



# 2023 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.

<b>LEADERSHIP</b>	
Pastor	Rev. Larry Kemp (May – Dec.)
Council President	Rick Hurt
Council Vice-President	Ray Ojerholm
Council Secretary	Katie Bunn
Financial Secretary	Joanne Scherer
Membership Secretary	Karen Ojerholm
Treasurer	Bonnie Kriberney

# Table of Contents

COUNCIL PRESIDENT’S REPORT .....	4
PASTOR’S REPORT.....	6
CALL COMMITTEE .....	8
CEMETERY COMMITTEE .....	9
CHRISTIAN EDUCATION COMMITTEE .....	10
COMMUNITY MINISTRY COMMITTEE.....	12
ANGEL TREE MINISTRY SUBCOMMITTEE .....	15
REFUGEE SPONSORSHIP MINISTRY SUBCOMMITTEE .....	16
PRAYER SHAWL MINISTRY .....	17
CONSTITUTION REVIEW COMMITTEE .....	18
ENDOWMENT COMMITTEE.....	21
FINANCE COMMITTEE.....	23
FRIENDSHIP HOUSE (AD HOC) COMMITTEE .....	24
LIVE NATIVITY (AD HOC) COMMITTEE .....	25
MEMBERSHIP COMMITTEE .....	26
MUTUAL MINISTRY COMMITTEE.....	27
NOMINATING COMMITTEE .....	28
PERSONNEL COMMITTEE .....	29
PROPERTY COMMITTEE .....	30
TECHNOLOGY COMMITTEE .....	32
WOMEN’S GROUPS: 3D’s and CARD MINISTRY .....	33
PEOPLE OF PRAYER MINISTRY .....	36
WORSHIP & MUSIC MINISTRY COMMITTEE .....	37
MINUTES OF THE LAST ANNUAL CONGREGATION MEETING.....	38
MINUTES OF THE 03.19.23 SPECIAL CONGREGATION MEETING .....	40

MINUTES OF THE 11.19.23 SPECIAL CONGREGATION MEETING .....42

PAROCHIAL REPORT / MEMBERSHIP STATISTICS .....43

FINANCIAL PACKAGE / AUDIT REPORTS .....44

## COUNCIL PRESIDENT'S REPORT

Grace and peace to you from God our Father and the Lord Jesus Christ.

2023 was a very exciting and productive year for Trinity Lutheran Church. I am both humbled and honored to have been chosen by your council members to lead you through this journey.

Through the unwavering dedication and perseverance of our Call Committee, they recommended a primary Pastoral candidate to council in early 2023 and on March 19<sup>th</sup>, the congregation unanimously called Pastor Larry Kemp to Trinity. I want to thank the congregation for your patience and faith through this long transition process. On October 8<sup>th</sup>, many of you witnessed a very emotional and uplifting Installation service for Pastor Larry followed by a delicious and joyous reception.

Our various ministries continue to thrive which is evident in their annual reports. The strength and vibrancy of these ministries comes from the generous amount of time, talent and financial resources this congregation dedicates to them.

Here are a few highlights of our accomplishments last year:

- Successful transition of our first sponsored refugee family to their new environment and the blessing of their new daughter!
- Continued partnership with Glade Run Lutheran Services.
- Completion of the side driveway extension and handicap parking lot improvements.
- Decision to raze the "Friendship House" but retain the property for better use in the future.
- Implementation of Trinity's Food Panty.
- Update and amendments to our constitution and bylaws.
- Beginning of a new confirmation class of 10 enrolled students.
- Successful outreach to the community through our Women's Event, VBS, Cantata and Live Nativity.

I have several people who I want to acknowledge and extend my heartfelt gratitude to for their service to Trinity.

- Our Minister of Music, Amy Kapp. Thank you for sharing your beautiful music, loyalty, faithful leadership and your daughter with us for 16 years.
- Our Office Administrator, Linda Slatt. We are so blessed that you returned to Trinity and appreciate your extra efforts, fresh ideas, willingness to learn and the faith-led interaction you have with everyone you meet.
- Our supply organist, Amanda Gentzel. Thank you for coming to our rescue and sharing your talents with us every Sunday.
- Our supply pastor, Kirk Bish, who led us in worship from the beginning of the year until Pastor Larry arrived. We are grateful for your willingness to help us in our time of need.
- Our local interim Pastor, Heather Lubold, who served us from the beginning of the year until Pastor Larry arrived. We appreciate your leadership and advice during our transition.



I would like to recognize and thank my fellow officers for their support throughout the year. They were crucial in assisting me during my second and final year as your Council President. As we enter a new year, I am confident that your newly elected officers, along with Pastor Larry, will continue to lead you and this church through all of the triumphs and challenges. I also want to express my gratitude to all council members who served in 2023 and fairly represented every member and ministry of Trinity, with special thanks to Jane Hein and Ray Ojerholm whose council terms will end later this month.

When I was elected to council in January 2022, I was surely not expecting to be named Council President. With our Lord Jesus Christ by my side every day and your support over the past two years, it has been a very rewarding experience that I will always cherish. This role allowed me to deepen my faith and build my relationship with each of you, for which I will forever be grateful.

Respectfully submitted,  
Rick Hurt  
Council President

## PASTOR'S REPORT

*Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you. 1 Thessalonians 5:16-18 (NRSV)*

In looking back on 2023, these words of St. Paul addressed to the Church in Thessalonica came to mind. For the congregation, you called and installed a new pastor, and for me, I began a new adventure in ministry with all of you. It seems that we had much to celebrate, to do and to give thanks for.

And so, I begin with a very big “thank you.” Please know how much I appreciate the leadership and work that was offered not only through the call process with me, but also the leadership and work that was needed through the almost 4 years of transition that took place. In ordinary times, that is often a time of trial, and for you in that time, it was complicated by the worst public health crisis that we have had in 100 years. In that time, difficult decisions needed to be made, and ministry had to continue. I give thanks for the interim pastors who preceded me, the lay leadership that worked to keep things going and the synod leadership in helping to navigate the congregation through the transition. I remain especially thankful for work of the call committee, the officers and members of council, our Office Administrator, Linda Slatt, and the congregation at-large during the call process and in starting a new ministry. In receiving and accepting the call to serve as the pastor, I am humbled and thankful for the opportunity to serve here, the welcome that I have received and what seems to be a good start in our life together.

I spent a significant amount of time through the last several months getting to know the members and culture of Trinity. I met with representatives of all the committees, offered my presence at congregational events such as the Women’s event, VBS, the Neuhart fundraiser, and the live nativity, introduced myself to those coming onto the campus, made myself available to Glade Run staff, established a semi-regular pattern of visitation to the homebound, reached out to members who were suggested to me by the Membership Committee and responded to pastoral care concerns as they arose and were brought to my attention. I appreciated participating in Community Ministry activities such as the North Side Men’s shelter meals and the refugee family orientation held in conjunction with Trinity and 2 other churches. I tried to be available for property projects. I even had the opportunity to attend a Franklin Park Borough Council meeting and was introduced to those gathered by Ray Ojerholm.

In our worship life, I found that everyone seemed to adjust to the changes that a change in pastoral leadership brings. The worship and music life of Trinity was important in my interest in the call. I found in my time with you that there was a sufficient balance of comfort and challenge in worship that was faithful in Word and sacrament. I deeply appreciate the gift of Amy Kapp’s leadership getting my ministry off to a good start, the patience of the altar guild in tolerating my idiosyncrasies, Amanda Gentzel’s availability and talent in a time of transition and the support of Worship and Music Committee. We took time in October for the pet blessing and the installation. Among many reasons to rejoice and give thanks for our worship life, our Christmas eve worship put an exclamation point on our year in worship.

During the call process, an emphasis was placed on me to “Take the lead role in organizing and teaching the confirmation program...” I took the opportunity to solicit and receive feedback in doing so and began teaching confirmation on Sunday morning. We currently are working through a survey of what I consider important Biblical texts. We started with an understanding that the Old Testament was originally written in Hebrew and the New was written in Greek. We are currently moving through stories in Genesis following the promise of God to the People of God. We also did a unit on Luther for Reformation Sunday. I planned to have Bishop Kusserow with us on June 8, 2025; this is tentatively the date we would be doing confirmations with this class--assuming all goes well. I am also addressing additional concerns and opportunities for confirmation ministry as well.

The other educational opportunity I offered was “Soup, Bread and Catechism.” On Tuesday evenings through the fall, I was able to enjoy two of my passions: cooking and the Lutheran Confessional witness. In addition to what we learned, we did enjoy the opportunity for a shared meal and conversation.

Over the course of the year, I performed the following pastoral acts in addition to pastoral visits:

- Funerals/Memorial Services:
  - Dorothy Blake non-member 7-14-23
  - Al Kantz non-member 8-31-23
  - Mildred Vandevort with Pastor Bish 10-17-23
  - Glenn Oberdick non-member 12-2-23
- Weddings:
  - Allison Dudek & Evan Burnette 8-5-23
  - Derek Werderich & Joanna Kemp (Blessing of a Civil Marriage—off site) 9-9-23
- Baptisms:
  - Sophie Mae Mort 7-17 -23 —Pastor Larry Mort presided; I assisted.
  - Casey Driscoll 8-13-23
  - Joseph Ek 8-27-23
  - Aubrey Brant 11-5-23

In our greater life in the Church, I accepted the chair of the Synod’s Committee on Constitutions and By-laws, attended the Synod Assembly and participated in continuing education events, which includes one held at Trinity this past fall.

In the year to come and all the challenges it offers, I look forward to living out our call together in rejoicing always, praying without ceasing and giving thanks for God’s work among us.

With you in Christ,  
The Reverend Larry E. Kemp  
Pastor

## CALL COMMITTEE

**Chair:** Susan White

**Council Liaison:** Rick Hurt

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

### **Areas of Focus in 2023:**

- Completed 2<sup>nd</sup> interview with Pastor Kemp in January.
- Introduced PLK to council in February.
- Assisted in the meet and greet event with the congregation in March.
- Helped to plan the reception portion of Pastor's installation in October.

### **Future Recommendations/Projects wrapping to 2024:**

- We thank the congregation for their prayers and support. We are thrilled to have Pastor Larry and Joyce here at Trinity!

## CEMETERY COMMITTEE

**Chair:** Ray Ojerholm

**Council Liaison:** Ray Ojerholm

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

**Areas of Focus in 2023:**

- Resolved several inquiries made by plot holders and descendants of buried members.
- Assisted the cemetery contractor locate plots for burials.
- Oversaw the repair of several gravestones that had fallen over or were in danger of toppling.
- Recommended amending C12.05.d. of the constitution, which the congregation approved in November 2023, as follows:

“Congregation Council shall establish a Cemetery Fund to receive and hold monies paid by cemetery deed holders and other contributions designated as being for the cemetery. To the maximum extent possible, monies in the Cemetery Fund shall be held separate from other funds of this congregation. The Cemetery Fund shall be used exclusively for maintenance, repair and other expenses of operating the cemetery, and shall not be borrowed from nor used for any other purpose.”

