

**BETHESDA LUTHERAN CHURCH  
COUNCIL MEETING SUNDAY, JANUARY 7, 2024  
MINUTES**

**Our Mission: To proclaim, celebrate, and share the love of Christ with our neighbors through an accepting, caring community.**

M/S/P = Moved/Seconded/Passed

**Called to order** at 12:10 PM

**Present:** Heidi Fish, Jeff Molitor, Karen Carroll, Keith Cottrill, Jonathan Evans, Wendal Wettland

**Absent:** Sue Rasmussen

**Devotions:** Johnathan Evans 2 Tim 3:10-17

**Approve Minutes** from December 2023 ([as edited](#)) M/S/P

**Pastor's Report:**

- Commends Council and Congregation for Congregational Meeting on 12/31/2023 to pass the 2024 budget.
- Shared ideas for raising money against the rental house
- Lent book study ideas to focus on mission and church growth
- Needs more admin support
- 

**Treasurer Report** – Jonathan

- Accountant is working on QBO and payroll
- Suggest using Milo (software) for bill approval and paying
- Suggest we automate payroll
- Need to update Pastor's SS and Portico with back corrected benefits contributions resulting from the pay raise in 4/2023
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**COMMITTEES:**

- Worship and Music: Will meet to plan through Ash Wed.
- Finance Committee: Meeting 1/13/2024 to discuss giving patterns, budget plan, counter training, review designated funds
- Facilities: Still working to fix window at rental
- BCS: \$100 given in rent support, 4x \$50 gas cards given

**OLD BUSINESS:**

- Questions: Can we keep garden and parking? Cost to retain agent and sell?
  - Keith meeting with Jay Woolford of LPA on 1/10/2023
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**NEW BUSINESS:**

- Servant Keeper: Paul proposes to adopt Servant Keeper Online for \$59.99/month.
  - A motion was approved to upgrade to Servent Keeper 8 Cloud for 6 months.
  - Karen Carroll will pay for 3 months (\$179.97)
- Received violation from MLTPD for rental parking. Jeff will talk to renters and respond to MLTPD.

- Need to plan for children in service. Have closed circuit TV working downstairs for parents of restless children. Communicate this feature to families.
- Volunteer Dinner: Plan for Feb. 3rd if we have volunteer support
- Pastor will inform Westway Church and Alanon groups of facility rate increases. Suggest new rental donation amounts as approved in the 2024 budget.

**PLACEHOLDERS** Let's not forget:

- Mountlake Terrace Street Widening
- Reinstate Hospitality Committee
- Event Approval Form: Appoint a couple of people to edit wordage.
- Visitation Board: Created?
- AVP
- VBS
- Choir
- Alcohol policy

Next Council meeting: February 11, 2024, at 12:30 PM

Next Congregational Meeting: Will discuss at February Council meeting

Devotions: February — Keith Cottrill

March — Heidi Fish

April — ???

**Meeting adjourned at 1:40 PM**

**BETHESDA LUTHERAN CHURCH  
COUNCIL MEETING SATURDAY, DECEMBER 9, 2023  
MINUTES (Edited 1/7/2024)**

**Our Mission: To proclaim, celebrate, and share the love of Christ with our neighbors through an accepting, caring community.**

M/S/P = Moved/Seconded/Passed

Called the meeting to order at 12:30 PM

**Present:** Paul Larmore, Karen Carroll, Wendal Wettland, Jeff Molitor, Keith Cottrill, Jonathan Evans (non-council facilitator)

**Absent:** Heidi Fish (Pastor), Sue Rasmussen (Treasurer)

**Devotions** – Jeff offered prayer

**Approve Minutes from November 19, 2023, M/S/P**

**Pastor's Report:**

- Skipped

**Treasurer Report** – Jonathan reported

- **Accountant Alison sent a contract and invoice for approval**
- **We need to scan and send paper records to Alison**
- **Move to appoint Jonathan as Interim Treasurer for 90 days to assist Sue. M/S/P**

**COMMITTEES:**

- Worship and Music: Vic is out December 31. We need coverage for the pianist role.
- Finance Committee: No new business.
- Facilities: No new business.
- BCS: No new business.

