

Trinity Lutheran Downtown

***Regularly Scheduled Voters' Assembly Meeting
Trinity Lutheran Church Sanctuary
Sunday - March 12, 2017 - 12:15PM***

"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"

Approved Congregation on 12/10/2017

Welcome & Call to Order-Ted Lange

- **Agenda attached**
- **A total of 41 voters were registered**
- **Call to order, passing out materials**
- **Read mission statement together**

Prayer/Devotional-Ted Lange

- **Ps. 22 – "The Psalm of the Cross" was read in unison**
- **Prayer-Pastor Zehnder**
- **Motion was raised by Ted Lange to approve the minutes from the Regularly Scheduled Voters Assembly on December 11, 2016, motion was seconded by Stephanie Landis. Motion passed by unanimously show of hands.**

Pastor's Report – Pastor Zehnder

- **Foundations Class**
 - **A word about the Foundations experience: For six consecutive Saturdays we came together, always more than 50 were present. We delved into the Small Catechism of Martin Luther, whose Reformation celebrates its 500th year in this 2017. We did bible study together and reveled in the mercy and grace we experienced there. We shared stories and told stupid jokes, and when the sixth session came we celebrated with food, cake, and fellowship. Last Sunday several who walked through Foundations became formally members of the Trinity Fellowship.**
 - **Perhaps the best part of the Foundations experience was the great fellowship and bonding of the group. We were indeed a Foundations Fellowship. Thanks to you who were a part of that family. For me it will remain one of the mountain-top Trinity experiences.**
- **Recommendations as I depart Trinity, Things Needed:**
 - **Fellowship-** The old-timey pot luck dinners are needed. They are needed so that this congregation will become more cohesive and known to one another. I often meet members (whose names I can't remember, or do...) who say that they know very few people of Trinity. There are many ways to engender

- fellowship and cohesiveness within the Church. For instance, I notice a work day coming up soon when the three houses will be addressed. When that happens, be sure and wear name tags. Have a prayer together and take 5 minutes to meet and greet one another. Work on remembering names, and when you see each other later in church worship go out of your way to seek your new acquaintances out and greet them. A proper hug is always appropriate.
- **Worship attendance-** Hebrews 10:25 always comes to mind. We are almost chided in that passage to be regular church goers. Your attendance in worship brings you closer to God and to one another. And again, when you worship, go out of your way to find someone whom you do NOT know and meet and greet them. Write names down. Memorize them and use them when you meet in worship.
 - **Stewardship-** My hat is off to Trinity for faithful stewardship. Surely we can all do more. If we can throw 20 or 30 bucks at a lunch or dinner often, we can do also do more for our giving to our church as well. Giving to church is really giving to our Lord God. Our giving away of our “stuff” is an indication that we know to whom we belong and Who it is that gives us all things. Trinity somehow always comes through. It is also true that we need to think through what we are doing and see to it that we are doing the right thing with the resources of God’s people here. Our Leadership Council is made up of faithful people of God. We thank them for the hours they give to us as they give good leadership to our Trinity, also in financial matters.
 - The weeks and months continue to go by quickly since I began this go around’s service at Trinity, from mid-November through mid-April and Easter. Jackie and I thank you from the bottom of our hearts for your good will and warm support. The Trinity Family is very special to us, and when our time for departure comes our hearts will indeed be saddened. There are plans in place to assist you in keeping the pastoral ministry side of Trinity strong and resilient. You will be in good hands I know.
- **Plans for Jackie and I:** Jackie and I intend to return to Wisconsin soon after Easter and pick up our life and activities in that fabled place. If there are those of you who plan to come near to Door County this summer, please be in touch. The White Gull Inn and Wilsons are two of the great places to visit in our quaint villages and towns. We are great guides and would love to show you around! God will bless us and our paths. Finally, when God’s time is right, we will have a great reunion when we as His saints gather at the Throne of God and the Lamb, when and where the rejoicing will not end.

Vice-President’s Report-Stephanie Landis

- **Senior Pastor Call Committee**
- Vice President Stephanie Landis reported that the Senior Pastor Call process is proceeding. All members of the call committee want to continue faithful participation but one change will be that Tim Norris, a representative from Leadership Council, will chair the committee and Stephanie will participate and insure that administrative tasks move forward seamlessly. The

opportunity for Trinity to nominate candidates closed on March 20th. There are currently 6 nominations that have been received from the congregation.

