

**Faith Lutheran Church**  
**Voters Meeting Information Booklet**  
**May 19, 2024**

**Mission Statement**

**Know Christ**

**Live Christ**

**Make Christ Known**

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# Agenda for 2024 Spring/Summer Voters Assembly

1. Welcome, Opening Prayer, Roll Call and Introduction of New Members
2. Review and Approve Minutes of 2023 Fall/Winter Voters Meeting
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# **Staff Reports**

## **Sr. Pastor Report to Voters Assembly May - 2024**

### **Yea, though We Walk through Seasons of Transitions**

To the Voters Assemble of Faith Lutheran Church, Georgetown, TX, May 19, 2024

For both individuals and congregations, transitions can be challenging. Faith Lutheran Church currently finds itself in a season of multiple transitions, so it is not surprising for us to wonder what's next. What does God have in store for Faith, to bless, enlarge, and strengthen its ministry, as we undergo changes in staff while also reviewing our core values and strategic plans. This is a time of great opportunities—a time not to be wasted but embraced in stouthearted faith!

That we are living and serving in such a time should not be frightening to us. The Holy Spirit Himself, sent by God to empower the Church's witness to Jesus, faithfully guides believers into avenues of discipleship that serve divine purposes in the world. In no way has He abandoned Faith Lutheran Church. Just the opposite! Until the end of time the Spirit of God will continue to author calls into ministry and equip all Christians with spiritual gifts designed to serve the common good. (cf. 1 Corinthians 12:4-7 and 1 Peter 4:10-11) Consequently, we may be certain that all that is next for Faith will contribute to the "Great Commission" ministry entrusted to the Church by the risen Lord Jesus.

As Jonathan Loesch and Adam Perez leave their respective positions as Director of Child and Family Ministry and Director of Music and Parish Administration, Faith's leadership (officers, Church Council, Board of Elders, Personnel Committee, and Called Staff) has prayerfully considered interim plans for covering essential responsibilities. Some brief and partial examples: along with other current duties, Pastor Marriott will coordinate music ministry and serve as staff liaison to the Preschool Board and Stewardship Board, Austin Angerman will take on additional Christian education duties for students of all ages, and I will pick up additional work for Senior Ministry and serve as staff liaison to the Fellowship Board. Moreover, our leaders are unanimously recommending that Faith contract a technology firm to provide IT support services and hire a business manager to give professional-level attention to the "business" functions of a congregation that has by the grace of God been blessed with substantial growth.

What never changes is the essential identity of the Church. Believers in Christ remain sheep who hear the voice of the Good Shepherd and follow Him. His word is unchanged, unchanging, and unchangeable. His promises endure forever, and His sacraments unfailingly bestow the blessings of forgiveness and eternal life. While Satan will surely attempt to prey on the uncertainties awakened by transitions his lies cannot alter the truth that the living Lord adores His bride, gave His very life for her, pledged to be with her until the very end of the age, and from His throne in heaven always intercedes for her. (cf. Romans 8:34) In the confidence of Jesus' love, now as

ever, Faith is set to venture forth, marching through seasons of transition to the timeless joys of heaven. Along the way we will continue to preach Christ crucified and raised again, gladly sharing the new of salvation by grace through faith in Him so that others may join us in confessing His name and receiving from Him the crown of everlasting life. So—forward!

With you, embracing transitions prayerfully,  
Pastor Walt Pohland

## **Associate Pastor Report to Voters Assembly – May 2024**

Dear sisters and brothers in Christ at Faith,

It is truly a joy to serve Faith as Associate Pastor. You all have been a constant encouragement to me and to my family. We love being part of the Faith community!

As will be demonstrated in other reports, it has been an eventful year! Throughout this year, I have worked to intentionally build relationships with church staff, meeting with them regularly both individually and collectively. I've also enjoyed the opportunity to grow to know our church Elders and Council members through regular meetings and collaborations. We are blessed with wonderful leaders. I've also enjoyed the opportunity to preach regularly, write and lead worship services, teach Bible study, and assist in pastoral care. Finally, getting to know individual members and hear their stories has also been a true joy!

At the direction of the Senior Pastor and with the blessing of our Elders, I was privileged to offer catechesis for eight young members of our congregation who now participate in the Lord's Supper. It was a joy to see them grow in their understanding of the promises of God in Christ—forgiveness, life, and salvation by grace, through faith!

At the direction of the Senior Pastor and the Council, I was invited to participate in the Strategic Planning Process led by Bill Fuller. It was a joy to bring previous church and consulting experiences into that process, while also learning about many unique aspects of the Faith community. I'm thankful for the consensus that has been achieved around our strategic values—Discipleship, Worship, Christian Education, and Human Care—and I look forward to seeing us grow into these values in the coming months and years.

At the direction of the Senior Pastor and in communication with the Council and Personnel Committee, I will be assuming new roles in the coming months. I willingly accept interim responsibility for the musical aspects of worship at Faith, and I look forward to growing the team already in place for that purpose. I am also thankful for the opportunity to serve on a number of boards, including Hospitality, Preschool (where I am also currently serving as the supervisor for the Preschool Director), and Stewardship. All of these are collaborative efforts, and I'm thankful for each and every person involved. It has been a great relationship building opportunity for me.

I am thankful for the opportunity that Faith affords me to continue serving the wider church. I enjoy my opportunities to teach and lead at Concordia University Texas, where I serve as the Chair of the Theology Department. Additionally, I serve on the editorial board for Lutheran Mission Matters, a peer-reviewed journal, and on the advisory council for the Institute of Liturgical Studies at Valparaiso University. I presented at a number of conferences this year, and performed hymn festivals regularly across the nation. I love bringing your greetings to our many sisters and brothers in Christ in these adventures!

It has been a great first year! I look forward to the next, and the many more to come, as the Lord wills!

Rev. Dr. James F. Marriott,  
Associate Pastor

## **Jonathan Loesch's (final) DCE Report to Voters Assembly – May 2024**

### **CHILDREN'S SUNDAY SCHOOL**

- Three classes for the spring quarter:
  - The 3s, 4s, and 5s class meets in the Children's Ministry Wing, room B-114. The teacher is Ms. Dedie Wright. The assistant is Ariel Richers
  - The 6, 7, and 8 year-olds meet in the Children's Ministry Wing, room B-122. The teacher is Ms. Lisa Flachs.
  - The 9, 10, and 11 year-old students meet in the Kids Café (B-116) of the Children's Ministry Wing. The teacher is Jonathan Loesch, with Rachel Krueger as his assistant
- Sunday School Director: Mrs. Candy Ploetz
- We continue to use the *Enduring Faith* curriculum from Concordia Publishing House. We're on Unit 5: **"God Leads His Nation."**
- During our every Sunday Opening we have a brief devotion, sing some songs, take the offering, celebrate birthdays, and pray!

