

*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**

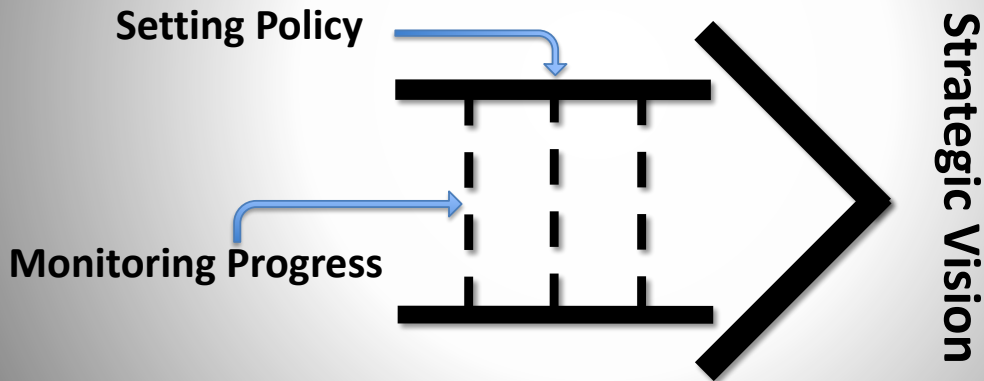
**Grow in relationship with God**

**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:



## Proposed Goals

- Focus on deepening relationships among Council members.
- Plan a Council Retreat focused on long-term Strategic Planning (est. Jan/Feb 2026).
- Read together Alice Mann's book Raising the Roof: The Pastoral-to-Program Size Transition.

## **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

# MINISTRY STRUCTURE—2025-2026

Updated 9/16/25

Ministry Pillars &  
Council Liaisons

Ministry Groups

Ministry Group Chairperson/Contact

## LEARNING

*Kristie Evans*

Faith Formation

Internship Committee

Carla Ramsdell

Stewardship

Wayne Powell

## SERVING

*Jesse Lutabingwa*

Community Action

Janice Koppenhaver

Grace Builders

Harold Stophel

Visitation Ministry

Troutman Foundation

## WORSHIPING

*Lynn Caldwell*

Worship & Music

Alan Hauser

Altar Guild

Beth Reavis

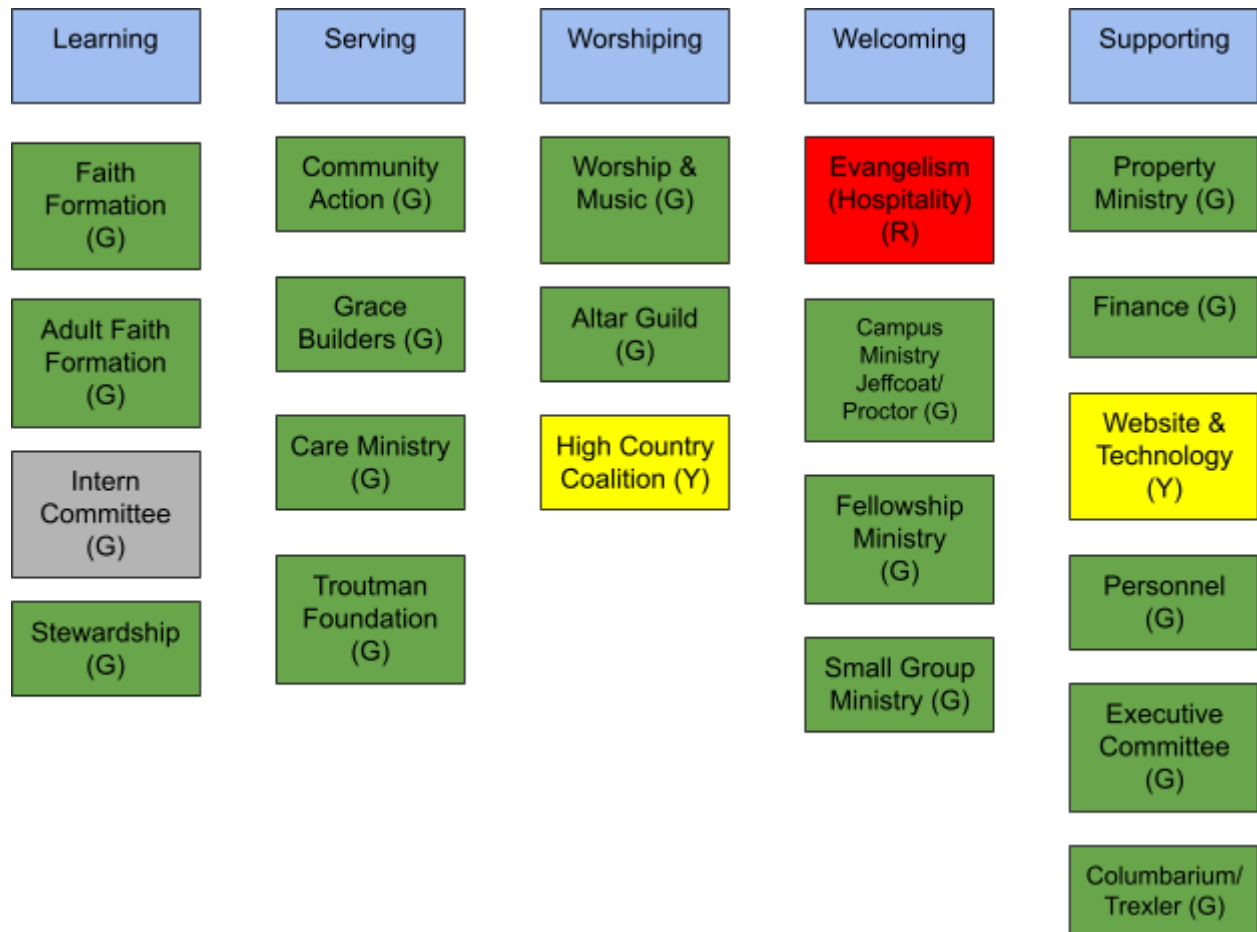


<b>WELCOMING</b>	Small Group Ministry	
	High Country Coalition	Pastor Steve
	Evangelism (Hospitality)	
	Amy Atkins Campus Ministry/Jeffcoat	
Liz Peters	Fellowship Ministry	
<b>SUPPORTING</b>		
Jonathan Stamey	Property Team	
Morgan Wright	Finance Team	Morgan Wright
Eric Breitenstein	Website & Technology	Sabena Maiden
Jennifer Davis	Personnel	
James Holden	Executive Committee	
	Columbarium Committee	Gail Lund & Sandy Moretz
	Critical Incident Response Team	Alex Peter and Mick Kreszock

\*Please see the current “People of Grace” directory for contact information.

# Structure & Relationship of Ministry Pillars & Groups

Updated 9/16/25



\* Does not appear to function or meet

\* Functioning and meeting as needed

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

## December 2025 Engagement Report

Last updated: 1/16/2026

### Regular Sunday Morning Engagement

Date	In-Person Worship	Worship Length (mins)	YouTube Minutes Viewed	Total Engage (75% @ 1.25 viewers)	YouTube unique views	Total Viewers (x1.25)	Holden Prayer	Nursery	Children SS	Youth SS	Adult SS	Retreats
12/7/2025	174	28	528	31	51	64						
12/14/2025	79	51	2676	87	99	124						
12/21/2025	158	37	744	34	35	44	-					
12/28/2025	72	38	630	28	36	45						
Total	483	154	4578	180	221	276						
Average	121	39	1145	45	55	69						
YTD Averages	119			42		61						

### Special Events

Date	In-Person Worship	Worship Length (mins)	YouTube Minutes Viewed	Total Engage (Time @ 1.5 viewers)	YouTube unique views	Total Viewers (x2)
12/24/2025	147	33	540	54	37	74
Total		33	540	54	37	74
Average		33	540	54	37	74

\* Notes: 12/24 Online Christmas Eve (no in-person); 12/25 Advent Observed Special

### Faith Formation Events

Date	Children	Confirm.	Youth	Adult	Event	
Total						
Average						
YTD Avg.						

\* Notes:

### LSA Events

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

\* Notes:

## **Pastor Steve's Report to Congregational Council – January 2026**

### **General Insights:**

The big news this month was that we finally closed on the sale of the Wilkes County Property! I would like to offer a special thanks to James Holden and Jennifer Davis for being available to sign the closing documents. I would also like to thank Susan Roggenkamp for assisting from Kernersville. But, I would also be remiss not to mention the beautiful Christmas worship services at 4pm and 7pm.

### **Pastoral:**

***Worship*** – Worship attendance continues to be very strong to end 2025 and to start 2026. Christmas Eve services were again about evenly split in attendance – each about 150. It is fun to see the church filling up again! I would like to offer a special word of thanks to Libby, Susan, and Sam, plus our amazing choir and musicians who put in countless hours to ensure amazing worship experiences for our congregation. Looking ahead, we are planning to bring back our mid-week Lenten worship services this year using the Holden Evening Prayer service.

***Teaching/Learning*** – This month we said ‘goodbye’ to Liv Kyles. Over the 18 months she served with us, we have gone from a fledgling to a full youth program. We now regularly have 7-9 at youth group gatherings and had 3 new confirmands starting this year! We have renewed and established new traditions for youth ministry at Grace and the program is in a strong position for the future. For reference, three years ago, we sent just one youth to the NC Synod LYO conference; this year we are sending 9!! Deacon Stacey will be taking over temporarily while we begin our search for the new Director of Congregational Life. In January, we began a new Sunday morning series on the book, The Ruthless Elimination of Hurry. Dana Holden is also leading a new Tuesday evening women's Bible Study.

***Pastoral Care*** – I have been really striving to use my calendar to ensure that I am keeping up with my regular pastoral visitation along with acute situations that pop-up. While this has worked well, I can still quickly identify 3-4 folks in the congregation who could use regular visits.

**Relational** – I continue to serve as Treasurer of the NovusWay Board which required a little extra attention this month as we approved the 2026 budget and moved the endowments to a new fund manager. I also continue to serve as the Treasurer for the Watauga Long Term Recovery Group which now requires more regular attention as we have added 5 caseworkers to the LTRG! I also continue to serve on the Housing Solutions Committee of the Watauga Housing Council.

**Strategic** – This month I have been working on crafting messaging around the sale of the Wilkes Property and the upcoming small capital campaign drive. As part of that, I have been working with Jennifer and the property team on meeting with contractors and talking through anticipated costs for the 6 upcoming projects. I also began a conversation with the ELCA Foundation about the starting of a new Endowment. I have gotten the Director of Congregational Life position posted on our website, the NC Synod job board, the Boone Chamber website, and [Indeed.com](https://www.indeed.com). I will look for other possible avenues as well. So far, I have received two resumes and cover letters. Both candidates seem very qualified – so I am encouraged!

# PASTOR STEVE -- Full-Time Grace Staff

## Vacation, Sick and Continuing Education Leave

### 2025-2026 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.

December 28 (Sunday)	December 29	December 30	December 31	April 8
April 9	June 14 (Sunday)	June 15	June 16	June 17
June 18	June 28 (Sunday)	June 29	June 30	July 1

**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 / Work Travel:** 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.

