

Christus Victor Lutheran Church 2017 Annual Meeting



**January 29, 2017
Supplemental Details**

Committee Updates

Council

2016 Accomplishments:

- 1) Supported Pastors during family leave and sabbatical
- 2) Building Feasibility Study completed with presentations to congregation
- 3) Natural Church Development follow-up survey completed after formation of a new Church Health Team
- 4) Successfully negotiated new parking lot lease agreement with MVTA Park & Ride

2017 Goals:

- 1) Feasibility Study Outcomes: Ministries – “Preparing for our Future Together” by working with committees to address action items resulting from questions and comments that members of the congregation provided during the feasibility study.
- 2) Feasibility Study Outcomes: Building – Form a building committee to evaluate and guide us through next steps. Including forming sub-teams to focus on specific areas, develop more detailed specifications, get and evaluate bids, select and partner with specialists...architect, contractor, fundraiser, lender, etc.
- 3) Constitution and bylaw updates: Make mandatory changes to congregational constitution, which was recently required by the ELCA, and update bylaws.
- 4) Improve transparency and communication

Members: Mike Radke, Sarah Thomson, Brenda Fischer*, Heidi Horgen, Shane Colin, John Christianson*, Stacey Klein, Aaron Nyquist, Dawn Glewwe, Barb Damlo, Pastor Kent Claussen Gubrud, Pastor Steve Biedermann (* Emeritus)

Adult Education

2016 Accomplishments:

- 1) Wednesday Night Adult Classes
- 2) Thursday Morning Bible Study
- 3) Women’s and Men’s Retreats

2017 Goals:

- 1) Increase Wednesday night attendance
- 2) Continue Thursday Bible Study, retreats for women and men
- 3) Began the monthly Bible & Brew for men
- 4) Planning for FAITH5 Fellowship Groups for Adults

Leader: Pastor Kent Claussen Gubrud

Senior Connections

Senior Connections is an extension of Adult Education, which provides fun, fellowship, Bible Study and prayer as well as service project opportunities for seniors. The group helps clean the sanctuary every fall, have potlucks together, meet for breakfast or lunch, attend plays or concerts at local high schools and other events, as well as partners with Social Ministries to volunteer on some of the programs at Greenleaf Elementary.

Leaders: Darlene Newman and Marlene Leick

Audit Committee

Accomplishment: Conducted independent audit of CVLC financial processes and reporting using Synod guidelines.

Members: Kathy Wittnebel, Char Bergstrom, Carla Tappainer, Julie Porter

Building Feasibility Steering Committee

2016 Accomplishments:

- 1) Architectural Review
 - Structural Assessment
 - Electrical Assessment
 - Water and Electrical Assessment
 - Concept Architectural Plan
- 2) Campaign process
- 3) Meetings with congregation
- 4) Surveys of congregational members
- 5) Report from fundraising company

Members: Lois Stark (chair), Al DeGrand, Julie Fercho, Mike Finstad, Claudia Glinski, Tom McDonald, Sally Montesinos, Ed Odden, Sandy Tranby, Pastor Steve Biedermann, and Pastor Kent Claussen Gubrud.

Council Members Shane Colin and Mike Radke joined the team after the “final” concept was decided upon and presented to council to help prepare for the congregational sharing/dialog meetings.

Children & Family Ministries

2016 Accomplishments:

- 1) Re-purposed Cinema and Church Mouse
- 2) More people volunteering for Faith Trek
- 3) Sponsoring Christian from the DR
- 4) Families involved with Advent Readings
- 5) CFM calendar was more balanced and better communicated this year
- 6) VBS attendance: 45

2017 Goals:

- 1) Explore and implement Cross-Gen Ministry Options
- 2) Continue Sponsoring Christian from DR and FMSC
- 3) Transition leadership and vision for VBS and Faith Trek

Members: Jennifer Radke, Stacey Klein, Kristen Schulz, John Indrehus, Mike Finstad, Pastor Steve Biedermann

Communications

2016 Accomplishments:

- 1) Expanded the use of Email Tools, Facebook and Announcements
- 2) Maintained the CV website
- 3) Continued publication of Voice of Victory Newsletter including e-newsletter every month

2017 Goals:

- 1) Redesign and upgrade the CV Website
- 2) Provide CV with the necessary communication tools to inform and engage all members in the life of the church
- 3) Grow the Communications team – THIS IS A CALL TO ACTION TO ALL MEMBERS – JOIN THE TEAM TO HELP ACCOMPLISH OUR GOALS.

