



HOLY TRINITY LUTHERAN CHURCH

Loving, Witnessing and Growing through God's Grace

2018 ANNUAL REPORT

Holy Trinity Lutheran Church

149 Manzanita Avenue
San Carlos, CA 94070
650.593.0325
www.sancarloshtlc.org



Submitted to the congregation at its

ANNUAL MEETING
Feb 3rd, 2019

*We know that all things work together for good for those who love God,
who are called according to God's purpose.*
Romans 8:28

Welcome!

Holy Trinity Lutheran Church in San Carlos celebrates and shares God's gifts by worshipping together, caring for each other, and doing God's work in the community and beyond.

We believe that Christ has made us one body with many members, sharing in God's grace and unconditional love.

We joyfully welcome ALL people, without exception — of every age, sex, race, national origin, sexual orientation, gender identity, physical or mental ability, or of anything else that divides us — to join with us in worship, learning, fellowship, prayer and service.

"For in Christ Jesus you are all children of God through faith...there is no longer Jew or Greek, there is no longer slave or free, there is no longer male and female; for all of you are one in Christ Jesus." Galatians 3:26, 28

STAFF

Pastor:	The Rev. Joshua Serrano.....revserrano@sancarloshtlc.org
Organist/Pianist:	Kai Lin
Office Administrator:	Claudia Cortez.....office@sancarloshtlc.org
Nursery Care:	Jo O'Brien.....obrien@sancarloshtlc.org

CHURCH COUNCIL AND OFFICERS

President:	Barbara Padillapresident@sancarloshtlc.org
Vice President:	Dick Rescho
Secretary	Doug Southard
Treasurer:	Petra Gilmore.....treasurer@sancarloshtlc.org
Financial Secretary:	Mary Webb Bob Beuthel Pamela Bohlmann Gail Blomstrom Sandy Frojelin Anita Reiman Pr. Joshua Serrano

2018 MINISTRY TEAMS AND CHAIRS

Altar Guild:	Pamela Bohlmann
Budget:	Petra Gilmore
Buildings & Grounds:	Leroy Padilla, G.Ray Martin, James Reimann, Doug Southard
Endowment:	John McDowell
Flower Coordinator:	Julianne Fredericks
Head Usher:	Dave Pitts
Women of the ELCA (WELCA):	Lynn Garbe-Recknagel
Choir:	Anita Reimann, Peter Schmuckal
Technology Support:	Gary Wiessinger
Congregation Life:	Pamela Bohlmann
Nominating:	Barbara Richards, John McDowell, Lori Friedman
Outreach & Evangelism:	Gary Wiessinger
Prayer Chain:	Anita Reimann/Ruby Phillips
Social Concerns:	Barbara Padilla, Hillary Wiessinger
Stewardship:	Barbara Richards
Worship & Music:	Erik Vorhes
Youth:	Lori Friedman

Table of Contents

I - Annual Meeting Agenda.....	4
II - Approval of Minutes:.....	5
Annual Congregational Meeting Minutes – January 28, 2018.....	5
III – 2018 Treasurer’s Financial Report	7
<i>2018 Budget Highlights</i>	<i>7</i>
<i>Cash Receipts for month ending December 31, 2018.....</i>	<i>8</i>
<i>Bank Account Activity for Month Ending December 31, 2018.....</i>	<i>9</i>
<i>Cumulative Receipts Chart – 10 Year History.....</i>	<i>14</i>
<i>General Funding Sources Chart</i>	<i>14</i>
<i>Monthly Giving vs. Budget Goal</i>	<i>15</i>
<i>2018 Annual Giving Distribution</i>	<i>15</i>
<i>Benevolence</i>	<i>16</i>
<i>Spring Forth! and Loan Fund.....</i>	<i>17</i>
IV - Reports	18
<i>a. Pastor’s Report 2018</i>	<i>18</i>
<i>b. President’s Report 2018.....</i>	<i>19</i>
<i>c. Nominating Committee Report.....</i>	<i>19</i>
<i>d. Other Committee Reports</i>	<i>20</i>
<i>Building and Grounds</i>	<i>20</i>
<i>Endowment Committee</i>	<i>21</i>
<i>Evangelism and Outreach.....</i>	<i>22</i>
<i>Mutual Ministry Committee.....</i>	<i>23</i>
<i>Worship and Music</i>	<i>24</i>
<i>Technology</i>	<i>24</i>
<i>Social Concerns.....</i>	<i>25</i>
<i>Stewardship</i>	<i>26</i>
<i>Women of the ELCA (WELCA)</i>	<i>27</i>
<i>Youth Ministry and Sunday School</i>	<i>28</i>
V – Action Items.....	29
<i>a. Approval of 2019 Budget</i>	<i>29</i>
<i>b. Receipt of 2019 Pledges.....</i>	<i>30</i>
<i>c. Elections</i>	<i>31</i>
VI – Closing Prayer.....	31

I. - Annual Meeting Agenda

Call to Order

Opening Prayer

- I. Approval of Agenda
- II. Approval of Minutes - January 28, 2018 Annual Meeting
- III. Approval of 2018 Treasurer's Report
- IV. Reports
 - a. Pastor's Reports
 - b. President's Report
 - c. Nominating Committee Report
 - d. Other Committee Reports
- V. Action Items
 - a. Approval of 2019 Budget
 - b. Receipt of 2019 Pledges to support the adopted 2019 Budget
 - c. Elections
 - i. Council
 - ii. Endowment Committee
 - iii. Nominating Committee
- VI. Closing Prayer

Motion: Approve agenda as presented

Motion by:

Second by:

II - Approval of Minutes:

Annual Congregational Meeting Minutes – January 28, 2018

HOLY TRINITY LUTHERAN CHURCH San Carlos, California

Opening Formalities:

- **Call to Order** - The meeting was called to order by Anita at 11:35 PM, with a count of those in attendance and the declaration that a quorum was present. (See written sign-in sheet with original member signatures, attached hereto.) Reference was made to the 24-page printed/published 2017 Annual Report, which is incorporated herein by reference. This was followed by an opening prayer by Pr. Josh.
- The **Agenda** was presented and **Motion to approve** the Agenda was made by Doug Southard and seconded by Leroy Padilla and **passed without objection by voice vote**.
- **Meeting Minutes:** The Minutes from the 1/29/2017 Annual Meeting (See 2017 Annual Report, pages 4 & 5) were presented and amended on oral motion to correct the reference to “Lori Friedman” to instead state “Pr. Lori Eichmann” in the Congregational Life committee report. The minutes as amended were **approved** on a voice vote after a motion was made (John McD.) and seconded (Nancy).

Reports:

- **Pastor (Josh Serrano):** See written report at page 14 of Annual Report. . . Pr. Josh also gave an oral report: He noted that the Healthy Start program had provided him with tremendous support in his first year of ministry at HTLC and how he is now organizing a Mutual Ministry Team (including Greg B., Barb. R. and Eric V., so far) to solicit further wisdom and support. He gave appreciation for all the support and friendship he has enjoyed. . . He is grateful for how we have all bonded together to pull off Oktoberfest and other successful projects. . . Observing that he has had substantial Youth Ministry experience and an interest in expanding that role at HTLC, he advised that he had taking over such tasks during the last year, including leading the Confirmation program. . . He has also helped organize the trip to the National Youth Gathering this summer, partnering with three other local congregations. . . In summary, he observed that it has been a new and challenging experience to be a solo pastor, and he is thankful for all the help he has received from the congregation.
- **President’s Report (Anita Reimann):** See written report at page 14 of the Annual Report. Anita also presented general comments together with a photo slide show of 2017 church activities.
- **Treasurer (Petra Gilmore):** See detailed written report at pages 5 through 13 of the Annual Report. . . Petra noted that financial and budget matters were thoroughly explained and discussed at the annual congregational budget meeting on January 21st. A motion to approve the report was made by James R. and seconded by Pr. Kemp S. and approved on voice vote.
- **Committee Reports:** See written reports of various committees (Building & Grounds, Oktoberfest 2017, Congregational Life, Endowment, Evangelism and Outreach, Worship and Music, Technology, Nominating Committee, Social Concerns, Stewardship, Women of ELCA and Youth Ministry and Sunday School), located at pages 15 through 22 of the Annual Report.

Action Items:

- **Motion to Approve 2018 Budget:** See proposed budget as presented on pages 23 and 24 of the Annual Report. Discussion ensued, wherein it was noted that although the 2018 proposed budget is higher than the 2017 budget (primarily to reflect 5% raises for staff), pledges to date are actually lower than last year. This means that there are challenges and little flexibility going forward, with a

need for enhanced stewardship efforts and cost containment. . . A motion was made by Pam B. to approve the budget , seconded by Pr. Kemp S., and approved on a voice vote, with no “nays” registered.

- **Motion to Approve Slate of Officer Candidates:** See proposed slate on page 24 of the Annual Report. A motion to approve was made by Pr. Kemp S. and seconded by several members and approved by voice vote, with no “nays” registered.

Closing Prayer: A closing prayer was given by Pr. Josh

Meeting Adjourned at 12:15 p.m.

