

St. Mark's Congregational Council

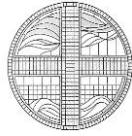
Record of Meeting – November 24, 2022

v

Purpose of Meeting: St Mark's Monthly Council Meeting	
Date: November 24, 2022	Location: St. Marks & Zoom Virtual Meeting
Time Started: 19:05	Time Ended: 22:10

Invited	Jan 6	Jan 29	Jan 30	Feb 24	Mar 31	Ap 28	May 19	Jun 16	Sep 8	Oct 27	Nov 24	
Brian Lorch	P	P	P	P	P	P	P	P	E	P	P	
Kris Wegert	P	E	E	P	P	E	P	P	E	P	P	
Brenda Catchpole	P	P	P	P	P	P	P	P	P	P	P	
Sarah Harrington	P	P	P	P	P	P	E	P	P	P	P	
Signe Jewett (C)	P	P	P	P	P	P	P	P	P	P	P	
Mary-Anne Tymm	-	-	-	-	-	E	P	P	P	E	P	
Wade Quehe	P	P	P	P	P	E	P	E	P	E	E	
Lynda Joyal	EX	P	E	P	P	P	P	P	P	P	P	
Inga Skundberg (S)	P	E	P	P	P	P	P	P	E	P	P	
Pastor Zsófi (exofficio)							P	P	P	P	P	
Guests												
Kurt Simonsen					P							

Minutes



St. Mark's Congregational Council

Record of Meeting – November 24, 2022

1. Opening Devotions
2. Approval of Agenda
MSC CC-2022-67 That the Council Agenda of November 24, 2022, be approved.
3. Approval of Minutes
MSC CC-2022-68 That the Minutes of Council Meeting October 27, 2022 be approved.
4. Finance / Budget Update

Discussion ensued with respect to the unprecedented projected operating deficit of approximately \$40,000. Several options were discussed on how to present the 2023 budget to the Congregation: Option A is to run a \$40,000 deficit; as well as an Option to cut expenditures (eg, staffing, remittance to our mission partners, and/or programming) to reduce the deficit to \$20,000; and Options to balance the budget which include cutting expenditures to equate to the \$40,000 deficit and/or increase expected giving. Option A to run a deficit of \$40,000 would give St. Mark's a one year window to re-evaluate the ministry we do as a congregation and determine if we can support our existing programming.

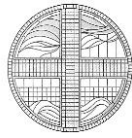
Regardless of the option chosen, it was determined that in early 2023, an intentional stewardship campaign will need to be undertaken. It was agreed that our expenses are not the problem but our income is, and that we are in uncharted waters as it is unlikely things will ever go back to the way they were.

Pastor Zsófi left the meeting and In Camera discussion ensued. Council returned Out of Camera and Pastor Zsófi returned to the meeting.

MSC CC-2022-69 That the proposed 2023 budget (Option A) be approved for presentation to the Congregation.

MSC CC-2022-70 That Council approve up to five supplementary sick days for Pastor Zsófi in 2023.

MSC CC-2022-71 That the Finance Committee be authorized to make remittances to the MNO Synod to fulfill our 2022 commitment of \$40,000, subject to the constraint that the remittance does not reduce unencumbered cash reserves to under \$60,000, and the remittance does not create a year-end operating loss of more than \$5,000.



St. Mark's Congregational Council

Record of Meeting – November 24, 2022

MSC CC-2022-72 That a special congregational meeting be held on Sunday, December 11, 2022 following the regular Sunday worship service for the purpose of (a) approval of the proposed 2023 budget and (b) appointments to the Audit Committee.

MSC CC-2022-73 That Andy Dale and Cole Parsons be nominated to serve on the Audit Committee.

5. Reports

a) Chair - Reviewed

b) Pastor - Pastor Zsófi advised she has completed the required boundary training workshop and is now qualified to teach it, and has worked a number of extra hours this month due to the business of the season as well as being off sick.

6. Continuing Business: None

7. Committees

a) Property: Estimate on the Floor Sink came in higher than expected. An additional \$2,500 needs to be approved to proceed. As well it has come to Council's attention that the portable vacuum needs replacing and the cost of a new one is \$600.

MSC CC-2022-74 That the October 27, 2022 Motion (MSC CC-2022-64) for the install of a floor sink in the storage closet in the Parish Hall be amended by changing the amount approved from \$4000 to \$7000, with \$1900 of it to be offset from the Capital Works Fund.

b) Sunday School Pageant - The date of the pageant has been changed from December 11, 2022 to December 18, 2022.

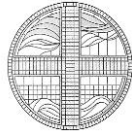
8. New Business

a) Scholarship Committee Recommendation

MSC CC-2022-75 That Wei-An Lau be awarded the Houston Scholarship (\$300) and Hagglund Scholarship (\$200) for 2022.

b) Nominating Committee Appointments

MSC CC-2022-76 That the Executive Committee be authorized to appoint the Nominating Committee.



St. Mark's Congregational Council

Record of Meeting – November 24, 2022

c) Christmas Office Hours / Staff Gifts

It was determined the office will be closed December 27, 2022 - January 3, 2023, and that each Council Member will sign the cards accompanying staff gifts.

d) Congregational Budget Meeting: Hybrid of In-Person and ZOOM to ensure there is quorum.

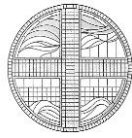
e) Annual General Meeting Date - April 23, 2023.

f) COVID protocol masking - Masks are to be strongly recommended in order to protect the healthcare system.

g) In Camera Session

h) Follow-up from Workshop on Nov 17 to establish a framework for congregational consultations/interviews with a stewardship intention.