Members: Shane Colin and Barb Damlo

Church Health Team

2016 Accomplishments:

- 1) Assembled and oriented the new team
- 2) Conducted follow-up survey of the congregation

2017 Goals:

- 1) Present survey results to the congregation
- 2) Complete affinity exercise with the congregation
- 3) Complete brainstorming exercise with the congregation
- 4) Establish an implementation team
- 5) Develop and move forward with an implementation plan for improving the lowest quality characteristic from the survey

Members: Shane Colin, Barb Damlo, Ron Hansen, Will Holman, Scott Thureen

Cross+Gen Ministry (Cross Generational Ministries)

2017 Goals:

- 1) First Dream Team Meeting January 7, 2017
- 2) Introduce FAITH5 throughout the church
- 3) Create opportunities to learn, experience, and practice Cross+Gen
- 4) Spring Conference with Mt. Calvary in Eagan

Endowment

2016 Accomplishments:

- 1) Awarded two \$500 secondary school scholarships to graduating high school seniors
- 2) Provided \$167 charity contributions to 360 Communities and Special Olympics MN
- 3) Held an educational and fundraising event that netted \$700 for the Endowment Fund

2017 Goals:

- 1) Award scholarships to graduating high school seniors
- 2) Provide contributions to outside charities as required by the InFaith Foundation
- 3) Provide information to the congregation concerning the purpose of the Endowment Fund and options for contributing to the fund

Members: Doug Walter, Rick Buffie, Scott Thureen, Pastor Kent

Finance

2016 Accomplishments:

- 1) An audit was completed by an internal audit committee using procedures in line with synod recommendations
- 2) The scrip fundraising participation remained flat

2017 Goals:

- 1) Determine the valuation of fixed assets
- 2) Work with the Stewardship committee to identify the capital campaign capacity
- 3) Recruit at least one new committee member

Finance Members: Steve Nierengarten, Tom Iaria, Dave Sunwall, Deanna Luke, Jenny Rice, Heidi Horgen- Financial Secretary 2016, Brenda Fischer- Treasurer 2016

Hospitality

2016 Accomplishments:

- 1) Sponsored and supported 5 events
 - Girls of All Ages Tea Party (April)
 - Rally Sunday Picnic meal (Sept)
 - Ministry Fair (Nov)
 - Consecration Sunday Celebration – with Stewardship Committee (Nov)
 - Thanksgiving Pie Fest (Nov)
 - Advent Decorating and Breakfast Pot Luck with Worship Music Committee (Nov)
- 2) Provided treats and beverages for Sunday morning Fellowship
- 3) Maintained the CVLC Kitchen
- 4) Refreshed fall decorations in Narthex

2017 Goals:

- 1) Maintain the CVLC kitchen and keep supplies stocked for all CVLC groups
- 2) Coordinate and provide treats, juice and coffee for Sunday morning fellowship
- 3) Plan 5th annual Girls of All Ages Tea Party in the Spring
- 4) Sponsor / support church-wide events during the year
 - Including: Rally Sunday Picnic, Consecration Sunday, Thanksgiving Pie Fest

Members: Nancy Erler, Joey Fritz, Paula Lunde, Julie McDonald, Sally Montesinos, Fay Peterson, Barb Rice, Kris Scott

Missions

2016 Accomplishments:

- 1) Successful mission trip with seven team members sent to the Kids Alive orphanage in the Dominican Republic.
- 2) Continued to provide opportunities (held Baskets of Love, injected prayers and songs into worship) for CV members to become more deeply engaged in Missions work.
- 3) Continued sponsoring secondary education of Tanzanian students through scholarships.

2017 Goals:

- 1) Provide support to the Youth Mission Trip Summer 2017
- 2) Continue the planning of a future DR Mission Trip in 2018 and a Tanzania Mission Trip in 2019
- 3) Continue to engage CV members in Mission opportunities through events, conversation, programs and fund-raising.