Respectfully submitted,

Douglas Southard, Council Secretary

Reviewed and approved by Church Council: March 20, 2018

Motion: Approve January 28, 2018 Annual Meeting minutes

Moved by:

Second by:

III – 2018 Treasurer's Financial Report

2018 Budget Highlights

- General Fund giving was \$221,313 while expenses were \$217,668 (\$3,645 more than expenses)
- Total 2018 expenses were 2.3% higher than 2017
- Expenses were \$1,079 lower than the 2018 adopted budget
- 2018 ended with \$51,052 in checking/savings (\$31,052 in General Fund checking/savings and \$20,000 in Emergency Contingency Fund)
- In October there was a deficit of \$23,417 in General Fund giving prompting the Council to request two budgets to consider (one being a significant reduction in services).
- The budget was met ONLY the last two months during 2018 creating leadership concern regarding deficit.
- December giving was again high (\$50,191) possibly due to the appeal letter
- Critical to keep current with monthly pledge (even if not in church) – especially during summer months
- REMEMBER – monthly bills have to be paid regardless of who is in church (Simply Giving; Bill Pay!)
- Increase giving throughout the year to support the approved budget rather than relying on December appeals

Cash Receipts for month ending December 31, 2018



Holy Trinity Lutheran Church Balance Sheet as of 12/31/2018

Account Number	Account Name	Amount
Assets		
Current Assets		
1000	Wells Fargo Checking	\$26,880.30
1010	Market Rate Account	\$93,424.16
1020	Endowment	\$103,020.81
1030	Mission Investment Fund Account	\$20,000.00
1040	Brokerage Account	\$24.47
Total Current Assets		\$243,349.74
Total Assets		\$243,349.74
Liabilities		
Current Liabilities		
2050	Mission Investment Fund - Loan	\$49,714.64
Total Current Liabilities		\$49,714.64
Total Liabilities		\$49,714.64
Equity		
Unrestricted Net Assets		
3000	General Fund - Fund Balance	\$51,052.42
3113	Loan Fund Balance	\$-49,714.64
Total Unrestricted Net Assets		\$1,337.78
Restricted Net Assets		
3100	Building Fund - Fund Balance	\$6,153.09
3101	Endowment Fund Fund Balance	\$103,020.81
3102	Memorial Fund Balance	\$2,220.51
3104	Spring Forth Fund Balance	\$40,251.99
3105	Music Fund Balance	\$111.87
3106	Pastor Discretionary Fund Fund Balance	\$1,452.79
3107	Special Designations Fund Balance	\$50.01
3109	Youth Fund Balance	\$2,933.71
3110	HTLCW Fund Balance	\$134.53
3111	Benevolences Fund Balance	\$15,968.01
3112	Contingency Fund Balance	\$20,000.00
Total Restricted Net Assets		\$192,297.32
Total Equity		\$193,635.10
Total Liabilities + Total Equity		\$243,349.74

Bank Account Activity for Month Ending December 31, 2018



Holy Trinity Lutheran Church Budget: Current Month v. Year for the period of 01/01/2018 to 12/31/2018

		YTD			Current Month		
Account Number	Account Name	Actual	Budget	Difference	Actual	Budget	Difference
Income							
General Donations							
4000	General Giving	\$187,500.54	\$218,747.00	\$-31,246.46	\$48,010.90	\$18,228.88	\$29,782.02
4010	Simply Giving	\$23,815.00	\$0.00	\$23,815.00	\$1,570.00	\$0.00	\$1,570.00
4020	Room Donations	\$7,655.00	\$0.00	\$7,655.00	\$610.00	\$0.00	\$610.00
4030	Thrivent	\$2,342.00	\$0.00	\$2,342.00	\$0.00	\$0.00	\$0.00
Total General Donations		\$221,312.54	\$218,747.00	\$2,565.54	\$50,190.90	\$18,228.88	\$31,962.02
Designated Donations							
4100	Building Fund Income	\$6,160.00	\$0.00	\$6,160.00	\$510.00	\$0.00	\$510.00
4120	HTLCW Fund Donations	\$330.00	\$0.00	\$330.00	\$35.00	\$0.00	\$35.00
4125	Memorial Fund Donations	\$2,238.00	\$0.00	\$2,238.00	\$300.00	\$0.00	\$300.00
4135	Spring Forth Donations	\$37,291.70	\$0.00	\$37,291.70	\$6,150.00	\$0.00	\$6,150.00
4150	Special Designations Fund Donation	\$820.00	\$0.00	\$820.00	\$0.00	\$0.00	\$0.00
4160	Youth Fund Donations	\$8,846.40	\$0.00	\$8,846.40	\$42.83	\$0.00	\$42.83
4165	Benevolence Donation	\$-2,503.36	\$0.00	\$-2,503.36	\$300.00	\$0.00	\$300.00
Total Designated Donations		\$53,182.74	\$0.00	\$53,182.74	\$7,337.83	\$0.00	\$7,337.83
Other Income							
4500	Interest Earned	\$-3,344.95	\$0.00	\$-3,344.95	\$54.62	\$0.00	\$54.62
Total Other Income		\$-3,344.95	\$0.00	\$-3,344.95	\$54.62	\$0.00	\$54.62
Total Income		\$271,150.33	\$218,747.00	\$52,403.33	\$57,583.35	\$18,228.88	\$39,354.47
Expense							
Personnel Expenses							

		YTD			Current Month		
Account Number	Account Name	Actual	Budget	Difference	Actual	Budget	Difference
Personnel Expenses							
5000	Salaries and Contractors	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5001	Pastor	\$55,317.76	\$55,508.00	\$-190.24	\$4,625.66	\$4,625.63	\$0.03
5002	Secretary	\$20,097.00	\$21,840.00	\$-1,743.00	\$1,585.50	\$1,820.00	\$-234.50
5003	Organist	\$9,800.00	\$9,500.00	\$300.00	\$1,050.00	\$791.63	\$258.37
5004	Director of Child and Family	\$0.00	\$3,000.00	\$-3,000.00	\$0.00	\$250.00	\$-250.00
5005	Nursery	\$2,100.00	\$2,600.00	\$-500.00	\$150.00	\$216.63	\$-66.63
5006	Substitutes	\$900.00	\$1,350.00	\$-450.00	\$0.00	\$112.50	\$-112.50
5007	Janitor	\$3,900.00	\$3,900.00	\$0.00	\$325.00	\$325.00	\$0.00
5008	Gardener	\$3,000.00	\$3,000.00	\$0.00	\$250.00	\$250.00	\$0.00
5009	Bookkeeper	\$7,863.00	\$7,863.00	\$0.00	\$655.25	\$655.25	\$0.00
Total for 5000 - Salaries and Contractors		\$102,977.76	\$108,561.00	\$-5,583.24	\$8,641.41	\$9,046.64	\$-405.23
Total Personnel Expenses		\$102,977.76	\$108,561.00	\$-5,583.24	\$8,641.41	\$9,046.64	\$-405.23
Benefits and Personnel Related Expenses							
5050	Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5051	Pastor Benefits	\$25,234.18	\$25,200.00	\$34.18	\$2,127.37	\$2,100.00	\$27.37
5052	Pastor Housing	\$3,000.00	\$3,000.00	\$0.00	\$250.00	\$250.00	\$0.00
5053	Car Allowance	\$1,749.96	\$1,750.00	\$-0.04	\$145.83	\$145.87	\$-0.04
Total for 5050 - Benefits		\$29,984.14	\$29,950.00	\$34.14	\$2,523.20	\$2,495.87	\$27.33
5060	Personnel Related Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5061	Professional Expenses	\$1,370.26	\$1,500.00	\$-129.74	\$197.67	\$125.00	\$72.67
5066	Payroll Taxes	\$7,015.30	\$7,500.00	\$-484.70	\$525.30	\$625.00	\$-99.70
Total for 5060 - Personnel Related Expenses		\$8,385.56	\$9,000.00	\$-614.44	\$722.97	\$750.00	\$-27.03

