



**November 19, 2023**

**Congregational  
Meeting**

**Agenda**

- 1. Opening Devotion and Prayer**
- 2. Attendance Taken**
- 3. Reports of Financial**
- 4. Board of Directors**
- 5. Reports of Elders**
- 6. Reports of Committees and Ministries**
- 7. Unfinished Business**
- 8. New Business**
- 9. Adjournment with Prayer**

11/19/2023

# **1. Devotion and Prayer (Josh Pratt, President)**

11/19/2023

# **2. Attendance**

11/19/2023

### 3. Financial (Dave Fine - Treasurer)

- Budget Process Overview
- Budget Status
- 2023 Performance to Budget – Through October 31, 2023
- 2024 Budget Details
- Q&A

11/19/2023

### High Level Schedule

Our Savior Lutheran Church and School

	August			September				October					November			
Week of:	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26
Request Inputs from Budget Owners	On Track															
Receive Initial Inputs	On Track	On Track	On Track	On Track	On Track											
Review and Finalize Inputs	On Track	On Track	On Track	On Track	On Track	On Track										
Prepare balanced budget							On Track	On Track								
Review with BOD - 10/17								On Track	On Track							
Town Hall - 10/22											On Track					
Final Revisions												On Track	On Track	On Track	On Track	
Congregational Meeting - 11/19																Behind Schedule

This week  
 On Track  
 Caution  
 Behind Schedule

This week

This week

## 2023 Budget Status

Our Savior Lutheran Church and School

Church

Income		Owner	10/19/2023
General Offerings	Stewardship/Gary		
Other Income	Dave F		
<b>Expense</b>			
<b>Operations</b>			
Church Staff	Pastor		
Missions	Pastor/Missions		
Office Operations	Laurie B		
Facilities Maintenance	Pastor / Trustees		
Utilities	Pastor / Trustees		
<b>Programs</b>			
Bd of Elders	Pastor		
Adult Education / Ministry	Fred L		
Social Ministry	Laura K		
Stewardship	Sandy B		
Youth Ministry	Joe A		
Children's Ministry	Laura K		
Bd of Directors	Josh		

School

Income		Owner	10/19/2023
Education Fund Raisers	Renae		
Child Care	Renae		
Kindergarten	Renae		
Extended Care	Joe		
Food Service	Renae		
<b>Expense</b>			
<b>Operations</b>			
Child Care	Renae / Laurie		
Kindergarten	Renae / Laurie		
Extended Care	Joe		
Food Service	Renae / Laurie		

Awaiting Input

Initial Inputs Recv'd

Input Complete

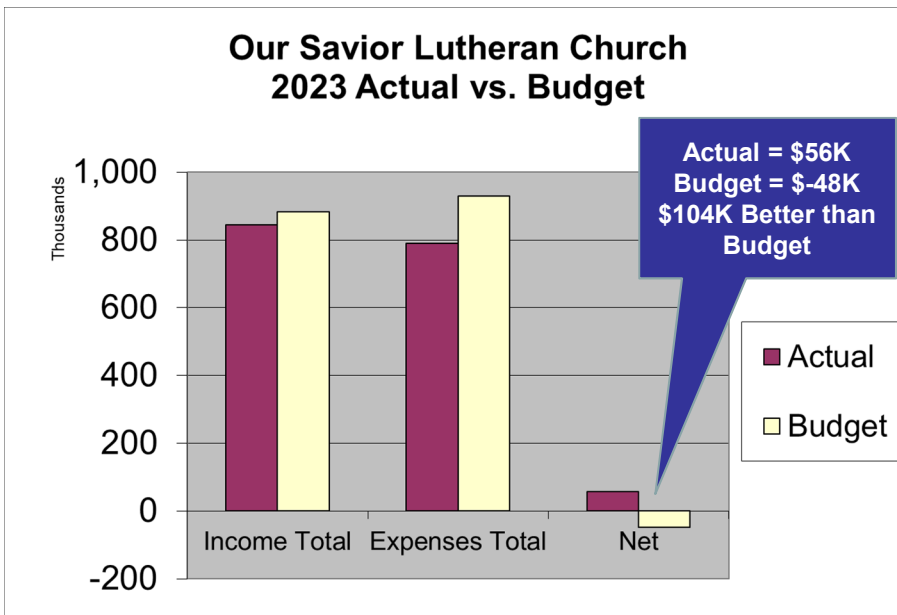
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Awaiting Input  
Initial Inputs Recv'd  
Input Complete

