

Hope Lutheran Church Voters' Assembly Minutes

November 21, 2021

The regular meeting of the voters' assembly of Hope Lutheran Church was called to order on November 21, 2021, at 11:50 a.m. MDT by the president, Christopher Becker; the secretary was present. A quorum was established; a list of voting members present is attached.

Pastor Pay read from Psalms and led the opening prayer.

It was moved by Nancy Carlson and seconded that the applicants for voting membership (Connie Clayton, Ron Clayton, Richard Hentzen, Eugene Schroeder, Lynette Smith, Carol Thinnies, and Gary Thinnies) be accepted. Motion carried.

The May 16, 2021, minutes were approved as distributed. Board and committee reports distributed before the meeting are attached (pages 7–20).

New Business

Whitney St. Michel presented the treasurer's report and the proposed 2022 church budget and January–June 2022 school budget. It was moved by Rich Hentzen and seconded to accept the church budget (pages 2–3); motion carried. It was moved by Kurt Pavlat and seconded to accept the school budget (page 4); motion carried.

Pastor Pay reported that he has been appointed to be the Yellowstone Circuit Visitor and gave a brief report on the congregations in the circuit. There will be a circuit forum in January and the Northwest District convention is next June in Portland, OR.

The plan for transitioning to the new bylaws, adopted May 16, 2021, specified that at this meeting

- Two members be elected to the Strategic Planning Committee, one to a term ending July 31, 2022, and one to a term ending July 31, 2023.
- Approximately half of the elders be affirmed (the remaining elders are to be affirmed next year).

Nancy Carlson and Philip Phelan were nominated for the Strategic Planning Committee positions. Since there were two nominees and two positions, President Becker instructed the voters to vote for the person to serve until 2023.

Ballots were distributed for the Committee positions and affirmation of elders.

- Philip Phelan received 14 votes and was elected to the Strategic Planning Committee Position B, term ending in 2023.
- Nancy Carlson received 6 votes and was elected to the Strategic Planning Committee Position A, term ending in 2022.
- Jim Oloff (22 votes), John Ritter (20 votes), and David Van Haaften (22 votes) were affirmed as elders.

It was moved by Eugene Schroeder and seconded to extend a Divine Call to Bryan Northcutt, one of our teachers who has completed colloquy and thus is eligible for a call. Motion carried.

In anticipation of being elected to the Strategic Planning Committee, Philp Phelan had requested that a proposal (page 21) be given to the voters and discussion held to provide information to the committee. Discussion was held, no action was taken.

Myrtle Siefken, Secretary

Approved September 12, 2019

Church Budget 2022

Account	Budget 2021	Actuals 11/05/2021	Proposed Budget 2022	Increase/ Decrease
Income	\$242,500.00	\$343,686.14	\$240,250.00	-1%
Tithes and Offerings	\$220,000.00	\$219,708.81	\$220,000.00	0%
Directed Offerings	\$15,000.00	\$28,668.13	\$15,000.00	0%
Interest Income	\$2,500.00	\$82.47	\$250.00	-90%
Misc. Income	\$5,000.00	\$94,724.98	\$5,000.00	0%
Investment Income	\$0.00	\$501.75	\$0.00	0%
Expense	\$311,143.00	\$219,173.50	\$353,955.00	14%
Finance and Administration	\$48,150.00	\$42,305.57	\$58,125.00	21%
Janitorial	\$3,900.00	\$3,133.13	\$10,500.00	169%
Utilities	\$12,000.00	\$7,183.00	\$12,000.00	0%
Insurance	\$8,500.00	\$7,901.00	\$8,500.00	0%
Telephone/Internet	\$2,500.00	\$3,450.55	\$4,200.00	68%
Postage	\$500.00	\$605.11	\$500.00	0%
Office Supplies	\$1,750.00	\$361.54	\$1,750.00	0%
Miscellaneous	Under Administration in 2022			
Administration	\$500.00	\$1,944.58	\$1,000.00	100%
Mortgage	\$9,000.00	\$10,938.41	\$9,000.00	0%
Mortgage Interest	\$9,000.00	\$6,465.77	\$9,000.00	0%
Camp Perkins Assessment	\$500.00	\$0.00	\$500.00	0%
Property Taxes	\$0.00	\$322.48	\$1,175.00	NC
Board of Directors	\$2,600.00	\$4,886.46	\$5,000.00	92%
Pastor's Discretion	Under Elders Discretionary in 2022			
Advertising	\$1,500.00	\$2,172.96	\$3,000.00	100%
BOD Discretionary	\$100.00	\$1,779.75	\$1,000.00	Name Change from BOD Misc
Safety Committee	\$1,000.00	\$933.75	\$1,000.00	0%
Properties (Maintenance & Improvements)	\$40,000.00	\$35,154.81	\$35,000.00	-13%
Maintenance and Improvements (5310)	\$35,000.00	\$28,090.58	\$35,000.00	0%
Street Assessments (5320)	\$5,000.00	\$7,064.23	\$0.00	Account deleted in 2022
Elders	\$13,850.00	\$8,672.58	\$16,600.00	20%
Worship Supplies	\$4,000.00	\$1,880.25	\$4,000.00	0%
Confirmation	\$500.00	\$322.47	\$500.00	0%
Parish Education	\$750.00	\$167.46	\$500.00	-33%
Book Allowance	\$100.00	\$64.99	\$100.00	0%
Conferences and Conventions	\$3,000.00	\$251.04	\$3,000.00	0%
Worship Accompanist	\$3,000.00	\$5,150.00	\$5,500.00	83%
District and Assessments	\$1,000.00	\$0.00	\$1,000.00	0%
Synod and District Support	\$0.00	\$0.00	\$500.00	NC
Elders Discretionary	\$1,500.00	\$833.83	\$1,500.00	Includes Pastor's Discretionary

