

Prince of Peace

Council Meeting Agenda: 12.14.2021

Call to Order	7:30
Devotion/Prayer – Scott	7:31
Call for New Business/additions to agenda	7:36
October financial review- Pamela	7:38
PEPCO update-Bill	7:48
2022 budget discussion - all	7:53
Pastor Steve “Hot topics”	8:08
2022 goals brainstorming	
Action Items:	7:58
-Review Annual Meeting Agenda prior to January meeting	
Adjourn and closing with Lord’s Prayer	8:03

PoP Council Meeting Minutes

Nov 9, 2021

In Zoom attendance were Pastor Steve Buechler, Jon Conary, Bill Harral, Kwame Mensah, Chet Wolejsza, Scott Gowing, Lauren Gibson, Pam Cook, Laura Dillon, and Terry Forish.

7:33

Bill started with Devotions, reflecting on the importance of faith, hope, and love. Thinking of which was the most important, it was as important to be doing those things as much as knowing about them.

7:36

Pam brought up new business. The Fellowship Committee will host a brunch on Dec 5 after service.

Bill thinks the new shed project will cost about \$4K, and this will be an opportunity to go through its contents. Chet sees the project being in four phases: edit contents, dispose of the old shed, build the new shed, and do the finish work. Input will be needed from members on what to retain, and the process can start with Christmas Pageant materials next month. Pam wanted some storage space as well. The new shed won't be delivered until after January.

7:51

Terry highlighted the financial reports. He mentioned that the new windows and door for the Fellowship Hall are due in late November. PoP has made a benevolence payment to the Synod, and the monies in the Feast Fund for a new patio are in the range of 50K. The Finance Committee will meet Nov 10 to create a budget for review by Council at next month's meeting.

7:59

Pastor gave his monthly report but there were no hot topics in particular. The fluctuating mandates from the county for masks have been frustrating, but masks will be required in Sunday School regardless.

8:00

Laura and Scott are still discussing and analyzing the solar panel options.

8:05

The next Council meeting will be in person. Plans for the Annual Meeting will be made along with finalizing the proposed budget and setting goals for the Feast Fund. It was felt that the meeting should follow a set agenda and focus on those topics, not host an open floor discussion. Plans for a lunch or lighter fare will be made, as well as how to host an online option for remote attendance.

The terms of the current Council members will be reviewed and new nominations will be needed from the Nominating Committee to fill vacancies. Pam will convene the Nominating Committee.

8:18

Scott volunteered to do Devotions for the November Council meeting. He also raised an issue about the name of the Social Justice committee, feeling it was confrontational. Some good discussions ensued and the name was left unchanged.

8:26

The meeting ended with the Lord's Prayer.

Senior Pastor Report – December 14, 2021

On November 24, Prince of Peace hosted the annual Thanksgiving Eve service as an online only event, together with Good Shepherd and Christ the Servant Lutheran Churches. The event was livestreamed on Facebook, and garnered a respectable number of views (130)! Holden Evening prayer has been held on Wednesdays in Advent as a live and livestreamed service. Live attendance has been minimal, but about 60 people a week are tuning in for the video (both during and after the service).

On Sundays, live attendance has been slowly growing, as has live attendance at the “Second Saturday” service (we were at 16 last time). Online viewership on Sunday continues to be about 100.

Prince of Peace’s Christmas Pageant will be a virtual event again this year. The video will be streamed on our Facebook page at 6 pm this coming Sunday, December 19.

On Christmas Eve (which is a Friday), we will hold one Children’s Service at 4 pm and one Carols and Holy Communion Service at 7 pm. There will be a Christmas Day service at 10 am, and a Sunday morning service on December 26 at 10 am as well. All of these services will also be in-person and livestreamed.

I have worked with Finance and the Executive Committee on budget planning for 2022, and an important part of the December meeting will be to review the proposed budget and recommend it for congregational approval at our January meeting.

