

Lutheran Church of the Reformation
March 2021 Council Meeting
Meeting Agenda and Notes

Present: Molly Higgins, Elizabeth Hann, Pastor Mike Wilker, Pastor Ben Hogue, Emily Andre, Judith Mangubat, Andy Weaver, Karen Carlson, Lei Lei Middlebrook, Craig Haas, Tegan Peterson, Evan Benoit, Ivy Finkenstadt, Chari Voss, Suzanne Hazard

Agenda:

March 16, 2021

6:45 PM Social time

7:03 PM Call to Order – Molly

- Devotions, Prayer – Chari Voss

7:07 PM Secretary's Report – Approval of February minutes

- Discussion and vote on approval of January minutes
 - Minor updates suggested and made to the minutes.
- Andy moved to approve; Elizabeth seconded. The motion was approved by all.

7:20 PM Treasurer and Financial Secretary's Report – Roger Moffat & Suzanne Hazard

- Member gifts have exceeded what was expected for the year, and space use gifts are at ~50%.
- The PPE loan has officially been forgiven.
- Pass through gifts are normal (total \$17k), for "other" pass through funds, \$12k was received for Lisa Nipp.
- Two large bills were paid this month (HVAC project and Bruno Clay). We may need to keep an eye on the Property Improvements budget since we have had several big expenditures early in the year.
- \$98,000 was sent to Wells Fargo this month to pay down the line of credit due to large gifts received in the beginning of the year. Suzanne will begin sending monthly interest payments this month of \$1,000.
- Ivy requested clarification for where the funds for the new choir robes will come from (~\$2,500). The current line item is \$150; Pastor Mike has a solution which he will share later in the meeting.

7:30 PM Debrief Congregational Meeting—Molly

- Good turnout, good discussion/presentation of the ministry areas.
- It's difficult to know how much detail to go into with the financial report, but many preferred to view the documents on their own screens rather than on the projector in the parish hall.

- It might be better next time to pause throughout to ask for questions rather than saving them all for the end.
- We decided against going into breakout rooms due to the length of the meeting. Previously these have allowed the discussion to open up more and for people who may not speak up in the at large group to engage more.

7:40 PM Election of Synod Assembly Voting Members

- Reformation can send three lay members to the assembly June 4-5 (via Zoom). The president and vice president, Molly and Elizabeth, are both willing to attend. The third voting member must be a person of color. At least one of the three must be male. These requirements help the full assembly to be about 50-50% male/female and about 10% BIPOC. Pastor Mike and Molly asked Lyndon and he agreed to attend.
- Karen moved to elect Molly, Elizabeth and Lyndon as our Synod Assembly voting members; Ivy seconded. The motion was approved by all.

7:43 PM Report on moving towards reopening -- Pastor Mike

- Worship will continue to be virtual until the staff and their households are able to be vaccinated. Clergy are now eligible to register for a vaccination. Other logistics need to be worked out (getting in person worship assistants and greeters etc., how will we seat people throughout the church). We will not be basing decisions on vaccinated vs. unvaccinated groups of people but rather people who are comfortable participating.
- Other ministry areas are beginning to think about reopening again (i.e. food pantry).
- We can discuss plans at upcoming council meetings.

8:00 PM FEMA grant for security upgrades, discussion on priorities –Tegan

- We are working with Hill Havurah to apply for the FEMA security grant, and Hill Havurah is leading the efforts.
- The application is open and due on April 23rd. The amount we can apply for has been raised to \$150,000.
- We have prioritized what will go into the grant application based on a security assessment which was done for the church buildings (not including the parsonages). The property committee has been consulted and they agree with the prioritization.
 - Repair or replace all gates
 - Install clear lamination to make the big glass sanctuary doors safer.
 - Install control access system for screening visitors and automatic locking for doors in an emergency. Perhaps also an emergency notification system.
 - Replace lower levels windows throughout the church building and St. Johns.
 - Change some interior doors to provide safe lock down spaces.
 - Install exterior security cameras.
- The application is targeted to be drafted in early April and will be sent to council for review and ultimately approval prior to submission.

8:21 PM Major improvements planning process – Tegan

- We are developing a strategy to plan for future major improvements and repairs.
- The proposal will be presented to council in the fall can be included in the 2022 budget.
- Anything over \$15,000 is major [HVAC, elevator, parish hall updates].
- A facilitator will join the planning group to help guide the discussion.

8:30 PM Ministry Area Committee Action Items and Reports

Worship, Music and Art – Ivy

- Purchase of the choir robes and assisting minister robes will be happening this month.

Spiritual Growth – Evan

- Easter play is being planned. The listening campaign is ongoing. Reformation reads, and easter materials for families have been developed.

Fellowship and Caring Ministries – Chari

- Easter cards have been sent to homebound residents.

Engagement and Communication – Pastor Ben

- A meeting is scheduled for this month to discuss potential updates to the Reformation website.
- They are also discussing directory updates down the road.

Stewardship, Property and Finance – Tegan

- No additional updates.

Service and Justice - Karen

- The Food Pantry Working Group will meet March 28th at 12:30 PM to discuss:
 - Reopening the FP and possible day/time changes
 - Building relationships with clients (why, how)
 - Partnering with other congregations/places for distribution
 - Both/And Work - Feeding People & Combating Hunger

Personnel – Craig

- Staff reports and annual reviews are ongoing.

