

GOOD SHEPHERD LUTHERAN CHURCH

11/21/2017

COUNCIL MEMBERS PRESENT

Kathy Torske – President

Derrick Fehr

Bruce Ellison

Royce Schultze – Vice President

Wendy Berg

Joel Just

Claudia Kuball

Curtis Jabs

COUNCIL MEMBERS ABSENT

Megan Anderson

OTHERS ATTENDING

Pastor Craig Schweitzer – Senior Pastor

Pastor Pam Power – Associate Pastor of Congregational Life & Pastoral Care

Melanie Nicklos - Parish Administrator

Annette Bjornstad-Executive Assistant Office Manager

Bishop Mark Narum

Scott Markovic - Facility Maintenance Supervisor

1) The meeting was called to order by Council President, Kathy Torske.

2) Opening prayer was led by Pastor Craig.

3) Approval of Consent Agenda

- a) Approval of Minutes
- b) Monthly Financial Report
- c) Human Resources Committee – Report
- d) Finance Committee Report - No Report
- e) Endowment Council Report - Report
- f) Holistic Stewardship Committee – Report
- g) Audit Committee Report – No Report
- h) Safety and Security Committee – Report
- i) Staff Report
- j) Pastor’s Report

Motion to approve the consent agenda (Ellison/Schultze, unanimous).

4) Devotions & Bible Study led by Pastor Pam.

5) Old Business

- a) Council Goal #1 – Holistic Stewardship Committee – Written update in consent agenda
- b) Council Goal #2 – Electronic Giving – No update
- c) Council Goal #3 – Constitution & By-Law Review – review in New Business
- d) Council Goal #4 – Safety & Security Plan – No update
- e) Council Goal #5 – Long Term Expansion & Growth Plan – No update
- f) Council Goal #6 – Campus Ministry – No update

6) New Business

- a) Call Committee Formation – Bishop Mark Narum

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- Bishop Narum gave Kathy a “Guide to the Call Process.”
 - A Call Committee should be appointed by Council.
 - The Call Committee will be the committee to review potential candidates for the Associate Pastor position and make a recommendation to council.
 - Let Pastor Craig or Kathy know if you would like to serve on the Call Committee or know of others that would be interested in serving.
 - Included in the Council packet are the following documents: Calling a Pastor: Step by Step Process for Call Committees and past GSLC Ministry Site Profiles.
 - Bishop Narum will serve as the synod liaison to GSLC during the call process. He hopes that the first meeting will take place in early January.
- b) Ministry Review – Administrative
- Scott Markovic – our new Facility Maintenance Supervisor was introduced to Council. Scott gave a brief overview of his goals and ambitions for Good Shepherd Lutheran Church.
 - Melanie Nicklos – Parish Administrator – gave an overview of her position and the many things she has been working on in recent months. Included in that overview was some of the updates that have taken place to Good Shepherd outside of the church and inside. She also gave an update on the administrative processes of Good Shepherd. Melanie’s report is attached.
- c) Endowment Council Investment Manager
- GSLC’s Endowment Fund has reached the \$1 million mark. The Endowment Fund is governed by provisions in the GSLC Constitution.
- d) Constitution Revisions
- A summary of the updated Constitution was included with Council packets. All updates were amendments to model constitutions approved during ELCA Churchwide Assemblies in 2007, 2009, 2011, 2013, and 2016. Kathy and Pastor Craig summarized the changes – none of which will change any of GSLC’s current structure or governance. Kathy thanked Dale Sandstrom for his assistance with the updates. Motion to approve the proposed Constitution as written. (Berg/Fehr, unanimous)
 - Also included is a Restated Articles of Incorporation – Motion to approve the proposed Articles of Incorporation as written. (Kuball/Jabs, unanimous)
 - Both documents will be available to the congregation 30 days prior to the Annual Meeting and will be presented at the Annual Meeting for review and approval.
- e) 2018 Budget/Finance Committee Report (included in Council packet)
- The Finance Committee met November 20th and a lot of discussion was held.
 - They have proposed a 2018 budget of \$1.5 million.
 - The Committee will be meeting again in December to recommend a final budget. The Committee will then bring the final proposed budget to Council for approval at the December meeting.
- f) Burleigh County Auditor Request
- Included in the Council packet is an email from the Burleigh County Auditor requesting that Good Shepherd allow the use of our facility for an Election Day Voter Center. They would use the Lynne Center on election days. Motion to approve the use of Good Shepherd as an Election Day Voter Center. (Torske/Jabs, unanimous)
- g) Annual Meeting Date
- Staff propose to have Good Shepherd’s annual meeting on Sunday, January 21, 2018. Motion to approve January 21, 2018, as the annual meeting date for Good Shepherd Lutheran Church. (Ellison/Jabs, unanimous)

