



# 2021 ANNUAL REPORT

## Mission/Vision/Purpose Statement

Learning ~ Living ~ Loving

*The way of Jesus Christ*

Through worship, service, and study,

we will be an inviting faith community

that encourages and enables everyone to use their gifts

to share God's love with one another with all God's people.

LEADERSHIP	
Interim Pastor	Rev. Doug Gebhard
Council President	Janet Emery
Council Vice-President	Hans Fox
Council Secretary	Jane Hein
Financial Secretary	Joanne Scherer
Membership Secretary	Karen Ojerholm
Treasurer	Bonnie Kriberney

## TABLE OF CONTENTS

---

Council President's Report	3
Pastor's Report	8
Call Committee	9
Cemetery Committee	10
Christian Education / Youth Committee	11
Endowment Committee	12
Evangelism / Community Ministry Committee	13
Finance Committee	16
Live Nativity (Ad Hoc) Committee	18
Mutual Ministry Committee	19
Nominating Committee	20
Personnel Committee	22
Property Committee	23
Stewardship Committee	24
Strategic Planning	25
Technology Committee	26
Women's Event (Ad Hoc) Committee	27
Women's Groups: 3D's/3E's/Card Ministry	28
Worship and Music Ministry Committee	31
Minutes of the 2021 Annual Congregational Meeting	32
Minutes of the Special Congregational Meeting, June 6, 2021	35
Parochial Report/Membership Statistics	36
Financial Package	37
Financial Report	
Treasurer's Report	
Budget Overview for 2021	
Audit Reports	47

## COUNCIL PRESIDENT'S REPORT

---

### **Our Values and Goals**

#### **Rooted in Faith, Grounded in Reality**

As sisters and brothers in Christ we place our hope in the grace of God to lead us to a brighter future for all regardless of background or circumstance. God never “throws away the key” on us and so, through service, love, and compassion we never give up on demonstrating God’s love to others. This is demonstrated through our values as members of the Lutheran World Federation as a whole and the Evangelical Lutheran Church of America (ELCA) specifically.

*As your Council President in 2021, I have been privileged to  
witness this commitment to service, love and compassion every day.*

*At times we may struggle with our human frailties to live these values to the fullest intent.*

*But we NEVER stop trying.*

Of course the ongoing challenge of the COVID pandemic has influenced our community service, worship practices and daily interactions. God has blessed Trinity’s Council with two physicians and a virologist who have spent countless hours tracking trends, best practices and precaution advisories. Every Council meeting allowed time for their input and advice, with every decision made rooted in their wisdom. We owe each of them a tremendous debt of gratitude for keeping us safe yet connected.

At the same time our Trinity family has demonstrated that we are much more than the limitations a pandemic can create. Our ELCA values defined below have led us to service and discernment well beyond what we might have thought possible at the start of 2021.

### **Forgiveness and Reconciliation**

*We are reconciled to God by God's forgiving mercy. Forgiveness and reconciliation flow  
from what God has made us to be in Jesus Christ and what God is doing with us in the world.*

*As a people of God, we embody forgiveness in speech, action and relationships, and our ministry in  
reconciliation is foundational.*

In a society now buffeted by the tensions created through differences of opinion on nearly every topic, the ELCA value of Forgiveness and Reconciliation may be the most difficult one to live each day. Our human frailties sometimes mire us in our own world view and reaching out across these differences, even in a loving church family, can seem insurmountable. Deep down, we all know they are not insurmountable. This is why I am grateful to our Mutual Ministry team who is working diligently to develop ways we can learn to bridge communication gaps, practice empathetic listening and focus on

the ties that bind us, not the knots of miscommunication that sometimes develop. I am excited for the potential of their work and know we can all look forward to good things in 2022 that will result from their hard work and dedication.

### **Dignity, Compassion and Justice**

*Each person is created in God's image. We respect this God-given right to dignity and, inspired by the life of Jesus, show love and compassion for all people. Through proclamation of the gospel, through worship and as servants of God working for healing and justice in the world, we uphold and seek to protect the dignity and human rights of all people.*

Each time we look at the deeply compassionate work of Trinity's Community Ministry group we see these values personified in each project they undertake. From the hands on work of creating a picnic lunch opportunity after an outdoor service to their judicious decisions on gifts made to local social service organizations and community projects, the love of God and commitment to service shine through. In 2021 the Faith in Action ad hoc group joined with Community Ministry, creating a "research and development" arm that has opened up new opportunities for partnership and service within the community and beyond. Careful vetting of every opportunity by Community Ministry provides us all with confidence that projects proposed and undertaken are results oriented and worthy of our collective time, treasure and talent.

Through their efforts we are reminded that it is not "we" nor "they." God's house is for all of "us."

### **Inclusion and Diversity**

*As Christ's church, we value the richness of God's creation and offer a radical welcome to all people, appreciating our common humanity and our differences. We are a church that does not view diversity as a barrier to unity. We recognize and will challenge dynamics of power and privilege that create barriers to participation and equity in this church and society – for women, people of color, minority ethnic groups, people with disabilities, people who are marginalized or living in poverty, and the LGBTQ community.*

Inside and outside the walls of Trinity we strive to employ the skills and openness that advance this ever-changing, ever-challenging value of our faith. Through Christian Education we provided an open-to-the-community, free of charge Vacation Bible School that focused children ages 3-12 on the importance of working in harmony with nature and each other. At times chaotic, at times steeped in the wisdom of children, the week was as rewarding for Trinity's volunteers as it was for the children participating. As one mother said to me. "What you have done for these children will always be part of them. You have planted the seeds of faith, it is now up to us to nurture those seeds."

The Live Nativity could not be stopped by gale force winds, bringing the miracle of Christ's birth to life in a new setting and new manger. Both were great successes, and conversations with several visitors demonstrated that Trinity's Live Nativity reaches far beyond our own membership. "Wherever two or more gather in His name, there is love." (Matthew 18:20)

Ongoing Christian Education opportunities have abounded at Trinity this year. Often Zoom learning and discussion took the place of in person communication. Every participant made it work because each participant wanted it to work. There was always room for discussion, exchange of varied ideas and learning. God's grace shined upon those with open minds and open hearts. The joy of learning resulted.

This year's Nominating Committee was faced with additional challenges as online worship took hold and often times masked availability of candidates for positions. They persevered and the slate of nominees for all positions is strong. Abraham Lincoln once said, "Let no feeling of discouragement come upon you and in the end you will succeed." Our nominating team personifies President Lincoln's wisdom.

With all of the progress and service made in this area, still much needs to be done. Trinity alone cannot change the world, attitudes and cultures. But together with other church-related and secular groups we can ensure that values result in action and actions result in changing what we can when God places a need in our path. God's love is for all. Our minds, hearts and hands are created to be that love in the world. This is our responsibility and privilege as his servants.

### **Courage and Openness to Change**

*Because we trust in God's promise and understand faith to be a living, daring confidence in God's grace, we are emboldened to embrace learning and change in our spiritual and institutional journey as church. This means we are open to new ways and willing to take risks to discover God's plan for this church.*

From the moment our Call Committee was formed in June, we have prayed daily for their wisdom and hard work – work that will indeed result in changes at Trinity. Our new pastor may join us in the coming year – God is in charge and only God knows if 2022 is the right time for a pastoral change. When that change comes we will need to remind ourselves daily of our commitment to the values of courage and openness to change. Risk taking in thought and deed will be essential for our learning and growth. This will not come easily to a congregation defined by "home and hearth". Prayer and open communication will be critical to our success. Our success with this value will determine the success of our next parochial leader.

In the meantime we have been extraordinarily blessed with an experienced hand on the rudder of our ship – intentional interim Pastor Doug Gebhard. The role of an intentional interim is not easy; they are expected to identify and shed light on barriers to a church fulfilling its total commitment to God's call. Pastor Doug has done this with courage, an experienced eye, and, when needed, patience and humor. The last two years of social isolation, on-line worship and other challenges may well have been insurmountable without his leadership. We have been blessed indeed.

Through pro-active, diverse search strategies, Trinity's Personnel Committee recruited a new office administrator – Julie Kastelic – to our team this year when our previous administrator Linda Slatt transitioned into a well-earned retirement. Julie's arrival was fortuitous and her transition eased with assistance from Treasurer Bonnie Kriberney.

Our Worship and Music Committee, along with minister of music Amy Kapp, have demonstrated openness to change as they waded through the challenges of presenting inspiring worship in many different ways. Outdoor worship, on-line worship, socially distanced in-person worship – these individuals took a leap of courage and opened themselves and all of us to new ways of rejoicing in the grace of God.

Our Technology team, so expertly led by the Tozier family, provided the much needed expertise to enable this openness and courage. Just as the weekly challenges of streaming worship have come into place, new opportunities to enhance worship for individuals requiring accommodation are being planned. Courage and openness will be connected directly to enhancing inclusion and diversity for existing members and those we aspire to bring to God through worship within our Trinity family.

Looking ahead, a highly enthusiastic team of members is charting new and exciting strategies to enthuse our existing Trinity family and to attract and excite potential members to share in the love of Christ within our mission and values of service. We anticipate many great ideas and projects coming from this committee. Implementation will take many more of us. Please open your heart and schedule when the group eventually calls upon you to advance their many efforts.

**Faithful Stewardship of God's Creation and Gifts**

*As church together, faithful stewardship is about holding to God's purpose and ensuring the responsibilities and resources that God has entrusted to us are used with great care and with accountability to God, to each other and those served by this church.*

Each of us holds a responsibility to this value – whether it be through our own time, treasure and talent or through additional service on a committee dedicated to stewardship of resources. For this we are blessed with a skilled finance team, a dedicated endowment committee, a creative cemetery committee and tireless property and facilities servants. Much of their work is done behind the scenes and likely most of us will never fully realize the time, effort and personal resources they provide to ensure that Trinity remains a safe and viable community of faith.

In times of uncertainty it is human nature to pull back, to hover over our resources and to lose sight of our personal resources as blessings to be shared in abundance. We must remain mindful that if one in the body of Christ is hurt, we are all hurt. We turn to God for his guidance and utilize our conscience as our measuring stick. May each of us hear God's call.

**Personal Reflections**

As your Council president, this year has been one of great learning. I have observed so many good works by individual members of our Trinity family that I cannot attempt to name them all without missing some critical examples of faith and compassion. To my fellow Council officers and members I offer my heartfelt thank you for your hard work, good advice which I often called upon, patience with my shortcomings and support through times of difficulty. You helped me to keep my faith, perspective and sense of humor intact.

I committed to myself and others at the beginning of my presidency that I would bring the initial question of the Friendship House – keep or sell – to fruition by our annual meeting. As a result of some internal and external forces this has not yet occurred. I remain committed to bringing us to robust discussion and vote in the coming year.