Archives & History – Emily

- No updates.

8:40 PM Staff Reports - Pr. Mike, Pr. Ben, Tegan

- Pr. Mike – both pastors are working on anti-racism work in the church in different ways in the church and at the Synod level.
- Pr. Ben
 - Fiona, a 4 year old Sunday School student, is battling with cancer.
 - Post Easter – in worship and spiritual growth theme will be “Blessed be the body”

8:44 PM Closing Prayer – Chari

8:45 PM Adjourn

**Lead Pastor's Report
Lutheran Church of the Reformation
Congregation Council**

**Rev. Michael D. Wilker
March 15, 2021**

Leadership and Personnel

- ⊕ The **congregational discernment process** continues in its Listening Campaign phase. Listeners include Matt Aviles, Brianna Widner, Lyndon Smith, Karen Carlson, Will Anderson, Kiri Nicholson, and Ryan James.
- ⊕ Thank you to my staff colleagues and the leaders of the areas of ministry teams and committees who help produce and present the Bulletin of Reports, Financial Report, and Annual Report at the **Congregational Meeting** on February 28.
- ⊕ This month with the rest of the staff I am creating an **annual staff review process**. The review includes a self-review and supervisor review, plus a collection of shorter reviews from other staff and congregational leaders (a 360-degree review). The staff member and supervisor review four key aspects of work:
 - 2-4 main accomplishments within the time period.
 - essential functions and responsibilities listed in the position description.
 - core competencies required for this position.
 - goals for the upcoming time period.

The staff member and the supervisor decide together whom to invited to complete the 360-degree review forms. The congregation members invited are usually leaders in the area(s) of ministry in which the staff member works. The reviewers send their comments to the supervisor who will summarize their comments and share with the staff member.

After the staff member and supervisor meet to discuss the reviews, they may update their written review forms based upon the conversation. The final forms will be included in Reformation's personnel files. Copies will also be shared with the Personnel Committee.

Worship, Music, and Art

- ⊕ Met with Livestream Tech Team to review the past work since September, share best practices, and make plans for future wor.
- ⊕ Met with Worship, Music, and Art Committee. We discussed Holy Week and Easter liturgies. We will have communion on the plaza Easter Sunday,

April 4. We also discussed the need to wait to welcome more people for worship in the sanctuary until the congregation staff and households are vaccinated for covid-19. We look forward to that happening possibly by the end of May or in June. We will also need to prepare and have trained usher/greeters and other leaders to host more people in the sanctuary safely—as well as to continue to provide livestream hosting.

- ⊕ Paul Leavitt, Pastor Ben Hogue and I also met twice this month to make plans for music and liturgies.
- ⊕ The theme for the Easter season is “Blessed be the Body” and springs from the variety of scripture texts that tell about Jesus’s wounded and risen body, as well as ones which refer to the Spirit joining disciples into the Body of Christ.

Spiritual Growth

- ⊕ Sunday Forums during Lent moved to 11:30 a.m. We’ve had speakers from Lutheran Social Services, Anacostia Watershed Society, and a session on Preparing for Your Funeral. The final Lent Sunday forum will include leaders from the Washington Interfaith Network.
- ⊕ The Thursday evening bible study group experimented and experienced the Dialogues on Sexuality series. Elizabeth Hann and I will lead a similar series for the whole congregation in April and May. Pastor Ben is also creating a plan to invite Kara Haug, a Lutheran lay youth minister and sexual health educator, to lead two-three sessions for youth, parents and other adults.

Caring Ministries and Fellowship

- ⊕ Working with two teams to support Jennifer Novak and Chester Hart during and after their recent hospitalizations

Service and Justice

- ⊕ I have been invited and accepted a position on the board of the ELCA European Descent Lutheran Association for Racial Justice. I also continue to serve on the ELCA Task Force for the Repudiation of the Doctrine of Discovery.
- ⊕ Met with the Washington Interfaith Network Strategy Team (board.
- ⊕ Met with the Southeast Ministry Executive Committee and Board meetings.

Stewardship, Property and Finance

- ⊕ Attended Finance Committee meeting
- ⊕ Met with the facilitator of the Major Building Improvements Process, Pastor Cullen McKenny from the Community Purchasing Alliance. Continue to work with Tegan Peterson and Parry Carlson on this process and regular property maintenance issues.