GOOD SHEPHERD LUTHERAN CHURCH

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h) Council Retreat Dates

The Council Retreat will tentatively be scheduled for February 9-10, 2018.

i) Council Nomination Committee

The Council Nomination Committee includes Kathy, Curtis, Bruce, and Pastor Craig. Let Kathy know of any names you may offer up to serve on the Council.

j) Open House with Rev. Themba

Pastor Craig and his wife Wendy invited council members, and a guest, to their home on Friday, December 1st to spend some time with Pastor Themba, the ELCA missionary supported by GSLC. Pastor Themba will be presenting a workshop on Global Mission as well as preaching at all weekend worship services during his visit to North Dakota.

7) Other Business:

None

8) Questions from the Floor:

None

9) Closing Prayer led by Pastor Craig.

Respectfully submitted,

Annette Bjornstad

Executive Assistant/Office Manager

Good Shepherd Lutheran Church

4th Quarter - 2017 Financial Summary

For the Period of October - December

General Operating Fund				2017 Budget \$ 1,460,000	2016 Budget \$ 1,448,000
	Oct (5 weeks)	Nov (4 weeks)	Dec (4 weeks)	October 2017 YTD	October 2016 YTD
Revenues					
General Offering	100,799.00			911,015.07	898,912.78
Holiday/Benevolence - (not budgeted for)	0	0	0	50,936.18	46,778.61
Interest	10.69			2,922.65	22,903.25
Loose Offering	13,896.53			87,832.63	66,981.67
Total	114,706.22	-	-	1,052,706.53	1,035,576.31
Monthly Budgeted Income	134,130			1,134,629	1,110,100
% of Monthly Budget Received - does not include Holiday/Benevolence	85.5%			88.3%	89.1%
Expenses					
Youth Ministry	11,586.81			34,233.96	39,027.98
Congregational Life	425.62			5,019.60	4,236.63
Music and Worship	1,606.15			9,598.70	7,642.98
Support Ministries					
Compensation	71,185.59			706,325.99	673,030.05
Property Management	10,670.23			136,987.12	148,794.62
Mortgage Payment - Interest	1,543.24			16,514.94	22,588.52
Mortgage Payment - Principal	2,519.07			24,108.16	39,741.48
Support Miscellaneous	655.47			6,035.15	9,796.10
Mission/Outreach/Benevolence	9,740.85			121,492.59	119,310.00
Total	109,933.03	-	-	1,060,316.21	1,064,168.36
Monthly Budgeted Expenses	120,764.37			1,179,766.26	1,172,809.00
% of Monthly Budget Expended	91.0%			89.9%	90.7%
Total - Over (Under)	4,773.19	-	-	(7,609.68)	(28,592.05)

Mortgage

Principal Balance	482,025.77				
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Dedicated/Non-Budgeted

	Oct	Nov	Dec	YTD Total
Revenues				
Restricted-Designated/Non-Budgeted				
Restricted	3,444.00			63,711.60
Designated	7,209.02			85,663.71
Total	10,653.02	-	-	149,375.31
Expenses				
Restricted-Designated/Non-Budgeted				
Restricted	7,095.00			55,633.69
Designated	2,638.15			77,586.63
Total	9,733.15	-	-	133,220.32
Total - Over (Under)	919.87	-	-	16,154.99

Fund Account Balances

	Oct	Nov	Dec
Designated/Restricted Funds			
Property & Equipment Replacement - Savings & Certificates of Deposit	116,456.65		
For Unexpected Expenses - Savings & Certificates of Deposit	100,000.00		
Dedicated Funds - Savings	103,265.56		
Demand Investment Youth Ministry	104.50		
Un-Restricted/Designated Funds			
Savings & Certificates of Deposit & Money Funds	64,617.34		
Checking Account as per Balance Sheet	6,666.61		
Petty Cash as per Balance Sheet	100.00		
Total	391,210.66	-	-

Endowment Fund

	Oct	Nov	Dec	YTD Total
Checking Account as per Balance Sheet	28,134.21			
Savings	24,206.31			
Money Funds	7,817.29			
Mutual Funds/Stock	801,276.35			
Certificates of Deposit	143,730.02			
Total	1,005,164.18	-	-	
Grants Issued - Endowment	708.75		(1)	23,078.75
Grants Issued - Dedicated Endowment				5,700.00
Memorial Funds Issued				909.86
Total				29,688.61

(1) A grant award issued in June for \$1,185 was not used so the funds were returned to Endowment. A grant in the amount of \$8,970 was issued in August. The difference is \$7,785.

