



First Congregational United Church of Christ

Board of Trustees
August 16, 2022 6:00 PM

Call to Order	Hoekstra, Anne
Reflection and Announcements	Hoekstra, Anne
Previous Minutes—May 10, 2022	Jorgensen, Keith
Treasurer Report	Allbaugh, David
Staff Reports	
Music Director	Overton, Luke
Youth Director	Chronister, Abbie
Office Manager	Wolfe, Michelle
New Business	
Bank Account Resolution	Hoekstra, Anne
(Discussing earlier in the meeting so Michelle can leave after)	Wolfe, Michelle
Summaries/Highlights	
Boards:	
Social Causes and Justice (Mission)	Allbaugh, Laurie
Creative Ministries (Fine Arts)	Greene, Paul
Spiritual Life & Care (Diaconate)	Greene, Gina
Physical Resources (Building & Grounds)	Highnam, Cliff
Spiritual Growth & Programs (Religious Education)	Ahrens, Tim
Committees:	
Endowment	Stevenson, James
Grin & Grow	Jensen, Karen
Search and Call	Highnam, Diane
Memorial	Brock, Bob
Old Business	
New Business	
Use of church van by Job Foundation	Hoekstra, Greg
Adjournment	
Next Common Meeting	September 13, 2022 7:00 PM
Next Trustees Meeting	October 18, 2022 6:00 PM

First Congregational Church UCC
Waterloo, Iowa

Board of Trustees
May 10, 2022

Present: Moderator Anne Hoekstra, Dave Allbaugh, Cliff Highnam, Laurie Allbaugh, Gina Greene, Karen Jensen, Paul Greene, Craig Driver, Bob Brock, Tim Ahrens, Jim Stevenson, and Keith Jorgensen.
Staff: Michelle Wolfe, Luke Overton, and Abbie Chronister

Moderator Hoekstra called the meeting to order at 6:00 PM. Announcements: Church Picnic is June 5th and to be held at the church; May 11th night youth group will be an intergenerational event; June 22nd there will be a presentation at church on "Consensus Building 101" and will feature root beer floats as treats, and may also be a pot luck; Sunday worship on May 14th will be Mental Health Sunday; and July 19th will be a piano concert featuring Peter Miyamoto.

Moderator Hoekstra offered a Reflection moment which related to Jesus's definition of love given to the Disciples and them noted she felt our congregation does this well, however, stressed we always need to be advocates and reach out to others. She closed her remarks stating it is her goal for the church to have one social and one mission activity per month going forward.

Motion: To approve the minutes of the March 8, 2022, meeting. Paul Greene / Cliff Highnam / Carried

Treasurer's Report: Dave Allbaugh commented on his written report highlighting the church is in good financial order, with income and expenses on track. He noted a concern about increasing utility rates for the remainder of the year. See the attached report.

Motion: To approve the Treasurer's report. Dave Allbaugh / Paul Greene / Carried

Staff Reports: See the attached written reports for each staff member.

Music: Luke added he is always looking for recruits and musicians for the summer worship schedule.

Office Mgr.: Michelle stressed the importance of getting any meetings on to the church calendar.

Youth Director: No additions

Board Reports: See the attached written report for each board chairperson. There were no additions, except for a comment by Cliff Highnam of Physical Resources. Cliff shared a concern from Abbie Chronister, Youth Director, about identifying unknown individuals in the church building, generally relating to contractor workers. Discussion followed on the topic and the consensus was to check again with Abbie and determine if there is sufficient need to take any action.

Committees:

Endowment: Jim Stevenson had no additions to his written report. See the attached report.

Grin And Grow: Karen Jensen commented on the challenge of high staff turnover in Grin and Grow. She also reported that they are planning improvement work on the playground area, volunteers would be welcome to help. It is hoped any improvements may benefit both Grin and Grow and the

church. Discussion followed on possible improvements. They are looking for additional board members.

Memorial committee: Bob Brock reminded the board that funds are available for projects.

Search and Call: Moderator Hoekstra reported for the committee. One candidate had applied but had taken another position before we could contact them. The committee is exploring additional avenues of searching for candidates.

Old Business:

Pulpit supply payment: Moderator Hoekstra shared that through some additional investigation it was determined we were low in our payments for the supply pastors.

