



*St. Lucas United Church of Christ
Annual Report
November 12, 2023*

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St. Lucas United Church of Christ
Annual Meeting November 12, 2023

AGENDA

Call to Order

Opening Prayer, followed by Covenant

Introduction of Staff, Council Members and Parliamentarian

Approval of Semi-Annual Meeting Minutes - May 28, 2023

Senior Pastor Report

Minister of Congregational Life Report

Financial Reports of the Church

- Approval of 2024 Budget

Financial Reports of the Cemetery Board

- Approval of 2024 Budget

Preschool Report

- Final 2023-2024 Budget

- Old Business

New Business

- Proposed Constitution and Bylaws changes
- Discussion of PET Trust
- Election of Nominees for Council, Cemetery Board and PET
- Other

Questions and Comments Adjournment with *The Lord's Prayer*

**ST. LUCAS UNITED CHURCH OF CHRIST
SEMI-ANNUAL CONGREGATIONAL MEETING
MAY 28, 2023**

Council President Marty Schmidt officially called the meeting to order at 11:02 a.m.

Opening Prayer - Pastor Carole led the group in an opening prayer. After her prayer, Pastor Carole shared the meeting covenant. A covenant begins with God. We come together knowing that we will behave with one another mindful of this covenant. Pastor Carole reminded the congregation that the meeting begins with knowing for whom we speak. I will speak only for myself. Each one here is invited to speak only for themselves. All of us will listen openly and fully to one another. Not changing what someone says. Not correcting but rather asking for clarification. Pastor Carole asked the group that if you are open and committed to the covenant, answer with *"I will with the help of God."* Pastor Carole then led the congregation in a brief prayer.

Remarks by Council President, Marty Schmidt - Marty reminded the crowd to sign in to the attendance sheet for a record of this meeting. Also, if you have a question, please wait for the microphone from the runner and also state your name for the record. Marty introduced the staff members (Vicki Hampton, Carole Barner, Michele Ottinger, Seth Carruthers, Amy Bush, Lynn Fey, Kelly Blessing, David Kuhn, Denee Bowers, Jeff Wagener, Debbie Heagle, Andrew Richardson, Charlie Singler, and Gurgett Torres, in addition to an outside company that helps with cleaning.) He then asked any Council Members present to please stand. The 2023 Council is Marty Schmidt, Donovan Larson, Paul Simons, Jack Laudenslager, Barbara Smith, Violet Brooks, Phil Denton, Marsha Fey, Katy Forand, Kathy Herron, and Juanita Wagner. Marty complimented the current working Council. Marty stated that he *"loves our Council... and it's been a privilege to have this Council to serve as president"*. He also invited everyone present to attend any Council meeting in person or via Zoom, all are welcome. Sue Simmons was introduced as this meeting's parliamentarian.

Approval and Adoption of the Minutes - Marty referred to the Minutes of the Annual Congregational Meeting held on November 13, 2022, and located on pages 2-10 of today's Semi-Annual Meeting Report. Marty asked if there were any additions, deletions, or corrections needed to the 11/13/22 minutes. There were none. Jeff Wagener made a motion to approve the Minutes. Paul Simons seconded that motion. Marty asked if there was any discussion needed. There was none. Marty asked by show of hands from those in the sanctuary and those viewing by Zoom to approve the Minutes. The motion to accept the minutes was approved.

Interim Senior Pastor Report - Rev. Vicki Hampton was on vacation during this meeting. However, her written report was included in today's Semi-Annual Meeting Report on page 11.

Interim Minister of Congregational Life Report - Rev. Dr. Carole Barner referred attendees to page 12 of the packet for her written report. She would encourage everyone to continue to learn and reminded everyone that we are educating ourselves with everything we do at church. She noted the report is a bit outdated as confirmation has now taken place since her written copy was submitted. But she closed by saying *"There are good things coming forward, and it's good to have you here"*.

Council President Report - Marty referred today's attendees to his written report on page 13 of the packet for his written report. He will be happy to answer any questions during the question/answer portion of this meeting.

Search Committee Report - Bill Biedenstein was introduced as the Search Committee's co-chair. Their written report can be found on page 14 of today's packet. Bill congratulated the congregation for selecting

the people serving on the Search Team as you have selected *"you showed remarkable understanding and ability and I wanted to thank you for that"*. He then continued to introduce the members of this team. In addition to himself, there is Barb Beck/Co-Chair, Shirley Bild, Joan Dalgaard, Beth Elmore, Adam Rustige, Karen Tylka, Lanny Wingbermuehle, and Jan Winter. They are all *"keenly aware of our responsibility to represent the entire church. Which includes the preschool, the cemetery, and all the organizations of the church in addition to the people that have gone before us. The entire church, past, present, and future."* They have created a 41-page document which is a profile of St. Lucas UCC with the help of the members, staff, and the Council. It has been approved by the Pastors, the Church Council, and Rev. Damian Lake in the conference office. It is available for anyone to read. It is located at <https://oppsearch.ucc.org>. The search process is a three-step process. Step 1.) Is the drafting of the church profile which is now complete. Step 2.) Is to interview candidates which is a very confidential process they are in the process of doing. And Step 3.) Is to recommend the next Sr. Pastor for St. Lucas UCC. That is what they're working to complete at present.

**At this moment Pastor Carole wanted to interject a comment for the congregation to understand. She wanted to stress (and she should have included it in her report). But one of the most important and gratifying aspects of her call at St. Lucas UCC is that she gets along quite well with Pastor Vicki. They are a very strong clergy staff. This is what we should always expect and should be looking for in one another. She gives thanks for the strong professional relationship they have with one another.*

Financial Committee Report - Paul Simons shared that his written report is on page 15 of today's meeting packet. He advised the 2023 Financial Committee is comprised of himself as Chair, in addition to Pastor Vicki, Donovan Larson, Jack Laudenslager, Marty Schmidt, Sue Simmons, Carol Stelmach, and Jeff Wagener. He offered his thanks to the committee. In addition, he offered special thanks to Jeff Wagener who stepped into the role of Office Administrator this year and with a steep learning curve to hurdle Paul is pleased to report that Jeff is doing a great job for our church. Paul noted the Financial Statements for the period ending 12/31/22 can be found on pages 28-32. With video slides on the screens, he provided the following information:

- Total Regular Funds were \$569,553 at December 31, 2022, versus \$643,558 as of December 31, 2021. These balances included Lorine Nolan funds of \$429,377 in 2022 and \$617,074 in 2021. The decrease in Total Regular Funds primarily resulted from lower regular offerings and less-than-expected stock donations in 2022.
- The Beyersdorfer Fund and the Perpetual Endowment Fund both reflected market losses for 2022, as did the overall market. For most of 2022, the General Endowment Fund also showed a loss but showed a gain in the 4th quarter to result in a slight gain for the year.
- Regular Offerings decreased in 2022 compared to 2021 continuing the post-pandemic decline. 2022 Regular offerings were also under budget as was the case in 2021 & 2020.
- 2022 General Fund Income increased over 2021 principally due to Ukrainian Relief donations, a \$10,000 gift from the Preschool, above budget income from the Perpetual Endowment Fund, and gains on the sale of stocks received during the year.
- Total Salaries & Benefits increased in 2022 due to Pastor Carole being in her position for the entire year and the hiring of Jeff Wagener as Church Administrator in July 2022. These fluctuations are also reflected in the increase in Total General Fund Expenses.
- 2022 Total Expenses decreased slightly from 2021 due to the decrease in Renewal Capital Campaign expenses which were partly offset by the expense increases discussed above.
- This resulted in a General Fund Deficit of \$207,570 in 2022 compared to a 2021 Deficit of \$169,629 and a Net Deficit for 2022 of \$309,049 compared to a Net Deficit of \$209,639 in 2021.

- Total Regular Funds were \$807,614 on March 31, 2023, versus \$574,959 as of March 31, 2022. These balances included Lorine Nolan funds of \$405,900 in 2023 and \$534,423 in 2022. The increase in General Fund cash primarily resulted from the receipt from the Employee Credit Retention (“ERC”) Program of \$302,067 in March 2023. An additional ERC payment was received in April 2023 for a total of \$388,516. A 15% commission (\$58,277) is to be paid to the company that processed the application for the church. Of the remaining \$330,239, \$125,794 will be paid to the Preschool as their portion of the credit, resulting in a net receipt to the church of \$204,445.
- All the endowment funds showed market gains for the first quarter of 2023. Because the Beyersdorfer Fund fell below its minimum required balance of \$200,000 as of December 31, 2022, no distribution from this fund can be paid to the church in 2023.
- Regular Offerings were under budget by approximately \$15,000 but exceeded the same period in 2022 by \$23,000. Total General Fund Income exceeded both budget and the prior year due to the ERC receipt discussed above. Without the ERC receipt, Total General Fund Income would have been under budget and less than 2022. Both variances are primarily due to the Ukrainian Relief donations and Perpetual Endowment Trust Income received in 2022.
 - **Comment by Paul - as there had been no activity in the Building Fund for a number of years, the Council voted to eliminate that budget line item. The approximate \$9,000 in that fund was transferred into the General Fund this past January. Therefore, any future donations made to the Building Fund will be deposited into the church’s General Fund from this point forward.*
- Total General Fund Expenses approximated both budget and the prior year. Total Expenses exceeded budget principally due to Memorial Fund and Perpetual Endowment Fund expenses but were less than the prior year due to the absence of Renewal Capital Campaign expenditures this year.
- This resulted in a General Fund Excess and a Net Excess compared to budgeted and prior year deficits due to the ERC receipt. Without the ERC receipt, the General Fund would have shown a deficit of approximately \$107,000 compared to a budgeted deficit of approximately \$36,000. This variance was primarily due to lower Regular Offerings and endowment receipts budgeted for March but received in April. Similarly, the Net Deficit, absent the ERC receipt, would have been approximately \$85,000 versus \$109,000 in 2022. This positive variance between years is primarily due to the absence of Renewal Capital Campaign expenditures this year.

While the pastors and the staff have done an excellent job holding the line on wages and expenses, Regular Offerings remain under budget. The ERC receipt is a one-time circumstance and, obviously, can’t be relied upon to occur again.

The faithful stewardship of our members is truly appreciated but we need to do more. We need to keep pushing for Stewardship. St. Lucas UCC still needs to boost donations for the remainder of the year. So please pray and think about your future contributions because the church expenses continue to increase.

Tom Winter commented that he appreciated hearing about the ERC money. However, he also realizes that it was a one-time “windfall”. And even with that money, it will not do anything toward the “long-term financial health of the church”. We need to keep it in mind and recognize that we are still treading water and still have a budget deficit of \$100,000.

Paul Simons agreed and thanked Tom for his observation.

Paul Litzsinger commented that our endowments appear to be a big factor in the finances of the church. He then asked if there are any guidelines in place to describe how those funds are to be spent.

Paul Simons answered that the Council is only allowed to manage the General Endowment and the Beyersdorfer Fund. However, the Perpetual Endowment Fund is set up as a trust with a board of trustees that are elected by the congregation to manage that fund. Those board members are the ones who make decisions about how that money is handled.

Paul Litzsinger then asked if there are any provisions for those funds to be reevaluated with the changing economic conditions of the church.

Paul Simons answered Yes, that goes along with the overall Stewardship of the church. Also, the Council has been specifically studying it this year.

**Comment by Marty - Our congregation is fortunate to have Paul as our Financial Secretary. We are in very good hands with his expertise.*

Preschool Report - Kelly Blessing is not present today. However, she recently did advise Marty that the Preschool is nearing its capacity for the Fall 2023 term. Ken Graesser, Financial Secretary for the Preschool asked to speak briefly on behalf of the Preschool. Ken advised the group there is a written report on page 19 in today's meeting packet. Specifically, he wanted to mention three things that he feels the congregation needs to be aware of 1.) The Preschool is in good financial shape, especially since receiving the ERC money from St. Lucas UCC. 2.) The Preschool is in good operational shape with Kelly Blessing in that leadership role and her fantastic staff. It is known as one of the best Preschools in the community. And 3.) Stan Burcham recently stepped down from his many years of service as the chair of the Preschool Board. St. Lucas Preschool would like to take this opportunity to officially say Thank You to him for his hard work over these many years.

**Comment by Marty - This Preschool is a wonderful Mission within our church. It is financially sound, it is continually generating money, it is popular in the community, it's bursting at the seams, and turning children away. We need to think about its future going forward and how we use that tremendous asset in the future.*

Bylaws Change - Marty is tabling this topic and will hold it over for discussion during the November congregational meeting. His reasons being 1.) There is a requirement of advanced notice for documents to be filed to the members prior to a congregational meeting/vote. And 2.) wording within the Bylaws still needs additional work. The committee has been diligently working on it. However, the committee wants the congregation to be aware there will be many changes within the Bylaws regarding how the Council operates. Because of this, the Council wants the congregation to have the much-needed time to review the changes. And also to discuss the changes during future Council Conversations and/or a committee presentation.

Other Reports -

Cemetery Board - Jim Kaiser, Financial Secretary for the Cemetery Board asked the group to turn to pages 34, 35, and 36. He wants to clarify an error shown on the balance sheets. On each page, the columns should show YTD Actual (2022), not 2023. And YTD Actual (2022) should show 2021. And the YTD Budget should show as (2022). He apologized for the misprint. With that in mind, the year ending 2022 resulted in a total income of \$103,000 and expenses of \$74,000 for a net income of \$29,000. Income for the cemetery comes from the sale of lots, grave openings, and return on investments. The top three expenses of the cemetery are grass cutting, grave digging, and tree trimming. In 2022 we sold 25 plots with 32 burials. For the first three months of 2023, our income is \$6,000 with expenses of \$20,000 for a net loss of \$14,000. Income is down. What the board has found is that once the first member of a family passes, that typically

initiates when the remaining family members purchase their own plots. The good news is people are living. Another comment he wants to make is that in the past 3.5 years, the board has spent \$82,000 on the trimming, maintenance, and removal of trees. Carl Heine as chair of the board offered his thanks to the entire Cemetery Board. He wanted the congregation to understand there is a lot of work involved in the planning, discussion, and preparation of graves. He appreciates the hard work this group does all year long.

Marty asked if there are any other boards or committees that want to make a report at this time. There were none.

Marty asked if there was any other old business to bring before the congregation. There was none.

Marty asked if there was any other new business to bring before the congregation. There was none.

Marty then asked if there were any questions to bring to him or the Council.

Sandy Harris commented that at last year's meeting the budget recommendation was for one minister but the congregation voted to keep two and they would increase their donations. It appears that hasn't happened. She is wondering what will happen going forward.

Marty answered there's been no decision made about that. That will be a question for the congregation at the annual meeting as we formulate the budget for the coming year. And the decision to be made at that time will be whether we are budgeting for one or two pastors. We are in the middle of a search for a senior pastor that we first have to get in place. Whether or not we continue to have two pastors will be up to the vote of the congregation and their willingness to support two pastors.