Good Shepherd Lutheran Church

4th Quarter - 2017 Dedicated/Non-Budgeted Income & Expense Summary For the Period of October - December

						Class Balances (Income minus Expense)		
Income				Oct	Nov	Dec	Total	
Class #	TR	Class Name						
1043	TR	General Memorials		460.00			4,600.00	(1) (1,045.00)
1310	D	Church School		1,134.61			6,518.47	3,227.60
	TR	Church School					480.00	389.62
1315	D	Confirmation		192.00			1,321.99	821.99
	TR	Confirmation					-	-
1360	TR	Quilters					210.00	(182.12)
1380	D	Youth		2,181.50			48,037.02	6,326.23
1420	D	Grief Ministries					-	-
1460	D	Parish Health/Parish Nursing					-	-
1470	TR	Stephen Ministries					-	-
1530	TR	Flower Fund					615.00	(233.81)
1560	TR	Blue Paraments					-	-
1561	TR	Purple Paraments					-	-
1562	TR	Red Paraments					-	-
1570	TR	Sounds of Good Shepherd					70.00	70.00
1599	D	Special Gifts - Music & Worship					85.00	(1,687.15)
	TR	Special Gifts - Music & Worship					1,500.00	(703.44)
1601	TR	Accelerated Principal Reduction		2,570.00			27,334.00	9,266.00
1608	D	Building Use		3,563.92			22,780.18	(6,087.46)
	TR	Building Use					6,814.46	(4,732.45)
1622	TR	Golf Tournament					-	-
1711	TR	Good Samaritan					-	-
1760	D	Special Gifts - Pastoral					130.00	(750.60)
	TR	Special Gifts - Pastoral		139.00			139.00	70.40
1788	TR	Bibles		225.00			705.00	327.90
1800	D	Miscellaneous		136.99			6,844.26	6,348.28
	TR	Miscellaneous		50.00			21,150.93	6,275.79
1900	TR	Strikepoint/Handbells					40.00	(1,546.79)
		Temporarily Restricted Total		3,444.00	-	-	63,711.60	
		Designated Total		7,209.02	-	-	85,663.71	
		Grand Total		10,653.02	-	-	149,375.31	16,154.99

						Class Balances (Income minus Expense)		
Expenses				Oct	Nov	Dec	Total	
Class #	TR	Class Name						
1043	TR	General Memorials		345.00			5,645.00	(1)
1310	D	Church School					3,290.87	
	TR	Church School					90.38	
1315	D	Confirmation					500.00	
	TR	Confirmation					-	
1360	TR	Quilters					392.12	
1380	D	Youth		1,510.39			41,710.79	
1420	D	Grief Ministries					-	
1460	D	Parish Health/Parish Nursing					-	
1470	TR	Stephen Ministries					-	
1530	TR	Flower Fund					848.81	
1560	TR	Blue Paraments					-	
1561	TR	Purple Paraments					-	
1562	TR	Red Paraments					-	
1570	TR	Sounds of Good Shepherd					-	
1599	D	Special Gifts - Music & Worship					1,772.15	
	TR	Special Gifts - Music & Worship					2,203.44	
1601	TR	Accelerated Principal Reduction					18,068.00	
1608	D	Building Use		1,193.78			28,867.64	
	TR	Building Use					11,546.91	
1622	TR	Golf Tournament					-	
1711	TR	Good Samaritan					-	
1760	D	Special Gifts - Pastoral					880.60	
	TR	Special Gifts - Pastoral					68.60	
1788	TR	Bibles					377.10	
1800	D	Miscellaneous		(66.02)			495.98	
	TR	Miscellaneous		6,750.00			14,875.14	
1900	TR	Strikepoint/Handbells					1,586.79	
		Temporarily Restricted Total		7,095.00	-	-	55,633.69	
		Designated Total		2,638.15	-	-	77,586.63	
		Grand Total		9,733.15	-	-	133,220.32	
Total - Over (Under)				919.87	-	-	16,154.99	

D = Designated

TR = Temporarily - Restricted

Note: Accounts that appear over-drawn are due to funds raised in 2008 thru 2015 and spent in 2016.