Outreach	\$2,200.00	\$405.64	\$2,700.00	23%
Evangelism Supplies	\$700.00	\$374.40	\$700.00	0%
Missionary Support	\$0.00	\$0.00	\$500.00	NC
VBS	\$1,500.00	\$31.24	\$1,500.00	0%
Parish Education	Adults under Elders, Sunday School under Youth in 2022			
Stewardship	Moved under other Boards in 2022			
Stewardship Expenses	Combined into Parish Education in 2022			
Camp Perkins Assessment	Under Finance and Administration in 2022			
Youth	\$500.00	\$245.43	\$500.00	0%
Fellowship	\$500.00	\$0.00	\$1,000.00	100%
Salaries and Benefits	\$203,343.00	\$127,503.01	\$235,030.00	16%
Pastor Salary and Fuel	\$63,400.00	\$47,202.55	\$64,580.00	2%
Fuel Reimbursement	Pastor Salary and Fuel Combined in 2022			
Director of Outreach	\$25,493.00	\$2,199.79	\$0.00	Account deleted in 2022
Church Secretary Salary	\$15,450.00	\$13,440.65	\$15,450.00	0%
Church Benefits	\$53,500.00	\$34,817.97	\$50,000.00	-7%
School Benefits	\$45,500.00	\$29,842.05	\$105,000.00	131%
Income Less Expense	(\$68,643.00)	\$124,512.64	(\$113,705.00)	

January-June 2022 School Budget

- Request that \$80,000 from the "Bank of Idaho-School" Investment Account be made available to cover school expenses if needed.

Account	Actuals 1/1/21-6/30/21	Proposed Budget 1/1/22-6/30/22
Income		
1100 Registration	\$2,800.00	\$2,500.00
1200 Tuition	\$63,936.00	\$88,000.00
2000 Donations	\$72,704.00	\$30,000.00
4000 Spread Spectrum Lease	\$6,000.00	\$6,000.00
1400 Lunch/Milk	\$2,609.75	\$3,000.00
1300 Extended Care	\$2,079.00	\$525.00
3100 Early Childhood Grant	\$30,000.00	\$25,000.00
1500 Summer Program	\$2,947.00	\$6,000.00
Total Income	\$183,075.75	\$161,025.00
Expenses		
5110 Wages	\$30,234.00	\$28,600.00
5120 Salaries	\$86,385.00	\$111,650.00
5500 Benefits	\$7,352.00	\$22,500.00
5550 Payroll Taxes	\$11,890.00	\$19,859.00
5600 Continuing Education	\$1,813.00	\$715.00
5700 Workers Comp	\$569.00	\$3,850.00
6120 TADS	\$1,656.00	\$3,300.00
6130 Gradelink	\$1,152.00	\$1,100.00
6140 Software fee	\$972.00	\$1,100.00
6220 Early Childhood Supplies	\$28,881.00	\$550.00
6240/6260 Elementary Supplies	\$622.00	\$1,100.00
6280 Summer Program Supplies	\$675.00	\$550.00
6300 Curriculum	\$776.00	\$1,100.00
6400 Milk/Lunch/Snacks	\$5,129.00	\$3,850.00
6600 Technology Equipment	\$1,912.00	\$1,100.00
6620 IT Service Contract	New	\$6,600.00
7100 Business (bkgnd, training)	\$780.00	\$330.00
7200 Business Equipment	\$0.00	\$550.00
7300 Postage	\$64.00	\$523.00
7400 Office Supplies	\$835.78	\$660.00
7500 Advertising	New	\$6,600.00
7600 Janitorial Services	\$11,100.00	\$17,325.00
7650 Janitorial Supplies	\$926.28	\$2,200.00
7700 Maintenance Contracts	\$1,380.94	\$2,200.00
7800 Transportation	\$766.00	\$1,100.00
8000 Discretionary	New	\$22,000.00
Total Expenses	\$195,871.00	\$261,012.00
Net Income		-\$99,987.00

Voter's Attendance

November 21, 2021

Communicant Members Accepted into Voting Membership

Please initial attendance		Date Accepted
	Ash, Margaret	May 16, 2021
CB	Becker, Christopher	May 16, 2021
CFB	Biermann, Charles	May 16, 2021
SLA	Biermann, Sandra	May 16, 2021
YMC	Carlson, Nancy	May 16, 2021
MAC	Clayton, Connie	pending
	Clayton, Ron	pending
	Eberle, Allen	May 16, 2021
	Eberle, Pamela	May 16, 2021
	Gibson, Jamie	May 16, 2021
NG	Glick, Vivian	May 16, 2021
D	Griffith, Cora	May 16, 2021
	Griffith, Taylor	May 16, 2021
	Henry, Jane	May 16, 2021
	Henry, Roger	May 16, 2021
BH	Hentzen, Richard	pending
RAH	Holzworth, Robert	May 16, 2021
JJ	Jepsen, JoAnn	May 16, 2021
BJ	Jepsen, William "Bill"	May 16, 2021
	Oloff, Betty	May 16, 2021
JO	Oloff, James	May 16, 2021
KP	Pavlat, Kurt	May 16, 2021

Please initial attendance		Date Accepted
BP	Pay, Brenda	May 16, 2021
NP	Peterlin, Nyla	May 16, 2021
BB	Phelan, Philip	May 16, 2021
ER	Reber, Edward	May 16, 2021
JIR	Ritter, John	May 16, 2021
TR	Ritter, Tara	May 16, 2021
MM	St. Michel, Whitney	May 16, 2021
ES	Schroeder, Eugene	pending
MAWS	Siefken, Myrtle	May 16, 2021
JS	Smith, Lynette	pending
	Stommel, Mary	May 16, 2021
	Thinnes, Carol	pending
	Thinnes, Gary	pending
DVLL	Van Haaften, David	May 16, 2021
DVH	Van Haaften, Dorothy	May 16, 2021

Officer, Board, and Committee Reports

Treasurer and Board of Finance

Board of Finance current membership: Whitney St. Michel, director; Ed Reber, Day School treasurer; Tara Ritter, financial secretary; Peggy Ash, LWML treasurer; Jamie Gibson, church staff.

Church and School Financial Review

In accordance with Hope Lutheran Church and School's bylaws, the President of the congregation appointed two voters, not on the Board of Finance, to a financial review committee in January 2020. The task of the committee was to review the congregation's financial records (both Church and School) for calendar year 2020 (CY-2020) and CY-2019.

