

## September 2021 Congregational Council Reports

Compiled by Pastor Steve Troisi on September 17, 2021

Below is a brief summary of the reports and supporting documents enclosed for the council:

### Strategic Visioning:

1. Grace's WHY and Guiding Principles (*see page 3*)
2. 2020-2021 Council Goals - ACTION ITEM: Each year the council discerns a series of goals that focus our work for the year. This month the Council will spend a few minutes brainstorming possible Goals for next year (*see page 4*).
3. Organizational Structure – ACTION ITEM: The organizational structure was updated into a new form in July 2020 (*see page 5*). This is something that needs to be reviewed and updated by Council at the September Meeting
4. Council Liaison Assignments – ACTION ITEM: Each Council member serves as a liaison to a ministry pillar. Liaison position description was affirmed by Council in 2017. (*see pages 6-7*). Council members will be asked to volunteer to serve in one liaison role.

### Policy:

1. Policy Review — ACTION ITEM: In 2018-2019 the Council compiled a listing of and reviewed all the policies (*see pages 8-9*). This list needs to be reviewed by the Council this month.
2. Constitution -- The updated Constitution has passed Synodical review with only minor changes. The next step will be for the Council to decide the best timing for a congregational meeting.

### Monitoring and Oversight:

1. Reports:
  - i. Senior Pastor Report (*see pages 10-11*)
    - i. Engagement Report – (*see page 12*)
  - ii. Campus Ministry Coordinator Report (*see pages 13*)
  - iii. Vicar Report (*see page 14*)
  - iv. Director of Music Ministries Report (*see pages 15*)
  - v. Administrative Secretary Report (*see page 16*)
  - vi. Facilities Manager Report (*see pages 17-18*)
  - vii. Treasurer's Report :
    - i. Income/Expense Report (*see pages 19-24*)
    - ii. Restricted Funds Report (*see pages 25-27*)
    - iii. Balance Sheet (*see pages 28-29*)
    - iv. Year-Over-Year Comparison and Financial Projection (*see pages 30-32*)
2. Old Business:
  - i. **Security Team** - This group is on hold during the suspension of activities.
  - ii. **Fire Alarm System** – In February 2018, the Council received a presentation regarding a Fire Alarm System for the Main Church Building.

- iii. **Wilkes Property** – ACTION ITEM: Pastor Steve was contacted by Darius Hall. His father-in-law, Oscar Greene had an agreement with the church that allowed him on the property to caretake it and hunt. With his father aging, Darius wanted to make a direct connection with Grace. He toured Pastor Steve around the properties. Exec. Team gave Darius Temporary rights to use the property. He has offered to look after the property, post the boundary of the properties, and maintain the ATV paths in exchange for the ability to hunt on the properties (*see page 33*).
  - iv. **Spring Stewardship Drive** -- The Stewardship Drive has been completed, however, based on the response, it seems further communication may be needed for the congregation.
  - v. **Property and Facilities Task Force** -- In July 2021, the Council established a task force to develop a strategic plan for the use of Grace’s facilities and properties. The group has done their initial walk-through of the church properties.
  - vi. **COVID-19** - The Council met on August 4, 2021 to establish a tiered system of COVID protocols connected to the CDC’s Transmission Rate designation. (*see pages 34-35*).
3. New Business:
- i. **ACTION ITEM: Budget Surplus:** At the close of the fiscal year (August 31), Grace is grateful to have a surplus again this year of \$12,411.79. In order to close the books for the year, this surplus must be reconciled (*see page 36*)
  - ii. **ACTION ITEM: Designated Funds:** As part of the Council action to close out the surplus, any changes to the designated funds (addition or elimination) needs a separate council action.

**Special Designations:** A Google Doc is used to help track all the special designations that Council is asked to make throughout the year (*see pages 37-38*).

**ACTION ITEM:** Offering Designations for Holden Evening Prayer Service

*Grace's WHY:*

**To share God's love,  
so that all are  
served and supported**

*Grace's HOW (guiding principles):*

**Include and welcome all as they are**

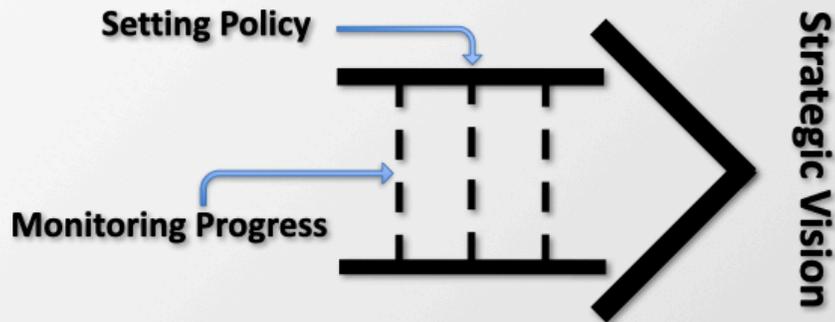
**Grow in relationship with God**

**Anticipate and respond to the needs of the  
congregation and the community**

**Care and comfort each other**

# Why does the Council exist?

The council has **3 Functions**:



## What makes a good goal for an organization?

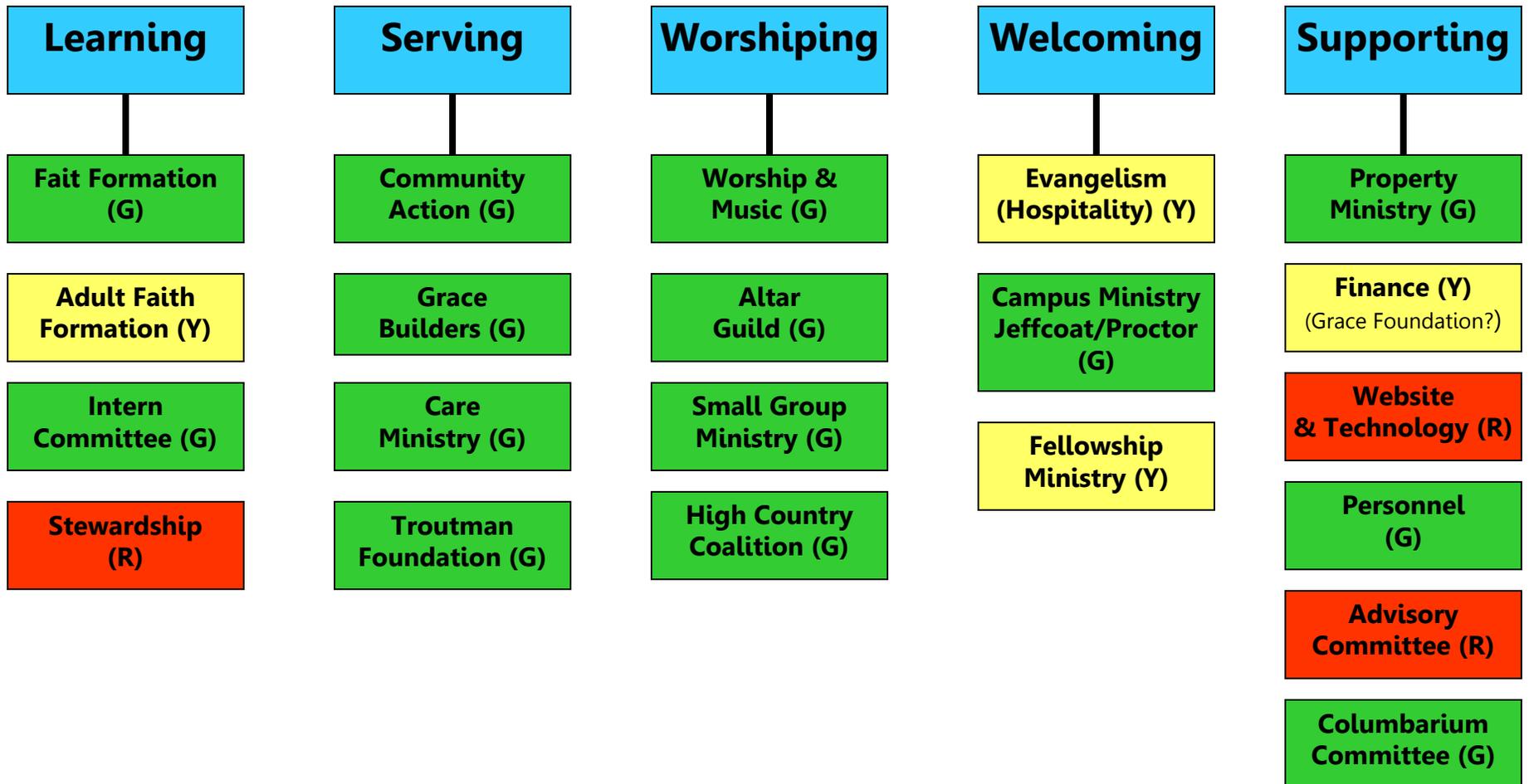


## Proposed Goals

- **Strategic** – Develop Planned Giving Strategy and schedule Planned Giving workshop.
- **Policy** – Update Constitution; create Task Force to review and update Financial Policies.
- **Monitoring** – Audit COVID Ministries, discern which should continue post-COVID, and ensure priority of funding for 2021-2022 ministry year.

## Structure & Relationship of Ministry Pillars & Groups

*As of 11/20/18*



Does not appear to meet or function.



Meeting and functioning



Possibly functioning or meeting, but requires more clarity and/or communication.

# MINISTRY STRUCTURE—2020-2021

## Ministry Pillars & Council Liaisons

## Ministry Groups

## Ministry Group Chairperson

### LEARNING

*Mary Ballard*

Faith Formation

Beth Reavis

*Carol Norris*

Internship Committee

Stewardship

### SERVING

*Laura McArthur*

Community Action

Janice Koppenhaver

Grace Builders

Harold Stophel

Visitation Ministry

Judy Michael & Charlene Sox

*Morgan Wright*

Troutman Foundation

Gail Lund

### WORSHIPING

*Alan Hauser*

Worship & Music

Alan Hauser

*Beth Reavis*

Altar Guild

Beth Reavis

Small Group Ministry

High Country Coalition

### WELCOMING

*Charlie Wallin*

Evangelism (Hospitality)

Roger Bodo

*Sandy Moretz*

Campus Ministry/Jeffcoat

Steve & Laura Seagle

Fellowship Ministry

Robin Ray

### Supporting

*Emory Maiden*

Property Team

Bryan Berger

*Janice Koppenhaver*

Finance Team

Jeff Voss

*Gail Lund*

Website & Technology

Personnel

Gail Lund

Advisory Committee

Columbarium Committee

Gail Lund & Sandy Morteiz

## **Job Descriptions for Council Liaisons and Team Chairs**

*(created in 2011)*

### **Job Description for Council liaisons:**

- Attend ministry team meetings
- Help recruit team members (possibly with emphasis on newer Grace members)
- Provide support and encouragement for leader (pray for her/him; be in regular contact; listen to the needs)
- Hold leader and team accountable by assisting team in identifying measurable goals (set goal; evaluate or measure by asking "Did we do it? What worked? What didn't?")
- Be a communication link between council and team - bring items for discussion/approval to council meeting
- Contribute to the annual budgeting process for the team

