

Trinity Evangelical Lutheran Church
Milledgeville, Illinois

Annual Reports for
2017 Congregation Meeting
January 29, 2017

Agenda

1. Determination of a Quorum (10% of 122 Active Members = 13)
2. Adoption of Agenda
3. Secretary's Report - 2 -
4. Audit Report - 4 -
5. Financial Reports - 5 -
 - a. Financial Secretary's Report - 5 -
 - b. General Fund Report - 6 -
 - c. Account Balance Summary..... - 9 -
6. Program Reports - 10 -
 - a. Pastor's Report - 10 -
 - b. President's Report - 11 -
 - c. Standing Committee Reports - 12 -
 - i. Christian Education - 12 -
 - ii. Evangelism - 12 -
 - iii. Stewardship - 12 -
 - iv. Music & Worship - 12 -
 - v. Social Ministry - 12 -
 - vi. Property - 13 -
 - vii. Mutual Ministry - 13 -
 - viii. Youth..... - 13 -
 - d. Organizational Reports..... - 14 -
 - i. W-ELCA..... - 14 -
 - ii. Ladies Aid..... - 14 -
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7. New Business - 16 -
 - a. Recognition of Retiring Council Members and Officers - 16 -
 - b. Report from Nominating Committee - 16 -
 - c. Elect Synod Assembly Delegates and Alternates - 16 -
 - d. Items for the Congregation to be Aware Of - 16 -
 - e. Adoption of the Wedding Policy..... - 16 -
 - f. Adoption of the 2017 Program Proposal - 16 -
8. Adjournment
9. Closing Prayer

Secretary's Report

Secretary's Report

January 31, 2016

The annual Congregational Meeting was called to order by President Kevin Anderson after a quorum was determined.

Janet Barkley moved to accept the agenda. Kim Stewart seconded the motion. Motion accepted.

Secretary's Report: Jim Brubaker moved to accept the Secretary's Report. Mike Strehlow seconded the motion. Motion approved

Audit Report: Carol Lee Bushman moved to accept the Audit Report. Lori Oncken seconded the motion. Motion accepted.

Financial Reports: Kim Stewart moved to accept the Financial Reports. Jim Brubaker seconded the motion. Motion accepted.

Program Reports:

- a. Pastor's Report: Ken Kaufman moved to accept Pastor's report. Jim Brubaker seconded the motion. Motion approved.
- b. President's Report: Harlen Meinsma moved to accept the President's report. Jim Brubaker seconded the motion. Motion accepted.
- c. Standing Committee Reports: Jim Brubaker moved to accept the Standing Committee Reports. Tammy Miller seconded the motion. Motion accepted.
- d. Organizational Reports: Carol Frederick moved to accept the Organizational Reports. Barb Brubaker seconded the motion. Motion accepted.

Lori Oncken moved to adopt the Program Proposal. Jim Brubaker seconded the motion. Adoption approved.

New Business:

- a. Recognition of retiring council Members and officers:
 1. Cherrie Simpson and Patty Murray will be leaving the church council.
 2. Thank you, Connie Brockhouse for serving as treasurer and Ken Peterson for recording the offerings. Thank you, Sharon Woodard and Barb Brubaker for the counting the offerings. And to the many other leaders for the services.
- b. There are three vacancies on the church council. Ken Kaufman nominated Collin Eubanks to fill the youth position on council. Harlen Meinsma seconded the motion. Motion approved. Cherrie Simpson nominated Tammy Miller for council. Carol Lee Bushman Seconded. Motion approved. Kim Stewart moved to close the nominations and Jim Brubaker seconded the motion. Motion Approved.
- c. Elect Synod Assembly Delegates and Alternates: Kim Stewart and Carol Lee Bushman volunteered for Synod Assembly Delegate. Lori Oncken seconded the motion. Motion accepted. Tammy Miller nominated Carol Lee Bushman for Synod Assembly Delegate. Lynn

Secretary's Report

seconded the motion. Motion accepted. Tammy Miller moved to close the nominations and accept the nominated. Pam Eubanks seconded the motion. Motion Accepted.

- d. Items for the Congregation to be aware of:
 - 1. Members were encouraged to use the Simply Giving Program.
 - 2. The church Web site has been updated.
 - 3. The church has a face book page.

Kim Stewart moved to adjourn. Janet Barkley seconded the motion. Motion accepted.

The meeting closed with the Lord's Prayer.

Audit Report

January 25, 2017

The Audit Committee reviewed the records and accounts of the Church on January 25, 2017.

The following accounts were audited:

- General Fund
- Parsonage Fund
- Ham Supper & Bazaar Fund
- Memorial Fund
- WELCA Fund
- Sunday School Fund
- Petty Cash Fund
- Scholarship Fund
- Choir Fund

The following accounts were unavailable to audit:

- Youth Group Fund

The financial activity and balances meet our approval.

