



ANNUAL REPORT 2023



Evangelical
Lutheran Church
in America

A MESSAGE FROM PRESIDING BISHOP
ELIZABETH EATON



Dear friends in Christ,

Over the past year we have continued to experience changes in the world around us. Even as our church finds ways to adapt to this changing world, we find hope in the unchanging and always present promise of God's love through Jesus Christ. We change and adapt not to conform to the world but because we believe that the gift of God's Son is for the world, and that our congregations and worshiping communities are places to gather and be sent into the world, where we will tell the story of God's love in word and deed.

The ministries of our congregations, our synods and the churchwide organization provide ways for the church to move beyond the boundaries of structures and geography and to share God's love with people in our neighborhoods, our cities, our country and beyond. We engage in this ministry knowing that our church walks by faith, trusting in God's promise in the gospel, and that we exist by and for the proclamation of this gospel word. In John 15:5, Jesus reminds us, "I am the vine; you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing." We are connected by the promise that we do all through Christ and can do nothing apart from him.

God gives the Holy Spirit, who uses gospel proclamation — in preaching and sacraments, in forgiveness and in healing conversations — to create and sustain this faith. Just as we rely on God to sustain our faith, we rely on each other to sustain the ministries that offer God's love to the world.

Through your generosity to each expression of this church — your congregation, your synod and your churchwide organization — you add to our collective voice proclaiming God's love for all. I am grateful for your generosity over this last year. My gratitude spreads far beyond your generous financial gifts. You've shared your gifts of time through countless hours of volunteering, serving and accompanying.

You've shared the gifts of your voices as we've tried to discover and learn how God is calling us to be the church now and into the future. And, finally, dear church, you have shared the gift of the realness of God's love with the world around you. Be well, dear church, and stand steadfast in the promise of God's love and grace as you take that promise with you into the world.

The Rev. Elizabeth A. Eaton

Presiding Bishop Evangelical Lutheran Church
in America

"I am the vine; you are the branches.

Those who abide in me and I in them bear much fruit,
because apart from me you can do nothing."

—John 15:5

ANNUAL CONGREGATIONAL MEETING OPENING LITURGY

Recognizing that our faith is a living, busy, active and mighty thing, may the grace of our Lord Jesus Christ and the communion of the Holy Spirit be with each of you. **And also with you.**

Teach us to love you with all our heart, soul, mind and strength. **Receive our prayer, O God.**

Descend on our hearts, that we may love others in the ways Jesus loves us. **Receive our prayer, O God.**

Empower us to be enthusiastic in pursuing your vision for our congregation. **Receive our prayer, O God.**

Move us to engage issues in our community in Christlike ways, and to pursue deep and authentic relationships with those with whom we serve and partner. **Receive our prayer, O God.**

Strengthen us to face the barriers we encounter in doing your work, learning to work with others amid disagreement. **Receive our prayer, O God.**

Give us the ability to adapt to the cultural, economic and social changes that occur in the neighborhoods we serve. **Receive our prayer, O God.**

Guide us to be a healthy congregation that learns from its failures as well as its successes and offers wisdom to others. **Receive our prayer, O God.**

As we strive to become the church that we proclaim to be, raise up leaders who focus on the gospel of freedom, forgiveness and reconciliation as given to us through God's indescribable act of love in the death and resurrection of Jesus Christ. Renew us daily in our baptism, that we may discover vitality in our relationships with you, each other and those we serve in the world. **Amen.**

1 Son of God, e - ter - nal Sav - ior, source of life and truth and grace,
2 As you, Lord, have lived for oth - ers, so may we for oth - ers live.
3 Come, O Christ, and reign a - mong us, King of love and Prince of peace;
4 Son of God, e - ter - nal Sav - ior, source of life and truth and grace,
Word made flesh, whose birth a - mong us hal - lows all our hu - man race,
Free - ly have your gifts been grant - ed; free - ly may your ser - vants give.
hush the storm of strife and pas - sion, bid its cru - el dis - cords cease.
Word made flesh, whose birth a - mong us hal - lows all our hu - man race:
you our head, who, throned in glo - ry, for your own will ev - er plead:
Yours the gold and yours the sil - ver, yours the wealth of land and sea;
By your pa - tient years of toil - ing, by your si - lent hours of pain,
by your pray - ing, by your will - ing that your peo - ple should be one,
fill us with your love and pit - y, heal our wrong, and help our need.
we but stew - ards of your boun - ty held in sol - emn trust will be.
quench our fe - vered thirst of plea - sure, stem our self - ish greed of gain.
grant, oh, grant our hope's fru - i - tion: here on earth your will be done.

Evangelical Lutheran Worship, 655

Text: Somerset C. Lowry

Music: IN BABILONE, Oude en Nieuwe Hollandse Boerenlities en Contradansen, 1710;

arr. Julius Röntgen

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ANNUAL MEETING AGENDA
FEBRUARY 4, 2024
12:00 P.M.

I. Opening Prayer – Pastor Wimmer

II. Call to Order – Mike Berkheimer, Congregation Council President

III. Adoption of Agenda

IV. Adoption of the 2023 Annual Congregation Minutes as reviewed and approved by Congregation Council on February 5, 2023 (Motion by Council – Second Required)

V. Reports

A. Senior Pastor's Report – Pastor Wimmer

B. Mission Team Reports

C. Motion for Adoption of 2023 Annual Report

VI. Elections

- A. Recognition of current Council Members (Mike Berkheimer, Dean Black, Bob Bolen, Faye Casciano, Mike Epperly, Kristin Ervin, Amy Grubb, Sue Mathieu, Nina McNally, John Osenbach, Denise Rohrbach, Mark Stanziola, Hayden Fermier-Youth Representative); Recognition of departing Council Members – Mark Stanziola, Amy Grubb, Nina McNally, Denise Rohrbach, Hayden Fermier
- B. Nominations for 2024 Congregational Council Member(s) – Rob Sandoval (3 yrs.), Mike Epperly (3 yrs.), John Osenbach (2 yrs.) Bob Mueller (1 year), Hannah S. (1 yr. Youth Representative)
- C. Balloting & Election of Congregational Council Members
- D. Election of Synod Assembly Delegates – Ricki Stringfellow & Rick Doty

VII. Old Business

- A. Update on Senior Pastor Call Process
- B. Update on Music Director Search Process

VIII. New Business

- A. Adoption of 2024 Budget – report/review from Operations Manager
- B. Other New Business

IX. Closing Prayer – Pastor Wimmer

X. Adjournment

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Budget Justifications (Available upon request)

