

GRACE EVANGELICAL LUTHERAN CHURCH-DURHAM, NC

Congregational Assembly-Sunday, November 17, 2024

Our Mission

Going with Good News: teaching, service and sharing Christ with our neighbors

Our Vision

To be a people able to be Church wherever we are

Our Values

Grow with Jesus Rejoice in God Answer with Hope Care for the neighbor
Embrace Community

AGENDA

1. Opening Prayer—Pastor Brooks
2. Reading and Approval of Proxies
3. Presentation of New Voters
4. Approval of Minutes from last meeting
5. Pastor's Comments
6. Statistical Reports (see attachment)
7. Ministry Reports (see attachments)
8. Funding the Ministry for 2025 (see attachments)
9. Announcements, Other Business, Open Discussion
10. Adjournment
11. Closing Prayer—All in unison

Heavenly Father,

We come before You with grateful hearts, thankful for the opportunity to gather as a community of faith. As we conclude this meeting, we acknowledge Your presence among us and the guidance You have provided in our discussions and decisions.

Thank You for the wisdom that has been shared and the voices that have been heard both in this place and in the ongoing Kingdom work of this congregation. We are grateful for the resources entrusted to us and for the collective commitment to steward them wisely for the benefit of our congregation and the mission You have called us to fulfill.

As we move forward, may the decisions made today reflect Your will and purposes. Help us to unite in love and purpose to steward our resources wisely in support of the advancing of Your Kingdom.

Grant us the strength to work together in harmony, embracing the diverse gifts, strengths and talents within our congregation. May we be a light in our community, sharing Your love and grace with those around us. Let us remember that "You are the One who is able to do far more abundantly than all that we ask or think, according to the power at work within us" (Ephesians 3:20 ESV).

We ask all of this in the name of Your Son, Jesus Christ. AMEN

Meeting called to order 12:50pm with opening prayer by Pastor Brooks.

Opening Prayer – Pastor Brooks.

Reading and Approval of Proxies

Grace member:	Proxy given to:
Marie Hammond	Chris Wethman
Leonard Hango	Chris Wethman
Dave Dickmander	Janet Dickmander
Judy Ferren	Judy Barnes
Kathy Pittman	David Pittman
Whitney Kolba	John Kolba

Motion made (Gary Stuhlmiller) to accept proxies and **seconded** (Walt Crosmer).

Discussion – none

Motion approved & quorum reached

Approval of Last Voters Meeting (November 19, 2023)

Motion made (Joe Milko) to accept the minutes and **seconded** (Kathy Peterson)

Discussion – page 2, correct the spelling of Joe Milko

Motion approved with amended changes

Pastor's Comments

- Pastor shared what he felt our focus for 2025 should be:
 1. Mission – it is our mission, not a single person's mission. The Grace Advisory Board approved moving from two Sunday services to one service starting May 26 at 10:10am. The decision to move to one service was based on our mission, not convenience.
 2. Discernment - we are not a democracy; we are a kingdom. We are friends of Jesus, we are here to reach His goals, not our own. We are here to seek what Jesus wants.
- Pastor has had conversations over the last year on his ministry and feels his role is two-fold:
 1. Church – Pastor Brooks has been called to remind us that Jesus is Lord, Pastor is the visual reminder of the this. He is here to preach the word & administer the sacraments.
 2. Help us to do our ministry.

Statistical Report (October 2023 – April 2024)

Questions/Discussion – none

Ministry Reports

Questions/Discussion – none

Chris Wethman discussed Robert's Rules of Order and after reports are presented, they do not need to be approved.

Elections of Officers

President – Bev Hudgins

Vice-President – Barbara Silvernail

Congregational Representative – Judy Barnes (second term)

Motion made (Gary Stuhlmiller) to close nominations and **seconded** (Kathy Peterson)

Motion approved

Motion made (Joe Milko) to accept ballot unanimously and **seconded** (Scott Gesell)

Discussion – none

Motion approved

Recommendation to Voters from Grace Advisory Board

Motion made at the recent Grace Advisory Board meeting by Joe Milko for GAB's recommendation for the DCO (Director of Christian Outreach) position to be put forward to the Voters at the next Voter's Assembly on May 5.

Motion made (Joe Wethman) to discuss the motion and **seconded** (John Kolba)

Discussion:

- DCO description was gleaned from Synod & District descriptions, position is a called position
- Qualifications were discussed and this person would be a lay person, but a commissioned minister
- Salary approximation would be \$50,000-\$57,000. Including benefits, it would be \$70,000-\$80,000. A possible 3-year plan for the DCO salary was discussed but has not been finalized.
- If approved, Grace Advisory Board would appoint a call committee.

Motion approved

Announcements, Other Business, Open Discussion

Voting membership is to be renewed annually through a commitment to grow as a disciple, participate in a ministry, and give financially (Bylaw 1.3)

As part of Pastor Brooks call, he is to receive a 3-month sabbatical after 7 years in his position. Pastor Brooks respectfully submitted a letter to the Grace Advisory Board to take his 3-month sabbatical 1-year early.

