

Eden's Mission: "... to love God and all people in Jesus Christ, drawing others into a relationship with Him, working together to expand His reign of hope, justice and peace in our community and the world."

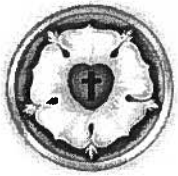
**EDEN LUTHERAN EVANGELICAL CHURCH
COUNCIL MEETING
May 9th, 2012 – 6:30 p.m.**

AGENDA

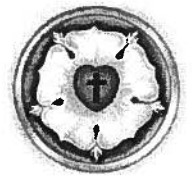
- I. Preparation
 - A. Welcome Guests
 - B. Personalization – Sharing of joys and concerns
 - C. Inspiration – Opening Devotions
 - D. Review / Approval of the Agenda
 - E. Review / Approval of Minutes from April 11th with any corrections
- II. Action
 - A. Pastor Report Linda Brown
 - B. President's Report Steve Anderson
 - C. Monthly Ministry Reports
 - 1. Finance Steve Anderson
 - 2. Learning Dmitry Altshuller
 - 3. Evangelism Harvey Clark
 - 4. Property Joe Ludwig
 - 5. Service/Fellowship Betty Jean Denham
 - 6. Stewardship Michelle Larsen
 - 7. Worship and Music Barbara Walters
 - 8. Technology Steve Anderson
 - 9. Policies and Procedures Lyle Hodgerson
 - 10. Brother's in Christ (B.I.C) Pastor Linda
 - D. Monthly reports from organizations
 - 1. ELCW Nancy Svete
 - 2. EL Preschool Lyle Hodgerson
 - 3. Helping Hands Derek Adkins
 - E. **COFFEE WITH COUNCIL!!!!** **Harvey Clark**
 - F. New Business
 - G. Continuing Business
 - 1. Nominating Committee
 - 2. Consecration Sunday
- III. Closed Session
 - A. Pastor Linda Brown's compensation
- IV. Information
 - A. Head Usher for June – Derek Adkins
 - B. Upcoming events
 - 1. Council Meeting – June 13, 2012 – 6:30 p.m. (Executive Committee at 6:00)
- V. Closing
 - A. Adjournment & Lord's Prayer

Go in Peace to love and serve the Lord!

Draft



Eden Lutheran Church
Council Meeting Minutes



April 11th, 2012

Eden's Purpose: "To love God and all people in Jesus Christ, drawing others into a relationship with Him, working together to expand his reign of hope, justice and peace in our community and the world."

The meeting was called to order by President Steve Anderson at 6:30 p.m.

Members Present: Pastor Linda Brown, Dmitry Altshuller, Harvey Clark, Betty Jean Denham Joe Ludwig, Nancy Svete, Michelle Larsen, Derek Adkins and Lyle Hodgerson.

Members Absent: Barbara Walters

I. Preparation

- A. Welcome guests: None
- B. Personalization – Sharing of joys and concerns
- C. Inspiration and Devotions: Pastor Brown
- D. Approval of the agenda as amended. **MSC**
- E. Approval of the council minutes as amended. **MSC**

II. Action

- A. President's Report – none given
- B. Pastor's Report – Accepted as given
- C. Monthly Ministry reports
 - 1. Finance – Accepted
Motion: Direct the Finance committee to find an alternative banking source besides Bank of America. **MSC**
The banking policies of Bank of America seem to be at odds with the best interests of their customers.
 - 2. Learning – Accepted
 - 3. Evangelism – Oral
Veteran's parade April 20th, Harvest Crusade August 25-26th, Mother's Day ad.
Motion: Offer to sponsor the Cursillo Grand Ultreya for September 2012. **MSC**
Steve to check date for possible availability.
 - 4. Property – Oral
 - 5. Service/Fellowship– Accepted
 - 6. Stewardship – Accepted
 - 7. Worship and Music – Accepted
 - 8. Technology – Oral report

9. Policies and Procedures – Accepted

10. Brother's in Christ (BIC) - Steve to send a reminder letter about their facilities fee increase in July.

D. Monthly reports from organizations

1. ELCW- Oral

Mother's Day luncheon, Rummage Sale planning in process.

2. Eden Preschool- Oral

Finances still in the black, good See's candy fundraiser.

3. Helping Hands- Accepted

E. New Business

1. Action items – handled under committee reports

F. Continuing Business

1. Pastoral call – Steve is sending out a letter about the congregational meeting in May.

A separate agenda item will be presented to address the permanent call and compensation package for Pastor Brown. .