June 21-25 CAMPfirmation	Jan 26-Jan 28 Region 9 Retreat	Feb. 27-Mar.1 (Sun) LYO	Mar 5-14 LSA Spring Break	July 19-24 CAMP Lutheridge
			<b>NovusWay Board</b> Nov. 6-8; Mar. 5-9; Aug. 6-8	

Deacon Stacey Troisi  
LSA Campus Minister & Interim Youth and Family Coordinator  
January Council Report  
Friday, January 16, 2026  
Lutheran Students of Appalachian

## **Campus Ministry**

### **January Events**

Wednesday 1/14 – **GATHER**; Teambuilding and Conversations; Leadership before  
Wednesday 1/21 Spiritual Life/Club Expos  
Wednesday 1/21 – **WORD**; **Pastor Steve Questions**

### **Upcoming Events**

Sunday 2/1 Chili Cookoff and LSA Sponsorships  
Sunday 3/1 Blessing, Sending, & Meeting for Germany  
Thursday- Sunday 3/5 -3/14 Germany  
Sunday 4/26 LSA Sunday

## **Youth and Family Ministry**

### **January Events**

Sunday 1/11 Youth Group met for a meal, LYO Planning, and a bible study on “Be Curious, Not Judgemental” based on a clip from the popular TV show, Ted Lasso. The youth were great at engaging in conversation and had a great time together.

I have attached below the updated Spring calendar for the Youth and Family Ministry.

## **Youth and Family Ministry Calendar Spring 2026**

### **January**

Sunday 1/4 – **Liv's Last Sunday, Youth Dinner at Los**

Sunday 1/11 - **11:30-1:00pm Confirmation B**  
**5:30-7:30pm Youth Group B**

Saturday 1/17 - **5:30-7:30pm Family Movie Night B**

Sunday 1/18 - **11:30-1:00pm Confirmation**  
**5:30-7:30pm Youth Group B**

## **February**

Sunday 2/1 - 11:30-1:00pm Confirmation (Chili Cookoff) B

1:00-3:00pm Games by the Holdens?

5:30-7:30pm Youth Group B

Saturday 2/7 - AppState Basketball Game 1:00pm Tickets

Sunday 2/8 - SUPER BOWL SUNDAY- No Youth

Sunday 2/15 - 11:30-1:00pm Confirmation A

5:30-7:30pm Youth Group B

Friday- Sunday 2/29-3/1 - LYO RETREAT

## **March**

Sunday 3/1 - LYO RETREAT

Sunday 3/8 - GERMANY No Confirmation or Youth

Sunday 3/15 - 11:30-1:00pm Confirmation A

5:30-7:30pm Youth Group B

Sunday 3/21 - 2:00-4:00pm Family Pool Party @ Deer Valley B

Sunday 3/22 - 11:30-1:00pm Confirmation B

5:30-7:30pm Youth Group (Stuff Easter Eggs) B

Saturday 3/28 - Youth go watch Matilda @ WHS

Sunday 3/29 - PALM SUNDAY NO Confirmation or Youth

Sunday 4/5 - EASTER SUNDAY Youth help hide eggs for EGG HUNT

11:30-12:00pm Family Ministry Easter Egg Hunt

Monday- Saturday 4/6-4/11 Watauga Spring Break

Sunday 4/12 - 11:30-1:00pm Confirmation B

5:30-7:30pm Youth Group B

Sunday 4/26 - 11:30-1:00pm Confirmation A

5:30-7:30pm Youth Group B

## **May**

Saturday 5/1 - Youth Lock-in (Youth Sunday Practice) B?

Sunday 5/3 - Youth Sunday B

Sunday 5/10 - Mother's Day

Sunday 5/17 - 11:30-1:00pm Confirmation  
5:30-7:30pm Youth Group \*No DS

Sunday 5/31 - Family Ministry Picnic @ Councill House  
5:30-7:30pm Youth Group

## **June**

No Confirmation

ENJOY YOUR SUMMER

Wednesday 6/24 - 7:00-8:00pm Jeremiahs Meet up

## **July**

Sunday 7/12 -11:30-1:00pm Mission Trip Meeting

Sunday 7/26-7/31- Lutheroad @ Grace- Youth Volunteer

## **August**

Sunday 8/2-8/8 - Mission Trip: GKTW in Orlando, FL

Sunday 8/16 - Blessing of the Backpacks  
3:00-4:30pm ALL Youth @ Jeremiahs

Sunday 8/23 - 5:30-7:30pm Youth Group Kick-off

**Family Ministry Events: Open to ALL ages**

**Confirmation (Jr Youth): 6th-8th graders**

**High School Youth: 9th-12th graders**

**Jr & Sr Youth**



Director of Music Report – Libby Brown  
January 15, 2025

After a busy advent season, we celebrated Christ's birth with two services on Christmas Eve. Thanks to musicians who offered preservice and special music: Susan Frank, Reba Matthewson, Scott Kallestad, Elaine Kallestad, Marie Kallestad, Libby Brown, JoAnn Wright, Morgan Wright, Robin Ray, Kelly Rucker, and Lynn Caldwell. The choir enjoyed a longer break since New Year's Eve fell on a Wednesday.

We have moved to our winter rehearsal schedule. The bells will rehearse on Sunday after the service and choir will rehearse at 6:45. We have added another choir scholar, AJ Cox. Thankful for the special donation that made this possible.

As we begin a new year, I am reminded of one of my favorite poems, *The Work of Christmas*. With thanks for the people of Grace, staff, and all of our musicians....we continue our music ministry with joy in 2026.

When the song of the angels is stilled, When the star in the sky is gone,  
When the kings and princes are home, When the shepherds are back with their flock,  
The work of Christmas begins:

To find the lost, To heal the broken, To feed the hungry, To release the prisoner,  
To rebuild the nations; To bring peace among brothers,  
To make music, make music, make music from the heart.

When the song of the angels is stilled, When the star in the sky is gone,  
When the kings and princes are home, When the shepherds are back with their flock,  
The work of Christmas begins:

## **Church Office Report for 1/19/26 Church Council Meeting**

(prepared by Sabena on 1/12/25)

Just some of what's been happening in the Grace office since last month...

- As noted in the last report, Spring 2026 parking work went pretty well but we've determined that we'd like to offer only once a year parking registration (in August) next year. The timing for Jennifer and me in December and January is not ideal.
- Reminder that our Grace Community Partner Spotlight for December and January: WeCAN. We recently learned that their new WeCAN coordinator will not be Jess Brill afterall, but instead Katie Replogle. She had been very responsive and shared with us the specific need for infrared heaters for WeCAN clients.
- We've had several requests for monetary assistants these past few months. We continue to offer information about local area resources and have helped directly in a few cases.
- We continue to utilize much of our time receiving and coordinating one-time and ongoing Facility Uses—both internal and external events. This is resulting in a lot of extra work for office staff and most external groups utilize our space for free. Have we ever considered charging a minimum donation or is that ill advised?
- We're prepping for Lent and Easter now—lots to do!
- And the regular communication & coordination tasks, facility use/calendar tasks, compile weekly e-newsletter, community partner contacts, database & recordkeeping, assistance requests, bulletin work, organizing worship assistants, announcement prep, office supply ordering, website & social media posts and updates, etc. 😊

# **Facilities Manager Report**

**January 2026**

## **Roof Quotes**

I have met with several roofing contractors regarding replacement of the church roof and gutters. I expect to have four estimates ready to present to the Property Committee at our January 27th meeting.

## **Parking Lot Expansion**

Lloyd Fields has been in contact with Greer Brothers regarding the parking lot expansion. They will be sending a contract for review and signature, and excavation is expected to begin in early spring.

## **Grace Place Renovation**

Pastor Steve and I met with Josh Kanoy, owner of K&C Building Associates, to discuss renovation ideas for Grace Place. The goal is to convert the home into a 3-bedroom, 2-bath residence. Josh will be providing an estimate for the project. We are aiming to have the renovations completed by August 1st, as the house will be offered to a new staff member we are hoping to hire.

## **Plumbing Issues**

The sump pump that services the upstairs kitchen sink, dishwasher, and ice machine failed, causing dirty water to back up and flood my office and the supply closet below. This occurred while a group was preparing a Thanksgiving meal, resulting in significant water contamination from food waste.

I had to remove all contents from the space and dispose of the carpet. Max Miling, who previously worked with Jeff's Plumbing, was hired to replace the sump pump. We upgraded to a model with an alarm system that will notify me if a failure occurs in the future.

While the office was emptied, I took the opportunity to repaint and replace the rug. The space is nearly fully restored and is now in better condition than before. While this was an unpleasant surprise, the new alarm system should help prevent a similar situation going forward.

## **Other Maintenance Updates**

- Jonathan Stamey has been working on upgrading basement light fixtures to LED.

- The Fire Marshal completed inspections of both the church and Council House. Both buildings passed with no violations.
- I had help from Mike Wilder to remove the shower doors from the downstairs bath to make it more accessible for a handicapped student who will be staying with a retreat group at the Council House on MLK weekend.

## **Parking Management**

Spring semester parking is sold out, and all students have returned. I have been closely monitoring the parking lots. For the next school year, we are planning to offer full-year parking only.

## **Ongoing Responsibilities**

- Continued coordination with Tiffany from Watauga Opportunities, who vacuums on Thursdays.
- Coordination with Sabena on the church calendar and scheduling for all groups using Grace Place and Council House.
- Regular monitoring of building systems, including thermostats, dehumidifiers, security cameras, door access, and entry codes.
- Ongoing efforts to maintain clean, safe, and functional facilities for everyone who uses our spaces.

Accounts

Assets		
<b>Funds for Current Use</b>		
011015 - High Country Bank Checking	\$737,991.82	
<b>Total Funds for Current Use</b>		<b>\$737,991.82</b>
<b>Savings</b>		
<b>Certificate of Deposit</b>		
011010 - HCB Certificate of Deposit	\$106,202.69	
<b>Total Certificate of Deposit</b>	<b>\$106,202.69</b>	
<b>Total Savings</b>		<b>\$106,202.69</b>
<b>Funds for Long-Term Use</b>		
<b>HCB Money Market</b>		
011020 - HCB Money Market	\$8,346.68	
<b>Total HCB Money Market</b>	<b>\$8,346.68</b>	
<b>Total Funds for Long-Term Use</b>		<b>\$8,346.68</b>
<b>Accounts Receivable</b>		
<b>NC State Sales Tax Refund</b>		
011718 - Watauga Sales Tax 2%	\$2,300.83	
011720 - Food Sales Tax 2%	\$7.90	
<b>Total NC State Sales Tax Refund</b>	<b>\$2,308.73</b>	
<b>Total Accounts Receivable</b>		<b>\$2,308.73</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>\$2,752,018.65</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	\$3,703.34	
012102 - FICA Taxes-Employee	\$1,814.82	
012103 - Medicare Taxes-Employee	\$424.50	
012104 - NC State Payroll Taxes	\$728.00	
012112 - FICA Taxes Employer	\$1,814.82	
012113 - Medicare Taxes Employer	\$424.49	
<b>Total Payroll Taxes</b>	<b>\$8,909.97</b>	
<b>Other Payroll Items</b>		
012107 - Health Care FSA	\$0.12	
<b>Total Other Payroll Items</b>	<b>\$0.12</b>	
<b>Total Payroll Items</b>	<b>\$8,910.09</b>	
<b>Total Current Liabilities</b>		<b>\$8,910.09</b>
<b>Total Liabilities</b>		<b>\$8,910.09</b>
<b>Fund Principal</b>		
002002 - Fund Principal	\$40,264.28	
002004 - Equity in Councill Property	\$1,897,168.73	
Excess Cash Received	\$5,191.14	
<b>Total Fund Principal and Excess Cash Received</b>		<b>\$1,942,624.15</b>
<b>Restricted Funds</b>		
Total Temporary Restricted	\$143,659.52	
Total Permanent Restricted	\$656,824.89	
<b>Total Restricted Funds</b>		<b>\$800,484.41</b>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<b>\$2,752,018.65</b>

