



Faith Lutheran
MERRITT ISLAND, FLORIDA
CHURCH



*"Caring for people in Jesus' name to help them grow
in a relationship with God."*

Faith Lutheran Church

Annual Meeting of the Congregation

May 22, 2011

12:30 PM





Annual Meeting Agenda

Annual Meeting of the Congregation

Faith Lutheran Church

- **Call to Order and Opening Prayer**.....Bill Kissenberth
- **President's Remarks**Bill Kissenberth
 - Overview of today's agenda, Verification of a quorum, Ground rules for meeting
- **Song**.....*"The Lord's My Shepherd, I'll not want"*..... All (Hymn 710)
- **Minutes of the previous congregational meetings**.....Pam Bohren
 - Fiscal congregational meeting **14 Nov 2010** (approval of work program)
- **Pastor's Report**.....Pastor Frahm
- **School Director's Report**.....Terri Mays
- **Steering Committee Report**.....Roger Fleck
- **Financial Secretary's Report**.....Jeannie Hoy
- **Treasurer's Report**.....Axel Hohl
- **President's Report**Bill Kissenberth
- **Old Business (Status reports)**
 - **Second Reading of By-Laws revisions**..... Bill Kissenberth
- **New Business**.....Bill Kissenberth
 - **Bonus Recommendation/Stairway refurbishment**..... Bill Kissenberth
 - **Election of Officers**.....Roger Fleck
 - **Closing Statements**.....Bill Kissenberth
- **Closing Prayer**.....Pastor Frahm



Presidents Remarks

Annual Meeting of the Congregation

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- ***Overview of the Agenda***
- ***Verification of a Quorum***
- ***Ground Rules for today's meeting***

Article IV B.

The Annual meeting of the congregation shall be held in the month of May.



Approval of Previous Meeting Minutes

Annual Meeting of the Congregation

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- ***Please refer to Handout***
- ***Additions or Corrections***
- ***Motion to accept***



Pastor's Report

Pastor Frahm



Pastor's Report

Annual Meeting of the Congregation

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- **Worship Attendance**
 - 17 weeks of 2009 average 361
 - 17 weeks of 2010 average 346
 - 19 weeks of 2011 average 344
- **Since last May we have received 23 new members.**
 - Eighteen were received by adult confirmation.



Pastor's Report

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- **A caring church:**
 - Discretionary fund, Marvin Phillips surgery, food pantry, counseling, shut-in visits, caring ministry.

- **Missions:**
 - Matt Myers in China, youth mission trip, Haiti mission trip, Jewish evangelism.

- **Ministry of the Word:**
 - Cedar Creek worship, home studies, preschool, weekday Bible studies, hope to start more Sunday Bible classes in the fall.



Pastor's Report

Annual Meeting of the Congregation

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- **Challenges:**
 - Space Center Workers being laid off.
 - The need for more musicians.
 - Reaching and incorporating new members.



School Director's Report

Terri Mays



School Director's Report

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- **Enrollment**

- Our current enrollment is 110

- *Five more children since August.*

- *Enrollment has fluctuated between 105 & 112 throughout the school year due to job layoffs and families relocating.*

- Things our school and board have done to increase enrollment

- *Advertised 50% Off enrollment fees.*



School Director's Report

Annual Meeting of the Congregation

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- Things our school and board have done to increase enrollment (cont.)
 - *Our school has a monthly ad in the Brevard County Mom's magazine to promote our programs.*
 - *We have advertised different events on the electric sign in front of the church and at Triangle Auto.*
 - *Our school was part of Water Safety & Family Fun Day at the Cocoa Beach Aquatic Center.*
 - *Preschool Open House in May.*



School Director's Report

Annual Meeting of the Congregation

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- **School Website (www.faithlutheransdc.org)**
 - Our school board started this new website to advertise our program to the public and also to help communicate school events/news to our current families.
 - General parent communication is now done electronically through our website.
 - We encourage everyone to visit and take a look at all it has to offer.



School Director's Report

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- **Chapel Update**

- The School has continued to collect nonperishable food items for the local sharing center.
 - *Thank you to Bill Secor for his help with transporting our donations.*
- The preschool families have been giving a monetary donation to the Myers Mission.
 - *Our total mission donations are \$510.64 for the months of August-April.*



School Director's Report

Annual Meeting of the Congregation

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- **Community and Church Activities**
 - Preschool donated 24 boxes for Operation Christmas Child.
 - Preschool Christmas musical during Advent on 12/1/10.
 - 12/10/10, Cookies & Milk with Santa
 - Preschool classes made Christmas & Valentine cards for shut-ins and stroke club luncheon.
 - 2/16/11, Ice Cream Social
 - 2/20/11, preschool classes sang at the 10:30am church service.