2019 Review

- The 2019 entries for one checking and two savings accounts for the Hope Lutheran School (School) books were reviewed and everything in order and balanced. Bank statements were reviewed with the Quick Books reconciliations as well as invoices.
- The 2019 entries for two checking and one savings account for the Hope Lutheran Church (Church) books were reviewed and everything in order and balanced. Bank statements were reviewed with the Quick Books reconciliations as well as invoices.

2020 Review

- The Hope Lutheran School (School) books for calendar year ending December 31, 2020, were not reviewed. The Church and School financials were split at the end of 2020 and the books were not ready.
- The Hope Lutheran Church (Church) books for calendar year ending December 31, 2020, were partially reviewed.
- Recommendations were made to strengthen the Church and School's financial processes and procedures: supporting documentation, account reconciliations, segregation of duties, policies and procedures. These recommendations are being followed by the Finance team and corrective actions taken to collate all documentation on Church and School accounts.

Church and School Finances

A summary of account balance for all Church and School accounts is given below. Not reflected are values of Hope Lutheran Church and School properties.

Cash Assets

Account	Amount	Date
Church Checking	\$ 41,805.37	11/2/2021
Church Spending (debit card)	\$ 4,302.52	11/2/2021
School Checking	\$ 30,982.25	11/2/2021
School Spending (debit card)	\$ 4,677.51	11/2/2021
School Savings ^a	\$ 60,712.14	11/2/2021
School Reserves	\$ 29,473.87	11/2/2021
School Scholarships	\$ 7,402.15	11/2/2021
Bank of Idaho-Church ^b	\$ 120,167.60	7/9/2021
Bank of Idaho-School ^b	\$ 388,590.62	7/9/2021
Thrivent Mutual Funds ^c	\$ 106,905.87	6/30/2021
LCEF ^d	\$ 19,657.19	10/1/2021
Total Cash Assets		\$ 814,677.09

Liabilities

Account	Amount	Date
LCEF-Mortgage	\$ 179,271.75	11/15/2021
Total Liabilities		\$ 179,271.75

- a. Includes \$50,862 from real estate contract from Phyllis Berry
- b. Bank of Idaho – Accounts set up with funds identified in following table
- c. Thrivent Mutual Funds – 2 school endowment funds
- d. LCEF – Account designated as building funds. November 12, 2017, voters minutes.

Bank of Idaho-Church

Initial Investment, January 2020

Withdrawals

Church Building – Properties	\$23,365.40
Church Checking	\$15,350.00
Permanent Building ^a	\$80,141.07

Bank of Idaho-School

School Savings ^b	\$343,294.24	
School Reserves	\$83,632.55	\$45,000 ^c

- a. Includes \$80K from sale of modulares “to be used for purchasing a permanent steel building.” Voters minutes, May 15, 2016. (July 20, 2017 voters minutes: “Resolved, if it becomes necessary to make up a deficit in the school budget for the 2017–2018 school year, the money come from the proceeds of the sale of the modulares.”)
- b. Includes \$240,073 Phyllis Berry bequest.
- c. School purchases and van.

The Church Budget

The 2021 budget vs. actuals are on the next page.

Comments on 2021 budget and spending:

- Properties, with LWML support, has made changes/upgrades/repairs to the kitchen. The kitchen is certified, and the school is now serving hot lunch. A few fixes still remain but are covered within the current budget.
- All lights within the church and school have been converted to LED.
- Misc. Income includes \$79,100 forgiveness of 1st Payroll Protection Program loan. (2nd PPP loan is tracked in school accounts.) Although the loan was obtained in August 2020, it was forgiven in February 2021 at which time the money was included as income.
- Offerings are exceeding budget which is helping to offset our 2021 shortfall.

Hope Lutheran Church and School*
Income & Expense
January 1, 2021, through November 5, 2021

Account	Budget 2021	Actuals 2021	% of Budget	Remaining
Income	\$342,500.00	\$412,418.37	120%	(\$69,918.37)
Tithes and Offerings	\$220,000.00	\$219,708.81	100%	\$291.19
Other Church income	\$22,500.00	\$123,977.62	551%	(\$101,477.62)
Directed Offerings	\$15,000.00	\$28,668.13	191%	(\$13,668.13)
Interest Income	\$2,500.00	\$82.76	3%	\$2,417.24
Misc. Income**	\$5,000.00	\$94,724.98	1894%	(\$89,724.98)
Investment Income	\$0.00	\$501.75	0%	(\$501.75)
Giving to the School	\$100,000.00	\$68,731.94	69%	\$31,268.06
Pass Thru Giving	\$100,000.00	\$68,731.94	69%	\$31,268.06
Expense	\$402,393.00	\$327,535.95	81%	\$74,857.05
Finance And Administration	\$38,650.00	\$31,367.16	81%	\$7,282.84
Janitorial (5110)	\$3,900.00	\$3,133.13	80%	\$766.87
Utilities (5120)	\$12,000.00	\$7,183.00	60%	\$4,817.00
Insurance (5170)	\$8,500.00	\$7,901.00	93%	\$599.00
Telephone / Internet (5180)	\$2,500.00	\$3,450.55	138%	(\$950.55)
Postage (5130)	\$500.00	\$605.11	121%	(\$105.11)
Office Supplies (5140)	\$1,750.00	\$361.54	21%	\$1,388.46
Miscellaneous (5190)	\$500.00	\$1,944.58	389%	(\$1,444.58)
Property Taxes Paid (5195)	\$0.00	\$322.48	0%	(\$322.48)
Mortgage Interest Paid (5196)	\$9,000.00	\$6465.77	72%	\$2,534.23
Board of Directors	\$3,600.00	\$5,386.46	150%	(\$1,786.46)
Pastors Discretion (5210)	\$1,000.00	\$500.00	50%	\$500.00
Advertising (5220)	\$1,500.00	\$2,172.96	145%	(\$672.96)
BOD Misc (5230)	\$100.00	\$1,779.75	1780%	(\$1,679.75)
Safety Committee (5240)	\$1,000.00	\$933.75	93%	\$66.25
Properties	\$40,000.00	\$35,154.81	88%	\$4,845.19
Maintenance and Improvements (5310)	\$35,000.00	\$28,090.58	80%	\$6,909.42
Street Assessments (5320)	\$5,000.00	\$7,064.23	141%	(\$2,064.23)
Elders	\$12,100.00	\$8,002.58	66%	\$4,097.42
Worship Supplies (5410)	\$4,000.00	\$1,880.25	47%	\$2,119.75