Board of School Ministry-Kathy Aber

- Kathy Aber provided a ministry moment from a recent occurrence. “Yesterday I met the mother of two students in the 2nd and 3rd grade at Trinity. The mother is ecstatic about the education her children are receiving at Trinity. She specifically mentioned,
 - The health food program which has supported her in getting her children to try new foods. She noted that her children are provided a healthier meal than she would provide.
 - She also talked about the innovative testing used at Trinity that does not intimidate the children the way testing in the public school system can.
 - She is happy with her children learning cursive writing and using multiplication/division skills and tables which she indicated were gone from the public schools.
 - Her children also enjoy the music and art programs at Trinity and she was most thrilled that they are learning in a loving Christian environment.
- Kathy encouraged every member of the congregation to come by the school (infants through grade 8) during the week to take a tour to see the marvelous things that are happening.
- Since the last voters assembly,
 - School Board has reviewed and accepted the cumulative accreditation report of the CDC and K-8 programs. Each program has met and exceeded benchmarks set forth by the accreditation team that visited last year. An audit of Trinity’s financial accounts is underway and is critical to the school’s continuing accreditation.
 - The school is in the 2nd of a 3-year process to streamline and improve K-8 registration and budgeting process and in conjunction with this School Board and Leadership Council approved a timeline for student registrations and applications for Member and student scholarships. As part of this, parents have already received letters from teachers, executive directors and Leadership encouraging early registration and school board will be monitoring this process directly with follow-up phone calls so that accurate budgeting and staffing will occur across the entire program – infants thru grade 8 this year.
 - In addition, Trinity is in the 2nd of a 3-year planned reduction in employee school fees with a goal of reducing the employee discount for Trinity tuition from 88% in 2015-16 to 70% this year, 60% in 2017-18 and finally 50% in 2018-19.
 - A new Scholarship Committee, comprised of church members, was formed last summer to review and approve Member Discount applications as well as School Scholarship applications. Mike Kunze, head elder, is the chair of this committee. This process was previously handled by the School Board.
 - In addition, the School Board is working with the Finance Committee with direction from the Leadership Council to establish a Trinity Endowment Fund that would protect current School Scholarship restricted funds and create

opportunities for future donations and bequests to eventually fund true scholarships for needy students. A draft of an endowment document will shortly go thru legal review. This effort is likely to take 6-9 months.

- Yesterday there was a large consignment sale, sponsored by the mothers of twins and triplets club and School Board staff and School Board staffed a table to market the School. There were many good interactions with young families and School Board also has formed a marketing team including staff and board members to expand school marketing in the future for continued growth in enrollment.
- Raised garden beds in the front of the administration building on Livingston Street were made possible by a CDC parent who wrote and was awarded a \$5K grant with a company called Fleet Farming. More than 20 volunteers worked Friday and yesterday with the Fleet Farming team to create and plant the finished gardens. The Fleet Farming staff will support and monitor the gardening and vegetable production for 2 years and the school children will be involved in the gardening. The harvest will be used in the Trinity School Health Eating Program that has received national recognition with both of Florida's US Senators, Rubio and Nelson. This coming school year the school lunch cost is included in the fees of every student from the youngest to the oldest which should reconcile previous shortfalls in food service costs.

➤ **K-8-Kevin Brockberg**

- Teachers are learning and growing and have participated in both STEM and working with special needs children. Several Trinity staff members have worked with the FL-GA district staff in training and one teacher will accompany district staff on a mission trip to Haiti to teachers.

➤ **CDC-Patty Moser**

- Continuing educations continues to be a priority within the CDC workforce to improve overall quality of care. Each CDC worker currently receives 48 hours of training to be certified. Moreover, 10 employees are currently enrolled in the Teach Florida Program which is a cooperative effort between the state of Florida and child care centers.
- Currently the CDC has 308 children currently enrolled. For the following year, 291 out of 304 slots available are already filled.