Motion: To increase our pulpit supply payment to \$200.00, as earlier approve by the Personnel Committee. Tim Ahrens / Paul Greene / Carried

Meeting Adjourned

Respectfully submitted,
Keith Jorgensen, Clerk

Present: Moderator Anne Hoekstra, Jim Stevenson, Bob Brock, Paul Greene, Lauren Reisinger, Diane Highnam, Laurie Allbaugh, Karen Jensen, Dave Allbaugh, Paul Prescott, Tim Ahrens, Craig Driver, Gina Greene, Cliff Highnam, and Keith Jorgensen.

A Special Meeting of the Board of Trustees was called to order by Moderator Hoekstra at 11:45 AM following morning worship services. The purpose of the meeting was presented by Moderator Hoekstra, that being to discuss and act upon the needs of the Search and Call Committee. She turned the discussion over to Diane Highnam, chair of the Search and Call Committee.

Diane reviewed the activities of the Search and Call Committee to date, with the results being one response for our open senior pastor position and that individual having taken another position before we were able to interview him. She also reviewed the list of other activities the committee has undertaken to date, updating the church profile and contacts with our state association, for example. She noted the committee has broadened the search for a pastor beyond just the UCC website listing, reaching out to other denominations and contacting various seminaries, as examples. She then referenced a "chance" encounter with a pastor passing through Iowa on a bicycle journey and his enlightening her on a new trend for locating pastors. This method is basically a long-established practice in the business world of using "headhunter" firms to fill open positions. Six such firms specializing in pastoral searches were identified, then narrowed to three by herself and Moderator Hoekstra. After additional investigation, they settled on a firm named Shepherd Staff.

Moderator Hoekstra provided a sample contract with Shepherd Staff. See the attached document. She reviewed the key elements of the contract with the board. The contract defined the relationship with a client church, the cost, their guarantee, and other conditions. Those items in brief detail were as follows. The Relationship: Shepherd Staff would make on site visits to establish the client church's goals and needs. Cost: a Discovery Fee of \$3,500 is assessed to initiate the contract. A Search Fee of 30% of the successfully located pastor's annual salary is then due using an averaging process for a median income. Note the attached contract for greater detail. The Guarantee: Shepherd Staff offers a one-year guarantee of their placement or the search renews with the search fee waived.

Discussion followed by those present over the various details of the contract. The consensus of the group was a new approach in recruitment was necessary and Shepherd Staff appears to be a viable choice in reaching our goal.

Motion: To contract with Shepherd Staff to continue our search for a senior pastor. **Tim Ahrens / Bob Brock / Carried**

Discussion on funding this decision began. Treasure Allbaugh expressed his opinion that we may well be able to cover the expenses using budgeted funds from the open pastor position. Additional options included potential use of Endowment funds.

Motion: To allow the Treasurer and Chair of the Endowment Committee to source the funding to cover contract expenses with Shepherd Staff and report back to the Board of Trustees. **D. Allbaugh / J. Stevenson / Carried**

Moderator Hoekstra indicated she would call for a congregational meeting on August 7, 2022, to inform the general membership on the state of the call process and gain approval for funding, if necessary.

Meeting adjourned.
Respectfully submitted,
Keith Jorgensen, Clerk

First Congregational Church UCC Special Congregation Meeting
Waterloo, Iowa August 7, 2022

Moderator Anne Hoekstra called a special meeting of the congregation to approve expenditures to employee Shepherd's Staff, a firm to aid the Search and Call Committee in locating a settled pastor for our church. The meeting was called to order at 11:32 AM following morning worship services. A quorum was present as defined in the church bylaws.

Moderator Hoekstra explained the need and reasoning to seek outside help in locating a settled pastor. She introduced the firm, Shepherd's Staff, a company specializing in pastor searches. The fee structure was explained. A \$3,500 fee is required to engage the firm and covers cost of the initial visit to the church to gain information for the search process. An additional search fee, to be paid in 6 equal monthly installments, is determined by taking 30% of the median of the salary range proposed for the position, about \$22,950, for a total of about \$26,450 total. Should the final salary exceed the median, a small additional fee may incur. Staff guarantees a successful placement lasting a minimum of one year. Should the initial placement not be successful, the process is repeated until successful at no additional fee to Shepherd Staff. Fees for this process are available in the 2022 budget in the unused pastor's salary and housing allowance line item.

Motion: To allocate the fees necessary to hire the Shepherd Staff for the purposes of securing a settled pastor.

John Mardis / Roger Lane / Passed Unanimously

Thank you to Nancy Stevenson for taking notes during the meeting.