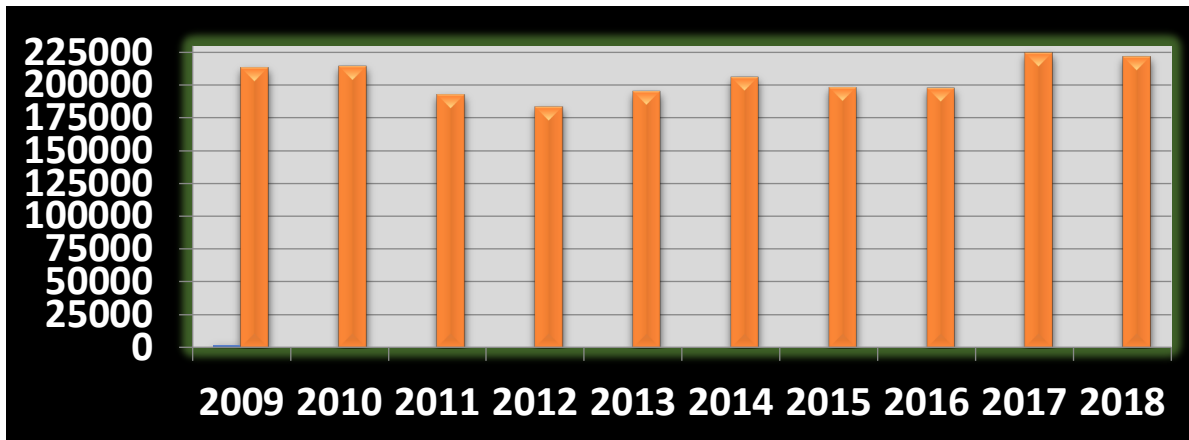
		YTD			Current Month		
Account Number	Account Name	Actual	Budget	Difference	Actual	Budget	Difference
Total Benefits and Personnel Related Expenses		\$38,369.70	\$38,950.00	\$-580.30	\$3,246.17	\$3,245.87	\$0.30
Utilities							
5100	PG&E	\$5,267.36	\$4,500.00	\$767.36	\$332.11	\$375.00	\$-42.89
5110	Water	\$2,288.03	\$1,500.00	\$788.03	\$187.00	\$125.00	\$62.00
5120	Phone and Internet	\$5,174.56	\$2,800.00	\$2,374.56	\$493.68	\$233.37	\$260.31
5130	Waste Disposal	\$957.53	\$950.00	\$7.53	\$180.61	\$79.13	\$101.48
Total Utilities		\$13,687.48	\$9,750.00	\$3,937.48	\$1,193.40	\$812.50	\$380.90
Office Expenses							
5200	Office Supplies	\$911.14	\$900.00	\$11.14	\$161.00	\$75.00	\$86.00
5210	Postage	\$296.15	\$500.00	\$-203.85	\$0.00	\$41.63	\$-41.63
5220	Printing	\$5,910.50	\$5,600.00	\$310.50	\$822.93	\$466.63	\$356.30
Total Office Expenses		\$7,117.79	\$7,000.00	\$117.79	\$983.93	\$583.26	\$400.67
Taxes and Insurance							
5300	Insurance	\$7,364.99	\$8,000.00	\$-635.01	\$0.00	\$666.63	\$-666.63
5306	Property Taxes	\$3,152.84	\$3,100.00	\$52.84	\$1,645.68	\$258.37	\$1,387.31
Total Taxes and Insurance		\$10,517.83	\$11,100.00	\$-582.17	\$1,645.68	\$925.00	\$720.68
Committees							
5400	B&G Repair and Maintenance	\$4,516.36	\$4,000.00	\$516.36	\$2,064.27	\$333.37	\$1,730.90
5420	Financial	\$2,660.03	\$3,084.00	\$-423.97	\$146.29	\$257.00	\$-110.71
5430	Personnel Admin.	\$0.00	\$100.00	\$-100.00	\$0.00	\$8.37	\$-8.37
5440	Technology Support	\$1,014.35	\$2,500.00	\$-1,485.65	\$59.95	\$208.37	\$-148.42
Total Committees		\$8,190.74	\$9,684.00	\$-1,493.26	\$2,270.51	\$807.11	\$1,463.40
Ministries							
5500	Adult Education	\$0.00	\$300.00	\$-300.00	\$0.00	\$25.00	\$-25.00
5510	Confirmation	\$575.13	\$500.00	\$75.13	\$79.94	\$41.63	\$38.31
5515	Congregation Life	\$272.00	\$500.00	\$-228.00	\$0.00	\$41.63	\$-41.63
5520	Hospitality	\$901.13	\$700.00	\$201.13	\$72.44	\$58.37	\$14.07
5525	Outreach and Evang.	\$0.00	\$500.00	\$-500.00	\$0.00	\$41.63	\$-41.63

Account Number	Account Name	YTD			Current Month		
		Actual	Budget	Difference	Actual	Budget	Difference
5535	Stewardship	\$0.00	\$200.00	\$-200.00	\$0.00	\$16.63	\$-16.63
5540	Sunday School	\$1,540.03	\$1,300.00	\$240.03	\$0.00	\$108.37	\$-108.37
5545	Worship and Music	\$4,567.70	\$3,900.00	\$667.70	\$662.13	\$325.00	\$337.13
5550	Youth Programs	\$201.96	\$200.00	\$1.96	\$88.61	\$16.63	\$71.98
5555	Senior Ministries	\$0.00	\$250.00	\$-250.00	\$0.00	\$20.87	\$-20.87
Total Ministries		\$8,057.95	\$8,350.00	\$-292.05	\$903.12	\$695.76	\$207.36
Other							
5560	Synod Assemblies	\$379.19	\$1,700.00	\$-1,320.81	\$0.00	\$141.63	\$-141.63
5565	Miscellaneous	\$0.00	\$50.00	\$-50.00	\$0.00	\$4.13	\$-4.13
Total Other		\$379.19	\$1,750.00	\$-1,370.81	\$0.00	\$145.76	\$-145.76
Benevolences							
5580	ELCA	\$11,411.13	\$9,758.00	\$1,653.13	\$2,141.65	\$813.13	\$1,328.52
5585	Other	\$12,060.13	\$9,757.00	\$2,303.13	\$2,141.65	\$813.12	\$1,328.53
Total Benevolences		\$23,471.26	\$19,515.00	\$3,956.26	\$4,283.30	\$1,626.25	\$2,657.05
Non Budgeted Expenses							
5710	Building Fund Expense	\$262.05	\$0.00	\$262.05	\$0.00	\$0.00	\$0.00
5725	Spring Forth Expense	\$6,420.48	\$0.00	\$6,420.48	\$469.73	\$0.00	\$469.73
5730	Music Fund Expense	\$161.25	\$0.00	\$161.25	\$161.25	\$0.00	\$161.25
5735	Pastor Discretionary Expense	\$118.88	\$0.00	\$118.88	\$0.00	\$0.00	\$0.00
5740	Special Designation Expense	\$9,569.97	\$0.00	\$9,569.97	\$0.00	\$0.00	\$0.00
5745	Sunday School Fund Expense	\$170.37	\$0.00	\$170.37	\$0.00	\$0.00	\$0.00
5750	Youth Fund Expense	\$1,440.00	\$0.00	\$1,440.00	\$0.00	\$0.00	\$0.00
5760	Benevolence Fund Expense	\$30,538.13	\$0.00	\$30,538.13	\$14,552.79	\$0.00	\$14,552.79
Total Non Budgeted Expenses		\$48,681.13	\$0.00	\$48,681.13	\$15,183.77	\$0.00	\$15,183.77
Total Expense		\$261,450.83	\$214,660.00	\$46,790.83	\$38,351.29	\$17,888.15	\$20,463.14
Total		\$14,377.02	\$0.00	\$14,377.02	\$7,009.27	\$0.22	\$7,009.05