March 2021

Leadership

- [Created Annual Report \(Photos/Highlights\)](#) for the Congregational Meeting on February 28
- Beginning to engage in 360° Review Process for myself and colleagues
- Started to engage in my 2021 [goals](#) and making plans to execute them
- Synod Commitments
 - Joined 'Synod Racial Equity' Working Group
 - This is in response to the [letter from the Synod Council](#) addressing the systemic sin of white supremacy and the moment of racial reckoning in our country.
 - Chaired Metro DC Candidacy Committee (March 10)
 - Attended ELCA Virtual Candidacy Summit (March 12, March 18)

Spiritual Growth

- Great meeting on Tuesday, March 9 - Evan will give a report and full notes can be [found on our Google Doc](#)
- Looking ahead post-Easter, the congregation will live into the theme “**Blessed Be the Body**” and discuss the intersection of faith, spirituality, bodies, sexualities with Kara Haug from [Reframing Our Stories](#)
- Met with Deacon Julie Stecker, new synod staff member for Youth and Family ministry, to discuss future plans and ways of collaboration with other churches (and DE/MD Synod)
- Continue to plan, co-teach, create and co-host weekly Sunday School videos
 - Continue thanks to Evan Benoit and Jessica Snowden for their ministry to our children
- Continue to co-teach Confirmation (weekly) and Youth Group (monthly)
 - Continued thanks to Emily Andre and Matt Aviles for their ministry to our youth and sticking with us through the virtual
 - Possible 'outdoor' meetings coming in April
- Discerned (with other congregational youth leaders) that out-of-state with Youth Group trio was not feasible or realistic with the timeline/deposit expectations of the camp/organizations

Engagement and Communication

- Beginning discussions around our church website -
 - E&C Committee is doing some 'fact finding' and research with other church websites and the capabilities of WIX (host platform)
- Work is beginning on our Weekly Word newsletter through MailChimp (host platform) to make it easier to read on mobile devices and user friendly

Service and Justice

- Food Pantry working group has been established and will meet Sunday, March 28
- 25 \$25 gift cards given to DHS' Targeted Affordable Housing for Families (Jose Antezana)
- Serving as a judge for Lutheran Social Service - National Capital Area Weisburger Scholarship process (3rd year serving as judge)

Stewardship

- Will gather committee in coming weeks (maybe post-Easter depending on schedule)
- Looking to possibly offer '[6 Weeks on Money](#)' course for the congregation (Spring/Early Summer?)

Caring Ministries

- Continued support for Oskam family as Fiona, 5 years old, continues her battle with cancer and has been in/out of hospital for a variety of reasons
- Starting adult baptismal classes with one interested adult
- Will baptize Helene Sherburne in April 2021 - walked through baptismal classes last fall
- Ongoing support for members with established Pastoral Care relationships and youth
- Conversations and telephone calls with Senior members
- Hosting a 65+ Fellowship Group for Men (on Zoom for now)
- Shepherding two couples through premarital counseling (August 2021, April 2022)
- Supporting Caring Ministries with the Care Packages for Young Adults

Personal/Parsonage

- Received a Sabbath mini-grant from the Synod and used some of my comp days to get away with Marshall and Bosco
- Wedding Planning continues to progress and we feel more and more comfortable about our Friday, September 10 date
 - The ceremony will be at Reformation and is public and open to all (ages, people!)

Director of Operations March Report for Council

- The FEMA security grant application has been released. The application is due on April 23rd and applicants can receive up to \$150,000. Hill Havurah continues to lead the efforts on our application and has been scheduling vendors to provide estimates of the work we plan to include in the application. I have been meeting weekly with Alan, Hill Havurah's Executive Director, to go over questions and put together relevant information. During our Council meeting, I will share more about our security priorities and answer any questions about the grant process.
- During the January Property Committee meeting, the committee discussed and agreed on six minor repairs to prioritize in 2021. I have been meeting with vendors to gather quotes and move forward on the work. To date, the following has been addressed:
 - A gate around the 220 front yard has been added, fully enclosing the yard.
 - A repair to the elevator door sensor is underway.
 - Vendors have been contacted for a significant water leak in the office, replastering areas damaged by the water leaks, and to refinish the large wooden doors to the St. John's building and the Sanctuary.
 - Lights have been ordered to install on the outside stairwell to the choir room/parish hall. We are hoping additional lighting will make the stairs safer in the dark. The electrician will have to install them once they get in.
- The first of three property planning meetings will start later this month on March 24th. At this meeting, we will begin discussing the prioritization of major improvements for the grounds and buildings. Some of the possible projects we may plan for could include the elevator, the HVAC system, and Parish Hall upgrades. We are bringing in a facilitator to guide us during this process and provide some structure. We hope to be able to build a plan for the next couple of years.
- I signed a proposal to fix the two sump pumps in the boiler room. Over Christmas, the sump pumps failed and there was water that covered the boiler room floor. The work is being completed next week. Parry Carlson worked with me to ask the HVAC company several questions and ensure we are only paying for necessary repairs. We communicated at length with the company to confirm the proposal was as cost effective as possible and still met Reformation's needs.
- Several space users have begun to reach out about meeting in-person again:
 - I met with River Park Nursery School about their eventual return to the building. I was able to answer their questions and scheduled a time to meet them at the

church to look at logistics for keeping their families safe. They are leaning towards returning in the fall, but considering returning sooner on a limited basis.

