

PALM VALLEY LUTHERAN CHURCH COUNCIL MEETING AGENDA

October 16, 2024, 6:30 pm, Conference Room

G.R.A.C.E.

Grow in Faith
Reach the Community
provide **A**we-inspiring Worship
Connect in Small Groups
Exceptional Serving

Call to Order

Approve Agenda

Devotion – Rick Salvo

Consent Agenda

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Continuing Business

- 1. Survey Results
- 2. Generosity Team Updates and “Giving Tuesday” catalog36
- 3. Review Financial Policy

New Business

- 1. Request for Worship & Music Team purchase from Memorial Fund
- 2. Telander Fund to Capital Maintenance Fund transfer
- 3. Nominating Team
- 4. Executive Session
- 5. Strategic Ministry Plan Development
- 6. Executive Session

Information

Next Month’s Sunday CIC: Early: Stephen Loyd; Late: Tom Dove

Next Month’s Council Member for Devotions – Linda Reed

Adjourn

COUNCIL MEETING MINUTES

PALM VALLEY LUTHERAN CHURCH CHURCH COUNCIL MEETING MINUTES 9-18-24 – 6:30PM

Present: *Susan Ames, David Beck, Vince Brunssen, Tom Dove, Linda Dufner, Carolyn Koehn, Tammy Oetken, Keith Outlaw, Linda Reed, Sue Rue, Rick Salvo, Dave Smith and Nancy Wojnarski*
Ex-Officio Member: *Pastor Dave Koppel*
Staff: *Jen Kendrick and Lax Vardhanapu*
Excused: *Jason Dufner and Stephen Loyd*
Guests: *Dwayne Kostiha, Joy Kovar and John Reed*

Council President, Tom Dove, called the meeting to order at 6:30 p.m. Pastor Dave Koppel offered a prayer.

MOTION: Linda Reed moved to approve the agenda for the meeting as presented. Motion carried.

Susan Ames gave the devotion.

CONSENT AGENDA

MOTION: Linda Dufner moved to accept the Consent Agenda as presented. Motion carried.

OTHER REPORTS

Executive Administrator/Financial Report – Jen Kendrick reviewed the attendance reports; Jen requested approval to move funds from the Capital Maintenance Fund to the Operating Account.

MOTION: Sue Rue moved to allow Jen Kendrick to move funds from the Capital Maintenance Fund to the Operating Account to cover costs of repairs. Motion carried.

CONTINUING BUSINESS

1. Alternate Income Team Report on Commercial Land Lease – Linda Reed introduced guests Dwayne Kostiha and John Reed; John gave an update on the process; Dwayne reviewed reports from Endeavor Real Estate and the report written by him; they emphasized that they are just providing information, not to push an agenda; it was noted that the income/rent received would be taxable to the church; Dwayne and John entertained questions.
2. Working Group Reports
 - a. Rental Income Team – We need to begin promoting the rental availability of our facilities; Carolyn Koehn asked if any thought has been given as to what type of groups we want to rent to.
 - b. Survey Summary – Tom Dove distributed the survey summary and discussed it, assigning “sections” to the GRACE Groups asking them to get together to review and discuss.
3. Second Survey – Tom Dove discussed taking a second survey and offered potential questions; the various funds of the church and their purpose was reviewed; it was discussed whether the survey should be multiple choice or opinion; Tom suggested that the A team bring information for service times.
4. Ministry Master Plan – Tom Dove reviewed the information and proposals received: Answer.Consulting - \$30,000; Lead - \$20,000; GSB - \$10,000; discussed where the funds would come from, we have \$10,000 of relocation funds that were not used for Jen and Willow; Tom asked the council for their thoughts on a plan and the proposals; Pastor Koppel shared three questions for the council to think about: What do we want?; What does the community need?; and What does God want us to do?; the council will gather additional information and contact churches to ask their satisfaction with the process.

NEW BUSINESS

Financial Policy – The council was asked to review the policy and be prepared to discuss next month.

OTHER BUSINESS

Upcoming Events:

- a. Women's Forum – 9/19/24
- b. Fall Fair – Saturday, 9/28/24
- c. Commitment Sunday – 9/29/24
- d. October Fest – 10/26/24 (in CLC)

MOTION: Linda Dufner moved to adjourn. Motion carried.

The meeting adjourned at 8:31 pm and closed with prayer.

Sue Rue
Council Secretary

PASTOR KOPPEL'S REPORT

Report of the Senior Pastor October 2024

It has been a busy month. **Thanks to all of you for recognizing my 15th anniversary** here at Palm Valley.

- We have had **several people hospitalized** over the past month

Funerals:

- **Charles DeLisle**, our beloved organist on October 5th.
- **Edward Davis**, services will be held on October 26th

Upcoming weddings:

- Bob Revisore / Lindi Stuart October 12
- Emily Rowe / Robert Mount October 19

Upcoming Baptism

- Oliver Ta October 13

Confirmation classes are continuing

First Communion classes are coming up October 16 and 23, with First Holy Communion on October 27, Reformation Sunday. I am holding an individual class for one of our older youth.

I attended the conference of the **Lutheran Association of Larger Churches in Wisconsin**.

Lax and I attended the **Intern / Supervisor Retreat** in Richland Hills put on by Wartburg Seminary.

Fall Fair was wonderful with over 2,000 in attendance, not including volunteers. This was the first year that we included vendors, an everything went well.

Our bishop, Susan Briner, is planning to visit next month.

Laurie Strawbridge, our Children's Ministry Director announced that she will be moving to care for her mother in Alabama. No official date has been confirmed.

Pastor Brad Fuerst is interested in coming to speak again and has invited us to participate in another Tailgate Tuesday at LuMin at the University of Texas.

Lax and I are working to set up an **intern committee** to support him and to give him feedback on his work here.

Thank you again for the opportunity to partner with you in the Gospel ministry,

Dr. Dave Koppel
Senior Pastor

IMPORTANT DATES:

- **October 13 Pancake breakfast**
- **October 13 Discovering Discipleship 101 (new Member Class)**
- **October 16 & 23 First Communion class**
- **October 26 Oktoberfest**
- **October 27 Reformation Sunday/ First Communion**
- *October 31 Halloween*

- **November 3 All Saints' Sunday / time change**
- **Nov. 24 Round Rock Community Thanksgiving Service at Community Christian Church 6 P.M.**
- **November 26 Decorate the church**
- *November 28 Thanksgiving*

- **December 1 First Sunday of Advent**
- **December 14 Christmas Caroling**
- **December 24 Christmas Eve (Tuesday)**
- **December 25 Christmas Day (Wednesday)**

- **January 16 host Deanery at PVLC**
- *January 20 Martin Luther King Day*
- **January 26 Annual Meeting, combined service**

- *February 17 Presidents' Day*

- **March 1, 2025 Global Church Gathering**
- **March 5 Ash Wednesday, Lent begins, Evening services begin**

- **April 13 Palm Sunday**
- **April 17 Maundy Thursday**
- **April 18 Good Friday**
- **April 20 Easter**
- **April 27 Confirmation (tentative), combined service**



Lutheran Association of Larger Churches Meeting



Michael Wear, Center for Christianity and Public Policy







Fall Fair



Intern / Supervisor Retreat

INTERN PASTOR

The Internship flowing well so far in the mentorship of Pastor Dave and the support from the PVLC congregation.

During my time here, the prime focus in on learning how to become a better leader in Word and Sacrament along with learning the church administrative activities, handling various situations and events I would anticipate to see or come across as Pastor.

Along with the weekly church Sunday services and confirmation classes, homebound visits, am also being part of the funeral services and other church activities.

For the homebound visits, we have collaborated with the Stephen ministries and could achieve 100% visitation to the identified home bound visits.

In the month of September, was part of the PVLC Fall fair volunteer team.

Attended the Intern Retreat cluster meet on Oct 3-4 along with Pastor Dave, which provided a greater time to connect with other interns, learn and enhance some of the understandings, discuss challenges and learn from the leaders.

Gearing up for the next sermon for the All Saints Day 11/03 and work on the upcoming church activities.

Open Items in works

- Young Adult, couple and parents group engagement.
- Identifying the young parents / couples to plug them to the “ELCA Gather” program which is hosted twice monthly in Austin.
- Liturgy Chanting

Proposals made

- Have proposed for weekly in-person prayer service at PVLC with the bible study groups and few small group leaders, the proposal was well received but we are still figuring out the day and time in a week which would be ideal and convenient for all.
- Another proposal inflight is establishing the 'Care Group Leaders' by classifying the congregants zone-wise to keep a tap on attendance and care for the missing congregants, this approach could help keep intact the existing congregants and find arenas to stretch beyond.
- Proposal to lead a “40 day series on Discovering the purpose of life” on a weekday evening (preferably Wednesday evening bringing together parents of JAM & youth meet along with interested congregants)

Blessings

Lax

YOUTH MINISTRY DIRECTOR

Director of Youth Ministry Report October 3, 2024

Youth Group

September 18th- We have been following along with Pastor Koppel's sermons for the small group series. Ms. Tammy Oetken let us borrow her supplies to make handmade cards.

September 25th- We have been following along with Pastor Koppel's sermons for the small group series (We discussed humility). We made Dirty Sodas, the Youth LOVED IT!

October 2nd- We caught up from last week, ate popcorn, and watched a movie. It was a big hit!

Confirmation Class

September 22nd- Confirmation Class 201 met and had great discussion. Confirmation Class 101 is going well.

October 6th- The next Confirmation Class!

Willow's Activities

September 28th- Fall Fair was a lot of fun! I had a great time talking with people and walking around.

September 29th- Played Volleyball at the church!

September 30th- Went to a Choir Concert to cheer on one of my Youth!

October 1st- Joined the Rejoice! Band and went to my first practice!

What is Coming Up?

- Pancake Breakfast Fundraiser will on Oct. 13th.
- The Youth will be attending Fields of Faith in Round Rock on Oct. 23rd.
- The Annual Halloweenie Roast will be on Oct. 30th.
- Middle School Gathering @ Camp Chrysalis Nov. 15th-17th.

CHILDREN'S MINISTRY

October 2024 Children's Ministry Church Council Report

Children in Worship/ Crossover Children's Church

Once Sunday school started back, we have started incorporating part of the Sunday School lesson into the Children's message and Crossover lesson. We also try to link it to some part of the worship service. For instance, when our lesson was on "Taming the Tongue" we talked about how important it is to say nice things to one another, and we linked that to the "Passing of the Peace." Our Radishes should be ready to harvest October 6th



Sunday School

We have three Sunday school classes after the 9:30 Rejoice! Service: preschool, 1st-2nd, 3rd-5th

During the 11:00 Hispanic service a combined children's class meets. We are using the Whirl curriculum and Frolic curriculum.

JAM

We will be learning the Apostles' Creed during JAM in September and October. We have also started a class for the preschool kids (siblings) who come each week. This class uses the Sunday school lesson and gives the preschoolers a second opportunity to explore the week's story.



Preschool Chapel

Preschool chapel started back October 1. And this year we are introducing a Chapel Room. *The same room we use for preschool Sunday school and preschool JAM will be the chapel room.* It is set up with stations for children to play out part of the story or create a reminder of the story. For example, the story Abraham and Sarah is about God Keeping His Promises. Stations include: (1) a place for kids to create their own family portrait while remembering that God gave Abraham a big family, (2) a place to build a campsite because Abraham and his family lived in tents, (3) a place to care for baby Isaac, (4) a place to add star stickers to the night sky.

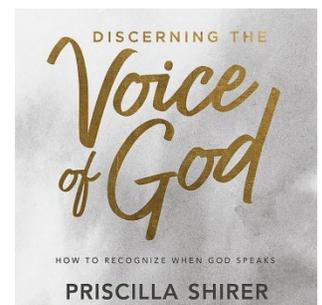


Attendance Reward Program

Kids are excited to earn rewards for their attendance and reading the Bible. Kids will tell me how they watched church on TV too.

Bible Study for Women

It's time to pick a new study. We are looking at Priscilla Shrier's "Discerning the Voice of God."



Future Plans

First Communion Classes will be October 16 and 23. First Communion Service will take place on October 27.

JAM-O-Ween will be October 30th.

EVANGELISM TEAM

Evangelism Team Meeting October 7, 2024 7:00 p.m.

Attendees: Sally Cotton, Paula Dietz, Carol Dove, Deborah Franke, Pat Jacobs, Joy Kovar, Linda Dufner-Council Member, Linda Reed-Council Member and guest Intern Pastor Lax Vardhanapu

Not attending: Donna Balshaw, Angela Beck, David Beck-Council Member and Rita Whitely

Paula, the acting **chair**, welcomed everyone and called the meeting to order.

A motion to approve **August 5, 2024, Minutes** was made by Joy, with a second made by Pat, and the motion passed.

In **Old Business**, Sally updated the team on the **First-time Guests** program. Rita is the contact for October and Pat volunteered to be the contact for November. Sally will be the December contact.

The **Discovering Discipleship Membership Class** is scheduled for October 13th. Paula stated that there are ten people that will be attending. She has sent email reminders to them.

The **2024 Fall Fair** was held on September 28th. We had an attendance of more than 2,050 people and gave away 295 Welcome goodie bags to our visitors (one per family). Linda Dufner said we gave away 648 hot dogs and ran out of them. We also gave away more than 600 snow cones and fifteen cases of water. Carol said that we had seventeen vendors at our first Vendor Market and that the vendors liked our event. Also, our attendees donated 50 lbs. of food and a small amount of cash for the Round Rock Serving Center. Due to our shortage of water, Deborah suggested that next year we have a strategic supply of cases of water that we can use throughout the fair day and at the end of the day if anything is left over, the person purchasing the water can return any unused waters back to the store. We also discussed how many families with children attended and how we could get them to join PV. Deborah showed the results of the answers surveyed on the Free Kids' Games tickets. She is willing to enter the results from the Free Pantry and Plant tickets as well. Linda Reed told us about the idea of having a Youth Fair. This suggestion was made to get more youth involved and active at PV. Other ideas were discussed regarding young adults becoming more involved and active including having them meet in a small group after worship services while any of their children can go to the nursery. Another suggestion would be to have them meet on Wednesday nights while the children are at youth group and Jam.

Paula gave an update on the **Welcome Gifts Program** for first-time visitors. Paula has emailed Vicki about the cards that will be printed with a QR code to link you to more information about Palm Valley. They will go in the bags with the crosses. When they are printed, the program can begin.

In **New Business**, Paula told us about the **GriefShare** program. It is a thirteen-week program that anyone that has suffered a loss can sign up for and attend. Palm Valley will be the only Lutheran church in Round Rock that will offer the program to residents of our community. There are six PVLC members who have volunteered to be facilitators for this program. They have had one training session and soon will be attending their second session.

This year, **Christmas caroling** is scheduled for December 14th.

Joy will **chair** our next meeting on December 2nd.

At 8:05pm, the meeting was adjourned with the Lord's Prayer.

Respectfully submitted,
Sally Cotton

FINANCE TEAM

Palm Valley Lutheran Church – Financial Policy (Edited August 19, 2024)

Section 1: Purpose of Policy

It is the policy of Palm Valley Lutheran Church, hereafter referred to as PVLC, to provide financial policies and guidelines that enable staff and volunteers to perform their duties, while also providing for good stewardship of the financial assets of the congregation.

The policies in this document are subject to annual review by the Finance Team. Changes in policy can be made at any time with the recommendation of the Finance Team and the approval of the Church Council. Procedural changes may be made at any time with the recommendation of the Executive Administrator and Treasurer with the approval of the Finance Team.

Section 2: Financial Legal/Tax Requirements

Internal Revenue Service Publication 1828, entitled, Tax Guide for Churches and Religious Organizations includes guidelines for many aspects of church operation, and whenever a question arises this publication should be consulted. IRS 1828 contains information on items that are related to the financial operation of the church, such as rules for compensation of ministers, payment of employee business expenses and record keeping and filing requirements. It is also helpful with regards to contribution substantiation rules.

Section 3: Confidentiality

It is the policy of PVLC to be open with generic financial information while maintaining a high degree of confidentiality regarding personal contributions and certain financial information. Trust among the congregation, staff and volunteers of PVLC is a valued commodity.

Section 4: Congregation Financial Disclosure

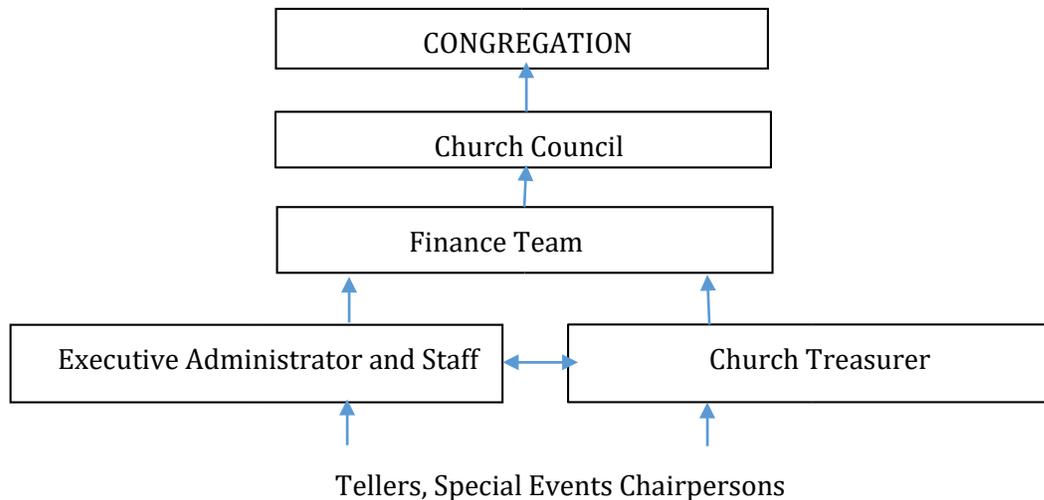
It is the policy of PVLC to strive to effectively communicate financial information to the congregation. Defining the quantity, frequency and method of delivering financial information to the congregation is the responsibility of the Finance Team. Financial statements and/or expenditure records of the church will be made available to church members for examination by appointment. A Contributor's Individual Contribution Statement shall be provided to the Contributor at least Quarterly with an Annual Statement provided at Year-End.

Contributors are encouraged to check their giving records for accuracy on a regular basis. Once a verifiable error has been identified, the Executive Administrator will update and send the member's corrected statement.

The Finance Team shall meet to review end-of-year financial reports before Annual Meeting each year.

Section 5: Segregation of Duties

It is the policy of PVLC to establish and maintain an organizational structure as well as appropriate procedures and internal controls that will safeguard assets and assure the accuracy of financial records. Important to the efficacy of these procedures is the policy on segregation of duties as provided in the following organizational structure:



RESPONSIBILITIES AND DUTIES INCLUDE:

COUNTERS/ADMINISTRATIVE STAFF – Tellers for worship services and special events (i.e., Fall Fair, Youth Auction, etc.) shall ensure the security of the funds using the current Guidelines for Receiving Funds and counting sheet (See Financial Procedures Manual). Staff reviews and confirms teller reports, posts information to appropriate accounts, provides accounting system deposit report to the teller chairs for use to compare to original counting sheet, electronically deposit checks and makes cash deposits to the bank. Funds received at office outside of worship services and special events shall be included in the overall weekly deposit. Cash received shall be required to have a signed receipt using authorized receipt book. The church shall ensure the staff and volunteers are trained regarding the importance of maintaining confidential information. To help facilitate this relationship, all staff and volunteers who have access to contributions information and all Finance and Personnel Team members are required to sign a financial confidentiality covenant. (See Financial Procedures Manual.) The Executive Administrator will be responsible for training and ensure of these covenants are current. Covenants shall be kept as part of the individual employee files for paid employees and in a common file for volunteers.

EXECUTIVE ADMINISTRATOR – Oversees the church accounting system transactions. Maintains all books for general operations, capital improvements and special funds and signs check when other check signers are unavailable. Complies with Guidelines for Disbursement of Funds (See Financial Procedures Manual). Tracks member giving and provides status of giving to Generosity, Finance Teams and Church Council. Works with Teams to draft an annual Financial Plan for Ministries in conjunction with the Finance Team. Provides monthly accounting reports to the Finance Team and Church Council for review.

FINANCE TEAM – Oversees financial activities of the Church in accordance with the budget and the direction of the Church Council. Reviews financial reports on a quarterly basis and makes recommendations to Church Council based on revenue and expenditure trends. The Team with the Executive Administrator reviews the financial plan for ministries and makes recommendations to the Church Council.

TREASURER – ~~The treasurer shall be responsible for the books of account of the congregation and shall be responsible for receipt of all funds and disbursement on proper orders.~~ The treasurer shall review monthly the accounts of the congregation. The treasurer shall sign all checks that have been prepared and signed by the one authorized person for payment of all authorized expenditures. The treasurer and the Executive Administrator shall ensure that written reports of all financial transactions are made monthly to the congregation council and that yearly reports are made to the congregation, together with a satisfactory audit, at its annual meetings.

The Treasurer is a non-voting member of the Finance Team.

TEAM CHAIRS/DESIGNATED TEAM MEMBER – Shall annually at the beginning of the budgeting process to review and discuss the vision and mission of the church for the upcoming year. Budget development procedures will be reviewed.

Section 6: Information Technology

It is the policy of PVLC to restrict access to any electronic information contained in any information system to those persons, whether they are staff or volunteer, who require access to perform their assigned duties, and to further restrict those with access to the necessary level of information.

It is the policy of PVLC that Computer Financial Records and Contribution Records be password protected and backed up on a regular basis with safekeeping of all necessary information at an off-site location.

Section 7: Credit Card Use

It is the policy of PVLC to authorize the issuance of corporate credit cards when necessary to staff members or volunteers in the church's name when appropriate and to pay the total balance of each card by the due date. Staff members or volunteers are expected to restrict the usage of these cards to church related expenditures. All purchases are subject to the procedures and restrictions set forth in Financial Procedures Manual. All credit card holders and first-time users shall read and sign the Church Policy and Use of Credit Cards.

Section 8: Open Charge Accounts

It is the policy of PVLC to maintain open charge accounts with local vendors when approved by the Executive Administrator. The Executive Administrator shall maintain a list of approved Charge Accounts and the responsible/authorized users of such accounts.

Any account should have a credit limit that is the maximum necessary for the function and area of ministry as determined by the Executive Administrator and Finance Team Chairperson, subject to the approval of the Finance Team.

(Note: Need Team Insight) Persons authorized to use such Charge Accounts shall first be approved by the Executive Administrator and Finance Team Chairperson and be subject to the approval of the Finance Team.

Section 9: Expense Reimbursement

It is the policy of PVLC to reimburse its employees and volunteers for all expenses incurred on behalf of the church related activities; however, such are subject to the Financial Procedures Manual and budget limits.

When authorized, use of personal automobiles will be reimbursed up to the allowable IRS rate. Reimbursements shall only be made with detailed documentation of expense. Any employee or volunteer leading a church event or trip may obtain a cash advance for the event. An estimate of expenses will be

prepared before the event and a church check issued to the individual responsible upon approval. A full accounting for the funds, with receipts and any money left over, shall take place within (14) days of the event or return from the event, whichever is earlier, with the Executive Administrator.

Section 10: Annual Audit/Review

It is the policy of PVLC to provide for an annual audit of the financial records and custodial bank accounts as recommended by the ELCA Guidelines for Congregations: Internal Controls Best Practices and Congregational Audit Guide.

1. The audit may be by qualified laypersons or may be completed by an outside accounting firm.
2. The audit shall be an independent evaluation of the financial policies, reports and records and the internal controls of the church.
3. Auditors shall be provided with copies of the ELCA Congregational Treasurers' and Bookkeepers' Financial and Accounting Guide and ELCA Guidelines for Congregations:
4. Internal Controls Best Practices to aid in their preparation for the audit.
5. The review shall be conducted within the first (6) months succeeding the year being audited.
6. The Chairperson of the Finance Team and Executive Administrator is the liaison for this activity and is responsible for assuring that the laypersons or firm and their representatives have information needed by them to complete their work.
7. Audit reports shall be provided to the Finance Team, Church Council, approved by members at the annual congregation meeting. Reports shall be available for inspection by any other church members by scheduling an appointment with the Executive Administrator.
8. The Annual Church Budget shall provide the necessary financial support to accomplish the Annual Audit Review.

Section 11: Special Giving Requests to the Congregation

It is the policy to limit solicitation of the congregation other than for the church's general budget. When needs arise which are beyond current budget authority these needs may be addressed using congregation and community-wide fund raisers. The Finance Team in coordination with the Stewardship Team shall make recommendation to the Council that employ sound fund raising strategies and concepts in the pursuit of making opportunities available for congregation members to express their generosity and support.

Section 12: Bank Accounts

It is the policy of PVLC that all Church financial assets other than real property shall be deposited with reputable financial institutions that are members of the FDIC which provide regular, clear, informative and auditable reports. The Executive Administrator shall maintain for the Church two or more checking accounts (at least one for general fund activities and one for restricted fund activities) and one or more investment accounts. (Note: Review having separate checking accounts for restricted and non-restricted funds.)

Restricted Accounts

1. All funds received with restricted purposes may be kept together in a single Restricted
1. Funds account and the Executive Administrator shall separately track the Restricted Funds received/spent for each authorized purpose.

2. The Finance Team and the Church Council reserve the right to decline any gift that does not further the mission or goals of the church, create an administrative burden or cause the Church to incur excessive expenses may be declined;
3. Restricted Funds shall be established by the Executive Administrator after consulting with the Finance Team Chairperson only if the following conditions are satisfied:
 - a. The Purpose of such fund shall be stated;
 - b. The person, group or team responsible for administering the fund shall be specifically identified; and
 - c. The length of time such fund will be needed or whether it is expected to be perpetual because of the nature of such fund shall be stated.
4. Restricted funds shall be closed and disbursed once the purpose is achieved. Amounts that remain after completion of the stated purpose may be transferred to another Restricted Fund or the General Account upon recommendation of the Finance Team and approval of the Church Council.
5. Disbursements from Restricted Funds are subject to the procedures and restrictions set forth in the Financial Procedures Manual.
6. Earnings and Interest on Restricted Accounts shall accumulate for use in achieving the goals of the account;
7. The Executive Administrator shall keep records so that checks can match invoices or other documentation for which the check was issued.

Investment Accounts

1. It is the policy of the Church that any donated stocks, bonds or other marketable securities are sold immediately and the proceeds placed in an interest-bearing Investment Account;
2. The Executive Administrator, Finance Team Chairperson and Finance Team are the persons authorized as agents of PVLC in directing the sale of securities and management of the Investment Account;

All Accounts

1. There shall be only three (3) signatories assigned for each account. The same three individuals are assigned to all accounts.
2. Signatories are: Treasurer, Executive Administrator and church member. The church member shall be recommended by the Finance Team and approved by the Church Council. Primary check signers are the Treasurer and appointed church member.
3. All bank accounts shall require two (2) signatures for releasing funds.
4. Bank Reconciliations: The Executive Administrator will ensure that all church bank accounts are reconciled on a timely basis using the church financial software package. The Treasurer shall review the monthly reconciliations.

Section 13: Memorial Gifts

It is the policy of PVLC that gifts received made in Memory of, in Thanksgiving for, and in Honor of the life of specific individuals shall be accepted, disbursed, recognized and used in accordance with this policy.

1. All Memorial Gifts or their proceeds shall be held in a Memorial Restricted Fund.
2. PVLC cannot accept memorial funds for transmission to entities outside the Church.
3. The Church will maintain a list of desired items needed or wanted by the Church (The Wish List). The list will be made available to the family of a deceased member, anyone considering a Memorial Gift and all others upon request.

4. For **collective** gifts received upon the death of a member, the Executive Administrator will consult with the family, if available, regarding their preferences with respect to either items on the “Wish List,” other items acceptable to the Church Council, or a transfer of the funds to other Restricted Funds or the General Fund. Such preferences shall be given to the Church Council who will give final approval to the **final** disposition of such gifts.
5. Every donor and gift shall be recorded and acknowledged appropriately by the Executive Administrator as a Memorial Gift. Donors who wish to remain anonymous may do so. Monetary values shall not be included in the published in acknowledgements.

Section 14: Legacy Gifts

1. Legacy gifts are made up of funds, assets, stocks, bonds, etc. from Wills and Estates. The Church Council reserves the right to decline any gift that does not further the mission or goals of the church, create an administrative burden, or cause the Church to incur excessive expenses.
2. Gifts of non-monetary assets and financial instruments (stocks, bonds), shall be liquidated by the church at its earliest opportunities upon such terms and conditions as the Finance Team may determine. The proceeds will then be used as required by this policy.

Section 15: Gifts and Donations

It is the policy of PVLC that all gifts to PVLC, whether gifts of money or otherwise, are irrevocable if accepted. No gift may be returned to a donor unless the Finance Team concludes, after review of the facts of the gift that the gift was made as a result of a mistake by the donor.

1. All gifts to PVLC are assumed to be intended for the congregation’s general operating fund and general operating purposes with the following exceptions:
 - a. If the intention of the donor to benefit a restricted fund or a special purpose is clearly expressed, the gift is credited to that fund or purpose, subject to the further requirements in these guidelines;
 - b. If the gift is given in memory of a person or in honor of a person, is received as a result of a bequest, by the operation of a personal trust following the death of a donor or as a result of any other type of “planned gift” or from a will, estate or trust it shall be credited to the Memorial Restricted Fund and governed by Section 13: Memorial Fund Policy unless the donor clearly expresses a different intention;
2. Any gift that is offered with specific conditions on its use, if accepted, must be used in accordance with the conditions of the donor and the Financial Procedures Manual.

PROPERTY TEAM

Property Team Meeting – October 7, 2024

Meeting Called to Order at 7:20 PM

Members in Attendance: John Reed, Paul Kersten, Rod Dietz, Garlon Oetken, Brian Wickman, David Koch

As Jen Kendrick was unavailable, and a quorum was not present (6 of 16 present), no actions were taken. There were several areas of discussion at the request of myself as Acting Chairman. Please note the following items:

1. Maintenance - John R. reported there have been numerous leaks in water line in the past two weeks. The larger ones were on the east side of the cemetery and at the rear of the back porch. All have been repaired, but there remains a large hole encroaching on the sidewalk at the rear of the back porch. Billy was asked to put up temporary orange fencing around it for safety purposes. Staff made some repairs, but outside plumbing companies were also utilized for two locations. There are no billings yet. Garlon O. volunteered to assist as needed
2. Proposed Work on Facilities - Alan left behind a list of estimates provided by King Construction for improvements to the campus totaling \$277,294.00. These estimates were for three possible new projects-not funded or approve projects except for renovations to the parsonage, covered by an approved Endowment Committee Grant in the amount of \$56,000.00 for a Counseling Center. The parsonage renovation alone was estimated to be ~~\$237,855.00~~ [Edited – the range for this portion is \$95,000-115,000.] A follow-up estimate was obtained by Dwayne K. and John R. for only those necessary renovations to meet minimum requirements for the Center in the amount of \$44,318.00. This information will be passed along to the Endowment Committee for action. All Property Committee Members agreed to assist in the construction oversight. The other two estimates were for new handicap and parking facilities behind the back porch and an emergency exit door for the nursery, Investigation revealed that both of these improvements were not necessary at this time due to both being currently within code and requirements of Health and Human Services.
3. Work Day - A work day (actually 1/2 day) is requested for the Property Committee to assist the Landscape Committee for tree replacement and flower bed maintenance in late October/November. Committee members were asked to check their schedules to find the most convenient time.
4. Steeple Repair Update - No decision has been made by the TX Historic Commission whether the proposed method of repair is acceptable. John R. submitted an electronic request to the Moody Foundation on September 17, 2024, for financial assistance, and followed up with more detailed information on October 2, 2024. A reply is expected within 90 days.
5. Old Water Well at Parsonage - We are still waiting for a well drilling company to inspect the old well to see if it is feasible to utilize it for irrigation purposes only. Alan made the original request approximately four months ago. John R. will attempt to locate another company.

Meeting Adjourned at Approximately 8:25 PM.

JFR

WORSHIP AND MUSIC TEAM

WORSHIP & MUSIC TEAM MINUTES

October 7, 2024

Attending: Ken and Marie Bucher, Marvin Goad, Sue Rue, Sheila Smith and Pastor Koppel

Absent: Sharon and Roland

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

The minutes of the August 5, 2024, meeting were reviewed.

Motion: Motion made by Sue to approve the minutes as written. Motion carried.

Old Business

Sue recently checked with Jen Kendrick about the status of the blue banner (Luther's Coat of Arms) and she is waiting to hear if the order was made. This banner will be hung on the wall by the south sacristy door.

Sue suggested that each of us make a list of needs for the sanctuary and also for our team. Then we can combine the needs list and submit it to the Property Committee or other appropriate group. We have prolonged action on some issues too long and we need to move forward. Pastor said John Cilliers (maintenance) is good at word working and may have some ideas to assist us.

The problem with the organ pedals sticking has been corrected. Marvin and John C. worked on them with helpful guidance (by phone) from Marvin's brother. They are working well now.

New Business

Ken posed the question "how do we facilitate a better service time for traditional worship"? It seems that the negative opinions about the proposed change were heard and those that were happy with a proposed change were not expressive enough. Ken said even a half hour earlier would be better. As far as research has shown, we are the only church that starts a service at 8:00 AM. Pastor said there is a lot to fit into a Sunday morning, but this is not a closed subject. Sue said yes, her subcommittee has been asked to come up with more ideas. We had a general discussion about the ELCA, lack of pastors going through seminary, and the health of the Lutheran church in general.

We touched on the subject of Lent which begins March 5th, and that we will not serve soups on Ash Wednesday. We decided that we will serve sandwiches and salads. We have 2 more meetings before Lent so in February Ken will have a signup schedule ready.

The poinsettias will be delivered on December 6th. Sue said Melissa Felfe is making a new angel tree topper for the sanctuary tree. Sue is making more ornaments like she made last year.

OTHER BUSINESS

Marvin recently noticed how dusty and dirty the carpet was along the walls in the sanctuary and that there were a number of places that the carpet had been snagged and threads needed clipping. He reported the cleaning issue, and the cleaning crew did a deep cleaning. It's much better. Marvin fixed the carpet issues with scissors and super glue!

We will be praying for Sharon Krienke as she fights the return of cancer and undergoes chemotherapy.

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

Respectfully submitted,
Sheila Smith

Next meeting date: December 2, 2024.

MINISTRY MASTER PLANS

Vendor Evaluation for Strategic Plan

Palm Valley Lutheran Church

Rick Salvo and Carolyn Koehn

October 7, 2024

Strategic Plan Vendors:

In our consideration to update our strategic plan, we received quotes from three vendors.

- LEAD (\$30K)
- Answer (\$20K)
- GSB (\$10K)

Based on sample client outputs from each vendor, we agreed to pursue vendor conversations with GSB further.

GSB References

In further evaluation of GSB, we requested two references. Rick Salvo and Carolyn Koehn completed two reference calls.

1. Grace Lutheran with Senior Pastor Gregg Hoffman (September 30, 2024)
2. Gilmont Camp with Rev. Kenny Rigoulout (October 4, 2024)

Construct of Reference Call:

- Why a new strategic plan / mission
- Vendor Selection
- Vendor Experience
- Outcome from your Strategic Plan
- Lessons Learned

Questions for each section provided below starting on page 3.

Output from Reference Calls

Summary: overall very positive feedback, both highlight access, availability, flexibility, coaching, and expertise; both have incorporated strategic plan into daily planning and operations; both also highlight the importance of the core team to work with GSB

1. Grace Lutheran:
 - a. No competitive bid, GSB was a vendor previously leveraged with Rock Hill and prior congregations. Because of prior work, GSB was selected and Pastor Gregg. They wanted an expert that would engage the entire congregation. They didn't want a plan from staff or council.
 - b. Implementation: Aligned strategic plan to all ministries and work; evaluate progress as normal part of meetings and focus on areas where the progress is slower than planned
2. Gilmont Camp:
 - a. Selected from a competitive bid process; GSB knew camps and they knew church.
 - b. Had prior plans that had been shelfware so there was emphasis on ensuring transition from planning to implementation
 - c. GSB provided accountability, expertise, knowledge of trends, neutrality, coaching
 - d. Contracted GSB post strategic planning scope of work for capital campaign and very pleased with both projects

Full response (click file for responses to each question); responses are recorded in blue

1. [Grace Lutheran](#)
2. [Gilmont Camp](#)

Strategic Plan Vendor Reference Calls

Why a new strategic plan / mission?

- What was the catalyst that led your organization to revisit its strategic plan?

Vendor Selection

- What drove your decision to select an external vendor vs. execute with internal resources?
- How did you select GSB as your vendor of choice for your strategic plan? Did you do a competitive bid / evaluate multiple vendors?
- How did you define your scope or work with GSB?
- How did you determine resources requirements from your staff/members/sponsors?
- What portion of your budget did GSB fees represent?

Vendor Experience

- What participation (staff, council, congregation, community, etc.) was required in the strategic mission plan creation?
- How did GSB help support that required participation?
 - Meetings
 - Material Preparation
 - Coaching for staff/leadership/members
- How did GSB execute the project?
 - Timeliness
 - Effectiveness
 - Communications
 - Calendars / sequence of events
 - Updates
- What changes to the project plan were required?
- How close was the expected level of complexity to the actual level of complexity?
- Would you work with GSB again?

Outcome from your Strategic Plan

- How smooth was the transition from plan creation to implementation? What support did GSB provide, if any?
- What is the biggest benefit of having a newly defined strategic plan?
- How did you work with your leadership, membership, and sponsors to adopt/approve/support the strategic plan?
- How quickly did you move from defining your strategic mission to gaining support? Then moving to implementation?

Lessons Learned

With the benefit of hindsight, is there anything you would have done differently?

- Material preparation prior to vendor start
- Internal support to GSB (meetings, availability of staff/sponsors, subject matter expertise)
- Adoption of new plan
- Moving to implementation

Meeting with [Gilmont Camp](#): Kenny Rigolout

October 4, 2024

Rick Salvo and Carolyn Koehn

Summary of GSB feedback: Accountability, expertise, knowledge of trends, neutrality, coaching

Why a new strategic plan / mission?

- What was the catalyst that led your organization to revisit its strategic plan?

Kenny was on Gilmont's board for 8 years. Had completed a few strategic plans – one before his board membership and one during his Board membership. Resulted in a doc that became shelfware. Was wary of doing strategic plan with a consultant. Kenny and his wife took over as exec director of camp – preacher career and wife a teacher. Knew and loved camp and its ministry and ministry partners. Called to it but not aware of what they should really do. Could do better if had big picture in mind. Should have answered large scale for donors vs small answers. Figure out what was really needed to answer this question. "How can you make your best donation?"

Vendor Selection:

- What drove your decision to select an external vendor vs. execute with internal resources?
 - Big part was accountability.
 - You do pay someone to ask questions that you could prob ask.
 - But everyone gets busy. This was someone to hold us accountable with a timeline.
 - Jennifer (wife) and Kenny were very new to camp ministry. Had only been doing this for 2 years. Knew that they didn't know everything. Wanted someone external to help with trends (congregational and camp) that GSB would have visibility to.
 - Neutral - Hired an expert to guide conversations, planning, etc. Not the director, pastor, etc. pulling the strings
- How did you select GSB as your vendor of choice for your strategic plan? Did you do a competitive bid / evaluate multiple vendors?
 - Put together RFP with vendors who had experience working with camps. Selected GSB because it was NOT cookie cutter. GSB was clearer about deliverables. From the strategic plan, got spread sheet, Google docs, etc. to step into execution. (Called these dirty docs because always working on them). Strat plan is foundational but continue to build and edit.
 - Really enjoyed GSB from initial visit. Good listeners – gave what was needed and made appropriate recommendations without overselling.
 - GSB also knew church. Would likely lead to capital campaign, which they could also help with.
 - They have a congregational component by inviting Gilmont to share more with congregations and share the story. Provided great manual, materials for how the campaigns worked. From optimal plan, tailored to what Gilmont was comfortable with.
 - Been really helpful.
 - Made sure they were listening to constituents
 - Great sounding board for Kenny, staff, etc. so could talk to constituents more productively and effectively.
- How did you define your scope or work with GSB?
 - Board did some initial work – worked on mission statement in first few months and were starting to live into it
 - Knew that needed vision and values

- Wanted to do that by listening to constituents: campers, retreaters, regional body of churches, programs with special needs and their families' wanted them to shape the identity piece as part of mission and vision...What are we being called to and led to
- Anticipated need for new lodging but didn't know what kind – summer, retreat, etc.
- Also wanted master site plan for next 15 years
- Much of this was part of RFP – define capital campaign, uses, and order of operations; GSB was best suited for what Gilmont needed
- Four bids
 - 2 higher
 - 1 lower but not equipped to give everything required
 - GSB had reasonable rate toward lower end but felt like they were better staffed to get us what we needed. Had pricing for strategic plan and another price for capital campaign. Used for both.
- How did you determine resources requirements from your staff/members/sponsors?
 - GSB stressed that to get buy in, needed to make sure folks were heard and invited many folks to participate in MANY ways
 - Email distro invitation offering multiple opps to participate
 - In person listening session with meal; 90 mins after meal
 - In small groups with activities - > 100 people participated
 - Alternate zoom sessions (3 x 60 mins) – 60 to 70 people
 - Survey (384 completed)
 - GSB helped summarize and share the outputs
 - Created team of 6 for strategic plan – board, members, etc. Met every other week for a few months; wanted big enough to represent constituents but not too big
 - Once had strategic priorities, mission, vision, really helped figure out how to get there
 - Dirty documents – working spreadsheets, Google
- What portion of your budget did GSB fees represent?
 - Small as a % of total budget but large enough fee that had to have discussion about whether it was worth the investment. Now looking back, very clear it was worth the investment. (Wouldn't have been able to engage with big donors like they do now; Would not have been able to ask lead donor for \$1.5M; took coaching – 4 lunches, taught patience and when appropriate to ask.

Vendor Experience:

- What participation (staff, council, congregation, community, etc.) was required in the strategic mission plan creation?
 - Created team of 6 for strategic plan – board, members, etc. Met every other week for a few months; wanted big enough to represent constituents but not too big
- How did GSB help support that required participation?
 - Meetings
 - Material Preparation
 - Coaching for staff/leadership/members
- GSB stressed that to get buy in, needed to make sure folks were heard and invited many folks to participate in MANY ways
- Email invitation offering multiple opportunities to participate
 - In person listening session with meal; 90 mins after meal in small groups with activities - > 100 people participated

- Alternate zoom sessions (3 x 60 mins) – 60 to 70 people
 - Survey (384 completed)
- GSB helped summarize and share the outputs
- Elected team – board, members, etc. Met every other week for a few months
- Once had strategic priorities, mission, vision, really helped figure out how to get there
 - Dirty documents – working spreadsheet
- Provided great manual, materials for how the campaigns worked. From optimal plan, tailored to what Gilmont was comfortable with.
- Been really helpful.
- Annual budget grew from \$600K to \$1M

- How did GSB execute the project?
 - Timeliness
 - Effectiveness
 - Communications
 - Calendars / sequence of events
 - Updates
 - Spring 2023 – Jan to March was collecting data; March started to get data output from GSB; GSB didn't attend start up meetings but provided all the steps and guidelines; questions to consider; met in between meetings; when had 6 members of strategic plan team, it was representative enough and committed so didn't need a lot of hands-on from GSB. They set the table and team got to work
 - Online docs provided from GSB
 - Base camp tools used for Capital campaign (preferred Google docs so GSB adapted back to Google)
 - Best practices
 - Manuals
 - Step by step guidelines/processes
 - Mission
 - Vision
 - Values
 - GSB led all data collection, sharing, and worked with Gilmont on interpretation
 - When it was time to review data, GSB presented data and worked through interpreting the data with strategic planning team
 - 6 month planning process – hands on and very available
 - Initial capital campaign – hands on and very available; now don't need to meet with them as frequently
- What changes to the project plan were required?
 - GSB has been a great partner. Capital campaign took 6 months longer and GSB allowed Gilmont to spread out payments – no change in amount but longer to pay.
- How close was the expected level of complexity to the actual level of complexity?
- Would you work with GSB again?
 - “Most definitely”

Outcome from your Strategic Plan:

- How smooth was the transition from plan creation to implementation? What support did GSB provide, if any?

- From the strategic plan, got spread sheets, Google docs, etc. to step into execution. (Called these dirty docs because always working on them). Strat plan is foundational but continue to build and edit.
- After strategic plan creation and adoption, it became Gilmont's. Gilmont has had to lead the change resolution. Have adapted with staffing changes (ex: retirement) and need for more program help.
- With capital campaign, lots of changes. GSB is helping with coaching, how to work with major donors, how to hire right architect/contractors, etc. Changed the capital campaign priorities a few times – changed lodge blue print; communicated changes; coaching on how to share transparently.
- Gilmont changed fee schedule to allow additional 6 months of payments
- What is the biggest benefit of having a newly defined strategic plan?
 - Ability to communicate the big picture and communicate the larger need vs smaller tactical needs; ability to engage with broad constituents
 - Dirty docs helped transition from ideation to execution
- How did you work with your leadership, membership, and sponsors to adopt/approve/support the strategic plan?
 - GSB shared results of listening and surveys with strategic plan team, entire board
 - GSB helped strategic planning team to share with Board and constituents
 - Graphics person helped with brochure (big pic)
- How quickly did you move from defining your strategic mission to gaining support? Then moving to implementation?
 - Dirty docs allowed quick step into implementation

Lessons Learned

With the benefit of hindsight, is there anything you would have done differently?

- Material preparation prior to vendor start
- Internal support to GSB (meetings, availability of staff/sponsors, subject matter expertise)
- Adoption of new plan
- Moving to implementation
- Some mistakes during planning and implementation and learned from them...but no mistakes from GSB
- Lessons learned on capital campaign. Lodge cost expenses were significantly different from initial estimates and costs continue to increase; Gilmont allowed slower payment terms to align with delayed capital campaign.

GSB Overview of Project Management and execution

Call with Nathan Swenson Reinhold of GSB

October 14, 2024

Risk Salvo and Carolyn Koehn

6 to 7 month timeline

Months 1 and 2: Listening

- Form strategy task force
 - Working group, not a committee: 35 to 40 hours
 - 12 hours retreat (two 6-hour Saturday's)
 - 20 hours over the course of 6 to 7 months beyond the retreats
 - Monthly meetings
 - Survey debrief
 - 2-hour power night for Faith X data
 - Team make up:
 - 1-2 council members
 - Sr. Pastor
 - must include these postures: 1 visionary, 1 strategist/execution, 1 relationship, 1 detailed
- Conduct congregational survey
- Knock on neighborhood/residential and business doors (develops something and communicates something strong)
 - Form Canvassing team(s); NOT required to be on strategic task force
 - X number of teams consist of 2 persons each
 - Canvassing dependent upon our goals of what we want to learn from the community (how wide, deep, narrow, etc.)
 - Canvassing teams go out in 2's; 1 interviewer and 1 scribe
 - # of teams depends upon where we want to see the conversations happen
 - Script provided with coaching
 - Nathan provides coaching and questions/script;
- Deliver Faith X insight reports with all the demographic data (GSB led)
 - Often lifestyle segments are surprise; don't know our neighbors
 - What's required to engage these demographics
 - Helps to intentionally craft ministries

Months 3 and 4: Identity

- Saturday retreat #1, 9 to 3 (6-hour commit); GSB physically present with strategic task force
- Define mission, vision, values
 - OR test mission, vision, values – does what we have today still fit
 - May see some fledgling strategies
- Initial coaching usually happens here with the team

Months 5 and 6: Strategy

- Saturday retreat #2, 9 to 3 (6-hour commit); GSB physically present with strategic task force
- Flesh out strategic initiatives – recommend to focus on no more than 5
- Ideation to manifestation; goals and action
- Where are we investing time versus where we should be
- Create forward facing documents (ex: communication to congregation)

- Define how PVLC manages all these things going forward (ex: excel/google spreadsheets for execution)

Month 7 and beyond: Execution

Months 9-12: Usually another coaching session

Key Proposal Assumptions:

- Two retreats held in person with strategic task force; all else executed virtually
- GSB is located in Frisco, TX; proposal assumes driving vs fling
- GSB leverages base camp for project management (calendar, documents, etc.)

Meeting with [Grace Lutheran](#): Senior Pastor Greg Hoffman

September 30, 2024

Rick Salvo and Carolyn Koehn

Overall summary: very positive feedback; GSB was a vendor previously leveraged with Rock Hill and prior congregations. Highly recommended.

Why a new strategic plan / mission?

- What was the catalyst that led your organization to revisit its strategic plan?
 - On other side of pandemic, had hoped to move forward but not sure what that direction should be; like most congregations, we were different.
 - Wanted sense of clarity and coincided with 100 yr anniversary. Wanted a sense of **whole congregation** vs pastor driven or council driven. Wanted external resource that would help answer for whole congregation; didn't think could do internally in a short amount of time (6 months). Had worked with GSB for years primarily with fundraising at Rock Hill and others (capital campaign initially as intern from prior congregation, stewardship for all seasons)

Vendor Selection:

- What drove your decision to select an external vendor vs. execute with internal resources?
 - Extension of prior relationship; solid professionals with a heart for ministry; needed specific 6-month timeline to align with 100th anniversary
 - Mission, vision, core values
 - Wanted to work with expert
- How did you select GSB as your vendor of choice for your strategic plan? Did you do a competitive bid / evaluate multiple vendors? (reply above; no other vendors considered)
- How did you define your scope or work with GSB?
 - Had a wide range project; specificity a little less on strategic plan
 - Wanted clear direction forward post pandemic
 - Pretty broad scope vs answering the church that can do "fill in the blank"
 - Process of what are we post pandemic and where do we go
- How did you determine resources requirements from your staff/members/sponsors?
 - We wanted to go into this very clearly with what are we going to do as congregation
 - Involved local area survey; what do neighbors know of you; understand impact / opinions of neighbors; what can we leverage; local needs and opportunities vs national stats
 - Looked at 5 min drive from congregation
 - 15 min drive
- What portion of your budget did GSB fees represent?
 - Small portion 2%
 - Depends upon values; wanted an outside perspective
 - Wanted people invested and needed congregation to believe in outcome; didn't want council driven plan

Vendor Experience:

- What participation (staff, council, congregation, community, etc.) was required in the strategic mission plan creation?
 - Focus on congregation
 - Had a defined core team
- How did GSB help support that required participation?
 - Gave great tools; has to be driven by leadership
 - Defined core leadership team: clergy, staff, congregation reps with different demographics (skeptical, inclined fiscally, long history, short history, new but bought in)

- Meetings – met previously prior to survey and throughout the process
- Material Preparation
- Coaching for staff/leadership/members – made himself available for individual coaching; mostly virtual but onsite on occasion
- How did GSB execute the project?
 - Timeliness
 - Effectiveness
 - Communications
 - Calendars / sequence of events
 - Updates
 - Only point of trouble along the way was calendar snafoo with time zones; otherwise as advertised; very accessible; very timely and per schedule or ahead of schedule
 - When there was an issue or correction required, resolved very timely
 - Nathan is good at anticipating issues along the way; it was very helpful to have his coaching to work through issues proactively
- What changes to the project plan were required?
 - Decided to adjust Nathan’s process
 - Wanted to change timeline to survey responses for mission / vision / values; wanted survey out faster so could get responses in time for strategic plan; some folks were concerned about speed and challenged some stat approaches for tools with the changes implemented; bigger internal issue than vendor issue
 - Had great tools to leverage; Saturday workshops
- How close was the expected level of complexity to the actual level of complexity? in line with expectations; as advertised, no surprises; Rock Hill is a complex location – 100 years on corner across from a university that used to be just Women’s college; now a significant community stakeholder without losing university history
- Would you work with GSB again?
 - Absolute, yes; repeat customer even from prior congregations
 - Accessibility required from PVLC; leverage Nathan’s accessibility
 - Address any issues of dissatisfaction from any stakeholder quickly

Outcome from your Strategic Plan:

- How smooth was the transition from plan creation to implementation? What support did GSB provide, if any?
 - Plan not accomplished by GSB; has to be actionable on our end also
 - Regular check in points with Nathan; assess, pivot, adjust, etc.
 - Plan incorporated flexibility; have to adjust – we are working with people / living organization;
 - Safety net of our consultant – now what do we do; he was very accessible
- What is the biggest benefit of having a newly defined strategic plan?
 - Adopted broadly and included broadly in daily activities
 - Mission / vision – they measure everything against it; had it previously but didn’t believe it reflected their needs any longer
 - Every ministry / leader / worship incorporates this into their work
 - In course of their work, continue to revisit, where are they making progress and where are they not
 - Where there is slow movement, they explore what’s going on

- Process is very organic, usable, and designed to implement
- There are a lot of documents provided from ELCA – not all easy to leverage and implement; the outcome has been incorporated into every day actions
- Clarity in mission and goals
- How did you work with your leadership, membership, and sponsors to adopt/approve/support the strategic plan?
- How quickly did you move from defining your strategic mission to gaining support? Then moving to implementation?
 - Start: Hypothesized that there would be work for the congregation to adopt reconciling in Christ process; surveys highlighted (quantitatively and qualitatively with commentary) the inclusive nature highlighted from congregation
 - Stop: permission structure of impact and energy; id components of ministry that require a lot of energy to make little impact; good news - didn't find these

Lessons Learned

With the benefit of hindsight, is there anything you would have done differently?

- Material preparation prior to vendor start
- Internal support to GSB (meetings, availability of staff/sponsors, subject matter expertise)
- Adoption of new plan
- Moving to implementation
- Engage GSB in two part project separately; Grace Rock Hill's timeline just didn't allow it; wanted in place for 100th anniversary
 - Wanted mission, vision, values
 - Then strategic plan

EXECUTIVE ADMINISTRATOR

2025 Generosity Campaign

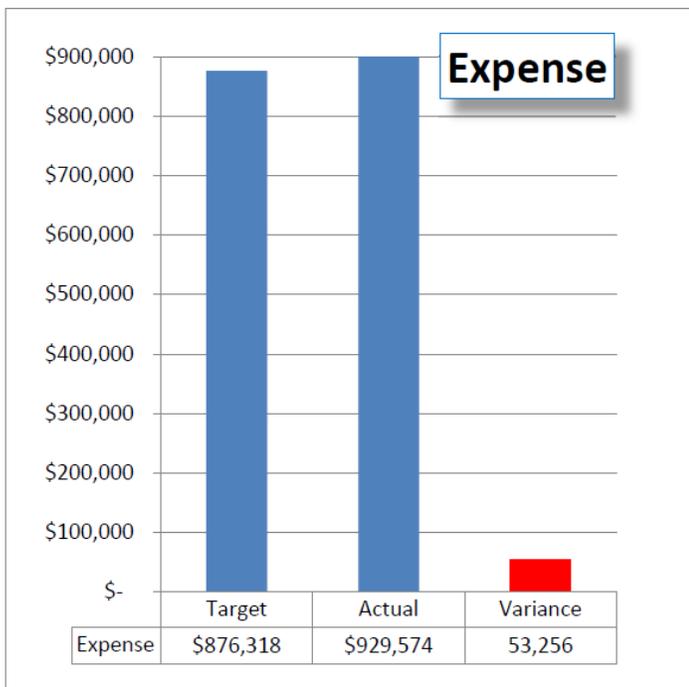
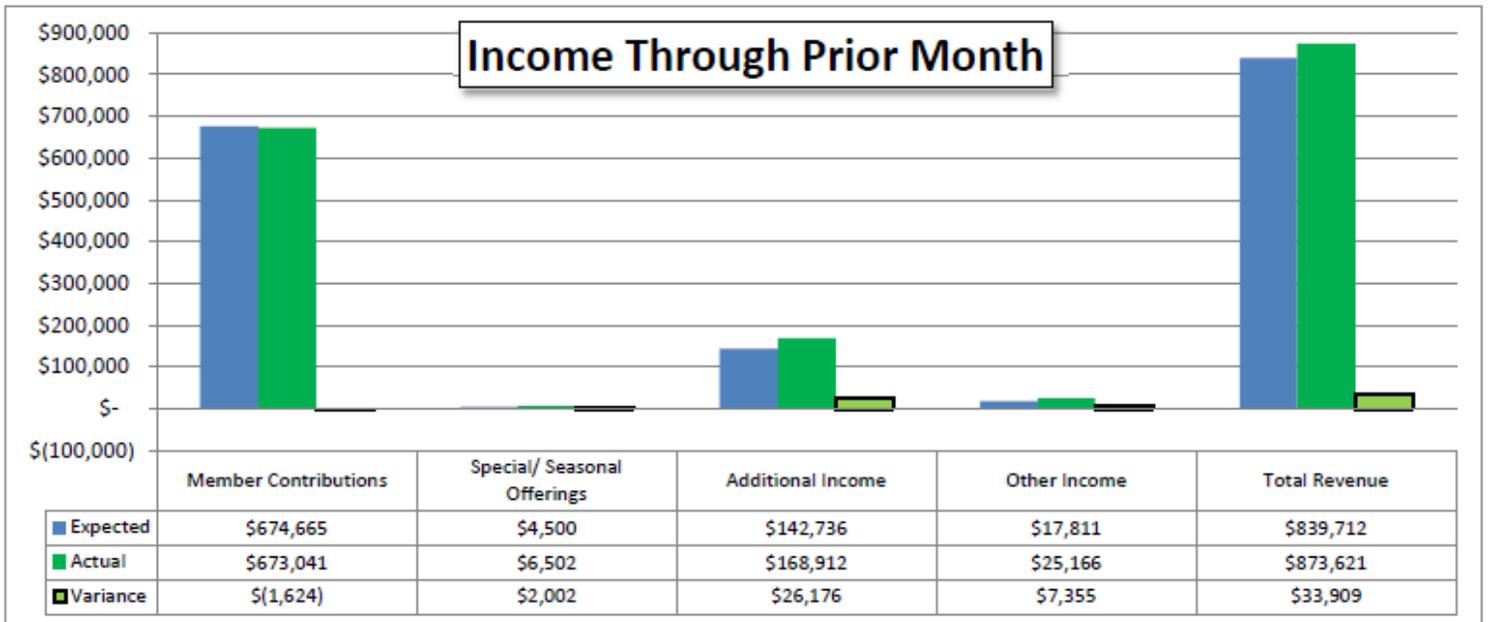
Received to-date (10/16/2024) – 83 financial commitments for \$498,674.04

Next steps –

Continue to remind in Echoes announcements.

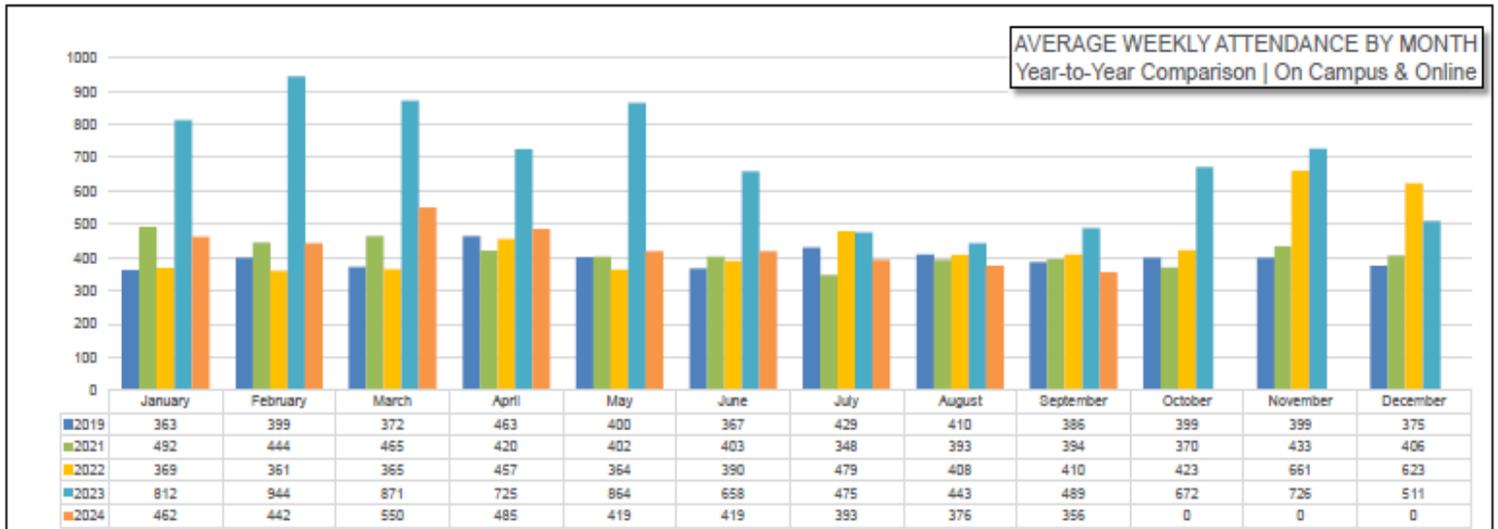
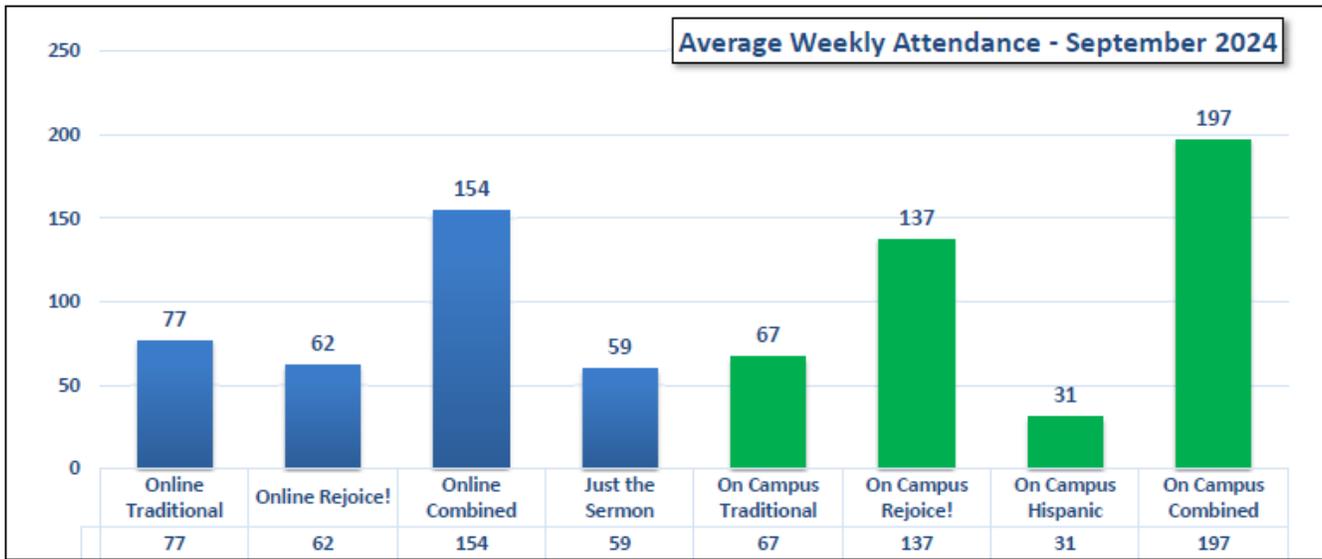
Identify and contact those who made a commitment for 2024 and have not yet filled out a card for 2025.

Financial Updates through September 2024



Variance includes Property Operating expenses. Council approved \$30,000 from the Capital Maintenance Fund in September, this will be reflected in October financials.

Worship Attendance Updates through September 2024



GENEROSITY TEAM: HOLIDAY GIVING CATALOG

Palm Valley Lutheran Church Holiday Giving Catalog

Jen Kendrick, Laura Arroyo, and Carolyn Koehn

October 15, 2024

Decision: Does Council support this idea?

Gating item: Technology choice for online catalog that is financially feasible

Objective:

- Diversify PVLC funding beyond annual giving campaign
- Offer a different way to support PVLC's ministries with small and large asks
- Educate the cost of our operations, ministry, and growth
- Leverage pilot to determine if this should become an annual catalog with opportunities to give throughout the year

Assumptions:

- Financial gifts will become part of general administration fund or an existing fund (ex: capital fund); appropriate language will be added to the catalog
- Giving Catalog will be electronic; On-line viewing / shopping
- 1 page printout for homebound

Timing:

- Oct 16 – confirm council support
- Oct 23 – choose technology / confirm financial feasibility
- Nov 1 – advertise catalog internally (echoes, bulletins, electronic boards)
- Nov 15 – Launch catalog (social media, echoes, bulletins, electronic boards, etc.)
 - Ask all members to promote on social media
- Dec 5 - Giving Tuesday social media push
 - Ask all members to promote on social media

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Title: Give Differently

Picture: White Steeple with Star on top and gifts around bottom (make look like Christmas tree)

DRAFT Gift ideas:

- **Our Church**
 - Sponsor doughnuts for a week (qty 52)
 - Sponsor coffee for a week (qty 52)
 - Sponsor electricity for a week (qty 52)
 - Sponsor a child at summer camp (?? qty)
 - Sponsor a college care package (?? qty)
 - Sponsor Jam crafts and snacks for a week (qty 52)
 - Sponsor meal at our annual congregation meeting in January 2025
 - Sponsor a XXX kit for homebound members
 - Sponsor Oktoberfest
 - Sponsor materials for our church wide small groups
 - Sponsor materials for church work day
 - Sponsor our website
 - Sponsor our app
 - Sponsor Discovering Discipleship lunch
 - Sponsor meal for funeral
 - Other ideas:
- Quilters

- Office supplies
- Printing costs
- **Inviting our Community to Palm Valley**
 - Sponsor VBS
 - Sponsor Day Camp
 - Sponsor Fall Fair
- **Sharing our Church with the Community**
 - Sponsor a child for Backpack FIT; provide food weekly to help a child with food instability
 - Sponsor 4th July Parade
 - Sponsor God's Work Our Hands
 - Donate to Water For Africa
- **Growing our church**
 - Sponsor an associate pastor
 - Sponsor a volunteer coordinator
 - Contribute to worship center (this needs to be formally approved prior to inclusion; may not be appropriate for this publication) – these funds go directly to capital campaign

+++++

Next Steps:

- Confirm council support
- Confirm technology solution – Carolyn / Jen
- Request input from other ministry teams – Carolyn / Laura
- Quantify how much things cost – Jen
- Create Communications
 - Provide QR code - Carolyn
 - Create cover photo: Jessica – white steeple with star and presents
 - Content - Carolyn
 - Weekly echoes: Tuesday afternoon deadline (Vicki)
 - Constant contact (Vicki)
 - 20-30 people for homebound (Molly)
 - Jessica – social media
 - Vicki – bulletin
 - Provide Photos that can be leveraged in the catalog (Jessica and Vicki)
- Christmas tree with ornaments and QR code
 - Build tree that looks like steeple (TBD)
 - Create ornaments to hang from tree (TBD)

Recognition for giving:

- Weekly Echoes
- Evaluate White Boards with Giving Recognition (TBD)
- Boards to recognize sponsorship (TBD)

ENDOWMENT FUNDS

Palm Valley Lutheran Church – Fund Descriptions
Please note, fund descriptions are available at pvlc.org/council

Endowed Funds

Endowment: Est. 1986, transferred to Davidson in 1989

Purpose: Expands Palm Valley’s benevolence through grants for new and existing ministry start-ups/expansions, Southwest Texas Synod fund to support synod churches, fifteen percent of annual income to Palm Valley’s Maintenance Fund. Grant recommendations are made by the Endowment Committee and approved by the Church Council.

Endowment	
Established:	12/31/1989 *
Beginning Value:	\$ 3,200,560.40
Deposits:	\$ 328,385.03
Distributions:	\$ 7,337,242.76
Current Balance (June 30, 2024):	\$ 4,608,840.40
* <i>Date fund moved to Davidson Cap</i>	
Original year Established:	1986
Original Beginning Value:	\$ 3,188,579.32

Telander: Est. 1999

Purpose: Meet human needs in the church and beyond on a one-time only/ person use; meet special needs of the congregation not covered in the church Mission and Ministries plan.

Telander	
Established:	11/3/2002
Beginning Value:	\$ 68,758.34
Deposits:	\$ 359.61
Distributions:	\$ 22,203.91
Current Balance (June 30, 2024):	\$ 215,110.26

Cemetery: Est. 2008

Purpose: For day-to-day care and upkeep of cemetery and major improvements.

Cemetery	
Established:	6/11/2008
Beginning Value:	\$ 71,155.41
Deposits:	\$ 448,294.12
Distributions:	\$ 211,241.42
Current Balance (June 30, 2024):	\$ 922,292.88

Maintenance and Expansion Funds

Capital Maintenance/Reserve: Est. 2002

Purpose: Major repairs and renovations.

Capital Maintenance/Reserve	
Established:	2/5/2002
Beginning Value:	\$ 485,000.00
Deposits:	\$ 319,915.75
Distributions:	\$ 1,210,547.29
Current Balance (June 30, 2024):	\$ 107,496.34

Capital Expansion: Est. 2002

Purpose: Future Building Needs

Capital Expansion	
Established:	6/29/2005
Beginning Value:	\$ 741,175.10
Deposits:	\$ 251,906.13
Distributions:	\$ 1,729,857.45
Current Balance (June 30, 2024):	\$ 129,425.02

Isedor Wallin Maintenance: Est. 2018

Purpose: Major repairs and renovations.

Isedore Wallin	
Established:	10/7/2018
Beginning Value:	\$ 70,000.00
Deposits:	\$ 229,554.81
Distributions:	\$ 73,000.00
Current Balance (June 30, 2024):	\$ 311,154.92

Iver Wallin Expansion: Est. 2007

Purpose: Major Expansion projects

Iver Wallin	
Established:	9/18/2007
Beginning Value:	\$ 72,171.56
Deposits:	\$ 60,310.40
Distributions:	\$ 157.00
Current Balance (June 30, 2024):	\$ 118,416.93

Trinity Place Senior: Est. 2019

Purpose: Support for Senior-related ministries

Trinity Place Senior	
Established:	9/15/2019
Beginning Value:	\$ 430,207.80
Deposits:	\$ 41,889.94
Distributions:	\$ 44,240.00
Current Balance (June 30, 2024):	\$ 575,526.85

ROW Land Sale: 2023 – Initial \$831,732.00