Members: Lindsay Biedermann, Pastor Steve Biedermann, Diana Buffie, KC Claussen Gubrud, Barb Damlo, Deanna Luke, Jody McDermott-Baty, Carrie Peterson, Audrey Smith

Mutual Ministries

2016 Accomplishments:

- 1) Successful Family Leave Implementation
- 2) Successful Sabbatical Implementation

2017 Goals:

- 1) Support of staff: create a sub-committee focused on connecting with the staff on a one-on-one basis four times per year.
- 2) Review job descriptions and staffing needs
- 3) Create an inventory of documents and timeline

Members: Diana Buffie, Cassi McMayer, Sarah Thomson, Mike Radke, Andrea Perendy, Pastor Kent, Pastor Steve, Mary Olson* (* Emeritus)

Nominating Committee

Accomplishment: Reached out to potential nominees for church council.

Members: Paul Olson and Jennie Rice

Property

2016 Accomplishments:

- 1) MVRTA Park and Ride Agreement
- 2) Re-Organized Garage (you can see the floor again)
- 3) CV Cinema and Youth Room Refresh

2017 Goals:

- 1) Refresh the South Bathrooms
- 2) New Fellowship Hall carpet
- 3) Protective Sun Screen and Permanent Back-light installation

Members: Rich Jorgensen and Rick Buffie (Co-Chairs), Ed Odden, Karl Dobberman, Noah Wever, Mike Orman, Kari Montague, Ginny Skogen

Capital Improvements Team

2016 Accomplishments:

- 1) Added Sound System and Mixer to sanctuary
- 2) Renovated the CV cinema
- 3) Lengthened sidewalk from MVRTA shelter to the North along Pennock Avenue

Funding used from mortgage refinance in 2013

Members: Lois Stark and Property Committee

Social Ministries

2016 Accomplishments:

- 1) March Food Drive: CVLC donated over \$3000 to help stock local food shelves
- 2) Blood Drive: The CVLC blood drive collected 25 units of blood for blood banks
- 3) Newborn kits: 225 newborn kits donated and assembled by CVLC volunteers helped make childbirth safer for women unable to give birth in a health facility
- 4) Summer Reading: CVLC members helped new readers retain their reading skills over the summer months
- 5) Greenleaf Elementary school supplies: CVLC members donated and helped to provide over 100 elementary students with necessary school supplies
- 6) Garage Sale Concession Stand: donations to the concession stand and volunteers helped raise \$1600 that was used for Thanksgiving Baskets
- 7) Greenleaf Elementary Winter Gear: Donations of jackets, gloves and hats help keep children in our community warm
- 8) Greenleaf Elementary Backpack Food Program: CVLC made a \$3900 donation providing food every week for 9 months to 30 Greenleaf Elementary families to fight hunger over the weekend

- 9) Greenleaf Elementary Homework Helpers: CVLC volunteers helped elementary students with their homework after school
- 10) Feed My Starving Children: On October 29, 2106 CVLC volunteers packed 48,000 meals to help fight hunger around the world – enough to feed 133 children for one year!
- 11) Thanksgiving Baskets: 250 Thanksgiving baskets donated and assembled for families in our communities
- 12) Armful of Love: CVLC members sponsored 10 families by providing wrapped Christmas gifts, which were delivered to the 360 Communities warehouse space

2017 Goals:

- 1) Continue to be involved with the Greenleaf Kindness Connection
- 2) Explore opportunities to assist seniors in our congregation
- 3) Integrate youth involvement in committee projects

Members: Cindy Baubie, Brenda Kroeten, Peggy Sunwall, Nancy Colin, Alice McCammon , Barb Damlo, Alana Thureen, Liz Kelly, Michelle Iaria, Deanne Allard, Connie Orman, Audrey Smith, Beth Doeden, Sally Cole, Pastor Steve Biedermann

Mission: The Social Ministries Committee exists to serve the local and global body of Christ with faith, love and open arms. The committee facilitates and encourages opportunities for persons to engage in service by means of prayer and of donations of time, money and goods.

Stewardship

Members: Pastor Kent Claussen Gubrud, Pastor Steve Biedermann, Shane Colin, Andrea Dobberman, Beth Doeden, Paul Fischer

Welcoming

2016 Accomplishments:

- 1) Consistently promote video and newsletter articles
- 2) Held two “Let’s Get Acquainted” sessions with visitors and Committee members
- 3) Handed out over 50 visitor packets; 12 individuals/families joined CV
- 4) 1st ever karaoke sing-a-long to the song “All Are Welcome”

2017 Goals:

- 1) Training for congregation on connecting with visitors and members and welcoming in your neighborhood
- 2) Formalize new member sponsor program which will call for ongoing sponsor mentoring of new members
- 3) Continue the “Let’s Get Acquainted” sessions with visitors