Audit Committee,

Janet Barkley

Donna Landis

Ken Kaufman

Financial Secretary's Report

	<u>2016</u>
<u>MEMBERSHIP OFFERINGS</u>	
Regular Envelopes	\$85,043.00
Communion Envelopes	\$0.00
Initial Envelopes	\$145.00
Lenten Envelopes	\$0.00
Missionary	\$0.00
Other Member Offerings	<u>\$1,130.00</u>
TOTAL	<u>\$86,318.00</u>
 <u>OTHER OFFERINGS</u>	
Sunday School	\$0.00
Loose Offering	<u>\$1,046.10</u>
TOTAL	<u>\$1,046.10</u>
TOTAL OFFERINGS	\$87,364.10
 <u>OTHER INCOME</u>	
Other Income	\$157.99
COOP Ministry	\$16,200.00
Bazaar & Ham Supper	<u>\$1,250.00</u>
TOTAL	<u>\$17,607.99</u>
GENERAL FUND INCOME	\$104,972.09
 DEDICATED FUNDS	<u>\$4,122.58</u>
TOTAL INCOME	<u>\$109,094.67</u>

General Fund Report

	2016 Budget	2016 Actual	\$ Difference	% Difference
INCOME:				
<u>Church Offerings</u>				
Regular Envelopes	99,000.00	85,043.00	(13,957.00)	-14.10%
Initial Envelopes	200.00	145.00	(55.00)	-27.50%
Lent Services	0.00	0.00	0.00	0.00%
Other Member Offerings	1,100.00	1,130.00	30.00	2.73%
Church Offering Total:	<u>\$100,300.00</u>	<u>\$86,318.00</u>	<u>(\$13,982.00)</u>	<u>-13.94%</u>
<u>Other Offerings</u>				
Sunday School	35.00	0.00	(35.00)	-100.00%
Loose Offering	1,000.00	1,046.10	46.10	4.61%
Other Offering Total:	<u>\$1,035.00</u>	<u>\$1,046.10</u>	<u>\$11.10</u>	<u>1.07%</u>
<u>Other Income</u>				
Other Income	1,000.00	157.99	(842.01)	-84.20%
COOP Ministry	16,200.00	16,200.00	0.00	0.00%
Bazaar & Ham Supper	1,000.00	1,250.00	250.00	25.00%
Other Income Total:	<u>\$18,200.00</u>	<u>\$17,607.99</u>	<u>(\$592.01)</u>	<u>-3.25%</u>
INCOME TOTAL:	<u>\$119,535.00</u>	<u>\$104,972.09</u>	<u>(\$14,562.91)</u>	<u>-12.18%</u>

DISBURSEMENTS

<u>Property - Building</u>				
Cleaning	3,300.00	3,297.81	(2.19)	-0.07%
Electric	2,500.00	2,722.41	222.41	8.90%
Gas	4,000.00	2,826.61	(1,173.39)	-29.33%
Telephone	1,165.00	1,154.33	(10.67)	-0.92%
Water, Sewer & Garbage	750.00	531.10	(218.90)	-29.19%
Property Insurance	5,300.00	5,822.00	522.00	9.85%
Supplies	500.00	127.58	(372.42)	-74.48%
Repairs & Maintenance	1,000.00	1,242.26	242.26	24.23%
Miscellaneous Building	100.00	0.00	(100.00)	-100.00%
Building Total:	<u>\$18,615.00</u>	<u>\$17,724.10</u>	<u>(\$890.90)</u>	<u>-4.79%</u>
<u>Property - Grounds</u>				
Lawn & Landscape	0.00	1,250.00	1,250.00	0.00%
Miscellaneous Grounds	400.00	150.00	(250.00)	-62.50%
Grounds Total:	<u>\$400.00</u>	<u>\$1,400.00</u>	<u>\$1,000.00</u>	<u>250.00%</u>
PROPERTY TOTAL:	<u>\$19,015.00</u>	<u>\$19,124.10</u>	<u>\$109.10</u>	<u>0.57%</u>
<u>Program - Christian Education</u>				
Adult Education	50.00	0.00	(50.00)	-100.00%
Awards	50.00	95.65	45.65	91.30%
Conf. & 1st Communion	400.00	0.00	(400.00)	-100.00%
Curriculum	300.00	144.71	(155.29)	-51.76%
Community Events	500.00	0.00	(500.00)	-100.00%
Supplies	100.00	91.52	(8.48)	-8.48%
Youth	0.00	0.00	0.00	0.00%
Misc. Christian Ed.	100.00	0.00	(100.00)	-100.00%
Christian Education Total:	<u>\$1,500.00</u>	<u>\$331.88</u>	<u>(\$1,168.12)</u>	<u>-77.87%</u>