- DC Different Drummers and DC Swing would like to return in small groups, starting in August. They will monitor numbers and the vaccination rollout and we will keep in touch over the summer. If we continue to see progress, they would like to start meeting again.
 - I met with one of the leaders from our newest addition, the OATS Co-op. She asked to reserve space for a two-week period over the summer to do a daycamp for the kids currently attending OATS. She also mentioned that OATS would like to stay at Reformation for the next school year and the president would be reaching out to me.
- The staff is going through an annual review process that Pastor Mike is coordinating. As a part of these efforts, Pastor Mike and I will be meeting with Angela next week to complete a review. Because Angela has been with Reformation for three months, we want to include her in this process and provide feedback to allow her to grow in her position.
 - A few weeks ago, I updated the code to get into Reformation. The pin number we were previously using for four entrance doors to both the main church building and St. John's no longer works. I created a Google Sheet for all of us on staff to keep track of when we give out the code. If you need it for access to the church, please reach out to me! We will plan to continue to change the code every six months for better security practices.
 - Alongside the pastors, I assisted with the 2020 Bulletin of Reports. I wrote reports for the property committee and one of my own. I also compiled documents for Pastor Mike to finalize and distribute.

**Reformation Church
Budget v. Actual 2021**

Sources of Funds

General (Undes. Beq. transfers at end of report)

	Funds Used for Disbursements		2021 Budget	Jan-Feb Budget	Jan - Feb Actual		Total Jan-Feb Actual	Over/ (Under) Budget	Percentage
	General	Special			General	Special			
Member Gifts (envelope giving)	400,000		400,000	66,667	72,184		72,184	5,517	8%
Loose Plate	8,000		8,000	1,333			-	(1,333)	-100%
Space Use Gifts	121,000		121,000	20,167	10,779		10,779	(9,388)	-47%
PPP Loan Forgiveness						84,312	84,312	84,312	-
Interest and Miscellaneous	4,000		4,000	667	342		342	(325)	-49%
Amount needed to balance budget	5,000		5,000	833			-	(833)	-100%
Subtotal	538,000	-	538,000	89,667	167,617	-	167,617	77,950	87%

New and Carryover Special Gifts Used During This Reporting Period

Food pantry (Thanksgiving offering, Souper Bowl, grants)	-	30,000	30,000	5,000			-	(5,000)	-100%
Southeast Ministry	-	-	-	-		9,455	9,455	9,455	-
Good Neighbor Refugee Resettlement	-	-	-	-		632	632	632	-
Music ministry (Advent and Christmas offering)	-	9,000	9,000	1,500		280	280	(1,220)	-81%
Music ministry gifts for choir section leaders	-	18,726	18,726	3,121		1,240	1,240	(1,881)	-60%
Young adult	-	900	900	150			-	(150)	-100%
Altar flowers and decorations	-	3,900	3,900	650		503	503	(147)	-23%
Anniversary Campaign Funds for Staffing	-	30,000	30,000	5,000		8,813	8,813	3,813	76%
McNeill Trueheart Outreach Fund for Staffing	-	19,000	19,000	3,167			-	(3,167)	-100%
New Building Fund/New Building Gifts	-	4,000	4,000	667			-	(667)	-100%
Other Pass-Thru Funds	-	-	-	-		17,000	17,000	17,000	-
Subtotal	-	115,526	115,526	19,254	-	37,923	37,923	18,669	97%

Endowment Earnings Used During This Reporting Period

Lyon Fund 6.3% draw	-	70,780	70,780	11,797		29,962	29,962	18,165	154%
Reformation Fund 5.5% draw	-	12,500	12,500	2,083			-	(2,083)	-100%
Taylor Fund 5.5% draw	-	74,388	74,388	12,398			-	(12,398)	-100%
Small Special Funds									
Choral Arts fund (singers)	-	1,600	1,600	267			-	(267)	-100%
Erb fund (pastoral staff)	-	2,000	2,000	333			-	(333)	-100%
Janssen fund (music)	-	500	500	83			-	(83)	-100%
Janssen fund (visits to homebound)	-	500	500	83			-	(83)	-100%
Norment fund (property)	-	1,000	1,000	167			-	(167)	-100%
Moeller fund for organ	-	300	300	50			-	(50)	-100%
Subtotal of Small Special Funds	-	5,900	5,900	983	-	0	0	(983)	-100%
Subtotal Endowment Income	-	163,568	163,568	27,261	-	29,962	29,962	2,701	10%
Total Funds Applied To Uses of Funds	538,000	279,094	817,094	136,182	167,617	67,885	235,502	99,320	73%

**Reformation Church
Budget v. Actual 2021**

Uses of Funds

Worship, Music, and Arts

	Funds Used for Disbursements		2021 Budget	Jan-Feb Budget	Jan - Feb Actual		Total Jan-Feb Actual	Over/ (Under) Budget	Percentage
	General	Special			General	Special			
Altar and Worship Supplies	3,150	-	3,150	525	238		238	(287)	-55%
Altar Flowers	-	3,900	3,900	650		503	503	(147)	-23%
Church Bulletins	2,000	-	2,000	333			-	(333)	-100%
Instrument Maintenance	2,200	300	2,500	417			-	(417)	-100%
Choir Leaders, Soloists, & Musicians	500	29,326	29,826	4,971		1,520	1,520	(3,451)	-69%
Choir Music and Supplies		500	500	83	24		24	(59)	-71%
Parish Hall Piano						5,000	5,000	5,000	-
Livestream project	1,005		1,005	168			-	(168)	-100%
Art	500	-	500	83			-	(83)	-100%
Children's Music	750	-	750	125			-	(125)	-100%
Substitute Organists	1,800	-	1,800	300			-	(300)	-100%
Guest Preachers	-	1,800	1,800	300			-	(300)	-100%
	11,905	35,826	47,731	7,955	262	7,023	7,285	(670)	-8%