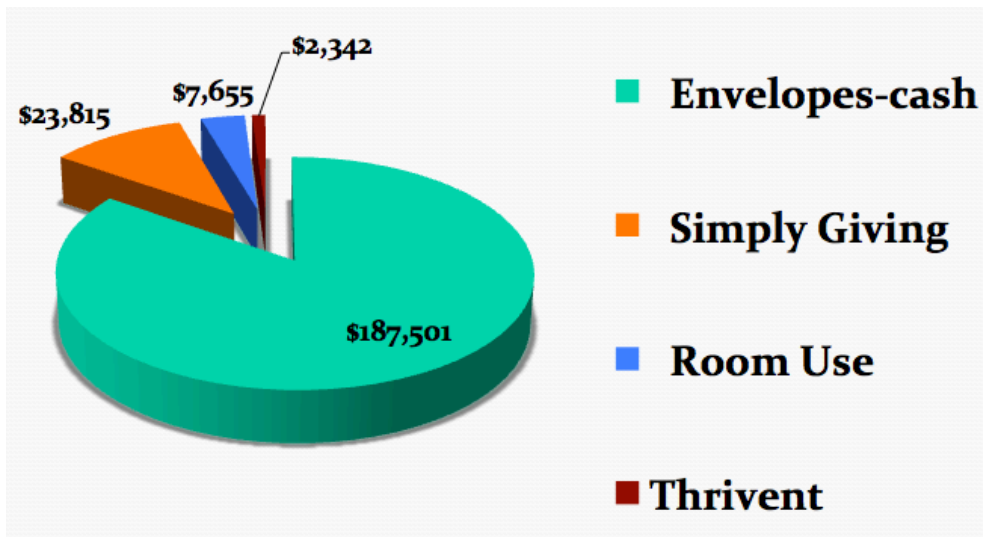
Cumulative Receipts

MONTH	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
January	\$12,881.17	<i>\$18,768.82</i>	<i>\$16,399.77</i>	<i>\$25,631.43</i>	\$15,035.11	\$12,539.44	\$11,123.47	<i>\$16,839.87</i>	<i>\$17,563.00</i>	\$16,846.79
February	\$15,040.01	\$11,937.47	\$10,587.68	\$17,719.82	\$18,575.02	\$14,325.81	\$15,083.45	\$11,588.84	\$14,389.00	\$16,674.66
March	<i>\$17,502.83</i>	\$14,163.21	\$11,488.06	\$7,878.94	<i>\$16,287.35</i>	<i>\$17,777.90</i>	<i>\$14,347.70</i>	<i>\$19,413.07</i>	\$15,779.03	\$17,613.25
April	<i>\$17,527.83</i>	<i>\$14,884.29</i>	<i>\$16,563.57</i>	<i>\$16,264.16</i>	\$14,291.41	<i>\$18,051.66</i>	<i>\$19,190.23</i>	\$10,899.55	<i>\$17,219.96</i>	<i>\$15,182.97</i>
May	<i>\$16,990.23</i>	<i>\$11,635.01</i>	<i>\$13,254.82</i>	<i>\$8,553.76</i>	\$10,807.33	\$15,163.41	<i>\$13,586.45</i>	<i>\$15,093.50</i>	\$12,366.37	\$11,249.55
June	\$12,410.27	\$18,076.64	\$11,513.55	\$18,848.00	<i>\$20,576.79</i>	<i>\$16,898.74</i>	\$14,817.32	\$12,774.53	\$17,552.00	\$12,968.10
July	\$13,340.32	\$15,024.25	<i>\$18,139.42</i>	<i>\$10,917.38</i>	\$13,881.77	\$11,313.83	\$9,763.99	<i>\$11,018.58</i>	<i>\$22,730.00</i>	<i>\$16,783.00</i>
August	\$15,468.66	<i>\$20,352.26</i>	\$15,313.94	\$13,728.33	\$10,937.23	<i>\$25,477.57</i>	<i>\$17,402.20</i>	\$13,793.62	\$11,440.20	\$16,042.90
September	<i>\$15,550.56</i>	\$15,371.14	\$33,002.73	\$16,432.41	<i>\$15,504.38</i>	\$17,789.96	\$24,442.85	\$11,272.65	\$12,584.00	<i>\$14,451.00</i>
October	\$13,868.75	<i>\$15,451.04</i>	<i>\$15,373.81</i>	<i>\$13,175.16</i>	\$15,349.92	\$11,540.36	\$10,531.20	<i>\$15,462.00</i>	<i>\$20,389.00</i>	\$13,449.42
November	<i>\$18,382.42</i>	\$18,852.81	\$14,607.35	\$14,767.57	\$12,305.09	<i>\$12,775.21</i>	<i>\$19,603.08</i>	\$14,017.00	\$19,417.15	\$19,860.00
December	\$43,942.37	\$39,373.42	\$16,205.08	\$19,184.92	<i>\$31,367.77</i>	\$32,000.47	\$27,596.03	\$45,170.34	<i>\$42,833.00</i>	<i>\$50,190.90</i>
Total	\$212,905.42	\$213,890.36	\$192,449.78	\$183,101.88	\$194,919.17	\$205,654.36	\$197,487.97	\$197,343.55	\$224,262.71	\$221,312.54
Diff prior year	\$15,942.62	\$984.94	<i>(\$21,440.58)</i>	<i>(\$9,347.90)</i>	\$11,817.29	\$10,735.19	<i>(\$8,166.39)</i>	<i>(\$144.42)</i>	\$26,919.16	<i>(\$2,950.17)</i>
Prior yr %	108.09%	100.46%	89.98%	95.14%	106.45%	105.51%	96.03%	99.93%	113.64%	98.68%
Notes:		Parsonage Rental \$3,225 July-Dec \$19,350	Called P.Christian			Began Sanctuary Refresh/ Capital Campaign	P. Christian last day 7/31	Called P. Josh		
Key:	<i>* 5 Sunday</i>	<i>* Easter+5 Sunday</i>		Easter						
Monthly Average YTD:	\$18,442.71			Donations YTD	\$221,312.54					
Monthly needed to reach budget	\$18,229.00			Expenses YTD	-\$217,668.08					
Difference	<i>-\$213.71</i>	per month		Difference	\$3,644.46					

Cumulative Receipts Chart – 10 Year History

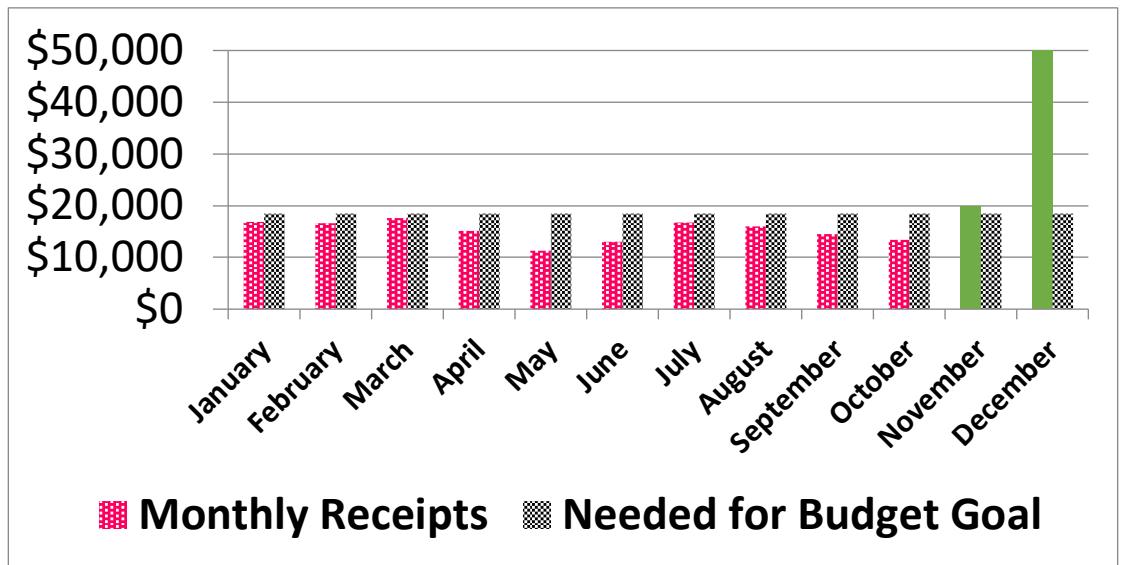


General Funding Sources Chart

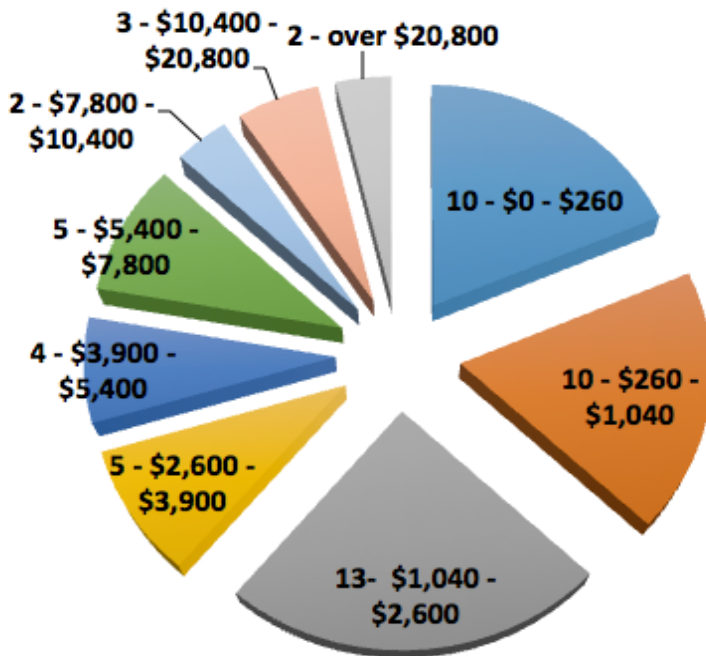


Monthly Giving vs. Budget Goal

- 2018 Average monthly giving through Oct. was **\$15,262**
- **\$18,229** was needed to meet monthly budget
- **In Oct. there was a deficit of \$23,417**
- **This shows the need for increased giving throughout the year**