General Fund Report

	2016 Budget	2016 Actual	\$ Difference	% Difference
<u>Program - Evangelism</u>				
Coop Projects	0.00	0.00	0.00	0.00%
Miscellaneous Evangelism	50.00	0.00	(50.00)	-100.00%
Workshops & Advertising	400.00	0.00	(400.00)	-100.00%
Evangelism Total:	\$450.00	\$0.00	(\$450.00)	-100.00%
<u>Program - Music & Worship</u>				
Bulletins	50.00	395.00	345.00	690.00%
Candles	100.00	0.00	(100.00)	-100.00%
Communion Supplies	100.00	73.06	(26.94)	-26.94%
Devotionals	300.00	286.60	(13.40)	-4.47%
Guest Musician	150.00	0.00	(150.00)	-100.00%
Instrument Maintenance	100.00	224.00	124.00	124.00%
Music	100.00	145.00	45.00	45.00%
Organist	2,400.00	615.42	(1,784.58)	-74.36%
Choir Director	0.00	0.00	0.00	0.00%
Supply Organist	400.00	1,800.00	1,400.00	350.00%
Supply Pastor	500.00	313.80	(186.20)	-37.24%
Misc. Worship & Music	100.00	0.00	(100.00)	-100.00%
Copyright Insurance	50.00	0.00	(50.00)	-100.00%
Music & Worship Total:	\$4,350.00	\$3,852.88	(\$497.12)	-11.43%
<u>Program - Outreach</u>				
Benevolence	10,000.00	9,916.67	(83.33)	-0.83%
Special Charities	1,000.00	1,000.00	0.00	0.00%
Other Benevolence	100.00	0.00	(100.00)	-100.00%
Outreach Total:	\$11,100.00	\$10,916.67	(\$183.33)	-1.65%
<u>Program - Social Ministry</u>				
Program & Advocacy	100.00	0.00	(100.00)	-100.00%
Social Ministry Total:	\$100.00	\$0.00	(\$100.00)	-100.00%
<u>Program - Stewardship</u>				
Envelopes	200.00	169.09	(30.91)	-15.46%
Fall Campaign	200.00	49.00	(151.00)	-75.50%
Stewardship Total:	\$400.00	\$218.09	(\$181.91)	-45.48%
PROGRAM TOTAL:	\$17,900.00	\$15,319.52	(\$2,580.48)	-14.42%
<u>Administrative - Office Administration</u>				
Business & Professional	4,000.00	2,422.68	(1,577.32)	-39.43%
Convention	400.00	612.48	212.48	53.12%
Office Supplies	500.00	503.67	3.67	0.73%
Machine Maintenance	1,400.00	1,502.96	102.96	7.35%
Workman's Compensation	1,000.00	656.57	(343.43)	-34.34%
Secretary	5,575.00	2,662.18	(2,912.82)	-52.25%
Petty Cash	400.00	400.00	0.00	0.00%
Staff FICA	700.00	416.99	(283.01)	-40.43%
Misc. Office Administration	1,100.00	1,273.91	173.91	15.81%
Office Administration Total:	\$15,075.00	\$10,451.44	(\$4,623.56)	-30.67%
<u>Administrative - Pastoral</u>				
Salary	28,351.00	28,506.00	155.00	0.55%
FICA	2,170.00	2,180.88	10.88	0.50%
Pension and Health	12,095.00	10,984.96	(1,110.04)	-9.18%
Housing Allowance	7,560.00	7,564.56	4.56	0.06%
Salary - COOP	9,154.00	9,177.12	23.12	0.25%
FICA - COOP	700.00	702.24	2.24	0.32%
Pension and Health - COOP	3,905.00	4,571.72	666.72	17.07%
Housing Allowance - COOP	2,440.00	2,435.52	(4.48)	-0.18%
Continuing Education	1,000.00	0.00	(1,000.00)	-100.00%
Pastoral Total:	\$67,375.00	\$66,123.00	(\$1,252.00)	-1.86%
ADMINISTRATIVE TOTAL:	\$82,450.00	\$76,574.44	(\$5,875.56)	-7.13%
DISBURSEMENTS TOTAL:	\$119,365.00	\$111,018.06	(\$8,346.94)	-6.99%

General Fund Report

Dedicated Funds

	Beginning Balance	Year-to-Date		Current Balance
		Receipts	Expenses	
Reimbursements	(50.00)	2,869.37	2,864.37	(45.00)
Bibles	0.00	0.00	0.00	0.00
Ridgeway Loan	0.00	0.00	0.00	0.00
World Hunger	0.00	0.00	0.00	0.00
Vision for Mission	225.00	0.00	0.00	225.00
Katrina Mission Fund	0.00	0.00	0.00	0.00
Other Dedicated Gifts	341.22	1,253.21	1,437.12	157.31
Rebuilding Fund	0.00	0.00	0.00	0.00
Total	516.22	4,122.58	4,301.49	337.31