Respectfully submitted,
Keith Jorgensen, Clerk

TREASURER'S REPORT

At the end of July, our Church Operating Budget performance is good. We are 58 percent of the way through the year. Our total income is at 53 percent of budget, and our total expenses are also at 53 percent. Current Pledge income is at 62 percent, so members are doing a good job of keeping pledge payments up to date. Total income is under budget because we have used little of the Endowment Subsidy funds. Expenses are under budget because maintenance costs and all Board spending is under budget.

Rev. Bret Myers leaving has caused significant changes in the Expense side of our budget:

- We agreed to pay most of his compensation package through July 31st, so these funds for the last five months of the year will be available for other needs.
- Pulpit Supply expenses are over budget and will continue until we have a settled pastor.
- Transition/Search Expense will be over budget because Shepherd's Staff expense will be charged to this line item.

Also, MidAmerican energy expense at 101 percent of budget is much higher than budgeted because natural gas cost is higher than forecast. We could end the year 40 to 60 percent over budget.

Given all these changes in the Expense side of the budget, I am confident we will have enough funds to cover our costs for the year. And remember, we request disbursement of the Subsidy funds from the Endowment only as we need them so as not to reduce Endowment earning capability unnecessarily. Please contact me if you have questions.

Dave Allbaugh

Treasurer

MUSIC DIRECTOR REPORT

In the time period since my previous music director report, the musical ministries at First Congregational have been on our summer hiatus. I have arranged special music where possible and provided assistance with music planning and questions when needed, but otherwise have spent the summer months disconnected and with family.

Both ensembles are getting prepared for resuming our regular rehearsal and worship schedule for the upcoming year. Touch of Brass will rehearse Thursday at 5:15pm in the sanctuary followed by the chancel choir at 6:45pm. We are anticipating our first worship service with the choir to be Rally Sunday in September and Touch of Brass will set our monthly ringing dates when we are all together again.

Respectfully submitted,

Luke Overton

YOUTH DIRECTOR REPORT

Past (Summer)

- PROGRAM: (average child/youth attendance: 7.43 → 104.93% increase compared to last summer): Vacation Bible School (VBS) with six other local churches → such a wonderful event! We had 9 kids/youth from our congregation participate either as student or volunteer out of the 37 total; Two family events → George Wyth activities and DuckPin Bowling; Middle/High School event → Palmer's Family Fun
- STAFFING RESPONSIBILITIES: Tidings announcements, staff/other meetings
- WORSHIP: (average child/youth attendance: 2.8 → 18.46% increase compared to last summer); Providing Children's Messages or delegating them out to others; Coordinating and facilitating childcare
- UCC/LOCAL CHURCH CONTACTS: Organizing and facilitating VBS
- OUTREACH/MISSION: National Night Out → lead activity station
- PASTORAL CARE: Connecting with families both in-person and through texts/phone calls

Present

- PROGRAM: *Heavy* prep for Sunday School and Wednesday Nights
- STAFFING RESPONSIBILITIES: Tidings announcements, staff/other meetings, various online webinars (topics such as Sunday School training, youth mental health, etc.)
- WORSHIP: Making Children's Message rotation list, Coordinating and facilitating childcare
- PASTORAL CARE: Connecting with families both in-person and through texts/phone calls

Future (Late August/September/October)

- PROGRAM: Sunday School starts back up; Wednesday Nights start back up; Rally Day; Fall Fest October 30th
- STAFFING RESPONSIBILITIES: Tidings announcements, staff/other meetings, Shepherd's Staff weekend
- WORSHIP: Coordinating Children's Message, Coordinating and facilitating childcare
- PASTORAL CARE: Connecting with families both in-person and through texts/phone calls
- MISC.: PTO August 29-September 4; Away at Seminary Symposium October 24-26

Respectfully submitted,

Abbie Chronister

OFFICE MANAGER REPORT

Over the summer we were able to get the bank resolution created that will be voted on in the meeting. Thank you to Dave for your work on that! I also have started digitalizing files by scanning documents to the computer. We will work on a permanent solution as to where to store them long term but for now I am at least getting everything scanned.

With Rally Day and additional events coming soon, I thought it would be a good time to remind everyone that we do have a functioning calendar of events on our website - <http://www.firstcongucc.org/news-events.html>. This is kept up do date with all activities including non church events happening in the building (Girl Scouts, NAMI, etc). This should keep from overbooking a certain room so if you know of an activity happening in the church (Search & Call Meeting, Committee/Board Meeting, etc.) please let me know so I can put it on the calendar or at least check to make sure that date and room isn't already spoken for. Thank you in advance!