2. Nomination committee – an updated ballot will be available for insert in the Sunday bulletin.

III Information

A. Head Usher for April – Joe Ludwig

B. Upcoming events

1. Council Meeting – May 9th, 2012 - 6:30 pm (Executive Committee at 6:00 pm).

IV. Closing

A. Meeting adjourned at 7:53 p.m.

B. Lord's Prayer

Respectfully Submitted,

Lyle Hodgerson, Secretary

Pastor's Report for April to May 2012

This is my report to the council from April 11th until May 9th. The team meetings that I have attended during the month are: executive council meeting and the council at large, evangelism, stewardship, 4 women's luncheons, 4 text studies, 4 staff meetings, 4 snack times with the quilters, worship and music/learning ministry joint meeting, school board, policies and procedures, learning ministry, stewardship, and finance team.

1. Met with parishioner who had some questions about being Lutheran.
2. Attended an all day conference at the synod office with the bishop.
3. Attended a 3 day 1st call theological conference in Burlingame.
4. Participated in the Riverside Veteran's Memorial parade.
5. Led a youth training session for worship leaders from the youth community.
6. Led 3 chapel services for the youth of the pre-school.
7. Represented Eden Lutheran in the Veteran's Memorial parade.
8. Led 2 confirmation classes.
9. Did 2 baptisms.
10. Met with staff at Amelia's light for LSS to find out how we might serve them.
11. Went to parishioner's house and gave she and her husband communion.
12. Met with two couples regarding their wedding plans.
13. Led 2 Youth Bible studies.
14. Did home/hospital visits to minister to parishioners and give communion.
15. Unscheduled preschool budget meeting.
16. Attended colleague's ordination.
17. Met with my Mutual Ministry team.
18. Met for lunch with Helping Hands ministry team.
19. Attended an interfaith meeting at the Riverside mayor's office regarding youth and college. Meeting attended by representatives from Cal. Baptist, UCR, and RCC colleges. Opportunity to meeting local representatives as well as get Eden's name out in the public.

4:04 PM
 05/08/12
 Accrual Basis

Eden Lutheran Church
Balance Sheet
 As of April 30, 2012

	Apr 30, 12	Mar 31, 12	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Bank of America	16,620.24	13,458.04	3,162.20
Lutheran Credit Union	500.00	0.00	500.00
Mission Term CD	17,791.59	17,791.59	0.00
Provident			
Anniversary Fund	-396.12	-396.12	0.00
Brothers In Christ	5,200.00	3,800.00	1,400.00
Building Fund	1,120.19	1,040.19	80.00
Choir Fund	2,632.78	2,632.78	0.00
Christian Education	5,680.45	5,680.45	0.00
Member Assistance	661.74	961.74	-300.00
Memorial Fund	9,707.36	9,707.36	0.00
New Call	25.00	25.00	0.00
New Missions Fund	26.06	26.06	0.00
Organ Fund	1,186.22	1,186.22	0.00
Outreach	825.00	825.00	0.00
Parking Lot Fund	3,276.95	3,276.95	0.00
Reserve Fund	1,597.61	1,976.07	-378.46
School Playground Fund	200.00	200.00	0.00
Sound System/Technology Fund	100.00	100.00	0.00
Transportation Fund	332.99	332.99	0.00
VBS Fund	108.91	108.91	0.00
Youth Ministries	4,945.93	5,074.93	-129.00
Provident - Other	431.73	48.59	383.14
Total Provident	37,662.80	36,607.12	1,055.68
ProvidentCD Scholarship	23,371.11	23,371.11	0.00
Total Checking/Savings	95,945.74	91,227.86	4,717.88
Total Current Assets	95,945.74	91,227.86	4,717.88
Fixed Assets			
Furniture and Equipment	1,225.00	1,225.00	0.00
Total Fixed Assets	1,225.00	1,225.00	0.00
Other Assets			
Other Assets	3,250.64	3,250.64	0.00
Total Other Assets	3,250.64	3,250.64	0.00
TOTAL ASSETS	100,421.38	95,703.50	4,717.88
LIABILITIES & EQUITY			
Equity			
Opening Balance Equity	103,895.02	103,895.02	0.00
Unrestricted Net Assets	12,035.73	12,035.73	0.00
Net Income	-15,509.37	-20,227.25	4,717.88
Total Equity	100,421.38	95,703.50	4,717.88
TOTAL LIABILITIES & EQUITY	100,421.38	95,703.50	4,717.88

