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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

2023 Annual Meeting
Bulletin of Reports

About Our 2023 Annual Meeting

2022 was again a strange year, as we are still getting used to the “new normal” that follows the pandemic. 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 similar to last year’s and will continue to adjust and evolve. We will be holding our annual meeting on the fourth Sunday of January as per our bylaws, but...

- With the advance of technology and mindful of the health protocols still considered for the sake of our community, **we will again have a virtual option in addition to the in-person Annual Meeting this year.** The Zoom 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 2023 Proposed Budget** is available through our church office the week before the annual meeting. Stop in and pick up a hard copy from our Office Administrator 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 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 2022 or 2023, and we have records that show that

Annual Meeting Agenda 2023

1) Call to Order

- A) Determination of Quorum
- B) Opening Devotion and Blessing
- C) Approval of 2022 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 2023 Budget

4) Reports

- A) Dufford Terrace Report
- B) Questions on other Annual Reports

5) Old Business

6) New Business

7) Closing

- A) Installation of 2023 Congregation Council
- B) Closing Litany and Prayer

8) Announcements / Adjourn

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.

**2023 PROPOSED BUDGET
AVAILABLE VIA THE CHURCH OFFICE**

Annual Meeting of the Congregation January 23, 2022 Official Minutes

Call to Order at 11:31am. by Butch Karnes, Council President

A Quorum was confirmed

Opening Prayer was offered by Pastor Tom Glasoe

Minutes from the Annual Congregational Meeting of January 2021 were approved as presented.

The Dufford Terrace 2021 Annual Report was presented by Tim Durst

Congregational Elections

- **Church Council**- Erin Harper, Tim Durst and Barb Kulisek were each nominated to serve 3 year terms, Marj Quinn was nominated to serve a 2 year term and Judy Martin was nominated to serve a 1 year term. All nominees 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**- Roger Olsen, Julie Boam, Jim Scott, Kevin Harper and Jared Scott were each nominated to serve 3 year terms and Doug Boam was nominated to serve a 1 year term. Roger, Jim and Jared were elected to fill 3 year terms and Doug was elected to fill the 1 year term.
- **Bahm/Palmer Committee**- Butch Karnes and Marj Quinn were nominated to serve on this committee and were elected by unanimous ballot.
- **Synod Assembly Representatives**- Butch Karnes and Diane Bestvina were nominated to represent St. John's at the Synod Assembly in 2022, and were elected by unanimous ballot. There was no nomination for a Youth representative.
- **Nominating Committee** - Carolyn Sturtevant and Paul Rapela were each nominated to join outgoing Council President Butch Karnes in recruiting members of this congregation who are willing to serve the Church and will be placed on next year's Annual Meeting ballot. The nominees were elected by unanimous ballot.
- **Audit Committee**- There were no nominations

Reports

The Proposed Budget for 2022 was presented by Erin Harper

- A MOTION was made and seconded to restore 50% of the \$3800 deducted from the proposed 2022 salary of Kathy Swanson, due to the enforced interruption of her duties because of Covid compliance mandates. Motion carried.
- A MOTION was made and seconded to eliminate

the Contemporary Worship Service due to lack of attendance. Motion was defeated.

- A MOTION was made and seconded to accept the 2022 Proposed Budget as amended for the mission and ministry of St. John's Lutheran Church. Motion carried.

Old Business

Council was requested to revisit the designation of 10% of the confirmed, communing and contributing members of St. John's Lutheran Church as signifying a quorum for the purposes of conducting the Annual Congregational Meeting. No action taken.

New Business

A MOTION was presented by the Congregational Council and seconded to allow uninterrupted operation of the church from January 1st of each calendar year until the acceptance of the new budget at the Annual Congregational Meeting later that January. Motion carried.

Installation of Church Council was conducted.

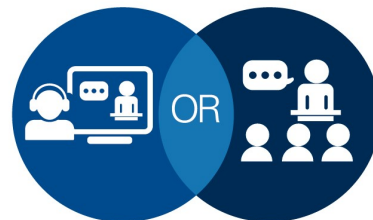
Adjournment at 2:02 p.m.

