taxes withheld	-32.69	-228.62
Change in asset value	14,954.91	116,776.15
Ending account value	\$676,812.57	\$676,812.57

YOUR PREMIER CLIENT MESSAGE BOARD

Effective February 21, 2020, RBC Wealth Management hereby revokes any and all Authorizations to Accept Verbal Instructions for wire transfers.

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St. Benjamin's Lutheran Church
Budget vs. Actual 2019
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10000 · Giving	135,652.75	142,439.00	-6,786.25	95.2%
11000 · Current Envelopes	8,874.34	4,000.00	4,874.34	221.9%
16000 · Loose Change	540.00	1,200.00	-660.00	45.0%
17000 · Bulletins & Herald	32.00			
19000 · - Other Income				
Total 10000 · Giving	145,099.09	147,639.00	-2,539.91	98.3%
100000 · Worship Group Income				
103000 · Choir Music Income	90.00			
104000 · Worship Supplies Income	563.00	600.00	-37.00	93.8%
Total 100000 · Worship Group Income	653.00	600.00	53.00	108.8%
110000 · Fundraiser Group Income				
112000 · Pancake Breakfasts Income	4,329.00	4,500.00	-171.00	96.2%
114000 · Golf Tournament	7,210.00	7,500.00	-290.00	96.1%
116000 · Fall Festival	2,544.75			
117000 · Scrip Program Income	4,004.65	1,000.00	3,004.65	400.5%
118000 · Camel Canter Income	2,081.85	2,000.00	81.85	104.1%
119000 · Amazon Smile	102.88			
Total 110000 · Fundraiser Group Income	20,273.13	15,000.00	5,273.13	135.2%
120000 · Miscellaneous Income Group				
122000 · Rental of Facilities income	1,255.00	1,200.00	55.00	104.6%
123000 · CHCC Rent	24,280.00	20,000.00	4,280.00	121.4%
Total 120000 · Miscellaneous Income Group	25,535.00	21,200.00	4,335.00	120.4%
130000 · Endowment Transfer Income				
30000 · Education Group	22,246.68	24,000.00	-1,753.32	92.7%
31000 · Sunday School Income	60.00	44.00	16.00	136.4%
33000 · Vacation Bible School income	2,010.93	1,000.00	1,010.93	201.1%
35000 · Pastoral Needs Reimbursements	142.12			
38000 · Right Now Media Sponsorship	0.00	960.00	-960.00	0.0%
Total 30000 · Education Group	2,213.05	2,004.00	209.05	110.4%
40000 · Outreach Group				
45000 · LEAD Income	3,000.00			
Total 40000 · Outreach Group	3,000.00			

St. Benjamin's Lutheran Church
Budget vs. Actual 2019
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
90000 · Witness Group Income				
91000 · Advertising Income	0.00	430.00	-430.00	0.0%
92000 · Envelopes Income	320.00	350.00	-30.00	91.4%
93000 · Evangelism Income	0.00	125.00	-125.00	0.0%
94000 · Lutheran Magazine Income	76.00			
Total 90000 · Witness Group Income	396.00	905.00	-509.00	43.8%
IMP2100 · Monthly Offering - Improvement	2,843.18			
Total Income	222,259.13	211,348.00	10,911.13	105.2%
Gross Profit	222,259.13	211,348.00	10,911.13	105.2%
Expense				
100500 · Worship Group Expenses				
102500 · Organ/Piano Service	720.00	650.00	70.00	110.8%
103500 · Choir Music	308.51	250.00	58.51	123.4%
104500 · Worship Supplies Expenses	2,303.70	1,200.00	1,103.70	192.0%
Total 100500 · Worship Group Expenses	3,332.21	2,100.00	1,232.21	158.7%
110500 · Fundraiser Group Expenses				
111500 · Paper Products & Supplies	88.07	100.00	-11.93	88.1%
112500 · Pancake Breakfasts expenses	94.39	100.00	-5.61	94.4%
114500 · Golf Tournament expenses	2,196.00	2,300.00	-104.00	95.5%
117500 · Scrip Program Outflow	3,531.98	900.00	2,631.98	392.4%
118500 · Camel Canter Expenses	2,081.85	2,000.00	81.85	104.1%
119500 · Apple Harvest	5,286.40			
Total 110500 · Fundraiser Group Expenses	13,278.69	5,400.00	7,878.69	245.9%
140000 · Heritage Group				
140500 · Archival Supplies	19.99	50.00	-30.01	40.0%
Total 140000 · Heritage Group	19.99	50.00	-30.01	40.0%
20500 · Administrative				
21500 · Copier & Office Supplies	2,169.07	1,700.00	469.07	127.6%
22500 · Copier Maintenance	2,085.03	1,825.00	260.03	114.2%
23500 · Property Insurance	4,006.75	3,579.96	426.79	111.9%
24500 · Postage	603.50	700.00	-96.50	86.2%
26500 · Administrative - Other				
26600 · VANCO Fees	127.28	400.00	-272.72	31.8%
26700 · Misc. Charges and Fees	133.00			
26500 · Administrative - Other - Other	55.00			
Total 26500 · Administrative - Other	315.28	400.00	-84.72	78.8%