2018 Annual Giving Distribution

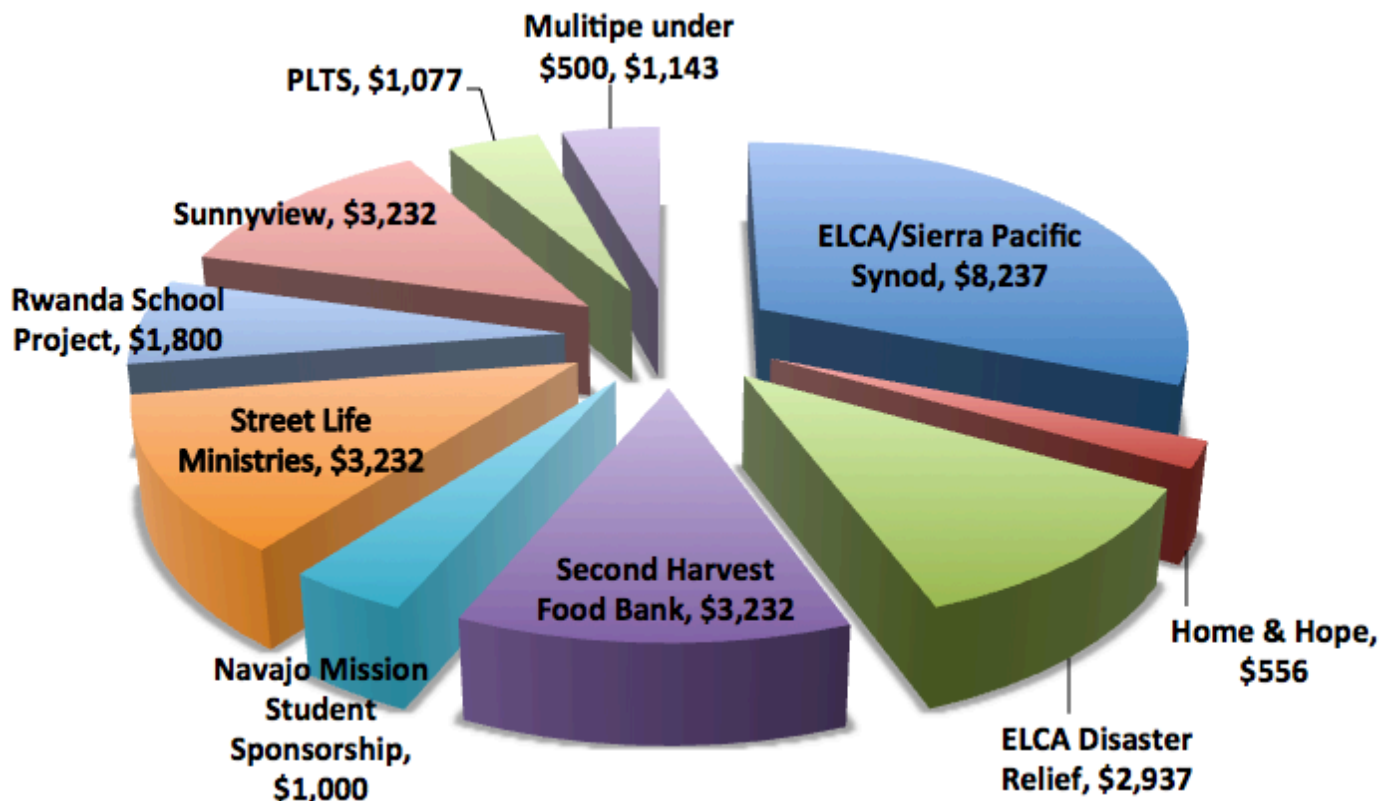


2017 Giving Units = 52
2018 Giving Units = 54

Benevolence

- We continue to be generous in our benevolence giving - \$26,446 in 2018
- 10% of our General Fund budget goes to benevolence
 - ⇒ 5% split between ELCA and Sierra Pacific Synod (\$8,237)
 - ⇒ 5% to locally connected faith-based charities recommended by Social Concerns Ministry Team (\$8,237)
- Additionally, \$9,972 was given over and above the 10% General Fund benevolence

2018 Benevolence Distribution



In addition to budgeted designated dollars benevolence is supported through time and material donations. Examples:

- Lutheran World Relief Personal Care kit supplies
- Second Harvest Food Bank – food donations
- Family to Family gifts
- Home and Hope meals / volunteer time
- Thrivent Action Team projects to support church projects

Spring Forth! and Loan Fund

- Congregation approved Mission Investment Fund Loan of \$300,000 for building costs (2014)
 - Beginning January 2015 monthly payments of \$3,164 were made from Spring Forth! pledge contributions
 - June 2018 loan recast with new monthly payment of \$1,047
 - Loan balance as of 12/31/18 is \$49,715

Repayment Progress

Balance

- | | |
|-----------------------------------|-----------|
| ○ Loan for Capital Improvements | \$300,000 |
| ○ \$100,000 2015 payment | \$200,000 |
| ○ Other payments through 12/31/18 | \$150,285 |
| ○ Interest paid to date | \$33,273 |

Future Perspective

- | | |
|--|-----------------|
| ○ Loan balance (1/19/19) | \$48,898 |
| ○ Spring Forth! Fund balance (1/19/19) | <u>\$40,022</u> |
| ○ Balance needed to pay off loan | \$8,876 |
- Spring Forth! budget line item has \$37,292 available for the \$1,042 payments
 - Amount available will cover payments for almost 3 years before General Funds will assume payments; cost is the additional interest

Motion: Move to approve, with appreciation, Treasurer Petra Gilmore's 2018 Financial Report

IV - Reports

a. Pastor's Report 2018

Thank you for a great year of ministry!

This year has been a time of transitions in our staff. We had been looking for over two years for a regular accompanist and we found the right person in Kai Lin. Kai has been a blessing to us and we look forward to his continual service here at HTLC. Monica Cryan our Office Administrator left us in May and we were pleased to welcome Claudia Cortez in July! Claudia has done a good job of learning the ropes here. Lisa Antonino stepped down as our volunteer Choir Director. We thank Lisa for her many years of service.

Newness abounds! We formed a new Mutual Ministry Committee. Greg Bohlmann, Erik Vorhes, and Barbara Richards have graciously agreed to serve on this committee.

Two new study groups have started! Public Theology takes place once a month in local restaurants and pubs. We also have a new once a month study on the third Thursday at 12pm.

We also had our annual summer "Coffee with Pastor Josh!" On Thursdays in July, I set up office at a local coffee shop and invited all to come down and chat. It was well attended and a great way to connect with members of the congregation. I have also been spending my Tuesday mornings praying over the families of this congregation. Sending out postcards to a few families every week, I invited you all to call or email me about what I could be praying for. Many responded with specifics.

In our youth ministry we had a concerted effort to send some of our High School Students to the Youth Gathering in Houston. I find myself particularly grateful for all the donations that were made for the kids especially for those who helped with our Mardi Gras Pancake dinner. We had a great time partnering with St. Andrew's Lutheran Church for the Youth Gathering and I look forward to our continued partnership with them in our joint Confirmation classes, which also began this last year. Our middle and high schoolers have been meeting most months for lunch and also meeting for sporadic events like board game night and laser tag.

Welcoming new members in our midst has also been a joy and blessing to us. This year we welcomed Dianne McClellan, Anne Wittig, Terry Murphy, Tuhina and Karl Rasche, and the Tofigh family (Kathy, James, Luke, and Jason). We also welcomed Liam Ding in the waters of Baptism and had the pleasure of Confirming Max Reimann and Cameron Haas.

We also opened our pulpit to hearing from wider perspectives including International Health Partners and Migration Stories from the Pulpit. I am also continually grateful for the service as pulpit supply by Rev. Erica Schemper-Vorhes, Rev. Kemp Segerhammar, and Chaplain Crystal Larsen. During Advent we heard from members of our congregation about a core value that they believe. This next year I am looking forward to what God has in store for us! It's my plan to meet with everyone in the congregation as families or individuals to talk about what practices they would like to be doing to strengthen their spiritual lives. Also, I will be exploring with a couple of people the development of lay ministers. My hope is that we will also be talking more as a congregation how to share our faith with others. This will take place by both a reading group and stories from the pulpit.

My continual gratitude goes to all for making HTLC a great congregation!

Respectfully Submitted,

Pastor Joshua Serrano

b. President's Report 2018

Thank you for a year full of blessings here at Holy Trinity! some of the shared blessings we received were demonstrated each Sunday in all of the prayers and worship leadership of our members! What a joy to be led by Kai Lin in our worship music, accompanied by Peter and Emily Schmuckal, and to have our choir members again offering their songs! Thank you EVERYONE as we serve Christ in this place, and the community around us!

The highlights of this year's blessings are all focused on how generously Holy Trinity members share their time and offerings to sustain and care for this campus, and provide for others. The Loan Reduction Campaign from January through Easter helped reduce our loan showing our dedication to complete the Spring Forth Drive. We prudently saved interest costs and recast the loan. In June, a portion of the Bequest of the Remainder Trust from Marion McDowell, was applied to towards the principal. Additionally, in December, a member made a charitable donation towards the loan. Thank you to our Treasurer, **Petra Gilmore**, for her diligent managing of these efforts of our congregation.

Throughout the year, our congregation has supported others through our various Ministry Teams as they organized events and projects such as Worship in the Park and Picnic. We have volunteered to serve others in Home and Hope, Samaritan House, Family Giving Tree, Second Harvest Food Bank, and Lutheran World Relief. We have donated to the many people affected by the disasters due to weather and fire. We have joined together for small group dinners, and prayed together side by side. We supported our Youth as they planned their trip to the National Youth Gathering in Houston. We have been enriched by guest speakers, supported them, and given to several of our long time benevolences.

It is the consistent goal of this congregation to recognize our many blessings and prioritize giving generously back to God!

It has been a privilege and a growing experience to lead here at Holy Trinity. Thank you for your continued prayers and support. I send a special THANKS TO GOD and ALL OF YOU for the strong giving response in December. Our Council can now move forward on the presentation of our 2019 budget as it will be brought forth to match our formal pledging.

Respectfully Submitted,
Barbara Padilla, HTLC Council President

c. Nominating Committee Report

The Nominating Committee has nominated the following candidates for these respective offices. All candidates have accepted the nominations and agreed to serve if elected.

