

**PRINCE OF PEACE  
Council Meeting Agenda 12/12/2023  
This is a in-person meeting.**

**<https://us02web.zoom.us/j/89421832881?pwd=NHRxMkZudnBGM1dTVlFjWnNiZTJqdz09>**

**Call to Order- 7:30pm**

**Devotion/Prayer—Pam**

**Secretary for Dec. Meeting: Bill**

**Devotion for Jan Meeting:**

**Secretary for Jan meeting:**

**Call for New Business/Additions to Agenda: Garbage Pickup**

**Guest: Jaimie Route 28 mission and name**

**Nov. Financial Review: GUEST RIC KIENZLE**

**Pastor Steve Report:**

**Preparation for Annual meeting:**

**Nominating Committee (Kwame Mensah, Helen Griffith, Dan Gibson)**

**Budget: Endorsement of budget**

**Update on solar panels: Laura**

**Christmas Program recap: Pam**

**Next Feast Project: Chuck**

**Church Directory: Sherry**

**Refrigerator for the kitchen/floor cleaning: Pam**

**Adjourn and closing with the Lord's Prayer**

# Council Meeting

November 7, 2023

- Call to Order: 7:30pm
- Bill shared devotion
- Assigned devotion for Dec meeting – Pamela
- Assigned Secretary for Dec meeting – Bill
- New Business
  - Garbage pickup
- October Financial Review (TBD)
- Pastor Steve Report
  - See Pastor Steve's report
  - Average live attendance on Sundays: 50
  - Average online attendance on Sundays: 85
- Prep for Annual meeting (scheduled for 1/21/2024)
  - Committee deriving list of new Council member nominees for 2024
  - Council voted on and approved a 3% salary increase for staff
- Solar Panels
  - Insurance paperwork has arrived in order to update our policy
- Fall Festival recap
  - Although this was an outreach event, \$1350 was raised through donations and food sales: \$930 covered expenses and \$420 was donated towards supporting Prune Belly Syndrome (associated with one of the vendor's children)
- Next Feast Fund Project
  - Bathroom renovations – planning continues
  - Chairs for sanctuary – proposal/approval to add four new chairs (with arms) to sanctuary
- Church Directory
  - The office has a list of updates to make
  - Plan to have final draft in the next 1-2 months
- Refrigerator for kitchen
  - No update
- Floor cleaning
  - Will occur on Saturday, 11/18
- Adjourn and closing with the Lord's Prayer

## Senior Pastor Report – December 12, 2023

The week after Council last met, Finance met to produce the draft budget for 2024. As instructed by Council, the budget is as close to 2023 as possible, with the exception of including the 3% staff raises. Your Council material will include the draft budget, which we will act on at this meeting. You'll see that this budget is only about \$6K higher than 2023, and most of that is salary increases.

The financial good news as we conclude 2023 is that giving is projected to be about where it was in 2022. Between 2020 and 2021, we saw giving drop by about \$19K; and between 2021 and 2022, giving dropped by nearly \$27K. So, giving has stabilized and over the past few months, the trend is up. However, even if we hit our projected income (as seems likely), we will still sustain a small deficit for this year. This will be the first time in many years that we've had a deficit. Because we began the year with over \$100K in the General Operating Fund, we can cover this. However, we MUST address giving in the coming year. We are certainly within reach of getting back into balanced mode, and clearly we've started the trend. But we need to do more. We can talk a bit about this on Tuesday.

One final piece of financial oversight we need to do as Council is finish the "Benevolence – Support" payments we committed to in our 2023 budget. That section of Benevolence is the 5% we divide between the Synod/ELCA, Mar-Lu Ridge and the Seminary. Since the exact number will depend upon final giving, I'll propose a percentage for each at our meeting, and we can discuss and decide on those numbers so that we can write final checks early in January.

As we move towards the end of the year, we've been having some really great Advent and pre-Christmas activities at Prince of Peace. Our Advent Evening Prayer services got off to a great start last Wednesday, and will continue through Wed, Dec 20. Also, in spite of the rain, our Church & Community Christmas program – which included our Christmas Play, Caroling and outdoor tree lighting – was a great event and well attended! Special thanks to the Conarys and their team and Pamela and the Fellowship Team for putting it all together!

