

PALM VALLEY LUTHERAN CHURCH COUNCIL MEETING AGENDA

June 17, 2026, 6:30 pm

G.R.A.C.E.

Grow in Faith
Reach the Community
provide Awe-inspiring Worship
Connect in Small Groups
Exceptional Serving

Call to Order	
Approve Agenda	
Devotion – Linda Reed	
Consent Agenda	
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Continuing Business

- 1. Celebrations
- 2. Personnel Updates
 - a. Associate Pastor | Ministry Site Plan for Approval – pages 33-46
 - b. Financial/Admin Assistant
- 3. Sanctuary and CLC Refresh

New Business

1. Funds for the Synod missions beyond Endowment disbursement
2. Sunday service times – Proposal to move 11:15 to 11:00
 - a. Clarity for communication
 - b. Aligns with Hispanic service (less noise/traffic outside the Parish Hall)
 - c. Suggested start date – July 19
3. Personnel - Overtime budget

Other Business

1.

Information – July 2026

Next Month's Sunday CIC: Early – Vince Brunssen; Late – Kathy Erwin

Next Month's Council Member for Devotions – JB Getz

July 15: Council meeting at 6:30pm

Adjourn

COUNCIL MINUTES

Palm Valley Lutheran Church May 20, 2026 Council Minutes

Attendees: Susan Ames (Secretary), Jane Baxter, David Beck, Kathy Erwin, JB Getz, Barry Hamilton, Anita Hulsman, Jen Kendrick (Executive Administrator), Carolyn Koehn, Pastor Dave Koppel, Linda Reed, Sue Rue (Vice-President), Rick Salvo, Dave Smith (President), Mary Wallin

Guests: Joy Kovar, Deborah Franke

Opening business (agenda, devotion, consent)

Dave Smith opened the meeting at 6:30 pm.

- The opening prayer was offered by Pastor Koppel.
- Sue Rue motioned and Carolyn Koehn seconded to approve the agenda as written. The motion carried.
- Devotion/readings were shared by Rick Salvo from Philippians 1:3–11, emphasizing love, knowledge, insight, and discerning what is best.
- Carolyn Koehn motioned and Sue Rue seconded to approve the Consent Agenda. The motion carried.
- Dave Smith clarified procedures for the online minutes approval process.
 - The minutes will first be sent out to council members for edits for three days.
 - The minutes will be edited and sent to the Council. Three days will be given for Council Members to vote for or against approval of the minutes.
 - The approved minutes will then be posted on the church website.

Ministry & staff reports highlights

- Pastor clarified new member class membership report: 17 people attended the class; 12 new members joined.
- Update on “Lax” - He is still without a call due to green card delays. Timeline has been pushed back again.
- Adult confirmation begins next Tuesday evening with four candidates ages range from 17 to 22. The plan is to fit information into five sessions.
- Youth/children summer programming: The staff will be busy with VBS, day camp, away camp, and other summer activities. Barry Hamilton explained the “Traveling camp” concept for middle schoolers. It will include trips and activities (e.g., zoo; possible cave visit) with faith focus.
- We will be hosting a youth group from North Carolina on June 23rd–24th. Host home boys and girls will be housed separately. They will be served dinner at church and the host family will provide breakfast. The group will then travel to their next destination.
- Preschool enrollment question: Several students moved on to higher education and currently about 8–9 students remain. The leadership felt it’s too early to be concerned due to families are focused on the end of school. Preschool Director, Becky Simpson reported there have been many inquiries and tours.

Cemetery/groundskeeper compensation clarification

- Discussion revisited stipends related to cemetery work (urn interment/columbarium access).
 - Clarified that extra pay is handled as a taxed stipend through payroll.
- Columbaria opening/digging an urn hole:
 - If work is done during normal work hours, it’s part of the job.
 - If work is done after hours, a stipend applies (noted as \$150).
 - Request made to edit/clarify the job description and stipend conditions so it’s not confusing in future.

Property, finance, and major updates

- Property team recognition: The Council commended John Reed and Dwayne Kostihä for their work on the Property Team this past month.
- Gas line under sanctuary: Is “in the works” timing is being coordinated with new HVAC units.

Property Updates - Jen Kendrick

- Parsonage roof was started April 23 and rotted wood, holes and thin decking was discovered. An online emergency council vote approved \$11k additional from unrestricted funds.
- The Sanctuary carpet and paint is complete. Sue Rue reported the pew cushion project is ongoing. The original fabric vendor went bankrupt and new fabric was selected.
- Jen Kendrick reported the AV/lighting project in the sanctuary and the CLC is underway. The electricians and Brown Note are working to avoid Sunday worship disruptions. Time to completion is estimated to be 1 month.
- Two completed Eagle projects: flagpoles by soccer field and memorial garden.
 - Flagpoles: A concern was raised about poles bending in wind. The poles are designed to be flexible. Jen Kendrick will double-check with the scout and his dad concerning the width and height of the poles and the size of the flag.
 - Carolyn Koehn suggested the council and GRACE teams start building a list of potential Eagle Scout projects to share with future scouts. Ideas included dog park phased projects, field improvements, preschool outdoor items, and possible pickleball conversion.

Attendance:

- Easter day 500+ across services
- April was the 11th straight month higher than prior year. The One Voice/confirmation service in-person count was 284.

Financials (Jan–Apr YTD):

- Jen Kendrick reported contributions January - April are slightly above budget. April alone was about \$10k under budget.
 - Plan to send mid-year giving statements in July to increase awareness and catch miscoding.
- The rental timing communication issues were corrected. Additional income is down a little due to some timing of our rental payments and lower than budgeted building actual building use. Communication has happened with all of our renters and everybody's catching up. We should be in good shape for May.
- Expenses generally held close to budget.

Key decisions: staff raises, audit firm, endowment grants

- Staff raises / ERC funds discussion was lengthy due to confusion created by a published “Echoes” note implying 9% raises. Council located prior guidance in the December packet from November council meeting stating salary increases are 50% COLA / 50% merit-based.
- Vince Brunssen motioned and Rick Salvo seconded that Palm Valley Lutheran Church budget a total compensation adjustment pool of up to 9.0% for 2026 for eligible staff. The motion carried with the following clarification.
 - Carolyn Koehn clarified the compensation pool is intended to be allocated as follows:
- 4.5% for a general cost-of-living adjustment (COLA) for eligible employees to help address inflationary impacts and maintain market competitiveness.
- The remaining portion of the pool for differentiated merit-based increases, recognizing individual performance, leadership contribution, role impact, and overall effectiveness during the 2025 review period.
- Merit increases will not be distributed equally across all employees and will instead reflect varying levels of contribution and performance relative to role expectations and organizational needs.
- The total compensation adjustments approved across all employees will not exceed the overall 9.0% compensation budget authorized for 2026.
- All compensation adjustments remain subject to final approval through Palm Valley Lutheran Church’s established personnel and budget approval processes.

Audit firm selection:

- Council discussed the tiers of an audit.
- Timing concerns due to onboarding a new finance hire were discussed and the heavy lifting will fall on Jodie and Jen Kendrick.
- The audit will likely have a summer or early fall start.
- Carolyn Koehn motioned and David Beck seconded to select Ratliff & Associates (bundle including DAS + full audit per discussion). The motion carried.

Endowment/Trinity Place grants:

- Rick Salvo motioned and Linda Reed seconded to approve the 2026 grant recommendations as submitted by the endowment committee. New requests totaling about \$161k and overall pull will be approximately \$353k.
 - Some grants are multi-year/recurring;
 - Sacred Heart Community Clinic was noted as an exception needing annual reapproval.
 - Community feedback was shared about a large grant to a church in India. Council noted prior discussion and historic global support to El Salvador and Grenada.
 - Next steps for grant disbursements: Jen Kendrick will review timing needs and likely disburse in multiple tranches instead of one lump sum. Outreach to recipients is planned in early June with amounts and expected timing.

Next meetings and reminders

Next month's early/late CICs and devotion assignments mentioned

Grace Night: June 1 Dave Smith encouraged higher council attendance.

Next council meeting: June 17 at 6:30; executive committee meets beforehand.

Sue Rue motion and everyone seconded for the meeting to be adjourned. The motion carried.

Meeting adjourned with the Lord's Prayer at 8:34 pm.

Respectfully submitted,

Susan Ames (Council Secretary)

May 22, 2026

The minutes were approved by unanimous digital vote. 05/26/2026

REPORT OF THE SENIOR PASTOR

Report of the Senior Pastor June 2026

- This was an active month of leadership focused on worship, teaching, staff development, pastoral care, and community engagement.
- It was a balance of preaching, staff and leadership meetings, mentoring, congregational care, and planning for upcoming ministry initiatives, combining attention to both immediate pastoral needs and the church's long-term mission.

Worship and teaching

- Prepared weekly worship for three Sunday services.
- Delivered sermons, children's message when Children's Director was out, prayers, and liturgy.
- Coordinated bulletins and audio/visual support.
- Planned future Sundays and follow-up worship details.
- Developed adult confirmation classes and mentoring content.
- Prepared devotions for staff and other discipleship settings.
- Prepared and teaching materials and long-term calendar for GRACE Night

Leadership and administration

- Met regularly with staff, ministry leaders, and church teams/committees.
- Prepared agendas for staff meetings.
- Worked on call committee materials and hiring processes.
- Reviewed compensation for all staff and made appropriate adjustments in line with council's direction from our May meeting.
- Contributed to broader planning for the congregation's future.
- Collaborated with bishops, handled synod-related matters, and communicated with community and ministry partners.

Pastoral care and community presence

- Provided hospital and home visits for members and families.
- Offered support during illness, grief, surgery, dementia, and death.
- Led funeral planning, premarital counseling, and baptism preparation. (premarital counseling for Jonathan Brunssen & Shelby Kaderka and for James Sladek & Cheyanne Fair; upcoming baptism June 14 Josephine Martinez)
- Followed up personally with individuals in crisis.
- Maintained relational ministry through Bible study, mentoring, and community connections.
- Strengthened partnerships with local organizations and continued engagement in the Round Rock community.

Vision and ministry opportunities

- Palm Valley is a growing, multicultural congregation with strong momentum.
- The church's identity as a "Place of GRACE" continues to be reflected in worship, service, and collaborative ministry.
- Ministry continues across English-, Spanish-, and Korean-speaking contexts.
- Facility improvements (updated steeple, carpeting, and new paint, and sound system in historic sanctuary, and new screens and sound system in Christian Life Center) and strong community relationships support future growth.

- Both online and in-person worship participation remain important parts of ministry reach. Attendance has continued to be strong over the past year with month-by-month increases over the previous year.
- Interviews are in process for a bookkeeping assistant.

Overall summary

- Core priorities for the month included worship leadership, teaching, staff support, pastoral care, and strategic planning.
- The congregation shows strong ministry capacity, meaningful community impact, and significant opportunities for continued growth.
- Initial plans are to have an adult confirmation celebration on Kickoff Sunday, (September 13)
- We are in the planning stages for a Fall sermon and small group series.

Thank you for the privilege of partnering with you in the Ministry of Word and Sacrament.

Dr. Dave Koppel
Senior Pastor

Important Dates:

- **June 13 Buddy Burk funeral**
- **June 14 Joséphine Martinez Baptism at 9 :30**
- **June 14–19: Camp @ Camp Chrysalis**
- **June 17 Church Council**
- **June 18 women's forum**
- *June 19 Juneteenth*
- **June 21 Fathers' Day and 2 baptisms at our Hispanic service**
- **June 21 Leader Training for VBS**
- **June 23 The Xperience**
- **June 28 VBS set-up**
- **June 29, 30, July 1, 2, 9-noon VBS and Day Camp for Preschool**
- *July 4 Independence Day – Round Rock July 4th parade*
- **July 6-10 Leader Trek at PVLC**
- **July 15 Church Council**
- **July 16 women's forum**
- **July 18–25: High School Mission Trip to Nashville**
- **July 26 Celebrate Marvin – 30 years at PVLC**
- **July 20-24 Leader Trek at PVLC**
- **July 27-30 Middle School Experience Days, All day long M- Th.**
- **Generosity month August – September? TBD**
- **August 3 GRACE night**
- **August 6-7 Global Leadership Summit – location TBD (off- site)**
- *August 18 RRISD begins*
- **August 19 church council**
- **August 20 women's forum**
- **August 26 (Wednesday) Water for Africa Night at Dell Diamond game starts at 6:45**
- *ALPHA – Date TBD*

- *September 7 Labor Day*
- **September 12 God's Work our Hands**
- **Sept 13 Kickoff Sunday, 10 a.m. combined service, lunch**
- **September 16 Church Council**
- **September 17 Women's forum**
- **September 20 Confirmation Classes begin**
- **September 20 Fall Focus begins**
- **September 26 Jordana and James' wedding**
- **September 26 Fall Fair**
- **October 5 GRACE Night**
- *October 12 Indigenous People's Day*
- **October 15 Women's forum**
- **Oct 21 First Communion class**
- **October 21 Church Council**
- **October 24 Oktoberfest! (moved from October 3)**
- **October 25 Reformation Sunday**
- **October 25 Trunk or Treat 5-7 p.m.**
- **Nov 1 All Saints' Day – First Communion**
- *November 11 Veteran's Day*
- **November 18 Church Council**
- **November 19 Women's forum**
- **November 22 Christ the King Sunday**
- **November 22 Round Rock Community Thanksgiving Service**
- **November 24 Advent decorating at 6 pm**
- *November 26 Thanksgiving Day*
- **November 29 First Sunday of Advent**
- **Advent Event TBD**
- **Deck the halls TBD**
- **December 7 GRACE night**
- **December 16 Church council**
- **December 17 Women's forum**
- **Christmas Pageant TBD**
- **Gift wrapping TBD**
- **Sip 'n' Stroll TBD**
- **Las Posadas TBD**
- **Christmas Caroling TBD**
- **December 24 Christmas Eve**

CHILDREN AND YOUNG FAMILY MINISTRIES

May 2026

Sunday School in May focused on the transformation of Saul to Paul. We did several experiments focused on how we see in Science/Cooking and wove baskets in Art to represent the basket that Paul was smuggled out of the city in. Children's Church is still going strong during the 9:30 Rejoice! Service. We made road signs to illustrate Jesus is the Way, helped Jesus ascend into heaven, talked about prayer, experienced the wind of Pentecost by decorating wind socks and finished the month learning more about the Great Commission. Helen continues to write Spanish lessons on the lectionary readings and provides supplies for the craft activities and games for the Spanish speaking Children's Sunday School.