### **ADULT BIBLE CLASSES**

*Midweek mornings – winter quarter:*

- Wednesday Morning Women's Bible Class, led by Shelly Curren
- Thursday Morning Men's Bible Class, led by Austin Angerman – during Lent
- Grief Support Group, led by Dolores Karkoska

**Sunday mornings – Spring Quarter: April 7 – June 30**

- **Title:** "Lectionary Leftovers"  
**Leader:** Rev. Dr. Jim Marriott

- **Title:** True Woman 101: Divine Design (For women only, thanks!)  
**Leader:** Karyn Wilson
- **Title:** Review of the Christian Faith (“New Member Class”)  
**Leader:** Pastor Pohland

## **MISSION OF THE MONTH**

Our Mission of the Month for April is: **Rock House** of Georgetown

## **ROCK HOUSE MINISTRY**

The called staff, along with elder Phil Kirkle, lead a once-a-month worship & Sunday School experience (we call it “chapel,” they call it “church”) at the Rock House Day-Hab in town. The average attendance hovers around 50+ attendees, not including RH staff. Anyone is welcome to come lead worship with us and get to know our Rock House neighbors! Our next ministry event is tomorrow Wednesday, May 15<sup>th</sup>, from 9:30 – 11:00 AM. Join us!

## **OUTREACH KIDS CLUB: “VIP”**

- We meet at the Boys & Girls Club of Georgetown for our weekly Bible Kids Club (“VIP”) at the old Picket elementary at 1100 Thousand Oaks Blvd, leading two different age groups.
- There is a 6–8 year-old group that meets with us from 4:00 – 4:45 PM, and a 9–12 year-old group that meets from 4:45 – 5:30 PM.
- Our final VIP Club event is tomorrow, April 24<sup>th</sup>! We (hopefully) will resume “VIP” in September!
- Please let Austin or me know if you, or someone you know, would like to serve in this awesome outreach to children in our community. Adults and high school age youth are encouraged to use their gifts to serve in this way.

## **NURSERY CARE**

- We continue to offer nursery care for children (infant thru age 3) on Sunday mornings during the worship and Sunday School/Bible class times. Ms. Kassie, Ms. Danielle, Ms. Elizabeth, and Ms. Kara serve as our nursery attendants. Julie Reynolds is our substitute.
- We will be working with other boards to be able to provide even more nursery care and childcare opportunities – besides just Sunday mornings – for families in the future!

## **CRADLE ROLL**

- The Board of Education is currently in a restructuring of our Cradle Roll ministry!
- NOTE: *Cradle Roll is a ministry where Christian resource packets and cards are mailed to families who have recently had a child baptized here at Faith. We are currently restructuring Cradle Roll.*

## **FAITH LUTHERAN PRESCHOOL**

- We currently have 46+ children in our preschool. Registration is now open for the 2024-'25 school year! Please email our director, Ms. Sabrina: [director@flpreschool.com](mailto:director@flpreschool.com) for more info!
- We welcome Mrs. Wilkerson back to our staff, as our Pre-K teacher!

## **KIDS CORNER**

The “Kids Corner” replaced the “Busy Bags” as an area in the narthex for kids and families to pick up the weekly Sunday children’s bulletin. Also, *Happy Times* and *My Devotions* magazines are available for kids preschool age to age 11. You can also learn about the Sunday School “Mission of the Month,” pick up children’s offering envelopes, and other goodies and resources offered throughout the church year.

## **STAFF LIASION**

Jonathan is currently the staff liaison to the Board of Education, the Board of Fellowship, and the Preschool Board.

## **RETIREMENT**

After 17 years at Faith, and 42 total years of ministry as a DCE, Jonathan will be retiring from his called position on April 30<sup>th</sup>, 2024 (ONE week from today)! He has a multitude of fond memories and deep gratitude for the love and support he has received over the years here in the Faith community! Thank you and God bless you all as you lead, love, and serve God’s people here at Faith and in your communities!

Jonathan Loesch, Director of Christian Education (Children & Families)

# **Austin Angerman Report to Voters Assembly – May 2024**

## **High School**

I’m so blessed to be a part of High School ministry at Faith Lutheran Church in Georgetown. One of my guiding principles for the group was taken from the theme song of "Cheers": *Where Everybody Knows Your Name*. That’s sort of the goal for youth ministry in general, not just trying to bring youth closer to Jesus but also closer to one another in Christian Community. Going to baseball and lacrosse games, choir and band concerts, and visiting youth who are working at their jobs are all ways that I can connect with youth outside of church, and encourage them to support one another in the same way.

This past February we joined up with three other local Lutheran Churches for a high school retreat to Camp Lonestar. King of Kings in Round Rock, Good Shepherd in Cedar Park, Point of Grave in Pflugerville, and Faith Lutheran Georgetown all brought school youth for a weekend retreat, and it was a tremendous success. There was music, games, small group Bible studies, and a worship service on Sunday morning where our own Jim Marriott came and preached.



Everyone's excited for this to become an annual tradition, and more local churches are interested in joining us in 2025.

Currently there are two main offerings for high school youth, with a third starting up soon over the summer. Sunday School on Sunday mornings and E.C.H.O. (Echoing Christ's Heart to Others, which is essentially our weekly Wednesday night youth group) are the two primary ways in which kids gather together at the church. Soon we will start our Summer Bible Study which we have run every year for the past 3 years, visiting a different coffee shop in Georgetown each week and reading through a different chapter of the Bible together.

The following members of Faith Lutheran are graduating from high school this spring:

Timothy Baker	Landry Bouillion	Bradley Boyd
Elaine Flachs	Tanner Kesner	Lydia Steinly

If you get a chance, congratulate them on their accomplishment and keep them in prayer as they transition into this next big chapter of their lives!

### **Middle School**

#### **Our 2024 Confirmands:**

Ethan Caluette - John 15:5	Emily Domel - Proverbs 12:15
Ashlyn Hunter - 1 John 4:16	Graden Steinly - 2 Peter 3:18
Samuel Swenson - Psalm 23:4	

Our middle school group will get together once a month during the summer for a group activity and time of fellowship! These events are open to youth who have recently 'graduated' from middle school and are starting high school in the fall, as well as students who are leaving 5th grade and entering into 6th grade to start middle school this fall. We'll be getting dinner and going bowling on August 11th to celebrate the end of the summer and start of the new school year!

The Board of Education has begun talk of separating Middle School and High School Sunday School into two different classrooms. Currently, all of 6th - 12th grade youth meet in the same room and I teach their Sunday morning class. This can lead to difficulty in student processing with the age gap, and could potentially create a space issue if we have too many kids show up on a given Sunday. If you're interested in helping to lead either of these age groups, let me know!

### **Outreach**

We held our annual Easter Eggstravaganza event on March 30th, and had a wonderful turnout from families in the surrounding Georgetown community. Last year the event was successful although a bit chaotic, with more people than we had the resources or space to accommodate for (there were over 300 children in attendance last year, not to mention adults and volunteers). With so many people, it can be difficult to have a 1-on-1 conversation with a new family who is interested in learning more about our church. This year we intentionally advertised less so that

we could more easily manage the crowds, and have better interactions with families who attended. We had over 200 children in attendance this year, but it was much more manageable than last year and many connections with new families were made (some have even started attending Faith Lutheran and new member class!)