God has not promised us smooth passage but he has promised us safe landing. Each of us will be called upon in many ways in 2022 to ease passage for Trinity as a whole and the members with whom we are in communion. Please join me in praying that each of us undertakes this discernment steeped in the values of our faith and love of Jesus Christ, our Savior.

Thank you for the opportunity to serve you, Trinity Lutheran Church of Franklin Park and God in this capacity.

Respectfully submitted,

Janet C. Emery  
Council President

---

## INTERIM PASTOR'S REPORT

---

*"The gifts [Christ] gave were that some would be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ..."*  
(Ephesians 4.11-12)

The year began with Trinity exercising COVID precautions, and the year ended with us employing many of those same safeguards. Vaccines and other therapies have been developed to address the pandemic and we continue to implement cautions for the sake of our neighbor.

The role of an Interim Pastor under usual circumstances is to prepare a congregation for the future with their new Pastor. Under current circumstances, I think the role of Interim is to equip a congregation to be *adaptable*. I've had to adapt my transitional work (and perspective) because COVID changed EVERYTHING. Trinity's Council, committees, and groups have shouldered many unforeseen tasks, and they press forward in ministry and mission.

Here are some areas I focused on this past year:



### Membership

A new committee was created that will focus on seeking new members, nurturing current members, and assisting inactive members to become active.



### ELCA

One of the five tasks in my Interim contract is to strengthen the congregation's denominational ties. This has been personally informative and rewarding.



### Technology

This team has been very busy in the past year as new ways to worship and gather have been utilized.



### A/V

A team of TLC folks handle worship audio/visual needs. Enhancements will be made in 2022 that include listening-assistance devices.



### Mutual Ministry

This group is developing a process for holding "holy conversations" meant to strengthen the body of Christ.



### Leadership Development

A seminar was held which led to members taking on new leadership roles.

Your Call Committee is hard at work, so your new Pastor will be writing this report next year! Thank you for the opportunity to get to know you and to serve you.

With grace and peace,

Rev. Doug Gebhard, Interim Pastor

---



---

## CALL COMMITTEE

---

**Chair:** Susan White

**Council Liaison:** Janet Emery

**Committee Members:** Tim Abbott, Dan Donovan, Janet Montelaro, Mike Nedzel, Christine Scherer

**Areas of Focus in 2021:**

- Met with Pastor Asplin from the synod to get information on how to begin the call process
- Began writing the Ministry Site Profile (MSP) which generally takes 6 months or more
- Met every 2-3 weeks (usually virtually) to discuss and create an MSP that accurately represents the congregation's needs/desires for a future pastor
- Prayed for guidance, clarity and patience

**Future Recommendations/Projects wrapping to 2022:**

- Finish the MSP and send to synod and council for approval
- Begin the interview process

---

## CEMETERY COMMITTEE

---

**Chair:** Mike Corcoran

**Council Liaison:** Walt Hudnall

**Committee Members:** Ray Ojerholm, Miriam Buresh

**Areas of Focus in 2021:**

- Developed plan designs for new expansion section of cemetery.
- Completed cemetery expansion lottery for church members.
- Consolidated and organized various sources of paper documents into single master source.
- Organized all records for historical and lottery expansion deeds into a master spreadsheet.
- Investigated and resolved historical record duplications and discrepancies.
- Successfully resolved various inquiries made by site holders and descendants of buried members.
- Installed plot location markers in new section of cemetery for future site burials (hopefully none soon!)

**Future Recommendations/Projects wrapping to 2022:**

- Update the paper maps of the cemetery (using mapmaking software if possible).
- Edit and reconcile ArcGIS online database to match.
- Complete full set of cemetery policies and procedures.
- Complete long-term plans for cemetery repairs and maintenance.

Respectfully submitted:

Michael Corcoran

Ray Ojerholm

Miriam Buresh

---

## CHRISTIAN EDUCATION / YOUTH COMMITTEE

---

**Chair:** Karin Hill

**Council Liaison:** Elaine Ek

**Committee Members:** Sue Abbott, Jim Block, Shannon Corcoran, Elaine Ek, Pastor Doug, Monica Hurt, Wendy Mensch, Janet Montelaro, Bill Parasida, Jane Hein, Karen Rasmussen and Susan White

**Areas of Focus in 2021:**

- Rally Day, an event for the entire family, was held on September 19th, marking the beginning the Sunday school year.
- Confirmation classes began on October 24th. The class met the 4th Sunday of each month.
- A family event to work on Christmas projects for Trinity members who are unable to attend worship services or are in personal care facilities was held on December 5th. Thank you to Karen Rasmussen and Elaine Ek for coordinating the projects.
- Letters to Estefany, Trinity's International Sponsor Child were composed by the fourth through six grade class (teachers Monica Hurt and Wendy Mensch).
- Sunday school opening was led by Amy Kapp, who began each Sunday with fun songs. Thank you.

**Future Recommendations/Projects wrapping to 2022:**

- Plan a family event for the Lenten season
- Plan a family event for the end of the Sunday school year

---

## ENDOWMENT COMMITTEE

---

**Chair:** Karen Ojerholm**Council Liaison:** Jane Hein**Committee Members:** Gordon Berkstresser, Gail Braun, Corey Leimer

### Trinity Lutheran Church Endowment Fund

Account Summary	
Balance 12/31/2020*	\$ 276,749.59
2021 Distribution from the fund	\$ (10,000.00)
2021 Contributions to the fund	\$ 38,740.55
Investment income**	<u>\$ 61,998.33</u>
Balance 12/31/2021	<u><u>\$ 367,488.47</u></u>

\* Includes 12/31/20 checking account balance plus 11/30/20 investment account balance (latest available at time of Trinity 2020 annual report deadline.)

\*\*13 months of investment income. The former (ELCA) investment fund had a three-week reporting lag but the new (Vanguard) investment fund has timely reporting so this will not be an issue in the future.

### **2021 Areas of Focus:**

- The committee would like to thank 2021 contributors for their very generous donations.
- The committee liquidated Trinity Endowment Fund's investment in "ELCA Endowment Fund A" as of the 1/31/21 valuation and received the proceeds in late February, 2021. (ELCA Fund A performed below par and had high management fees.) The committee reinvested the money (\$276,000) in Vanguard Wellington Admiral Fund on 3/8/2021. The new investment fund has performed well this year.
- Distributions from the fund during 2021 were to Property (\$7K) and Community Ministry (\$3K).
- Thanks to Bonnie Kriberney, Trinity treasurer, for processing all transactions for the fund.

### **Future Recommendations/Projects wrapping to 2022:**

- Monitor the new investment and more actively promote contributions to the Endowment Fund.

---

## EVANGELISM / COMMUNITY MINISTRY COMMITTEE

---

**Chair:** Ruth C. Kirk

**Council Liaison:** Linda Cragg

**Committee Members:** Pam Block, Lynnette Chughtai, Linda Cragg, Erma Delaney, Wendy Hall, Brenda Hauser, Jane Hein, Cheryl Henderson, Phyllis Jenny, Janet McKibben, Lou McKibben, Janet Montelaro, Karen Ojerholm, Karen Rasmussen, Mary Schmitz, Mimi Stanton, and Diana Wagner

### Areas of Focus in 2021

- Adopt a Highway - This sub-committee, chaired by Karen Ojerholm, scheduled two cleanups, in May and November. There were usually around eight people that cleaned Brandt School Road from Soergels to the intersection with Wexford Run Road. Allegheny County supplied vests, gloves, and trash bags. The group collected 13 bags of trash in May and 7 bags in November.
- Faith in Action - This sub-committee was newly formed and has been a very active group.
  - It hosted three webinars in the fall that dealt with racism, immigration, and prison reform.
  - It also held two informational lunches to discuss Trinity registering with Lutheran Immigration and Refugee Services. We will enter into a formal co-sponsorship of a refugee family in 2022.
  - It coordinated a book club that read books dealing with issues of race that met over zoom once a month and was attended by people throughout our Synod.
  - It worked with Glade Run to provide Prayer Shawl Ministry items, snacks, and pantry staples to Glade Run clientele in need.
  - It collected gently used mens' dress and casual clothing for men in the Pittsburgh area who could not afford appropriate clothing for job interviews and potential employment opportunities.
  - It lead two book clubs within the congregation that dealt with racial issues and faith.
- God's Work Our Hands - On September 12, 2021, Community Ministries along with the congregation celebrated God's Work, Our Hands Day by doing several projects that benefited first responders, animal shelters, and Holy Family Institute. We loaded small backpacks (welcome bags) with not only journals, crayons, and Play Dough but with pencils, notebooks, stickers, coloring books, stuffed animals, gum, and fleece shawls. These welcome bags were given to the new children that were placed at Holy Family Institute. Thanks to Mary Schmitz for buying the colorful fleece and making the fleece shawls. Also, many thanks to Mimi Stanton for gathering all the items that went into the welcome bags. Thanks to Pam Block for purchasing all the wrapped treats that we gave to the first responders.

- North Hills Community Outreach - The committee collected 36 new children's coats, 5 pairs of gloves, 8 hats, and 16 scarves. The Prayer Shawl Ministry made and donated scarves, hats, and even a pair of mittens!
- Northside Common Ministries - Wendy Hall organized the meals that we made and delivered. This year the committee delivered five breakfasts and one dinner. For Christmas the committee collected 37 heavy, hooded sweatshirts in various sizes, socks, hats, and scarves for the men at the shelter. Mary Schmitz cut and fringed all the scarves from different fleece designs.
- Trinity Cooks - the cooks prepared and delivered meals to congregation members that were ill or were recovering. Phyllis Jenny coordinated this committee and because of her efforts we were able to provide 20 meals this year.
- Live Nativity - The committee, under Cheryl Henderson's leadership, served hot chocolate and bottled water to all that participated in or came to watch the Live Nativity.
- Noisy Offering - The committee donated this year's offerings to The Women's Center and Shelter of Greater Pittsburgh and Jamie's Dream Team.
- The committee held a fundraiser on June 6th after the Sunday service, to help a member with a new air conditioning unit. Boxed lunches were provided.
- Funeral Lunches - This sub-committee, chaired by Mimi Stanton, had only one funeral lunch this year in June.
- The committee made donations to the following organizations: Lutheran Disaster Response - \$1,000 toward the Covid crisis in India, Doctors Without Borders - \$1,000, Northside Common Ministries - \$1,000, East Liberty Family Health Care - \$500, HEARTH - \$500, Glade Run - \$750, North Hills Food Bank - \$750, Tulear Synod in Madagascar - \$250, and Kairos Prison Ministry - \$100.

**Future Recommendations/Projects wrapping to 2022:**

- The committee will continue to support and pray for the charitable organizations that we have supported in the past.
- The committee plans to support projects, individuals, families, and organizations in our congregation and in our community that may need our help.
- In 2021 the committee received Council's approval to explore co-sponsoring a refugee family in the Pittsburgh area through LIRS and a local agency. As more details become available, we plan to present a formal proposal to Council in 2022.