### **Duties of Ministry Team Chairs:**

- Develop / review / update the mission and/or purpose statements that guide the team's activities
- Plan for bi-monthly team meetings (at a minimum) by developing an agenda, reminding team members of the meeting, coordinating with the Council liaison about the meeting
- Direct and guide the ongoing activities of the team; assure that ongoing and new activities are planned and staffed appropriately
- Where appropriate, coordinate the activities of team with other teams or affected parties; assure that good information and communication occurs with other interested parties
- See that all team communications (newsletter and bulletin announcements, for example) are accomplished according to deadlines and timeframes
- Recruit new team members; plan for leadership succession (next year's team chairperson)
- Effectively manage the team's expenses and budget; Participate in the annual budgeting process
- Write an end-of-year (fiscal year) annual report that summarizes the team's activities and accomplishments during the previous year

# Grace Lutheran Church Policies

## Major Policies -- Reviewed at November Council Meeting

1. Congregational Constitution - 25 pages (Y) -- Spring 2020
2. Troutman Foundation Bylaws -- 11 pages (Y) - Spring 2019
3. Jeffcoat/Proctor Foundation Bylaws -- 8 pages (R)
4. Trexler Foundation Bylaws -- ?? -- (Y)

## Financial -- Reviewed at January Council Meeting

5. Policy & Procedure for Church offerings and Receipts - 2 pages (R)
6. Policy for Charitable Contributions - 11 pages (Y)
7. Emergency Discretionary Funds - 1 page (R) -- New Policy Needed
8. Contributions and Disbursements - 13 pages (Y) -- Formatting issues, Missing procedure for Financial Secretary
9. Fundraising Procedures - 1 page -- (R)

## Personnel -- Reviewed at March Council Meeting

10. Policy on Sexual Harassment and Misconduct - 2 pages (Y)
11. Adverse Weather Policy - 1 page (Y)
12. Policy & Procedure for Nursery - 2 pages (Y)
13. Personnel Policy - 54 pages (Y)
14. Vacation/Sick Leave Policy - 2 pages (Y)

## **Ministry**

15. \*NEW\* - Safe Child Policy - Sent Back to Team to more Review (R)

16. Youth Lock-In Policy - 1 page -- *Remove after approval of Safe Church Policy*

## **Property -- Reviewed at the June Council Meeting**

17. Parking Lot Fundraisers - 3 pages (G)

18. Property Use Guidelines and Applications for use - 4 pages (Y)

19. Office Use and Accessibility Policy - 3 pages (Y)

## **Other Ministry**

20. Wedding Policy - 11 pages

21. Funeral Policy - 2 pages

## Pastor Steve's Report to Congregational Council – September 2021

This last month has felt like one of the more hectic ones recently for me both pastorally and personally. Ministry-wise the onboard of so many people simultaneously is exciting but also requires a bit of extra attention and work. It is also the case that every time you add someone new to the staff there is always a period of adjustment as everyone gets used to working with each other. What is helpful to remember is that these are good challenges and point to the exciting time of ministry that we are in these days at Grace!

In the realm of worship and music ministry, we are excited to be adding Steve Frank in a more official capacity. The biggest change will be the handing off of the editing and posting of the online worship services each week. Steve is set to take over that role beginning Sep. 19th. I am looking forward to seeing how it grows and develops this ministry moving forward.

In faith formation, we have lots of new faces. We've added two new College Interns. With Deacon Stacey's help, they have created a new Faith Formation mini-newsletter and have put lots of new events on the calendar for September and October. I hope that families will be up for engaging in these events!

Vicar Randy is slowly starting to settle in more. The first few months of internship are a lot like drinking from a fire hose. I think that overall he is doing well. Mostly I am just disappointed that COVID continues to limit the opportunities for the congregation to get to know him better here at the beginning of the internship year.

With all the additions to the staff, it seemed like a good time to update our Staff page on our website with a photo directory. Jennifer has been taking photos of each staff member and Vera will soon be updating the website.

Beyond that, we have been working behind the scenes to get a beat on our year-end financials. We also identified a few different things that we can clean up in our designated fund and also our financial management and grant processes for our endowments.

This month I will finish our Sunday School discussion on the book Brave Talk. This book has been a really excellent read and has provided a great jumping off point for class discussions. Our plan will be to choose another book for October. This month we will also plan to resume our Thursday Bible study at 10:30am in a high-flex format.

Finally, this month we launched our Property and Facilities Task Force. This began with a series of walk arounds where we shared lots of different ideas that have been circulating over the past few years. In a similar vein, this month I was able to take a day and go out on the Wilkes County property. I will plan to share a more full update in the Council meeting, but it appears that our options for development of the property are very limited.

**Preaching:** 8/22, 8/25 (LSA), 9/5 and 9/12

**Teaching:** 8/22, 8/29, 9/5, 9/12, and 9/19

**Visitation:** We currently have 8 members in care facilities (*goal is weekly visits*), 9 who are homebound (*goal is monthly visits*), 8 who have experienced a recent loss (*goal to contact as needed*) and 4 with acute pastoral care needs (*goal is weekly contact and at least monthly visits*).

**PASTOR STEVE -- Full-Time Grace Staff**  
**Vacation, Sick and Continuing Education Leave**  
**2020-2021 Approval Form**

Full-time staff at Grace are granted 10-20 days of paid vacation leave as part of their compensation. For programmatic ministry staff, this may include 2-4 Sundays. Paid sick leave is granted as needed, up to 10 day. Full-time, programmatic ministry staff at Grace are also granted up to 10 days of paid continuing education leave.

**Vacation Leave:** Write the dates requested for leave in the boxes below and initial. Submit this form to direct supervisor at least 4-weeks prior to the first leave day requested. In the case of programmatic ministry staff, Sundays should be specified in the box. Supervisor will initial each box to indicate approval of the request.


**Sick Leave:** Submit sick leave requests directly to supervisor prior to missing work. On the first day back in the office, record sick leave dates in the boxes below and initial. Supervisor will initial box to indicate approval has been previously granted.


**Continuing Education:** Write the dates requested for leave in the boxes below and initial. Submit this form to direct supervisor at least 4-weeks prior to the first leave day requested. In the case of programmatic ministry staff, Sundays should be specified in the box. Supervisor will initial each box to indicate approval of the request.


# August 2021 Engagement Report

Last updated: 9/16/2021

## Regular Sunday Morning Engagement

Date	In-Person Worship	Worship Length (mins)	YouTube Minutes Viewed	Facebook Minutes Viewed	Total Engage (75% @ 1.5 viewers)	YouTube unique views	Facebook unique views	Total Viewers (x2)	ZOOM Commun Worship	Nursery	Children SS	Youth SS	Adult SS	Retreats
8/1/2021	71	40	1614		81	68		136						
8/8/2021	39	46	1884		82	65		130						
8/15/2021	54	37	1764		95	78		156						
8/22/2021	59	39	1866		96	69		138						
8/30/2020	61	40	1752		88	70		140						
<b>Total</b>	<b>284</b>	<b>202</b>	<b>8880</b>		<b>441</b>	<b>350</b>		<b>700</b>						
<b>Average</b>	<b>57</b>	<b>40</b>	<b>1776</b>		<b>88</b>	<b>70</b>		<b>140</b>						
<b>YTD Averages</b>	<b>49</b>	<b>46</b>	<b>2867</b>	<b>270</b>	<b>133</b>	<b>93</b>	<b>83</b>	<b>322</b>						

## Special Events

Date	In-Person Worship	Worship Length (mins)	YouTube Minutes Viewed	Facebook Minutes Viewed	Total Engage (Time @ 1.5 viewers)	YouTube unique views	Facebook unique views	Total Viewers (x2)
					0			0
					0			0
					0			0
<b>Total</b>		0	0	0	0	0	0	0
<b>Average</b>		#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	#DIV/0!	0

\* Notes:

## Faith Formation Events

Date	Children	Confirm.	Youth	Adult	Event
<b>Total</b>					
<b>Average</b>					
<b>YTD Avg.</b>					

\* Notes:

## LSA Events

Dates	Sun.	Wed.	Event
<b>Total</b>		0	
<b>Average</b>		#DIV/0!	
<b>YTD Avg.</b>			

\* Notes:

Deacon Stacey Troisi, LSA Campus Minister  
September Council Report  
Friday September 17, 2021

We have had a great first month of LSA! We have a great group of responsible and compassionate young adults! We've been fortunate enough to meet in person each week outside of the Council House. Our students are back to cooking for the group, and have loved being able to share in this part of our ministry.

- Wednesday, August 18th- GATHER: Our first meeting with a meal, devotion, introductions, and get to know you games.
- Sunday, August 22nd- Welcome back lunch. We are so grateful for our amazing campus ministry team, Laura Seagal and Jayne Dowdy. They picked up a yummy lunch to welcome the students back to LSA and Grace.
- Wednesday, August 25th- WORD: Pastor Steve and Vicar Randy joined our students for our annual meal and communion service up at Howards Knob.
- Wednesday, September 1st- GATHER: The group gathered for their annual paint wars.
- Saturday, September 4th- FUNDRAISER: LSA did parking for the Luke Combs concert, raising \$4,087.50!
- Sunday, September 5th- LSA had their first month of hopefully many, serving in worship at Grace; Trey Morris as Worship Assistant, and Ally Jacob as Usher.
- Wednesday, September 8th- WORD/SEND: Deacon Jen Bacher from Lutherock joined LSA and led a devotion.
- Tuesday, September 14th- 1st of our weekly: MORNINGS WITH DEACON STACEY. We gathered at the picnic table in front of church for a midweek check in, and time to just be.
- Wednesday, September 15th- MEAL: LSA led their first Holden Evening prayer of the year. We have all new worship leaders this year, and we are looking forward to seeing this ministry grow.

Moving forward,

- LSA has their second parking Fundraiser Saturday, September 18th, and their third, Thursday, September 23rd.
- Our leadership team made the very tough decision to cancel our Spring Break Mission Trip to Alaska. Without knowing how things will be in the Spring, they didn't feel comfortable booking flights and traveling that far from home. Instead, we are looking at service opportunities in NC. Everyone attending will need to be vaccinated and have proof of a negative covid test.
- Because of a home ASU Football game, Holden Evening Prayer will be moved up one week next month to Wednesday, October 13th.

## Vicar Randy's Report

This has been a rewarding start to internship at Grace. I have finally gotten to use Breeze. Evidently, I have more learning to do regarding attaching documents to emails sent through Breeze. I will be using this resource more to communicate with members.

Ann and I have been spending more time than I would like to find alternative housing. We have researched many houses, and none were handicapped accessible. This was true of both new construction and older homes. We have finally secured climate-controlled storage but have found that a 5' x 10' area is not really 5' wide. This will make storing my baby grand piano more of a challenge. The positive in this is that we have found a small, no tiny, place near Boone and only about a 15-minute drive. The second positive is that it is too small to set up a place to work from home necessitating spending most of my time in the office at Church. I am hopeful that I can bring my office furniture and set it up in the vicar's office. That would displace the desk that is currently there, and perhaps a chair or two.

### Worship and Service Responsibilities:

I have found leading worship and preaching the word fulfilling and, from the anecdotal feedback from several members, it has been received with appreciation.

I am working with the internship committee to finalize my learning covenant. We will be working on the Internship Project proposal during the month of September.

As I improve my skills, I will be contacting members of the congregational leadership by phone to hear their stories about their life journey in Christ. I have also begun calling members who appear on the care list.

Progress on learning experiences.

Ashley has invited and I have agreed to lead the devotional at the November 10<sup>th</sup> LSA meeting.