The meeting was adjourned.

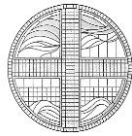


St. Mark's Congregational Council

Record of Meeting – November 24, 2022

Committee Reports Appended

Council Chair	x
Pastor	x
Education	
Fellowship	
Finance	x
Inreach/Outreach	
Mutual Ministry	
Nominating	
Property	
Social Ministry	
Stewardship	
Worship	
Sunday School	
Youth	
Scholarship	x



St. Mark's Congregational Council

Record of Meeting – November 24, 2022

Chair/ Vice Chair Report November 24, 2022

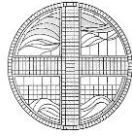
Budget concerns are top of priority for the Finance Committee this month. I want to express my deepest gratitude to Brian Lorch, Lynda Joyal and Daniel Corozo for their depth of commitment to developing the documents that we are reviewing and their detailing of items for us to understand.

The Council Workshop on Nov 17 was a great exercise in assessing the Mission, Vision and Values Statement and determining that it is still relevant. Further, an examination of the Strategic Priorities indicated that we have a lot to boast about and can be proud of the work that we are doing within the church and outward despite all of the challenges over the last two years (including the pandemic and a change in pastoral leadership). Two areas of concern were identified though:

- We need an updated resource plan that identifies all of the work we hope to accomplish and identifies the human resources necessary to accomplish it. This will involve identifying what tasks we will continue to do, what tasks we will cease, and what new work we would like to begin. Similarly, we need to determine what work is/should be done by staff, and what work is/should be done by volunteers. Finally, we need a clear plan to secure the necessary volunteers, train them, and ensure they are successful.
- There appears to be a decrease in volunteers, church attendance, and giving this year. We do not yet have a good understanding of why this is. Is the change in participation a result of the pandemic? If so, is it likely to change? Is decreased giving related to economic factors, or due to decreasing commitment?

It was felt that before we undertake the resource plan it would be best to take time to understand the changes in our attendance, membership and giving because if these changes are permanent, they will significantly affect what work we can accomplish. Therefore, we agreed that our plan of action will be as follows:

1. Use the period of January to March to canvas the congregation and assess our current baseline commitment (specifically in the areas of membership, volunteer time, and giving). A special Stewardship committee will be commissioned to reach out to every member of the congregation to the best of our ability. The Committee will facilitate these discussions (preferably in person or through Zoom) using an agreed upon framework for discussion on significant issues including what gifts of talents can be tapped into.
2. We will slowly begin to gather information from the existing committees on what work they do, what else they would like to do, who currently does the work, and what resource challenges they are finding. Brenda will draft a template to gather this information in hopes that Council members will be able to meet with committees between January and March.



St. Mark's Congregational Council

Record of Meeting – November 24, 2022

It will be all hands-on deck in order to get this going but I think the end result will be able to provide us with the energy to proceed with successful rejuvenation of programming. Let us celebrate and boast St Mark's.

ACTIONS TAKEN

Met with Brenda and Pastor Z for preparation of Workshop with Deacon Michelle.
Workshop with Council and Deacon Michelle

**Report to St Mark's Lutheran Church Congregational Council
From
Scholarship Committee
November 21, 2022**

Funds able to be disbursed, Houston Scholarship	\$300
Funds able to be disbursed, Hagglund Scholarship	\$670 (at Oct 31, 2022)

Only one application was received this year from Wei-An Lau.
Wei-An applied for both scholarships and the Committee found her application worthy of receiving a scholarship from both funds.

The Scholarship Committee recommends the following awards:

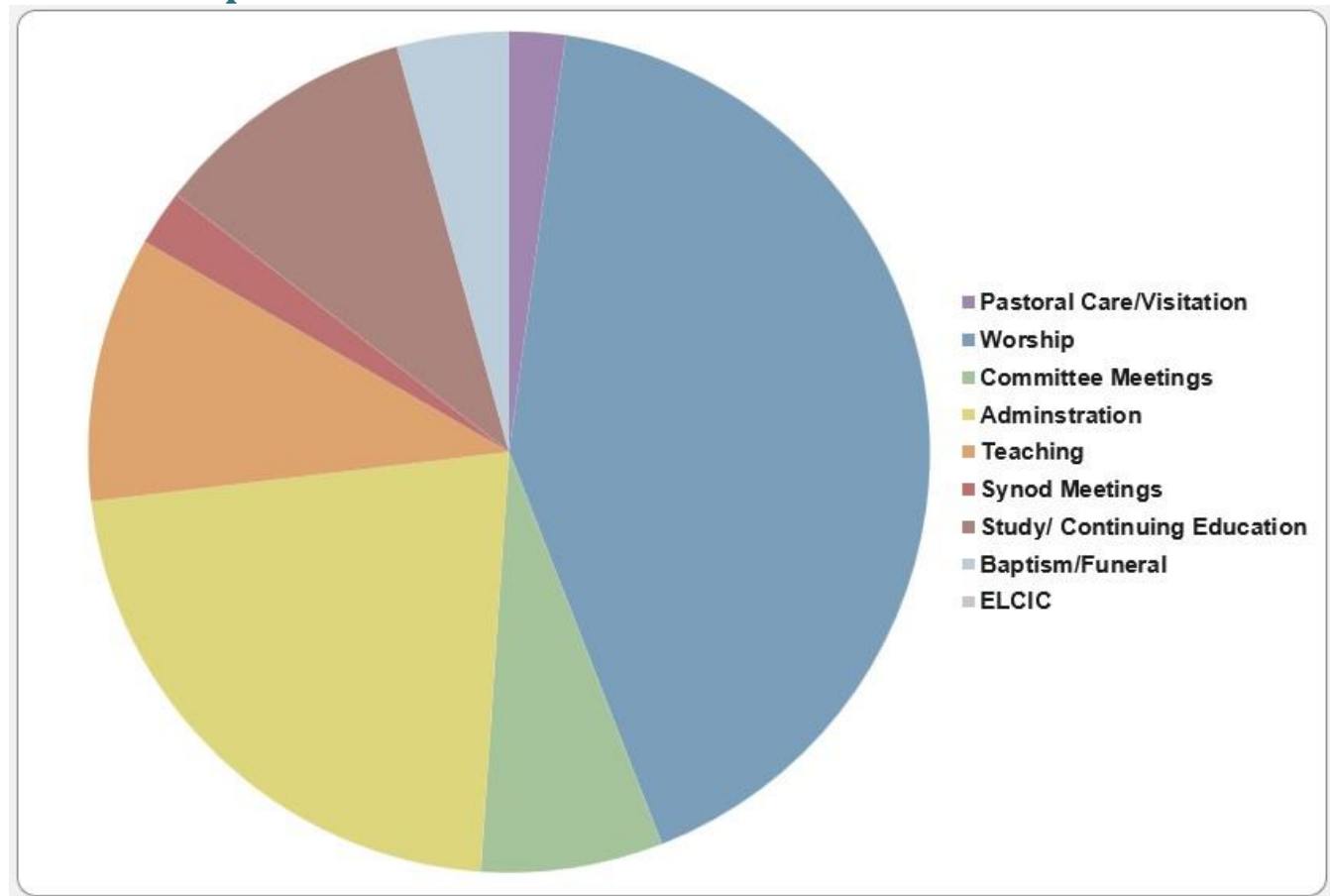
Wei-An Lau	Houston Scholarship, \$300
	Hagglund Scholarship, \$200

Leaving a balance of \$470 in the Hagglund Scholarship account after this disbursements will provide additional scholarship opportunities next year should there be a larger number of applicants.

Thank you,

Allen Harrington, Rhonda Lorch
St Mark's Lutheran Church Scholarship Committee

Pastor's Report – November 2022



Where've we been

Worship – After a very intentionally busy few months of varied worship services, Brian has brought to attention that one of the realities of the way we are doing worship with the PowerPoint is the time it takes volunteers to do the work. In an effort to help a little, I have taken on creating the liturgical slides for Advent. I hope this will give Brian a much needed break. Personally, planning for Advent has felt like I am last-minute decision making at times.

Staff – With Lori working on Fridays, she has taken on the role of volunteer coordinating and worship material creation admirably. Though I am pleased with her efficiency and attention to people, I am aware that the time that was needed to orient and streamline meant that some other things had been unintentionally dropped. I have spoken with Lori about it, and I consider the matter done for now. A couple of different issues through the office have led me to asking Council to consider a part-time Communications person to begin taking on: PPT creation, Tech Team Support/Lead, and Social Media Management (Enews, Website, and Facebook).

Pastoral Care – We've seen a few death of congregational members and of loved ones of congregation members this month. The first week of Nov we received three death notices in rapid succession. The Palmer Family very directly and explicitly asked for Pastor Ron to preach at their mother's funeral.

Where we are

Learning and Fellowship Opportunities – I have begun a Lectionary Bible Study time on Tuesday mornings. I have a meager turnout, but it has proven useful in getting to know where some people are at in their own faith journeys. I have also brought together a group of women to form a safe circle of support and growth from discerning a couple of pastoral requests. This Wisdom Circle is meeting once a month at the end of the month.

Where we're going

Letter to the congregation – It's Christmas time. I will be composing a December Newsletter from the Pastor for every member of the congregation.

From the council meeting with Deacon Michelle – I am mindful of the tasks that Council is endeavouring to undertake in intentional listening and visioning. I have decided to use this as a means of guiding people to slowing down a little.

Goals for the coming month

1. Expectations & Responsibilities conversations with key people.
2. Intentional review of job descriptions and current responsibilities of all staff. Follow up for Council to come.
3. Goal setting and personal year-end review.

Congregation Statistics

SYNOD GUIDELINES <i>Prorated</i>		CURRENT PERIOD (Guidelines)	YEAR TO DATE (Guidelines)
Days of the Year (May 1 - Dec 31)	245	30 (30)	214 (214)
Work Days (5-day work week)	167	21 (21)	129 (150)
Days Off	070	7 (08)	43 (58)
Statutory Holidays	007	00 (01)	05 (06)
Vacation Days (includes days off)	019	0	14
Study Days (includes days off)	014	2	11
Sick Leave	012	0	12

Baptism – n/a

Confirmation – n/a

Death – 2

PALMER, Linda

HARLOS, Ella

PASTORAL ACTS

Baptisms	00	Confirmations	02
Weddings	00	Funerals	04

CONGREGATION ACTIVITIES (Year to date)

Worship Services	23 (32)	Communion Services	20 (28)
Baptismal Counselling	01 (02)	Wedding Counselling	– (00)
Visitation/Family Prayer	01 (16)	Council Meetings	02 (05)
Committee Meetings	01 (16)	"Home" Communions	01 (03)
Confirmation Classes	02 (07)	Other Events	01 (06)
Hospital Visits	– (00)		

WIDER CHURCH RESPONSIBILITIES (Year to date)

MNO Meetings/Events	02 (22)	Mentorship & Collegiality	03 (09)
Other Meetings/Events	02 (04)	MNO Synod Leadership Conference	☺

Books read, Year to date: 07

FINANCE REPORT – NOVEMBER 21, 2022

For reasons yet to be determined, October financial information did not reach our bookkeeper in time to have October a balance sheet and detailed income statement generated in time for the November council meeting. This is unfortunate as having that information would be helpful in finalizing the 2023 budget for presentation to the congregation on December 11.