ANNUAL MEETING MINUTES

FEBRUARY 5, 2023

12:00

- I. Opened in Prayer at 12:07pm by Pastor Mark Wimmer.
- II. Called to Order by Mark Stanziola, Congregational Council President with Amy Grubb as Secretary. Members were in person in the Sanctuary or on Zoom monitored by tech support.
 - A. Mark began with opening remarks, recognizing all that helped make the building renovations a reality, to allow growth to happen.
 - B. He recognized many challenges over the past year, including resuming in person worship after a pandemic with the help of the technology team, transition to a new Financial Director, and the retirement of Pastor Ric Elliott as senior pastor.
- III. **Motion:** To approve the adoption of the agenda (refer to the 2022 Annual Report) by Amy Grubb with a second by Mike Epperly. **APPROVED.**
- IV. **Motion:** To adopt the 2022 Annual Congregational Meeting Minutes as reviewed and approved by Congregational Council on February 11, 2022 with a second by Deb Stevens. **APPROVED.**
- V. Reports
 - A. Highlight from the Interim Senior Pastor report were shared by Pastor Mark Wimmer (full printed version on page 9-10 of the Annual report). No questions followed.
 - B. Mission Team Reports: Refer to pages 15-25 of the 2022 Annual Report where the Mission Team summaries are outlined. No questions followed.
 - C. **Motion:** To adopt the 2022 Annual report by Carolyn Epperly with a second by Chuck Coe. **APPROVED.**
- VI. Elections
 - A. Recognition of current Congregational Council members (Mike Berkheimer, Dean Black, Faye Casciano (Vice President), Mike Epperly, Kristin Ervin (Member at Large), Amy Grubb (Secretary), Sue Mathieu, Nina McNally, Denise Rohrbach, Mark Stanziola (President), Hayden Fermier - Youth Representative).
 - B. Recognition of departing Congregational Council members Bob Stevens and Chris Pirrotta. Thank you for your service.
 - C. Nomination of Bob Bolen as a 2023 Congregational Council Member. Motion to approve this nomination by Dave Hirshel with a second by Chuck Coe. **APPROVED.**
 - D. There is still one Congregational Council vacancy. No nominations were offered during Annual Meeting. Congregational Council has sufficient quorum, so they will continue with present members.
 - E. Re-Election of Kristin Ervin and Faye Casciano as Congregational Council members and Hayden Fermier as Youth Representative to Council. Motion to re-elect these members by Christine Bolen with a second by Rick Doty. **APPROVED.**

F. Election of Synod Assembly Delegates:

1. **Motion:** To approve the nomination of Ricki Stringfellow as Synod Assembly Delegate for 2023 by Chuck Coe, with a second by Barb Roba. **APPROVED.**
2. **Motion:** To approve the nomination of Rick Doty as Synod Assembly Delegate for 2023 by Chuck Coe, with a second by Dan Tobey. **APPROVED.**

VII. Old Business

- A. Update on Spirit Led / Spirit Alive Capital Campaign: The campaign officially ended as of 2022 but remains open to continue fulfilling pledges.
- B. In the planning phase, the Lower Level Construction Project had to be separated from the Spirit Led/Spirit Alive project due to inadequate financing. However Margaret Legenhausen's bequest to the congregation has allowed the Lower Level project to happen. The Limited Use Limited Access (LULA) elevator will be dedicated to her, with a date sometime after Easter. Construction on this project has now been completed. Nursery School will move downstairs over the summer to be ready for Fall 2023.
- C. Pastor Mark Wimmer presented thank you and acknowledgement to Wilbur Kemp, who will be retiring as assistant treasurer after 37 years. He was presented with a certificate and a gift.
- D. Mike Epperly reviewed final numbers of Spirit Led / Spirit Alive campaign and Lower Level Renovation Project. Discussed that balance in the Spirit Led / Spirit Alive campaign was used to reduce initial March 1, 2023 mortgage payment. Thank you to Chris Carter who was a leader in the Spirit Led / Spirit Alive project and the Lower Level project.

VIII. New Business

A. Adoption of 2023 Budget -

1. Mark Stanziola provided an introduction that this was a challenging year in the setting of coming out of a pandemic and in the middle of a recession. The Finance Committee & Congregational Council have met multiple times to come up with the budget presented today. Deb Stevens & Teri Hinderliter were instrumental volunteers in creating the budget. Bob Stevens was available on Zoom for questions.
2. **Motion:** To accept the 2023 budget by Chris Pirrotta with a second by Rick Doty. **APPROVED.**
 1. Report/review from Finance Director - Bob Mueller. Sherilynn Scheetz resigned end of August of 2022. Thank you to Teri Hinderliter and Deb Stevens who took on additional responsibilities and to Bob Schuchart for stepping in to fill this role until a replacement was found. Thank you to Mark Casciano for managing our Endowment accounts.
 2. Review of 2022 performance and presentation of 2023 budget including original proposal and revision.
 - a) Question from Barb Roba about what makes up the Special funds line item- Deb Stevens answered that these are special envelopes for Easter, Thanksgiving, etc.
 - b) Questions from Dave Rishell about the staff 2% bonus - Bob Mueller clarified that this is a lump sum bonus.
 - c) Correction to slide titled 2023 Projected Operating cash - should be 2023, not 2020.
 - d) Cash balance currently is \$49K, which is less than 1 month of expenses.

- e) Summary:
 - a) Deficit budget of \$20,879.
 - b) 2% lump sum bonus for non-Pastoral staff
 - c) Endowment fund to supplement:
 - a) \$25K for Budgeted Benevolence
 - a) Explained Ann Doyle Angel Network Memorials- one year only no donation to Angel Network for 2023. Will resume in 2024. Will continue in-kind donations.
 - b) \$6K for Catechetics
 - c) Up to \$5K for Call Committee
 - d) Council and Finance Committee propose a Second Mile Giving campaign to raise \$50,000 to alleviate the need for the ELCA Endowment subsidy of Budgeted Benevolence and eliminate the deficit.
 - e) Questions: Mark Casciano - clarified 2020 revenue includes PPP funds from pandemic. Emphasized the revenue is the biggest challenge.
- B. Update on Call Process:
 - 1. Still in early phase of meeting. First step is completion of Ministry Site Profile (MSP).
 - 2. Open to alternative methods to find candidates.
 - 3. Chairperson is Bob Mueller. Other members: Craig Kauffman, Carol Osenbach, Kyle David, JoEllen Rooney, Kate Nesfeder (youth representative), and Amy Grubb (council liaison).
 - 4. Once candidates are presented to the Call Committee from the synod, the Call Committee will begin to vet the candidate.
 - 5. Overall the process is ahead of timeline originally presented by synod.
- C. Update on Ministry Site Profile Task Force - this is the “resume” for the church that goes out to prospective pastors. Thank you Jen Day Roth for being the chair person and her hard work, and all the other members on the Task Force. On track for approval of Congregational Council by the February Staff/Council retreat.
 - 1. This will include an update to our website as this is how outsiders first will gather information about us.
- D. Initiation of “Second Mile” Campaign:
 - 1. Goal is to raise \$50,000 to alleviate the need for the ELCA Endowment subsidy of Benevolence and eliminate the deficit. Motion: to approve the Second Mile Campaign by Mike Epperly with a second by Kristin Ervin. **APPROVED.**
 - 1. Zoom question from Bill Keane - asking if Council can guarantee that Benevolence will not be used to supplement the deficit budget next year. Mark Stanziola states this is for this year, and not meant to be long term. Next year is unknown. It was not a decision taken lightly. Council will do their best to ensure this is a one time occurrence. Bob Stevens added that we did not cut Benevolence, we supplemented with \$25K from Endowment. Deb Stevens reports that we pay Benevolence in Dec - if we get enough with the Second Mile Campaign won’t need to take it from Endowment.
- E. Chris Pirrotta asked about attendance numbers. Pr Tami Reichley replied that the 10:30 service is below pre-pandemic numbers. The 9:30 worship is flourishing. She thanked Karin Kahler for her hard work and dedication. There were 102 worshipers last week at the 9:30 service

- F. Kyle David asked if the church has looked into the Employee Retention Tax Credit. The answer was not at this moment.
 - G. Mike Yablonsky asked if total benevolence equaling 10% of total revenue is a requirement or just a goal. Mike Epperly states that it's an unwritten goal. Patty Bisbing notes that when congregational started goal was 1/3 benevolence.
 - H. Patty Bisbing also notes that she does not know who the council and call committee members are. The installation of these members will be coming up in a future church service. Mary Jo Serfsas asked for those people to stand that were present at the Annual Meeting.
 - I. Kyle David asked how are we going to know what our metrics of success are with the new renovation projects. Mark Stanziola noted a few: attendance, number of weddings, increased membership. Bob Stevens noted several objectives: 1) revise worship space to make more room for worship and music. The number of seats have stayed the same so increased attendance wasn't goal, the goal was to make it more welcoming. 2) To make the building more accessible by the community and other community groups 3) To move the Nursery School downstairs for more secure environment. Bob Stevens states we have achieved those objectives. There will be work to do with what to do with middle of the building to allow community use.
- IX. Closing Prayer by Pastor Mark Wimmer at 1:53 PM. Motion: To adjourn by Rob Sandoval with a second by Chuck Coe. **APPROVED.**

Nominating Mission Team

The Nominating Mission Team's role is to provide the Congregation with a slate of candidates to fill open positions on the Congregation Council. In addition, other candidates are nominated for delegates to the Synod Assembly. The team provides biographical information to the congregation on the potential Council candidates.