Confirmation (5420)	\$500.00	\$322.47	64%	\$177.53
Book Allowance (5430)	\$100.00	\$64.99	65%	\$35.01
Conferences and Conventions (5440)	\$3,000.00	\$251.04	8%	\$2,748.96
Worship Accompanist (5450)	\$3,000.00	\$5,150.00	172%	(\$2,150.00)
District and Assessments (5460)	\$1,000.00	\$0.00	0%	\$1,000.00
Synod and District Support (5465)	\$0.00	\$0.00	0%	\$0.00
Elders Misc (5460)	\$500.00	\$333.83	67%	\$166.17
Evangelism	\$2,200.00	\$405.64	18%	\$1,794.36
Evangelism Supplies (5510)	\$700.00	\$374.40	53%	\$325.60
Missionary Support (5520)	\$0.00	\$0.00	0%	\$0.00
VBS (5530)	\$1,500.00	\$31.24	2%	\$1,468.76
Parish Education (5610)	\$750.00	\$337.46	45%	\$412.54
Stewardship	\$750.00	\$0.00	0%	\$750.00
Stewardship Expenses (5710)	\$250.00	\$0.00	0%	\$250.00
Camp Perkins Assessment (5720)	\$500.00	\$0.00	0%	\$500.00
Youth (5810)	\$500.00	\$75.43	15%	\$424.57
Fellowship Committee (5910)	\$500.00	\$0.00	0%	\$500.00
School Giving Pass Thru (6000)	\$100,000.00	\$39,354.61	39%	\$60,645.39
School Giving Pass Thru (6000)	\$100,000.00	\$39,354.61	39%	\$60,645.39
Donations Expense (7000)***	\$0.00	\$81,348.79	0%	(\$81,348.79)
Salaries and Benefits	\$203,343.00	\$126,103.01	62%	\$77,239.99
Pastor Salary and Fuel	\$61,000.00	\$45,802.55	75%	\$15,197.45
Church Secretary Salary	\$15,450.00	\$12,040.65	78%	\$3,409.35
Director of Outreach Salary	\$25,493.00	\$2,199.79	9%	\$23,293.21
Fuel Allowance	\$2,400.00	\$1,400.00	58%	\$1,000.00
Church Benefits	\$53,500.00	\$34,817.97	65%	\$18,682.03
School Benefits	\$45,500.00	\$29,842.05	66%	\$15,657.95
Income less Expense	(\$59,893.00)	\$84,882.42	-142%	(\$144,775.42)

* Legal name is Hope Lutheran Church and School but this income and expense report is for church accounts. School accounts are kept in different software.

** Misc. Income includes \$79,100 forgiveness of 1st Payroll Protection Program loan. (2nd PPP loan is tracked in school accounts.)

*** Donations expenses include scholarships for Hope School students, missionary support, meals for Rescue Mission, etc.

**Chart of Account Balances
November 5, 2021**

Account	Balance as of 2021-11-05
Assets	\$173,076.13
Checking Accounts	\$30,205.36
Primary Checking (7528)	\$30,205.36
Unrestricted (Primary Checking)	\$4,385.13
Benevolent Fund	\$287.74
Braille Fund	\$10.00
Camp Perkins Scholarships	\$3,019.50
Chuck Rosenwinkel Memorial Fund	\$60.00
Church Choir and Music Fund	\$1,204.04
Church Special Events	\$100.00
Day School Giving	\$1,900.00
Day School Scholarship	\$50.00
District Donations	\$0.00
Fellowship Fund	\$117.19
Harry Peterlin Memorial Fund	\$690.00
LWML Holiday Fair	\$0.00
LWML Mites	\$15.00
Landscape Fund	\$3,797.08
Missions Fund	\$2,290.00
Piano and Organ Fund	\$274.14
Praise Group	\$25.00
Properties Fund	(\$367.97)
Puerto Rico Missions Fund	\$575.00
Rescue Mission Dinner Fund	\$760.17
Sarah Bingham Memorial	\$3.65
Security System	\$3,902.86
Sunday School Fund	\$268.57
Thrivent Choice Dollars	\$713.00
Vacation Bible School	\$1,343.80
William Ash Memorial Fund	\$930.00
Youth Fund and Gathering	\$3,851.46
Savings Accounts	\$22,703.17
LCEF Properties	\$19,657.19
Scholarship (5275)	\$3,045.98
Investment Accounts-Bank of Idaho	\$120,167.60
Liabilities	\$179,271.75
Long Term Liabilities-LCEF Mortgage	\$179,271.75

The School Budget

The 2021 budget vs. actuals are on the next page. The school will be moving to a July – June fiscal year starting January 1st, 2022. A 2022/2023 school year budget will be presented at the April Voters meeting.