Spiritual Growth

Cradle Roll/Frolic	750	-	750	125	56		56	(69)	-55%
Nursery (Attendant and Supplies)	8,200	-	8,200	1,367			-	(1,367)	-100%
Confirmation (and Shekinah)	1,500	-	1,500	250			-	(250)	-100%
Sunday School	2,780	-	2,780	463			-	(463)	-100%
Reimbursements	(1,000)	-	(1,000)	(167)			-	167	-100%
Senior High (includes Natl Youth Gathering)	4,830	-	4,830	805			-	(805)	-100%
Reimbursements	(300)	-	(300)	(50)			-	50	-100%
College	250	-	250	42			-	(42)	-100%
Reimbursements	(200)	-	(200)	(33)			-	33	-100%
Young Adult	300	900	1,200	200			-	(200)	-100%
Adult/Small Group	1,000	500	1,500	250	10		10	(240)	-96%
Reimbursements	(300)	-	(300)	(50)	(109)		(109)	(59)	118%
Extra Education Events	2,000	-	2,000	333			-	(333)	-100%
Reimbursements	(1,300)	-	(1,300)	(217)			-	217	-100%
Literature/Lutheran (including FATE Lenten booklet)	700	-	700	117	235		235	118	101%
Congressional Staff Association for Lutherans	-	1,000	1,000	167			-	(167)	-100%
Synod Assembly and Meetings	1,000	-	1,000	167			-	(167)	-100%
	20,210	2,400	22,610	3,768	192	-	192	(3,576)	-95%

Fellowship and Caring Ministries

Hospitality/Fellowship	3,000	-	3,000	500			-	(500)	-100%
Caring Ministries Team	-	500	500	83	10		10	(73)	-88%
Funeral Hospitality	-	1,300	1,300	217			-	(217)	-100%
	3,000	1,800	4,800	800	10	-	10	(790)	-99%

**Reformation Church
Budget v. Actual 2021**

	Funds Used for Disbursements		2021 Budget	Jan-Feb Budget	Jan - Feb Actual		Total Jan-Feb Actual	Over/ (Under) Budget	Percentage
	General	Special			General	Special			
<i>Engagement and Communication</i>									
Community Engagement	1,000	-	1,000	167			-	(167)	-100%
Design/Publicity/Graphics	1,200	-	1,200	200			-	(200)	-100%
Internal/External Communications	1,000	4,500	5,500	917			-	(917)	-100%
	3,200	4,500	7,700	1,283	-	-	-	(1,283)	-100%
<i>Service and Justice</i>									
ELCA Mission Support	32,640	-	32,640	5,440	4,850		4,850	(590)	-11%
Southeast Ministry	-	45,000	45,000	7,500		9,455	9,455	1,955	26%
Food Pantry	-	30,000	30,000	5,000			-	(5,000)	-100%
Pastor's Discretionary	-	4,000	4,000	667			-	(667)	-100%
Good Neighbors Refugee Resettlement	-	-	-	-		632	632	632	-
WIN	-	3,780	3,780	630			-	(630)	-100%
Other Global and Local Ministries	-	16,515	16,515	2,753		12,000	12,000	9,248	336%
	32,640	99,295	131,935	21,989	4,850	22,087	26,937	4,948	23%
<i>Stewardship, Property, and Finance</i>									
Stewardship Materials and Program	2,350	-	2,350	392	493		493	101	26%
<i>Utilities</i>									
Electric	20,000	-	20,000	3,333	2,776		2,776	(557)	-17%
Gas	13,000	-	13,000	2,167	1,791		1,791	(376)	-17%
Water	8,000	-	8,000	1,333	314		314	(1,019)	-76%
Parsonages	11,500	-	11,500	1,917	1,874		1,874	(43)	-2%
Cleaning	25,000	-	25,000	4,167	4,415		4,415	248	6%
Contract Services (excludes HVAC extras)	55,398	-	55,398	9,233	910		910	(8,323)	-90%
Insurance	18,185	-	18,185	3,031	3,194		3,194	163	5%
Property Maintenance (includes office restrooms)	11,250	29,250	40,500	6,750	2,449	3,140	5,589	(1,161)	-17%
Major Improvements	-	-	-	-		16,331	16,331	16,331	-
Copier Lease and Maintenance	3,575	-	3,575	596	431		431	(165)	-28%
Printing and Duplicating	2,000	-	2,000	333	36		36	(297)	-89%
Telephone	5,023	-	5,023	837	566		566	(271)	-32%
Computer technology	2,000	-	2,000	333			-	(333)	-100%
Office supplies	6,000	-	6,000	1,000	312		312	(688)	-69%
Postage Meter and Email	3,000	-	3,000	500	426		426	(74)	-15%
Interest on Line of Credit					1,968		1,968	1,968	-
Archives Project	500		500	83	197		197	114	-
Internet and Website	3,150	-	3,150	525			-	(525)	-100%
Subtotal	189,931	29,250	219,181	36,530	22,152	19,471	41,623	5,093	14%
Subtotal not including Staffing	260,886	173,071	433,957	72,326	27,466	48,581	76,047	3,721	5%