**Grace Evangelical Lutheran Church**  
**Summary of Restricted Accounts - Portrait**  
**September to December 2025**

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b><u>Temporary Restricted</u></b>				
<b>Church Projects</b>				
017548 - High Country Coalition HF	\$175.00	\$0.00	\$0.00	\$175.00
017579 - Adult Faith Formation Holding Fund	\$1,041.33	\$0.00	\$168.53	\$872.80
<b>Pastoral Projects</b>				
017402 - Pastor's Discretionary Holding Fund	\$672.03	\$4,400.00	\$2,205.40	\$2,866.63
017541 - Pastor's Sabbatical	\$0.07	\$0.00	\$0.00	\$0.07
017575 - Disaster Relief HF	\$30,347.35	\$6,317.37	\$17,584.96	\$19,079.76
017598 - Seminarian Holding Fund	\$4,345.00	\$0.00	\$2,000.00	\$2,345.00
<b>Total Pastoral Projects</b>	<u>\$35,364.45</u>	<u>\$10,717.37</u>	<u>\$21,790.36</u>	<u>\$24,291.46</u>
<b>Youth &amp; Family Projects</b>				
017502 - Youth Missions HF	(\$202.38)	\$1,641.25	\$1,626.54	(\$187.67)
017503 - Vacation Bible School/Supplies	\$408.15	\$0.00	\$0.00	\$408.15
017507 - Youth & Family HF	\$363.00	\$50.00	\$0.00	\$413.00
017529 - Camp/Conference Grant Holding	\$1,828.01	\$0.00	\$0.00	\$1,828.01
017563 - ELCA National Youth Gathering HF	\$3,938.36	\$0.00	\$0.00	\$3,938.36
017701 - OPUS	\$237.48	\$0.00	\$0.00	\$237.48
017778 - Young Adults HF	\$450.00	\$0.00	\$0.00	\$450.00
<b>Total Youth &amp; Family Projects</b>	<u>\$7,022.62</u>	<u>\$1,691.25</u>	<u>\$1,626.54</u>	<u>\$7,087.33</u>
<b>Campus Projects</b>				
017403 - LSA_Mission Trips	\$1,820.46	\$46,054.44	\$47,222.95	\$651.95
017517 - Jeffcoat/Proctor Holding Fund	\$450.00	\$0.00	\$0.00	\$450.00
<b>Total Campus Projects</b>	<u>\$2,270.46</u>	<u>\$46,054.44</u>	<u>\$47,222.95</u>	<u>\$1,101.95</u>
<b>Property Projects</b>				
017564 - Columbarium	\$248.71	\$475.00	\$10.00	\$713.71
017567 - Facilities Fund	\$570.48	\$350.00	\$150.00	\$770.48
017591 - Grace Builders	\$32,194.63	\$10,564.20	\$7,171.79	\$35,587.04
017900 - Parking Lot/Paving HF	\$3,656.86	\$735.00	\$4,891.86	(\$500.00)
<b>Total Property Projects</b>	<u>\$36,670.68</u>	<u>\$12,124.20</u>	<u>\$12,223.65</u>	<u>\$36,571.23</u>
<b>Financial Projects</b>				
017201 - Sanctuary Lamp	\$505.00	\$120.00	\$14.50	\$610.50
017410 - Temporary Account	\$6,152.41	\$3,440.34	\$3,340.34	\$6,252.41
017414 - Staff Christmas Gifts	\$100.02	\$250.00	\$0.00	\$350.02
017417 - Wedding Fees Holding Acct.	\$225.00	\$875.00	\$458.15	\$641.85
017506 - Special Staff Gift	\$0.00	\$575.00	\$475.00	\$100.00
017513 - Troutman Foundation Holding	\$683.43	\$0.00	\$0.00	\$683.43
017534 - Peeler Bequest Holding Fund	\$5,240.27	\$0.00	\$5,240.27	\$0.00
017584 - Hank Beuttel Music Scholarship	\$4,810.00	\$1,350.00	\$0.00	\$6,160.00
017596 - Seasonal Decorations	\$2,658.65	\$1,068.00	\$1,624.85	\$2,101.80
017605 - Special Offering Holding Fund	\$695.82	\$925.00	\$1,025.00	\$595.82
017606 - Growing Grace	\$25,264.05	\$0.00	\$0.00	\$25,264.05
<b>Total Financial Projects</b>	<u>\$46,334.65</u>	<u>\$8,603.34</u>	<u>\$12,178.11</u>	<u>\$42,759.88</u>
<b>Music Projects</b>				
017521 - Audio Visual	\$3,262.24	\$0.00	\$0.00	\$3,262.24
017562 - Special Musicians Holding Fund	\$380.00	\$95.00	\$250.00	\$225.00
017594 - Music/Choir Holding Fund	\$17,399.77	\$7,621.39	\$4,647.90	\$20,373.26
<b>Total Music Projects</b>	<u>\$21,042.01</u>	<u>\$7,716.39</u>	<u>\$4,897.90</u>	<u>\$23,860.50</u>
<b>Women's Ministries</b>				
017560 - Lizzie Estelle Holding Fund	\$1,156.41	\$262.00	\$200.00	\$1,218.41
017599 - Quilter's Group Fund	\$3,144.51	\$1,844.00	\$2,306.61	\$2,681.90
017602 - Card Ministry	\$338.24	\$0.00	\$0.00	\$338.24
<b>Total Women's Ministries</b>	<u>\$4,639.16</u>	<u>\$2,106.00</u>	<u>\$2,506.61</u>	<u>\$4,238.55</u>
<b>Total Church Projects</b>	<u>\$154,560.36</u>	<u>\$89,012.99</u>	<u>\$102,614.65</u>	<u>\$140,958.70</u>
<b>Local Ministries</b>				
017117 - Oasis Holding Fund	\$0.00	\$50.00	\$0.00	\$50.00
017118 - Community Care Clinic Holding Fund	\$0.00	\$50.00	\$0.00	\$50.00
017404 - Hunger & Health Coalition Holding F	\$290.00	\$250.00	\$0.00	\$540.00
017524 - Habitat for Humanity Holding Fund	\$100.00	\$1,992.95	\$1,942.95	\$150.00
017549 - Hospitality House Holding Fund	\$1,480.82	\$2,295.00	\$2,500.00	\$1,275.82
017586 - WeCAN Holding Fund	\$0.00	\$635.00	\$0.00	\$635.00
<b>Total Local Ministries</b>	<u>\$1,870.82</u>	<u>\$5,272.95</u>	<u>\$4,442.95</u>	<u>\$2,700.82</u>
<b>Total Temporary Restricted</b>	<u><u>\$156,431.18</u></u>	<u><u>\$94,285.94</u></u>	<u><u>\$107,057.60</u></u>	<u><u>\$143,659.52</u></u>

Grace Evangelical Lutheran Church  
Summary of Restricted Accounts - Portrait  
September to December 2025

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Ending Balance
<b><u>Permanent Restricted</u></b>				
<b>Restricted for Long-Term Use</b>				
<b>Funds for Future Use</b>				
017608 - Wilkes Co. Property	(\$2,850.00)	\$659,876.39	\$201.50	\$656,824.89
018002 - Capital Repl. Reserve LTHF	\$15,977.63	\$0.00	\$15,977.63	\$0.00
<b>Total Funds for Future Use</b>	\$13,127.63	\$659,876.39	\$16,179.13	\$656,824.89
<b>Total Restricted for Long-Term Use</b>	\$13,127.63	\$659,876.39	\$16,179.13	\$656,824.89
<b>Total Permanent Restricted</b>	\$13,127.63	\$659,876.39	\$16,179.13	\$656,824.89

**Grace Evangelical Lutheran Church**  
**Analysis of Revenues & Expenses - Detail**  
**September to December 2025**

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	\$63,857.12	\$33,333.33	\$143,166.75	\$133,333.32	\$400,000.00	\$256,833.25
015205 - NC & ELCA Synod Income	\$3,750.00	\$1,375.00	\$7,950.00	\$5,500.00	\$16,500.00	\$8,550.00
<b>Total Tithes and Offerings</b>	\$67,607.12	\$34,708.33	\$151,116.75	\$138,833.32	\$416,500.00	\$265,383.25
<b>Rental Incomes</b>						
015307 - Property Rental Income	\$635.00	\$1,166.67	\$2,475.00	\$4,666.68	\$14,000.00	\$11,525.00
015308 - Parking Rental Income	\$5,145.00	\$5,416.67	\$6,050.00	\$21,666.68	\$65,000.00	\$58,950.00
<b>Total Rental Incomes</b>	\$5,780.00	\$6,583.34	\$8,525.00	\$26,333.36	\$79,000.00	\$70,475.00
<b>Miscellaneous Income</b>						
015301 - Interest/Dividends	\$0.00	\$0.00	\$7.56	\$0.00	\$0.00	(\$7.56)
015302 - Miscellaneous Donations	\$300.00	\$0.00	\$575.00	\$0.00	\$0.00	(\$575.00)
015305 - Jeffcoat-Proctor Offset	\$0.00	\$500.00	\$0.00	\$2,000.00	\$6,000.00	\$6,000.00
<b>Total Miscellaneous Income</b>	\$300.00	\$500.00	\$582.56	\$2,000.00	\$6,000.00	\$5,417.44
<b>Total Offerings</b>	\$73,687.12	\$41,791.67	\$160,224.31	\$167,166.68	\$501,500.00	\$341,275.69
<b>Total Revenues</b>	\$73,687.12	\$41,791.67	\$160,224.31	\$167,166.68	\$501,500.00	\$341,275.69