The most important part of these events is not the hot dogs or Easter egg hunts, but the members of Faith Lutheran who show up to mingle and meet new folks who are visiting our church. The connections we make as members of the church are so important in bringing the Good News to folks in Georgetown as we invite them to be part of our church community.

I've been working with Kristi Marriott, our VBS director on Faith's VBS 2024: Scuba which will be from June 3-7 this summer. If you're interested in being a part of this program, please reach out and we'd love to have you involved!

I've been working with Luke Wilson on beginning a Trail Life troop here at Faith Lutheran Church this fall. Trail Life is a Christian organization whose goal is to guide generations of courageous young men to honor God, lead with integrity, serve others, and experience outdoor adventure. If you are interested in this ministry and want to make a difference in the lives of boys of our congregation and community, please reach out to me and let me know!

### **Other**

Music lessons with children in the congregation continue to go well, and the number of kids involved is growing constantly. I currently have a waitlist of children who are waiting to take lessons, and we're looking at restructuring the program some over the summer to be able to accommodate for more children.

Lastly, the Board of Education has been putting together a monthly "Second Sunday Faith Family Fellowship" event, which is a potluck after church once a month where people of all ages in the church can come together to get to know one another better and spend time together at church. I encourage you to come to our next event and bring a meal or side dish to share!

# **Council and Committee Reports**

## **Church Council Chairman's Report to Voters Assembly – May 2024**

These first few months of 2024 have been a roller coaster ride. We began the year with two new Board Chairpersons and four new Assistant Financial Secretaries, but we still have two boards that do not have the leadership position filled; Community Outreach and IT. We began the year with a six-member ministry staff and as of the date of this Voters Meeting, we are down to four with Adam Perez leaving on June 2<sup>nd</sup> leaving us with three.

Our staffing issues were not the only roller coaster ride. In January we experienced some sanctuary lighting issues which on one Sunday left us so dark, we used candles to help light our service. Then, before we got out of January, multiple cold days caused a fire suppressant water pipe to burst and our sanctuary, family room, mailroom, narthex and library had up to two inches of water on the carpet before the system water valve could be turned off. Church services were moved to the Activity Center so the water could be removed and the contractors begin repairs.

Even with these distractions, our members and the ministry staff pulled together and we did not have any interruptions to our worship services or Bible study classes. A multitude of members and staff volunteered for a “fire watch” which was required by our insurance policy and the Georgetown Fire Department. These volunteers monitored the church and all the buildings 24 hours a day. Every fire watch shift was filled and I had to turn down many more who wanted to help. Praise God for all who volunteered! Many thanks also to the LWML who with other volunteers, cleaned the sanctuary of all the dust generated by the contractors repairing the damage so we could return to worship in our beautiful sanctuary.

Just as it took time and professional skills to repair the sanctuary lights and water damage, the council and the elders have begun the process of replacing the skills lost by the reductions in our ministry staff. In addition, our recently formed Strategic Planning Committee has created a foundation for the structure in our organization that we believe will help our congregation grow and achieve more of the goals our Lord and Savior Jesus Christ instructed us to aspire to. We will present more of the details at the Voters Meeting.

I pray that we have a large turnout for the May 19<sup>th</sup> Voters Assembly. We are in a state of transition. If we are to be successful in our missions to Know Christ, Live Christ and Make Christ Known, then participation and feedback is needed from all our members. The future of our church is in the hands of God. Come and be a part of that future.

Rick Schmidt  
Council Chairman

# **Board of Elders**

## **Report to Voters Assembly – May 2024**

### Purpose/Responsibility/Mission

Elders assist the Pastors in matters pertaining to the spiritual and social welfare needs of the congregation. We assist with worship service including distribution of Holy Communion and preparation of the Communion elements, Baptismal water, etc. Additionally, elders watch over the doctrine, life and administration of the Pastoral office and other called workers.

### Faith Lutheran Elders

Mike Best, Colbey Bullock, Lee Bundy, Paul HerrNeckar, Mike Whittaker, Ron Jiede, Phil Kinkle, Larry Tredemeyer, Terry Lester, Jim Mateos, Mike McPherson, John Ploetz, Gary Pohl, James Sanborn, Clinton Schulz, Bob Shepherd, Michael Thane, Greg Timoney, Larry Tippens, Luke Wilson, and David Wright.

There are currently 21 members on the Board of Elders, James Sanborn is Board Chair, Ron Jiede is Board Vice Chair, and Luke Wilson is Recording Secretary.

### Responsibility & Expectations

- Demonstrate in our daily walk our life in Christ
- Be active in worship and Bible studies
- Be personally responsible for fulfilling obligations (i.e. contacting Shepherding Group, covering worship assignments)
- Actively participate in Elder meetings
- Maintain confidentiality

### What Has Been Done This Year

The Elders have been very busy assisting Pastor, ensuring the services, and Communion flow smoothly. The men on the board have put much effort in ensuring that both members and guest feel welcome. Elders continue to remain in contact with their shepharding groups and are available should a need arise. Elders continue to assist with worship services, funerals and Communion services. The Elders have also been busy improving the safety of our congregation during worship services.

The Personnel Committee, which consist of 5 Elders, an at-large member, and the Congregation Chairman, is chaired by the vice-chair of the board, which is Ron Jiede. Because of staff changes and retirements, the Personnel committee has been busy talking with all the staff members to get a sense of what is needed in our ministry, as well as looking to fill a new roll in the church of a Business Manager, which is needed now because of our current office administrator accepting a call at another church.

James Sanborn  
Board of Elders Chairman

# **Board of Assimilation**

## **Report to Voters Assembly – May 2024**

### Current BOA Members

Gen Shepherd, Mary Fuller, Dorothy Bowers, Holly Decherd, Diana Tchida, Gayle Schulz, Jean Linderman, Dedie Wright, Gil Bowers, Bill Fuller

### Meetings are held prior to events for planning (quarterly)

We held a meeting on 9 November and 29 Feb to plan the 19 November and 24 March New Member Luncheon. Assimilation hosted a Taco Salad Advent meal which fed 72 people and a Taco Salad Lenten Meal which fed 75 people.

### New Member Luncheons

The New Member Luncheon on 19 November had a total of 40 attendees and 28 New Members. The luncheon on 24 March welcomed 10 New Members plus 4 guests for a total of 36 people. We have decided to alternate the menu between sandwiches, and chips purchased from HEB, fruit salad, green salad, desserts, drinks provided by BOA members, and BBQ chicken, potato salad, macaroni salad, slaw, 7 baked beans, dessert, and drinks, all provided by BOA members.

### New Member Directory and Faith Directory

Photos and Bio information is obtained from New Members and New Member Directories are compiled and distributed in the Narthex in the weeks following each luncheon. Photos of New Members are posted on the New Member Bulletin board and added to the Faith Directory, which is reprinted as needed for New Members and those who request them. Members were given the opportunity to update their Directory photo in February in the library but can send a new photo to us at any time. The most recent printing of the Directory was in early May. The online Directory updates immediately as information changes.

