

Trinity Evangelical Lutheran Church of Orlando, Florida

Regularly Scheduled Voters' Assembly Meeting

Trinity Lutheran Church

Monday – April 9, 2018 - 6:30PM

Worship – Witness – Word – Fellowship – Stewardship

DRAFT Minutes

I Welcome & Call to Order-Ted Lange

- Voters were registered and counted; a total of 37 voters were registered
- Call to order, passing out materials
- **Agenda attached**

II Review Mission Statement-Ted Lange

- The Trinity mission statement was read in unison

III Opening Devotion & Prayer-Ted Lange & Pastor Kallesen

- Mark 1:1-10-Sanctification-preparing us for participation in our church through
Worship – Witness – Word – Fellowship – Stewardship

IV Approval of Minutes-Ted Lange

- Regular Voter's meeting Dec. 10, 2017
 - Minutes were posted online for review
 - Motion to pass-Ted Lange
 - Motion Seconded-Eric Havens
 - Discussion: Change heading from Special Voters Meeting to Regular Voters Meeting
 - Motion passed unanimously by verbal vote

V State of the Parish Report-Pastor Kallesen

- **Report attached**
- Ministry Report
 - Worship is just over 270 on average
 - We had 700 for Easter services
 - Thanks for all who volunteered and sent out thanks
 - Walk with Jesus Outreach Event was amazing
- Trinity Cottage Meetings
 - 100+ attended so far
 - Final meeting this Saturday
 - Early findings from responses are a need for young adult ministry, outreach & in reach needed
 - Not changing anything, but looking at everything
- Pastoral & Financial Offices moved to main campus by Aug 1

- Library, storage, security, meeting space still being looked at
- Ministry Teams
 - 8 called for in constitution
 - Need to be chartered with roles defined
- 100th Anniversary
 - Meetings held to start the ball rolling-speakers, food, etc.
- Pastor Glander retiring
- Staff- thank you for hours spent and situations/projects that have been worked through

VI School Ministry Report-Patty Moser

- New pamphlet to advertise and promote school to build interest in school
- Community helpers read to students
- Many outreach projects have been done
- Evangelism with students & families
- Fruit of the Spirit-positive reinforcement program
- Only 4 toddler and 5 four-year-old spots left for next year
- UCF interns for next year

VII Finance Report-David Wilkosz

- **Report attached**
- Reviewed financial report
 - Approx. \$26,000 variance-need to catch up some
 - Reviewed contribution analysis
 - 149 new non-commitment givers
 - Reviewed balance sheet analysis
 - Budget process coming
 - Would like to change budgeting to a greater than zero budget line to ease the day to day operations
- Name change
 - Made our formal name registered with the IRS match the state of Florida name as recorded with the FL Dept. of State and in our constitution. Name is, "Trinity Evangelical Lutheran Church of Orlando, Florida"
- Audit II
 - Hope for it to go smoother and easier than the 1st one
 - \$18,000 a year

VIII Leadership Highlights-Ted Lange

- As recommended in the by-laws, Leadership Council (LC) meets bi-monthly. LC focus is to establish & enforcing governance. LC consists of the officers of the Church including the President of the Congregation, Vice-President, Finance Officer, and School Board Chair. Also serving on the council are the Senior Pastor, and 4 at-large members of the board. Periodic invited attendees are a recording secretary, Head Elder, General Manager and the Executive Directors of the school as required.

