

**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**

**December 14, 2011 – 6:30 p.m.**

**AGENDA**

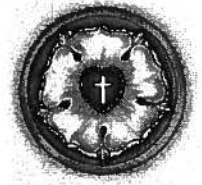
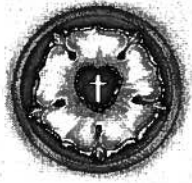
- I. Preparation
  - A. Welcome Guests
  - B. Personalization – Sharing of joys and concerns
  - C. Inspiration – Opening Devotions
  - D. Review / Approval of the Agenda
  - E. Review / Approval of Minutes from November 9th, with any corrections
- II. Action
  - A. President's Report Steve Anderson
  - B. Pastor's Report Pastor Linda
  - C. Monthly reports from standing committees
    - 1. Finance Betty Jean Denham
    - 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 Bob Frey/Steve Anderson
    - 9. Policies and Procedures Lyle Hodgerson
  - D. Monthly reports from organizations
    - 1. ELCW Nancy Svete
    - 2. EL Preschool Lyle Hodgerson
    - 3. Helping Hands ?
  - E. New Business
  - F. Continuing Business
- III. Information
  - A. Head Usher for January Nancy Svete
  - B. Upcoming events
    - 1. Council Meeting – 1/11/12 – 6:30 p.m. (Executive Committee at 6:00)
- IV. Closing
  - A. Adjournment & Lord's Prayer

**Go in Peace to love and serve the Lord!**

Draft

Eden Lutheran Church  
Council Meeting Minutes

November 9, 2011



**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, Michelle Larsen, Joe Ludwig, Nancy Svete, and Lyle Hodgerson, Derek Adkins

### I. Preparation

- A. Welcome guests: Bob Frey and, Lino Castro
- B. Inspiration: Opening Devotions from Pastor Brown
- C. Approval of the agenda as amended. MSC
- D. Approval of the council minutes as amended, spelling errors. MSC

### II. Action

- A. President's Report – none given
- B. Pastor's Report – Accepted as given
- C. Monthly reports from standing committees
  1. Finance – Accepted as amended, property tax billing is 14,000 less than 1400 normal.  
Motion: Approval of current dated Eden fiscal policy, effective 11/9/2011. MSC
  2. Learning – Accepted as given
  3. Evangelism – No meeting
  4. Property – Accepted as given
  5. Service/Fellowship– Accepted as given
  6. Stewardship – Accepted as given
  7. Worship and Music – Accepted as amended, Caroling on December 18<sup>th</sup>.
  8. Technology – Accepted as given  
Motion: Bob Frey to use SugarSync for cloud backup, \$49.99 yearly for 30 GB. MSC  
Discussion about options for monthly bulletin, Email version versus mailed hard copy.  
Per spreadsheet given by Bob Frey, we could save over \$700 annually processing the smaller number of paper newsletters. Bob to do an insert polling the church membership for opinions and options. Tech committee will check in to Web site renewal date and future bill funding, Pastor Josh current billing source.
  9. Policies and Procedures – Oral report, written report available on web site.

**D. Monthly reports from organizations**

1. ELCW- Accepted as given
2. EL Preschool- Accepted as given
3. Helping Hands- Accepted as given

**E. New Business**

1. Discussion about how to best recognize and reward outstanding membership service.
2. Budget for 2012

**Motion:** Giving for Belovence set at \$6000 for Synod and \$3000 for World Hunger. MSC

**Motion:** Budget approval for 2012 at \$240,371. MSC

3. Missing Riverside County nonprofit tax exemption paperwork. Steve Anderson to hand deliver new completed paperwork to courthouse on 11/10/11.

4. Holiday offerings –designated giving

**Motion:** Thanksgiving offering to Thursday Eden homeless feeding. MSC

**Motion:** Christmas offering to Riverside City Mission program. MSC

5. Brothers in Christ church status – Approval of written contract with no changes, Research into new liability insurance is ongoing, Use of their rental income is still in the discussion stage, this income is not included in the 2012 Budget approved, we are seeking input on how to best use this additional income.

6. Council office hours will restart this month. Please contact any council member if you ever have questions about church activities.

7. We are seeking any detailed knowledge about designated Memorial Funds giving; it seems are missing a complete listing of Memorial Funds giving.

8. Discussion about treatment of changes to committee minutes presented to council. It seems the best solution is to put the correction in committee minutes for the following month before being submitted to church council.

9. Stephen Award – there will be research into guidelines and time frame for this award.

10. Fellowship hall drapes – seeking a full listing of the donations to the funding for the new draperies. We wish to thank all parties for their efforts and contributions, spearheaded by the ladies of the ELCW.

**F. Continuing Business**

Constitution revision – Dmitry is continuing to seek input for possible changes to constitution, volunteers include Kathy Carlson and Erla Roberts.

**III. Information**

- A. Head Usher for November – Derek Adkins

- B. Council Meeting – 12/14/11 – 6:30 pm (Executive Committee at 6:00 pm)

**IV. Closing**

- A. Meeting adjourned at 8:20 p.m.

- B. Lord's Prayer

Respectfully Submitted,

Lyle Hodgerson, Secretary

## Pastor's Report for Nov. to Dec. 2011

This month has been a busy one. Here goes:

1. Meetings I attended: 4 staff meetings, 2 school board and school board executive committee meetings, 4 women's luncheons, met with quilters 4 times, worship and music, Ruth-Martha Circle, met with Corey and pre-school board about custodian contract, met with local pastors in San Bernardino for lunch, policies and procedures meeting, stewardship, went to breakfast with property committee, learning ministry, school board, and finance.
2. Attended Eden's Women's Christmas bazaar.
3. Performed 1 baptism.
4. Prepared, preached, and presided over 6 worship services.
5. Led 3 children's chapel services.
6. Taught 2 Confirmation classes.
7. Went to 1 brunch and 3 dinners with parishioners.
8. Attended 3 text studies with colleagues in Corona on Weds. mornings.
9. Attended Family Systems meeting at Peace in Corona.
10. Delivered food to a parishioner in need.
11. Attended the Thanksgiving luncheon for the preschool children.
12. Led Thanksgiving Eve service and attended pie social afterward.
13. Met with executive committee of the church council to set my goals and objectives for the upcoming year.
14. Met with members of the Brothers in Christ church to answer questions and show them around the facilities here at Eden.
15. Did one home visit and gave parishioner communion.
16. Attended Fern and Wilmer's 70<sup>th</sup> wedding anniversary party.
17. Attended Christmas party for preschool board.
18. Did homebound communion with Nancy Svete.
19. Attended Ruth-Rachel Christmas luncheon.
20. Visited a member in the hospital.

*Draft*

Eden Lutheran Church

Finance Committee Meeting Minutes

December 13, 2011

Attendees: Betty Jean Denham, Lyle Hodgerson, Gene Maas, Pastor Linda Brown and Dmitry Altshuller. Absent: Steve Done. Toni Douthitt attended to present the financial report.

Meeting was called to order at 6:30 pm with Pastor Linda leading us in prayer.

Bookkeepers report – some negative line items showing on financials, will be corrected for council meeting. Current giving is much higher than normal.

Received verification of State of California Non Profit Tax Exemption receipt of paperwork for Eden, corrected tax bill received.

Audit committee to be contacted to have audit in place before January 15<sup>th</sup> congregational meeting.

Discussion about a debit card to be used for timely event deposits and payments. Perhaps a low balance separate petty cash account could be used if service fees where reasonable.

Security continues to be an issue at the school and in the church, research is in progress on possible security system options and upgrades. Homeless people are attempting to enter the facilities to sleep and use kitchen equipment for cooking. Diligence must be used that all doors and windows are closed and locked; a double check is needed by the last person(s) on campus.

**Motion:** Reward for exceptional staff service to Eden. Award Congregational Gifts of Appreciation of \$500 each to Pastor Linda Brown, Irv Seidel, Toni Douthitt and David Christensen. Funds to be paid from the general fund as soon as possible. MSC

**Motion:** Approval of the updated contract for the Eden Cleaning Service effective January 1, 2012. MSC

**Motion:** Create a new line item on the financial reports for the deposit of income from the Brothers in Christ church. Hold off using this income until we get a handle on what additional expenses will be needed to be paid for the additional use of the church facilities. MSC

Next meeting is 1/10/12 at 6:30 pm.