**Reformation Church
Budget v. Actual 2021**

	Funds Used for Disbursements		2021 Budget	Jan-Feb Budget	Jan - Feb Actual		Total Jan-Feb Actual	Over/ (Under) Budget	Percentage
	General	Special			General	Special			
<i>Staffing</i>									
Lead Pastor	119,671	7,799	127,470	21,245	20,424		20,424	(821)	-4%
Associate Pastor	13,926	73,821	87,747	14,625	975	13,074	14,049	(576)	-4%
Music and Arts Director	86,682		86,682	14,447	13,886		13,886	(561)	-4%
Director of Operations	75,772		75,772	12,629	11,064		11,064	(1,565)	-12%
Office Assistant	19,029	24,403	43,432	7,239	1,260	6,230	7,490	251	3%
Staff Bonuses	-	-	-	-			-	-	-
Other Staffing Related Costs									
Pastor Travel and Hospitality	7,200	-	7,200	1,200			-	(1,200)	-100%
Pastor Books and Media	1,000	-	1,000	167	89		89	(78)	-47%
Pastor Continuing Education	1,000	-	1,000	167	325		325	158	95%
Travel and Continuing Education-Non-Pastoral Staff	2,000	-	2,000	333			-	(333)	-100%
Payroll Service Expenses	300	-	300	50	37		37	(13)	-26%
Music Director Computer Stipend	300	-	300	50			-	(50)	-100%
Subtotal Staffing	326,880	106,023	432,903	72,151	48,060	19,304	67,364	(4,787)	-7%
	587,766	279,094	866,860	144,477	75,526	67,885	143,411	(1,066)	-1%
<i>Surplus/Deficit Before Undes. Bequest Transfer</i>	(49,766)	-	(49,766)	(8,294)	92,091	-	92,091	100,385	74%
Allocation from Undesignated Bequests - General	49,766	-	49,766	8,294			-	(8,294)	
<i>Net Surplus/(Deficit)</i>	-	-	-	-	92,091	-	92,091	92,091	

Church of the Reformation
Donor-Restricted Gifts and Memorial Gifts Over \$1,000

Permanently Restricted Gifts	Invested	Available	2021	2021	Available	Amount	Notes
	Principal 12/31/2020	for Ministry 12/31/2020	Funding	Disb	for Ministry 2/28/2021	Earmarked for 2021 Budget	
Blackwelder Scholarship Fund	\$ 32,382	\$ 3,952	\$ 76		\$ 4,028		
Choral Arts Fund	182,100	2,236	428		2,664	1,600	Singers and choral supplies
Erb Fund for Outreach Ministry	104,896	1,904	246		2,150	2,000	Associate pastor
Evjen Fund for Homeless Ministry	18,503	762	44		806	0	Caring ministries team
Heckman Alto Fund	15,885	114	38		152		
Janssen Fund for Special Music/Talent	15,727	200	36		236	500	Singers
Janssen Scholarship Fund	6,475	1,384	16		1,400		
Janssen Fund for Visits to Shut Ins	9,251	372	22		394	500	Visits to homebound
Moeller Fund for Organ Maintenance	15,449	177	36		213	300	Instrument maintenance
Norment Fund for Property Maintenance	36,513	1,095	86		1,181	1,000	Property maintenance
Total	<u>\$ 437,181</u>	<u>\$ 12,196</u>	<u>\$ 1,028</u>	<u>\$ -</u>	<u>\$ 13,224</u>	<u>\$ 5,900</u>	
FMV, 3/15/2021	<u>\$ 434,140</u>						

