

**ST. MARK’S LUTHERAN CHURCH**  
**CONGREGATIONAL EXECUTIVE COMMITTEE MEETING**  
**August 18, 2025**

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## Attendance

<b>Date:</b> August 18, 2025	<b>Location:</b> Zoom
<b>Meeting Started:</b> 7:00 pm	<b>Meeting Ended:</b> 8:55 pm

	Attended
Marijus Timmerman (C)	✓
Brian Lorch (T)	✓
Cole Parsons (VC)	✓
Jennifer Polet (S)	✓
Pastor Zsófi (exofficio)	✓

## Minutes

1. Opening Devotion - Pastor Zsófi led the devotion.

2. **MSC CEC-2025-59? Agenda approved for August 18, 2025.**

3. Finance - Brian presented the latest financial report.

Rogers contract was renewed for 3 years since other options do not have enough speed for us to run livestream services (MTS).

Recommendation for Fees will be postponed until September meeting for a vote.

4. Human Resources

Office Administrator job description and duties have been updated. Wage will be listed at \$20/hour. Jennifer agreed to gather resumes from the job posting that will be listed on Indeed (this task will be taken from Marijus).

Youth Leaders will likely be Mabel and Rachel held as co-leadership. We will wait for a motion to come from the Youth Committee for a vote on this matter.

Doors unlocked at church raises safety concerns when coupled with needles found around the property. Recommendation that Melissa locks doors when she is inside the church teaching or otherwise alone.

5. Duty Roster has been started for Sept/Oct by Melissa and Pastor Zsófi. Council members are asked to assist where they can particularly in the role of Worship Assistant.

Come Together Sunday date has changed from Sept 14 to Sept 7.

Sunday School is ordering new 3 year hard copy curriculum that will be colour photocopied by teachers for weekly lesson material. Pastor Zsófi met with Alissa about this subject. Prep table space might be available in the front office for this use.

#### 6. Committees, Programs and Membership

Lack of Worship Committee an ongoing concern.

#### 7. Alva Houston Trust

Hugh Adams, the lawyer that was acting as trustee for us has been accused of misappropriation of funds and is being reviewed. Tana Christianson (Director, Professional Liability Claims Fund) is our point person on this and she can recommend a new lawyer to use in the interim while the investigation is ongoing. She anticipates that Hugh Adams will resign as trustee. She has suggested that we might want to consider looking after this trust ourselves given the small dollar amount. Some names were generated as potential people to do this from our congregation.

#### 8. Sign not Working

Brian will look in Quickbooks to see who fixed the sign the last time it required repairs.

#### Other Topics:

9. Pastor's cell phone number to be provided in a MailChimp blast to our members. A suggestion was made to supply a second phone for Pastor Zsófi for work use only to prevent her personal number being public. This second cell phone will be added to the September agenda for voting. It was also noted that the outgoing land line message still refers to Pastor Rick.

10. A clean up of hard copy archives was completed but there still needs to be a clean up of the Hard Drive. Over 1000 emails in the current Inbox alone, some which contain video clips that take up a lot of storage/data space. Suggested deleting everything to keep only the most recent 5 years.

**Adjournment: 8:55pm**

## Finance Update – July 31, 2025

### 1. Overview

As of July 31			
	This Year	Last Year	Change
General Offerings	136,488	142,261	-5,773
Other Income	4,730	5,954	-1,223
Total Revenue	141,219	148,215	-6,996
Expenses	158,065	150,590	7,475
Net Surplus / Deficit	-16,846	-2,375	-14,471