I was able to assemble a rough draft of an income statement for October by analyzing cheques issued in October and recorded in QuickBooks and the October bank statement.

DRAFT INCOME STATEMENT FOR PERIOD OCTOBER 1 – OCTOBER 31, 2022

INCOME

Envelopes	3,812.00
E-Transfers	1,750.00
PAD	15,027.00
Exchange on USD offerings	51.69
Deposit Error to our good	110.00
TOTAL GEN OFFERING	20,750.69

EXPENSES

Cheques entered in QB	2,672.22
Other expenses on bank statement	26,824.37
TOTAL EXPENSES	29,496.59

NET OPERATING PROFIT - **8,745.90**

EXPLAINATORY NOTES

1. Income from facility rental and investment income is not included. Estimated to be about \$700.
2. Expenses include severance payout to former custodian and a double payment on church insurance (November payment processed on October 31). These two items alone are almost equal to October net operating loss shown above.
3. Benevolence cheque to Synod for October has not been issued (\$2,500).
4. All the above has been factored into our year end projection which now sits at a net operating profit of about \$3,100. The projection assumes November / October giving will match average giving in these two months in 2019/2020.

BALANCE SHEET INFO

1. Capital Works has balance of \$1,935
2. Memorial Fund has balance of \$7,747
3. Sunday School offerings has balance of \$1,924

PROPERTY EXPENDITURES TO COME

Possible expenditures not yet factored into the year-end projection are as follows.

1. Kurt met with the custodian and reports that the existing vacuum has reached the end of its lifespan. Estimated cost to replace is \$600 plus tax.
2. Floor sink (\$6500 plus tax). Estimate received from Howell exceeds original ballpark estimate by about \$2,000.

An educated guess is that these two expenses would increase projected property expenses from \$9,000 to \$16,500. This would wipe out our projected year end operating profit and produce a net operating loss of about \$4,000.

If council decides to proceed with the floor sink project, monies could be drawn from the Capital Works fund to reduce the amount that would be shown on the income statement. Note that council did approve the floor sink installation at its October meeting but based on a projected cost of \$4500 plus tax.

Prepared by Brian Lorch
Chair
Finance Committee

2023 Congregational Budget

Notes to Draft 2

UPDATES TO DRAFT 1

The following notable changes have been made to Draft 1 presented at the October 2022 council meeting.

General Offering	Reduced year end projection by \$4,000 based on general offering receipts for October 2022. New projection assumes November and December offerings will match the average for those months in 2019, 2020 and 2021. Very likely wishful thinking. Would require combined general offering for November and December of \$72,000.
Programming	Total program budget increased by \$1,050 • Thanksgiving Retreat up \$600 due to larger number of 3 expected first-time attendees. • Increased Confirmation hospitality budget by \$200 • Reduced Confirmation Sunday expenses by \$300 • Reduced Confirmation materials budget by \$150
Utilities	Increased combined hydro / gas by \$1500. Natural gas prices have spiked in the last few weeks. Free Press story referred to 11% hike in gas prices.
Payroll Expenses	Increased \$1,800. Now using 2023 figures for GSI benefit rates and 2022 EI/CPP rates. EI rates for 2023 not yet determined.
Other HR	Increase in Supply Musician cost by \$150

BOTTOM LINE Projected operating deficit increases from \$31K to \$39.5K

Some scenarios for addressing an operating deficit

The Finance Committee has developed four options for council to consider.

- OPTION A – Go with Draft 2 of the Proposed Budget and run a \$40K deficit
- OPTION B – Make selected cuts to reduce the projected deficit to \$20,000
- OPTION C – Make selected cuts to balance the budget
- OPTION D – Increase expected giving and make selected budget cuts to balance the budget

Summary tables found at the end of this document outline where cuts in the above-mentioned ministry areas may be found.

OPTION A

Our collective memories can't recall the congregation ever being presented with an operating deficit. The norm has been to inflate giving to a level that will match proposed expenditures.

To balance the Draft 2 budget without reducing any planned spending would require projected income to rise by \$38,000. This amounts to a 13.5% increase to what we are projecting for general giving in 2022.

Can we run a \$40,000 deficit?

In a word, YES. A deficit budget is feasible provided the congregation has unencumbered financial reserves to finance that deficit. Given recent annual operating surpluses, we have capacity to run a deficit in 2023.

Year	Operating Profit (Loss)
2016	\$13,600.00
2017	\$11,179.00
2018	\$6,251.43
2019	(\$2,600.00)
2020	\$8,514.13
2021	\$57,384.39
2022*	\$3,191.00
TOTAL	\$97,519.95

* Projected

An argument in favour of OPTION A is that it would buy us time to transition back to something closer to our pre-COVID status. It was thought that jettisoning the \$30,000 in mortgage payments would present opportunities for expanding the mission and ministry of the congregation. To the contrary, by the end of October 2022, general offering income is running just over \$26,000 less than what it was in October 2019.