Mark Stanzola, Amy Grubb, Nina McNally, and Hayden Fermier (Youth Representative) have fulfilled their terms on Council, and are retiring from that commitment, with our gratitude for their leadership. Mike Epperly completed his 3-year term and has agreed to be nominated for an additional 3-year term. This leaves us with three (3) 3-year terms to fill for Mark, Amy, and Nina, plus a one-year term for a new Youth Representative. We also have a 1-year Council term to replace the remainder of Denise Rohrbach's service on Council.

The current nominees for open Council terms are:

- Rob Sandoval to fill a 3-year term
- John Osenbach to fill a 2-year term; John was approved by Council in February 2023 for a 1-year term; per our Constitution the Congregation needs to vote to elect John to Council for the next two years (2024 and 2025)
- Hannah S. to fill the 1-year term as Youth Representative
- Bob Mueller to fill the 1-year term remainder of Denise Rohrbach's council term. Bob will also replace Amy Grubb as the Council Liaison to the Call Committee during 2024.
- At this point we are still recruiting nominees for the two remaining three-year terms

The nominees for Synod Assembly Delegates (June 2024) are Rick Doty and Ricki Stringfellow.

We continue to be grateful for all who serve our congregation in these important leadership roles. Thank you!

BIOGRAPHICAL SKETCHES OF COUNCIL NOMINEES

Mike Epperly

My wife Carolyn and I have been members since May 1973, over 50 years. Our children were both confirmed and married here. Daughter Kathryn is in FL and our son Douglas lives in NC. We enjoy time spent with our four grandchildren. I've been a member of the Adult Choir since 1974, a member of the Property Committee since 1995 becoming Property Convenor in 2000. I also volunteer as a Reader, Usher, Communion Assistant, and member of Decorating Committee. I Served on Church Council (1978 to 1983) being Council President in 1979 and 1980. (1980 was dedication of present Nave). A graduate of Valparaiso University (BSCE) and University of Toledo (MBA and MSIE) and retired from Buckeye Pipe Line Company after 34 years. I served on three Holy Spirit Anniversary Committees- 30th, 40th and 50th and was a committee member on several Capital Campaigns - Building for Ministry 1996 (new office wing); Paving the Way 2001 (upper parking lot); Building Maintenance Appeal 2010 (funding deferred interior building projects); All Are Welcome 2014 (one of three LCHS members on site during construction and at weekly meetings); Nave / Narthex HVAC replacement project 2018; Building Project Leadership Team member with Spirit Led/Spirit Alive construction March 2021/January 2022; and Lower-Level Project Team member with Lower-Level Renovation Project construction February 2022/December 2022.

As Property Convenor I organize Spring cleanup days of Holy Spirit grounds and do some yard work (weeding beds and bush trimming). I also volunteer delivering Meals On Wheels and am an active member of Emmaus Rotary Club.

I believe I can continue to offer Congregational Council management skills, institutional memory, and building knowledge. I am looking forward to serving a second term of three years on Holy Spirit Congregational Council.

Bob Mueller

My wife, Kathy, and I have been members of Holy spirit for 34 years. We raised both of our daughters in the church. Through the years I have participated in the adult choir, been a member of the council and participated in the LDR spring mission trips. I currently participate on the OUTREACH mission team, continue to sing in the choir, continue working on the LDR trips and am the chairman of the Call Committee. I recently completed a year stint on the church staff as the Finance Director.

I look forward to working on council to help develop/implement our Strategic Plan, finalize our call of a new Senior Pastor, and help grow and strengthen programs to assist our congregation and local community.

John Osenbach

My wife, Carol, and I have been married since 1982. We have been members of Holy Spirit since 2020. We have 2 daughters, Anne (a member of Holy Spirit) and Kate. I moved to eastern PA in 1982 following graduate school to work at AT&T, in 1990 I moved to Kutztown and have been there since. I worked for AT&T and its offshoots for 30+ years. I joined Infinera- a fiber optics company with design and manufacturing in Lehigh Valley- in 2014 and remain working there today. My professional work has focused primarily on research and development of materials and processes for manufacture of semiconductor devices. Fortunately, all my employers have allowed me the opportunity and distinct pleasure to work on critical materials and product safety issues when different government agencies requested my expertise. I was member of the board of directors for service access management of Berks County for 4 years, PA development disability council (PADDC) for 10 years, and served 1 term as a school director for Kutztown Areas school district. SAM provides services and consultation to the disability community of Berks County, and PADCC is one of the 50 state directed councils that both advocate for and provide support of programs that lead to systemic changes in services and property access for the disability community of USA. I serve on the production team at Holy Spirit and support Carol when she is on Alter care duty. When time permits, I enjoy spending time with family and friends, fishing, cooking, reading, and being outdoors.

Rob Sandoval

As an alumnus of Phillipsburg High School and Pratt's School of Architecture in NYC, I've navigated a diverse career path, from various architectural roles to a pivotal two-year tenure at the Greater Lehigh Valley Chamber of Commerce. As the director for the LGBT Business Council, I played a pivotal role in establishing the Board of Directors and fostering synergy between the LGBT Board and the Chamber's Board of Governors. Currently, my focus is on real estate. Engaging with clients in the dynamic world of real estate, guiding them through life-altering transitions is immensely fulfilling and rewarding. Simultaneously, my passion for design and renovation remains a constant driver in my professional endeavors.

Beyond my real estate pursuits, I actively contribute to the Church Growth Committee and Bloomin' Faith Ministry, while also engaging in the Book Club and serving as a Greeter and Usher. In my personal life, I've enjoyed over 11 years of partnership with Chad, celebrating seven years of marriage. Together, we explore the vibrant Lehigh Valley scene, attending festivals, trying new restaurants, and socializing with friends and family. We also enjoy traveling. Since October 2022, we've been proud members, building meaningful connections within our church fellowship. I've formed strong relationships, a sense of community, and am enthusiastic about supporting this church family.

Hannah S.

Hannah is a freshman at Parkland High School. She is a player on the Parkland Varsity Tennis Team and also participates in band and chorus. You can usually find Hannah walking her dog, Cali, or spending time outside. She loves to travel, spend time with her family and friends and compete on her SUP (stand up paddleboarding) team. Hannah and her family have been members of the church since October 2022. She attends Catechism Class and will be confirmed in May 2024. In the summer, Hannah is super excited to go to New Orleans with the church where she will make connections with new people and continue her faith journey. She is honored to serve on Church Council.

2023 Congregation Council Summary

The Congregation Council Annual retreat was held at Lutheran Church of the Holy Spirit on February 24, 2023. The Executive Council members were elected as follows: Mike Berkheimer as Council President, Mark Stanziola as Vice President, Kristin Ervin as Secretary, and Faye Casciano as the Member at Large of the Executive Council. At the Council retreat, the Council determined Mission Team Assignments and approved the appointment of Debra Stevens as Treasurer and Terri Hinderliter as Financial Secretary.