Sabbatical would be June 1, 2025 – August 31, 2025. Grace Advisory Board approved this.

Next Saturday, May 11 is the 2nd Farmers Market. There will be a food truck, strawberries and more!

Adjournment

Motion made (Gary Stuhlmiller) to adjourn the meeting and **seconded** (Donna Gesell).

Discussion – none

Motion approved

Closing Prayer – read in unison

Respectfully submitted,
Dede Crosmer, Secretary

	A	B	C	D	E	F	G
1	Grace Lutheran Church - Durham, NC. - Statistical Report						
2	For the Period from July 3, 2024 through August 4, 2024						
3							
4	Baptized	Confirmed					
5	199	180	Membership per May 21, 2024 Report				
6							
7		-	Adult/Jr. Confirmation				
8	-	1	Confirmation - Molly Brooks (May 19, 2024*)				
9			<i>*inadvertently left off last report</i>				
10	0	0	Transfer In				
11	-						
12	0	0	Affirmation of Faith				
13							
14	1	0	Baptism - Olivia Johnson - 5/19/2024				
15							
16	-1	-1	Transfer Out - Dave Durkop to Resurrection Lutheran Church,				
17			LCMS, Cary NC				
18							
19			Removed*				
20	-5	-5	Esser Family - Lois, Christopher, Ryan and Jessica, Joseph				
21	-2	-2	Juanita and Dorisann Dean				
22							
23			<i>No reponse or letters returned</i>				
24			<i>* Letter sent 6/7/24 as per By-laws 1.4.2.1.2</i>				
25							
26			Deaths				
27	0	0					
28							
29							
30							
31	192	173	Total Current Membership				
32							

Grace Resource Board

Annual Report to the Congregation: November 1, 2024

The Resource Board oversees three missions of Grace: people, property, and treasury.

Celebrations: Grace House reno nearly completed: waiting for front/back porch redo and landscaping. New lock/security system, kitchen awnings replaced, new GH entry awning. General powerwashing, maintenance/repair of drainage systems. Quilters enjoying a bigger workspace-cant wait to see next year's quilts.

Looking to 2025: hiring office staff to replace Barbara Tippin who will retire the end of January, storm water drainage system around Grace House and Sanctuary. Possible parking lot repaving. Have an idea? Let's talk!

Grace is blessed with a team of God blessed, Spirit driven members who quietly step up and get things done whether it be changing out light bulbs, mowing the lawn, cleaning up the kitchen or replacing rotted rails and fencing. Not all of our caretakers are committee members but we give them all a hearty *Thank you*. Many hands do make light work.

Humbly your servant, Kathy Peterson

Discipleship-Servant Report to Voters – November 2024

- Currently, two of the Boards as outlined in our Constitution, Discipleship and Servant – are combined.
- Members are: Kristen Poppe, Laura Michael, Frank Oruwari and Sigi Benkert
- First meeting of this group under my leadership was held in August.
- Items on the Agenda included:
 - Review of Grace’s Structure
 - A discussion of what discipleship is
 - PALS Groups
 - Work being done on a new mission/vision for Grace

We met again in September and discussed the startup of a Senior Adult Ministry as over half of the Congregation at Grace is over the age of 50.

There was also a discussion on the Mission Commitment Card for 2025 and suggestions for revision were drawn up.

Since September, the group’s Focus has been on starting up Senior Adult Ministry as announced to the congregation on October 13th. The first meeting was held on October 27th

- Eleven people attended.
- Suggestions for upcoming events in the areas of Prayer-Activity-Learning-Service were received.
- The Board will meet again shortly to discuss next steps for this ministry.

Chris Wethman, Leader

Discipleship-Servant Team

Some food for thought about aging congregations:

Solving the challenges of the aging of congregations requires church leaders to think creatively, reimagine congregational vitality, and to reframe aging.

Parker Palmer, author of On the Brink of Everything wrote, “We need to reframe aging as a passage of discovery and engagement, not decline and inaction.” The church can be blessed indeed when older members have an opportunity to capture a new vision, new purpose, and meaning for living.

As church leaders we are called to help change attitudes in our congregations about aging. We need to first recognize any negative attitudes we may have about our own aging and that of older adults in general. We can teach our congregation by example and serve as advocates on behalf of aging and older adults. When we challenge those cultural myths of growing older by reframing aging, we see older adulthood not as an age of liability but as an age of opportunity.

Our congregations have a unique opportunity to reach out and minister to and through older adults. Their wisdom, skills, experience, and faith must be carefully nurtured, properly equipped, and fully utilized.

Time Period Covered by Report: January 1 – Nov 9, 2024

What have been the major accomplishments during this reporting period?

The Duke Lutheran Center (DLC) has proven to be a resounding success in achieving its original goal of offering students a dedicated space off campus. We resumed activities after the Christmas break with a warm Sunday evening worship service, followed by a delightful fellowship meal prepared by members of Grace Lutheran Church (GLC) and Saint Paul's Lutheran Church (SPLC). Students have enthusiastically embraced the space, using it to gather with friends and leaders to discuss their goals and aspirations for the semester, their university experience and their future.