**Grace Evangelical Lutheran Church**  
**Analysis of Revenues & Expenses - Detail**  
**September to December 2025**

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	\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	(\$60.00)
016601 - Christian Education	\$261.30	\$125.00	\$497.00	\$500.00	\$1,500.00	\$1,003.00
016602 - Books/Supplies/Study Materials	\$0.00	\$166.67	\$312.33	\$666.68	\$2,000.00	\$1,687.67
<b>Total Christian Education Ministries</b>	<u>\$321.30</u>	<u>\$291.67</u>	<u>\$869.33</u>	<u>\$1,166.68</u>	<u>\$3,500.00</u>	<u>\$2,630.67</u>
<b>Youth &amp; Family Ministry</b>						
016501 - Senior Youth	\$0.00	\$125.00	\$1,161.06	\$500.00	\$1,500.00	\$338.94
016502 - Jr. Youth	\$242.32	\$125.00	\$1,037.05	\$500.00	\$1,500.00	\$462.95
016503 - Luther Kids	\$0.00	\$41.67	\$0.00	\$166.68	\$500.00	\$500.00
016507 - Family Programs	\$308.30	\$41.67	\$549.49	\$166.68	\$500.00	(\$49.49)
<b>Total Youth &amp; Family Ministry</b>	<u>\$550.62</u>	<u>\$333.34</u>	<u>\$2,747.60</u>	<u>\$1,333.36</u>	<u>\$4,000.00</u>	<u>\$1,252.40</u>
<b>Intern</b>						
016220 - Intern Stipend	\$222.22	\$1,800.00	\$888.88	\$7,200.00	\$21,600.00	\$20,711.12
016250 - Internship Fees	\$0.00	\$191.67	\$0.00	\$766.68	\$2,300.00	\$2,300.00
016321 - Intern - Professional Expenses	\$0.00	\$83.33	\$0.00	\$333.32	\$1,000.00	\$1,000.00
016322 - Intern Mileage	\$0.00	\$83.33	\$0.00	\$333.32	\$1,000.00	\$1,000.00
<b>Total Intern</b>	<u>\$222.22</u>	<u>\$2,158.33</u>	<u>\$888.88</u>	<u>\$8,633.32</u>	<u>\$25,900.00</u>	<u>\$25,011.12</u>
<b>Stewardship</b>						
016901 - Stewardship Supplies	\$0.00	\$41.67	\$0.00	\$166.68	\$500.00	\$500.00
<b>Total Stewardship</b>	<u>\$0.00</u>	<u>\$41.67</u>	<u>\$0.00</u>	<u>\$166.68</u>	<u>\$500.00</u>	<u>\$500.00</u>
<b>Total LEARNING</b>	<u>\$1,094.14</u>	<u>\$2,825.01</u>	<u>\$4,505.81</u>	<u>\$11,300.04</u>	<u>\$33,900.00</u>	<u>\$29,394.19</u>
<b>SERVING</b>						
<b>Care Ministry</b>						
016454 - Card/Devotionals Ministry	\$0.00	\$33.33	\$0.00	\$133.32	\$400.00	\$400.00
<b>Total Care Ministry</b>	<u>\$0.00</u>	<u>\$33.33</u>	<u>\$0.00</u>	<u>\$133.32</u>	<u>\$400.00</u>	<u>\$400.00</u>
<b>North Carolina Benevolences</b>						
016101 - NC Synod	\$0.00	\$1,250.00	\$0.00	\$5,000.00	\$15,000.00	\$15,000.00
<b>Total North Carolina Benevolences</b>	<u>\$0.00</u>	<u>\$1,250.00</u>	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$15,000.00</u>	<u>\$15,000.00</u>
<b>Total SERVING</b>	<u>\$0.00</u>	<u>\$1,283.33</u>	<u>\$0.00</u>	<u>\$5,133.32</u>	<u>\$15,400.00</u>	<u>\$15,400.00</u>
<b>WELCOMING</b>						
<b>Campus Ministry</b>						
016817 - Program Materials	\$125.60	\$125.00	\$236.93	\$500.00	\$1,500.00	\$1,263.07
016818 - Food Ministry	\$223.50	\$208.33	\$959.88	\$833.32	\$2,500.00	\$1,540.12
<b>Total Campus Ministry</b>	<u>\$349.10</u>	<u>\$333.33</u>	<u>\$1,196.81</u>	<u>\$1,333.32</u>	<u>\$4,000.00</u>	<u>\$2,803.19</u>
<b>Evangelism</b>						
016701 - Welcoming Supplies	\$0.00	\$25.00	\$0.00	\$100.00	\$300.00	\$300.00
016704 - Communications	\$0.00	\$41.67	\$0.00	\$166.68	\$500.00	\$500.00
016706 - Chamber of Commerce Dues	\$325.00	\$27.08	\$325.00	\$108.32	\$325.00	\$0.00
<b>Total Evangelism</b>	<u>\$325.00</u>	<u>\$93.75</u>	<u>\$325.00</u>	<u>\$375.00</u>	<u>\$1,125.00</u>	<u>\$800.00</u>

**Grace Evangelical Lutheran Church**  
**Analysis of Revenues & Expenses - Detail**  
**September to December 2025**

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>Fellowship</b>						
016801 - Fellowship Supplies	\$151.98	\$125.00	\$258.86	\$500.00	\$1,500.00	\$1,241.14
<b>Total Fellowship</b>	\$151.98	\$125.00	\$258.86	\$500.00	\$1,500.00	\$1,241.14
<b>Total WELCOMING</b>	\$826.08	\$552.08	\$1,780.67	\$2,208.32	\$6,625.00	\$4,844.33
<b>WORSHIPING</b>						
<b>Worship &amp; Music</b>						
016401 - Communion/Altar Supplies	\$0.00	\$208.33	\$279.80	\$833.32	\$2,500.00	\$2,220.20
016414 - Choir Scholars	\$0.00	\$266.67	\$0.00	\$1,066.68	\$3,200.00	\$3,200.00
016419 - Piano/Organ Maintenance	\$1,090.00	\$125.00	\$1,090.00	\$500.00	\$1,500.00	\$410.00
016421 - Music All Services	\$47.70	\$250.00	\$1,585.35	\$1,000.00	\$3,000.00	\$1,414.65
<b>Total Worship &amp; Music</b>	\$1,137.70	\$850.00	\$2,955.15	\$3,400.00	\$10,200.00	\$7,244.85
<b>Total WORSHIPING</b>	\$1,137.70	\$850.00	\$2,955.15	\$3,400.00	\$10,200.00	\$7,244.85
<b>SUPPORTING</b>						
<b>Property</b>						
<b>Property General</b>						
016614 - Snow Removal	\$0.00	\$166.67	\$0.00	\$666.68	\$2,000.00	\$2,000.00
016615 - Lawn/Landscaping	\$0.00	\$291.67	\$966.99	\$1,166.68	\$3,500.00	\$2,533.01
<b>Total Property General</b>	\$0.00	\$458.34	\$966.99	\$1,833.36	\$5,500.00	\$4,533.01
<b>Church</b>						
016509 - Water/Sewer	\$67.75	\$125.00	\$473.10	\$500.00	\$1,500.00	\$1,026.90
016510 - Natural Gas	\$0.00	\$458.33	\$115.84	\$1,833.32	\$5,500.00	\$5,384.16
016511 - Electric	\$370.71	\$500.00	\$1,579.51	\$2,000.00	\$6,000.00	\$4,420.49
016613 - Cleaning/Maintenance Supplies	\$54.46	\$125.00	\$627.99	\$500.00	\$1,500.00	\$872.01
016616 - General Repairs/Maintenance	\$580.87	\$458.33	\$3,154.27	\$1,833.32	\$5,500.00	\$2,345.73
016618 - Property Insurance	\$0.00	\$708.33	\$5,471.50	\$2,833.32	\$8,500.00	\$3,028.50
<b>Total Church</b>	\$1,073.79	\$2,374.99	\$11,422.21	\$9,499.96	\$28,500.00	\$17,077.79
<b>Office Expense</b>						
016001 - Printing	\$945.74	\$916.67	\$3,459.69	\$3,666.68	\$11,000.00	\$7,540.31
016002 - Office Supplies	\$146.18	\$125.00	\$404.34	\$500.00	\$1,500.00	\$1,095.66
016003 - Office Equipment & Repair	\$0.00	\$83.33	\$0.00	\$333.32	\$1,000.00	\$1,000.00
016004 - Postage/E'mail Service	\$236.75	\$166.67	\$592.87	\$666.68	\$2,000.00	\$1,407.13
016005 - Bank Service Fees/Checks	\$0.00	\$83.33	\$148.37	\$333.32	\$1,000.00	\$851.63
016006 - Computer Software/Hardware	\$104.03	\$250.00	\$2,026.75	\$1,000.00	\$3,000.00	\$973.25
016007 - Campus Telephone/Internet	\$275.33	\$333.33	\$1,105.16	\$1,333.32	\$4,000.00	\$2,894.84
016010 - Payment Processing Fees	\$530.14	\$458.33	\$1,418.82	\$1,833.32	\$5,500.00	\$4,081.18
016012 - ACS Subscription Fees	\$295.00	\$308.33	\$1,180.00	\$1,233.32	\$3,700.00	\$2,520.00
016013 - CPA/Bookkeeper	\$0.00	\$416.67	\$0.00	\$1,666.68	\$5,000.00	\$5,000.00
016407 - Bulletins/Licensing/Software	\$0.00	\$125.00	\$69.50	\$500.00	\$1,500.00	\$1,430.50
<b>Total Office Expense</b>	\$2,533.17	\$3,266.66	\$10,405.50	\$13,066.64	\$39,200.00	\$28,794.50
<b>Grace Place</b>						
016651 - Property Insurance (GP)	\$0.00	\$41.67	\$259.50	\$166.68	\$500.00	\$240.50