It can also be argued that the path back will be made that much more difficult if we cut programming expenses. If programming is what makes St. Mark's attractive to current and potential members, then cutting programming would be counterproductive to growing the membership / giving base.

An intentional stewardship campaign would be needed to support OPTION A. The campaign would afford opportunity to reconnect with members and share our vision for the ministry and mission of the congregation.

Likely, we are looking at a multi-year recovery and regeneration. Through a successful stewardship emphasis, the mission and ministry will grow along side the membership/giving base, and consequently, the size of the deficits should decrease. In fact, this must happen for this plan to succeed financially as it is plain to see that consecutive \$40K deficits would deplete our cash reserves in about two years time.

Option B – Selected Cuts to Reduce Deficit to \$20K

We present this option as one that represents a more palatable course of action for those not enamoured with deficit financing.

In theory, the Synod Budget line item of \$40,000 could absorb a \$20K cut. However, OPTION B proposes to “share the pain” across three areas of the budget rather than pass all the pain to mission partners.

Option B would cut the following from the expenditure side of the budget:

- \$10,000 from Mission Partners
- \$5,000 from Personnel Costs
- \$5,000 from Programming

Shown in the table below for each of these areas of the budget are budget line items that could be considered as areas for reducing planned spending.

Option C – Selected Cuts to Balance the Budget

- \$20,000 from Mission Partners
- \$10,000 from Personnel Costs
- \$10,000 from Programming

Shown in the table below for each of these areas of the budget are budget line items that could be considered as areas for reducing planned spending.

OPTION D – Selected Cuts Coupled with Growth in Giving

Option D represents an alternative path to a balance budget.

- \$20,000 addition to income over what is projected in Draft 2
- \$10,000 reduction in Mission Partners
- \$5,000 reduction in Personnel Costs
- \$5,000 reduction in Programming

Summary of Deficit Reduction Options

	OPTION A	OPTION B	OPTION C	OPTION D
Operating Deficit – Draft 2	40,000	40,000	40,000	40,000
Additional Income				20,000
Reductions	-			
Mission Partners		10,000	20,000	10,000
Salaries		5,000	10,000	5,000
Programming		5,000	10,000	5,000
REVISED OPERATING DEF	40,000	20,000	-	-

Possible areas where proposed 2023 spending could be reduced

Mission Partners	MNO	40,000
	LUM	1,700
	TOTAL	41,700
Salaries	Office Assistant	6,257
	Sunday School	7,105
	Youth	5,133
	Bookkeeping	2,400
	TOTAL	20,895
Programming	CLAY	5,000
	Thanksgiving Retreat	1,000
	Paraments	1,250
	Adult Ed	400
	Social Ministry	2,600
	TOTAL	10,250

Note that cutting personnel costs by \$5K would most likely require the elimination of one part-time position or reductions in hours available for a combination of positions.

Note that any increase in giving above the projected 3% would further reduce the deficit for 2023. Again, an intentional stewardship campaign will play a critical role in increasing financial support for the congregation's ministry.

SOURCE OF GENERAL OFFERINGS

The table below compares the various methods by which members contribute general offerings as of September 30 in 2021 and 2022.

As most are aware, PAD giving represents the largest share of general offerings. Despite the drop in overall PAD giving, its share of total offerings remains at just over 70%. Historically, PAD giving has made up around two-thirds of general offerings.

Further research is needed to determine underlying factors of the absolute decline in PAD giving.

General Offerings	As of September 30		Change
	2021	2022	
4000.1 Envelope Offerings	36,298.59	34,405.46	- 1,893.13
4000.2 PAD Offerings	142,333.00	131,618.00	- 10,715.00
4000.3 Electronic Transfers	16,314.24	17,945.00	1,630.76
4000.4 Loose Offerings	20.00	190.40	170.40
4000.5 Gifts of Securities	6,637.50	3,305.82	- 3,331.68
TOTAL	201,603.33	187,464.68	- 14,138.65

St. Marks Lutheran Church Inc

2023 Budget Planning - Draft 1

	Actual to End 3rd Qtr	22 Budget	22 Projected	23 Budget Draft 1	NOTES
Income					
4000 General Offerings					
4000.1 Envelope Offerings	34,405.46	44,581.94			
4000.2 PAD Offerings	131,618.00	205,076.93			
4000.3 Electronic Transfers	17,945.00	56,265.48			
4000.4 Loose Offerings	190.40	1,537.31			
4000.5 Gifts of Securities	3,305.82				
Total 4000 General Offerings	\$ 187,464.68	\$ 307,461.66	\$ 280,367.00	\$ 288,778.01	Projected = YTD Oct 31 + average last two months 2019-2021. Budget = projected * 1.03)
4560 Gain/Loss - Investments	35.77				
4602 Interest Income	229.20	350.00	754.20	2,100.00	Inv sav acct paying 3% on balance of approx \$55000 plus Mutual Fund interest of approx \$500
4603 Other Income	99.10		99.10		
4603.1 Facility Rentals	3,646.00	2,000.00	4,600.00	8,000.00	
4603.2 Confirmation Fees		500.00			Other fees
Total 4603 Other Income	\$ 3,745.10	\$ 2,500.00	\$ 5,453.30	\$ 10,100.00	
4604 Restricted fund income					
4604.1 Memorial Fund Income	3,819.41	1,000.00	3,819.41	0	
Total 4604 Restricted fund income	\$ 3,819.41	\$ 1,000.00	\$ 3,819.41	\$ 0.00	
Total Income	\$ 195,294.16	\$ 311,311.66	\$ 289,639.71	\$ 298,878.01	
Gross Profit	\$ 195,294.16	\$ 311,311.66			
Expenses					
5000 Programming					
5002 Worship Committee					
5002.1 Resource Materials and Music	518.88	500.00		500	
5002.2 Communion Supplies	129.41	400.00		500	