*Welcome back students to the Duke Lutheran Center for the 2024 Spring Semester!
The Student Leadership Team 2023-2024*

The DLC continues to be a place for students and Grace members to connect, continue to grow existing relationships and make new ones. We are blessed to listen to our students, share our life experiences and reinforce the ways in which God is working in their lives. The Duke Lutheran Ambassadors recently met with Pastor Brooks (GLC)

and Pastor Amanda (DLs) to reflect on this past academic year with the students. Pastor Amanda shared that, as compared to recent years, the students felt more visible to the GLC membership and appreciated the consistent (but not over-bearing!) presence of Grace members at the DLC. It seems that a good balance has been struck in the students' eyes. Keeping consistency in event scheduling and boosting awareness with Grace's members remains an essential goal.



Palm Sunday at Grace provided another opportunity for the Duke Lutherans to serve and worship alongside our members. The ladies helped to read the Passion narrative. Later that evening at the DLC, several members from the GLC and SPC joined the students for a Palm Sunday evening prayer and fellowship dinner, marking the beginning of the church's holiest week. Deacon William Dahl from SPC, who served as Duke Lutheran Minister from 2006 to 2011, joined us as our guest preacher.



At our final Sunday Evening Prayer & Potluck event of the semester, we blessed our six graduates and wished them Godspeed.



DLs have generously contributed their time and talents as greeters, helping with setup and cleanup, creating signage, and distributing farmers market information and flyers to local churches and the surrounding community. Working closely together has fostered new relationships and strengthened existing ones among all participants.



In July, DL ambassadors hosted a cookout at Kathy Petersons home for graduate students and others remaining on campus during the summer break. The role of the ambassadors has been to inspire each other and the students, attend events to show support, improve and develop new ways of communicating with the students and the congregation.

In September, we organized a Clean-up Day around the GLC/GH grounds, before and after photos were highlighted in the 9/26 e-News,



In October, we organized a Disaster Relief Community Service for our brothers and sisters in Western NC affected by Hurricane Helene. Thanks to everyone who came to the DLC to help assemble 585 hygiene kits and 10 flood bucket kits. The flood bucket items were purchased through an established 'Amazon Wish List' while our hygiene kits were purchased through funds from the MALIM Grant.



At the time of writing this report, our guest speaker, Rev Dr. Yared Halche, Executive Director of Witness and Interethnic Ministries for the Southeastern District, LCMS was invited to speak on November 9th to address how congregations and host communities can best serve international students.

Submitted by Barbara Silvernail on behalf of the DL Ambassadors

Farmers Market Ministry Report April – October 2024

With the close of the first season of the Grace Community Farmers Market, highlights of what has been accomplished is below. Initially, the market was established with the intention to: Support local Durham Farmers of color, support food insecure families, and build community with our neighbors. With the evolution of our mission statement, we embraced a deeper sense of purpose to **Teach** – connect people with Jesus, **Serve** – using our personal gifts to better serve our neighbors and community, **Share** – to be more intentional about our conversations and see how we are a blessing to others. As a bridge from the 2024 season into the holidays and 2025 market, we are planning a Christmas Market for the community.

Volunteers – we consistently have 5-8 Grace volunteers, mainly members of the Racial Reconciliation group and 2-4 DLs at the October market we welcomed 3 more Grace volunteers, THANK YOU!!

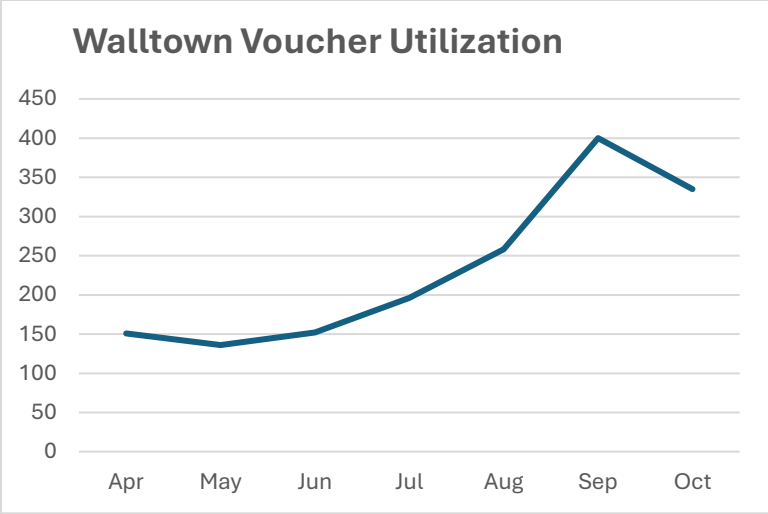


More people are asking for prayers. Kent prayed with several folks who came by the prayer/thanksgiving board table. A sample of the written prayer/thanks requests: for healing of #5 back vertebrae...Sarah's shoulder... Lord, watch over Neemiah, Matthew, and Manny...Sara's yoga certification exam...prayers for Dante...Chloe and her baptism...Gary and Betty and Bella - Prayers for Asheville...thankful for my dog, Copper...immigration issues for me and my soon...thanks for family and growth... We have also had an increase in requests for written materials, notably, bibles in English and Spanish.