Notes on the 2021 Actuals

- The school purchased a 15-passenger van for field trips. Window decals, identifying our school, were added. This is a great advertising tool in addition to providing the ability to transport students.
- The school received several donations, grants, and a loan in 2021 which went to school operating expenses. Several of these were designated for specific areas: e.g. Early Childhood.
 - The people buying the Phyllis Berry property in Rigby refinanced. This resulted in a payment of \$50,860 in lieu of the monthly \$372 payment to the school. These funds are being used for school operating expenses (as the monthly payments were) and the remaining funds will be applied to any shortfalls in 2022.
 - An Idaho Child Care Grant (provides funding to cover expenses authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act) for childcare providers) was started in August 2020. This is a \$5,000/month Early Childhood (EC) grant which was just extended through the end of the current school year (May 2022). Early 2021 expenditures were made to upgrade the EC program. These funds were also used by the Summer Day Camp program, and the remaining will be used for EC personnel wages.
 - An Idaho Child Care Wage Enhancement Grant (provides funding to create a temporary wage supplement for childcare workers as authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act) and the Coronavirus Response and Relief Supplemental Appropriations Act of 2022) started in July 2021. This enhancement is seen in the higher than budgeted salaries account. This does not increase income for the school, the grant just passes through the school to the childcare workers.
 - The school received a Payroll Protection Plan loan for \$81,628 in March 2021. It was forgiven in April 2021 and is included as income in the 2021 Budget.
 - Designated donations to the new school curriculum were made in 2021 totaling \$9,500 which was used to offset the Curriculum expense overage.

**2021 School Budget Status
9-Nov-21**

Account	Budget 2021	Actuals 2021	% Budget	Remaining
Income				
Registration	\$2,200.00	\$5,200.00	236%	
Tuition	\$158,872.50	\$166,099.36	105%	
Summer Program	\$1,600.00	\$15,491.00	968%	
Mornings/Fridays	\$6,800.00	\$4,550.00	67%	
Donations	\$24,000.00	\$145,616.00	607%	\$50.8K Phyllis Berry Money, \$69K dedicated money (Scholarship, Sustainability and New Curriculum)
Hot Lunch/Milk	\$5,660.00	\$5,155.00	91%	
Misc	\$1,200.00	\$154,505.54	12875%	Grants (EC, Wage Enhancement, Thrivent), Spectrum Lease, PPP Loan
Total Income	\$200,332.50	\$496,616.90		
Expenses				
Software/Tads	\$3,600.00	\$8,523.00	237%	
Bank Fees	\$120.00	\$60.00	50%	
Janitorial Services	\$23,100.00	\$17,160.00	74%	
Janitorial Supplies	\$1,800.00	\$2,725.00	151%	
Wages	\$221,927.85	\$201,618.00	91%	
Taxes	\$12,000.00	\$10,114.00	84%	
Workers Comp	\$2,400.00	\$2,229.00	93%	
Maintenance Contracts	\$2,400.00	\$2,391.48	100%	
Continuing Education	\$1,275.00	\$1,900.00	149%	
Marketing	\$750.00	\$2,598.01	346%	
Postage	\$300.00	\$64.00	21%	
Office Supplies	\$1,200.00	\$2,020.00	168%	
Early Childhood Supplies	\$500.00	\$37,536.00	7507%	EC Grant
Elementary Supplies	\$750.00	\$999.50	133%	
Transportation	\$25,000.00	\$28,470.00	114%	
Curriculum	\$11,000.00	\$23,545.00	214%	Designated donations
Technology	\$900.00	\$819.95	91%	
Benefits	\$20,400.00	\$12,565.00	62%	
Desks, etc.	\$0.00			
Milk/Hot Lunch/Snacks	\$5,750.00	\$9,438.57	164%	Summer Program costs included
Total Expenses	\$335,172.85	\$364,776.51		

Board of Elders

Current Elder Board Membership: Rich Hentzen, Roger Henry, Jim Oloff, John Ritter, Gary Thinnies, David Van Haaften

- David Van Haaften was appointed to the position of elder, replacing Thomas Posio. He will serve the congregation group with last names beginning with the letters "L" through "O".
- Pastor took a much-needed vacation and was absent from the divine services on July 25th. Jim Oloff and Gary Thinnies combined to perform the service.
- Monday night service will continue at one per month.
- Elders voted to return the congregation to the communion rail on August 15. Usher training to support the return to the communion rail occurred before the second service on August 1.
- The three people proposed by the Safety Committee for the Armed Response Team were approved by the Elders Board.
- After some discussion concerning the recent rise in Covid statistics in the community, the board decided to continue current practices in the congregational services but closely monitor the trends for future decisions.
- The board directed Pastor to use money from the Elders book fund to purchase a new LCMS reference book (focused on individual books of the Bible) developed to aid study, teaching, and preaching.
- The membership of Richard and Tena (Lammers) Redfield was approved.
- Church membership records will continue to be kept in Church 360. Pastor, Jamie Gibson, and Jim Oloff will undertake additional training and ensure that membership records and the church registry (i.e., of baptisms, confirmations, weddings, and funerals) are accurate.
- Purchased 10 new \$25 gift cards for use in the Benevolence Fund, administered by Pastor. Our previously used group of cards has been depleted.
- The draft budget for next year was discussed and comments made at the Board of Directors meeting. A recommendation for Pastor's salary for next year was discussed and determined amongst the elders and reported at the BOD meeting,
- The new constitution requires the members of the Board of Elders to be affirmed by the voters. Approximately half will be submitted for affirmation at the upcoming congregational meeting. Lots were drawn and the following men selected for affirmation: Jim Oloff, John Ritter, and David Van Haaften.
- David Robinson and Macy Cook have agreed to tag-team operate the video screens for the late service each Sunday. They will replace Tristen Duckwitz who is moving away.
- The upcoming cantata service will be held December 12th at the 10:30 am hour. There will be no early service but the educational hour will still be conducted at 9:30 in one of the school classrooms, allowing the performers to practice in the sanctuary prior to the service.

Day School Board

Current Membership: Bob Holzworth (Director), Ed Reber (Treasurer), Peggy Ash, Andi Elliot, Vivian Glick, Roger & Jane Henry, Robert Kast, Brenda Pay, Whitney St. Michel, and administrative team members Kurt Pavlat, Shawnee McKinnon, Bryan Northcutt, and Pastor Pay.

Thank you all for your continued support of our school whether in prayer, in service, or by your monetary support. We have many exciting updates to share with you.

We currently have 66 students attending! This is up 10 from last year, we are so thankful that these families entrust us with their children's education.