(1) General Memorials moved to Endowment Fund at the end of each month.

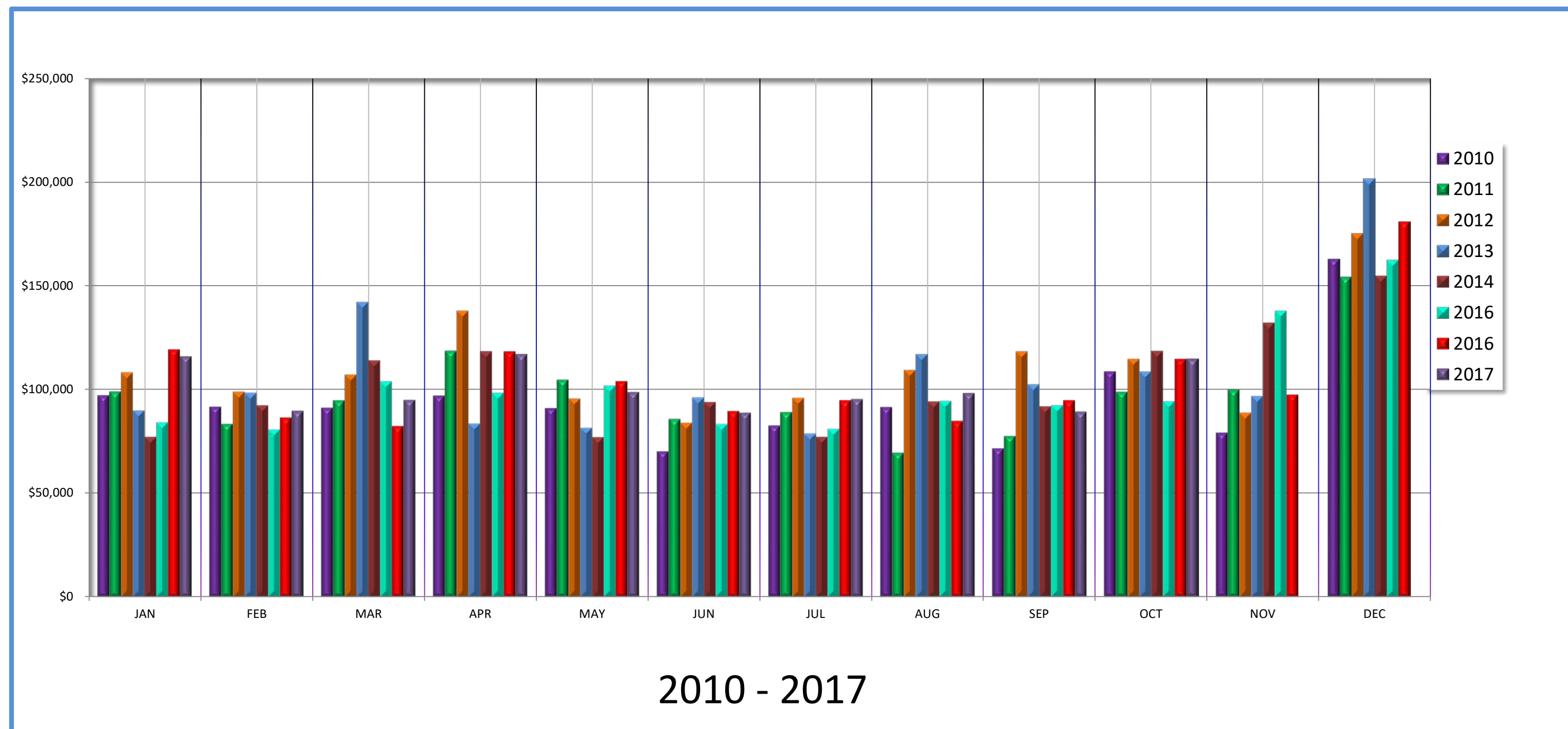
Consolidated Balance Sheet
Good Shepherd Lutheran Church - Fund Accounts
As of October 31, 2017