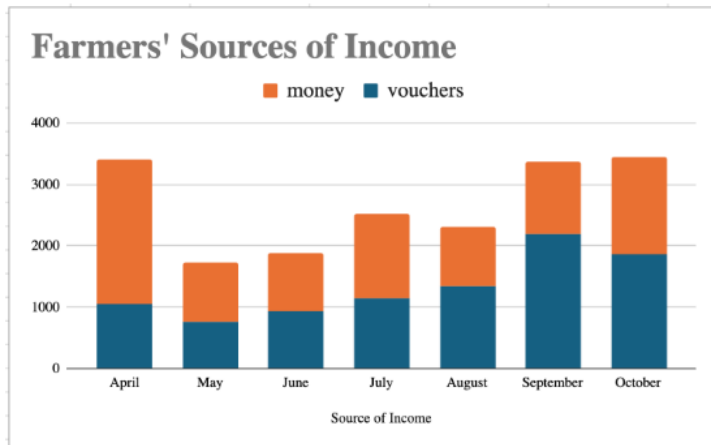
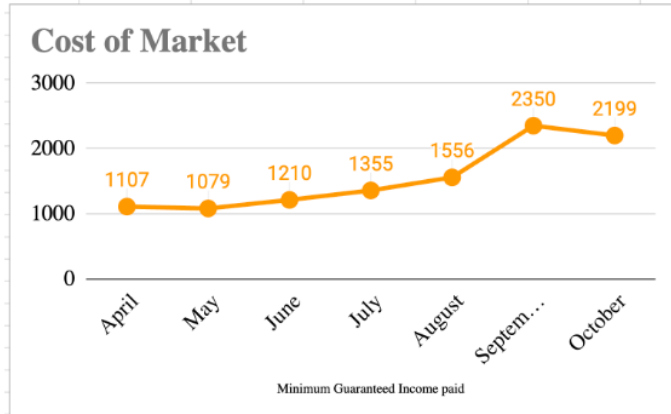
The market is a place for Christian fellowship. Two examples: I had a good discussion with Howard of Faithfull Farms about the state of the Church, which we continued this week at the Carrboro Farmers Market. Valarie and Immanuel from Jireh Family Farms came in to speak to the Duke School second graders about their farm. Duke School is a very secular institution, so it was great when they led with the story of Abraham and Isaac. I learned the meaning of jireh is from Genesis 22: “And Abraham named that place The Lord Will Provide (Jehovah-jireh), so today it is said, “It will be provided on the Lord’s mountain.” “

Individual voucher value – The vouchers continue to be \$5.00 with an increase from \$15.00 to \$20.00 per Walltown family in September as a way of encouraging more shoppers. We have provided over \$9300 worth of food and food aid this market year.



Farmers and Vendors – Throughout the season we have had a combination of farmers, food vendors and non-food vendors and ranged from 7 – 9 at any given market. Many have been consistent while others are new and have expressed a positive experience and desire to continue to partner with us. We will likely see them at our Christmas Market in December.

Market costs – The cost of the market has increased with the amount of food aid being used. The Mitchell Foundation funds have supported the 2024 season with enough funds left to assist with the Christmas market. Two grants are in the works for requesting additional funds for a Christmas market this year and the 2025 farmers market season.



Special thanks to Dan and Jane Heuser for their dedication to this ministry and all of the background work it takes to bring a ministry from an idea to reality!

Submitted by Barbara Silvernail on behalf of the Heusers and the Farmers Market Ministry team.

November 17, 2024

Dear Congregation,

Do you feel it? Do you see it? Do you experience the move of the Holy Spirit bringing new life to Grace Lutheran Church? I pray this message finds you well and filled with the Spirit of our mission. As we gather today, I want to take a moment to reflect on our journey over the past 6 months and to share some exciting updates regarding our mission and our proposed budget for the upcoming year.