Speaking of that education: We spent close to \$20 thousand on a new Classical Curriculum and are pleased to say that the teachers, students, and parents are all enjoying it. Classical Curriculum teaches children HOW to learn so they can excel in any field in the future. It also incorporates several topics that the public schools have gone away from, including Latin and Cursive. A recent parent survey showed that the majority of parents highly valued the Classical Curriculum. We are hoping to spread the word around town regarding the unique opportunities offered at Hope.

We have been delighted with our new teacher, Jana Angle. She has shown herself capable theologically (with a degree in Christian Studies from Grand Canyon University) and in the classroom. Mrs. Deede is our most experienced teacher, but is never lacking for energy and a desire to see her students excel academically, physically, and spiritually. And, of course, we are thankful for Mr. Northcutt, who serves as the Elementary Lead on the Admin Team and has completed his colloquy to be a rostered LCMS teacher. We highly recommend that he be extended a Call from the congregation. He was also instrumental in the curriculum change and, Lord willing, will be in the accreditation process next year. Kindergarten, with Mrs. Bush, continues to be our largest class. We just hit 15 students and are about at the maximum for the space provided in our classroom. We are thankful for Mrs. Bush's energy and passion.

As for the little ones: We can't be more proud of our Early Childhood Program led by Mrs. McKinnon. She has worked with IdahoSTARS and achieved a 4-star rating for our program (which puts us in the top 5 of privately-run early childhoods in Idaho Falls). Her staff includes Shannon Harmston, Mariah Lewis, Morgan Pralle (St. John member), and Candace Hobbs (a school parent turned employee). We are thankful for their work and commitment to excelling in what they do.

When you call or stop by the church, you generally talk to one of our secretaries. Jamie Gibson ventures over early to open for us and watch over any extra early care students; she is here until 2:00 and helps with Church secretarial duties and our bookkeeping. Ena Roseberry is our closer, here until 5:30, and helps with our school bookkeeping. On Fridays, or when we need a sub, you may run into Jenn Hicks, who is a great help. Give a big thank you to our secretaries; they handle student medicine, our pick-up procedures, rowdy or sick children, phones, doors, vendors, members, and everything in between.

Hot Lunch is served daily at Hope Lutheran School this year and the kids can't say enough about the recipes our own Rosie Pavlat is serving up. We thank her for the time and dedication she has put into our kitchen (which is state certified) and lunch program. We thank Tasha Hull (school parent) for her help in the kitchen as well.

Our hourly part-time staff, substitutes, and volunteers offer a variety of enrichment activities including art, music, tutoring, and library. Thank you, Jim and Betty Oloff, Erin Rigby (school

parent), Vivian Glick, Becky Reber, JoAnn Jepsen, and more for their help rounding out our children's education (and giving the teachers some preparation time).

I would be remiss to leave out Kurt Pavlat, who has joined in an administrative role this year. Is there a billing question? Is there a sick kid? Do we need a substitute or is it going to snow? Kurt has been ready and able to meet any challenge, including visiting area Churches and giving fundraising presentations. I cannot thank him enough for his great work and for letting me get back to some more pastoral duties - sincerely.

Our Van was vandalized earlier this year so you will find it parked next door, behind our neighbor's barbed wire fence. We have said many "thank yous" and a member generously gave him a Christmas Wreath as a token of our appreciation. The van itself has been a great asset to our education, making class field trips simple, safe, and saving us from having to rent a bus. It's been all over town and to Yellowstone, the Tetons, and more (and makes for great advertisement for our school).

Our Day School Board has been active, working on policy review and sorting out finances and insurance, advertising, and fundraising. We knew we would have some big deficits to overcome with the new curriculum but are excited to see how high we can get our enrollment to help offset it. Our Tuition is \$3800/year for a full-time student in K-6 and \$4950/year for a full-time Early Childhood student (since the student/teacher ratios are smaller). These are still some of the cheaper options in town. We are confident, however, that our education is not *cheap*. With the high quality of schooling we offer, we are looking to make our rates more competitive with other private schools next year.

The PTO has been busy! They paid for new computers and a computer cart and a gaga ball pit for the elementary program and paid for the fencing put in on the Early Childhood playground. They have already had their first two fundraisers (The Harvest Festival (\$450) and Barnes and Noble Day) and are already planning for the Auction in February (mark your calendar for February 26). They continue to look to improve our school in creative ways.

We continue to offer Tuition Assistance to families in need. We have 15 students on Tuition Assistance and are thankful for all the congregational support to help these children get an education with us. We are also thankful for the Scholarship Committee and the Thinnes' who organized our Golf Tournament which brought in \$1700 for scholarships this year.

It goes without saying that we are a Christian school. Our students are taught faithful religious curriculum, from the LCMS or Memoria Press, by Christian teachers. I thank Becky Reber for helping me teach the Early Childhood children and look forward to Morgan Pralle helping in that regard as well. Chapel is weekly and the families are regularly invited to our special worship services. The Elders are happy to note that two school families have joined us for Sunday worship on more than one occasion and one sixth grader is attending Youth Group. Throughout the year we offer various Christian resources (devotion books, Bibles, etc.) to our families. We continue to pray that the seeds of the Gospel planted here may take root.

As you can see there is a lot to be excited about at school, but we are not ignorant of the real challenges, mostly financial, that are present. We cannot overcome them without your support and are so thankful for you all.

We are attempting to limit costs while still offering a quality education. The Day School Board has offered our employees a benefits "opt out" to help offset our massive benefits costs. We have also, for example, switched from Accelerated Reader, which costs thousands of dollars a year, to a free reading program for our students (called Epic).

The Board has been in talks with Elliott's Color Box Media, a marketing firm run by members of Grace, Pocatello, and are excited to try an aggressive marketing plan using internet and traditional marketing. We hope this will boost our enrollment to help offset the costs of running a school.

Not that we haven't done any growing already. We are expanding Early Childhood into the afternoon, which will help us get more students into the school. There is still room in our elementary classes and we plan on advertising to help fill those spots, even as we acknowledge our best bet for a healthy Elementary Program is a large Early Childhood since many families go to public schools once that free option is available.

Looking to the future, even as we are so excited about our enrollment, the next challenge we will face is "where can we put any more students?" Ratios in Early Childhood are limiting, as are other basic needs for classroom space. Is this time to grow? We commend the question to you and the Strategic Planning Committee.