The 2022 budget is a significant change from past budgets, largely due to staffing changes. However, these changes closely follow the recommendations of “Moving Forward after Covid” as shared and discussed with the congregation.

In big picture, we will be considering a proposed budget of about \$328K for 2022. This is approximately \$75K less than 2021, mostly coming from staff salary changes. These changes include:

- A 3% raise for all current staff;
- Elimination of the Associate Pastor position;
- The addition of a “Contract Pastoral Assistance / Support” line in the amount of \$15K. Of this amount, half will be used to fund the Women’s Bible Study Pastor and supply coverage when Pastor Steve is out. The other half can be used for retreat leaders, Bible study leaders, youth support leaders or other contract staff as Council deems helpful;
- A reduction of the Administrative Secretary hours from 30 to 15 hours a week, of which 12 will be on-site and 3 will be work from home. Martha has been doing this for the past several months, and this has been working well so far.
- The retention of the “Saturday Accompanist” position, but for only one week per month.

Finance has also made minor adjustments to other lines in the budget, based on actual spending this past year, and anticipated changes due to increased costs. Of note, we did make meaningful increases to General Maintenance (we found that Gordon handled a lot of things we now need

contractors for!) and Internet/Computer expense, as we have increased online costs with streaming, Zoom, etc. All total, we project a net surplus of about \$11K, which should give us good “wiggle room.” We will, of course, need to see how things progress and work in 2022, and changes will probably need to be made based on our experience next year for 2023. But, in my opinion, this is a good and workable budget for next year.

Several needed property projects continue to be in process. As you will see on Tuesday night, the door/window replacement is pretty much complete and looks great! Bill and Chet are continuing to work with Dekker Spielman on his Eagle Scout proposal to replace the shed. Bill will report on the lighting replacement on Tuesday. And, last week Terry Forish and Tom Kettler had an initial meeting with a contractor to begin getting proposals for the patio/courtyard project!

This was also a big month for:

Parish Register updates:

Wedding:

Michelle Rose & Michael Nuessle – November 12, 2021

Baptism:

Logan Lesly Pettit – November 21, 2021

New Members:

Gary, Jessica & Lachlan Pettit – trans from St. Luke, Silver Spring

Respectfully submitted,
Pastor Steve

Monthly Financial Summary – November 2021

Statement of Activities

Contributions

November was on the light side, the lightest we've seen in a while in fact. However, when you do an October/November comparison it was a pretty good two month stretch. Additionally, we sometimes hit a lull in contributions in the Fall, November in particular, and then pick up again in December. Total revenues were \$22,506 against an adjusted plan of \$29,128, under plan by \$6,622.

Expenses

Expenses for the month were \$24,368. Slightly under our adjusted budget plan of \$25,318 by \$950, and also slightly under our income for the month by \$1,862. We made \$5,000 in benevolence payments as we close in on funding all of our budgeted contributions for 2021. The rest will be made in December. Expenses were pretty normal otherwise.

Surplus

Our revenue to expense ratio decreased again in November, from \$9,491 at the end of October, to \$7,626, the end of November, a decrease of \$1,865.

Fund Balance Report

The General Operating Fund stands at \$104,004, a \$1,862 decrease from the end of October. The Building Fund had total receipts of \$208, no disbursements, and an ending balance of \$169,356. The Debt Reduction Fund had total receipts of \$200, and an ending balance of \$1,400. The Feast Fund had contributions of \$2,185, no disbursements, and an ending balance of \$56,788. Total revenues/contributions to all funds from all sources were \$25,397. All other Fund Balances are positive and in good standing.

Cash Activity Report

The adjusted beginning cash balance on November 1 was \$422,057 and the ending balance was \$421,190 as of November 30, 2021, a slight decrease of \$867 from October.