Eden Lutheran Church
Income and Expenses - Current and YTD
April 2012

	Apr 12	Budget	Jan - Apr 12	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Anniversary	0.00		40.00		
Building	80.00		560.00		
Current Offerings	9,813.00	14,455.50	50,642.75	57,822.00	173,466.00
Designated Income	190.00		-1,933.00		
Facility Fees					
Brothers In Christ	1,400.00		5,000.00		
CODA	50.00	50.00	200.00	200.00	600.00
Fellowship Hall Rental					
ACA 12 Step	0.00	0.00	40.00	0.00	0.00
Fellowship Hall Rental - Other	0.00	40.00	0.00	160.00	480.00
Total Fellowship Hall Rental	0.00	40.00	40.00	160.00	480.00
Parsonage Rent	1,250.00	1,250.00	5,000.00	5,000.00	15,000.00
Pre-School	250.00	250.00	1,000.00	1,000.00	3,000.00
Riverside County Parking	1,373.33	1,373.00	4,119.99	5,492.00	16,476.00
Salvation Army	200.00	100.00	400.00	400.00	1,200.00
Saturday AA	300.00	30.00	300.00	120.00	360.00
T-Mobile	1,393.45	1,313.50	5,573.80	5,254.00	15,762.00
Wedding Deposits	100.00		400.00		
Womens AA	0.00	20.00	110.00	80.00	240.00
Total Facility Fees	6,316.78	4,426.50	22,143.79	17,706.00	53,118.00
Interest Earned	8.14		127.16		
Lent/Easter	5,201.25	1,412.00	5,664.25	1,412.00	1,412.00
Loose Plate Offering	108.38	199.66	420.56	798.70	2,396.00
Member Assistance Fund	-300.00		-380.00		
Memorial Fund	375.00		725.00		
Other Types of Income	385.00		385.00		
Parking Lot	0.00		1,040.00		
Sunday School Offering	0.00	5.84	0.00	23.36	70.00
Thanksgiving	0.00		0.00		210.00
Thrivent Choice Dollars	225.00		355.00		
Total Income	22,402.55	20,499.50	79,790.51	77,762.06	230,672.00
Gross Profit	22,402.55	20,499.50	79,790.51	77,762.06	230,672.00

Eden Lutheran Church
Income and Expenses - Current and YTD
April 2012

	Apr 12	Budget	Jan - Apr 12	YTD Budget	Annual Budget
Expense					
Advertising					
Newspaper Ad	268.00		268.00		
Total Advertising	268.00		268.00		
Bank Fees					
Account Set-up Fee	0.00		15.00		
Total Bank Fees	0.00		15.00		
Benevolence					
Synod	375.00	500.00	1,500.00	2,000.00	6,000.00
World Hunger ELCA	375.00	250.00	1,500.00	1,000.00	3,000.00
Total Benevolence	750.00	750.00	3,000.00	3,000.00	9,000.00
Christian Education					
Books	0.00		288.36		
Christian Education - Other	0.00		112.09		
Total Christian Education	0.00		400.45		
Continuing Education	0.00	83.34	0.00	333.36	1,000.00
Designated Expenses					
Scholarships	-57.07		-57.07		
Total Designated Expenses	-57.07		-57.07		
Education and Learning Supplies					
Adult Education	0.00	8.33	0.00	33.32	100.00
Confirmation Materials	0.00	25.00	0.00	100.00	300.00
Fall Festival/Rally Day	0.00	8.33	0.00	33.32	100.00
Recognition/Appreciation	0.00	16.66	0.00	66.64	200.00
Seasonal Activities	0.00	16.66	0.00	66.64	200.00
Sunday School	0.00	25.00	0.00	100.00	300.00
Vacation Bible School	0.00	50.00	170.23	200.00	600.00
Youth Activities	129.00	83.33	240.96	333.32	1,000.00
Total Education and Learning Supplies	129.00	233.31	411.19	933.24	2,800.00
Employer Payroll Tax Insurance					
Master Insurance	673.79	500.00	2,807.85	2,000.00	6,000.00
Workers Comp	0.00	916.66	2,354.76	3,666.64	11,000.00
Total Insurance	-675.61	150.00	-201.04	600.00	1,800.00
Total Insurance	-675.61	1,066.66	2,153.72	4,266.64	12,800.00

Eden Lutheran Church
Income and Expenses - Current and YTD
April 2012

	Apr 12	Budget	Jan - Apr 12	YTD Budget	Annual Budget
Operations					
Kitchen Supplies	37.98		-31.91		
Postage, Mailing Service					
Stamp Machine Lease Payment	111.20		111.20		
Postage, Mailing Service - Other	157.99	125.00	315.98	500.00	1,500.00
Total Postage, Mailing Service	269.19	125.00	427.18	500.00	1,500.00
Printing and Copying					
Lease Payment	1,360.05	1,200.00	5,731.02	4,800.00	14,400.00
Total Printing and Copying	1,360.05	1,200.00	5,731.02	4,800.00	14,400.00
Property					
Alarm	0.00	20.83	3,009.87	83.32	250.00
Building Maintenance and Repair	148.37	416.66	549.35	1,666.64	5,000.00
Church Building Maintenance	0.00		172.35		
Equipment Maintenance	175.08	250.00	340.60	1,000.00	3,000.00
Grounds Maintenance	0.00	125.00	880.00	500.00	1,500.00
Inside Custodian					
Janitorial Supplies	36.00		410.68		
Inside Custodian - Other	575.00	575.00	2,100.00	2,300.00	6,900.00
Total Inside Custodian	611.00	575.00	2,510.68	2,300.00	6,900.00
Lawn Care	700.00	700.00	2,800.00	2,800.00	8,400.00
Parking Lot Repair	0.00	166.66	0.00	666.64	2,000.00
Parsonage Maintenance	0.00	41.66	0.00	166.64	500.00
Property - Other	0.00		200.00		
Total Property	1,634.45	2,295.81	10,462.85	9,183.24	27,550.00
Telephone, Telecommunications					
Cell Phone	25.00	25.00	100.00	100.00	300.00
Land Line	0.00	208.33	0.00	833.32	2,500.00
Telephone, Telecommunications - Other	188.26		734.53		
Total Telephone, Telecommunications	213.26	233.33	834.53	933.32	2,800.00