****Mission Update**** The Grace Advisory Board(GAB) and a few other leaders, in consultation with Reverend Dr Travis Guse, the Southeastern District(SED)Executive Director of Wellness and Coaching, revised our Mission/Vision statements with language easy to remember and influential in guiding our decision making. In May we installed a Board reflecting the new governance structure. Our church has always strived to be a beacon of light in our community, and this past year has shown just how impactful we can be when we come together. We have continued to support our Walltown neighbors in providing food for their pantry serving 125 families. In April we initiated a Farmers Market in the lower parking lot. Once a month for 7 months we supported local farmers and vendors with an additional opportunity to grow their markets. In addition, the Farmers Market provided fresh produce to many of the Walltown food insecure families as well as provided a space for community engagement. The Duke Lutherans are now meeting in our Wittenburg room. Having a space of their own to gather off campus for fellowship and ministry has brought new life to the community. We are seeing growth in their numbers and spiritual maturity as well as a commitment to service. Many of our members have stepped up to volunteer and support these initiatives, demonstrating our commitment to serving those in need. As we continue to grow in our mission, we aim to expand our focus on spiritual growth and community engagement. The newest mission, the Senior Adult Ministry, has just been started and we are excited about the many opportunities it will provide for spiritual growth and community engagement. We've seen the positive effects of our Bible study groups and fellowship gatherings. Our Director of Music, Erin Hodges, who came to us with little organ playing experience, has worked hard to gain a command of that instrument, adding it to her excellent skill at the piano and in teaching and directing our choir. She has expanded the variety of music used in our services. I will remind you that we have a task force hard at work to call a Director of Christian Outreach (DCO) who will lead our Service Board and strengthen our PALS groups and efforts to "be" the Church. In addition, we are aware of the upcoming retirement of Barb Tippin, our office assistant who keeps us all on target and everything running smoothly. We have begun the process of hiring for two part time positions to replace her.

****Proposed Budget**** In light of our mission's expansion and the growing needs of our community, we are proposing an increased budget for the upcoming year. This budget reflects our commitment to enhancing our programs, expanding outreach efforts, and maintaining our facilities to better serve our congregation and community.

Key highlights of the increased proposed budget include: 1. Salary package for the DCO. 2. Financing the Farmers Market April-October 2025. 3. Expansion of the Senior Adult Ministry. 4. Leadership development: We have invested in this in the past, but have never made it a line item in the budget. We believe it is essential to invest in our leaders. Training and development opportunities will empower our team to lead with confidence and creativity.

****Conclusion and Vote**** At our voters meeting we will have the opportunity to discuss the ministry initiatives and this proposed budget in detail and to vote on its approval. I encourage each of you to consider how these investments will not only support our congregation but will also extend our reach into the community, helping us fulfill our mission to teach, share and serve. We have always been a generous congregation. This budget is a stretch. I ask you to prayerfully consider how God is calling you as His disciple pray, grow in the Word and inspire others, to give financially and to grow in confession and forgiveness. “Now to Him who is able to do far more abundantly than all that we ask or think, according to the power at work within us” (Ephesians 3:20 ESV). Thank you for your dedication and commitment to our church. I look forward to our discussion and to what we can achieve together in the upcoming year.

In faith and service,

Bev Hudgins

President, Grace Lutheran Church

Pastor's Annual Report

IN MY annual report for last year, I noted that the work that we did that year was meant to support one important goal:

more of us engaged in learning how to be a disciple, ministering to our neighbors as a servant, and working together to provide the resources needed to achieve our mission and ministry.

In my ministry among you this past year, I worked to help as many of you as I could to grow in your discipleship, be bold in your servanthood, and be generous in your stewardship. Over the past year, I

- ✘ Taught classes about specific books and themes from the Scriptures, the origins of the Israeli-Gaza conflict, as well as the Monday study of the lectionary through the year;
- ✘ Provided support and guidance to our Discipleship, Servant and Resource Boards;
- ✘ Contributed to our Grace Advisory Board and met with our lay leaders on a weekly basis;
- ✘ Worked with our various teams, small group and ministry groups as needed to plan worship, support ministry and encourage growth.

Highlights of this year that particularly stand out to me include:

- ✘ A wonderful Lenten/Easter season – Easter was particularly joyous! We explored the Lenten theme *The Song of the Servant: Lessons for Walking the Way*.
- ✘ Celebrating the confirmation of Molly J. Brooks on Pentecost.
- ✘ Attending the LCMS Liturgical Conference this July at Concordia University-Seward with Erin Hodge and Amy Robertson.
- ✘ Beginning the process of seeking and calling a Director of Christian Outreach.

No church year is without changes – we shifted our Sunday schedule to a single worship service “on the tens” with more time available for education and ministry opportunities. I encourage you all to take advantage of the extra time available on Sundays and work with one another to grow as disciples, servants and stewards. Work

has also continued toward a long-term change, and we hope to complete our call process for a Director of Congregational Outreach in the new year – but that can wait until next year’s report.

Most importantly, I have done this year what is best about pastoral ministry: praying for you all; being both a teacher and a student of the Word; being generous with time, talent and treasure; and celebrating all the joys of our life together.

Thank you for the honor of serving you as your pastor.