We will conclude 2023 with a bang as we have special events for all the coming weekends! Next Sunday, December 17, we will officially receive some new members. On December 24, we'll hold our final Advent service at 10 am, and then celebrate Christmas Eve with two services (4 pm Children's service & 7 pm Carols & Communion); and on Christmas morning, we'll celebrate our Christmas Day service at 10 am. Finally, on December 31, we'll have a baptism! So, you'll want to be here for all of these if you're in town. And, especially if you're here for Christmas Eve and can help with worship, there is a sign-up sheet in the narthex.

There are property issues that are in process, including the bathroom renovation and the solar panels that Chuck and Laura will give up updates on at the meeting. Tom Kettler has spent a lot of time ensuring with the roofers that the leak in the BYC is finally fully patched, and he's worked with the drywallers to get the drywall repaired. So, hopefully, that part of the BYC project is now done! We are also working on the ongoing electrical problem, and hope to have that resolved soon after the new year.

And, as always, below are Parish Register updates.

Parish Register Updates:

**Confirmation – November 12, 2023**

Kieran McKnight

**Memorial / Internment – November 25, 2023**

Steve Sullivan

Respectfully submitted,

Pastor Steve

## **Monthly Financial Summary – November 2023**

### **Statement of Activities**

#### **Contributions**

Another pretty good month revenue-wise. Total revenue for November was \$24,609 against a plan of \$25,268, a shortfall of \$658. For the second month in a row, we came close to hitting our budgeted revenue target.

#### **Expenses**

Total expenses were \$26,388 against a plan of \$26,858, under planned expenses by \$470, but also over our total revenues by \$1,778. Several notable items that drove up the expense number this month: Montgomery County Rainwater Tax - \$567; General Maintenance - \$1,800; Fellowship Discretionary - \$904. Plus, a double cleaning bill this month at \$465 X 2. On the benevolence side, there was a discretionary expenditure of \$450 to assist in Afghan Relief and the Dufief family.

#### **Deficit**

With another slight revenue shortfall, our surplus/deficit gauge moved in the wrong direction again last month. The \$9,625 deficit from the end of October increased to \$11,404 at the end of November.

#### **Fund Balance Report**

The General Operating Fund stands at \$103,841, a decrease of \$1,779 from October. The Building Fund had total receipts of \$336, no disbursements, and an ending balance of \$161,878. The Debt Reduction Fund was unchanged at \$1,000. The plan going forward in 2024 is to transfer the remaining balance to the Feast Fund and retire this fund. The Feast Fund had contributions of \$2,026, no disbursements, and an ending balance of \$35,945. Total revenues/contributions/transfers to all funds from all sources were \$28,999. All other Fund Balances are positive and in good standing.

#### **Cash Activity Report**

The adjusted beginning cash balance on November 1, 2023 was \$383,656 and the ending balance was \$383,596 as of October 31, 2023, a decrease of \$60 from the end of October 2023.

Respectfully submitted,

TJ Forish, CPA  
MD Lic. No. 32759

# Monthly Actual Contributions Percentages

Q1	Actual Annual Contributions	January		February		March		% of Actual Contributions		Qtrly % of Contributions	Jan - Mar 25% of Year	Quarter Total	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions				
2023	\$295,450	5	\$3,643	4	\$5,146	4	\$24,363	7.0%	8.2%	21.4%	21.4%	\$63,166	\$63,166
2022	\$294,613	5	\$4,602	4	\$5,806	4	\$23,965	7.9%	8.1%	23.8%	23.8%	\$70,197	\$70,197
2021	\$320,982	5	\$4,332	4	\$5,487	4	\$24,767	6.8%	7.7%	21.3%	21.3%	\$68,375	\$68,375
2020	\$339,849	4	\$6,047	4	\$8,216	5	\$33,697	9.7%	9.9%	26.7%	26.7%	\$90,751	\$90,751
2019	\$374,185	4	\$5,528	4	\$5,510	5	\$37,749	5.9%	10.1%	21.9%	21.9%	\$81,899	\$81,899
	5 Year Avg		\$4,747		\$6,033		\$28,908	7.4%	8.9%			\$74,878	\$74,878