Eden Lutheran Church
Income and Expenses - Current and YTD
 April 2012

	Apr 12	Budget	Jan - Apr 12	YTD Budget	Annual Budget
Utilities					
City Services	223.46	295.58	1,105.21	1,182.32	3,547.00
Electricity	811.61	1,000.00	3,262.68	4,000.00	12,000.00
Gas	266.39	250.00	1,403.40	1,000.00	3,000.00
Trash and Pickup	246.93	250.00	987.72	1,000.00	3,000.00
Water	211.70	416.66	1,098.14	1,666.64	5,000.00
Total Utilities	<u>1,760.09</u>	<u>2,212.24</u>	<u>7,857.15</u>	<u>8,848.96</u>	<u>26,547.00</u>
Total Operations	5,275.02	6,066.38	25,280.82	24,265.52	72,797.00
Other Types of Expenses					
Other Costs	-500.00		60.95		
Total Other Types of Expenses	<u>-500.00</u>		<u>60.95</u>		
Outreach	0.00	41.66	-400.00	166.64	500.00
Payroll Expenses					
Payroll Processing Fees	60.02	116.66	373.39	466.64	1,400.00
Total Payroll Expenses	<u>60.02</u>	<u>116.66</u>	<u>373.39</u>	<u>466.64</u>	<u>1,400.00</u>
Property Taxes	0.00				
Service/Fellowship					
Homeless Meals Mission	172.08	83.33	345.02	333.32	1,000.00
Service/Fellowship - Other	0.00	41.66	0.00	166.64	500.00
Total Service/Fellowship	<u>172.08</u>	<u>124.99</u>	<u>345.02</u>	<u>499.96</u>	<u>1,500.00</u>
Staff Salaries and Benefits					
Babysitting Services	80.00		80.00		
Bookkeeper	300.00	300.00	1,200.00	1,200.00	3,600.00
Disability, Survivor and Retire	0.00		363.00		
Mileage Reimbursement	0.00	125.00	298.32	500.00	1,500.00
Organist					
Organist - Medical Insurance	223.00	223.00	892.00	892.00	2,676.00
Organist - Salary	1,604.42	1,604.42	6,417.68	6,417.68	19,253.04
Total Organist	<u>1,827.42</u>	<u>1,827.42</u>	<u>7,309.68</u>	<u>7,309.68</u>	<u>21,929.04</u>
Pastor Salary, Housing & Other					
First Call expenses	60.00	100.00	510.00	400.00	1,200.00
Pastor Brown Housing	2,750.00	2,750.00	11,000.00	11,000.00	33,000.00
Pastor Brown Salary	2,750.00	2,750.00	11,000.00	11,000.00	33,000.00
Total Pastor Salary, Housing & Other	<u>5,560.00</u>	<u>5,600.00</u>	<u>22,510.00</u>	<u>22,400.00</u>	<u>67,200.00</u>

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05/08/12

Accrual Basis

Eden Lutheran Church
Income and Expenses - Current and YTD
 April 2012

	Apr 12	Budget	Jan - Apr 12	YTD Budget	Annual Budget
Retirement	0.00	550.00	2,200.00	2,200.00	6,600.00
Secretary	2,040.00	1,386.68	7,777.50	5,546.72	16,640.00
Supply Pastor	0.00	87.50	175.00	350.00	1,050.00
Vacation Organist	0.00	25.00	0.00	100.00	300.00
Total Staff Salaries and Benefits	9,807.42	9,901.60	41,913.50	39,606.40	118,819.04
Stewardship					
New Consecration Sunday	0.00		30.53		
Stewardship - Other	0.00	166.66	0.00	666.64	2,000.00
Total Stewardship	0.00	166.66	30.53	666.64	2,000.00
Supplies					
Office Supplies					
Misc. Office Supplies	419.67	208.34	1,054.75	833.36	2,500.00
Office Supplies - Other	-13.55		201.45		
Total Office Supplies	406.12	208.34	1,256.20	833.36	2,500.00
Total Supplies	406.12	208.34	1,256.20	833.36	2,500.00
Technology					
Travel and Meetings	0.00	33.33	0.00	133.32	400.00
Airfare	0.00		421.20		
Conference, Convention, Meeting	550.00	100.00	595.00	400.00	1,200.00
Hotel Room	436.60		664.04		
Total Travel and Meetings	986.60	100.00	1,680.24	400.00	1,200.00
Worship and Music					
Altar Flowers					
Easter Lilies	256.15		-17.60		
Poinsettia	0.00		222.89		
Altar Flowers - Other	35.50	195.00	2.93	780.00	2,340.00
Total Altar Flowers	291.65	195.00	208.22	780.00	2,340.00
Altar Supplies					
Baptismal Shells	0.00		99.49		
Candle Oil	0.00		290.20		
Communion Cups	43.08		43.08		
Communion Wafers	0.00		65.90		
Communion Wine	0.00		90.51		