	General Fund Un-Restricted Designated	Dedicated Funds Designated Temp-Restricted	Endowment Fund Designated Temp-Restricted Perm-Restricted	All Funds
Assets				
Cash and Equivalents	\$ 6,766.61		\$ 28,134.21	\$ 34,900.82
Savings and Securities - Un-Restricted				
Un-Restricted - General Fund	64,617.34			64,617.34
Savings and Securities - Designated				
Reserve (unexpected expenses) - General Fund	100,000.00			100,000.00
Property/Equipment Replacement - General Fund	116,456.65			116,456.65
Savings and Securities - Designated/Restricted				
General Fund - Dedicated Accounts		103,265.56		103,265.56
Youth Ministry - Mission Investment Fund		104.50		104.50
Savings and Securities - Endowment				
Designated, Temp-Restricted & Perm-Restricted			977,029.97	977,029.97
Interfund Receivables				
Due from General Fund				
Due from Dedicated Fund		20.99		20.99
Other Current Assets				
Prepaid Insurance & Other Prepaid Expenses	6,665.15			6,665.15
Property and Equipment, net	2,536,958.47			2,536,958.47
Total Assets	\$ 2,831,464.22	\$ 103,391.05	\$ 1,005,164.18	\$ 3,940,019.45
Liabilities				
Payroll Liabilities	\$ 432.30			\$ 432.30
Other Current Liabilities				
Mortgage/Note Payable	482,025.77			482,025.77
Total Current Liabilities	482,458.07			482,458.07
Interfund Payables				
Due to Dedicated Fund	20.99			20.99
Due to General Fund				0.00
Net Assets				
Un-Restricted				
Un-Restricted	77,595.81			77,595.81
Capital Investment in Property & Equipment	2,054,932.70			2,054,932.70
Designated				
Property & Equipment Replacement	116,456.65			116,456.65
Reserve - Unexpected Expenses	100,000.00			100,000.00
Dedicated Funds		65,452.17	12,758.30	78,210.47
Temporarily Restricted		37,938.88	579,148.60	617,087.48
Permanently Restricted - Endowment			413,257.28	413,257.28
Total Net Assets	2,348,985.16	103,391.05	1,005,164.18	3,457,540.39
Total Liabilities and Net Assets	\$ 2,831,464.22	\$ 103,391.05	\$ 1,005,164.18	\$ 3,940,019.45

ACTUAL RECEIPTS ANALYSIS 2010 - 2017 YTD

Actual Receipts 2010 - 2017	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	ACTUAL TOTAL	BUDGET	VARIANCE
2010	\$97,219	\$91,660	\$91,067	\$96,994	\$90,869	\$70,194	\$82,582	\$91,531	\$71,556	\$108,582	\$79,030	\$162,778	\$1,134,060	\$1,228,000	(\$93,940)
2011	\$99,044	\$83,361	\$94,655	\$118,664	\$104,770	\$85,716	\$88,998	\$69,474	\$77,458	\$98,926	\$99,963	\$154,219	\$1,175,248	\$1,090,000	\$85,248
2012	\$108,075	\$98,889	\$107,147	\$137,801	\$95,597	\$83,980	\$95,915	\$109,304	\$118,316	\$114,606	\$88,739	\$175,147	\$1,333,516	\$1,360,217	(\$26,701)
2013	\$89,833	\$98,305	\$142,201	\$83,512	\$81,533	\$96,035	\$78,696	\$117,049	\$102,458	\$108,725	\$96,764	\$201,739	\$1,296,849	\$1,400,000	(\$103,151)
2014	\$77,156	\$92,356	\$113,997	\$118,447	\$76,984	\$93,951	\$77,233	\$94,219	\$91,758	\$118,569	\$132,258	\$154,776	\$1,241,705	\$1,400,000	(\$158,295)
2015	\$83,994	\$80,640	\$103,797	\$98,272	\$101,798	\$83,251	\$80,979	\$94,419	\$92,398	\$94,260	\$137,913	\$162,309	\$1,214,030	\$1,400,000	(\$185,970)
2016	\$119,276	\$86,459	\$82,282	\$118,287	\$104,049	\$89,603	\$94,685	\$84,699	\$94,709	\$114,748	\$97,395	\$180,790	\$1,266,983	\$1,448,000	(\$181,017)
2017	\$115,810	\$89,552	\$94,852	\$116,835	\$98,732	\$88,673	\$95,233	\$98,121	\$89,257	\$114,706			\$1,001,770	\$1,460,000	(\$458,230)
2015 - Holiday Offerings not budgeted for.	\$0	\$10,924	\$12,544	\$21,587	\$0	\$0	\$0	\$0	\$0	\$0	\$3,220	\$29,764	\$78,038		
2016 - Holiday Offerings not budgeted for.	\$0	\$12,909	\$33,870	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,042	\$13,354	\$62,175		
2017 - Holiday Offerings not budgeted for.	\$0	\$0	\$19,191	\$31,745	\$0	\$0	\$0	\$0	\$0	\$0			\$50,936		