Respectfully submitted,

Randolph A. Rothschild

Director of Music Report – Libby Brown  
September 16, 2021

Libby Brown, Lynn Caldwell, Susan Frank, Steve Frank, and Kelly Rucker attended the Adult Music Week Retreat at Lutheridge on Aug. 12-14. It was a wonderful time of learning, music-making, and fellowship. Clinicians were David Sims, Music Development Manager for Augsburg Fortress and Cantor of Holy Trinity Lutheran, Minneapolis, MN, and Nathan Procter, Organist and Director of Worship, Music & Arts, St. John's Lutheran Church and Collaborative Pianist, Carlton College in Northfield, MN. Their sessions focused on exploring the new Lutheran supplemental hymnal *All Creation Sings*. We will begin worshiping with the beautiful new liturgical Setting 12 from *All Creation Sings* in October. They also led a new music reading session and a hymn festival featuring hymns from the new supplement. The Rev. Jennifer Shimota, coordinator of Seminary Enrollment at the Lutheran Theological Southern Seminary, Columbia, SC served as the Chaplin for the weekend, leading morning and evening worship services at the lake and Whisnant Chapel.

We welcome Steve Frank as the new Audio/Visual Ministry Facilitator. Steve's skill in television production and his willingness to serve have been invaluable to Grace during the pandemic. He has been a key to the development and success of the online ministry. We are excited to have Steve join the staff at Grace to continue and grow the online ministries of Grace.

The choir has accepted the responsibility for recording three hymns or two hymns and an anthem for the online service. The choir will offer the Annual Christmas Cantata, An Invitation to A Miracle by Joseph M. Martin, on Sunday December 5<sup>th</sup> at the 10:00 service. Rehearsals will begin soon and we invite Festival Singers to join us for this special service.

**MINISTRY ASSIST:**

- **Altar Guild**
  - Had 1 name plate remade at the family’s request for the columbarium.
  - contact each week the family that donates the altar flowers to ensure their dedication in the digital announcements and bulletin are accurate.
  - Ordered new “eternal flame lamp” to replace a broken one.
  - Ordered addition communion wafers.
  
- **Worship & Music –**
  - Worked with Pastor Steve and Libby for worship planning recording schedules and bulletin production. 5 different bulletins published this month – 4 Sunday bulletins and 1 funeral bulletin (Cora Lee Moretz). Published both in print and digitally.
  
  - Digital Publications for weekly bulletins include distribution in weekly Sunday Worship Invitation emails, on the website as well as the captioning of the online worship service.
  
  - Print Publications for weekly bulletins include standard sizes for distribution in worship, large print sizes are also published for worship leaders as well as congregation members in person as well as homebound members and those identified with digital limitations. These bulletins are mailed weekly
  
  - Printed and framed the Congregation’s resolution to celebrate and acknowledge Boone’s First Baptist Church’s 150<sup>th</sup> anniversary, and hand delivered it along with Pastor Steve to the church.
  
- **Website & Technology –**
  - Wrote/designed/published 11 emails distributed to 294 people weekly as Grace Weekly News and Worship Invitations, and death notices.
  - Worked in Breeze to update groups, tags, roles, and users as many of these change after the Annual Meeting and require updates.
  - Assisted Vicar Randy and our new college interns with gaining access to Breeze – this includes establishing “user roles” and extending invitations for them to join breeze and create their username and password.
  - Updated and maintained digital and printed archives of Newsletters, Bulletins, and Council Documents
  - Started work on a new STAFF page on the website to include photos of our staff which has now grown to 12 members.
  
- **Care Ministry –**
  - With continued communication to the Card Ministry and thanks to Carol McCubbins and Cinda Williamson the Card ministry will send cards for August.
  - Each week a digital Prayer Card is made available in our weekly email, this continues to be a helpful way for people to share prayer requests with the church.
  - I communicate weekly with Cinda Williamson for the email prayer chain group
  - Distribute the published prayer list with the Prayer Ministry (17 members) in a weekly email.
  
- **Property –**
  - In coordination with Jennifer the building and it’s facilities are available for groups to use - Currently the following groups are meeting at Grace: Wildwood, Grace Quilters, Handbell Choir, the Grace Choir our new NA group and PIKA, AA, football fundraisers.
  - Completed with Jennifer the Fall 2021 Parking Sale all spaces were sold.
  - Assisted LSA with 2 parking lot fundraisers.
  
- **Campus Ministry –**
  - Printed 250 fliers for LSA parking lot fundraisers
  - Printed materials for LSA to take and distribute at the ASU Annual Club Expo
  - Provided paperwork and collected signatures tor LSA to gain access to the building and use of the facilities for 2 parking lot fundraisers – Luke Combs and ASU football game.
  
- **Faith Formation**
  - Updated the Grace google and breeze calendars to include all of the new Y&F dates and activities this fall.
  - Cancelled 2 standing subscriptions for Adult Faith Formation class materials that are no longer utilized.

# Facilities Manager Report

## 9-16-21

### June,

- I met with a home inspector at the Carriage house to get an idea of where we needed to go with renovations to the house. He recommended Al Lewis Construction would be a good place to start.
- I took up the carpet and some of the floor in the Carriage house to get a good look at what we had going on..
- I met with Bradley Dowdy, Pastor Steve and Al Lewis Construction to look at the bones on the Carriage house. The floor joists are sitting on the dirt. It would cost more to renovate than the house is worth. There is no insulation and all the windows need replacing. The contractor said that it would just cost way more than we had planned to fix it and add an addition. I have shut the electric off at the breaker and the water off that comes into the house. We will keep trying to figure out the best use for the house.
- Installed a new light fixture inside the office door at the top of the stairs.
- Helped organize the PIKA guys to move a new donated piano upstairs and the old one away.
- Sprayed weeds in parking lots and around sidewalks.
- Trimmed bushes and hauled brush.

### July,

- Spring Cleaning at Councill House.
- Worked on selling parking and mailing passes.
- Wrote the Property Team Annual Report.
- Cleaned and sanitized Grace Place after renters moved out and worked on getting it ready for new renters.
- Had the carpets cleaned at Grace Place.
- Trimmed bushes around Grace Place.
- Installed a new TV in the Narthex.

### August,

- Organized PIKA to move another piano out of the Fellowship Hall to Appalachian Brian Estates.
- A tree broke off at the Councill House during Tropical Storm Fred. Harold sawed the big pieces and took them to the WoodLot. I organized the PIKA guys to help clean up all the limbs.
- Met with Jack James from the Cathlic Church that is using our facility and went over all the security, sanitizing and cleaning protocol that they will need to do each time they meet in our Sanctuary.
- Backflow preventer inspection was done at the church and the Councill House and both inspections passed.
- I cleaned out and organized everything in the Lawn Building.
- Got all the signs, cones, tent, and trash cans organized and ready for the event fundraisers.
- Sprayed weeds in parking lots and around sidewalks.

## September,

- Met with Pastor Steve and the Facilities Team to walk around all of our property and brainstorm how to best use the facilities we have and options for new facilities.
- Cleaned and organized the boiler room
- Had New River Light and Power change the bulbs in the parking lot lights that were out.
- Had Bob Richards do the fall service on the HVAC systems at the church and Grace Place and change all the filters. Everything looked good. The furnaces that heat and/or cool the fellowship halls, offices and sunday school area are over 30 years old and will need to be replaced soon.
- Took Staff pictures for Vera to update the website.
- Met with Dan Simerly with Keller Glass company to discuss putting new panic bars on two of our exterior doors. It is possible and he will send me a quote at the beginning of next week.
- Met with a representative of First Baptist Church who borrowed our tables for an outdoor event they are having to celebrate their 150th year anniversary.
- Called and scheduled Jeff's Plumbing to come and install a cutoff outside to the waterline going into the Carriage house so it won't freeze this winter.
- Called the Town of Boone about adding a new crosswalk and speed bump on Tracey Circle to slow drivers down. They said a speed bump is not going to be able to be put on a hill. They did agree to move the crosswalk to line up with the end of the sidewalk by the Council House into our upper parking lot.

**Grace Evangelical Lutheran Church**  
**Analysis of Revenues & Expenses - Detail**  
**September 2020 to August 2021**

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)
<b>Revenues</b>						
<b>Offerings</b>						
<b>Tithes and Offerings</b>						
015201 - General Fund Offering	\$22,081.85	\$26,666.63	\$279,648.56	\$320,000.00	\$320,000.00	\$40,351.44
015205 - NC & ELCA Synod Income	\$5,553.25	\$1,750.00	\$22,212.54	\$21,000.00	\$21,000.00	(\$1,212.54)
<b>Total Tithes and Offerings</b>	<u>\$27,635.10</u>	<u>\$28,416.63</u>	<u>\$301,861.10</u>	<u>\$341,000.00</u>	<u>\$341,000.00</u>	<u>\$39,138.90</u>
<b>Rental Incomes</b>						
015307 - Property Rental Income	\$600.00	\$1,950.00	\$18,850.00	\$23,400.00	\$23,400.00	\$4,550.00
015308 - Parking Rental Income	\$3,270.00	\$3,333.37	\$40,496.00	\$40,000.00	\$40,000.00	(\$496.00)
<b>Total Rental Incomes</b>	<u>\$3,870.00</u>	<u>\$5,283.37</u>	<u>\$59,346.00</u>	<u>\$63,400.00</u>	<u>\$63,400.00</u>	<u>\$4,054.00</u>
<b>Miscellaneous Income</b>						
015301 - Interest/Dividends	\$30.76	\$0.00	\$537.91	\$0.00	\$0.00	(\$537.91)
015302 - Miscellaneous Donations	(\$150.00)	\$0.00	(\$225.00)	\$0.00	\$0.00	\$225.00
015305 - Jeffcoat-Proctor Offset	\$0.00	\$416.63	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00
<b>Total Miscellaneous Income</b>	<u>(\$119.24)</u>	<u>\$416.63</u>	<u>\$312.91</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>	<u>\$4,687.09</u>
<b>Total Offerings</b>	<u>\$31,385.86</u>	<u>\$34,116.63</u>	<u>\$361,520.01</u>	<u>\$409,400.00</u>	<u>\$409,400.00</u>	<u>\$47,879.99</u>
<b>Total Revenues</b>	<u><u>\$31,385.86</u></u>	<u><u>\$34,116.63</u></u>	<u><u>\$361,520.01</u></u>	<u><u>\$409,400.00</u></u>	<u><u>\$409,400.00</u></u>	<u><u>\$47,879.99</u></u>