**Grace Evangelical Lutheran Church**  
**Analysis of Revenues & Expenses - Detail**  
**September to December 2025**

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)
016652 - Water/Sewer (GP)	\$147.88	\$83.33	\$513.95	\$333.32	\$1,000.00	\$486.05
016653 - Electric Service (GP)	\$0.00	\$250.00	\$193.39	\$1,000.00	\$3,000.00	\$2,806.61
016654 - Cleaning/Maintenance Supplies (GP)	\$0.00	\$41.67	\$0.00	\$166.68	\$500.00	\$500.00
016656 - General Repairs/Maintenance (GP)	\$0.00	\$125.00	\$0.00	\$500.00	\$1,500.00	\$1,500.00
<b>Total Grace Place</b>	<b>\$147.88</b>	<b>\$541.67</b>	<b>\$966.84</b>	<b>\$2,166.68</b>	<b>\$6,500.00</b>	<b>\$5,533.16</b>
<b>Councill House</b>						
016671 - Water/Sewer (CH)	\$146.20	\$83.33	\$276.35	\$333.32	\$1,000.00	\$723.65
016673 - Electric Service (CH)	\$115.97	\$208.33	\$498.96	\$833.32	\$2,500.00	\$2,001.04
016674 - Fuel Gas (CH)	\$1,223.59	\$166.67	\$1,248.43	\$666.68	\$2,000.00	\$751.57
016676 - Property Insurance (CH)	\$0.00	\$125.00	\$880.50	\$500.00	\$1,500.00	\$619.50
016679 - General Repairs/Maint (CH)	\$0.00	\$166.67	\$0.00	\$666.68	\$2,000.00	\$2,000.00
<b>Total Councill House</b>	<b>\$1,485.76</b>	<b>\$750.00</b>	<b>\$2,904.24</b>	<b>\$3,000.00</b>	<b>\$9,000.00</b>	<b>\$6,095.76</b>
<b>Total Property</b>	<b>\$5,240.60</b>	<b>\$7,391.66</b>	<b>\$26,665.78</b>	<b>\$29,566.64</b>	<b>\$88,700.00</b>	<b>\$62,034.22</b>
<b>Personnel</b>						
<b>Senior Pastor</b>						
<b>Senior Pastor</b>						
016201 - Senior Pastors Salary	\$4,083.34	\$4,083.33	\$16,333.36	\$16,333.32	\$49,000.00	\$32,666.64
016202 - Senior Pastors Social Security	\$512.50	\$512.50	\$2,050.00	\$2,050.00	\$6,150.00	\$4,100.00
016205 - Senior Pastors Housing Allowance	\$2,562.50	\$2,562.50	\$10,250.00	\$10,250.00	\$30,750.00	\$20,500.00
<b>Total Senior Pastor</b>	<b>\$7,158.34</b>	<b>\$7,158.33</b>	<b>\$28,633.36</b>	<b>\$28,633.32</b>	<b>\$85,900.00</b>	<b>\$57,266.64</b>
<b>Sr Pastor Pension/Insurance</b>						
016251 - Senior Pastor Health Insurance	\$1,377.50	\$1,366.67	\$4,132.50	\$5,466.68	\$16,400.00	\$12,267.50
016252 - Senior Pastor Other Insurance	\$35.80	\$128.13	\$142.40	\$512.52	\$1,537.50	\$1,395.10
016253 - Senior Pastor Retirement Cont.	\$859.00	\$896.88	\$4,814.30	\$3,587.52	\$10,762.50	\$5,948.20
<b>Total Sr Pastor Pension/Insurance</b>	<b>\$2,272.30</b>	<b>\$2,391.68</b>	<b>\$9,089.20</b>	<b>\$9,566.72</b>	<b>\$28,700.00</b>	<b>\$19,610.80</b>
<b>Total Senior Pastor</b>	<b>\$9,430.64</b>	<b>\$9,550.01</b>	<b>\$37,722.56</b>	<b>\$38,200.04</b>	<b>\$114,600.00</b>	<b>\$76,877.44</b>
<b>Campus Minister</b>						
016221 - Campus Minister Salary	\$2,562.50	\$2,562.50	\$10,250.00	\$10,250.00	\$30,750.00	\$20,500.00
016267 - Campus Retirement Cont	\$256.25	\$256.25	\$1,025.32	\$1,025.00	\$3,075.00	\$2,049.68
016268 - Campus Minister Health Ins.	\$995.50	\$1,025.00	\$3,982.00	\$4,100.00	\$12,300.00	\$8,318.00
016269 - Campus Minister Other Ins.	\$12.82	\$46.98	\$50.96	\$187.92	\$563.75	\$512.79
<b>Total Campus Minister</b>	<b>\$3,827.07</b>	<b>\$3,890.73</b>	<b>\$15,308.28</b>	<b>\$15,562.92</b>	<b>\$46,688.75</b>	<b>\$31,380.47</b>
<b>Youth &amp; Family Director</b>						
<b>Youth &amp; Family Director</b>						
016206 - Youth & Family Director Salary	\$1,025.00	\$1,025.00	\$4,100.00	\$4,100.00	\$12,300.00	\$8,200.00
<b>Total Youth &amp; Family Director</b>	<b>\$1,025.00</b>	<b>\$1,025.00</b>	<b>\$4,100.00</b>	<b>\$4,100.00</b>	<b>\$12,300.00</b>	<b>\$8,200.00</b>
<b>Total Youth &amp; Family Director</b>	<b>\$1,025.00</b>	<b>\$1,025.00</b>	<b>\$4,100.00</b>	<b>\$4,100.00</b>	<b>\$12,300.00</b>	<b>\$8,200.00</b>
<b>Music</b>						
016208 - Choral & Ensemble Director	\$1,729.68	\$1,729.69	\$6,918.72	\$6,918.76	\$20,756.25	\$13,837.53
016210 - Organist	\$1,166.66	\$1,166.67	\$4,666.64	\$4,666.68	\$14,000.00	\$9,333.36
016211 - Substitutes & Special Services	\$0.00	\$83.33	\$0.00	\$333.32	\$1,000.00	\$1,000.00

**Grace Evangelical Lutheran Church**  
**Analysis of Revenues & Expenses - Detail**  
**September to December 2025**

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)
016216 - Audio/Visual Ministry Facilitator	\$958.34	\$958.33	\$3,833.36	\$3,833.32	\$11,500.00	\$7,666.64
<b>Total Music</b>	<b>\$3,854.68</b>	<b>\$3,938.02</b>	<b>\$15,418.72</b>	<b>\$15,752.08</b>	<b>\$47,256.25</b>	<b>\$31,837.53</b>
<b>Office Staff</b>						
<b>Office Staff</b>						
016212 - Administrative Secretary	\$2,833.34	\$2,833.33	\$11,333.36	\$11,333.32	\$34,000.00	\$22,666.64
016219 - Financial Secretary Salary	\$1,437.50	\$1,437.50	\$5,750.00	\$5,750.00	\$17,250.00	\$11,500.00
016235 - Facilities Manager	\$3,000.00	\$3,000.00	\$12,000.00	\$12,000.00	\$36,000.00	\$24,000.00
016239 - Custodial Assistant	\$123.75	\$83.33	\$333.75	\$333.32	\$1,000.00	\$666.25
<b>Total Office Staff</b>	<b>\$7,394.59</b>	<b>\$7,354.16</b>	<b>\$29,417.11</b>	<b>\$29,416.64</b>	<b>\$88,250.00</b>	<b>\$58,832.89</b>
<b>Admin Sec Pension/Insurance</b>						
016281 - Adm Secretary Health Insurance	\$840.00	\$896.88	\$3,360.00	\$3,587.52	\$10,762.50	\$7,402.50
016282 - Adm Secretary Other Insurance	\$14.17	\$51.25	\$50.59	\$205.00	\$615.00	\$564.41
016283 - Adm Secretary Retirement Cont.	\$170.00	\$281.88	\$680.42	\$1,127.52	\$3,382.50	\$2,702.08
<b>Total Admin Sec Pension/Insurance</b>	<b>\$1,024.17</b>	<b>\$1,230.01</b>	<b>\$4,091.01</b>	<b>\$4,920.04</b>	<b>\$14,760.00</b>	<b>\$10,668.99</b>
<b>Facilities Manager Pension/Ins</b>						
016291 - Facilities Manager Health Insurance	\$753.00	\$768.75	\$3,012.00	\$3,075.00	\$9,225.00	\$6,213.00
016292 - Facilities Manager Other Insurance	\$15.00	\$85.42	\$65.25	\$341.68	\$1,025.00	\$959.75
016293 - Facilities Manager Retire Contrib	\$300.00	\$298.96	\$1,200.42	\$1,195.84	\$3,587.50	\$2,387.08
<b>Total Facilities Manager Pension/Ins</b>	<b>\$1,068.00</b>	<b>\$1,153.13</b>	<b>\$4,277.67</b>	<b>\$4,612.52</b>	<b>\$13,837.50</b>	<b>\$9,559.83</b>
<b>Total Office Staff</b>	<b>\$9,486.76</b>	<b>\$9,737.30</b>	<b>\$37,785.79</b>	<b>\$38,949.20</b>	<b>\$116,847.50</b>	<b>\$79,061.71</b>
<b>Other Personnel</b>						
016214 - Supply Pastors	\$350.00	\$250.00	\$900.00	\$1,000.00	\$3,000.00	\$2,100.00
016217 - Nursery Workers	\$366.00	\$291.67	\$1,617.00	\$1,166.68	\$3,500.00	\$1,883.00
<b>Total Other Personnel</b>	<b>\$716.00</b>	<b>\$541.67</b>	<b>\$2,517.00</b>	<b>\$2,166.68</b>	<b>\$6,500.00</b>	<b>\$3,983.00</b>
<b>Other Personnel Expenses</b>						
016301 - FICA/Medicare - Employer	\$1,119.62	\$1,166.67	\$4,492.87	\$4,666.68	\$14,000.00	\$9,507.13
016302 - Workers Comp. Insurance	\$0.00	\$208.33	\$548.00	\$833.32	\$2,500.00	\$1,952.00
016303 - Senior Pastor Travel Reimbursement	\$0.00	\$166.67	\$0.00	\$666.68	\$2,000.00	\$2,000.00
016308 - Campus Minister Prof Exp & Cont Ed	\$34.54	\$104.17	\$250.08	\$416.68	\$1,250.00	\$999.92
016309 - Music Director Prof Exp & Cont Ed	\$0.00	\$104.17	\$24.99	\$416.68	\$1,250.00	\$1,225.01
016310 - Senior Pastor Professional Exp.	\$68.94	\$166.67	\$565.93	\$666.68	\$2,000.00	\$1,434.07
016317 - Staff Travel Reimbursement	\$0.00	\$62.50	\$274.54	\$250.00	\$750.00	\$475.46
016318 - Staff Training	\$0.00	\$83.33	\$0.00	\$333.32	\$1,000.00	\$1,000.00
016323 - Empl/Vol Background Chks	\$117.00	\$20.83	\$117.00	\$83.32	\$250.00	\$133.00
016715 - Conference Attendance	\$0.00	\$125.00	\$0.00	\$500.00	\$1,500.00	\$1,500.00
<b>Total Other Personnel Expenses</b>	<b>\$1,340.10</b>	<b>\$2,208.34</b>	<b>\$6,273.41</b>	<b>\$8,833.36</b>	<b>\$26,500.00</b>	<b>\$20,226.59</b>
<b>Total Personnel</b>	<b>\$29,680.25</b>	<b>\$30,891.07</b>	<b>\$119,125.76</b>	<b>\$123,564.28</b>	<b>\$370,692.50</b>	<b>\$251,566.74</b>
<b>Total SUPPORTING</b>	<b>\$34,920.85</b>	<b>\$38,282.73</b>	<b>\$145,791.54</b>	<b>\$153,130.92</b>	<b>\$459,392.50</b>	<b>\$313,600.96</b>
<b>Total Expenses</b>	<b>\$37,978.77</b>	<b>\$43,793.15</b>	<b>\$155,033.17</b>	<b>\$175,172.60</b>	<b>\$525,517.50</b>	<b>\$370,484.33</b>

Grace Evangelical Lutheran Church  
Analysis of Revenues & Expenses - Detail  
September to December 2025

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)
Net Total	\$35,708.35	(\$2,001.48)	\$5,191.14	(\$8,005.92)	(\$24,017.50)	(\$29,208.64)

	Giving Report		
	Income and Spending Report for September 1, 2025-December 31, 2025		
December Giving	December Budgeted Giving	Year-to-Date Giving	Year-to-Date Budgeted Giving
\$63,857.12	\$33,333.33	\$143,166.75	\$133,333.32

	Budget Report			
	Income & Spending report as of September 1, 2025-December 31, 2025			
	December Actual	December Budget	Year-to-Date Actual	Year-to-Date Budget
General Fund Income				
Giving	\$63,857.12	\$33,333.33	\$143,166.75	\$133,333.32
Other Income	\$9,830.00	\$8,458.34	\$17,057.56	\$33,833.36
Total General Fund	\$73,687.12	\$41,791.67	\$160,224.31	\$167,166.68
Total General Fund Spending	\$37,978.77	\$43,793.15	\$155,033.17	\$175,172.60
Surplus/(Deficit)	\$35,708.35	-\$2,001.48	\$5,191.14	-\$8,005.92

Cash in checking	\$740,324.46
Cash in money market	\$8,357.44
Flex CD	\$108,811.35
Total Cash	\$857,493.25

Cash in Restricted Accounts Temporary and Permanently \$800,484.41

Total cash	\$857,493.25
minus restricted	- \$800,484.41
Total cash on hand	\$57,008.84

## ESTIMATE

Greer Brothers Enterprises, Inc.  
PO Box 159  
Deep Gap, NC 28618

adam@greerbrothers.com  
+1 (828) 719-8380  
www.greerbrothers.com



Bill to  
Grace Lutheran Church

### Estimate details

Estimate no.: 1592  
Estimate date: 09/15/2025

Project: Parking lot addition  
Attention: Lloyd Fields

#	Description	Amount
1.	Surveyed Layout	\$4,000.00
2.	Clearing and Grubbing	\$15,000.00
3.	Site Demolition and Clean up	\$6,000.00
4.	Erosion Control	\$7,000.00
5.	Storm Drainage	\$15,000.00
6.	Site Grading	\$60,000.00
7.	Landscape: Plants and 18" Mulch Berm	\$18,125.00
8.	Asphalt Paving	\$52,500.00
	Work NOT Including -Site Lighting	
Total		\$177,625.00

Accepted date

Accepted by

## **Distribution of Proceeds from Sale of Wilkes Property**

New Roof for the Church	\$125,000
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Operational Cash Reserve	\$80,000
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New Playground	\$50,000
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New Moretz Endowment	\$402,000
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Total	\$657,000
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*\* Closing for the property was December 30, 2025!*



To: Grace Lutheran Council  
From: Janice Koppenhaver and Beth Reavis  
Re: Playground Equipment Proposal To Be Funded From the Wilkes Property Sale  
Date: January 14, 2026

### **Introduction**

Late last spring, Janice sent an email to the Executive Committee and Facilities Committee requesting that a playground structure for playground be funded from some of the proceeds of the Wilkes Property once it sold. Over the summer, Beth and Janice looked at playgrounds in Watauga County, talked with the Watauga County Parks & Recreation Dept. and interviewed two companies. Liz Peters volunteered, but was unable to join us, due to personal reasons.