Treasurer:	Petra Gilmore
Financial Secretary:	Mary Webb
Congregation Council (2 seats):	Erin Andrews Fischer (first term) Chris Kidwell (first term)
Endowment Committee:	Anne Wittig (first term) Alex Ding (first term)
Nominating Committee (3 seats):	Lori Friedman (second year) Anita Reimann (first year) Bob Beuthel (first year)

d. Other Committee Reports

Building and Grounds

In 2018 Buildings and Grounds had a goal to expand the cadre of members taking leadership to maintain the extensive property in good condition. Volunteers committed to the following and submitted their respective reports.

1. Oversee custodial and landscaping contractors.
2. Once or twice a year schedule and facilitate general clean-up workdays. A guide will be provided.
3. Monitor and adjust irrigation system:
 - a. Set sprinkler automatic timers on/off as seasons dictate
 - b. Twice each year check to determine if there are any breaks in the hoses and repair as needed.
4. Monitor and replace kitchen and custodial/maintenance supplies.

By extending the work through a larger leadership team, effective use of volunteer time took place. “God’s work, our hands.”

General activities/Overseeing custodial and landscaping contractors: Leroy Padilla

Throughout the year, I oversee the work of Lee’s Gardening Services, and M&G Janitorial Services. I also make sure purchases are made for janitorial and kitchen supplies. When needed, I have changed lightbulbs in Pastor’s office, the hallway outside Room 5, and Beilstein Hall. I arranged for the removal of the dead pine tree near the peace garden and arranged for cleaning Beilstein hall carpet. I manage the parking lot lights and security lights when required by time changes and for safety. Beilstein Hall and Sanctuary furnace filters were changed. I assisted in the upgrading of the landscaping area near the main church entrance. I have placed decorative items around the church such as banners, Christmas lights in Beilstein Hall, and the lighted Nativity scene outside the office.

General Activities/Workdays: G. Ray Martin

Maintenance room organization: We put “our house in order” by cleaning and reorganizing the maintenance room downstairs. While some items were purged, most things were better consolidated and placed in labeled bins. The previous deteriorating shelving was replaced with two sets of metal racks and an enclosed cabinet. All of these are on wheels in order to easily clean the space and gain access to the overhead crawl space. The paint supply, also located in the maintenance room, was sorted and enumerated using the previous supply list, to better track our inventory. Large tools are now grouped in one location with a hanging storage system. With these improvements, the team has a safer and more efficient use of the limited space.

Congregation participation: Two events were held this year that drew in congregants to give back to the church with their cleaning, organization, landscaping, and handiwork skills. We had great turnout from the congregation with the Spring Sparkle (March) and Fall Freshen (November) attracting 25 and 15 church members, respectively. These two annual “workdays” remain important as we prepare the church for Easter and Advent as well as catch up on landscaping.

Fire safety inspection response: In response to a late September city Fire & Safety Inspector, deficiencies were addressed. These included defining exit directions for our exit signs, replacing backup batteries for some exit signs, installing new emergency lights, creating some new signs (maximum occupancy signs, furnace rooms, and electrical room), mounting a fire extinguisher, and verifying smoke detector function. While we were able to complete the bulk of the work internally, an electrician was required to solve a complex wiring problem for some downstairs exit lights. After completing this work, we passed the re-inspection in early December.

Ramp weatherproofing: Over the years, the gaps between the ramped walkway and walls have increased as rain has entered the structure and caused some things to shift a bit. The moisture is also the likely culprit of stucco damage to the walls in a few locations. Debris and other materials were removed from the top surface of the intersection of the wall and walkway to place a space-filling backer rod in the gap. This was then enclosed with a water-tight flexible sealant that is intended to be durable for several years. This was achieved before the winter rains arrived but may require some minor cosmetic attention in early 2019.

Landscaping/Irrigation System: James Reimann

This year the major project was the refresh of the steep bed by the entrance patio, which Nathan Frojelin led as an Eagle Scout project. Nathan and his willing helpers rebuilt the wooden fence between the bed and parking lot, removed dated and overgrown plants, selected and installed new plants, and updated the irrigation. A couple of months later, the project was completed by nailing down of a hessian/burlap landscape fabric and "gorilla fur" shredded bark mulch, which should remain stable even in heavy rains, improve the appearance of the bed, and protect from weeds.

A major gardening project was the removal of the dead pine tree on the Glenwood side, which unfortunately succumbed to the pine bark beetle. Irrigation work was mostly in response to sudden breaks or similar issues. The beds on the Glenwood side of the church will need more attention in 2019, because there have been a number of breaks in the fine black irrigation pipe and many plants have either died or become overgrown. Doug Southard has volunteered to pair with James Reimann on the irrigation piece, and we will be looking for other volunteers to help select and install plants to refresh the Glenwood beds.

Kitchen/Custodial & Maintenance Supplies: Doug Southard

The building and grounds committee continues to monitor and replace kitchen and custodial supplies, as needed. Any suggestions/requests should be directed to Doug Southard or Leroy Padilla.

Trash/Recycle/Compost Duty: John and Ian Schornstein

A big thank you goes to John and Ian Schornstein for weekly seeing that the trash, recycle and compost bins are placed at the curb and returned once pickup is completed.

Respectfully submitted,

Buildings & Grounds Team

Leroy Padilla, G. Ray Martin, James Reimann, Doug Southard, John and Ian Schornstein

Endowment Committee

Chair: John McDowell; Members: Len Fisher, Cathy Bready, Alex Ding; Council Representative: Doug Southard

In 1947, Pastor Emmett Beilstein and his wife, Alice, began Holy Trinity Lutheran Church, a mission congregation in San Carlos. Pastor Beilstein believed that every member of Holy Trinity was empowered by the Holy Spirit to give generously, all according to their ability, to share the life-giving Gospel boldly and effectively in word and deed, and joyfully help those in need, both within and beyond the congregation. In 2003, a portion of the Beilstein's estate was gifted to Holy Trinity, part of which was used to establish our Endowment Fund as a continuing and lasting means to minister God's Word in the congregation, the community and the world. The Endowment Fund provides a means for us, as Christian stewards, to express our deep gratitude for God's many blessings to us.

Endowment Fund Finances

In 2018, the Endowment received no donations. According to the latest data, the Fund began the year with a balance of \$112,154.16. Combined with market fluctuations and distributions to support specific projects, we ended 2018 with a balance of \$92,017.29. In 2018 the Endowment Committee recommended to the Church Council a distribution of \$5,500 toward replacement of carpeting in Beilstein Hall. (Note that that an additional \$500

contribution to this project has been made by the Green Octave Music School, in thanks and appreciation for its use of church facilities.)

Why Does Holy Trinity Have An Endowment Fund?

Our endowment fund provides our members a vehicle for leaving a legacy to Holy Trinity. It serves as an annual reminder of faith and witness of each donor. Plus, it multiplies your gift by combining it with gifts of others that grows under professional financial management – InFaith Community Foundation. Moreover, it provides a way to receive large gifts that will not overwhelm the congregation or discourage on-going stewardship and annual giving. Finally, a healthy endowment provides a source of funding through regular distributions to support projects not included in the annual budget.

How Is The Fund Managed?

The Endowment Committee manages Holy Trinity’s Endowment Fund, encouraging donations to the fund, and recommending distribution amounts to the Council. Prudent annual distributions allow for protection of principal and possible growth in a fluctuating market while allowing for support of key Holy Trinity priorities not covered by our operating budget. We invest our Endowment Fund with the InFaith Community Foundation (formerly the Lutheran Community Foundation) in their “medium risk” fund. While the fund grows consistent with our risk profile and market fluctuations, endowment funds typically experience significant principal growth through donations rather than through investment gains.

How Does The Endowment Support Congregational Priorities?

The Council acting on the recommendations of the Committee has authorized distributions to support our youth, our music program, our seniors, pastor relocation expenses, and more. Best practices would have the Council (on advice from the Committee) issue approximately a 4.5% annual distribution of the endowment fund’s closing balance.

How Can You Help Our Fund Growth?

The Endowment Fund allows members and friends of Holy Trinity to leave a legacy and provide for the long-term future of our congregation. It grows mostly through “planned giving”. Planned giving is the best way that members can support our Endowment Fund. That means creating a specific plan for a gift that typically goes beyond the gifts one makes throughout the course of a year. Moreover, it goes beyond “over and above” gifts made to capital campaigns such as our Spring Forth! effort.

Your dreams make each gift unique **and** important; planned giving is not only for the wealthy – God blesses us all. Planned gifts to our church Endowment Fund ensure our mission will continue well into the future.

In consultation with a financial **advisor**, you may consider allocating a percent of your estate to Holy Trinity, making the church a beneficiary of an insurance contract, or making the church a beneficiary of an IRA or other account.

There are many ways you can support the mission of the church; the choice is up to you!