Kathy Herron asked if this would be the time to talk about changes to the budget. Marty answered Yes. Kathy then asked that the amount for Missions be increased to the same amount it was in 2022 which would be an increase of \$36,740. After receiving the ERC money, she feels that the best place to put it is into the Missions. We are a missional church and she feels that this is what *"God is calling us to do"*.

Marty asked Kathy if she was making a motion. Kathy answered she'd *"love to make a motion"*.

Kathy then stated she moves to increase the amount for Missions (excluding Loaves and Fishes because that did not change) to \$74,015 which was the 2022 budget amount. The amount budgeted in 2023 was \$37,275. This was a reduction of \$36,740 from 2022. She would like to increase the 2023 Mission's budget back to the 2022 amount using \$36,740 of the ERC money to achieve that.

Marty noted there is now a motion on the floor. He asked for a second. A second was given by Paul Litzinger. Marty asked if there was any discussion before calling for a final vote.

Tom Winter commented that he has no problem with the motion but he is wondering why this is coming up in the meeting. Isn't this something that should have first gone to the Council for a recommendation and vote before it comes to the congregation? Are there rules we should be following before voting?

Sue Simmons/Parliamentarian advised Marty that there is no rule that a motion has to be approved by the Council before it is made by the congregation.

Pat Stephens asked if this information has already been discussed in Council. Marty answered Yes. Pat asked if he could elaborate.

Marty answered that with this one-time gift of ERC money, the Council had a lively discussion at last Monday's meeting and the best way to use it. Should we use it as Mission support? Should we target other areas in the church? Should we place it into a vehicle that could generate a little more income? Should it go

in the General Fund? The Council voted -not unanimously- to approve 10% (tithing) of the ERC money (about \$20,600) for the Missions. That is over 50% of the \$36,740 money advised in this motion. The reason for that Council decision is we recognize our offerings were not keeping up with what we had budgeted for in 2023. Since we can't rely on this type of money/gift every year we thought it would be prudent to wait and see if the congregation can step up with their giving. If they do, we can then pay the balance of \$16,140 (i.e. \$36,740 minus \$20,600) to our Missions at the end of 2023. Therefore, that was the final recommendation of the Council on Monday night.

Marty asked if there were any other questions.

Ken Hamilton commented that before we spend this money on anything we need to make sure the church maintenance is up to date on everything. The main parking lot needs to be sealed. There are leaks in the roof that need to be fixed. There are a number of things that should be taken care of while we have the money to do so.

Cheryl Wilcutt commented she's in favor of increasing the Missions. However, her concern is that this is Memorial Day Weekend and we only have 51 people here. This is a huge decision to be making with only 51 people. Is this something that can wait until the November meeting? If we can have some time to evaluate what our true needs are and get the word out to people, wouldn't it be better to wait before spending it?

Marty replied we do have a quorum today. And the rules state that motions can be brought to the floor and it can be voted upon. There is a motion on the floor. It has been seconded. The person who made the motion can potentially amend their motion to defer it to the November meeting if she chooses to do that.

Kathy Herron responded that the need is great and ongoing with our Missions. Some of them cannot wait until November to receive assistance. Therefore, she would like to hold her motion as is and not amend it.

Bill Biedenstein asked a procedural question. The motion is to add \$36,740 to the budget, correct? (Yes.) If this motion is voted down, could the Council act to amend the budget by \$20,600 at this time?

Sue Simmons replied that if this motion is voted down, there could be another motion brought up different than this one. It could match what the Council suggested or it could be new or different than this one.

Jim Kaiser asked if the Council had discussed this and was contemplating doing this would it have been something that would have been articulated in the information sent out to the congregation?

Marty answered it probably should have been. Absolutely. However, we didn't get the final amounts until just as the meeting information was ready to go out. Marty advised his intention was to ask today if there was any new business from the congregation and then bring it up under new business. The timing of this issue was the problem. This Council discussion just happened on Monday.

Jim Kaiser then asked if we allocate the \$36,470 what will that do to our projected deficit for 2023. Marty answered that he doesn't think there would be a deficit this year. But that's only because of the ERC money. It would reduce that surplus. Yet, there could be unexpected expenses to come up that we're not aware of just as Ken Hamilton referred to.

Jim Kaiser added that typically when a budget is set it is intended for that given year. And if there is a need to amend something then that is typically addressed under the draft of the next year's budget. He would add that if this is something that's important to the congregation then he would suggest we give it serious attention when drafting the 2024 budget and not doing it mid-year as it's being asked for today.

Lanny Wingbermuehle asked for clarification. He stated that the church profile indicates we have 625 members. How is it that 51-52 people here today can justify a quorum?

Marty answered that the Constitution and Bylaws state that 50 people constitute a quorum for a meeting. It is not listed as a percentage. It is listed by the number 50.

Fay Schneider agrees with Cheryl Wilcutt stating we have no business voting on something this important with these few people here today. I'm in the back and have already seen some people leave the meeting.

Marty replied we have to vote on it. There is a motion on the floor.

Tom Winter feels troubled about how the church has operated in the last meeting and in this meeting. I think it would be (in his opinion) in the best interest of the church -long term- that we should expect the Council to review these sorts of items first and bring recommendations to the congregation, rather than having someone at these meetings bring up a motion. I'm not opposed to the idea, but I think it's wrong the way it's been trending. I don't think it's good for the long-term health of the church. The Council is there and if you say you've discussed this and you were coming up with this recommendation, I'm kinda at a loss as to why someone didn't come up and make a motion for it. Um, you said 10%, \$20,000? Then why didn't someone make that motion? I don't understand. What is the purpose of the Council? If we're just gonna get 50 people here and we decide what the heck to do without reviewing it and studying it. And that's what the purpose of the Council is... to study it and review it and bring recommendations to the congregation. That's just my opinion on structure.

Marty answered that he had already mentioned that he intended to bring this up when he had asked about other new business to be brought forward to the congregation.

Jim Kaiser asked to speak again. He doesn't have a problem with giving to everybody. But it's a holiday weekend. Nobody's here other than 50+ people. And this didn't come up beforehand? It just doesn't feel right to me. It feels like it's being "*slipped in*". Right or wrong. But if you knew that you had something this big coming up to affect the budget I would've hoped that an email blast could've gone out with wording to describe this. I know it was just last week that you had your meeting. But it just feels like something is trying to be slipped by. It's like what we've heard and this is the second time it has happened. We just need to be more open to everyone. We don't want the cliques like we used to have. We want everything to be open.

Marsha Fey asked to speak. She stated as a member of your Council, our Council meetings are open. This was Monday evening and we had several people viewing this online. There is nothing nefarious here. Kathy is just presenting something under new business. That is as transparent as we can possibly be. I am not trying to usurp you Marty, but this took a turn I was not expecting. That is all I have to say.

Bill Brinkhorst asked for someone to count heads. We cannot take a vote if we don't have 50 people here. Bill also added that having people here by Zoom is something we all need to get used to.

While the head counting was happening Marty responded to the concerns expressed today. He has tried very hard to be as transparent as possible with this Council. He sincerely apologized if everyone felt this should have been brought up in the six days since it was discussed by the Council. But he didn't think we should make any decision about \$206,000 without bringing it to the congregation. So that's why it's being done at this meeting.

Marty then advised we have 53 members and we are in discussion of a motion.

Phil Denton, a Council member, asked to speak. He wanted to express two points. 1.) Based upon the attendance in church over the last six months that he has observed and has been privy to the attendance numbers, this is a fair representation of our congregation that is active and attends our services. Personally, I don't have an issue that we are somehow keeping people out of the loop and not giving them the opportunity to appear and be a part of the processes of our church. 2.) As your church Council president stated. This issue was debated in good faith, and we were all very respectful of each other. We aired out all the issues, all the points. The 10% figure was suggested by Pastor Vicki. And we went with that. We thought it was a fair compromise and balance of all the issues. We want missions to happen and succeed. It is very important to us. If we could we would give more money to missions. But it was hard to bite the bullet and just go with the 10%. He admitted that he wanted to vote to restore the whole thing. But then he heard all sides and concerns. There were some of us at the last congregational meeting that vocalized that we should not be running a budget deficit. And he was one of those people. And he still feels that way. We should not be running a budget deficit, period. It's just not wholesome to be doing that. Fortunately, we are currently relying on the money that we receive from our endowments. And if we weren't doing that we would be in serious financial jeopardy. I just think this is a great balance. And he also added that he thinks our Council president is doing a sensational job.

Donovan Larson asked to speak. (**Note - he was speaking without a mic, he could not be clearly heard in the recording and was very faint.*) Since he was in part responsible for the budget last year, he wanted to point something out. The Missions were something on the order of \$40,000-\$50,000. Fixed expenses like building maintenance, insurance, and staff were difficult to cut. So Missions took the brunt of the cut. But missions are why the church is here. So when the opportunity came along with the ERC money, to put some money back in, the Council was interested in doing that. Even though the discussion only occurred a few days ago, it was a serious discussion. Many of the points I just stated came up in that conversation. If you're concerned about 50 people it's a good concern. On the other hand, if you statistically do a poll like in politics, when you have 10% of a group of people that's a good representation. So I'm not too concerned that there are only 50 people here though I do wish we had more. Regarding the protocol, it might be reasonable to say there should be more discussion before a motion is put on the table. (**At this time I was not able to understand this next sentence.*) But on the other hand, this is the only time to do it. Because the 12 or 14 missions we support were told that our donation would be cut. We won't have this windfall again.

Donna Alexander asked to speak. (**She did have a microphone in her hand and could be heard.*) She wanted to concur with many of the comments already made today. First of all, she appreciated Pastor Carole's comment about being here in a covenant. And we're also here for a period of discernment. Which means a time for pondering, for reflecting, for thinking. There is no need to be upset or frustrated. We are just each speaking our own opinion. But it doesn't mean there is anything nefarious. And I think we all bring our beliefs and our thoughts in good faith, I hope. I appreciate the hard work, the effort, and the leadership that has been shown in this congregation over these last several years. I do concur that I think this is a wonderful group of Council members. And I appreciate everything you all have been doing. And now for a question. Is there not a spot on our offering envelope to designate a particular group where you want your money to go? Personally, I think we should stick to what has been budgeted and what was recommended by the Council. And then if someone wants to really make a mission contribution, then state it on your offering envelope.

Bill Brinkhorst asked to make a comment. This is data he wants to share. For as long as he has been here (45 years?) there have been times when we've had three times the attendance on a Sunday. Yet there have also been some meetings where we'd have to run up to the Social Hall to get the required 50 people in the

sanctuary for a vote. So the fact that there are only 50 people here today should not influence what we do in any way, shape, or form.

Marty again shared that we have a motion on the floor, so he's going to ask the question. He asked Kathy to restate her motion.

Marty then asked for those in favor to raise their hand. And those opposed to raise your hand. The motion does not pass.

Jeff Wagener made the motion to immediately pay 10% (\$20,600) to the missions. Phil Denton seconded.

Marty asked if there is any further discussion on this motion.

Paul Simons advised that since we don't have an amount to allocate to each mission we need to figure out if the congregation wants specific gifts/dollar amounts to each mission or will the congregation allow the Council to use its discretion to make that decision. Paul stated that any amendment to the budget is additional spending and it has to be proposed by the Council. Therefore we need to clarify and amend the motion.

Marty asked Jeff if he could amend his motion. Jeff replied that he is comfortable with the Council using their discretion on the monies that should be allocated.

Marty then asked the question which way is better? Sue Simmons replied although it was difficult to hear her without a mic. But it sounded like in order to have the permission of the congregation here today, (and Marty repeated a portion of her answer), that it was best to use the same percentages that were paid to the missions in the previous budget year.

Lanny Wingbermuehle asked Marty if he was going to "officially present" the Council decision to the people here today. Marty replied that a motion has been made by a member of the congregation. He doesn't feel that a presentation needs to be made. Lanny then asked but isn't that considered "hear-say?" Marty was not understanding Lanny's question. Lanny understood that Jeff made the motion but that was because he heard Marty talking about it. Marty replied it will be in Monday's meeting minutes of what the Council voted on at that time. Plus, there have been three Council members who were at Monday's meeting who have shared their thoughts today about what the final Monday vote was about the \$20,600/10% amount.

Kathy Herron asked to speak. Marty reminded Kathy that we have a motion on the floor and Phill has seconded it. (*I believe,*) that Kathy wanted to clarify what occurred on Monday for Lanny. She shared that she was the only member of the Council who did not vote for the \$20,600/10% compromise. She was the only one who wanted to see it move forward to full reinstatement.

Marty thanked Kathy for offering that additional comment. Any further discussion? There was none.

Marty asked for those in favor to raise their hand. Those opposed raise their hand. The motion is approved.

Marty asked for any other questions. There were none.

Marty asked for a motion to adjourn. Bill Biedenstein made the motion. Pat Fribis seconded the motion. All present were in favor of adjourning.

Marty asked for everyone to stand for The Lord's Prayer.

Respectfully submitted,
Barbara Smith, Recording Secretary

(*The length of this meeting was 1 hour, 12 mins)

Interim Senior Minister Report

“So let us not grow weary in doing what is right, for we will reap at harvest time if we do not give up. So then, whenever we have an opportunity, let us work for the good of all, and especially for those of the family of faith.” Galatians 6:9-10 NRSV

St. Lucas UCC, through its members, has a long tradition of working for the good of all and it was evident this year. In February, there was a community presentation on opioid awareness and, despite the weather, there was a decent turnout. We have been a good neighbor as we improve the ball fields and, incidentally, are able to rent them more often.

The Backpack program has doubled its recipients this year – food insecurity is real in our neighborhoods and most of the time we don’t see it. Pray for the Community Meal program and think about who might pick up the ball. This is an important ministry that St. Lucas UCC provides the community.

Our youth mission trip to Grand Isle, LA with Praying Pelican ministries was an amazing success and opportunity to live out Jesus’ mission in the world as our youth and adults painted, sanded and generally worked really hard helping them with hurricane relief.

We had a great trivia night to benefit our youth, our financials are in order and you can donate electronically from your pew (have you noticed the QR code?).

When we commissioned our ONA (Open and Affirming) team on November 5th, we officially entered the era of open conversations around how we can be an extravagantly welcoming house of God.

Conversations have also begun around the best use of the ten acres St. Lucas UCC owns behind the church. It may be ball fields, but we won’t know until we explore. And no, there is no intention to sell it.

There were so many fellowship events! One that stands out was the invitation to go see “Jesus Revolution”. That got us out of our church and out to an afternoon at the movies. Fun! Of course, the Sunday Fundays were a blast with all kinds of different opportunities – and I saw people there I didn’t recognize. Now that was fun.

We worked our way through a crisis when lightning struck (literally!) in February – it took until September to resolve all the issues, but the result has been improved electronics. How does that saying go? It’s an ill wind that blows no one any good?

Attendance is up and we have welcomed several new members this year.

Your search committee continues to work – pray for them!

“So then, whenever we have an opportunity, let us work for the good of all.” Let’s keep looking for those opportunities and may the Holy Spirit guide our search.