**Grace Evangelical Lutheran Church**  
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Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)
<b>Expenses</b>						
<b>LEARNING</b>						
<b>Christian Education Ministries</b>						
016600 - Nursery	\$0.00	\$20.87	\$0.00	\$250.00	\$250.00	\$250.00
016601 - Christian Education	\$325.80	\$150.00	\$1,547.78	\$1,800.00	\$1,800.00	\$252.22
016602 - Books/Supplies/Study Materials	\$0.00	\$41.63	\$141.13	\$500.00	\$500.00	\$358.87
016604 - Confirmation	\$0.00	\$25.00	\$79.90	\$300.00	\$300.00	\$220.10
016605 - High School Recognition	\$0.00	\$20.87	\$0.00	\$250.00	\$250.00	\$250.00
016606 - Youth Lunch	\$0.00	\$20.87	\$0.00	\$250.00	\$250.00	\$250.00
<b>Total Christian Education Ministries</b>	<b>\$325.80</b>	<b>\$279.24</b>	<b>\$1,768.81</b>	<b>\$3,350.00</b>	<b>\$3,350.00</b>	<b>\$1,581.19</b>
<b>Youth &amp; Family Ministry</b>						
016501 - Senior Youth	\$0.00	\$25.00	\$75.00	\$300.00	\$300.00	\$225.00
016502 - Jr. Youth	\$0.00	\$25.00	\$0.00	\$300.00	\$300.00	\$300.00
016503 - Luther Kids	\$0.00	\$25.00	\$0.00	\$300.00	\$300.00	\$300.00
016507 - Family Programs	\$0.00	\$25.00	\$0.00	\$300.00	\$300.00	\$300.00
<b>Total Youth &amp; Family Ministry</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$75.00</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>	<b>\$1,125.00</b>
<b>Intern</b>						
016220 - Intern Stipend	\$1,745.46	\$1,600.00	\$1,745.46	\$19,200.00	\$19,200.00	\$17,454.54
016250 - Internship Fees	\$0.00	\$183.37	\$1,500.00	\$2,200.00	\$2,200.00	\$700.00
016321 - Intern - Professional Expenses	\$0.00	\$83.37	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
016322 - Intern Mileage	\$0.00	\$83.37	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
<b>Total Intern</b>	<b>\$1,745.46</b>	<b>\$1,950.11</b>	<b>\$3,245.46</b>	<b>\$23,400.00</b>	<b>\$23,400.00</b>	<b>\$20,154.54</b>
<b>Stewardship</b>						
016901 - Stewardship Supplies	\$0.00	\$41.63	\$450.00	\$500.00	\$500.00	\$50.00
<b>Total Stewardship</b>	<b>\$0.00</b>	<b>\$41.63</b>	<b>\$450.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$50.00</b>
<b>Total LEARNING</b>	<b>\$2,071.26</b>	<b>\$2,370.98</b>	<b>\$5,539.27</b>	<b>\$28,450.00</b>	<b>\$28,450.00</b>	<b>\$22,910.73</b>
<b>SERVING</b>						
<b>Care Ministry</b>						
016454 - Card/Devotionals Ministry	\$0.00	\$8.37	\$0.00	\$100.00	\$100.00	\$100.00
<b>Total Care Ministry</b>	<b>\$0.00</b>	<b>\$8.37</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$100.00</b>
<b>Community Benevolences</b>						
016108 - Pastor's Discretionary	\$0.00	\$125.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
<b>Total Community Benevolences</b>	<b>\$0.00</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
<b>North Carolina Benevolences</b>						
016101 - NC Synod	\$0.00	\$500.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00
<b>Total North Carolina Benevolences</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>
<b>Total SERVING</b>	<b>\$0.00</b>	<b>\$633.37</b>	<b>\$0.00</b>	<b>\$7,600.00</b>	<b>\$7,600.00</b>	<b>\$7,600.00</b>
<b>WELCOMING</b>						
<b>Campus Ministry</b>						
016815 - T-Shirts	\$0.00	\$8.37	\$0.00	\$100.00	\$100.00	\$100.00
016817 - Program Materials	\$15.82	\$20.87	\$103.18	\$250.00	\$250.00	\$146.82

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Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)
016818 - Food Ministry	\$37.25	\$104.13	\$459.98	\$1,250.00	\$1,250.00	\$790.02
<b>Total Campus Ministry</b>	<u>\$53.07</u>	<u>\$133.37</u>	<u>\$563.16</u>	<u>\$1,600.00</u>	<u>\$1,600.00</u>	<u>\$1,036.84</u>
<b>Evangelism</b>						
016701 - Welcoming Supplies	\$0.00	\$33.37	\$0.00	\$400.00	\$400.00	\$400.00
016704 - Communications	\$0.00	\$66.63	\$595.55	\$800.00	\$800.00	\$204.45
016706 - Chamber of Commerce Dues	\$0.00	\$16.63	\$195.00	\$200.00	\$200.00	\$5.00
<b>Total Evangelism</b>	<u>\$0.00</u>	<u>\$116.63</u>	<u>\$790.55</u>	<u>\$1,400.00</u>	<u>\$1,400.00</u>	<u>\$609.45</u>
<b>Fellowship</b>						
016801 - Fellowship Supplies	\$24.55	\$41.63	\$216.63	\$500.00	\$500.00	\$283.37
<b>Total Fellowship</b>	<u>\$24.55</u>	<u>\$41.63</u>	<u>\$216.63</u>	<u>\$500.00</u>	<u>\$500.00</u>	<u>\$283.37</u>
<b>Total WELCOMING</b>	<u>\$77.62</u>	<u>\$291.63</u>	<u>\$1,570.34</u>	<u>\$3,500.00</u>	<u>\$3,500.00</u>	<u>\$1,929.66</u>
<b>WORSHIPING</b>						
<b>Worship &amp; Music</b>						
016401 - Communion/Altar Supplies	\$0.00	\$83.37	\$576.66	\$1,000.00	\$1,000.00	\$423.34
016419 - Piano/Organ Maintenance	\$0.00	\$133.37	\$1,342.80	\$1,600.00	\$1,600.00	\$257.20
016421 - Music All Services	(\$139.09)	\$166.63	\$3,119.32	\$2,000.00	\$2,000.00	(\$1,119.32)
<b>Total Worship &amp; Music</b>	<u>(\$139.09)</u>	<u>\$383.37</u>	<u>\$5,038.78</u>	<u>\$4,600.00</u>	<u>\$4,600.00</u>	<u>(\$438.78)</u>
<b>Total WORSHIPING</b>	<u>(\$139.09)</u>	<u>\$383.37</u>	<u>\$5,038.78</u>	<u>\$4,600.00</u>	<u>\$4,600.00</u>	<u>(\$438.78)</u>
<b>SUPPORTING</b>						
<b>Property</b>						
<b>Property General</b>						
016614 - Snow Removal	\$0.00	\$83.37	\$275.00	\$1,000.00	\$1,000.00	\$725.00
016615 - Lawn/Landscaping	\$690.00	\$208.37	\$2,765.00	\$2,500.00	\$2,500.00	(\$265.00)
016761 - Taxes on Property	\$0.00	\$50.00	\$773.32	\$600.00	\$600.00	(\$173.32)
<b>Total Property General</b>	<u>\$690.00</u>	<u>\$341.74</u>	<u>\$3,813.32</u>	<u>\$4,100.00</u>	<u>\$4,100.00</u>	<u>\$286.68</u>
<b>Church</b>						
016509 - Water/Sewer	\$0.00	\$58.37	\$782.61	\$700.00	\$700.00	(\$82.61)
016510 - Natural Gas	\$57.11	\$333.37	\$3,784.29	\$4,000.00	\$4,000.00	\$215.71
016511 - Electric	\$331.56	\$333.37	\$3,365.90	\$4,000.00	\$4,000.00	\$634.10
016613 - Cleaning/Maintenance Supplies	\$0.00	\$104.13	\$787.90	\$1,250.00	\$1,250.00	\$462.10
016616 - General Repairs/Maintenance	\$44.60	\$416.63	\$3,968.22	\$5,000.00	\$5,000.00	\$1,031.78
016618 - Property Insurance	\$0.00	\$591.63	\$6,743.00	\$7,100.00	\$7,100.00	\$357.00
<b>Total Church</b>	<u>\$433.27</u>	<u>\$1,837.50</u>	<u>\$19,431.92</u>	<u>\$22,050.00</u>	<u>\$22,050.00</u>	<u>\$2,618.08</u>
<b>Office Expense</b>						
016001 - Printing	\$780.29	\$716.63	\$9,159.49	\$8,600.00	\$8,600.00	(\$559.49)
016002 - Office Supplies	\$68.97	\$166.63	\$947.68	\$2,000.00	\$2,000.00	\$1,052.32
016003 - Office Equipment & Repair	\$0.00	\$50.00	\$542.50	\$600.00	\$600.00	\$7.50
016004 - Postage/E'mail Service	\$166.46	\$208.37	\$1,736.01	\$2,500.00	\$2,500.00	\$763.99
016005 - Bank Service Fees/Checks	\$21.44	\$33.37	\$270.40	\$400.00	\$400.00	\$129.60
016006 - Computer Software/Hardware	\$0.00	\$166.63	\$99.99	\$2,000.00	\$2,000.00	\$1,900.01
016007 - Campus Telephone/Internet	\$279.76	\$366.63	\$3,209.57	\$4,400.00	\$4,400.00	\$1,190.43

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Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)
016010 - Payment Processing Fees	\$240.87	\$229.13	\$4,496.33	\$2,750.00	\$2,750.00	(\$1,746.33)
016012 - ACS Subscription Fees	\$295.00	\$291.63	\$3,677.74	\$3,500.00	\$3,500.00	(\$177.74)
016013 - CPA/Bookkeeper	\$600.00	\$333.37	\$3,600.00	\$4,000.00	\$4,000.00	\$400.00
016407 - Bulletins/Licensing/Software	\$312.00	\$125.00	\$1,572.83	\$1,500.00	\$1,500.00	(\$72.83)
<b>Total Office Expense</b>	<b>\$2,764.79</b>	<b>\$2,687.39</b>	<b>\$29,312.54</b>	<b>\$32,250.00</b>	<b>\$32,250.00</b>	<b>\$2,937.46</b>
<b>Grace Place</b>						
016651 - Property Insurance (GP)	\$63.37	\$41.63	\$514.78	\$500.00	\$500.00	(\$14.78)
016652 - Water/Sewer (GP)	\$0.00	\$62.50	\$447.45	\$750.00	\$750.00	\$302.55
016653 - Electric Service (GP)	\$69.25	\$145.87	\$1,667.78	\$1,750.00	\$1,750.00	\$82.22
016654 - Cleaning/Maintenance Supplies (GP)	\$0.00	\$12.50	\$0.00	\$150.00	\$150.00	\$150.00
016656 - General Repairs/Maintenance (GP)	\$0.00	\$62.50	\$1,261.11	\$750.00	\$750.00	(\$511.11)
016661 - Television Service (GP)	\$0.00	\$8.37	\$0.00	\$100.00	\$100.00	\$100.00
<b>Total Grace Place</b>	<b>\$132.62</b>	<b>\$333.37</b>	<b>\$3,891.12</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$108.88</b>
<b>Councill House</b>						
016671 - Water/Sewer (CH)	\$119.00	\$83.37	\$437.00	\$1,000.00	\$1,000.00	\$563.00
016673 - Electric Service (CH)	\$95.94	\$166.63	\$1,483.62	\$2,000.00	\$2,000.00	\$516.38
016674 - Fuel Gas (CH)	\$24.84	\$166.63	\$1,181.02	\$2,000.00	\$2,000.00	\$818.98
016676 - Property Insurance (CH)	\$0.00	\$108.37	\$1,228.00	\$1,300.00	\$1,300.00	\$72.00
016679 - General Repairs/Maint (CH)	\$0.00	\$100.00	\$1,506.73	\$1,200.00	\$1,200.00	(\$306.73)
<b>Total Councill House</b>	<b>\$239.78</b>	<b>\$625.00</b>	<b>\$5,836.37</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$1,663.63</b>
<b>Wilkes County Property</b>						
016763 - Property Tax/Insurance (WC)	\$4,324.76	\$500.00	\$4,573.26	\$6,000.00	\$6,000.00	\$1,426.74
<b>Total Wilkes County Property</b>	<b>\$4,324.76</b>	<b>\$500.00</b>	<b>\$4,573.26</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>	<b>\$1,426.74</b>
<b>Total Property</b>	<b>\$8,585.22</b>	<b>\$6,325.00</b>	<b>\$66,858.53</b>	<b>\$75,900.00</b>	<b>\$75,900.00</b>	<b>\$9,041.47</b>
<b>Personnel</b>						
<b>Senior Pastor</b>						
<b>Senior Pastor</b>						
016201 - Senior Pastors Salary	\$3,598.26	\$3,598.25	\$43,179.12	\$43,179.00	\$43,179.00	(\$0.12)
016202 - Senior Pastors Social Security	\$468.58	\$468.62	\$5,622.96	\$5,623.00	\$5,623.00	\$0.04
016205 - Senior Pastors Housing Allowance	\$2,500.00	\$2,500.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
<b>Total Senior Pastor</b>	<b>\$6,566.84</b>	<b>\$6,566.87</b>	<b>\$78,802.08</b>	<b>\$78,802.00</b>	<b>\$78,802.00</b>	<b>(\$0.08)</b>
<b>Sr Pastor Pension/Insurance</b>						
016251 - Senior Pastor Health Insurance	\$1,089.50	\$1,666.63	\$13,756.00	\$20,000.00	\$20,000.00	\$6,244.00
016252 - Senior Pastor Other Insurance	\$144.47	\$266.63	\$1,733.64	\$3,200.00	\$3,200.00	\$1,466.36
016253 - Senior Pastor Retirement Cont.	\$788.02	\$788.02	\$9,706.24	\$9,456.24	\$9,456.24	(\$250.00)
<b>Total Sr Pastor Pension/Insurance</b>	<b>\$2,021.99</b>	<b>\$2,721.28</b>	<b>\$25,195.88</b>	<b>\$32,656.24</b>	<b>\$32,656.24</b>	<b>\$7,460.36</b>
<b>Total Senior Pastor</b>	<b>\$8,588.83</b>	<b>\$9,288.15</b>	<b>\$103,997.96</b>	<b>\$111,458.24</b>	<b>\$111,458.24</b>	<b>\$7,460.28</b>
<b>Campus Minister</b>						
016221 - Campus Minister Salary	\$1,562.50	\$1,562.50	\$18,750.00	\$18,750.00	\$18,750.00	\$0.00
016267 - Campus Retirement Cont	\$156.25	\$156.25	\$1,875.00	\$1,875.00	\$1,875.00	\$0.00
016268 - Campus Minister Health Ins.	\$788.50	\$0.00	\$8,490.50	\$0.00	\$0.00	(\$8,490.50)