### New Member Interests to Committees and Ministries

New member interests are obtained from the Opportunities to Serve worksheet that each new member is invited to fill out after joining. This information is shared with the committee/ministry contact person so that the New Member can be contacted. New members are sent a welcome card and follow up email from BOA members in the weeks after joining.

### Assimilation and Stewardship

Over the summer, Assimilation and Stewardship will be inviting all members to learn more about what Faith has to offer and how to get more involved. The *Opportunities to Serve Handbook and Worksheet* will be made available in the Narthex and will also be provided online for the first time. A kickoff Sunday is being planned in June.

Respectfully submitted,

Mary Fuller - Co-Chairman    Gen Shepherd - Co-Chairman

# **Board of Christian Education**

## **Report to Voters Assembly – May 2024**

Dear Members of Faith Lutheran Church,

The board of education has been diligently meeting each month to discuss how we, as a church body, can better help people to know Christ through educational opportunities and resources. This comes out most notably in children and adult Sunday School, resources at the children's ministry table, and VBS. However, we also do many smaller things that may go unnoticed by some but are important to the education of many within our body of believers.

The Board of Education has traditionally advised on educational aspects from ages newborn-5<sup>th</sup> grade as well as adult, but since January 2024 we have expanded our advising to include 6<sup>th</sup>-12<sup>th</sup> grade as well. This means we will be working closely with Austin Angermann to advise on topics for 6<sup>th</sup>-12<sup>th</sup> grade Sunday School as well as potential changes to confirmation. This is a fun and exciting new avenue to explore in hopes of filling all ages of our younger members with God's Word and strengthening them to better go out and Live Christ and make Him known.

Another area in which wonderful changes are occurring is Children's Sunday School. As a church that values Christian education, what better place to live this out than with our youngest members, teaching them the depth and beauty of God's Word and surrounding them with His love and care. We will begin paying several college students to be the lead teachers, insuring stability which is so important with younger children and an opportunity for those college students to strengthen and develop some teaching skills to better serve in future ministry. Along with our lead teachers, we have begun asking congregation member to sign up to serve just one Sunday as an assistant in one of our three children's Sunday School classes. We are excited about being able to provide this opportunity which will allow the congregation to experience the teaching and catechizing of our children—the future of the church. We promise that by assisting in Sunday School, congregation members will be blessed. If it's been on your heart, consider this one more word of encouragement to sign up! Candy Ploetz has begun serving as Sunday School Coordinator. This is a big job and we are thankful to have her bless us with her time and talents. You can usually find her near the kids new check in station joyfully greeting the families and handing out stickers to the kids who've memorized theirs verse for the week.

VBS will be the first week of June this year under the direction of Kristi Marriott. We will be diving under the sea to discover friendship with Jesus. As always, we will need lots of volunteers to help us share the love of Jesus with the children, the congregation, and also many visitors from our community.

Cradle Roll has been around for many years. It's a program in which newly baptized babies receive pamphlets and cards from CPH throughout the first three years of their life. With our current Cradle Roll Director stepping down, we have decided to change this program to one titled "Baptismal Blessings." This allows for Faith to bless a person of any age after their

baptism. We have chosen specific books and resources for each specific age group to help them better come to know Jesus and grow in His baptismal blessings.

Elissa Grotefendt  
Chairman of the Board of Education

## **Board of Hospitality Report to Voters Assembly - May 2024**

The Board of Hospitality was established by the Council in mid-2023 and became official in January 2024. This Board was tasked to greet and share the love of Jesus with all that come to worship at Faith.

The Board is responsible for recruiting, training and scheduling ushers, greeters, and Welcome Center volunteers, each with a leader to oversee their schedules. We are also responsible for traffic control and baptism receptions as requested by Pastor Pohland. We have had five baptism receptions so far this year. In October 2023, the Board hosted an appreciation brunch after the late service for all the greeters, ushers and welcome center and baptism receptions volunteers.

The Board is also looking to find ways in which we can initiate interaction between our members and visitors before and after each service to make our visitors feel welcome at Faith. The Board of Hospitality currently meets once a month with our staff liaison, Jim Marriott.

Linda Bryan,  
Chairman Board of Hospitality

## **Board of Human Care Report to Voters Assembly - May 2024**

The goals of the Board of Human Care are: 1) to provide advocacy in each ministry; 2) to assist in making ministries known to the congregation; 3) to help coordinate publicizing of ministries; 4) to seek and evaluate new ministries as needs are identified in the congregation and community; 5) to encourage measurable goals within each ministry to provide direction, purpose and promote enthusiasm and; 6) to ensure continuity of ministries in the church and show love to those in need as well as to nurture relationships between the servants and those being served.

In 2024 members of Faith and its Human Care Ministries continue to carry on the Lord's work, serving and touching lives within our congregation, our community, our region, state, nation and into the world. Following is a year-to-date update from each ministry.

**Bags to Mats**

No Report

## **Bereavement Committee**

We have only served one meal for the year. There have been several funerals, but the family has not asked for a meal.

## **Caring Place**

No Report

## **Chrismons**

The Chrismon Ministry meets once a month, on the second Wednesday of the month, in room C-101 at 10:00 am. In 2023, we had our annual fundraiser on October 1 and 8. The funds collected help to purchase supplies for the 2024 Christmas activities. We have been asked by Pastor Pohland to prepare 30 wreaths with a Chrismon ornament for shut ins. Pastor Pohland distributes the wreaths to the appropriate recipients. The remaining funds that were donated will be used to purchase additional ornament kits for Faith's Christmas tree and supplies for the ministry during 2024. Beginning in November 2023 and throughout the Advent Season, Pastor Pohland distributed 30 wreaths to shut ins. These wreaths were prepared with fundraiser proceeds from October 2022.

## **Faith in Action Georgetown**

Faith in Action Georgetown (FIAG) provides services at no charge to non-driving seniors age 65+ who cannot afford a vehicle and related upkeep, and who live in their own homes in Georgetown or its ETJ. FIAG's mission is to help seniors maintain their independence and quality of life by providing transportation and other services. Faith in Action was formed by the cooperative efforts of area churches. It continues to draw much of its strength from its close association with these congregations.

FIAG provides many services to Georgetown seniors:

- Transportation: Volunteers provide rides for clients to a variety of destinations.
- Buddy Program: Volunteers check on seniors regularly to ensure their needs are being met.
- Van Program: FIAG's Go-Van-Go is a fun way for seniors to go grocery shopping.
- Medical Equipment Closet: FIAG provides wheel chairs, etc. free of charge.
- Information and Referral: FIAG provides needed information to seniors and their families regarding aging resources and services.

FIAG looks forward to a continued partnership with Faith Lutheran's support in promoting volunteer opportunities, awareness of services and financial contributions. Faith Lutheran's quarterly donations of \$200 are gratefully appreciated as they allow FIAG to continue providing transportation free of charge to Georgetown's senior adult population.

FIAG's Executive Director is Vickie Orcutt (512) 827-2644



## **Grief Support**

The Grief Support Group is intended to be a safe place where grieving people can talk about the loved who has died and how this loss has affected their life. We maintain confidentiality. We meet each Wednesday at 3:00 P.M. in the Family Room.