Cemetery Fund investments are managed by the Endowment Fund Committee. Cemetery Fund activity for 2023 was as follows:

Balance as of 1/1/2023	\$ 99,004
Receipt of principal and interest on loan owed by Current Fund	8,200 *
Fees collected ( 0 plot sales & 1 interment fee; 44 plots remain available)	300
Investment income	11,778
Expenses (\$1,587 lawn mowing, \$725 repairs)	<u>(2,312)</u>
 Balance at 12/31/2023	 <u>\$ 116,970**</u>

\* Received \$4,200 of budgeted principal and interest plus \$4,000 of designated donations to reduce the loan. The Cemetery loan balance was \$8,600 at 12/31/23 and should be fully repaid within 3 years.

\*\* Includes \$115,970 in Vanguard investment account and \$1,000 in general checking.

**Future Recommendations/Projects wrapping to 2024:**

- Update the paper maps of the cemetery (using mapmaking software if possible).
- Complete long-term plans for cemetery repairs and maintenance.
- Investigate separately incorporating the cemetery (suggested by Bishop Kusserow).

We welcome other members of Trinity to consider serving on this interesting committee (lots of history!).

## CHRISTIAN EDUCATION COMMITTEE

**Chair:** Jim Block

**Council Liaison:** Elaine Ek

**Committee Members:** Sue Abbott, Elaine Ek, Monica Hurt, Wendy Mensch

### **Areas of Focus in 2023:**

There was much to celebrate about Trinity's Christian Education in 2023, with long-time programs continuing and new opportunities added, as highlighted below.

- **Vacation Bible School** - Trinity ran a very successful VBS in July, with lots of energy around the church campus. With over two dozen volunteers and 52 kids on the roster, everyone had a blast! This year's VBS program was SHINE JESUS' LIGHT, with an outer space theme. The children explored ways God shines His great light in the world and how they themselves can shine God's light. We were fortunate to have many kids and volunteer helpers from the community join in.

Thanks to everyone who made VBS possible, especially VBS Director Jesse Belitz. Volunteers included: Sue Abbott, Tim Abbott, Kitty Berkstresser, Jim Block, Kelsey Cavalier, Ally Dudek, Elaine Ek, Diane Eshenbaugh, Jane Hein, Marissa Hintemeyer, Monica Hurt, Morgan Hurt, Phyllis Jenny, Susan Keay, Melissa Kelly, Shannon Kelly, Ruth Kirk, Bonnie Kriberney, Sophia Leimer, Charlotte Luedke, Elmer Mulzet, Donna Pepper, Sue Phillips, Karen Rasmussen, Erhin Ritchey, Linda Slatt, Riley Wymer, Grace Zhou and Jason Zhou.

- **Youth Sunday School** - Many thanks to our dedicated Sunday School teachers: Sue Abbott, Elaine Ek, Sophia Leimer and Ruth Kirk (teaching Bible stories for pre-school to grade 2); Monica Hurt and Wendy Mensch, with assistance from Jeff Rasmussen (teachings from the lectionary for grades 3 to 6); and Jane Hein and Karen Rasmussen (teachings from the lectionary for grades 7 to 12 not enrolled in confirmation, plus any other interested members.) Wendy Mensch also plans to begin offering a weekly class on communion for grades 4 to 6 in early 2024.

While only a minority of the youth on Trinity's roll currently attend Sunday School, those who do attend are learning the Bible with enthusiasm and excitement.

- **NEW: Two-year Sunday Confirmation Program** - Pastor Larry started a new weekly confirmation class during the Sunday School hour. Ten students are enrolled.

- Adult Sunday School - Longtime members of the two adult Sunday school classes led by Bill Parasida and Jim Block continued to faithfully study God's Word together in 2023, with occasional attendance by new members. Bill's class has been studying St. Paul's letters, and Jim's class is wrapping up a study on Jesus' disciples in scripture and is about to start a study on the parables of Jesus.
- **NEW:** Midweek Jesus Bible Study - This fall, Trinity hosted a 10-week study on Thursday mornings called *Jesus: The Way, the Truth and the Life* (Ascension Press). The 30 participants, 11 of whom were from the community, diligently completed homework and enjoyed weekly small group discussions as well as teaching videos filmed in the Holy Land. Special thanks to coordinator Karen Ojerholm and the other small group discussion leaders: Sue Abbott, Norma Ayoub, Anne Vondracek and Carol Wolf. The enthusiastic response to this study indicates additional weekday studies would be welcome in 2024.
- **NEW:** Pastor's Midweek Evening Class - Pastor Larry led a popular class on Luther's Small Catechism on Tuesday evenings this fall. He and Joyce Kemp made two delicious homemade soups plus bread for fellowship each week before the discussion. This study will continue in 2024 with a new topic.

**Future Recommendations/Projects wrapping to 2024:**

Make it your New Year's resolution to attend one of Trinity's Christian Education opportunities in 2024, and bring a friend!

## COMMUNITY MINISTRY COMMITTEE

**Chair:** Ruth C. Kirk

**Council Liaison:** Jane Hein and Janet Montelaro

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

### **Areas of Focus in 2023:**

- **Faith in Action**

Sponsored an ongoing zoom book club attended by members of Trinity and other congregations focusing on issues of social justice and racism. Watch party and zoom forum was held on January 19<sup>th</sup> to discuss the rise of hate groups in western Pennsylvania. On April 20<sup>th</sup> a zoom forum was held to discuss human trafficking in western Pennsylvania

- **God's Work ,Our Hands** - was held on Sunday, September 10<sup>th</sup>

Our committee, along with volunteers from the congregation, were able to accomplish the following tasks:

- Assembled and delivered baskets of wrapped treats to 12 First Responder groups in our area. Some of the treats included candy bars, crackers, cookies, bags of chips, and mac and cheese. Thanks to Karen Rasmussen for securing a Thrivent Grant so treats could be purchased.
- Old towels and blankets were collected and given to Animal Friends and Humane Animal Rescue.
- Dog toys were braided from fleece scraps.
- Three sleeping bags were collected and given to First Food and Friends.
- We assembled 30 bags for homeless individuals. Pam Block secured a Thrivent Grant for this. The bags were filled with socks, Thrivent shirts, razors, toothpaste, toothbrushes, hand sanitizers, soap sacks, Blistex, ibuprofen, bacitracin, band-aids, pens and notepads, and an emergency thermal blanket.

- **North Hills Community Outreach**

Our committee collected winter coats for their annual coat drive. We collected 49 coats and 23 scarves. A special thank you to the Prayer Shawl Ministry for making 13 of the scarves.

- **Northside Common Ministries**

Wendy Hall organized the meals for the Pleasant Valley Men's Shelter. This year the committee made and delivered five breakfasts and one dinner. The following volunteers donated items and helped serve meals: Kitty Berkstresser, Pam Block, Judy Bridge, Mir Buresh, Wendy, Jeff, KC, and



Tyler Hall, Cheryl Henderson, Phyllis Jenny, Sue Johns, Pastor Larry, Joyce, and Joanna Kemp, Bonnie Kriberney, Cory and Kaelin Leimer, Rebecca Mud Lewis, Connie Ludolff, Charlotte Luedke, Ray and Karen Ojerholm, Donna Peffer, Karen and Jeff Rasmussen, and Diana Wagner. For Christmas the committee collected heavy hooded sweatshirts in various sizes. Karen Rasmussen bought 13 sweatshirts thanks to a grant from Thrivent. An additional 25 sweatshirts were donated by members of our congregation. Pam Block donated 35 soap sacks. Mary Schmitz bought enough fleece to make 36 scarves. Diana Wagner purchased 36 pairs of socks and 36 hats with a Thrivent Grant. Jim and Pam Block bought 30 pairs of gloves for the men with a grant from Thrivent.

- **Trinity Cooks**

One meal was prepared for a member by Nancy Mertz. The member was thrilled to have such a delicious meal!

- **Noisy Offering**

In January, the Noisy Offering of \$123.12 was given to the victims of flooding in California. Also in January we collected \$250 by having A Reverse Advent Calendar event. We collected \$140 for The Greater Pittsburgh Community Food Bank as part of The Souper Bowl of Caring project in February. Noisy Offering donations for February, March, and April amounted to \$664.00. We gave this amount to support the victims of the earthquakes in The Middle East. In May we collected \$174.00. That donation went to help victims of the tornadoes that devastated areas in southern United States. During the months of June, July, and August we collected \$398.01 that was donated to The Western PA Diaper Bank. The September donations of \$221.59 were given to teachers in Uganda through Lutheran Lay Renewal of America. In October and November we collected \$314.86 to support victims of the Maui wildfires

- **Funeral Lunches**

There were 2 funeral lunches this past year. The first one was for Bob Tozier's mother, Linda Tozier, and the second one was for Millie Vandevort. Community Ministry changed the procedures for funeral lunches. The people that are having the lunch are responsible for having it catered. The Parish Hall is available free of charge. The funeral lunch committee, chaired by Pam Block, will set up the tables, make coffee, and have hot tea and bottled water available. After the lunch, the committee will clean up and restore the Parish Hall to its previous condition.

- **Care and Homebound Bags**

We assembled 12 bags for those members in our congregation or in the community that needed a spiritual lift at Christmas. Some of the Sunday School children decorated cardboard wreaths and decorated the bags with Christmas stickers and stamps. Andrea Eshenbaugh's scout group made star ornaments from straws to add to the bags. Some of the items that we contributed were prayer shawls made by the Prayer Shawl Ministry, tea bags, envelopes of hot chocolate, socks, candy, cookies, cardinal plaques, a book of daily meditations for working through grief, crystal angels, word searches and crossword puzzle books. Thanks to Karen Rasmussen for donating many of the items that were added to the care and homebound bags.

- **Glade Run**

- Community Ministry now has a small outdoor non-perishable food and paper products pantry that may be used by anyone that needs food in our community. Ray Ojerholm and Bob Kriberney put the cupboard together and Jim Block installed the motion activated light that Diana Wagner purchased. The pantry was bought through a Thrivent Grant that Pam Block secured. Karen Rasmussen sent letters to area high school counselors making them aware of this food pantry. Pam Block had directional signs made and also had a sign made for the pantry. Diana Wagner bought many of the items that are in the pantry through a Thrivent Grant. Mary Schmitz also contributed many items to our pantry. Committee members are scheduled to check the pantry weekly to see what could be needed. Our committee is very excited to have the pantry up and functional.
- We collected gas and grocery gift cards. These cards will be given to Glade Run clients that are in need.
- Janet Montelaro wrapped prayer shawls for Glade Run clients when they may need one.

- **Contributions**

Community Ministry made contributions to the following groups:

Lutheran Disaster Response- \$500

East Liberty Family Health Care Center- \$250

Zakiyah House- \$100 (housing for those in recovery and/or release from prison)

Northside Christian Health Center- \$250

Northside Common Ministries- \$1,000

North Hills Community Outreach- \$1,000

Bread of Life Food Pantry- \$200

Glade Run- \$500

HEARTH- \$500

Greater Pittsburgh Community Food Bank- \$1,200

**Future Recommendations/Projects wrapping to 2024**

Our committee will continue to support and pray for the charitable organizations that we have supported in the past.

Community Ministries plans to support projects, individuals, families, and organizations in our congregation, in our community, and in the world that may need our help and prayers.

## ANGEL TREE MINISTRY SUBCOMMITTEE

**Chair:** Mir Buresh

**Council Liaison:** Not assigned

### **Areas of Focus in 2023:**

- The Ministry was divided into two parts in 2023, with Mir assuming responsibility for the children's gifts and the gift cards for families in need. Community Ministry took over the care packages ministry.
- A total of 40 children families requesting gifts from Trinity Lutheran Northside were sponsored by individuals, families, groups of families and ministry groups. Gifts were delivered to Trinity Northside in early December.
- Gift cards for grocery stores, Walmart, and Target were elicited and these were distributed to 6 Trinity related families.