Respectfully submitted,

John McDowell, Chair

Evangelism and Outreach

In 2018, we expanded the Outreach & Evangelism core team with the fantastic additions of Pastor Josh and Sandy Frojelin, joining existing members Karen Schornstein, Lori Friedman, and Gary Wiessinger. As a team, we created a new set of goals and actions plans that we will execute in 2019:

- Anyone in the Peninsula looking for a Christian congregation knows about HTLC
 - Create/document the HTLC “story” to communicate who we are and what we believe
 - Create videos and other materials to share our story on our website, other social media, and other communication vehicles
 - Update the church website to ensure it is appealing and informative for visitors and tells our story
 - Ensure we have appealing and informative profiles on key social media sites and create a program to keep content fresh and updated

- Engage the congregation and enable them to evangelize easily and comfortably in their day-to-day lives
 - Teach and lead the congregation to create their individual “faith stories” and share their stories with others
 - Create additional HTLC-branded clothing, accessories, and other items that the congregation can “display” in our day-to-day lives and that we can give to visitors
- Be known as an inclusive Christian congregation
 - Become a Reconciling in Christ church
 - Expand our relationship with the Pride Center

The more people we have participating in the Outreach & Evangelism Team, the more we can accomplish. If you would like to help with any of the activities above or have your own ideas for Outreach & Evangelism, please contact any of the team members noted above.

Respectfully submitted,
Gary Wiessinger

Mutual Ministry Committee

At the beginning of 2018, a Mutual Ministry Committee was formed to open communication within the congregation. The term “mutual ministry” recognizes that the Church’s ministry is the mutual concern of both the laity and the pastor. It encourages us to move away from a primary focus on the ministry of ordained clergy alone and includes all the people of God in the mutual work of ministry. As a community of believers at Holy Trinity we affirm those gifts God calls us to offer within the community, and we work together to match our gifts to the needs of the Church and the wider community.

There are a variety of things the Mutual Ministry Committee can do at Holy Trinity including:

- Evaluate how effectively the goals of the congregation are being met. The assumption is that the goals have been set by others such as the Pastor and Council.
- Dialogue about perceptions and concerns within the congregation. The Mutual Ministry Committee is not a complaint committee, but it seeks to find ways for the Pastor, other leaders, and the congregation to work together for the sake of the Gospel.
- Address conflict among members that may affect the congregation’s ministry.
- Serve as a source of support for the pastor and other leaders in times of professional or personal stress.
- Serve as a “focus group” representative of the congregation, as leaders share ideas of ministry and seek to assess how best to accomplish what is being proposed.
- Support the Pastor’s need for spiritual self care, compensation, sabbaticals, and continuing education.

The Mutual Ministry Committee met five times in 2018. In addition to Pastor Josh, the three other committee members are Greg Bohlmann (chair), Barbara Richards, and Erik Vorhes. The next Mutual Ministry Committee is planned for January 31, 2019. Please do not hesitate to contact committee members with questions or concerns.

Worship and Music

The Worship & Music Committee — currently consisting of Pamela Bohlmann, Lynn Garbe-Recknagel, James Reimann, and Erik Vorhes — met regularly during the year to plan worship for Sundays and other liturgically significant days. During Lent on Wednesday evenings we worshiped jointly with St. Andrew's Lutheran Church in San Mateo. During Advent on Wednesdays using Holden Evening Prayer. We welcomed Kai Lin as our organist and accompanist and strengthened the committee with the addition of James Reimann. Peter Schmuckal and Erik Vorhes continued to coordinate hymn selection for Sunday worship. We look forward to expanding the role of worship & music in the life and ministry of the church in 2019.

Respectfully Submitted,
Erik Vorhes, chair

Technology

In 2019, our top priorities are to:

- Partner with the Outreach & Evangelism team to upgrade the church website in order to better tell our story to the broader community and better provide information to the HTLC congregation
- Ensure our staff and volunteers have the right technology tools to enable them to be productive and efficient

If you have technology skills or just an interest in technology and a desire to learn, we would love your help. Please contact Gary Wiessinger.

Respectfully submitted,
Gary Wiessinger

Social Concerns

Thank you to all for another amazing year for our Social Concerns Ministry!

Our year started out with the Ministry Fair in February. Various projects were suggested, sign ups were made for Home and Hope happening in April, and we had fun awarding volunteers with prizes! We looked ahead to serving our local community, collaborating with ELCA on projects, strengthening educational opportunities for the Rock Point Navajo Lutheran Mission in Arizona, and sponsoring a student at the Rwanda School Project in Rwanda, Africa. We have additionally taken an active role in the Peninsula Multifaith Coalition led by our Liaison and Council member Dick Rescho.

At the end of Lent, we sponsored four families of Home and Hope here in Beilstein Hall. This involved 38 Holy Trinity members setting up shelters, meals, hosting overnight, and visitations to the families throughout the week. We coordinated with 8 volunteers from St. Charles Catholic Church, San Carlos. What a joy to help these four families with children in this stressful time without a home!

- In May and June, we applied and were approved for **3 Thrivent Action Team proposals** to help support our drive to provide 50 backpacks (covering grades K-12) **for Family Giving Tree, Milpitas**. This gave us \$750 to fill the Holy Trinity member provided backpacks with necessary supplies for starting school in the Fall 2018, and we delivered them on August 1. They are distributed to those Bay Area students qualified for Federal Lunch and Assistance Program.
- On September 8, a team of Holy Trinity members volunteered to participate in the **San Carlos Day of Service**. They provided workday assistance at Brittan Acres School, San Carlos. This involved gardening, painting, and other maintenance items for improvement in this local school.
- October brought us to gather and donate food goods to Second Harvest Food Bank, San Carlos. Three barrels were filled with needed supplies for families and children.
- In November, we applied to Samaritan House Family to Family Program to receive the names of four families for gift giving for Christmas. We provided personal gifts of clothing and toys to the family members as well as gift cards for food purchasing. It was true Christmas joy to deliver those presents!! The families really appreciate our thoughtful blessings on their lives!
- Several Holy Trinity members have participated throughout the year in the **Peninsula Multifaith Coalition**. They joined in on the Martin Luther King, Jr., Day of Service, the Multifaith Songfest, educational programs in which PMC members learn about other faiths, the Multifaith Day of Prayer, and we hosted a PMC meeting here in Beilstein Hall.

Our benevolences continued to bless many others as we donated to **Sunny View Foundation, International Health Partners, Lutheran Disaster Response for California fire victims, SF Night Ministry, Street Life Ministries in Redwood City, Pacific Lutheran Theological Seminary, and Rock Point Navajo Lutheran Mission.**

Once again, my gratitude to ALL for your dedication to serve others through the love of Christ!

Respectfully Submitted,

Barbara Padilla

Stewardship

In 2018 Stewardship continued its focus on maintaining a year-long program, and kicked off the year with a successful loan repayment campaign. The resulting generosity of members significantly reduced the balance of the revitalization loan. Other areas of emphasis during the year included:

- Placing “I Give” cards in the pews to exemplify financial support through automatic deduction and/or giving other than weekly.
- Had monthly “Stewardship Notes” in the Topics to highlight most of the ministry teams and the many ways members share stewardship by giving of their time and talents.
- Emphasized leveraging resources to support the general fund by having Thrivent members’ Choice Dollars and Amazon Smile users name Holy Trinity as the recipient.
- Emphasized leveraging resources to support special projects using Thrivent Action Team Proposals.

Our Stewardship team brainstormed new ideas the last few months. With Pastor’s support, rather than start November with the pledge drive, we asked the congregation to assess their spiritual health. On four consecutive Sundays Pastor focused his sermons on four questions. Written responses from the congregation were collected weekly as each of us evaluated the health of our faith. The questions were:

- What do I get out of church?
- What do I give to church?
- Do I belong here?
- How can I grow?

This four week exercise was thought-provoking and a good challenge for all. At the end of November members celebrated stewardship with a lunch in Beilstein Hall.

December’s stewardship focus was a campaign to erase the budget deficit between giving and expenses through November. As is typical at Holy Trinity, generosity was evident, and 2018 ended in the black. Now as January unfolds, we are embarking on the **PLEDGE** element in Stewardship. We have asked the congregation prayerfully to consider increasing their pledges by 10%. Pledge cards will be received during the Annual Meeting on February 3 in support of the 2019 Budget.

2019 Goal: Increase monthly giving throughout the year to eliminate the necessity of having a December deficit reduction campaign.

Barbara Richards, Stewardship chair; Bob Beuthel, Mary Webb, Pastor Josh

Women of the ELCA (WELCA)

HOLY TRINITY LUTHERAN CHURCH WOMEN

Financial Report for the year 2018

Beginning balance at Jan. 1, 2018		<u>258.28</u>
OFFERINGS:		
Total Lydia Circle offerings:	\$330.00	
(Note: 35% of offerings are sent to Sierra Pacific synod)		
TOTAL RECEIPTS:	<u>\$330.00</u>	
Bal. before disbursements		<u>\$ 588.28</u>
DISBURSEMENTS:		
WELCA – Synod yearly offerings:	\$223.75	
(Note the above includes for 2017 \$108.50 & 2018 \$115.25)		
Memorials: R. Wonderlich, S. Recknagel	\$30.00	
Women's Shelter, E. Palo Alto	\$200.00	
TOTAL DISBURSEMENTS:	<u>\$453.75</u>	
Balance @ Dec. 31, 2018		<u>\$134.53</u>

Lynn Garbe-Recknagel – Treasurer

Youth Ministry and Sunday School

Sunday School classes have 26 children ages 1-15 years old participating. For the two younger groups, classes were held 3 Sundays each month throughout the school year. The middle- and high-school youth Sunday School class meets at 9:15 am weekly through the school year. The Sparks curriculum is used in the older groups, with Godly Play for the youngest group.