Respectfully submitted,

Lyle Hodgerson

*Draft*

**Custodian agreement**

**Eden Lutheran Church (ELC) and Eden Cleaning Service (ECS)**

- I. Cleaning service will be provided 3 days a week (Wednesday evening or Thursday morning, Saturday morning and Sunday afternoon).
- II. Restroom supplies, i.e. paper towels, trash can liners, soap for soap dispensers, seat covers to be provided by ELC, notice needs to be given when supplies are low to allow time for reorder. Cleaning supplies will be furnished by the cleaning service (ECS).
- III. Agreed upon schedule and task list.
  1. Services to be performed during each onsite work day.
    - A. Vacuum offices and empty trash
    - B. Clean/check all bathrooms (both in the office area, by the choir room and in the back of the fellowship hall) and the sacristy area. Check for need of paper towels, hand soap, toilet paper, replenish as required.
    - C. Vacuum Fellowship Hall
    - D. Clean/check kitchen area including floor mopping, filling towel dispenser, wiping down counter tops, cleaning sink drain baskets and emptying trash cans.
  2. The following services will be performed once a week.
    - A. Vacuum narthex and sanctuary, dust mop under the pews (Saturday).
    - B. Dust pianos, pulpit, lectern area and altar rail (Saturday).
    - C. Dust all window blinds and window sills in the office areas (Saturday).
    - D. Clean/check the two narthex bathrooms (one indoor and one outdoor).
    - E. Wash large trash can in kitchen. (Sunday)

All work on Sunday to be performed before 3 PM

ECS is to maintain liability insurance which shall provide coverage for liability arising out of its activities. ECS shall name ELC as an additional insured with respect to their liability insurance.

This agreement will be renewed on an annual basis unless modified or terminated. It may be terminated by either party upon written notice: however ELC will endeavor to provide at least 30 days' notice of intent to terminate this agreement. The effective date of this agreement will be January 1<sup>st</sup>, 2012. Fee for monthly custodial maintenance will be \$575 per month. Starting January 1<sup>st</sup>, 2012 and lasting six months until June 30<sup>th</sup> the monthly fee charged by ECS will be reduced to \$375 per prior agreement.

Contact persons for ELC will be current ELC Pastor (Pastor Brown) and ELC Council President (Steve Anderson).

Eden Lutheran Church (Council President) - \_\_\_\_\_

4725 Brockton Ave

Riverside, CA 92507 951-684-3336

Eden Cleaning - Coralia Ortega - \_\_\_\_\_

5004 Noble St

Riverside, CA 92503

Cellphone 951-377-4199 Alternate 951-687-7060

5:15 PM  
 12/13/11  
 Accrual Basis

Eden Lutheran Church  
 Balance Sheet  
 As of November 30, 2011

	Nov 30, 11	Oct 31, 11	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Bank of America	24,604.81	19,455.74	5,149.07
Mission Term CD	17,791.59	17,791.59	0.00
<b>Provident</b>			
Anniversary Fund	-436.12	-436.12	0.00
Building Fund	1,747.54	1,422.54	325.00
Choir Fund	2,632.78	2,698.29	-65.51
Christian Education	5,837.71	5,900.27	-62.56
Homeless	90.72	90.72	0.00
Member Assistance	791.74	491.74	300.00
Memorial Fund	9,340.31	9,130.31	210.00
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	225.00	225.00	0.00
Parking Lot Fund	2,079.95	2,024.95	55.00
Reserve Fund	7,306.43	7,704.89	-398.46
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	279.14	279.14	0.00
Youth Ministries	5,186.89	4,836.89	350.00
Provident - Other	1,207.57	1,193.22	14.35
<b>Total Provident</b>	<b>38,159.93</b>	<b>37,432.11</b>	<b>727.82</b>
<b>ProvidentCD Scholarship</b>	<b>23,347.74</b>	<b>23,347.74</b>	<b>0.00</b>
<b>Total Checking/Savings</b>	<b>103,904.07</b>	<b>98,027.18</b>	<b>5,876.89</b>
<b>Total Current Assets</b>	<b>103,904.07</b>	<b>98,027.18</b>	<b>5,876.89</b>
<b>Fixed Assets</b>			
Furniture and Equipment	1,225.00	1,225.00	0.00
<b>Total Fixed Assets</b>	<b>1,225.00</b>	<b>1,225.00</b>	<b>0.00</b>
<b>Other Assets</b>			
Other Assets	3,250.64	3,250.64	0.00
<b>Total Other Assets</b>	<b>3,250.64</b>	<b>3,250.64</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>108,379.71</b>	<b>102,502.82</b>	<b>5,876.89</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
Opening Balance Equity	103,895.02	103,895.02	0.00
Net Income	4,484.69	-1,392.20	5,876.89
<b>Total Equity</b>	<b>108,379.71</b>	<b>102,502.82</b>	<b>5,876.89</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>108,379.71</b>	<b>102,502.82</b>	<b>5,876.89</b>



5:17 PM

12/13/11

Accrual Basis

**Eden Lutheran Church**  
**Income and Expenses - Current and YTD**  
 November 2011

	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Building	325.00		1,420.00		
Current Offerings	15,352.00	15,056.50	161,388.82	165,621.50	180,678.00
Designated Income	-633.00		402.00		
Endowment Funds	0.00		3,155.00		
Facility Fees					
CODA	50.00		550.00		
Fellowship Hall Rental					
ACA 12 Step	80.00		280.00		
Fellowship Hall Rental - Other	0.00		80.00		
Total Fellowship Hall Rental	80.00		360.00		
Parsonage Rent	1,250.00	1,250.00	13,750.00	13,750.00	15,000.00
Pre-School	250.00	250.00	2,750.00	2,750.00	3,000.00
Riverside County Parking	2,746.66	1,487.92	15,086.16	16,367.12	17,855.04
Salvation Army	100.00		700.00		
Saturday AA	0.00		50.00		
T-Mobile	1,393.45	1,313.50	14,984.46	14,448.50	15,762.00
Wedding Deposits	200.00		200.00		
Womens AA	200.00	108.34	610.00	1,191.74	1,300.08
Total Facility Fees	6,270.11	4,409.76	49,040.62	48,507.36	52,917.12
Interest Earned	14.35		468.13		
Investments					
Dividend, Interest (Securities)	0.00		62.33		
Total Investments	0.00		62.33		
Lent/Easter	0.00	176.59	82.93	1,942.49	2,119.08
Loose Plate Offering	68.00	246.50	1,882.30	2,711.50	2,958.00
Member Assistance Fund	300.00		600.00		
Memorial Fund	210.00		945.00		
Other Types of Income					
Heavenly Printing	0.00	41.67	300.00	458.37	500.04
Other Types of Income - Other	35.00		345.00		
Total Other Types of Income	35.00	41.67	645.00	458.37	500.04
Parking Lot	55.00		1,037.50		
Sunday School Offering	0.00	8.75	31.31	96.25	105.00
Thanksgiving	231.00	26.34	231.00	289.74	316.08
Thrivent Choice Dollars	86.00		1,035.00		
VBS	0.00		200.00		
Youth Ministries	350.00		1,323.53		
<b>Total Income</b>	<b>22,663.46</b>	<b>19,966.11</b>	<b>223,950.47</b>	<b>219,627.21</b>	<b>239,593.32</b>
<b>Gross Profit</b>	<b>22,663.46</b>	<b>19,966.11</b>	<b>223,950.47</b>	<b>219,627.21</b>	<b>239,593.32</b>