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## Overall Budget Status (10/31/23)

Our Savior Lutheran Church and School

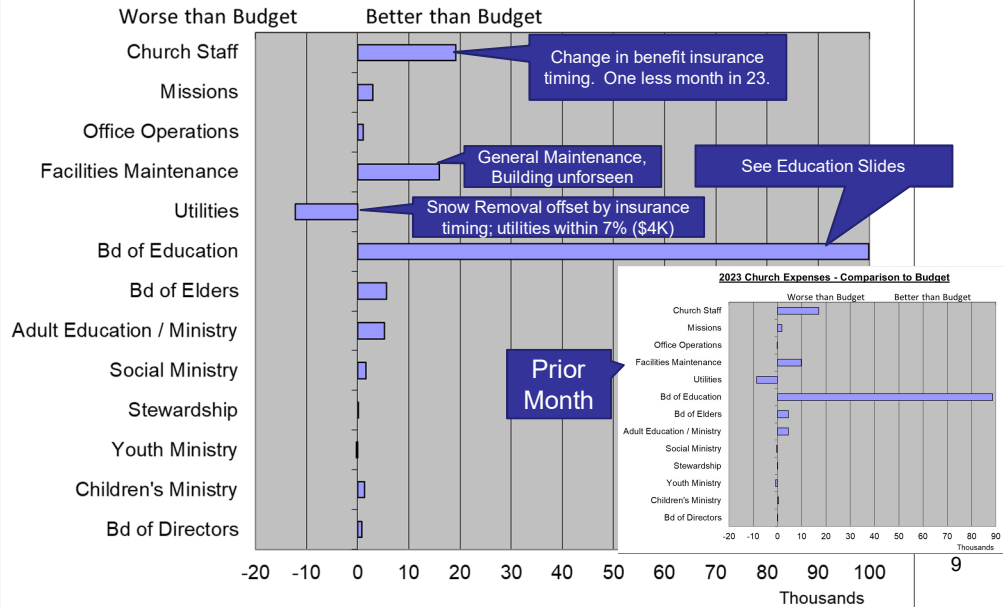


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## Expenses versus Budget (10/31/23)

Our Savior Lutheran Church and School

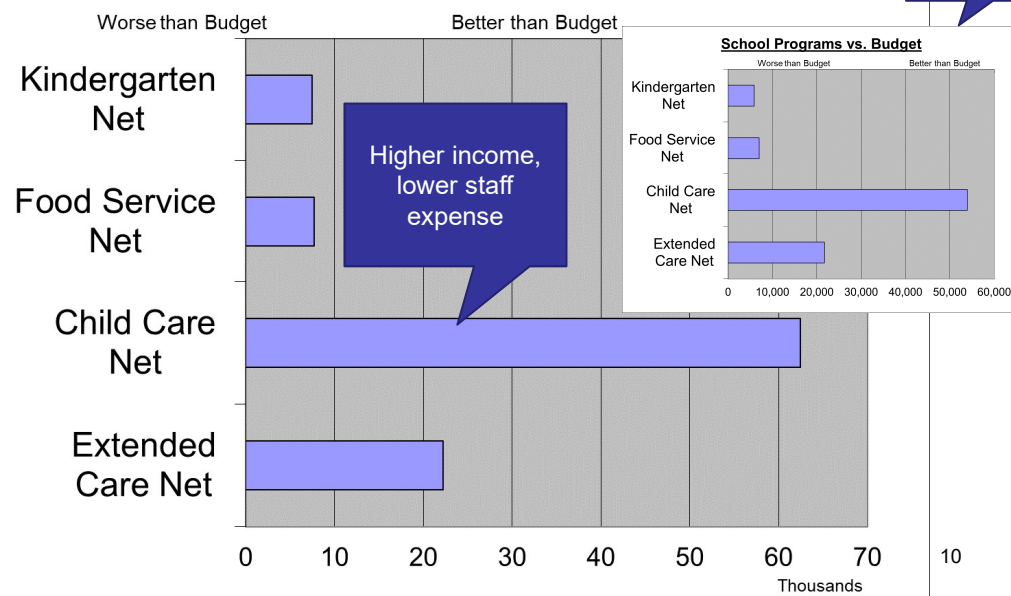
### 2023 Church Expenses - Comparison to Budget



