

Sherwood Park Lutheran Church
Leadership Meeting
Wednesday January 10, 2018

Present: Pastor Jason Zinko, Byron van Dijk, Megan Schwartz, Russ Malkoske (Treasurer), Dallas Kostna, Cheryl Hemmett, Dallas Ganske, Rhonda Honke (Guest), Tim Friesen

Regrets: Marty Thenhaus

1. Welcome and call to order: 7:00 pm
2. Opening Devotional (Dwelling in the Word)
3. Adoption and Approval of Consent Agenda:
 - 3.1.1 **Minutes from November 15, 2017 meeting MSC LT 18-01**
4. Treasurer's Report
 - See Report Below
5. Updates:
 - 5.1 Leadership team to-do list (clean-up tasks)
6. New Ministry Items:
 - 6.1 Staff review results
 - 6.1.1 Rhonda handed out a summary sheet for each staff member on how they think they did, how their peers (staff) thought they did, and what the congregation thought they did. The Leadership Team reviewed the ratings and feedback. We hope that this "360 degree" process will be continued in future years (annual 360's would not be needed for all staff – perhaps this could be every 2-3 years).
 - 6.2 Small kitchenette in boardroom
 - 6.2.1 Pastor Jason has a couple of cabinets that he is willing to donate to the church for the board room to have a small kitchenette put in for meetings. We would also be including a sink as well for communion assistants to wash cups instead of going downstairs.
 - 6.2.2 Pastor Jason will provide further thoughts on potential layouts for this.
 - 6.3 Review AGM agenda and budget
 - 6.3.1 Youth will be supplying lunch for the congregation before the meeting. New chair to run part of the meeting and Dallas will run first part as a mentorship for the next chair of the Leadership Team. The agenda was reviewed and most items have been assigned to LT members. Significant time was spent discussing the budget and the projected shortfall. The LT members agreed that the budget would be presented as drafted for the AGM. Congregation members will be encouraged to donate a bit more in order to meet our expenses. Additional time will be spent in 2018 educating the congregation about faith-based giving so that SPLC can thrive well into the future.

6.4 First review of amalgamation of Lisa's position

6.4.1 The leadership team is comfortable providing the proposal for youth coordinator position at the AGM **MSC LT 18-02**

6.5 Draft of constitution and by-laws

6.5.1 Leadership to read the constitution and bi-laws. A vote will take place via email on January 15, 2018.

6.6 Subcategories of the three pillars to be focused on during 2018 – deferred

6.7 Volunteer recognition plan – deferred

6.8 Donations to Andrea – deferred

6.9 Review and sign new employer agreement for Jason – deferred

7. Round Table:

Nothing was brought forward.

8. Date for next meeting: TBD by new Leadership Team

9. Closing Prayer: Pastor Jason lead in prayer

Meeting adjourned at 9:51pm **MSC LT 18-03**

Items/Tasks to be completed	Designated
Cabinets to be brought to church for kitchenette	Jason
Read Constitution & Bi-Laws	Everyone

Treasurer's Report

I have spent some time reviewing the Account Activity Reports to month end November 2017 and the 2017 Budget looking to provide Council with my best guess as to where the congregation will be financially at year end.

In submitting this, note that I am not commenting on flow through or designated funds as these do not credit to the General account and cannot be used for budgeted expenses. These are recorded as Mission - \$500, Memorial- \$500, Building - \$7,500, Men's- \$1,000 and Special project. - \$4,000 in the proposed 2018 Budget document. In the 2017 document these appear as *Mission* at \$500 and *Other* at \$13,000.

So, considering what is Budgeted income that can be used for Budgeted expense, my best guess for 2017 is:

REVENUE	BUDGET	PREDICTED
PAR	\$60,000	
OFFERING	\$110,000	
LOOSE	\$1,000	\$165,000 (Note these three are now combined as OFFERINGS)
GRANT	\$12,000	\$12,100
RENTALS	\$8,600	\$8,600
COFFEE	\$525	\$750

MISC.	\$0	\$930	GST input tax credit
Insurance Cash Out	\$0	\$14,140	Actual is \$14,139.07
BLDG to GENERAL	\$0	\$4,345	Actual is \$4,346.37 deductible and PST on roof repair 2016 and property improvement tax 2016 and 2017

TOTAL \$180,125 \$205,865

Our Predicted Offering Income will likely be short of Budget by about \$5,500. but it would also reflect an increase in Offering of about \$9,500 (2016 - 2017) or 6.1%.

IMPORTANT - note we realized Income of (930 + 14,140 + 4,345 =) \$19,415 that had not been Budgeted.

Considering Budget Expense, we are tracking very close to what was predicted, with a small positive impact.

Note for the purpose of this report I have lumped all Salary and Benefits for STAFF into a single figure

EXPENSE	BUDGET	PREDICTED
MNO benevolence	\$18,000	\$18,000
Mission	\$1,200	\$1,200
Staff	\$146,370	\$141,600
Bank charge	\$800	\$1,200
Background check	\$300	\$0
Postage	\$150	\$175
Treasurer	\$300	\$300
Coffee	\$300	\$300
Music director	\$4,300	\$4,300
Musician	\$5,280	\$4,700
Bible Study	\$600	\$0
Confirmation	\$1,500	\$1,050
Family Ministry	\$600	\$550
Cross Generation	\$1,200	\$1,000
Youth Gathering	\$1,500	\$1,500
Youth Program	\$2,170	\$2,170
Conventions	\$1,000	\$450
Alarm	\$275	\$275
Custodian service	\$7,200	\$5,850
Snow remove	\$2,500	\$2,500
Insurance & tax	\$6,000	\$5,900
Utilities	\$8,000	\$6,500
LUMPED *	\$9,350.	\$9,350
TOTAL	\$218,295	\$208,870.

* We have an accounting issue to resolve. Budgeted Contingencies , Computer equipment and supply, Office Supply, Alter care, Music, Worship Supply, Worship Copywrite, Bible Study

Witness, Stewardship and Property Management with a combined budget of \$9,350 DO NOT have corresponding accounts in the Church Works program which instead lists Janitorial Supply, Building Maintenance, Worship Supply, Alter Supply, Service Devotion, Worship Equipment, Office supply, Copier, Job Posting, Website, IT / Computer, Software, Printing, MISC, Congregational learning and Evangelism.

The 2017 EXPENSE for the combined Budgeted and Predicted will be about the same figure. Russ will need to work with Mary to ensure the Church Works accounts match the Budget account.

So this confirms there will be a small deficit in 2017 of about \$3,000 which will be covered by the opening balance at the beginning of the year, a carry over from 2016. If it were not for the not budgeted revenue in 2017, the deficit would have been close to \$22,500.

Russ Malkoske
Treasurer

DRAFT