Actions by Council in 2023 included:

January

- Approved up to a maximum of \$5,000 from General ELCA Endowment Fund Pooled Trust to fund Call Committee expenses during 2023
- Approved up to \$25,000 if needed from General ELCA Endowment Fund Pooled Trust to supplement funding of Congregational Benevolence
- Approved disbursement from William S. Wotring Endowment Trust of \$6,000 to fund Faith Formation for Youth, Confirmation/Catechism expenses such as CAT Camp in 2023 budget
- Approve Finance Team recommendation to establish a new monthly mortgage payment for Mission Investment Fund (MIF) Building Project loan starting March 1, 2023. Finance will reduce the outstanding Principal loan balance utilizing cash donations available in SPIRIT LED / SPIRIT ALIVE CAMPAIGN account. MIF Building Project loan Principal balance becomes \$ 409,360 at 3.875% for 23 years. MORTGAGE REDUCTION account in 2023 Budget is \$22,433 which reflects new monthly payments of Principal / Interest of \$2,243.28 for last 10 months of 2023 after refinance of MIF Building Project loan completed
- Approved a revised 2023 budget to be presented to the congregation for approval at the February annual meeting
- Approved a motion to authorize a Second Mile Giving Campaign with target goal of \$50,000 with the intended purpose of increasing the operating balance and offsetting the Endowment contribution to Benevolence

February (Staff/Council Retreat 2-24-2023)

- Accepted resignation of Kristen Newill, Transitional Technology Associate, with regrets and best wishes
- Approved new Council members: Bob Bolen (3-year term) and John Osenbach (elected by Council to fill vacancy for 1 year; up for additional 2-year term with Congregation approval in February 2024)
- Approved Deb Stevens as Treasurer and Terri Hinderliter as Financial Secretary
- Approved Lenten collections to go toward ELCA World Hunger on behalf of Outreach
- Election of Council Executive Committee was completed:
 - President: Mike Berkheimer
 - Vice-President: Mark Stanziola
 - Secretary: Kristin Ervin
 - Member at Large: Faye Casciano

March

- Approved a Preschool Dine to Donate fundraiser as proposed by Faith Formation for Children
- Approved disbursement from William S. Wotring Endowment Trust of a grant not to exceed \$500 to partially fund the expense of a week at Bear Creek Summer Camp for a fifth grade student
- Approved the Ministry Site Profile (MSP) via email vote following discussion of the document at the February Council Retreat. The MSP is required as part of posting the position for Senior Pastor

April

- Based on positive financial results through the first quarter, Council agreed to hold off on a special 2nd mile campaign until the fall stewardship campaign
- Stewardship team is being re-convened with Mike Berkheimer serving as Convener
- Approved request from Global Mission Team to begin planning for a return trip to Tanzania in late spring or early fall 2025
- Denied request for disbursement of \$3,900 to rent a tent for 1 week for VBS activities. Note: A smaller tent (20 ft X 40 ft) was rented for \$1,150 funded by the Non - Budgeted Benevolence -- Spring Mission Trip account for the week of VBS
- Mark Casciano, Debra Stevens, and Bob Mueller as authorized representatives to conduct transactions on behalf of Council on mutual fund accounts and Brokerage Services Accounts with Vanguard
- Approved purchase of 3 new AED's totaling \$5,599 to be paid through existing memorial funds

May

- Discussed and approved proposal from Amy Grubb and Nina McNally for Mission Team Fair in June
- Discussed plans and resources required for Nursery School move to lower level
- Discussed storage space, classroom space and the need to inventory and/or purge many older items no longer in use. This effort is being led by Denise Rohrbach with assistance required from all mission teams as well as staff

June

- Initiated position postings for Property Manager
- Confirmed October 8th for Stewardship Commitment Sunday
- The Spirit Led/Spirit Alive Capital Campaign ended 12/31/2022, however contributions continue to be made. Council approved a motion from Finance to make the final five mortgage payments (August through December 2023) utilizing 2023 cash donations designated to the capital campaign account
- Approved donations from the summer breakfasts to be split 50/50 with Meals on Wheels and Laundry on Linden
- Approved proposal from the Cassler Artwork Memorial to proceed with design, build and installation of a Descending Dove that will hang outdoors in the gable of the vestibule entrance to the worship center

July

- Council met with Call Committee members to de-brief and discuss the candidate for senior pastor that was interviewed in June but determined not to be a good fit for LCHS
- Approved proposal from Property Mission Team to complete a Hallway Project at a cost of \$8,500 with funds provided by undesignated memorial funds, including \$5,900 from Edie Gliem estate

August

- In lieu of August Council meeting, Council held a 3-hour planning workshop facilitated by congregation member Kyle David

September

- Council acknowledged the great work put in by a large number of people over the summer supporting the Storage Space Cleanup effort
- Accepted a letter from Sharon MacCabe, Director of Music, announcing her plans to retire in April 2024

October

- John Letts, convener of the Technology Mission Team, presented Council with an update on technology needs, including proposed budget changes for 2024
- Accepted, with regrets and best wishes, Mark Stanziola's resignation from Council
- Approved posting for a new staff position, Operations Manager, combining the responsibilities of Property Manager and Finance Manager into a single position
- Approved changes to individuals with access to LCHS Wells Fargo accounts to reflect current staff responsibilities and remove individuals no longer having financial responsibilities
- Set Sunday February 4, 2024 as Annual Congregation Meeting date and Saturday February 10, 2024 as Council Retreat

November

- Approved offer to Nadine Hohe to fill the position of Operations Manager. Nadine accepted our offer with a start date of November 27th
- Discussed three critical areas that need to be built-out and actioned as part of LCHS strategic planning: Staffing, Technology/Production Team, Finance/Stewardship. Work on a strategic plan for these three areas will be discussed at the February 2024 Council Retreat

December

- With heavy hearts we shared some of our memories and life-lessons learned from our friend and fellow Council member Denise Rohrbach
- Approved Rick Doty and Ricki Stringfellow to serve as congregational representatives at the 2024 Synod Assembly. This also needs approval by the Congregation at the Annual Meeting.
- The Spirit Led/Spirit Alive Capital Campaign ended 12/31/2022, however contributions continue to be made. Council approved a motion from Finance to make the first four mortgage payments (January through April 2023) utilizing 2023 cash donations designated to the capital campaign account

Report of the Interim Senior Pastor:

Stability amid transition: Were I to give a title to our ministries in 2023, that is what I would likely use. Our search for a settled, senior pastor is on-going and while the task can seem daunting, frustrating and a bit overwhelming at times, the perseverance of our call committee is deeply appreciated. By all means, stay tuned.

In a few weeks we will be saying goodbye to Sharon McCabe as our director of music as she retires from a position she has held for 14 years. We as a congregation are extremely grateful for Sharon's years with us, for her gift of music, for her creativity, and for her musical offerings in glory to God. I wish Sharon God's peace and blessings in this new phase of life and thank her for all she has done for Holy Spirit.

During 2023 we said good-bye to Austin Gross who supported our musical program as it touched our children and the 9:30 Family Service. The growth and acceptance of the 9:30 service has been due in no small part to his efforts. We are very grateful for Austin's time with us.

We also said goodbye to Chris Carter as our facilities manager. Chris served in that position for 6 years and served as clerk-of-the-works for our recently completed building expansion and renovation program. He did incredible work, and we are grateful.

Bob Mueller has also stepped aside as Finance Director. He began with us in February and serves as chair of our call committee. Bob has done outstanding work in both areas. Chris and Bob's positions were blended to create the position of Director of Operations. That position was filled last fall by Nadine Hohe. Welcome Nadine!

Thanks be to God we ended the year in a very favorable position regarding attendance, finances and over all spirit. We learned through the year the need and support for small group ministry offerings and recognized in the response to our Lenten Services, Bible studies and Lunch with Pr. Wimmer. More such small group activities will be planned as clearly there is a need for such ministries.