2012 - Includes Capital Campaign (Forward in Faith)



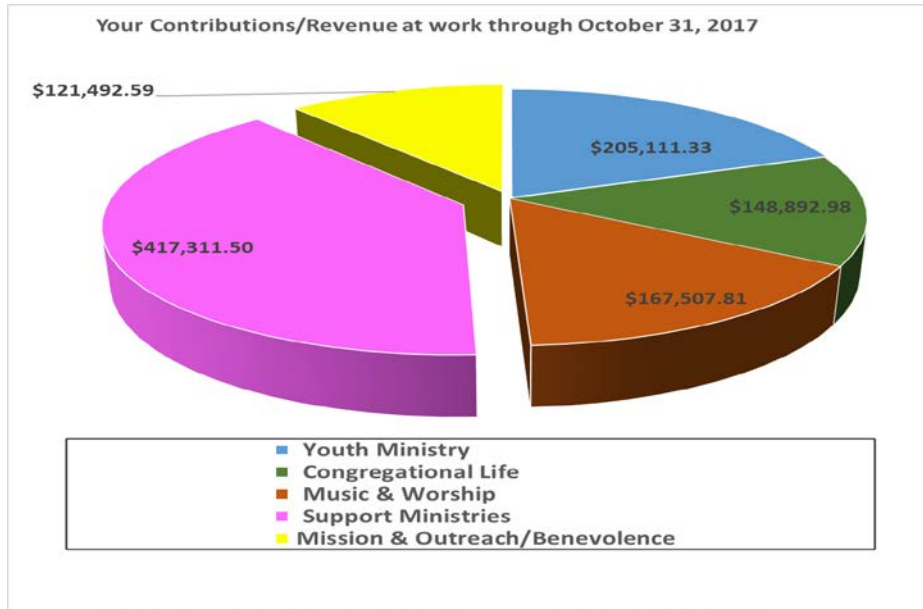
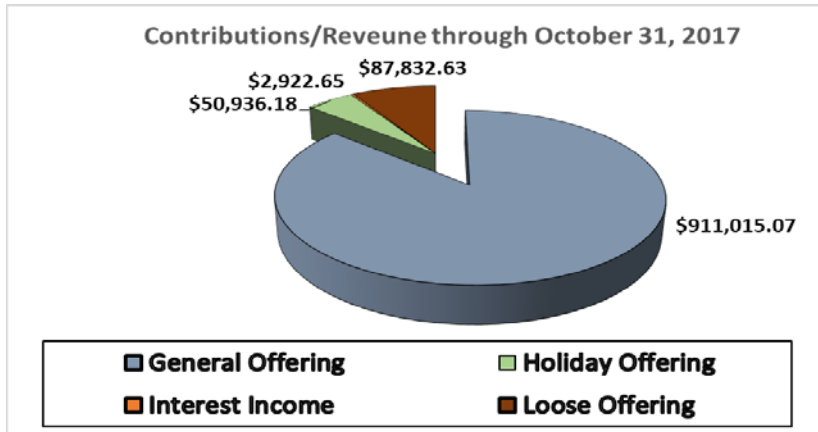
GOOD SHEPHERD LUTHERAN CHURCH