### **Future Recommendations/Projects wrapping to 2023:**

- Adopt-a-Family seems to be working well to provide gifts to some of the families seeking help from Trinity Northside.

## REFUGEE SPONSORSHIP MINISTRY SUBCOMMITTEE

**Committee Chairs:** Administration - Jane Hein  
Housing - Bill Ayoub  
Cultural Orientation and Welcoming - Janet Montelaro  
Education - Janet Emery  
Finance - Jim Block  
Employment - Tim Abbott  
Transportation - Ron Montelaro

**Council Liaison:** Jane Hein

**Subcommittee Members:** Tim and Sue Abbott, Bill and Norma Ayoub. Jim and Pam Block, Corey and Sophia Leimer, Janet Emery, Jeff and Wendy Hall, Cheryl Henderson, Jane Hein, Susan Keay, Ruth Kirk, Janet and Ron Montelaro, Andrew and Kayleigh Mort, Jeff and Karen Rasmussen, and Mary Schmitz

### **Areas of Focus in 2023:**

Our commitment to Trinity's first sponsored refugee family ended officially in May 2023 but we offered a guarantee of rental payments through December 2023. The family is meeting all of their financial obligations on their own and did not need to make use of this guarantee. The father is gainfully employed and has passed his driver's test. He is looking for a safe, economic family car if anyone has a car they would like to donate. The family welcomed a beautiful daughter in November and all are doing well.

The subcommittee has formed an historic partnership with two other Lutheran churches, St. John's Highland and Perry Highway, to continue sponsoring refugee families. We will hold informational and organizational meetings this winter with the intention of jointly sponsoring a new family with Jewish Family and Community Services (JFCS) in the spring.

It has been a joy to work with our first family and we welcome anyone with any interest in joining in our work with our new family. Thank you to all of our Trinity members who contributed funds and baby items as well as time to help with the settlement of our family. Truly you are doing the work of God.

**Future Recommendations/Projects wrapping to 2024:** . The subcommittee plans to sponsor another family this spring. Trinity continues to accept donations to this ongoing ministry.

## PRAYER SHAWL MINISTRY

**Chair:** Mary Schmitz

**Council Liaison:** Not Applicable

**Committee Members:** Connie Fagan, Jane Hein, Orycia Hammerschmitt, Bonnie Kriberney, Claudia Langhorst, Janet McKibben, Martha Jane Parasida, Mary Schmitz, Mary Ann Sperl and Joyce Kemp

### **Purpose / Areas of Focus in 2023:**

To provide welcome, comfort and support to the community by making shawls, lap robes and baby blankets that are prayed over. These available for members or family to give to loved ones who have new babies, who have members or friends who are sick or who are mourning or just need to be remembered. These items are available in the Parish Hall downstairs classroom at no charge. Just sign your name when taking one or ask assistance from the church office or a member of the Prayer Shawl Ministry Team for help.

In 2023, we distributed over 70 items.

### **Future Recommendations/Projects wrapping to 2024:**

If you knit or crochet or would like to learn, we could love to have you join us. We meet the first and third Tuesday of the month at 9:30 am in the Parish Hall.

## CONSTITUTION REVIEW COMMITTEE

**Chair:** Ray Ojerholm

**Council Liaison:** Ray Ojerholm

**Committee Members:** Hans Fuchs, Andrew Mort

### **Areas of Focus in 2023:**

- The purpose of the Constitution Review Committee (“CRC”) is to review Trinity’s constitution every 3 years (which is when the ELCA updates the “Model” Constitution for Congregations) and to recommend changes for Council’s consideration. Council then presents its recommendations to the congregation for a congregational vote.
- The CRC updated Trinity’s existing constitution & bylaws (which were adopted in 2018 based on the ELCA’s 2016 Model), for changes in the 2019 and 2022 Models. We also considered changes the Synod suggested in 2018 when it reviewed & approved Trinity’s existing constitution.
- Most of the changes are “required” by the new Model. Where some flexibility is allowed, the CRC recommended amendments it believes are appropriate for our congregation.
- Although not required by the constitution, the CRC solicited proposals for amendments from the congregation. The CRC studied the proposals that were received and developed recommendations to Council on each of these proposals.
- Throughout the process, we were in touch with Pastor William Hauser of the Synod. Pastor Hauser graciously offered his advice, answered questions and reviewed all of the CRC’s recommended amendments before we presented them to Council. This greatly helped to ensure we were making wise choices and would be on solid ground when it comes time to submit the final version of the amendments to the Synod for its approval.
- In September 2023, Council approved amendments it would recommend to the congregation, and in November 2023 the congregation voted to approve all of those amendments.

### **Future Recommendations/Projects wrapping to 2024:**

- A handful of amendments require ratification by the congregation. The ratification vote will take place during the Annual Meeting (see next 2 page).
- Assist Council as requested with the Synod’s final review and approval process.

The amendments highlighted below were approved by the congregation on 11/19/2023. Because these amendments do not appear in the ELCA's Model Constitution for Congregations, they do not become effective until "ratified without change at the next regular meeting of this congregation by a two-thirds vote of those voting members present and voting" and approved by the Synod. (\*C.16.02. and \*C16.03.)

**C10.02.** A special Congregation Meeting may be called by the pastor, the Congregation Council, or the president of this congregation...The vote(s) for the main question(s) for which a special meeting is called shall be taken by written ballot at the request of any ~~one~~two voting memberss present.

**C11.04.** Should an office specified in C.11.01. be declared vacant, the Congregation Council shall elect or appoint a successor to serve until the next special Congregation Council meeting referred to in C11.02. Such successor's term of office shall begin at the close of the Congregation Council meeting at which they are elected or appointed. If such appointment is effective for 6 months or less, it shall not count as a term for purposes of the term limit specified in C11.03.

**C11.05.** The Congregation Council may appoint a financial secretary, the duties of whom shall be specified in the bylaws. ~~The financial secretary must be a voting member of the congregation.~~ Term of office shall be one year or until a successor is appointed, with no limit on the number of consecutive terms.

**C12.05.d.** Congregation Council shall establish a Cemetery Fund to receive and hold monies paid by cemetery deed holders and other contributions designated as being for the cemetery. To the maximum extent possible, monies in the Cemetery Fund shall be held separate from other funds of this congregation. The Cemetery Fund shall be used exclusively for maintenance, repair and other expenses of operating the cemetery, and shall not be borrowed from nor used for any other purpose.

**C12.11.** The Congregation Council shall normally meet at least twice per calendar quarter. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given at least 53 calendar days in advance to all who are entitled to be present.

**C13.01.** All Congregation~~a~~ Committee positions must be advertised in the Church Bulletin for at least two consecutive Sundays.

**C13.06.** An **Endowment Fund Committee** of four voting members of this congregation shall be nominated by the Nominating Committee and elected by this congregation at the annual meeting. The term of office will be two years, with two members elected each year. Members shall not be eligible to serve more than two full terms consecutive~~ly-terms~~.

**C14.01.** All organizations within this congregation shall exist to aid it in ministering not only to the members of this congregation, but also to all God's children~~and to all persons who can be reached with the Gospel of Christ~~. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

**\*C16.01.** Unless provision \*C16.04 is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 1410 voting members, or by the Congregation Council...



## ENDOWMENT COMMITTEE

**Chair:** Pete Luedke

**Council Liaison:** Corey Leimer

**Committee Members:** Corey Leimer, Rick Novosel, Dave Williams

### Trinity Lutheran Church Endowment Fund

Account Summary	
Balance 12/31/2022	\$307,547.53
2023 Distribution from the fund	\$(3,100.00)
2023 Contributions to the fund	\$8,100.00
Investment income (14.3%)	\$43,948.27
Balance 12/31/2023	\$356,495.80 *

\*Consists of \$354,495.80 held at Vanguard and \$2,000.00 in the general checking account at 12/31/2023 pending transfer to Vanguard.

### **2023 Areas of Focus:**

- The committee would like to thank the members for their generous donations in 2023.
- The committee would also like to thank Bonnie Kriberney, Trinity treasurer, and Ray Ojerholm for their support and processing all transactions for the fund.
- The Committee completed the analysis for the fund's best return on investment. It resulted in no changes at this time.
- Donations to the Endowment Fund were solicited with two releases in the weekly email.
- The Committee recommended the bylaw change to give Congregation Council 100% responsibility to designate the recipients of the bylaw mandated annual distribution.
- The Committee made the recommendation to distribute \$10,000 to the church budget to be made in January 2024.
- The Endowment Fund Committee was given the responsibility to invest funds for the Cemetery Fund.
- Cemetery Fund investments were adjusted after analysis of the financial needs necessary to cover expenses for the next three years.

**Future Recommendations/Projects wrapping to 2024:**

- Develop investment guidelines based on the financial needs of Trinity
- Promote contributions to the endowment Fund.
- Continue to monitor the investment and make changes where appropriate.

## FINANCE COMMITTEE

**Chair:** Rick Hurt

**Council Liaison:** Bonnie Kriberney

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

### **Areas of Focus in 2023:**

- Performed quarterly reviews 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.
- Coordinated the audit of the congregation’s 2022 financial records. Special thanks to the members of the Audit Committee – Diane Wagner, Betty Frohnert and Karin Hill – for a job well done.
- Reviewed 2024 budget requests from various committees, assessed actual 2023 receipts and spending compared to expectations, and recommended a proposed 2024 budget to Council.
- Proposed a new continuing resolution that was approved by Council reserving use of the \$33,800 PPP grant received in 2020 to help fund an expected spike in health insurance costs in April 2025, when Pastor Kemp comes off his wife’s health insurance plan, through May 2027, when he becomes eligible for Medicare.
- Prepared all 2023 financial statements for the annual report.

### **Future Recommendations/Projects wrapping to 2024:**

- Continue to ensure Trinity 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 2024 and we always welcome new members to join us!

## FRIENDSHIP HOUSE (AD HOC) COMMITTEE

**Chair:** Ray Ojerholm

**Council Liaison:** Ray Ojerholm

**Committee Members:** Rich Baur, Joe Hess, Ray Ojerholm, Tim White (with special thanks to Terry Mertz)

### Areas of Focus in 2023:

- Presented options to the congregation at the January 2023 Annual Meeting. The congregation voted by written ballot, with 78% voting to raze the structure and keep the land, 17% to sell as is and 5% to repair and either keep for Trinity’s use or rent to others.
- In accordance with the congregation’s decision, obtained a demolition permit from Franklin Park Borough and hired a demolition contractor
- Minimized waste by facilitating removal of potentially useful items from the house. Furniture, appliances, artwork, supplies and more were taken by members of the congregation, non-profit agencies and even the demolition crew.
- Oversaw the disconnection of electricity, natural gas, sewer and water services to the house.
- Oversaw the demolition, removal of debris, regrading of the site and planting grass in August.
- Received a Certificate of Completion from Franklin Park.
- Received a notice that Allegheny County has removed the house from its property tax records.
- This project cost \$18,191, of which \$18,000 was for the demolition contractor and the rest for permits and supplies. The funding sources were:

Designated contributions from members	\$ 4,000
Transferred from the Current Fund	8,191
Transferred from the Property Fund	<u>6,000</u>
Total	<u>\$ 18,191</u>

### Future Recommendations/Projects wrapping to 2024:

- None, this ad hoc committee has finished its work and has disbanded. Council may form a new ad hoc committee to investigate potential uses for the land.

Many thanks to all who worked on this project, with a special note of thanks to Terry Mertz, who contributed his time, equipment and expertise to disconnect and cap the water and sewer lines, which otherwise would have been a significant additional expense to the congregation.

## LIVE NATIVITY (AD HOC) COMMITTEE

**Chair:** Susan White and Anne Vondracek

**Council Liaison:** Katie Bunn

### **Areas of Focus in 2023:**

- Purchased an additional 18 traffic cones and 2 light up wands for volunteers to aid in the flow of traffic around the Parish Hall
- Decided to have 2 shows again this year starting at 4:30pm and 5:30pm. The daylight at the start of the first show is helpful for set up and also for many families/individuals.
- Saturday was chosen so that it was not the same day as the Cantata this year.
- Invited everyone upstairs to the Great Room after each show for hot cocoa and cookies which was well attended and brought in many non-congregation members
- Estimated around 212 people attended

### **Future Recommendations/Projects wrapping to 2024:**

- Take down stable in early January and store in the lower shed (thank you to the faithful group that braves the cold for set up and take down each year)
- Will likely continue to only have 2 shows—it's easier for the volunteers and the animals.
- Traffic cones are stored in the shed if any other groups would need to use them for any events.

## MEMBERSHIP COMMITTEE

**Chair:** Bill Ayoub

**Council Liaison:** Barb Dudek

**Committee Members:** Tim Abbott, Ron Montelaro, Karen Ojerholm, Elaine Ek, Barb Dudek, Pastor Larry Kemp

### Purpose

- To invite non-members into God's mission as expressed in the ministry and mission of Trinity Lutheran Church.
- To help new members establish relationships and connect their gifts/interests with groups or teams in the church.
- To nurture in members an everyday sense of stewardship, encouraging generosity in giving of finances, time and talents.
- To review members' participation on a yearly basis identifying persons/families who need encouragement in maintaining commitment to Trinity's ministry and mission.

### Areas of Focus in 2023:

- Added new members to the committee: Karen Ojerholm and Elaine Ek and very importantly, Pastor Larry Kemp.
- Organized a very successful Community Bible Study: *Jesus: The Way, the Truth and the Life*.
- 10 week course with 30 participants (some non-Trinity members).
- Assisted with organization of Installation Fest for Pastor Larry Kemp.
- Identified "less active" members of the congregation and Pastor Larry reached out to them to encourage a more active membership.
- Organized and implemented a welcome reception for a new member.
- Continued to highlight some unique ministries offered by Trinity including:
  - a. Relationship with Glade Run
  - b. Successful Refugee sponsorship program
- Implemented the second year of the online Time and Talent survey with improvements in the process in an effort to offer church members the opportunities to use their gifts, serve God and the church, and ultimately strengthen their faith.

**Future Recommendations/Projects wrapping to 2024:** Continue Time and Talent survey.

## MUTUAL MINISTRY COMMITTEE

**Chair:** Susan White

**Council Liaison:** Rick Hurt

**Committee Members:** Sue Abbott, David Kreiling, Brian Mensch, Anne Vondracek, Susan White and Dave Williams

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
- e. Serve as a group where the pastor and staff can test new ideas

### **Areas of Focus in 2023:**

- Committed to providing positive, proactive methods of creating opportunities for conversations in resolving concerns within the congregation.
- Updated Trinity Holy Conversations draft document to be presented to council for review in early 2024.
- Committee met several times during the year.
- A special thank you for the contributions of Rick Hurt, who will be completing his term as Council Liaison to Mutual Ministry in January 2024.

### **Future Recommendations/Projects wrapping to 2024:**

- On the basis of what we learned in 2023, 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:** Diana Wagner

**Council Liaison:** Katie Bunn

**Committee Members:** Hans Fuchs, Melissa Kelly, Scott Peterson, Diana Wagner, Sue Abbott, Kitty Berkstresser

### **Areas of Focus in 2023:**

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

- The following nominations are presented for election in January 2024 each to fill a two-year term on the **Endowment Committee:**

Gordon Berkstresser – 1<sup>st</sup> Term

Tim Abbott – 1<sup>st</sup> Term

- The following nominations are presented for election in January 2024 for a one-year term on the **Nominating Committee:**

Ray Ojerholm

Cheryl Henderson

Karin Hill

Diane Setzenfand

Linda Baur

TBD

- The following nominations are presented for election in January 2024 each to fill a two-year term on the **Congregation Council:**

Katie Bunn – 2<sup>nd</sup> Term

Rick Hurt – 2<sup>nd</sup> term

Bonnie Kriberney – 2<sup>nd</sup> term

Andrew Mort – 2<sup>nd</sup> Term

Elizabeth Scherer – 2<sup>nd</sup> Term

Wendy Mensch – 1<sup>st</sup> Term

TBD – 1<sup>st</sup> Term

### **Future Recommendations/Projects wrapping to 2024:**

- Finding additional candidates for Council and Nominating Committee.



## PERSONNEL COMMITTEE

**Chair:** Scott Peterson

**Council Liaison:** Ray Ojerholm

**Committee Members:** Scott Peterson, Scott Dunlop, Gordon Berkstresser, Shannon Corcoran

### **Areas of Focus in 2023:**

- Created a new Organist job description after our Minister of Music announced her departure.
- Personnel Chair assisted the Council President in conducting the annual pastoral review, as called for in the pastor's position description.
- Recommended a 2024 pay increase for the Office Administrator.
- Welcomed Gordon Berkstresser to the committee.

### **Future Recommendations/Projects wrapping to 2024:**

- Continue to review all personnel matters and keep Trinity's personnel documents current.
- Assist with the hiring of a new Organist.

## PROPERTY COMMITTEE

**Chair:** Rich Baur

**Council Liaison:** Bonnie Kriberney

**Committee Members:** Bob Kriberney, Bonnie Kriberney, Terry Mertz, Nancy Mertz, Jane Hein, Joe Dudek

This has been another very busy year for the committee and there a number of projects that we would like to complete in 2024!

### **Areas of Focus in 2023:**

- Church walkway paved.
- Church courtyard: sandstone caps installed, landing replaced, portions of brick wall re-pointed.
- Repaired interior paint chipping on Church ceiling.
- Replaced Church Narthex lighting with LED bulbs.
- Parish Hall flat roof replaced (area under HVAC units).
- Parish Hall kitchen refrigerator repaired.
- Parish Hall LED florescent light fixture conversion: upstairs over flow room, upstairs hallway, downstairs hallway, Admin office, Pastor office, and conference room completed.
- Parish Hall elevator repaired.
- Campus exterior directional signs painted.
- Repaired handicap signs.
- Re-painted lines in parking lot.
- Installed entrance drive reflectors.
- Repaired electric line to Trinity signs.
- Tree removed from parcel by Kelly Lane.
- Installed stainless steel counter top in Parish Hall kitchen.
- Spring and fall clean up days held.
- Assisted in Friendship House demolition preparation.
- Assisted in food pantry installation.

**Future Recommendations/Projects wrapping to 2024:**

- Paint Parish Hall exterior fascia, gutters, trim, and doors. Contract is awarded.
- Install Church flower bed irrigation system.
- Continue LED florescent light fixture conversion in Parish Hall and Church basement.
- Secure bids to paint Church exterior and windows. (Apply for grant in 2025).
- Repair chimney on Parish Hall.
- Re-pave balance of parking lot. A special concern is the condition of the driveway behind the Parish Hall.
- Replace flooring in the Fellowship Hall and over flow room.
- Replace flooring in Parish Hall entrance and landing.
- Repair concrete patio areas around the Church.
- Outdoor chapel repair or demolition.
- Re-point the remainder of brick areas in the Church Courtyard.
- Schedule spring and fall clean up days.

## TECHNOLOGY COMMITTEE

**Chair:** Tim Abbott

**Council Liaison:** Andrew Mort

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

### **Areas of Focus in 2023:**

- Continued live streaming of 8:30am service throughout the year.
- Service can be live streamed and replayed on Trinity's YouTube page.
- Installed new wireless microphones, compliant with new FCC frequency allocation.
- Microphones were ordered in 2022 and arrived in April 2023 after being on back-order.

### **Future Recommendations/Projects wrapping to 2024:**

- Continue live streaming of worship through the year.
- Continue to provide listening devices to help members with trouble hearing.

## WOMEN'S GROUPS: 3D's and CARD MINISTRY

### 3 D's (Devotions, Discussions, Destinations)

**Chair:** Donna Peffer

**Co-Chair:** Clara Pearle Soergel

**Council Liaison:** Not Applicable

**Committee Members:** Betty Frohnert, Betty Gabriel, Brenda Hauser, Charlotte Luedke, Cheryl Henderson, CP Soergel, Connie Ludloff, Janet McKibben, Mary Schmitz, Phyllis Jenny, Ruth Kirk, Sue Abbott, Sue Keay, Ellen Kaelin, Erma Delaney, Judy Bridge, Karin Hill, Linda Rohrbaugh, Sandy Zielinski, Connie Fagan, Linda Slatt, Linda Cragg, Bonnie Kriberney and Donna Peffer

#### Areas of Focus in 2023:

- 3D'S – meeting the 3<sup>rd</sup> Wednesday of each month from 1:00-2:30, except July and August for summer break.
- February and Thanksgiving we signed cards to send to Trinity's At Home/ Professional Care members of our congregation.
- March, one of our members suggested we study The Small Catechism as a refresher course; we started out with Baptism, Holy Communion, and the Apostles Creed. We went as a group to Beattie Tech Fish Fry.
- April, we did the Ten Commandments and in May we finished with The Lords Prayer. Quite a few of our members were sick, hospitalized, had surgery, so there was a lot of praying at our meetings.
- June, Karen Ojerholm stopped in at our meeting to announce her upcoming Bible study in the fall: *Jesus – The Way, The Truth, And The Life*.
- September, to start back with our meetings, Ellen Kaelin invited "The Tuesday Gospel Singers" to perform a concert; we opened the concert to the congregation, and we had 52 in attendance; desert and drinks were served with the help from many in our group; a fun time was had by all.
- October, some of us went to Greater Harmony Chorus at Ingomar Methodist .
- November, some of us went to Beauty and the Beast musical at St. John's Lutheran. We had 10 volunteers from our group adopt 5 children from Trinity's Adopt a Family for Christmas, other were giving gift cards.
- December 20<sup>th</sup> we went to The Olive Garden for our Christmas Party; 22 were in attendance.
- We open and close each meeting with a prayer.

- We were thankful that Pastor Larry attended quite a few of our meetings.

**Future Recommendations/Projects wrapping to 2024:**

- Our 3D'S 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 an average of 16 in attendance for each meeting and have been together for approximately 19 years, prayers we can continue to do the same.

## CARD MINISTRY

**Chair:** Donna Peffer

**Council Liaison:** Not Applicable

**Committee Members:** Kitty Berkstresser, Barb Dudek, Linda Cragg, Charlotte Luedke, Diana Wagner, Ann Vondracek, Elaine Ek, Erma Delaney, Elizabeth Scherer, Ruth Kirk, Monica Hurt, CP Soergel, Joanne Scherer, Virginia Barbiaux, Cheryl Henderson, Diane Eshenbaugh, Janet Emery, Diane Setzenfand, Betty Gabriel, Betsey Novosel, Sue Abbott, Phyllis Jenny, Christine Scherer, Mir Peterson, Shirley Kantz, and Donna Peffer.