Lastly, I will be taking vacation in September (Our website calendar reflects this already). I will be gone from Thursday noon, September 8th through Wednesday, September 14th and again from Monday, September 26th through Thursday September 29th.

Respectfully Submitted,

Michelle Wolfe

SPIRITUAL LIFE & CARE REPORT

A special thank you to the committee of Nancy, Cindy and Ginni for working together, being flexible and accomplishing what needs to be done each Sunday.

Sunday responsibilities are currently assigned through October. Social time after church remains flexible. A special thank you to the church for their willingness to step forward and assist. Church members have volunteered as cookie bakers and will be contacted to provide cookies and to help with Sunday mornings as needed.

Some funeral responsibilities have been provided, including a lunch. We are looking at opportunities to bring members together and to highlight our members unable to attend church. Thank you all.

Gina Greene, chair,

Nancy Mahood, Cindy Thompson, Ginni Casteel (work from home member)

BOARD OF SPIRITUAL GROWTH AND PROGRAMS REPORT

Our Board is in the planning stages for our church participation with ThreeHouse Collaborative Campus Ministries at U.N.I. hosting their 22nd annual Block Party, Sunday August 28th 5-7 pm. We will be setting up a pop up canopy and plan to serve 80 hamburgers. This is a great opportunity for us to interact with U.N.I. students and faculty while promoting our Church. There are currently 6 other churches participating.

Rally Day is just around the corner and we are getting started planning activities.

Respectfully submitted,

Tim Ahrens

CREATIVE MINISTRIES REPORT AUGUST 2022

The Ayanna Gregory performance will be held September 10th at 7:00 pm. This will be a very special event for our church to host for the community given our rich history in abolition and civil rights. Unfortunately, we are not able to have it in our sanctuary due to a lack of technical options for the performance. It will be held at East High instead, which is a good option for her message. We are hoping to have Ayanna share a message in worship the next day.

Julia Bullard and her trio will perform for our ongoing concert series on October 8th at 7:00 pm. Julia has performed in our church a few times over the years. It will be an outstanding concert. There will be a reception following. This will be a special event as Julia is leaving UNI and has moved out of state. This will probably be her last performance in our church.

The Peter Miyamoto concert was held in our church sanctuary in July. It was part of the CVCC series and was enjoyed by all who attended. Thanks to Marcia Johnson for organizing the light reception following the performance.

A new “sharing” opportunity started over the summer in the display case next to the library. A few of our church family have taken the opportunity to give us a peek in to their lives outside church.

Other possibilities we are exploring to get into the community:

- Sponsoring music groups for community events, such as 4th Street Cruise and Pride Weekend
- Participating in other community events, such as the Grout Museum Art Walk, by providing hands-on-activities, or music, or a permanent “play” sculpture
- Create a neighborhood gathering place at/near the existing G&G playground area with a shelter and/or “play” sculpture
- Have a community-invited contest for the design of a “play” sculpture
- Hosting music events, indoor/outdoor, of known Christian musicians
- Hosting the dedication concert with Hudson playing our “new” organ when allowable
- Organizing a progressive Easter Church Row event with a Stations of the Cross theme

Respectfully submitted,

Paul Greene, chair

PHYSICAL RESOURCES REPORT

(1) The condenser and air handler has been replaced by Young PHC.

(2) We have an estimate from Rikkles Construction for work on water damage in the front foyer and around the stained glass in the sanctuary for around \$20,000. We are waiting on a 2nd bid from Cardinal Construction, which I expect to be soon. But much of this work needs to wait until tuck pointing (Restoration Services) and roof repair (Koch Construction) has been completed this summer.

(3) The church has dozens of trees. We had a visit from "Four Seasons" tree service for an estimate on work here. One large dead tree needs to be removed entirely and its stump ground, Many others have dead limbs that need to be removed, others along the west end hang over the roof of the education wing. Several more need to be trimmed and "balanced." Four Seasons estimate is \$6,000. A second outfit from Waverly (SSI Solutions) visited the grounds but decided not to bid. The \$6,000 bid may exceed our budget, given other priorities. We could ask for another bid or ask Four Seasons to pursue the most important work to be done and save the rest for later - Maximum \$3000 for 2022-3.

(4) Parking lot lines and handicapped spots were repainted last month. This work was donated by Laser Line Painting to memorialize Tyler Greene. Thank you letter was sent.