## ANGEL TREE COMMITTEE

**Chair:** Karen Rasmussen

**Council Liaison:** Linda Cragg

### **Areas of Focus in 2021:**

- A total of 35 children from 11 families requesting gifts from Trinity Lutheran Northside were sponsored by individuals, families, groups of families and ministry groups. Gifts were delivered to Trinity Northside on December 7.
- Gift cards for grocery stores, Walmart, and Target were elicited and these were distributed to 8 local families.
- A multi-generational event was held during the Sunday School hour on December 5 to make crafts/cards/gift bags for distribution to shut-ins, families with an illness, and families who lost a close family member in the past year.
- 25 care bags were assembled on December 7 and arrangements were made to deliver them.

### **Future Recommendations/Projects wrapping to 2022:**

This ministry is in need of new leadership for 2022 and perhaps could be divided into segments:

- Adopt-a-Family seems to be working well to provide gifts to some of the families seeking help from Trinity Northside.
- Coordination of the multi-generational craft-making event.
- Sign-up Genius could be used to elicit specific gift cards for families in need, items for care bags and for volunteers to deliver the bags.

---

## FINANCE COMMITTEE

---

**Chair:** Rick Hurt

**Council Liaison:** Ron Montelaro

**Committee Members:** Bonnie Kriberney (Treasurer), Joanne Scherer (Financial Secretary), Ray Ojerholm, Anne Vondracek, Mike Nedzel

**Areas of Focus in 2021:**

- Performed quarterly review of Trinity's balance sheet and actual versus budget expenses to ensure timely action could be taken in the event of unexpected variances from budget.
- Reviewed 2022 budget requests from various committees, assessed actual 2021 receipts and spending compared to expectations, and prepared a proposed 2022 budget which was recommended to council. Hosted a meeting in early November with members of Council and representatives from every ministry at Trinity at which the representatives were invited to present their own committee's budget needs and learn about the needs of other ministries through an informal and open discussion.
- Coordinated the Audit of 2019 and 2020 church records. Special thanks to the members of the Audit Committee – Diane Wagner, Betty Frohnert and Karin Hill – for a job well done.
- Prepared all 2021 financial statements for annual report.
- Coordinated legal name change on all financial records to Trinity Lutheran Church of Franklin Park Borough.
- Processed paperwork required to facilitate Endowment Committee decision to transfer funds from ELCA to Vanguard.
- Completed a comparative analysis of our current insurance policy with Church Mutual vs other carriers prior to our renewal date of June 1<sup>st</sup>. A big thank you to Wendy Hall for her time and expertise.
- Received full forgiveness of our 2020 PPP Loan of \$33,800 and recommended to Council that a new "Operating Stabilization Fund" be created to accept the loan proceeds. This fund acts as a savings which would cover approximately 45 days of Trinity's operating expenses.

**Future Recommendations/Projects wrapping to 2022:**

- Continue to ensure the Church has financial systems and controls that generate accurate, reliable reports and safeguard assets against loss or misuse.



I want to thank all members of the Finance Committee for the many hours you dedicated to this ministry. Trinity is blessed with your time and talent. I look forward to working with this same group in 2022 and we always welcome new members to join us!

---

## LIVE NATIVITY (AD HOC) COMMITTEE

---

**Chair:** Susan White and Anne Vondracek

**Council Liaison:** Linda Cragg

**Areas of Focus in 2021:**

- o Simplified the set-up process to be safer and less labor intensive
- o Moved location of the stable to the Parish Hall lawn
  - Spectator access is easier
  - Cut through road was closed for safety
  - Parish Hall is handicap accessible
- o Purchased new lights that can be controlled via an app to eliminate some extension cords/tripping hazards
- o Moved sound/narrator indoors due to weather
- o Moved costumes from church basement to Parish Hall
- o Disposed of the old “set” to make space in the shed
- o Decided to only serve hot cocoa outdoors this year due to COVID; we truly hope the homemade cookies will return next year!

**Future Recommendations/Projects wrapping to 2022:**

- Find a location for the costumes in the Parish Hall (either closet downstairs near Glade Run offices or sharing the closet on stage left)
- Consider purchasing a new sound board (it’s old and unreliable)
- Secure a location for the new stable when it is taken down
- Recruit more volunteers next year to help with traffic control
- Try to get more volunteers; most actors stayed for all 3 shows which was helpful (yet cold)

---

## MUTUAL MINISTRY COMMITTEE

---

**Chair:** Unassigned

**Council Liaison:** Janet Emery

**Committee Members:** Pastor Doug Gebhard, Brian Mensch, Mike Nedzel, Karen Rasmussen, Mimi Stanton, Anne Vondracek

Trinity's bylaws state that the Mutual Ministry Committee, together with the pastor, shall:

- a. be responsible for affirming and strengthening the mission of the congregation and the ministry of the staff, through listening and clarifying, sharing and communicating and reviewing and reflecting;
- b. develop open communications about expectations, attitudes and concerns with the pastor and the staff, within the congregation, and in the community;
- c. advise planned continuing education that benefits both the mission of the congregation and the ministry of the staff;
- d. act as a "sounding board" in time of personal or professional stress; and
- e. serve as a group where the pastor and staff can test new ideas.

### **Areas of Focus in 2021:**

- Committed to providing positive, proactive methods of creating opportunities for conversations in resolving concerns within the congregation.
- Assessed root causes of communication challenges within Trinity Lutheran Church.
- Advised leadership on strategies for addressing communication challenges.
- Studied church-related and secular writings on building community within the church during times of pandemic and social isolation.
- Hosted speaker, Pastor Christina Hough, who gave an informative presentation on the Trauma-Informed Care model that promotes environments of healing and recovery, and its benefits for church families. The information was pertinent, considering the past two-year Covid-19 pandemic effect on the church community.
- Developed a process for hearing, and resolving, member concerns.

### **Future Recommendations/Projects wrapping to 2022:**

- On the basis of what we learned in 2021, Mutual Ministry will continue to develop and support means of improving congregational communications through training, proactive resolution of concerns and adherence to Matthew 18 (How to Handle Conflict).

---

## NOMINATING COMMITTEE

---

**Chair:** Mir Buresh

**Council Liaison:** Unassigned

**Committee Members:** Mir Buresh, Karen Ojerholm, Mike Nedzel, Yvonne Hudnall, Monica Hurt, Betty Frohnert

**Areas of Focus in 2021:**

Updated the announcement for the positions to be filled on Council, Personnel and Nominating committees and communicated them to the congregation via the church bulletin and TELC-Weekly News Announcements.

- The following 2 nominations were submitted to council each to fill a two-year term on the

**Personnel Committee:**

Shannon Corcoran – 2<sup>nd</sup> term

Scott Peterson – 2<sup>nd</sup> term

- The following 2 nominations are presented for election in January 2022 each to fill a two-year term on the **Endowment Committee:**

Cory Leimer (2 year term) – 2<sup>nd</sup> term

Pete Leudke (2 year term) – 1<sup>st</sup> term

- The following 5 nominations are presented for election in January 2022 for a one-year term on the **Nominating Committee:**

Bill Ayoub

Ed Ek

Lou McKibben

Ron Montelero

Joanne Scherer

- The following 7 nominations are presented for election in January 2022 each to fill a two-year term on the **Congregational Council**:

1<sup>st</sup> term – Katie Bunn

2<sup>nd</sup> term – Jane Hein

1<sup>st</sup> term – Rick Hurt

1<sup>st</sup> term – Bonnie Kriberney

1<sup>st</sup> term – Andrew Mort

1<sup>st</sup> term – Ray Ojerholm

1<sup>st</sup> term – Liz Scherer

As chair of the committee, I would like to thank the members for all their support, hard work and dedication throughout the year.

**Future Recommendations/Projects wrapping to 2022:**

- None at this time

---

## PERSONNEL COMMITTEE

---

**Chair:** Scott Peterson

**Council Liaison:** Janet Emery

**Committee Members:** Scott Peterson, Scott Dunlop, Norma Ayoub, Shannon Corcoran

**Areas of Focus in 2021:**

- Reviewed personnel documents
- Hired Office Administrator, Julie Kastelic, who started on October 18, 2021. Julie's key responsibilities are greeting office visitors, supporting Pastor and Council activities, and general office administration.
- Reviewed Pastor's six-week performance review of Julie.

**Future Recommendations/Projects wrapping to 2022:**

- Continue to review all personnel matters and keep Trinity's personnel documents current.

---

## PROPERTY COMMITTEE

---

**Chair:** Rich Baur

**Council Liaison:** Mimi Stanton

**Committee Members:** Bob Kriberney, Bonnie Kriberney, Terry Mertz, Nancy Mertz, Jane Hein, Homer Mehring, Mimi Stanton, Clara Pearle Soergel, Judith Bridge

**Areas of Focus in 2021:**

- Re-pointed church chimney.
- Replaced five exterior parking lot lights on parish hall building with LED units.
- Purchased outdoor furniture for church courtyard.
- Re-furbished church courtyard lights.
- Replaced church hot water tank.
- Replaced church courtyard steps.
- Repaired church air conditioner.
- Repaired church boiler.
- Cleaned carpets in church and parish hall.
- Replaced parish hall thermostat.
- Performed spring and fall clean up days.
- Cleaned and inspected parish hall gutters.
- Repaired parish hall roof.
- Replaced water damaged ceiling panels in parish hall overflow room.

**Future Recommendations/Projects wrapping to 2022:**

- Replace church roof.
- Replace gas range in parish hall kitchen.

---

## MEMBERSHIP (STEWARDSHIP) COMMITTEE

---

**Chair:** To be Determined

**Council Liaison:** Bill Ayoub

**Committee Members:** Tim Abbott, Bill Ayoub, Dan Donavan, Pastor Doug Gebhard

**Areas of Focus in 2021:**

- We performed the usual functions of the Stewardship Committee throughout the year.
- In time, we decided to consider a different paradigm. We transformed into a new Membership committee with the thoughts that effective and successful membership leads to effective and successful stewardship.

**Future Recommendations/Projects wrapping to 2022:**

We are in the process of organizing the new membership committee core group along with some subgroups who will focus upon certain specific projects. We will identify measureable parameters to determine our success. We plan to develop long term and short term (6-12 months) goals.