School Director's Report

Annual Meeting of the Congregation

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- **Community and Church Activities (cont.)**

- 3/11/11, Annual St. Jude Trike-A-Thon, donation total \$2,047.00 and total that our school has raised since we started participating is \$27,631.33.
- 3/16/11, School Board hosted the Lenten dinner.
- 5/1/11, Preschool children made all the table decorations for “Friendship Sunday” luncheon.
- 5/1/11, Water Safety & Family Fun Day
- 5/12/11, “Open House”, our preschool will host this event to the public to reach out for new enrollment.



Steering Committee Report

Roger Fleck



Steering Committee Report

Annual Meeting of the Congregation

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- **Three Areas**
 - Campus
 - Ministry
 - Staff
- **Short Term Goals (this year)**
- **Long Term Goals (2-5 yrs)**



Steering Committee Report - Campus

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- **Short Term Goals**

- Feasibility Study: Drop ceiling in Myers Hall
- Ceiling repair, Sanctuary
- Debt Reduction
- Refurbish playground restrooms (2)

- **Long Term Goals**

- New 15 passenger van
- Remodel Youth House interior



Financial Secretary Report

Jeanne Hoy



Projected 2011 Income

As presented at Fiscal Meeting Nov 2010

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Pledges (114 responded)	\$296,737
Unpledged expectations based on history	\$167,030
Expected visitor contributions	\$18,524
Expected Christmas Surge	\$10,000
Planned School Contributions	\$50,400
Reaves Home Contribution	\$6,000
<hr/>	
Sub Total based upon this year:	\$548,691
2010 Carryover	\$15,506
Total available for 2011 Work Program:	\$564,197



Income Quick Look

Annual Meeting of the Congregation

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- **Thru 24 April, 2011 (17 weeks)**

– Anticipated Income	\$176,110
– Actual Income	\$191,461
– Difference	\$15,350

– *8.7% above expectations – awesome!!!*



Treasurer's Report

Axel Hohl



2010 Work Program Report

As presented at Fiscal Meeting Nov 2010

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	2010 Plan	ME Oct Actuals (85%)	%	Projected Year End	%
A. Board of Elders	\$204,235	\$170,235	83%	\$203,387	100%
B. Church Office	\$80,168	\$64,905	81%	\$77,447	97%
C. Board of Church Growth	\$7,200	\$5,749	80%	\$6,549	91%
D. Board of Caring Ministry	\$200	\$182	91%	\$182	91%
E. Board of Christian Education	\$8,915	\$6,244	70%	\$6,644	75%
F. Stewardship Committee	\$900	\$793	88%	\$793	88%
G. Board of Trustees	\$256,900	\$184,899	72%	\$238,183	92%
Total Work Program	\$558,518	\$433,007	78%	\$533,185	95%

Projected Income of **\$548,691** - Projected Expense of **\$533,185**

Projected 2010 Surplus of \$15,506



Forecast Accuracy

- **Income**

- *Forecast of \$548,691 and actual of \$536,643*
- *Percent accuracy = 2.4%*

- **Expense**

- *Forecast of \$533,185 and actual of 515,866*
- *Percent accuracy = 3.4%*
 - Largest Driver was Trustees area

- **Surplus**

- *Forecast of \$15,506 and actual of \$20,777*

Good News!



Proposed 2011 Work Program

As approved at Fiscal Meeting Nov 2010

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Faith Lutheran Church

	2009 Plan	2010 Plan	2010 Projected	2011 Proposed
Board of Elders	194,965	204,235	203,387	200,699
Church Office	99,776	80,168	77,447	84,901
Board of Church Growth	8,440	7,200	6,549	7,300
Caring Ministry	200	200	182	200
Stewardship Committee	900	900	793	1,000
Board of Christian Ed	8,875	8,915	6,644	11,200
Board of Trustees	242,444	256,900	238,183	257,040
Total Budget	555,600	558,518	533,185	562,340

2011 Work Program Request of \$562,340



Expenses as of ME April - 17 weeks

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Actuals vs. 33.3% (4 of 12 months)

A. Bd of Elders	33.4%	+0.1%
B. Church Office	28.7%	-4.6%
C. Bd. Of Church Growth	27.4%	-5.9%
D. Caring Ministry	6.5%	-26.8%
E. Bd of Education	19.5%	-13.8%
F. Stewardship	81.6%	+48.3%
G. Trustees	23.5%	-9.8%
Total Work Program	27.9%	-5.6%
Total Expenses	\$156,964	
Church balance for year	\$30,771	

School balance for month	\$2209
School balance for year	\$2973

More Good News!