### 2. Income Detail as of July 31

	This Year	Last Year	Change
4000 General Offerings			
4000.1 Envelope Offerings	13,741.00	12,195.00	1,546.00
4000.2 PAD Offerings	93,945.00	106,450.00	-12,505.00
4000.3 Electronic Transfers	20,630.75	15,167.67	5,463.08
4000.4 Loose Offerings	362.29	452.00	-89.71
4000.5 Gifts of Securities	7,737.35	7,766.10	-28.75
4000.6 Fr. Charitable Organization	72.00	230.40	-158.40
Total for 4000 General Offerings	\$136,488.39	\$142,261.17	-5,772.78
4560 Gain/Loss - Investments	266.89	-1.89	268.78
4602 Interest Income	1,578.25	1,794.49	-216.24
4603.1 Facility Rentals	2,885.00	4,161.00	-1,276.00
Total Revenue	\$141,218.53	\$148,214.77	-6,996.24

### 3. Expenses

The following anomalies are noted:

- The severance settlement for the Office Administrator amounted to nine weeks of salary. This covers salary for all of July and August but the full amount plus employer costs for statutory benefits was paid out in July. This amounts to a prepaid expense of approximately \$1,800.
- This is a CLAY year and so we budgeted for \$5000 of expenses that would not be covered by youth fundraising. All expenses except for out-of-pocket costs incurred by leaders while attending CLAY have been paid. Projected total expenses to be charged to the operating budget will be in the range of \$2,000 - \$2,500.
- Property maintenance costs in July were \$1,800 of which \$1,400 was for cleaning/waxing of the parish hall and sanctuary floors. The balance was for the replacement of the lock on the parking lot door.

- Common Mission Support remittances to the MNO Synod are on schedule. We are remitting 75% of our planned commitment each month. Last year, we remitted quarterly.

#### **4. Bottom-Line**

- We have a YTD operating shortfall of \$16,846 which is significantly higher than at the same time last year. The healthy balance in unencumbered reserve funds is again allowing us to finance the operating deficit. Ideally, the drawdown in reserve funds will be reversed in the final months of the year if / when income exceeds expenses.
- The current YTD deficit, while significant, is somewhat overstated by the timing of expenses (e.g., severance settlement paid in July instead of over two months; the concentration of CLAY expenses in a single month).
- The net effect of the severance payment on the overall budget will be very close to zero if the position remains vacant until the first week of September.

#### **5. Detailed Financial Statements**

The following are available on Google Drive.

- Balance Sheet 2025-07-31 YTD Compare
- Income Statement 2025-07-31 YTD Compare

Please note that the Income Statement includes \$8,365 of Miscellaneous Income. This pertains to the Leisle bequest which will eventually be transferred off the income statement to a designated fund on the balance sheet. Until this move takes place, profit figure on the income statement is more favourable than what is the case.

The path of G Drive to locate statements is:

*Council / Finance Documents / Financial Statements / Financial Statements 2025*

#### **6. To End on a Positive Note**

We received an in-kind gift of securities in July. The net proceeds from the sale of these securities amounted to \$11,120. As directed by the donor, the value of the shares when they arrived in our account (\$10,684) was added to the Refugee Sponsorship Fund. The remaining \$436 was a net gain on the sale as the value of the shares had increased by the time they were sold. The net gain is included in general offerings (see line 4560 of Income Detail table above).

The balance in the Refugee Fund is now \$38,466 meaning that we have surpassed our goal of \$30,000. This surplus provides a cushion for navigating rising housing costs as well as the likelihood that we will be able assist the family in repaying the Canadian government for the cost of airfares.



## Pastor Zsófi's Report to Executive

### Office

- A HUGE thank you to Brian and Rhonda, Merle, Linda, and Chris (*these are just the people I know for sure*) for the ways you have all stepped in and up to assist with the functioning of many of the administrative tasks at the church. The important things are getting done, and I am grateful that we are working through it.
- Administrator accounts and general accounts for the office computer:
  - **Who has access to the office computer vs. who needs to have access?**
  - **How we handle security and account verification with a number of platforms?**
  - **When do we change passwords and what is the process for making new ones?**

### Property

- **The electronic sign is down.** The company for the sign needs to be contacted in order to power it up again and ensure it is connected to the computer in the office. I can't remember what the cost was the last time this happened and I was not the one to make this call.