Thanks to the volunteer Sunday School teachers - Lisa Porter, Gaby Knauth, Lisa Kersten, Lori Friedman, Hillary Wiessinger, Anita Reimann, Peter Meier, Erik Vorhes, Erica Schemper, Gail Blomstrom, Kim Ding, Elizabeth Gauthier.

Worship participation

Eight Youth Sundays were held, giving an opportunity for children and youth to participate more fully in church ministry through music, prayer, Bible readings, ushering and greeting during regular church services.

Confirmation

Confirmation classes are led by Pr. Josh Serrano. As a service project, the confirmation class filled backpacks. Two youth were confirmed, Cammie Haas and Max Reimann. In fall of 2018 Zora Vorhes joined Eli Haas, Maxwell Fischer, Cole Baker, Jack Wiessinger, Maddie Wiessinger and James Tofigh. Classes are currently held in conjunction with St. Andrews in San Mateo.

Elementary and Youth Events

Pancakes for dinner was led by the youth in February! The youth led and participated in the Easter egg hunt and Easter breakfast at HTLC. Children and youth participated in several social events throughout the year, including a swim party, thanks to James & Anita Reimann, and laser tag thanks to Pr. Josh. Pr. Josh is leading a monthly lunch for teens, right after church on the first Sunday of the month. Gaby is seeking adult volunteers to plan additional middle- and high-school social events, all ideas welcome!

Service events

Children and youth participated in MLK Multifaith Day of Service projects, and God's Work Our Hands service projects. Additionally, kids participated in Christmas gifts for needy families, backpacks, and hosting Home and Hope dinners.

"The Backwards Christmas Pageant"

The Children's Christmas Pageant allows our children and youth to tell the story of Jesus' birth through drama, comedy, and songs, with the audience appreciating the music and excitement. Thanks go to the parents who brought kids to rehearsals and lent helping hands, to Cathy Bready (costumes), Lisa Kersten (potluck organization), Greg Bohlmann (sound), Lori Friedman (props), Anita Reimann (music), Peter Schmuckal (accompanist) and Gigi Schmuckal (director). Special thanks to the 22 kids who had fun sharing the Christmas story.

Youth Gathering

Three ELCA churches from our synod joined together to take 8 youth to the National Youth Gathering in Houston. From HTLC, Mackenzie Friedman, Cameron Martin, and Pr. Josh Serrano had awesome experiences.

Submitted by: **Anita Reimann, Lori Friedman, Gaby Knauth, Hillary Wiessinger, Lisa Kersten**

V – Action Items

a. Approval of 2019 Budget

General Fund						
#	Category	Line Item	2018 Approved	2018 Year to Date	2019 Proposed	Notes
1	Personnel:	Pastor	\$58,433	\$58,424	\$61,505	5% raise
2		Secretary	\$21,785	\$17,808	\$22,880	\$22 x 20 x 52
3		Organist	\$12,700	\$11,190	\$12,700	\$225 x 52 (5% raise)
4		Dir of Child & Family	\$0	\$0	\$0	
5		Nursery	\$2,600	\$2,350	\$2,600	\$50 per week
6		Substitutes	\$1,350	\$1,125	\$1,350	\$225 x 6
7		Janitor	\$3,900	\$3,900	\$3,900	\$325 x 12
8		Gardener	\$3,000	\$3,000	\$3,000	\$250 x 12
9		Bookkeeper	\$7,863	\$7,863	\$5,900	\$18.90 x 6 x 52
		Sub-total	\$111,631	\$105,659	\$113,835	
10	Benefits/other:	Pastor Benefits	\$26,500	\$27,213	\$29,800	
11		Pastor Housing	\$3,000	\$3,000	\$3,000	
12		Payroll Taxes	\$7,500	\$9,340	\$9,500	
13		Car Allowance	\$1,750	\$1,750	\$1,750	
14		Prof. Expenses	\$1,450	\$774	\$1,450	
15		Dir of C&F Benefits	\$0	\$0	\$0	
16		Dir of C&F Car/Prof Expens	\$0	\$0	\$0	
17		Teaching Parish milage	\$0	\$0	\$0	
		Sub-total	\$40,200	\$42,077	\$45,500	
20	Utilities:	PG&E	\$5,300	\$4,860	\$5,300	
21		Water	\$2,300	\$2,546	\$2,600	
22		Phone	\$4,000	\$4,055	\$4,100	
23		Trash	\$960	\$987	\$990	
24		Insurance	\$7,500	\$8,141	\$8,200	
25		Property Taxes	\$3,300	\$4,131	\$4,200	
		Sub-total	\$23,360	\$24,720	\$25,390	
30	Office:	Office Supplies	\$900	\$893	\$900	
31		Postage	\$400	\$150	\$200	
32		Printing	\$5,800	\$7,287	\$7,300	\$406 per mo + overages
		Sub-total	\$7,100	\$8,330	\$8,400	
40	Committees:	B&G Repair & Maint.	\$4,000	\$4,788	\$4,000	
41		Endowment	\$0	\$0	\$0	
42		Financial	\$3,700	\$1,706	\$2,500	Annual Audit
43		Personnel Admin.	\$100	\$25	\$100	
44		Technology Support	\$720	\$1,758	\$1,800	
45	Ministries:	Adult Education	\$0	\$126	\$0	
46		Confirmation	\$500	\$213	\$250	
47		Congregation Life	\$250	\$207	\$200	
48		Hospitality	\$700	\$714	\$700	
49		Outreach & Evang.	\$100	\$0	\$100	
50		Social Concerns	\$0	\$0	\$0	
51		Stewardship	\$200	\$0	\$200	
52		Sunday School	\$1,300	\$1,287	\$1,300	safe congregation \$200
53		Worship & Music	\$3,450	\$2,610	\$3,000	
54		Youth Programs	\$100	\$60	\$100	
55		Senior Ministries	\$100	\$0	\$100	
		Sub-total	\$15,220	\$13,493	\$14,350	
60	Other:	Synod Assem&Prof Lead C	\$1,300	\$1,696	\$1,300	
61		Miscellaneous	\$50	\$0	\$50	
		Sub-total	\$1,350	\$1,696	\$1,350	
		General Fund Total	\$198,861	\$195,975	\$208,825	
70	Benevolences:	ELCA	\$9,943	\$8,237	\$10,441	5.00%
71		Other	\$9,943	\$13,456	\$10,441	5.00%
72		Contingency	\$0	\$0	\$0	none for 2013-2017
		Sub-total	\$19,886	\$21,694	\$20,883	
		TOTAL with Benev.	\$218,747	\$217,668	\$229,708	

Recommendation: Add \$300 to Line 6 “Substitutes” to be in line with the Synod’s new supply pastor guidelines. This creates a minor addition to benevolence. (\$341 total budget addition)

2019 Budget Summary and motion Recommendation

- Council approved budget: \$229,708
- Increase Substitute line by to be in line with Synod recommendation +\$300 +\$41 in benevolence
- New 2019 Budget total: \$230,049
- 2018 Giving total: \$221,313
- Difference: \$8,736
- Increase from 2018 budget: 4.9%
- Giving increase \$728 per month

Highlights

- 5% increase to Pastor, Office Administrator and Organist
- Utilities: Similar to 2018 with slight use adjustments
- Office: Similar to 2018 with adjustments based on prior year use
- Ministries: Similar to 2018 based on feedback from committees
- Benevolence: 5% ELCA/Synod and 5% Other

Challenges

- 2019 budget higher than 2018
- Council monitors monthly giving/spending
- Minimal flexibility in the budget – 80% is fixed costs!
- Monthly giving deficits negatively impact the approved budget
- Ending the year in the black necessitates a December “close the deficit” campaign which is not good stewardship

Stewardship Challenges

- **If you havent pledged to help fund the proposed budget, please do so as soon as possible.**
- **What can YOU do to support the 2019 budget, and help eliminate the monthly disparity between the budget and giving?**

Motion: Approve 2019 Holy Trinity Budget as presented in Annual Report with the addition of \$300 in line 6 Substitutes.

Moved by:

Seconded by:

b. Receipt of 2019 Pledges

Collection of pledges to support the newly adopted 2019 budget.

In addition to the General Fund Budget there are Special Designated Funds For Specific Purposes

#	<u>Category</u>
3100	Building
3101	Endowment
3102	Memorial
3104	Spring Forth!
3105	Music
3106	Pastor's Discretionary
3107	Special Designations
3109	Youth
3110	HTLCW
3111	Benevolences
3112	Contingency

c. Elections

Treasurer:	Petra Gilmore
Financial Secretary:	Mary Webb
Congregation Council (2 seats):	Erin Andrews Fischer (first term) Chris Kidwell (first term) Open (fill Pamela Bohlmann's final two years)
Endowment Committee:	Anne Wittig (first term)
Nominating Committee (3 seats):	Lori Friedman (second year) Anita Reimann (first year) Bob Beuthel (first year)

Motion: Approve the slate of nominees as printed.

Moved by:

Second by:

VI – Closing Prayer

Notes: