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ST. JOHN'S LUTHERAN CHURCH OF THE ERIE LUTHERAN PARISH

2216 Peach Street, Erie PA 16502
www.StJohnsErie.org 814.456.7596

The Parish Post

2022 Annual Meeting
Bulletin of Reports

About Our 2022 Annual Meeting

2021 was again a strange year, as was the year this pandemic started, 2020. Everything that we were used to doing as “business as usual” as a faith community is no longer what is normal. This year’s annual meeting will be no exception to that which continues to adjust and evolve. We will be holding our annual meeting on the fourth Sunday of January as per our bylaws, but...

• Due to COVID-19 and the safety protocols we still need in place for the sake of our community, **we will not only be hosting an in-person annual meeting this year, but will have a virtual option as well.** The virtual option of our Annual Meeting is only open to voting members in good standing according to the criterion laid out in our congregation’s constitution and bylaws. Guests and visitors are not permitted to attend the meeting virtually.

• As the rules and needs dictate, **voting** will be by voice, hand, and electronic poll, as ballots as-we-know-them cannot be done in a virtual meeting. If the need for a ballot vote arises, only those present in-person will have opportunity to vote via ballot.

• **The 2022 Proposed Budget** will be available through our church office the week before the annual meeting. If you are a congregational member in good standing, please email the church office and our Office Administrator would be happy to email you a copy of them in PDF format. If you would prefer a hard copy, please contact our office Administrator and she will prepare one for you to stop by and pick up during regular business hours.

• What does it mean to be a “voting member in good standing?” According to our constitution (C8.02.c), a **voting member is a confirmed member.** *“Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as other rights and privileges ascribed to voting members by the provisions of this constitution and its*

Annual Meeting Agenda 2022

- 1) **Call to Order**
 - A) Determination of Quorum
 - B) Opening Devotion and Blessing
 - C) Approval of 2021 Minutes
- 2) **Elections**
 - A) Report of the Nominating Committee
 - B) Nominations from the Floor
 - C) Casting the Ballot
- 3) **Budget**
 - A) Finance Report
 - i. Endowment Statement
 - ii. Proposed 2022 Budget
- 4) **Reports**
 - A) Report of the Pastor(s)
 - B) Dufford Terrace Report
 - C) Questions on other Annual Reports
- 5) **Old Business**
- 6) **New Business**
- 7) **Closing**
 - A) Installation of 2022 Congregation Council
 - B) Closing Litany and Prayer
- 8) **Announcements / Adjourn**

bylaws.” Basically, if you are a confirmed member of this congregation and we have records that show that you have attended worship either in person or virtually in 2021 or 2022, and we have records that show that you have given offering at some point in that same timeframe, you are a voting member and have all of the rights and privileges therein.

• **If you have any questions** on any of the reports, agenda, points of order, or the budget, we are asking that you get them to the congregation president ahead of time by emailing them at president@stjohnserie.org if at all possible. This will help those in leadership get you the answers you desire, as well as offering all in attendance the chance to process the information together.

No matter what else changes, the mission of the church is the same as it has ever been – to make disciples of all nations, to care for “the least of these,” and to let our light so shine before others that they may see our good works and glorify our Father in heaven. For the People of St. John’s Lutheran Church of Erie, these things continue to happen no matter what else in our world is turned upside down.

Annual Meeting of the Congregation January 24, 2021 Official Minutes

Call to Order at 12:14 p.m. by Erin Harper, Council President

A Quorum was confirmed

Opening Prayer was offered by Pastor Erik Young

Instructions for Virtual Meeting Participation were reviewed

Minutes from the Annual Congregational Meeting of January 2020 were approved as presented

Congregational Elections
Church Council- Julie Boam, Megan Lord and Roger Olsen were each nominated to serve 3 year terms and were elected by unanimous ballot

Youth Member of Council- There were no nominations to serve this 1 year term. Position will remain open until a suitable and willing candidate can be found to fill the position.

Dufford Terrace Board- Tim Durst, Barb Kulisek, Paul Rapela and Bob Schlaufman were each nominated to serve 3 year terms and were elected by unanimous ballot.

Bahm/Palmer Committee-

Synod Assembly Representatives- Marj and Bob Quinn were the adults nominated to represent St. John's at the Synod Assembly in 2021, and Isabella Lee was the Youth member nominated to represent us at the 2021 Assembly. A unanimous ballot was cast for all three nominees.

Erie Lutheran Parish- Max Alwens Jr. and Julie Boam were nominated to serve a 1 year term and were elected by unanimous ballot.

Nominating Committee- Diane Bestvina, Kevin Harper, and Marj Quinn were each nominated to join outgoing Council President Erin Harper in recruiting members of this congregation who are willing to serve the Church in some official capacity by standing for election at next year's Annual Meeting. The trio was elected by unanimous ballot.

Audit Committee- There were no nominations

Reports
Dufford Terrace- Tim Durst reported 2020 accomplishments including clean up and new landscaping for the former Lutheran Home cemetery, remodeling of several apartments, and the hiring of an Activities Director for residents.

Finance- A request to change the Mutual Ministry budgeted annual expenditure from \$500 to \$1000 was made.

A MOTION was made and seconded to accept the 2021 Proposed Budget for the mission and ministry of St. John's Lutheran Church. Motion carried.

Worship & Music- A request was made for the committee to look into lowering the projection screen behind the choir loft during online worship to allow our beautiful stained glass windows to be seen and appreciated by viewers.

Old Business

New Business

A request was made for Council to revisit the designation of 10% as constituting a Quorum of Contributing and Communing members for the purpose of conducting a proper forum for Voting functions such as the Annual Meeting. The sense was that the required percentage to be in attendance should be higher, especially with the option of virtual attendance now being available.

A request was made for Property Committee to investigate the feasibility of adding a handrail along the walkway to the 23rd Street handicap accessible entrance for the safety and convenience of all.

A request was made for Council to revisit the distribution of the Parish Post from once per month to twice per month.

Installation of Church Council was completed.

Adjournment at 2:24 p.m.

Respectfully Submitted,
Janet Kalie Heubel, Secretary

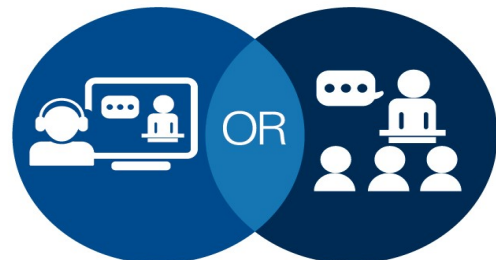
St. John's Lutheran Church of Erie

ANNUAL MEETING

Sunday, January 23, 2022

at 11:30am

(virtual or in-person)



Join us in the Sanctuary or via Zoom:

Room # 881 2415 0394

Passcode # 2022

The virtual option of our Annual Meeting is only open to voting members in good standing according to the criterion laid out in our congregation's constitution and bylaws. Guests and visitors are not permitted to attend the meeting virtually.

Annual Report of the Senior Pastor-Vision for 2022 by Rev. Erik Young

This time two years ago I offered up the path and plan and vision I had for us as a congregation and community of faith in 2020. And then 2020 happened. So I reminded all of us last year what that plan was so that maybe we could pick it up and start moving with it. But then, well, 2021 happened. So here we are again—same plan, different year:

- **We start with this command of Jesus’** as found in Luke 10 in the commission that Jesus gives to his disciples as he sends them out to do the work of the Kingdom: *Eat what they give you. Cure the sick. Preach the Good News.*
- **Invite others to the table.** It is not a difficult thing to simply say, “I’m going to [church/youth group/brew crew/choir/etc.] this week... want to join me?”
- **Connect to someone here who you have not connected to yet.** This is a big church with a lot of people – your best friend in the world might be waiting to be discovered by you right here. We can build up our community from within simply by introducing ourselves to one another and taking time to get to know one another.
- **Reconnect to someone you haven’t connected with in some time.** Look around you – who is missing? Don’t just ask the question, “Where is Betty?” – find out. Call that person and check in on them. Don’t ask like a crankypants: “Why weren’t you in worship last week?!” Tell them that you have missed them. Let them know you were thinking about them. Invite them over for lunch. Which leads us to this...
- **Connect with each other outside of worship as well.** When we communally worship, we worship an audience of one – it is about God and our connecting as individuals and as a community to the Trinity. One hour out of the week of our being together will no more build a solid community than will one hour a week strengthen your marriage. It takes intentional time and effort to build something of value. Our mission has never been about worship attendance numbers – it has always been about growing the Kingdom of God in everyone’s life we have the privilege of coming near. This is who we are. This is what we do. Connect often and connect well.

Third time is the charm, right? We can hope and we can pray that 2022 is something new. So why am I sticking with a way ahead from three years ago now?

Because I firmly believe these five points listed to the left are the key to us becoming everything we need to be for the sake of the Gospel—and everything we wish and hope to be as a community of faith.

Because of the state of the unknown for us caused by the COVID-19 pandemic, we, like all people, have had a rough go the past two years as a community. And I, like you, really miss community. I sit here in New Orleans near Marine Forces Reserve Headquarters (MARFORRES HQ) writing these thoughts over 1,000 miles away from you. As I spend this year-long mobilization serving the men and women of our military who protect our right to freely worship, I truly miss my community back in Erie. I am proud of what our congregation sacrificed for the sake of others, but it doesn’t make me miss our congregation any less.

Being part of a community has joy: we had the privilege this year of joining in two couples in marriage; we had a baptism; we celebrated a first communion; we had three people join our mission and ministry. It is an honor to celebrate with them and be able to share as a community of faith in their joy. At the same time, being part of community has its sorrows, some of which include having to say goodbye to members of our community: we buried fourteen saints attached to our church family; others moved away to follow their Christian vocation elsewhere in the US (including one who we ordained into Word & Sacrament ministry and is now serving a church!). I have had the privilege of saying the following over and over again: “Saying goodbye to people we love and miss is never easy, but this separation is not forever – this is the promise of Christ.” We thank God for the witness of those who have faithfully served the mission and ministry of God’s kingdom through this place and have gone on to serve him elsewhere or to their final reward where they get to meet Jesus face-to-face.

I know it seems redundant to say: we need community if we are going to be a faith community. We need potlucks and coffee hour and Waldameer and Bible studies and dinner with friends and Brew Crew and a beach worship and time over at each other’s homes and... Without all of this we will be lost. We will nothing more than a shell-of-a-people who gather for an hour a week. Think about it: without community there is no Holy Communion. Unless we act on these connectivity items with one another and for one another, we are destined to repeat the past two years over and over and over again—just

with no real reason to stay home or leave home. This is not about church growth or some magic “if you build it they will come”; this is about finding the Kingdom of God in one another’s presence. It is about *actively* seeking out the Kingdom of God in such a way. What is it that Jesus said? “Seek and you will find. Knock and the door will be opened for you.” (Matthew 7:7) This statement necessitates action on our part as his disciples. And for this reason I think the five parts of last year’s vision still apply this year, but let’s hope we can actually act on them this year. And then let’s actually do it.

So where do we start? How do we start? With baby steps. Start by setting an extra place at the table every night. Then figure out who should be sitting there. Then call them and see how they are. Then ask them to join you.

We all know how much community matters and we all miss being part of a vibrant one. You have the power to fix that. It is how God’s Kingdom works. You are the light of the world... shine on.

—*SYPE*

Worship & Music Report 2021

Worship and Music continued to meet throughout a pandemic year trying to meet the worship needs of the congregation. Together we navigated COVID-19 protocols, re-gatherings, and preparations for an interim pastor. In an uncertain year, we were able to take much of the sacred that we missed in the previous stay-at-home year and slowly and safely reunite our congregants with these rites and rituals. We also expanded our copyright acknowledgments and usage, the scholarship discussions, and using that to seek out new and talented musicians who wish to share their gifts as part of worship

Again, our highlight of the year was the decorating of the sanctuary (“Hanging of the Greens”) for Advent and Christmas and the fellowship and community that was involved.

*Respectfully submitted,
Marie Young, Chair*

Traditional Music Minister - 2021

The goal of the Traditional Music Program of St. John’s is to glorify God and to enhance the worship experience of the congregation. Due to the continuing restrictions from the Pandemic, how those goals were achieved has been different from other years.

Throughout the year, it is my responsibility to select and play the organ preludes, offertories, communion music and postludes for the Traditional Services and any special services (Blended and Traditional) including funerals and weddings. All music is selected to correspond with the Lutheran liturgical calendar. I substitute as musician for the Contemporary services when the Contemporary Music Director is absent.

One of the duties of my position is to rehearse all Cantors. Since the Pandemic, Carolyn Sturtevant has been Cantor. We rehearse every week for the 10:00 am service. I would like to thank Carolyn for her service to the Church for these many months.

The Bell Choir started at the beginning of May in time to play for Pentecost on May 23rd. I researched Covid-19 precautions and submitted a Pandemic Protocol for the Bell Choir to Council. After taking a break over the summer, the Bell Choir started rehearsing in October and played for the 10:00 AM services in November and December. On December 19th, we had Music Sunday with the Bell Choir playing the prelude and offertory and Nolan Durst playing the piano for communion. On Christmas Eve, Erika Harper offered the solo “O Holy Night” for the Traditional 7:00 PM Service.

One of my responsibilities is the selection of hymns for the Traditional Service. During the summer months, the congregation enjoys selecting favorite hymns that are included in the Traditional Service. For copyright protection, we belong to an organization entitled One License. I keep track of and report any hymns to One License that have been published within the last 70 years. I have been researching proper copyright procedure and attended virtually a Copyright workshop in October conducted by Mark Lawson from MorningStar Music. I networked and did research on copyright protocol during the summer months of June, July, and August. In addition, all appropriate preludes and postludes are submitted to One License for copyright approval. It is my responsibility to maintain all musical instruments and keep the organ and pianos in repair and in tune. This was continued through 2021.

An addition to my normal duties as Traditional Music Minister, the concept of playing for a service that is broadcast is challenging. It is important to achieve the proper balance on the organ with the Cantor and the remote microphones. Every week, I play back the service to check the organ registrations and how the service sounds on-line. It is important to hear the live organ balance with the Cantor and how it sounds in the sanctuary. I spend time listening to other church services every week to get ideas for our own remote services.

I attend and participate in the Worship and Music Committee meetings once a month. The Worship and Music committee meetings are an important part of planning and keeping communications lines open within our Church community.

To maintain my professional skills and contacts, I am an active member of the Erie Chapter of the American Guild of Organists and along-time Board member and secretary of the local Chapter. I am a member of the Erie Music Teachers' Association. To keep current with our Lutheran liturgy and traditions, I am a member of the Association of Lutheran Church Musicians. In addition, I personally paid for a membership to the Church Music Institute which has offered several very valuable workshops and webinars. These organizations have helped provide valuable information and ideas in conducting a Church music program as well as information in dealing with Church music during the Pandemic. Through my memberships in these various musical organizations, I have attended several webinars and workshops virtually in 2021:

January – “Michael Burkhardt: The Holy Week Journey”

January – “How We Worship”

*February – “Church Musician: Know Your Worth”
– from the Association of Lutheran Church Musicians*

February – “Know Your Value” - from the American Guild of Organists

March – “Musicians and Clergy Working Collaboratively”

March – “Virtual Easter Hymn Workshop”

July – “Returning to the New Normal”

July – “New Oxford Organ Method”

September – “New Beginnings on Safe Choir Practices”

October – “Copyright Workshop”

November – “Planning for Christmas”

Several goals were achieved during 2021. As the Church opened its doors to in-person worship, it was my goal that the music of the Traditional Service was still meaningful and devotional for the people listening remotely. The introduction of the remote broadcasts necessitated a reworking of the organ registrations and playing techniques.

I have continued working on the inventory and organization of the large volume of organ and bell choir music in the storeroom behind the organ. This is important to determine what music is outdated and

to determine what new music should be purchased. I will continue this project in 2022.

For 2022, one of my goals is to expand the Bell Choir library. Once it is considered safe for all concerned, I would like to bring back the Chancel Choir, Men's Choir and the Intergenerational Choir which were well-received by the congregation. The Men's Choir and the Intergenerational Choir allow the participation of people who normally do not sing with the Chancel Choir.

I would like to thank the people of St. John's for their support of the Church's music program. The members of the congregation who participate in the music program deserve the utmost praise for their tireless and selfless efforts in providing music for the glory of God. It is my goal that the Traditional Music Program will continue to glorify God and to enhance the worship experience of the congregation.

*Submitted by Kathrine Swanson
Traditional Music Minister*

Contemporary Music Minister - 2021

Another year of new adventures has come to pass in the lives of our Contemporary Worship Team. We've had some exciting new changes that I'm happy to share with you. We continued to evangelize through the use of technology in addition to our “in-person” option during these ever changing times. We began a scholarship program for our praise team volunteers to continue their education following high school graduation. We feel that this will be an incredible opportunity to support the young people that support *our* faith community.

As always, we are looking for fresh faces and new talent. Michelle has been providing guitar lessons following contemporary worship and will continue to support this ministry in any way that she can. If you know of a young person who may be interested in participating in our team, please reach out to Michelle via. e-mail or by way of Sabrina in the office.

The success of our Contemporary Worship Service would not be possible without the following people... With much gratitude we would like to extend a heartfelt thank you to Erika Harper for the gift of her voice during our worship services. Thank you to Ellen Elder-Stevens, Ashlynn Allgeier, Erik Young, and Kathy Swanson, for sharing their musical abilities through varieties of guitar, piano, and drums. Shout out to the Worship and Music Committee, Pastor Erik, Julie Boam, Erin Harper, and Butch Karnes for constructive feedback, moral

support, and technical equipment adjustments.

I you have not yet experienced our Sunday Evening Contemporary service, we invite you to worship with us Sunday evenings at 5pm. We have been truly, richly blessed with talented individuals working together as one body of Christ. It is from our hearts that our music pours to share God's message of love, and we thank you for the opportunity to share that love with each and every one of you. We hope to see you Sunday night!

*Respectfully submitted,
Michelle Flaherty
Contemporary Music Minister*

Office Manager Annual Report 2021

Since starting this position in the middle of the year while a pandemic raged on, I can easily say that I have enjoyed my time here at St. John's. Working with Pastor Erik, Pastor Tom, Joe, church council members, and dare I say even Roger, has been a major opportunity to grow and learn.

My responsibilities include sorting the mail, and distribute as needed. Attend staff meetings, answer phone calls and phone messages and respond appropriately. Greet visitors and give aid if requested by way of emergency food bags or Interchurch Ministries vouchers, keeping a record of each transaction. I prepare monthly Parish Post, weekly bulletins, lessons and prayers and post on St. John's website; print bulletins and Parish Post to be distributed to Dufford Terrace and at the entrances of the sanctuary. Prepare weekend's 3 power point slide presentations. Assemble 4 worship aid binders. Prepare, print checks and send out in the mail; File checking reports and check stubs with supporting paperwork. Balance monthly checking account. Review charge card items to identify the proper account for each item. Check for PayPal contributions and keep track of these donations; Put checks/weekly mailed in offerings in safe and keep track of number of weekly offerings received. Keep a record of flower requests; altar flowers and for festival days like poinsettias for Christmas. Put monthly flower delivery schedule in the notebook. Put attendance from weekend worships in Shepherd staff along with contributions from the services into Shepherd Staff. Enter Counter's Sheet figures into Shepherd's Staff, then file paperwork. Submit payroll to CBCS, post payroll figures in Shepherd's Staff. Record attendance numbers for both in person and On-line, checking number of people viewing on YouTube. I organized files. File financial reports. There have been few rentals for the last 5 months,

there was not much to do there. But I have accepted & recorded the money from the AA groups and a few rentals. Finally, I enter giving envelope information into Shepherd's Staff and overall do whatever comes into the office.

*Respectfully submitted,
Sabrina Kauffman*

Social Ministry Annual Report 2021

The Social Ministry Committee faithfully conducted various projects despite the challenges of the ongoing pandemic and the May 5th flood of our basement Project Dignity location. We appreciate the generosity of the congregation and the program volunteers who have supported events with their time and donations, and the practical help from St. John's staff, including Roger and Joe, during the Project Dignity exile.

We're especially grateful for the life and example of our mentor and friend, Chuck Evans. He and his wife Sue Magenau Evans established the Project Dignity program decades ago. After Sue's death, Chuck sustained their mission. Chuck shared bags of household necessities, smiles, and jokes in his New England accent—and in Spanish when needed! We miss him.

In 2021, our congregation's volunteers:

- Prepared a hot meal and sent 6 volunteers to help serve 84 guests and all 13 workers at a Sunday Supper hosted by First Presbyterian Church of the Covenant. We are proud to assist the Covenant staff in this ongoing weekly ministry to their neighbors.
- Participated in the CROP Walk—we hope for many more walkers next year!
- Painted signs and weeded at the Erie Zoo for God's Work, Our Hands
- Served refreshments at two concerts by the Gem City Bands. All enjoyed live music!
- Purchased gifts to help twenty young people in Bethesda programs celebrate Christmas.

Flooding in the basement in May forced Project Dignity out of the suite of rooms where we store and serve personal care products, food, and other items to our clients, and ruined the washer and dryer we have used to launder donated clothing.

The PD volunteers:

- Greeted clients by name, showing respect and friendship.
- Offered personal care items to 34 households,

with 18 of those households designated also as food clients in our Second Harvest Food Pantry area.

- Missed only one regular Wednesday distribution day on June 2, due to the flood.
- Relocated inventory to alternate areas multiple times during cleaning/renovations.
- Cleaned and painted floors, walls, and shelves in the vacant PD suite, and arranged for the installation of new carpet.
- Adapted to a temporary space for storage and service to our clients in classrooms and hallway in the Parish Center basement.
- Purchased and transported food and personal care items to maintain inventory.
- Collected and wrapped bread donated by Panera for our clients.
- Hosted a Holiday party for PD clients in December.
- Donated homemade cloth masks for adults and children.

Project Dignity welcomes new full-time and occasional volunteers to assist these dedicated individuals:

- Wednesday distribution crew: Diane and Bob Bestvina, Joyce Foht, Margie Gehrlein, Bill Kay, Pat Melzer, Amy Nupp, Marj and Bob Quinn,

Carolyn Sturtevant

- Shoppers: Diane and Bob Bestvina, Cathy Goellner, Marj and Bob Quinn
- Panera pickup and wrap crew: Bill Watson, Darlene Smith, Denise Scott, Lynn Schrimper, Jeni Greene, Carol and Kim Snippet
- Christmas event: The entire Wednesday crew and Janet Heubel

*Respectfully Submitted,
Carolyn Sturtevant, Chair*

Evangelism Annual Report 2021

Instead of handing out our homeless bags driving around we assembled supplies for 40 homeless bags and delivered them to the Overflow Shelter.

We purchased Thrivent Tee Shirts and had them printed with our information

Planning for a strong 2022

- Monthly easy meals for our neighbors (need help)
- Quarterly neighborhood projects
- Summer picnic in the parking lot

Looking into new ways to reach our neighborhood.

We need to be more visible to our neighbors.

*Respectfully submitted,
Butch Karnes, Chair*



Property Committee Report 2021

I want to thank my committee member, Jay, Dan, Greg, Dana, Paul, and Joe for their service this year. Thanks to Joe the building was cleaned and sanitized. Card kept the heating and air-conditioning working. Valley plowed the lots and shoveled the sidewalks. LECOM at the village hired Larry Wander to plow the 22nd street parking lot for us. Dufford hired turf management to mow the grass.

Thrivent Choice Dollar paid to redo the office entrance sign on 23rd street. Thrivent Choice Dollar are also buying new handicap height toilets for the first floor bathrooms. We patched the sink hole in the 23rd street failed and had to be replaced. When we replaced the unit, we had the inner door fitted with a power operator, making that entrance more handicap accessible.

The city water department insisted that we have backflow preventers installed on our incoming water lines. We hired Altholf Plumbing to do this work. Unfortunately right after they finished, one of their connections came apart, and we had a major flood in the basement. About 90% of the basement saw some water. Mammoth restoration was hired to come in and cleanup the water and dry things out. In conjunction with the adjuster from the insurance company they removed the water damaged parts of the building. They tore up the wood floor under the sanctuary, remove the tile from the walls in the rec room bathrooms. Removed the carpet from the parlor, and some cabinets from the preschool rooms. Volunteers from the Project Dignity painted their wood floors and walls, removed their carpet. Their room was recarpeted. The parlor floor has been redone in vinyl plank flooring. The tile flooring in the basement that was not removed, has been washed, stripped and rewaxed. The vinyl base has been redone. The big wood floor is being redone, but with vinyl tile. We are still looking for someone to redo the rec room bathrooms within our budget. Our insurance company, Church Mutual has paid us a down payment on the damages, balance to come when repairs are complete. They also paid for contents loss, and paid Mammoth for tearout and dryout. When it is all done they (Church Mutual) will

be billing the contractors insurance company, Erie Insurance, for the entire bill.

*Respectfully recorded and submitted
by Roger Olsen*

Dufford Terrace Report 2021

To the Congregation of St. John's:

As 2021 comes to end, a sense of normalcy is finally starting to appear at Dufford Terrace. The residents have been safely congregating in the common areas, participating in weekly bingo games, walking laps in the gymnasium, and attending Gem City Band concerts inside and out. They have also been participating in functions sponsored by the board and coordinated by Jim Crosby including free pizza and donuts in the community room. Occupancy has climbed to over 90% as seniors, and their families, are becoming more comfortable navigating the challenges presented by COVID-19.

The Dufford Terrace Board continues to engage in projects that enhance the building while improving the lives of those in it. The old coin operated washers and dryers (owned and maintained by a third party) were replaced with brand new ones purchased and cared for by the board. Another project included removing what was left of the old metal sign on West 23rd street and replacing it with a beautiful stone sign set in a brand new flower bed with flood lights. The board also continued to update apartments with new cabinets and flooring as they became available.

Dufford Terrace continues to be a profitable entity as net operating income reached \$127,700 in 2021. The responsible management by your elected board members has resulted in a cash reserve of nearly \$600,000. The board will continue to explore projects that benefit those seniors the building was meant to serve.

Finally, I need some help from the congregation of St. John's. If any member knows of a person, group, or not-for-profit organization that would be willing to offer their time at Dufford to better the lives of the residents please contact me at 814-873-4251. I would love to discuss the idea and, if possible, put you in touch with our events coordinator who will gladly do the leg work to make the function happen. Thank you!

*Respectfully Submitted,
Timothy Durst, Dufford Board President*

2022 PROPOSED BUDGET
AVAILABLE VIA THE CHURCH OFFICE

Dufford Terrace Annual Budget - Comparative

Account Name	2021 Budget	2021 Actual	2022 Budget
Income			
Appfolio Application Fees	0.00	0.00	0.00
RENT INCOME			
Rent Income	522,828.00	523,112.64	564,243.00
Laundry Income	3,990.00	5,807.10	5,500.00
Cable TV Income	7,776.00	7,395.17	7,776.00
Insurance Income	0.00	4,452.47	0.00
Late Fee	0.00	275.00	0.00
Total RENT INCOME	534,594.00	541,042.38	577,519.00
EXPENSE REIMBURSEMENT			
Bill Back General Maintenance	0.00	571.70	0.00
Security Deposit Forfeiture	0.00	2,338.00	0.00
Total EXPENSE REIMBURSEMENT	0.00	2,909.70	0.00
OTHER INCOME			
Carpet Cleaning	0.00	160.00	0.00
Interest on Bank Accounts	2,500.00	1,493.74	1,500.00
Total OTHER INCOME	2,500.00	1,653.74	1,500.00
Total Operating Income	537,094.00	545,515.82	579,019.00
Expense			
DIRECT EXPENSES			
General Repairs	80,000.00	52,898.72	92,000.00
Appliance Expense	5,500.00	14,984.51	6,500.00
Plumbing Expense	3,600.00	4,912.92	4,500.00
Roof Repair	1,500.00	160.00	1,500.00
Electrical Expense	1,000.00	2,400.00	1,000.00
Repairs - Labor	45,000.00	43,039.54	45,000.00
PA Sales Tax Paid	1,700.00	1,313.40	1,700.00
Sprinkler Fire Suppression System	2,750.00	2,795.92	2,750.00
Janitorial	19,000.00	10,439.45	19,000.00
Painting Expense	7,500.00	0.00	7,500.00
HVAC (Heat, Ventilation, Air)	22,500.00	19,441.96	23,848.00
Elevator Expense	7,000.00	4,767.96	7,500.00
Exterminating	6,500.00	3,870.32	6,500.00
Landscape Expense	8,500.00	14,350.98	9,500.00
Snow Plowing	10,000.00	11,607.50	10,600.00
Security Service	0.00	534.90	600.00
Insurance	41,684.00	31,271.32	43,765.00
Property Tax	65,640.00	66,583.15	65,640.00
Electricity	26,000.00	23,253.71	26,000.00
Gas	12,500.00	12,994.09	12,500.00
Water & Sewer	18,500.00	16,221.52	18,500.00
Cable TV Expense	21,869.00	23,372.31	21,869.00
Refuse Trash Removal	5,484.00	5,250.60	5,484.00
Total DIRECT EXPENSES	413,727.00	366,464.78	433,756.00
Resident Activities	5,000.00	3,070.01	5,000.00
Office Supplies	2,580.00	3,131.69	2,900.00
Advertising & Promotion	6,000.00	3,118.71	6,000.00
Legal and Accounting	2,950.00	2,900.00	1,500.00
Taxes & Licenses	2,900.00	2,210.00	2,900.00
Management Fees Glowacki	35,280.00	32,986.01	40,793.00
Miscellaneous Expense	1,500.00	3,932.48	1,500.00
Total Operating Expense	469,937.00	417,813.68	494,349.00
Total Operating Income	537,094.00	545,515.82	579,019.00
Total Operating Expense	469,937.00	417,813.68	928,105.00
NOI - Net Operating Income	67,157.00	127,702.14	84,670.00

“We make a living by what we get,
but we make a life by what we give.”

SIR WINSTON CHURCHILL

Congregational Ballot for Service in Calendar Year 2022

Please circle your vote.

Congregation Council (choose 4):

Erin Harper* _____ _____ _____
_____ _____ _____ _____

Congregation Council Youth / Young Adult (choose 1):

_____ _____ _____ _____

Dufford Terrace Board (choose 5):**

Roger Olsen* Jared Scott* Julie Boam Kevin Harper
Doug Boam* Jim Scott* Marj Quinn _____

Bahm/Palmer Committee (choose 2):

Butch Karnes _____ _____ _____

Synod Assembly¹ June [TBA] (choose 1 male / 1 female / 1 youth):

Male Delegate: _____ _____ _____
Female Delegate: _____ _____ _____
Youth Delegate: _____ _____ _____

Erie Lutheran Parish Council¹ (choose 2):

Julie Boam Max Alwens Jr. _____ _____

Nominating Committee¹ (choose 4):

_____ _____ _____ _____

Audit Committee (choose 3):

_____ _____ _____ _____

¹ (1) one-year term; all other terms are (3) three-year terms unless otherwise noted.

* Up for re-election.

** all full-term positions except 1 partial-term position available.

Congregational Ballot Job Descriptions and Information

It is required that all nominees for all ballot positions must be confirmed voting members of our congregation in good standing.

Congregation Council:

C12.01. The voting membership of the Congregation Council shall consist of the pastor(s), the officers of the congregation, and twelve (12) members of the congregation including the elected officers, at least one of whom shall be a youth and at least one of whom shall be a young adult. Any voting member of the congregation may be elected, subject to the limitation on the length of continuous service permitted in that office.

The regular Congregation Council meeting happens every second Wednesday of the month at 7pm. Along with other collateral duties, members of the council also meet with the committees to which they serve as liaison.

Dufford Terrace Board:

The twelve elected members of the Dufford Terrace Board are responsible for the vision, care, and upkeep of our congregation's elder housing ministry. This board meets at 7pm every third Tuesday of the month in Dufford's lower level activity room.

Bahm/Palmer Committee:

The six elected members of the Bahm Committee are entrusted with the oversight and stewardship of the Bahm and Palmer trusts, seeing that they are correctly utilized for the sake of the youth and young adults of our congregation. This committee meets bi-monthly (and additionally as needed), reporting directly to the Congregation Council. Board members are elected to three-year terms and are eligible for reelection without term limit.

Synod Assembly Congregational Representatives:

The NW PA Synod Assembly happens in June every year at Thiel College in Greenville, PA. Every one of the eighty congregations in our synod are asked to send their rostered leaders and one male and one female delegate to speak to the mission of our synod at this event and to vote on their congregation's behalf. Upon the completion of this assembly, these representatives bring back to the church council and the congregation what they saw, heard, and experienced. For more information, visit the synod's website: <http://www.nwpaelca.org>

(This year's Assembly is Thursday, June 11 through Saturday, June 13)

Erie Lutheran Parish Council:

The purpose of the Erie Lutheran Parish (ELP) is to be a shared ministry among the eight congregations within the city of Erie. ELP was established to support the ministries of the congregations in their various neighborhoods within the city. The congregations of the Erie Lutheran Parish are: *Holy Trinity, Lamb of God, Luther Memorial, Mt. Calvary, New Jerusalem, St. John's, and St. Stephen's*. Each church appoints two representatives to the ELP Council, who in turn direct, focus, and coordinate the combined mission and ministries of ELP to best serve our community together in the name of Jesus. Our two representatives bring back to the Congregation Council reports and suggested actions from these meetings. The ELP Council meets at the various churches at 7pm on the first Tuesday of every other month.

Nominating Committee:

C13.02. A Nominating Committee of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election.

Members of the Nominating Committee meet a few times toward the end of the calendar year to seek out the appropriate candidates from within our congregation who are willing to add their names to the Annual Meeting Ballot for specific service to Christ through these elected positions in our church.

Audit Committee:

C13.03. An Audit Committee of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.

Members of the Audit Committee meet once a year after the closing of the books for the prior fiscal year to do a random review of the church's finances and accounting procedures.

Basic Parliamentary Procedure Chart (Based on “Robert’s Rules of Order”)

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	“I move to...”	No	Yes	Yes	Yes	Majority
Amend a motion	“I move to amend the motion by....” (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	“I move that we refer the matter to committee.”	No	Yes	Yes	No	Majority
Postpone item	“I move to postpone the matter until...”	No	Yes	Yes	No	Majority
End debate	“I move the previous question.”	No	Yes	Yes	No	Majority
Object to procedure	“Point of order.”	Yes	No	No	No	Chair decision
Recess the meeting	“I move that we recess until...”	No	Yes	No	No	Majority
Adjourn the meeting	“I move to adjourn the meeting.”	No	Yes	No	No	Majority
Request information	“Point of information.”	Yes	No	No	No	No vote
Overrule the chair’s ruling	“I move to overrule the chair’s ruling.”	Yes	Yes	Yes	No	Majority
Extend the allotted time	“I move to extend the time by ___ minutes.”	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	“Point of order.”	Yes	No	No	No	No vote
Table a Motion	“I move to table...”	No	Yes	No	No	Majority

Most Important Rules: Be courteous. Be kind. Be Christ-like.