## School Budget Status by Program (10/31/23)

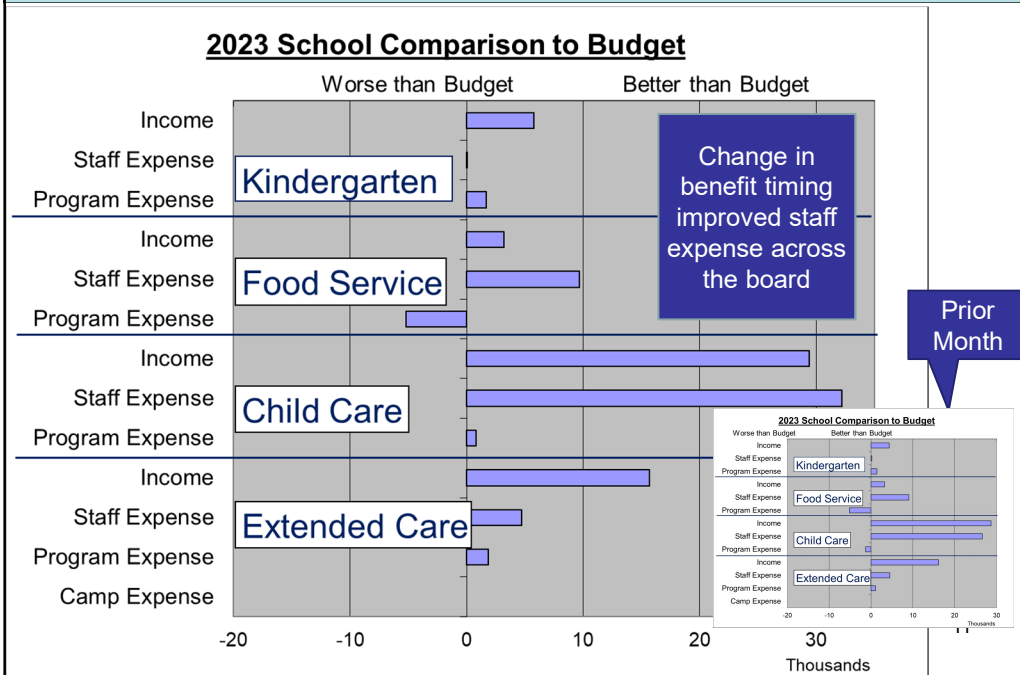
Our Savior Lutheran Church and School

### School Programs vs. Budget



## School Budget Status by Program (10/31/23)

Our Savior Lutheran Church and School



## Budget – Major Assumptions - Church

Our Savior Lutheran Church and School

### Income

- General Offerings, facility rental, other income – Based on pledges, expect 2.6% decrease

**Budget Change  
2023 vs 2024**

(29K)

**Net income change**

### Expense

- Staffing - Church
  - 4.1% pool for salary, 4.5% increase in health care, new facility manager
- Board of Trustees – Increase in utilities, offset by maintenance costs
- Office Expense – Copier, continuing education, software
- Board Committee Miscellaneous puts and takes
- School change in net (135K) to (87K)