Members: Jaclyn Brandes, Cheryl Schultz, Denny Kneller, Mike Montesinos, Ed Odden, and Council liaison Dawn Glewwe

Worship & Music

2016 Accomplishments:

- 1) Designed & Painted three (3) banners for Sanctuary
- 2) Replaced back-facing Screen projector
- 3) New sound board (mixer)
- 4) New microphone stands
- 5) Traditional Communion service procedure change
- 6) Added Liturgy musicians
- 7) New Paraments (by Mary Olson)

2017 Goals:

- 1) New microphone
- 2) Additional new Paraments
- 3) Arrange ELW Liturgy for Liturgy Musicians
- 4) Decorating changes
- 5) Spirit Bound Reunion
- 6) Respond to Worship needs

Members: Courtnie DeGrand, Sharilyn DeGrand, Janice Johnston, Valerie Kneller, Trudy Matthys, Julie McDonald, Anne Nyquist, and council liaison John Christianson

Youth

2016 Accomplishments:

- 1) Mission trip to the Boundary Waters
- 2) Confirmed 13 youth
- 3) 18 youth involved with Summer Stretch
- 4) 20+ high school students involved in Connections and Youth group, most of them are involved in leadership roles at church

2017 Goals:

- 1) Peer youth ministry leadership training
- 2) Mission Trip to South Dakota
- 3) Grow more opportunities for intergenerational ministry
- 4) Recruit new leaders for Summer Stretch

Leader: Pastor Steve Biedermann

A big thank you to our leaders:

Confirmation: Arlan Olson, Mike Radke, Jody McDermott-Baty, Andrea Dobberman, Stacey Klein

FLOCK HS Youth: Carrie Peterson

DEKAF: Ed Odden, Dawn Glewwe, Arlan Olson;

Connections: Rick Buffie, Steve & Paula Nierengarten

Summer Stretch: Paula Nierengarten, Susan Edman, Andrea Dobberman

Rock Band: Courtney

FINANCIAL REPORTING

2016 Results

	2016 Actual (000)	2016 Budget (000)	B/(W) Budget	% Growth Over 2015 Actual	
Offering	469.8	479.8	(10.1)	4.58%	A
Other Receipts	51.6	57.0	(5.4)	-2.62%	B
Total Receipts	521.4	536.8	(15.4)	3.82%	
Administration	19.7	20.5	0.8		
Benevolence	28.8	28.8	0.0		
Benevolence (Garage Sale)	1.0	1.4	0.4		
Total Committees	18.2	24.4	6.2		
Mutual Ministries	328.2	338.5	10.3		
Property	102.0	106.1	4.1		
All Other	7.9	9.8	1.9		
Total Expenses	505.7	529.5	23.7	2.32%	C
Net Surplus (Deficit)	\$15.6	\$7.3	8.3		
Reduction in Mortgage Principal Balance	(11.3)	(11.2)	(0.1)		D
Contributions: Building Fund	6.0	0.0	6.0		E
Feasibility Study Expenses	(31.3)	0.0	(31.3)		F
Increase (Decrease) in Available Cash	(\$20.9)	(\$3.9)	(\$17.0)		

- A Total giving at 97.9% of budget; better than previous 3 years at 2015: 94.8%, 2014: 96.2%, 2013: 96.5%.
- B Actual Other Receipts were under budget primarily as a result of two items: 1) Garage Sale Income was approximately \$3,000 less than budget, and 2) \$3,000 was budgeted for Try Tithing which wasn't done in 2016.
- C Actual Expenses were under budget as result of committees managing budgets closely. Items of significance less than budget:

Staff / Continuing Education	9,000
Utilities / Snow Removal Costs	4,900

Try Tithing Not Done in 2016	3,000
Hospitality Supplies	1,800
Confirmation / Peer Ministry	1,000
	<u>19,700</u>

- D Pursuant to 2014 Auditor Recommendation, CV changed methodology for recording mortgage payments. Only the interest portion of the payment flows through expenses; the principal portion of the payment flows through the Balance Sheet as a reduction of the Mortgage Payable.
- E Gift was made in 2015 for Building Fund. Was held in restricted In/Out Fund until used for Feasibility Study Costs in 2016. At time of use, the contribution was recognized on the Statement of Activities.
- F See description of Feasibility Study Expenses at Page 16.