In Christ,

Pr. David Brooks

GRACE LUTHERAN CHURCH			
FUNDING THE MINISTRY FOR 2025			
OPERATIONAL BUDGET			
			% of Budget
	Administration	\$38,183.00	8.79%
	Staff Expense	\$287,687.00	66.19%
	Utilities	\$27,575.00	6.34%
	Maintenance	\$23,692.00	5.45%
	Total	\$377,137.00	87%
MISSIONS EXPENSE			
	Grow with Jesus	\$12,212.00	2.81%
	Rejoice in God	\$6,900.00	1.59%
	Answer with Hope	\$0.00	0%
	Care for Neighbors	\$4,725.00	1.09%
	Embrace Community	\$33,600.00	7.73%
	Total	\$57,437.00	13.21%
BUDGET GRAND TOTAL		\$434,574.00	

OPERATIONAL SPENDING PLAN			
Item	2024 Budget	9 Mo. Expenses	2025 Estimate
Administration			
Archives	\$100.00	\$0.00	\$100.00
Fire/Brotherhood Mutual	\$13,400.00	\$10,904.00	\$14,600.00
Worker's Comp/Brotherhood Mutual	\$650.00	\$747.00	\$1,000.00
Communication	\$400.00	\$419.00	\$1,000.00
Computer Upgrade	\$1,000.00	\$50.00	\$1,000.00
Advisory Leadership	\$0.00	\$1,376.00	\$1,800.00
Equipment	\$8,500.00	\$6,623.00	\$9,000.00

Item	2024 Budget	9 Mo. Expenses	2025 Estimate
Misc Administration Expense	\$1,500.00	\$2,149.00	\$1,500.00
Office Supplies	\$1,500.00	\$1,324.00	\$1,850.00
Postage	\$1,100.00	\$818.00	\$1,150.00
Security System	\$300.00	\$380.00	\$908.00
Service Fee: Paychex/Vanco	\$2,900.00	\$2,084.00	\$2,900.00
Software Support	\$1,000.00	\$850.00	\$1,375.00
Grace House Mortgage Expense		\$79.00	
Total Administration Expenses	\$32,350.00	\$27,803.00	\$38,183.00
Item			
Staff Expense			
Salaries	\$147,973.00	\$114,186.00	\$189,488.00
Organist-Continuing Ed	\$3,600.00	\$0.00	\$2,400.00
Housing Pastor	\$21,000.00	\$15,750.00	\$21,000.00
Employer Federal Tax	\$10,658.00	\$5,951.00	\$11,712.00
Health Insurance	\$35,700.00	\$26,761.00	\$45,883.00
Retirement	\$13,340.00	\$9,184.00	\$13,781.00
Disability	\$2,180.00	\$1,980.00	\$3,423.00
Total Staff Expense	\$234,451.00	\$173,812.00	\$287,687.00
Utilities			
Electricity	\$11,000.00	\$9,227.00	\$13,500.00
Gas	\$3,400.00	\$2,216.00	\$3,600.00
Internet	\$3,275.00	\$2,456.00	\$3,275.00
Phone	\$3,642.00	\$2,747.00	\$3,700.00
Water/Sewer	\$3,250.00	\$2,491.00	\$3,500.00
Total Utilities Expense	\$24,567.00	\$19,137.00	\$27,575.00
Maintenance Expense			
Church Maintenance Expense	\$10,000.00	\$10,941.00	\$12,000.00

Item	2024 Budget	9 Mo. Expenses	2025 Estimate
Grace House Maintenance Expense	\$1,000.00	\$186.00	\$1,000.00
Exterminator	\$688.00	\$585.00	\$792.00
AC Contract	\$1,800.00	\$0.00	\$0.00
Cleaning Service	\$8,450.00	\$6,336.00	\$8,450.00
Supplies - Building	\$850.00	\$241.00	\$850.00
Supplies - Kitchen	\$400.00	\$445.00	\$600.00
Total Maintenance Expense	\$23,188.00	\$18,734.00	\$23,692.00
TOTAL OPERATION SPENDING PLAN	\$314,556.00	\$ 239,486.00	\$ 377,137.00
MISSION SPENDING PLAN			
Grow With Jesus			
Educational Materials	\$1,200.00	\$675.00	\$1,200.00
Confirmation	\$100.00	\$25.00	\$0.00
Portals of Prayer	\$400.00	\$189.00	\$412.00
Library (Resource Center)	\$200.00	\$0.00	\$200.00
Outside Speaker	\$750.00	\$234.00	\$750.00
Teen Activities	\$800.00	\$0.00	\$250.00
Pastor Continuing Ed	\$1,000.00	\$658.00	\$1,000.00
Pastor Books	\$250.00	\$170.00	\$100.00
Pastor Prof. Expenses	\$450.00	\$330.00	\$500.00
Pastor Conferences	\$750.00	\$871.00	\$1,250.00
PALS Group Support	\$800.00	\$0.00	\$6,300.00
Stewardship	\$250.00	\$0.00	\$250.00
Total Grow With Jesus	\$6,950.00	\$3,152.00	\$12,212.00
Rejoice in God			
Altar Guild	\$1,000.00	\$977.00	\$1,100.00
Copyright License	\$800.00	\$425.00	\$800.00
General Worship	\$200.00	\$87.00	\$200.00
Guest Musicians	\$1,500.00	\$800.00	\$2,000.00