St. Benjamin's Lutheran Church
Budget vs. Actual 2019
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
27500 · Funeral Flowers	445.00	300.00	145.00	148.3%
27600 · Gifts & Other Occasions	209.31	300.00	-90.69	69.8%
Total 20500 · Administrative	9,833.94	8,804.96	1,028.98	111.7%
30500 · Education Expense Group				
31500 · Sunday School expenses	1,154.22	800.00	354.22	144.3%
33500 · Vacation Bible School expenses	1,024.81	1,000.00	24.81	102.5%
34500 · Confirmation Supplies expenses	0.00	150.00	-150.00	0.0%
35500 · Pastoral Needs	394.61	500.00	-105.39	78.9%
36600 · Mar Lu Ridge Camp	0.00	200.00	-200.00	0.0%
37500 · Workshops				
37550 · Synod Assembly	704.15	600.00	104.15	117.4%
Total 37500 · Workshops	704.15	600.00	104.15	117.4%
38500 · Right Now Media	799.90	960.00	-160.10	83.3%
Total 30500 · Education Expense Group	4,077.69	4,210.00	-132.31	96.9%
40500 · Outreach Group Expenses				
41500 · Christmas Holiday Event expense	23.32			
44500 · Social Affairs Fellowship exp	100.14			
45500 · LEAD Outflow	3,005.95	1,400.00	1,605.95	214.7%
40500 · Outreach Group Expenses - Other	70.97			
Total 40500 · Outreach Group Expenses	3,200.38	1,400.00	1,800.38	228.6%
50000 · Maintenance Group				
51500 · Bldg Repairs & Maint Supplies	4,306.44	1,500.00	2,806.44	287.1%
52500 · Exterminator	360.00	360.00	0.00	100.0%
53500 · Mowing	348.69	50.00	298.69	697.4%
54500 · Security System	420.00	425.00	-5.00	98.8%
55500 · Snow Removal	75.00	100.00	-25.00	75.0%
56500 · Trash Removal	672.00	675.00	-3.00	99.6%
58500 · AED service & training	920.00	700.00	220.00	131.4%
Total 50000 · Maintenance Group	7,102.13	3,810.00	3,292.13	186.4%
60000 · Ministerial Expenses Group				
61500 · Car Mileage	6,325.00	6,900.00	-575.00	91.7%
62500 · Cell Phone	550.00	600.00	-50.00	91.7%
63500 · Insurance & Pension	50,042.86	47,760.00	2,282.86	104.8%
64500 · Salary	67,138.32	68,651.00	-1,512.68	97.8%
65500 · Social Security	6,000.00	6,000.00	0.00	100.0%
Total 60000 · Ministerial Expenses Group	130,056.18	129,911.00	145.18	100.1%