2024 will be a year of many challenges. Two major staff positions will need to be filled. Tech/production capabilities for our worship services will need to be solidified. Our financial base must continue to be firm. New ministry opportunities are always being identified while existing ministries continue to need resources to be maintained. In this new year we will not lack for things ministries to provide or services to offer. More to come!

My thanks to the staff and lay leadership of Holy Spirit. I have had the blessed opportunity to work with a large cadre of skilled, talented, and dedicated individuals in all aspects of our ministry and life together. I offer a special note of thanks to Mike Berkheimer who has served us so capably and well as congregational council president. His leadership has been so immensely helpful. Amazing people constitute our staff and leadership! Please accept my sincere thanks.

And my thanks to Leesa my wife for her support of me but also for the many ways she herself serves our congregation.

My thanks to all of you for continuing to bless me with this opportunity of service to God in this dynamic and spirit-filled place.

Peace and Blessings,

Pr. Mark Wimmer
Interim Senior Pastor

2023 Parish Record

Average Sunday Attendance

***In person: 284**

Virtual: 66

	Baptized	Confirmed
Membership as of 12/31/22	1132	849

ADDITIONS BY:

Infant/Child Baptism	9	0
Adult Baptism	0	0
Confirmation	0	7
Affirmation of Faith	17	11
Letter of Transfer	16	16

REMOVED BY:

Death	13	13
Letter of Transfer	7	7
Personal Request	1	1
Inactivity	0	0
Moved (No Transfer)	0	0
Other	0	0

Membership as of 12/31/2023	1153	862
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See Parish Record details on the following pages outlining the additions and removals to church membership during 2023.

Parish Record Continued

Baptisms

1/8/23 – Henry Michale S.
4/23/23 – Edward Joseph K.
4/30/23 – Gregory Francis P.
6/4/23 – Elina Joy D.
7/9/23 – Angelina Marie B.
7/30/23 – Hudson George N.
11/12/23 – Annie Sky F.
11/12/23 – Hayley Paige F.
12/17/23 – Sydney M.

Confirmed

5/21/2023
Arwen Denise C.
Isabella Rose C.
Nathan Thomas D.
Maddox R.
Kyden Matthew S.
Connor Michael S.
Luke S.

Received As New Members

4/5/23 - Jacob Bastian
4/5/23 - Rebecca Bastian
4/5/23 – Josie B.
4/5/23 – Jennifer Wetzel
4/5/23 – Douglas Brotzman
4/5/23 – Camille B.
4/5/23 – Everett B.
4/5/23 – Story Lynn B.
4/5/23 – Tracy Hammond
4/5/23 – Mason Mills
4/5/23 – Rebecca Mills
4/12/23 – Bonnie Shive
5/8/23 – Diana Sorrentino
7/12/23 – Marshall Raub
7/12/23 – Deanna Raub
7/12/23 – Cooper R.
7/12/23 – James R.

Received - Letter of Transfer

4/13/23 – Kim Gormas
4/13/23 – Robert Gormas
4/13/23 – Gabriella G.
4/13/23 – Sophie G.
4/19/23 – Scott Summer
4/19/23 – Jessica Summer
4/19/23 – Anna S.
4/19/23 – Evelyn S.
9/3/23 – Thomas Cox
9/3/23 – Martina Cox
9/3/23 – Gabriella C.
9/3/23 – Kenneth C.
10/1/23 – Mark Morawski
10/1/23 – Karla Morawski
10/17/23 – Thomas Bradley
10/17/23 – Lisa Bradley

Removed - Per Request (parent or other)

Sarah Wimmer

Removed by Transfer

James Tilney
Jill Tilney
Diane McMenamin
James McMenamin
Barbara Gibbs
Donald Campolongo
Ruth Campolongo

Deaths – Members

1/2/23 – James Geiling
2/12/23 – Marilyn Egner
2/15/23 – Louise Bastian
5/13/23 – Ann Neitz
6/3/23 – Thomas Devine
6/6/23 – Alma Deibert
7/1/23 – Jessica (Coleman) Ernst
9/2/23 – Wilbur Boyer
10/30/23 – Kathy Schuessler
11/5/23 – Bruce Schuessler
11/8/23 – Tara Lynn Brady
11/24/23 – Edward Roth
12/18/23 – Denise Rohrbach

Non-Member Funerals

3/11/23 – Nancy Gale (Schmidt) Harper
12/4/23 – John Melchior
12/15/23 – Anna Miller

MISSION TEAM REPORTS

Faith Formation Ministries for Children

Convener – Leigh-Anne Wimmer

Our Education Mission – We are a congregation that values our children. We will prepare them to discover and grow in their faith formation with the support of parents, families, and our church community.

Mission Team – The mission team met for a total of 8 meetings this past year. The Team has responsibility for the following programs for children from birth to grade 5: Birth to Age Three Ministry; Sunday School; Weekday Nursery School; Vacation Bible School; Church Nursery; Bible Ministry; and GIFT (Growing in Faith Together).

Nursery School – Holy Spirit Christian Nursery School continues to maintain its reputation as a provider of a high-quality preschool education in the East Penn community. The 2022-2023 school year ended with a well-attended moving on ceremony for those going off to kindergarten. During the month of June the classrooms moved from the upper level of the building to the lower newly renovated classrooms. Thank you to everyone who helped with the move and the purchase of needed items. The 2023-2024 school year began with all staff returning to the new space and students/families loving the look. Nursery school students participate in a weekly chapel lesson, which is led by the pastoral staff and Karin Kahler. Some school wide events were held such as Sneak Peak, Halloween Parade, Thanksgiving Chapel where we welcomed families to participate, and Christmas Songfest.

Vacation Bible School – VBS 67 children participated in rotations throughout the morning following the message of the day. The Theme was Food Truck Party: Roll with God. 127 boxes of Pasta and 112 Cans of Fruit were donated to Grace Lutheran Church Food Pantry. 89 Stuffed Animals were donated to Pediatric Same Day Surgery at LVHN. Everyone had a great time and we received positive feedback.

Sunday Morning Education – Sunday Family Worship Service continued to be offered. Children participate by reading the bible story for the day, listening to a children's message, and singing songs. Sunday School classes are held following worship and are broken down by age/grade. First Holy Communion classes were held, and 11 students participated and received their First Holy Communion. The year ended with our annual Christmas Pageant. The following items were collected and donated to various projects:

80 Stuffed Animals in September for LVHN Same Day Surgery
Unknown amount of canned goods for Angel Network in October
\$129.75 for LCHS Stitch and Chat in November
25 hats and 32 pairs of gloves in December for clients at Grace Macungie's Food Panty
\$1,485.29 in offering which was given to God's Global Barnyard and Stitch and Chat

Church Nursery – Our caregivers continue to provide consistent, quality care at all 3 services each Sunday.

Birth to Age Three – Our new baby ministry provides faith formation support to families with babies and young children. Frolic is a three-year digital home nursery program that helps parents start faith formation along with the physical, intellectual, and emotional development of their child. Materials are emailed to families monthly. Families are presented with a faith bag at baptism.

Bible Ministry – Bibles were given out to the Three-year old's, who received The Beginners Bible and the Third Graders, who received the Deep Blue Kids Bible. Parents presented the bibles to their children during worship services.

GIFT (Growing in Faith Together) Ministry – This ministry plans events for children aged three through grade five and their families. Events are scheduled throughout the year included Blessing on the Backpacks, our Easter Egg Hunt, Paint Some Pottery ice cream bowl painting, and Trunk or Treat. During God Work's Our Hands, we assembled Snack Packs for Laundry on Linden. We ended the year with an Advent Workshop "Cookies and Cocoa". A great big "Thank You" to all the volunteers who help support these events throughout the year and we look forward to a great 2024.