Eden Lutheran Church  
Income and Expenses - Current and YTD  
November 2011

Expense	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
Advertising	0.00		0.00	500.00	500.00
Bank Fees					
Return Check Bank Charge	0.00		120.00		
Return Check Bank Fee	0.00		24.00		
Total Bank Fees	0.00		144.00		
Benevolence					
Missionary	0.00		375.00		
Synod	375.00	750.00	1,500.00	8,250.00	9,000.00
World Hunger ELCA	375.00		1,125.00		
World Hunger ELCA - Africa	0.00		750.00		
Benevolence - Other	0.00		25.00		
Total Benevolence	750.00	750.00	3,775.00	8,250.00	9,000.00
Christian Education	0.00		-25.00		
Continuing Education					
Food and Drinks	0.00		97.91		
Continuing Education - Other	185.00		605.00		
Total Continuing Education	185.00		702.91		
Designated Expenses					
Scholarships	0.00		-41.49		
Designated Expenses - Other	0.00		-155.00		
Total Designated Expenses	0.00		-196.49		
Education and Learning Supplies					
Adult Education	0.00		0.00	100.00	100.00
Confirmation Materials					
Gift Bibles	0.00		98.86		
Confirmation Materials - Other	0.00		112.00	200.00	200.00
Total Confirmation Materials	0.00		210.86	200.00	200.00
Fall Festival/Rally Day	0.00		0.00	200.00	200.00
Recognition/Appreciation	0.00		0.00	500.00	500.00
Seasonal Activities	0.00		0.00	200.00	200.00
Sunday School	103.60		253.60	300.00	300.00
Vacation Bible School					
VBS Gift	0.00		34.33		
Vacation Bible School - Other	0.00		580.14	350.00	350.00
Total Vacation Bible School	0.00		614.47	350.00	350.00
Workshops/Training	0.00		0.00	0.00	0.00
Youth Activities	0.00		1,085.01	200.00	200.00
Total Education and Learning Supplies	103.60		2,163.94	2,050.00	2,050.00
Employer Payroll Tax	595.57	500.00	4,945.80	5,500.00	6,000.00

**Eden Lutheran Church**  
**Income and Expenses - Current and YTD**  
 November 2011

	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
<b>Insurance</b>					
Master Insurance	0.00	916.67	9,332.83	10,083.37	11,000.04
Workers Comp	1,351.22	150.00	2,373.12	1,650.00	1,800.00
<b>Total Insurance</b>	<u>1,351.22</u>	<u>1,066.67</u>	<u>11,705.95</u>	<u>11,733.37</u>	<u>12,800.04</u>
<b>LSS</b>					
Memorial Funds	0.00		-10.00		
Operations	0.00		-1,725.00		
Kitchen Supplies	0.00		36.98		
Postage, Mailing Service					
Bulk Mail	0.00		1,190.00		
Stamp Machine Lease Payment					
Tax Payment	0.00		2.55		
Stamp Machine Lease Payment - Other	0.00		616.84		
<b>Total Stamp Machine Lease Payment</b>	<u>0.00</u>		<u>619.39</u>		
<b>Postage, Mailing Service - Other</b>	<u>0.00</u>	<u>208.34</u>	<u>712.18</u>	<u>2,291.66</u>	<u>2,500.00</u>
<b>Total Postage, Mailing Service</b>	<u>0.00</u>	<u>208.34</u>	<u>2,521.57</u>	<u>2,291.66</u>	<u>2,500.00</u>
<b>Printing and Copying</b>					
Bulletin Paper	0.00		111.36		
Bulletins	92.85	41.67	92.85	458.33	500.00
Lease Payment	1,561.86		18,646.73		
Printing and Copying - Other	0.00	916.67	-50.00	10,083.33	11,000.00
<b>Total Printing and Copying</b>	<u>1,654.71</u>	<u>958.34</u>	<u>18,800.94</u>	<u>10,541.66</u>	<u>11,500.00</u>
<b>Property</b>					
Alarm	0.00	16.67	218.55	183.33	200.00
Building Maintenance and Repair	100.00		7,510.93		
Church Building Maintenance	0.00	416.67	514.25	4,583.33	5,000.00
Equipment Maintenance	0.00	41.67	959.96	458.33	500.00
Equipment Rental	0.00		192.29		
Gasoline	0.00		20.00		
Grounds Maintenance	50.00	62.50	1,422.79	687.50	750.00
Inside Custodian					
Janitorial Supplies	60.00		469.94		
Inside Custodian - Other	575.00	575.00	6,325.00	6,325.00	6,900.00
<b>Total Inside Custodian</b>	<u>635.00</u>	<u>575.00</u>	<u>6,794.94</u>	<u>6,325.00</u>	<u>6,900.00</u>
Lawn Care	700.00	700.00	7,700.00	7,700.00	8,400.00
Parking Lot Repair	0.00		7,760.00		
Parsonage Maintenance	0.00	41.67	0.00	458.33	500.00
<b>Total Property</b>	<u>1,485.00</u>	<u>1,854.18</u>	<u>33,093.71</u>	<u>20,395.82</u>	<u>22,250.00</u>

Eden Lutheran Church  
Income and Expenses - Current and YTD  
November 2011

	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
<b>Telephone, Telecommunications</b>					
Cell Phone	25.00	25.00	25.00	275.00	300.00
Land Line	0.00	165.75	0.00	1,823.25	1,989.00
Telephone, Telecommunications - Other	194.72		2,398.07		
<b>Total Telephone, Telecommunications</b>	<b>219.72</b>	<b>190.75</b>	<b>2,423.07</b>	<b>2,098.25</b>	<b>2,289.00</b>
<b>Utilities</b>					
City Services	218.50		3,586.70		
Electricity	643.73	1,054.17	9,826.26	11,595.83	12,650.00
Gas	104.43	208.34	2,322.12	2,291.66	2,500.00
Trash and Pickup	246.93	250.00	2,695.80	2,750.00	3,000.00
Water	265.02	708.34	4,179.11	7,791.66	8,500.00
<b>Total Utilities</b>	<b>1,478.61</b>	<b>2,220.85</b>	<b>22,609.99</b>	<b>24,429.15</b>	<b>26,650.00</b>
<b>Total Operations</b>	<b>4,838.04</b>	<b>5,432.46</b>	<b>79,486.26</b>	<b>59,756.54</b>	<b>65,189.00</b>
<b>Other Types of Expenses</b>					
Decorations	0.00		755.00		
Other Costs	82.56		1,682.56		
Web Page	0.00		65.35		
<b>Total Other Types of Expenses</b>	<b>82.56</b>		<b>2,502.91</b>		
Outreach	0.00	41.67	0.00	458.33	500.00
Pastor Professional Expense	44.84		1,293.54		
Payroll Expenses					
Payroll Processing Fees	58.66	83.34	897.97	916.66	1,000.00
<b>Total Payroll Expenses</b>	<b>58.66</b>	<b>83.34</b>	<b>897.97</b>	<b>916.66</b>	<b>1,000.00</b>
Property Taxes	0.00	66.67	780.27	733.33	800.00
Service/Fellowship					
Homeless Meals Mission	0.00		806.03		
Service/Fellowship - Other	0.00	166.67	11.06	1,833.33	2,000.00
<b>Total Service/Fellowship</b>	<b>0.00</b>	<b>166.67</b>	<b>817.09</b>	<b>1,833.33</b>	<b>2,000.00</b>
<b>Staff Salaries and Benefits</b>					
Babysitting Services	0.00	130.00	500.00	1,430.00	1,560.00
Background Check	0.00		10.95		
Bookkeeper	300.00	250.00	3,300.00	2,750.00	3,000.00
Building Superintendent	0.00	947.09	2,435.38	10,417.99	11,365.08
Mileage Reimbursement	34.65	125.00	1,968.41	1,375.00	1,500.00
Organist					
Organist - Medical Insurance	223.00	223.00	2,453.00	2,453.00	2,676.00
Organist - Salary	1,604.42	2,104.41	17,643.20	23,148.51	25,252.92
<b>Total Organist</b>	<b>1,827.42</b>	<b>2,327.41</b>	<b>20,096.20</b>	<b>25,601.51</b>	<b>27,928.92</b>