(5) The dishwasher needs to be replaced. Parts are not available for the machine we have. Options: (a) Purchase a new commercial machine from Wilson Supply (b) Shop for a used commercial machine, (c) purchase one or two new residential dishwashers.

(6) Kyle purchased a mower kit to convert the side throw to a mulch function. \$200.

(7) We should search for closure on any remodeling that may have been proposed for the basement after the water/steam incident involving the heater in the front foyer. The importance of redoing the tile floor in the basement and lowering the ceiling with new light fixtures may have changed, in view of our current needs. Such a decision would free up insurance money to address water damage concerns in other parts of the church, i.e., the sanctuary.

Cliff Highnam

Chair, Physical Resources

SOCIAL CAUSES & JUSTICE REPORT

From June 14, 2022 meeting minutes:

“The group met following the Common Meeting. Those present were Laurie Allbaugh, Diane Highnam, and Lynette Doepke.

It was reported that Greg Hoekstra is gathering information on mulch for the Grin and Grow playground. (Note: Greg was successful in working with Grin & Grow in getting the mulch replenished up to standard required by the state.)

It was decided to promote Anne’s suggestion of hosting monthly potlucks as Potlucks With a Purpose. July’s gathering will support Love INC by gathering fans. (Note: Seven fans & \$200 were donated. August’s gathering was canceled because of covid concerns but bedding is still being collected for Love INC.)

We discussed the possibility of a clothing drive, but no decision was made on this subject. (Note: HCR coalition will decide at Sept meeting).

Laurie is in contact with Habitat to get a speaker for our church to learn more about the organization. (Note: Dylan Does did speak at potluck in July, received \$150 in donations and Gina Greene has already organized a FCC work day in September).

We are considering becoming more involved with the Food Bank. Diane has challenged the Bell Choir to work for a few hours on a Saturday morning in July. (Note: Four members volunteered for 2hrs.) She also challenges the Trustees to work in August.

Our partnership with Bunger school seems to be fading. Lynette will contact Irving Elementary to see if they are interested. (Note: She is waiting for a call back.)

Respectfully submitted,

Lynette Doepke” (with updates by Lynette & Laurie)

FCC lent tables, chairs, bathroom access, cookies & watermelon along with Abbie offering crafts and Diane taking pics for National Night Out.

We continue to support Meals on Wheels with 6 people delivering twice monthly.

Greg helped deliver the HCR newsletter & is representing us on a new neighborhood businesses & others committee.

There has been info regarding opportunities in Tidings weekly.

As always, we welcome suggestions & new members.

Laurie Allbaugh

ENDOWMENT COMMITTEE REPORT

Status

The balance in the Endowment Fund on June 30, 2022 was \$1,704,452.35 which does not include Goodrich \$132,227.54. This is \$650,511.62 less than the \$2,354,963.97 bequeathed. The Goodrich still has \$32,277.54 greater balance than the original gift.

Disbursements totaling \$31,109.50 were made from March 31 to June 30, 2022. This includes \$3,403.50 in Trustee fees and tax preparation, \$24,206.00 in Memorial Pledges and \$3,500 in Section Lead Salaries.

No gifts or bequests were received thus far in 2022. No Organ Project Pledges were received.

Guidance

The Endowment Committee has successfully dealt with three major challenges:

1. The Endowment Fund lost \$146,091.90 in the first quarter plus \$249,785.44 in the second quarter in market value in the unrestricted funds and \$8,527.37 in the first quarter plus \$11,512.76 in the second quarter in the Goodrich Fund. Inflation fears and the Ukrainian-Russian conflict have continued to cause investor angst which is depressing market growth.
2. The previously reported \$194,143.24 shortfall of the corpus to the amount of total gifts and bequests has grown to \$621,066.50. July saw some positive changes in the market with the Dow Jones Average up 6.82%, Standard and Poor's 500 index up 9.22% and the Nasdaq Composite up 12.39%. The yield on the 10 year Treasury Note dropped from 3.50% to 2.64% which raises bond values.
3. The Endowment Committee has a \$75,000 bank loan at 4% payable over the next two years with final payment by January 15, 2024 to finance the outstanding pledges for the Organ Project. We borrowed \$40,100, made a payment of \$26,771.53 with a balance of \$14,473.05. We expect to use \$22,181.48 of the \$34,900 Line of Credit to balance the 2022 Budget instead of the \$35,000 originally requested which had a full year Senior Minister salary and benefits.