**OLD BUSINESS:**

- Budget: Approve budget to recommend at Congregational Meeting on Sunday, December 17, 2023.
- Missed two week notification requirement for meeting on 12-17.
- Need to reschedule and notify Members in writing of **new Congregational Budget Meeting on December 31 at 11:30 am.**

**NEW BUSINESS:**

- Jonathan presented [a document](#) that shows 2022 Actuals, 2023 Projected Actuals, 2024 Proposed Budget, 2024 Alternative 1-Cuts, and 2024 Alternative 2 - Sell Rental House. **See Attached**
- Recommend to the congregation to pass the 2024 budget and authorize the sale of the church's rental house and use the profits thereof only to the extent absolutely necessary to offset expenses and to require the church council to develop a five-year plan for growth, sustainability, and stewardship of the church with input from the congregation by the end of July 2024. M/S/P
- Questions: Can we keep garden and parking? Cost to retain agent and sell?

**PLACEHOLDERS** Let's not forget:

- Servant Keeper: Paul proposes to adopt Servant Keep Online for \$59.99/month.
  - Motion to table until **January 2024**. M/S/P
- Mountlake Terrace Street Widening:
- Reinstate Hospitality Committee
- Event Approval Form: Appoint a couple of people to edit wordage.
- Visitation Board: Created?

Next Council Meeting: January 7, 2024 at 12:30 PM

Next Congregational Meeting: December 31, 2023 at 11:30 AM

Devotions: January - Jonathan Evans

February - Keith Cottrill

March - Heidi Fish

Adjourned at 2:15 PM

## Bethesda Lutheran Church - Revenue & Expenses

| <b>Income</b>       | <b>2022 Actuals</b> | <b>2023 Projected</b> | <b>2024 Proposed Budget</b> | <b>2024 Alternative 1 - CUTS</b> | <b>2024 Alternative 2 - SELL RENTAL</b> |
|---------------------|---------------------|-----------------------|-----------------------------|----------------------------------|---|
| Offerings           | \$75,919            | \$95,000              | \$120,000                   | \$120,000                        | \$105,000                               |
| Rental house        | \$19,000            | \$19,000              | \$20,000                    | \$25,000                         | \$14,500                                |
| Facility Rentals    | \$695               | \$720                 | \$720                       | \$1,200                          | \$1,200                                 |
| Westway Church      | \$3,900             | \$3,600               | \$5,200                     | \$7,800                          | \$7,800                                 |
| Thrivent            | \$727               | \$1,500               | \$1,500                     | \$1,500                          | \$1,500                                 |
| Fundraising         | \$1,743             | \$3,000               | \$3,000                     | \$0                              | \$0                                     |
| Misc.               | \$244               |                       | \$1,000                     | \$1,500                          | \$1,500                                 |
| <b>Total Income</b> | <b>\$102,228</b>    | <b>\$122,820</b>      | <b>\$151,420</b>            | <b>\$157,000</b>                 | <b>\$131,500</b>                        |
|                     |                     |                       |                             |                                  |   |
| <b>Expenses</b>     | <b>2022</b>         | <b>2023</b>           | <b>2024</b>                 | <b>2024</b>                      | <b>2024</b>                             |
| <b>Utilities</b>    |                     |                       |                             |                                  |   |
| Puget Sound Energy  | \$2,833             | \$3,087               | \$4,000                     | \$4,000                          | \$4,000                                 |
| PUD                 | \$4,941             | \$5,159               | \$5,200                     | \$5,200                          | \$5,200                                 |
| Water & Sewer       | \$4,209             | \$4,635               | \$5,000                     | \$4,500                          | \$4,500                                 |
| Waste Management    | \$1,222             | \$1,755               | \$1,800                     | \$1,800                          | \$1,800                                 |
| Comcast Int/Phn     | \$2,803             | \$3,007               | \$3,100                     | \$3,100                          | \$3,100                                 |
| Ziplay Fiber        | \$1,336             | \$1,333               | \$1,335                     | \$1,335                          | \$0                                     |
| <b>Total</b>        | <b>\$17,343</b>     | <b>\$18,976</b>       | <b>\$20,435</b>             | <b>\$19,935</b>                  | <b>\$18,600</b>                         |
|                     |                     |                       |                             |                                  |   |
| <b>Office</b>       |                     |                       |                             |                                  |   |
| Supplies            | \$676               | \$704                 | \$710                       | \$710                            | \$710                                   |
| Copier License      | \$5,313             | \$3,640               | \$3,650                     | \$3,650                          | \$3,650                                 |
| Copier Usage        | \$1,193             | \$1,947               | \$1,950                     | \$1,950                          | \$1,950                                 |
| Licenses            | \$407               | \$252                 | \$255                       | \$255                            | \$255                                   |
| Website (annual)    | \$194               | \$194                 | \$194                       | \$194                            | \$194                                   |
| Computer            | \$221               | \$0                   | \$0                         | \$0                              | \$0                                     |
| Web Hosting         | -                   | -                     | -                           | -                                | -                                       |
| <b>Total</b>        | <b>\$8,003</b>      | <b>\$6,738</b>        | <b>\$6,759</b>              | <b>\$6,759</b>                   | <b>\$6,759</b>                          |
|                     |                     |                       |                             |                                  |   |