### Confirmation

- City Wide confirmation teachers met and Confirmation classes have been planned for the 2025-2026 year.
- I am providing a list of confirmands to the YYAC for the mentoring program and to facilitate connecting the youth group leaders with the new youth.
- One of the things that City-Wide is going to introduce this year is a brief time a few times through the year for the grownups to sit with one of the teachers and have some conversation about confirmation and what is being learned.

### Sunday School

- Alisha and I reviewed the Sunday School Curriculum for the coming year and the pricing for the program we are using. We decided to pivot to hard copies of the curriculum, and additional resources that can be photocopied at a reduced cost, rather than purchased for each child in print. This is a 3-year rotating program based on the Revised Common Lectionary, so we have purchased only the books needed for this year.
  - This revised plan would require some organization and coordination - so the extra table in the office will likely become the Sunday School Preparation area for paperwork.
  - A question was raised: **could the Future Admin take on the responsibility of copying the relevant leader material for each week?**

### Worship

- As Marijus empowered Melissa and myself to decide on **Come Together Sunday**, we met and selected **September 14<sup>th</sup>**.

- We will return to our PPT version of worship on the 7<sup>th</sup> of September as we enter Season of Creation, and the nearness of that date necessitated a conversation between Melissa and I about Worship assistance.
  - As we have no admin, Melissa and I will schedule the September and October volunteer calendars. Melissa will reach out to the Tech folk (Sound, Camera, PPT) for desire to continue, and I will reach out to the Floor folk (Lector; Communion Prep & Assistants; Greeters/Ushers; Acolytes; Worship Assistants).
  - **I would appreciate having Council members choosing a few weeks to assist in worship in some capacity** (while the expectation is that you will take on the Worship Assistant role, I believe all the roles are vital to the worship of the assembly.)

### Policy

- In light of some conversations with colleagues and other musicians, I suggested to Melissa that her fee for Weddings and Funerals ought to be increased. She has suggested a rate of \$225. I think this is more than fair, given the amount of work she does with couples and families before these life events, as well as the work she puts in from behind the scenes during the services. In looking at the rates for Funerals and Weddings, **I would make the following recommendations:**

Pastor	\$400.00	
Director of Music	\$255.00	
Office Admin.	\$ 60.00	<i>this is only when we prepare all the materials</i>
Tech Person:	\$ 50.00	<i>this is when we need someone upstairs (ex. livestream)</i>

### TownHall

- **Just wondering whether there is still interest in having another townhall and what that might look like?** *Prompting because by October we will be thick into talking about budgets and finances, I would like to consider what kind of conversation would most benefit the people of St Marks right now.*

### Wider Church

- I am grateful to Brian for stepping in to lead worship while I was attending National Convention in July.
- It was good to be there – to celebrate the ordination of women pastors; to elect a new National Bishop; to hear about the visioning that the NCC and partners are undertaking in this current world we find ourselves living.
- I know that Bishop-elect Larry's Consecration will be this fall in Winnipeg, and I intend to be there to celebrate the moment.

### Personal

- While my family has taken some holiday time this summer, we can't say it's been rested or at a slower pace. We are hoping to find a week in late August or in September to head west for a few days before we enter the fixed pace of congregational life, consulting deadlines, and kindergartener reality.



- I am nearing the completion of my Princeton certificate in Executive Leadership. My final presentation was given on the 14<sup>th</sup>, and my last class is on the 21<sup>st</sup>. I expect to hear about graduation and completion details then. I am grateful for the time I've had to do this education – for your support, and for the ways it has empowered me, affirmed my call to ministry, and my aptitude and expertise in models of leadership.