*Respectfully Submitted,
Janet Kalie Heubel, Secretary*

St. John's Lutheran Church of Erie

ANNUAL MEETING

Sunday, January 22, 2023 at 11:30am
(virtual or in-person)



Join us in our Parish Center (gym)
or via Zoom (for church members only)

Zoom Meeting ID: 895 2013 7657
Passcode: 2023

+1 929-205-6099 (New York) or find your local number:
<https://us06web.zoom.us/j/kJRC0NZXQ>

Contemporary Music Minister - 2022

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 by streaming live to compliment our brick and mortar worship services. We welcomed FootSteps of Erie County to our congregation which is where many of our volunteer musicians over the years have fed into our worship space from.

We're officially waking up earlier and enjoying a beautiful start to each new week as we gather to worship and praise now at 8AM. Michelle continues to provide guitar lessons following contemporary worship for young people at St. John's, and they have shared their gifts and talent at worship services as special meditative pieces. If you know of musicians who may be interested in participating in our worship team, please reach out to Michelle via e-mail at michelle@stjohnserie.org or by way of Rachel in our church 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 and Ashlynn Allgeier for the gift of their voices during our worship services. Thank you to Ellen Elder-Stevens, Erik Young, and Marie Falkenberg, and Anthony Thompson for sharing their musical abilities through varieties of guitar, piano, and drums. Shout out to our Worship and Music Committee, as well as Pastor Erik, Julie Boam, Erin Harper, and Butch Karnes for their constructive feedback, moral support, and technical equipment adjustments.

If you have not yet experienced our Sunday Morning Contemporary service, we invite you to worship with us on Sundays at 8AM. We know this is early, and we ask you to give it a chance as it's a beautiful way to wake up and worship beginning the new week. Thank you for the opportunity to share our love of music with each and every one of you. We hope to see you Sunday morning!

Respectfully submitted,

Michelle Flaherty, Contemporary Music Minister

Traditional Music Minister - 2022

The goal of the Traditional Music Program of St. John's is to glorify God and to enhance the worship experience of the congregation. In 2022, we continued to see the loosening of pandemic restrictions which allowed for some of the music programs to return.

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. One of the duties of my position is to rehearse all cantors, soloists and instrumentalists that participate in the 10:00 AM Traditional Services. Beginning with 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 dedication and service to St. John's.

The Bell Choir has been playing for the 10:00 AM Traditional Service throughout 2022 and plays approximately once a month and for all major Church festivals. On December 18th, we had Music Sunday with the Bell Choir playing 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. Janel Anderson has played the flute for many special services. To add to our worship experience, we have had brass instrumentalists from the Gem City Band play as well as Robert Caldwell playing a handbell solo.

One of the casualties of the pandemic has been its effect on the Chancel Choir. After extensive telephone calls, personal conversations with members and announcements in the Parish Post, bulletins and other social media venues, there has not been enough interest garnered to sustain a workable choir for Sunday services. We continue to pray that interest and willingness to serve the Church in that capacity will return.

Another 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. Choirs selections, prelude and postlude music have to be reported to One License for copyright protection.

It is my responsibility to maintain the musical instruments associated with the Traditional worship, keeping the organ and pianos in repair and in tune. This was continued throughout 2022 and the church is researching doing repair work on the organ in 2023, as there have not been major renovations done on the pipe organ since 2002. Since it is a valuable and historical instrument, it is important to keep it in good working condition. In the event the organ is not playable for a service, the church has purchased a

new keyboard. This keyboard will also be available for use in different ensembles for the Traditional services and for the Contemporary services.

To maintain my professional skills and contacts, I am an active member of the Erie Chapter of the American Guild of Organists and a long-time board member and secretary of the local chapter. I am a member of the Erie Music Teachers' Association, the Association of Lutheran Church Musicians, and the Church Music Institute. These organizations have helped provide valuable information through publications, workshops and webinars that assist in conducting our church music program. These organizations were helpful in dealing with Church music protocols during the pandemic. Through my memberships in these various musical organizations and, as part of my continuing education, I attended several webinars and workshops virtually in 2022.

Several goals were achieved during 2022. I have researched and expanded the selection of anthems for the bell choir. As we are now ringing with 8 handbells, it was necessary to purchase music for that size of a bell choir. 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 which music is outdated and to determine what new music should be purchased. I will continue this project in 2023.

For 2023, if Church members are interested in participating, I would like to bring back the Chancel Choir, Men's Choir and the Intergenerational Choir. The Men's Choir and the Intergenerational Choir allow the participation of people who normally do not sing with the Chancel Choir. These ensembles were well-received by the congregation.

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.

Respectfully submitted,

Kathrine Swanson, Traditional Music Minister

Social Ministry Annual Report 2022

The Outreach Committee's mandate is to serve the needs of the community. In 2022, we were able to interact more directly with our neighbors than in years when the pandemic posed risks. We are grateful to the congregation and to the Magenau Fund for their support of our programs. Our committee has few meetings, and it welcomes participation by

congregational members in any of our events—one event or every event!

Our activities in brief:

February—Supporting Overflow Shelter for one week with refreshments, extra clothing, hygiene items, and evening supervision while it was hosted at Mental Health Association in downtown Erie

Throughout the year—Planning meetings for hosting the Overflow Shelter at St. John's during the week of February 1-8, 2023.

Volunteers should contact Diane Bestvina

August—Serving refreshments at the Lutheran House at Chautauqua. Our homemade cookies were named the best offerings of the day!

September—God's Work, Our Hands—Serving dinner and helping in the monthly "deep cleaning" at the Mercy Center for Women

September—CROP Walk—5 walkers raising \$607.62 to meet the hunger needs of our community

October—Sunday Suppers at First Church of the Covenant—serving Chicken and Biscuits to 94 guests and volunteers

November—Sharing St. John's history with WQLN's production team for their Chronicles episode "Houses of Faith—Beyond the brickwork, Part 1"

December—Generous donors providing 20 gift bags for students at Bethesda Home in Meadville

Project Dignity is active throughout the entire year, and operates again from its "suite of rooms" under the Sanctuary. The mandate is to distribute personal care items and food (purchased from Second Harvest Food Bank, supplemented with store shopping) to many households in the area around St. John's. All of our clients receive personal care and hygiene items. We served a total of 47 different households in 2022. Of that number, 29 households fall within the Second Harvest boundaries to receive food from St. John's. Diane Bestvina, Project Dignity Coordinator and Food Pantry Representative with Second Harvest Food Bank, would be happy to chat with potential volunteers. Current volunteers include:

1st and 3rd Wednesday faithful crew: Diane and Bob Bestvina, Marj and Bob Quinn, Margie Gehrlein, Bill Kay, Carolyn Sturtevant

As needed Wednesday crew: Pat Melzer, Joyce Foht, Mark and Sue Eller

Head personal care shopper: Cathy Goellner

Assistant Personal care shoppers: Diane Bestvina, Marj and Bob Quinn

Eggs and crackers shoppers: Diane Bestvina and Cathy Goellner

Panera Bread volunteers: Bob Quinn, Bill Kay, Bill Watson, Denise Scott, Lynn Schrimper, Carol Snippet, Kim Snippet, Darlene Smith Christmas Event that included an auction, gift giving and a delicious meal: Diane Bestvina, Bob Bestvina, Brian Bestvina, Marj and Bob Quinn, Margie and Carl Gehrlein, Shantel and Greg Kay, Bill Kay, Mark and Sue Eller, Janet Heubel, Joyce Foht, Carolyn Sturtevant
*Respectfully Submitted,
 Carolyn Sturtevant, Chair*

Property Committee Report 2022

I would like to thank my committee members for another year of service to the church: Dana, Greg, Jay, Joe, and Paul. Joe has worked hard to keep the building clean. Thanks to Dufford Terrace's generosity Turf Management has done spring and fall clean ups, and mowed the grass at St. John's. Valley Snow Removal has taken care of the sidewalks and 23rd Street parking lot. LECOM has had Larry Wander plow the 22nd Street lot. Card has maintained our heating and air conditioning equipment. Absolute Fire Protection, has conducted the annual test of the sprinkler system in the building. When they did the annual trip test of the sprinklers, they reminded me that sprinkler heads have to be tested or replaced when they become 50 years old. The system was installed in 1972. They removed ten heads at random and sent them to Underwriters Laboratory to be tested. Fortunately, they passed test, and the sprinklers are good for another ten years.

*Respectfully recorded and submitted,
 Roger Olsen*

Dufford Terrace Report 2022

To the Congregation of St. John's:

Dufford Terrace continues to serve Erie's ageing population with quality, affordable apartments for tenants aged 62 and over.

Overseeing the management of the building is the responsibility of the Dufford Terrace Board of Directors and this year has been busy.

Last January we acquired a laptop, video/audio equipment, and remounted the television in the Dufford meeting room so that we are able to conduct our monthly meetings as hybrid meetings via Zoom. Brian Bestvina took the lead on that work, and we thank him.

We continue to make many improvements to the individual apartments and to the building. As apartments open up, we are updating the kitchens with new cabinets, countertops, and stoves and

installing new flooring and carpeting. Plus, we are updating the bathrooms with walk-in showers and some are also getting new vanity cabinets. We offered our current tenants the opportunity to have their bathtubs modified for easier shower access and several have chosen to have that work done and are sharing in the cost of those renovations. Painting and other repairs continue as always. Roger Olson heads up the apartment updates and we offer a big thank you to Roger for all his hard work!

A coin machine was added in the Laundry Room and the tenants are very happy with those facilities. The lobby/common area HVAC systems are being upgraded to improve the comfort of those areas. The Game Room and the Library were given a facelift with new flooring and windows were installed in the interior doors of both rooms. The fob entry system was also added to those doors. Repairs were made to the pool table in the Game Room and new bookcases were ordered for the Library. There are some water pipe repairs currently being made in those areas and the books will be shelved on the new bookcases when the repairs are complete.

We approved and had a secure delivery service installed through Amazon so that tenant's packages may be delivered to their door with a one-time-only access code for the driver.

Tenant Jim Crosby continues in his role as Social Director helping to plan activities, speakers, events, and Bingo for the building residents.

It took much longer than expected to receive the new fencing to repair the damaged sections on the corner of 23rd and Peach Streets, but it was finally completed and looks nice.

Thanksgiving dinner was personally delivered by St. Joseph's and Gannon University to any resident who signed up for it.

We had about 120 reservations for our December 13th Holiday Dinner and Bingo. A good number of St. John's members joined many of our Dufford tenants for an enjoyable evening. Thank you to Barb Kulisek for handling all of the arrangements for that event.

We had all of the old Dufford Terrace paper files digitized this year. Brian Bestvina took on that project for us and we thank him. The files are now accessible to board members online through the Glowacki Management database. We were recently given access to some additional paper files relating to the planning and construction of Dufford Terrace and they will also be digitized for easier accessibility and safe keeping.

Last, but certainly not least, we completed the revisions of the Dufford Terrace bylaws and the St. John's congregation approved them at a recent

special meeting. A big thank you to Bob Schlaufman and Jim Scott for helping me with that lengthy endeavor. Dufford Terrace was again profitable with a net operating income of \$166,134 for 2022. Occupancy remains a steady 87%, down just a bit since COVID, but allowing us the opportunity to make upgrades in open apartments. The responsible management of Dufford Terrace by your elected board has resulted in a healthy cash reserve and I would like to thank the entire board for all of the good work done this year. We continue to faithfully serve our senior residents, just as the building was planned for, and I think Pastor Dufford and those whose vision we support would be proud.

*Respectfully Submitted,
Beth Nagy, Dufford
Board President*

**We aren't called
to be like
other Christians;
we are called to
be like Christ.**

Clay J. Gierke

Dufford Terrace Annual Budget - Comparative			
Account Name	2022 Budget	YTD Actual	2023 Budget
Income			
RENT INCOME			
Rent Income	564,243.00	526,822.45	536,892.72
Laundry Income	5,500.00	5,889.07	5,500.00
Cable TV Income	7,776.00	7,455.89	8,781.70
Parking Fee Income	0.00	1,500.00	0.00
Late Fee	0.00	125.00	0.00
Total RENT INCOME	577,519.00	541,792.41	551,174.42
EXPENSE REIMBURSEMENT			
Bill Back Miscellaneous	0.00	145.00	0.00
Security Deposit Forfeiture	0.00	4,238.00	0.00
Total EXPENSE REIMBURSEMENT	0.00	4,383.00	0.00
OTHER INCOME			
Interest on Bank Accounts	1,500.00	1,941.45	1,500.00
NSF Fees	0.00	250.00	0.00
Total OTHER INCOME	1,500.00	2,191.45	1,500.00
Total Operating Income	579,019.00	548,366.86	552,674.42
Expense			
DIRECT EXPENSES			
General Repairs	92,000.00	87,738.29	92,000.00
Appliance Expense	6,500.00	3,971.34	7,200.00
Plumbing Expense	4,500.00	5,237.95	5,500.00
Roof Repair	1,500.00	0.00	1,500.00
Electrical Expense	1,000.00	296.07	1,000.00
Repairs - Labor	45,000.00	33,242.45	45,000.00
PA Sales Tax Paid	1,700.00	1,008.06	1,700.00
Sprinkler Fire Suppression System	2,750.00	3,139.51	3,000.00
Janitorial Expense			
Janitorial	19,000.00	11,877.56	19,000.00
Total Janitorial Expense	19,000.00	11,877.56	19,000.00
Painting Expense	7,500.00	0.00	7,500.00
HVAC (Heat, Ventilation, Air)	23,848.00	14,252.00	23,848.00
Elevator Expense	7,500.00	6,095.70	7,500.00
Exterminating	6,500.00	4,652.12	6,500.00
Landscape Expense	9,500.00	10,852.15	14,000.00
Snow Plowing	10,600.00	18,915.00	16,000.00
Security Service	600.00	1,268.60	600.00
Insurance	43,765.00	21,665.73	36,010.75
Property Tax	65,640.00	68,009.84	68,438.29
Electricity	26,000.00	21,065.50	26,000.00
Gas	12,500.00	17,188.69	14,000.00
Water & Sewer	18,500.00	15,113.45	18,500.00
Cable TV Expense	21,869.00	27,312.44	25,680.00
Refuse Trash Removal	5,484.00	5,360.60	6,360.72
Total DIRECT EXPENSES	433,756.00	378,263.05	446,837.76
Resident Activities	5,000.00	5,305.13	5,000.00
Office Supplies	2,900.00	4,138.77	3,000.00
Advertising & Promotion	6,000.00	2,580.00	2,580.00
Legal and Accounting	1,500.00	1,622.59	1,500.00
Taxes & Licenses	2,900.00	2,170.00	2,900.00
Bank Charges Expense	0.00	24.00	30.00
Management Fees Glowacki	40,793.00	36,966.78	38,878.49
Miscellaneous Expense	1,500.00	1,162.37	1,500.00
Total Operating Expense	494,349.00	432,232.69	502,226.25
Total Operating Income	579,019.00	548,366.86	552,674.42
Total Operating Expense	494,349.00	432,232.69	502,226.25
NOI - Net Operating Income	84,670.00	116,134.17	50,448.17
Total Income	579,019.00	548,366.86	552,674.42
Total Expense	494,349.00	432,232.69	502,226.25
Net Income	84,670.00	116,134.17	50,448.17

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: <https://www.northwestempasynodelca.org/>

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.

Amending the Quorum Number. Per a request from last year's annual meeting, Council revisited our quorum number requirement. While 10% of membership was a suggestion from the ELCA, it does not suit us well.

Congregation Council recommends to the congregation that *C10.04. Ten (10) percent of the voting members shall constitute a quorum.* be amended to read *C10.04. A minimum of Forty (40) of the voting members shall constitute a quorum. Should a quorum not be reached, a follow-on meeting shall be called with the quorum reduced by 10. This process shall continue until a quorum is reached at a duly called meeting.*

This cannot be voted on at this Annual Meeting. According to our Constitution and Bylaws (C16.01), any proposed change to the Constitution and Bylaws needs broadcast to the congregation thirty (30) days in advance. We officially broadcast now calling a **Special Meeting for this purpose on Sunday, February 26th at 9:15am** (in between the Sunday morning worship services).

For this change to take effect once voted on and passed, it must further be fully ratified at the next Annual Meeting (C16.02b) in 2024.

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.