

## Ministry Planning in a Pandemic World

Plan one day, one week at a time.

The COVID-19 pandemic has forced many of us into a much shorter planning cycle. The recommendations of science, government regulations, and our society's reaction to the pandemic have often changed daily.

### Worship Plans

It was evidence of God's foresight that he led us to call Mike Westendorf as our Resident Artist last year. His presence on our staff has allowed us to produce high quality online worship material for both our Traditional and Bridge services. Our plan is to continue to produce both of these resources and constantly improve the online worship experience. You can see some statistics about viewership on page 2.

In-person worship continues to be a week-by-week decision as we experiment with what is the best way to safely offer in-person worship and communion to those who desire it. Our current plans are to continue our regular schedule of services and provide communion in the public services soon. We continue to discuss the right balance

of caution regarding singing, restricted seating, wearing of masks, etc., and the desire to a return to some sense of "normalcy."

### School Plans

Our Lutheran Elementary School teachers deserve our praise and thanks for quickly transitioning to online learning. It is our prayer that our school will resume on August 25<sup>th</sup> with a much more normal school year. The administration continues to discuss reopening plans. We hope to have a clear decision to report to the congregation and school at the end of July. This decision will be made with the state and Waukesha County Health guidelines in mind and in consultation with the Muskego

### Annual Voters Meeting

Thurs, June 18 at 7 pm  
Trinity Gym

### Open Forums

Purpose: To discuss agenda items and other ministry concerns

Wed, June 10  
In person in Trinity Gym at 6 pm  
Online Zoom at 8 pm

Register for Online Zoom forum by emailing Church Administrator Randy Fink at [rfink@stpmuskego.org](mailto:rfink@stpmuskego.org)

Norway School District, other area WELS schools, our teachers, our School Ministry Action Team, and our parents. Here too, we ask for your prayers that God grant us wisdom how best to serve our families and our children safely.

God continues to bless our school with a very healthy enrollment. Currently we are anticipating 301 students in 3K-8<sup>th</sup> grade. We also are thankful that our decision several years ago to enter the Parental Choice program benefitted 40 children and their families in the 2019-2020 school year. We anticipate 48 children and their families will be part of the program in the next year. Many of these families were already part of our congregation and have been able to choose a Christian education for their children as a result of our participation.

### Child Care Center Plans

The Child Care Center was also closed in mid-March due to COVID-19. While approximately 30

children and their families were blessed through this ministry, the congregational leadership was already questioning the sustainability of this program because daily usage was decreasing and it was requiring more subsidy every year. It seemed likely that when the child care center reopened, it would require more subsidy than was healthy for overall ministry balance. The Ministry Board made the difficult decision to close the Child Care Center permanently. However, the families and staff of our Child Care Center rallied together, willing to make changes to try to save the center. Increased fees and staffing reductions made it possible to reopen the Child Care Center on May 26 with two classrooms instead of three at far less congregational subsidy. The long-term sustainability of the ministry will be evaluated again before the end of 2020.

## Membership Update

St. Paul's gains a new congregation every year! Last year 153 new members were added to our family. This is the median size congregation in our Wisconsin Evangelical Lutheran Synod. Our average weekly worship attendance in 2019 was 1028.

The Ministerial Team has been making personal contacts with as many members as possible to help us stay connected as a family of believers. If you need pastoral care or have any other need that we might be able to help you with, please call the office at 414-422-0320.

Since the Safer at Home order, our online worship participation has exploded. Here are just few interesting statistics:

- Average weekly Bridge online viewing (live and replay) pre-pandemic was 182; since mid-March it is 511.
- Views on our Vimeo video account jumped from 1,309 in 2019 to 5,223 over the same time period in 2020.
- Our Traditional services have averaged 566 views on YouTube per week since Easter..

	<u>Members</u>	<u>Communicants</u>
01-01-19 total	2648	2094
Adult confirmations	17	17
Children baptisms/confirmations	38	48
Children via parent's membership	6	0
WELS/ELS transfers In	83	66
New by profession of faith	9	9
Deaths	-20	-20
WELS/ELS transfers out	-47	-34
Released to other Christian church	-8	-6
Removed from membership	-73	-67
12-31-19 total	2653	2107

# Nominations for St. Paul's Ministry Board

St. Paul's Ministry Board is made up of seven elected leaders. The ministerial team leader and the church and school administrators are non-voting ex-officio members.

The Ministry Board's purpose is to ensure that the ministry carried out under the leadership of the Ministerial Team remains faithful to God's Word, faithful to St. Paul's mission, and faithful in the use of the resources that God has given St. Paul's. Board members serve two-year terms and may serve three consecutive terms.

The Ministry Board selected the following to serve as our nominating committee: Pastor Kuehl (Chair), Christopher Meyer, David Mueller,

## PRESIDENT NOMINEE

**Kevin P. Krueger, 57**



- Married with two adult children
- Member of St. Paul's for 8 years
- Employed at Wipfli LLP
- Currently St. Paul's Treasurer and Vice-President of Lighthouse Youth Centers
- Past Positions: St. Matthew's President and Elder, St. Paul's, Franklin Secretary and Treasurer, Wisconsin Lutheran High School Treasurer

## TREASURER NOMINEE

**Nicholas A. Bauman, 31**



- Married with two children,
- Member of St. Paul's for 8 years
- Employed as a Consulting Actuary at Milliman.
- Past positions: several committees at the Wisconsin Lutheran Chapel in Madison, WI.

## AT-LARGE NOMINEES

**Ben J. Garbe, 31**



- Married with two children
- Member of St. Paul's for 13 years
- Employed with the Wisconsin Department of Natural Resources

Bill Schauwitzer, Steve Stack, and David Weise. They contacted thirteen people for nomination: three for President, four for Treasurer, and six for At-Large Members. Seven men accepted nomination. Due to a number of factors this year, the committee is nominating only one person for each for the positions of President and Treasurer as allowed by St. Paul's bylaws.

President Mike Grimes and At-Large Member Ron Guhr are completing their terms and have chosen not to run for reelection. We thank them both for their service to our Savior and our congregation.

The following accepted nomination and are presented to the voters by the Ministry Board.

**Martin W. Goelz, 46**



- Married with two children
- Member of St. Paul's for 4 years
- Employed at Pinnacle Engineering Group
- Past positions: St. Paul's, Franklin Board of Church Properties; Faith Lutheran, Antioch, Board of Church Properties and Board of Evangelism; Living Water, Wind Lake as Financial Secretary

**Josh R. Steinegger, 27**



- Single
- Member of St. Paul's for 10 years
- Employed at Northwestern Mutual
- Current position: Usher

**Steve G. Meyer, 51**



- Married with two children
- Member of St. Paul's for 18 years
- Employed at UPS
- Currently At-Large Member of Ministry Board
- Past Positions: St. Paul's Board of Outreach, Chair of Bridge Start-up Committee and usher

# Thirteen 22 Committee Annual Report for 2019



The former Legacy Committee was very active this year. They chose a new name and a logo to reflect the purpose of the Gift Trust Fund and Legacy Funds. The name and logo are based on Proverbs 13:22, "A good person leaves an inheritance for their children's children."

The Thirteen 22 Committee contracted with SFC Estate Coaching to help our members complete their personal estate plans. Twenty-eight of the thirty coaching opportunities have been used. The last two opportunities are available by contacting Pastor Pete at 414-422-0320 ext. 122. We have asked

for a grant from the Gift Trust/Legacy

Funds to make more of these estate coaching opportunities available.

The funds received very sizeable gifts in the last calendar year that will enhance our congregation's efforts to fulfill our mission: "By every possible means we bring every person within our area of influence closer to Christ."

## Gift Trust Fund

Beginning Balance	\$ 315,521
Gifts	319,817
Grants Disbursed	(94,500)
Earnings	<u>68,830</u>
Ending Balance	\$ 609,668
30% available for grant requests	\$ 182,900

## Legacy Fund

	Undesignated	Outreach	Christian Educ	Capital Proj	Total
Beginning Balance	\$ 303,644	\$ 20,537	\$ 9,676	\$ -	\$ 333,857
Gifts	315,918				315,918
Grants Disbursed	(15,182)	(1,000)	(484)		(16,666)
Earnings	<u>77,316</u>	<u>3,412</u>	<u>1,607</u>		<u>82,335</u>
Ending Balance	\$ 681,696	\$ 22,949	\$ 10,798	\$ -	\$ 715,444
5% available for grant requests	\$ 34,085	\$ 1,147	\$ 540	\$ -	\$ 35,772

# Gift Trust Fund/Legacy Fund Distribution Resolution

Whereas:

1. The generosity of God's people has resulted in a Gift Trust and Legacy Fund balance of \$1,325,111 as of December 31, 2019; and whereas,
2. Thirty percent (30%) of the Gift Trust Fund balance and five percent (5%) of the Legacy Fund balance are available for distribution, making \$218,672 available for distribution this year; and whereas,
3. "The Legacy Fund and Gift Trust Fund shall be used to extend and expand outreach and ministry through the programs of St Paul's" (Legacy Fund & Gift Trust Fund Charter); and whereas,
4. The Ministry Board recommends the following disbursements be approved by the St. Paul's Voters' Assembly;

Therefore be it resolved:

The St. Paul's Voters assembly approve these disbursements from the Legacy and Gift Trust Funds:

- A. To prepare for a counseling ministry on our campus:
  - a. \$50,000 for Pastor Bonack's compensation package as he is granted time to complete a masters in mental health counseling
  - b. \$6,000 reimbursement of Pastor Bonack's tuition costs
  - c. \$50,000 for remodeling of space for a mental health counseling office
- B. To support other new ministry initiatives:
  - a. \$17,000 for the role of Director of Video Production (second year)
  - b. \$15,000 for the role of Connections Coordinator to strengthen our small group and volunteer ministry
  - c. \$10,000 for the role of Worship Volunteer Coordinator (position begun during the current fiscal year)
  - d. \$4,625 for additional teacher's aide time in our school
- C. To upgrade our projection equipment and audio/video recording equipment in the sanctuary and the Trinity Gym, a grant of \$26,000
- D. To support our synod's Equipping Christian Witnesses Fund that will provide a modern dormitory on the campus of Martin Luther College, our synod's worker-training school, a grant of \$10,000.
- E. To provide support to the ministry of the Thirteen 22 Committee, a grant of \$20,000 for estate coaching opportunities for members and to publicize the Gift Trust Fund and Legacy Funds to our congregation.

# Ministry Plan Explanations

The proposed Financial Ministry Plan is evidence of God's amazing power at work in God's people.

Two months ago, we were assuming a drastic reduction in offering receipts because we were not able to worship in person. However, God's people at St. Paul's remained generous. Offerings have continued at their customary level. Instead of a dark scenario of deficits, we are on pace to end the year with approximately \$100,000 available to fund our Capital Expenditures-Maintenance Fund.

In addition, we are anticipating a significant portion of the \$431,000 Payroll Protection Program loan will be forgiven. We will set this amount aside as a "rainy day fund" in case a recession results in a severe economic downturn that impacts our offering and tuition receipts. We will also be able to tap into these reserves if there are more tuition assistance requests because of an economic downturn.

## Anticipated Receipts Changes

- Offerings: We plan for a 1.0% decrease in offerings from calendar 2019. Typically, we would anticipate a 2.5% increase. While we are confident that God's people will continue to give generously, we chose to budget conservatively to be prepared for the possible effects of a recession.
- Tuition: Tuition receipts are projected to increase based upon three factors: An increase in enrollment, an increase in tuition, and an increase in the number of children benefiting from the Parental Choice programs.
- Gift Trust/Legacy Fund grants will help fund a portion of Pastor Bonack's salary as he prepares

to lead a new counseling center ministry and help fund other new ministry initiatives.