Grief is the process that God gave us to deal with all life losses so that we can get to acceptance. There are many life losses, other than the death of a loved one. Some other losses include health, abilities, relationships, career, finances, home, independence, etc. Participants are welcome to talk about these other losses, as well as the loss of their loved ones to death.

Group members leave the group at whatever point they feel that they are feeling acceptance of their loss and are less in need of a regular support group meeting. New participants enter the group after the loss of a loved one or some other significant loss. The number of participants is steady and increasing.

In addition to sharing the stories of our loss, we have a devotion each week. The devotions are encouraging and lead us to God as our source of comfort, strength, and hope. We read Scripture and pray. Information about activities and resources is shared.

Friendships are developed among the participants, and many have contact at church events and in their personal lives. Developing relationships with others is a tremendous blessing, especially for single people.

Please let grieving people (members and non-members) know that the group is available. We welcome those who have recently lost a loved one from this life and anyone who still needs to process longer term grief. Please pray for the functioning of the group as a whole and the individual participants.

**Habitat for Humanity**                      No Report

**Heartfelt Stitchers**                      No Report

**Hospital Chaplains**                      No Report

## **Lutheran Braille Workers**

Lutheran Braille Workers are volunteers throughout the USA. There are amazing letters of thanksgiving of blind people who rejoice when they can get God's Word in their language. In the USA a full Lutheran Braille Bible would cost over \$1,320 and many could never afford to purchase God's Word or devotional writings or a Hymnal.

The Devotional Booklets are in ENGLISH BRAILLE but most of the I & II Corinthians Booklets are in SWAHILI sent to East Africa as the Trade Language of East Africa is Swahili.

Faith has a faithful group of volunteers who meet MONTHLY on the SECOND MONDAY of each month from 12:00 noon to 2 PM.

Those who volunteer from Faith are:

Wayne and Jane Schmidt	Carol Hancock	Diane Huff
Jim Mateos	Kim Herndon	Karen and Dennis Sparks
Bonnie Tippins	Jan Roller	Pat and Lewis Klawitter
Paul and Lois Howe	Linda Bryan	Jeanette Faske

## **Lutherans for Life**

January 21st was Life Sunday. Susan Burton spoke about her experience at the Annual Lutherans for Life Conference on October 11-13 in Erlanger Kentucky. I (Janie) spoke about the gift and value of life given by God. A table was available for resources as well as making donations. I do not have the exact amount given, but I believe the total amount was in the \$1000 range divided equally between Lutherans for Life and the Pregnancy Care Center of Williamson County. I am very interested in the idea of making brief presentations at some of our church's small groups, informing them about the organization of LFL itself and the resources it offers. I would appreciate feedback from other committee members as to their interest in something like this or any other ideas to educate church members a little more about this valuable organization.

## **Lutheran World Relief / Quilt Ministry**

LWR Quilters meet each Tuesday of the month. In addition to quilting at the church, many of the ladies' quilt at home to increase the number of quilts we produce in a year. Currently we have completed 63 quilts since the ingathering of quilts in November 2023. We shipped 192 quilts this past year. The quilters are now offering support to the Isaiah House. We have contributed 5 children quilts. The fall Quilt/Craft sale will be October 27 with quilts/sale setup on October 26. The sale supports batting, quilting thread, sewing notions, shipping cost, etc.

## **Meals on Wheels**

Faith's Meals on Wheels team is made up of 43 volunteers. There are nine churches in Georgetown that carry out the MOW Georgetown program. Our team will deliver meals for six service weeks in 2024. January and April service weeks have been completed with June, August, October and December remaining. There are now fifteen delivery routes in Georgetown, delivering approximately 250 meals each day.

HEB continues to donate day old bakery items to Meals on Wheels on Saturdays and Sundays. Church volunteers collect these items on the weekend prior to their delivery service week. The bread and pastry items are distributed to Meals on Wheels clients on Monday and Tuesday along with their hot meal for the day.

Faith Lutheran will not collect peanut butter this year. It was determined that if each of the nine churches collected every other year on a rotating schedule there would be enough PBJ for those clients who wished to receive PBJ.

## **Military Care Support**

In 2023, 1,900 paracords were mailed to Operation Gratitude. Beginning in 2024, instead of bracelets, it has been changed to lanyards. There are 10 members in this ministry and so far they have completed 230 lanyards. Due to health issues, the leader, Neil Christiansen needs to step down and is asking for someone to take the lead in this ministry.

## **New Life Treatment Center / Upbring**

Each June and July, LWML Helping Hands asks the congregation to donate items or monies to support the needs at Upbring.

## **Prayer Ministries**

Prayer Warriors meet in person weekly at 9am on Mondays in the church library. We have eight prayer warriors and usually 5-7 who attend and pray. I am so thankful for their faithful prayers- for their love for the Lord and His people. Our Mission Prayer Team prays for monthly mission prayers by e-mail. The April Mission Prayer requests are included in this report. Please pray. Good Friday Prayer Vigil took place on Friday, April 7th from 7:00 AM to 7:00 PM. The family at Faith spent the day in prayer, petition, and thanksgiving, as we remembered our Lord's journey to the cross. Good Friday Prayer Vigil guides were available. We had 36 Good Friday Prayer volunteers- the most since before covid. Thanks to those who prayed that day.

## **Prayer Quilts**

Nineteen Prayer Quilts were presented between January 2023 and February 2024. Twelve were given to 11 members, and 1 non-member in need of encouragement. Seven were given to local politicians. There are 19 women on the Prayer Quilt roster. I am in the process of ascertaining who are the active quilt makers, monitors, or both. Our supply of quilts is very good.

## **Pregnancy Help Center of Williamson County**

Information about PHCWC was made available on Life Sunday as was the opportunity to make donations. The annual Barbeque Fundraiser for the PHCWC was promoted at our church through fliers and announcements.

Also, I received a letter from Danyel Londenberg, Executive Director, that the PHCWC will be moving their offices to a new and larger location! An increase in client visits (58% increase in 2023 over 2022), substantial local population growth, and public policy changes (decreased abortion access) and thus a greater responsibility for spiritual, emotional and material support for pregnant mothers and their babies has increased the need for a larger facility.

They will be moving to a new location at 2308 Old Airport Road in Georgetown sometime in the coming weeks. I will check in with Danyel to see how our church can support them further as they move forward in their mission of care for mothers and babies.

## **Stephen Ministry**

Our Stephen Ministers at Faith meet once a month, September-May, for Continuing Education studies. Earlier last Fall, we completed “Experiencing the Heart of Jesus, Knowing His Heart, Feeling His Love” by Max Lucado. We will soon be completing the newest book from Stephen Ministry St. Louis, “The gift of Empathy—Helping Others Feel Valued, Cared For, and Understood” by Joel P. Bretscher and Kenneth C. Haugk.

Our active Stephen Ministers are Al Basler, Bob Burton, and Larry Tippens. Andy Comer, who recently joined Faith with his wife, Sue, is also our trained Stephen Minister Leader with Kathy Nelson. We are pleased that Anita Frank is completing her 50-hour Stephen Ministry Training in May and will be joining our group.