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016269 - Campus Minister Other Ins.	\$34.38	\$0.00	\$412.56	\$0.00	\$0.00	(\$412.56)
<b>Total Campus Minister</b>	<b>\$2,541.63</b>	<b>\$1,718.75</b>	<b>\$29,528.06</b>	<b>\$20,625.00</b>	<b>\$20,625.00</b>	<b>(\$8,903.06)</b>
<b>Music</b>						
016208 - Choral & Ensemble Director	\$1,500.00	\$1,500.00	\$18,000.00	\$18,000.00	\$18,000.00	\$0.00
016210 - Organist	\$900.00	\$833.37	\$10,800.00	\$10,000.00	\$10,000.00	(\$800.00)
016211 - Substitutes & Special Services	\$0.00	\$66.63	\$0.00	\$800.00	\$800.00	\$800.00
016244 - Assoc. Director of Music Ministries	\$0.00	\$0.00	\$260.00	\$0.00	\$0.00	(\$260.00)
<b>Total Music</b>	<b>\$2,400.00</b>	<b>\$2,400.00</b>	<b>\$29,060.00</b>	<b>\$28,800.00</b>	<b>\$28,800.00</b>	<b>(\$260.00)</b>
<b>Office Staff</b>						
<b>Office Staff</b>						
016212 - Administrative Secretary	\$2,708.34	\$2,708.37	\$32,500.08	\$32,500.00	\$32,500.00	(\$0.08)
016219 - Financial Secretary Salary	\$658.35	\$833.37	\$9,043.65	\$10,000.00	\$10,000.00	\$956.35
016235 - Facilities Manager	\$2,500.00	\$2,500.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
016239 - Custodial Assistant	\$33.21	\$83.37	\$122.02	\$1,000.00	\$1,000.00	\$877.98
<b>Total Office Staff</b>	<b>\$5,899.90</b>	<b>\$6,125.11</b>	<b>\$71,665.75</b>	<b>\$73,500.00</b>	<b>\$73,500.00</b>	<b>\$1,834.25</b>
<b>Admin Sec Pension/Insurance</b>						
016281 - Adm Secretary Health Insurance	\$578.00	\$630.60	\$6,780.22	\$7,567.20	\$7,567.20	\$786.98
016282 - Adm Secretary Other Insurance	\$59.59	\$166.63	\$715.08	\$2,000.00	\$2,000.00	\$1,284.92
016283 - Adm Secretary Retirement Cont.	\$162.50	\$175.13	\$1,950.00	\$2,102.00	\$2,102.00	\$152.00
<b>Total Admin Sec Pension/Insurance</b>	<b>\$800.09</b>	<b>\$972.36</b>	<b>\$9,445.30</b>	<b>\$11,669.20</b>	<b>\$11,669.20</b>	<b>\$2,223.90</b>
<b>Facilities Manager Pension/Ins</b>						
016291 - Facilities Manager Health Insurance	\$633.00	\$630.60	\$7,540.00	\$7,567.20	\$7,567.20	\$27.20
016292 - Facilities Manager Other Insurance	\$55.00	\$166.63	\$660.00	\$2,000.00	\$2,000.00	\$1,340.00
016293 - Facilities Manager Retire Contrib	\$250.00	\$242.20	\$2,750.00	\$2,905.85	\$2,905.85	\$155.85
<b>Total Facilities Manager Pension/Ins</b>	<b>\$938.00</b>	<b>\$1,039.43</b>	<b>\$10,950.00</b>	<b>\$12,473.05</b>	<b>\$12,473.05</b>	<b>\$1,523.05</b>
<b>Total Office Staff</b>	<b>\$7,637.99</b>	<b>\$8,136.90</b>	<b>\$92,061.05</b>	<b>\$97,642.25</b>	<b>\$97,642.25</b>	<b>\$5,581.20</b>
<b>Other Personnel</b>						
016214 - Supply Pastors	\$0.00	\$175.00	\$1,025.00	\$2,100.00	\$2,100.00	\$1,075.00
016217 - Nursery Workers	\$0.00	\$83.37	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00
<b>Total Other Personnel</b>	<b>\$0.00</b>	<b>\$258.37</b>	<b>\$1,025.00</b>	<b>\$3,100.00</b>	<b>\$3,100.00</b>	<b>\$2,075.00</b>
<b>Other Personnel Expenses</b>						
016301 - FICA/Medicare - Employer	\$848.50	\$1,208.37	\$8,560.64	\$14,500.00	\$14,500.00	\$5,939.36
016302 - Workers Comp. Insurance	\$0.00	\$250.00	\$1,824.00	\$3,000.00	\$3,000.00	\$1,176.00
016303 - Senior Pastor Travel Reimbursement	\$260.00	\$208.37	\$520.00	\$2,500.00	\$2,500.00	\$1,980.00
016308 - Campus Minister Prof Exp & Cont Ed	\$0.00	\$83.37	\$851.96	\$1,000.00	\$1,000.00	\$148.04
016309 - Music Director Prof Exp & Cont Ed	\$0.00	\$83.37	\$743.95	\$1,000.00	\$1,000.00	\$256.05
016310 - Senior Pastor Professional Exp.	(\$80.00)	\$125.00	\$1,175.87	\$1,500.00	\$1,500.00	\$324.13
016317 - Staff Travel Reimbursement	\$0.00	\$41.63	\$0.00	\$500.00	\$500.00	\$500.00
016318 - Staff Training	\$0.00	\$83.37	\$371.95	\$1,000.00	\$1,000.00	\$628.05
016323 - Empl/Vol Background Chks	\$0.00	\$16.63	\$122.30	\$200.00	\$200.00	\$77.70
016715 - Conference Attendance	\$0.00	\$125.00	\$200.00	\$1,500.00	\$1,500.00	\$1,300.00

**Grace Evangelical Lutheran Church**  
**Analysis of Revenues & Expenses - Detail**  
**September 2020 to August 2021**

Accounts	MTD Actual (This Year)	MTD Budget (This Year)	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Annual Budget Remaining (This Year)
Total Other Personnel Expenses	\$1,028.50	\$2,225.11	\$14,370.67	\$26,700.00	\$26,700.00	\$12,329.33
Total Personnel	\$22,196.95	\$24,027.28	\$270,042.74	\$288,325.49	\$288,325.49	\$18,282.75
Total SUPPORTING	\$30,782.17	\$30,352.28	\$336,901.27	\$364,225.49	\$364,225.49	\$27,324.22
Total Expenses	\$32,791.96	\$34,031.63	\$349,049.66	\$408,375.49	\$408,375.49	\$59,325.83
<b>Net Total</b>	(\$1,406.10)	\$85.00	\$12,470.35	\$1,024.51	\$1,024.51	(\$11,445.84)

**Grace Evangelical Lutheran Church**  
**Summary of Restricted Accounts - Portrait**  
**September 2020 to August 2021**