## Staffing Changes

The plan reflects the following staffing changes:

- Addition of Director of Curriculum, Instruction and Technology, Mr. Jeff Wetzel's new position.
- Connections Coordinator – Mrs. Kristen Miller currently teaches Spanish in a joint ministry with Trinity, Waukesha and Christ the Lord, Brookfield. Christ the Lord desires to step out of this partnership. We have asked Mrs. Miller to use that 1/3 of her time to serve as Connections Coordinator to strengthen our Small Groups and Volunteer Ministry.
- Extended Learning Center position in our school will increase from half-time to three-quarter time. Mrs. Sarah Tonn serves in this role.
- Reduction of one teaching position because we need only one Kindergarten class next year. We are very thankful for Mrs. Emily Fink's willingness to serve in this one-year position during 2019-2020.
- Increase the number of teachers' aides in our school.
- The new business model for our Child Care Ministry will result in fewer staff members.

## Benefit Changes

Beginning in January, we will provide new benefits for our workers: a 403b retirement fund matching program and coverage for 50% of dental insurance.

## Financial Ministry Plan 2020-2021

	<u>Revised</u> <u>2019-2020</u>	<u>Proposed</u> <u>2020-2021</u>
<b>Receipts</b>		
Offerings and Support	1,891,000	1,876,000
Tuition & Fees	1,656,000	1,749,600
Miscellaneous Receipts	144,900	138,000
<b>Total receipts</b>	<b>\$ 3,691,900</b>	<b>\$ 3,763,600</b>
<b>Expenditures</b>		
Compensation & Benefits	2,675,900	2,742,300
Church Ministries	48,500	50,000
School Ministries	151,900	161,800
Support Services	130,300	142,300
Campus & Facilities	310,200	312,700
Wis Ev Luth Synod	237,000	237,000
Wis Luth High School	112,600	112,600
<b>Total expenditures</b>	<b>\$ 3,666,400</b>	<b>\$ 3,758,700</b>
<b>Financial Plan over/(short)</b>	<b>\$ 25,500</b>	<b>\$ 4,900</b>



### Underfunded Financial Plan Needs

Buffer/Contingency (2.0%)	48,500	70,340
Capital Expenditures (0.5%)	75,000	75,000

### Underfunded Financial Plan Needs

We have included Buffer and Capital Expenditures allocations as part of our Underfunded Financial Plan Needs. By placing these underfunded items on the Ministry Plan document, we are acknowledging our need to build these items into our budgeting process. However, because of the uncertainty of the financial picture in the next fiscal year, we made a very conservative offering receipts estimate. This dramatic change in anticipated receipts made it impossible for us to fund these items this year.

# Minutes of Annual Voters' Meeting – May 16, 2019 – 7:00 p.m.

## A. Call to order and announcements (President Mike Grimes)

The *Messenger* / voter packet contained financial background and detail on the Ministry Plan. A number of Open Forums were held to present the Ministry Plan. Also provided were ministry reports, Resolutions, information on the Ministry Board elections and other ministry activities.

## B. Opening Devotion (Pastor Strobel)

Psalm 17:8 – Keep me as the apple of your eye. We are special in the eyes of God. In Hebrew, the verse translates to keep me in the dark spot of your eye. The Hebrew was referring to when an image reflects in the pupil of the eye. God keeps us as the reflection in his eyes and never loses sight of us, we are called to keep God's priorities in front of us and God's people in front of us. May we strive to follow God's example and keep our eyes on those that need to learn about Jesus.

## C. Approval of Minutes (Secretary Steve Wranovsky)

Motion and second to approve the minutes from the May 17, 2018 annual voters meeting. Motion carried.

## D. Election of Ministry Board Members (President Mike Grimes on behalf of the Nominating Committee)

The election is for two of the seven elected positions on the Ministry Board. A brief biography was provided on the six nominees.

Secretary: Steve Wranovsky and Vince Kirchoff

At-Large: Joshua Fink, Creed Darling, Chris Haag and Jon Pier

A paper ballot vote was taken. The results:

Secretary – Steve Wranovsky

At-large – Joshua Fink

At-large – Creed Darling

Steve Wranovsky was elected to his second 2-year term. Joshua Fink was elected to his second 2-year term. Creed Darling was elected to a first 2-year term.

We thank all nominees for their willingness to serve the Lord and the congregation.

We also thank Brian Tonn for his dedicated service to the Lord and St. Paul's.