5002.3 Flowers and Decorations	55.48	400.00	1,550	\$1250 for new paraments
5002.4 Licences and Subscriptions	1,798.53	2,158.00	2,400	Sunday & Seasons/One Licence/CCLI/Eternity for Today. USD exchange on some
5002.5 Equipment Maintenance	516.24	650.00	650	mostly piano tuning
5002.6 Equipment Purchase	674.04	700.00	1,200	Replace some mics
Total 5002 Worship Committee	\$ 3,692.58	\$ 4,808.00	\$ 4,700.00	\$ 6,800.00
5010 Confirmation Ministry				
5010.1 Confirmation Resources		100.00	400.00	250 \$28/year per student. Recoup from parents?
5010.2 Confirmation Hospitality		200.00		400
5010.3 Confirmation Sunday Expenses		625.00		325
5010.4 Thanksgiving Retreat		1,000.00		1000 \$100 subsidy for first time attendees
Total 5010 Confirmation Ministry	\$ 0.00	\$ 1,925.00	\$ 400.00	\$ 1,975.00
5014 Sunday School Ministry				
5014.1 Curriculum Supplies	100.27	455.00	1000	2022-23 curriculm \$47/mo. Allowance for other supplies
5014.2 Splash Program		120.00	450	includes new postage charge
5014.3 Grade 5 Bibles	393.34	180.00	200	we have some inventory
5014.4 Special Events		425.00	425	
Total 5014 Sunday School Ministry	\$ 493.61	\$ 1,180.00	\$ 700.00	\$ 2,075.00
5022 Adult Education				
5022.1 Curriculum Material			400	Question re who pays for participant's books
5022.2 Hospitality		120.00	200	
Total 5022 Adult Education	\$ 0.00	\$ 120.00	\$ 120.00	\$ 600.00
5026 Inreach/Outreach				
5026.1 Can Lutheran Congregational Subscription				
5026.1 Can Luth Subscription		25.00	25	
5026.2 Supplies	696.71	500.00	600	Birthday cards
5026.3 Postage	45.78	500.00	500	
Total 5026 Inreach/Outreach	\$ 742.49	\$ 1,000.00	\$ 1,000.00	\$ 1,125.00
5030 Stewardship				
5030.1 Supplies		250.00	500.00	
5030.2 Postage			100.00	

Total 5030 Stewardship	\$	0.00	\$	250.00	\$	0.00	\$	600.00	
5036 Youth Committee									
5036.1 Assistant Youth Leader Honorium		500.00		500.00		500.00	700.00		Increase re compensation for use of personal vehicles by assistant leaders
5036.2 Local Programming		518.72		1,000.00		800.00	1,000.00		
5036.3 Event Expenses - leaders		0.00		300.00		100.00	300.00		
Total 5036 Youth Committee	\$	1,018.72	\$	1,800.00	\$	1,400.00	\$	2,000.00	
5040 Fellowship									
5040.1 Congregational Events		1,144.49		300.00		1,250.00	300.00		
5040.2 Coffee Hour Kitchen Supplies		261.77		1,600.00		450.00	1,600.00		
Total 5040 Fellowship	\$	1,406.26	\$	1,900.00	\$	1,700.00	\$	1,900.00	
5045 Social Ministry									
5045.1 Programming		1,000.00		500.00		1,000.00	2,600.00		Reconciliation project/SOGI training/new initiatives. SOGI - may receive some inc from other congregations. May be opportunity to apply to Synod for some funding.
5045.2 Local Emergency Relief				300.00		300.00	300.00		
Total 5045 Social Ministry	\$	1,000.00	\$	800.00	\$	1,300.00	\$	2,900.00	
Total 5000 Programming	\$	8,353.66	\$	13,783.00	\$	11,320.00	\$	19,975.00	
5038 Synodical/National Events									
5038.1 Synod Convention Fee				880.00		880.00	900		Just a guess for now
5038.2 CLAY Gathering				5,000.00			5,000		
5038.3 Other events		291.40		1,800.00		291.00	1,800		used in past for worship conferences
Total 5038 Synodical/National Events	\$	291.40	\$	7,680.00	\$	1,171.00	\$	7,700.00	
5046 Council/Governance									
5046.1 Council Meeting Expenses		174.82		100.00		175.00	125		
5046.2 Staff recognition				350.00		350.00	350		
Total 5046 Council/Governance	\$	174.82	\$	450.00	\$	525.00	\$	475.00	
5070 Administration Expenses									
5074 Office Expenses									
5074.1 Stationery and Miscellaneous Supplies		715.14		1,600.00		1,200.00	1,200.00		