|   |                 |                 |                 |                 |                 |  |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|--|
| <b>Pastoral Salary &amp; Benefits</b>     |                 |                 |                 |                 |                 |  |
| Portico Benefits                          | \$8,889         | \$6,839         | \$10,356        | \$10,356        | \$10,356        |  |
| Salary                                    | \$49,920        | \$63,720        | \$70,621        | \$50,621        | \$70,621        |  |
| SS Offset                                 |                 | \$2,400         | \$5,400         | \$5,400         | \$5,400         |  |
| Continuing Education                      | -               | \$1,000         | \$1,000         | \$1,000         | \$1,000         |  |
| Mileage                                   | -               | \$2,500         | \$2,500         | \$2,500         | \$2,500         |  |
| L&I                                       | \$330           | \$335           | \$335           | \$335           | \$335           |  |
| Professional Expenses                     | \$569           | \$1,094         | \$1,500         | \$1,500         | \$1,500         |  |
| <b>Total</b>                              | <b>\$59,708</b> | <b>\$77,887</b> | <b>\$91,712</b> | <b>\$71,712</b> | <b>\$91,712</b> |  |
| <b>Church Staff Salary &amp; Benefits</b> |                 |                 |                 |                 |                 |  |
| Office Administrator Salary               | \$14,005        | \$14,790        | \$16,640        | \$16,640        | \$16,640        |  |
| AV Specialist                             | \$10,260        | \$14,234        | \$14,950        | \$0             | \$14,950        |  |
| Worship Leader                            | \$9,020         | \$11,551        | \$11,560        | \$11,560        | \$11,560        |  |
| Treasurer/Accountant                      | \$4,500         | \$4,500         | \$4,500         | \$0             | \$0             |  |
| IRS Taxes                                 | \$4,592         | \$4,399         | \$4,450         | \$4,450         | \$4,450         |  |
| L&I                                       | \$347           | \$368           | \$440           | \$440           | \$440           |  |
| FMLA                                      | \$106           | \$109           | \$110           | \$110           | \$110           |  |
| WA Cares                                  | \$0             | \$40            | \$50            | \$50            | \$50            |  |
| ALCM Dues                                 | \$45            | \$45            | \$45            | \$45            | \$45            |  |
| <b>Total</b>                              | <b>\$42,876</b> | <b>\$50,037</b> | <b>\$52,745</b> | <b>\$33,295</b> | <b>\$48,245</b> |  |
| <b>Worship</b>                            |                 |                 |                 |                 |                 |  |
| Altar / Communion                         | \$152           | \$487           | \$490           | \$490           | \$490           |  |
| Pulpit Supply                             | \$1,200         | \$1,600         | \$2,800         | \$2,800         | \$2,800         |  |
| Substitute Pianist                        | \$1,200         | \$800           | \$800           | \$800           | \$800           |  |
| Piano Tuning                              | \$200           | \$200           | \$200           | \$200           | \$200           |  |
| <b>Total</b>                              | <b>\$2,752</b>  | <b>\$3,087</b>  | <b>\$4,290</b>  | <b>\$4,290</b>  | <b>\$4,290</b>  |  |
| <b>Benevolence</b>                        |                 |                 |                 |                 |                 |  |
| ELCA - NW Synod                           | \$695           | \$3,439         | \$4,800         | \$0             | \$4,050         |  |
| Food Bank                                 | \$0             | \$500           | \$500           | \$500           | \$500           |  |
| LCS NW                                    | \$0             | \$700           | \$700           | \$700           | \$700           |  |
| <b>Total</b>                              | <b>\$695</b>    | <b>\$4,639</b>  | <b>\$6,000</b>  | <b>\$1,200</b>  | <b>\$5,250</b>  |  |