Eden Lutheran Church  
Income and Expenses - Current and YTD  
November 2011

	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
<b>Pastor Salary, Housing &amp; Other</b>					
First Call expenses	0.00	83.34	631.55	916.66	1,000.00
Pastor Brown Housing	2,750.00		4,306.45		
Pastor Brown Salary	2,750.00		4,306.45		
pastor Martyn - Housing	0.00	2,000.00	18,496.71	22,000.00	24,000.00
Pastor Martyn - Medical	0.00	1,510.50	13,879.89	16,615.50	18,126.00
Pastor Martyn - Pension	0.00	453.59	4,082.31	4,989.41	5,443.00
Pastor Martyn - Salary	0.00	2,535.92	24,581.36	27,895.08	30,431.00
<b>Total Pastor Salary, Housing &amp; Other</b>	<b>5,500.00</b>	<b>6,583.35</b>	<b>70,284.72</b>	<b>72,416.65</b>	<b>79,000.00</b>
Secretary	1,470.00	866.67	11,005.00	9,533.37	10,400.04
Supply Pastor	0.00	150.00	1,113.00	1,650.00	1,800.00
Vacation Organist	0.00	33.34	750.00	366.74	400.08
<b>Staff Salaries and Benefits - Other</b>	<b>0.00</b>	<b>-4.23</b>	<b>-4.23</b>		
<b>Total Staff Salaries and Benefits</b>	<b>9,132.07</b>	<b>11,412.86</b>	<b>111,459.43</b>	<b>125,541.26</b>	<b>136,954.12</b>
Stewardship	0.00	50.00	-997.52	550.00	600.00
Supplies					
Check Re-order	0.00		141.01		
Deposit Tickets	0.00		42.20		
Office Supplies					
Computer Software	0.00		190.30		
Misc. Office Supplies	270.23		1,772.44		
Office Supplies - Other	0.00	125.00	593.57	1,375.00	1,500.00
<b>Total Office Supplies</b>	<b>270.23</b>	<b>125.00</b>	<b>2,556.31</b>	<b>1,375.00</b>	<b>1,500.00</b>
<b>Total Supplies</b>	<b>270.23</b>	<b>125.00</b>	<b>2,739.52</b>	<b>1,375.00</b>	<b>1,500.00</b>
Suspense	0.00		10.00		
Technology	0.00	20.84	0.00	229.16	250.00
Travel and Meetings					
Airfare	0.00		199.40		
Conference, Convention, Meeting	0.00	100.00	495.00	1,100.00	1,200.00
Hotel Room	0.00		557.33		
<b>Total Travel and Meetings</b>	<b>0.00</b>	<b>100.00</b>	<b>1,251.73</b>	<b>1,100.00</b>	<b>1,200.00</b>
<b>Worship and Music</b>					
Altar Flowers	0.00		-18.45		
Easter Lilies	0.00		271.39		
Poinsettia			150.14	2,145.00	2,340.00
Altar Flowers - Other	-399.50	195.00			
<b>Total Altar Flowers</b>	<b>-399.50</b>	<b>195.00</b>	<b>403.08</b>	<b>2,145.00</b>	<b>2,340.00</b>

Eden Lutheran Church  
Income and Expenses - Current and YTD  
November 2011

	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
<b>Altar Supplies</b>					
Ashes	0.00		5.22		
Baptismal Candles	0.00		52.41		
Candle Oil	0.00		149.60		
Communion Cups	0.00		77.45		
Communion Waters	0.00		108.44		
Eternal Candles	0.00		258.43		
Altar Supplies - Other	0.00	33.34	400.00	366.66	400.00
<b>Total Altar Supplies</b>	0.00	33.34	1,051.55	366.66	400.00
Bell Choir	0.00	8.34	0.00	91.66	100.00
Choir Supplies	65.51	33.34	207.38	366.66	400.00
Computer Software - Worship	0.00	40.00	479.00	440.00	480.00
Copyright Licensing	0.00		185.00		
<b>General Worship and Music Books</b>					
Devotionals	92.93		371.72		
Total Books	92.93		371.72		
<b>General Worship and Music - Other</b>					
General Worship and Music	9.96	50.00	9.96	550.00	600.00
<b>Total General Worship and Music</b>	102.89	50.00	381.68	550.00	600.00
Organ Maintenance	0.00	91.67	535.00	1,008.33	1,100.00
Piano Maintenance	0.00	48.34	0.00	531.66	580.00
Robe Replacement and Maintenan	0.00		0.00	0.00	0.00
<b>Special Service Supplies</b>					
Palm Strips	0.00		28.72		
Seder Meal	0.00		58.22		
Special Service Supplies - Other	0.00	29.17	0.00	320.83	350.00
<b>Total Special Service Supplies</b>	0.00	29.17	86.94	320.83	350.00
<b>Total Worship and Music</b>	-231.10	529.20	3,329.63	5,820.80	6,350.00
<b>Total Expense</b>	17,180.69	20,345.38	225,051.94	226,347.78	246,693.16
<b>Net Ordinary Income</b>	5,482.77	-379.27	-1,101.47	-6,720.57	-7,099.84
<b>Other Income/Expense</b>					
Other Income					
Pass Thru Gifts	194.12		192.87		
Helping Hands	0.00		0.00		
Memorials	200.00		200.00		
Pass Thru Gifts - Other					
<b>Total Pass Thru Gifts</b>	394.12		392.87		
<b>Total Other Income</b>	394.12		392.87		

**Eden Lutheran Church**  
**Income and Expenses - Current and YTD**  
 November 2011

	Nov 11	Budget	Jan - Nov 11	YTD Budget	Annual Budget
Other Expense	0.00		-5,193.29		
Transfers between Banks	0.00		-5,193.29		
Total Other Expense	394.12		5,586.16		
Net Other Income	5,876.89	-379.27	4,484.69	-6,720.57	-7,099.84

## MINUTES

### LEARNING MINISTRY

Wednesday, November 2, 2011

#### DRAFT

Present: Dr. Dmitry Altshuller, Chair; Mary Altshuller, Secretary; Patricia Sinclair (guest); Katie Williams, Steve Anderson, President; Arlea Anderson, Pastor Linda Brown, Michelle Larsen.

Absent: Luke Williams

Called to order at 7:00 p.m. with prayer offered by Pastor Linda.

October Meeting Minutes were reviewed and approved unanimously.

Scholarships: Money has been disbursed to all applicants and well-received. The Altshullers have presently not started on the new guidelines yet as they're not due till next spring.

Sunday School: Arlea said sometimes we have a couple of kids, other times we don't. This passed Sunday Derek and his mom brought baked cookies for the kids to decorate only there were no kids to do this.

Postcards could be mailed out letting people know about the ongoing program and what will be planned. It will tell members there will be a Christmas program with a follow-up phone call. Michelle said Staples has cute paper and these could be handwritten with a personal address on them. These will be read rather than typed envelopes or using a mailing label. She'd be happy to start working on these now. Arlea volunteered to help Michelle this Saturday, November 5<sup>th</sup> in this effort. We want to get VBS kids and their families to come. Some families have already left. After VBS kids came for a while but they faded away because there was nothing going on over the summer. Notes were handed out to them about the Fourth of July celebrations and a lot of kids showed up.

We need to motivate the kids to participate in the Christmas play. Something fun should be offered for the little kids – perhaps a winter festival? A stable of activities needs to be put together ahead of time. A discussion took place of perhaps walking the neighborhood again to hand out door hangers or fliers. Upcoming events include the choir starting up again, Santa Lucia Sunday, decorating the Christmas tree, and caroling. Steve volunteered to print up some postcards and have them ready by Thursday, November 3<sup>rd</sup> and a list of children from here will get these. Toni could probably put together a list of the kids to whom these will be mailed.

Rehearsals for the Christmas play can start at 9:30 a.m. during service. Katie will talk to youth about helping out.



Confirmation Classes: Pastor stated there are about 5 or 6 names of Confirmands. She's holding a party for the first class Thursday, November 3<sup>rd</sup> as a sort-of get-acquainted with all of them.

~~Youth Bible Studies: Katie Williams reported that there isn't one going on as there haven't been very many kids although the Done girls have been coming back the past couple of weeks.~~

Christmas Play: Katie said that four songs have been completely learned; other kids have been coming back but the Byrums have disappeared. Katie asked if anyone has reached out to them. It's uncertain yet who this will be. She also said there will be a rehearsal on December 4<sup>th</sup> for the play and decorating the tree.

Someone gave Pastor Linda a two-page list of members who haven't been coming to church for a while. Pastor herself will call some, she may ask someone else to assist her. Katie looked at the list and some people have already left the congregation.

Adult Forum: Pastor Bob reported (by phone) that there is no real agenda or schedule and is keeping things loose and informal. Someone in the group mentioned they'd like to discuss the history of the early church. There are now some new people in the group.