16K

(3K)

4K

2K

(48K)

**Net expenses change**

(29K)

**Net church budget  
(Income – Expense)**

0K

**2023 Budget was balanced, and 2024 is as well  
Reduced giving / staff increases offset school improvement**

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## Input Status / Update – Church w/School

Our Savior Lutheran Church and School							
	2021 Actual	2022 Actual	2023 Projection	2023 Budget	2024 Proposed	Budget to 2023 Actual % Change	23 Budget to 24 Budget % Change
<b>Income</b>							
General Offerings	986,622	1,007,847	1,081,857	1,120,030	1,088,947	0.7%	-2.8%
PPP	0	0	0	0	0	NA	NA
Facility Rental	19,636	13,300	10,194	9,500	11,000	7.9%	15.8%
Other Income	213	1,189	1,424	780	1,150	0.0%	47.4%
<b>Total Income</b>	<b>1,006,471</b>	<b>1,022,336</b>	<b>1,093,475</b>	<b>1,130,310</b>	<b>1,101,097</b>	<b>0.7%</b>	<b>-2.6%</b>
<b>Expenses</b>							
Church Staff	463,629	492,115	505,214	524,449	540,753	7.0%	3.1%
Trustees/Church Ops	231,806	262,780	249,111	252,866	249,170	0.0%	-1.5%
Office Expense	45,103	39,339	35,902	37,420	41,120	14.5%	9.9%
Missions	72,956	96,945	98,852	101,745	102,234	3.4%	0.5%
Board Committees	67,812	64,401	64,005	78,640	80,340	25.5%	2.2%
<b>Church Sub-Total</b>	<b>881,304</b>	<b>955,580</b>	<b>953,083</b>	<b>995,120</b>	<b>1,013,616</b>	<b>6.4%</b>	<b>1.9%</b>
School Net Income	(5,317)	(61,938)	(4,908)	(135,190)	(87,481)	1682.3%	-35.3%
<b>Total Expenses</b>	<b>886,621</b>	<b>1,017,518</b>	<b>957,991</b>	<b>1,130,310</b>	<b>1,101,097</b>	<b>14.9%</b>	<b>-2.6%</b>
<b>Net Income</b>	<b>119,849</b>	<b>4,818</b>	<b>135,484</b>	<b>0</b>	<b>0</b>		<b>13</b>

**Draft budget for 2024**

## Budget – Major Assumptions - School

Our Savior Lutheran Church and School			Year Over Year Impact
<b>Income</b>			
•Childcare Income – Projected numbers. Fall 24 includes 4-10% tuition increase			77K
•Kindergarten Income – 8 enrolled, 5 planned for fall 24. 4-10% tuition increase			7K
•Extended Care – Projected numbers. Tuition increase 4%/10% school/summer			21K
•Food Service – Projection based on students and allocation of tuition			3K
<b>Expense</b>			
• Staffing – School			
• 4.1% pool for salary, 4.5% for health, additional staff to fill open positions. Food service staff redefined. 6 months Director.			
– Child / Infant Care			+ \$50K
– Extended Care			+ \$14K
– Food Service			- \$12K
<b>•Programs</b>			
– Child / Infant – Miscellaneous puts and takes			+ \$1K
– Extended – Field trip increase			+ \$1K
– Food Service – Volume			+ \$6K
<b>2023 Budget was net \$135K investment</b>			
<b>2024 budget is \$48K less or net \$87K investment</b>			
<b>Net income change</b>			108K
<b>Net expenses change</b>			60K
<b>Net school budget – (Income – Expense)</b>			48K