|  |                                    |                   |                   |                   |                   |                   |
|--|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|  | <b>Facilities</b>                  |                   |                   |                   |                   |                   |
|  | Maintenance & Repairs              | \$563             | \$101             | \$100             | \$100             | \$100             |
|  | Janitorial Supplies                | -                 | -                 | \$0               | \$0               | \$0               |
|  | Elevator                           | \$1,535           | \$162             | \$200             | \$200             | \$200             |
|  | Improvements                       | -                 | -                 | \$0               | \$0               | \$0               |
|  | Safety Equipment                   | -                 | \$140             | \$150             | \$150             | \$150             |
|  | Dishwasher Rental                  | \$2,035           | \$2,393           | \$2,400           | \$2,400           | \$2,400           |
|  | Redi National Pest                 | \$744             | \$1,180           | \$1,890           | \$1,890           | \$1,890           |
|  | <b>Total</b>                       | <b>\$4,877</b>    | <b>\$3,976</b>    | <b>\$4,740</b>    | <b>\$4,740</b>    | <b>\$4,740</b>    |
|  |                                    |                   |                   |                   |                   |                   |
|  | <b>Church Van</b>                  |                   |                   |                   |                   |                   |
|  | Insurance                          | \$987             | \$987             | \$990             | \$0               | \$990             |
|  | Registration                       | \$153             | \$152             | \$155             | \$0               | \$155             |
|  | Maintenance / Gas                  | \$1,000           | \$306             | \$350             | \$0               | \$350             |
|  | <b>Total</b>                       | <b>\$2,140</b>    | <b>\$1,445</b>    | <b>\$1,495</b>    | <b>\$0</b>        | <b>\$1,495</b>    |
|  |                                    |                   |                   |                   |                   |                   |
|  | <b>Special Events/Appreciation</b> |                   |                   |                   |                   |                   |
|  | Hospitality                        | \$200             | \$0               | \$500             | \$0               | \$500             |
|  | Outreach                           | \$542             | \$0               | \$900             | \$0               | \$500             |
|  | <b>Total</b>                       | <b>\$742</b>      | <b>\$0</b>        | <b>\$1,400</b>    | <b>\$0</b>        | <b>\$1,000</b>    |
|  |                                    |                   |                   |                   |                   |                   |
|  | <b>Committees</b>                  |                   |                   |                   |                   |                   |
|  | Stewardship                        | \$0               | \$200             | \$200             | \$200             | \$200             |
|  | Finanace                           | \$387             | \$966             | \$780             | \$5,580           | \$5,580           |
|  | <b>Total</b>                       | <b>\$387</b>      | <b>\$1,166</b>    | <b>\$980</b>      | <b>\$5,780</b>    | <b>\$5,780</b>    |
|  |                                    |                   |                   |                   |                   |                   |
|  | <b>Miscellaneous Expenses</b>      |                   |                   |                   |                   |                   |
|  | Insurance                          | \$5,009           | \$5,470           | \$6,000           | \$6,000           | \$6,000           |
|  | Education Materials                | \$0               | \$62              | \$100             | \$100             | \$100             |
|  | Zoom (annual fee)                  | \$0               | \$166             | \$170             | \$170             | \$170             |
|  | Vanco (monthly fees)               | \$79              | \$148             | \$150             | \$150             | \$150             |
|  | Sundays & Seasons                  | \$449             | \$493             | \$500             | \$500             | \$500             |
|  | Conferences                        | \$210             | \$0               | \$500             | \$500             | \$500             |
|  | <b>Totals</b>                      | <b>\$5,747</b>    | <b>\$6,339</b>    | <b>\$7,420</b>    | <b>\$7,420</b>    | <b>\$7,420</b>    |
|  |                                    |                   |                   |                   |                   |                   |
|  | <b>Total Expenses</b>              | <b>\$ 145,269</b> | <b>\$ 174,289</b> | <b>\$ 197,976</b> | <b>\$ 155,131</b> | <b>\$ 195,291</b> |