Q2	Actual Annual Contributions	April		May		June		% of Actual Contributions		Qtrly % of Contributions	Jan - June 50% of Year	Quarter Total	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions				
2023	\$295,450	5	\$7,175	4	\$7,062	4	\$22,215	9.6%	7.5%	29.2%	50.6%	\$86,337	\$149,502
2022	\$294,613	4	\$7,833	5	\$4,606	4	\$24,452	7.8%	8.3%	26.8%	50.6%	\$78,814	\$149,011
2021	\$320,982	4	\$8,047	5	\$5,861	4	\$25,365	9.1%	7.9%	27.1%	48.4%	\$86,855	\$155,230
2020	\$339,849	4	\$6,449	5	\$5,973	4	\$26,359	8.8%	7.8%	24.1%	50.8%	\$82,020	\$172,771
2019	\$374,185	4	\$7,670	4	\$7,489	5	\$28,607	8.0%	7.6%	23.8%	45.7%	\$89,243	\$171,142
	5 Year Avg		\$7,422		\$6,104		\$25,399	8.6%	7.8%			\$84,654	\$159,531

Q3	Actual Annual Contributions	July		August		September		% of Actual Contributions		Qtrly % of Contributions	Jan - Sept 75% of Year	Quarter Total	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions				
2023	\$295,450	5	\$4,473	4	\$4,743	4	\$19,378	6.4%	6.6%	20.5%	71.2%	\$60,714	\$210,216
2022	\$294,613	4	\$5,906	5	\$3,369	4	\$20,527	5.7%	7.0%	20.7%	71.3%	\$60,995	\$210,006
2021	\$320,982	4	\$6,203	5	\$5,061	4	\$23,796	7.9%	7.4%	23.0%	71.4%	\$73,913	\$229,143
2020	\$339,849	4	\$5,709	5	\$5,407	4	\$24,845	8.0%	7.3%	22.0%	72.8%	\$74,713	\$247,484
2019	\$374,185	4	\$6,173	4	\$5,171	5	\$29,652	5.5%	7.9%	20.1%	65.8%	\$75,026	\$246,167
	5 Year Avg		\$5,635		\$4,732		\$23,640	6.7%	7.3%			\$69,072	\$228,603

Q4	Actual Annual Contributions	October		November		December		% of Actual Contributions		Qtrly % of Contributions	Jan - Dec 100% of Year	Quarter Total	YTD Total
		Wks	Weekly Avg	Wks	Weekly Avg	Wks	Weekly Avg	% of Actual Contributions	% of Actual Contributions				
2023	\$295,450	5	\$4,804	4	\$6,113	5	\$0	8.3%	0.0%	16.4%	87.6%	\$48,473	\$258,690
2022	\$294,613	5	\$4,575	4	\$6,407	4	\$36,103	8.7%	12.3%	28.7%	100.0%	\$84,607	\$294,613
2021	\$320,982	5	\$6,071	4	\$5,601	4	\$39,080	7.0%	12.2%	28.6%	100.0%	\$91,839	\$320,982
2020	\$339,849	4	\$5,700	5	\$5,303	4	\$43,051	7.8%	12.7%	27.2%	100.0%	\$92,365	\$339,849
2019	\$374,185	4	\$6,243	4	\$6,444	5	\$77,269	6.9%	20.6%	34.2%	100.0%	\$128,017	\$374,185
	5 Year Avg		\$5,436		\$5,942		\$48,876	7.7%	15.0%			\$89,060	\$317,664

**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	\$24,350.85	
Benevolence	\$0.00	
Undesignated Income	\$20.00	
Vanco Offset Processing Fee	\$0.00	
Flower Income	\$81.06	
Initial Envelopes	\$0.00	
	<b>\$24,451.91</b>	