Eden Lutheran Church
Income and Expenses - Current and YTD
 April 2012

	Apr 12	Budget	Jan - Apr 12	YTD Budget	Annual Budget
Eternal Candles	0.00		76.80		
Altar Supplies - Other	0.00	58.33	0.00	233.32	700.00
Total Altar Supplies	43.08	58.33	665.98	233.32	700.00
Bell Choir	0.00	8.33	0.00	33.32	100.00
Choir Supplies	0.00	33.33	0.00	133.32	400.00
Computer Software - Worship	0.00	55.41	0.00	221.64	665.00
Copyright Licensing	0.00		185.00		
General Worship and Music Books					
Devotionals	0.00		174.95		
Books - Other	0.00		25.00		
Total Books	0.00		199.95		
General Worship and Music - Other	0.00	62.50	0.00	250.00	750.00
Total General Worship and Music	0.00	62.50	199.95	250.00	750.00
Organ Maintenance	0.00	91.66	43.72	366.64	1,100.00
Piano Maintenance	0.00	16.66	0.00	66.64	200.00
Robe Replacement and Maintenance	0.00	4.16	0.00	16.64	50.00
Special Service Supplies					
Palm Strips	0.00		29.41		
Seder Meal	54.57		54.57		
Special Service Supplies - Other	0.00	29.16	0.00	116.64	350.00
Total Special Service Supplies	54.57	29.16	83.98	116.64	350.00
Total Worship and Music	389.30	554.54	1,386.85	2,218.16	6,655.00
Total Expense	17,684.67	19,947.47	95,299.88	79,789.88	239,371.04
Net Ordinary Income	4,717.88	552.03	-15,509.37	-2,027.82	-8,699.04
Net Income	4,717.88	552.03	-15,509.37	-2,027.82	-8,699.04

Evangelism and Outreach Minutes
April 26, 2012

Present: Pastor Linda Brown, & Harvey Clark

We met with Richard Garcia of the Harvest Crusade to discuss our participation this year. He wants us to participate in both the Anaheim (August 25-26) and Dodger Stadium (September 8-9) Crusades. A preparatory meeting will be held at Harvest on June 2.

Pastor Linda agreed to cover one of the Anaheim events and Debbie Harris agreed to cover the other Anaheim event. Harvey will cover one of the Dodger Stadium events. This leaves finding one person to cover the other Dodger Stadium event.

A color special newspaper ad for Mother's Day was approved at \$152.
No action items.

SERVICE AND FELLOWSHIP COMMITTEE

MINUTES FOR MAY 3, 2012

Members present: Pat Sinclair, Gloria Youngerman, & Marge Steinbrinck

Members absent: Esther D'Aguiar, Betty Jean Denham, Rodger and Nancy Liverman, Barbara Walters, and Ardyce LaPorte

The meeting was brought to order by Chairperson Pat Sinclair at 11:45 at Tin Lizzy Restaurant.

The minutes were approved as corrected. Correction: Dinners for Eight -- 40 , not 50 people involved; 5 host homes, not 8.

The Easter Pancake Breakfast went well. Steve Anderson was in charge. S & F did the decorating. The conclusion of the ensuing discussion was that this seems like a legitimate activity for this committee.

Confirmation Day: May 27. It was decided that two cakes should be served after worship service in honor of the confirmans. The cakes will be paid for by the ELW just as the cakes for Baptisms are.

Celebration of Pastor's Call to Eden: Tentative dates are June 3 or June 10. It was decided that this should be a potluck luncheon after worship service. Decorations will be done on the day before.

In June we will honor the choir and David Christiansen, our director. This will be after the service on June 24. It was suggested that we give David a gift of \$200 in appreciation for all he has done.

The following discussion was the plans for July 4th:

- a. We will again invite Hope and Trinity. Marge will be the liaison.
- b. Bingo cards -- Pat will order 40 more cards for approx. \$60. Harry Cutting will be in charge of Bingo. It was noted that we need a person with a loud voice to do the calling. Toni will be asked.
- c. Decorations -- No more needed. Set-up will be July 3.
- i. Sound -- Steve agreed to do this
 - a. BBQ -- Ron Sinclair will be in charge
 - b. Youth -- Katie and Luke will do the face painting They will need \$20 for supplies.
 - c. Popcorn -- Not necessary -- Hard to clean up.
 - d. Shopping -- Betty Jean and friend at Smart and Final
 - e. Fliers, etc. -- Toni
 - f. Clean up -- Derek and Lino in charge
 - g. Name tags -- Susan Downer will do tags with Eden logo on
 - h. Cooling Station -- Water and First Aid kit in the Youth Room

Last discussion of the meeting was about the Octoberfest. Is this Service and Fellowship's responsibility or Stewardship as it has been in the past? If it is not connected to Stewardship, is it desirable to have it just for fun?