For the Endowment Committee,

Jim Stevenson, Chair

First Congregational Church Waterloo, Iowa	July General Budget	Year to Date 2022	Annual Budget	Percent of Budget
				58.3%
INCOME				
Offering Income:				
Current Pledges	11,900.77	130,795.09	210,344	62.2%
Past Pledges	-	1,200.00	1,000	120.0%
Memorial Pledges	-	48,412.00	72,618	66.7%
Non-Pledges	3,369.50	8,901.35	15,000	59.3%
Loose Offering	125.23	783.55	1,500	52.2%
Total Offering Income	15,395.50	190,091.99	300,462	63.3%
Other Income:				
Rent	1,170.00	8,190.00	14,040	58.3%
Parking Lot & Garbage	-	1,724.10	3,338	51.7%
Miscellaneous Income	-	-	0	-
Income From Previous Years	-	13,000.00	13,000	100.0%
One Time Support from Endowment	-	-	35,000	0.0%
Facilities Maintenance Subsidy	-	-	25,000	0.0%
Capital Fund Subsidy	-	-	3,000	0.0%
Section Leader Subsidy	-	3,500.00	15,000	23.3%
Total Other Income	1,170.00	26,414.10	108,378	24.4%
Total Income	16,565.50	216,506.09	408,840	53.0%
EXPENSE				
Board of Trustees				
Pastor				
Salary	4,726.76	33,087.32	56,721	58.3%
Housing Allowance	1,403.16	9,822.12	16,838	58.3%
Annuity	-	5,149.50	10,299	50.0%
Health Insurance	-	6,481.00	12,862	50.4%
SS & Medicare Offset	469.00	3,283.00	5,628	58.3%
Disability Insurance	-	183.90	1,104	16.7%
Continuing Education	-	-	1,000	0.0%
Total Senior Minister	6,598.92	58,006.84	104,452	55.5%
Director of Youth				
Salary	4,074.68	14,374.75	20,600	69.8%
Continuing Education	-	315.09	450	70.0%
Total Director of Youth	4,074.68	14,689.84	21,050	69.8%
Professional Expense				
Senior Pastor Expense Allowance	-	-	500	0.0%
Youth Director Expense Allowance	12.52	100.14	300	33.4%
Organist Expense Allowance	317.32	317.32	500	63.5%
Delegate Expense Allowance	-	-	500	0.0%
Staff Continuing Education	-	-	500	0.0%
Pulpit Supply	500.00	3,500.00	800	437.5%
Total Professional Expense	829.84	3,917.46	3,100	126.4%
Staff Salaries				
Custodian Salary	2,705.42	18,937.94	32,465	58.3%
Organist	1,231.76	8,622.32	14,781	58.3%
Director of Music	1,082.26	7,575.82	12,987	58.3%
Total Staff Salaries	5,019.44	35,136.08	60,233	58.3%
Office & Administration				
Office Manager	3,288.26	23,017.82	39,459	58.3%
Office Supplies/Expenses	494.80	1,869.96	4,000	46.7%

First Congregational Church Waterloo, Iowa	July General Budget	Year to Date 2022	Annual Budget	Percent of Budget
Office Equipment/Maint.	162.64	1,887.93	3,500	53.9%
Postage	-	1,170.15	2,200	53.2%
Advertising	16.04	112.28	240	46.8%
Social Security (7.65%)	936.80	5,720.09	9,202	62.2%
Van Expense	-	230.59	200	115.3% ** New Battery
Capital Account	-	-	4,000	0.0%
Stewardship	-	-	200	0.0%
SIMPLE IRA Employer Match	36.96	1,442.47	1,833	78.7%
Transitions / Search Exp.	-	982.12	2,000	49.1%
Total Office & Administration	4,935.50	36,433.41	66,834	54.5%
Total Board of Trustees	21,458.38	148,183.63	255,669	58.0%
Board of Spiritual Life & Care (Deacons)				
Altar Care	-	-	150	0.0%
Flowers	-	146.29	150	97.5% ** New Member Sunday
Dinners and Receptions	-	-	400	0.0%
Christmas Decorations	-	-	200	0.0%
C.U.E. Seminary Support	-	1,750.00	3,500	50.0%
Evangelism	-	-	50	0.0%
Total Diaconate	-	1,896.29	4,450	42.6%
Board Of Physical Resources (Building & Grounds)				
Utilities:				
MidAmerican	2,224.00	17,708.00	17,500	101.2%
Phones / Internet	252.13	1,384.69	2,500	55.4%
Waste Disposal	97.07	679.49	1,180	57.6%
Water Works	-	1,534.22	7,000	21.9%
Total Utilities	2,573.20	21,306.40	28,180	75.6%
Maintenance	500.13	11,042.68	40,000	27.6%
Maintenance Grin & Grow	-	1,466.84	1,000	146.7% * Floor, Locks & Sink repair
Insurance	-	8,725.00	18,500	47.2%
Custodial Supplies	12.31	756.63	2,000	37.8%
Total Building & Grounds	3,085.64	43,297.55	89,680	48.3%
Board of Spiritual Growth & Programs (Religious Education)				
Curriculum	970.20	970.20	400	242.6%
Supplemental Materials	-	-	100	0.0%
Equipment Maintenance	-	-	150	0.0%
Children's Fellowship	-	103.20	500	20.6%
Youth Fellowship	-	233.57	900	26.0%
Young Adults	-	-	200	0.0%
Childcare Salary	60.00	360.00	1,500	24.0%
Adult Education	-	-	200	0.0%
Special Events	-	-	1,500	0.0%
Summer Programming	198.82	351.90	500	70.4%
Library - Books/Periodicals	-	131.48	360	36.5%
Total Religious Education	1,229.02	2,150.35	6,310	34.1%
Board of Creative Ministries (Fine Arts)				
Section Leaders	40.00	3,540.00	15,000	23.6%
Guest Musicians	-	325.00	1,000	32.5%
Instrument Maintenance	-	1,409.19	2,500	56.4%
Program Materials	-	230.45	750	30.7%
Choir Robe Cleaning	-	150.00	150	100.0%
Copyright License	-	277.00	700	39.6%

First Congregational Church Waterloo, Iowa	July General Budget	Year to Date 2022	Annual Budget	Percent of Budget
Memberships & Assc	-	-	250	0.0%
Reception Supplies	-	-	300	0.0%
Total Fine Arts	40.00	5,931.64	20,650	28.7%
Board of Social Causes & Justice (Missions)				
World Mission				
OCWM Basic Support	2,250.00	15,750.00	27,000	58.3%
Sunday School Mission Project	-	-	200	0.0%
Regional Mission				
Association Dues	-	-	700	0.0%
Delegate Expense	-	-	200	0.0%
Adopt-a-Cabin	-	-	100	0.0%
Local Mission				
Community Mission	-	100.00	2,000	5.0%
Community Meals	-	-	1,000	0.0%
Partners-in-Education	-	50.00	500	10.0%
Church Row Partnership	-	50.00	50	100.0%
Total Missions	2,250.00	15,950.00	31,750	50.2%
Total Expenses	28,063.04	217,409.46	408,509	53.2%
Net Income	(11,497.54)	(903.37)	331	

Cash Balance - General Acct	Month	YTD
Beginning Cash Balance	48,179.90	63,041.96
Net Income	(11,497.54)	(903.37)
Taxes Withheld (Inc)	-	-
Income from Previous years	-	(13,000.00)
Advance Pledge 2022	-	(12,456.23)
Ending Cash Balance	36,682.36	36,682.36

Cash Balances at Month End for all other Church Accounts

Capital Improvement Fund	188,503	
Organ Campaign	5,474	
Building Insurance Claim	172,508	
Deacon Aid Fund	8,096	
Memorial Fund	2,071	
Mission Fund	15,594	
Youth Fund	7,069	
Bainter Fund	4,770	
subtotal	221,332	

**Total in Capital Fund is \$188,503 where \$5,474 is Organ Campaign and \$172,508 is Building Insurance Claim

**Total in Youth is \$7,069 which \$4,770 of that is Bainter Money

*Memorial funds w/ Agency Acc	15,425
*Capital funds w/ Agency Acco	8,906
total all other accounts	245,663

total all accounts 282,346

Resolution for the Board of Trustees Procedure to Request, Approve & Expend Funds from Church Bank Accounts

The First Congregational Church of Waterloo, Iowa has funds in accounts at Community Bank & Trust in Waterloo and First Bank in Cedar Falls.

There are six checking accounts at CB&T:

- General Operating Account
- Capital Improvement fund
- Deacon Aid Fund
- Memorial fund
- Mission Fund
- Youth Fund

The General Operating account is used to support ongoing operation of the Church, as documented in the Annual Church Budget. The Moderator, Clerk, and Treasurer can sign checks from this account and the Board Chairs can approve expenditures from their sections of the budget. Therefore, this procedure does NOT apply to the General Operating Account.

The other five accounts are used to support specific Church activities. This procedure applies to these five checking accounts.

The Church has one investment account at First Bank in Cedar Falls, called an agency account. There are capital and memorial funds invested in this account because of the opportunity for growth, as approved by the Board of Trustees. This investment account is managed by the same investment manager that manages the Church Endowment Trust, using the same investment strategy, but the account is owned by the Church not the Endowment. This procedure applies to this investment account.

The procedure for requesting, approving, and expending funds from the five focused checking accounts at CB&T and the investment account at First Bank is as follows:

Request for Funds: If a Church member or staff member believes they need an expenditure from one of these accounts, they must contact the Chair of the Board most associated with the request, the Moderator, or the Treasurer and get support for the expenditure.

Account Approval: At least **two** of the following individuals must approve a request for spending from the fund.

- Capital Improvement Fund: Moderator, Board of Physical Resources Chair, Senior Minister, Treasurer
- Deacon Aid Fund: Moderator, Board of Spiritual Life & Care Chair, Senior Minister
- Memorial Fund: Moderator, Memorial Committee Chair, Senior Minister
- Mission Fund: Moderator, Board of Social Causes & Justice Chair, Senior Minister
- Youth Fund: Moderator, Board of Spiritual Growth & Programs Chair, Senior Minister, Youth Director

Funds Disbursement:

- One of the approvers will send an email to the Office Manager and cc the other approver(s) requesting a check be issued for a specific dollar amount and explaining in sufficient detail how the funds will be used.
- If the Office Manager has any questions, prior to preparing the check they will talk to the approver(s).
- If the Office Manager has any concerns at that point they will talk to the Treasurer.
- When the Office Manager is satisfied with the request, they will print the email request, attach any supporting information to it and file the request, then prepare and sign the check. Expenditures will not be made in cash.
- The check will be made out as specifically as possible to a business or individual.
- The approver will ensure invoices/receipts are received for the expenditure and give them to the Office Manager, who will file them with the request.

Paper documentation of expenditures from these accounts will be kept for at least five years.

Spending by Capital Campaigns or Ad Hoc Projects

Capital Campaigns: Fund accumulation and expenditures will use the Church Capital Fund checking account and/or agency account and be tracked separately from other funds in the account(s). Expenditures from capital campaign funds will use this procedure and the chair of the Capital Campaign must be one of the approvers.

Ad Hoc Projects: Any Church project that will accumulate and expend funds **must** be associated with and use an existing account, with the project funds being tracked separately. Expenditures from funds generated by the project will use this procedure and the Project Leader must be one of the approvers.

Questions or concerns related to the use of this procedure should be directed to the Treasurer or Moderator.

Dave Allbaugh, Treasurer

9 Aug 2022

Job Foundation - Church Van Usage:

1. I am proposing that the Board of Trustees agree to the use of the church van by The Job Foundation.
2. TJF is a non-profit organization in existence for over 12 years and provides fiscal responsibility education to about 80 students from Waterloo schools.
3. The van is needed mainly for transportation for 5-9 students from Carver for the Wednesday Middle school education session that takes place in FCUCC.
4. These sessions have been scheduled with Michelle and you can check this at your convenience.
5. TJF has reviewed their insurance for use of the van and the people driving the van are covered.
6. TJF will supply drivers from their staff and the main drivers will take an exam to update their regular license. A higher certification is not required.
7. There will be 2 adults in the van with up to 9 students.
8. The van will be driven from the church to Carver and the students loaded and brought back to FCUCC. After the session, the students will be driven to their homes.
9. I would suggest that TJF have in their possession a key to the garage and also the van.
10. When the van is brought back to the church, TJF will record the mileage. Once a month, TJF will submit to Michelle a check for 62.5 cents a mile.
11. <https://www.irs.gov/newsroom/irs-increases-mileage-rate-for-remainder-of-2022>
12. FCUCC will be responsible for routine maintenance and fuel for the van.
13. The sessions on Wednesday last about an hour.
14. Food will be provided to middle school students and will not require the use of kitchen equipment such as the stove.
15. High school financial lessons will be monthly and will probably not require the use of the van.
16. TJF Board of directors will meet monthly.
17. These meetings will be scheduled and put on the official calendar with Michelle.
18. FCUCC members are encouraged to attend the educational sessions.