### **Areas of Focus in 2023:**

- Involving 26 members each sending care cards/notes two weeks per year. Sympathy, New Baby, Get Well, Thinking of You, Homebound Birthdays. Shirley, Mir, and I took turns sending out to Homebound every other month on special Holidays, we also sent to Graduates, Baptism, 1<sup>st</sup> Communion, and Confirmation.

### **Future Recommendations/Projects wrapping to 2024:**

- 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; we have gotten back beautiful notes or emails from our congregation and also those outside of the congregation thanking us for thinking of them.

## PEOPLE OF PRAYER MINISTRY

**Chair:** Donna Peffer

**Council Liaison:** Not Applicable

**Prayer Warriors:** Agnes Kaelin, Betsey Novosel, Betty Frohnert, Betty Gabriel, Barb Dudek, Bonnie Kriberney, Brenda Hauser, Charlotte Luedke, Cheryl Henderson, CP Soergel, Connie Ludolff, Diane Setzenfand, Janet Montelaro, Jim Block, Joanne Scherer, Joyce Lydick Kottner, Judy Swallow, Karen Rasmussen, Karen Rehder, Kitty Berkstresser, Krista Tozier, Linda Cragg, Martha Jane Parasida, Mir Buresh, Pam Block, Penny Kappel, Phyllis Jenny, Richard Hurt, Ruth Kirk, Sandy Zielinski, Scott Peterson, Shirley Baney, Sue Keay, Susie Neuhart, Elaine Ek, and Donna Peffer.

### **Areas of Focus in 2023:**

- When we receive a prayer request from someone in the congregation or a friend of the congregation, I send the prayer request to our 36 Prayer Warriors asking them to lift our brother or sister in prayers, these prayer requests are then put in the bulletin and email blasts for that week, that is where the Card Ministers get names to send cards/notes to let these people know we at Trinity are there for them. We get many notes and emails back thanking us for reaching out to them in good time and in times of need.
- These prayer requests are then put on our People of Prayer list and sent out every two weeks. In between times, we try to keep the concerns updated so our Prayer Warriors are kept informed.

### **Future Recommendations/Projects wrapping to 2024:**

- We want to continue to reach out to those at Trinity and beyond to let everyone know that we are sharing God's love by bringing hope and comfort through prayer no matter what the need is.



## WORSHIP & MUSIC MINISTRY COMMITTEE

**Chair:** Mir Peterson

**Council Liaison:** Connie Ludloff

**Committee Members:** Ed Ek, Nancy Smith, Mary Schmitz, Connie Ludloff, Amy Kapp, Hans Fox, Pastor Larry

### **Areas of Focus in 2023:**

- Advised Pastor Larry as needed on various aspects of the service.
- Supported the Christmas Cantata that was held December 17<sup>th</sup>
- Prepared the sanctuary for worship services and coordinated the organization of worship assistants as necessary.
- Hired a substitute organist (Amanda Gentzel) to serve during Amy Kapp's sabbatical for the summer of 2023.
- Worked with Personnel Ministry to rewrite the Organist job description and externally post it when Amy Kapp submitted her resignation as of November 1, 2023.
- Solicited bids for necessary organ repair and hired a new company for organ tuning. The organ tuning occurred in late 2023 and the organ repairs will start in early 2024.
- Endorsed offering the Pet Blessing led by Pastor Larry on October 1<sup>st</sup>.

### **Future Recommendations/Projects wrapping to 2024:**

- Continue to support the congregation as we work in this period of not having a permanent organist and work to hire a new organist.
- Continue to review the repair needs of the organ.

# MINUTES OF THE LAST ANNUAL CONGREGATION MEETING

Trinity Lutheran Church

Minutes of the Annual Congregational Meeting

1/29/2023 11:00 am – Church Sanctuary

- 1) **Call to order & quorum count** Rick Hurt called to order Annual Congregation meeting at 11:15 am. Seventy-three voting members were present (needed at least 24 for a quorum).
- 2) **Opening litany (inside back cover of Annual Report)**  
Pastor Asplin led Congregation in opening litany. Pastor Asplin said Thank You to Rick Hurt and Council and Susan White and the Call Committee, as well as all of the Congregation, for all of their hard work with the Call process.
- 3) **Agenda review**  
Rick Hurt reviewed the Agenda for today's meeting.  
*Motion* - Susan White moved to approve the agenda. Seconded and approved by voice vote with no dissents.
- 4) **Approval of minutes of the 01/30/2022 Annual Meeting**  
*Motion* - Mike Nedzel moved to approve minutes of 1/30/2022 Annual Meeting. Seconded and approved by voice vote with no dissents.
- 5) **2023 Operating Budget**  
Ray Ojerholm reviewed the Budget Overview for 2023 and answered questions from the Congregation regarding the budget.  
*Motion* - Pete Luedke moved to approve 2023 budget. Seconded and approved by voice vote with no dissents.
- 6) **Report on Status of Pastoral Coverage**  
Interim Update – Rick Hurt gave an update on Interim Pastoral Coverage. Reviewed differences between Intentional Interim vs. Transitional Interim vs. Local Interim. Rick Hurt gave a special thanks to Linda Slatt for all of the work that she has done in the office to prepare for Sunday services.

Call Update – Susan White gave a Call Committee update. Stated that the Call Committee has a Candidate that they have approved and moved on to an interview with Council. Council is scheduled to meet with this candidate in early February.

**7) Elections**

Council (5 openings, 5 nominees)

Endowment Committee (2 openings, 2 nominees)

Nominating Committee (6 openings, 6 nominees)

Elections were conducted by a written ballot vote, with a majority of ballots cast for each specific position required for election to that position.

**8) Friendship House Decision**

Ray Ojerholm gave an overview of Friendship House status and five options for moving forward.

There was a discussion within the congregation about options for the Friendship House, during which Ray and Joe Hess took questions. A vote was then held by written ballot.

**9) Report on Refugee Sponsorship Ministry**

Jane Hein gave an overview of the Refugee Sponsorship Ministry.

**10) Election/Friendship House Results**

All Candidates for Council, Endowment Committee, and Nominating Committee were elected by a majority of the written ballots cast.

Council: 1<sup>st</sup> term – Barb Dudek, Corey Leimer, Janet Montelaro

2<sup>nd</sup> term – Elaine Ek, Connie Ludloff

Nominating Committee: Sue Abbott, Kitty Berkstresser, Hans Fox, Melissa Kelly, Scott Peterson, Diana Wagner

Endowment Committee: Rick Novosel, Dave Williams (both 1<sup>st</sup> term)

The congregation voted to raze the Friendship House and keep the land, as follows: “Raze Structure & Keep Land” (57 votes, or 78%); “Sell as Is” (12 votes); “Repair and Keep for Use by TLC” (3 votes); “Repair and Rent” (1 vote); “Repair and Sell” (no votes).

**11) Adoption of Annual Report**

*Motion* - Corey Leimer moved to adopt the annual report. Seconded and approved by voice vote with no dissents.

**12) Questions from the Congregation, Unfinished or Other New Business**

Jim Block brought up the concern of declining membership in the church.

**13) President’s closing comments**

Rick Hurt gave closing comments.

**14) Adjournment & closing prayer**

Rick Hurt adjourned the annual meeting at 12:40 pm and Pastor Asplin led a closing prayer.

Respectfully Submitted,  
Katie Bunn, Council Secretary

# MINUTES OF THE 03.19.23 SPECIAL CONGREGATION MEETING

Trinity Lutheran Church

Special Congregational Meeting

3/19/23 Following Single Worship Service – In the Sanctuary

**Call to order:** Council President Rick Hurt called the meeting to order at 11:20 am. The purpose of this meeting is voting on the recommendation of Council to call Pastor Larry Kemp as pastor. Notice of this meeting was properly given in advance.

**Opening Prayer:** Mr. Hurt introduced synod representative Pastor Melissa Stoller and turned the chair over to her to conduct the call vote. Pastor Stoller led an opening prayer.

**Quorum Count:** Council Secretary Katie Bunn noted a quorum of at least 22 voting members was needed to conduct business. The ushers reported 111 people attended worship. Pastor Stoller reminded the attendees of the definition of a voting member and called for a show of hands. Mrs. Bunn reported that 92 voting members were present.

**Motion to Call Pastor:** Mrs. Bunn stated “The Congregation Council moves that Trinity Lutheran Church call Rev. Larry Kemp as pastor.” Since this motion comes from the Congregation Council, it does not require a second.

**Call Committee/Council President Report:** Call Committee Chair Susan White shared the Call Committee’s process and why they recommended the candidate to Council. Mr. Hurt shared why the Council recommends the candidate to the congregation. Pastor Kemp shared his sense of call to this congregation. Pastor Kemp then temporarily left the meeting.

Pastor Stoller asked if there were any other questions or comments for the Call Committee or Council or if there was any discussion on the motion. There were no questions, comments or requests for discussion.

**Voting:** Pastor Stoller asked the tellers (Janet Emery, Bill Parasida and Karen Rasmussen) to distribute ballots to voting members only, and gave directions as to how to mark the ballots.

After several minutes, Pastor Stoller asked if anyone needed more time to vote. There were no requests for additional time, and she declared the balloting closed at 11:40 am. The tellers collected the ballots and left to count them.

When the ballots were counted, Pastor Stoller received the report of the tellers and informed Pastor Kemp of the vote. She then reported the vote results to the congregation; 91 Yes, 0 No, 1 Abstention. Since abstentions are not counted in the vote total, the result was unanimous.

**Call:** Pastor Stoller announced that the congregation had voted to call Rev. Larry Kemp as pastor of Trinity Lutheran Church. Pastor Kemp returned to the meeting, thanked the congregation, and stated that he accepted the call.

Since voting on the call of a pastor was the only order of business for this meeting, Pastor Stoller asked for a motion to adjourn and a second. Mary Schmitz made a motion to adjourn, which was seconded and approved by voice vote with no dissenting votes at 11:55 am. Pastor Stoller then led a closing prayer.

Respectfully Submitted by Katie Bunn, Congregation Secretary

# MINUTES OF THE 11.19.23 SPECIAL CONGREGATION MEETING

Trinity Lutheran Church

Special Congregational Meeting

11/19/23 Following Single Worship Service – In the Sanctuary

**Call to Order:** Council President Rick Hurt called the meeting to order at 11:05 am. Rick stated that the purpose of this meeting will be voting upon Council's recommended amendments to Trinity's constitution and bylaws.

Council Secretary Katie Bunn performed a quorum count. Katie asked all voting members to raise their hands. 53 voting members were present.

**Opening Prayer:** Pastor Kemp led the congregation in an opening prayer.

Pastor Kemp also spoke to the importance of keeping the congregation's governing documents up to date. He also thanked Ray Ojerholm, Hans Fox, and Andrew Mort for all their hard work on the Constitutional update.

**Overview of the Process:** Ray Ojerholm reviewed the process of voting upon the recommended amendments. There were no questions following this review.