Youth Ministry and Youth Education

Amber O'Brien

Background - Our youth program continues to grow. We had a wonderful year in 2023 filled with faith-forming and fun activities for youth in grades 6-12. We are very proud of our youth program and acknowledge the congregation has been super supportive of our youth. Thank you. Our youth are very kind, bright, and faith-filled and I am excited for the future opportunities which will allow the congregation to see how amazing they are.

Youth Activities - Our youth program has provided youth in grades 6-12 with opportunities for connection, service, and fun. Once a month we've had activities such as candy making, helping with the Easter Egg Hunt, outdoor games and ice cream, mini-golf, a pizza party, advertising, decorating and volunteering at Trunk-Or-Treat, helping cars park for football games, and a Christmas Lock-In. We have also had a lot of fundraising activities to help finance a trip of 16 youth and adults to New Orleans in July 2024. In June of 2023, our youth stayed at the Kull Center owned by the Ocean City Tabernacle in Ocean City New Jersey and had a great time connecting, giving back to the locals, and worshipping with a gorgeous sunrise. This trip was enjoyed by all who came and will occur again in the summer of 2024.

Cat Camp and Cat Class

Confirmation:

In May, we had a banquet for our confirmands and their families. At the banquet and the next morning for our congregation, our confirmands presented their faith journey projects. Eight excited youth were confirmed in spring of 2023.

Catechism Camp:

This past October, we had 18 people consisting of youth and adult volunteers attend Cat Camp at Bear Creek. Our theme was "Facing Our Fears with God." Youth tackled their worries through strengthening their faith and had a great time!

Catechism Class:

LCBS's Catechism Class started the 2023 year off with the Re:Form Ancestors curriculum for the New Testament. These materials foster a sense of familiarity of the heroes and heroines of faith, while not shying away from some of their more earthy personalities. They started the fall of 2023 studying the life of Martin Luther and his Small Catechism. Students received a copy of Luther's Small Catechism to use in class and at home. They have also received journals as well as devotionals for Advent and Lent to dive deeper into their faith in daily life. Attendance has been strong throughout the year with a consistent average of fifteen to 20 people. While we are sometimes affected by intermittent attendance of youth, the Catechism class is generally blessed with several decidedly consistent youth participants.

Grades 9-12 Education - In 2023, room 114 became the home of High School Connect. We are very excited to have a space dedicated to high school youth. High School Connect is available every Sunday for our youth. It provides opportunities to connect and talk about their lives and how God is present. Both instructors of High School Connect have backgrounds in counseling and have been doing a great job creating engaging and meaningful lessons for our older teens.

College Care Packages - Our youth in Cat Class and High School Connect put together 22 care packages for our members who are in college in the spring. These packages consisted of gift cards, sweet treats, comforts from home, and hand-written messages and cards.

Adult Faith Formation

Amber O'Brien

Background: This is my second year facilitating Adult Faith Formation. The team has seen some changes since last year including a change in the programming of CFL. We have had very successful bible studies, M&M group gatherings, Prime Timers activities, and educational discussions.

Coffee, Tea, Connect: Due to a decline in attendance and technical help in 2022, the team decided to create a discussion-based layout program titled Coffee, Tea, Connect in 2023. This model included speakers that led the congregation in discussion on some Sundays and fellowship discussion topics without a formal leader on others. The team continues to use formative and summative data to determine the next steps for this program. The team also conducted a survey to determine the educational interests of the congregation which has helped them design the topics of formally planned discussions. Congregational members could rate their top choices. Below is the ranking of topics based on responses.

1. LGBTQ+
2. Local Charities/Charities our church supports
3. Life connection with the bible
4. What it means to be Lutheran
5. Health and Wellness across the ages.

The current plan for Coffee, Tea, Connect moving forward is the following each month: First/Second Sunday: structured discussions with group leader
Third Sunday: breakfast and fellowship
Fourth/Fifth Sunday: Fellowship with Discussion Topics

Bible Studies: The team planned a successful Study of James in the spring of 2023 and since then has also planned a study on Romans which received a lot of positive feedback in the fall of 2023. We have seen over a 20% increase in attendance of our Bible Study sessions since 2022. Our Bible Studies use a Discussion-based format that seems to be enjoyed by all who participate. We have even had people come from the community to our bible study that are not members of the Holy Spirit. We look forward to observing continued growth of our future bible studies.

Devotionals: Another responsibility of this Mission team was researching and distributing Advent and Lenten devotionals within the congregation. In the season of Lent in 2023, we used "Water and Spirit" published by Augsburg Fortress. For the season of Advent in 2023, we used "Come, Emmanuel" also published by Augsburg Fortress. The team has received positive feedback from using the devotionals published by Augsburg Fortress. The booklets seem to consist of a great length for people to read each day. The daily message is also faith-filled and relatable. This devotional for the season of Lent in 2024 is "Gathered into One" and is also published by Augsburg Fortress.

Book Group: Each month about 10 people come to book club gatherings. Everyone has a wonderful time of fellowship. The book club meets on Mondays. Throughout this past year, they read and discussed a wide variety of books.

M&Ms Too: Each month about 10-15 people gather together for faith forming conversations. This group continues to welcome new members.

Prime Timers: This group celebrates the opportunities for seniors to have moments of growing their faith and fellowship. They have a book group, movie group, and coffee hour as part of their usual programming.

Church Growth Mission Team

Victor Schmidt, Convener

In 2023 the Church Growth Mission Team continued implementation of the reorganized process to identify potential new members and to welcome new members into Holy Spirit's faith family.

During the year the Mission Team successfully added activities to the new member process. Those activities include:

- the designation of a "point of contact" if requested by new members. A point of contact is a person/family who is/are established members of Holy Spirit. The new member may reach out to their "point of contact" with questions related to the congregation, church activities and groups, family involvement and more.
- two Meet and Greet Sunday morning brunches designed to welcome and meet our new members as well as provide social time for all Holy Spirit members.
Note: Holy Spirit welcomed 42 new members during 2023
- two Sunday morning question and answer sessions for potential new members. The sessions were headed by Pr. Tami and attended by those considering membership in Holy Spirit as well as members of the Church Growth Mission Team, available staff members and council members. Potential new members were invited to ask questions regarding Holy Spirit, the Lutheran faith, membership at Holy Spirit, or any other related issue.

Late in the summer the Church Growth Team offered a congregational outdoor movie night featuring the movie Ratatouille. An inflatable movie screen was purchased, and a projector was donated. The evening was truly a "test run." The Team learned several important things related to sponsoring a movie night: scheduling in regard to sunset is key, backup equipment is helpful, speakers are needed. A very positive aspect of the evening was the donation of a movie theater style popcorn machine given to Holy Spirit by Denise Rohrbach.

Church Growth led by Pr. Tami, shared a table with our Nursery School at Emmaus Days. Our representatives were able to distribute information about Holy Spirit and our congregation's activities including the Fall Fest/Trunk or Treat. It is our intent to continue to sponsor a table at the Emmaus event.

In October, Church Growth helped coordinate the 2023 Fall Fest/Trunk or Treat event. There were wonderful volunteers from Holy Spirit who helped plan and implement the event. Adult volunteers and Holy Spirit Youth set-up and helped break down on the day of the event. Our volunteers arranged for a community fire truck, sponsored 22 trunks (with treats), provided on-site music, helped with crafts, tattoos, s'mores, and games; not to mention grilling hot dogs and supplying drinks. Trunk or Treat 2023 was a huge success, attended by more than 300 children, adults, and volunteers. It was a great afternoon and a great outreach activity!

Long range issues to be addressed by Church Growth continue to be community involvement and activities, congregational visibility as well as congregational growth.