Item	2024 Budget	9 Mo. Expenses	2025 Estimate
Music	\$0.00	\$124.00	\$200.00
Tuning/Repair	\$1,500.00	\$956.00	\$1,400.00
Worship Resources	\$400.00	\$86.00	\$400.00
Supply Pastor	\$1,600.00	\$939.00	\$600.00
Equipment/Livestream	\$1,000.00	\$0.00	\$0.00
Flowers/Plants	\$200.00	\$447.00	\$200.00
Total Rejoice in God	\$8,200.00	\$4,841.00	\$6,900.00
Answer With Hope			
Marketing	\$0.00	\$0.00	\$0.00
T-Shirts	\$400.00	\$0.00	\$0.00
Website	\$0.00	\$0.00	\$0.00
Visitor Welcome	\$0.00	\$0.00	\$0.00
GLC App	\$0.00	\$0.00	\$0.00
Total Answer with Hope	\$400.00	\$0.00	\$0.00
Care For Neighbors			
Stephen Ministry Books	\$275.00	\$81.00	\$275.00
Stephen Ministry Training	\$0.00	\$88.00	\$0.00
Care of Baptized Children/Family PALS	\$0.00	\$67.00	\$200.00
Lay Continuing Ed	\$0.00	\$0.00	\$0.00
Grief Dues	\$0.00	\$300.00	\$500.00
Grief Books/Postage	\$350.00	\$260.00	\$350.00
Compassion-Christ/Easter	\$610.00	\$0.00	\$300.00
Helene Expense	\$0.00	\$0.00	\$0.00
Prayer Shawl Postage	\$100.00	\$42.00	\$100.00
Duke Lutheran	\$700.00	\$0.00	\$2,300.00
LWML	\$600.00	\$310.00	\$450.00
HomeCare PALS	\$300.00	\$0.00	\$250.00
Total Care for Neighbors	\$2,935.00	\$1,148.00	\$4,725.00

Item	2024 Budget	9 Mo. Expenses	2025 Estimate
Embrace Community			
SED	\$15,750.00	\$7,875.00	\$16,000.00
Fellowship Food	\$1,100.00	\$229.00	\$1,100.00
Farmers Market	\$0.00	\$0.00	\$15,500.00
Fellowship Misc	\$1,000.00	\$0.00	\$1,000.00
Total Embrace Community	\$17,850.00	\$8,104.00	\$33,600.00
TOTAL MISSION SPENDING PLAN	\$36,335.00	\$17,245.00	\$57,437.00
RESTRICTED ACCOUNTS	Current Balances		
Go and Make	\$100,162.00		
MALIM Grant	\$3,630.00		
Embrace Grace	\$1,417.00		
Farmers Market	\$3,920.00		
Mitchell Endowment	\$40,400.00		
Pastor Sabbatical	\$25,000.00		
Saints of Grace	\$14,715.00		
Saints of Grace CD	\$30,000.00		
Grace House	\$1,450.00		
Shepherd's Tent	\$81.03		
Touched By Grace	\$420.00		
Walltown Building Project	\$10,000.00		
TOTAL	\$231,195.03		

Spending Plan – What’s New?

Three Strategic Priorities for 2025

Farmers’ Market



Campus Ministry



Senior Adult Ministry



<p>Maintaining a visible presence in the community of Trinity Park, helping those who are food insecure, and supporting farmers of color.</p>	<p>Strengthening partnership with Duke Lutherans and building additional engagement by connecting international students with the Christian message.</p>	<p>Serving, enabling and equipping church members and non-members in regard to their needs and opportunities within their unique vocations as older adults.</p>
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Staffing Shifts

Director of Christian Outreach Office Staff (Creating 2 part-time positions*)

Responsible for overseeing and implementing the local, national, and international outreach opportunities and serving as a public liaison with community groups and related ministries. Planning and facilitating meaningful strategies for the Grace to reach out to those without a saving faith in Jesus.

Ministry Assistant: Coordinates the administrative function of the Pastor’s office and assists boards, committees and leaders to carry out the mission of the church.

Office Assistant: Provides general clerical assistance and support (data entry, receptionist, photocopying, church calendar, etc.) to staff, committees and volunteers.

* Retirement of Barb Tippin – end of January 2025.

Grace Lutheran Church – Job Description



Position Title:	Ministry Assistant
Conditions:	Part-time
Probationary Period:	Three months
Salary:	TBD

The Ministry Assistant is hired by and accountable to the Grace Advisory Board (GAB) and directly supervised by the Senior Pastor. This is a part-time position of twelve months. This position works with the church staff and Congregation members so that Grace can be “Go with God News, teaching, serving and sharing Christ with our neighbors,” as our mission statement declares.