In faith,
Pastor Vicki

Interim Minister of Congregational Life Annual Report

Imagine unprecedented growth in the life and ministry of St. Lucas United Church of Christ in the years to come. Wait! What?!? Imagine what God might do with our openness and courage.

What if.....

*Members attended events of our youth in the wider community? Sporting or musical events? Meeting them *where they are* can be a good start to building relationship. Maybe wear a St. Lucas UCC t-shirt? Yay, outreach!

*We measured growth in terms of how many people **we serve** beyond our walls and programs?

*We asked our neighbors **what they have to offer** to another, not just what they need from us? We are in the business of building community, not being saviors.

*Everyone shared a faith witness on social media and tagged St. Lucas UCC? **Tell people** you are in worship at St. Lucas UCC via social media. Invite them to join in worship and outreach.

I celebrate all that St. Lucas UCC has accomplished in the past six months and pray for your continued dancing with the Holy Spirit as I move to accept another call.

* We dedicated a specially commissioned memorial banner to the memory of John and Dorothy Gross in worship. It is exciting to have some *new art with a special purpose to add to our worship space. This art bridges our heritage to our future. What exciting growth!*

*Our **Youth Mission Team** traveled to Grand Isle, LA, where the 16 youth and 9 adults served a community hard hit by Hurricane Ida in 2021. The Team raised funds with the support of this faithful congregation and shared the witness of the trip over a delicious Cajun meal for shareholders. Thanks to the adults who traveled with the team, and especially thanks to Amy Bush and Lynn Fey, Your Youth Ministry Coordinators.

*The sermon series "got questions? Me, too..." engaged worshipers in a new way, seeking input around faith questions. There are many ways to grow in our faith.

***Confirmation Class** this year is a group of 10 young people combining both 7th and 8th grades. This allows both grades to have a larger Confirmation Class with whom to learn and explore their faith. Already they are building solid community relationships in class and with their fall retreat at Camp MoVal in September. This is a good move for building the Youth Group moving forward. Thanks to Amy Bush, Lynn Fey, Pastor Vicki, the parents, and the congregation in advance.

***Adult Education** kicked off this fall with a class digging into the weekly lectionary texts used in the sermons. Thanks to Paul Litzinger and Bill Biedenstein for brainstorming with me and leading this faith formation ministry. All are welcome to join this group of learners.

*Michele Ottinger and Amy Rustidge designed summer **Sunday Fundays** with the theme "God's World Unites Us," featuring a number of community resources and including all generations. A number of the St. Lucas UCC Preschool families joined in. All these connections matter! **Sunday School** children are engaged already in creating a Christmas pageant of puppets, drama and video. Thanks to Michele and her team of supporters.

*Caring Ministry Hosted the **Gratitude Luncheon for Seniors!!!**

*We welcomed **eleven new members** who celebrate ministry with St. Lucas UCC!

*Your **Search Committee** continues to meet with qualified candidates for the position of your next called pastor, and your **Council** is committed to faithful ministry. I give thanks for the journey I've had with all of you!

In Christ, Pastor Carole

President of the Council Report

What an incredible year it has been. The congregation has come together and embodied the word “church”. We are talking with each other again. Fellowship hour after Sunday worship, Tuesday morning Coffee Hour, Council conversations, committee meetings, missional outreach – this is an active, vibrant church again, but with a different energy.

While Summer is often a slower season with vacations and other activities occupying the time, St. Lucas has been busy since the semi-Annual Meeting in May. The Search Team was active discerning potential candidates. We sent a large youth team to Lake Charles, LA for service. A new set of Bylaws was completed and passed by the Council for presentation to the congregation. A new Music Director was hired. Community meals continued. We honored our heritage with a luncheon for our oldest members. A day of service brought the congregation together to spruce up the campus. We said goodbye to a beloved interim Minister of Congregational Life. And much more. Mission doesn’t stop just because it's summer.

We now enter a season of anticipation. We look forward to the presence of God among us – as one of us. And we look forward to the guidance we will be shown. We need it.

Once again, the budget presents us with cause for deep reflection and honesty, realizing that not only has unexpected income given us another year to coalesce our mission and purpose and use it as a light to guide us forward, but that we must critically evaluate the obstacles clearly before us.

We will likely break even this year financially, but despite an increase of over \$50,000 in offerings, without income from the Employee Retention Credit (ERC) and the Pfister bequest we would have a deficit of a quarter million dollars. Over the past several years we have accumulated a balance of almost \$600,000 in the General Fund due to the Nolan and Pfister bequests, the PPP and the ERC. We are flush with cash at the moment. But while bequests have helped us in the past, we can’t know when and how much they may help in the future, and there is no more money coming from pandemic relief programs. With our current budget, the balance will be gone in 3 years.

There are so many moving parts to this puzzle. The uncertainty of when we will have a settled Senior Pastor, the changing dynamics and demographics of the congregation, the reality of a large, aging building as well as the aging of a generation of volunteers. This is not an easy road. We need to continue to look for ways to enhance our current revenues and find new ways to generate income. We must look critically at the current campus and how it can best be used to support our mission. We need to make hard choices about limiting our expenses and cutting costs.

And we need to do all of this while embracing our mission. We are defining ourselves as a missional, member church of the United Church of Christ. We are not a church that grows by offering a promise of wealth. We are not a church that grows by offering a haven for exclusivity and rigid dogma. We are a church that acts as the hands and feet of Christ, living among and accepting the marginalized, feeding the hungry both literally and spiritually, and working towards the Kingdom of Heaven on Earth – in our own neighborhood and beyond.

We are St. Lucas United Church of Christ. Dr. Marty Schmidt, Council President

CONSTITUTION AND BY-LAWS
of
ST. LUCAS UNITED CHURCH
OF CHRIST
at
SUNSET HILLS, MISSOURI

In accordance with the Word of God that "all things be done in order," we, the members of St. Lucas United Church of Christ, do adopt the following Constitution with accompanying By-Laws.

- CONSTITUTION -

~ *PART I - Name* ~

The name shall be St. Lucas United Church of Christ.

~ *PART II - Purpose* ~

It shall be the purpose of this Church to ~~bind together followers of Jesus Christ, to unite in the worship of God, to teach and promote the Christian religion to unite followers of Jesus Christ in worship, fellowship, mission, education, and evangelism to advance the Kingdom of God.~~ to unite followers of Jesus Christ in worship, fellowship, mission, education, and evangelism to advance the Kingdom of God.

~ *PART III - Affiliation* ~

- A. This Congregation shall be a member of the United Church of Christ and shall be governed by its constitution, bylaws, and rules.
- B. The Articles of Faith of the Congregation shall be those of the United Church of Christ.
- C. This Congregation is nevertheless allowed freedom of worship. The forms and order of worship as suggested by the United Church of Christ may be followed as accepted norms.

~ PART IV - Membership ~

- A. Membership in this Congregation, as a part of the Visible Body of Christ, shall be granted to all baptized persons who accept the obligations of the Christian life through:
 - 1. Confirmation; or
 - 2. Letters of Transfer from a Christian denomination; or
 - 3. Affirmation of Faith, and acceptance of this Constitution and By-Laws as binding and regulating the affiliation of the member with the Church.
- B. Membership shall be maintained by faithful participation in the privileges and duties of the Church as defined in the By-Laws.
- C. An Associate Member is one who has a membership in another church and has the same privileges and responsibilities as stated above.

~ PART V - Meetings and Quorums ~

- A. The Congregation shall hold an Annual and a Semi-Annual Congregational Meeting and such other meetings as are provided for in the By-Laws.
- B. Fifty (50) active members shall constitute a quorum. Absentees give silent consent to all resolutions adopted of action taken.
- C. An electronic meeting may be held, and business conducted, so long as the meeting provides conditions for simultaneous communication among all participating members equivalent to those of meetings held in one room or area. Any action taken during an electronic meeting shall be considered to have the same validity as if such action were taken during an in-person meeting.
 - 1. Technology used for an electronic meeting may include a telephone conference call or other internet teleconference means, such as Zoom.
 - 2. The notice for the electronic meeting shall include an adequate description of how to participate in it.
 - 3. Provision shall be made for a common meeting location for those who prefer to attend in person.
 - 4. All existing rules for determining a quorum, participating in debate, making a motion and voting shall apply to electronic meetings. Taking votes by email is not a valid extension of this section.

5. Council shall adopt such rules and procedures as necessary to ensure that electronic meetings provide conditions among all participants equivalent to those of an in-person meeting.
6. These rules shall also apply to meetings of Council, boards, committees, ministries, staff, church-sponsored organizations, and other entities of the church.

D. All procedural matters not covered by this Constitution and By-Laws shall be governed by the most recent revision of the Robert's Rules of Order.

~ PART VI - Administration ~

- A. ~~Dominant administrative and legislative power shall be vested in the Congregation itself, assembled in a meeting duly called. The Congregation shall decide all major policy and financial matters.~~ All matters and powers, including but not limited to administrative, legislative, financial, and policy, shall be vested in and decided by the Congregation within a duly called meeting.
- B. ~~Normal administration of the Church shall be entrusted to the Church Council. The Church Council shall represent the Congregation in all legal matters.~~ Administrative and decision-making powers may be delegated to the Church Council as specified in the Constitution and Bylaws. Actions taken by the Church Council shall conform to directives-determined by the Congregation within a duly called meeting.
- C. The Church Council shall perform the day-to-day administration of the Church, using such administrative and decision-making powers delegated to the Church Council by the Congregation through the Constitution or its by-laws. The Church Council shall represent the Church Council in any legal matters and proceedings.
- D. ~~All boards, organizations, committees, and other groups are subordinate to the Church Council and shall report, upon request, to the Church Council and/or the Congregation. The plans and programs of all such bodies shall conform in spirit to the larger objectives of the Church.~~ All boards, organizations, ministries, and any other group created by the Congregation or Church Council, shall work under the direction of and be accountable to the Church Council, and shall report, upon request, to the Church Council or the Congregation. The plans and programs of all such bodies shall conform in spirit to the larger objectives of the Church.

~ PART VII - Sacraments and Rites ~

- A. The Sacraments of the Church, instituted by Christ, are Holy Baptism and the Lord's Supper.
- B. The Rites of the Church are confirmation, ordination, consecration, marriage, and burial.

~ PART VIII – Pastors ~

- A. The Pastors of this Congregation shall be ordained ministers in the United Church of Christ or authorized ministers, eligible for standing in the United Church of Christ. The Congregation has the sole authority to elect and dismiss its Pastors, and this right shall never be delegated to individuals or to any group.
- B. When a vacancy occurs in a pastorate of this Congregation, the Church Council shall present a candidate who meets the qualifications in Part A above. The Congregation shall consider one (1) candidate at a time and shall vote by secret ballot for or against his/her election. An eighty-five percent (85%)-majority of active members present and voting at a duly called meeting shall be required for election.
- C. A Pastor shall be elected for an indefinite period of time. However, in the interest of the Congregation, a "vote of confidence" shall be taken by written ballot when a Pastor has served eight (8) years, and each four (4) years thereafter. The "vote of confidence" is to measure the feeling of the Congregation and is not in itself a vote for retaining or dismissing a Pastor.
- D. A Pastor may be dismissed for just cause by a simple 2/3 majority of active members voting in an open, duly called meeting with at least a 6 week notice after which time the Pastor shall be placed on paid leave for a period not to exceed three (3) months. In the event of a material breach of contract, the Pastor may be released immediately.
- E. ~~or~~ A Pastor may resign of his/her own will at any time. In either this event, a three (3) month notice shall be given by the party desiring to sever relations Pastor, unless a shortened time is agreed upon by mutual consent with the Church Council. ~~In the event of a serious offense on the part of a Pastor, the relationship may be severed within a shorter time~~

~ *PART IX - Christian Education* ~

The Congregation shall make provision for the religious education of its children, young people, and adults in close conformity with the doctrines of the denomination. The curriculum as suggested by the denomination may be followed as accepted norm.

~ *PART X - Property* ~

- A. The Congregation may, in its corporate name, hold, purchase, and receive title by gift, grant, or other conveyance of and to any property, real or personal, with power to mortgage, sell, or convey the same.
- B. The property of the Congregation shall be indivisible. In the event of a division in the membership of the Congregation, the parties shall submit the question of the right to the property to the Missouri Mid-South Conference for decision. The decision of said judiciary shall be binding.
- C. In case of dissolution of the Congregation, title to the property shall vest in the Missouri Mid-South Conference.
- D. The Congregation shall operate the St. Lucas Cemetery and the St. Lucas Preschool.

~ *PART XI - Amendments* ~

Amendments to this Constitution or its By-Laws can only be made by a two-thirds (2/3's) vote of all members present and voting at a regularly called Congregational Meeting, provided that a notice of such proposed amendments or By-Laws shall have been submitted in writing to all members of the Congregation at least two (2) weeks prior to the meeting.

BY-LAWS

PART I - Obligation to the United Church of Christ

1. The Congregation shall regularly contribute according to its ability towards the support of the United Church of Christ at large, to the Missouri Mid-South Conference, and to the St. Louis Association.
2. This Congregation, through its Pastors and its administrative officers, submits to all lawful and just requirements made upon it by the Missouri Mid-South Conference and St. Louis Association authorities.
3. The Congregation shall be represented by lay delegates to the St. Louis Association and the Missouri Mid-South Conference.
4. Lay delegates shall be members who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
5. Consistent with the policies of the St. Louis Association and the Missouri Mid-South Conference, ~~one (1)~~ youth lay delegates may also be elected named in addition to the other lay delegates. The youth lay delegates shall be members ~~under the age of twenty-five (25)~~ meeting the youth delegate description of the corresponding organization, who have been members of St. Lucas United Church of Christ for at least one (1) year prior to ~~installation or~~ appointment.
6. ~~The election of the Lay delegates for to the St. Louis Association and the Missouri Mid South Conference shall take place at the Annual Congregational Meeting.~~ be named by the Church Council. ~~They shall be elected for a term of three (3) years and it shall be so arranged that one third (1/3) of their number shall be elected every year. No person shall serve more than two (2) consecutive full terms (6 years) but will again be eligible for lay delegate membership after one (1) year has expired following prior lay delegate membership.~~
7. ~~The newly elected lay delegates shall be installed and assume their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.~~
8. ~~The Nominating Committee~~ Church Council shall adjust the number of delegates ~~nominated each year~~ to meet the number authorized by the St. Louis Association and the Missouri Mid-South Conference. ~~The Nominating Committee should attempt to select at least one delegate under the age of twenty five (25) serving in the delegation.~~

9. Normal and reasonable expenses for all delegates and Pastors attending such meetings shall be paid by the Congregation. The organizations of the Church are encouraged to send representatives of their organization to Missouri Mid-South Conference and St. Louis Association meetings. Attendees are asked to submit a report to the Congregation summarizing the events of the attended meeting.

PART II - Official and Fiscal Year

The official year and fiscal year of this Congregation shall both be January 1 to December 31, inclusive.

PART III - Finances

It is the Policy of St. Lucas United Church of Christ to underwrite the cost of its programs and ministries through voluntary contributions and approved fund raising.