2016 Available Cash

	12/31/16 (000)	12/31/15 (000)	% Growth Over 2015	
Endowment Fund (Permanently Restricted)	\$28.1	\$27.8	1.2%	A
Cash Reserves (Building, Repairs, etc)	\$90.2	\$120.4	-25.1%	B
<u>Unrestricted Cash</u>				
Cash - General Fund	123.8	109.8		
Current Liabilities	(70.5)	(54.0)		
Available Cash	53.3	55.8	-4.5%	C

- A **Permanently Restricted Funds can be used only to fulfill purpose of Endowment Fund.** Increase from Prior Year is due primarily to market appreciation on the account exceeding scholarship payments during 2016.
- B **Cash Reserves are funds that Council has restricted for use and can be used only for those restricted purposes (such as Building and Property Improvements or in Emergency Situations.)** Decrease of \$30K in Cash Reserves due primarily to expenditures related to the Feasibility Study during 2016 offset by previous gift received for the building project.
- C **Unrestricted Cash is cash that is available for general operations.** Changes in available cash primarily related to 1) 2017 gifts received in December 2016 and 2) December gifts received for future building addition projects. These gifts resulted in increase to cash AND increase in current liabilities as these funds are temporarily restricted for use.

2017 Proposed Budget

	2017 Budget (000)	% Growth Over 2016 Actual
Total Offering	\$486.8	
Property Income	25.7	
Garage Sale (gross receipts)	12.0	
All Other Receipts	17.7	
Total Receipts	\$542.1	4.0% A
Administration	\$21.6	
Benevolence (6%)	29.2	
Benevolence - Garage Sale (10%)	1.0	
Total Committees	25.5	
Mutual Ministries	353.4	
Property	107.2	
All Other Expense	10.9	
Total Expenses	\$548.8	8.5% B
Net Surplus (Deficit)	(\$6.7)	C
Reduction in Mortgage Principal Balance	(\$11.9)	
Increase (Decrease) in Available Cash	(\$18.6)	

A Total Receipts, at \$542.1K, is 4.0% higher than 2016 Actual Receipts. Improvement driven by increase in Pledged Offering over 2016 and anticipated 2017 Try Tithing (\$2.5K).

B Total Budgeted Expenses of \$549.4K is 8.9% (\$45K) higher than 2016 actual. Increase related to:

* Mutual Ministry (\$26K, or majority of the increase) due to:

* Benefits (increased healthcare premiums / contingency)

* Salary / tax increases (cost of living for pastors and office staff & budgeted hours increase)

* Benefits (continuing education, etc)

* Property (\$6K) due to:

- * Utilities / Insurance increase
 - * Snow removal (contingency)
 - * Communications (\$2.4K) for website revitalization
 - * Try Tithing (\$2.5K) not done in 2016
 - * General increases in other committee budgets
- C Budgeted expenses exceed budgeted receipts, primarily due to a \$10,000 contingency budget item for potential healthcare premium-related costs (included in Mutual Ministry item above).

Feasibility Study

Expenditures

<u>Date</u>	<u>Services</u>	<u>Cost</u>	<u>Asset</u>	<u>Expense</u>	<u>Funding Source</u>
Pre-2016	Construction Survey / Preliminary Designs	\$3,243		\$3,243	B
2016	Hal Johnson & Associates, process, interviews, reports	11,316		11,316	B
2016	Station 19: research, interviews, concept drawing, seminars	16,708		16,708	A, C
2016	Mechanical, Electrical, Plumbing & Structural Engineering Assessments	4,082	4,082		A
		\$35,349	\$4,082	\$31,267	

Funding Sources

A	Cash Reserve - Building Fund - established 15+ years ago as part of \$100,000 anonymous gift to CV	
	Beginning Balance (at inception)	\$25,000
	Station 19	(10,708)
	Mechanical, Electrical, etc	(4,082)
	Balance at 12/31/16	\$10,210
B	Property Improvement Funds obtained through 2013 Mortgage Refinancing	
	Portion earmarked for Future Building	\$29,000
	Pre-2016 Costs	(3,243)
	Hal Johnson & Associates-related costs	(11,316)
	Balance at 12/31/16	\$14,441
C	2015 Contribution: Building Fund	
	Gift Amount	\$6,000
	Station 19	(6,000)
	Balance at 12/31/16	\$0
D	December 2016 Contribution: Building Fund	
	Gift Amount	\$16,000
	Balance at 12/31/16	\$16,000