Input Status / Update - School								
Our Savior Lutheran Church and School								
Education Program	2021 Actual	2022 Actual	2023 Projection	2023 Budget	2024 Proposed	Budget to 2023 Actual % Change	23 Budget to 24 Budget % Change	
<b>Kindergarten</b>								
Income	52,325	44,969	49,000	43,234	50,266	2.6%	16.3%	
Expense	76,882	80,185	81,803	83,505	83,279	1.8%	-0.3%	
Kindergarten Net	(24,557)	(35,215)	(32,803)	(40,271)	(33,013)	0.6%	-18.0%	
<b>Food Service</b>								
Food Service Net	2,678	(7,700)	(14,590)	(22,759)	(13,085)		-42.5%	
<b>Child Care</b>								
Income	464,848	558,228	647,938	618,534	695,123	7.3%	12.4%	
Expense	452,332	576,692	622,549	685,561	736,883	18.4%	7.5%	
Child Care Net	12,516	(18,464)	25,388	(67,027)	(41,760)	-264.5%	-37.7%	
<b>Extended Care</b>								
Income	63,535	72,940	97,589	81,900	103,000	5.5%	25.8%	
Expense	68,397	81,299	88,293	94,833	110,423	25.1%	16.4%	
Extended Care Net	(4,862)	(8,358)	9,296	(12,933)	(7,423)	-179.9%	-42.6%	
<b>Education Fund Rais</b>	8,906	7,800	7,800	7,800	7,800	0.0%	0.0%	
<b>Net</b>	(5,317)	(61,938)	(4,908)	(135,190)	(87,481)	1682.3%	-35.3%	
Draft budget for 2024							15	

### 3. 2024 Budget

1. Questions/Discussion

2. Vote



## **4. Board of Directors (Josh Pratt, President)**

**Additional items the BOD has been working to advance:**

- **Additional review of school and budget opportunities**
- **Options for employee retention credit**
- **Next steps with building expansion committee**
- **Staffing and updated district guidance**

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## **5. Elders (Roger Martin, Head Elder)**

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## 5. Membership Changes (out)

Name	Children	Change
Joseph Cox		Release
Jeffrey & Maggi Seybold	Emilia, Lucas	Release
Jeffrey & Christia Sturm	Adria, Ethan	Release
James & Cora Dulas	Addison, Cedric	Transfer

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## 6. Reports of Committees and Ministries (Adam Hengst)

- **Confirmation and Middle School Youth Ministry**
  - We have moved Confirmation to Sunday Mornings
  - On November 5 10 Students had their 1<sup>st</sup> Communion
  - Middle School Youth Ministry
- **Staffing Updates**
  - Jeff Machemehl-retirement
  - Andy Bowyer- New Facility Manager
  - School Director- Temporary Leadership

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## **6. Reports of Committees and Ministries (Adam Hengst)**

### **100 Year Anniversary**

- Congregational Music Celebration
  - December 20
- 100 Year Celebration and Worship
  - June 16
  - Pastor Zahrte will be here and will be helping lead worship

### **Evangelism**

- Looking into how we can share the Gospel with people in our community
- Door hangers and visits

11/19/2023

## **6. Early Childhood Advisory Committee**

### **Enrollment: Current**

Kola (Infants): 8

Ducky (Toddlers): 17

Lamb (3-4 yr olds): 17

Whale (4-5 yr olds): 15 (with 3 more coming)

Kindergarten: 8

Extended Care (Elem age): 31

11/19/2023

## 6. Early Childhood Advisory Committee

### Focus:

- **Continue to evaluate staffing and options for substitute teachers**
- **Second toddler room**
  - Small room with 7 students only 1 teacher
- **Social media presence**
- **Ministering to families**
  - Marketing budget has been used on RightNow media and the committee is looking to see how they can use that more such as sharing resources with parents

11/19/2023

## 6. Call Committee - OSS Director Update:

- **Where we've been**
  - Reviewed candidates provided by MN South District
  - Congregation voted on 2 calls and both were returned
- **Where we are**
  - Focus on 2024-2025 school year
  - Reviewing and interviewing candidates
- **Next Steps**
  - Presentation of candidates to congregation
  - Vote to call a new director