We did not have a family formational activity in May because Sundaes on Mondays was so early in June and involved a water slide. We will gather August 11th for our combined Water Fun Day with the preschool families and might also have a family gathering in mid to late July.

Our monthly Mom's/Ladies Nights Out, coined as Palm Valley Sister Circle events, met May 13th for another night of guided Mahjong play. We had 8 ladies there and had a lovely time being in community. We will gather for our next Palm Valley Sister Circle event in early July.

Helen spent a couple of weeks in early May assembling Prayer Pails for each of our Children's Ministry Families and all of the Preschool Families. They included multiple ways to pray for others over the summertime; with playdough, with playing cards, by journaling, keeping a weekly calendar, with bubbles and pipe cleaners and even pennies! The hope is that our families will incorporate even more prayer into their daily lives, during the lazy days of summer and the busy days of the school year.

Vacation Bible School is scheduled for June 29th- July 2nd from 9am to 12pm. As of June 9th, we are at 38 registrants and 25 volunteers. Helen is hopeful that we will gain another 15 to 20 registrants over the next 2 weeks. Paula Dietz is our Bible Storyteller again this year, Chris Terry and Deborah Franke are leading the Science Station, Kathy Erwin is leading the Craft Station, Pastor Kang is leading the Game Station, Becky Simpson, Veronica Arreola and Pastor Bae are leading our preschool program, Mary Wallin is leading our BRAND NEW Mission Station, and Jayne Baxter and Martha Anderson are coordinating snacks. We could still use a couple more adults and teens to lead around our crews. We have a leader training on June 23rd and are setting up the CLC and the stations on June 28th, after the Korean worship service (approx. 1:30-3:30). We could use some more hands with set-up. Please reach out to Helen if you are available.

Upcoming events:

6/7-6/12 Leader Treks Week 1 of 3

6/14-6/19 Camp Chrysalis with our elementary and youth age kids

YOUTH MINISTRY

May- Council Report

Youth Group Pool Party

Our youth had a wonderful time gathering for our end of the year pool party, enjoying an evening filled with swimming, games, smores, and fellowship. It was a great opportunity for everyone to connect together outside of our regular ministry activities.

We extend our heartfelt thanks to Tom and Carol Dove for graciously opening their home and allowing us to use their pool for this event. Their hospitality and generosity helped create a welcoming space where our youth could relax, have fun, and strengthen their relationships with one another.

Graduation Luncheon

We were blessed to celebrate our graduating seniors with a special Graduation Lunch following worship. This annual tradition provides an opportunity for our seniors and their families to gather together and recognize the accomplishments of our graduates, and offer encouragement as they

I am deeply grateful to everyone who helped make this celebration possible through their planning, food preparation, setup, serving, and cleanup. Your generosity and willingness to serve created a welcoming and meaningful experience for our graduates and their families.

We extend our sincere gratitude to the Endowment Committee for their generosity and support in making it possible to award scholarships to our graduating seniors. These scholarships are a meaningful investment in their future endeavors, and we are thankful for the committee's continued commitment to encouraging and supporting the next generation.



Middle School Hangout

Our middle school youth had a fantastic time during our recent hangout at Cidercade! The group enjoyed an afternoon of unlimited arcade games. Of course, no youth event is complete without food, and the group was able to share pizza together while taking a break from the games. It was a wonderful opportunity for students simply have fun in a relaxed environment.

Thank you to everyone who helped make this event possible. We are grateful for opportunities like these that strengthen relationships and build community among our youth.



Highschool Hangout

Our high school youth had an incredible time at our recent High School Hangout at Pinwheels Roller Rink! The evening was filled with plenty of fun as students spent time rollerblading together. While we had such a great time that we forgot to stop and take a picture. Events like these provide valuable opportunities for our youth to strengthen relationships and enjoy community together outside of our regular ministry gatherings.

Thank you to everyone who helped make this event possible. We look forward to many more opportunities for fun and fellowship throughout the year!

Adult Confirmation

Our Adult Confirmation class continues to be a meaningful time of learning, discussion, and spiritual growth. Participants have been exploring the foundations of the Christian faith, engaging with Scripture, and reflecting on what it means to live out their faith in daily life.

One of the greatest joys of this class has been the thoughtful conversations and questions that have emerged as participants deepen their understanding of Lutheran theology and Christian discipleship. The group's willingness to share experiences, ask questions, and learn together has created a welcoming and encouraging environment for everyone involved.

We are grateful for all those participating in this journey and look forward to continuing to grow together in faith, knowledge, and community in the weeks ahead.

PRESCHOOL MINISTRY

Palm Valley Preschool Director's Report – June 2026

Enrollment & Registration

Registration for the 2026–2027 school year remains active and ongoing. Summer continues to be a season of enrollment inquiries, tours, and conversations with prospective families as they finalize plans for the upcoming school year. Interest in both the 3-day and new 5-day program options remains strong, and enrollment activity continues to progress positively. We are encouraged by the level of interest and look forward to welcoming new and returning families this fall.

Staffing & Summer Preparation

Preparation for the upcoming school year continues throughout the summer months. Staff onboarding, paperwork, and planning are underway as we prepare to welcome our team for the start of the 2026–2027 school year. We look forward to gathering for team-building opportunities over the summer and are excited to officially welcome our new staff members in August. Teacher introductions and classroom announcements will begin soon as we share information about our team with both current and prospective preschool families.

Operations & Planning

With the conclusion of the 2025–2026 school year, summer efforts have shifted toward planning and preparation for the year ahead. Work continues within the preschool's management system as enrollment, student records, and classroom preparations are organized for the fall semester. Planning for the launch of the new 5-day program remains a primary focus as we prepare for a smooth start to the school year.

Marketing & Outreach

Marketing and outreach efforts continue through social media engagement, partnerships with local family-focused businesses, community events, and summer tours. We look forward to hosting Preschool Open House events over the summer break. These efforts maintain visibility within the community and continue generating interest in Palm Valley Preschool as families explore educational options for the upcoming school year.

Looking Ahead

The campus is quieter during the summer months, and planning and preparation remain active. The preschool concluded the 2025–2026 school year on a strong note, and we are excited about the opportunities ahead as we continue preparing for the 2026–2027 school year and the addition of the new 5-day program! We are also excited to offer the VBS to a younger age group this year and look forward to supporting the children's mission and VBS at the end of this month.

Thank you!
Becky Simpson

SMALL GROUPS AND VOLUNTEERS MINISTRY

Report submitted by Kelley Adams
6/10/2025

Since my last report, a significant portion of my time has been devoted to preparing the office for the addition of a new staff member. This has included evaluating the current workspace, researching furniture and layout options, coordinating necessary changes, and ordering new office furnishings to create a functional and efficient workspace that can comfortably accommodate two staff members.

In addition, I have been working on preparations for our annual Fall Focus sermon series. This has involved reviewing and researching Bible study resources, evaluating potential materials, and considering how these resources can best support congregational engagement and spiritual growth during the series. These efforts are helping lay the groundwork for a well-planned and meaningful Fall Focus program.

Other duties as assigned while staff have been out of the office.

Small Group News:

The Kersten Small Group will be taking a break for the summer

SCHEDULE AND UPCOMING EVENTS AND MEETINGS TO DATE

July 1: Community Care Team VBS Service Project (Hygiene Kits for Round Rock Service Center)

May 1 – 12: Out of the Office – Vacation

May 13th and ongoing – Preparing office for new staff member and began researching options for Fall Focus.

June 1: Facilitated the Community Care Ministry Team meeting on Grace Night

June 4: Participated in a Zoom call to learn about a Companion Groups program

July 9: God's Work, Our Hands Planning Meeting

August 16: Fall Focus Small Group Leader Training

August 9: Small Group Forums between services

August: Supper Club TBD

August 23: Fall Focus Small Group Leader Training

September 12: God's Work, Our Hands

September 13: Kick-off Sunday & God's Work our Hands Sunday

September 20 -November 1: Fall Focus Series Begins

September 26: Fall Fair

Note: Small Group Steering Team Meeting will not meet in June or July

What's Coming Up in 2027:

January 11 – February 27: Financial Peace University (Need someone to facilitate this group)

March 6 – WELCA Capital North/Capital South Women's Gathering 2027 (Jayne Baxter and Deborah Franke)

EVANGELISM TEAM

Evangelism Team Meeting - June 1, 2026 7:00 p.m.

Attendees: Jayne Baxter, Angela Beck, David Beck-Council Rep., Sally Cotton, Laurie Denchik, Paula Dietz and guests Dana Perry and Ron Marshall

Not attending: Donna Balshaw, Anita Hulsman-Council Rep., Pat Jacobs, Joy Kovar, Otto Pfahl, Gaile Swoyer and Rita Whitely

Paula, the acting chair, welcomed everyone and opened the meeting.

A motion to approve the **April 6, 2026 Minutes** was made by David, with a second made by Angela, and the motion passed.

In **Old Business**, regarding the **First-time Visitor Outreach Program**, Sally will talk with Jen about insuring that a staff member is still checking the contact cards from the worship services and is sending any first time visitor information to us.

The **Discovering Discipleship New Members Class** was held on April 19th. There were fifteen individuals in the class and twelve of them became members of PVLC.

The next **GriefShare Ministry Class** will begin on Thursday, June 4th from 12:30pm – 2:30pm. There are still spots available for this class.

The **Call Program** has begun with Anita working with the office staff to create a list of members that have not attended worship services during March and April of 2026. Our team looked over the list and marked any names if they have been seen at worship during the last two months. We will then sign up to call the remaining names and let them know that they have been missed at worship. Joy will update the list with any comments after the contacts have been made.

Our team will host the **Sundaes on Mondays** event on June 8th in conjunction with the youth group. There will be hamburgers, hot dogs, and ice cream. Pastor Koppel will give a short message and there will be a bounce house for the children. Paula has received Thrivent Action Team funds to help pay for the food. Paula and Sally will get the food and everyone is encouraged to help with set up that begins at 4:30pm in order to start serving the meal at 6pm.

Laurie told us the **Fall Fair** will be held on September 26th. She and Otto will be the co-chairs and are talking with members and groups to volunteer for our many activities. They would like to have food, entertainment, a vendor sale, plant sale, bake sale, craft sale, silent auction, gift baskets, bingo, cake walk, kids' games, bounce houses and the petting zoo. They would also like to have the car show again this year. They will have signup sheets for the many volunteer opportunities. There will be a Fall Fair meeting on July 20th at 7pm.

In **New Business**, Dana and Ron told us about a **fellowship event** that they would like to lead at Palm Valley. They would like to organize an activity in which they rent a bus to take a group of interested members to a religious themed trip. They will talk with Kelley about this idea.

Joy or Paula will **chair** our next meeting on August 3rd.

At 8:35pm, the meeting adjourned with the Lord's Prayer.

Respectfully submitted,
Sally Cotton

PROPERTY TEAM

PALM VALLEY LUTHERAN CHURCH PROPERTY COMMITTEE MEETING JUNE 1, 2026

AGENDA

- I. Call to Order
- II. Opening Prayer
- III. Approval of April Minutes
- IV. Old Business
 - A) Update on New HVAC Units and Repair of Pipes Under Sanctuary-Dwayne
 - B) Update on Well for Cemetery-Garlan
 - C) Update on Sanctuary Improvements-John
 - D) Update on Parsonage Roof-John
 - E) Update on AVL-John
- V. New Business
 - A) Special Needs Parking Behind Back Porch
 - B) Groundskeeping Report to Jen
 - C) Painting of Exterior Trim on Sanctuary
- VI. Other Business
- VII. Adjourn

Present for meeting

John Reed
Jen Kendrick
Dwayne Kostiha
Dave Smith
Brian Wickman
Rod Dietz
Garlon Oetken
Susan Ames

Absent from meeting

Paul Kersten
David Koch

7:22 PM Call to order by John Reed

A. Opening Prayer

- B. Eagle Scout presented plans for projects at the church. They showed us a schematic of project. Their projects budget is \$2,248.17 with tax of \$187.48 so a total of \$2433.65. Dumpster requirements were brought up by Jen and Dwayne. Discussions were made about where to stack supplies and the need to always keep the road clear and open. They were not doing any fundraising for this project. They stated they were hoping for some help from the church, and we decided we would discuss that later.
- C. Heating and AC was then discussed. Estimates for G & S were \$57,494 and LPC was \$37,596. The life span of these units would end this year. They are about 20 years old. Dwayne thought there would be about a 4-week lead time for these units and that the invoices would go to PVLC. Dave made a motion for approval of replacement of the units and Brian seconded the motion. The motion carried.
- D. Discussion about the rusted gas piping at the sanctuary. Dwayne mentioned the possibility of replacing the gas piping at the same time as the AC units are replaced. We all agreed that it would be best. Jen asked about converting units to all electric, but we decided that would not be the best choice. Dave brought up we might need to table this until we know what the gas piping replacement will cost so Dave and Brian withdrew their motion and second at this time.
- E. Parsonage roofing project- John stated that this project is dated for April 16.
- F. Church steeple project is finally completed.
- G. Handicap ramp project- John is working on a proposal for installing new handicap parking lot at the Back Porch. There may be some donated funds to help with this.
- H. Status of trees- Brian gave us an update that he and an arborist walked the grounds, and the arborist thought our trees were in good shape except one tree which might be a water problem. Irrigation system might not be working properly. Dwayne mentioned two trees had died and 2 remaining cypress trees did not look good. We decided to wait 2 months and look at them again.

Adjournment- at 8:33 Dave made a motion to adjourn, and it was seconded by Brian, and it was passed.

WORSHIP AND MUSIC TEAM

WORSHIP & MUSIC TEAM MINUTES

June 1, 2026

MISSION STATEMENT

As brothers and sisters in Christ, we are called to invite all people to know Christ, to build an intergenerational community of faith and to serve all people in love to the glory of God.

Attending: Ken and Marie Bucher, Sue Rue, Sheila Smith, Kathy Erwin, Mary Wallin, and Pastor Koppel

Ken called the meeting to order and Pastor opened with a prayer.

The minutes of the April 6, 2026 meeting were not available for review. Review and approval will occur at the next scheduled meeting.

Old Business:

Refresh of the sanctuary: Carpet installation and painting is complete. New pew cushions should be here in the fall. Plans are being discussed to refinish the pews with tung oil to restore their natural beauty.

Kathy said in her recent search for a lost item, she noticed the floors in the sanctuary are dusty and there are spider webs and bugs. This needs to be taken up with the cleaning crew. Sheila will advise Jen.

Also, the brass on the hand rail needs cleaning.

Cabinets are being made by Cabinets to Go to store the banners. Sue will check with John Reed for the status.

New Business:

Special worship days coming up:

Reformation Sunday – Pastor said we will have special guest pastor (Lutheran)

November 1 – All Saints Sunday with first communion.

November 22 – Community Thanksgiving service which Pastor is thinking our church might host. Refreshments will be served following the service.

Currently planning the same Christmas Eve schedule as last year: 4:00, 5:30, 7:00 and 9:00

We need to schedule decorating for Christmas. We decided on November 24th at 6:00. Sheila will advise Jen to add it to the calendar as well as advising the Rejoice Worship and Music Team of our plans.

Other Business

Mary suggested that the hymns selected be more familiar and easier to sing. One instance was when we had a guest pastor and one hymn was unfamiliar and 8 verses long. Pastor Koppel did not select that but there are other times that a hymn will be unfamiliar and difficult to sing. Mary said this is especially important during the summer when the choir will not be singing and helping the congregation.

Sue wants to hang the 145th anniversary banner in the Narthex. Mavin has some artwork that he would like to hang and Sue said she will look at what he has and decide what and where to put them.

The meeting was adjourned and we closed with the Lord's prayer.

Respectfully submitted,
Sheila Smith

Next meeting date: August 3, 2026

EXECUTIVE ADMINISTRATOR

Report for May/June 2026

Ministry Support (Operations) Staff Shoutouts

- **Kelley:** coordinating and recognizing our volunteer Receptionists. Turning her office into an equitably shared workspace – creating more room for her to be comfortable, and be a welcoming environment when we hire a new admin.
- **Vicki:** training Jan on Cemetery tasks, creating publications with her usual standard of excellence, putting her expert eyes on the MSP, and keeping things running during a month where everyone was in and out.
- **Jessica:** as mentioned last month, she has continued to take point as our main contact with Brown Note on the AVL project.
- **John:** not only organizes our vendors for regular services, but also helps wherever he is needed for our many, many campus projects.
- **Billy:** working through the schedule of the campus needs to maintain our grounds, and completing seasonal items like cutting fields.

Personnel

- **Financial and Administrative Assistant**

Chris Terry and John Reed were sent 10 resumes, which they narrowed down to four who were contacted with screening calls. That resulted in one candidate who was interviewed by Pastor and me on June 8th. She will meet with the staff on June 23rd, and then next steps will be determined.

- **Raises for 2026**

Raises for staff were finalized after the May Council meeting. Everything has been updated for the June 15th payroll, including retroactive pay back to January 1. The ERC fund will offset the 2026 increases, as approved by the congregation in 2023 and affirmed by Council in 2025.

- **Groundskeeper role clarification – action item from May Council**

The Groundskeeper job description has been updated to identify opening and closing for urn burials as an optional/additional task. I contacted Jan Beck Cleveland to see what our local gravedigger charges for this service, and it is \$800.00. When our staff person does it we charge \$450.00, clearly a savings for families when we are able to offer it.

- **Associate Pastor – Ministry Site Profile**

I worked with the call team to provide data for the MSP form. This is in your packet for approval so the call team can move forward to the next steps.

Financials

I have been working to make sure the priority finance tasks are completed – specifically deposits, checks, payroll, organizing funds, member giving – in the interim while we work to hire new staff. Jodi Hayes has been in-office a couple of times to assist. The Finance team met on June 11th to review financial reports and team policies.

Audit

The firm of Ratliff and Associates has been engaged for our Diagnostic Advisory Services (DAS) and Financial Audit. I met with them on June 10th to talk timeline. Our work will be done in two phases:

- **Phase 1 – the Diagnostic Advisory Services (“DAS”)**

- This is the processes and procedures piece, and will include two days’ onsite.
- Estimate to completion is about 2–3 weeks.

- Onsite work is scheduled for July 15 and 16 – we thought the week of Council would be a good opportunity for them to be introduced to you, and their onsite time may involve meetings with Council members and/or Finance team.

Phase 2 – the Financial Audit (“Audit”)

- This is the financial accounting audit of 2025. It will build on the findings from the DAS.
- Schedule is TBD, likely September/October timeframe based on everyone’s schedules. It will also include some onsite work by the team.
- Estimate to completion is about two months from start to finish.

We will receive reports after both phases of the process.

Campus Projects

We have so MANY projects going on! Including:

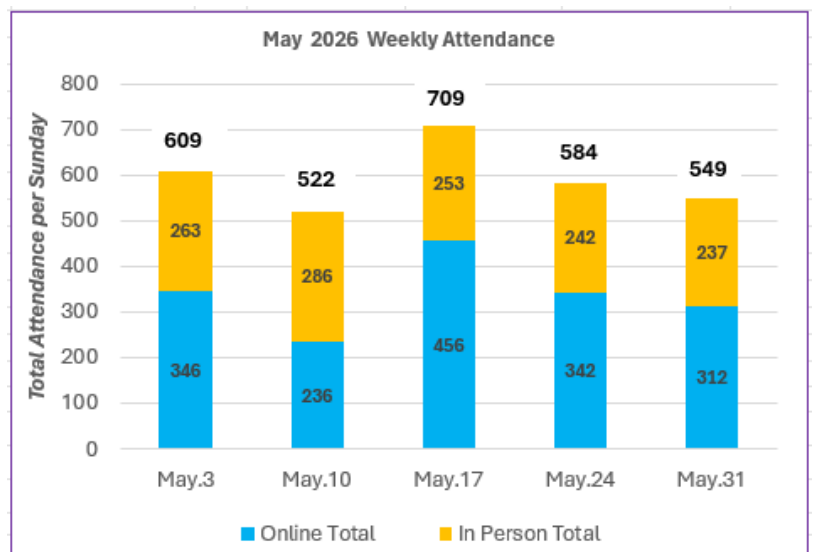
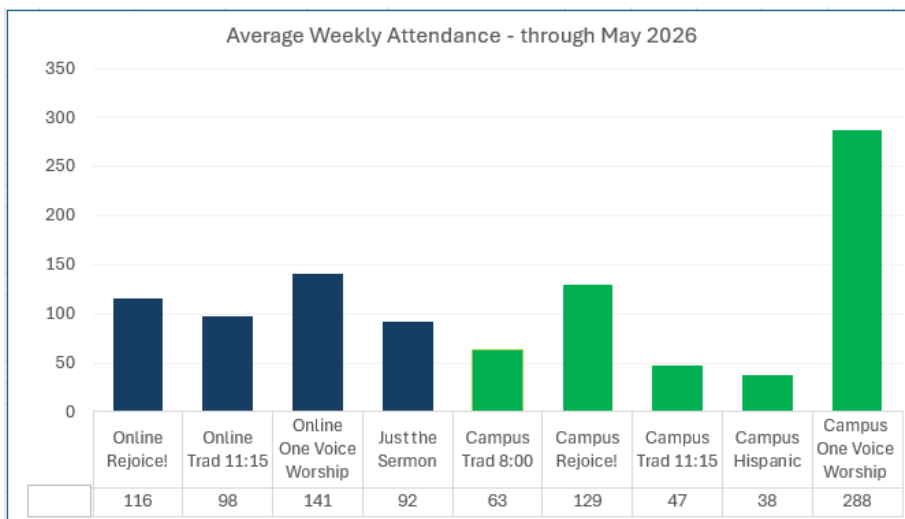
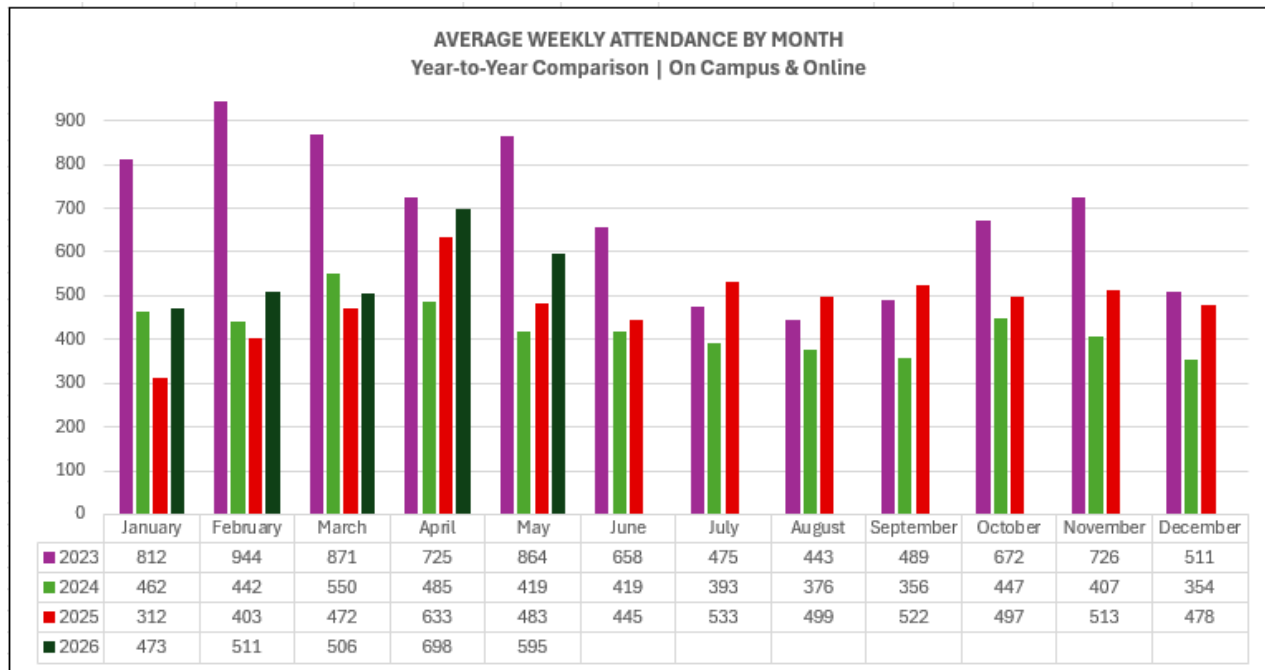
- AVL/Electrical work
- Sanctuary aesthetics (sacristy closet, carpet finishes, oiling the pews – thanks volunteer team! – new cushions are ordered and expected in about 4 months)
- The water well by the Parsonage has been replaced and hooked up. This is expected to help with our cemetery watering while conserving utilities.
- HVAC and gas line replacement for the Sanctuary – pending delivery of the HVAC units and scheduling work with the vendor(s).
- The handicapped parking area behind the Back Porch – work began June 8th with concrete pour scheduled for June 12th.
- Survey work has been scheduled for the Cemetery road project.

THANK YOU to John Reed for working alongside staff, vendors, and leading our Property team!!

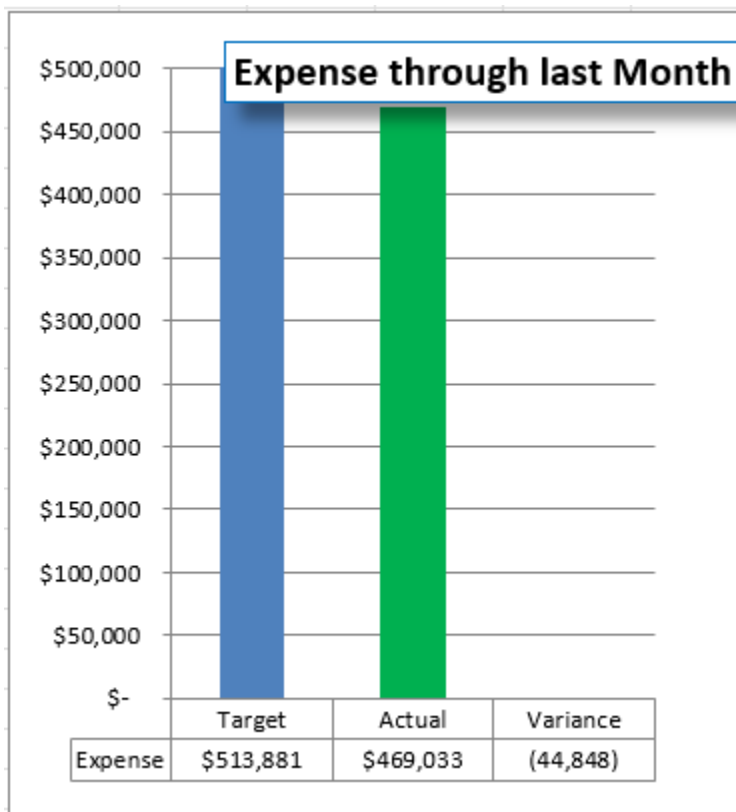
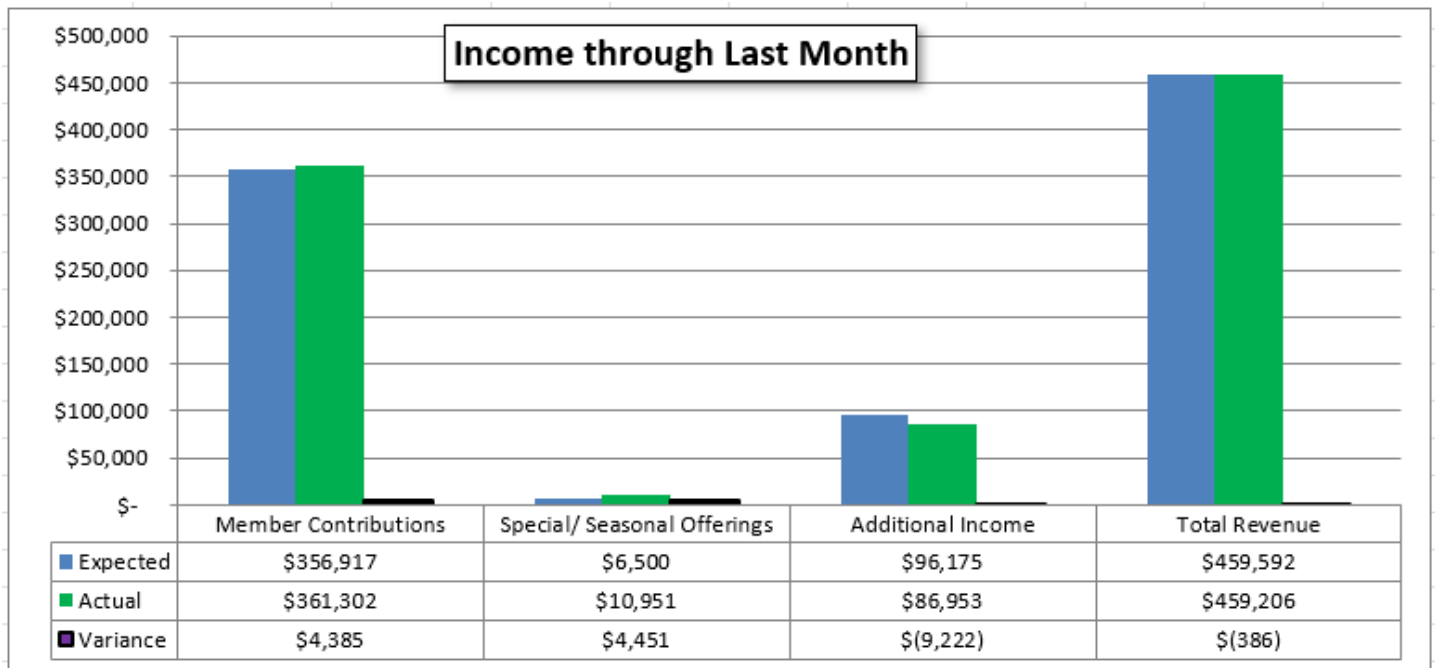
This report plus the attendance and financial reports to follow are submitted for your review.

Respectfully,
Jen Kendrick

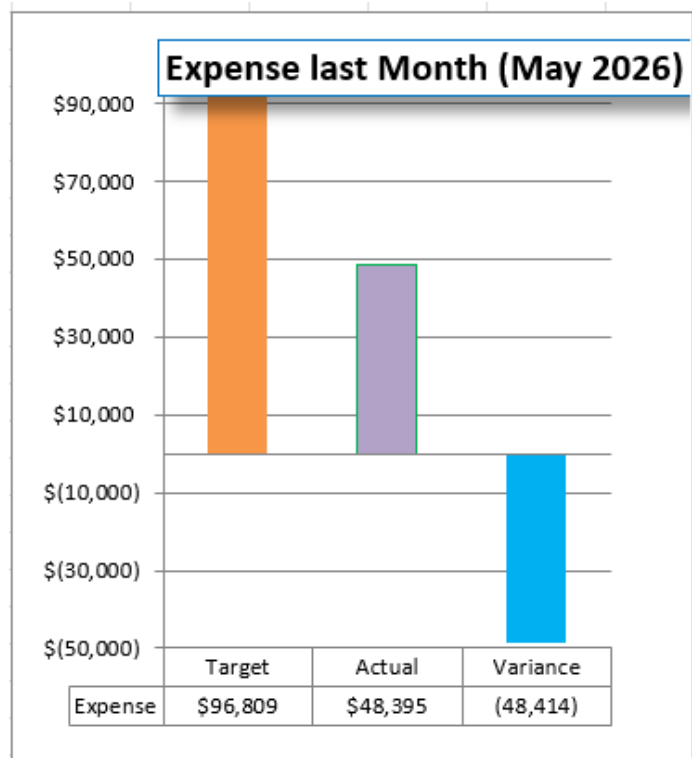
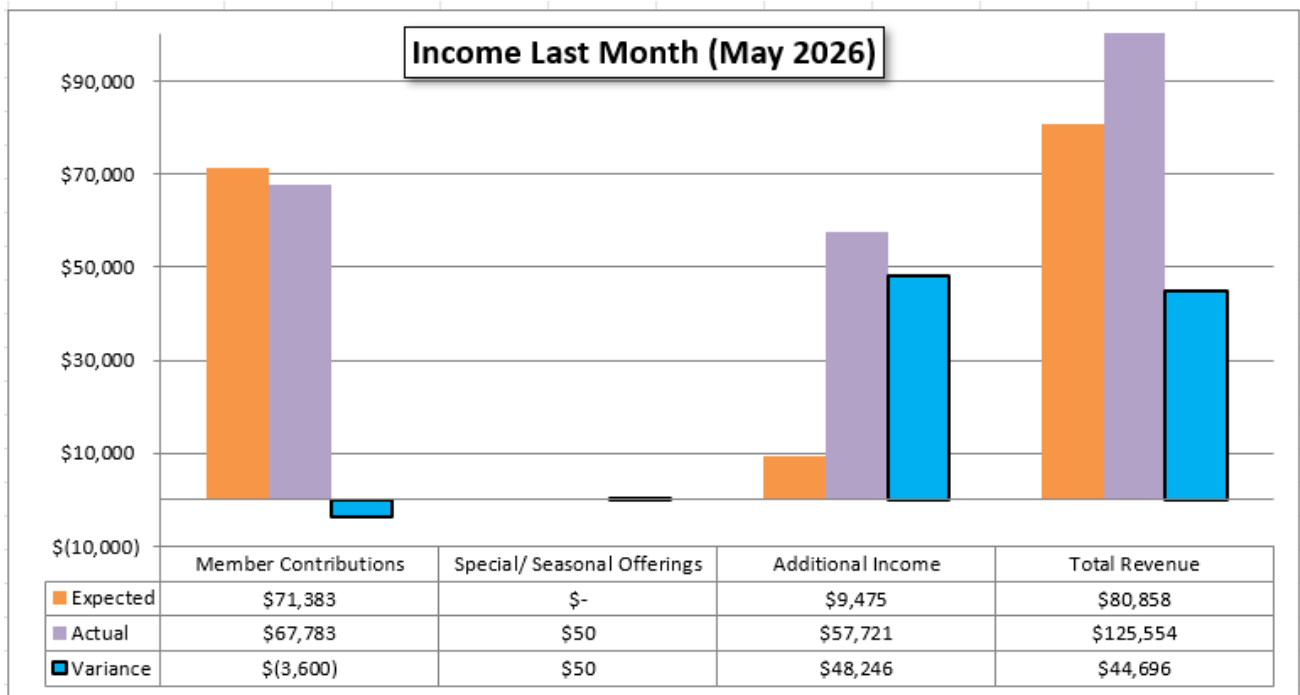
Attendance Reports



Income and Expense - January thru May 2026



Income and Expense - IN May 2026

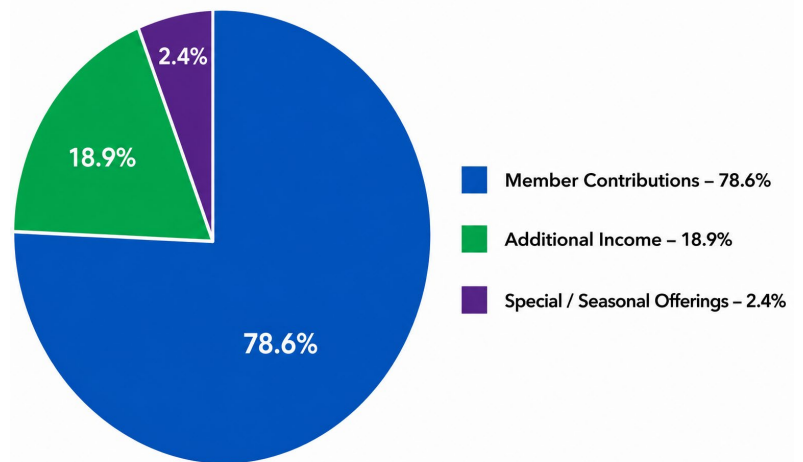


Financial Highlights

Year to date (through May):

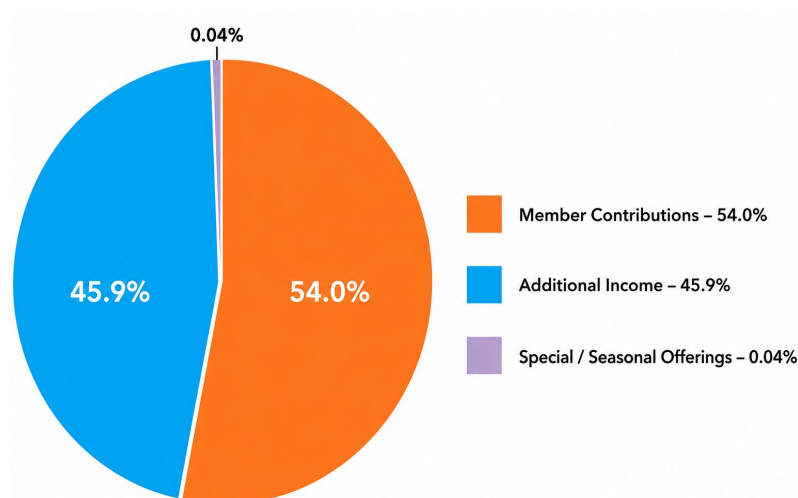
- Income overall was in the red (just a little bit).
- Member Giving total is still above budget.
- Expenses are holding close to budget.
- Expense variation in major maintenance is due primarily to the pending HVAC replacement.

Sources of Income – Year to Date



In the month of May:

- Member giving was **below** budget; the difference was less than in April.
- April and May included targeted fundraising:
 - Youth Fundraising – Stockholder campaign: \$5,715.00 through May 31
 - El Salvador Love fund: \$5,226.00 through June 7
- May was a *great* example of how our financials ebb and flow during the year, depending on the timing of income vs. expenses.



Sources of Income – month of May

**Palm Valley Lutheran Church of Round Rock Texas
Budget v Actual FY26**

	May-26		Jan - May 2026		2026 Budget
	Actual	Budget	Actual	Budget	BUDGET
Income					
40000 Revenue					
41000 Church Revenue					
41100 Tithes & Offerings					
41110 Regular Offering					
41111 Member Contributions	66,321.92	70,000.00	354,192.85	350,000.00	900,000.00
41112 Loose Plate Offering	1,283.00	1,250.00	6,344.45	6,250.00	15,000.00
41113 Hospitality (donuts, coffee, etc)	178.00	133.33	764.55	666.65	1,600.00
Total 41110 Regular Offering	67,782.92	71,383.33	361,301.85	356,916.65	916,600.00
41120 Holiday Offering					
41121 Lenten Offering		0.00	7,971.22	1,500.00	1,500.00
41122 Easter Offering	50.00	0.00	2,980.00	5,000.00	5,000.00
41123 Thanksgiving Offering		0.00		0.00	1,200.00
41124 Christmas Offering		0.00		0.00	10,000.00
Total 41120 Holiday Offering	50.00	0.00	10,951.22	6,500.00	17,700.00
Total 41100 Tithes & Offerings	67,832.92	71,383.33	372,253.07	363,416.65	934,300.00
41200 Additional Revenue					
41210 Rental / Building Use Income Accounts					
41211 PV Preschool Rent	2,921.22	3,000.00	14,606.10	15,000.00	30,000.00
41212 Senior Access Rental	1,983.31	950.00	2,183.31	4,750.00	11,400.00
41213 Streams in the Valley Counseling Center Rental					
41214 Rental / Building Use	2,350.00	2,500.00	8,067.00	12,500.00	30,000.00
41215 Church of Antioch Building Use	1,500.00	1,500.00	6,500.00	7,500.00	18,000.00
Total 41210 Rental / Building Use Income Accounts	8,754.53	8,308.33	32,613.75	41,541.65	93,700.00
Misc - Staff Appreciation	26.00		52.00		
41240 Events					
41241 Lenten Suppers		0.00	896.61	800.00	800.00
Total 41240 Events	0.00	0.00	896.61	800.00	800.00
41260 Altar Flower	160.00	333.33	1,280.00	1,666.65	4,000.00
41270 Other Income	780.17	833.33	4,110.92	4,166.65	10,000.00
41298 Net Invest Gain - Unrestrict Fund 2025	32,000.00	0.00	32,000.00	32,000.00	126,060.00
41299 Unrestricted Funds	16,000.00	0.00	16,000.00	16,000.00	65,900.87
Total 41200 Additional Revenue	57,720.70	9,474.99	86,953.28	96,174.95	300,460.87
Total 41000 Church Revenue	125,553.62	80,858.32	459,206.35	459,591.60	1,234,760.87
Total 40000 Revenue	125,553.62	80,858.32	459,206.35	459,591.60	1,234,760.87
Total Income	125,553.62	80,858.32	459,206.35	459,591.60	1,234,760.87
Gross Profit	125,553.62	80,858.32	459,206.35	459,591.60	1,234,760.87

	May-26			Jan - May 2026			2026 Budget BUDGET
	Actual	Budget	Variance	Actual	Budget	Variance	
Expenses							
50000 Expenses							
51000 Children							
51120 Special Events	508.60	208.33	300.27	2,375.85	1,041.65	1,334.20	2,500.00
51125 Contra Children's Events	(496.00)	0.00	(496.00)	(926.00)	0.00	(926.00)	0.00
Total 51120 Special Events	12.60	208.33	(195.73)	1,449.85	1,041.65	408.20	2,500.00
51130 Sunday School	399.11	150.00	249.11	1,187.93	750.00	437.93	1,800.00
51140 Children's Church		100.00	(100.00)		500.00	(500.00)	1,200.00
51150 Worship		0.00	0.00	4.74	0.00	4.74	0.00
51160 Vacation Bible School	403.90	1,500.00	(1,096.10)	636.64	1,800.00	(1,163.36)	6,000.00
51170 Day Camp		625.00	(625.00)		625.00	(625.00)	1,250.00
51180 First Communion		16.67	(16.67)		83.35	(83.35)	200.00
51220 Nursery Care Supplies		10.42	(10.42)		52.10	(52.10)	125.00
51300 Curriculum for Parents & Children		41.67	(41.67)	388.00	208.35	179.65	500.00
51310 Classroom Decor/Physical Supplies		41.67	(41.67)	9.49	208.35	(198.86)	500.00
51320 Volunteer Appreciation Gifts	148.00	16.67	131.33	148.00	83.35	64.65	200.00
51999 Contra Children - Reallocation of Funds to Support	(963.61)	(2,710.43)	1,746.82	(3,824.65)	(5,477.99)	1,653.34	(14,275.00)
Total 51000 Children	0.00	0.00	0.00	0.00	(125.84)	125.84	0.00
52000 Youth							
52100 Jr. High							
52110 Jr Retreat / Gathering		100.00	(100.00)		500.00	(500.00)	1,200.00
52120 Jr Mission Trip		0.00	0.00		0.00	0.00	0.00
Total 52100 Jr. High	0.00	100.00	(100.00)	0.00	500.00	(500.00)	1,200.00
52200 Sr. High							
52210 Sr High Retreat / Gathering		0.00	0.00	73.46	0.00	73.46	0.00
52220 Sr High Mission Trip		0.00	0.00	4,020.50	0.00	4,020.50	4,000.00
Total 52200 Sr. High	0.00	0.00	0.00	4,093.96	0.00	4,093.96	4,000.00
52300 Confirmation	101.21	0.00	101.21	878.68	400.00	478.68	800.00
52310 Youth Van Rental		208.33	(208.33)	887.14	1,041.65	(154.51)	2,500.00
52400 Youth Activities / Projects	373.82	291.67	82.15	1,398.93	1,458.35	(59.42)	3,500.00
52500 Youth Education / Training		125.00	(125.00)	114.25	625.00	(510.75)	1,500.00
52600 Youth Sunday School		45.00	(45.00)		225.00	(225.00)	540.00
52610 Youth Mission and Outreach Local Programs		45.83	(45.83)		229.15	(229.15)	550.00
52620 Youth Volunteer Gifts		8.33	(8.33)	4.33	41.65	(37.32)	100.00
52630 Youth Group Supplies	27.41	25.00	2.41	27.41	125.00	(97.59)	300.00
52999 Contra Youth - Reallocation of Funds to Support	(502.44)	(915.83)	413.39	(7,404.70)	(4,579.15)	(2,825.55)	(14,990.00)
Total 52000 Youth	0.00	(66.67)	66.67	0.00	66.65	(66.65)	0.00
53000 Worship / Music							
53100 Worship							
53120 Communion Supplies	166.40	141.67	24.73	675.47	708.35	(32.88)	1,700.00
53130 Supplies / Kitchen items / hospitality	234.75	100.00	134.75	4,272.23	3,500.00	772.23	5,000.00
53140 Altar Flower	160.00	333.33	(173.33)	829.89	1,666.65	(836.76)	4,000.00
Total 53100 Worship	561.15	575.00	(13.85)	5,777.59	5,875.00	(97.41)	10,700.00

	May-26			Jan - May 2026			2026 Budget BUDGET
	Actual	Budget	Variance	Actual	Budget	Variance	
53200 Music							
53210 Adult Choir		58.33	(58.33)	369.49	291.65	77.84	700.00
53220 Handbell Choir		16.25	(16.25)		81.25	(81.25)	195.00
53230 Rejoice Team		100.00	(100.00)	300.01	500.00	(199.99)	1,200.00
53240 Instruments		58.33	(58.33)		291.65	(291.65)	700.00
53250 Robe Cleaning & Repair		12.50	(12.50)		62.50	(62.50)	150.00
Total 53200 Music	0.00	245.41	(245.41)	669.50	1,227.05	(557.55)	2,945.00
Total 53000 Worship / Music	561.15	820.41	(259.26)	6,447.09	7,102.05	(654.96)	13,645.00
54000 Education / Outreach / Evangelism							
54100 Christian Education							
54110 Curriculum		208.33	440.67	649.00	1,041.65	(392.65)	2,500.00
54120 Adult Education		50.00	(50.00)		250.00	(250.00)	600.00
Total 54100 Christian Education	649.00	258.33	390.67	649.00	1,291.65	(642.65)	3,100.00
54200 Evangelism							
54210 Supplies		29.17	(29.17)		145.85	(145.85)	350.00
54220 New Member / Projects		41.67	(41.67)	92.63	208.35	(115.72)	500.00
54230 Sundaes on Mondays		0.00	0.00		0.00	0.00	500.00
54240 Fall Fair		0.00	0.00		0.00	0.00	2,000.00
54250 1st Time Guest		41.67	(41.67)		208.35	(208.35)	500.00
Total 54200 Evangelism	0.00	112.51	(112.51)	92.63	562.55	(469.92)	3,850.00
54300 Spiritual Life							
54310 Home Devotional		250.00	(250.00)	173.60	425.00	(251.40)	800.00
54320 Misc. Expense		0.00	0.00		0.00	0.00	0.00
54330 Small Groups	30.95	66.67	(35.72)	30.95	333.35	(302.40)	800.00
54340 Events		0.00	0.00		0.00	0.00	0.00
Total 54300 Spiritual Life	30.95	316.67	(285.72)	204.55	758.35	(553.80)	1,600.00
54400 Generosity Team							
54410 General		0.00	0.00		0.00	0.00	250.00
Total 54400 Generosity Team	0.00	0.00	0.00	0.00	0.00	0.00	250.00
Total 54000 Education / Outreach / Evangelism	679.95	687.51	(7.56)	946.18	2,612.55	(1,666.37)	8,800.00
55000 Missions / Care							
55200 Hispanic Ministry							
55210 Worship		0.00	0.00		0.00	0.00	0.00
55220 Christian Education		125.00	(125.00)		625.00	(625.00)	1,500.00
55230 Projects		0.00	0.00	651.32	400.00	251.32	1,000.00
Total 55200 Hispanic Ministry	0.00	125.00	(125.00)	651.32	1,025.00	(373.68)	2,500.00
55400 Stephen Ministries							
55410 Supplies		33.33	(33.33)		166.65	(166.65)	400.00
Total 55400 Stephen Ministries	0.00	33.33	(33.33)	0.00	166.65	(166.65)	400.00
Total 55000 Missions / Care	0.00	158.33	(158.33)	651.32	1,191.65	(540.33)	2,900.00

	May-26			Jan - May 2026			2026 Budget
	Actual	Budget	Variance	Actual	Budget	Variance	BUDGET
56000 Ministry / Program Personnel							
56100 Ministers / Program Staff	37,568.77	41,921.35	(4,352.58)	186,117.75	209,606.75	(23,489.00)	578,056.21
56105 Contra Ministry / Personnel Staff		(3,461.40)	3,461.40	0.00	(17,307.00)	17,307.00	(116,536.75)
Total 56100 Ministers / Program Staff	37,568.77	38,459.95	(891.18)	186,117.75	192,299.75	(6,182.00)	461,519.46
Total 56000 Ministry / Program Personnel	37,568.77	38,459.95	(891.18)	186,117.75	192,299.75	(6,182.00)	461,519.46
57000 Operations							
57100 Administration							
57110 Bank Fees	905.12	666.67	238.45	4,080.45	3,744.05	336.40	8,000.00
57120 Office Expenses	64.43	800.00	(735.57)	2,022.21	4,000.00	(1,977.79)	9,600.00
57130 Accounting Services	3,000.00	3,000.00	0.00	15,000.00	15,000.00	0.00	39,500.00
57140 Janitorial							
57141 Janitorial Services	6,150.00	6,551.67	(401.67)	32,082.96	32,758.35	(675.39)	78,620.00
57142 Janitorial Supplies	412.02	500.00	(87.98)	1,637.31	2,500.00	(862.69)	6,000.00
Total 57140 Janitorial	6,562.02	7,051.67	(489.65)	33,720.27	35,258.35	(1,538.08)	84,620.00
57150 Synod Convention		0.00	0.00	2,000.00	2,000.00	0.00	2,300.00
57160 Worker's Comp Insurance	416.58	500.00	(83.42)	2,305.90	2,500.00	(194.10)	6,000.00
57170 Dues and Subscriptions	749.64	1,000.00	(250.36)	1,480.20	1,900.00	(419.80)	8,000.00
57180 Background Checks	50.70	45.83	4.87	76.05	229.15	(153.10)	550.00
57190 Council Support		41.67	(41.67)	246.04	208.35	37.69	500.00
57191 Staff Development	120.35	291.67	(171.32)	506.15	1,458.35	(952.20)	3,500.00
57195 Operations Mileage Reimbursement	221.42	333.33	(111.91)	413.56	1,666.65	(1,253.09)	4,000.00
57199 Other Expenses	74.34	333.33	(258.99)	341.46	1,666.65	(1,325.19)	4,000.00
Total 57100 Administration	12,164.60	14,064.17	(1,899.57)	62,192.29	69,631.55	(7,439.26)	170,570.00
57200 Information Technology							
57210 General IT	1,960.14	2,112.67	(152.53)	11,163.97	10,563.35	600.62	25,352.00
57219 Contra IT - Reallocation of Funds to Support	(1,196.00)	(1,196.00)	0.00	(5,980.00)	(5,980.00)	0.00	(14,352.00)
57220 Copier Expense	1,269.77	1,583.33	(313.56)	6,939.65	7,916.65	(977.00)	19,000.00
Total 57200 Information Technology	2,033.91	2,500.00	(466.09)	12,123.62	12,500.00	(376.38)	30,000.00
57400 Property							
57410 Maintenance Repair / Equipment							
57411 Contra Regular (budgeted) Maintenance	1,099.48	2,916.67	(1,817.19)	7,252.22	14,583.35	(7,331.13)	35,000.00
57412 Major Maintenance		0.00	0.00		(12,083.35)	12,083.35	(29,000.00)
57413 Contra Major Maintenance	(48,314.00)	0.00	(48,314.00)	18,974.00	0.00	18,974.00	0.00
Total 57410 Maintenance Repair / Equipment	(47,214.52)	500.00	(47,714.52)	(39,837.78)	2,500.00	(42,337.78)	6,000.00
57415 Building Service Contracts		835.00	(835.00)	2,778.40	4,175.00	(1,396.60)	10,020.00
57420 Fuel	290.38	350.00	(59.62)	1,038.34	1,750.00	(711.66)	4,200.00
57430 Property Insurance	4,847.07	5,666.67	(819.60)	24,235.41	28,333.35	(4,097.94)	68,000.00
57435 Contra Property Insurance		(4,700.00)	4,700.00		(4,700.00)	4,700.00	(9,400.00)
Total 57430 Property Insurance	4,847.07	966.67	3,880.40	24,235.41	23,633.35	602.06	58,600.00

	May-26			Jan - May 2026			2026 Budget BUDGET
	Actual	Budget	Variance	Actual	Budget	Variance	
57440 Utilities							
57441 Gas	254.93	300.00	(45.07)	4,233.44	3,625.00	608.44	5,200.00
57442 Electricity	3,304.96	2,500.00	804.96	13,326.83	17,400.00	(4,073.17)	48,000.00
57443 Water / Sewer		1,000.00	(1,000.00)	5,237.97	5,500.00	(262.03)	14,000.00
57499 Contra Utilities		0.00	0.00		0.00	0.00	(5,500.00)
Total 57440 Utilities	3,559.89	3,800.00	(240.11)	22,798.24	26,525.00	(3,726.76)	61,700.00
57450 Trash	184.10	250.00	(65.90)	920.50	1,250.00	(329.50)	3,000.00
Total 57400 Property	(38,333.08)	6,701.67	(45,034.75)	11,933.11	59,833.35	(47,900.24)	143,520.00
57500 Operations Personnel							
57510 Operations Salary and Benefits	36,340.66	41,458.23	(5,117.57)	205,671.95	207,291.15	(1,619.20)	497,498.75
57511 Contra Ops Salary and Benefits	(3,263.16)	(8,124.36)	4,861.20	(21,014.00)	(40,621.80)	19,607.80	(97,492.34)
57513 Sunday Bus Driver	322.96	0.00	322.96	1,924.81	0.00	1,924.81	0.00
Total 57510 Operations Salary and Benefits	33,400.46	33,333.87	66.59	186,582.76	166,669.35	19,913.41	400,006.41
57515 Payroll Fees	274.34	150.00	124.34	1,374.16	1,100.00	274.16	1,800.00
57525 Nursery School Contractors/1099	45.00	0.00	45.00	665.00	1,000.00	(335.00)	2,000.00
Total 57500 Operations Personnel	33,719.80	33,483.87	235.93	188,621.92	168,769.35	19,852.57	403,806.41
Total 57000 Operations	9,585.23	56,749.71	(47,164.48)	274,870.94	310,734.25	(35,863.31)	747,896.41
Total 50000 Expenses	48,395.10	96,809.24	(48,414.14)	469,033.28	513,881.06	(44,847.78)	1,234,760.87
Total Expenses	48,395.10	96,809.24	(48,414.14)	469,033.28	513,881.06	(44,847.78)	1,234,760.87
Net Operating Income	77,158.52	(15,950.92)	93,109.44	(9,826.93)	(54,289.46)	44,462.53	0.00
Net Income	77,158.52	(15,950.92)	93,109.44	(9,826.93)	(54,289.46)	44,462.53	0.00

Palm Valley Lutheran Church of Round Rock Texas
Balance Sheet - Jan to last month FY26
As of May 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
Cemetery Savings (6454)	80,320.91
Church MM 2023 (5153) - 1	69,980.51
Church Operating (1246) - 1	266,888.36
Davidson Portfolio	9,700,891.65
Endowment MM 2023 (5161) - 1	136,838.44
Old Project Checking (0995)	223.73
Total for Bank Accounts	10,255,143.60
Total for Current Assets	10,255,143.60
Total for Assets	10,255,143.60
Liabilities and Equity	
Liabilities	
Current Liabilities	
Credit Cards	
Bill / Divvy Credit Card	(1,704.84)
Total for Credit Cards	(1,704.84)
Total for Current Liabilities	(1,704.84)
Total for Liabilities	(1,704.84)
Equity	
30000 Funds	
31000 Designated Funds	
31100 Memorial Funds	
31101 Memorial Gifts	70,470.38
31103 Adult Choir Memorial Fund	508.33
Total for 31100 Memorial Funds	70,978.71
31200 Youth Ministry	405.00
31210 Youth Fundraising	10,124.98
31211 Youth National Gathering	4,974.48
31212 Youth Scholarship	596.89
31213 Youth Summer Camp	(10,047.56)
Total for 31200 Youth Ministry	6,053.79
31400 General Designated Funds	
31401 Columbarium Niche Engraving	8,228.72
31402 Fall Fair Fund	4,305.34
31403 Grounds Beautification Fund	5,724.96
31404 Hispanic Service	120.00
31405 Office Equipment - Pecht Zinke Fund	36,834.25
31406 Computer Equipment Fund	33,999.84
31408 El Salvador Love	8,060.71
31409 World Hunger	1,150.00
31410 Round Rock Serving Center	1,975.00

	Total
31411 July 4th Parade	(151.43)
31414 Water for Africa	1,993.40
31415 Day Camp	471.54
31416 God's Work. Our Hands.	2,794.27
31417 Community Care	8,459.76
31418 Women's Retreat Fund	1,177.80
31419 VOLT Ladies Fund (Val, Oktob, Ladies Tea)	3,307.90
31420 Grief Sharing Group Fund	(268.56)
31421 Counseling Construction	1,443.03
31423 Disaster Relief Fund	4,165.70
31425 Young Adult Ministry Fund	4,360.00
Total for 31400 General Designated Funds	128,152.23
31500 WELCA Funds	0.00
31501 WELCA Bereavement Fund	1,147.38
31502 WELCA Rebecca Quilters	2,799.78
31503 WELCA Convention	174.44
31504 WELCA Kitchen Fund	140.67
31505 WELCA Lutheran World Relief	4,299.38
31506 WELCA General Fund	1,118.54
Total for 31500 WELCA Funds	9,680.19
31600 Cemetery Fund	133,660.47
31700 ERC	130,858.93
31701 Lange Trust Gifts	115,430.41
Total for 31000 Designated Funds	594,814.73
Total for 30000 Funds	594,814.73
Opening Balance Equity	9,700,891.65
Retained Earnings	(14,868.82)
Net Income	(23,989.12)
Total for Equity	10,256,848.44
Total for Liabilities and Equity	10,255,143.60

Palm Valley Lutheran Preschool
Budget v Actual Fiscal year to last Month
August 2025 - May 2026

	Actual	Budget	Variance
Income			
40000 Revenue			
40100 Tuition & Fees			
41105 Registration	1,040.00		1,040.00
41110 Tuition	70,189.85	59,760.00	10,429.85
Total 40100 Tuition & Fees	71,229.85	59,760.00	11,469.85
41150 Other Income			
41115 Scholarship Fund	3,800.00		3,800.00
41155 Interest	601.05		601.05
41190 ERC Funds	29,893.73		29,893.73
Total 41150 Other Income	34,294.78	0.00	34,294.78
Total 40000 Revenue	105,524.63	59,760.00	45,764.63
Total Income	105,524.63	59,760.00	45,764.63
Expenses			
50000 Expenses			
52000 Administration			
52700 Bank Charges/Fees	72.00	876.00	(804.00)
52705 Postage		50.00	(50.00)
52710 Office Supplies	78.00		78.00
52725 Dues - Subscriptions	694.88		694.88
52730 Advertising	1,605.28	600.00	1,005.28
52740 Workers Comp Insurance		2,225.00	(2,225.00)
52750 Licensing Fees	664.49	250.00	414.49
Total 52000 Administration	3,114.65	4,001.00	(886.35)
52005 Operations			
52811 Copier Lease Pmt	760.00	760.00	0.00
52820 Telephone/Internet	1,045.00	1,050.00	(5.00)
52821 Building Rent	10,000.00	10,000.00	0.00
52825 Utilities	11,904.70	11,904.70	0.00
52827 Custodial		9,400.00	(9,400.00)
52828 Church Support Staff	5,502.50	5,502.50	0.00
52830 Insurance Property	4,700.00	7,200.00	(2,500.00)
52840 Misc Admin Exp	118.28		118.28
52860 School Software & Security	1,418.84	890.00	528.84
Total 52005 Operations	35,449.32	46,707.20	(11,257.88)
52009 Personnel			
52900 Teacher Salaries/Hourly	36,473.09	55,000.00	(18,526.91)
52905 Teachers- FICA/Med	6,028.96		6,028.96
Total 52900 Teacher Salaries/Hourly	42,502.05	55,000.00	(12,497.95)

	Actual	Budget	Variance
52930 Administrative Salaries	50,022.80	54,160.00	(4,137.20)
52935 Administrative FICA/Med	8,287.60		8,287.60
Total 52930 Administrative Salaries	58,310.40	54,160.00	4,150.40
52945 Continue Educ Staff	144.00		144.00
52950 Payroll Fees	1,684.14	1,000.00	684.14
52955 Staff Background Checks	4.35	50.00	(45.65)
52960 Contract Substitute Services	12,686.63		12,686.63
Total 52009 Personnel	115,331.57	110,210.00	5,121.57
53000 Program Needs			
53300 18 mos Classroom Supplies	20.43	200.00	(179.57)
53301 2's Classroom Supplies		200.00	(200.00)
53305 3's Classroom Supplies		200.00	(200.00)
53310 4's Classroom Supplies		200.00	(200.00)
53325 Shared Classroom Supplies	869.00	1,200.00	(331.00)
53326 Film Development		50.00	(50.00)
53327 Snacks	220.79		220.79
53335 Basic Classroom Supplies	22.73	450.00	(427.27)
Total 53000 Program Needs	1,132.95	2,500.00	(1,367.05)
54000 Activities Cost			
54130 Small Activity Cost	342.46	900.00	(557.54)
54205 Staff Food	235.60	300.00	(64.40)
54215 Staff Incentives	164.85		164.85
Total 54000 Activities Cost	742.91	1,200.00	(457.09)
Total 50000 Expenses	155,771.40	164,618.20	(8,846.80)
Total Expenses	155,771.40	164,618.20	(8,846.80)
Net Operating Income	(50,246.77)	(104,858.20)	54,611.43
Net Income	(50,246.77)	(104,858.20)	54,611.43

**Palm Valley Lutheran Preschool
PVPS Balance Sheet FY to May 2026**

	Total
Assets	
Current Assets	
Bank Accounts	
10011 Operating PS Regions 1415	6,519.49
10025 MM Preschool - Regions	100,864.73
Total for Bank Accounts	107,384.22
Total for Current Assets	107,384.22
Total for Assets	107,384.22
Liabilities and Equity	
Liabilities	
Current Liabilities	
Credit Cards	
Divvy Credit Card	2,748.10
Total for Credit Cards	2,748.10
Total for Current Liabilities	2,748.10
Total for Liabilities	2,748.10
Equity	
Opening Balance Equity	173,441.98
Retained Earnings	(18,147.09)
Net Income	(50,658.77)
Total for Equity	104,636.12
Total for Liabilities and Equity	107,384.22

MINISTRY SITE PROFILE

Palm Valley Lutheran Church

Round Rock, TX

Completed:



Evangelical Lutheran Church in America

God's work. Our hands.

The Ministry Site Profile (MSP) is intended for use by congregations and church-related organizations that are seeking to call a rostered minister of the Evangelical Lutheran Church in America, or a First Call candidate for rostered ministry. Congregations must complete the entire MSP. Church-related organizations may, with the concurrence of the synod bishop, complete only the required sections (Part I, III and IV). Once complete, this form is submitted electronically to your synod bishop for review and posting to the "Current Openings" listing on the ELCA website (www.ELCA.org/call).

Summary Description: The position of Associate Pastor is called to work under the direction of the Senior Pastor, and in partnership with the ministry personnel and lay leadership, to further the mission and vision of Palm Valley Lutheran Church to reach people for Jesus Christ. This is an opportunity to learn and grow with us, to try new things, and to experience collaborative team ministry in a large setting. We welcome you.

PART I: WHO WE ARE

Name and Location

CONGREGATION	Palm Valley Lutheran Church	05905
CONGREGATION/MULTIPLE POINT PARISH/ ORGANIZATION	NAME	CONG ID
Round Rock, TX, 78665	US	
CITY, STATE, ZIP	COUNTRY	
Southwestern Texas Synod (4E)	Congregation - Organized	1870
SYNOD	TYPE OF MINISTRY SITE	YEAR ORGANIZED
Medium city (50,000 - 249,999)		
SIZE OF COMMUNITY		

Contact Information

Ministry Site (preferred contact information)			
2500 E. Palm Valley Blvd.	Round Rock, TX, 78665	US	
ADDRESS LINE 1	ADDRESS LINE 2	CITY, STATE, ZIP	COUNTRY
camilapowellspam@gmail.com	https://www.pvlc.org/		
E-MAIL	WEB SITE	PHONE	FAX
Chairperson of Congregation or Head of the Organization			
Dave Smith			
NAME			
PO Box 8266	Round Rock, TX, 78665	US	
ADDRESS LINE 1	ADDRESS LINE 2	CITY, STATE, ZIP	COUNTRY
(512) 423-1452			
DAY PHONE	EVENING PHONE	CELL PHONE	FAX



E-MAIL

Chairperson of Call or Search Committee

Christine Terry

NAME

PO Box 8266

Round Rock, TX, 78683

US

ADDRESS LINE 1

ADDRESS LINE 2

CITY, STATE, ZIP

COUNTRY

(303) 250-6019

DAY PHONE

EVENING PHONE

CELL PHONE

FAX

cgetzterry@hotmail.com

E-MAIL

Demographics

Language Spoken

In the congregation/ organization

English

Spanish

PRIMARY LANGUAGE

SECOND LANGUAGE

THIRD LANGUAGE

In the surrounding community

English

Spanish

PRIMARY LANGUAGE

SECOND LANGUAGE

THIRD LANGUAGE

Race/Ethnicity (In the Congregation)

Caucasian (50%)

Latino/Hispanic (30%)

African American/Black
(10%)

Asian/Pacific Islander
(10%)

LARGEST

SECOND

THIRD

FOURTH

COMMENTS OR EXPLANATION

Race/Ethnicity (Surrounding Community)

Caucasian (50%)

Latino/Hispanic (30%)

African American/Black
(10%)

Asian/Pacific Islander
(10%)

LARGEST

SECOND

THIRD

FOURTH

COMMENTS OR EXPLANATION

Gender comparison

42%

58%

Age distribution

5%

20%

10%

25%

40%

MALE

FEMALE

19 YEARS OR YOUNGER

20 - 34

35 - 49

50 - 65

OVER 65

Number of Paid Staff

1

0

7

4

0

3

Ministers of Word and Sacrament
(PASTORS)

Ministers of Word and Service
(DEACONS)

OTHER LAY PROFESSIONALS

SECRETARIAL SUPPORT

CUSTODIAL SUPPORT

OTHER



401 - 700	76 - 100	Single site	
AVE WEEKLY WORSHIP ATTENDANCE	AVE ATTENDANCE IN CHRISTIAN EDUCATION	PARISH TYPE	
Distance members live from church facilities:			
0%	5%	5%	90%
1/2 MILE OR LESS	1/2 - 1 MILE	1 - 3 MILES	MORE THAN 3 MILES
Community Type			
☒ Suburban	☐ College or University	☐ Farming	
☐ Inner City	☐ Mining/logging	☐ Ranching	
☒ Industrial	☐ Resort	☐ Retirement	

Budget of the Congregation/ Organization	2025
	LAST FISCAL YEAR
\$1,045,000	\$0
TOTAL BUDGET FOR THE LAST FISCAL YEAR	TOTAL DEBT OF THE CONGREGATION/ ORGANIZATION AT THE END OF THE LAST FISCAL YEAR
\$29,668	\$9,545,000
MISSION SUPPORT TO THE ELCA/ SYNOD FOR THE LAST FISCAL YEAR	TOTAL SAVINGS, RESERVES, ENDOWMENT AT THE END OF THE LAST FISCAL YEAR

PART II: OUR VISION FOR MISSION

Trends in the Community Context of the Congregation or Organization

Characteristics: *Write a description of your community in terms of socio-economic status, demographics, primary areas of employment and lifestyle.*

Round Rock, Texas, with a population of more than 130,000, is located 15 miles north of Austin in the Central Texas Hill Country. Round Rock is the 29th largest City in Texas, according to Texas Demographic Center. Major employers include Dell, Round Rock Premium Outlets, Kalahari Resorts and Conventions, Ascension Seton Williamson, Baylor Scott & White Healthcare, St. David's Round Rock Medical Center, Emerson Process Management, Amazon and UPS. Its combined property tax and utility rates are among the lowest in the region. It has an award-winning park system, school district, and is one of the safest cities in the United States with a population of at least 100,000.

Round Rock is one of the fastest-growing cities in the nation. The City has maintained a high quality of life while becoming a major center for economic growth in Central Texas, with industry clusters in Innovative Manufacturing, Life Sciences and Healthcare, Professional/Financial Services, and Technology and Computing. Round Rock's economy is strong and vibrant. As the largest city in Williamson County, Round Rock is a key part of one of the fastest-growing regions in Texas and the country. Round Rock gains national

attention and accolades, with an increasing number of residents moving to the city to enjoy beautiful parks, community events, recreational activities, economic opportunities, and safe neighborhoods. Despite the community's fast growth, Round Rock has been able to maintain a family-friendly community that is distinctive by design.

Trends: *List three changes or trends within the congregation or organization which have occurred in the last three to five years.*

Over the past three to five years, Palm Valley Lutheran Church has strengthened our focus on community outreach and spreading God's word. We've done this in three main areas. First, is our use of technology, which allows us to share our Sunday worship across the globe. We now offer two online worship services on Sundays: one is a contemporary worship service and the second a traditional service. These options have allowed us to increase our outreach in communities near and far.

Second, is our focus on building our children, youth, and family ministries. These efforts include growing participation in Sunday School, Children's Church, Vacation Bible School, and Wednesday Night Youth Group.

Third, is the formation and use of small groups to build faith, strengthen relationships, and expand our community outreach. We minister inside our walls through small group Bible studies, monthly Women's Forum, Quilting Group, Stephen Ministers, Young Adults Group, ministry gatherings, and more. We minister outside our walls by partnering with organizations such as Lutheran Campus Ministry (LuMin) at the University of Texas, Adopt-A-Street for the City of Round Rock, Meals from the Heart at Ronald McDonald House of Central Texas, Meals on Wheels, Backpack Friends, and much more.

Context: *List three ways the community in which you are located has been challenged by change and transition in the last three to five years.*

Round Rock has grown rapidly into a mid-sized city with a strong economy and family-friendly reputation. However, its fast-paced growth and urban expansion have brought several challenges.

Round Rock's challenges are largely tied to three growth-related pressures — traffic, housing affordability, and infrastructure needs, while balancing development with community quality. The city is actively addressing these through strategic planning, bond funding, and public engagement.

Programs: *Describe your congregation's or organization's current programs for mission and ministry.*

We presently have four (4) worship services on Sunday mornings: two traditional (8:00 am and 11:15 am), which both meet in our Sanctuary; one Rejoice! contemporary service (9:30 am), which meets in our Christian Life Center; and one service in Spanish (11:00 am), which meets in our Parish Hall. We also offer two livestream services; one at 9:30 am and one at 11:15 am. Combined participation averages 500 attendees per Sunday. Our choir, Rejoice! singers, musicians, and bell choir add to the awe-inspiring services. Holy Communion is celebrated every week during our 8:00 am, 9:30 am, and 11:15 am worship services. Throughout the year, we offer small group Bible studies with options to participate online and in-person at Palm Valley. For our children and youth, we offer many activities throughout the year, including Sunday School programs, confirmation classes, mission trips, summer camps, Vacation Bible School, and more. Our preschool offering is currently expanding from a three-day program to a five-day program.

Goals: *What are the primary goals of your ministry site (please refer to any Strategic Plan that has been adopted).*

Mission Statement: As brothers and sisters in Christ, we are called to invite all people to know Christ, to build an intergenerational community of faith, and to serve all in love to the glory of God.

Strategic Plan for Ministries 2026

- Reignite Youth & Family Ministries: Children, youth, and families are central to Palm Valley's future through faith formation, connection, leadership development, and intergenerational ministry.
- Expand Small Groups & Discipleship Pathways: Faith is formed through relationships, Scripture, and shared life, supported by small groups, adult education, and leadership development.
- Become One Body: Palm Valley invests in unity, intergenerational connection, collaborative worship, and shared ministry planning.

Energy: *What is your congregation or organization really excited about right now?*

We posed this question to our congregation, and they are excited about the work that we are doing toward our children, youth, and young families' ministries. We are growing our youth programs and increasing participation. We have new energy in our children's Sunday School and evening programs. Our preschool is expanding from a three-day program to a five-day program to meet the needs of our members and community. We are also proud of our Palm Valley Lutheran campus. We are currently in the process of refreshing our beautiful, historic Sanctuary. At the same time, we are investing in our audio-visual capabilities throughout our campus, to support worship services in-person and online

streaming. These upgrades will also allow us to better serve our community as a resource for hosting events. Our emphasis on reigniting children, youth, and family ministries, as well as refreshing our campus, supports our desire to grow and reach our community, sharing the good news and making Christ known. We anticipate and look forward to seeing how our new associate pastor can engage and bring additional energy to these efforts.

Partnership: *How does this congregation or organization see itself as a member and active participant in the Evangelical Lutheran Church in America and the synod?*

Palm Valley sees itself as an important partner of the synod and ELCA. Besides regular benevolence, we also provide funds for the bishop to distribute to congregations in the synod that need assistance. We are participants in many synod activities, always send delegates to the assembly, and often host events including WELCA. In many ways, we see ourselves as a resource to the synod and its congregations.



Evangelical Lutheran Church in America
God's work. Our hands.

Palm Valley Lutheran Church
MINISTRY SITE PROFILE

Ministry Site Characteristics

AS A COMMUNITY					
	A LOT LIKE US	A LITTLE LIKE US	A LITTLE LIKE US	A LOT LIKE US	
We tend to be formal and programmatic.	☒	☐	☐	☐	We tend to be informal and spontaneous.
We have clearly defined goals and plans for our future.	☒	☐	☐	☐	We have no stated goals or plans.
We are racially and economically diverse.	☐	☒	☐	☐	We are demographically homogeneous.
OUR LEADERSHIP STYLE					
We welcome ideas that are provoking and challenging.	☐	☐	☒	☐	We prefer ideas that are tried and true.
We rely on our leaders for direction.	☐	☒	☐	☐	We rely on group decision-making.
We have learned how to use conflict constructively.	☐	☒	☐	☐	We tend to perceive conflict as something destructive.
OUR PROGRAMMING					
Our facilities are often used by community groups.	☒	☐	☐	☐	Our facilities are only used for our activities.
We train people to minister outside our walls.	☐	☒	☐	☐	We train people to minister inside our walls.
We focus on ideas and beliefs.	☒	☐	☐	☐	We focus on skills and action.
OUR THEOLOGICAL PERSPECTIVE					
We are obviously Lutheran in identity and practice.	☒	☐	☐	☐	We are less obvious about our Lutheran heritage.
We participate in synod and ELCA activities.	☐	☒	☐	☐	We are not very active in the synod and ELCA.
We focus on Biblical studies and doctrine.	☒	☐	☐	☐	We focus on contemporary issues and topics.

Purpose: *How does this congregation or organization understand its reason for being in the light of God's call to mission and service? Who are you? Why are you here?*

Palm Valley Lutheran Church Mission Statement: As brothers and sisters in Christ, we are called to invite all people to know Christ, to build an intergenerational community of faith, and to serve all in love to the glory of God. We are known as a Place of GRACE where G.R.A.C.E. stands for: growing faith, reaching our community, awe-inspiring worship, connecting in small groups, and exceptional serving – all based on the Great Commission and the Great Commandment.

Giftedness: *What are your gifts and resources for fulfilling this purpose? What are the congregation's or organization's top three assets and how are they being used? Are there obstacles that must be overcome to be able to use these gifts and accomplish the mission?*

We have faithful, caring, kind people who are willing to roll up their sleeves and get to work. The members and the staff of this congregation are dedicated and excited. They love each other, they love God, and they love this community. They are our finest assets.

Our Palm Valley Lutheran Church campus is a huge asset that is used by the congregation and those in the community. We have a beautiful, historic Sanctuary, used for our traditional worship services, along with a large Christian Life Center, used for our contemporary worship service. In addition to our main building, we also have our Back Porch building, where we host congregation and community events. Our large campus allows us to host many community organizations and events, such as Scouting America, Senior Access, National Faith + Climate Forum, Mayor's Prayer Breakfast, Bless the Badge, Leader Treks, Bible Study Fellowship (BSF), and more.

Palm Valley has also been richly blessed through generous estate gifts and designated donations, which are enabling transformational work such as calling an associate pastor, and advancing plans to refresh our historic Sanctuary and Christian Life Center. We are deeply grateful to the families and individuals whose generosity is helping preserve this sacred space and strengthen our ministry for future generations.

Like so many congregations, our greatest challenge remains before us: continuing to grow our membership and in-person worship, and rebuilding the financial support of our annual operating budget. Most ministries are supported by tithes and offerings, highlighting the importance of congregational participation.

Mission: *In light of the way you have described your ministry context in this Ministry Site Profile, what are the top three mission priorities which, if accomplished, hold the most promise for the continued development of this ministry?*

To fulfill our mission as the people of Palm Valley Lutheran Church, we have a passion for outreach and inviting people to Christ, building an intergenerational community of faith, and serving all in love to the glory of God! All are welcome at Palm Valley. We invest in unity, intergenerational connection, collaborative worship, and shared ministry planning.

We connect in small groups for growth, support, and accountability. We enhance and encourage involvement, and provide support and a welcoming, comfortable, and inclusive atmosphere.

We strengthen our community of young families at Palm Valley and focus on creating regular opportunities to deepen our relationship with God through worship, formation, fellowship, and service to others. We offer our youth a welcoming place to build relationships, explore faith, and stay connected in the life of the church.



References

Synod Bishop

Sue Briner **Southwestern Texas Synod** **info@swtsynod.org**

NAME SYNOD E-MAIL

(830) 375-9900

DAY PHONE EVENING PHONE CELL FAX

Inside Congregation or organization

Paul Kersten **pdkersten@yahoo.com**

NAME ORGANIZATION AND TITLE E-MAIL

(512) 864-4299

DAY PHONE EVENING PHONE CELL FAX

Outside Congregation or organization

Allen Banks **Chief, Round Rock Police Department** **abanks@roundrocktexas.gov**

NAME ORGANIZATION AND TITLE E-MAIL

DAY PHONE EVENING PHONE CELL FAX

An ELCA rostered minister

Matthew Groenke **Pastor, Immanuel Lutheran church** **pastor.matthew@ilcpville.org**

NAME ORGANIZATION AND TITLE E-MAIL

DAY PHONE EVENING PHONE CELL FAX

Anyone else who knows your setting well

Craig Morgan **Mayor, City of Round Rock** **cmorgan@mvalaw.com**

NAME SYNOD E-MAIL

PART III: LEADERSHIP NEEDS

The Leader we Seek

Roster Type:

- ☒ Minister of Word and Sacrament ☐ Minister of Word and Service ☐ In Candidacy/First Call

Associate / Assistant Pastor

POSITION TYPE:

Master's Degree (seminary or graduate school)

MINIMUM DEGREE REQUIRED:

Full time call

FULL TIME/PART TIME:

Language Proficiencies

English/Fluent

PRIMARY LANGUAGE (PROFICIENCY)

Spanish/Tourist

SECOND LANGUAGE (PROFICIENCY)

THIRD LANGUAGE (PROFICIENCY)

Experience:

- ☐ 0-3 years ☒ 4-9 years ☒ 10-15 years ☐ 16-20 years ☐ 21+ years

Top Five Ministry Tasks

The five most critical tasks required in this position.

- | | | |
|--|---|---|
| ☐ Administration | ☒ Building a Sense of Community | ☐ Campus / Young Adult Ministry |
| ☐ Chaplaincy | ☐ Children's Ministry | ☐ Christian Education |
| ☐ Communications/ Media | ☐ Community Organizing | ☐ Conflict Management |
| ☐ Counseling/ Social Work | ☐ Early Childhood Administration | ☐ Ecumenical Work |
| ☒ Evangelism/ Mission | ☐ Financial Management | ☐ Global Service |
| ☐ Innovation / Creativity | ☐ Interim Ministry | ☐ Interpret Theology |
| ☐ Inter-personal Climate | ☐ Ministry in Crisis | ☐ Ministry in Daily Life |
| ☐ Ministry with Seniors | ☐ Multicultural Ministry | ☐ Music / Worship / Arts |
| ☐ Outdoor/ Camping Ministry | ☐ Parish Nurse / Health | ☐ Participant in the Larger Church |
| ☒ Pastoral Care and Visitation | ☒ Preaching / Worship | ☐ Public Policy / Advocacy |
| ☐ Recruit and Equip Leaders | ☐ Self Care / Family Life | ☐ Small Group Ministry |
| ☐ Social Ministry | ☐ Spiritual Formation / Direction | ☐ Stewardship |
| ☐ Strategic Mission Planning | ☐ Teaching | ☐ Volunteer Coordination |
| ☒ Youth and Family Ministry | | |

Gifts for Ministry

The five gifts essential in this position, and the five that are very helpful in this position.

Top Priority		Very Helpful
Yes	Help people develop their spiritual life.	
	Help people understand and act upon issues of social justice.	
	Provide care and nurture.	
Yes	Be active in visitation of members and non-members.	
	Be effective in working with children.	
	Build a sense of community among the people with whom he/she works.	Yes
	Help others develop their leadership abilities and skills for ministry.	
	Be an effective administrator.	
Yes	Be an effective communicator.	
	Be an effective teacher.	Yes
	Encourage support of the Church's wider mission.	
	Work regularly in the development of stewardship growth.	Yes
	Be active in ecumenical relationships.	
	Be effective in working with youth.	
	Organize people for community action.	
Yes	Be skilled in planning and leading programs.	
	Have a strong commitment and loyalty to the ELCA.	

	Understand and interpret the mission of the Church from a global perspective.	
	Deal effectively with conflict.	Yes
	Bring joy and good humor to relationships.	
Yes	Be able to share leadership and work in a team.	
	Be creative and innovative about his or her tasks.	Yes
	Be able to use technology and media.	
	Appreciate cultural diversity in language and customs.	
	Have talents in the areas of music, arts and writing.	

Mutual Expectations

Please list the five primary areas of activity or focus that you wish your newly-called rostered minister to give special attention to during the first year of his or her ministry at this congregation or organization:

- A. **Shared ministry as part of the team, under the direction of the Senior Pastor**
- B. **Worship planning, coordination, and music; preaching**
- C. **Preparing and teaching confirmation classes and Bible studies**
- D. **Transitioning into leadership of staff meetings & weekly mentoring sessions for staff**
- E. **Make hospital visits and utilize/supervise Stephen Ministers for Holy Communion to homebound**

Please list the five ways that this congregation / organization will support and encourage the rostered minister during the first year in order to help her or him accomplish these responsibilities:

- A. **Provide regular coaching/mentoring by the Senior Pastor**
- B. **Provide collegial workplace, partnerships, team work**
- C. **Pray for him/her and for the work to be done here**
- D. **Offer assistance and support as requested**
- E. **Intentionally include them in life and work and fun of the congregation**

Compensation

No	Yes
PARSONAGE	SOCIAL SECURITY TAX OFFSET
\$100,000 +	
MAXIMUM AMOUNT AVAILABLE FOR DEFINED COMPENSATION	

Benefits

Yes	Yes	4 weeks
PENSION	MEDICAL	VACATION WEEKS
No	Yes	
SABBATICAL POLICY	PARENTAL LEAVE POLICY	

Yes

ARE BACKGROUND CHECKS REQUIRED

Professional Expenses

Yes	No
AUTO / TRAVEL REIMBURSEMENT	PROFESSIONAL EXPENSES ACCOUNT
No	Yes
FIRST CALL THEOLOGICAL EDUCATION	CONTINUING EDUCATION

Comments:

Please offer any comment or explanation regarding the compensation package, especially as it compares to synodical recommendations or guidelines.

Compensation will meet or exceed synod guidelines and will depend on experience.

Other Supporting Resources

Are you able to supply the following items, if requested?

Mission and Vision statement of the congregation or organization

Yes

Printed history of the congregation or organization

Yes

Strategic Plan: Goals and Objectives

Yes

Budget

Yes

Annual Report

Yes

Position description: Duties and Responsibilities

Yes

Communications Piece (publicity, newsletter, etc.)

Yes

Commentary: *You are encouraged to offer information or commentary that will help the reader appreciate the vision, opportunities, challenges and nature of your ministry site. Use this opportunity to creatively promote and commend your ministry possibilities.*

Palm Valley is a wonderful multicultural community. Organized in 1870 with Swedish as the primary language, Palm Valley now has services in English and in Spanish, in a variety of venues and worship styles. Additionally, we house a Korean mission church with which we share some combined worship services and other opportunities to interact and share the Gospel message together.

We are known as a Place of GRACE where G.R.A.C.E. stands for: growing faith, reaching our community, awe-inspiring worship, connecting in small groups, and exceptional serving - all based on the Great Commission and the Great Commandment.

Round Rock continues to grow and become increasingly diverse, and Palm Valley is reflecting that community growth and diversity increasingly each year. There are opportunities for ministry all around us. We are very involved with the Round Rock Area Serving Center, Senior Access, Round Rock ISD FIT (Families in Transition), Table of Grace, Texas Baptist Children's Home, Down Home Ranch, Backpack Friends, and more. We are the home of Water for Africa (www.H2O4A.org), providing a means for clean water to thousands of people across the globe. We open our doors and are host to many groups and events in the local community, welcoming our neighbors. We have a great relationship with our city government and police department, and support city-wide events. We participate in the Round Rock 4th of July parade, the largest 4th of July parade in all of Texas.

We offer in-person and online worship, and both are well attended. Through our online worship offerings, we are able to share the word of God to a larger audience across the globe. We regularly receive new members through baptism and new member classes. We

offer confirmation classes to both youth and adults, with class sizes ranging from five to fifteen every year.

This is an opportunity to be a part of one of the largest ELCA congregations in Texas, to learn and grow with us, to try new things, and to experience collaborative team ministry in a large setting. We welcome you.

Discernment Process and Adoption: *Please describe the process used to gather information, formulate responses, and officially adopt this Ministry Site Profile. (Approximately 100 words maximum.)*

The associate pastor call committee spent several months collecting information from both internal and external sources. We utilized data collected by the City of Round Rock to provide community details. Our Palm Valley Lutheran Church 2025 Annual Report was a wealth of internal information, and our Executive Administrator was able to research church records to provide details on Part I. To ensure that our members had a voice in the completion of the MSP, we took the opportunity to collect their feedback using two separate surveys. This Ministry Site Profile has been reviewed and approved by Council. (Add date following approval)