Our plans are to focus on other Continuing Education studies, create more Stephen Ministry visibility at Faith, provide Stephen Ministry support for Care Receivers, and encourage training and participation by other members of Faith Lutheran Church. We will have a Stephen Ministry table at the Human Care Ministry Fair on Sunday, May 19th before and after each service.

## **Sunshine Friends from Faith**

The Sunshine Friends Card Ministry is blessed to continue this ministry. Faith’s homebound members are so appreciative that Faith Lutheran remembers them with a monthly card and prayers. This ministry continues to be a blessing not only to our Homebound, but to each Sunshine Friend. We continue to give thanks to God that we can continue this ministry. We are thinking of ways to expand this ministry to show more of God’s love to His beloved children.

Respectfully submitted,  
Susan Schmidt, Chair of Board of Human Care

## **Board of Parish Fellowship Report to Voters Assembly – May 2024**

A special thanks to all of the Board of Parish Fellowship members & all volunteers for another great year for their continued support & help in making the events we host a wonderful success. The board members are an awesome group of people: Denise Barnes, Tanya Pederson, Priscilla & Terry Lester, James Sanborn & Jonathan Loesch. Thanks to all of you. You are a blessing!

The January 2023 Planning Meeting was held at the Sanborn’s home. Board Members brought appetizers for a light meal prior to the meeting. There were no events planned for January or February 2023. Planning was done for the Lenten Meals scheduled for February & March. Other topics discussed were the Church Picnic, Movie Nite, Easter Breakfast & Ice Cream Social.

February & March consisted of Lenten Meals provided by the Board of Assimilation, Joy Mission Circle, Board of Elders, Board of Parish Fellowship & Friends of Faith. Vineyard Voice Concert was held on March 17<sup>th</sup> and about 80 people attended. Light refreshments were provided for attendees & choir members after the concert. Easter Breakfast was held on March 31<sup>st</sup> during the Sunday School hour and about 170 attended the meal. There was lots of great casseroles and pastries items. Also, great fellowship!

At our April meeting we thanked Jonathan Loesch for his service as Staff Liaison to our Board for the last 17 years. We will miss him dearly and wished him the best for new family memories & adventures in his retirement.

A movie night will be held on May 3<sup>rd</sup>. Board decided to re-show the movie Overcomer, which was done by the same group that produced Fire Proof & Facing the Giants. Popcorn & drinks will be provided by the Board.

### **Activities for the remainder of 2024**

The next event for board is an Ice Cream Social / Family Game Nite to be held on Friday, August 3<sup>rd</sup>. This will also be a collection for school supplies which will be donated to The Locker in Georgetown.

The annual Faith Picnic will be held on September 29<sup>th</sup> on church campus. This event is in the planning stages. Menu has not been determined, but barbecue may be considered. Congregation will probably be asked to bring sides & desserts.

Plans will be made to provide refreshments for another Vineyard Voice Concert probably in November – no date yet.

The Board of Parish Fellowship will also be working on planning the three Advent Meals in December. Congregation will be asked to bring desserts.

The board is always looking for additional members and welcome them with open arms! If interested, please contact Marlana Sanborn at (512) 818-0329 or [sanborn.marlane60@gmail.com](mailto:sanborn.marlane60@gmail.com).

In Service to Christ, Marlana Sanborn,  
Board of Parish Fellowship Chair

## **Faith Lutheran Preschool Report to Voters Assembly - May 2024**

Faith Lutheran Preschool will end the 2023-2024 school year on May 16. Graduation is scheduled for 9:10 am on May 15<sup>th</sup>. May 16<sup>th</sup> will be a Field Day. Teachers will have a workday on Friday, May 17<sup>th</sup>.

Summer Camp is scheduled from June 4<sup>th</sup> through July 25<sup>th</sup>. We currently have 32 students with room for 7 more. Director Sabrina Skelton, four teachers and an aide will be working. Camp is three days a week on Tuesday, Wednesday and Thursday.

Fall enrollment has begun with 41 students enrolled with room for 16 more. The Preschool will add a seventh classroom in the Fall. Preparations for the new room include paint, furniture and a water source.

The Preschool had a spring catalog fundraiser. Between sales and donations, we raised over \$3,000. Thank you to all who contributed.

Pastor Marriott will assume the duties of staff liaison with the retirement of Jonathan Loesch.

If anyone is interested in joining the Preschool Board, we welcome new members.

We are grateful for all the prayers and support we have received and we look forward to continuing our mission of providing high quality, Christ centered teaching to young children.

Faith Lutheran Preschool Board

Sabrina Skelton, Director  
Rene Maloney, Financials  
Paula Holland Price  
Kathy Nelson

Jonathan Loesch, Staff Liaison (retiring)  
Jane Hutson  
Ali Saladino  
Linda Robinson, Chair

## **Board of Stewardship Report to Voters Assembly - May 2024**

Your Board of Stewardship strives to praise, instruct, inform, and encourage good stewardship incorporating our Body of Christ's time, talent, and treasure in the joyful privilege and responsibility of proportionate, sacrificial, and first-fruit giving. The 2025 stewardship commitment drive is planned to occur this September.

We welcome Pastor Jim Marriott as our staff advisor and encourage additional board member participation at monthly Board of Stewardship meetings on first Thursdays at 8:00 AM in C104 of our Activity Center.

Look for Board of Stewardship articles in FAITH WORKS in thanks for our congregation's culture of generosity, emphasizing how opportunities abound, and our imagining the possibilities of service!

The 2025 FLCMS Capital Campaign, with the congregation's support, will likely be administered under the capable and experienced leadership of our Board of Stewardship's member, Gary Einam.

Thank you for your prayerful support of the FLCMS Board of Stewardship. Giving of our time, talent, and treasure is a privilege in response to all the Lord has done, does, and will do through the blessed ministry of Faith Lutheran Church, Georgetown, Texas.

Respectfully submitted,  
James L. Robinson, Chairperson, FLCMS Board of Stewardship

## **Minutes of the 2023 Fall/Winter Voters Assembly November 12, 2023**

### **Voters Assembly Actions**

- **Approved May and June Voters Meeting Minutes**
- **Approved Election of Church Council and Elders**
- **Approved Proposed 2024 Budget**
- **Approved up to \$40,000 from our reserve funds to replace the Heaters/AC units in the Activity Center**
- **Approved new Capital Campaign from 2025-2027 and also approved any excess funds can be directed to a Capital Reserve Fund.**

There were 96 Attendees. All were members of Faith Lutheran Church and 18 years and older.