PART IV - Congregational Meetings

1. An Annual Congregational Meeting shall be held during November each year and a Semi-Annual Congregational Meeting during between May 1 and June 15th each year.
2. Special Congregational Meetings shall be called by the Church Council when necessary or upon written petition to the Church Council signed by not less than five percent (5%) of the Congregation.
3. A minimum of two (2) weeks' notice shall be given for all Congregational Meetings.
4. Any Congregation Meeting with an agenda item concerning a vote to dismiss a pastor or, council member, must be preceded by a minimum 6-week notice.
5. An electronic meeting may be held, and business conducted, so long as the meeting provides conditions for simultaneous communication among all participating members equivalent to those of meetings held in one room or area. Any action taken during an electronic meeting shall be considered to have the same validity as if such action were taken during an in-person meeting.
 - a) Technology used for an electronic meeting may include a telephone conference call or other internet teleconference means, such as Zoom.
 - b) The notice for the electronic meeting shall include an adequate description of how to participate in it.
 - c) Provision shall be made for a common meeting location for those who prefer to attend in person.

- d) All existing rules for determining a quorum, participating in debate, making a motion and voting shall apply to electronic meetings. Taking votes by email is not a valid extension of this section.
- e) Council shall adopt such rules and procedures as necessary to ensure that electronic meetings provide conditions among all participants equivalent to those of an in-person meeting.
- f) These rules shall also apply to meetings of Council, Boards, committees, ministries, staff, church-sponsored organizations and other entities of the church.

PART V - Membership

1. Admission

- a. All prospective members shall receive information about the United Church of Christ and St. Lucas United Church of Christ, including the responsibilities and privileges of Church membership.
- b. Admission into membership shall be publicly confirmed.

2. Privileges of Members

- a. All active members are entitled to the fellowship and the spiritual blessings of the Church, and to the services of its Pastors, officials, and staff, as well as to the Christian support and sympathy of all members.
- b. All active members in good standing are entitled to voice, vote, and to hold office conforming to the Constitution and By-Laws.

3. ~~Duties~~ Responsibilities of Members

- a. ~~It is the duty of each member to~~ Each member shall enter into a covenant aspiring to:
 - i. Be faithful in attendance at Divine Worship and make diligent use of the Sacrament of the Lord's Supper; the Sacraments of the church.
 - ii. Make an honest effort to live worthily of the name "Christian" in every realm of life; Strive to Live by the teachings of Jesus Christ as understood by their own conscience
 - iii. ~~Be willing to~~ Render service and take an active part in the functions of the Church according to his/her their ability and

take an active part in the functions of the Church;

- iv. ~~Contribute to the financial support of the Church according to his/her ability with the knowledge that inability of any member to contribute to the support of the Church shall not prejudice his/her standing; and~~ Engage in stewardship to the Church by action and/or financial support to the general operations of the Church according to their ability.
- v. Speak only for oneself, listen respectfully to the opinions of others, and to not in any way diminish or debase each other.
- vi. Notify the Pastor when any special pastoral service is desired.

4. *Forfeiture of Membership*

1. ~~If a member of the Congregation does not partake of Holy Communion, does not contribute to the support of the Church, and does not attend worship services for one (1) year,~~
2. ~~After two years of inactivity, these members shall be contacted by a membership committee member. If there is no evidence of renewed interest in his/her membership in the Church, a letter may be sent by a Pastor requesting the intention of the member concerning his/her membership and informing him/her that his/her membership may be terminated.~~
3. ~~A membership committee shall review the status of members who have been inactive for three (3) years and shall make recommendation to the Church Council concerning the termination of membership privileges for these members. The Church Council shall make the final determination concerning the termination of membership privileges. A letter will then be sent by a Pastor notifying the member of termination.~~

a. The Membership Ministry will review the member roster annually to identify members who have not engaged in the life of the church during the previous three calendar years. Qualifying engagement activity will include recording attendance in worship, providing financial support to the general operation of the church (excluding fees for specific programs), and/or engaging in missional work of the church in a way that is recognized. The Senior Minister will be given a list of inactive persons, in order that pastoral care concerns might be identified. Once this review has happened and

pastoral care concerns are addressed, members without engagement in the previous three years will be identified as inactive. The Church Council president and the Senior Minister will send each inactive member a letter informing them of the status change to inactive with encouragement to reengage in the life of the church.

- b. Inactive members who reengage in the church through recording attendance in worship, financially supporting the general operation of the church, and/or engaging in missional work of the church will be returned to active status.
- c. A member who, for at least two (2) years, has been identified as inactive may be removed from the membership roster by vote of the Church Council, or by request of the member.
 - i. Examples of exceptions to the above Membership requirements might include, but not be limited to, a member attending college, temporary job relocation, military deployment or for health reasons.
- d. Any member breaking the covenant in Part V.3.v. will be counseled by the pastor(s) and/or Council President. Refusal by a member to rejoin in covenant will result in review by the Church Council. Members under review by the Council will be offered a private hearing before the Council in an attempt at resolution. If the member cannot be returned to a covenantal relationship, a vote will be taken by the Council regarding termination of membership. A majority of those council members present at a duly called meeting is required for termination.

PART VI - Pastors

1. It shall be the duty of the Pastors to set a good example to the Congregation, to conduct all services and such special occasions as the Congregation may desire, to direct the work of Christian Education, administer the Sacraments, and to perform all such duties as belong to the Pastor's office in the United Church of Christ. They shall keep a record of all services performed and make an annual report of their work to the Congregation.
2. The Pastors are members with voice, but without vote, of the Church Council, boards, committees ministries, and all other church-sponsored organizations. No other minister shall perform any religious service or ceremony in the Church without consent of the Senior Pastor

3. The Senior Pastor is responsible for the administration and supervision of the staff.
4. The Senior Pastor is directly responsible to the Church Council and the Congregation.

Part VII - Church Council

Organization

1. The Church Council shall consist of nine (9) ~~twelve (12)~~ members who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment. Elected members of the Church Council shall be the leaders of the following ministries of the Church:

Physical Facilities

Finance

Personnel

2. The election of members to the Church Council shall take place at the Annual Congregational Meeting. They shall be elected for a term of ~~three (3) years~~ four (4) years; it shall be so arranged ~~one-third (1/3) that one-third (1/3) of their number shall be elected every year.~~ to elect enough members every year, at the discretion of the Nominating Committee, to keep the number of members at nine (9). ~~No person shall serve more than two (2) consecutive full terms (6 years), but will again be eligible for Church Council membership after one (1) year has expired following prior Church Council membership.~~ A period of one (1) two (2) years must expire before standing for re-election to another four (4) year term or replacing a vacant position on the Church Council.
3. The newly elected members of the Church Council shall be installed and assume their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.
4. Election to the Church Council shall have priority over any other elective position held in the Congregation. While serving on the Church Council, a member shall not hold any other elected position in the Church.
5. The Church Council President shall fill temporary vacancies on the Church Council by appointment. Permanent replacements shall be elected at the next Congregational Meeting.

6. Church Council members may be removed by a 2/3 majority vote of active members at a duly called meeting with at least six (6) weeks' notice. If the President is removed, the Vice-President will assume this role. The Church Council shall then meet as soon as possible, but no later than its' next regularly scheduled meeting, to reorganize the Core Leadership Team.
7. The Pastors are members of the Church Council with voice, but without vote.

Responsibilities

1. After the Annual Congregational Meeting and prior to installation in January, the new Church Council shall meet and organize itself by electing the following Officers for a term of ~~one (1) year~~ two (2) years:

President
Vice-President
Recording Secretary
Financial Secretary
Treasurer.

This will be known as the "Core Leadership Team". These officers shall at the same time serve as officers of the Congregation and its meetings. In the event of a vacancy of any office of the Church Council, the Church Council shall meet to elect an officer for that vacancy for the remainder of the term.

2. As soon as possible after the election of officers any leadership vacancy for the Personnel Ministry or Physical Facilities Ministry shall be appointed by the Church Council. The Financial Secretary will serve as the Leader of the Finance Ministry. The leaders of these ministries will serve in that capacity for a minimum of two (2) consecutive years in their respective roles. The Church Council shall also appoint representatives to the Cemetery Board, Preschool Board and Perpetual Endowment Trust. Any member of the Church Council may serve as a Board representative liaison and/or "Leader-in-Training" for a future ministry leadership role but without voting privileges.
3. The Church Council shall meet once a month and ample notification is to be given to all members. A majority of the Church Council members shall constitute a quorum. Special Church Council meetings may be called upon the request of the Pastors, the President, or three (3) Church Council members. The Church Council shall be responsible for all the business of the Church.

4. The Church Council shall further assist the Pastors in caring for the spiritual welfare of the Congregation and its members. During a temporary vacancy in the pastorate, the Church Council shall be responsible for supplying the pulpit and for supervising the conducting of all services.
5. The individual members of the Church Council shall deem it their sacred duty to set a good example to the Congregation by regular attendance and by participating in the various activities of the Church.
6. It shall be the aim of the Church Council and Pastors to keep all members in a state of vital relationship to the Church and in a spirit of harmony within the Church.
7. The Church Council shall be responsible for preservation of all official documents of legal or historical significance and for maintenance of an accurate membership roster.
8. Church Council members serving as representatives to committees ministries and/or boards have voice, but do not have voting privileges. A tie vote by a committee and/or board that cannot be resolved must be presented to Church Council for the final decision.
9. The Church Council shall present to the Congregation for its approval at the Annual Congregational Meeting a proposed budget for the coming calendar year. ~~This budget shall include the complete needs of the Congregation, its ministry of benevolent work, and Christian Education. The budget shall be underwritten through an organized appeal to every member.~~ All members shall be provided with a systematic accounting of their contributions.
10. Cumulative expenditures by the Church Council which exceed approved budgeted allowances by ~~one percent five~~ (1%) (5%) of the total annual Church budget in a calendar year shall require prior Congregational approval, excepting designated memorials.
11. An electronic meeting may be held, and business conducted, so long as the meeting provides conditions for simultaneous communication among all participating members equivalent to those of meetings held in one room or area. Any action taken during an electronic meeting shall be considered to have the same validity as if such action were taken during an in-person meeting.
 - a) Technology used for an electronic meeting may include a telephone conference call or other internet teleconference means, such as Zoom.

- b) The notice for the electronic meeting shall include an adequate description of how to participate in it.
- c) Provision shall be made for a common meeting location for those who prefer to attend in person.
- d) All existing rules for determining a quorum, participating in debate, making a motion and voting shall apply to electronic meetings. Taking votes by email is not a valid extension of this section.
- e) Council shall adopt such rules and procedures as necessary to ensure that electronic meetings provide conditions among all participants equivalent to those of an in-person meeting

Officers

1. The President shall preside at all the meetings of the Congregation and the Church Council, maintain order at the meetings, and conduct the same according to parliamentary procedure. ~~He/she~~ They shall always manifest an active interest in all the affairs of the Congregation. ~~He/she~~ They shall see that the Constitution and By-Laws are enforced, and the instructions of the Church Council and Congregation are carried out. ~~He/she~~ They ~~is~~ are also empowered with the Recording Secretary, or their designated representative, to sign all official documents, contracts, loans, and deeds in the name of the Congregation.
2. The Vice-President shall preside at all meetings in the absence of the President and when business pertaining to the President and ~~his/her~~ their administration is before the Congregation or Church Council. ~~He/she~~ They shall do all in ~~his/her~~ their power to help the President fulfill ~~his/her~~ their duties.
3. The Recording Secretary shall keep an accurate record of all proceedings of the Congregation and of the Church Council and shall attend to official correspondence.
4. The Financial Secretary shall supervise the collection of Church offerings and the deposit of funds to the bank chosen by the Church Council. ~~He/she~~ They, in conjunction with the appropriate committee members, shall be responsible for the counting and receipt of all monies received by the Church, the Church School and for benevolent purposes (excluding funds specifically designated for Cemetery or any of the organizations within the Church). ~~He/she~~ They shall work with members of the Church staff having responsibility for financial records and shall be responsible for all of the financial records of the Church including, but not limited to, receipts, disbursements, accounting documents, investments, and bank reconciliation. ~~He/she~~ They shall be responsible for the review of bank statements on a monthly basis. ~~He/she~~ They shall submit all financial

records for review annually or as determined by Church Council. He/she They shall make monthly reports to the Church Council and semi-annual reports to the Congregation. He/she They shall organize and supervise the preparation of the annual Church budget.

5. The Treasurer shall review all bills and requests for expenditures for accuracy and validity before signing checks for payment of these bills. He/she They shall recommend investment of Church funds to the Church Council when appropriate. He/she They, in conjunction with Church Council appointed advisor or advisors, shall be responsible for adequate insurance protection of all Congregational property and other insurance needs and shall make recommendations pertaining thereto to the Church Council. His/her Their activities shall be reviewed annually.
6. The Executive Officers shall, at the expiration of their terms of office, deliver to the Church Council all books, papers, and other property belonging to the Congregation which may be in their possession.

PART VIII – Board of Christian Education

Organization

- ~~1. The Board of Christian Education shall consist of twelve (12) members who are at least twenty one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.~~
- ~~2. The election of members to the Board of Christian Education shall take place at the Annual Congregational Meeting. They shall be elected for a term of three (3) years; it shall be so arranged that one third (1/3) of their number shall be elected every year. No person shall serve more than two (2) consecutive full terms (6 years) but will again be eligible for the Board of Christian Education membership after one (1) year has expired following prior Board of Christian Education membership.~~
- ~~3. The newly elected members of the Board of Christian Education shall be installed and assume their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.~~
- ~~4. The Board of Christian Education Chairperson shall fill temporary vacancies on the Board of Christian Education by appointment. Permanent replacements shall be elected at the next Congregational Meeting.~~
- ~~5. The Church Council shall provide for any legal representation needed.~~

~~6. A tie vote by the Board of Christian Education that cannot be resolved must be presented to the Church Council for the final decision.~~

Responsibilities

- ~~1. The Board of Christian Education shall be responsible for operation of Sunday School, confirmation, youth programs, and other related functions primarily designed to educate children, youth, and adults in the Christian religion.~~
- ~~2. The Board of Christian Education shall be responsible for management of the Christian Education program except for any school established by St. Lucas United Church of Christ which operates largely with paid staff and charges tuition. Such school or schools shall be administered by a separate board as described in Part X of the By Laws.~~

Officers

- ~~1. The Board of Christian Education shall organize itself as soon as possible after the Annual Congregational Meeting by electing a Chairperson, Vice Chairperson, Recording Secretary, and Financial Secretary.~~
- ~~2. One (1) Church Council member will be appointed as a representative to serve on the Board of Christian Education.~~
- ~~3. The Pastors, Coordinator of Children's Ministries, Coordinator of Youth Ministries, and Church Council representative shall be members with voice, but without vote.~~

Part IX - VIII - Cemetery Board

Organization

1. The Cemetery Board shall consist of six (6) members who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
2. The election of members to the Cemetery Board shall take place at the Annual Congregational Meeting. They shall be elected for a term of three (3) years; and it shall be so arranged that one-third (1/3) of their number shall be elected every year. No person shall serve more than two (2) consecutive full terms (6 years) but will again be eligible for Cemetery Board membership after one (1) year has expired following prior Cemetery Board membership.