---

## STRATEGIC PLANNING COMMITTEE

---

**Chair:** Shannon Corcoran

**Council Liaison:** Shannon Corcoran

**Committee Members:** Dave Kreiling, Pastor Doug Gebhard, Karen Rasmussen, Ron Montelaro, Joanne Scherer, Meredith Semon-Pomposelli

**2021 Areas of Focus:**

- This committee was generally inactive following completion of the 2017-2019 strategic planning effort. However, Shannon Corcoran oversaw a follow-up survey using the Congregational Assessment Tool (“CAT”) in fall of 2020. Findings of the survey results were included in the 2020 Annual Report.
- In January 2021, a CAT response team (members listed above) developed recommendations to Council, including the following:
  - Offer a leadership development course (led by Pastor Gebhard, with Rick Hurt, Andrew Mort, Elizabeth Scherer, Susan Fox, Karin Hill, Pete Luedke, Wendy Mensch and Joanne Scherer participating. The first 3 participants agreed to be nominees for Council in 2022).
  - Hold quarterly listening sessions with Council (one session held in July; no others scheduled due to low attendance at the July session).
  - Review worship services for opportunities to enhance and revitalize (some changes made and process is ongoing).
  - Form a Membership ad hoc committee (renamed and refocused efforts of the Stewardship Committee into a new Membership Committee).

**Future Recommendations/Projects wrapping to 2022:**

The next Council will decide whether to reactivate the Strategic Planning Committee in 2022 or defer until a new pastor is called. In either event, Council will continue to discharge its duty to lead the congregation in stating its mission and to do long-range planning.

---

## TECHNOLOGY COMMITTEE

---

**Chair:** Tim Abbott

**Council Liaison:** Rev. Doug Gebhard

**Committee Members:** Andrew Mort, Bob Tozier, Kimberlee Tozier, Brendan White

**Areas of Focus in 2021:**

- Created A/V team
- Improved streaming of live weekly services (YouTube and church website)
- Installed TVs and DVD monitors in classrooms
- Installed large monitor (Wi-Fi capability) and microphones in conference room

**Future Recommendations/Projects wrapping to 2022:**

- Install new wireless microphones, in FCC compliance
- Install hearing assistance devices

---

## WOMEN'S EVENT (AD HOC) COMMITTEE

---

**Chair:** Linda Baur

**Council Liaison:** Linda Cragg

**Committee Members (as of 2020):** Ginny Barbiaux, Linda Cragg, Elaine Ek, Diane Eshenbaugh, Phyllis Jenny, Melissa Kelly, Bonnie Kriberney, Meredith Semon-Pomposelli, Mindy Beatty, Karin Hill, Janet McKibben

**Areas of Focus in 2021:**

- Began planning for the Women's Event in February 2021 to be held on May 16, 2021.
- Cancelled the event in March 2021 and decided to delay until safe to resume.
- Received approval from Council to hold the event in 2022 at the discretion of the committee.

**Future Recommendations/Projects wrapping to 2022:**

The committee has decided to cancel the women's event for 2022 due to the rise of new Covid variants. We are looking forward to the time when we can be together again! If you enjoyed the event, please join us for planning our next event!

Blessings.

---

## WOMEN'S GROUPS:

### 3D'S (DEVOTIONS, DISCUSSIONS, DESTINATIONS)

### 3E'S (EVANGELISM, ENCOURAGE, ENLIGHTEN)

---

#### 3 D's

**Chair:** Donna Pepper and CP Soergel

**Council Liaison:** Linda Cragg

**COMMITTEE MEMBERS:** Agnes Kaelin, Betty Frohnert, Betty Gabriel, Brenda Hauser, Charlotte Luedke, Cheryl Henderson, CP Soergel, Connie Ludolff, Jane McKibben, Lynnette Chughtai, Mary Schmitz, Phyllis Jenny, Ruth Kirk, Sue Abbott, Sue Keay, Ellen Kaelin, Erma Delaney, Judy Bridge, Karin Hill, Linda Rohrbaugh, Sandy Zielinski, Mimi Stanton, Donna Pepper. Sadly, we lost one of our inactive members this year, Janet Demma went home to be with the Lord in October.

#### Areas of Focus in 2021:

- Met the 3<sup>rd</sup> Wednesday of each month from 1-2:30. January and February, we met on zoom. March had hybrid meetings some on zoom and some met in the library. March, we started back in person meetings and continued so thereafter.
- Watched Walking in the Bibleland virtual tours with the help of Linda Slatt and Tim Abbott.
- Held a going away party for our dear friend Linda Slatt in August, she was such a great inspiration and helped to keep our group together.
- Held a work project in November. Sixteen people worked to address Christmas cards to send to Trinity's At Home/Professional Care members and to Estafany, our Compassion International Child we sponsor from Honduras.
- Adopted a couple in need through Trinity's Angel Tree ministry.
- Planned a Christmas Party with twenty members to attend.

#### Future Recommendations/Projects wrapping to 2022:

- Our group of women continues to grow in friendship, love, and support in Letting Our Light Shine So Others Can See Our Good Works not only in the group but in our congregation and throughout. We had on average fifteen in attendance once we started in person meeting. We have been together for approximately seventeen years, and we pray we can continue to do the same.

### 3 E's

**Chair:** Brenda Hauser

**Council Liaison:** Linda Cragg

**Committee Members:** Brenda Hauser, Shirley Baney, Judy Bridge, Barb Thompson, Sue Keay, Sue Abbott, Connie Ludolff, and Betty Frohnert

#### **Areas of Focus in 2021:**

- Met generally the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of the month from 2-3:30 pm. There are 7-8 people in the group.
- Shared good experiences & difficult issues in our lives that were challenging. The group is very supportive & suggests ways to cope.
- Met very infrequently this past year at the church parish hall due to the pandemic and the surgery of the chair.
- This group has been meeting for about 12-13 years.

#### **Future Recommendations/Projects wrapping to 2022:**

The group hopes to resume more regular meetings as pandemic restrictions, hopefully soon, are unnecessary.

Respectively submitted:

Betty Frohnert

---

WOMEN'S GROUPS:

---

CARD MINISTRY

---

**Chair:** Donna Pepper and Mimi Stanton

**Council Liaison:** Linda Cragg

**COMMITTEE MEMBERS:** Kitty Berkstresser, Barb Dudek, Linda Cragg, Charlotte Luedke, Diana Wagner, Anne Vondracek, Elaine Ek, Erma Delaney, Elizabeth Scherer, Ruth Kirk, Monica Hurt, CP Soergel, Joanne Scherer, Cami Bakow, Penny Kappel, Virginia Barbiaux, Cheryl Henderson, Mimi Stanton, Diane Eshenbaugh, Janet Emery, Agnes Kaelin, Diane Setzenfand, Betty Gabriel, Betsey Novosel, Sue Abbott, Phyllis Jenny, Donna Pepper

**Areas of Focus in 2021:**

Sent care cards throughout the year, each member covering two weeks per year. Sympathy New Baby, Get Well, Thinking of You, Homebound Birthdays, Confirmation, Graduation, Baptism, First Communion, Wedding, and notes to Welcome New Members were sent.

**Future Recommendations/Projects wrapping to 2022:**

Continue to send cards out to show Trinity's love and support to our brothers and sisters in good times and in times of need.

---

## WORSHIP AND MUSIC MINISTRY COMMITTEE

---

**Chair:** Mir Peterson

**Council Liaison:** Connie Ludloff

**Committee Members:** Ed Ek, Nancy Smith, Mary Schmitz, Connie Ludloff, Amy Kapp, and Pastor Doug

**Areas of Focus in 2021:**

- Advised Pastor Doug and Amy Kapp as needed on various aspects of the remote service. When services began in person, assisted in helping with this process as well.
- Planned and organized an outdoor service to celebrate the congregation being able to worship together again.
- Supported Amy as she planned special music that was appropriate given the fact we did not feel it appropriate to have choir.
- Supported Amy in the zoom hymn sings held throughout the year.
- Prepared the sanctuary for worship services, and coordinated the organization of worship assistants as necessary.
- Supported the organization of a technical group to stream the worship services.

**Future Recommendations/Projects wrapping to 2022:**

- Continue to support the congregation as we hopefully plan to welcome a new Pastor and transition to a post-pandemic worship service.

---

TRINITY LUTHERAN CHURCH

---

Minutes of Annual Congregational Meeting

January 31, 2021

**Call to Order:** The annual congregational meeting of Trinity Evangelical Lutheran Church was called to order by Council President Ron Montelaro via Zoom at 11:05 AM on Sunday, January 31, 2021. Pres. Montelaro motioned, if there are no objections, that Interim Pastor Doug Gebhard, a nonmember, be allowed to address the meeting. There were no objections.

**Quorum Call:** Council Secretary Jane Hein confirmed quorum (23 active members) was met with 62 active households represented on in the Zoom meeting.

**Opening Prayer:** Pastor Gebhard led Council in opening prayer.

**Review of Agenda:** Pres. Montelaro reviewed the agenda and motioned, if there are no objections, that the agenda be adopted. There were no objections.

**Approval of Annual Report:** Pres. Montelaro thanked the committees, staff and council for all the work done in the past year as reflected in the 2020 Annual Report and motioned, if there are no objections, that the Annual Report be approved as presented. There were no objections.

**Approval of Minutes of Prior Meetings:** Pres. Montelaro referred the assembly to the minutes of the January 26, 2020 annual congregational meeting and the minutes of the September 27, 2020 special congregational meeting included in the 2020 Annual Report. Pres. Montelaro motioned, if there are no objections, that the minutes of the January 26, 2020 annual congregational meeting be approved as presented. There were no objections. Pres. Montelaro motioned, if there are no objections, that the minutes of the September 27, 2020 special congregational meeting be approved as presented. There were no objections.



**CAT Survey Update:** Pastor Gebhard spoke to the assembly reviewing the executive summary of the Cat Survey, the formation of a response team, and the recommendations that team will make to council, including;

- Offer leadership development course
- Hold quarterly listening sessions with council
- Review worship service for opportunities to enhance and revitalize
- Form a membership ad hoc committee

**Call Committee Update:** Pres. Montelaro spoke to the assembly reviewing the steps taken to form a call committee. To date only three members have agreed to serve on the committee. Trinity's constitution requires a six member committee so the call process cannot begin until more members are found to be willing to serve on the committee.

**Elections:** Pres. Montelaro reviewed the council nominees, called for any additional nominees from the assembly and hearing none, thanked the nominating committee members for their hard work. Seven nominees were presented to fill six positions. A Zoom poll was shared and the following six nominees were elected to 2 year terms on council: Hans Fox - incumbent, Elaine Ek - having served six months filling a vacant council position, Linda Cragg, Janet Emery, Eleanore Kloes, and Connie Ludolff.

Pres. Montelaro reviewed the six nominees for election to serve a one-year term on the nominating committee, called for any additional nominees from the assembly and hearing none, motioned, if there are no objections, that the six nominees be elected to the nominating committee for 2021. There were no objections. The following nominees were elected: Betty Frohnert, Yvonne Hudnall, Monica Hurt, Mike Nedzel, Karen Ojerholm, and Mir Peterson.

Pres. Montelaro reviewed the two nominees for election to serve a two-year term on the endowment committee, called for any additional nominees from the assembly and hearing none, motioned, if there are no objections, that the two nominees be elected to the endowment committee. There were no objections. The following nominees were elected: Gordon Berkstresser - 2nd term, and Karen Ojerholm - 2nd term.