**Vote on asterisked \* (required) sections of the constitution:**

*Motion* – Ray Ojerholm moved that the congregation approve all the amendments Council has recommended to the asterisked (required) sections of the constitution. Seconded and approved by voice vote with no dissents.

**Vote on non-asterisked (recommended) sections of the constitution:**

*Motion* - Hans Fox moved that the congregation approve all the amendments Council has recommended to the non-asterisked (recommended) sections of the constitution. Seconded and approved by voice vote with no dissents.

**Vote on bylaws:**

*Motion* - Elizabeth Scherer moved that the congregation approve all the amendments Council has recommended to the bylaws. Seconded and approved by voice vote with no dissents.

**Adjournment & Closing Prayer:**

*Motion* - Joann Scherer moved the adjourn the meeting at 11:25 am. Seconded and approved by voice vote with no dissents.

Pastor Kemp led the congregation in a closing prayer.

Respectfully Submitted by Katie Bunn, Congregation Secretary.

# PAROCHIAL REPORT / MEMBERSHIP STATISTICS

## Trinity 2023 Parochial Report Membership Data

	Baptized	Confirmed
1. Membership at end of 2022	364	297
2. Members received during 2023		
a. By baptism: children	5	
b. By baptism: adults	0	0
c. By affirmation of faith	0	0
d. By transfer	2	2
e. From other sources and statistical adjustment	0	0
f. Total members received this year	7	2
Baptized members confirmed in 2023		0
3. Members removed during 2023		
a. By death	2	2
b. By transfer	2	2
c. For other reasons and statistical adjustment	0	0
d. Total members removed this year	4	4
4. Membership at end of 2023	367	295
Active voting members	276	276
Unconfirmed children	70	
Associate members (out of town)	21	19
Total membership on rolls as of 12/31/2023	367	295

Members received in 2023: Aubrey Brant, Casey Driscoll, Joseph Ek, Patty Hess, Pastor Larry Kemp, Madison Mertz, Sophie Mort

Members entering the Church Triumphant in 2023: Ray Maas, Millie Vandevort

Members transferring in 2023: Penny Kappel, Mimi Stanton

Respectfully submitted,

Karen Ojerholm

## FINANCIAL PACKAGE / AUDIT REPORTS

Reports included on the following pages:

Donations

Balance Sheet

Treasurer's Report for Current Fund

2024 Proposed Budget

Audit Reports



**Trinity Lutheran Church - Wexford PA**  
**Donations Account Balances (12/01/2023 - 12/31/2023)**

Friday, January 5, 2024

Page 1 of 2

Account	Period Activity	YTD Balance
<b><i>Giving Accounts</i></b>		
101 - Regular Envelopes	28,423.00	162,258.00
102 - Special Envelopes	2,430.00	5,990.00
103 - Sunday School Offering	148.00	636.00
104 - Loose Offering - Checks	50.00	195.00
105 - Loose Offering - Cash	795.00	2,304.00
106 - Loose Offering - Visitor Env	350.00	350.00
107 - Stock Donations - General Fund	1,270.92	2,976.17
110 - Simply Giving	4,932.00	50,393.37
113 - Regular Envelopes - Qualified Charitable Donations	1,000.00	23,845.00
114 - Special Envelopes - Qualified Charitable Donations	0.00	100.00
125 - Thrivent Choice Program Grants	60.00	580.00
130 - Property Rental - Parish Hall	0.00	825.00
132 - Property Rental - Church	0.00	250.00
133 - Property Rental - FH Garage	0.00	600.00
134 - Property Rental - Glade Run	1,787.00	21,360.00
135 - Property Snow/Utility Reimb-Glade Run	0.00	4,197.05
140 - Other Receipts-Expense Refunds	0.00	30.00
141 - Other Receipts - Other	0.00	500.00
142 - Live Nativity	100.00	100.00
143 - Vacation Bible School	0.00	250.00
151 - Community Ministry Donations	0.00	150.00
152 - Christian Ed Donations	0.00	825.00
155 - Technology Donations	0.00	50.00
156 - Worship & Music Donations	0.00	116.97
157 - Online Giving - ACH Offset Fee Donations	0.00	2.00
201 - Debt Retirement Fund	2,500.00	2,500.00
202 - Debt Retirement Fund- Qualified Charitable Donation	1,500.00	1,500.00
205 - Cemetery	0.00	300.00
221 - Organ Improvement - Qualified Charitable Donation	0.00	8,000.00
223 - Trinity Food Pantry - Qualified Charitable Contr.	0.00	500.00
227 - Refugee Family #1 Lease Payments	0.00	4,500.00

**Trinity Lutheran Church - Wexford PA**  
**Donations Account Balances (12/01/2023 - 12/31/2023)**

**Friday, January 5, 2024**

**Page 2 of 2**

Account	Period Activity	YTD Balance
230 - Property Improvement	500.00	5,220.00
233 - Property - Simply Giving Bldg	1,558.00	18,563.00
234 - Property Improv. - Qualified Charitable Contributu	3,155.04	4,655.04
246 - Pastoral Call	0.00	3,112.94
315 - Memorial - Undesignated	200.00	800.00
405 - Endowment - Perpetual	3,100.00	3,100.01
406 - Endowment- Perpetual Qualified Charitable Donation	0.00	5,000.00
506 - Florist - Sunday Services	211.00	2,992.00
507 - Florist - Simply Giving	0.00	192.00
512 - Security Deposit- Facility Use	0.00	500.00
521 - CM Fundraisers - Qual Charitable Donation	0.00	720.00
522 - CM Fundraisers	190.96	1,796.58
530 - Men's Shelter	862.71	862.71
537 - Souper Bowl of Caring	0.00	133.11
546 - Angel Tree	1,275.00	1,550.00
548 - Angel Tree - Simply Giving	0.00	151.00
552 - Taste of Trinity - Neuhart Family	0.00	11,642.00
553 - Taste of Trinity - Neuhart Family Qual. Char. Don.	0.00	500.00
558 - Men's Shelter - Simply Giving	25.00	25.00
570 - Women's Event	0.00	7,224.00
575 - World Hunger	250.00	2,570.00
576 - World Hunger-Simply Giving	25.00	300.00
<b>Total Giving Accounts</b>	<b>\$56,698.63</b>	<b>\$367,792.95</b>

**Count: 53**

**Period: 12/01/2023 - 12/31/2023**

**Year: 2023**

**Trinity Lutheran Church - Wexford PA**  
**Balance Sheet as of December 31, 2023**

Sunday, January 7, 2024

Page 1 of 1

Account #	Account Name	Beginning Balance	Period Activity	YTD Balance
<b>Assets</b>				
1.10.100	Checking - First National Bank	255,324	(208,649)	46,675
1.10.104	Newedge Securities, Inc	29	(24)	4
1.20.101	General Fund Investments - Vanguard	0	210,320	210,320
1.20.102	Endowment Investments - Vanguard	307,547	46,948	354,495
1.20.103	Cemetery Investments - Vanguard	99,003	16,966	115,970
1.30.100	Church Insured Value	2,109,450	227,821	2,337,271
1.30.101	Parish Hall Insured Value	2,169,300	234,284	2,403,584
1.30.102	Land on BSR Cost	221,385	(29,885)	191,500
	<b>Total Assets</b>	<b>\$5,162,040</b>	<b>\$497,781</b>	<b>\$5,659,822</b>
<b>Liabilities</b>				
2.00.000	Accounts Payable/Vendors	1,610	3,153	4,763
2.30.101	Loan Payable - Cemetery	16,200	(7,600)	8,600
2.40.102	Credit Card - Lowes	0	15	15
2.50.100	Security Deposit - Facility Use	200	400	600
	<b>Total Liabilities</b>	<b>\$18,010</b>	<b>(\$4,031)</b>	<b>\$13,979</b>
<b>Fund Balances</b>				
3.10.100	Current Fund Balance	94,048	34,430	128,479
3.10.101	Operating Stabilization Fund Balance	33,800	0	33,800
3.20.100	Cemetery Balance	99,003	17,966	116,970
3.30.100	<i>Designated Giving Balance</i>			
3.30.102	Florist - Sunday Services Balance	0	10	10
3.30.103	Live Nativity Balance	350	0	350
3.30.104	Prayer Shawl Ministry Balance	249	(102)	147
3.30.106	Women's Event Balance	0	5,437	5,437
3.30.113	Angel Tree Balance	115	531	646
3.30.200	Taste of Trinity - A/C Balance	687	0	687
3.30.206	Member Support Fund Balance	3,000	(3,000)	0
3.30.404	Men's Shelter Balance	1,116	(537)	579
3.30.419	Glade Run Balance	13	0	13
3.30.420	Community Ministry Fundraisers Balance	59	(59)	0
	<i>Total Designated Giving Balance</i>	<i>\$5,591</i>	<i>\$2,280</i>	<i>\$7,872</i>
3.40.300	Paving Campaign Balance	35,556	(34,500)	1,056
3.40.400	PH Kitchen Updates Balance	2,019	0	2,019
3.50.100	Memorial - Undesignated Balance	7,354	800	8,154
3.50.101	Memorial - Handicapped Access Balance	1,625	0	1,625
3.60.100	Organ Improvement Balance	490	7,447	7,937
3.63.100	Church Renovation Balance	3,808	0	3,808
3.64.100	Pastoral Call Balance	14,800	(7,799)	7,000
3.65.100	Refugee Family #1 Sponsorship Balance	(5,514)	5,514	0
3.65.101	Refugee Family #2 Sponsorship Balance	8,439	16	8,455
3.66.100	Trinity Food Pantry Balance	0	500	500
3.70.103	Lutherlyn Scholarships (Endow) Balance	692	(540)	152
3.80.100	Property - Major Improvements Balance	43,268	(12,072)	31,196
3.80.101	Property - Restricted Balance	1,000	(1,000)	0
3.85.100	Youth Group Activities Balance	6,564	0	6,564
3.90.100	Endowment Balance	307,547	48,948	356,495
3.95.100	Facilities Net of Debt Balance	4,483,935	439,820	4,923,755
	<b>Total Fund Balances</b>	<b>\$5,144,029</b>	<b>\$501,813</b>	<b>\$5,645,842</b>
	<b>Total Liabilities and Fund Balances</b>	<b>\$5,162,040</b>	<b>\$497,781</b>	<b>\$5,659,822</b>