Sorry for the length of this report – that's what you get for having a Pastor give the report, ha! We are excited at school and HOPEful of what might be! Thanks, once more, for all your prayers and support. Please feel free to contact me or the Administration Team with questions or concerns.

Regards,
Pastor Pay

Board of Outreach

We participated in the Idaho Falls Community Independence Day Parade on July 3. There was participation of 3 adults and 7 youth/children.

Vacation Bible School was held July 5-9. We had an average attendance of 32 participants, 11 adult volunteers and 3 youth volunteers.

In September, 9 members knocked on 101 doors in our neighborhood and were able to survey over 30 people using "Jesus Door to Door" ministry materials. They found that roughly a third of the people within a half mile of our Church do not know we exist. They found that less than a third of the people believe we get to heaven by Jesus' work. We learned that only 1/3 of the people surveyed identified as LDS, another third identified with no Church at all. We sent follow up letters to certain prospects and gave one Bible to a household that didn't have one. We pray the seeds sown would take root, but, even more, we learned valuable information about our demographics, and the 9 participants had opportunities to bravely share why they believe Jesus is our Savior. We will consider doing Jesus Door to Door next year again.

Due to Nursing Home regulations, we probably will not be Christmas Caroling this year. Look for an Easter Egg hunt in the Spring. In the meantime, please keep up to date with our Puerto Rico Missionary bulletin board, and keep them in your prayers.

Board of Youth Ministry

Pastor hosted an Open Gym on May 22. There were 10 children and 6 adults. Pastor finished the time with a devotion for the kids.

Three youth assisted with Vacation Bible School on July 5 to 9th.

Three to five youth have been attending Pastor's Sharpening the Sword Bible class on two Wednesdays a month.

The dates and costs for retreats at Camp Perkins, the National Youth Gathering, and Higher Things Conferences and information on Northwest District happenings were presented at a

meeting of parents and youth to learn what they would like to do locally and away this next year. We expect our youth going to the national youth gathering will join the group from St. John.

November is busy. The youth are starting to practice speaking and singing parts for the Cantata in December, helping with the Holiday Fair, and raking on November 20. David Robinson and Macy Cook were trained to run the slides to replace Tristan who has moved to Boise.

Board of Property

The current Property Board and Director were not appointed until the end of April 2021, and we had an active 6 months. The Property Board members are:

- Nancy Carlson – Director & Secretary
- Dave Van Haaften – tree & shrub care and knowledge of plumbing
- Kurt Pavlat – general fixing & Day School needs
- Blake Cook – licensed electrician
- Noel Duckwitz – sprinkler & grounds guru and knowledge expert on building systems
- Dave Nell – working knowledge of building and general fixing skills
- Rosie Pavlat – kitchen

Property Board members, a host of volunteers, and responsive vendors completed the following major activities:

- Established an amazing group of Property members who work together and have unique talents that cover nearly all our needs.
- Two successful Work Days with tons of help from members and their children – started the process of refreshing our grounds as well as building interior and exterior.
- Oversaw the installation of HLS early childhood fencing on east side of gym and gaga ball court for older students by the existing playground.
- Volunteers, directed by Top Notch Landscape (who donated their time), completed Phase 1 of the landscape refresh in front of the church – lava rock replaced with river rock by main doors, and trees and shrubs tamed so they no longer touch building, encroach on sidewalk, or overhang in the parking lot.
- Holden Electric converted all church and school fluorescent fixtures to LED tubes.
- Holden updated choir loft stairwell, landing, and classroom area lighting fixtures to code-compliant LEDs.
- Replaced oldest toilets in school and church restrooms with new ones that function as intended.
- Property member and licensed electrician, Blake Cook, replaced outdoor wall-mounted door lighting fixtures on north, south, and west side of building with dusk to dawn LED fixtures to increase safety.
- Huge shout out to the teams of volunteers who brought our kitchen up to state of Idaho health code so we can offer a school lunch program – we passed on the state's first inspection visit!! Folks cleaned, organized, and labelled; lifted an aged, heavy freezer and replaced with a lighter, donated freezer; and 1st Street Plumbing's commercial plumber fixed huge plumbing issues with our sinks.
- Both pianos were tuned – organ will be in 2022.
- Lawn and grounds maintained by Noel & Cathy Duckwitz with assistance from church volunteers. We are implementing a fertilizing and weed control plan to restore the lawn.

- Blake upgraded fire safety lighting systems in church and school by replacing burned out Exit signs and emergency lighting fixtures with LED fixtures – required to pass Idaho Falls Fire Department fire code compliance. We will replace the remaining older fixtures as they fail.
- Started the upgrade of our roofing metal work that was done incorrectly by the “hail storm” out-of-town roofing contractor. Wright Roofing will do this work. The west side fascia and full length, heat-taped gutter are in place. Balance of the metal work will be done by Wright over the winter and spring.
- Hired a new cleaning contractor, Commercial Cleaning Services, to improve the cleanliness of the church and school and to comply with CDC guidelines for illness control.
- Worked with HLS teachers to make needed improvements in their rooms as issues arise and funds permit.

In December the Property members will start the task of establishing a calendar of recursive activities, prepare checklists to maintain building systems, and map critical building and grounds systems so the knowledge will be accessible to all. Work done within budget with \$6K remaining thru end of 2021 of our \$35K budget.

Strategic Planning Committee

The Committee consists of the vice-president, Kurt Pavlat, Pastor Pay, a member of the congregation appointed by the day school committee (Roger Henry), and two members-at-large elected by the voters assembly. Once the two at-large nominees are elected, we shall then meet.

Fellowship Committee

Peggy Ash, Fellowship chairman, conducted a survey on fellowship interests. Fellowship ideas: Advent dinner, Youth chili cookoff, Lenten Soup Suppers (Advent services will be at St. John), Easter breakfast, and church picnic.

Fellowship plans to serve finger foods at the voters meeting and to host an Advent dinner at 3:00 p.m. on December 5th.