Accounts	<u>Beginning Balance</u>	<u>Restricted Revenue</u>	<u>Restricted Expenses</u>	<u>Ending Balance</u>
<b>Temporary Restricted</b>				
<b>Church Projects</b>				
017548 - High Country Coalition HF	\$175.00	\$0.00	\$0.00	\$175.00
017579 - Fellowship Class Holding Fund	\$664.16	\$0.00	\$0.00	\$664.16
017597 - Upper Room Class Holding Fund	\$147.44	\$0.00	\$0.00	\$147.44
<b>Pastoral Projects</b>				
017402 - Pastor's Discretionary Holding Fund	\$3,565.51	\$3,240.00	\$2,279.62	\$4,525.89
017569 - Confirmation	\$521.65	\$0.00	\$0.00	\$521.65
017598 - Seminarian Holding Fund	\$2,600.00	\$0.00	\$0.00	\$2,600.00
017667 - Journey of Discernment	\$250.00	\$0.00	\$0.00	\$250.00
017669 - Jane Fund	<u>\$838.82</u>	<u>\$4,000.00</u>	<u>\$3,300.00</u>	<u>\$1,538.82</u>
<b>Total Pastoral Projects</b>	\$7,775.98	\$7,240.00	\$5,579.62	\$9,436.36
<b>Youth &amp; Family Projects</b>				
017502 - Youth Missions HF	\$7,685.17	\$0.00	\$0.00	\$7,685.17
017503 - Vacation Bible School/Supplies	\$810.00	\$0.00	\$0.00	\$810.00
017507 - Youth & Family HF	\$5,071.49	\$0.00	\$2,600.00	\$2,471.49
017529 - Camp/Conference Grant Holding	\$308.01	\$0.00	\$300.00	\$8.01
017563 - ELCA National Youth Gathering HF	\$821.31	\$0.00	\$0.00	\$821.31
017701 - OPUS	<u>\$193.48</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$193.48</u>
<b>Total Youth &amp; Family Projects</b>	\$14,889.46	\$0.00	\$2,900.00	\$11,989.46
<b>Campus Projects</b>				
017403 - LSA_Mission Trips	\$10,812.44	\$2,973.41	\$896.57	\$12,889.28
017517 - Jeffcoat/Proctor Holding Fund	<u>(\$2,626.00)</u>	<u>\$1,430.00</u>	<u>\$0.00</u>	<u>(\$1,196.00)</u>
<b>Total Campus Projects</b>	\$8,186.44	\$4,403.41	\$896.57	\$11,693.28
<b>Property Projects</b>				
017501 - Councill House Mortgage Principal	\$1.97	\$20,575.00	\$19,100.00	\$1,476.97
017530 - Rent Income Holding Fund	(\$2,065.50)	\$0.00	\$248.50	(\$2,314.00)
017533 - Councill House Mortgage HF	(\$7,932.96)	\$19,165.00	\$12,953.20	(\$1,721.16)
017564 - Columbarium	\$4,511.60	\$830.00	\$35.80	\$5,305.80
017567 - Facilities Fund	\$11,072.16	\$5,125.00	\$5,874.53	\$10,322.63
017591 - Grace Builders	\$16,739.05	\$25,512.34	\$24,495.67	\$17,755.72
017900 - Parking Lot/Paving HF	<u>\$7,865.86</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7,865.86</u>
<b>Total Property Projects</b>	\$30,192.18	\$71,207.34	\$62,707.70	\$38,691.82
<b>Financial Projects</b>				
017410 - Temporary Account	\$1,018.20	\$28,332.61	\$28,100.81	\$1,250.00
017413 - Giving Tree	\$0.00	\$625.00	\$625.00	\$0.00
017414 - Staff Christmas Gifts	\$99.85	\$1,440.00	\$1,439.75	\$100.10
017417 - Wedding Fees Holding Acct.	\$0.00	\$325.00	\$100.00	\$225.00
017506 - Special Staff Gift	(\$39.69)	\$280.00	\$80.00	\$160.31
017513 - Troutman Foundation Holding	\$1,525.00	\$15,658.43	\$17,000.00	\$183.43
017534 - Peeler Bequest Holding Fund	\$10,659.00	\$12,972.62	\$10,281.00	\$13,350.62
017584 - Hank Beuttel Music Scholarship	\$4,810.00	\$0.00	\$0.00	\$4,810.00
017596 - Seasonal Decorations/Landscaping	\$2,574.10	\$1,820.00	\$1,229.88	\$3,164.22
017603 - Grateful For Grace Appeal	\$5,300.00	\$3,400.00	\$6,500.00	\$2,200.00
017605 - Special Offering Holding Fund	\$26,724.12	\$1,987.06	\$14,983.09	\$13,728.09
017606 - Growing Grace	<u>\$0.00</u>	<u>\$98,019.75</u>	<u>\$84,041.70</u>	<u>\$13,978.05</u>
<b>Total Financial Projects</b>	\$52,670.58	\$164,860.47	\$164,381.23	\$53,149.82
<b>Music Projects</b>				
017562 - Special Musicians Holding Fund	\$436.56	\$1,792.00	\$625.00	\$1,603.56
017594 - Music/Choir Holding Fund	<u>\$2,331.65</u>	<u>\$1,754.00</u>	<u>\$1,669.25</u>	<u>\$2,416.40</u>
<b>Total Music Projects</b>	\$2,768.21	\$3,546.00	\$2,294.25	\$4,019.96
<b>Women's Ministries</b>				
017560 - Lizzie Estelle Holding Fund	\$529.82	\$1,097.00	\$1,060.00	\$566.82
017599 - Quilter's Group Fund	\$5,687.98	\$100.00	\$291.63	\$5,496.35
017602 - Card Ministry	<u>\$508.52</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$508.52</u>
<b>Total Women's Ministries</b>	\$6,726.32	\$1,197.00	\$1,351.63	\$6,571.69
<b>Total Church Projects</b>	\$124,195.77	\$252,454.22	\$240,111.00	\$136,538.99
<b>Local Ministries</b>				
017117 - Oasis Holding Fund	\$850.00	\$55.00	\$905.00	\$0.00
017118 - Community Care Clinic Holding Fund	\$750.00	\$250.00	\$1,000.00	\$0.00
017404 - Hunger & Health Coalition Holding F	\$1,275.00	\$1,950.00	\$3,200.00	\$25.00
017524 - Habitat for Humanity Holding Fund	\$750.00	\$280.00	\$1,005.00	\$25.00

Grace Evangelical Lutheran Church  
Summary of Restricted Accounts - Portrait  
September 2020 to August 2021

<b>Accounts</b>	<b>Beginning Balance</b>	<b>Restricted Revenue</b>	<b>Restricted Expenses</b>	<b>Ending Balance</b>
017549 - Hospitality House Holding Fund	\$1,420.00	\$5,545.00	\$6,090.00	\$875.00
017586 - WeCAN Holding Fund	\$1,350.00	\$475.00	\$1,825.00	\$0.00
<b>Total Local Ministries</b>	<b>\$6,395.00</b>	<b>\$8,555.00</b>	<b>\$14,025.00</b>	<b>\$925.00</b>
<b>Synod Ministries</b>				
017416 - ELCA	\$0.00	\$100.00	\$100.00	\$0.00
<b>Total Synod Ministries</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>\$0.00</b>
<b>Total Temporary Restricted</b>	<b>\$130,590.77</b>	<b>\$261,109.22</b>	<b>\$254,236.00</b>	<b>\$137,463.99</b>

**Grace Evangelical Lutheran Church**  
**Summary of Restricted Accounts - Portrait**  
**September 2020 to August 2021**

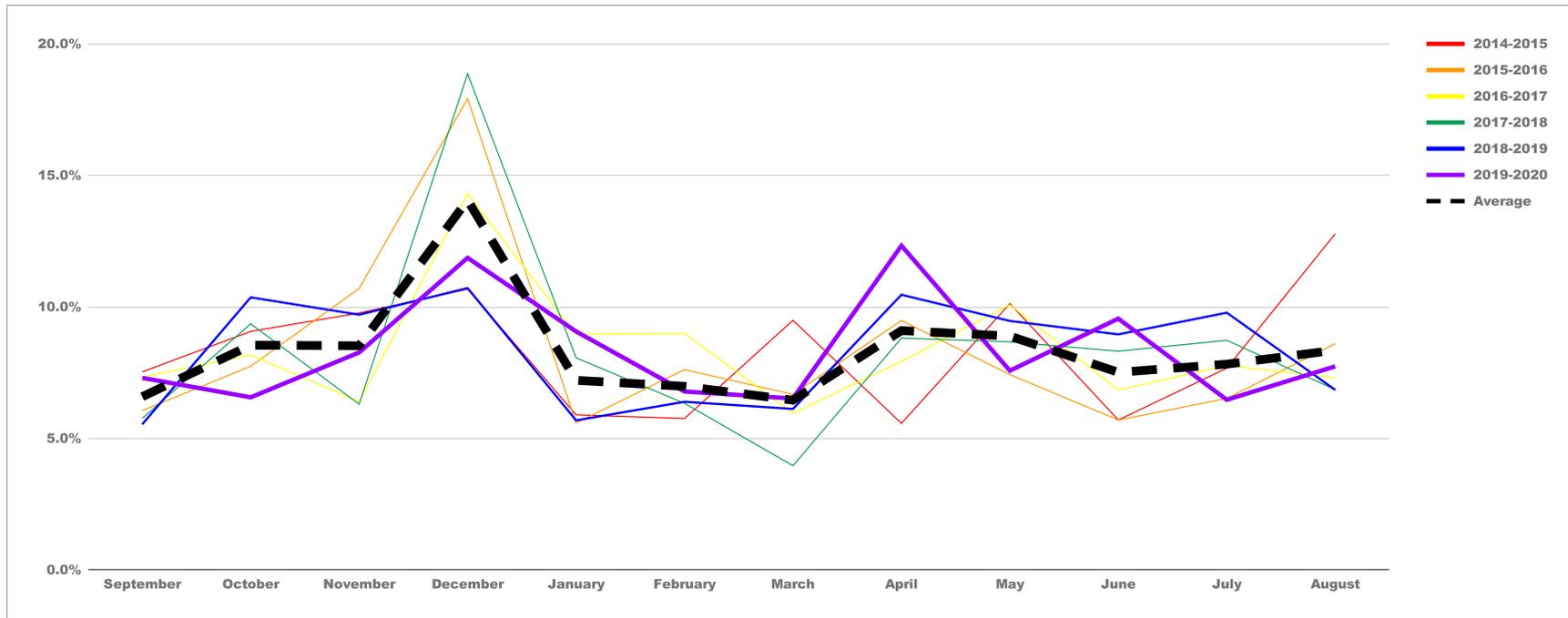
Accounts	<u>Beginning Balance</u>	<u>Restricted Revenue</u>	<u>Restricted Expenses</u>	<u>Ending Balance</u>
<b><u>Permanent Restricted</u></b>				
<b>Restricted for Long-Term Use</b>				
<b>Funds for Future Use</b>				
017505 - Vehicle Replacement Fund	\$2,279.12	\$0.00	\$0.00	\$2,279.12
018002 - Capital Repl. Reserve LTHF	\$79,424.23	\$0.00	\$0.00	\$79,424.23
<b>Total Funds for Future Use</b>	<u>\$81,703.35</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$81,703.35</u>
<b>Total Restricted for Long-Term Use</b>	<u>\$81,703.35</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$81,703.35</u>
<b>Total Permanent Restricted</b>	<u><u>\$81,703.35</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$81,703.35</u></u>

Accounts

<b>Assets</b>		
<b>Funds for Current Use</b>		
011015 - High Country Bank Checking	\$70,261.22	
<b>Total Funds for Current Use</b>		<b>\$70,261.22</b>
<b>Funds for Long-Term Use</b>		
<b>HCB Money Market</b>		
011020 - HCB Money Market	\$194,970.49	
<b>Total HCB Money Market</b>	<b>\$194,970.49</b>	
<b>Total Funds for Long-Term Use</b>		<b>\$194,970.49</b>
<b>Accounts Receivable</b>		
<b>NC State Sales Tax Refund</b>		
011718 - Watauga Sales Tax 2%	\$1,646.15	
011720 - Food Sales Tax 2%	\$1.60	
<b>Total NC State Sales Tax Refund</b>	<b>\$1,647.75</b>	
<b>Total Accounts Receivable</b>		<b>\$1,647.75</b>
<b>Fixed Assets</b>		
011904 - Councill Property	\$1,897,168.73	
<b>Total Fixed Assets</b>		<b>\$1,897,168.73</b>
<b>Total Assets</b>		<b>\$2,164,048.19</b>
<b>Liabilities, Fund Principal, &amp; Restricted Funds</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Payroll Items</b>		
<b>Payroll Taxes</b>		
012101 - Federal Payroll Taxes	\$1,743.94	
012102 - FICA Taxes-Employee	\$687.66	
012103 - Medicare Taxes-Employee	\$160.84	
012104 - NC State Payroll Taxes	\$402.00	
012112 - FICA Taxes Employer	\$687.66	
012113 - Medicare Taxes Employer	\$160.84	
<b>Total Payroll Taxes</b>	<b>\$3,842.94</b>	
<b>Other Payroll Items</b>		
012105 - Employee Retirement Contributions	(\$31.92)	
012106 - Add'l Insurance Premium	\$703.72	
<b>Total Other Payroll Items</b>	<b>\$671.80</b>	
<b>Total Payroll Items</b>	<b>\$4,514.74</b>	
<b>Total Current Liabilities</b>		<b>\$4,514.74</b>
<b>Long-Term Liabilities</b>		
<b>Mortgage Payable</b>		
012120 - HCB Loan 08.20.08	\$31,827.84	
<b>Total Mortgage Payable</b>	<b>\$31,827.84</b>	
<b>Total Long-Term Liabilities</b>		<b>\$31,827.84</b>
<b>Total Liabilities</b>		<b>\$36,342.58</b>
<b>Fund Principal</b>		
002002 - Fund Principal	\$30,727.03	
002004 - Equity in Councill Property	\$1,865,340.89	
Excess Cash Received	\$12,470.35	
<b>Total Fund Principal and Excess Cash Received</b>		<b>\$1,908,538.27</b>
<b>Restricted Funds</b>		
Total Temporary Restricted	\$137,463.99	
Total Permanent Restricted	\$81,703.35	
<b>Total Restricted Funds</b>		<b>\$219,167.34</b>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<b>\$2,164,048.19</b>