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2023 for Current Fund**

Sunday, January 7, 2024

Page 1 of 4

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
<b>Income</b>				
4.10.100	Current Fund - Weekly Offering	173,657	192,193	(18,536)
4.10.101	Current Fund - Simply Giving	46,800	50,393	(3,593)
4.10.102	Current Fund - Loose Offering	2,209	3,485	(1,276)
4.10.103	Current Fund - Stock Donations	0	2,976	(2,976)
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	1,724	1,675	49
4.20.101	Current Fund - Glade Run Rentals	21,360	21,360	0
4.20.102	Current Fund - Glade Run Snow/Utility Reimb	4,013	4,197	(184)
4.30.100	Current Fund - Thrivent	136	580	(444)
4.40.100	Current Fund - Other Receipts	0	500	(500)
4.45.100	Current Fund - Church Programs	0	350	(350)
4.45.101	Current Fund - Admin Donations	0	0	0
4.45.102	Current Fund - Community Ministry Donations	0	150	(150)
4.45.103	Current Fund - Christian Ed Donations	0	825	(825)
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	50	(50)
4.45.107	Current Fund - W&M Donations	0	116	(116)
4.45.108	Current Fund - Admin-Online Giving ACH Fees	0	2	(2)
4.50.100	Current Fund - Expense Reimbursements	0	30	(30)
4.60.100	Current Fund - Interest Income	2,850	9,320	(6,470)
4.60.101	Current Fund - Change in Investment Value	0	0	0
4.60.102	Current Fund - Interest Income AmazonSmile Program	270	186	83
	<b>Total Income</b>	<b>\$253,019</b>	<b>\$288,390</b>	<b>(\$35,371)</b>
<b>Expenses</b>				
<i>5.10.000 Payroll</i>				
5.10.101	Pastor - Compensation	86,251	53,567	32,684
5.10.102	Pastor - Medical, Disability & Other Insurance	0	911	(911)
5.10.103	Pastor - Pension	0	6,431	(6,431)
5.10.112	Pastor - Continuing Education	0	340	(340)
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	3,000	3,274	(274)
5.10.119	Pastor - Auto Expense Reimbursement	0	296	(296)
5.10.120	Interim Pastor - Compensation	1,800	2,550	(750)
5.10.121	Interim Pastor - Benefits	0	0	0
5.10.122	Interim Pastor - Auto Expense Reimbursement	150	0	150
5.10.123	Interim Pastor - Continuing Education	0	0	0
5.10.124	Interim Pastor - Professional Expenses	0	0	0
5.10.301	Communication Administrator - Compensation	34,944	34,944	0
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	26,436	19,323	7,112
5.10.616	Organist - Substitute Organist	0	3,950	(3,950)
5.10.750	Staff Development	0	611	(611)
5.10.801	Payroll Taxes	4,910	4,453	456
5.10.901	Workers' Compensation Insurance	736	524	212
	<i>Total Payroll</i>	<i>158,227</i>	<i>\$131,177</i>	<i>27,049</i>
<i>5.15.000 Mission Support</i>				
5.15.101	Mission Support - ELCA	0	0	0
5.15.102	Mission Support - Synod	14,500	14,500	0

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2023 for Current Fund**

Sunday, January 7, 2024

Page 2 of 4

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
5.15.111	Mission Support - Other	0	0	0
	<i>Total Mission Support</i>	<i>14,500</i>	<i>\$14,500</i>	<i>0</i>
<b>5.20.000</b>	<b><i>Community Ministry</i></b>			
5.20.101	Community Ministry - Men's Shelter	0	238	(238)
5.20.102	Community Ministry - Special Events	0	0	0
5.20.103	Community Ministry - Donations Other Organizations	0	4,640	(4,640)
5.20.104	Community Ministry - Emergency Assistance	0	835	(835)
5.20.105	Community Ministry - College Connection	0	0	0
5.20.106	Community Ministry - Pastor Discretionary	480	0	480
5.21.101	Community Ministry - Evangelism	1,000	670	329
5.21.201	Community Ministry - Stephen Ministry	0	0	0
5.22.201	Community Ministry - Other	5,440	311	5,128
5.23.101	Community Ministry - Faith In Action	0	44	(44)
	<i>Total Community Ministry</i>	<i>6,920</i>	<i>\$6,740</i>	<i>179</i>
<b>5.25.000</b>	<b><i>Christian Education</i></b>			
5.25.101	CE - Bibles 2nd & 3rd grade	0	0	0
5.25.102	CE - Bibles 6th grade	0	0	0
5.25.201	CE - Confirmation	200	0	200
5.25.303	CE - Educational Materials - Adults	300	1,100	(800)
5.25.304	CE - Educational Materials - Little Church-5th Gr	800	72	727
5.25.311	CE - Educational Materials 6th to 12th Grade	100	0	100
5.25.401	CE - First Communion	200	0	200
5.25.402	CE - Special Events	250	0	250
5.25.501	CE - VBS	1,400	1,890	(490)
5.25.901	CE - Other	500	511	(11)
5.25.902	CE - Camperships	0	0	0
	<i>Total Christian Education</i>	<i>3,750</i>	<i>\$3,574</i>	<i>175</i>
<b>5.35.000</b>	<b><i>Worship &amp; Music</i></b>			
5.35.101	W&M - Licenses	800	783	16
5.35.102	W&M - Music	400	149	250
5.35.103	W&M - Piano & Organ Tuning	0	0	0
5.35.106	W&M - Special Musicians	800	600	200
5.35.201	W&M - Altar Guild	1,000	864	135
5.35.202	W&M - Baptism Supplies	200	212	(12)
5.35.203	W&M - Devotional Literature	375	396	(21)
5.35.204	W&M - Flowers	0	24	(24)
5.35.301	W&M - Miscellaneous	375	291	83
5.35.302	W&M - Minister of Music Miscellaneous	150	46	103
5.35.303	W&M - Wedding Coordinator	0	0	0
	<i>Total Worship &amp; Music</i>	<i>4,100</i>	<i>\$3,369</i>	<i>730</i>
<b>5.40.000</b>	<b><i>Youth</i></b>			
5.40.101	Youth - Bible Bowl	0	0	0
5.40.102	Youth - Local Mission Trips	0	0	0
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	1,100	0	1,100
5.40.201	Youth - Bibles	0	0	0
	<i>Total Youth</i>	<i>1,100</i>	<i>\$0</i>	<i>1,100</i>
<b>5.45.000</b>	<b><i>Administration</i></b>			
5.45.101	Admin - Advertising	400	1,446	(1,046)
5.45.102	Admin - Bulletins	1,000	679	320
5.45.104	Admin - Copier Usage Expense	1,000	1,110	(110)
5.45.105	Admin - Copier Lease	2,340	2,350	(10)

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2023 for Current Fund**

Sunday, January 7, 2024

Page 3 of 4

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
5.45.106	Admin - Copier R&M	0	0	0
5.45.107	Admin - Office Supplies	700	1,361	(661)
5.45.108	Admin - Other Expenses	600	507	92
5.45.109	Admin - Postage	600	462	137
5.45.112	Admin - Supplies	0	0	0
5.45.114	Admin - Temp Employee Services	0	0	0
5.45.202	Admin - Church Council	600	1,262	(662)
5.45.203	Admin - Stewardship Offering Envelopes	1,200	944	255
5.45.204	Admin - Membership Committee Other Expenses	1,500	0	1,500
5.45.205	Admin - Hospitality Committee	300	265	34
5.45.206	Admin - Mutual Ministry	240	0	240
5.45.208	Admin - Other Committee Expenses	0	0	0
5.45.301	Admin - Fin Sec - Online Giving Fees	1,200	892	307
5.45.302	Admin - Financial Secretary Other Expenses	265	330	(65)
5.45.303	Admin - Fin Sec - Online Giving Merchant Fees	0	0	0
5.45.401	Admin - Treasurer - Bank Fees	0	57	(57)
5.45.402	Admin - Treasurer - Check Stock	100	87	12
5.45.403	Admin - Treasurer - Office Supplies	280	148	131
5.45.404	Admin - Treasurer - Other Expenses	225	205	19
5.45.405	Admin - Treasurer - Payroll Processing Fees	1,830	1,913	(83)
5.45.501	Admin - Synod Convention	350	225	125
5.45.502	Admin - Synod Other Events	0	0	0
5.45.503	Admin - Strategic Planning	0	0	0
5.45.601	Admin - Investment Expenses	0	0	0
5.45.602	Admin - Loss on Stock Sales	0	46	(46)
5.45.603	Admin - Management Fees	0	0	0
5.45.604	Admin - Membership Fees	140	47	92
	<i>Total Administration</i>	<i>14,870</i>	<i>\$14,342</i>	<i>527</i>
<i>5.46.000</i>	<i>Technology</i>			
5.46.101	Technology Committee Expenses	2,400	1,049	1,350
5.46.102	Technology - Software Licenses	2,510	2,771	(261)
5.46.103	Technology - Website Improvement	0	315	(315)
5.46.104	Technology - IT Support Services	2,280	2,100	180
	<i>Total Technology</i>	<i>7,190</i>	<i>\$6,236</i>	<i>953</i>
<i>5.50.000</i>	<i>Facilities</i>			
5.50.101	Property - Insurance	10,000	10,326	(326)
5.50.201	Property - Lawn Care - Church	4,650	4,088	562
5.50.203	Property - Lawn Care - FH	1,750	1,518	232
5.50.211	Property - Snowplow and Salt - Church	6,600	1,853	4,747
5.50.221	Property - Trash - Church	1,800	2,002	(202)
5.50.231	Property - Contracted Janitorial Services	13,200	12,996	204
5.50.233	Property - Contracted Facilities Maintenance	1,500	1,500	0
5.50.401	Property - Supplies - Church	100	0	100
5.50.402	Property - Supplies - PH	600	514	85
5.50.403	Property - Supplies - FH	0	0	0
5.50.404	Property - Other Expenses	300	112	187
5.50.501	Property - Utilities - Electric - Church	2,230	2,144	85
5.50.502	Property - Utilities - Electric - PH	5,120	5,074	45
5.50.503	Property - Utilities - Electric - FH	480	295	184
5.50.511	Property - Utilities - Gas - Church	7,800	7,167	632
5.50.513	Property - Utilities - Gas - FH	1,910	601	1,308
5.50.521	Property - Utilities - Telephone & Internet - Chur	4,200	4,318	(118)
5.50.522	Property - Utilities - Security System Fee	880	795	84
5.50.524	Property - Elevator Expenses	450	1,389	(939)
5.50.525	Property - Fire & Security Alarm - Church	750	504	245

**Trinity Lutheran Church - Wexford PA**  
**Treasurer's Report as of December 2023 for Current Fund**

**Sunday, January 7, 2024**

**Page 4 of 4**

Account #	Account Name	Annual Budget	YTD Balance	Annual Budget Remaining
5.50.526	Property - Fire & Security Alarm - PH	300	315	(15)
5.50.527	Property - Security Alarm - PH, Glade Run	0	304	(304)
5.50.531	Property - Utilities - Sewer - Church	220	248	(28)
5.50.532	Property - Utilities - Sewer - PH	180	156	23
5.50.533	Property - Utilities - Sewer - FH	100	70	30
5.50.541	Property - Utilities - Water - Church Acct 1070400	480	485	(5)
5.50.542	Property - Utilities - Water - PH Acct 1070200	240	185	54
5.50.543	Property - Utilities - Water - FH Acct 1069500	210	48	161
5.50.551	Property - Facility Fees	0	0	0
	<i>Total Facilities</i>	<i>66,050</i>	<i>\$59,015</i>	<i>7,034</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	600	600	0
5.60.102	Debt Service - Cemetery Loan Principal	3,600	3,600	0
	<i>Total Debt Service</i>	<i>4,200</i>	<i>\$4,200</i>	<i>0</i>
	<b>Total Expenses</b>	<b>\$286,907</b>	<b>\$249,155</b>	<b>\$37,751</b>
	<b>Difference</b>	<b>(\$33,888)</b>	<b>\$39,235</b>	

## TLC- Overview of Proposed Budget for 2024

### Summary of Current Fund Receipts and Expenses (rounded to nearest hundred)

	2021 Actual	2022 Actual	2023 Budget	2023 Actual	2024 Budget
Regular giving	243,500	239,400	222,700	250,500	252,700
Glade Run rent & expense reimb	18,300	25,500	25,400	25,600	25,900
Facility fees, interest & other income	4,200	2,300	5,000	12,300	11,300
Endowment distribution	10,000	10,000	3,100	3,100	10,000
<b>Total receipts</b>	<b>276,000</b>	<b>277,200</b>	<b>256,100</b>	<b>291,500</b>	<b>299,800</b>
<b>Expenses</b>	<b>-288,700</b>	<b>-249,400</b>	<b>-290,000</b>	<b>-252,300</b>	<b>-312,100</b>
<b>Surplus (deficit)</b>	<b>-12,700</b>	<b>27,800</b>	<b>-33,900</b>	<b>39,200</b>	<b>-12,300</b>

### What Happened in 2023?

A year ago, we were looking at a projected deficit of \$33,900 for 2023. Instead, we wound up with a surplus of \$39,200. The following table shows the major causes of this \$73,100 difference.