3. The newly elected members of the Cemetery Board shall be installed and assume their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.
4. The Cemetery Board Chairperson shall fill temporary vacancies on the Cemetery Board by appointment. Permanent replacements shall be elected at the next Congregational Meeting.
5. The Church Council shall provide for any legal representation needed.
6. A tie vote by the Cemetery Board that cannot be resolved must be presented to the Church Council for the final decision.

Responsibilities

1. The Cemetery Board shall manage and conduct the business of St. Lucas Cemetery within the limits established in the St. Lucas United Church of Christ Constitution and By-Laws, and applicable statutes.
2. The Cemetery Board shall be accountable to the Church Council and the Congregation.
3. Rules and Regulations governing the operation and use of the cemetery shall be maintained in printed form. All changes in the Rules and Regulations shall be approved by the Church Council.
4. The Cemetery Board, with assistance of the Church professional staff, shall maintain records of its meetings, sales, purchases, interments, transfer of lots, and other transactions found necessary in the business-like operation of the cemetery.
5. The Cemetery Board shall submit its financial records for annual review, if requested by Church Council.
6. The Cemetery Board shall have authority to employ and dismiss cemetery employees, except those jointly employed by the Cemetery Board and the Church.
7. Lot prices and fees for cemetery services may be recommended by the Cemetery Board but must be approved by the Church Council. A percentage of the lot price shall be specifically designated for Perpetual Care that meets or exceeds the requirements of the State.

8. The Cemetery Board shall present a proposed budget for the calendar year to the Congregation for approval at the Annual Congregational Meeting.
9. The Cemetery Board, or its designated representative, shall be responsible for management of the St. Lucas UCC Endowed Care Trust dated August 15, 1993 - Cemetery.

Officers

1. The Cemetery Board shall organize itself as soon as possible after the Annual Congregational Meeting to elect a Chairperson, Vice Chairperson, Treasurer, and Recording Secretary.
2. One (1) Church Council member will be appointed as a representative to serve on the Cemetery Board, with voice but no vote.
3. The Chairperson shall preside at the Cemetery Board meetings and be responsible for the operating of the Cemetery Board. The Vice-Chairperson shall preside in the absence of the Chairperson. The Treasurer shall be responsible for maintaining a record of all money received or disbursed by the Cemetery Board. The Treasurer, or designated representative, shall be responsible for all funds received and for payment of bills. The Recording Secretary shall keep a record of correspondence and all transactions of the Cemetery Board.

Part X— IX - Preschool

Board Organization

1. The Preschool Board shall consist of seven (7) members who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
2. The election of members to the Preschool Board shall take place at the Semi-Annual Congregational Meeting. They shall be elected for a term of three (3) years; and it shall be so arranged that one-third (1/3) of their number shall be elected every year. to elect enough members every year, at the discretion of the Preschool Board, to keep the number of members at seven (7). No person shall serve more than two (2) consecutive full terms (6 years) but will again be eligible for Preschool Board membership after one (1) year has expired following prior Preschool Board membership.

3. The newly elected members of the Preschool Board shall be installed and assume their responsibilities at the first Sunday Worship Service following the Semi-Annual Congregational Meeting and shall serve until replaced by newly installed members.
4. The Preschool Board Chairperson shall fill temporary vacancies on the Preschool Board by appointment. Permanent replacements shall be elected at the next Congregational Meeting.
5. Church Council shall provide for any legal representation needed.
6. A tie vote by the Preschool Board that cannot be resolved must be presented to Church Council for the final decision.

Responsibilities

1. The Preschool Board shall be responsible for the administration of the St. Lucas Preschool.
2. The Preschool Board shall establish procedures for governance regarding its own operation. All amendments must be approved by the Church Council.
3. The Preschool Board shall be accountable to the Church Council and the Congregation.
4. In May of each year, the Preschool Board shall prepare a preliminary budget for the next fiscal year which shall run from July 1-June 30. This budget will be revised in October of the same year to adjust revenues and expenses to reflect actual enrollment figures. The Preschool Board shall present the final budget to the Congregation at the Annual Congregational Meeting.

Officers

1. The Preschool Board shall organize itself as soon as possible following the Semi-Annual Congregational Meeting to elect a Chairperson, Vice-Chairperson, Financial Secretary, and a Recording Secretary.
2. One (1) Church Council member will be appointed as a representative to serve on the Preschool Board.

3. The Senior Pastor (or his/her their designated representative), the Preschool Director, and the Church Council representative shall be members of the Preschool Board with voice, but no vote.

Part XI X Cabinet Ministry Coordination Team

1. ~~The Cabinet shall consist of the Executive Officers of the Church Council and representatives of all~~ The Ministry Coordination Team shall consist of the Core Leadership Team, the Ministerial Staff, Core Ministry Leads and representatives from all boards, committees, and church-sponsored organizations.
2. ~~The Cabinet Ministry Coordination Team shall meet quarterly~~ twice yearly, or as needed, to coordinate the program goals and plan for the future of the Church.
3. Core Ministries not led by Church Council members include Mission and Outreach, Worship and Music, Membership, Education, and Technology. These ministries are encouraged to consider changes in leadership at least every 2 years, review their membership yearly, and mentor members for eventual leadership roles.
4. All Pastors, Boards and Core Ministries are required to submit reports or minutes of any meetings held to the Church Council. These minutes should be submitted to the Church Office and Church Council no later than the Friday prior to the next monthly Council meeting.

Part XII - Church-Sponsored Organizations

1. Official recognition as a church-sponsored organization may be granted by the Church Council to any group of persons with a common interest who fulfill the following requirements:
 - a) The primary purpose and programs of the group shall be to serve the Church and/or the community in a Christian manner.
 - b) The group(s) shall maintain a membership roster and shall submit annually a report of its activities to the Church Council.

Part XIII- Memorial Fund

A separate Memorial Fund shall be maintained for all monies received as memorials. These funds shall be accepted and expended for the purposes designated by the donor or next of kin, subject to the approval of the Church Council. ~~In the event that~~ If the donor or next of kin does not designate a use, expenditures from the general categories will be recommended by the Memorial Fund Committee and approved by the Church Council. Undesignated memorial funds may be combined. An accurate record shall be kept of contributions and expenditures from the fund.

Part XIII- General Endowment Fund

1. The General Endowment Fund will be administered managed by five (5) members of St. Lucas United Church of Christ who are at least twenty-one (21) years of age.
2. The members shall consist of the Church Council Treasurer, two (2) Church Council members appointed by the Church Council President for alternating two (2) year terms, and two (2) Perpetual Endowment Trust Lay trustees appointed by the Church Council President for alternating two (2) year terms. These will be called the "Stewards" of the General Endowment Funds.
3. The newly appointed Stewards will assume his/her their responsibilities at the first Sunday Worship Service in January.
4. The Church Council President shall fill temporary vacancies on the General Endowment Fund Stewards for the remainder of the term by appointment.
5. The Church Council is responsible for the management administration of the General Endowment Fund investment portfolio. The General Endowment Fund investment portfolio will be reviewed at least four (4) times per year.
6. The Church Council shall approve minutes from each periodic review and a copy will be filed in the Church Office.
7. An Investment Policy Statement will be developed and approved by the Church Council, and updated as appropriate, to define the investment objectives, risk level, types of investments, and range of asset allocation amount asset classes which will be considered appropriate to achieve the investment objectives of the General Endowment Fund.

Part XV- XIV - Perpetual Endowment Trust

1. The Perpetual Endowment Trust will be administered by five (5) trustees who are at least twenty-one (21) years of age and have been members of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment.
2. The election of Trustees to the Perpetual Endowment Trust shall take place at the Annual Congregational Meeting. They shall be elected for a single term of five (5) years; it shall be so arranged that one-fifth (1/5) of the members be elected every year. No Trustees shall be elected to more than two (2) full consecutive terms (10 years) but will be eligible for Perpetual Endowment Trust membership after one (1) year has two (2) years have expired following prior to Perpetual Endowment Trust membership.

3. The newly elected members of the Perpetual Endowment Trust shall be installed and assume ~~his/her~~ their responsibilities at the first Sunday Worship Service in January and shall serve until replaced by newly installed members.
4. The Church Council shall fill vacancies on the Perpetual Endowment Trust by appointment, as per the Trust Agreement.
5. The trustees shall have full power and authority to manage and control the trust estate and to sell or otherwise dispose of all or any part thereof, real or personal, upon such terms and conditions as the trustees see fit in accordance with St. Lucas United Church of Christ Perpetual Endowment Trust, dated January 30, 1984.
6. The trust may be amended by the congregation periodically as permitted under the law and as permitted in clause six (6) of the PET.

Part XVI - Maintenance and Use of Property

1. The Congregation shall determine the nature in which the Church property shall be developed. All permanent improvements shall be approved by the Church Council.
2. All repairs to real property whether hired or contributed shall be approved and supervised by the Church Council or its designated representative.
3. The cost and use of Church facilities other than for Church rites, Sacraments, or church-sponsored organizations and committees, shall be submitted to the Church Council for approval.

Part XVII- Election of Council, and Boards, and Committee Members

1. A Nominating Committee of three to five (3-5) members, one (1) from the Church Council and ~~four (4)~~ two (2) from the Congregation, shall be appointed by the Church Council. The Nominating Committee shall present not less than one (1) nominee for each expired term on the Church Council, Cemetery Board, Preschool Board, and Perpetual Endowment Trust. All nominees shall be at least twenty-one (21) years of age and have been a member of St. Lucas United Church of Christ for at least two (2) years prior to their installation or appointment. ~~and shall be selected on the basis of the nature of the positions to be filled and the abilities of the nominees.~~
2. Election to the Church Council, Cemetery Board, Preschool Board, or Perpetual Endowment Trust shall require a majority of the votes cast. Voting shall be conducted in accordance with the most recent revision of Robert's Rules of Order.

3. All procedural matters not covered by this Constitution and By-Laws shall be governed by the most recent revision of the Robert's Rules of Order.

Part XVIII - Indemnification of Officers, Directors, Council Members, Committee Members, Cabinet Members, and Ministry Team Members

St. Lucas United Church of Christ shall indemnify any and all persons who serve or who have served at any time as officers, directors, council members, committee members, cabinet members and ministry team members, against any and all expenses, amounts paid on judgments, attorney's and counsel fees, and amounts paid in settlement (before or after suit is commenced) actually and necessarily incurred in connection with the defense and/or settlement of any claim, action, suit or proceeding in which they, or any of them, are made parties, which may be asserted against them, by reason of being or having been officers, directors, council members, committee members, cabinet members, and/or ministry team members. However, if it is determined by final adjudication in the underlying action that any indemnified person has gained any illegal profit, unjust enrichment or unfair advantage to which he or she is not legally entitled, and/or he or she has committed any criminal, dishonest, or deliberate fraudulent act then he or she shall not be provided the protection of this indemnification provision.

Constitution Amended -

September 17, 1962
January 30, 1984
January 26, 1986
May 14, 2012
November 11, 2013
November 22, 2020

By-Laws Amended -

February 24, 1964
September 20, 1965
January 29, 1973
January 29, 1979
September 28, 1981
January 30, 1984
January 26, 1986
September 30, 1991
January 30, 1995
May 22, 1995
November 18, 1996
November 14, 2010

May 14, 2012
November 11, 2013
November 22, 2020
November 13, 2022

*Explanation of changes
to
St. Lucas United Church of Christ
Constitution and Bylaws*

General Notes

Language throughout has been changed to describe a more missional structure for St. Lucas UCC.

“Committees” has been replaced with “Ministries.”
“His or her” is replaced with “their” for simplicity.

Precise formatting will be delayed until final disposition.

Constitution

Part II - Purpose:

Change incorporates the current “Core Values” of St. Lucas UCC as described on our website.

Part VI - Administration:

Language in this section has been changed to define the roles of Congregation and Church Council more clearly.

Part VIII - Pastors:

C. The process for periodically reaffirming a pastor has been eliminated as this is currently not practiced.

D. Defines a period for a Pastor who has been dismissed to seek future options.
Defines a “material breach” as cause for immediate dismissal.

E. More definitive language

Bylaws

Part I - Obligation to the United Church of Christ:

In this section there are two basic changes:

-Delegates are now “named” by the Council rather than elected. This allows Council members to serve as delegates if they choose. In the past, elected members of the Church could not participate in any other “elected” office. This change increases the pool of possible delegates and makes it more likely that delegates will attend since they will be chosen closer to the date of the event.

- Defines “youth delegates” according to the parameters used by the Missouri Conference and the St. Louis Association.

Part VI - Congregation Meetings:

Gives more leeway to the acceptable dates for the semi-Annual meeting. (Sundays in May are already limited by Mother’s Day and Memorial Day.)

Part V - Membership:

- “Duties” changed to “Responsibilities” - denotes more personal ownership

- In this section, language was changed to more basic responsibilities on the part of members. It also recognizes that stewardship can mean more than just financial support.

- Forfeiture of Membership - language was changed to reflect current policies and protocols of the Membership and Evangelism Committee

Part VII - Church Council:

This is the biggest change in the Bylaws and creates a different organizational structure for the Council. It also changes the terms of service. The accompanying Organizational Structure page may be used as a reference. In short:

- Council members decreased to 9 members.
- Leaders of Personnel, Finance and Physical Facilities ministries are Council members
- Leaders serve as a ministry leader for at least 2 years in that position
- Officers (President, VP, Treasurer, Financial Secretary, Recording Secretary) serve for at least 2 years in that position
- Council terms are now 4 years with at least 1 year off before standing for reelection.

The goals behind these changes are as follows:

- A smaller Council frees up leaders for other ministries of the congregation.
- Improve communication between the ministries with the greatest financial impact and the Council. The Leaders of ministries will be Council members able to directly report at Council meetings.
- Turns over leadership of Core ministries at least every 4 years. Hopefully this develops new leaders with fresh ideas. Other ministry members can remain, but leadership will refresh at least every 4 years.
- Two-year terms for officers and leaders allow for time to learn the position and become more effective in the role before turnover to another leader. It also allows time for someone to learn how to take over the role.
- Four-year Council terms coordinate with the 2-year leadership terms
- Elimination of immediate reelection may prevent burnout and limits stagnation of the same people being in charge. New members will hopefully and bring fresh ideas to the leadership team.

VII.10. This change increases the amount Council can spend above budget to 5% without having to call a special meeting. The 5% number is cumulative expenses, not individual expenses. Unexpected expenses of over 1% of the budget are not unusual. Calling a special meeting for each expense over that threshold is time consuming and expensive. In a budget of \$1M, 5% represents \$50,000.

Part VIII - Board of Christian Education:

This Board, which has not functioned in several years, is eliminated and its responsibilities are assumed by the Education Ministry.

Part IX - Preschool:

These changes comply with the request of the Preschool Board to decrease its membership from 9 to 7. Further language clarifies how members are replaced.

Part X - Ministry Coordination Team:

Previously called the "Cabinet", this section clarifies the members of this team and decreased the required meetings from 4 to 2 twice yearly.

Part XIII - General Endowment Fund:

Changes were made to clarify the role of the entire Council and the role of the 5 members of the team.

Five (5) members of the Council, as defined, will be called "Stewards" and will be responsible for the management of the funds. PET members of the General Endowment Stewards are replaced with Lay members.

The Council is responsible for developing and reviewing an investment policy to guide the Stewards' actions. The Council is also responsible for reviewing the performance of the investments and the distributions to the General Fund.

Part XIV - Perpetual Endowment Trust:

Terms of service are limited to a single, five (5) year term with at least 2 years in between terms.

Part XVI - Election of Council and Board Members

Allows leeway in the number of Nominating Committee members.

Financial Secretary Report

	<u>September 2023</u>	<u>September 2022</u>	<u>Difference</u>	
General Fund Cash	\$620,061	\$ 476,513	\$143,548	30.12%
General Fund Income	\$810,109	\$ 484,025	\$326,084	67.37%
Total Regular Offerings	\$397,984	\$ 345,937	\$ 52,047	15.05%
General Fund Expenses	\$767,195	\$ 770,988	\$ (3,793)	(.49)%
Gen. Fund Excess(Deficit)	\$ 42,914	\$(286,963)	\$329,877	114.95%

- ❖ General Fund Cash and General Fund Income include Employee Retention Credit money of \$204,000 and the Shirley Pfister bequest of \$58,000.
- ❖ General Fund Income does not include \$15,000 budgeted income from the Beyersdorfer Fund.
- ❖ Total Regular Offerings are only \$15,000 under budget. At September 30, 2022, we were \$118,000 under budget.
- ❖ Absent the ERC and Pfister monies, the General Fund would show a deficit of \$219,591.

2024 Budget Assumptions

- ❖ Total Regular Offerings based on YTD giving through September 30 of \$400,000. October – December 2022 Regular Offerings were \$210,000 versus budget of \$155,000.
- ❖ Preschool rent increase of \$6,000 and gift increase of \$10,000.
- ❖ Investment income of 26,000.
- ❖ Staffing includes two pastors, use of outside custodial service and 5% wage increase for all employees (excluding pastors).

- ❖ Pastoral professional expenses of \$8,000 and Search Committee expenses of \$20,000.
- ❖ Maintenance & Repairs budgeted \$100,000 over 2023 Budget.
- ❖ Benevolence expenses increased to 2022 levels.

Thanks to our 2023 Finance Committee for their continued support and expertise.
Current members are:

Donovan Larson
Pastor Vicki Hampton
Jack Laudenslager
Marty Schmidt
Sue Simmons
Carol Stelmach
Jeff Wagener

Thanks to Jeff Wagener for his work as Church Administrator and particularly for his oversight of the finances of the church. He has brought stability and reliability to this office. Special thanks to Debbie Heagle for her dedicated service and professionalism in carrying out her daily duties. We have a great team watching over our finances.

To the members of St. Lucas, I extend my heartfelt thanks for your continued support of our church. Your dedication to St. Lucas has resulted in the church being in a better position today than it was last year. Keep up the good work as the hands and feet of Christ.

Paul C. Simons
Financial Secretary

**Saint Lucas United Church Of Christ
2024 Proposed Budget**

Accounts	YTD Actual 2022	YTD Actual Sept. 2023	2023 Budget	Proposed Budget 2024
Revenues				
GENERAL FUND INCOME				
Regular Offerings	\$555,732.10	\$397,983.60	\$613,800.00	\$623,100.00
Challenge Missions				
Total Challenge Missions	\$16,247.00	\$441.71	\$0.00	\$0.00
Church School Offerings	\$800.00	\$1,240.00	\$0.00	\$0.00
Misc. General Income	\$246,836.35	\$410,443.56	\$224,600.00	\$285,100.00
Total GENERAL FUND INCOME	\$819,615.45	\$810,108.87	\$838,400.00	\$908,200.00
SPECIAL OFFERINGS	\$1,275.00	\$160.00	\$0.00	\$0.00
MUSIC FUND	\$2,550.00	\$0.00	\$0.00	\$0.00
KITCHEN FUND	\$958.26	\$2,746.42	\$0.00	\$0.00
BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00
BEQUEST FUNDS	\$1,519.05	\$2,618.86	\$0.00	\$0.00
MEMORIAL FUND	\$6,315.00	\$5,760.00	\$0.00	\$0.00
GENERAL ENDOWMENT	\$4,717.58	\$6,721.32	\$0.00	\$0.00
PERPETUAL ENDOWMENT	\$10,708.95	\$83,594.70	\$0.00	\$0.00
GARDEN FUND	\$635.00	\$480.00	\$0.00	\$0.00
H.S. ACTIVITY/WORKCAMP FUND	\$16,712.00	\$18,459.98	\$0.00	\$0.00
TRIBUTE GARDEN FUND	\$0.00	\$0.00	\$0.00	\$0.00
AUDIO VISUAL FUND	\$7,871.12	\$1,400.00	\$0.00	\$0.00
RENEWAL CAPITAL CAMPAIGN	\$1,850.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$874,727.41	\$932,050.15	\$838,400.00	\$908,200.00

**Saint Lucas United Church Of Christ
2024 Proposed Budget**

Accounts	YTD Actual 2022	YTD Actual Sept. 2023	2023 Budget	Proposed Budget 2024
Expenses				
GENERAL FUND				
Salaries & Benefits				
Clergy Staff				
Senior Minister	\$129,995.59	\$98,237.88	\$131,787.81	\$131,788.00
Minister of Education/Mission	\$0.00	\$0.00	\$0.00	\$0.00
Min. of Congregational Life	\$109,566.87	\$82,998.09	\$112,302.36	\$112,302.00
Supply Minister	\$0.00	\$0.00	\$0.00	\$0.00
Total Clergy Staff	\$239,562.46	\$181,235.97	\$244,090.17	\$244,090.00
Total Salaries & Benefits	\$239,562.46	\$181,235.97	\$244,090.17	\$244,090.00
Other Staff				
Business Administrator	\$31,684.06	\$52,114.15	\$69,070.50	\$71,628.00
General Maintenance	\$66,718.73	\$50,982.44	\$58,591.01	\$60,986.00
Custodians	\$42,980.58	\$9,294.85	\$46,207.14	\$0.00
Administrative Assistant	\$69,528.05	\$48,278.17	\$74,097.63	\$76,721.00
Communications Coordinator	\$62,252.81	\$34,195.06	\$45,460.00	\$47,733.00
Clerical Assistants	\$0.00	\$0.00	\$0.00	\$0.00
Baby Sitters	\$0.00	\$0.00	\$0.00	\$0.00
Youth/Child Coordinators	\$99,850.86	\$63,193.80	\$83,884.35	\$88,079.00
Music Department	\$59,489.92	\$32,544.19	\$49,611.15	\$52,091.00
Audio/Visual Technician	\$2,092.07	\$2,087.88	\$6,269.54	\$6,583.00
Total Other Staff	\$434,597.08	\$292,690.54	\$433,191.32	\$403,821.00
Program & Facility				
Staff Expenses	\$3,565.66	\$2,683.77	\$41,500.00	\$27,900.00
Maintenance & Repair	\$70,771.21	\$109,308.40	\$54,250.00	\$154,476.00
Improvements & New Equipment	\$21,112.00	\$0.00	\$4,300.00	\$9,300.00
Utilities	\$46,473.76	\$37,981.16	\$50,900.00	\$48,000.00
Office Expense	\$21,383.31	\$6,778.80	\$10,800.00	\$9,797.00
Other Expense	\$19,947.81	\$13,006.82	\$12,100.00	\$19,020.00
Insurance Expenses	\$39,234.74	\$47,794.27	\$43,921.00	\$50,000.00
Information Systems	\$17,246.32	\$14,040.49	\$19,538.00	\$16,200.00
Christian Education				
Instructional	\$0.00	\$0.00	\$0.00	\$0.00
Children's Ministry	\$2,592.40	\$1,407.32	\$2,650.00	\$3,650.00
Youth Ministry	\$672.51	\$530.03	\$1,000.00	\$1,000.00
Adult Ministry	\$126.90	\$0.00	\$0.00	\$1,200.00
Confirmation	\$1,360.69	\$4,057.67	\$1,250.00	\$1,250.00
Total Christian Education	\$4,752.50	\$5,995.02	\$4,900.00	\$7,100.00
Music Expense	\$6,424.92	\$4,242.59	\$4,200.00	\$4,200.00
Membership & Evangelism	\$4,225.81	\$1,715.18	\$5,300.00	\$3,700.00
Caring Ministry	\$42.00	\$99.49	\$1,380.00	\$1,380.00
Mission				

**Saint Lucas United Church Of Christ
2024 Proposed Budget**

Accounts	YTD Actual 2022	YTD Actual Sept. 2023	2023 Budget	Proposed Budget 2024
Funded Mission	\$53,905.35	\$22,766.62	\$21,025.00	\$42,050.00
Challenge Mission	\$0.00	\$0.00	\$0.00	\$0.00
Covenanted Ministries	\$32,490.00	\$17,320.97	\$16,250.00	\$32,500.00
St. Lucas Missions	\$11,450.53	\$9,535.23	\$15,000.00	\$18,000.00
Total Mission	\$97,845.88	\$49,622.82	\$52,275.00	\$92,550.00
Total Program & Facility	\$353,025.92	\$293,268.81	\$305,364.00	\$443,623.00
Total GENERAL FUND	\$1,027,185.46	\$767,195.32	\$982,645.49	\$1,091,535.00
SPECIAL OFFERINGS	\$0.00	\$0.00	\$0.00	\$0.00
MIRACLE DAY FUND	\$0.00	\$0.00	\$0.00	\$0.00
KITCHEN FUND	\$1,434.58	\$1,174.86	\$0.00	\$0.00
CONFIRMATION FUND	\$0.00	\$0.00	\$0.00	\$0.00
BUILDING FUND	\$0.00	\$0.00	\$0.00	\$0.00
BEQUEST FUNDS	\$7,467.74	\$987.73	\$0.00	\$0.00
MEMORIAL FUND	\$0.00	\$3,800.00	\$0.00	\$0.00
GENERAL ENDOWMENT	\$11,319.50	\$37,726.39	\$0.00	\$0.00
PARTNERS FOR THE FUTURE	\$0.00	\$0.00	\$0.00	\$0.00
PERPETUAL ENDOWMENT	\$70,668.58	\$92,757.20	\$0.00	\$0.00
VICTORY GARDEN FUND	\$740.29	\$2,400.97	\$0.00	\$0.00
H.S. YOUTH ACTIVITY/WORKCAMP	\$23,268.10	\$31,532.17	\$0.00	\$0.00
TRIBUTE GARDEN	\$0.00	\$0.00	\$0.00	\$0.00
SCHOLARSHIP FUND EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
AUDIO VISUAL FUND	\$2,761.74	\$566.65	\$0.00	\$0.00
RENEWAL CAPITAL CAMPAIGN	\$38,930.11	\$0.00	\$0.00	\$0.00
Total Expenses	\$1,183,776.10	\$938,141.29	\$982,645.49	\$1,091,535.00
Net Total	(\$309,048.69)	(\$6,091.14)	(\$144,245.49)	(\$180,335.00)

**St. Lucas
United Church
of Christ
Financial
Report**

Saint Lucas United Church Of Christ
Balance Sheet Analysis
September 2023

Accounts	Current Balance (Last Year)	Current Balance (This Year)	
Assets			
CASH ASSETS			
Regular Funds			
01020.100.02 - Petty Cash Assets	\$207.00	\$207.00	
01030.100.02 - General Fund/BMO Harris	(\$87,883.53)	\$0.00	
01050.100.02 - General Checking/Enterprise	\$44,178.28	\$211,086.27	
01060.100.02 - Money Market/Enterprise	\$520,011.71	\$408,767.34	
Total Regular Funds	\$476,513.46	\$620,060.61	
Other Cash Assets			
01070.100.10 - Kitchen Fund	\$1,902.72	\$8,316.78	
01110.100.02 - Special Music Fund	\$6,058.04	\$6,208.04	
01112.100.04 - Local Mission Reserve Fund	\$300.00	\$300.00	
01114.200.02 - Quilters Fund	\$4,048.18	\$0.00	
01119.100.05 - Kruse Center Fund	\$8,949.04	\$8,949.04	
01121.100.13 - Audio Visual Fund	\$5,009.38	\$4,694.07	
01130.100.09 - Victory Garden Fund	\$2,151.33	\$495.77	
01140.100.56 - H.S. Youth Activity Fund	\$28,024.17	\$14,005.12	
01150.100.02 - Special Athletics Fund	\$6,427.15	\$8,177.15	
01180.100.02 - Environmental Fund	\$3,677.65	\$3,718.65	
01190.100.04 - Military Support Fund	\$3,744.60	\$3,744.60	
01195.100.02 - Loaves and Fishes	\$10,156.50	\$0.00	
Total Other Cash Assets	\$80,448.76	\$58,609.22	
Total CASH ASSETS		\$556,962.22	\$678,669.83
SPECIAL FUNDS			
Building Fund			
01150.300.12 - Building Fund	\$9,061.32	\$0.00	
Total Building Fund	\$9,061.32	\$0.00	
Bequest Fund			
01245.500.16 - Beyersdorfer SEI Holdings	\$209,884.29	\$207,788.45	
01250.500.16 - Sexton House,incl. Steinkam	(\$25,738.00)	\$0.00	
Total Bequest Fund	\$184,146.29	\$207,788.45	
Memorial Fund			
01190.400.14 - Memorial Fund Assets	\$28,535.43	\$33,815.43	
Total Memorial Fund	\$28,535.43	\$33,815.43	
Youth Funds			
01151.100.02 - Special Athletics Fund	\$600.00	\$250.00	
01261.100.55 - Living Nativity Fund	\$4,763.76	\$3,896.64	
01262.100.55 - Grant Fund	\$1,166.00	\$1,166.00	
Total Youth Funds	\$6,529.76	\$5,312.64	
Sabbatical Funds			
01288.100.18 - Sabbatical-Exp-MOCL	\$1,685.00	\$0.00	
Total Sabbatical Funds	\$1,685.00	\$0.00	
General Endowment			
01302.600.60 - Endowment Funds - Cash	\$11,515.15	\$13,223.10	
01319.600.60 - IShares - Gen Endowment	\$453,407.44	\$609,123.93	
Total General Endowment	\$464,922.59	\$622,347.03	
Perpetual Endowment			
01325.600.61 - PET - Enterprise Bank	\$951.76	\$1,212.17	
01351.600.61 - IShares - PET	\$2,805,902.00	\$2,996,093.36	
Total Perpetual Endowment	\$2,806,853.76	\$2,997,305.53	
Scholarship Fund			
01118.100.05 - Scholarship Fund	\$1,647.25	\$1,647.25	
01120.100.05 - Charlotte Doernhoefer Fund	\$24,250.00	\$24,250.00	
Total Scholarship Fund	\$25,897.25	\$25,897.25	
Total SPECIAL FUNDS		\$3,527,631.40	\$3,892,466.33
RECEIVABLES			
01510.100.02 - Cemetery Receivable	\$831.93	\$0.00	
01520.100.02 - Preschool School Receivable	(\$7,643.89)	\$1,063.62	