Next meeting -- June 7 (Marge's Birthday)

Meeting adjourned at 12:45.

Submitted by

Marge Steinbrinck

Eden Lutheran Church

Stewardship Meeting Minutes

April 12, 2012

Members Present: Nancy Svete, Pastor Linda, Ron Smith

Action Items: Ron Smith to resign as chairperson of Stewardship Committee effective

May 31, 2012. Ron will remain on the committee if this is desired.

Discussion Items:

- 1. Bingo – A regular bingo program is not feasible at this time due to scheduling conflicts of appropriate rooms for the event.**
- 2. Giving envelopes have been ordered in the quantity of 150 boxes. This quantity will allow for congregation growth.**
- 3. VANCO Services (Electronic giving)- Pastor Linda has the written information regarding electronic giving of tithes to Eden Lutheran Church. This form of giving allows members to automatically give their offerings not only while attending church but also during times when they are away on vacation.**
- 4. New Consecration Sunday – Pastor Linda is currently recruiting for a Guest Leader for New Consecration Sunday. Three dates have been established, 8/26/2012, 10/14/2012, 10/21/2012, as the dates requiring the Guest leader to be present at Eden Lutheran for orientation, meeting with church council, and preaching to the congregation. Prior to the Guest Leader orientation, a Consecration Sunday Team Chairperson and 6 team members must be selected. It is recommended these members be selected from the congregation at large. Once the Guest Leader and team members are selected, the steps in the guides can be followed, responsibilities assigned and planning toward the culminating event. A catered luncheon should be provided for the congregation on Consecration Sunday for which donations have been given. These donation may or may not cover the luncheon cost. Further costs are the purchase of an additional guides for team members and Pastor Linda.**

Next Stewardship meeting: May 3rd at 6.00 pm

Eden Lutheran Church
Stewardship Meeting minutes

May 3, 2012

Members Present: Nancy Svete, Pastor Linda, Ron Smith

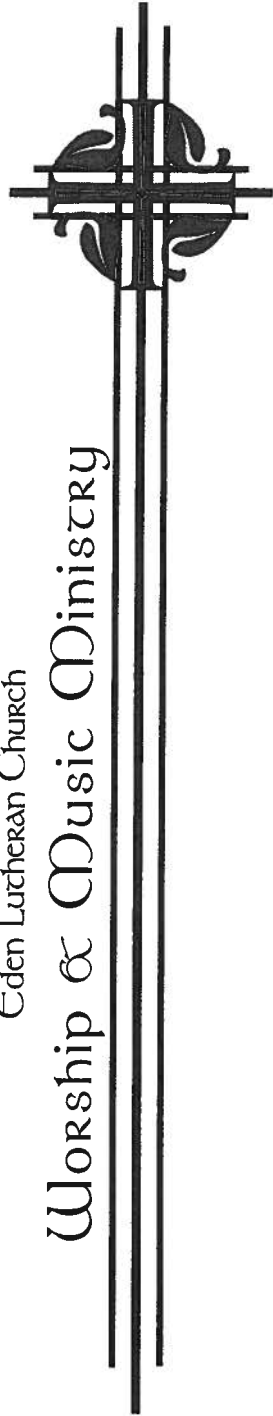
Action Items: None

Discussion Items:

1. **VANCO Services – See April Stewardship minutes for information and presentation. Pastor Linda has information packet.**

2. **Consecration Sunday team leader and team members – Refer to information in April minutes. Ron Smith will contact Steve Anderson regarding this item prior to the council meeting scheduled for Wednesday, May 9th.**

Next Stewardship Meeting: June 7, 2012



Mission

Statement

✘ ✘ ✘

The Mission of the
Worship & Music Ministry
shall be to assist in,
and encourage
the development of,
the worship life of the
congregation;
and to see that the
services of God's house
are conducted
regularly in accordance
with the teachings of the
Evangelical Lutheran
Church in America.