The Nomination Committee was dismissed, with thanks, by the Ministry Board. It was comprised this year of the following individuals: Pastor Kuehl (chairman), Creed Darling, David Fritsch, Luke Hudock, Dennis Miller, and Bill Schauwitzer.

## E. New Business (President Mike Grimes)

The Ministry Board recommends approval of five Resolutions. The full Resolutions were included in the Messenger/ Voter packet. Only the concluding statement (s) of each Resolution was read to those assembled. A summary of the concluding statement (s) of each Resolution is included in the following motions.

### 1) Resolution 1 – Preparing for a Christian Counseling Center – Gift Trust Fund Grant of \$67,500

Motion and second to approve the distribution of \$67,500 from the St. Paul's Gift Trust Fund to pay a portion of Pastor Bonack's compensation for 2019-2020 fiscal year and for tuition reimbursement and other costs associated with Pastor Bonack's coursework. Motion carried.



**2) Resolution 2 – Using Social Media to Bring People Closer to Christ – Gift Trust Fund Grant of \$10,000**

Motion and second to approve the distribution of \$10,000 from St. Paul's Gift Trust Fund to enhance our congregation's and our school's use of social media to fulfill our mission to bring more people close to Christ in 2019-2020. Motion carried.

**3) Resolution 3 – Preparing St. Paul's to Better Utilize Video – Gift Trust Fund Grant of \$17,000**

Motion and second to approve the distribution of \$17,000 from the St. Paul's Gift Trust Fund to pay a portion of the cost for the new position of Directory of Video Production in 2019-2020. Motion carried.

**4) Resolution 4 – Using Video to Bring People Closer to Christ – Legacy Fund Outreach Subfund Grant of \$1,000**

Motion and second to approve the distribution of \$1,000 from the St. Paul's Legacy Outreach Subfund for the production of outreach videos for our church and school. Motion carried.

**5) Resolution 5 – Providing Support for our teachers to Bring our Children Closer to Christ – Legacy Fund Undesignated and Christian Education Subfunds Grant of \$15,666**

Motion and second to approve the distribution of \$15,666 from the St. Paul's Legacy Undesignated and Christian Education Subfunds to partially fund additional teacher's aide time in our school and the position of music instructor. Motion carried.

**F. Financial Reports (President Mike Grimes)**

Treasurer Kevin Krueger was unable to attend the meeting. President Mike Grimes pointed to the financial reports contained in addendum to the *Messenger*. For the first 10 months of the fiscal year, through 4/30/19, the following is a summary of some of that detail:

General Operating Fund Summary is favorable at \$73,292, and the year-end outlook is positive. The Current Loan Balance on the Mortgage Fund is \$1,653,272. Gift Trust Fund balance is \$340,665. Legacy Fund balance is \$363,154.

**G. Approval of the Congregation's Ministry Plan (President Mike Grimes)**

The Ministry Plan overview and explanation was in the *Messenger* and also presented at the Open Forums. The plan is based on a 2.5% increase in offerings over the estimated offerings for the current fiscal year. The presented plan has expenditures of \$3,591,900 and receipts of \$3,666,400 for a positive cash flow of \$25,500.

Motion and second to approve the \$3,666,400 Financial Ministry Plan for 07/01/19 – 06/30/20 as presented. Motion carried.

**H. Adjournment with Prayer (Pastor Panitzke)**

Meeting was adjourned at 7:53 p.m.; and closed with a prayer, the Lord's Prayer, and the Doxology. The meeting had 28 voters in attendance.