Financial Reports

Account Balance Summary

	Balance December 31, 2015	Balance December 31, 2016
<u>GENERAL FUND</u>		
Checking Account	\$10,223.74	\$3,998.86
<u>PARSONAGE FUND</u>		
CD	16,574.24	16,574.24
CD		
	\$16,574.24	\$16,574.24
<u>HAM SUPPER & BAZAAR FUND</u>		
Checking Account	574.23	249.24
Savings Account	\$14,041.62	\$15,809.96
	\$14,615.85	\$16,059.20
<u>MEMORIAL FUND</u>		
Checking Account	301.91	302.71
Savings Account	19,576.24	19,281.06
Mission Plus Account	90,398.45	91,035.02
	\$110,276.60	\$110,618.79
<u>WELCA FUND</u>		
Checking Account	477.64	501.48
Savings Account	306.76	0.00
	\$784.40	\$501.48
<u>LADIES AID FUND</u>		
Checking Account		
<u>YOUTH GROUP FUND</u>		
Checking Account	\$330.96	\$330.96
<u>SUNDAY SCHOOL FUND</u>		
Savings Account	\$673.77	\$599.43
<u>PETTY CASH FUND</u>		
Checking Account	\$25.20	\$63.03
<u>SCHOLARSHIP FUND</u>		
Income Fund Account	\$1,921.94	\$1,322.50
<u>CHOIR FUND</u>		
Savings Account	\$293.68	\$259.97
<u>BENEFIT FUNDS</u>		
	\$0.00	\$0.00
	\$155,720.38	\$150,328.46

Program Reports

Pastor's Report

Annual Report to the Parish
Pastor Jamie Gallagher

Dear Friends,

As I reflect on 2016, I find one word that stands out to describe our year: EPIC. It is an odd word, perhaps. EPIC usually describes something grand and very powerful. And in a year when Sunday school as it used to happen ended, in a year when there was no confirmation class, in a year that saw more combined worship services with our partner congregation than before – it may not feel like 2016 was so very EPIC.

Yet, 2016 was EPIC. I began using the word EPIC in the fall as an acronym that stands for Every Person In Christ. EPIC became a reminder that we are all in Christ, and that in Christ, we are all life-long learners on this journey called faith. And what an EPIC start we have had to this new approach to faith formation.

Our first EPIC event was in September, and we had 9 people gather and learn about the Faith 5, simple faith practices that can be done at home connecting our faith at church with our life at home. In October, 14 people and then another 9 people gathered as two sessions were offered about Holy Communion. We baked bread, we tasted a variety of bread, we talked about bread. In November, 13 people gathered as we learned about the 10 Commandments.

In Advent, our EPIC events shifted to Wednesday night. We made Christmas crafts, baked cookies, and took crafts and cookies with us as we caroled around Milledgeville to 11 different homes. What a night.

EPIC also took on a service nature as in September, we had 8 folks stay for “God’s Work, Our Hands” service projects and we completed 4 projects in town. In October 13 walkers came together from four churches for the annual CROP Walk.

This is EPIC good news. From an old model of Sunday school which was no longer working, we have discovered a new way of bringing more people together for the sake of growing together in faith. What is in store for us in 2017? More EPIC Faith Events! And your continued participation and help in leading will make these all the more EPIC.

Is our congregation small? Yes. Does our congregation have a lot of children? No. But our Congregation is not dead. WE remain very much so alive in Christ. And so long as Christ is alive in us, we have much to learn and together we will grow in our faith. And that truly makes us EPIC.

Here is to our next EPIC year in Christ.

Pastor Jamie

Program Reports

President's Report

For me, 2016 was a year of extremes. There were many things to be excited about and I pray that those will continue, but there were also some areas that I hope we can reverse.

On the positive side, Pastor Jamie has been hard at work trying new things. This is especially the case for our Sunday School program. We just don't have that many school age children actively involved with our church so how to continue educating them about our Lutheran beliefs is a challenge. Pastor has started the EPIC program that includes youth and adults in one learning environment.

Our coop with First Jordan has continued to be a strong ministry for our congregation. We held several joint worships and these are enjoyed by all. We will continue to have these joint worships in the coming year, especially on holiday weekends.

In the fall, Pastor lead a bible study as we sought to update our wedding policy. These weekly get togethers usually had 10-12 participants split equally between the two congregations. The policy that was proposed by members of our congregation was approved by the council and will be presented to the entire congregation for approval today. If you have any questions or concerns about this policy, please bring them up.

One area that concerns me is our financial outlook in the General Fund. We are a rich and blessed congregation and we have many resources available to help out with unexpected major expenses, but it was not a good year for our day to day cash flow. We began the year with over \$10,000 in the checking account and ended with under \$4,000. We have done a very good job of holding expenses down as we actually spent over \$3,000 less in 2016 compared to 2015. Our problem was from regular offerings coming in almost \$10,000 less in 2016.