National Youth Gathering: Pastor Linda stated we missed our deadline for the youth gathering in New Orleans. There will be a "Youth Quake" event and she will make contacts to get the youth to come back.

Meeting adjourned at 7:37 p.m. with the Lord's Prayer.

Respectfully submitted,

Mary Altshuller, Secretary <>

DRAFT

## MINUTES

### LEARNING MINISTRY

Wednesday, December 7, 2011

Present: Dr. Dmitry Altshuller, Chair; Mary Altshuller, Secretary; Katie Williams, Luke Williams; Linda Brown, Pastor; Kate Lottmann-Altshuller.

Absent: Michelle Larsen, Arlea Anderson, and Steve Anderson.

Called to order at 7:04 p.m. with prayer offered by Pastor Linda.

November meeting minutes were reviewed with a suggestion by Katie W. to remove the section on Youth Bible Study by Katie Williams.

Sunday School: Arlea will provide a written report.

Christmas Play: Katie W. reported it's going well. They have a consistent group of kids (about 20 or so), and it's finally coming together. They are using the aisles in the sanctuary. The performance is scheduled for Sunday, December 19<sup>th</sup>. There will be three rehearsals over the next two weekends. They decorated the Christmas tree this past Saturday and had a rehearsal.

The only problem they've encountered is that the CD is protected so they can't make copies of it. It cost \$103 to buy it. There are no songs on the 'net; it can't be downloaded on I-Tunes, and Steve Anderson tried to access it, but had no luck. Dmitry suggested in the future we need to make sure we won't have this problem again. But some songs are already well-known such as O Little Town of Bethlehem and The First Noel.

Kate Lottmann-Altshuller made a suggestion that a play in the future not be as juvenile, that it be aimed towards older kids. Katie Williams said that the play is intended for Sunday school kids. Some families thought they might not be able to commit to bringing their kids every week.

Confirmation: Pastor Linda said she has only three kids but she spoke with Ethan Baranowski and asked if he was planning on coming. His parents answered they would bring him in the New Year. She had each youth reading the Bible on two Creation Stories. They took down the Halloween decorations and put up Christmas decorations. She will ask them how Christmas relates to them in their lives and how their families will celebrate Christmas.

She will require two sets of sermon notes. She will also teach them about the paraments on the altar and lectern.

Pastor spoke with Derek Adkins; he is very excited about working with the youth. She also reported to the Council that her top priority is the youth.

Meeting adjourned at 7:22 p.m. with the Lord's Prayer.

Respectfully submitted,

Mary Altshuller, Secretary ◇◇

## SERVICE AND FELLOWSHIP COMMITTEE

MINUTES FOR DECEMBER 1, 2011

Members present: Betty Jean Denham, Esther D'Aguier, Gloria Youngerman, Barbara Walters, Marge Steinbrinck, Pat Sinclair

Members absent: Nancy and Rodger Liverman

Betty Jean opened the meeting at 11:45 by welcoming Pat Sinclair back to the committee.

The upcoming Carol Fest was discussed. Decorating the Fellowship Hall will take place on Dec. 3 beginning at 9:00 a.m. Marge announced that the program is ready and printed. The new carol books are also printed. Thanks to Susan Downer.

The Angel Tree has been in the narthex and all the cards have been removed by members of the congregation. The gifts need to be brought to the church by Dec. 11. On Dec. 14 at 9:00 a.m. this committee will put the gifts together in plastic bags so they will be ready for the Lutheran Social Services to pick-up on December 15.

January 15 is the date for the annual congregational meeting. It was decided that we have a potluck after the 9:30 service and before the meeting. A-D-- Desserts, E-P--Main Dish, Q-Z-- Salads.

Betty Jean announced that she is stepping down as chairman but will still be part of the committee. The group elected Pat Sinclair to take over the chairmanship.

The next regular meeting will be January 5, 2012.

The meeting was adjourned at about 12:15.

Respectfully submitted,

Marge Steinbrinck

# Eden Lutheran Church

## Stewardship Minutes

December 1, 2011

**Members Present: Nancy Svete, Don Walters, Pastor Brown, Ron Smith**

**Action Items: None**

**Discussion Items: 1. Wreath sales**

**Profit- \$112.10**

**31 wreaths sold**

**A debt of gratitude to Susan Downer for making the wreath bows**

**2. Policies and Procedures**

**Reviewed, updated and submitted to Ron Sinclair**

# MINUTES

November 15, 2011

Present: Chair, Susan Downer; Pr. Linda Brown; Cathy Carlson;  
Debbie Harris; Carol McAnern; Barbara Walters

Meeting called to order at 7:06 p.m. by Chair, Susan Downer.

Devotions were provided by Carol McAnern

Motion: Agenda for November 15, 2011 approved as corrected  
and amended (M/S/C)

Motion: Minutes for October 19, 2011 approved with corrections (M/  
S/C)

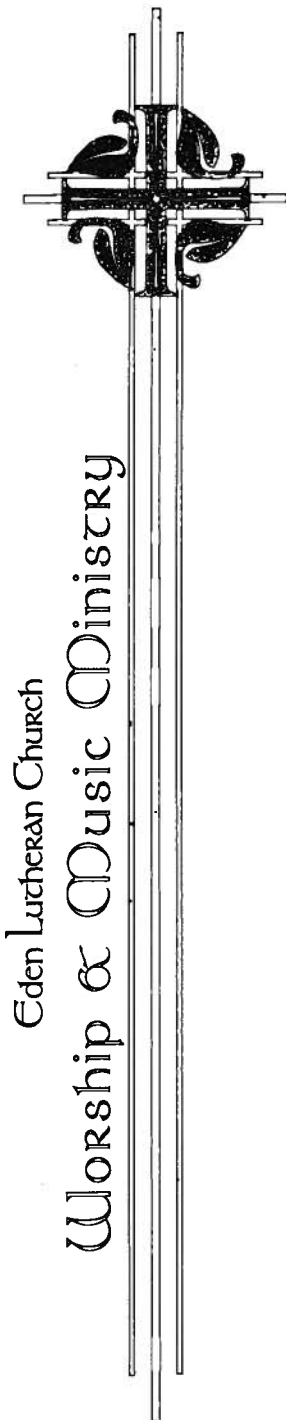
COUNCIL REPRESENTATIVE'S REPORT (provided by Barbara Walters):

Council spent most of the time at their meeting discussing and re-  
viewing the proposed Budget for 2012.

## OLD BUSINESS:

1. Pie social-
  - a. Using plain white plates will be fine, but a Thanksgiving themed design will work as well.
  - b. Need as many people there at 6:30 to help slice the pies
  - c. Will need to ask Dave if he can play on Thanksgiving Eve
2. Advent/Christmas Schedule-
  - a. Carol will take care of hanging the Advent wreath and fill the candles with oil
  - b. Susan will put the Christmas wreath on the balcony
  - c. The Christmas Tree will be put up on December 1<sup>st</sup> at 9 a.m.
  - d. The kids will help decorate the tree on Saturday afternoon, 12/3.
  - e. Pastor Linda will check with Erin Done as to what is planned for Santa Lucia on Dec. 4<sup>th</sup> and who will be telling the Santa Lucia story. We should plan to sing "Santa Lucia" during the procession. We will still sing Praise Songs for the opening.
  - f. Carol Fest will also be on Dec. 4<sup>th</sup> in the Fellowship Hall after

*(Continued on page 2)*



## 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.

(Continued from page 1)

the service

- g. The Choir Program will be the third Sunday of Advent, December 11<sup>th</sup>. Pastor Linda will talk to David on whether or not to prepare a sermon or homily for that day as well.
  - h. The Sunday School Program will be the 4<sup>th</sup> Sunday of Advent on December 18<sup>th</sup>. The program traditionally has taken the place of a sermon for that day. The Caroling Party/Chili Potluck will be that afternoon meeting at the Larsen's.
  - i. There will be a 7 pm Family Service and 10:30 Candle light Service on Christmas Eve.
  - j. There will be a service at 9:30 a.m. as usual on Christmas morning since it falls on Sunday this year.
3. Baptismal Shells-
- a. Susan has looked on-line at different options
  - b. Pastor Linda pointed out that since there have only been 7 baptisms this year, spending \$4/shell will be fine.
  - c. Cathy asked if now with the larger and wider altar, is Baptisms should be held on the floor (ground level) so there will be more room. Pastor Linda thought this might be better. We would put the font and Paschal candle on the floor as well.
  - d. Pastor Linda would like a pouring shell citing that it is more symbolic. We would keep this on hand to use at each Baptism, so it should be sturdier.
  - e. We will still give the Baptism family a personalized/custom shell.