5074.2 Postage	679.51	900.00	900.00	500.00	Transfer some of cost to Inreach and to Splash.
5074.3 Photocopier lease	710.18	1,476.00	1,100.00	1,476.00	\$350 quarterly on average
5074.4 Photocopier Operating Expenses	347.95	1,300.00	525.00	600.00	
5074.5 Software Expenses	1,326.57	1,400.00	1,500.00	1,550.00	Zoom / MS Office / Quick Books / Church Watch
5074.7 Office Equipment Purchases	164.24	200.00	165.00	200.00	
5074.8 Corporations Return	40.00	40.00	40.00	40.00	
Total 5074 Office Expenses	\$ 3,983.59	\$ 6,916.00	\$ 5,430.00	\$ 5,566.00	
5079 Technology					
5079.1 Internet Service	1,602.78	1,500.00	1,900.00	1,200	\$95/mo plus taxes. Incl an. Exp for domain name \$36
Total 5079 Technology	\$ 1,602.78	\$ 1,500.00	\$ 1,900.00	\$ 1,200.00	
5080 Bank charges					
5080.2 EFT Billing	522.36	780.00	720.00	720.00	estimate @ \$60/mo - bank fees on PAD
5080.3 Other bank fees	538.31	200.00	540.00	100.00	returned cheque fees / interest
Total 5080 Bank charges	\$ 1,060.67	\$ 980.00	\$ 1,260.00	\$ 820.00	
5088 Telephone Expenses					
5088.1 Telephone Lease	923.36	1,236.00	1,236.00	1236	
5088.2 Telephone Monthly Bill	764.80	1,140.00	1,065.00	1320	\$98 per mo plus LD and tax = \$110/mo
5088.3 Telephone Service Plan	200.72	300.00	300.00	300	warranty plan on leased phones
Total 5088 Telephone Expenses	\$ 1,888.88	\$ 2,676.00	\$ 2,601.00	\$ 2,856.00	
Total 5070 Administration Expenses	\$ 8,535.92	\$ 12,072.00	\$ 11,191.00	\$ 10,442.00	
5090 Property Expenses					
5091 Utilities					
5091.1 Gas	3,922.27	6,000.00	8,021.27	8500	est by double counting Jan/FEB/Mar
5091.2 Electricity	4,724.23	7,550.00	6,598.23	7500	est by double counting Jan/FEB/Mar
5091.3 Water	265.36	650.00	600.00	650	
5091.4 Alarm	853.75	240.00	1,200.00	850	now includes inspection fees. One time expenses in 2022 due to malfunction of fire alarm.
Total 5091 Utilities	\$ 9,765.61	\$ 14,440.00	\$ 16,419.50	\$ 17,500.00	
5092 Furnishings and Equipment					
5092.1 Computer Hardware & Accessories	5,606.93	1,800.00	5,606.93	-	nothing anticipated
5092.2 Furniture	1,224.42		1,224.42	-	
5092.3 - Other Equipment & Accessories				-	

5092.4 Maintenance Office/Electronics				500.00	new GL Code needed
Total 5092 Furnishings and Equipment	\$ 6,831.35	\$ 1,800.00	\$ 6,831.35	\$ 500.00	
5098 Insurance and Taxes					
5098.1 Insurance	5,696.50	8,132.88	10,000.00	10,685.00	coverage period ends March 31. Current contract \$840/m0. Increased 2022 due to increased SOV for building. Allow for 6% increase.
5098.2 Property Taxes	1,206.80	1,300.00	1,206.00	1,250.00	Allow for 3% increase
Total 5098 Insurance and Taxes	\$ 6,903.30	\$ 9,432.88	\$ 11,206.00	\$ 11,935.00	
5100 Property Committee					
5100.1 Interior Maintenance and Repair	2,572.51	5,000.00	4,000.00	5,000.00	
5100.2 Custodial Supplies	247.51	600.00	500.00	600.00	
5100.3 Misc Interior Property Expenses	50.03				
5100.4 Snow Clearance	2,423.35	3,300.00	3,203.35	3,400.00	Kindred / Da Boy Next Door (\$150 per month for 5 mo.) Sanding of lot.
5100.5 Lawn Care	292.85	800.00	525.00	800.00	assumes volunteers / custodian do work. Money for maintenance on mowers. \$500 for spring/fall clean ups
5100.6 Misc Outdoor Property Expenses	742.32	1,000.00	750.00	1,000.00	Weeping tile work
5100.7 Professional fees	25.00	300.00	25.00	-	
Total 5100 Property Committee	\$ 6,353.57	\$ 11,000.00	\$ 9,003.35	\$ 10,800.00	
Total 5090 Property Expenses	\$ 29,853.83	\$ 36,672.88	\$ 43,460.20	\$ 40,735.00	
5115 Personnel Expenses					
5116 Staff Expenses					
5116.1 Mileage	120.36	2,360.00	300.00	2440	Includes all staff
5116.2 Parking Expenses		200.00	0.00	200	
5116.3 Pastor's Miscellaneous	120.92	250.00	250.00	250	
5116.4 Pastors Book Allowance	79.89	500.00	500.00	500	
5116.5 Director of Music Cont Education	408.00	550.00	408.00	550	
5116.7 Pastor Cell Phone Allowance		600.00			Paid thru Payworks - pt of salary
Total 5116 Staff Expenses	\$ 729.17	\$ 4,460.00	\$ 1,458.00	\$ 3,940.00	
5145 Payroll Expenses					
5145.1 Wages	90,312.58	159,124.58	127,706.25	166,171.81	from Salaries worksheet - assumes same hourly structure as in 2022 budget. Assumes we retain SS Cord past May.
5145.2 Benefits	15,077.98	27,655.81	15,077.98	27,808.33	from Benefits worsheet