Other Restricted Funds/Gifts Incorporated in Unified Financial Report

<u>Worship, Music & Arts</u>							
Altar Flowers		\$ 393		\$ 503	\$ (110)	\$ 3,900	
Florence Heckman Choral Fund		-		210	(210)	\$ 6,242	Alto section lead
Music Fund for Basses		4,129		280	3,849	6,242	Bass section lead
Sue Goetz Ross Music Fund		5,195		750	4,445	6,242	Tenor section lead
Christmas Emphasis and Other Gifts for Music Ministry		5,006		280	4,726	9,000	Soprano section lead & Brass
Leavitt Commission		4,050	1,260	310	5,000		
Choir robes		150			150		
Choir tour		40,888	3		40,891		
Parish Hall piano fund		5,200		5,000	200		
Paraments		25,000			25,000		
Sermons on the Internet/Livestream project		-	310		310		
<u>Spiritual Growth</u>							
Young Adults Programs (Prayer Retreat, etc.)		714			714	900	
Youth Ministry		3,020	277		3,297		incl \$100 for picnic table
<u>Service and Justice</u>							
<u>---Local Mission</u>							
Food Pantry		47,275	1,476		48,751	30,000	Food purchases For food pantry
Souper Bowl Sunday		-			-		
Gifts of Hope		-			-		
Kindel Fund for Southeast Ministry		5,000		5,000	-		
LGBTQ Outreach					-		
Lutheran Immigration and Refugee Service					-		
McNeill Outreach Fund		22,395			22,395	19,000	Pastoral staff
Pastors' Discretionary		6,385	689		7,074		
Special Assistance			22,662	12,000	10,662		
Pr. Wilker Ordination Anniv. Fund		4			4		
Southeast Ministry		4,137	1,745	4,455	1,427		
<u>---Global Mission</u>							
Global Mission Programs		10			10		
ELCA Disaster Relief		316			316		
Refugee Resettlement Fund		25,877	4,500	632	29,745		
<u>Stewardship, Property & Finance</u>							
Capital Improvements		-	484		484	4,000	Building gifts
220 Parsonage Repairs		(26,818)			(26,818)		
		<u>178,326</u>	<u>33,406</u>	<u>29,420</u>	<u>182,312</u>	<u>85,526</u>	
Other Miscellaneous Restricted Funds/Gifts							
Anniversary Fund	\$	5,000		\$ 1,260	\$ 3,740		
Choral Arts Holding fund (pre-transfer to investment)		175	50		225		
Heckman Alto Fund holding (pre-transfer to investment)		1,300	200		1,500		
General Memorials (council discretionary)		4,756	5,027		9,783		
Special Revolving Fund		1,620	4,135	4,028	1,727		
Trexler Scholarship Fund		7,250			7,250		
	\$	<u>20,101</u>	<u>\$ 9,412</u>	<u>\$ 5,288</u>	<u>\$ 24,225</u>	<u>\$ -</u>	
Grand Total - All Categories	\$	<u>210,623</u>	<u>\$ 43,846</u>	<u>\$ 34,708</u>	<u>\$ 219,761</u>	<u>\$ 91,426</u>	

Reformation's Endowment Funds and Undesignated Bequests

Reformation Fund		
Value of Invested Principal		
12/31/2020	\$ 220,304.00	
3/15/2021	<u>\$ 219,762.00</u>	
Income transferred monthly for mission	<u>\$ 1,100.00</u>	starting 3/1/20
Accumulated balance for ministry, 12/31/20	\$ 1,014.01	
Income transferred through 2/28/21	\$ 2,200.00	
Disbursements through 2/28/21		Budget
Global Mission		
El Salvador	1,517.67	
Namibia	1,517.67	
LWF Jerusalem	1,517.67	
		<u>4,553.00</u>
Local Mission		
WIN	3,780.00	
Property		4,167.00
Total Disbursements	0.00	<u>12,500.00</u>
Accumulated balance for ministry, 2/28/21	<u>\$ 3,214.01</u>	

Robert Lyon Fund		
Value of Invested Principal		
12/31/2020	\$ 1,105,608.00	
3/15/2021	<u>\$ 1,088,313.00</u>	
Income transferred monthly for mission	<u>\$ 6,100.00</u>	
Accumulated balance for ministry, 12/31/20	\$ 18,957.29	
Income transferred through 2/28/21	12,200.00	
Disbursements through 2/28/21		Budget
Substitute presiding minister	1,800.00	
Adult and small group	500.00	
Internal/external communications	4,500.00	
Property maintenance	19,471.00	20,083.00
Associate pastor	4,261.39	22,821.00
Office Assistant	6,229.49	21,076.00
	<u>29,961.88</u>	<u>\$ 70,780.00</u>
	<u>\$ 1,195.41</u>	
Accumulated balance for ministry, 2/28/21		

Mildred Leecke Taylor Fund		
Value of Invested Principal, 12/31/20	\$ 670,139.00	Wells Fargo Advisors
Value of Invested Principal, 12/31/20	\$ 782,334.00	ELCA Foundation
Combined Value	<u>\$ 1,452,473.00</u>	
Value of Invested Principal, 3/15/21	\$ 659,615.00	Wells Fargo Advisors
		ELCA Foundation
	<u>\$ 659,615.00</u>	
Income transferred monthly for mission	<u>\$ 4,200.00</u>	Wells Fargo Advisors
Income transferred quarterly for mission	<u>\$ 6,400.00</u>	ELCA Foundation
Accumulated balance for ministry, 12/31/20	\$ 18,037.15	
Income transferred through 2/28/21	8,400.00	
Disbursements through 2/28/21		Budget
Southeast Ministry		45,000.00
Pastor's discretionary		4,000.00
Other global and local ministries		
Everyone Home DC		
Homeless Shelter Playtime Project		
Lutheran World Relief		
Lutheran Volunteer Corp		
LIRS		
Reconciling Works		
Extraordinary Lutheran Ministries		
Other		
		11,962.00
Lead pastor		7,799.00
Office and food pantry assistant		3,327.00
Funeral hospitality		1,300.00
Congressional Staff Association for Lutherans		1,000.00
	0.00	<u>74,388.00</u>
Accumulated balance for ministry, 2/28/21	<u>\$ 26,437.15</u>	

Undesignated Bequests (in Money Market Account)		
Balance, 12/31/20	\$ 156,375.54	
Interest	27.50	
Disbursements		Budget
Transfers to church operating budget		49,766.00
Balance, 2/28/2021	<u>\$ 156,403.04</u>	