#### NEW BUSINESS:

1. Organ Repair-
- a. Ryan Ballantyne came out for the emergency repair to the organ and charged a total of \$549.50. This will take about half of the total fund.
  - b. A question was raised about when Council can bypass the Committee and make decisions e.g. in this case where an emergency vote was called to repair the organ.
  - c. If it is an emergency, there is an approved list of contractors that the Executive Committee (officers of the Church) can contact (and thus bypass the appropriate Ministries). This is fine, however, like in this case, the ministry Chair should be notified that the Executive Committee has already taken care of the decision to act or respond to the situation at hand.
  - d. If it is not now part of the protocol, can it be added?
  - e. Motion to approve paying the \$549.50 for the organ repair. (M/S/C)

NEXT MEETING: Wednesday, January 18, 2012 at 7 p.m.

Devotions and Secretarial Duties for January will be Barbara Walters.

Meeting adjourned at 8:06p.m.

Respectfully Submitted by Debbie Harris

# *Policy and Procedure Minutes*

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Nov 1, 2011

Present: Carol McAnern, Susan Downer, Lyle Hodgerson, Erla Roberts, Pastor Linda Brown and Ron Sinclair.

We began the meeting by providing Pastor Linda with a verbal overview of what the Policies and Procedures Committee has been working on since its formation. We discussed the struggle we have had trying to get information from the standing ministries, and spent most of the evening reviewing the topics we have dealt with this past year.

Lyle submitted the Policies and Procedures from Property. Lyle, as the council representative, has collected information from all ministries except Learning, Outreach and Technology. He agreed to forward what he currently has, to all members of our committee.

Susan Downer raised questions about dealing with emergency repair situations.

We discussed the need to document the procedure(s) for Bulk mailing.

Ron offered to send copies of all Policy and Procedure Minutes produced since the inception of the committee to Pastor Linda.

Pastor Linda raised a question pertaining to Eden's Articles of Incorporation and California Department of Corporations, Franchise Tax Board Status.

<p>NOTE: On November 2<sup>nd</sup> Erla contacted Gene Maas about Records Retention. Gene directed us to a file in the safe which contained the Original Articles of Incorporation. We were unable to locate the California Franchise Tax Board Information. Toni Contacted the Franchise Tax Board and was able to order a complete set of Eden's Church Records from the State.</p>
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Next Meeting: Nov 28th @ 6:30PM.



# *Policy and Procedure Minutes*

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Nov 28<sup>th</sup>, 2011

**Present:** Carol McAnem, Susan Downer, Lyle Hodgerson, Erla Roberts, Pastor Linda Brown, Bob Frey and Ron Sinclair.

Pastor opened with a word of prayer.

Lyle distributed the list of Eden Ministries which have turned in a copy of their Policies and Procedures.

**The list includes:** Property, Worship and Music, Stewardship, Service & Fellowship, Helping Hands, Eden Pre-School, Learning, ELCW and Technology.

**Missing Ministries:** Finance and Outreach

Lyle also distributed hardcopies of each ministry's Policies & Procedures.

***Our Committee decided to provide each council person with a hardcopy of all policies submitted to date. The copies will be distributed at the December council meeting with a request to have final copies returned to our committee at the Jan 11<sup>th</sup> council meeting. Each Ministry will be asked to TRY and incorporate a generalized calendar, with any known seasonal adjustments, into their Policies.***

Lyle's list also contained a series of topics which must be reviewed.

**Contracts:** Parsonage, Parking Lot, Cell Tower, Salvation Army, Spanish Congregation, Alarm System, Cleaning Service, Paper Copier Systems, Landscaping Service, General Property Insurance, Organist, and Bookkeeper

**Other topics to be reviewed:** Church Property Use, Administrative Secretary (update), Audit Steps, Facilities use (AA Groups, etc), Counters Report, Fiscal Policy, Wedding Policy, Usher Procedures, IRS/ Franchise Tax Filings, Supply Ordering Procedures and many more

**Other discussions included:**

- 1 ELCA Audit Guidelines
- 2 Need to update Eden's Constitution
- 3 Records Retention Program.

**Next Meeting:** Jan 30, 2012 @ 6:30PM.

**To: All Council Members**

**From: Policies and Procedures**

**Attached are the Policies and Procedures from:**

**Property, Worship and Music, Stewardship, Service & Fellowship, Helping Hands, Learning, ELCW and Technology**

**Note: Pre-school Policy Manual, largely mandated by the State, is not included due to its size.**

**Please take a look at the P & P's that have already been submitted, and use them as a guide if necessary to complete the P & P for your own ministry. For those of you that have already submitted your P & P's, please TRY and incorporate an annual calendar if you have not already done so.**

**Please complete, and submit your procedures to Lyle at the January 11<sup>th</sup> Council Meeting**

# *Property Policies and Procedures*

## **A Mission Statement**

To support Eden Lutheran Church and its Ministries, through the use of our variety of God given talents in Facilities and Building Trades, doing Facility maintenance, upkeep, beautification and repair.

## **A Calendar of Events:**

Property will hold monthly meetings/workdays, typically on the 2<sup>nd</sup> Saturday of each month. Each meeting will discuss new/old business and schedule the next month's meeting/workday.

There will be a workday held before Easter to clean the Fellowship Hall and Sanctuary.

## **Procedures unique to your ministry**

### **Budget Preparation (yearly):**

Property will use the last years budget as a template and add/subtract budget items as necessary. Budget items to include but not limited to:

Alarm
Parsonage Maintenance
Grounds Maintenance
Equipment Maintenance
Church Bldg Maintenance
Inside Custodian
Gardening

Property will use the Purchasing Requirements as outlined by the Finance Committee.

## **Job Description for Committee Chair**

Lead monthly meeting/workdays.

Liaison with Church Council/Pastor/Congregation regarding the appearance, cleanliness, maintenance, and security of the Church building and grounds.

Sign reimbursement forms for property purchases.

Provide monthly/annual reports to Church Council and Congregation.

### **Expectations of Committee Members**

- Any voting member of the congregation can be a Committee Member
- Committee Members are expected to participate in the monthly meeting/workdays and any special event.
- o Workdays are designed to keep the building clean, attractive and well maintained, inside and out.

# Job Description

Under direction of the Pastor and Chairperson, the Ministry Team Member fulfills the mission of the Worship and Music Ministry as outlined in the Constitution: Chapter 13, Section 02.H97

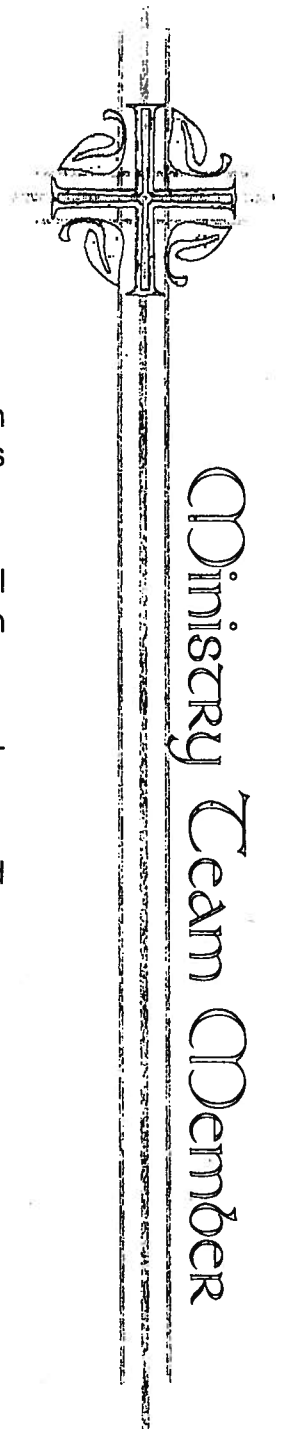
Each member serves voluntarily. It is anticipated that members will serve for a minimum of one year, and may elect to serve for an unlimited period of time.