1. The meeting was called to order at 12:38 p.m. by Rick Schmidt, Congregational Chairman. Pastor Jim Mariott opened with prayer. Rick presented the agenda to the assembly. Packet available, including Staff and Board Reports. Rick welcomed any new members.
2. Minutes from the May 2023 meeting and the June Special Voters meeting were approved with minor spelling corrections. Motioned, seconded, and passed unanimously.
3. Election of Church Council and Elders presented and unanimously approved.
4. Open Council Positions include:
  - Community Outreach
  - Trustees
  - Financial Secretary
  - Assistant financial Secretaries
  - Information Technology
  - Youth
5. Financials – Details are available in the packet.  
2023 YTD financial surplus as of 9/30/2023 = \$57,075  
Total Cash \$1,180,271 (Uncommitted Reserves \$526,773)  
Upcoming known expenses in the next few years include light repair, carpet

replacement, projector replacement, and organ replacement. Current Loan Balance for mortgage \$498,433

6. 2024 Proposed Budget discussed, motioned, seconded and passed with majority of ayes. New Business
7. Church Council requested expenditure of up to \$40,000 from our reserve funds to replace the Heaters/AC units in the Activity Center. (Separate from the Phase 2 remodel of the activity center). Unanimously approved.
8. Council requested the creation of a new Capital Campaign from 2025-2027. Any excess funds from the current campaign can be directed to a Capital Reserve Fund.

A motion to adjourn was made, it was seconded. Motion passed. The meeting was adjourned at 1:29pm. Pastor Pohland closed the meeting with prayer.

Respectfully submitted,  
Becky Paul, Recording Secretary

## **By Faith Capital Campaign Report Voters Assembly – May 2024**

Thanks to God's goodness and the generosity of the Faith community, we continue to make great progress towards our goal of paying off the current sanctuary loan. When the "By Faith" campaign kicked off in January of 2022 our remaining balance on the loan was over \$1.1 million. Due to pledges of over \$500,000, many generous debt reduction gifts and an accelerated payment schedule, our current balance is under \$360,000, a reduction of \$740,000 from the loan balance in January 2022.

At this rate, we should be able to pay off our sanctuary loan by early 2025. Praise be to God! This means that our 30-year mortgage could be paid off in less than 16 years, saving us hundreds of thousands of dollars in interest that can now be applied to future ministries.

Thank you to all of you who contributed to the By Faith Campaign and helped us steward our gifts from the Lord wisely and abundantly.

Respectfully submitted,  
Kristi Kirk  
By Faith Capital Campaign Chair



# Strategic Values Statement

Mission statement: *Know Christ, Live Christ, Make Christ Known*

Strategic values: **Discipleship, Worship, Christian Education, Human Care**

*Our Lord Jesus commands in the last chapter of Matthew to “go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey all I have commanded you (Matthew 28:20).”*

*Martin Luther echoes this in his baptismal hymn “To His disciples spoke the Lord, go out to every nation, and bring to them the living Word and this my invitation: let everyone abandon sin and come in true contrition to be baptized and thereby win full pardon and remission and heavenly bliss inherit (LSB 406).”*

*The Augsburg Confession (article VII) attests that the church is “the assembly of all believers among whom the gospel is purely preached and the holy sacraments are administered according to the gospel.”*

Therefore, in a community that intentionally cultivates joy and love, Faith Lutheran Church and Preschool (LC-MS) sees **Discipleship** as the nexus by which we *know Christ, live Christ, and make Christ known*. All Christians are made to be disciples, are empowered to live as disciples, and are called to make disciples. Discipleship involves (*a series of*) behaviors that God has done for us in Christ and that we, as Christ’s body, enact in the world by the power of the Holy Spirit. These behaviors include hospitality, reconciliation, advocacy, proclamation, generosity, intercession, praise and thanksgiving, and blessing. This overarching value of **Discipleship** is facilitated by three more specific values: **Worship, Christian Education, and Human Care**.

*The writer to the Hebrews exhorts the church to “hold fast the confession of our hope without wavering, for he who promised is faithful. And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another; and all the more as you see the Day drawing near (Hebrews 10:23-25).*

*Martin Luther, at the dedication of the Torgau Castle Church in 1544, commended that “nothing else may ever happen in [this new house] except that our dear Lord himself may speak to us through his holy Word and we respond to him through prayer and praise.”*

*The Augsburg Confession (Article V) attests “that we may obtain this faith, The Ministry of Teaching the Gospel and administering the Sacraments was instituted. For through the Word and Sacraments, as through instruments, the Holy Spirit is given, who works faith.”*

Therefore, **Worship** is the primary means by which we *know and live Christ* as individuals-in-community. The Sunday morning gathering is the primary place where we encounter God and receive his promises for us in Christ: forgiveness, life, and salvation. God delivers these promises to us through particular means: the reading, preaching, praying, and singing of His Word, the reception of the Lord’s Supper, and the confession and absolution of sins. Baptism

marks our initiation into God's Kingdom and our share in these promises, by grace, through faith. **Christian Education** is also a vital place where we learn the Word, and Faith maintains an active schedule and robust encouragement of regular and lifelong Christian education. Faith Lutheran Preschool is also faithfully oriented around the reading and teaching of God's Word.

*St. Paul writes exhorts the Christians in Rome to "let love be genuine. Abhor what is evil; hold fast to what is good. Love one another with brotherly affection. Outdo one another in showing honor. Do not be slothful in zeal, be fervent in spirit, serve the Lord. Rejoice in hope, be patient in tribulation, be constant in prayer. Contribute to the needs of the saints and seek to show hospitality (Romans 12:9-13)."*

*Martin Luther writes that "although the Christian is thus free from all works, he ought in this liberty to empty himself, take upon himself the form of a servant, be made in the likeness of men, be found in human form, and to serve, help and in every way deal with his neighbor as he sees that God through Christ has dealt and still deals with him (On Christian Liberty)."*

*The Augsburg Confession (Article VI) attests that "faith is bound to bring forth good fruits, and that it is necessary to do good works commanded by God, because of God's will, but that we should not rely on those works to merit justification."*

Through **human care**, we *live Christ and make Christ known*. By human care, we specifically mean the advocacy, intercession, and acts of service for the material and spiritual needs of our neighbor: family, friends, community, region, and world, bringing forgiveness, life, and salvation to all for the sake of Christ.

The **discipleship** behaviors, found in **Worship and Christian Education** and practiced in **Human Care**, are the ways in which we *know Christ, live Christ, and make Christ known*.

## **Council Proposal to purchase new LED Screens**

### **Existing Projector**

- Our existing projectors are approaching the end of their useful life
- Their useful life is approximately 20,000 to 30,000 hours
- Replacing the projector with old technology would be about \$100,000

### **Proposed Replacement – LED Screens**

- Useful life is 50,000 to 100,000 hours
- Modular screens are made of 16 panels; 4x4 configuration
- New product which was just released last year
- Cost of \$135,000 for hardware and installation
- Approximately \$8,000 for electrical work

## **Financial Review Committee Report Year ending December 31, 2023**

The Financial Review Committee reviewed the Faith Lutheran Church Treasurer's records for the year ending December 31, 2023. The review members were David Fischer, Warren Matson, Gretchen Kroesch, and Dave Gaulden.

At the May 2, 2024, meeting, Susie Logan, Financial Secretary and John and Barbara Gard, Asst. Financial Secretaires were present to answer questions regarding the counting and reporting of funds. At the May 4, 2024, meeting, Renee Maloney and David Paul were present to answer questions regarding verification of bank statements to the general ledger as well as answer questions regarding other points financially related found in the *Financial Review Committee Guidelines – Attachment 3, Faith Lutheran Church Office, and Board Handbook, approved 2-25-2014*.