Without a clear sense of how much money might be budgeted for this project, we chose to look at equipment that fit our playground and a modest amount of about \$30,000 to \$35,000 and ultimately recommend choosing a structure called "Noah's Ark" for 2-5 year olds from Blue Ridge Playgrounds in Asheville. We don't anticipate that our playground will be used as heavily as a playground at a park or a school.

### **Background**

The current fenced playground area (24'x48') was funded by the 2017 estate fund from Frances L. Shaw Stavos which provided scholarships for Grace members who were attending ECLA universities or Appalachian State and funds for a project for children. The fencing and activity centers were installed by church members in summer 2018. Choices of future playground equipment are restricted by the foot print of our playground and cost.

### **Watauga Playground Crawl**

Beth and Janice drove around Boone and Blowing Rock and looked at equipment at Jaycee Park, Blowing Rock City Park, St. Mary's of the Hills Episcopal Church. Beth had been to Junaluska Park and Janice looked at First Baptist's playground.

### **Consultations**

Janice spoke with Keron Poteat, Watauga Parks & Recreation Director, and got two companies's names that they had used. One was a company out of Ohio who declined to talk with us because of the size of our playground. Beth and Janice met with Chris Yang, Carolina Parks and Play. Janice talked with David Mohyer of Blue Ridge Playgrounds. We requested proposals from Carolina Parks and Play and Blue Ridge Playgrounds. The quote from Carolina Parks and Play was over \$60,000 and didn't have as many activities and slides. The Noah's Ark theme from Blue Ridge Playground fits our church well.

### **Recommendation:**

We recommend the "Noah's Ark" play structure from Blue Ridge Playgrounds, because it is:

<https://www.blueridgeplaygrounds.com/product/noahs-ark-preschool-playground/>

- Budget friendly - Quote is below. Tax would be removed once we send them the tax exempt status number.  
[https://docs.google.com/document/d/16QtLOb78zrZoc08QqJbl6b19f5hoJDP\\_/edit](https://docs.google.com/document/d/16QtLOb78zrZoc08QqJbl6b19f5hoJDP_/edit)
- Has multiple slides and activities.
- Fits in the playground footprint.

**Questions?** Janice Koppenhaver (828)773-2271 or (828)719-5742



**BlueRidge Playgrounds**  
**SAFE AND HAPPY KIDS SINCE 1993**

**QUOTE**

**BlueRidge Playgrounds**

542 Hendersonville Rd. Asheville NC 28803  
Phone 828-776-2731  
blueridgeplaygrounds@gmail.com

QUOTE 111125  
DATE: NOVEMBER 11, 2025

EXPIRATION DATE DECEMBER 20, 2025

To: GRACE LUTHERN CHURCH  
Janice Koppenhaver  
[jakoppenhaver@gmail.com](mailto:jakoppenhaver@gmail.com)  
828-773-2271  
115 E King St. Boone NC

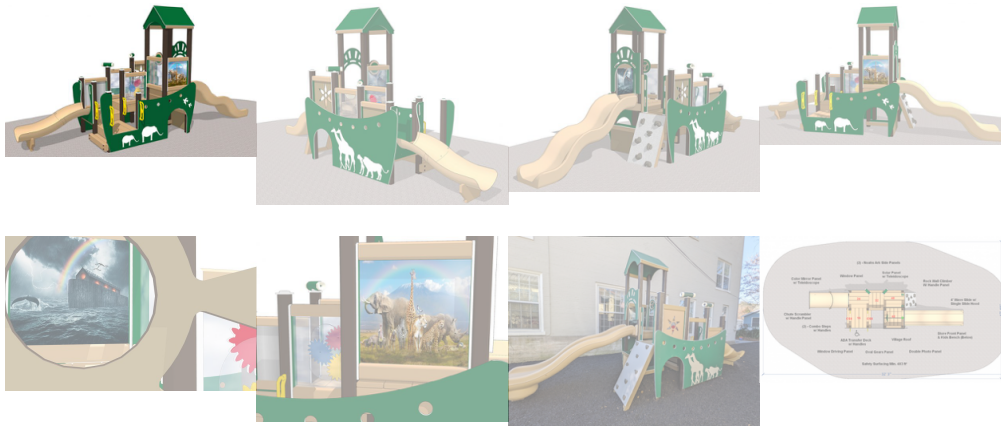
SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Dave Moyher	Playground	50% Deposit to place order	Balance upon completion

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Preschool, Noah Ark		\$14,447.00
	Concrete and Materials		\$200.00
	Installation, Mileage, Travel		\$3,500.00
	Shipping		\$850.00
	Sales Tax		\$1,329.79
	Total		\$20,326.79
	6" Colored Rubber Mulch, area 48x24ft		\$6,120.00
	Landscape Fabric		\$230.40
	6 inch tall rubber borders		\$1,710.00
	Shipping and delivery		\$900.00
	Installation		\$1,800.00
	Sales Tax		\$753.23
	Total		\$11,513.63


SUBTOTAL	
SALES TAX	
TOTAL	

Quotation prepared by: **David Moyher**

This is a quotation on the goods named, subject to the conditions noted below: contract formed upon acceptance. This is just a quote.



Share this:

 (<https://pinterest.com/pin/create/bookmarklet/?media=https://natureofearlyplay.com/wp-content/uploads/2019/08/1-NOAHS-ARK-2020-NATURE-ROCKS-LOW-RES.jpg&url=https://natureofearlyplay.com/product/noahs-ark/&description=Noah%26%238217%3Bs+Ark+%28Preschool%29>)

zoom down the bumpy Wave Slide or Chute Scrambler. Two window panels and a Solar cutout panel provide ample viewing opportunities.

The Rock Wall Climber now includes our new rubberized HDPE board for even more secure climbing.

A new interactive Oval Gears Panel introduces basic STEAM (Science, Technology, Engineering, Arts, Mathematics) concepts. In addition, two beautiful, full color photos feature prominently near the upper decks.

The realistic driving wheel will let kids navigate their pretend ocean. They can check the horizon with the two teleidoscopes as they sail.

Also available as a Beach Boat (<https://natureofearlyplay.com/product/beach-boat-preschool/>) with sea animals instead of land animals.

Price:

**\$14,447**

MSRP for product as shown, unless otherwise indicated. Actual price may differ based on your choice of color, components, or installation requirements. MSRP does not include shipping, installation, or surfacing. Prices subject to change.

Please select all options (if any) below to view pricing, as your selection may factor in the price.

**Color Palette**

**Installation Type**

# DIRECTOR OF CONGREGATIONAL LIFE

## JOB DESCRIPTION

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Grace Evangelical Lutheran Church  
Boone, North Carolina

**Position Title:** Director of Congregational Life

**Time:** Full-Time, averaging 40 hours per week, including Sundays, and two days off per week

**Salary and Other Benefits:** \$60,000 per year - OR - \$35,000 plus housing provided by the congregation; Individual Medical Coverage; 6% Retirement contribute to a 403(b).

**Reports to:** Pastor Steve Troisi

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**Position Purpose:** This position is responsible for leading and supporting deeper engagement in regular faith formation activities for all members of Grace Lutheran which includes worship, education, service, fellowship, leadership, etc.

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### **Primary Position Responsibilities:**

- ***Vision Setting and Planning***
  - Collaborate with the Pastor to create a vision and regular schedule for Faith Formation activities that align with the overall congregational mission to share God's love so that all are served and supported.
  - Communicate with the Office and Facilities Manager to ensure information and sign-ups are distributed and the building is prepared for events.
  - Update and help manage systems to get all members of the congregation more deeply engaged in all the various ministries of the congregation.
  - Become the expert in our Safe Child Policy; ensure full adherence; and when necessary recommend updates to the policy.
- ***Ministry with Youth***
  - Build strong relationships with youth and parents.
  - Lead events/activities/service projects for high school youth at least once a month.
  - Lead events/activities/service projects for all youth (Middle and High School) at least once a month.
  - Collaborate with Pastor to facilitate confirmation instruction at least once a month, providing support with meals, games, etc.
  - Oversee all College Interns focused on Youth Ministry.
- ***Ministry with Families***
  - Build strong relationships with children and parents.
  - Collaborate with Deacon to help lead events/activities/service projects for children and families at least once a month.
  - Champion engagements in regular retreats, camps, day-events, etc. offered through the ELCA, NC Synod, etc.
  - Organize and support planning and leading of weekly Children's Church programs.
  - Oversee operation of the Nursery, including supervising the Nursery Coordinator.
  - Oversee all College Interns focused on Family Ministry.

# DIRECTOR OF CONGREGATIONAL LIFE

## JOB DESCRIPTION

---

- **Ministry with Adults**
  - Build strong relationships with Adults of all ages.
  - Support Adult activities, including Faith Formation Classes, small group meetings and activities, and large group fellowship meals and events.
  - Assist in recruiting and supporting volunteers to serve on Sunday mornings and for other needs of the congregation.
  - Seek ways to help all members engage more deeply in the ministry of the congregation, including, identifying ministry gaps and recruiting volunteers to initiate new ministries.
- **Sunday Morning Leadership**
  - Be present on Sunday mornings and large congregational events to connect with congregation members.
  - Ensure that Sunday volunteers, Nursery Staff and volunteers, Interns, and Children's Church volunteers are present and properly supported to fulfill their roles.

### Grace Staff Core Competencies:

- **Professional Skills:** Skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.
- **Accountability:** Demonstrates responsible personal and professional conduct, which contributes to the overall goals and mission of Grace Evangelical Lutheran Church.
- **Relationships:** Interacts effectively with others to establish and maintain smooth working relationships and to ensure expectations are met.
- **Communication:** Effectively communicates by actively listening and sharing relevant information with staff, congregation members, and others in order to contribute to the overall effectiveness of communication within the Grace community.