I again want to thank all of the volunteers that work to keep our property looking good. Ken and Harlan really have the social hall floors looking great!

I also want to thank all of the people that are involved in making sure all of our offering is collected, counted, and recorded. Those individuals are Sharon Woodard, Barb Brubaker, and Ken Peterson. And especially to Connie Brockhouse for making sure all of our bills are paid and everything is entered into the computer.

And finally, to all of the organizations and other volunteers that are too numerous to mention without forgetting someone. You are the heart and soul of the congregation and each of you have your own special talents that you share with us.

Respectfully,
Kevin Anderson

Program Reports

Standing Committee Reports

Christian Education

No Written Report

Evangelism

No Written Report

Stewardship

The year of 2016 seems to have come and gone by so fast. The stewardship letters were sent out a little later then we like.

The Stewardship Theme “Giving Thanks”, was were put in the mail on November 28th with a return date for the pledge card and a card to say what you, “give thanks” for was due back by December 11th. But if you haven’t returned your pledge card you can still get it in.

I would also thank all who have turn in the pledge card and thanks statement, it help to plan all of God work here at Trinity.

Thank You God
Stewardship Team

Music & Worship

No Written Report

Social Ministry

No Written Report

Program Reports

Property

Most of our efforts this year has been spent primarily on maintenance. Some lighting fixtures have been replaced with new LED models. Any future replacements may be with this type of lighting. We were hoping to get the stairway on the South end of the building completed this fall, but the contractor has apparently pushed that off until this spring. Looking to the future, we may be looking to make our handicapped area more accessible. Again, I would like to thank Harlan, and Jim for all they continue to do in helping keep our property looking so nice, also Therol and the boys for seeing the garbage gets put out. We are especially glad to know that Therol will once again be seen on his mower this spring.

Ken Kaufman

Jim Brubaker

Harlan Meinsma

Mutual Ministry

No Written Report

Youth

The junior high youth got confirmed and became our high school youth. It has been a while since they have come together as a group. They talk of our mission trip to New York and some show great interest in another trip such as that one. So hopefully the good memories and the experience as a whole will give the seed for planning of another trip for them. We will see..... The candle lighting on Sundays is being passed down to the younger youth. It is a heartwarming sight to see one of the older youth escort one of our younger youth to the alter as a mentor of sorts.

Sharon Woodard

Program Reports

Organizational Reports

W-ELCA

Our WELCA groups continue to hold Bible Study meetings regularly. We hosted the Bold Women Sunday Event in February which included a program and lunch. Our group hosted the July birthday at the Good Samaritan nursing facility, providing snacks, gifts and entertainment.

During the year, we served at funeral lunches and moneys received from those goes toward kitchen supplies. In August and December, we combined meetings\luncheon\snacks for both groups. In September, we work on backpacks for LWR. All year we assemble tied comforters for LWR and we pay for the cost of shipping.

The Shoebox Ministry is our November, project and this year we were able to give a donation to Amelia Miller who is a teacher for First West Jordon Church. She used the money to buy personal care items for needy students.

In 2016 our church assembled 53 shoeboxes, 24 backpacks, and 16 tied comforters. At our December meeting we purchased 2 goats and chicks from the ELCA Good Gifts project and also donated the money in our savings account to the TLC scholarship fund.

The TLC WELCA continues to seek out people in need in our community and in our world. We believe that even small groups can make a difference.

Kim Stewart,
President TLC WELCA

Ladies Aid

No Written Report

Choir

No Written Report

Cradle Roll

No written report.

Program Reports

Alter Guild

No Written Report

Bazaar

We had a successful Bazaar again this year. Thank you to everyone for their help and donations. In 2016 we Purchased:

- Quilting Supplies
- Christmas tree for the Church
- Gifts for Christmas for the Southtown residents
- Two new coffee pots

Submitted:

Carol Bushman

Carol Frederick

Memorial

This year we received memorial money from Nancy Dittmar and Joan Massengill. This money was to be moved to the Thrivent Scholarship Fund. We also used memorial money to replace the outside carpet.