Thanks and appreciation go to the members of the Church Growth Mission Team:

Faye Casciano (council liaison), Linda Devine, Nancy McClain, Nina McNally, Kristen Newell, Pr. Tami Reichley (staff liaison), Denise Rohrbach, Rob Sandoval, Victor Schmidt, Jeremy Schmoyer, Lorie Stout Sherman, and Brenda Truhe.

Outreach Mission Team

John Mosovsky, Convener

The Outreach Mission Team lost two beloved servant members in 2023; Marilyn Egner who died on February 12th and Denise Rohrbach who died on December 18th. Their inspiration will always be remembered as will the compassion, kindness, and grace they demonstrated in their dedication to serve others.

Striving to support God's Mission, the Outreach Mission Team keeps focused on how it might be best for our congregation to serve our neighbors. Needless to say that focus includes a variety of specific appeals, collections, services and partnerships. If you'd like to delve into the details of our 2023 outreach opportunities and their results the best and easiest way is to look at the monthly outreach newsletters found at this link <https://lchsemmaus.org/outreach-impact-of-our-stewardship/>. There you will find a focus on the hungry, homeless, sick, and homebound. A focus that includes the lonely and the alone, forgotten and overlooked, depressed, and abused and includes victims of war and natural disasters, humanitarian crises, and patients lacking resources for needed medical procedures.

In order to provide support that addresses our neighbors' real felt needs, it's necessary to develop partnerships with those "in the know". Our specific partnerships with the numerous organizations and agencies we work with can also be found in the newsletters. Our 2023 outreach partners included the Evangelical Lutheran Church in America (ELCA), Northeast Pennsylvania (NEPA) Synod, local churches and businesses, community organizers, hospitals, universities, numerous not-for-profit humanitarian community agencies, shelters, food banks, and advocacy agencies. Our outreach also includes opportunities to build relationships with the surrounding community through invitations to join us for specific events and services at the church and to use our property to support outreach activities.

Members of our congregation understand the importance of outreach and participate whenever they can. The many opportunities presented and supported throughout the year are a result of The Lutheran Church of the Holy Spirit. That includes all of us - our members, pastors, staff, numerous church groups and committees, nursery school, Sunday school, Vacation Bible School, and the many outreach activities of our young adults. We all come together as members of the One Body of Christ supporting God's Mission, loving him and our neighbors. If you have specific ideas about outreach, please contact one of the pastors or any member of the Outreach Mission Team. God bless you and thank you for your gracious gifts.

Outreach - Bloomin' Faith Flower Ministry

Through a small bouquet of flowers, Bloomin' Faith shows care and concern for the members of LCHS who are shut-in, ill or grieving, and also shares happiness and joy with members who are celebrating milestones. Flowers (especially unexpected ones) brighten a person's day and serve as a reminder that someone cares and is praying for them.

The Bloomin' Faith ministry at LCHS is held on a monthly basis. Pastor Tami determines the recipient list, taking into account the number of delivery people available. Eight to 16 bouquets are delivered each month.

In 2023, 165 bouquets were delivered January through December to our new members, fifth graders (for their first communion), confirmands, members grieving loved ones, members recovering from surgeries or other illnesses, and members celebrating birthdays and anniversaries. Mini bouquets of dried flowers were delivered by the Eucharistic ministers in February to our shut-in members.

We have been blessed with donations from members, both monetary and physical - flowers and foliage from their gardens. This year, we began arranging bouquets at church on Friday mornings, and enjoy the fellowship of 1-4 additional arrangers. Thank you to our faithful volunteers who spend their Saturday morning once a month delivering the bouquets, and to Brenda Truhe and Deb Smith who coordinate the deliveries.

Our prayer continues: that this ministry gives witness to God's love and abundance through flowers, and we continue to grow in faith through participants, donations, arrangements, and deliveries.

Lisa Walton and Leesa Wimmer, Bloomin' Faith Flower Ministry Coordinators

Outreach – Global Missions Team

Calendar year 2023 began with a Global Missions Sunday featuring discussion about the Neonatal Intensive Care unit at Arusha Lutheran Medical Center (ALMC) in Tanzania and the pediatrics partnership of ALMC and nearby Selian Hospital. During the services that Sunday in January, contributions were dedicated from fundraising during the Advent and Epiphany seasons. In a fabulous outpouring of generosity from members of Holy Spirit, the following funds were sent: ALMC NICU - \$4,320; Plaster House - \$1,000; and Widow's Might - \$1,443.

In May, a concert by Jon Satrom resulted in hundreds of dollars from free-will offerings going to the Bresma orphanage via the Hearts for Haiti organization. Monies are used to procure milk and other food for the young children at that orphanage.

In October, the Director of The Kafika House (formerly The Plaster House) visited Holy Spirit to discuss the programs for preparing children for surgeries for their correctable disabilities and recovering from those surgeries. The expanding program now serves over 1200 children a year. The Director expressed great appreciation for the contributions received from Holy Spirit over the last several years. A check for about \$750 from Holy Spirit to Friends of the Kafika House was sent in November, resulting from parking proceeds at Holy Spirit during Emmaus football games.

At the end of November, the Love for the Least campaign began, to raise additional funds for the treatment of babies at the Arusha/Selian Neonatal Intensive Care Unit. Almost 400 babies are served every year using low cost but effective treatments.

The planning for the January 2024 Global Missions Sunday is underway. The theme will be on local organizations that collect and distribute medical equipment and supplies to underserved health care clinics in the U.S. and overseas.

PROPERTY MISSION TEAM

Mike Epperly, Convener

Volunteers were essential to help maintain both interior and exterior of LCHS building and grounds during 2023.

Spring Grounds Clean-Up

On Saturday, May 6 and May 20, volunteers removed weeds and leaves, trimmed bushes and shrubs on the entire property. No mulch was spread due to a supply issue. Thanks to ALL adult and youth volunteers who came out to help.

- Landscape volunteers tended to several garden plots with floral plantings: front lawn around outdoor sign, Pine Street entrance, Memorial Garden upkeep work and Cedar Crest driveway entrance. Special THANKS to Tom and Deb Walsh for maintaining two garden plots during the entire growing season!
- Thanks to the bush and shrub trimming crew: Bob Mueller, Glenn and Terri Hinderliter, Bob and Deb Stevens and Eric Kahler.
- Thanks to the Nursery School playground mulch spreading crew: Bob Stevens, Mike Berkheimer, and Mike Epperly.
- Mowing contractor Turf Pro weed whacked and sprayed the banks along the lower-level parking lot and driveway plus the retention pond several times during the growing season.
- Snow plowing and salting by contractor West End Landscaping is ongoing during the winter season.

Ministry and Mission Team Fair Sessions

On June 11, Aug 6 & 13, and Oct 16 Property showcased WHAT Property Mission Team does, plus recruited more volunteers.

PROPERTY MISSION STATEMENT

Property Team addresses all issues regarding both interior and exterior of LCHS building and grounds.

Tasks

- Property Team member
- Exterior Grounds Maintenance (Spring Clean-up, shrub trimming, mulch)
- Exterior Garden Plots and Planter (5) upkeep
- Exterior and interior small maintenance and repair projects
- Cedar Crest Blvd. routine sign changes
- Memorial Garden upkeep
- Interior painting
- Sexton substitute (vacation, sick, etc.)
- Five Year Property Team Plan (future capital and maintenance projects)

Miscellaneous small capital and maintenance and administrative projects completed in 2023 include:

- Wall crack monitoring in Room 116 continues semi-annually and has shown no progression of cracks that first appeared in May 2017.
- Moving Days – volunteers swapped Nursery School classrooms and office/storage tables, chairs, etc. between the main level rooms and lower-level new classrooms and new Nursery School Office/storage room. Volunteers were VERY THANKFUL for the LULA elevator!