**Budget:** Mr. Ray Ojerholm (on behalf of Rick Hurt, finance committee chair) presented a summary of Trinity's current financial status and the proposed budget for 2021. Despite the pandemic and a decrease in giving, Trinity was able to control expenses and finish 2020 in a strong financial position. Trinity was able to secure a PPP loan in 2020 in excess of \$30,000. The finance committee anticipates that approximately \$30,000 of this loan will be forgiven resulting in the highest general fund balance Trinity has had in over 30 years. Comment was made by Dave Williams that he believes the entire PPP loan will be forgiven. Mr. Ojerholm acknowledged this but Trinity's bank has not confirmed this. There being no further discussion, Mr. Ojerholm motioned, if there are no objections, to approve 2021 operating expense budget of \$310,800. There were no objections. Mr. Ojerholm then motioned, if there are no objections, to retain forgivable balance of \$33,800 PPA advance. There were no objections.

**President's closing comments:** Pres. Montelaro presented closing comments thanking the newly elected council members and reminding them to attend a Zoom council meeting at 1:00 PM, and thanking the many members who make Trinity's ministries thrive.

**Closing prayer and Adjournment:** Pastor Gebhard polled the assembly on behalf of the worship and Music committee to gauge its interest in attending an outdoor worship service on Easter, April 1st. The poll showed that the majority of the assembly were not interested in an outdoor worship. Pastor Gebhard led the assembly in a closing prayer. The meeting was adjourned at 11:50 AM.

Respectfully submitted,  
Jane Hein, Council Secretary

## Minutes of Special Congregational Meeting

June 6, 2021

**Call to Order:** The special congregational meeting of Trinity Lutheran Church was called to order by Council President Janet Emery at 11:00 AM on Sunday, June 6, 2021.

**Quorum Call:** Council Secretary Jane Hein confirmed quorum (23 active members) was met with 53 active members in attendance.

**Opening Prayer:** Interim Pastor Gebhard led the congregation in opening prayer.

**Review of Agenda:** President Emery stated that the sole purpose of the meeting was to ratify the pastoral call committee nominated by council.

Pres. Emery introduced the nominating committee members: Tim Abbott, Dan Donovan, Janet Montelaro, Mike Nedzel, Christine Scherer, and Susan White. Written ballots were distributed to all voting members. The results were 49 votes cast unanimously for the nominated slate of candidates.

The meeting was adjourned at 11:15 AM.

Respectfully submitted,

Jane Hein, Council Secretary

Trinity 2021 Parochial Report  
Membership Data

	Baptized	Confirmed
1. Membership at end of 2020	534	422
2. Members received during 2021		
a. By baptism: children	4	
b. By baptism: adults	0	0
c. By affirmation of faith	0	0
d. By transfer	1	1
e. From other sources and statistical adjustment	0	1
f. Total members received this year	5	2
Baptized members confirmed in 2021		3
3. Members removed during 2021		
a. By death	6	6
b. By transfer	39	33
c. For other reasons and statistical adjustment	0	0
d. Total members removed this year	45	39
4. Membership at end of 2021	494	388

Active voting members	378	378
Unconfirmed children	104	
Associate members (out of town)	12	10
Total membership on rolls as of 12/31/2021	494	388

Members received in 2021: Daniel Bakow, Niko Driscoll, Franco Ek, Joe Hess, Wyatt Mertz

Baptized members confirmed in 2021: Kimberlee Tozier, Brendan White, Skylar Warren

Members entering the Church Triumphant in 2021: Janet Demma, Lori Lukus, Jeannette Magee, Martha Jean Murray, Don Rohrbaugh, Jean Soergel

Members transferring or resigning in 2021: Richard Baur, Jr.; Lindsay Chapon; Tom, Stefanie, Ryan, Aaron & Abby Crane; Raana Flemm; Nat Fox; Kevin, Kristin, & Kruze Garben; Phillip & Heather Grice; Connie Guiley; Liz Guiley; Molly Hein; Sarah Hein; Ryan Kirk; Carey Kramer; Lily Kramer; Mary Ellen Lippert; Jess Nardoizzi; Kenn Neuhart; Dan, Meredith & Titus Pomposelli; Amanda & Braxton Rummel; Mark, Sandy, Mark, Matthew & Megan Schultheis; Sarah Shinn; John Voit; T.J. Wagner; Shana Webb; Kaylee Williams

Respectfully submitted,

Karen Ojerholm

**Trinity Lutheran Church - Wexford PA**  
**Donations Account Balances (12/01/2021 - 12/31/2021)**

**Saturday, January 08, 2022**

**Page 1 of 2**

Account	Period Activity	YTD Balance
<b><i>Giving Accounts</i></b>		
101 - Regular Envelopes	22,027.00	155,110.00
102 - Special Envelopes	1,835.00	5,616.00
103 - Sunday School Offering	39.00	332.50
104 - Loose Offering - Checks	375.00	580.00
105 - Loose Offering - Cash	230.00	537.00
106 - Loose Offering - Visitor Env	0.00	225.00
107 - Stock Donations - General Fund	0.00	5,900.40
110 - Simply Giving	5,979.00	73,700.43
125 - Thrivent Choice Program Grants	275.00	588.00
130 - Property Rental - Parish Hall	75.00	1,575.00
132 - Property Rental - Church	0.00	800.00
133 - Property Rental - FH Garage	300.00	600.00
134 - Property Rental - Glade Run	1,523.00	15,230.00
135 - Property Snow/Utility Reimb- Glade Run	0.00	1,546.70
151 - Community Ministry Donations	0.00	425.00
152 - Christian Ed Donations	0.00	1,000.00
156 - Worship & Music Donations	0.00	100.00
201 - Debt Retirement Fund	1,000.00	1,500.00
205 - Cemetery	300.00	1,200.00
206 - Cemetery Plot Purchases	0.00	49,000.00
218 - Handicap Accessway Improvement	1,000.00	1,000.00
226 - Faith In Action	1,500.00	1,500.00
229 - PH Kitchen Updates	5,000.00	5,000.00
230 - Property Improvement	0.00	10,225.00
233 - Property - Simply Giving Bldg	1,305.00	5,690.00
305 - Memorial - Handicap Accessway Improvement	475.00	475.00
314 - Memorial - Undesignated - Simply Giving	0.00	625.00
315 - Memorial - Undesignated	100.00	1,150.00
405 - Endowment - Perpetual	750.00	38,796.18
506 - Florist - Sunday Services	543.00	2,995.00
507 - Florist - Simply Giving	50.00	275.00
510 - ELCA Disaster Response	100.00	100.00
512 - Security Deposit- Facility Use	100.00	1,000.00
517 - Lutheran World Relief	0.00	20.00
522 - Noisy Offering	189.48	380.47
530 - Men's Shelter	50.00	125.00
540 - Prayer Shawl Ministry	0.00	125.00

**Trinity Lutheran Church - Wexford PA**  
**Donations Account Balances (12/01/2021 - 12/31/2021)**

**Saturday, January 08, 2022**

**Page 1 of 2**

Account	Period Activity	YTD Balance
<b><i>Giving Accounts</i></b>		
101 - Regular Envelopes	22,027.00	155,110.00
102 - Special Envelopes	1,835.00	5,616.00
103 - Sunday School Offering	39.00	332.50
104 - Loose Offering - Checks	375.00	580.00
105 - Loose Offering - Cash	230.00	537.00
106 - Loose Offering - Visitor Env	0.00	225.00
107 - Stock Donations - General Fund	0.00	5,900.40
110 - Simply Giving	5,979.00	73,700.43
125 - Thrivent Choice Program Grants	275.00	588.00
130 - Property Rental - Parish Hall	75.00	1,575.00
132 - Property Rental - Church	0.00	800.00
133 - Property Rental - FH Garage	300.00	600.00
134 - Property Rental - Glade Run	1,523.00	15,230.00
135 - Property Snow/Utility Reimb- Glade Run	0.00	1,546.70
151 - Community Ministry Donations	0.00	425.00
152 - Christian Ed Donations	0.00	1,000.00
156 - Worship & Music Donations	0.00	100.00
201 - Debt Retirement Fund	1,000.00	1,500.00
205 - Cemetery	300.00	1,200.00
206 - Cemetery Plot Purchases	0.00	49,000.00
218 - Handicap Accessway Improvement	1,000.00	1,000.00
226 - Faith In Action	1,500.00	1,500.00
229 - PH Kitchen Updates	5,000.00	5,000.00
230 - Property Improvement	0.00	10,225.00
233 - Property - Simply Giving Bldg	1,305.00	5,690.00
305 - Memorial - Handicap Accessway Improvement	475.00	475.00
314 - Memorial - Undesignated - Simply Giving	0.00	625.00
315 - Memorial - Undesignated	100.00	1,150.00
405 - Endowment - Perpetual	750.00	38,796.18
506 - Florist - Sunday Services	543.00	2,995.00
507 - Florist - Simply Giving	50.00	275.00
510 - ELCA Disaster Response	100.00	100.00
512 - Security Deposit- Facility Use	100.00	1,000.00
517 - Lutheran World Relief	0.00	20.00
522 - Noisy Offering	189.48	380.47
530 - Men's Shelter	50.00	125.00
540 - Prayer Shawl Ministry	0.00	125.00

**Trinity Lutheran Church - Wexford PA**  
**Donations Account Balances (12/01/2021 - 12/31/2021)**

**Saturday, January 08, 2022**

**Page 2 of 2**

Account	Period Activity	YTD Balance
543 - Live Nativity Donation	70.00	70.00
546 - Angel Tree	0.00	700.00
547 - Member Support Fund	0.00	100.00
548 - Angel Tree - Simply Giving	0.00	250.00
550 - Taste of Trinity - Air Conditioner	0.00	3,297.25
558 - Men's Shelter - Simply Giving	50.00	50.00
575 - World Hunger	100.00	816.00
<b>Total Giving Accounts</b>	<b>\$45,340.48</b>	<b>\$390,330.93</b>

**Count: 44**

**Period: 12/01/2021 - 12/31/2021**

**Year: 2021**

Footnote December 2021:

1. December report overstated by \$54.92 in Account 110 Simply Giving. The total donation was recorded, which includes the Merchant Fees charged for use of a credit card. A JV will be processed in Accounting to record the Merchant Fees charged.
2. Total giving in December less \$54.92 Merchant Fees is \$45,285.56.

**Trinity Lutheran Church - Wexford PA**  
**Balance Sheet as of December 31, 2021**

**Saturday, January 08, 2022**

**Page 1 of 2**

Account #	Account Name	Beginning Balance	Period Activity	YTD Balance
<b>Assets</b>				
1.10.100	Checking - First National Bank	153,951	96,556	250,507
1.10.103	CD - First National Bank	26,167	(26,167)	0
1.10.104	Newedge Securities, Inc	29	0	29
1.10.105	Youth Account - Mission Investment Fund	171	0	172
1.10.106	Demand Investment w/Checking - Mission Invest Fund	26,510	153	26,663
1.10.107	CD - First National Bank - Cemetery	36,895	(36,895)	0
1.20.101	Endowment - ELCA Foundation	256,249	(256,249)	0
1.20.102	Endowment - Vanguard	0	367,488	367,488
1.30.100	Church Insured Value	1,363,000	112,000	1,475,000
1.30.101	Parish Hall Insured Value	1,855,000	153,000	2,008,000
1.30.102	Friendship House Cost	221,385	0	221,385
<b>Total Assets</b>		<b>\$3,939,360</b>	<b>\$409,886</b>	<b>\$4,349,246</b>
<b>Liabilities</b>				
2.00.000	Accounts Payable/Vendors	1,330	737	2,068
2.30.101	Loan Payable - Cemetery	25,500	(5,100)	20,400
2.30.102	Advance Payable - PPP	33,800	(33,800)	0
2.40.102	Credit Card - Lowes	64	(45)	18
2.50.100	Security Deposit - Facility Use	2,523	(1,823)	700
<b>Total Liabilities</b>		<b>\$63,217</b>	<b>(\$40,030)</b>	<b>\$23,186</b>
<b>Fund Balances</b>				
3.10.100	Current Fund Balance	78,987	(12,720)	66,267
3.10.101	Operating Stabilization Fund Balance	0	33,800	33,800
3.20.100	Cemetery Balance	37,325	54,159	91,485
3.30.100	Designated Giving Balance			
3.30.102	Florist - Sunday Services Balance	40	85	125
3.30.103	Live Nativity Balance	1,100	(650)	449
3.30.104	Prayer Shawl Ministry Balance	399	(67)	331
3.30.108	Youth Discretionary Balance	1,148	0	1,148
3.30.110	Camperships Balance	397	(397)	0
3.30.113	Angel Tree Balance	50	40	90
3.30.200	Taste of Trinity - A/C Balance	0	687	687
3.30.206	Member Support Fund Balance	5,550	(1,650)	3,900
3.30.301	ELCA Disaster Response Balance	0	100	100
3.30.404	Men's Shelter Balance	125	115	240
3.30.420	Noisy Offering Balance	0	71	71
<b>Total Designated Giving Balance</b>		<b>\$8,810</b>	<b>(\$1,666)</b>	<b>\$7,143</b>
3.40.100	Elevator Balance	195	(195)	0
3.40.300	Handicap Accessway Improvement Balance	0	1,000	1,000
3.40.400	PH Kitchen Updates Balance	0	5,000	5,000
3.50.100	Memorial - Undesignated Balance	5,399	2,955	8,354
3.50.101	Memorial - Handicapped Access Balance	0	475	475
3.50.105	Memorial - Scholarships Balance	1,180	(1,180)	0
3.60.100	Organ Improvement Balance	1,100	(300)	800
3.61.100	Technology - Sound System Balance	392	(392)	0
3.63.100	Church Renovation Balance	3,808	0	3,808



**Trinity Lutheran Church - Wexford PA**  
**Balance Sheet as of December 31, 2021**

**Saturday, January 08, 2022**

**Page 2 of 2**

Account #	Account Name	Beginning Balance	Period Activity	YTD Balance
3.64.100	Pastoral Call Balance	15,000	0	15,000
3.65.100	Faith In Action Balance	0	1,500	1,500
3.70.103	Lutherlyn Scholarships (Endow) Balance	1,200	(53)	1,147
3.80.100	Property - Major Improvements Balance	27,293	6,096	33,390
3.85.101	Youth - Missions Balance	3,211	0	3,211
3.85.102	Youth - National Events Balance	1,603	600	2,204
3.90.100	Endowment Balance	276,749	90,738	367,488
3.95.100	Facilities Net of Debt Balance	3,413,885	270,100	3,683,985
<b>Total Fund Balances</b>		<b>\$3,876,142</b>	<b>\$449,917</b>	<b>\$4,326,059</b>
<b>Total Liabilities and Fund Balances</b>		<b><u>\$3,939,360</u></b>	<b><u>\$409,886</u></b>	<b><u>\$4,349,246</u></b>

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2021 for Current Fund**

**Saturday, January 08, 2022**

**Page 1 of 4**

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
<b>Income</b>				
4.10.100	Current Fund - Weekly Offering	166,100	160,726	5,374
4.10.101	Current Fund - Simply Giving	87,400	73,700	13,699
4.10.102	Current Fund - Loose Offering	1,600	1,674	(74)
4.10.103	Current Fund - Stock Donations	6,000	5,900	99
4.10.104	Current Fund - Stock Gain	0	0	0
4.10.105	Current Fund - Stock Loss	0	0	0
4.10.106	Current Fund - Prepaid Offering	0	0	0
4.20.100	Current Fund - Facility Fees	0	2,975	(2,975)
4.20.101	Current Fund - Glade Run Rentals	16,753	16,753	0
4.20.102	Current Fund - Glade Run Snow/Utility Reimb	1,850	1,546	303
4.30.100	Current Fund - Thrivent	500	588	(88)
4.40.100	Current Fund - Other Receipts	0	0	0
4.45.100	Current Fund - Church Programs	0	0	0
4.45.101	Current Fund - Admin Donations	0	0	0
4.45.102	Current Fund - Community Ministry Donations	900	425	475
4.45.103	Current Fund - Christian Ed Donations	200	1,000	(800)
4.45.104	Current Fund - Youth Donations	0	0	0
4.45.105	Current Fund - Property Donations	0	0	0
4.45.106	Current Fund - Technology Donations	0	0	0
4.45.107	Current Fund - W&M Donations	100	100	0
4.45.108	Current Fund - Admin-Online Giving ACH Fees	0	0	0
4.50.100	Current Fund - Expense Reimbursements	0	0	0
4.60.100	Current Fund - Interest Income	200	299	(99)
4.60.101	Current Fund - Change in Investment Value	0	0	0
4.60.102	Current Fund - Interest Income AmazonSmile Program	100	287	(187)
<b>Total Income</b>		<b>\$281,703</b>	<b>\$265,976</b>	<b>\$15,726</b>
<b>Expenses</b>				
5.10.000	<i>Payroll</i>			
5.10.101	Pastor - Compensation	0	0	0
5.10.102	Pastor - Medical, Disability & Other Insurance	0	0	0
5.10.103	Pastor - Pension	0	0	0
5.10.112	Pastor - Continuing Education	0	0	0
5.10.113	Pastor - Professional Expenses	0	0	0
5.10.114	Pastor - Publications	0	0	0
5.10.115	Pastor - Other	0	0	0
5.10.116	Pastor - Supply Pastor Assistance	800	147	652
5.10.119	Pastor - Auto Expense Reimbursement	0	0	0
5.10.120	Interim Pastor - Compensation	62,100	62,100	0
5.10.121	Interim Pastor - Benefits	24,264	24,264	(0)
5.10.122	Interim Pastor - Auto Expense Reimbursement	3,000	329	2,670
5.10.123	Interim Pastor - Continuing Education	1,200	206	993
5.10.301	Communication Administrator - Compensation	41,400	33,258	8,141
5.10.401	Director of Discipleship - Compensation	0	0	0
5.10.501	Child Care Coordinator - Compensation	0	0	0
5.10.601	Organist - Compensation	24,000	24,100	(100)
5.10.616	Organist - Substitute Organist	0	0	0

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2021 for Current Fund**

**Saturday, January 08, 2022**

**Page 2 of 4**

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
5.10.750	Staff Development	250	0	250
5.10.801	Payroll Taxes	5,232	4,387	844
5.10.901	Workers' Compensation Insurance	1,000	676	324
	<i>Total Payroll</i>	<i>163,246</i>	<i>\$149,470</i>	<i>13,775</i>
<i>5.15.000</i>	<i>Mission Support</i>			
5.15.101	Mission Support - ELCA	0	0	0
5.15.102	Mission Support - Synod	16,900	17,500	(600)
5.15.111	Mission Support - Other	0	0	0
	<i>Total Mission Support</i>	<i>16,900</i>	<i>\$17,500</i>	<i>(600)</i>
<i>5.20.000</i>	<i>Community Ministry</i>			
5.20.101	Community Ministry - Men's Shelter	0	162	(162)
5.20.102	Community Ministry - Special Events	0	208	(208)
5.20.103	Community Ministry - Donations Other Organizations	0	5,151	(5,151)
5.20.104	Community Ministry - Emergency Assistance	0	0	0
5.20.105	Community Ministry - College Connection	0	0	0
5.20.106	Community Ministry - Pastor Discretionary	960	242	717
5.21.101	Community Ministry - Evangelism	1,000	721	278
5.21.201	Community Ministry - Stephen Ministry	80	0	80
5.22.201	Community Ministry - Other	5,440	847	4,592
5.23.101	Community Ministry - Faith In Action	0	145	(145)
	<i>Total Community Ministry</i>	<i>7,480</i>	<i>\$7,480</i>	<i>0</i>
<i>5.25.000</i>	<i>Christian Education</i>			
5.25.101	CE - Bibles 2nd & 3rd grade	200	0	200
5.25.102	CE - Bibles 6th grade	0	0	0
5.25.201	CE - Confirmation	500	0	500
5.25.302	CE - Curriculum - Adults	0	0	0
5.25.303	CE - Educational Materials - Adults	1,000	405	594
5.25.304	CE - Educational Materials - Little Church-5th Gr	1,600	352	1,247
5.25.311	CE - Educational Materials 6th to 12th Grade	1,000	256	743
5.25.401	CE - First Communion	700	70	629
5.25.402	CE - Special Events	1,000	0	1,000
5.25.501	CE - VBS	1,000	2,546	(1,546)
5.25.901	CE - Other	5,500	2,089	3,410
5.25.902	CE - Camperships	0	0	0
	<i>Total Christian Education</i>	<i>12,500</i>	<i>\$5,723</i>	<i>6,776</i>
<i>5.35.000</i>	<i>Worship &amp; Music</i>			
5.35.101	W&M - Licenses	725	648	77
5.35.102	W&M - Music	1,000	132	867
5.35.103	W&M - Piano & Organ Tuning	0	0	0
5.35.104	W&M - Revelation	0	0	0
5.35.106	W&M - Special Musicians	700	430	270
5.35.201	W&M - Altar Guild	920	842	77
5.35.202	W&M - Baptism Supplies	650	213	436
5.35.203	W&M - Devotional Literature	500	548	(48)
5.35.204	W&M - Flowers	300	9	290
5.35.301	W&M - Miscellaneous	500	1,820	(1,320)
5.35.302	W&M - Minister of Music Miscellaneous	500	153	346
5.35.303	W&M - Wedding Coordinator	200	50	150
	<i>Total Worship &amp; Music</i>	<i>5,995</i>	<i>\$4,848</i>	<i>1,146</i>
<i>5.40.000</i>	<i>Youth</i>			
5.40.101	Youth - Bible Bowl	0	0	0
5.40.102	Youth - Local Mission Trips	1,000	0	1,000

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2021 for Current Fund**

**Saturday, January 08, 2022**

**Page 3 of 4**

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
5.40.103	Youth - National Youth Events	0	0	0
5.40.104	Youth - Regional Youth Events	0	0	0
5.40.105	Youth - Youth Group Activities	1,200	0	1,200
5.40.201	Youth - Bibles	0	0	0
5.40.901	Youth - Other	0	0	0
	<i>Total Youth</i>	<i>2,200</i>	<i>\$0</i>	<i>2,200</i>
5.41.000	<i>Transfer to Youth Group National Events Fund</i>			
5.41.101	Youth - Transfer to Youth Gp National Events Fund	800	600	200
	<i>Total Transfer to Youth Group National Events Fund</i>	<i>800</i>	<i>\$600</i>	<i>200</i>
5.45.000	<i>Administration</i>			
5.45.101	Admin - Advertising	825	1,162	(337)
5.45.102	Admin - Bulletins	1,100	952	147
5.45.104	Admin - Copier Usage Expense	1,200	1,034	165
5.45.105	Admin - Copier Lease	2,880	2,851	28
5.45.106	Admin - Copier R&M	300	0	300
5.45.107	Admin - Office Supplies	700	505	194
5.45.108	Admin - Other Expenses	425	2,119	(1,694)
5.45.109	Admin - Postage	450	426	23
5.45.112	Admin - Supplies	0	0	0
5.45.114	Admin - Temp Employee Services	0	0	0
5.45.202	Admin - Church Council	1,200	355	844
5.45.203	Admin - Stewardship Offering Envelopes	1,400	1,162	237
5.45.204	Admin - Stewardship Committee Other Expenses	400	0	400
5.45.205	Admin - Hospitality Committee	300	104	195
5.45.208	Admin - Other Committee Expenses	0	0	0
5.45.209	Admin - 175th Anniversary Expenses	2,500	0	2,500
5.45.301	Admin - Fin Sec - Online Giving Fees	1,440	787	652
5.45.302	Admin - Financial Secretary Other Expenses	300	0	300
5.45.303	Admin - Fin Sec - Online Giving Merchant Fees	0	0	0
5.45.401	Admin - Treasurer - Bank Fees	0	0	0
5.45.402	Admin - Treasurer - Check Stock	100	80	19
5.45.403	Admin - Treasurer - Office Supplies	120	19	100
5.45.404	Admin - Treasurer - Other Expenses	180	0	180
5.45.405	Admin - Treasurer - Payroll Processing Fees	1,540	1,553	(13)
5.45.501	Admin - Synod Convention	700	139	560
5.45.502	Admin - Synod Other Events	0	0	0
5.45.503	Admin - Strategic Planning	700	880	(180)
5.45.601	Admin - Investment Expenses	0	0	0
5.45.602	Admin - Loss on Stock Sales	0	55	(55)
5.45.603	Admin - Management Fees	0	0	0
5.45.604	Admin - Membership Fees	100	87	12
	<i>Total Administration</i>	<i>18,860</i>	<i>\$14,279</i>	<i>4,581</i>
5.46.000	<i>Technology</i>			
5.46.101	Technology Committee Expenses	5,500	2,377	3,122
5.46.102	Technology - Software Licenses	1,930	2,762	(832)
5.46.103	Technology - Website Improvement	600	0	600
5.46.104	Technology - IT Support Services	1,440	1,635	(195)
	<i>Total Technology</i>	<i>9,470</i>	<i>\$6,775</i>	<i>2,694</i>
5.50.000	<i>Facilities</i>			
5.50.101	Property - Insurance	9,000	8,872	128
5.50.201	Property - Lawn Care - Church	3,200	4,210	(1,010)
5.50.203	Property - Lawn Care - FH	1,600	1,753	(153)
5.50.211	Property - Snowplow and Salt - Church	5,500	4,417	1,083

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2021 for Current Fund**

**Saturday, January 08, 2022**

**Page 4 of 4**

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
5.50.221	Property - Trash - Church	1,800	1,714	85
5.50.231	Property - Contracted Janitorial Services	14,204	14,204	0
5.50.233	Property - Contracted Facilities Maintenance	3,000	3,000	0
5.50.401	Property - Supplies - Church	200	58	141
5.50.402	Property - Supplies - PH	900	267	632
5.50.403	Property - Supplies - FH	0	0	0
5.50.404	Property - Other Expenses	300	1,076	(776)
5.50.501	Property - Utilities - Electric - Church	1,890	1,545	344
5.50.502	Property - Utilities - Electric - PH	4,425	3,457	967
5.50.503	Property - Utilities - Electric - FH	900	527	372
5.50.511	Property - Utilities - Gas - Church	6,830	5,969	860
5.50.513	Property - Utilities - Gas - FH	1,600	1,492	107
5.50.521	Property - Utilities - Telephone & Internet - Chur	4,104	4,143	(39)
5.50.522	Property - Utilities - Security System Fee	880	780	100
5.50.524	Property - Elevator Expenses	0	929	(929)
5.50.525	Property - Fire & Security Alarm - Church	600	442	157
5.50.526	Property - Fire & Security Alarm - PH	400	1,272	(872)
5.50.531	Property - Utilities - Sewer - Church	200	151	48
5.50.532	Property - Utilities - Sewer - PH	200	190	9
5.50.533	Property - Utilities - Sewer - FH	120	92	27
5.50.541	Property - Utilities - Water - Church Acct 1070400	500	436	63
5.50.542	Property - Utilities - Water - PH Acct 1070200	250	227	22
5.50.543	Property - Utilities - Water - FH Acct 1069500	200	216	(16)
5.50.551	Property - Facility Fees	0	0	0
	<i>Total Facilities</i>	<i>62,803</i>	<i>\$61,448</i>	<i>1,354</i>
5.55.000	<i>Transfer to Property Major Improvements</i>			
5.55.101	Property - Transfer to Property Improvement Fund	6,000	6,000	0
	<i>Total Transfer to Property Major Improvements</i>	<i>6,000</i>	<i>\$6,000</i>	<i>0</i>
5.60.000	<i>Debt Service</i>			
5.60.101	Debt Service - Cemetery Loan Interest	972	972	0
5.60.102	Debt Service - Cemetery Loan Principal	3,600	3,600	0
5.60.201	Debt Service - FH Mortgage Interest	0	0	0
5.60.202	Debt Service - FH Mortgage Principal	0	0	0
5.60.301	Debt Service - PPP Advance Interest	0	0	0
5.60.302	Debt Service - PPP Advance Principal	0	0	0
	<i>Total Debt Service</i>	<i>4,572</i>	<i>\$4,572</i>	<i>0</i>
	<b>Total Expenses</b>	<b>\$310,826</b>	<b>\$278,696</b>	<b>\$32,129</b>
	<b>Difference</b>	<b><u>(\$29,123)</u></b>	<b><u>(\$12,720)</u></b>	

TLC  
Overview of Proposed Budget for 2022  
Rounded to Nearest \$100

**Summary of Current Fund Receipts and Expenses**

	2019 Actual	2020 Actual	2021 Budget	2021 Actual	2022 Budget
Regular giving	320,700	263,000	262,300	243,500	242,500
Glade Run rent & expense reimb	0	0	18,600	18,300	23,000
Facility fees, interest & other income	7,500	4,900	800	4,200	4,100
<b>Total receipts</b>	<b>328,200</b>	<b>267,900</b>	<b>281,700</b>	<b>266,000</b>	<b>269,600</b>
<b>Expenses</b>	<b>-302,400</b>	<b>-271,400</b>	<b>-310,800</b>	<b>-278,700</b>	<b>-290,800</b>
<b>Surplus (deficit)</b>	<b>25,800</b>	<b>-3,500</b>	<b>-29,100</b>	<b>-12,700</b>	<b>-21,200</b>

In addition to the income & expenses shown above, the Endowment Fund will distribute \$10,000 in January 2022; \$3,000 to supplement the Community Ministry budget and \$7,000 to partially offset the anticipated Current Fund deficit.

**Key Assumptions Made in 2022 Budget**

**Giving** - Regular giving declined by 7.4% in 2021, which also happens to be the about same rate of average annual decline for the last 5 years. Still, with the hope of some "normality" returning in 2022, we assumed 2022 giving will be essentially the same as 2021. If giving declines another 7.4% in 2022, that would be a shortfall of about \$18,000.

**Glade Run Rent** - increase due to 12 months of rent in 2022 vs. 11 months in 2021 and a scheduled rate increase.

**Payroll** - 4% raises for Pastor & Minister of Music; Office Administrator changed to an hourly part-time position.

**Mission Support (Synod Benevolence)** - TLC budgeted \$16,900 of Mission Support in 2019, 2020 and 2021. Council used its discretionary authority to increase this to \$17,500 in 2021 and is recommending \$18,000 for 2022. TLC entered the pastoral call process in 2021, which increases the time and effort spent by Synod personnel on our behalf. These modest increases to Mission Support in 2021 and 2022 help offset a portion of the Synod's extra attention to TLC during the call process.

When measured as a percentage of "regular giving" (excludes, interest, rent, designated giving, etc.), TLC's proposed 2022 Mission Support is about average for the Synod as a whole, and almost 1 percentage point above average for the 31 congregations in Conference Two (which includes TLC).

**Other Committees**- Council and Finance held a budget forum in November attended by representatives of every committee. The goal was to develop a realistic budget that supports and enhances TLC's ministries, while being mindful of fiscal constraints. This process resulted in a 2022 budget that meets substantially all committee requests for 2022 spending. Key new items for 2022 are as follows:

Community Ministry - \$750 for Faith in Action activities.

Administration - \$880 for Mutual Ministry, \$2,500 for Membership (formerly Stewardship).

