

# ***Trinity Lutheran Downtown***

***Regularly Scheduled Voters' Assembly Meeting***

***Trinity Lutheran Church Sanctuary***

***Sunday – February 21, 2016 – 12:30PM***

***“Our mission is to proclaim the Gospel of Jesus Christ through ministries which strengthen and equip people for Christian witness and service in downtown, metropolitan Orlando, and the world”***

## **Meeting Minutes – Approved June 19<sup>th</sup>, 2016 at Regular Voters Assembly**

### **Opening Prayer**

Opening devotional from Hebrews 12: 1-13 was read by Ted Lange; Opening prayer offered by Pastor Martin

### **Welcome & Call to Order**

**Ted Lange**

Meeting was called to Order with 74 registered members present (See Attached). Ted Lange explained that he had not provided meeting minutes from the last congregational meeting in ample time for thorough review (copies were circulated and will be posted on Trinity's web page within one week); therefore, he will seek approval from the Oct 18<sup>th</sup>, 2015 meeting at the next voter's assembly. In addition, due to a similar situation previously approved minutes from the June 28<sup>th</sup>, 2015 voter's assembly have been amended and will also be advertised in a similar manner for approval at the next voter's assembly.

Please note that online copies of can be obtained on the “Trinitydowntown” web page under the “Member Resources” section or by contacting the church office. Printed copies can be obtained at the church office or delivered by mail or electronically.

### **Pastor's Report**

**Rev Jim Martin**

Pastor Martin provided a quick update on public Ministry items (**See attached**)

- 10% drop in attendance over last 10 years
- Eight CDC staff member are engaged in the Winter Foundations class and are about half way through the training; The spring class will begin shortly after Easter.
- Ministry teams-very busy and engaged; there is much to accomplish and there is always room for more hands.

### **Dedication of the New Century Center**

**Bonnie Roby**

It's official; after several construction delays we have a date set for the Dedication of the New Century Center and Celebration of our entire campus. Bonnie began by noting and thanking the are vendors who have donated funds toward the celebration. As well as the congregation, CDC and K-8 Families have been invited as well as the Lake Eola Heights community. President Walton of the FL-GA District will join us as well as other dignitaries, vendors and contractors who were involved in the project. Invitations have been mailed and there will also be an email blast, website and Facebook updates; please help spread the work on this exciting milestone event. Bruce Hahn with the communications team will be drafting press releases

and Mike Hoffman will put together ministry moments in the next couple of weeks and videotape the dedication event.

Bonnie outlined how the celebration starts at the 11AM worship service where Pastor Dr. Jerry Kieschnick, past president of the LCMS church body, will preach followed by a Ribbon Cutting, Speakers, Live Music with Josh Wilson's Jazz Band, Campus Tours, and Food and Drink provided by Green Coat Catering. In addition, there will be Kids activities as well as an organ concert in the sanctuary. Please join Trinity and the community in celebrating this historic step in our vision for Trinity in downtown Orlando. For an up close look at Dr Kieschnicks current ministry, please see his blog at [www.jerrykieschnick.wordpress.com/](http://www.jerrykieschnick.wordpress.com/). Please contact Bonnie or the church office if you would like to lend a hand and participate in helping plan and implement this historic event. **There will be a Congregational Workday on March 5 to help prepare the campus** - Watch the Triune Weekly for more updates as the celebration draws close.

### **Lutheran Church Extension Fund**

**Bruce Hahn**

Bruce shared the success of the LCEF Shared Blessings Program at Trinity. Bruce is the Congregational Advocate to Trinity on behalf of the Lutheran Church Extension Fund (LCEF). The mortgage loan that Trinity is undertaking to fund Phase 1 of our Century 2 vision (building the New Century Center) is through our Ministry Partners at LCEF. The shared blessings program in which Trinity is very engaged will reduce our mortgage payments, by way of refunds based on participation, by \$175,000 over the life of the loan. Bruce outlined some of the programs and services available through LCEF; please contact Bruce for additional information on investing, saving, and supporting Trinity and all LCMS Ministries at the same time.