Saint Lucas United Church Of Christ
Balance Sheet Analysis
September 2023

Accounts	Current Balance (Last Year)	Current Balance (This Year)	
01540.100.02 - PET Receivable	\$0.00	\$20,230.53	
01550.100.02 - GEN Receivable	\$0.00	\$17,462.24	
Total RECEIVABLES	<u>(\$6,811.96)</u>	<u>\$38,756.39</u>	
Total Assets	<u><u>\$4,077,781.66</u></u>	<u><u>\$4,609,892.55</u></u>	
Liabilities, Fund Principal, & Restricted Funds			
Liabilities			
04710.100.22 - Unearned revenues	\$104,000.00	\$0.00	
LIABILITIES			
04520.100.22 - Social Security Withheld	\$5,485.64	\$5,933.59	
04521.100.22 - Medicare Tax Withheld	\$0.00	(\$6,237.01)	
04530.100.22 - Federal Income Tax Withheld	\$7,626.12	\$0.01	
04540.100.22 - State Income Tax Withheld	(\$223.00)	\$38.00	
04555.100.22 - Other Deductions	(\$287.50)	(\$575.00)	
04560.100.22 - Annuities Withheld	\$14,497.24	\$4,266.54	
04567.100.04 - Accrued Local Missions Fund	\$300.00	\$300.00	
04571.100.55 - Accrued Living Nativity Funds	\$4,763.76	\$3,896.64	
04572.100.55 - Accrued Grants	\$1,166.00	\$1,166.00	
Perpetual Endowment			
04595.100.61 - PET Accounts Payable - Gen	\$0.00	\$20,230.53	
Total Perpetual Endowment	<u>\$0.00</u>	<u>\$20,230.53</u>	
General Endowment			
04610.600.60 - GEF Payable to General Fun	\$0.00	\$17,462.24	
Total General Endowment	<u>\$0.00</u>	<u>\$17,462.24</u>	
Total LIABILITIES	<u>\$33,328.26</u>	<u>\$46,481.54</u>	
Total Liabilities	<u>\$137,328.26</u>	<u>\$46,481.54</u>	
Fund Principal			
EQUITY ACCOUNTS			
05308.000.00 - St. Lucas UCC Equity	\$644,170.91	\$741,217.47	
05310.000.16 - Bequest Fund Equity	\$202,130.26	\$206,157.32	
05311.000.61 - Perpetual Endowment Equity	\$2,819,219.55	\$2,986,237.50	
05312.000.60 - General Endowment Equity	\$594,586.03	\$635,889.86	
Total EQUITY ACCOUNTS	<u>\$4,260,106.75</u>	<u>\$4,569,502.15</u>	
Excess Cash Received	(\$319,653.35)	(\$6,091.14)	
Total Fund Principal and Excess Cash Received	<u>\$3,940,453.40</u>	<u>\$4,563,411.01</u>	
Total Liabilities, Fund Principal, & Restricted Funds	<u><u>\$4,077,781.66</u></u>	<u><u>\$4,609,892.55</u></u>	

Saint Lucas United Church Of Christ
Analysis of Revenues & Expenses - Summary
January to September 2023

Accounts	Total Actual (Last Year)	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Next Year)
Revenues				
GENERAL FUND INCOME				
Regular Offerings	\$555,732.10	\$397,983.60	\$613,800.00	\$623,100.00
Challenge Missions				
Total Challenge Missions	\$16,247.00	\$441.71	\$0.00	\$0.00
Church School Offerings	\$800.00	\$1,240.00	\$0.00	\$0.00
Misc. General Income	\$246,836.35	\$410,443.56	\$224,600.00	\$285,100.00
Total GENERAL FUND INCOME	\$819,615.45	\$810,108.87	\$838,400.00	\$908,200.00
SPECIAL OFFERINGS				
MUSIC FUND	\$1,275.00	\$160.00	\$0.00	\$0.00
KITCHEN FUND	\$2,550.00	\$0.00	\$0.00	\$0.00
BEQUEST FUNDS	\$958.26	\$2,746.42	\$0.00	\$0.00
MEMORIAL FUND	\$1,519.05	\$2,618.86	\$0.00	\$0.00
GENERAL ENDOWMENT	\$6,315.00	\$5,760.00	\$0.00	\$0.00
PERPETUAL ENDOWMENT	\$4,717.58	\$6,721.32	\$0.00	\$0.00
GARDEN FUND	\$10,708.95	\$83,594.70	\$0.00	\$0.00
H.S. ACTIVITY/WORKCAMP FUND	\$635.00	\$480.00	\$0.00	\$0.00
AUDIO VISUAL FUND	\$16,712.00	\$18,459.98	\$0.00	\$0.00
RENEWAL CAPITAL CAMPAIGN	\$7,871.12	\$1,400.00	\$0.00	\$0.00
Total Revenues	\$874,727.41	\$932,050.15	\$838,400.00	\$908,200.00

Saint Lucas United Church Of Christ
Analysis of Revenues & Expenses - Summary
January to September 2023

Accounts	Total Actual (Last Year)	YTD Actual (This Year)	Annual Budget (This Year)	Annual Budget (Next Year)
Expenses				
GENERAL FUND				
Salaries & Benefits				
Clergy Staff				
Senior Minister	\$129,995.59	\$98,237.88	\$131,787.81	\$131,788.00
Min. of Congregational Life	\$109,566.87	\$82,998.09	\$112,302.36	\$112,302.00
Total Clergy Staff	<u>\$239,562.46</u>	<u>\$181,235.97</u>	<u>\$244,090.17</u>	<u>\$244,090.00</u>
Total Salaries & Benefits	<u>\$239,562.46</u>	<u>\$181,235.97</u>	<u>\$244,090.17</u>	<u>\$244,090.00</u>
Other Staff				
Business Administrator	\$31,684.06	\$52,114.15	\$69,070.50	\$71,628.00
General Maintenance	\$66,718.73	\$50,982.44	\$58,591.01	\$60,986.00
Custodians	\$42,980.58	\$9,294.85	\$46,207.14	\$0.00
Administrative Assistant	\$69,528.05	\$48,278.17	\$74,097.63	\$76,721.00
Communications Coordinator	\$62,252.81	\$34,195.06	\$45,460.00	\$47,733.00
Youth/Child Coordinators	\$99,850.86	\$63,193.80	\$83,884.35	\$88,079.00
Music Department	\$59,489.92	\$32,544.19	\$49,611.15	\$52,091.00
Audio/Visual Technician	\$2,092.07	\$2,087.88	\$6,269.54	\$6,583.00
Total Other Staff	<u>\$434,597.08</u>	<u>\$292,690.54</u>	<u>\$433,191.32</u>	<u>\$403,821.00</u>
Program & Facility				
Staff Expenses	\$3,565.66	\$2,683.77	\$41,500.00	\$27,900.00
Maintenance & Repair	\$70,771.21	\$109,308.40	\$54,250.00	\$154,476.00
Improvements & New Equipment	\$21,112.00	\$0.00	\$4,300.00	\$9,300.00
Utilities	\$46,473.76	\$37,981.16	\$50,900.00	\$48,000.00
Office Expense	\$21,383.31	\$6,778.80	\$10,800.00	\$9,797.00
Other Expense	\$19,947.81	\$13,006.82	\$12,100.00	\$19,020.00
Insurance Expenses	\$39,234.74	\$47,794.27	\$43,921.00	\$50,000.00
Information Systems	\$17,246.32	\$14,040.49	\$19,538.00	\$16,200.00
Christian Education				
Children's Ministry	\$2,592.40	\$1,407.32	\$2,650.00	\$3,650.00
Youth Ministry	\$672.51	\$530.03	\$1,000.00	\$1,000.00
Adult Ministry	\$126.90	\$0.00	\$0.00	\$1,200.00
Confirmation	\$1,360.69	\$4,057.67	\$1,250.00	\$1,250.00
Total Christian Education	<u>\$4,752.50</u>	<u>\$5,995.02</u>	<u>\$4,900.00</u>	<u>\$7,100.00</u>
Music Expense	\$6,424.92	\$4,242.59	\$4,200.00	\$4,200.00
Membership & Evangelism	\$4,225.81	\$1,715.18	\$5,300.00	\$3,700.00
Caring Ministry	\$42.00	\$99.49	\$1,380.00	\$1,380.00
Mission				
Funded Mission	\$53,905.35	\$22,766.62	\$21,025.00	\$42,050.00
Covenanted Ministries	\$32,490.00	\$17,320.97	\$16,250.00	\$32,500.00
St. Lucas Missions	\$11,450.53	\$9,535.23	\$15,000.00	\$18,000.00
Total Mission	<u>\$97,845.88</u>	<u>\$49,622.82</u>	<u>\$52,275.00</u>	<u>\$92,550.00</u>
Total Program & Facility	<u>\$353,025.92</u>	<u>\$293,268.81</u>	<u>\$305,364.00</u>	<u>\$443,623.00</u>
Total GENERAL FUND	<u>\$1,027,185.46</u>	<u>\$767,195.32</u>	<u>\$982,645.49</u>	<u>\$1,091,534.00</u>
KITCHEN FUND	\$1,434.58	\$1,174.86	\$0.00	\$0.00
BEQUEST FUNDS	\$7,467.74	\$987.73	\$0.00	\$0.00
MEMORIAL FUND	\$0.00	\$3,800.00	\$0.00	\$0.00
GENERAL ENDOWMENT	\$11,319.50	\$37,726.39	\$0.00	\$0.00
PERPETUAL ENDOWMENT	\$70,668.58	\$92,757.20	\$0.00	\$0.00
VICTORY GARDEN FUND	\$740.29	\$2,400.97	\$0.00	\$0.00
H.S. YOUTH ACTIVITY/WORKCAMP	\$23,268.10	\$31,532.17	\$0.00	\$0.00
SCHOLARSHIP FUND EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00
AUDIO VISUAL FUND	\$2,761.74	\$566.65	\$0.00	\$0.00
RENEWAL CAPITAL CAMPAIGN	\$38,930.11	\$0.00	\$0.00	\$0.00
Total Expenses	<u>\$1,183,776.10</u>	<u>\$938,141.29</u>	<u>\$982,645.49</u>	<u>\$1,091,534.00</u>

**St. Lucas
United Church
of Christ
Cemetery
Financial
Report**

St. Lucas Cemetery

The St. Lucas Cemetery Board is responsible maintaining the 13.2 acres of cemetery property. We have three objectives as a committee:

1. Provide a sympathetic and professional experience to our grieving families that have lost a loved one.
2. Provide a safe and pleasant atmosphere for our internments.
3. Be financially good stewards of funds entrusted to us for the current and future needs of the Cemetery.

We work with the Church staff, our contractors, and the family's funeral home to ensure each internment is managed with dignity and meets the specific needs of the grieving family in a timely manner. Through September, we have overseen 27 internments. Based on continued inquiries, we have opened some 1 plot cremation lots to meet client needs.

We ensure the graves and grounds are kept in a presentable and safe condition for all users. As you have noticed, we have unfortunately had to remove additional trees this year, spending over \$85k in the last 3+ years. Our Arborist is scheduled to review the current trees this fall and will come out again in spring. We are finalizing our greenery plan and will be presenting it at our January meeting. In the next couple of weeks, we will be leveling grave sites and seeding bare spots. We are working with the Facilities Committee and Nursery School board looking into expanding the church security camera system to cover the shed, playground, pavilion, garden, and ball field areas.

We strive to be good stewards of the funds entrusted to us. During 2022, we ended the year with more income than expenses and we invest our reserve funds with a long-term horizon to ensure we maintain our endowment to cover our perpetual care requirements. One of our projects this year was painting and updating the shed and we have come in under budget. We are in the process of updating the cemetery sign and shed fencing. We are also developing a comprehensive operating manual with detailed operational procedures.

Respectfully submitted,

St. Lucas Cemetery Board

St. Lucas Cemetery
 Balance Sheet Analysis
 September 2023

Accounts	Current Balance (Last Year)	Current Balance (This Year)
Assets		
Cash Assets		
01150.800.80 - BMO Harris - Checking	\$12,712.35	\$0.00
01150.900.80 - Enterprise Bank & Trust-Chec	\$49,763.63	\$30,750.03
01305.800.80 - SEI Cemetery Fund	\$354,305.00	\$389,387.00
01405.800.81 - SEI Perpetual Care	\$858,101.00	\$966,195.00
Total Cash Assets	\$1,274,881.98	\$1,386,332.03
Total Assets	\$1,274,881.98	\$1,386,332.03
Liabilities, Fund Principal, & Restricted Funds		
Liabilities		
Accounts Payable		
02100.800.80 - Accounts Payable	\$3,277.27	\$0.00
Total Accounts Payable	\$3,277.27	\$0.00
Total Liabilities	\$3,277.27	\$0.00
Fund Principal		
05320.800.80 - General Fund Equity	\$443,130.52	\$453,840.66
05331.800.81 - Perpetual Care Equity	\$799,422.23	\$836,194.18
05340.800.80 - Current Year Equity	\$111,317.12	\$111,242.48
Excess Cash Received	(\$82,265.16)	(\$14,945.29)
Total Fund Principal and Excess Cash Received	\$1,271,604.71	\$1,386,332.03
Total Liabilities, Fund Principal, & Restricted Funds	\$1,274,881.98	\$1,386,332.03

St. Lucas Cemetery
Analysis of Revenues & Expenses - Detail
January to October 2023

Accounts	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Annual Budget (Next Year)
Revenues				
Operating Income				
10100.800.80 - Sale of Lots	\$6,637.50	\$12,500.00	\$15,000.00	\$9,000.00
10150.800.80 - Grave Openings	\$43,120.00	\$29,160.00	\$35,000.00	\$45,000.00
10160.800.80 - Foundations	\$900.00	\$1,660.00	\$2,000.00	\$1,000.00
10165.800.80 - Miscellaneous	\$50.00	\$0.00	\$0.00	\$0.00
10180.800.80 - Interest Income-checking acc	\$332.89	\$40.00	\$50.00	\$500.00
10200.800.80 - Income-SEI Cemetery Fund	\$4,190.93	\$5,850.00	\$7,800.00	\$7,000.00
10205.800.81 - Income-SEI PET Care	\$15,597.37	\$15,750.00	\$21,000.00	\$22,000.00
Total Operating Income	<u>\$70,828.69</u>	<u>\$64,960.00</u>	<u>\$80,850.00</u>	<u>\$84,500.00</u>
Perpetual Care Income				
10200.800.81 - Sale of Lots Perpetual Care	\$2,212.50	\$4,160.00	\$5,000.00	\$3,000.00
Total Perpetual Care Income	<u>\$2,212.50</u>	<u>\$4,160.00</u>	<u>\$5,000.00</u>	<u>\$3,000.00</u>
Total Revenues	<u><u>\$73,041.19</u></u>	<u><u>\$69,120.00</u></u>	<u><u>\$85,850.00</u></u>	<u><u>\$87,500.00</u></u>