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Name

Date

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Steve Troisi, *Senior Pastor*

Date



# GRACE LUTHERAN CHURCH – MAJOR PROPERTY PROJECTS

**Roof for Main Building**  
*Est. \$100,000*

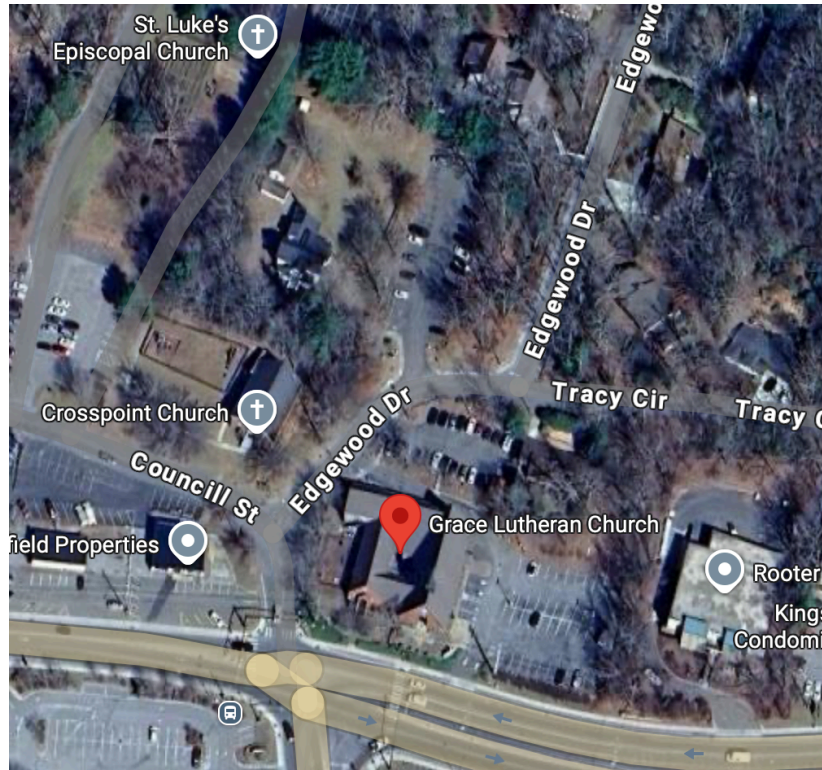
**Update Playground**  
(New play set, and new ground covering)  
*Est. \$75,000*

**Establish prudent Operational Cash Reserve**  
*Est. \$80,000*

**Expansion of Back Parking Lot and Removal of Carriage House**  
*Est. \$180,000*

**Update Grace Place**  
(Reconfigure bathroom, kitchen, add bedroom, flooring, electrical, paint)  
*Est. \$125,000*

**Updates to Councill House**  
(Bathrooms, Kitchen, Flooring, Paint)  
*Est. \$75,000*



**Parking Lot Paving**  
(move entry, remove old lights, paving)  
*Est. \$100,000*

**New Lighting for Sanctuary plus Livestream Equipment**  
*Est. \$50,000*

**Landscaping, Outside Handicap Access, Front Patio with sitting Wall**  
*Est. \$150,000*

**HVAC for Sanctuary**  
*Est. \$100,000*

**Update Basement**  
(fix plumbing issue, update bathrooms, flooring, paint)  
*Est. \$75,000*

**New Flooring and Paint through Main Building**  
*Est. \$50,000*

**NEW Welcoming Space!**

<b>Renovation</b> (Expand Narthex) <i>Est. \$150,000</i>	<b>Addition</b> (New Space plus bathrooms) <i>Est. \$1,000,000</i>
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**Purchase AT&T Property**  
*Est. \$50,000*  
(Build New Parsonage *Est. \$500,000*).

**ONE-TIME FACILITY USE APPLICATION**  
for GRACE LUTHERAN CHURCH  
115 East King Street, Boone, NC 28607

Name of Group: Watauga Hunter Skills Team  
Contact Person: Jennifer Stamey  
Address: 348 High Knolls Ln Deep Gap NC 28618  
Phone: 828-406-3539 Email: jenniferstamey14@gmail.com  
Date(s) of Use: March 2nd 2026  
Time of Use: Beginning Time: 5:30 Ending Time: 7:30

Space Needed: Fellowship Hall (FH) ☒ Lower Level Fellowship Hall (LLFH) ☐  
Councill House (CH) ☐ Chapel (C) ☐  
Sanctuary (S) ☐ Meditation Gardens (MG) ☐  
Upstairs Classroom (UC) ☐ Parlor (P) ☐  
Other: ☐

Number in Group: 20 Age Group: 12-60  
Purpose of Activity: NC wildlife District test

We, the undersigned, have read, understand and agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature: Jennifer Stamey Date: 1-13-25

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this event. I will not share the code or key with anyone else.

Contact Person's Signature: Jennifer Stamey Date: 1-13-25

NOTES:

Revised 7/5/23

**ONE-TIME FACILITY USE APPLICATION**  
**for GRACE LUTHERAN CHURCH**  
115 East King Street, Boone, NC 28607

Name of Group: Gamecock Lutheran

Contact Person: Rev. Jesse Canniff-Kuhn

Address: 1702 Greene St. Columbia, SC 29201

Phone: 803-603-4424 Email: pastor@gamecocklutheran.com

Date(s) of Use: Feb 20-22, 2026

Time of Use: Beginning Time: 4:00pm Ending Time: 9:30am

Space Needed: Fellowship Hall (FH)\_\_\_\_ Lower Level Fellowship Hall (LLFH)\_\_\_\_  
Councill House (CH) x Chapel (C)\_\_\_\_  
Sanctuary (S)\_\_\_\_ Meditation Gardens (MG)\_\_\_\_  
Upstairs Classroom (UC)\_\_\_\_ Parlor (P)\_\_\_\_  
Other: \_\_\_\_\_

Number in Group: 12 Age Group: College

Purpose of Activity: Weekend retreat for our college ministry

We, the undersigned, have read, understand and agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature: J. Canniff-Kuhn Date: 01-11-2026

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this event. I will not share the code or key with anyone else.

Contact Person's Signature: J. Canniff-Kuhn Date: 01-11-2026

NOTES:

Revised 7/5/23



**ONE-TIME FACILITY USE APPLICATION**  
for GRACE LUTHERAN CHURCH  
115 East King Street, Boone, NC 28607

Name of Group: High Country Caregivers + A011  
Contact Person: Jesslynn Forsythe + Sydney Baker (A011)  
Address: 7672 HWY 105 S, Boone NC 28607  
Phone: (828) 406-1196 5+4 Email: Jesslynn@highcountrycaregivers.org  
Date(s) of Use: February 12<sup>th</sup>, 2026  
Time of Use: Beginning Time: 5 PM Ending Time: 7:30 pm  
(Event @ 5:30 - 7pm, setup @ 5, clean up @ 7, be out by 7:30pm)  
Space Needed: Fellowship Hall (FH) ☒ Lower Level Fellowship Hall (LLFH) ☐  
Counsell House (CH) ☐ Chapel (C) ☐  
Sanctuary (S) ☐ Meditation Gardens (MG) ☐  
Upstairs Classroom (UC) ☐ Parlor (P) ☐  
Other: ☐

Number in Group: 40 people MAX. Age Group: 0-80 years of Age  
Purpose of Activity: Holiday party: Valentines Party: Snacks,  
games, crafts for children + Caregivers

We, the undersigned, have read, understand and agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature: [Signature] Date: 12/29/2025

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this event. I will not share the code or key with anyone else.

Contact Person's Signature: [Signature] Date: 12/29/2025

NOTES:

Revised 7/5/23

**ONE-TIME FACILITY USE APPLICATION**  
for GRACE LUTHERAN CHURCH  
115 East King Street, Boone, NC 28607

Name of Group: High Country Caregivers  
Contact Person: Jesslynn Forsythe + Sydney Baker (AO11)  
Address: 7672 HWY 105 S Boone NC 28607  
Phone: (828) 406-1196 Email: Jesslynn@highcountrycaregivers.org  
Date(s) of Use: April 2nd, 2024  
Time of Use: Beginning Time: 5 PM Ending Time: 7:30 pm  
(Set up @ 5, Event @ 5:30-7pm, Clean up @ 7, leave by 7:30 pm)  
Space Needed: Fellowship Hall (FH) X Lower Level Fellowship Hall (LLFH)       
Councill House (CH)      Chapel (C)       
Sanctuary (S)      Meditation Gardens (MG) X outside  
Upstairs Classroom (UC)      Parlor (P)      usage  
Other:       
Number in Group: 40 people MAX. Age Group: 0-80 years of age  
Purpose of Activity: Easter Bush + Easter Egg Hunt

We, the undersigned, have read, understand and agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature: [Signature] Date: 12/29/25

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this event. I will not share the code or key with anyone else.

Contact Person's Signature: [Signature] Date: 12/29/25

NOTES:

Revised 7/5/23



**ONE-TIME FACILITY USE APPLICATION**  
for GRACE LUTHERAN CHURCH  
115 East King Street, Boone, NC 28607

Name of Group: High Country Caregivers  
Contact Person: Jesslynn Forsythe + Sydney Baker  
Address: 1672 HWY 105 S, Boone NC 28607  
Phone: (828) 406-1196 <sup>10x</sup> Email: Jesslynn@highcountrycaregivers.org  
Date(s) of Use: November 17th, 2026  
Time of Use: Beginning Time: 5 pm Ending Time: 7:30 pm  
(Set up @ 5pm, Event @ 5:30-7pm, Clean up done by 7:30pm)  
Space Needed: Fellowship Hall (FH) ☒ Lower Level Fellowship Hall (LLFH) ☐  
Counsell House (CH) ☐ Chapel (C) ☐  
Sanctuary (S) ☐ Meditation Gardens (MG) ☐  
Upstairs Classroom (UC) ☐ Parlor (P) ☐  
Other: ☐  
Number in Group: 40 people MAX. Age Group: 6-80 years of Age  
Purpose of Activity: Snacks, Holiday games & crafts

We, the undersigned, have read, understand and agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature: [Signature] Date: 12/29/25

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this event. I will not share the code or key with anyone else.

Contact Person's Signature: [Signature] Date: 12/29/25

NOTES:

Revised 7/5/23

NO RAPP:  
For July, Nov., &  
Dec.

ONGOING FACILITY USE APPLICATION  
GRACE LUTHERAN CHURCH, Boone, NC  
(updated 7/5/2023)

Name of Group:

High Country Caregivers

Contact Person(s):

Jesslynn Forsythe &/or Anita Neeves

Address:

7672 HWY 105 S Boone NC 28607

Phone:

(828) 406-1196

Email: jesslynn@highcountrycaregivers.org

Date(s) of Use:

Start Date: 1/26/26 - 10/26/26 End Date: Oct. 26<sup>th</sup>, 2026

Will this meeting be an on-going meeting?

☐ Once per week ☒ Once per month  
☐ Other:

Time of Use:

Beginning Time: 5:30 pm Ending Time: 7 pm

Space Needed:

☒ Fellowship Hall (FH) ☐ Lower-Level Fellowship Hall (LLFH)  
☐ Council House (CH) ☐ Chapel (C)  
☒ Meditation Gardens (MG)  
☐ Sanctuary (S) (For nicer weather) ☒ Upstairs Classroom (UC)  
☐ Parlor (P) ☐ Other:

DATES OF RAPP USE:

2026:

- Jan. 26<sup>th</sup> - May 18<sup>th</sup> 4+L  
- Feb. 23<sup>rd</sup> - June 29<sup>th</sup>  
- March 30<sup>th</sup> - NO RAPP in July  
- April 27<sup>th</sup> - Aug. 31<sup>st</sup>  
- Sep. 28<sup>th</sup> - Oct. 26<sup>th</sup>

(Facility use for outside groups will require Council approval.)