### **Board of School Ministry**

**Kathy Aber**

Kathy Aber, School Board Director, opened with a Ministry moment to discuss the recent successes of the Trinity K-8 athletics program with the boys basketball team taking top honors in the state championship middles school basketball tournament. The Girls Cheerleading squad also took honors and came home with a trophy from the competition. Kathy reported enrollment numbers and reported that there are 300 children currently enrolled in the CDC; a number in excess of projections. Staff are giving tours to new prospective clients and developing waiting lists. The K-8 program currently has enrolled 78 students, an increase of 8 students over last year. The CDC and K-8 programs are undertaking a Schools Accreditation process which was delayed two years ago with the loss of our Principal. This is a long-term process which was initiated during the last school year and will be ongoing as our education programs reach and attain milestones in the process. Kevin Brockberg provided an overview of the accreditation process which includes an outside agency studying all aspects of Trinity's education programs with regard to physical properties, curriculum, teacher standards, governance, etc. After a review, the process includes an improvement plan to fully implement and achieve the desired criteria. This is a long-term process which will provide credibility to our education programs. Trinity is currently seeking accreditation through the National Lutheran Schools Accreditation (NLSA) and Southern Association of Colleges (SACS) programs. Upcoming highlights in the school include the choir attending an upcoming competition.

### **Campus Development Task Force Update**

**Kathy Aber**

Kathy reported on various activities of the Campus Development Task force which includes a variety of focus areas including progress being made on the Healthy Eating Initiative with NEMORS which provides guidelines for a quality Trinity food service program. Kathy also updated on efforts to identify various grant opportunities including a Historic Preservation Grant of up to \$300,000 from the state of Florida that could benefit updating and getting our three houses on Ruth lane. Current efforts include becoming familiar with the program and determining Trinity's eligibility and ability to seek funds through this grant opportunity.

Completion of the New Century Center and accompanying campus work are in their final stages, the majority of which consists of a “final punch list” of outstanding items. The final certificate of occupancy is near.

### **General Manager Report**

**Eric Havens**

Eric focused on a discussion on current Campus Revitalization Program which was initiated with the start of the new year. Our campus revitalization projects are aimed at improving the look, feel, and function of the Sanctuary but also include a wide range of improvement projects across the campus which are not currently funded through our general budget. Priority Items currently being addressed through donations are, A/C Unit in Sanctuary Balcony - \$ 5,432 (COMPLETED), Replace Loggia Roof - \$49,700, New LED Indoor Lighting in Sanctuary - \$ 4,801, and New Handrail for front steps (Sanctuary) - \$ 1,250. Eric also described the project to update and weatherproof the exterior sandstone supporting our historic stained glass windows. For questions, concerns or additional information please contact Eric. **(See Attached Budget Update)**

Eric went on to identify the volunteer and paid staff that are dedicated to our Trinity properties which includes a generous volunteer Property Ministries Team who are currently focused on painting projects and the campus work day coming up on March 5<sup>th</sup>. There are ample opportunities to engage in a variety of projects on the Trinity campus; please contact Eric for more details on working with the Properties Ministry Team. In addition, Eric identified that there is one full time maintenance staff at Trinity, Bill McFadden, who has faithfully served Trinity for over 16 years. Support staff on Eric’s team includes Finance Staff Gale Deason, Rose Bruno, and Stacey O’Rourke; Kitchen Staff Rich Poole; Maintenance Staff Bill McFadden and John Wilkeson; and volunteer Technology Staff Lance Bell and Bill Woodall. Lance and Bill were instrumental in identifying and isolating the damage during a recent computer ransomware virus attack to Trinity’s network. To date, outside of several days of down-time on Trinity networks and workstations, little damage occurred.

### **Parish Financial Report**

**David Wilkosz**

David Wilkosz, Financial Office, provided an overview of the FY15/16 budget through January 2016 which provides that YTD expenses vs revenues is currently at a positive variance between Actual YTD and the YTD Budget in the amount of \$28,396 **(See attached “Analysis of Revenues & Expenses For The Month Ending January 2016” and current “Statement of Financial Position”)**. David went on to explain that December of each year is typically good for revenues and that we historically rely on the December revenues to carry expenses through the 3<sup>rd</sup> quarter. Also upcoming is the second month in the year (March 2016) where our ~\$100,000 payroll hits on 3 payroll dates. January was a good month for revenues but during February revenues have been down relative to expenses.