Treasurer's Report

Annual Meeting of the Congregation

Faith Lutheran Church

- **Church cash assets**

- 148K in cash assets

- *Checking accounts: \$127,073*

- *Operating account area: \$50,330*

- *Memorials account area: \$6,302*

- *Miscellaneous accounts area: \$70,265*

- *Investments area: \$3,199*

- *Savings area: \$18K (includes \$15K in the CRF)*

OK - but need to rebuild Capital Reserve Fund



Treasurer's Report

Annual Meeting of the Congregation

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- **Annual Audit Report**

- Four auditors collaborated and performed review of School and Church financial record keeping and practices
- No major findings noted
- 1 minor finding noted (2 last year and 14 the year before)
 - *A detailed report with recommendations will be provided to Council*

We have good financial integrity



Treasurer's Report

Annual Meeting of the Congregation

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- **2010 Change**
 - Property and Professional Insurance re-competed in 2010 for a lower rate
- **2011 Change**
 - Reproduction contracts consolidated for a lower rate
- **2011 Work ahead**
 - Working to consolidate phone and advertising
 - Health Plan Review Committee chartered to evaluate alternatives

Room to improve



Treasurer's Report

Annual Meeting of the Congregation

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- **Summary**

- Income is beating expectations
- Expenses are below plan
- Audits show we have effective processes and personnel in place
- Fiscal responsibility continues to be a primary focus
- Opportunities exist to continue improving the fiscal health of Faith Lutheran Church



President's Report

Bill Kissenberth



President's Report

Annual Meeting of the Congregation

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Personal Goals and Objectives

- *Maintain **Financial Stability***
- *Improve **Communication & Awareness***
- *Review and upgrade **basic organization***
- *Provide **strong leadership** when needed*
- *Stay out of the way of the “real workers”*

Nothing has changed for the past 3 years



Old Business

Bill Kissenberth



Old Business

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Capital Reserve Fund balance: \$14,817

Completed Projects

- ***Replaced the L-Wing Room #9 A/C with new Trane unit at a cost of \$4,610***
- ***Refurbished the Playground Restrooms at a cost of \$8,075***
- ***Replace several Myers Hall exterior doors***
- ***Day Care Exterior Stairway Refurbishment is Pending ...See “New Business”***



Old Business

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Constitution and By-law changes 2nd Reading

Bill Kissenberth



Constitution and By-law changes – 2nd Reading

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Summary: we propose to make 6 minor changes to the wording of our document. All changes have been published in the recent Church Newsletter available on **1 May 2011.**

THE RULES OF CHANGE

ARTICLE XII ALTERATIONS AND REPEALS

- *“To alter or repeal any alterable or repealable paragraph of this constitution it shall be requisite that in two consecutive meetings of the congregation, two-thirds of all the voting members present cast their votes in favor of such alteration or repeal.”*
- **Of this constitution, Articles III, IV, V, X, XI, and XII shall be unalterable and irrepealable.**



2nd Reading, continued

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- **The first reading of these proposed changes was approved on 14 November 2010 at our Annual Fiscal Meeting.**



2nd Reading, continued

ARTICLE IX THE CHURCH COUNCIL

- The Pastor(s) shall be ex-officio member(s) of the Church Council **but without voting privilege(s)**.

Reason: To state what has been the tradition and practice of our church so that there will be no confusion in the future.

ARTICLE III THE ELECTED CHURCH OFFICERS

- Add new paragraph: **Those elected Church Officers who serve as members of the Church Council (See Article IX of the Constitution) also serve as the Board of Directors of Faith Lutheran Church, Merritt Island, Florida, Inc. as provided for by the Articles of Incorporation filed 25 June 1965 with the State of Florida.**

Reason: To add a statement in a document that is conveniently and electronically available to all members.



2nd Reading, continued

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ARTICLE V

DUTIES OF OFFICERS AND BOARDS

- A. The President serves as Chairperson of the Church Council and shall preside over all meetings...
- B. The Vice-President serves as Vice-Chairperson of the Church Council and shall preside over all meetings...

Reason: To refine role of President and Vice President on the Council to avoid confusion.

- I. The School Board shall ... assist the School Director in decision making...of Faith Lutheran Church. All of the above functions shall be subject to the review and approval of the Church Council.

Reason: To add the word "School" for clarity and to state the role of the Church Council as final authority.



2nd Reading, continued

- **M. (This paragraph was previously “deleted” and so the space is available”.**

Add:

“The Reaves Home has been a ministry of Faith Lutheran Church since 1994. The Church Council shall be responsible for contracting all required services for the residents of the Reaves Home. The Trustees shall be responsible for the maintenance of the property and building except as otherwise covered by the contract for services. The Outreach Committee shall be the liaison between the congregation and the residents and ensure we minister according to the needs of the residents.”

Reason: To recognize this ministry by the specific words of our by-laws and to define related responsibilities.

Motion to “Accept as presented” is solicited



New Business



Staff Bonus Proposal



Financial Status as of 20 April 2011

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Elders	24.9%	-\$221
Office	20.3%	-\$1,466
Church Growth	22.6%	-\$178
Board of Christian Ed.	15.9%	-\$1,020
Stewardship	81.6%	+\$566
Trustees	19.1%	-\$15,089
• Janitor		-\$3,789
• Electricity		-\$6,194 (watch out for the summer months)
• Liability Insurance		-\$5,324
Summary:	Planned expenses	\$562,340 / 4 = 140,585
	Actual expenses	\$120,585

Looks like we are spending \$20,000 less than expected.

Income for same period is about + \$8,961 through 4/3/2011

Bottom line: We're about \$30,000 in the black



Bonus Proposal

- **Whereas the financial position of Faith Lutheran Church appears to be healthy in terms from a balance sheet perspective ...**
- **and whereas we did not increase the staff's salaries for 2011...**
- **and whereas we unfortunately had to increase health care contributions for the staff by \$12 per pay period (\$312 per year)...**
- **and whereas our staff, both church and school, are highly dedicated and very deserving...**
- **It is therefore recommended that we award all (13) full-time employees a one-time bonus of \$200 each (\$2,600 total).**

May I have a motion to this effect?



Day Car Exterior Stairway Replacement



The Problem

The original stairs were installed in 1996 and were faulty from the beginning.

- The primer was selected for interior exposure and not for exterior exposure**
- The steps are a steel-pan poured concrete construction and collected water resulting in severe corrosion**
- The assembly is an eye-sore and a potential future threat to life-safety**

However, the basic construction is salvageable and about 90% of the materials are re-usable



The Approach

- **After a few false starts, we decided to do the following:**
 - **Produce a set of engineering drawings**
 - **Solicit bids from reputable contractors**
 - **Suggest three alternatives for pricing**
 - *Refurbish-in-place*
 - *Remove, refurbish, and reinstall*
 - *Replace with similar construction*
 - ✓ ***Make a selection***



The Requirements

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- **The stair treads will be made of hot-dipped galvanized steel construction that are bolted in place.**

(McNichols Co., Kennesaw, Georgia...good Lutheran family with “Lutheran Hour” mentioned in brochure)

- **All fasteners are to be stainless steel**
- **Three-part finish after grit-blasting beginning with an inorganic zinc primer, a tie-coat and then a finish coat**
- **All deteriorated steel to be replaced**
- **Foundation to be above grade level**



The Proposals

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<i>Bidder</i>	<i>Refurb in place</i>	<i>Refurb at facility</i>	<i>Replacement</i>	<i>Concrete</i>
Santa Cruz	\$37,100	no bid	\$40,274	\$726
Doug Wilson	\$16,947	no bid	\$27,793	\$750
Met-Con	no bid	\$18,968	no bid	Included
W&J	\$22,881	no bid	\$33,892	\$1,250



The Selection

- **The bids were reviewed at the Church Council Meeting on 19 May...3 days ago.**
- **We selected **Met-Con** and the option to remove the stairs, refurbish at their facility, and then reinstall.**
- **Advantages are:**
 - **Minimal activity on our site and minimal exposure of the children to construction**
 - **Equipment mobilization is a minimum**
 - **Best equipment is at the shop and not portable**
 - **Cost is only \$1,271 more than lowest bidder**



The Finances

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- **Cost for Project is \$18,968**
- **Cash available in Capital Reserve Fund is \$14,817**
- **We are therefore “Short” \$4,151**
- **Recommendation:**
 - **\$2010 Surplus was \$20,777**
 - **We applied \$15,506 to the \$2011 work program leaving \$5,271 in the general fund.**
 - **Apply the remaining surplus to the Capital Reserve Fund to cover the project short-fall.**

May I have a motion to this effect?