Anticipated Number in Group:

10 people MAX.

Age Group:

0 - 80 yrs of age

Purpose of Activity:

RAPP: Relatives as Parents Program: Social Support group meetings

We, the undersigned, have read, understand & agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect & protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature

Date

12/29/2025

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this ongoing event. I will not share the code or key with anyone else.

Contact Person's Signature

Date

12/29/2025



**ONE-TIME FACILITY USE APPLICATION**  
for GRACE LUTHERAN CHURCH  
115 East King Street, Boone, NC 28607

Name of Group: Mountain Laurel Quilt Group

Contact Person: Gail Lund Schuette

Address: 1133 River Ridge Rd

Phone: 828-264-1943 Email: tvollmtn2bellsooth.net

Date(s) of Use: First Tuesday Dec 1 & June 2

Time of Use: Beginning Time: 12:00 Ending Time: 1:30

Space Needed: Fellowship Hall (FH) ☒ Lower Level Fellowship Hall (LLFH) ☐  
Councill House (CH) ☐ Chapel (C) ☐  
Sanctuary (S) ☐ Meditation Gardens (MG) ☐  
Upstairs Classroom (UC) ☐ Parlor (P) ☐  
Other: ☐

Number in Group: 20 Age Group: 50-70

Purpose of Activity: Luncheon

We, the undersigned, have read, understand and agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature: Gail A Lund Date: Jan 6, 2026

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this event. I will not share the code or key with anyone else.

Contact Person's Signature:  Date: Jan 6, 2026

NOTES:

Revised 7/5/23

**ONE-TIME FACILITY USE APPLICATION**  
for GRACE LUTHERAN CHURCH  
115 East King Street, Boone, NC 28607

Name of Group: Gen 1 Leadership

Contact Person: John Troutman

Address: 608 Sleepy Hollow Ln Banner Elk, NC 28604

Phone: 704-798-5246 Email: john+@gen1leadership.com

Date(s) of Use: Feb 5<sup>th</sup>

Time of Use: Beginning Time: 5:00pm Ending Time: 9:00pm

Space Needed: Fellowship Hall (FH) X Lower Level Fellowship Hall (LLFH)       
Councill House (CH)      Chapel (C)       
Sanctuary (S)      Meditation Gardens (MG)       
Upstairs Classroom (UC)      Parlor (P)       
Other:     

Number in Group: 20 Age Group: Adult

Purpose of Activity: Workshop on Purpose for men

We, the undersigned, have read, understand and agree to follow the Property Use Guidelines for Grace Lutheran Church, Boone, NC. We agree to respect and protect the property of Grace and to leave the facility clean and in good order. We will be responsible for any damages caused by members of our group. We further understand that termination of use may occur in the event that we violate this agreement in any way.

Contact Person's Signature: [Signature] Date: 1/14/26

I (the contact person) also understand that if I am given a church door code or key that I am the **ONLY** group participant who will utilize the code or key for this event. I will not share the code or key with anyone else.

Contact Person's Signature: [Signature] Date: 1/14/26

NOTES:

Revised 7/5/23



2049 Upper Laurel Drive, Arden, NC  
28704 Registration Office: 828-209-6328  
www.novusway.org

# DAY CAMP CONTRACT

## Summer 2026

Send contracts to:  
Lshipman@novusway.org

This contract outlines the agreement between \_\_\_\_\_  
(Church Name)  
its representative \_\_\_\_\_ and Lutheridge Camp and Conference Center  
(Church Coordinator)  
to provide a Lutheridge Day Camp at \_\_\_\_\_  
(Physical Address of the Church)  
the week of \_\_\_\_\_ for up to \_\_\_\_\_ campers.  
(Dates of Lutheridge) (Participant Bracket)

### LUTHERIDGE WILL PROVIDE:

1. Caring, committed, and trained staff, including an on-site Lutheridge Area Director. The Area Director is not included in the counselor numbers, or in the 1:8 ratio.
2. A 1:8 counselor to camper ratio.
3. A pre-camp planning meeting as requested by the congregation.
4. Availability of staff from Sunday through noon Friday.
5. Activities and curriculum that are based on an approved summer camp Bible study program.
6. Supplies and resources for the camp curriculum including Bible studies, craft supplies, music, and recreational equipment.
7. Up to date liability insurance to protect the partnership with the congregation in the event of unforeseen incidents.

#### Conditions:

1. Lutheridge reserves the right to cancel a Lutheridge if a church has less than the required minimum of 16 campers. Final numbers are due to the registration office 2 weeks in advance.
2. Lutheridge reserves the right to adjust the promised number of counselor's based on the final registered number of campers provided by the church 2 weeks prior to their Lutheridge Day Camp.

### THE CHURCH WILL PROVIDE:

1. Housing and showers, arrangements for all staff meals (excluding Wed. dinner).
2. A local coordinator who will be present at all times during the Day Camp.
3. A risk management plan and emergency procedures.
4. A Certificate of Liability Insurance naming Lutheridge as additionally insured for the Day Camp.
5. A final arrangements sheet mailed to camp **at least 2 weeks prior to the Day Camp.**
6. An evaluation sheet completed and turned in to camp staff at the end of the camp week.
7. Registrations, permission slips, and health forms for each camper. (Lutheridge will provide samples.)
8. Planned special events with necessary transportation. The camp staff can help lead the event, but those arrangements need to be made by the church at least three weeks before the day camp.
9. Daily morning snacks and beverage for campers and staff.

### 2026 Camp Dates:

June 8-12

June 15-19

June 21-26

June 28- July 3

July 6-10

July 13-17

July 20-24

July 27-31

Bracket	Prior to 1/15/26	After 1/15/26
16-24 Campers	\$4,110.00	\$4,610.00
24-32 Campers	\$5,162.00	\$5,662.00
32 -40 Campers	\$6,215.00	\$6,715.00
40-48 Campers	\$7,242.00	\$7,742.00
48-56 Campers	\$8,971.00	\$9,471.00
56-64 Campers	\$9,836.00	\$10,336.00
64-72 Campers	\$11,603.00	\$12,103.00

### Agreement:

I understand and agree to all policies outlined in this contract. I agree to let Lutheridge know immediately if we have to cancel. I have read the Day Camp information provided and will set our Day Camp up in accordance with these guidelines or discuss program specific variations by May 15. I, as leader, take full responsibility to interpret these guidelines to our group. If the guidelines in the contracted agreement are not followed, I understand the consequences involved may include financial obligations and/or cancellation of the Day Camp.

*Anna B. Winder*

Signature of Church Coordinator

1/11/2026

Date

*Anna B. Winder*

Signature of Pastor or Church President

1/11/2026

Date

**Dates to Remember:**

- **Returning Congregations November 1st, 2025:**  
Registration opens
  - Deposit Due (25%) to secure week  
*Non-Refundable*
- **New Congregations November 16th, 2025:** Registration opens
  - Deposit Due (25%) to secure week  
*Non-Refundable*
- **March 15th, 2026**
  - 1st Payment Due (25%)
- **May 15th, 2026**
  - 2nd Payment Due (25%)
  - Certificate of Liability Insurance Due
  - Contract Adjustment Deadline
- **June 15th, 2026** – Final payment due

**Payment, Contracts, and Cancellations:**

1. Deposit of 25% (non-refundable) must be submitted with contract to secure a week.
2. Additional Payments: March 15th (25%), May 15th (25%), June 15th (Remaining Balance)
3. Final changes to contracts are due by May 15th. After, you cannot decrease your program size, you may increase your contracted number upon approval from the Program Directors.
4. You MUST submit a new contract to our office every time you make a change to your program week or size.
5. Cancellations:
  - Initial 25% deposit is non-refundable/non-transferrable.
  - Cancellations made between February 15th -March 15th: Non-refundable deposit (25%) will be forfeited. All other funds will be refunded.
  - Cancellations made between April 15th -May 15th: Nonrefundable deposit (25%) will be forfeited as well as half the remaining balance.
  - Cancellations made after May 15th are not eligible for a refund.

**Transportation Fee**

Please choose the mileage that is the distance from Lutheridge to your day camp location. The fee charged will be round trip and will be added to your final bill.

0-100 Miles = \$100

101 -200 Miles =\$155

201 - 300 Miles = \$210

301+ Miles = \$235

**FINANCIAL AGREEMENT:**

1. **Transportation Fee** \$ \_\_\_\_\_
2. **Bracket Price** \$ \_\_\_\_\_ for up to \_\_\_\_\_ campers. The congregation is responsible to pay for the bracket cost specified in the contract. **Changes may be made until May 15th.** You may not exceed the counselor to camper ratio of 1:8.
3. **Total Cost:** \$ \_\_\_\_\_

**PAYMENT SCHEDULE:**

4. **Non-Refundable Deposit 25% of total cost** \$ \_\_\_\_\_ **with signed contract to secure your week.**
5. **First Payment:** 25% of total cost \$ \_\_\_\_\_ is due by March 15th, 2026.
6. **Second Payment:** 25% of total Cost \$ \_\_\_\_\_ is due by May 15th, 2026.
7. **Final Payment:** \$ \_\_\_\_\_ is due by June 15th, 2026.

**PAYMENT PROCESSING FORM**

Lutheridge accepts Visa, MasterCard, and Discover. We now offer ACH or e Check as a payment option.

A 3% processing fee will apply to all CC Payments.

Credit Card Number: 5218 - 7601 - 0392 - 0779

Expiration Date: 11/26 3 digit code on back: 679

OR

ACH Routing # : \_\_\_\_\_

ACH Account # : \_\_\_\_\_

Name on Card or Account: Anna B. Wilder

Billing Address: 1279 Turtle Creek Drive

City: Boone State: NC ZIP: 28607

Payment Amount Authorized (deposit amount): \$ 1,052.50 + 3%

**Would you like us to automatically run payments for the second payment on March 15th and third payment on May 15th, and Final balance on June 15th?** X Yes \_\_\_\_\_ No

Signature: Anna B. Wilder

Date: 1/11/2026



# Council Designations

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

## **~~2021-2022 Special Offerings~~**

<b>Occasion</b>	<b>Designation</b>
Advent	General Fund
Christmas Eve	General Fund
Lent	General Fund
Easter	General Fund
Other?	

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

<b>Date</b>	<b>Meal Assignment</b>	<b>Offering Designation</b>
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**

<b>Date</b>	<b>Meal Assignment</b>	<b>Offering Designation</b>
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	Ghoir	Mission Trip
April 1, 2020 CANCELLED	Doreas	Mission Trip

### **2019-2020 Sunday Breakfasts**

<b>Date</b>	<b>Meal Assignment</b>	<b>Offering Designation</b>
September 29, 2019	Council	General Fund
December 29, 2019	Gookie 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

### **\*\*2025 App Game-Day Parking**

<b>Date</b>	<b>Opponent</b>	<b>Designations</b>
September 6, 2025 at ?::? (Sat)	Lindenwood	LSA
October 4, 2025 at ?::? (Sat)	Oregon State	LSA
October 18, 2025 at ?::? (Sat)	Coastal Carolina(Homecoming)	Grace Builders
November 6, 2025 ?::? (Thur)	Georgia Southern	Community Action
November 22, 2025 at ?::? (Sat)	Marshall	LSA
November 29, 2025 at ?::? (Sat)	Arkansas State	Choir/Youth?
*December 6, 2025 at ?::? (Sat)	Sun Belt Championship Game	LSA