	2023 Budget	2023 Actual	Difference
Regular giving	222,700	250,500	27,800
Interest income	2,900	9,300	6,400
All other receipts	30,500	31,700	1,200
<b>Total receipts</b>	<b>256,100</b>	<b>291,500</b>	<b>35,400</b>
Pastoral payroll	-86,300	-61,500	24,800
Snowplowing	-6,600	-1,900	4,700
Friendship House operating costs	-4,500	-3,100	1,400
All other expenses	-192,600	-185,800	6,800
<b>Total expenses</b>	<b>-290,000</b>	<b>-252,300</b>	<b>37,700</b>
<b>Surplus (deficit)</b>	<b>-33,900</b>	<b>39,200</b>	<b>73,100</b>

First, we estimated 2023 regular giving would decline by \$16,700 (7.0%), but it actually rose by \$11,100 (4.6%). That's \$27,800 better than estimated. This was the first time in 10 years that regular giving increased compared to the prior year.

Second, the dramatic rise in interest rates contributed \$6,400 more interest income than we expected. All other current fund receipts came in \$1,200 above estimates (mostly from non-recurring donations for the Jesus Bible Study).

Expenses were \$37,700 less than budgeted. The biggest item was a \$24,800 savings on pastoral compensation because Pastor Kemp is presently covered on his wife's health insurance plan (until April 2025) and started 5 weeks later than we had budgeted.

Another big item was \$4,700 saved on snowplowing expenses (2023 had the second lowest snowfall on record for Pittsburgh).

Demolition of the Friendship House in August saved \$1,400 in operating costs for the last 4 months of 2023.

All other expenses were \$6,800 less than budgeted.



## TLC- Overview of Proposed Budget for 2024

### Key Assumptions Made in 2024 Budget

#### Receipts -

We estimate regular giving will be slightly more in 2024 than in 2023 based on trends in Simply Giving. Since the 4.6 % increase in 2023 was the first increase in regular giving in 10 years, we are hesitant to project another sizable increase unless and until we see a durable trend. We are also mindful that while giving to the current fund increased in 2023, total giving was actually \$17,500 (4.9%) less than in 2022. That's mostly because \$57,900 was donated to two special fundraisers in 2022 (the side access roadway repaving and the refugee ministry), while special fundraisers in 2023 were for smaller amounts. Glade Run rent is based on the expected terms of extending the present lease when it expires on 1/31/2024. We expect the some of the base rent increase will be offset by lower expense reimbursements in 2024 because there were some one-time expense reimbursements in 2023. We expect interest rates and our investable general funds (which are separate from the cemetery and Endowment funds) to drop a bit in 2024, resulting in about \$1,000 less interest and miscellaneous income.

The Endowment Committee declared a \$10,000 distribution for 2024, which the Finance Committee and Council recommended be allocated \$5,000 to Community Ministry's outreach efforts and \$5,000 to the Property Committee as partial reimbursement for \$6,000 of Property funds used to raze the Friendship House.

#### Expenses -

Total Current Fund expenses are budgeted to increase by \$59,800 (24%) compared to actual expenses for 2023. The largest factor by far is payroll, which is budgeted to increase by \$37,200 (28%). This is mostly due to having a full-time pastor in place for 12 months in 2024 compared to just under 8 months in 2023. Also, Pastor Kemp used hardly any of his Synod-recommended expense allowances in 2023, and we expect he will make greater use of the recommended amounts in 2024.

The next largest factor is Property, for which we are budgeting a \$10,600 (16%) increase. This consists of \$5,100 more snowplowing expense to budget for "normal" winter weather, allocating \$5,000 of the Endowment distribution to property in 2024 (compared to none in 2023), \$2,800 for inflationary increases, and a \$2,300 reduction in operating costs for the Friendship House, which was razed in August.

Council is recommending that Mission Support (Synod Benevolence) be set at 7% of estimated regular giving, which is a \$3,200 increase from 2023. The Synod encourages congregations to pay 10%. However, data supplied by the Synod shows it receives an average of 6.7% overall and 6.1% from the 29 congregations in Conference 2 (which includes Trinity). The relevant range for congregations of similar size in TLC's geographic area is 4.9% - 7.0%. Thus, the recommended 7% would put TLC at the upper end of that range. While we use a % for budgeting purposes, we actually pledge a specific dollar amount to the Synod after our Annual Meeting. In recent years, we have paid 100% of our pledged dollar amount, even when regular giving fell far short of budget (as in 2020, when giving was \$58,000 below budget).

Community Ministry requested a substantial increase in its budget for 2024 to meet growing needs in the community. Council recommended a budget increase of \$4,970 (50% compared to 2023 actual spending), which is less than requested, but still represents a significant initial step towards Community Ministry's goal.

Everything else in the 2024 budget nets to a \$3,500 increase spread among administration, technology and the other ministries.

## **TLC- Overview of Proposed Budget for 2024**

### **Goal of Developing the Budget**

The goal of the Finance Committee and Council was to develop a realistic budget that supports and enhances TLC's ministries, while being mindful of fiscal challenges and uncertainties.

The recommended budget for 2024 projects using up about 1/3rd of the surplus generated in 2023, leaving the rest in reserve for contingencies and inflation.

### **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 to 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 summary of the proposed budget by major category. 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					
		2024 Operating Budget Recommendation					
		2021	2022	2023	2023	2024	
		Actual	Actual	Budget	Actual	Reco	Comments re: 2024 Budget
<b>Receipts by Major Category</b>							
Simply Giving		73,700	53,277	46,800	50,393	54,000	Based on recent run rate
Other giving		169,826	186,096	175,866	200,147	198,654	Approximates 2023 actual less 1x items
Regular giving		243,526	239,373	222,666	250,541	252,654	Base for calculating Mission Support
Glade Run rent & expense reimb		18,300	25,524	25,373	25,557	25,871	Lease expires 1/31/24; estimating 3.1% rate increase in renewal
Facility fees, interest & other income		4,150	2,264	4,980	12,293	11,289	Expect slightly less interest & misc. inc.
Endowment distribution		10,000	10,000	3,100	3,100	10,000	As declared by Endowment Committee
Total receipts		275,976	277,161	256,119	291,490	299,814	
<b>Expenses by Major Category</b>							
Payroll		149,470	119,108	158,223	131,178	168,354	FT called pastor for full year in 2024
Property		74,448	71,416	72,050	65,016	75,665	Incl. \$5,000 Endowment distribution
Mission Support - Synod		17,500	18,000	14,500	14,500	17,688	7% of estimated regular giving
Administration		14,279	12,664	14,870	14,342	16,429	Expected 2024 needs
Community Ministry		10,480	9,539	10,020	9,840	14,810	Incl. \$5,000 Endowment distribution
Technology		6,775	7,706	7,190	6,236	6,390	Expected 2024 needs
Christian Education/Youth		6,323	3,299	4,850	3,574	4,580	Expected 2024 needs
Worship & Music		4,849	3,303	4,100	3,369	4,307	Expected 2024 needs
Debt		4,572	4,344	4,200	4,200	3,876	Principal and interest on cemetery loan
Total expenses		288,697	249,378	290,003	252,255	312,098	
Surplus (deficit)		-12,721	27,782	-33,884	39,235	-12,284	
Mission Support/Regular Giving		7.2%	7.5%	6.5%	5.8%	7.0%	Synod average is 6.7%; range for similar congregations is 4.9% - 7.0%
Community Ministry/Regular Giving		4.3%	4.0%	4.5%	3.9%	5.9%	
* Other Outreach/Regular Giving		1.9%	0.9%	1.0%	1.1%	1.1%	
Total		13.4%	12.4%	12.0%	10.8%	13.9%	
* "Other Outreach" includes VBS, Camperships, CE Other (Child Sponsorship) and Hospitality Committee							
<b>Endowment Distributions (included in the above figures)</b>							
Community Ministry		3,000	3,000	3,100	3,100	5,000	2023 incl. \$2,000 for Refugee Minstry
Property Fund		7,000				5,000	
Current Fund			7,000				
Grand total		10,000	10,000	3,100	3,100	10,000	

# ANNUAL AUDIT REPORT

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

Church: TRINITY LUTHERAN CHURCH

Location: 2500 BRANDT SCHOOL RD, WEXFORD, PA 15090

Synod: Southwestern Pennsylvania Synod, ELCA

For the period beginning January 1, 2022 and ending December 31, 2022

## Audit Objectives

The audit objectives related to the internal audit of TLC 2022 financial books, records and operations include determination that:

- Appropriate procedures are in place governing key financial operations and are being complied with;
- Proper segregation of duties are in place for all key financial transactions and are not being circumvented;
- Controls governing the congregation's investments and bank accounts are in place and operating as intended;
- All assets and liabilities recorded in the congregation's books and records are supported by 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 assets are properly classified in line with the donor's intent;
- 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 a special event are accounted for and can be traced back to the general ledger;
- The petty cash fund is closely monitored and controlled; N/A
- That all major capital expenditures have been approved by the governing body (i.e. Congregational Council) called for in the congregation's by-laws;

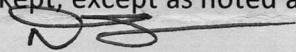
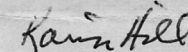
- Expenses are appropriately approved and supported by the appropriate documentation;
- Fixed assets exist and are properly recorded in the general ledger; N/A
- Personal identity information is properly safeguarded both in system and paper form;
- Controls over the payroll process are in place and operating as intended;
- 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.

Based on audit work performed to achieve the objectives listed above, the books and records of TLC 2022 appear to materially accurate in all respects. Testing performed also found, with some exceptions as noted below, that the controls governing the financial operations process appear to be in place and operating as intended. Although controls over financial operations appear to be adequate, additional work as needed in the following areas:

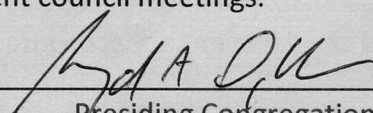
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- None found
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Implementation of the recommendations outlined in this report would help strengthen existing controls and provide additional efficiencies.

The auditor(s) has performed the procedures and testing called for in the audit program adopted by the church. 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:  DIANA WAGNER  KARIN HILL Dated: 7/19/2023  
 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 church management. The council will review progress being made to address any weaknesses identified in this report at subsequent council meetings.

Signed:  RAY OJERHOLM COUNCIL VICE PRES. Date: 7/30/2023  
 Presiding Congregational Council Member

Copies of this Report should be filed with the Audit Committee Recording Secretary, Pastor, the chairperson of the Finance Committee, Congregational Council, and Southwestern Pennsylvania Synod Office of the Treasurer.





TRINITY  
LUTHERAN CHURCH

2023