Trinity has embarked on a process to obtain an audit of financial procedures on campus. This will help Trinity focus on existing shortcomings and develop improved finance and accounting, as well as support the current schools accreditation process. For some time, Trinity has utilized a 4-4-5 accounting process which is atypical in finances, although it served Trinity over the past years. Finance staff are currently going back over the past two years of financial records to update to a more conventional accounting method (based on calendar and end of month reporting) to proceed with the audit.

Forecast FY15/16: Currently a \$46,000 operating loss is forecasted **(See attached “Analysis of Revenues & Expenses – Detail”)**. To explain the cash flow affect for the fiscal year, we start with the book income of \$46,802 and add back YTD depreciation of \$167,722. We subtract funds used to purchase assets \$2,265. We further deduct our principal payments of the Magnolia Property of \$72,769 and the estimated CDC

LCEF principle of \$79,087 to arrive at a net cash loss from operations of \$33,202. We would like to present \$100,000 positive cash reserve and the finance committee is looking at this issue while at the same time engaging stewardship-Bob Gordon, Bob Meyer, and the Executive Leadership team.

#### Questions/Discussion

Discussion on line item of \$124,000 which was borrowed from the Kunze Fund during previous FY. Trinity had committed itself to reimburse 1% of our current offerings and missions annually. Status of payback will be noted on financial statements in the future.

Bob Meyer provided an update on the status of both “Current Giving” and the Faithfully Forward capital Fund Drive. **Current Giving** – A detailed assessment through February 20<sup>th</sup>, 2016 was provided (**See attached**). Of committed givers, those who pledged a specific amount of giving during last year’s Stewardship campaign, giving is down by \$53,115 below pledges (approximately 13%). For Non-Committed Givers, those who did not pledge but are giving at some frequency, giving is up over budget (yes this is budgeted) by \$9,491 (4%). The overall net effect is that giving is less than the eight month budget by \$43,624 or 7% overall. This giving is accounted for by the “Current and Missions” on your giving envelope. **Faithfully Forward**: We are nearing the end of the FF capital campaign in early June 2016 with the majority of funds being collected. Out of the total commitment by Trinity of \$1,313,275 cash received as of February 15<sup>th</sup>, 2016 is \$1,117,596 with an outstanding balance of \$195,679 (**See attached for in-depth assessment**).

#### **Vice-Presidents’ Report**

**Stephanie Landis**

The Senior Pastor Call Committee just recently received a list of candidates from President Walton. After reviewing Trinity’s self-study packet and nominations from Trinity members, a list of candidates are now available for review. The first step is a simple process led by our Circuit Pastor, the Reverend Ken Green from Prince of Peace, who will contact each candidate and verify that they “are” or “are-not” willing to consider a call. Stephanie then outlined the process moving forward. Once the Call Committee receives the final list from Reverend Green, they will review the candidates relative to the Trinity Needs Assessment and consider each candidate’s gifts and skills. Review, including phone interviews, will be conducted and a narrow list of approximately 2 individuals will be brought to Trinity to visit. The committee will then bring one individual to the congregation for consideration. For information, please contact any of the members of the Senior Pastor Call Committee and expect regular updates from Stephanie through the Triune Weekly.

#### **Presidents’ Report**

**Ted Lange**

**Nomination Committee** - John Strandquest will be serving as the chair of the FY16/17 nominating committee. John reported that he and David Tesch would be the Leadership Council representatives and that at large members from the congregation had not yet been selected. The committee will also be served by Mike Kunze and Pastor Martin with focus on identifying candidates to serve on the Elders team.

The committee will be prayerfully considering potential candidates to fill two at-large positions on Leadership Council to serve July 1, 2016 through June 30, 2018. These positions were filled by Rocky Smothers who was fulfilling Ted Lange’s last year in the position and by Carolyn Burnette who has faithfully served for a two-year term. Pastor Martin will work with Mike Kunze to determine the full number of Elder positions necessary to fill and make recommendations on those positions.