Respectfully submitted,

Steve Wranovsky, Secretary

## Treasurer's Report – General Fund Statement of Activities

	10 Months <u>4/30/2020</u>	10 Months <u>4/30/2019</u>	10 Months <u>Plan</u>	12 Months <u>Plan</u>
<b>Receipts</b>				
Offerings and Support	1,634,979	1,564,924	1,593,753	1,891,000
Tuition & Fees	1,310,592	1,344,853	1,390,668	1,656,000
Miscellaneous Receipts	101,108	81,371	102,442	144,900
<b>Total receipts</b>	<b>\$ 3,046,679</b>	<b>\$ 2,991,148</b>	<b>\$ 3,086,863</b>	<b>\$ 3,691,900</b>
 <b>Expenditures</b>				
Compensation & Benefits	2,142,297	2,105,183	2,224,625	2,675,900
Church Ministries	29,662	34,989	42,067	48,500
School Ministries	108,967	137,356	138,907	151,900
Support Services	117,187	111,118	114,692	130,300
Campus & Facilities	245,214	227,756	264,438	310,200
Wis Ev Luth Synod	197,500	197,500	197,500	237,000
Wis Luth High School	93,830	110,705	93,830	112,600
<b>Total expenditures</b>	<b>\$ 2,934,657</b>	<b>\$ 2,924,606</b>	<b>\$ 3,076,059</b>	<b>\$ 3,666,400</b>
<b>Net (Modified Cash Basis)</b>	<b>\$ 112,022</b>	<b>\$ 66,541</b>	<b>\$ 10,804</b>	<b>\$ 25,500</b>

### Financial Highlights

Our offerings for the current fiscal year are ahead of plan by approximately 2.5%. This is more evidence of the power of the Holy Spirit working in God's people!

Our tuition receipts are below plan largely because of the Safer at Home order and the closing of our child care center and extended care. The Safer at Home order also resulted in lower expenses that offset those lower tuition receipts.

It appears at this time that we will end the fiscal year with a positive cash flow, the seventh year out of eight. The financial statement above does not reflect the need to place approximately \$75,000

each year into a "Capital Expenditures Fund." Funds that we have available at the end of the fiscal year will be used to replenish this fund so that we are better prepared for major maintenance costs.

#### **Mortgage Fund**

Each month generous gifts designated "Mortgage Fund" enables us to make the \$19,135 monthly mortgage. Our mortgage is now \$1.5 million at 4.125%. If we make no pre-payments of principal, the mortgage will be paid off in November, 2027. Thank you for remembering to keep the Mortgage Fund as part of your giving plans.

# Voters' Meeting Agenda

Thursday, June 18, at 7:00 pm in the Trinity Gym

- A. Call to order and announcements (President Mike Grimes)
- B. Opening devotion (Pastor Bonack)
- C. Approval of minutes of May 16, 2019 Annual Meeting (Secretary Steve Wranovsky) (*pages 8-9*)
- D. Elections of Ministry Board members (Pastor Kuehl) (*page 3*)
- E. New business (President Grimes)
  - 1. Gift Trust Fund/Legacy Fund Distributions Resolution (*pages 4-5*)
- F. Financial report (Treasurer Kevin Krueger) (*page 10*)
- G. Approval of the congregation's ministry plan (Treasurer Kevin Krueger) (*pages 6-7*)
- H. Adjournment with prayer (Pastor Bonack)

## *The Ministry Board*

President Mike Grimes, Secretary Steve Wranovsky, Treasurer Kevin Krueger

At-Large Members: Josh Fink, Ron Guhr, Steve Meyer, Creed Darling

*Ex Officio:*

Ministerial Team Leader Pastor Peter Panitzke

School Administrator Seth Fitzsimmons,

Church Administrator Randy Fink

## **A Cool Million Report**



Two years ago, we began the Cool Million effort. The logo was a confession: For St. Paul's to raise \$1 million for maintenance and for missions, our hearts would have to beat with a passion for the Savior. Our confidence in the St. Paul's family of believers was not misplaced. We have received offerings totaling \$966,000! To God be the glory!

These offerings have made an impact on every part of our ministry: new HVAC in the school, a new roof and new chancel lighting in the church, playground/parking lot refinishing, the Centennial Gym remodel. A recent gift will enable us to tackle the last major project: permanent fixtures like lights and sound equipment in the Trinity Gym for The Bridge and other uses. These offerings have also impacted ministry in Milwaukee at Garden Homes Lutheran Church and School, and missions in Mexico, Africa, and China! To God be the Glory!

St. Paul's Lutheran Church  
S66 W14325 Janesville Road  
Muskego, WI 53150

## St. Paul's Core Values

1. Mission Outreach
2. Diversity in Worship Languages
3. Providing Authentic Care
4. The Power of Community
5. The Importance of Family
6. Generous, Meaningful Living
7. Ministry Excellence