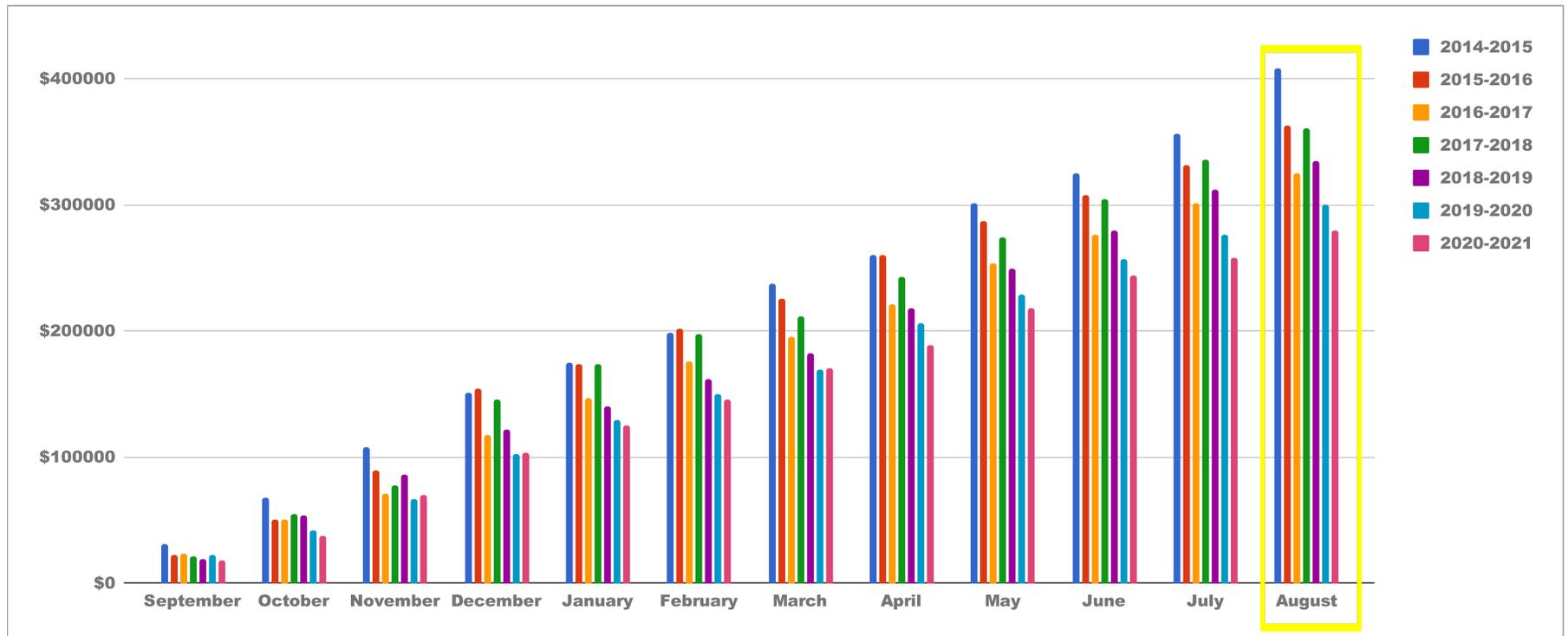
### Year-Over-Year Monthly Giving

	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019		2019-2020		Average	Projected	Actual	Surplus/(Deficit)
	2014-2015	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	2017-2018	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020		2020-2021	2020-2021	2020-2021
<b>September</b>	\$30,705.00	7.5%	\$21,952.40	6.1%	\$23,807.10	7.3%	\$20,735.45	5.8%	\$18,533.00	5.5%	\$21,868.30	7.3%	6.6%	\$21,067.28	\$17,775.00	-\$3,292.28
<b>October</b>	\$36,978.47	9.1%	\$28,064.00	7.7%	\$26,547.08	8.2%	\$33,673.28	9.4%	\$34,697.38	10.4%	\$19,654.00	6.6%	8.5%	\$27,332.98	\$20,139.52	-\$7,193.46
<b>November</b>	\$39,833.60	9.8%	\$38,793.98	10.7%	\$20,760.73	6.4%	\$22,684.86	6.3%	\$32,483.00	9.7%	\$24,766.39	8.3%	8.5%	\$27,264.17	\$32,384.95	\$5,120.78
<b>December</b>	\$43,539.01	10.7%	\$64,972.01	17.9%	\$46,468.23	14.3%	\$67,919.22	18.9%	\$35,878.00	10.7%	\$35,550.31	11.9%	14.1%	\$44,980.16	\$33,100.00	-\$11,880.16
<b>January</b>	\$24,049.00	5.9%	\$20,250.00	5.6%	\$29,079.43	9.0%	\$29,019.40	8.1%	\$19,034.00	5.7%	\$27,156.00	9.1%	7.2%	\$23,060.30	\$21,176.00	-\$1,884.30
<b>February</b>	\$23,475.12	5.8%	\$27,601.12	7.6%	\$29,213.93	9.0%	\$22,799.39	6.3%	\$21,401.38	6.4%	\$20,321.00	6.8%	7.0%	\$22,327.72	\$21,305.00	-\$1,022.72
<b>March</b>	\$38,702.38	9.5%	\$24,205.00	6.7%	\$19,338.65	6.0%	\$14,257.50	4.0%	\$20,490.00	6.1%	\$19,524.00	6.5%	6.5%	\$20,645.43	\$24,435.08	\$3,789.65
<b>April</b>	\$22,730.90	5.6%	\$34,381.20	9.5%	\$25,743.45	7.9%	\$31,727.00	8.8%	\$35,029.00	10.5%	\$36,930.00	12.3%	9.1%	\$29,107.08	\$18,441.00	-\$10,666.08
<b>May</b>	\$41,290.50	10.1%	\$26,914.47	7.4%	\$32,731.59	10.1%	\$31,209.97	8.7%	\$31,690.75	9.5%	\$22,690.00	7.6%	8.9%	\$28,439.61	\$28,767.79	\$328.18
<b>June</b>	\$23,248.16	5.7%	\$20,658.43	5.7%	\$22,225.25	6.8%	\$29,927.55	8.3%	\$29,979.23	9.0%	\$28,620.00	9.6%	7.5%	\$24,028.72	\$26,189.00	\$2,160.28
<b>July</b>	\$31,270.47	7.7%	\$23,630.00	6.5%	\$25,237.90	7.8%	\$31,422.00	8.7%	\$32,742.00	9.8%	\$19,375.00	6.5%	7.8%	\$25,025.04	\$13,853.37	-\$11,171.67
<b>August</b>	\$52,118.36	12.8%	\$31,170.05	8.6%	\$23,710.45	7.3%	\$24,675.00	6.9%	\$22,913.13	6.8%	\$23,180.62	7.7%	8.4%	\$26,721.51	\$22,081.85	-\$4,639.66
<b>Total</b>	\$407,940.97		\$362,592.66		\$324,863.79		\$360,050.62		\$334,870.87		\$299,635.62			\$320,000.00		-\$40,351.44



## Year-Over-Year Cumulative Giving Comparison

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	<i>Actual</i> 2020-2021	<i>Needed</i> 2020-2021
<b>September</b>	\$30,705.00	\$21,952.40	\$23,807.10	\$20,735.45	\$18,533.00	\$21,868.30	\$17,775.00	\$21,067.28
<b>October</b>	\$67,683.47	\$50,016.40	\$50,354.18	\$54,408.73	\$53,230.38	\$41,522.30	\$37,914.52	\$48,400.26
<b>November</b>	\$107,517.07	\$88,810.38	\$71,114.91	\$77,093.59	\$85,713.38	\$66,288.69	\$70,299.47	\$75,664.43
<b>December</b>	\$151,056.08	\$153,782.39	\$117,583.14	\$145,012.81	\$121,591.38	\$101,839.00	\$103,399.47	\$120,644.59
<b>January</b>	\$175,105.08	\$174,032.39	\$146,662.57	\$174,032.21	\$140,625.38	\$128,995.00	\$124,575.47	\$143,704.89
<b>February</b>	\$198,580.20	\$201,633.51	\$175,876.50	\$196,831.60	\$162,026.76	\$149,316.00	\$145,880.47	\$166,032.61
<b>March</b>	\$237,282.58	\$225,838.51	\$195,215.15	\$211,089.10	\$182,516.76	\$168,840.00	\$170,315.55	\$186,678.05
<b>April</b>	\$260,013.48	\$260,219.71	\$220,958.60	\$242,816.10	\$217,545.76	\$205,770.00	\$188,756.55	\$215,785.12
<b>May</b>	\$301,303.98	\$287,134.18	\$253,690.19	\$274,026.07	\$249,236.51	\$228,460.00	\$217,524.34	\$244,224.73
<b>June</b>	\$324,552.14	\$307,792.61	\$275,915.44	\$303,953.62	\$279,215.74	\$257,080.00	\$243,713.34	\$268,253.45
<b>July</b>	\$355,822.61	\$331,422.61	\$301,153.34	\$335,375.62	\$311,957.74	\$276,455.00	\$257,566.71	\$293,278.49
<b>August</b>	\$407,940.97	\$362,592.66	\$324,863.79	\$360,050.62	\$334,870.87	\$299,635.62	<b>\$279,648.56</b>	<b>\$320,000.00</b>



## Projected Year-End Total Giving Based on Historical Giving Patterns

	2020-2021 Cumulative Giving	Cautious	Average	Optomistic
September	\$17,775.00	\$208,459.79	\$269,992.13	\$321,174.65
October	\$37,914.52	\$215,527.67	\$250,673.19	\$274,860.38
November	\$70,299.47	\$256,979.74	\$297,310.52	\$328,320.00
December	\$103,399.47	\$238,182.39	\$274,258.71	\$304,226.91
January	\$124,575.47	\$252,506.84	\$277,402.88	\$296,651.26
February	\$145,880.47	\$257,699.18	\$281,160.12	\$301,500.32
March	\$170,315.55	\$269,127.40	\$291,951.72	\$312,484.82
April	\$188,756.55	\$259,400.69	\$279,917.80	\$296,144.38
May	\$217,524.34	\$271,263.93	\$285,015.31	\$294,510.18
June	\$243,713.34	\$280,783.69	\$290,726.06	\$306,331.85
July	\$257,566.71	\$273,548.44	\$281,034.41	\$295,293.25
August	\$279,648.56	\$276,879.76	\$279,648.56	\$279,648.56

**NOTE: Approved 2020-2021 Budget for General Fund Giving is \$320,000**

# GRACE EVANGELICAL LUTHERAN CHURCH

Boone, NC

September 1, 2021

To Whom It May Concern,

Mr. Darius Hall has temporary permission to hunt on and generally caretake both of Grace Evangelical Lutheran Church's properties located off Champion Road and Johnston Mountain Road in Wilkes County, North Carolina. The boundaries of these properties, Parcel ID #0700136 and #0901513, can be found on the Wilkes County GIS website.