BENEVOLENCE WORKSHEET

October 31, 2017

	ANNUAL BUDGET	ANNUAL BUDGET % OF TOTAL	JAN PAYMENTS	FEB PAYMENTS	MAR PAYMENTS	APRIL PAYMENTS	MAY PAYMENTS	JUNE PAYMENTS	JULY PAYMENTS	AUG PAYMENTS	SEPT PAYMENTS	OCT PAYMENTS	NOV PAYMENTS	DEC PAYMENTS	YTD PAYMENTS	
MONTHLY																recalc**
LUTHERN SOCIAL SERVICES	20,200	1.38%	1,602	1,239	1,578	2,056	1,366	1,227	1,318	1,358	1,235	1,587			14,565	1.38%
WESTERN ND SYNOD - ELCA CHURCHWIDE	99,500	6.82%	7,893	6,103	7,772	10,126	6,729	6,043	6,490	6,687	6,083	7,817			71,743	6.82%
QUARTERLY																
AARC	3,000	0.21%			656			691			581				1,928	0.18%
AID INC	3,000	0.21%			656			691			581				1,928	0.18%
BISMARCK MEALS ON WHEELS	1,800	0.12%			394			414			349				1,157	0.11%
CAMP OF THE CROSS	10,000	0.68%			2,188			2,301			1,937				6,426	0.61%
CHARLES HALL YOUTH SERVICES	1,000	0.07%			219			230			195				643	0.06%
ELCA GIFT PROCESSING CTR. - Themba Mkhabela	3,500	0.24%			766			805			678				2,250	0.21%
HEART RIVER BRIDGES OF HOPE (ND YCC)	1,500	0.10%			328			345			291				965	0.09%
MINISTRY ON THE MARGINS	2,000	0.14%			438			460			388				1,286	0.12%
RUTH MEIERS HOSPITALITY HOUSE	3,000	0.21%			656			691			581				1,928	0.18%
SALVADORAN LUTHERAN SYNOD - CRISTO REY	5,000	0.34%			1,094			1,150			970				3,213	0.31%
WELCOME HOUSE	3,000	0.21%			656			691			581				1,928	0.18%
AS REQUESTED																
BANQUET MINISTRY	2,400	0.16%			815			575				273			1,663	0.16%
CAMPERSHIPS	1,000	0.07%					100			450					550	0.05%
COLLEGE SCHOLARSHIPS	1,000	0.07%			250						1,000				1,250	0.12%
GOOD SAMARITAN	2,000	0.14%							66		150				216	0.02%
SEMINARY SCHOLARSHIP	5,000	0.34%					1,000	1,000			1,500				3,500	0.33%
OTHER																
DISCRETIONARY	36,500	2.50%													0	0.00%
TOTALS	204,400	14.00%	9,495	7,342	18,466	12,182	9,195	17,314	7,873	8,495	17,099	9,677	0	0	117,140	11.13%
Monthly Income - General Fund			115,810	89,552	114,043	148,580	98,732	88,673	95,233	98,121	89,257	114,706			1,052,706	
*YTD ACTUAL INCOME			115,810	205,362	319,405	467,985	566,717	655,390	750,622	848,743	938,000	1,052,706				
%YTD - Actual Income to Budget Income			82.9%	84.9%	94.4%	103.8%	98.8%	96.5%	95.0%	95.4%	93.8%	92.8%	0.0%	0.0%		
2017 MONTHLY INCOME BUDGETED	1,460,000		139,726	102,054	96,449	112,762	122,821	105,239	111,252	99,192	111,004	134,130			1,134,629	
2017 YTD INCOME BUDGETED												1,134,629		1,460,000		

Making Ministry Possible with your Financial Gifts



YTD Budgeted Contributions/Revenue:	\$ 1,134,629.00
YTD Actual Contributions/Revenue:	1,001,770.35
Difference between Budgeted & Actual:	-132,858.65
Holiday Offerings not budgeted for:	50,936.18
Total YTD Actual Contributions/Revenue:	\$ 1,052,706.53

YTD Budgeted Expenses:	\$ 1,179,766.26
YTD Actual Expenses:	\$ 1,060,316.21
Difference between Budgeted & Actual Expenses:	-\$119,450.05

YTD Actual Contributions/Revenue \$1,052,706.53 and YTD Actual Expenses \$1,060,316.21 = Net:

-\$7,609.68

Thank you for supporting Good Shepherd Ministries!

Did you know there are automatic giving options such as *Simply Giving* and online bill pay through your bank? There is also a *kiosk* located in the Narthex where you are able to use your credit card or debit card. These are convenient ways for members to contribute and support the many ministries at Good Shepherd! Questions - call the church office or go to www.goodshepherdbismarck.com