Carol Lee Bushman

New Business

- a. Recognition of Retiring Council Members and Officers
 - i. Ken Kaufman
- b. Report from Nominating Committee
 - i. Council Nominations
 - ii. Council Elections
- c. Elect Synod Assembly Delegates and Alternates
 - i. Need Volunteers
- d. Items for the Congregation to be Aware Of
 - i. Simply Giving Program
 - ii. Church Website – www.trinityville.com
 - iii. Facebook
- e. Wedding Policy
 - i. See Attached Policy
- f. 2017 Program Proposal

New Business

	2016 Budget	2016 Actual	2017 Budget	Change in Budget	%
INCOME:					
<u>Church Offerings</u>					
Regular Envelopes	99,000.00	85,043.00	92,000.00	(7,000.00)	-7.07%
Initial Envelopes	200.00	145.00	200.00	0.00	0.00%
Lent Services	0.00	0.00	0.00	0.00	0.00%
Other Member Offerings	1,100.00	1,130.00	1,100.00	0.00	0.00%
Church Offering Total:	\$100,300.00	\$86,318.00	\$93,300.00	(\$7,000.00)	-6.98%
<u>Other Offerings</u>					
Sunday School	35.00	0.00	0.00	(35.00)	-100.00%
Loose Offering	1,000.00	1,046.10	1,000.00	0.00	0.00%
Other Offering Total:	\$1,035.00	\$1,046.10	\$1,000.00	(\$35.00)	-3.38%
<u>Other Income</u>					
Other Income	1,000.00	157.99	500.00	(500.00)	-50.00%
COOP Ministry	16,200.00	16,200.00	16,200.00	0.00	0.00%
Bazaar & Ham Supper	1,000.00	1,250.00	1,000.00	0.00	0.00%
Other Income Total:	\$18,200.00	\$17,607.99	\$17,700.00	(\$500.00)	-2.75%
INCOME TOTAL:	\$119,535.00	\$104,972.09	\$112,000.00	(\$7,535.00)	-6.30%
DISBURSEMENTS					
<u>Property - Building</u>					
Cleaning	3,300.00	3,297.81	3,384.00	84.00	2.55%
Electric	2,500.00	2,722.41	2,500.00	0.00	0.00%
Gas	4,000.00	2,826.61	3,000.00	(1,000.00)	-25.00%
Telephone	1,165.00	1,154.33	1,165.00	0.00	0.00%
Water, Sewer & Garbage	750.00	531.10	600.00	(150.00)	-20.00%
Property Insurance	5,300.00	5,822.00	6,265.00	965.00	18.21%
Supplies	500.00	127.58	250.00	(250.00)	-50.00%
Repairs & Maintenance	1,000.00	1,242.26	1,000.00	0.00	0.00%
Miscellaneous Building	100.00	0.00	100.00	0.00	0.00%
Building Total:	\$18,615.00	\$17,724.10	\$18,264.00	(\$351.00)	-1.89%
<u>Property - Grounds</u>					
Lawn & Landscape	0.00	1,250.00	0.00	0.00	0.00%
Miscellaneous Grounds	400.00	150.00	200.00	(200.00)	-50.00%
Grounds Total:	\$400.00	\$1,400.00	\$200.00	(\$200.00)	-50.00%
PROPERTY TOTAL:	\$19,015.00	\$19,124.10	\$18,464.00	(\$551.00)	-2.90%
<u>Program - Christian Education</u>					
Adult Education	50.00	0.00	50.00	0.00	0.00%
Awards	50.00	95.65	50.00	0.00	0.00%
Conf. & 1st Communion	400.00	0.00	100.00	(300.00)	-75.00%
Curriculum	300.00	144.71	150.00	(150.00)	-50.00%
Community Events	500.00	0.00	250.00	(250.00)	-50.00%
Supplies	100.00	91.52	100.00	0.00	0.00%
Youth	0.00	0.00	0.00	0.00	0.00%
Misc. Christian Ed.	100.00	0.00	100.00	0.00	0.00%
Christian Education Total:	\$1,500.00	\$331.88	\$800.00	(\$700.00)	-46.67%
<u>Program - Evangelism</u>					
Coop Projects	0.00	0.00	0.00	0.00	0.00%
Tape Ministry	50.00	0.00	50.00	0.00	0.00%
Miscellaneous Evangelism	400.00	0.00	200.00	(200.00)	-50.00%
The Lutheran	\$450.00	\$0.00	\$250.00	(\$200.00)	-44.44%
Workshops & Advertising	3,300.00	3,297.81	3,384.00	84.00	2.55%
Evangelism Total:	2,500.00	2,722.41	2,500.00	0.00	0.00%