Mr. Hall has agreed to honor all landowner requests as well as all North Carolina Hunter Regulations and Safety Guidelines. Mr. Hall has also agreed to release all responsibilities and liabilities from Grace Evangelical Lutheran Church.

Mr. Hall is welcome to bring guests to accompany him onto Grace Evangelical Lutheran Church's properties. Those guests would share the permissions to hunt and caretake the properties given that they agree to release all responsibilities and liabilities from Grace Evangelical Lutheran Church.

This temporary permission expires on October 31, 2021.

Please direct any questions about this matter to Grace Evangelical Lutheran Church.



The Reverend Stephen N. Troisi, *Senior Pastor*  
[gracelutheranpastor@gmail.com](mailto:gracelutheranpastor@gmail.com)  
(828) 264-2206, ext.

## TIERED COVID SAFETY PROTOCOLS AT GRACE (Effective 8/5/2021)

CDC Transmission Level for Watauga County	Low (Green) and Moderate (Yellow)	Substantial (Orange) and High (Red)
<b>Overall Policies</b>	<ul style="list-style-type: none"> <li>• Masks are highly encouraged for all indoor activities (including worship) for those who are vaccinated; and, masks are required for those who are not vaccinated.</li> <li>• Everyone is encouraged to wear masks for outdoor activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Masks are required for everyone for all indoor activities (including worship) regardless of vaccination status.</li> <li>• Everyone is encouraged to wear masks for outdoor activities.</li> </ul>
<b>Sunday Morning Gatherings</b>	<ul style="list-style-type: none"> <li>• Everyone will enter through the Narthex door and sign-in when they arrive at church.</li> <li>• The church building will be opened 15 minutes prior to church activities to allow for an orderly check-in process.</li> <li>• Offering plates will not be passed during the offering time. The offering plate will be in the Narthex to be used either while entering or exiting the sanctuary.</li> <li>• We will adjust seating availability based on worship attendance. Worshippers are encouraged to sit in every other pew.</li> <li>• We will not yet resume coffee hour.</li> <li>• Adult Sunday School may be offered in a hy-flex format (in-person and online).</li> <li>• Children’s Sunday School may be led outside when possible with masks highly encouraged. All children under 12 and their Adult leaders will be required to wear masks when inside.</li> <li>• Nursery may be used by families for changing diapers and as a calming space. The Nursery will not be staffed. Masks are required for everyone over the age of 2.</li> <li>• <b>Singing:</b> Everyone (including the Choir) are highly encouraged to place masks over their mouth and nose when singing.</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone will enter through the Narthex door and sign-in when they arrive at church.</li> <li>• The church building will be opened 15 minutes prior to church activities to allow for an orderly check-in process.</li> <li>• Offering plates will not be passed during the offering time. The offering plate will be in the Narthex to be used either while entering or exiting the sanctuary.</li> <li>• Seating will only be available in every other pew.</li> <li>• We will not yet resume coffee hour.</li> <li>• Adult Sunday School will be offered online.</li> <li>• Children’s Sunday School may be led outside when possible, with masks highly encouraged. All children under 12 and their Adult leaders will be required to wear masks when inside.</li> <li>• Nursery may be used by families for changing diapers and as a calming space. The Nursery will not be staffed. Masks are required for everyone over the age of 2.</li> <li>• <b>Communion:</b> In an environment with high transmission rates, Communion may not be served.</li> <li>• <b>Lay Worship Leaders:</b> Lay Readers and Assisting Ministers will help lead the worship service with Pastor Steve and be asked to wear masks regardless of</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Communion:</b> We will continue to serve Communion at the head of the aisle on one side of the sanctuary at a time. Those participating in communion will come forward, one family at a time.</li> <li>● <b>Lay Worship Leaders:</b> Lay Readers and Assisting Ministers will help lead the worship service with Pastor Steve and be asked to wear masks regardless of vaccination status. Worship leaders may remove masks for readings and prayers.</li> </ul>	<p>vaccination status. Worship leaders may remove masks for readings and prayers.</p>
<b>Online Worship</b>	<ul style="list-style-type: none"> <li>● High quality online worship will continue to go live each Sunday by 8:30am.</li> </ul>	<ul style="list-style-type: none"> <li>● High quality online worship will continue to go live each Sunday by 8:30am.</li> </ul>
<b>Other In-Person Activities</b>	<ul style="list-style-type: none"> <li>● We require accurate registration for all events, with the exception of AA and NA.</li> <li>● The Fellowship Hall will be the primary meeting space. The Chapel, Parlor, and Lower Fellowship Hall are also available for smaller group gatherings. Each space will need a cleaning block of time between meetings.</li> <li>● Food and drinks may be served at in-person gatherings, with the exception of any indoor events including children under the age of 12.</li> </ul>	<ul style="list-style-type: none"> <li>● We require accurate registration for all events, with the exception of AA and NA.</li> <li>● The Fellowship Hall will be the primary meeting space. The Chapel, Parlor, and Lower Fellowship Hall are also available for smaller group gatherings. Each space will need a cleaning block of time between meetings.</li> <li>● Food and drinks may not be served at in-person, indoor gatherings.</li> </ul>
<b>Church Office</b>	<ul style="list-style-type: none"> <li>● The church office will continue to be open on a limited schedule, as staff members balance in-person and remote work. Staff members will continue to be able to be reached through their church extensions when working remotely, and staff members continue to be responsive on email.</li> <li>● Staff members will keep masks with them at all times and mirror the mask status of the people they interact with inside church facilities. Staff members will wear masks when interacting with children under 12.</li> </ul>	<ul style="list-style-type: none"> <li>● The church office will continue to be open on a limited schedule, as staff members balance in-person and remote work. Staff members will continue to be able to be reached through their church extensions when working remotely, and staff members continue to be responsive on email.</li> <li>● Staff members will be masked when interacting with other people inside the church facilities.</li> </ul>

## **2020-2021 Fiscal Year-End Financial Items:**

(1). **Fiscal Year End Surplus** — \$12,411.97/\$17,411.97 (see bullet point 2 below)

*Recommendation:*

- \$6,000 for NC Synod
- \$10,000 for Temp Faith Formation position and Assistant Music Director position
- ~\$400 for closing out old Designated Funds
- Add the remainder of the surplus to the Operating Cash Reserve, ~\$1,000, to bring that total to ~\$33,000.

(2). **JP Designated Fund** current has a balance of -\$1,196.00. This is the result of monies owed the church for the Campus Minister position from the 2019-2020 fiscal year. The JP Endowment also owes the congregation \$5,000 from the 2020-2021 fiscal year. The JP Board needs to meet in order to approve a fund transfer.

*Recommendation:* Draw down the designated fund by an additional \$5,000, for a total negative balance of -\$6,196.00. The designated fund can be backfilled when endowment funds are received.

(3). **Council House Mortgage HF** has a negative balance of -\$1,721.16. The **Council House Mortgage Principle** has a balance of \$1,476.97.

*Recommendation:* Use the positive balance in the Council House Mortgage Principle fund to offset almost all of the negative balance in the Council House Mortgage HF. Use \$244.19 from the surplus to pay the balance. Once both funds are zeroed out, eliminate both funds.

(4). **Rent Income Holding Fund** current has a balance of negative -\$2,314.00. This negative balance was the result of a change in the way that income and expenses were applied. The Rent Income is now processed as a budget line item and not placed in a designated fund. Also, previously the Wilkes County Property Taxes were taken out of this designated fund. We also continue to carry a balance of \$2,200 in the old **Grateful for Grace Appeal** designated fund.

*Recommendation:* Use the balance of the Grateful for Grace Appeal fund to offset almost all of the negative balance in the Rent Income Holding Fund. Use \$114 from the surplus to pay the balance. Once both funds are zeroed out, eliminate both funds.

(5). **3 New Temporary Designated Funds** — Since we are planning to fund 2 positions with surplus, we need to park the surplus into designated funds from which the salaries can be drawn over the course of the year. Also, since we have a donor who has offered to pay for the A/V position, it will need to be treated in the same way.

NOTE: The donor has indicated that they plan to give this gift in January 2021, so the A/V designated fund will need to be drawn negative until the gift is received.

*Recommendation:* The Council created 3 new designated funds as follows:

- Assistant Music Director Salary
- Temporary Faith Formation Director Salary
- A/V Ministry Facilitator Salary

# Council Designations

*Below are a series of council designations that need to be made annually.*

## 2019-2020 Special Offerings

Occasion	Designation
Advent	General Fund
Christmas Eve	General Fund
Lent	General Fund
Easter	General Fund
Other?	

## 2019-2020 Holden Evening Prayer Meal Assignment and Offering Designation

Date	Meal Assignment	Offering Designation
September 19, 2019	Choir	
October 16, 2019	Lizzie-Estelle	
November 20, 2019		
December 18, 2019	Doracs/Guatemala	
January 22, 2020	Fellowship	
February 19, 2020	LSA Chili Cook-off	LSA
March 18, 2019 - Lent - No Meal	CANCELLED	
April 15, 2020 - No Worship		
May 20, 2020	Relay for Life	Relay for Life
June 17, 2020 - No Worship		
July 15, 2020- No Worship		
August 19, 2020 - No Worship?		

### 2020 Lenten Evening Meal Assignments and Offering Designation

Date	Meal Assignment	Offering Designation
March 4, 2020	Ushers	Mission Trip
March 11, 2020	Lizzie-Estelle	Mission Trip
March 18, 2020 CANCELLED	Faith Formation	Mission Trip
March 25, 2020 CANCELLED	Choir	Mission Trip
April 1, 2020 CANCELLED	Dorcas	Mission Trip

### 2019-2020 Sunday Breakfasts

Date	Meal Assignment	Offering Designation
September 29, 2019	Council	General Fund
December 29, 2019	Cookie Party	N/A
March 29, 2020 - CANCELLED	Mission Trip	Mission Trip
April 12, 2020 - CANCELLED	Council	General Fund
May 31, 2020	Council -- Coffee Hour	General Fund

### \*\*2021 App Game-Day Parking

Date	Opponent	Designations
September 4, 2021 (Sat)	Luke Combs Concert	LSA
September 18, 2021 at 3:30 (Sat)	Elon (Family Weekend)	LSA
September 23, 2021 at 7:30 (Thu)	Marshall	LSA
October 20, 2021 7:30 (Wed)	Coastal Carolina	Community Action
October 30, 2021 at 3:30 (Sat)	ULM (Homecoming)	Grace Builders
November 13, 2021 at 2:30 (Sat)	South Alabama	LSA
November 27, 2021 at 2:30 (Sat)	Georgia Southern	Youth Gathering
*December 4, 2021 (Sat)	Sun Belt Championship Game	LSA