Campus Development Task Force Update-Rocky Smothers/Eric Havens

- Last August, Leadership Council chartered the Campus Development Task Force for the purpose of serving leadership council for conducting preliminary analyses for campus work and making recommendations on options for campus development. The General Manager is critical in guiding TF activities and acts as the liaison between staff and TF
- Rocky reviewed recent Task Force initiatives
 - Foundry partners have relationships with many downtown and governmental agencies that helps streamline planning and permitting. Moreover, Foundry

commercial brings to bear a wide range of expert staff and consultants to assist Trinity in capital planning to support ministry. Recent planning efforts have focused on,

1. Upgrading Magnolia Property to a higher code so Trinity can effectively lease office space and generate revenues from the property.
 2. Ministry and Administrative Support staff will move to main campus at the end of the school year
 3. Planning renovation on 3 Ruth Lane residences-exterior brought to historic code and interior to be upgraded
 4. Genesis Project-kitchen/Fellowship Hall-walk-in cooler
 5. Campus Security-part of urban core
- Eric discussed Foundry activities on campus- Seems that there are Foundry staff or contractors here all the time to do the pre-planning for projects. Moreover, significant in-kind services have been provided.
- Workday Mar. 25 to clear 3 houses
 - New security service and guard
 - 1st draft of security plan
 - Developing maintenance for all campus AC units

Parish Financial Report-David Wilkosz

- **Trinity Resurrection-Ted Lange**
- In February Leadership Council came before the congregation to talk about financial challenges brought about by cash flow shortcomings. We asked for immediate and faithful giving to support Trinity operations. Members of Leadership stepped up and committed and so has the congregation. We aren't out of the woods yet but as of March 5th, over \$55,000 has been contributed to Trinity Resurrection. I thank you for your continued faithful support. David will be reporting on the current financial picture and Eric will make a presentation on the cash flow analyses projections. Trinity has responded with immediate and faithful giving for a total of \$55,180 as of last Sunday. The goal of \$226 in giving by Easter remains a need to offset budget shortfalls and alleviate cash flow issues.
 - To keep congregation up-to-date, leadership will publish updates in Triune Weekly, give updates during announcements and worship, and continue having prayer vigils.
- **Trinity Audit-** The first ever Audit of Trinity finances is well under way by Batts, Morrison, Wales and Lee, CPAs. The detail of assessment sought by the auditors is tremendous and has resulted in a monumental amount of both volunteer and staff commitment. Trinity's finance office staff, as well as a dedicated group of volunteers, is to be thanked for their continued efforts to provide for a thorough and complete audit.
- The period of July 1, 2015-June 30, 2016 is being audited
- **Bridge to the Future-**\$85,949 has been collected during the first 10 months of an 18 month capital campaign.
- David reviewed the July 2016 through February 2017 financials with the congregation.

- \$622,000 on loans need to be repaid
- Any restricted funds can only use interest, not the principle.
- Fiscal Year 2016-17 Actuals for the period July 2016 through February 2017 were reviewed with voters (See attached summary reports; detailed budget information is available in the church office upon request).

General Manager's Report-Eric Havens

- **Trinity Operational Cash Flow Analyses**
 - The analyses details were shared with the congregation. The analyses indicated a shortage of cash at the end of March of approximately \$25K.
- **Trinity Parking**
 - The garage where Trinity has rented parking for years has new management
 - There was no written contract with past owner and the new owners are raising the rent.
 - Would cost \$350-400 each weekend to use
 - Leadership decided to use current Trinity campus parking to save money while utilizing the garage for larger events as needed
 - All parking options will be published in the Trinity Weekly
 - We ask that all able bodied members leave parking spots located in close proximity to the Sanctuary open for those who would benefit from the shorter distance travelled.

President's Report-Ted Lange

- The nomination committee will be formed and starting work shortly to develop a slate of candidates for Leadership Council and the Elders Ministry team. The Committee will consist of the Senior Pastor, 2 at-large Leadership Council members, the head elder, and 2 congregational members-or more. One month prior to Election, nominating committee will publish list of nominees and call for additional nominations from the congregation, in writing to the chair. The slate will consist of
 - 2 at-large Leadership Council positions-2 year terms (currently John Srandquest, David Tesch)
 - President of Congregational-2 year term, (currently Ted Lange)
 - Vice-President for a 2 year term (currently Stephanie Landis),
 - Finance Officer, (currently David Wilkosz)
 - School Board President (currently Kathy Aber),
 - Elders. (We have the ability to add elders at any time during the year.)
 - Perhaps some of the most important decisions we make, Behind where I wanted to be
 - Goal is to "On-board" members and provide overlap and training opportunities
- **Leadership Focus**
 - Over the coming months, Leadership will focus on developing a true "Policy Based Governance" Model at Trinity. The work has not yet been completed to fully operate Trinity based on this model of Governance. The model emphasizes that the ministry of Trinity belongs to the congregation and its