MINUTES

April 24, 2012

Present: Chair, Susan Downer; Dick Anderson; Marilyn Anderson; Pr. Linda Brown; Cathy Carlson; Debbie Harris; Carol McAnern

Absent: Barbara Walters; Steve Anderson, Council President

Guest: Rene Martin

- ✘ COMBINED MEETING WITH LEARNING, CHAIRED BY PR. LINDA BROWN. Various surveys were discussed concerning times of Worship Service and Learning Hour. Steve Anderson asked that any suggestions for the survey be e-mailed to him in the next few days so that the survey can be ready for the Annual Meeting. The two Ministries will meet again in June to discuss the results.
- ✘ THE MEETING WAS CALLED TO ORDER AT 7:45 PM BY CHAIR, SUSAN DOWNER
- ✘ DEVOTIONS WERE WAIVED DUE TO COMBINED MEETING.
- ✘ MOTION WAS MADE TO APPROVE THE AGENDA. M/S/C
- ✘ MOTION WAS MADE TO APPROVE THE MINUTES FOR MARCH 20, 2012 WITH CORRECTIONS (BARBARA WASN'T AT THE MEETING). M/S/C
- ✘ PASTOR'S REPORT: NONE
- ✘ COUNCIL REPRESENTATIVE REPORT: NONE
- ✘ OLD BUSINESS:
 1. The Mother's Day gifts are here and the youth will hand them out at the service.
 2. Susan was informed by Lorraine Armstrong, President of the Riverside Master Chorale that Karen Garrett is no longer directing the Chorale and did not inform them of her arrangements with us for the spring concert. Other arrangements were made to use Landis Auditorium, as they will require an orchestra and Eden wouldn't have worked for this concert. We will continue to offer our Church for their use, with at least 3 months notice.
 3. Cathy provided a list of leftover food from the Meal in the Upper Room to assist us in determining how much food will need next year. She also recommended that we use paper bowls instead of the soup bowls for the small items; less cleanup.

(Continued on page 2)

(Continued from page 1)

⌘ NEW BUSINESS:

1. Steve will make a banner announcing that there is child care available. Erv can build a stand out of PVC. Poster board size was decided. Chelsea will put it out when she gets here and take it in when she leaves.
2. A motion was made to order the money clip with tools for the Father's Day gifts, 50 each, not to exceed \$125. M/S/C
3. Devotions & Secretarial duties for May will be Steve.

⌘ THE NEXT MEETING WILL BE WEDNESDAY, MAY 16, 2012 AT 7:00 PM.

⌘ THE MEETING WAS ADJOURNED AT 8:35 PM

Respectfully submitted,

Marilyn Anderson
Secretary Pro-tem

Policy and Procedure Minutes

Apr 30th, 2012

Present: Carol McAnern, Susan Downer, Erv Seidel, Lyle Hodgerson, Pastor Linda and Ron Sinclair.

The committee received and reviewed the Policies and Procedures from both Finance and Administration and turned them over to Susan Downer for re-formatting and inclusion into the master set of documents.

Our discussions focused on the structure of the policies and procedures master document, with regards to constitutional directives and mission statements, as well as placement of possible sub-committees. Additionally we discussed the "Preamble Section", which will include a list of requirements and responsibilities common to all ministries.

We encourage anyone who has ORIGINAL COPIES of Eden's Contracts and Agreements, to deliver them to Pastor's Office for safe keeping.

The Policies and Procedures from COUNCIL have not yet been received.

Due to vacation schedules and travel plans our next meeting will be held Aug 27th, 2012

Draft 4/2012

Finance Committee

Annually and Monthly per financial calendar from the Treasurer

Reviews, approvals and recommends to Church council

Provides second signature and review for check approvals

Financial reports prepared by the bookkeeper

Contracts

Church fund investments

Mortgages and funds borrowing

Monitors Church cash position

Assists in the preparation of the church budget using committee budget requests

Draft

4/2012

Congregational Treasurer

The treasurer serves as financial officer of the congregation and insures that the church offerings and funds are recorded, managed and dispensed in accordance with the policy and direction of the church council and church membership. The treasurer is elected annually by the church council and may serve an unlimited number of terms. The treasurer need not be a member of the church council.

Responsibilities

- Serves as a member of the financial committee
- Responsible for paying salaries and all contracted services
- Responsible for paying all bills, invoices and charges in a timely manner
- Oversees all of the bookkeeping functions
- Reviews monthly financial reports for the church council
 - Reviews all contracts
- Files all of the required federal and state tax forms
- Monitors the cash position of the congregation
- Invests available funds as directed by the church council
- Borrows funds as directed by the church council
- Provides the congregation with any requested financial information
- Assists in the preparation of the annual budget for the church council
- Prepares the annual financial reports for the church congregation
- Submits financial records for the annual audit

Duties

Weekly

1. Validate and pay all submitted bills, invoices and charges. Nonrecurring bills and invoices over \$200.00 require written approval by the church council.

2. Verify and sign all checks and obtain a second signature before delivering or mailing.
3. Confirm a completed requested for reimbursement of expenses form is submitted with each nonrecurring bill or invoice.

Monthly

1. Complete the Synod benevolence form and designed expense cover sheet and send the designated benevolence contribution to ELCA.
2. In collaboration with the bookkeeper, prepare the treasurer's report for the finance committee and church council, including a Balance Sheet and an Income and Expense Statement.
3. Reconcile the bank statements for all bank accounts.