Safety Committee

Committee Members: Christopher Becker, Bob Holzworth, Roseanne Pavlat, Philip Phelan

- In the process of setting up a Safety Team and an Armed Response Team
 - Training is scheduled to start in January
- First aid kits were updated and expanded
- Working with the Board of Properties to come up with a new key and school access policy

Pastor's Report

Dear Members of Hope,

Thank you so much for your prayers and support of the ministry here at Hope, which is really a part of the ministry of Christ's Church in the world. The scriptures commend those who bear with one another, who show hospitality to strangers, who pray, who work to keep the "house of God" in good repair, who teach, who serve, who sing, who gather together, who study, who seek order, who bring the little ones to Jesus, who count the cost, who forgive, who give care to the "vessels of the altar," who care for the needy. And it warms my heart that all of you seem so

eager to find some way to do some of those very things. I pray that God would establish the work of our hands here at Hope Lutheran!

Special thanks to Kurt Pavlat who has taken on administrative duties at the school. For six months I felt like I was a "school admin who did some Pastor things on the weekend." Now I feel like I'm a "Pastor who does some school things during the week." And I (and Brenda, I think) like that much better.

To that end my hope has been to focus more on ministry. Jesus Door to Door, Christian Teaching and invites in the school, reaching out to some we haven't seen in a while, actually studying the scriptures a bit more - these are all things I have been trying to focus on more recently. With an eye, of course, on the school and what's ahead in Advent and Christmas.

There are always criticisms in ministry since we are all sinners. I am thankful most of them are constructive, and they are often deserved. Please feel free to bring them to my, or your elder's, attention. But I give great thanks to those who, even when dealing with sinners, show compassion, appreciation, and support with your words, service, and attendance- there are so many of you. Thanks, sincerely.

My family is well, we are busy but content. We are happy to have a loving and active congregation and a great school to send our children to.

God bless you all. In Christ,

Pastor Pay

Attachment from Philip Phelan

Proposal for a Short-Term Plan to Expand Ministry at Hope Lutheran Church and School

Problem Statement

Our public school systems are failing our children through an increased emphasis on cultural indoctrination and a philosophy that emphasizes focusing teaching efforts on social aspects rather than educational fundamentals. This emphasis has resulted in a decrease in standardized test scores. In 2020, Idaho had the fourth worst SAT scores in the nation.¹ Because of these issues, a record number of parents are opting out of public schools and choosing to home school or send their children to private schools. Now is the time for Hope Lutheran Church and School to expand its school mission to bring the God's word to children and parents in our community, but we currently lack the staff and infrastructure to attract and retain these children of God.

Expanding our Ministry

Hope Lutheran School has refocused its educational process to emphasize a classical education. This emphasis is, of course, under a foundation of Christian philosophy which is, in most ways, the exact opposite of the public school approach. Our classical Christian education is what parents want and what children need. In order to reach these parents, we need to take three steps: 1) call personnel to expand our ministry while meeting the administrative needs of the school, 2) sell our mission through advertising, and 3) we need to plan and begin building facilities to accommodate this increase in the educational and spiritual needs of our community.

Proposal

I propose that we, the members of Hope Lutheran Church and School, undertake immediately a three-pronged approach that includes the following steps:

- 1) Consider asking the voters to initiate a call process to call a Director of Christian Education (DCE). A DCE can help provide invaluable help in the spiritual development of the school and staff while supporting the pastor and helping with administrative functions of our school. With two spiritually focused ministries working together and manned with dedicated personnel, we can relieve our overworked pastor and increase the effectiveness of his ministry while simultaneously meeting the needs of the school and its staff.
- 2) Support the Marketing Committee and provide resources to initiate a concerted advertising campaign. Such a campaign does not have to be limited to paying for print or on-line media but can include: 1) issuing press releases, 2) finding experts within the congregation who can speak to media on educational issues, 3) have volunteers go to other congregations to promote the school, etc. The Marketing Committee would also initiate a fundraising campaign that, along with the Phyllis Berry funds, would provide the seed money to initiate a building program.
- 3) Consider establishing a Building Committee to develop plans for campus expansion. This would be a short-term committee that would determine needs, estimate funding, and determine a course of action that would see a structure completed no later than August 2023.

¹<https://worldpopulationreview.com/state-rankings/sat-scores-by-state>

Conclusion

We have an opportunity to provide a service to our community that directly coincides with our mission. More parents than ever before are searching for the educational opportunity that we can provide and this is our opportunity to expand our school mission and reach others for Christ. We have an excellent product (classical Christian education), an excellent reputation, and we have resources in the bank to initiate the process, now we need an executable plan.

Position Description/Duties Director of Christian Education

Accountable To: The pastor and the voters

Purpose: To provide leadership in the church's programs for youth and parish education.

Primary Duties and Responsibilities:

Youth Ministry

1. Plan, direct, lead and focus programs of nurture, service, education and fellowship for youth ministry.
2. Assimilate newly confirmed and high-school youth into youth ministry and congregational life responsibilities.
3. Provide leadership in the congregation for young adult and campus ministries.
4. Encourage and promote spiritual renewal opportunities, including retreats, youth gatherings, conferences, servant events, etc., as well as small-group Bible studies.
5. Counsel and equip youth to minister to each other, to the congregation, to inactive youth and to un-churched youth.
6. Identify, recruit and train lay adult volunteers to assist in youth programs.

Education

1. Help the church plan and direct programs of Christian education, such as Sunday School, Vacation Bible school, adult Bible studies, family ministry, etc.
2. Help recruit, train and equip teachers and staff of the various Christian education programs.
3. Help the Pastor to plan and teach confirmation.
4. Serve as a resource person and advisor to the Board of Youth Ministry and Day School Board.
5. Provide support in the administration of the day school.
6. Provide outreach to school children and parents.
7. Promote the ministry of the school to the Idaho Falls community.
8. Lead weekly chapel.

Shared Responsibilities with Pastor

1. Care and counseling of youth.
2. Teaching in classes.
3. Young adult and campus ministry.
4. Others as mutually agreed upon