St. Lucas Cemetery
Analysis of Revenues & Expenses - Detail
January to October 2023

Accounts	YTD Actual (This Year)	YTD Budget (This Year)	Annual Budget (This Year)	Annual Budget (Next Year)
Expenses				
Operating Expenses				
Salaries and Contractors				
30035.800.80 - Grass Cutting Contract	\$20,746.85	\$15,000.00	\$15,000.00	\$20,000.00
30036.800.80 - Grave Digging Contract	\$6,850.00	\$12,500.00	\$15,000.00	\$15,000.00
30037.800.80 - Grave Maintenance Contract	\$0.00	\$830.00	\$1,000.00	\$1,000.00
30038.800.80 - Grave/Foundation Layouts	\$700.00	\$1,830.00	\$2,200.00	\$2,200.00
30039.800.80 - Tree Trimming	\$32,325.00	\$11,660.00	\$14,000.00	\$15,000.00
30041.800.80 - Cemetery Grounds Clean-up	\$801.52	\$4,160.00	\$5,000.00	\$5,000.00
Total Salaries and Contractors	<u>\$61,423.37</u>	<u>\$45,980.00</u>	<u>\$52,200.00</u>	<u>\$58,200.00</u>
Insurance and License				
30120.800.80 - Other	\$80.00	\$290.00	\$350.00	\$350.00
Total Insurance and License	<u>\$80.00</u>	<u>\$290.00</u>	<u>\$350.00</u>	<u>\$350.00</u>
Utilities				
30210.800.80 - Utilities	\$48.95	\$40.00	\$50.00	\$100.00
30215.800.80 - Garage-electric	\$584.70	\$540.00	\$650.00	\$850.00
Total Utilities	<u>\$633.65</u>	<u>\$580.00</u>	<u>\$700.00</u>	<u>\$950.00</u>
Improvements				
30310.800.80 - Cemetery Improvements	\$0.00	\$410.00	\$500.00	\$500.00
Total Improvements	<u>\$0.00</u>	<u>\$410.00</u>	<u>\$500.00</u>	<u>\$500.00</u>
Equipment				
30410.800.80 - New Equipment	\$0.00	\$830.00	\$1,000.00	\$5,000.00
30415.800.80 - Building Repairs/Equip. Repa	\$4,860.00	\$8,000.00	\$8,000.00	\$1,500.00
Total Equipment	<u>\$4,860.00</u>	<u>\$8,830.00</u>	<u>\$9,000.00</u>	<u>\$6,500.00</u>
Other Expense				
30506.800.80 - Foundation expense	\$2,038.21	\$875.00	\$1,500.00	\$1,500.00
30510.800.80 - Materials & Supplies	\$0.00	\$200.00	\$250.00	\$250.00
30520.800.80 - Miscellaneous Expense	\$538.79	\$830.00	\$1,000.00	\$1,000.00
30531.800.80 - Data Entry	\$0.00	\$1,250.00	\$1,500.00	\$1,500.00
30533.800.80 - Bank fees	\$0.00	\$80.00	\$100.00	\$100.00
30570.800.80 - Investment Fees -Cem Accot	\$1,434.79	\$2,250.00	\$3,000.00	\$3,000.00
30580.800.80 - Trash Service	\$244.75	\$0.00	\$0.00	\$500.00
31105.800.81 - SEI Investment Expense (PE	\$8,324.02	\$8,625.00	\$11,500.00	\$11,500.00
Total Other Expense	<u>\$12,580.56</u>	<u>\$14,110.00</u>	<u>\$18,850.00</u>	<u>\$19,350.00</u>
Total Operating Expenses	<u>\$79,577.58</u>	<u>\$70,200.00</u>	<u>\$81,600.00</u>	<u>\$85,850.00</u>
Total Expenses	<u>\$79,577.58</u>	<u>\$70,200.00</u>	<u>\$81,600.00</u>	<u>\$85,850.00</u>
Net Total	(\$6,536.39)	(\$1,080.00)	\$4,250.00	\$1,650.00

ST. LUCAS CEMETERY 2024 BUDGET

VERSION #3

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>2024 BUDGET AMOUNT</u>	<u>2023 BUDGET AMOUNT</u>	<u>2022 ACTUAL AMOUNT</u>
PERPETUAL CARE INCOME				
10200.800.81	SALE OF LOTS PERPETUAL CARE	3,000	5,000	5,938
10205.800.81	INCOME - SEI PET CARE	22,000	21,000	18,717
GENERAL FUND INCOME				
10100.800.80	SALE OF LOTS	9,000	15,000	17,813
10150.800.80	GRAVE OPENINGS	45,000	35,000	47,355
10160.800.80	FOUNDATIONS	1,000	2,000	1,950
10165.800.80	MISC.	-	-	21
10180.800.80	INTEREST INCOME - CHECKING ACCT	500	50	84
10188.800.80	INCOME - SEI CEMETERY FUND	7,000	7,800	11,379
TOTAL REVENUES		<u>87,500</u>	<u>85,850</u>	<u>103,256</u>
EXPENSES				
SALARIES AND CONTRACTORS				
30035.800.80	GRASS CUTTING	20,000	15,000	19,575
30036.800.80	GRAVE DIGGING	15,000	15,000	16,100
30037.800.80	GRAVE MAINTENANCE	1,000	1,000	1,730
30038.800.80	GRAVE LAYOUT	2,200	2,200	2,188
30039.800.80	TREE TRIMMING AND REMOVAL	15,000	14,000	22,750
30041.800.80	CEMETERY GROUNDS CLEAN-UP	5,000	5,000	4,135
TOTAL SALARIES AND CONTRACTORS		<u>58,200</u>	<u>52,200</u>	<u>66,478</u>
INSURANCE AND LICENSE				
30120.800.80	OTHER	350	350	315
TOTAL INSURANCE AND LICENSE		<u>350</u>	<u>350</u>	<u>315</u>

UTILITIES

30210.800.80 UTILITIES	100	50	-
30215.800.80 GARAGE ELECTRIC	<u>850</u>	<u>650</u>	<u>659</u>
TOTAL UTILITIES	<u>950</u>	<u>700</u>	<u>659</u>

IMPROVEMENTS

30310.800.80 CEMETERY IMPROVEMENTS	500	500	-
30320.800.80 ROAD IMPROVEMENTS	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL IMPROVEMENTS	<u>500</u>	<u>500</u>	<u>-</u>

EQUIPMENT

30410.800.80 NEW EQUIPMENT	5,000	1,000	-
30415.800.80 BUILDING REPAIRS/EQUIPMENT REPAIRS	<u>1,500</u>	<u>8,000</u>	<u>1,435</u>
TOTAL EQUIPMENT	<u>6,500</u>	<u>9,000</u>	<u>1,435</u>

OTHER EXPENSES

30505.800.80 FUEL	-	-	-
30506.800.80 FOUNDATION EXPENSE	1,500	1,500	930
30510.800.80 MATERIALS & SUPPLIES	250	250	66
30520.800.80 MISCELLANEOUS EXPENSE	1,000	1,000	610
30530.800.80 ADMINISTRATIVE	-	-	-
30531.800.80 DATA ENTRY	1,500	1,500	-
30533.800.80 BANK FEES	100	100	75
30570.800.80 INVESTMENT FEES	3,000	3,000	-
30580.80.80 TRASH SERVICE	500	-	-
31105.800.81 SEI INVESTMENT FEES	<u>11,500</u>	<u>11,500</u>	<u>3,390</u>
TOTAL OTHER EXPENSES	<u>19,350</u>	<u>18,850</u>	<u>5,071</u>

TOTAL EXPENSES	<u>85,850</u>	<u>81,600</u>	<u>73,957</u>
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NET TOTAL	<u>1,650</u>	<u>4,250</u>	<u>29,299</u>
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**St. Lucas
United Church
of Christ
Preschool
Financial
Report**

St. Lucas UCC Preschool Board Report

St. Lucas UCC Preschool enrollment at 154 students (with only 5 openings), continues the exciting path of increasing enrollment since the pandemic. St. Lucas Preschool continues to offer many choices for classes with half-days and full days while also offering Lunch Bunch and Before and After Care. Kelly Blessing, Preschool Director, and our fantastic staff, continue their efforts on behalf of our preschoolers, creating a family atmosphere with care and concern for each student while meeting the needs of all students with positivity and enrichment for all in a faith-based setting. Our marketing research and many conversations during preschool tours, continue to tell us that “word of mouth” is the way so many find their St. Lucas Preschool home!

Because of the strong enrollment, Preschool financials have allowed for a balanced budget while improving the salaries of teachers and staff and being able to increase our support for St. Lucas UCC. Because of the strong financial position, the Preschool has been able to be proactive with some of the minor facility repairs that have come up, such as approving an expenditure for new toilets in the first-floor bathroom and purchasing needed shelving. Work on the playground is complete with a camera being purchased for monitoring the playground during off-hours.

And...“Yes, there is FUN” at St. Lucas UCC Preschool – students recently had a Fall field trip to Stuckmeyer’s Farm and a great time was had by all! Sunset Hills Police and Fire Members visited the Preschool this Fall and as always, the fire truck was the big hit! Three Preschool classes sang for the Super Senior Luncheon and the most fun came watching so many of the guests sing along with the preschoolers! Working with the Little Pantry Coordinator, the Preschool will begin a program for preschoolers and their families to help supply the Little Free Pantry with needed food items for our community. The Church Workday in October also included the Preschool area bushes with a great and needed clean-up!

The Preschool Board would like to thank the Congregation of St. Lucas UCC for their continued support of St. Lucas UCC Preschool and our mission.

Respectfully submitted, Pat Stephens, Chair, on behalf of the Preschool Board

**St. Lucas UCC Preschool
Balance Sheet
As Of June 30, 2023 and 2022**

	<u>June 30 2023</u>	<u>June 30 2022</u>	<u>Increase (Decrease)</u>
<u>Assets</u>			
Cash			
Checking Account	30,381	54,965	(24,584)
Money Market Account	288,118	116,817	171,301
Total Cash	<u>318,499</u>	<u>171,782</u>	<u>146,717</u>
Prepaid Expense	706	0	706
Investments			
Certificates of Deposit	<u>0</u>	<u>0</u>	<u>0</u>
Total Assets	<u><u>319,205</u></u>	<u><u>171,782</u></u>	<u><u>147,423</u></u>
<u>Liabilities and Fund Principal</u>			
<u>Liabilities</u>			
Payables - St. Lucas	92	640	(548)
Payables - Other	8,740	2,249	6,491
Total Payables	<u>8,832</u>	<u>2,889</u>	<u>5,943</u>
Deferred Income			
Next Year Registration	9,325	8,075	1,250
Next Year Tuition	596	384	212
Summer Tuition Deferred	7,953	8,260	(307)
Total Deferred	<u>17,874</u>	<u>16,719</u>	<u>1,155</u>
Total Liabilities	<u>26,706</u>	<u>19,608</u>	<u>7,098</u>
Fund Principal			
St. Lucas Preschool Equity	152,174	142,483	9,691
Current Year Net Income	140,325	9,691	130,634
Total Fund Principal	<u>292,499</u>	<u>152,174</u>	<u>140,325</u>
Total Liabilities and Fund Principal	<u><u>319,205</u></u>	<u><u>171,782</u></u>	<u><u>147,423</u></u>

**St. Lucas UCC Preschool
Analysis of Revenues & Expenses
Fiscal Year Ended June 30**

	<u>2023-24 Budget</u>	<u>2022-23 Actual</u>	<u>2022-23 Budget</u>
<u>REVENUES</u>			
Registration Fees	9,850	9,650	9,125
Tuition - Regular	405,635	348,403	340,227
Tuition - Summer	8,328	8,330	8,330
Tuition - Lunch Bunch	6,804	7,569	6,993
Tuition - Afternoon Adventures	0		0
Tuition - Before Care	22,815	12,276	15,066
Tuition - Parents Day Out	5,400	4,845	5,112
Tuition - After Care	33,712	12,934	12,546
Total Tuition	<u>492,544</u>	<u>404,007</u>	<u>397,399</u>
Employee Retention Credit	0	125,794	0
Other Income	750	650	2,750
Reimbursements - Field Trips	0	2,480	0
Reimbursements - Miscellaneous	0	1,096	350
Investment Income	9,350	1,301	250
	<u>502,644</u>	<u>535,328</u>	<u>400,749</u>
<u>EXPENSES</u>			
Total Director's Salary & Benefits	61,770	59,818	59,594
Total Teachers/Staff Salary & Benefits	<u>285,983</u>	<u>253,914</u>	<u>256,782</u>
Total All Salaries & Benefits	347,753	313,732	316,376
Total Other Expenses	<u>100,290</u>	<u>81,271</u>	<u>78,440</u>
TOTAL EXPENSES	<u>448,043</u>	<u>395,003</u>	<u>394,816</u>
YEAR'S SURPLUS (DEFICIT)	<u>54,601</u>	<u>140,325</u>	<u>5,933</u>

**St. Lucas UCC Preschool
Detailed Expenses
Fiscal Year Ended June 30**

	2023-24 Budget	2022-23 Actual	2022-23 Budget
Director's Salary & Benefits			
Salary	54,442	52,730	52,568
FICA/Medicare	4,165	4,034	4,021
Pension/Annuity	3,163	3,054	3,005
Total Director's Salary & Benefits	<u>61,770</u>	<u>59,818</u>	<u>59,594</u>
Teachers/Staff Salaries & Benefits			
Salaries	265,660	235,869	238,535
FICA/Medicare	20,323	18,045	18,247
Total Teachers/Staff Salaries & Benefits	<u>285,983</u>	<u>253,914</u>	<u>256,782</u>
Total All Salaries & Benefits	<u>347,753</u>	<u>313,732</u>	<u>316,376</u>
Other Expenses			
Advertising/Promotion	1,540	1,008	1,540
Reimbursements - Field Trips	0	2,394	0
Reimbursements - Miscellaneous	0	2,241	0
Professional Development	3,050	527	3,050
Insurance (St. Lucas Allocation)	3,000	1,632	3,000
Overhead (St. Lucas Custodial Allocation)	21,000	18,000	18,000
Donation to St. Lucas	20,000	20,000	10,000
Maintenance & Repairs	14,000	4,116	7,450
Office Expense	9,000	6,469	7,350
Classroom/Staff Expense	19,950	19,468	16,850
Fees	250	357	800
New Equipment/Furniture	7,000	4,132	9,200
Board Expense	1,500	1,002	1,200
Other Expenses	0	(75)	0
Total - Other Expenses	<u>100,290</u>	<u>81,271</u>	<u>78,440</u>
TOTAL EXPENSES	<u><u>448,043</u></u>	<u><u>395,003</u></u>	<u><u>394,816</u></u>

Nominees for 2024

Cemetery Board

Sandy Harris

Council

Wanda Gillman

Marsha Fey

PET

Jack Ladenslager