New Business

	2016 Budget	2016 Actual	2017 Budget	Change in Budget	%
<u>Program - Music & Worship</u>					
Bulletins	50.00	395.00	450.00	400.00	800.00%
Candles	100.00	0.00	100.00	0.00	0.00%
Communion Supplies	100.00	73.06	100.00	0.00	0.00%
Devotionals	300.00	286.60	300.00	0.00	0.00%
Guest Musician	150.00	0.00	150.00	0.00	0.00%
Instrument Maintenance	100.00	224.00	250.00	150.00	150.00%
Music	100.00	145.00	150.00	50.00	50.00%
Organist	2,400.00	615.42	0.00	(2,400.00)	-100.00%
Choir Director	0.00	0.00	0.00	0.00	0.00%
Supply Organist	400.00	1,800.00	2,400.00	2,000.00	500.00%
Supply Pastor	500.00	313.80	500.00	0.00	0.00%
Misc. Worship & Music	100.00	0.00	100.00	0.00	0.00%
Copyright Insurance	50.00	0.00	50.00	0.00	0.00%
Music & Worship Total:	\$4,350.00	\$3,852.88	\$4,550.00	\$200.00	4.60%
<u>Program - Outreach</u>					
Benevolence	10,000.00	9,916.67	10,000.00	0.00	0.00%
Special Charities	1,000.00	1,000.00	1,000.00	0.00	0.00%
Other Benevolence	100.00	0.00	0.00	(100.00)	-100.00%
Outreach Total:	\$11,100.00	\$10,916.67	\$11,000.00	(\$100.00)	-0.90%
<u>Program - Social Ministry</u>					
Program & Advocacy	100.00	0.00	100.00	0.00	0.00%
Social Ministry Total:	\$100.00	\$0.00	\$100.00	\$0.00	0.00%
<u>Program - Stewardship</u>					
Envelopes	200.00	169.09	175.00	(25.00)	-12.50%
Fall Campaign	200.00	49.00	100.00	(100.00)	-50.00%
Stewardship Total:	\$400.00	\$218.09	\$275.00	(\$125.00)	-31.25%
PROGRAM TOTAL:	\$17,900.00	\$15,319.52	\$16,975.00	(\$925.00)	-5.17%
<u>Administrative - Office Administration</u>					
Business & Professional	4,000.00	2,422.68	3,000.00	(1,000.00)	-25.00%
Convention	400.00	612.48	600.00	200.00	50.00%
Office Supplies	500.00	503.67	600.00	100.00	20.00%
Machine Maintenance	1,400.00	1,502.96	1,500.00	100.00	7.14%
Workman's Compensation	1,000.00	656.57	520.00	(480.00)	-48.00%
Secretary	5,575.00	2,662.18	2,857.00	(2,718.00)	-48.75%
Petty Cash	400.00	400.00	400.00	0.00	0.00%
Staff FICA	700.00	416.99	478.00	(222.00)	-31.71%
Misc. Office Administration	1,100.00	1,273.91	1,000.00	(100.00)	-9.09%
Office Administration Total:	\$15,075.00	\$10,451.44	\$10,955.00	(\$4,120.00)	-27.33%
<u>Administrative - Pastoral</u>					
Salary	28,351.00	28,506.00	29,282.00	931.00	3.28%
FICA	2,170.00	2,180.88	2,240.00	70.00	3.23%
Pension and Health	12,095.00	10,984.96	12,642.00	547.00	4.52%
Housing Allowance	7,560.00	7,564.56	7,617.00	57.00	0.75%
Salary - COOP	9,154.00	9,177.12	9,161.00	7.00	0.08%
FICA - COOP	700.00	702.24	701.00	1.00	0.14%
Pension and Health - COOP	3,905.00	4,571.72	3,955.00	50.00	1.28%
Housing Allowance - COOP	2,440.00	2,435.52	2,383.00	(57.00)	-2.34%
Continuing Education	1,000.00	0.00	200.00	(800.00)	-80.00%
Pastoral Total:	\$67,375.00	\$66,123.00	\$68,181.00	\$806.00	1.20%
ADMINISTRATIVE TOTAL:	\$82,450.00	\$76,574.44	\$79,136.00	(\$3,314.00)	-4.02%
DISBURSEMENTS TOTAL:	\$119,365.00	\$111,018.06	\$114,575.00	(\$4,790.00)	-4.01%
CASH FLOW	\$170.00	(\$6,045.97)	(\$2,575.00)	(\$2,745.00)	

Trinity Lutheran Church

Wedding Guidelines

717 Stover Ave, Milledgeville, IL 61051 * 815-225-7410

Who can get married at Trinity Lutheran Church?

Any member wishing to get lawfully married at Trinity Lutheran Church is welcome to consult with our pastor and follow these guidelines.

Any non-member wishing to get lawfully married at Trinity Lutheran Church is subject to the approval of the church council.

Consultation with the Pastor

Preparing for a wedding ceremony involves the Pastor and the Couple building a relationship together through a process of premarital counseling. The earlier the couple contacts the Pastor, the earlier that relationship is able to grow.

To help that relationship, it is requested that the couple contact the pastor 6-8 months at minimum in advance of the wedding. It is highly recommended that if you have a very specific date, that you contact the Pastor prior to finalizing other wedding arrangements, such as a reception hall.

The Pastor has the right to refuse to do any wedding based on concerns for the couple's relationship health or other concerns the Pastor may have. These concerns may be expressed at the beginning of this planning time, during the pre-marital counseling sessions, or even prior to the ceremony.