5145.3 CPP Employer Paid	4,349.59	6,493.38	4,349.59	9,016.19	from Benefits worksheet
5145.4 EI Employer Paid	1,997.66	3,988.13	1,997.66	3,289.97	from Benefits worksheet
5145.5 Payworks Fees	756.04	840.00	950.00	950	\$75/mo plus a few extra \$
Total 5145 Payroll Expenses	\$ 112,493.85	\$ 198,101.90	\$ 150,081.48	\$ 207,236.30	
Total 5115 Personnel Expenses	\$ 113,223.02	\$ 202,561.90	\$ 151,539.48	\$ 211,176.30	
5150 Other HR Costs					
5150.1 Supply Pastor	3,510.00	860.00	3,510.00	1290	6 @ \$215 (might reduce if Summer Series Sermons are used)
5150.2 Supply Musicians	650.00	650.00	650.00	750	5 @ 150
5150.3 Supply Pastoral Care		400.00	0.00	400	
5150.4 VPP Record Checks		500.00	500.00	1100	20 @ \$55 (Do we need this many?)
5150.5 Bookkeeping Services	1,950.00	2,400.00	2,750.00	2400	
5150.6 Miscellaneous HR Costs	11,090.32	20,000.00	18,000.00	0	includes \$ for custodian severance
Total 5150 Other HR Costs	\$ 17,200.32	\$ 24,810.00	\$ 25,410.00	\$ 5,940.00	
5151.5 Bookkeeping Services	0.00				
5301 Mission Partner Support					
5301.1 MNO Synod	25,000.00	40,000.00	40,000.00	40,000.00	
5301.2 Lutheran Urban Mission		1,700.00	1,700.00	1,700.00	
5301.3 Other partners	132.73	100.00	132.00	140.00	RIC (\$100 + FX charge)
Total 5301 Mission Partner Support	\$ 25,132.73	\$ 41,800.00	\$ 41,832.00	\$ 41,840.00	
Total Expenses	\$ 204,092.59	\$ 339,829.78	\$ 286,448.68	\$ 338,283.30	
Net Operating Income	-\$ 8,798.43	-\$ 28,518.12	\$ 3,191.03	-\$ 39,405.29	

Explanatory Notes to 2023 Proposed Budget

1. Projected General Offerings is based on actual giving to end of November plus December offering of \$47,000. The estimated December giving is the average of December giving in the last four years.

Project giving for 2023 includes a 3% increase to what we expect to receive in 2022.
2. Assumes an average interest rate of 3% on invested savings.
3. Assumes our Archimedes Math, Village Green Dances and Sisters of the Holy Rock are retained and that maintain a full schedule of activities.
4. Assistant youth leader honorariums are being increased to compensate leaders for use of personal vehicles to transport youth to events.
5. Increase reflects commitment to programming related to reconciliation with indigenous peoples. The committee will be applying for funding to the MNO Synod which, if successful, will reduce the impact on our budget.
6. Represents the congregation's collective support for youth who will attend the Canadian Lutheran Anglican Youth gathering (CLAY) to be held in Waterloo in August, 2023.
7. Reduction in expected postage costs reflects a transfer of these costs to aspects of our programming that regularly uses Canada Post to deliver materials to members (i.e., Splash program, outreach to shut-ins, birthday cards to seniors).
8. Monthly subscriptions to software including Zoom, QuickBooks, MS Office package, Church Watch. The latter is used to record giving by individual members and to issue charitable receipts for tax purposes.
9. Reduction in 2023 results from migrating all phone and internet service to Shaw.
10. Natural gas pricing continues to be extremely volatile. To be on safe side, we are budgeting for a 10% increase.
11. Recent announcements indicate increases in hydro rates next year will be held to 3%.
12. Significant jump in 2022 actual cost resulted from revising the insured value of our building and its contents. We are anticipating a 6% increase in 2023 as insurance companies are under pressure from a high volume of claims in the aftermath of severe weather events.
13. Includes plowing of parking lot and shovelling of sidewalks.
14. Includes contracting out of spring and fall clean-ups of the church yard.
15. Personnel costs will come in under budget in 2022 mostly due to the absence of a full-time pastor for the first four months of the year. The employer contribution rate for Canada Pension Plan is increasing in 2023 as are some of the premiums for benefits delivered through Group Services Inc (GSI). Currently, our Pastor, Music Director and Office Administrator qualify for

enrollment in GSI plans. The proposed budget includes a 3% increase in salaries and wages for all staff members.

16. Additional supply pastor costs were incurred in the first four months of 2022 while we were without a full-time pastor. We are anticipating the need for pastoral supply on six Sundays in 2023. The remuneration rate prescribed by the Synod is \$215 per service.
17. 2022 actual represents costs incurred in to bring Pastor Schmiedge to Winnipeg for an interview and the costs of moving her and her family to Winnipeg.
18. Our ability to fulfil our budgeted commitment to the MNO Synod will be dependent on December giving. In 2022, we have been sending \$2500 per month to the Synod with the hope that the shortfall in benevolence transfers could be made up before we close the books on 2022.
19. Represents our collective congregational gift to Lutheran Urban Ministry (LUM). Each year, we forward additional monies to LUM that represent directed gifts of members. Additional support to LUM comes through the Urban Meals Program which is funded entirely through directed giving.
20. Contribution to Reconciling in Christ organization.