## Stats

### Congregational Reporting

**Baptism – n/a**

**Reception by Transfer,**

**Confirmation/Affirmation – 02**

- ZBROG, Merle & Ralph

**Death – 01   \*\*denotes non-member**

**Removal by Request - n/a**

2025-05-24 PALMER, Carol

- n/a

Funeral May 30th – St Mark's

Rev. Zsofi B. Schmiedge presiding

### Pastoral Acts - year to date

**Baptisms   03   Affirmation       02   Weddings   00   Funerals   06**

### Vocational Activities - year to date

**Worship Services:** 36 of which 31 were Communion Services

Baptismal Preparation: 02

“Home” Communion: 08

Council Meetings: 06

Wedding Preparation: --

1:1 Pastoral Response: 29

Staff Meetings: 09

Funeral Preparation: 08

Hospital Visits: 02

Confirmation Classes: 08

Visitation/Family Prayer: 15

Meetings: 15

Adult Education: --

### Wider Church Responsibilities (year to date)

MNO Meetings/Events: 25

Mentorship/Collegiality: 08

Other Meetings/Events: 08

MNO Synod Leadership Conference: ☺

### STATISTICS - HR Reporting:

*January-July*

<i>Guidelines Year to Date</i>		<b>Actual Year to Date</b>
5 days per week, including Sundays	<b>149</b>	Days Worked
		<b>132</b>
24hr period, 2 days per week	<b>59</b>	Days Off
		<b>52</b>
Per Manitoba Mandatory Stats	<b>5</b>	Statutory Holidays
		<b>5</b>
<b>Total Set Aside</b>		<b>Year to Date Used</b>

4 weeks (+4 days rollover**)	<b>32</b>	Vacation Days	<b>14</b>
2 weeks (+9 days rollover)	<b>23</b>	Study Days	<b>4</b>
18 days (+5 rollover)	<b>23</b>	Wellness Leave	<b>6</b>

\*\* The 4 days of rollover vacation time were specifically saved for post-Christmastime away with family from 2024 into 2025.

**St. Mark's Lutheran Church**  
600 Cambridge Street, Winnipeg, Manitoba, R3M 3G9

<b>Job Title:</b>	Office Administrator
<b>Reports To:</b>	Church Pastor
<b>Position Type:</b>	Permanent Part-time
<b>Hours:</b>	15hr/wk [9:30am - 2:30pm Tuesday-Thursday], reduced to 12hr/wk for 8 weeks in summer. Schedule changes will be determined between the incumbent and the Pastor.
<b>Responsibilities</b>	
<p>Our Office Administrator plays three key roles within our church.</p> <ul style="list-style-type: none"> <li>• Performs administrative office tasks</li> <li>• Supports internal communication with and between parishioners and staff</li> <li>• Assists with external communications as requested</li> </ul>	
<b>Qualifications</b>	
<p><b>EDUCATION LEVEL</b></p> <ul style="list-style-type: none"> <li>• Completion of Grade 12 or equivalent required.</li> <li>• Formal training in office skills is desirable.</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>• 3 to 5 years of previous office experience is required, and church administration would be an asset.</li> <li>• Experience with ChurchWatch software or similar database programs is desirable.</li> </ul> <p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Proven proficiency in Microsoft Office suite including (Word, Excel, PowerPoint) and Google applications</li> <li>• Ability to post to and maintain a simple website</li> <li>• Skilled at setting priorities, developing a work schedule, and tracking details, data, information and activities</li> <li>• Highly organized and focused attention to details</li> <li>• Capable of organizing your own work with a minimum of direction</li> <li>• Skilled in oral and written communications</li> <li>• Ability to use initiative and independent judgment with established policy and procedural guidelines</li> <li>• Ability to be flexible and creative in working with limited resources and multiple deadlines</li> </ul> <p><b>PERSONAL CHARACTERISTICS:</b></p> <ul style="list-style-type: none"> <li>• Extremely reliable with excellent attention to detail.</li> <li>• Strong sense of customer service.</li> <li>• Great team player.</li> <li>• Self-starter who can work with minimal supervision.</li> <li>• Clean police record check and child abuse registry check</li> <li>• Able to establish and maintain positive working relationships with other staff members, church members, volunteers and visitors</li> </ul>	
<b>Accountability</b>	
<p>The incumbent will be held accountable for:</p> <ul style="list-style-type: none"> <li>• Maintaining regular office hours.</li> <li>• Maintaining confidentiality when working with sensitive documents.</li> <li>• Maintaining attention to detail when preparing documents</li> <li>• Representing St Mark's Lutheran Church in a positive manner through professional conduct and respectful, responsive and hospitable interactions with members, volunteers and visitors</li> <li>• Handling details accurately and in a timely fashion</li> <li>• Maintaining appropriate confidentiality as required</li> </ul>	