### **REQUIREMENTS**

- A. Randomly select 2 or 3 specific dates and services for review. The review should include comparing the Shelby database vs. the Excel spreadsheets. The adding machine tapes created by the counters and the cash forms as well as the original offering envelopes shall all be verified against the Shelby and Excel data. –

*Task completed and no discrepancies found. The committee was impressed with the systems established and with the counting procedures manual created to guide future Financial Secretaries. The procedures manual is considered a good practice, and suggest the concept be adopted by other procedure owners.*

- B. Compare and verify that reported revenues/receipts for the review period are agreed between the Treasurer and Financial Secretary. This involves comparing the Purpose Giving List for the week against the deposit slips and bank statements received by the Treasurer-

*Task completed and no discrepancies found.*

*In addition, the committee randomly selected expenses and deposits found on the general ledger and compared those expenses and deposits to the bank statement. No discrepancies were found.*

- C. Verify that the annual printed summary report prepared by the Financial Secretary reflecting total receipts (Purpose Giving List) agrees with the computer database and the Treasurer's report. –

*The annual printed summary report agreed with the year-end Treasurer's report.*

- D. An interview was conducted to discuss the counting and posting procedures.  
*The process used has the necessary internal controls and contingency measures in place.*

## **SUMMARY**

- No discrepancies from requirements were found.
- The records between the financial secretary and the QB totals agreed for 2023.
- The counting and reporting of funds process is well organized with substantial contingencies in place. A well-documented manual is in place to guide future Financial Secretaries.
- The current financial process appears sufficient.
- Renee Maloney announced that she would be leaving the Georgetown area in two years and relocating to Kentucky. Renee is a vital component in the management of the church's bookkeeping and reporting to Council members. It is the committee's recommendation that the council proactively plan on seeking and training a bookkeeper prior to Renee's leaving Georgetown in two years. We suggest it is prudent for the procedures executed by bookkeeping and treasurer to be documented in a manual. This will aid both future procedure owners, as well as guide future Financial Review Committees for annual reviews.

Respectfully submitted,  
Dave Gaulden  
Committee Chairman

### ***Business Manager Job Description*** **FAITH LUTHERAN CHURCH** **FAITH PRE-SCHOOL**

#### ***Business Manager Primary Role:***

The primary role of the Business Manager is to support the ministry of Faith Lutheran Church and Faith Pre-School and its staffs by managing the day-to-day finance, purchasing, IT, Audio/Video Production, safety/security, building management, and office administrative activities:

#### ***Skills & Competencies Required:***

- Business Management, Accounting, Financial or equivalent experience.
- Proficient with Microsoft Office software and QuickBooks Non-Profit.
- Previous experience overseeing government reporting requirements for non-profits desirable.
- Ability to work in a team environment with minimal direct oversight.
- Maintain high level of confidentiality concerning personnel and budget matters.

#### ***Financial Management:***

- Review past Faith budgets and current state of economy and proposes to Church Council a revenue target for upcoming year.

- Ensure all required accounting functions are performed in accordance with Generally Accepted Accounting Principles (“GAAP”).
- Supervise the management of all accounting functions including debt repayment, Accounts Payable, Accounts Receivable, cash flows (church, pre-school, rentals, Columbarium, etc.), and payroll.
- Ensure tax forms, regulatory reports, and property & insurance information are filed on a timely basis.
- Review invoices and recommend to Church Council utilization and distribution of existing designated funds vs. current budgets.
- Provide record management and administration for the Columbarium.
- Ensure an Annual Financial Review is performed by an Audit Review Committee on Faith’s and Pre-School’s financial records in accordance with Faith By-laws.
- Work with church office, the Financial Secretary, and member volunteers to ensure that all contribution records are maintained and accurately reported.
- Work with church office to ensure that all membership statistics are maintained and accurately reported.

***Office Administration & Personnel Management:***

- Supervise support staff: Bookkeeper, Facilities Manager, IT staff, Audio/Visual Production, and Church Secretarial/Administrative Staff.
- Assist in coordinating and executing Called Staff programs/activities.
- Manage procurement processes; manage inventories and supplies.
- Maintain an updated copy of the Church Constitution and By-Laws and advise Church Council of any areas requiring review/updating.
- Maintain an updated copy of the Faith Employee Handbook; ensure that policies developed by the Elder-Personnel Committee are properly executed and that the Handbook remains current and is signed by all Faith staff.
- Under guidance of the Personnel Committee, ensure that Annual Performance Reviews are completed and maintained for Faith non-Called staff.
- Ensure that salary administration, job description creation/updates, hiring, and termination are conducted in accordance with the Employee Handbook, state, and EEOC guidelines.
- Coordinate Faith church staff vacation schedules; record illnesses and other off-duty time.
- Serve as primary point of contact with Concordia Benefit Plans to ensure adequate insurance and other benefits are provided to Faith staff in accordance with plans/programs approved by the Personnel Committee.

***Records Management and Administration:***

- Organize past church records for future use.
- Manage church records (Voter’s Assembly Minutes, contracts, financials, etc.) per Record Management Policies adopted by the Church Council.
- Provide annual February update to Church Council verifying that all church records have been accurately received and filed per Record Management retention guidelines.

***IT/Audio Visual Production:***

- Manages all IT and Audio/Visual Production activities in Faith facilities.
- Researches and recommends hardware/software systems upgrades or changes to IT Board for implementation.

***Safety & Security:***

- Manage the Safety & Security Policy; update and implement Policy revisions periodically including programming door locks and camera recordings as approved by Church Council.
- Coordinate safety/security upgrades with outside vendors.
- Develop security Fob Policy; distribute Fobs to eligible Faith staff and members; assure FOBs returned from staff and members who are no longer eligible to receive.

***Property/Facilities Management:***

- Administer policies and procedures for use/rentals of church property; coordinates use of church facilities; signatory on facility rental contracts.
- Ensure that a church calendar is maintained for events, meetings, and facility utilization.
- Manage communication systems for church facilities; ensure calls into and visitations to the church are handled promptly.
- Manage Faith communication programs, e.g., Sunday Service recordings, outreach communications, “Faith Works”, and other Faith-based mailings.
- Manage property, casualty, and liability insurance coverage plans; ensure that competitive bids are obtained on annual basis.
- Maintain an up-to-date inventory of church property and equipment.
- Review and negotiate all contracts; maintain all contractual records per Record Retention Policies.
- Oversee all repairs, upgrades, etc. made by outside vendors; ensure all work conducted within Council Policy guidelines.
- Oversee management of maintenance by Facilities Manager for buildings and grounds and coordinates with Board of Trustees.
- Manage facility, custodial, and insurance contracts.

***Church Meetings:***

- Attend Church Council and Faith church staff meetings.
- Liaison to Board of Trustees, IT Board, and other Boards as assigned.
- As requested by Board Chair, attend Board/Committee meetings as an informational resource.

***Accountability:***

- Business Manager reports to the Senior Pastor and Church Council.