Annually

1. Complete and file a property tax exemption form BOE-267-A *Claim for Welfare Exemption* with the county assessor on or before February 15 of each year.
2. Request budgets from all church committees in August.
3. Prepare a draft copy of the annual budget for the September meeting of the finance committee and for the October meeting of the church council.
4. Prepare the final copy of the annual budget for the November congregational budget meeting.
5. Organize and provide general ledgers, invoices, bank statements and other requested financial records to the audit committee in November.

Resources

Additional guidelines for the church treasurer and bookkeeper can be found in two publications available online from the ELCA.

1. Congregational Treasurers' and Bookkeepers' Financial and Accounting Guide
[<http://www.elca.org/Who-We-Are/Our-Three-Expressions/Churchwide-Organization/Office-of-the-Treasurer/Finance-for-Congregations.aspx>]
2. Records Retention Schedule for Congregations
[<http://www.elca.org/Who-We-Are/Our-Three-Expressions/Churchwide-Organization/Office-of-the-Secretary/Congregation-Administration/Records-Management/Records-Retention-Schedule.aspx>]

C:\MyStuff\Docs\Church \Treasurer's job description.doc

2/8/2012

DRAFT

EDEN LUTHERAN SCHOOL BOARD MEETING

April 25, 2012

Members Present: D. Keaneman, P. Sinclair, K. Williams, L. Subriar, Pastor Linda
C. Wilson, M. Jenkins, L. Harris

Members Absent: E. Seidel (excused) L. Hodgerson

Staff: M. Eissfelt

Meeting is called to order at 6:05pm

- Pastor Linda opened with a prayer

Amendments for Agenda and Minutes from last month:

- Chuck moved to accept the agenda as amended, Pastor 2nd- MSC
- Chuck moved to approve the minutes, Michael 2nd- MSC

Director's Report:

- Few kids enrolled, but number of hours of students enrolled increased.
- Grandparents Day went well!
- We earned \$300 worth of credits from our book fair making a total of \$509 worth of books...each teacher will be selecting \$100 worth of books, and we will be saving \$109 for next year.
- Riverside Police Department came on March 20th, with a surprise visit from Officer Byrd and parrot.
- The kids loved their St. Patrick's Day green eggs and ham.
- We made \$750.40 on See's Easter Candy Sale.
- Dar wants to look into pricing for two flatscreen TV's for the classrooms. She thinks it would be more attractive to prospective parents, and be safer for the students because it would be off the ground.
- Teacher Appreciation is on May 7th, 2012.
- Larry moved to accept the Director's report as presented, Michael 2nd- MSC

Bookkeeper's Report:

- \$400 was put into savings this month. \$300 donated, \$100 reimbursed from Sam's Club from 9 months ago.
- End of month excess is-\$2,916.36, YTD =\$4,971.86
- The extra money will help to get us through summer.
- Accounts receivable has one family that owes \$196.00- the rest is through the county
- Chuck moved to accept the bookkeeper's report as presented, Larry-2nd- MSC

Church Relations:

- Pastor Linda enjoys doing chapel with the youngsters- "They are fun!"
- Finger puppets went over very well with the kids!
- We moved up the calling for Pastor to May 20th at the next congregational meeting.
- If all goes well she will become our new Licensee.

Continuing Business:

- We will move the "Sprint Bill" for Lyle to present at the next meeting.
- Chuck gave us a salary proposal for the upcoming 2012-2013 school year.
- With this proposed budget, the one teacher with more than 15 years experience would move to \$11.28 this 2012-2013 school year and then to \$11.74 in September of 2013.
- Pat moved to accept the this decision, -MSC
- Chuck moved to accept the salary schedule as presented, Larry 2nd- MSC
- Pat moved to move our last hired teacher to \$9.55 (on the schedule).- effective in September, Chuck 2nd- MSC
- Budget committee will consist of Dar, Melinda and Pat. They will propose a budget for next meeting.
- Salary committee suggested 3% increase in tuition, and substitute salary be \$10/hr. Salary/Step increases are given on teacher's anniversary date of hire.
- Michael motioned to add salary schedule to bylaws- died for lack of a 2nd, Pat indicated she will look into the status of the bylaws.

New Business

- Teacher Appreciation Week is May 7-11th- Dar suggested we give them gift cards like we did last year.
- Pat moved to purchase 7 \$25 Target gift cards from Helping Hands, Chuck- 2nd- MSC
- Melinda asked if it would be possible to get a \$500 Visa or Mastercard for School Director's use.
- Chuck motioned to adopt a credit card for Dar's use, not to exceed \$500, Katie 2nd- MSC

Parent/Grandparent feedback: Everything is going great!

Larry moved to adjourn meeting, Chuck 2nd- MSC

Meeting adjourned at 7:29pm

Next Meeting: Thursday, May 10, 2012