**Church of the Reformation
Anniversary Campaign
as of 2/28/21**

	Total	Renovation	Staffing	Tithe
Pledges to Date	\$ 572,578	\$ 419,700	\$ 95,621	\$ 57,258
Sacred Spaces match	125,000	125,000		
Sacred Spaces - planning grant	5,000		5,000	
Sacred Spaces future match	125,000	125,000		
Total Commitments as of 12/31/18	<u>\$ 827,578</u>	<u>\$ 669,700</u>	<u>\$ 100,621</u>	<u>\$ 57,258</u>

Activity to Date	Fund Balances			
	Renovation	Staffing	Tithe	
Receipts				
Renovation Fund (73.3%)	\$ 472,946	\$ 472,946		
Staffing Fund (16.7%)	107,803		107,803	
Tithing Fund (10.0%)	64,382			64,382
Sacred Spaces - match	250,000	250,000		
Sacred Spaces - planning	5,000		5,000	
Credit Line	380,000	380,000		
	<u>1,280,131</u>	<u>1,102,946</u>	<u>112,803</u>	<u>64,382</u>

Disbursements				
Southeast Ministry	18,461			18,461
LSS NCA	18,461			18,461
Metro Wash DC Synod	18,461			18,461
MFTA Architects	126,513	126,513		
CSG Consulting Engineers	394	394		
DCRA Plan review	451	451		
Bruno Clay	837,255	837,255		
Eliot Freese	1,306	1,306		
Northeast Contracting	21,219	21,219		
Allen Display	1,484	1,484		
Bay Imprint	70	70		
Creative Edge Design	1,759	1,759		
New line for fire alarm	113	113		
Partnership for Sacred Spaces				
Participation fee	500	500		
Jenna Jablonski, DB and Comm.	5,000		5,000	
Pastor Ben Hogue	81,923		81,923	
Ashley Hunt	27		27	
Excess reimb for travel	(11)	(11)		
Gift toward ceiling	(11)	(120)		
The Little Chef	500			
Food for events	219			
In-kind Hunt Smith Design	9,125	7,215	1,644	984
	<u>1,143,218</u>	<u>998,148</u>	<u>88,594</u>	<u>56,367</u>
Funds in Hand, 2/28/21	<u>\$ 136,913</u>	<u>\$ 104,798</u>	<u>\$ 24,209</u>	<u>\$ 8,015</u>

Accrued Interest - Credit Line	\$ 21,493
Outstanding Principal - Credit Line	380,000
	<u>\$ 401,493</u>

Payments on Credit Line
\$98,000 paid on 3/10/21

Lutheran Church of the Reformation
Wells Fargo Credit Line

	Interest Rate	Interest	Anniversary Renovation	Parsonage Renovation	Total Balance
3/15/2019 Draw #1			190,000.00	190,000.00	190,000.00
3/31/2019 Interest	5.00%	343.07		343.07	190,343.07
4/26/2019 Interest	5.00%	766.72		766.72	191,109.79
5/31/2019 Interest	5.00%	902.41		902.41	192,012.20
6/30/2019 Interest	5.00%	746.76		746.76	192,758.96
7/31/2019 Interest	5.00%	883.46		883.46	193,642.42
8/2/2019 Interest	5.00%	53.78		53.78	193,696.20
8/31/2019 Interest	4.75%	715.40		715.40	194,411.60
9/18/2019 Interest	4.75%	538.66		538.66	194,950.26
9/27/2019 Interest	4.50%	194.40		194.40	195,144.66
10/29/2019 Interest	4.50%	804.92		804.92	195,949.58
10/30/2019 Interest	4.50%	24.49		24.49	195,974.07
11/26/2019 Interest	4.25%	624.55		624.55	196,598.62
12/20/2019 Interest	4.25%	533.83		533.83	197,132.45
12/20/2019 Draw #2			210,000.00	190,000.00	20,000.00
12/27/2019 Interest	4.25%	336.00		319.49	16.51
1/30/2020 Interest	4.25%	1,635.47		1,555.13	80.34
2/26/2020 Interest	4.25%	1,352.36		1,285.93	66.43
3/10/2020 Draw #3			30,365.00		30,365.00
3/31/2020 Interest	4.25%3.75%/2.75%	1,205.45		1,067.28	138.17
4/30/2020 Interest	2.75%	1,114.35		986.62	127.73
5/31/2020 Interest	2.75%	981.65		869.13	112.52
6/30/2020 Interest	2.75%	983.93		871.15	112.78
7/31/2020 Interest	2.75%	1,156.00		1,023.49	132.51
8/31/2020 Interest	2.75%	988.61		875.29	113.32
9/30/2020 Interest	2.75%	1,093.38		968.05	125.33
10/31/2020 Interest	2.75%	1,027.50		909.72	117.78
11/30/2020 Interest	2.75%	995.52		881.41	114.11
12/31/2020 Interest	2.75%	1,135.25		1,005.12	130.13
1/31/2021 Interest	2.75%	1,000.21		885.56	114.65
2/28/2021 Interest	2.75%	967.91		856.96	110.95
		23,106.04	430,365.00	401,492.79	51,978.25
	2019	7,468.45	7,451.94		16.51
	2020	13,669.47	12,298.32		1,371.15
	2021	1,968.12	1,742.52		225.60
		<u>23,106.04</u>	<u>21,492.79</u>		<u>1,613.25</u>