Primary Duties and Responsibilities:

- **Ministry coordination/support**
 - Cooperate with Office Assistant and Pastor to establish a schedule that ensures office coverage.
 - Coordinate the administrative function of the Pastor’s office.
 - Support ministry staff with planning and organizing.
 - Work with committees, officers and leaders to carry out the ministry of the church
 - Communicate with volunteers to coordinate ministry
 - Organize Grace Advisory Board (GAB) packets and Voters Meeting packets when received for distribution
 - Help coordinate and design church communications, including social media, church website, enews and texts
 - Maintain prayer list, keeping appropriate staff and volunteers informed.
 - Participate in ministry performance review including the establishment and evaluation of annual goals

- **Administration**
 - Prepare monthly/annual reporting to be sent as required
 - Schedule classes and preparation of material for prospective and new members
 - Produce mailing labels and reports as requested
 - Prepare worship folders (weekly and special services)
 - Schedule online access for livestreaming
 - Attend staff meetings

- **Other duties**

- Create a warm and welcoming environment in the church office
- Assume duties of Office Assistants as necessary
- Other duties as assigned (credit card, building access)

Key Competencies:

- planning and organizing
- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- service orientation
- teamwork

Required Qualifications:

- Committed to the mission and vision of Grace Lutheran Church
- Associates degree or equivalent experience
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Minimum two years clerical or administrative experience
- Typing skills with at least 40 WPM
- Knowledge of general office machines and telephone system
- Ability and willingness to work cooperatively with others
- High degree of discretion and integrity dealing with confidential information
- Ability and willingness to work some early mornings, evenings and weekend days
- Ability to train and manage teams of volunteers

Preferred Qualifications:

- Proficiency with Windows computers and church related software
- Experience creating and maintaining administrative and organizational systems
- Experience working for a non-profit organization
- Experience preparing print material and web-based content
- Familiarity working with people

Grace Lutheran Church – Job Description



Position Title:	Office Assistant
Conditions:	Part-time
Probationary Period:	Three months
Salary:	TBD

The Office Assistant is hired by and accountable to the Grace Advisory Board (GAB), Ministry Assistant, and directly supervised by the Senior Pastor. This is a part-time position of twelve months. This position works with the church staff and Congregation members so that Grace can be “Going with Good News, teaching, serving and sharing Christ with our neighbors,” as our mission statement declares.

Primary Duties and Responsibilities

- **Hospitality**
 - Offer welcome and assistance to members and visitors.
 - Receive incoming phone calls, answer questions and provide information when able.
- **Clerical**
 - Sort mail and take messages for Pastor and staff and process outgoing mail.
 - Manage other general clerical and support tasks as assigned/requested by staff members, committees and volunteers.
 - Order office/ministry supplies (LWML, Altar Guild) upon request.
 - Ensure that office files are up-to-date and well-organized, and that office equipment is clean and well-maintained.
 - Review written materials generated by the Pastor as requested.
 - Provide membership information and mailing labels upon request.
- **Administrative**
 - Prepare, print and distribute weekly worship folder.
 - Maintain an accurate, up-to-date database of church members.
 - Establish and maintain master program and facilities calendar including special services such as baptisms, weddings and funerals.
 - Maintain Ministry Scheduling software.
 - Coordinate maintenance and upkeep of facilities and supplies, including: Columbarium, cleaning service, Ring doorbells, pew supplies, fire alarm, pest control and general contractors.
 - Provide special membership and attendance reports as required or requested.

- Provide letters of transfer upon request.
- Attend staff meetings.
- **Other Duties**
 - Cooperate with the Ministry Assistant by performing other duties when asked to do so.
 - Other duties as assigned (credit card, building access).

Key Competencies:

- prioritizing
- problem assessment and problem solving
- information gathering and information monitoring
- attention to detail and accuracy
- flexibility
- adaptability
- service orientation
- teamwork

Required Qualifications:

- Committed to the mission and vision of Grace Lutheran Church
- High school education or equivalent experience
- Demonstrated written and oral communication skills
- Demonstrated ability to work independently and as a team
- Minimum two years clerical or administrative experience
- Typing skills with at least 40 WPM
- Knowledge of general office machines and telephone system
- Ability and willingness to work cooperatively with others
- High degree of discretion and integrity dealing with confidential information
- Ability and willingness to work some early mornings, evenings and weekend days

Preferred Qualifications

- Proficiency with Windows computers and church related software
- Experience working for a non-profit organization
- Familiarity working with people

LSB 784 "Take My Life and Let It Be"



1 Take my life and let it be Con - se - crat - ed,
 2 Take my hands and let them move At the im - pulse
 3 Take my voice and let me sing Al - ways, on - ly
 4 Take my sil - ver and my gold, Not a mite would



Lord, to Thee; Take my mo - ments and my days, Let them
 of Thy love; Take my feet and let them be Swift and
 for my King; Take my lips and let them be Filled with
 I with - hold; Take my in - tel - lect and use Ev - 'ry



flow in cease-less praise, Let them flow in cease-less praise.
 beau - ti - ful for Thee, Swift and beau - ti - ful for Thee.
 mes - sag - es from Thee, Filled with mes - sag - es from Thee.
 pow'r as Thou shalt choose, Ev - 'ry pow'r as Thou shalt choose.

5 Take my will and make it Thine,
 It shall be no longer mine;
 Take my heart, it is Thine own,
 It shall be Thy royal throne,
 It shall be Thy royal throne.

6 Take my love, my Lord, I pour
 At Thy feet its treasure store;
 Take myself, and I will be
 Ever, only, all for Thee,
 Ever, only, all for Thee.

Text and tune: Public domain