- members. The senior pastor and staff are there to serve the Spirit-led stewards.
- Draft framework is written and we will start review this month. We will also need to make changes to Trinity's by-laws.
 - An Example of a principle of PBG: *“The Council Must Form an Empowering and Safe Linkage with Management”*. *Role Clarity means that the council clearly knows its own role and the staff's role and that the staff has a similar understanding. If both understand each other's roles, if these roles do not overlap, and if both parties agree to adhere to these roles, then staff members can function freely yet be fully aware of their limitations. Council members essentially tell staff, “we will not interfere if you can achieve the Ends (targets) without violating executive limitations”*.
 - Ted Lange is willing to be president again and work on completing work on PBG
- Trinity Events (pre-planning)
 - 100 Year Celebration-look for more details for a year-long celebration with outreach opportunities and other celebrations.
 - Oktoberfest-This event is on the Calendar!
 - Upcoming
 - Mar. 19-Youth Spaghetti Dinner
 - Apr. 8-Great Easter Surprise
 - Vacancy Pastor-Reverend Larry Schaffer will preach the rest of April and May.
 - Trinity Staff Recognition
 - Collette Seaton-finance department
 - Accounts Receivable Specialist – Collette has been part of the Finance Department for less than a year but her can do attitude and calm spirit have paid dividends for Trinity. Born and educated in Canada, Collette has had a dream to become a citizen of these United States...and that dream was recently realized as she earned and received her US Citizenship
 - Lykia Murrey-CDC
 - Lykeya was hired 5 yrs ago in our CDC and is part of our ministry to two-year olds. While a single mother, she is pursuing a degree in education by taking advantage of a program Trinity offers. Trinity works with a state program, “Teach Florida” which supports Lykeya with tuition and book assistance and paid study time. Her first goal was to earn her CDA at Seminole State and she will be applying to UCF to complete her Bachelors in Education. Trinity promotes Teach Florida as a way to help employees improve their professional abilities and improve the quality of education we offer. We currently have 15 employees in this program; however, Lykeya stands out as having been named to the Seminole State “Dean's List”.

Adjournment & Close-Ted Lange

- Lord's Prayer and Doxology

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Meeting Agenda

Welcome & Call to Order

Ted Lange

- *Eligible voters sign-in*

Review Mission Statement

Opening Devotion and Prayer

- *Psalm 22 - “The Psalm of the Cross”*

Approval of Minutes

- *Regular Voters Meeting from December 11, 2016*

Pastor's Report

Rev Tom

Zehnder

Vice-Presidents' Report

Stephanie

Landis

- *Senior Pastor Call Committee*

Tim Norris

Board of School Ministry

Kathy Aber

- *Building Policy for School Operations*
- *K-8 - Kevin Brockberg*
- *CDC - Patty Moser*

Campus Development Task Force Update

- *Overview of Task Force Activities*
- *Foundry Commercial Initiatives*
 - *Campus Management*
 - *Development Management*

Rocky Smothers

Eric Havens

Parish Financial Report

David

Wilkosz

- *Trinity Resurrection*
- *Trinity Audit*
- *Faithfully Forward Capital Fund Drive*
- *Bridge to Future Capital Fund Drive*
- *Fiscal Year 2016-2017 Actuals*

Ted Lange

General Manager Report

Eric Havens

- *Operations Cash Flow Analyses*
- *Trinity Parking*

Presidents' Report

Ted Lange

- *Nomination Committee*
- *Leadership Focus*
- *Trinity Events (Pre-Planning)*
 - *One-Hundred Year Celebration*
 - *Oktoberfest*
- *Upcoming Trinity Events (See Your Trinity Weekly!)*
- *Vacancy Pastor*
- *Trinity Staff Recognition*

Adjournment & Close with the Doxology

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 2017