**Congregational Self Study** - Ted Lange reviewed a portion of the Congregational Self Study results in an effort to discuss specific results of the study pertaining to the overall Ministry of the Church as well as to direct the congregation to view the full set of self-study results (**See Attached Self Study Results for**

**Church).** The Congregational Self Study focused on how the Trinity congregation considers its CDC, K-8 and Church Ministry as well as providing a full evaluation of what strengths and characteristics the congregation would find valuable in a permanent Senior Pastor. Ted discussed the results of the church portion of the evaluation, within the context of the need for a focus on developing a vision for ministries at Trinity, both short and long-term in nature. In concert with efforts to communicate the current status of Trinity's varied ministries to the congregation, the president will work towards developing a comprehensive vision for ministries across the entire organization. A Trinity Ministry Plan, approved by the congregation will begin to provide focus to our overall efforts to "Bring People Closer to Jesus", that is coordinated across all staff, volunteer, and ministry areas. Moreover, a working Ministry Plan will benefit the newly called Senior Pastor who can decide to implement or adapt as he works with both lay leadership and the congregation to move Trinity forward. Over the coming weeks and months the President of the Congregation will be seeking input from various ministry areas on their priority, long-term, and wish list ministry items. Working with a team, a first year set of priorities will be developed and brought before the voters for discussion and ultimately for approval.

**Note: Entire Congregational Self Study can be viewed at [church.trinitydowntown.com](http://church.trinitydowntown.com), Under "Member Resources" and then "Senior Pastor Call".**  
<http://church.trinitydowntown.com/wp-content/uploads/2015/11/Trinity-Senior-Pastor-Call-Process-self-study-survey-results-Dec-2015.pdf>

### **Financial Strategies**

Ted Lange briefly discussed some of the financial strategies being employed by Leadership to work towards a balanced budget for this and ensuing years. Certainly a balanced budget is important but more vitally important is matching our financial resources to our vision for Ministries at Trinity.

- 1) The Finance Committee, an advisory committee to Leadership Council, is reviewing specific agenda items to assist Executive and Leadership Council in making wise financial decisions.
- 2) Stewardship – The stewardship Committee is planning an April kickoff to the FY16/17 campaign.
- 3) Leadership is discussing
  - a. Beginning a one year extension of the capital campaign, Faithfully Forward, and
  - b. Supporting the Planned Giving Initiative through the Pastoral Leadership Institute-The program assists individuals within a congregation with estate planning focused on providing for their heirs as well as ministry needs of their choosing.
- 4) The Trinity Development Program – A multi-faceted program with a mission to support the financial challenges of Trinity Downtown through funding and community partnerships. To date, the ongoing Buy a Brick fundraiser to support the CDC playground and the Schools Annual Giving Program are ongoing efforts of the development program. In addition, Maggie Bowles and her team are exploring various grant opportunities including the Mayor's Matching Grant for Summer School Programs, a Healthy Eating Program within the Nemours Foundation to upgrade cafeteria and kitchen facilities, and a state of Florida Historic Preservation Matching Grant for repair and restoration of the sanctuary, school, and historic homes exteriors. Much of the effort is foundational in nature but progress is being made to further support in new areas including local businesses and school alumni. There are a great team of folks, members and non-members alike, who have contributed to this effort. Please consider your own talents and treasures and prayerfully consider how you would like to learn more about or participate in these efforts.

### **Congregational Call-Executive Director K-8**

Ted Lange provided background information to this call including that in early January, the School Board made recommendation to Executive Leadership to remove the interim from the title of Dr. Brockbergs position as executive Director of the K-8 Program at Trinity. The Executive Board requested that School

Board provide a written assessment of the needs and goals of the K-8 program and how Dr. Brockberg is qualified to meet those future needs. Kathy Aber provided this information to Leadership Council on January 25<sup>th</sup> and the motion was made to bring to the congregation a recommendation to call Dr. Brockberg as the Executive Director of the Trinity Lutheran K-8 program with the same responsibilities, salary, and benefits.

The Motion was read by Ted Lange, *“To remove the “Interim” from Dr. Brockberg’s role as Executive Director of the Trinity Lutheran K-8 Christian Operating Center – to offer a call, with all of the responsibilities that come with a call, to Dr. Brockberg to continue on at Trinity as a called professional in the position of Executive Director of the Trinity K-8 education program”*.

Motion was seconded by Darlene Sabin.