- Functioning as a supportive team player, treating fellow employees and volunteers with respect and dignity, and supporting their work with care and diligence
- Upholding the mission, vision and values of St Mark's

Other Notes:			
CHURCH MEMBERSHIP: There is no expectation that the Office Administrator would become a member of our church or attend regular services.			
Reviewed by:		Date:	

# **Office Administrator Task List**

**Last Update: August 2025**

## **Support Preparation of Worship Resources**

- Assist Pastor and Music Ministry Director with preparation of weekly bulletins, worship leader binders, tech team support documents, and PowerPoint files.
- Assign worship role participants (e.g., lectors, ushers, tech team, etc.) two months in advance, create a monthly duty roster calendar, and send weekly reminders, along with associated documents, to the upcoming volunteers.
- Order robes for Confirmation students; flowers for All Saints; Palms for Palm Sunday; and Communion supplies as directed.
- Prepare additional seasonal worship resources as needed.

## **Support Internal Communications**

- Manage incoming digital (email and voice mail) and hard copy communications. Forward incoming communications to appropriate staff, council members, committee chairs and other volunteers.
- Post community posters/news to appropriate bulletin boards; ensure current issues of Canada Lutheran, LV pamphlet, and Eternity Today are readily available outside sanctuary.
- Monitor all sign-up forms as necessary
- Solicit 'thank yous' from the congregation for the E-News
- Ensure church events are shared widely with at least two weeks notice
- Assign worship role participants (e.g., lectors, ushers, tech team, etc.) two months in advance, create a monthly duty roster calendar, and send weekly reminders to the upcoming volunteers.
- As necessary, facilitate distribution of news to members via e-mail blasts (e.g., notices for congregational meetings).
- Uploading documents to church website as directed by staff, council and committee chairs.
- Post a copy of the most recently approved Council minutes to the bulletin board.
- Update electronic calendar on website and hard copies of calendars displayed on bulletin boards.
- Organize member mailboxes

## **Records Management**

- Ensure computer files are appropriately labeled, organized, backed up and kept safe.
- Ensure paper records are appropriately filed, kept current, and are easily searchable.
- Maintain all church records (Prayer Lists, Baptisms, Confirmations, Deaths, Church membership, Envelope Numbers, Church attendance lists etc.)
- Compile sensitive data for destruction as needed annually.
- Organize all necessary information for New Members received by Transfer or Affirmation of Baptism.
- Prepare and print certificates, book plates, or letters for families as needed. Ensure there are enough Bibles and Baptismal gifts for each year.
- Maintain the congregational directory and specific directory lists for directed ministries of church programming.
- Compile necessary information for the completion and submission of the annual Parochial Report.
- Oversee policy practices of the year-end archival of records. Consult on password management and digital access protocols.

## **Building Management**

- Maintain a calendar of events, ensuring no conflicts.
- Administer church keys and alarm codes.

- Act as the point of contact with all renters and potential renters: show the property, ensure completion of, and keep copies of the contracts, accept damage deposits and payments, provide orientation, serve as a conduit between the renters and the church, assign keys, tracks key use and return.
- Liaise with Property Committee for maintenance requiring personnel presence or absence.
- Liaise with the Director of Music for recital requests and use of the piano and equipment tuning.
- Liaise with Custodial service provider for building usage changes and necessary custodial care.
- Ordering custodial-related supplies.

#### **General Administrative Support**

- General reception duties.
- Ensure adequate stock of office supplies and oversee the maintenance of office equipment.
- Provide administrative support for Church Staff and Council as requested.
- Maintain a set of instructions and office procedures for office volunteers and fill-ins.