11/19/2023

## **6. Mission Committee**

### **Update:**

- **Committee will be meeting after budget is finalized to review allocations for 2024**
  - Most current missions will continue to be supported
  - Crossing Cambodia no longer exists. Kids are being supported by a similar organization.
  - Potential new missions to include Christian Club at Excelsior Elementary

11/19/2023

## **6. Trustees**

### **Update:**

- **Welcoming Andy Bowyer**
- **Led congregation event to fix the storage shed and updated sand/pea rock for playground**
- **Parking lot repairs**
- **Obtaining and reviewing quotes to modernize the elevator**

11/19/2023



## **6. Building Expansion Committee**

- A few years ago the long-term planning committee identified the narthex as an area of opportunity based on congregational surveys
- After several discussions and looking at previous expansion plans it was determined that a fresh look should be taken
- A new committee was formed to review the need for and options of potential modifications or expansion to the current building
  - First meeting was held end of April

11/19/2023

## **6. Building Expansion Committee**

- The mandate was to review the need for and options of a possible building expansion to assist the board in bringing options before the congregation
- Through many meetings and discussions the committee determined it prudent to get input directly from the congregation and a survey was sent out in late summer

11/19/2023

## 6. Building Expansion Committee

### Reminder of Survey Questions:

1) What would you like the building expansion committee to consider as priorities when developing options for the congregation to consider? (check all that apply)

- ☐ Better accessibility for those with physical limitations
- ☐ Address drainage issues
- ☐ Second elevator
- ☐ Main church entrance is as close as possible to the main parking area
- ☐ Grand entrance (modern architectural styling)
- ☐ Transition area to prepare yourself to enter a spiritual space
- ☐ Crying room (ie an enclosed area adjacent to the sanctuary where young children can be taken)
- ☐ Sheltered drop off area
- ☐ Obvious entrance to the building
- ☐ Maintain existing façade to the church (historic character)
- ☐ Large, dedicated area to transition from sanctuary to fellowship hall (particularly for Easter, Christmas, weddings, funerals)
- ☐ Other: \_\_\_\_\_

11/19/2023

## 6. Building Expansion Committee

### Reminder of Survey Questions:

2) What areas of the church campus do you think should be explored for an expansion?

- ☐ Courtyard (between the church and the gym)
- ☐ The front of the church (towards Highway 7)
- ☐ The school entry (work with the school to ensure that entrances to the school areas remain secure)
- ☐ Other: \_\_\_\_\_

3) What do you envision for a church expansion?

\_\_\_\_\_

4) Do you think there is a need for a building expansion?

- ☐ Yes
- ☐ No
- ☐ Other (explain)

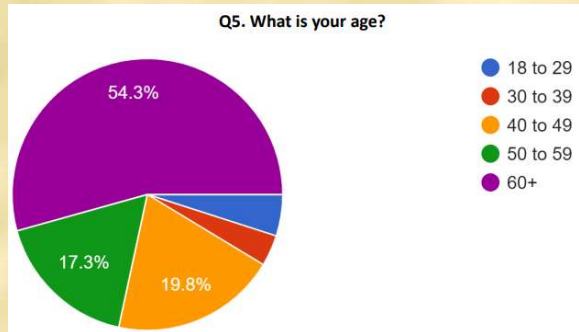
5) What is your age?

- ☐ 18 to 29
- ☐ 30 to 39
- ☐ 40 to 49
- ☐ 50 to 59
- ☐ 60+

11/19/2023

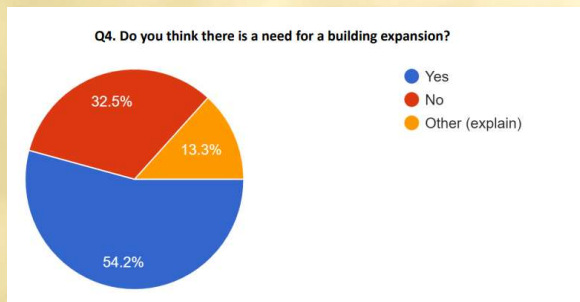
## 6. Building Expansion Committee Survey Result Summary:

- 83 Surveys were completed
  - 69 completed electronically
  - 14 were hard copies



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## 6. Building Expansion Committee Survey Result Summary Continued:



Raw Numbers:

- 45 Yes
- 27 No
- 11 Others

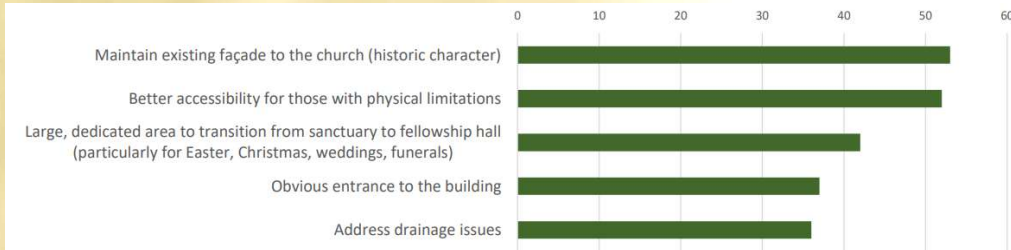
- Asking if there was a need for building expansion was the 4<sup>th</sup> question asked
- Of the 11 other responses 10 of them indicated limited expansion and improved use of the current space
- The "Yes" votes were divided on scope and location of expansion with ~60% of yes votes selected courtyard as preferred location

11/19/2023



## 6. Building Expansion Committee Survey Result Summary Continued:

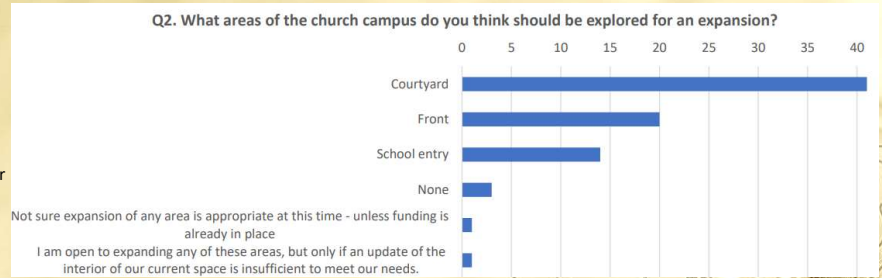
- Top 5 priorities selected when considering expansion:



Selected  
area:

Contains  
responses from  
Yes, No and Other

11/19/2023



## 6. Building Expansion Committee Survey Result Summary Continued:

What do you envision for a church expansion:

- There were many passionate comments both in favor and opposed to an expansion
- Most common responses were surrounding the following:
  - Space – this included a mix of needing more transition space to having a new fellowship area on the main floor
  - Accessibility – many comments surrounded challenges with stairs both coming from the parking lot and getting to other areas of the church from the sanctuary
  - Stewardship – approximately 20% of the respondents commented on cost and cautioned that we should proceed carefully or not at all due to financial concerns

12/4/2023

## 6. Building Expansion Committee

### Survey Result Summary Continued:

Additional comments surrounded the following:

- Are there steps we can take to address some issues before deciding on a larger expansion project
- Where the entrance to the church is unclear especially for visitors
- If the largest issues are during special occasions/events is there enough frequency to warrant an expansion
- A previous master plan does not fit the current needs of the church and congregation
- The question at hand needs a serious commitment to a season of prayer before final decisions are made

12/4/2023

## 6. Building Expansion Committee

### Next Steps:

- Building Expansion Committee will provide to the BOD additional info on RFP with architect
  - Primary purpose to clearly identify all project requirements and associated scope
  - Would include 3 preliminary options: Minimum, Moderate, Maximum
- If determined to move forward the architect would recommend process for next steps including congregational involvement
- Plan will be developed to bring final decision before congregation

12/4/2023

## **7. Unfinished Business**

- **None at this time**

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## **8. New Business**

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## 9. Adjournment with Prayer

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