Setting the Date

Wedding dates are reserved with the Pastor and are available according to the Pastor's and the Church calendar. Weddings will not be scheduled during Holy Week. Typically, weddings are not performed during the season of Lent, though, exceptions are possible only with the approval of the Pastor.

Along with the setting of the wedding, there is the arrangement of the rehearsal. The rehearsal is typically held the day before the ceremony at a time to be agreed with the Pastor. All participants in the wedding ceremony are requested to attend the rehearsal.

Counseling, prior to the Wedding

The Pastor will arrange for premarital counseling sessions with the couple. Typically, Pastor holds three or four sessions with the couple. The details of these sessions will be discussed when arrangements are made for the wedding. Any fees associated with premarital resources will be paid by the couple.

Marriage License

It is the couple's responsibility to acquire the appropriate state marriage license from the appropriate county for the wedding location. The couple will be asked to bring the marriage license and other important items to the rehearsal.

Additional Clergy

The Pastor of Trinity Lutheran Church will officiate all weddings that are held at Trinity. If the Pastor is unavailable for a particular date, but the church is available, the Pastor will arrange for an ELCA-approved clergy to officiate the wedding. The Pastor will continue with the premarital counseling, and time will be arranged for the couple to meet any substitute pastor as necessary.

Additional clergy may be included in the wedding ceremony with the approval of the Pastor.

The wedding service is a worship service

The marriage service conducted in a Lutheran church is a service of worship giving praise to God. God is the center of worship. In the final premarital session, the Pastor and the couple will agree to all music selections, readings and wedding related rituals as they are appropriate for a worship service giving praise to God.

The worship service is rooted in the church "season", therefore the banners and paraments that are appropriate for the season and Sunday of the wedding weekend will be used in the wedding ceremony. Additional wedding decorations may be used, such as flowers, candelabra, and bows, etc. The couple needs to consult with the Pastor prior to any additional decorations being used.

Musicians

The couple is responsible for arranging for musicians for the wedding. The musician should be available for the wedding rehearsal as well.

Bulletin

The wedding bulletin will be prepared by the Pastor. All pertinent information will be gathered from the couple prior to the final premarital session and a selection of bulletins covers will be available for the couple's choice. The first 100 copies of the wedding bulletin will be a gift to the couple. Any additional copies will be charged to the couple at the cost for the bulletin covers.

Additional items

The appropriate decorum of faithful living will be maintained by all participants and guests in any ceremony held at either Trinity. Any behavior that is deemed inappropriate by the Pastor during a wedding rehearsal or wedding ceremony may lead to the removal of a participant or guest, or even the possibility of the cancelation of the event. Smoking is prohibited inside our buildings, the couple will please inform their guests of the appropriate disposal bins outside. Drinking is prohibited on our grounds, any violation may result in the participant or guest being removed from the ceremony.

Birdseed, rice, and confetti are to be avoided. For the ritual of "Sending the Bride and Groom", the couple is encouraged to use bubbles.

The couple is required to bring to the wedding rehearsal the marriage license, the wedding rings, any decorations, candelabra, etc. for the ceremony, and all fees/honorariums. It is also highly suggested that the couple bring all formal wear to the rehearsal.

Fees and honorariums

	Members	Non-Members
Use of the church	no charge	\$250
Use of Chapel (Trinity)	no charge	\$125
Use of Fellowship Hall (for reception)	\$50	\$250
Custodian		
(with reception)	\$75	\$150
(Without reception)	\$40	\$100

For the Use of the Church, the couple will have access to the sanctuary, the restrooms, and a space designated for the bridal party for preparations. For use of the Chapel, the couple will have access to the chapel, the restrooms, and a space designated for the bridal party for preparations.

For the Use of the Fellowship Hall for the purpose of a rehearsal dinner or wedding reception, the couple will provide all catered meals and all service ware and any decorations for the space. If the couple uses the fellowship hall, the couple will have access to the kitchen, but will not be able to use any of the congregations’ dishes or paper products.

For all spaces the wedding party has access to, the couple will be responsible for removing all items related to the wedding and returning any moved furniture to its original location.

The Pastor’s Honorarium should be something considered by the couple as a gift of appreciation for the time spent in premarital counseling sessions and preparing for the ceremony. Members are free to choose their own amount. Non-Members are requested to begin their gift at \$200.00.

The Wedding Musician will typically set his/her fee for the ceremony, but again, the couple may consider the time of preparation, the attendance at the rehearsal, and other factors in increasing the gift to the musicians.

The Fee for the custodian may be waived if the couple provides for all clean-up duties including removing of trash and cleaning of restrooms. However, given the short time between a wedding and the congregation worship services on Sunday morning, and the wedding couples’ other priorities, it is recommended the custodian be utilized. Even if the couple provides for its own cleaning, a gift for the custodian may be appropriate as there are extra duties and cleaning the custodian will attend to after a wedding.