Respectfully submitted,

TJ Forish, CPA
MD Lic. No. 32759

Monthly Actual Contributions Percentages

Q1	Actual Annual Contributions	January		February		March		Quarterly % of Actual Contributions		Jan - Mar 25% of Year	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions		
2021	\$340,000	5	\$4,332	4	\$5,487	4	\$24,767	6.4%	20.1%	20.1%	\$68,375
2020	\$339,849	4	\$6,047	4	\$8,216	5	\$33,697	7.1%	26.7%	26.7%	\$90,751
2019	\$374,185	4	\$5,528	4	\$5,510	5	\$37,749	5.9%	21.9%	21.9%	\$81,899
2018	\$362,972	4	\$5,827	4	\$8,071	4	\$26,151	6.4%	22.5%	22.5%	\$81,739
2017	\$378,145	5	\$5,373	4	\$7,870	4	\$26,244	7.1%	22.4%	22.4%	\$84,591
5 Year Avg			\$5,370		\$7,031		\$29,722	6.6%			\$81,471

Q2	Actual Annual Contributions	April		May		June		Quarterly % of Actual Contributions		Jan - June 50% of Year	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions		
2021	\$340,000	4	\$8,047	5	\$5,861	4	\$25,365	9.5%	25.5%	45.7%	\$155,230
2020	\$339,849	4	\$6,449	5	\$5,973	4	\$26,359	7.6%	24.1%	50.8%	\$172,771
2019	\$374,185	4	\$7,670	4	\$7,489	5	\$28,607	8.2%	23.8%	45.7%	\$171,142
2018	\$362,972	5	\$7,142	4	\$7,980	4	\$23,745	9.8%	25.2%	47.7%	\$173,114
2017	\$378,145	5	\$6,539	4	\$7,437	4	\$25,679	8.6%	23.3%	45.7%	\$172,713
5 Year Avg			\$7,139		\$6,854		\$25,951	8.7%			\$87,523

Q3	Actual Annual Contributions	July		August		September		Quarterly % of Actual Contributions		Jan - Sept 75% of Year	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions		
2021	\$340,000	4	\$6,203	5	\$5,061	4	\$23,796	7.3%	21.7%	67.4%	\$229,143
2020	\$339,849	4	\$5,709	5	\$5,407	4	\$24,845	6.7%	22.0%	72.8%	\$247,484
2019	\$374,185	4	\$6,173	4	\$5,171	5	\$29,652	6.6%	20.1%	65.8%	\$246,167
2018	\$362,972	5	\$5,363	4	\$6,027	5	\$28,782	8.0%	22.0%	69.7%	\$252,819
2017	\$378,145	5	\$5,623	4	\$6,135	4	\$28,372	7.0%	21.4%	67.1%	\$253,740
5 Year Avg			\$5,785		\$5,530		\$27,089	7.1%			\$250,053

Q4	Actual Annual Contributions	October		November		December		Quarterly % of Actual Contributions		Jan - Dec 100% of Year	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions		
2021	\$340,000	5	\$6,071	4	\$5,601	4	\$0	8.9%	15.5%	82.9%	\$281,902
2020	\$339,849	4	\$5,700	5	\$5,303	4	\$10,763	6.7%	27.2%	100.0%	\$339,849
2019	\$374,185	4	\$6,243	4	\$6,444	5	\$15,454	6.7%	34.2%	100.0%	\$374,185
2018	\$362,972	4	\$6,565	4	\$5,645	5	\$12,263	7.2%	30.3%	100.0%	\$362,972
2017	\$378,145	5	\$6,206	4	\$6,585	5	\$13,407	8.2%	32.9%	100.0%	\$378,145
5 Year Avg			\$6,155		\$5,886		\$13,088	7.5%			\$363,788

Notes:

% of Actual Contributions for current year are estimates based on "Expected" Annual Contributions for current year

Accounts Included:

Current Income	YTD	Curr. Month
Lenten Offering	\$22,392.40	\$0.00
Undesignated Income	\$0.00	\$0.00
Vanco Offset Processing Fee	\$13.40	\$0.00
Flower Income	\$0.00	\$0.00
Initial Envelopes	\$0.00	\$22,405.80