**Full Budget Detail Available Upon Request**

TLC accounts for and budgets approximately 150 detailed line items. To give committees the flexibility to adapt to changing circumstances, we ask them stick to their overall total budget rather than focus on each line item. For that reason, and to conserve paper, this Annual Report includes just a 1-page summary of the proposed budget. The full budget detail is available to any voting member upon request to the church office at [office@trinitywexford.org](mailto:office@trinitywexford.org)

			TLC			
			2022 Budget Proposal			
	2019	2020	2021	2022		
	Actual	Actual	Budget	Actual	Budget	Comments
<b>Current Fund Receipts by Major Category</b>						
Simply Giving	68,472	87,441	87,400	73,700	73,700	2022 budget = 2021 actual rounded to \$00
Other giving	252,266	175,542	174,900	169,826	168,800	Same as above, minus \$1,000 special donation in '21
Regular giving	320,738	262,983	262,300	243,526	242,500	2021 actual giving 7% less than budget
Glade Run rent & utility/expense reimb	0	0	18,603	18,300	23,056	2022 budget reflects incr in GR rent per lease terms
Facility fees, interest & other income	7,545	4,905	800	4,150	4,100	2021 actual minus reduced interest income
Total Current Fund receipts	328,283	267,888	281,703	265,976	269,656	
<b>Current Fund Expenses by Major Category</b>						
Payroll	159,480	154,470	163,246	149,470	150,258	4% raises, 2022 benefit rates, change in OA to PT
Synod	16,896	16,900	16,900	17,500	18,000	Council reco \$600 extra '21, increase by \$500 in '22
Community Ministry	8,060	6,886	7,480	7,480	7,750	Reduced Pastor Discr by \$480, incr CM by \$750
						2021 budget incl \$5,000 equipment; spent \$850.
Christian Education	5,536	3,003	12,500	5,723	5,600	2021 actual incl \$1,000 O/S personnel for VBS
Worship & Music	5,408	2,114	5,995	4,849	5,075	2021 actual included \$1,710 for tent rental
						Haven't been spending, but can't budget nothing.
Youth	1,254	800	3,000	600	1,100	\$6,500 on hand in designated funds for Youth.
Administration	15,891	15,899	18,860	14,279	17,335	2021 budget included \$2,500 for 175th not spent
						Requested amt (some items budgeted for 2021 are
Technology	2,524	5,684	9,470	6,775	9,200	slipping into 2022 due to availability issues)
Property	77,482	60,838	68,803	67,448	72,169	Incr mostly lawn care, nat gas, snowplow & elevator
Debt	9,906	4,776	4,572	4,572	4,344	4% interest on average Cemetery loan balance
Total Current Fund expenses	302,437	271,369	310,826	278,697	290,831	
Surplus (deficit)	25,846	-3,482	-29,123	-12,721	-21,175	2022 deficit to be financed by \$7k of Endowment distribution and a portion of 2020 PPP grant
<b>Endowment Distributions (These are in addition to above budget figures; amounts determined by the Endowment Committee and Council)</b>						
Lutherlyn Camperships	1,300	1,200				
Community Ministry	1,030	1,800	3,000	3,000	3,000	
Subtotal - Outreach	2,330	3,000	3,000	3,000	3,000	Determined by Endowment Committee; 30%
Contracted Facilities Maintenance	3,000					
Property Fund	770	7,000	7,000	7,000		
Current Fund					7,000	To help offset part of anticipated deficit
Subtotal - Other	3,770	7,000	7,000	7,000	7,000	Determined by Council; 70%
Grand total	6,100	10,000	10,000	10,000	10,000	Determined by Endowment Committee

# Congregational Audit Guide

A resource provided by the Office of the Treasurer of the Evangelical Lutheran Church in America

## Exhibit IV: ANNUAL AUDIT REPORT

With this report, the Auditor(s)/Audit Committee present its audit of the financial books and records of the congregation and all its related organizations to the Congregation Council.

Church: TRINITY LUTHERAN CHURCH

Synod: SWPA SYNOD

### Audit Objectives

The audit objectives related to the internal audit of TLC 2019 financial books, records and operations include determination that:

(Note: Include objectives that relate to audit work performed; i.e., if Petty Cash is not reviewed that objective should be eliminated)

- All assets and liabilities recorded in the congregation's books and records are supported by appropriate independent documentation (i.e., bank statements and vendor invoices);
- All general ledger balances are appropriately reconciled to their underlying assets (i.e., bank statements) and liabilities (i.e., accounts payable) in a timely and accurate manner;
- All donations are properly classified on the financial statements in line with the donor's intent;
- Appropriate procedures are in place governing key financial operations and are being complied with;
- Proper segregation of duties is in place for all key financial transactions and are not being circumvented;
- All necessary insurance policies are in place and in force;
- The Sunday (or special) offering is handled and counted in dual custody;
- All monies generated and expenses incurred as a result of special events are properly accounted for and can be traced back to the general ledger;
- The petty cash fund is closely monitored and controlled; N/A DW
- All major capital expenditures have been approved by the governing body (i.e., Congregational Council) called for in the congregation's by-laws;
- Expenses are appropriately approved and supported by the appropriate documentation;
- Fixed assets exist and are properly recorded in the general ledger; N/A DW
- Personal identity information is properly safeguarded both in system and paper form;
- Controls over the payroll process are in place and operating as intended;



## Congregational Audit Guide

A resource provided by the Office of the Treasurer of the Evangelical Lutheran Church in America

- An appropriate records retention policy is in place and being complied with;
- All vendors receiving a payment in excess of \$600 annually receive a 1099; and
- The appropriate data processing controls are in place and operating as intended.

### Audit Conclusion

**Note:** The following is an example of the language that can be utilized to communicate the audit's result to the Audit Committee or the Congregational Council. This language can be modified to suit the conclusion; ranging from "Based on audit work performed, significant control weaknesses were noted to the extent that the council should not rely on the data contained in the church's financial statement's to "Based on the audit work performed, the books and records were found to be material accurate in all respects. Testing performed found no material control weaknesses."

Based on audit work performed to achieve the objectives listed above, the books and records of 2019 TLC appear to be materially accurate in all respects. Testing performed also found, with some exceptions as noted in this report, that the controls governing the financial operations process appear to be in place operating as intended. Although controls over financial operations appear to be adequate, additional work is needed in the following areas:

- Summation of key control issues noted.
- No inadequacies found

Implementation of the recommendations outlined in this report would help strengthen existing controls and provide additional efficiencies.

### Comments and Recommendations

Any exception(s) noted during the audit along with applicable recommendations to address the issue(s) identified should be entered in the explanation section of the report. Use additional forms if necessary.

When complete, the auditor(s) needs to sign and date the report.

**Copies of this Report should be filed with the Audit Committee Recording Secretary, Pastor, the chairperson of the Finance Committee and the Congregational Council.**

The auditor(s) has performed the procedures and testing called for in the audit program adopted by the congregation. In doing so, the auditor(s) has reviewed the procedures governing the financial reporting and operations process and has found the balances presented to be correct, procedures proper, and records properly kept, except as noted above.

Signed   
Auditor or Audit Committee Chair

Dated: 9/22/2021

The Congregational Council has reviewed this report and has discussed the recommendation(s) presented by the auditor(s) and the accompanying responses with the pastor and congregational management. The council will review progress being made to address any weaknesses identified in this report at subsequent council meetings.

Signed   
Presiding Congregational Council Member

Dated: 9/24/2021

# Congregational Audit Guide

A resource provided by the Office of the Treasurer of the Evangelical Lutheran Church in America

## Exhibit IV: ANNUAL AUDIT REPORT

With this report, the Auditor(s)/Audit Committee present its audit of the financial books and records of the congregation and all its related organizations to the Congregation Council.

Church: TRINITY LUTHERAN CHURCH

Synod: SWPA SYNOD

### Audit Objectives

The audit objectives related to the internal audit of TLC 2020 financial books, records and operations include determination that:

(Note: Include objectives that relate to audit work performed; i.e., if Petty Cash is not reviewed that objective should be eliminated)

- All assets and liabilities recorded in the congregation's books and records are supported by appropriate independent documentation (i.e., bank statements and vendor invoices);
- All general ledger balances are appropriately reconciled to their underlying assets (i.e., bank statements) and liabilities (i.e., accounts payable) in a timely and accurate manner;
- All donations are properly classified on the financial statements in line with the donor's intent;
- Appropriate procedures are in place governing key financial operations and are being complied with;
- Proper segregation of duties is in place for all key financial transactions and are not being circumvented;
- All necessary insurance policies are in place and in force;
- The Sunday (or special) offering is handled and counted in dual custody;
- All monies generated and expenses incurred as a result of special events are properly accounted for and can be traced back to the general ledger;
- The petty cash fund is closely monitored and controlled; N/A DW
- All major capital expenditures have been approved by the governing body (i.e., Congregational Council) called for in the congregation's by-laws;
- Expenses are appropriately approved and supported by the appropriate documentation;
- Fixed assets exist and are properly recorded in the general ledger; N/A DW
- Personal identity information is properly safeguarded both in system and paper form;
- Controls over the payroll process are in place and operating as intended;

## Congregational Audit Guide

A resource provided by the Office of the Treasurer of the Evangelical Lutheran Church in America

- An appropriate records retention policy is in place and being complied with;
- All vendors receiving a payment in excess of \$600 annually receive a 1099; and
- The appropriate data processing controls are in place and operating as intended.

### Audit Conclusion

**Note:** The following is an example of the language that can be utilized to communicate the audit's result to the Audit Committee or the Congregational Council. This language can be modified to suit the conclusion; ranging from "Based on audit work performed, significant control weaknesses were noted to the extent that the council should not rely on the data contained in the church's financial statement's to "Based on the audit work performed, the books and records were found to be material accurate in all respects. Testing performed found no material control weaknesses."

Based on audit work performed to achieve the objectives listed above, the books and records of THC 2020 appear to be materially accurate in all respects. Testing performed also found, with some exceptions as noted in this report, that the controls governing the financial operations process appear to be in place operating as intended. Although controls over financial operations appear to be adequate, additional work is needed in the following areas:

- Summation of key control issues noted.
- *No inadequacies found*

Implementation of the recommendations outlined in this report would help strengthen existing controls and provide additional efficiencies.

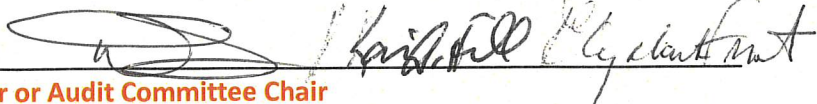
### Comments and Recommendations

Any exception(s) noted during the audit along with applicable recommendations to address the issue(s) identified should be entered in the explanation section of the report. Use additional forms if necessary.

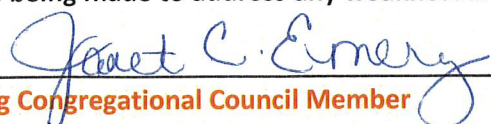
When complete, the auditor(s) needs to sign and date the report.

**Copies of this Report should be filed with the Audit Committee Recording Secretary, Pastor, the chairperson of the Finance Committee and the Congregational Council.**

The auditor(s) has performed the procedures and testing called for in the audit program adopted by the congregation. In doing so, the auditor(s) has reviewed the procedures governing the financial reporting and operations process and has found the balances presented to be correct, procedures proper, and records properly kept, except as noted above.

Signed  Dated: 9/22/2021  
**Auditor or Audit Committee Chair**

The Congregational Council has reviewed this report and has discussed the recommendation(s) presented by the auditor(s) and the accompanying responses with the pastor and congregational management. The council will review progress being made to address any weaknesses identified in this report at subsequent council meetings.

Signed  Dated: 9/26/2021  
**Presiding Congregational Council Member**