Election of Officers 2011-2012

Roger Fleck



Election of Officers for 2011-2012

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Nominating Committee Introduction: Reference Art. IIIB

- *Roger Fleck* *Chairperson*



Election of Officers for 2011-2012

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Corporate Officers

1 year term President, VP, & Secretary

2 year staggered terms - Treasurer and Financial Secretary

- *President.....Marvin Becker*
- *Vice-President..... Steve Pearson*
- *Secretary..... Pam Bohren*
- *Treasurer.....Axel Hohl ***
- *Financial Secretary.....Jeannie Hoy ***

*** last term of a two-year term*



Election of Officers for 2011-2012

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Board of Elders - 2 year term

minimum 8; 1 elder per 25 families per Art. IIIA

The following require election

Ed Hays

Robert Kresge

Greg McClasky

Scott Regling

The following have 1 year remaining

Dan Weido

Claude Seward

Jack Schryer

Barry Hoy

Dan Krygsheld

Kyle Nowlin



Election of Officers for 2011-2012

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Board of Trustees – 2 year Term

12 required per Art. IIIA.

The following require election

Kelles Veneri

James Weis

Tom Kutz

The following have 1 year remaining

Robert Myer Sr.

Marvin Becker

Rex Gertz



Election of Officers for 2011-2012

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Boards and Committee Chairpersons

1-year term

Outreach Ministry.....Bernice Merkel

Stewardship..... (open)

Caring Ministry.....Dottie Dubea

2-year term

***School Board.....Mardie Stevens (2nd term)**

***Board of Christian Education....Barry Hoy**



Election of Officers for 2011-2012

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- **Are there any additional nominations from the floor for specific positions?**

- **Motion to accept slate as presented?**



Closing Remarks

Bill Kissenberth



BACKUP MATERIAL

***The following are the basic by-laws related to the
conduction of a congregational meeting included
for reference only***



Annual Meeting Ground Rules

Annual Meeting of the Congregation

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- **The members before coming to the congregational meeting will read the Minutes of the previous meetings. The minutes have been provided to the members by placement in the member's mailbox on the 17th of May.**
- **The Chair will hear motions for additions or corrections or for acceptance of the minutes as read.**
- **The reports given prior to old or new business are not debatable. Questions may be asked and answered. The reports are not to be "accepted" by motion as they are simply "status reports".**
- **All members are eligible to speak during the discussion period of a seconded motion. However, no member may speak twice without all members present have had the opportunity to speak at least once. This method applies to succeeding round of discussion.**
- **We will limit individual discussion to 3 minutes at the discretion of the Chair.**



Article VII Voting Rights of Members

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- ***All members of this congregation who have reached the age of 18 and have signed the constitution shall be entitled to vote in the congregation's Annual Meeting for the election of all congregational officers, in the Fiscal Meeting for the adoption of the congregation's financial program, and in any special congregational meeting where matters of major importance for the entire congregation are acted upon.***



Article VII Voting Rights of Members

Annual Meeting of the Congregation

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- ***A member failing to attend meetings for two consecutive years shall lose his or her voting rights and shall be required to re-sign the constitution for reinstatement.***



By-Law Applicable References

- ***Article IV B. The Annual meeting of the congregation shall be held in the month of May.***
- ***Article IV E. Notice of the time and place of all meetings, except emergency Council meetings, shall be given at the regular Sunday morning services next preceding the date of such meetings.***
- ***Article IV F. An attendance of one-fifth of the voting membership of the congregation shall constitute a quorum at any regular or special meeting of the congregation.***



By-Law Applicable References

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- **Article V A. The President shall preside at all meetings of the congregation and church council.**
- **Article V N. The Finance Committee shall consist of the Stewardship Committee Chairman, the Treasurer, the Financial Secretary, and the President of the congregation. It shall concern itself with the financial needs and allocations, all matters of finance and the preparation of the financial program for the congregation.**
- **Article VII - Order of Business.**
 - All meetings shall be conducted according to Robert's Rules of Order with the order of business to be determined by the Church Council and shall include opening and closing prayers.



Capital Reserve Fund Defined

Typical candidates are air conditioning units, roofs, carpets, interior and exterior painting and/or wall treatment, parking lot resurfacing or repair, large appliance replacement, restrooms refurbishment, structural refurbishment, and fence replacement.

Funds for the one-time installation of a fire detection system to be completed before the end of 2010 are included.

Back Button