- Executive committee (EXCOM), meets during alternating months. EXCOM has the responsibility to work to balance spiritual, operational, and governance matters on behalf of the congregation. The EXCOM consists of the Church officers, Senior Pastor, General Manager, and Executive Directors of the School.
- Advisory Committees consisting of Voting members provide specialized information on behalf of LC. Current: Finance Committee, Scholarship Committee, and Campus Development Task Force
- Recent efforts and highlights of these committees include,
 - Video surveillance policy and procedure
 - Review of Trinity organizational structure
 - Policies for tuition & discounts for members and non-members
 - Policy and procedures for Scholarship Committee function
 - Establishing Ministry and Education Fund to build towards a true Trinity Endowment Fund
- LCEF Shared Blessings Report-Bruce Hahn is Trinity's Congregational Advocate on behalf of Lutheran Church Extension Fund.
 - Trinity is maintaining individual investors at or above 35% of our congregation role; therefore, we continue to qualify for a significant annual rebate on our mortgage.
 - Members are encouraged to invest in LCEF's where you will receive competitive interest rates, support Trinity's Shared Blessing rebates and invest in Lutheran ministries across the country.
 - Young Investor Accounts encourage your children to invest in their own future at 3/5% while other accounts for adults can be started for as little as \$25 per month.
- Finance Committee Report-Maggie Bowles
 - New investment fund called Ministry & Education Fund
 - \$260,000 initial investment with the Lutheran Foundation
 - By-laws in place
 - Investment & Distribution/Transfer policies in place
 - Intent is to preserve principle funds and honor families' intentions
 - Initial Investment Structure: 50% in moderate funds and 50% in emerging long-term growth funds
 - Dollar cost averaging model is being used
 - We will hold distribution for 2 years to allow growth
 - Distribution of Income will be overseen by leadership
 -
- Nomination Committee-Gregg Yawman
 - Mar. 3-had 1st meeting. 2nd meeting slated for the coming week.
 - Working for the proper mix of new blood and continuity to keep momentum going for better involving underutilized members
 - This year's slate will be for a few elders and only 2 Leadership Council members at large (even years). Tim Norris and Gregg Yawman are eligible for another term

- Looking for nominations. LC nominations can be made to any LC position or email gyawman@instetag.com. Elder nominations should be made to Tom Finger, Senior Elder or Pastor Doug. You may also email Gregg.
- This is one of the most important functions at Trinity which can truly impact the future of Ministry and leadership at Trinity. It has come to light this year that because of the way the by-laws are currently drafted, next year's elections for 2019-2021 will be unbalanced in that too many executive Officers of the congregation will change in the same year. This is not wise, and should be better divided between odd and even years. This year's NomCom goal is to provide better balance and timing for these important positions to ensure appropriate continuity and benefit to the Congregation moving forward. Of course, this will require bylaws modification. NomCom is working on developing and submitting to LC an appropriate process where this balance can be voted on and implemented before next year's elections.
- HR Initiative-Ted Lange
 - 100% updated job descriptions are in place for Trinity staff. The administrative team (Sr Pastor, General Manger, and Executive Directors of the School) were instrumental in working this through to a good end.
 - Working on organizational structure - Developing a vision of what Trinity's organizational structure looks like that best supports administration of our various ministries in the future. Changes will likely require changes to the by-laws.
 - Employee review processes are being reviewed and updated to insure consistency in policies and procedures across the organization.
- Sanctuary Lighting Fund-Tim Norris
 - \$19,030 raised which was more than was needed by about \$600
 - Will be used toward \$16,000 for replacing flood lights with the housing
 - Trinity Window now lit again
- Campus Development Task Force-Kathy Aber
 - **Report attached**
 - Next Town House meeting May 7
 - Re-location of Pastor and staff, K-8 administration, and finance to begin in 1st week in June to be done by Aug. 1
 - Magnolia Property can then be renovated for renting-class B level
 - 3 houses on Ruth Lane also renovated
 - Looking at moving staff out of Magnolia to main building and 3 houses done first as it is easier to get residential permits than commercial permits
 - There are code enforcement violations on the 3 houses and a meeting is set up to discuss them- hoping for an extension
 - Campus/school security-design and install comprehensive security plan for the entire campus by beginning of next school year
 - Walk-in cooler project-have 2 bids and revised location options
 - Looking at possibility of some grant/state funding to defray costs

IX New Business-Ted Lange

- FL/GA District Convention-Pastor Kallesen
 - Pres. Walton has asked Trinity to host
 - June 22-24 @ Wyndam Resort
 - Need a lay and alternate delegate
 - Nomination for Kathy Aber or another LC member-all approved
- Need for a Fellowship Committee
 - This is one of our recognized committees in our constitution
 - Work toward setting it up
 - Would really be helpful for outreach at funerals and in reach for pot lucks

X Adjournment & Close-Ted Lange

- Closed by praying the Lord's Prayer & singing the Doxology

The next scheduled Regular Voters' Assembly is for June, 2018