Membership confers the right to participate in discussions, make motions, and vote.

The members of this ministry willingly contribute time, talents and resources for the glory of God and to strengthen the church.

## ESSENTIAL RESPONSIBILITIES:

- ✘ ACTIVELY WORSHIP AT EDEN LUTHERAN CHURCH
- ✘ GROW IN FAITH THROUGH A COMMITMENT TO PRAYER AND BIBLE STUDY.
- ✘ ATTEND MINISTRY MEETINGS ON THE REGULARLY ANNOUNCED MONTHLY DATE, OR NOTIFY THE CHAIR OR THE SECRETARY IF UNABLE TO ATTEND.
- ✘ VOLUNTEER TO PARTICIPATE IN FUNCTIONS SPONSORED BY THE MINISTRY AS FOLLOWS:
  - Meal in the Upper Room
  - Thanksgiving Eve Pie Social
- ✘ OVERSEE THE FOLLOWING AREAS THAT ENHANCE THE WORSHIP AND MUSIC AT EDEN:
  - Acolytes & Crucifers
  - Altar Flower Donations
  - Altar Guild
  - Banners
  - Choir - Augustana
  - Choir - Bell
  - Choir Robe Maintenance
  - Funerals
  - Lectors
  - Music Staff



(Continued on page 2)

- Other Choirs and Dramatic Groups
- Praise Team
- Sanctuary
- Special Events: visits from choirs or theater groups
- Weddings
- Worship Services:
  - + Regular Sunday
  - + Ash Wednesday
  - + Lenten Mid-week
  - + Maundy Thursday
  - + Good Friday
  - + Church Anniversary
  - + Reformation
  - + Thanksgiving Eve
  - + Christmas Eve
  - + Christmas Day
  - + Special Occasion

✱ **PREPARE THE FOLLOWING TO AID IN THE FUNCTIONING OF EDEN LUTHERAN CHURCH AND THE WORSHIP & MUSIC MINISTRY:**

- Job Descriptions for
  - + Director of Music
  - + Organist
  - + or Combination Position
  - + Altar Guild Chair & Members
  - + Ushers
  - + Wedding Hostess
  - + Lector Coordinator
  - + Sexton
  - + Crucifer / Acolyte Coordinator
- Evaluations in September for:
  - + Director of Music
  - + Organist
  - + or Combination Position
- Prepare the Yearly Budget in September

# ***Stewardship Ministry***

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*Policies and Procedures*

## **Mission Statement:**

*To provide on-going planning and execution of a yearly stewardship program; to invite all members to participate in the financial support of the church, according to their means; to encourage and promote proportionate giving; to assist members of the congregation in identifying their God-given gifts and talents; to challenge all members to offer their time and talents in support of the work of the church.*

## **Membership:**

*The committee should consist of members of the congregation, including a chairperson appointed by the Committee on a yearly basis, and a member acting as liaison to the Council.*

## **Responsibilities**

- *Provide a year-long program through which people make a commitment to financially support the congregation.*
- *Develop educational programs through which all members of the congregation can grow in their understanding of themselves as stewards of all God's gifts.*
- *Advise and assist in maintaining confidential records of members' giving, analyzing trends, report stewardship progress periodically to the membership through "Temple Talks" and Bulletin inserts. Continually challenge members to grow in their proportionate giving.*
- *In cooperation with the finance committee, assist in providing and maintaining an efficient system to receive, record, and acknowledge member contributions. (Shepherds Staff)*
- *As appropriate, plan and carry out programs that support giving to special needs of the congregation, the ELCA, or other causes that have been endorsed by the synod.*
- *Provide regular opportunities for members of the congregation to offer their time and abilities to participate in the work of the church.*

## **Stewardship Planning Guideline:**

**Jan:** *Continue with distribution of Eden's Offering Envelopes*

**Feb:** *Evaluate previous years giving trends and membership roll, and report to council*

**Mar:** *Select the type of Stewardship Program to be used for the coming year.  
Select a Theme and Logo for the coming year  
Order Offering Envelopes (Pay Now – plan for delivery in October)*

# **Stewardship Ministry**

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## *Policies and Procedures*

**Apr, May, June:** Conduct special programs, such as green waste applications, upgrade church facilities, such as to lighting improvements, implement recycling projects. In cooperation with the Property committee as opportunities arise. Introduce and conduct fund raising programs.

**July** Select the Stewardship method to be used for this years' drive (See Stewardship 101) Begin developing details pertaining to who, what, where and why (get commitments from those who are going to help, with such as Temple Talks)  
Example: new Consecration Sunday.

**Aug** Review Membership Roll with Norma Maas;

**Sept** Begin to make announcements about Stewardship Sunday  
Prepare and Print out Pledge Cards, Prepare and print out offering guidelines  
Get Stewardship Letter from Pastor

**Oct** Assemble Stewardship Packets  
Conduct Stewardship Drive according to selected method.

**Nov** Report results of Stewardship Drive to council and congregation

**Dec** Place Offering Envelopes in Narthex for Pick-up by 2<sup>nd</sup> Sunday

### **Possible Subcommittees:**

- *Planned giving, Direct Deposit*
- *Fundraising activities*
- *Increased awareness towards Endowment Fund*



## Service and Fellowship Ministry

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### **POLICY**

Service and Fellowship is a standing committee that shall oversee all major social activities and events of the congregation, such as anniversaries, farewells, and other special occasions. This committee will maintain contact with Lutheran Social Services to support the needs of the wider community.

### **PROCEDURES**

This committee will have five or more members of the congregation. A chairperson will be appointed by the committee at its first annual meeting. The Pastor and the Council liaison will serve as ex officio members and shall have the right to vote.

The committee will meet on a monthly basis to plan upcoming events. Other meetings may be needed as the members see fit.

The Chairperson will meet regularly with the Pastor to coordinate plans of the committee with the church calendar and needs of the congregation.

The Chairperson will prepare an annual report of the committee's activities for the Council.

The committee will present a budget request for the following year to the Council along with its annual report.

# EDEN LUTHERAN - HELPING HANDS

## POLICY and PROCEDURES

### Policy

#### **Membership:**

- Committee of 3 or more
- Three people will collect money, disperse products sold and/or donated and will decide on disbursement of funds up to \$500.00.
- Deposits of money and check signing will be performed by 2 others as assigned by the ELC Council.
- Electronic debit to checking account is authorized based on deposited amount for script. Checks for prepaid Treasure Boxes are authorized.
- A separate bank account "Eden Lutheran Helping Hands" with 2 signatures.
- Written records of script distribution will be maintained.

#### **Responsibilities:**

- Study and make the congregation aware of material needs of people within the community.
- Conduct programs as a congregation providing material assistance to people who are poor or hungry.
- Cooperate in the work of Lutheran Social Services and Riverside City Mission.
- Develop opportunities for congregational members to offer their time and abilities in social ministry efforts.
- Conduct fundraisers as needed to help the needy.
- Distribution of funds collected as follow:
  - 25% - ELC for church projects
  - 75% - Needy families within ELC and surrounding community
- Provide monthly financial reports to ELW Council.

# EDEN LUTHERAN HELPING HANDS

## POLICY and PROCEDURES

### Procedures

#### Great Lakes Script Program:

- Accept weekly gift card prepaid orders
- Place order through the Great Lakes Script website
- Great Lakes Script has been authorized to automatically deduct payment of gift cards at the time an order is placed.
- Print individual order receipts
- Distribute gift card the following Sunday

#### The Treasure Box Program:

- Accept monthly prepaid orders
- Place order through The Treasure Box website and are paid by either a ELHH check or credit card
- Distribute food boxes on monthly designated date
- Outreach in surrounding community by distributing The Treasure Box menus monthly to senior centers, schools, and other groups.
- Conduct group sessions or seminars in surrounding community

#### Additional Fundraising:

- Maintain donation jar in church Narthex and/or Fellowship Hall
- Other fundraising projects as assigned by the Helping Hands committee

#### Outreach Programs:

- Coordinate ELC with Riverside City Mission with food distribution to the homeless and elderly.
- Provide the use of ELC's Fellowship Hall to Riverside City Mission to prepare, package and distribute holiday meals to the homeless and elderly.
- Collect from ELC's congregation can goods and packaged foods for donation to Riverside City Mission and/or distribution to needy within the community and ELC's congregation families.