Ted reminded the congregation of the authority of the call process from Bylaws Section 7.A.2., *The office of Called Teacher or Education Administrator. The office of a called teacher or education administrator is the authority conferred by God, through a Call of the congregation, to perform the duties of his office according to the Word of God and the needs of the congregation. A called teacher or administrator must be a member of the “Ministries of Religion – Commissioned” roster of the LCMS.*

Kathy Aber, School Board President, provided an overview of the process that led to the recommendation to make this call to Dr. Brockberg.

The School Board reviewed the progress that has been made under our interim K-8 Exec Dir Kevin Brockberg. They analyzed K-8 program needs, urgent and long-term, and identified the qualities needed in a well-qualified candidate. They considered how our position might be filled by candidates within and beyond our congregation. Their conclusion was that our K-8 school ministry would best be served by calling Dr. Brockberg as our Executive Director/Principal – both by strengths he brings and by the continuity his leadership will provide during a time of transition at Trinity. Kathy read a letter of support from Patty Moser, Exec. Dir. CDC.

#### Discussion and questions

- Addressed issue of whether Kevin was coming out of retirement. No Dr. Brockberg is not currently retired.
- Qualifications
  - Integration between CDC and K-8 program advancing well; critical to develop transition of students from CDC VPK program into K-8 Kindergarten.
  - Going through accreditation – corporately with involvement of both CDC and K-8
  - Work to build K-8 to higher enrollment
  - Greg Yawman raised the question about additional metrics to measure; has school enrollment increased? Yes, increase from 70 to 77 students this year
- Was anyone else looked at for the position? -No
- Is it unprecedented to drop interim from a title? - FL-GA Exec. Dir. School Ministries, Mark Brink, was consulted: It is not uncommon for a congregation to proceed with calling an education professional, including Principal, by removing “Interim”. Of course the ultimate decision to make such a Call is up to the congregation in consultation with its own rules.
- What is the normal process?-call committee formed, self-study done, seek candidates, Leadership Council receives recommendation from committee and makes recommendation to congregation.
- Call to question-Pastor Glander – unanimous vote to continue discussion/questions

- Did the President call for a process? - Yes and Dr. Brockberg was deliberating his desire to continue. The process continued during that time but no official call committee was formed.
- What is the harm in issuing another interim position, go through the call process, and include Kevin in the process?-it takes a long time to go through entire process and it's already February-we would need to start tomorrow.
- There was discussion that the By-Laws specifically require that a Call Committee be formed for such a call. Stephanie Landis read from the Bylaws Section 7.B.2., which address calls for K-8 and CDC teaching staff calls, but not for Executive Directors. This section of the By-Laws will be included in the next revision process for the congregation to consider.
- Tim Norris-This is a critical time at Trinity, not only for the K-8 program but also for the overall ministries at Trinity. We have areas that are lacking including youth and outreach ministries.
- Mike Hoffman - sometimes God drops something in your lap-Kevin in doing a great job
- Discussion that Dr. Brockberg is presently in a called position at Trinity, specifically in the position in an "Interim" status.
- Call to question-voted to end questions
- Re-read motion-Ted Lange
- **Motion passed by majority-44 in favor, 9 opposed**
- Additional information on call presentation available in scanned documents; additional information available upon request.

### ***Adjournment & Close with the Doxology***

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#### **Notes & Meeting Protocol:**

All eligible voters (Communicant members, age 18 and up) sign roster attendance roster. \*Votes Required.

In order to make the most productive use of the two and one-half (2.5) hours allotted for the Voter's Meeting, the following procedure will be announced by the chair where "in order" motions have been made or are anticipated:

1 – A maximum of ten (10) minutes of discussion or Q/A total per agenda item (as announced/published); except where approved by Voters (simple majority) to extend for an additional 10 minutes.

2 - Voters who desire to be recognized by the Chair to speak, please stand to be queued to gain access to the "floor microphone." Once recognized, each individual will have a **maximum of two minutes** to address the Voters.

3 – Speaking time limits of individual Voters recognized by the Chair, or Q/A limits will be kept and announced by Parliamentarian/VP.

4 - When the total discussion time limit is up, the chair will recognize (further) motions ("I move that...") and proceed according to Roberts' Rules of Order. Our By Laws specify that the VP is the permanent Parliamentarian.

**The next meeting of the Regularly scheduled Voters' Assembly will be scheduled during May/June 2016**