St. Benjamin's Lutheran Church
Budget vs. Actual 2019
January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
70500 · Other Salaries Group				
72500 · Choir Director	5,000.04	5,000.00	0.04	100.0%
73500 · Custodian	5,043.00	5,043.00	0.00	100.0%
74500 · Organist/Ciavinovist	7,721.04	7,721.00	0.04	100.0%
75500 · Secretarial	7,233.00	7,233.00	0.00	100.0%
75600 · Bookkeeper	6,120.00	6,120.00	0.00	100.0%
76500 · Seminarian - Travel Support	250.00	500.00	-250.00	50.0%
77500 · Workman's Compensation Ins.	601.50	600.00	1.50	100.3%
78500 · Supply Ministers	395.00	120.00	275.00	329.2%
Total 70500 · Other Salaries Group	32,363.58	32,337.00	26.58	100.1%
80500 · Utilities Group				
81500 · Fuel Oil	11,069.69	12,000.00	-930.31	92.2%
82500 · Gas & Electric	6,529.60	7,200.00	-670.40	90.7%
83500 · Telephone	1,980.58	1,200.00	780.58	165.0%
84500 · Water	708.21	600.00	108.21	118.0%
Total 80500 · Utilities Group	20,288.08	21,000.00	-711.92	96.6%
90500 · Witness Group Expenses				
91500 · Advertising expenses	343.59	650.00	-306.41	52.9%
92500 · Envelopes expense	360.10	350.00	10.10	102.9%
93500 · Evangelism expenses	3.49			
94500 · Lutheran Magazine expenses	254.61	125.00	129.61	203.7%
Total 90500 · Witness Group Expenses	961.79	1,125.00	-163.21	85.5%
Total Expense	224,514.66	210,147.96	14,366.70	106.8%
Net Ordinary Income	-2,255.53	1,200.04	-3,455.57	-188.0%
Net Income	-2,255.53	1,200.04	-3,455.57	-188.0%

Pastor David Schafer's Report to the Congregation Council

January 9, 2020 for the period of Dec. 12 – Jan. 9

Since last report:

- Thanks so much for your support of us at my father's death Dec. 31. We give thanks to God for a life well-lived and for his dying in Christ. It is a blessing that the Alzheimers is no more for him and wonderful memories are his again!
- We rejoice at the many blessings of the season of Christmas! Thanks for everything, dear council people.
- We function so well together as a council that God saw fit to call us together to work in 2020. When would you like to be installed officially as council 2020? Let me know a Sunday in January which works.
- When would we like to honor Craig Schenning-- a Sunday in January or February? I am asking him for a good date for him.
- Jeff Davis has begun as our new administrative assistant. Good job and smooth transition so far!
- We blessed Shepherd's Staff with a gift of \$2031.35 from the December communion offering and the Camel Canter! And Alpha Pregnancy Center in Reisterstown received \$1235 from us. Woo Woo! Awesome!
- We might as well approve special offering envelopes for Lent/Easter. Last year's designations were for: Lent – Least of These Ministry to Dominican Republic, Palm Sunday to the Youth Group's participation in Synod Mission Trip to Puerto Rico, Good Friday to the Prison Ministry at Carroll Co. Detention Center, and Easter – to the General Fund of St. Ben's. What is God calling us to do this year?
- My housing allowance for the 2020 year needs to be approved for tax purposes. That number is \$24,000. This needs to go on record in the minutes. Thanks.

Statistics (for stated period above)

Sermons – 3

Funerals/Memorial Services – 1 (Kowicki)

Children's Sermons – 3

Baptisms – 0

Services – 7

Visits – 27

Communions – 7

Prospective Visits – 0

Supper Church - 1

Hospital Visits – 0

Home Communions – 6

Vacation Time Remaining from Aug. 17- Aug. 18 – 3

Weddings – 0 Pastoral Counseling – 4

Sundays, 23 days and from Aug. 18-Aug. 19- 4

Sundays, 28 days.

2020 Communion Offering Recipients (Proposed)

January - Matthew 25:40 Fund
February - Rape Crisis
March - St. Ben's Youth Group
April - New Life for Girls
May - Matthew 25:40 Fund
June - Men of Standard Ministry
July - Westminster Rescue Mission
August - Carroll Lutheran School
September - Matthew 25:40 Fund
October - Carroll Food Sunday
November - Women of the ELCA (church-wide)
December - Shepherd's Staff

Please let me know if you have any questions or concerns.

Thanks very much.

Barbara Jose