# EDEN LUTHERAN CHURCH

## Learning Ministry Team

**Mission Statement:** To provide members of all ages an ongoing Christian education opportunity and thereby drawing them into a closer relationship with God working together to expand God's reign by teaching about hope, justice, and peace in the world. To educate members of all ages on the application of Scriptures and Lutheran teachings in daily life.

**Membership:** Ministry Team shall consist of members in good standing of Eden Lutheran Church, including, but not limited to, the Sunday school superintendent, at least one member of Council, the Pastor, and at least two lay members. The Chair shall be elected by the Ministry Team

**Terms of Service:** The term of service will be open for as many years as the member is willing. The Chair shall serve not more than two consecutive years. The Ministry Team will meet once a month (usually first Wednesday of the month) plus as needed for any special or unforeseen matters. Members may also be asked to serve as members of a subcommittee(s), should the need arise.

### **Responsibilities:**

- Plan regular, ongoing educational experiences that will appeal to all segments of the congregation, under supervision of the Pastor. Pastor has the final say on all education programs.
- Plan special events that help promote and encourage all members of Eden Lutheran Church to participate in educational opportunities.
- Provide opportunities to educate members of Eden Lutheran about the needs of others throughout the world. Possible areas of concern would be the Global Mission and World Hunger Appeal.
- Recruit volunteer teachers and leaders for Eden Lutheran's education program(s).
- Inform the members of Eden Lutheran of the role leaders and teachers play in the mission of the church.
- Provide up-to-date teaching materials for all segments of Lutheran education.
- Recognize/thank those people who volunteer to lead and teach.

### **Possible Subcommittees:**

- Scholarship Funding Appropriation
- Adult Forum
- Vacation Bible School
- Youth Bible Study

- Sunday School
- Christmas Pageant
- Easter Program
- Guide individuals toward fulltime ministry

**Accountability and Reporting:**

- Chair of the Learning Ministry will meet as needed with the Pastor of Eden Lutheran Church to coordinate plans for the Ministry Team's work and to discuss ways to increase its productivity and effectiveness.
- Ministry Team will provide a written report of its activities to the Council.
- Ministry Team will participate in an annual review and evaluation of its effectiveness in fulfilling its responsibilities.
- Ministry Team will prepare an annual written report of its activities for inclusion in the Annual Report of the Congregation. This report will include planned recommendations for increasing the Ministry Team's effectiveness in the coming year.
- Ministry Team will prepare an annual budget request to be included in the Congregation's budget development process.

## **ELCW Procedures**

THE ELCW currently consist of three circles. Monthly duties of coffee cart, greeters and refrigerator cleanup are rotated among the circles. A new list of duties is printed in January each year so that circle are not doing same thing every year (i.e. coffee cart for December).

### **GREETERS**

Greeters are provided for the 10:30 ( or 9:30 if single service). The leader of that month's circle will contact and make the arrangements. Also will provide a list of dates and names for the Messenger.

### **COFFEE CART**

We provide coffee after the services on Sundays. Coffee, creamer and sweeteners napkins etc are supplied by the ELCW. Each month a circle is in charge of arranging hostess(preferably 2) who supply the sweets (cookies, cupcakes etc. ) and punch. The coffee pot is currently set up before hand (Thursdays )and turned on prior to first service. The first Sunday of the month is birthday Sunday and hostess are requested to bring either a cake or cupcakes. The hostesses will clean up.

### **FUNERALS**

When requested by the family the ELCW will provide coffee, punch and cookies in the Fellowship hall at funeral s and memorial services. Food will be provided by the Family. When a request is made, the Pastor or church secretary will notify the ELCW President, who will contact the appropriate circle leader. If the deceased or family member is a member of a circle, that circle will make arrangements. If not, duties will rotate.

### **GENERAL ELCW MEETINGS**

Food and decorations, set up and clean up for the general ELCW meetings is provided by one circle. The program and speaker is arranged by another circle. These duties rotate year to year as well.

### **FUNDRAISERS**

We currently have 2 Fundraisers per year, the rummage sale and Christmas bazaar. A committee is formed for the rummage sale. They plan for announcements, collection, setup, pricing, and pickup for leftovers items. The ask for assistance from whole congregation for day of sale, setup and cleanup.

The Christmas bazaar is held in November and includes Craft items handle by Ruth Martha Circle, Bake sale handled by Rebecca-Rachael Circle and ableskivers and coffee café handled by Deborah circle.

## **Technology Committee**

**Mission:** To utilize technology to assist in the work of the church, assisting in ways to make the Word more accessible to a greater number of people.

**Membership:** Members are recruited for their skills more than merely for their willingness to serve.

**Term of service:** Members will meet as needed, to deal with problems, and will serve as long as they are willing.

**Responsibilities:** The Technology Committee is responsible for the phone system, the audio-visual system, and the computers of the church. This includes:

- 1) Keeping the computers in operating condition, dealing with issues of access, and maintaining the software and data storage.
- 2) Making sure the web site is operating and data is kept up to date.
- 3) Ensuring that the telephones are operating, dealing with the phone company if needed for repairs and maintenance.
- 4) Ensuring the audio visual systems are in working order, and available for the use of the congregation's events.

### **Possible Subcommittees:**

- 1) Website – to maintain and update data
- 2)

**DRAFT**  
**EDEN LUTHERAN SCHOOL BOARD MEETING**  
**December 8, 2011**

**Members Present:** D. Keaneman, P. Sinclair, K. Williams, Pastor L. Brown, L. Hodgerson, L. Subriar, E. Seidel, C. Wilson, L. Harris

**Members Absent:** M. Jenkins

**Staff:** M. Eissfelt

**Meeting is called to order at 6:05pm**

- o Pastor Linda opened with prayer

**Amendments for Agenda and Minutes from last month:**

**\*Chuck motioned to accept the agenda as amended and minutes, Lyle-2<sup>nd</sup>- MSC**

**Director's Report:**

- o FTE: 21.40/ 32 students enrolled
- o Thanksgiving Feast went well, Approx. 75 people attended
- o We earned \$508.75 See's Fundraiser
- o We are getting bids for school security system
- o Pat moved that we have Erv connect with all of this information and have him come up with the best solution for moving forward with a school security system- Chuck 2<sup>nd</sup>-MSC
- o Larry suggested we check into any prices that we may have to pay if the police are called to come out.
- o Upcoming event-Christmas Party on December 14<sup>th</sup> at which time they will hand out the books.
- o Christmas Program is next Friday, December 16<sup>th</sup> at 11am.
- o ELK's vision screening on Jan. 5<sup>th</sup> and 6<sup>th</sup>.
- o Lyle moved to accept Directors Report as given, Pastor Linda 2<sup>nd</sup>- MSC

**Bookkeeper's Report:**

- o In reserve account we currently have \$3159.53
- o We made it through the 3 paychecks month
- o 3 families are in collections, 1 will be sent this week
- o Lyle moved to accept Bookkeepers Report, Pat 2<sup>nd</sup>- MSC

**Chairman's Report:**

- o Christmas Party is Saturday, December 10<sup>th</sup>, at 5:30pm- Come for food, fellowship and fun!!
- o Case officially closed with former employee

**Church Relations:**

- o All students received a book, plus extra for the classrooms! We received 40 books total!

**Continuing Business:**

- o Gift cards went well! ☺
- o Custodial Contract went well
- o Bookkeeper will provide a dollar cost for the rest of the fiscal year for increase in salary for staff voted upon at our October meeting.

**Comments and Concern:** N/A

**Parent Feedback:** Going great!

**Next Meeting:** Thursday, January 12, 2011

**Meeting adjourned at 6:59pm.**



Helping Hands  
December 2011

Balance in account is \$1223.86

Donated \$200.00 for Eden alarm system

Month of December on Monday and Thursday Eating With Eden at Rubys

Help Youth with Golf at Castle Park

Monthly helped with Riverside City Mission