- Volunteer Mike Quinn removed chalk boards in Room 110/112 and volunteer Jeff Gross painted paneling wall sections after removal of chalk boards.
- Lower-level Nursery School classrooms security shades. Cost \$742
- Kitchen refrigerator and freezer repairs due to temperature issues by Clark Service Group.
- Moyer Plumbing faucet repairs in Men's restroom by canopy entrance door.
- Volunteers moved donated furniture items from a LCHS members home to the new Youth Room (114). Thanks to John Mosovsky, Mike Quinn, Bob Mueller, and Mike Epperly.
- Volunteers Chris Carter and Mike Quinn did rework of Fellowship Center Lobby Storage Room wood platform to accommodate two sixty folding chair racks and two round table racks stored there. GREAT WORK!
- Volunteer Eric Kahler arranged for the removal of surplus brick pallets to Reading Muhlenberg Career and Technology Center to be used by the masonry students.
- As part of overall Storage Space Project conducted by LCHS Mission Teams:
 1. 193 surplus metal folding chairs were donated to Rosemont Lutheran Church (Bethlehem) while LCHS retained 60 metal folding chairs.
 2. Surplus ELW Hymnals and pew Bibles were donated to several NE PA Synod Lutheran congregations.

Upon completion of the Storage Space Project, a final ALLOCATION OF STORAGE SPACES document was compiled by Denise Rohrbach.
- Installed crash hardware and lock on lower-level hallway door at bottom of stairway to provide security at entrance of Nursery School classroom area. Cost \$1,450
- Main level hallway emergency light improvements. Cost \$1,450
- Repairs to HVAC units in Speary Café. Cost \$1,225
- Office hallway exit light replacement. Cost \$475
- Gutter repairs along driveway associated with vendor delivery truck damage. Reimbursable Cost \$615
- Purchase of three shelving units for Outreach Mission Team in lower-level Room 3. Cost \$480
- Relocated along circular drive near lower-level entrance door the red metal bench, white metal picnic table and two refinished wood benches. THANKS to Bob Stevens for refinishing work.
- Replaced broken hinges on Raymour and Flanigan storage bench in Fellowship Center Lobby. Cost \$30
- Replacement of HVAC unit in lower-level Nursery School Classroom Room 8. Cost \$2,350
- Contracted Stanley Steamer to clean carpet in Fellowship Center and main level hallway from office entrance door down to double doors into Narthex. Cost \$969
- Contracted Kleen Girl for all cleaning services from September 24 through October 7 during Sexton Kelly Dean's vacation. Cost \$960
- Property Mission Team updated the LCHS Property Plan (dated September 2017) by deleting completed projects and retaining/adding future potential projects.

During 2023 the following major capital projects were completed:

COST	ITEM	FUNDING SOURCE
\$3,508	Retrofit office, office hallway and new fixtures in main hallway to LED tubes	Building Fund
\$3,680	Fellowship Center roof leak repairs	Building Maintenance
\$1,300	Awning at lower-level entrance door	Building Fund
\$1,100	Red stone replacement to dress up two areas	LCHS Donor to Building Fund
\$2,015	Gutter/downspout installation at lower-level entrance door and on Cedar Crest Blvd. front side along ASR, Room 117/119 and Kitchen sections	LCHS Donor to Building Maintenance
\$8,684	Main hallway upgrade between canopy hallway back to double doors adjacent to Restrooms near kitchen. Installation of 2x2 grid, new ceiling tile and new LED flat panel lights	Building Fund Undesignated Memorial Funds Edith Gliem Estate
\$3,470	Removal of cedar siding on two triangular gables on narthex roof adjacent to left and right sides of horseshoe window sections. Install Tyvek wrap, new 8" CertainTeed board and batten siding, replace flashing, and cap fascia with new coil with drip cap over siding	Building Maintenance
\$6,988	Installation of two additional outdoor cameras incorporated into the existing camera security system. First outdoor camera at lower-level entrance door and second outdoor camera at Nursery School Playground	Cash Exchange Building Fund
\$30,745	TOTAL 2023 PROPERTY PROJECTS	

Property Mission team recommends the following projects for 2024 Budget:

COST	PROJECT
\$6,000	All parking lots: seal cracks by hot tar filling sealing work
\$5,000	Lower-level parking lot: patch broken asphalt areas as needed
\$28,088	Main hallway upgrade from canopy hallway back to Narthex double doors: install 2x2 grid, new ceiling tile, new LED flat panel lights, drywall over both sidewalls, new door frame, and new wood split glass doors with panic latching hardware
\$5,000	New carpet or LVT flooring in Room 113
\$5,000	Repair five stormwater grates in lower-level parking lot
\$49,088	TOTAL 2024 PROJECTS FOR 2024

Staff Support

The Staff Support Mission Team assists the Congregation Council and interim Senior Pastor Mark Wimmer by providing confidential input, recommendations, and opportunities for discussion relative to staffing issues at Holy Spirit. The Team also tries to provide support for the individual members of the staff.

Some adjustments were made to the Mission Team in late fall with Nina McNally starting as Mission Team Convener and Council representative. The additional Staff Support Mission Team members include Linda Devine, JoEllen Rooney, Victor Schmidt and Pastor Mark Wimmer (staff liaison). Council President Mike Berkheimer also joined as an additional representative.

The reconvened team began review of staff roles and responsibilities, made updates to the observed holiday calendar in the Employee Handbook to better align with Synod holidays (added Martin Luther King's Birthday and President's Day and removed the Holiday of choice) and recognized staffing changes related to our Operations Manager role (departure of Chris Carter and Bob Mueller and the hiring of Nadine Hohe).

As an expression of thanks to our staff the Mission Team provided surprise treats for the staff meeting in November. Additionally, a Holiday luncheon was planned during the holidays and gift cards were given on behalf of the congregation with thanks and appreciation for all that they have done.

Submitted by,
Nina McNally, Convener and Council representative

Technology Mission Team

The team is tasked with enabling the congregation through technology as it pursues its mission. That includes planning, procuring, and installing new technologies. It further encompasses administering, maintaining and supporting existing technologies and providing a productive technical environment for our staff and volunteers. Among the resources managed by the team are: 20 PCs, 7 printers, 1 physical and 2 virtual servers, the contributions kiosk, our private and public networks and cabling, the Nave audio-visual systems, the phone system, the church's data, all software, the website and social media presence, and numerous other pieces of audio-visual equipment. The team members include: Paul Bashus, Chris Carter, Mark Casciano, John Letts, Bill Newill, Chris Pirrotta, Eric Rhyder, Justin Scheetz, Marian Schneck, Pete Schneck and Bob Stevens. Nadine Hohe now represents the staff on the team, and John Osenbach is the Council representative.

The most obvious improvement to our technology this year has been the maturing and expansion of the Sunday Production Team. The team has evolved the complex audio-visual and Zoom systems installed during the building expansion efforts into a very stable environment supporting the three services each Sunday along with special services. Several people have joined the team, although the effort very much requires additional volunteers to even the load on team members.

After an exceptional number of changes to our staff in 2022 due to retirements and new staff members, this year was more stable. PCs and phone systems were set up for Bob Mueller, Dean Black and Nadine Hohe and the nursery school move to the lower level was accommodated. A significant amount of old equipment replaced during the building expansion was recycled as hazardous waste.

The most significant challenge facing the Technology Mission Team is finding manpower to support the expansion of the technologies employed. Besides the significant challenge of fully staffing the Production Team, the day-to-day support for the infrastructure upon which all our systems run is seriously endangered by a lack of people. Given the increasing unavailability of people to respond to and prevent system failures, the Mission Team initiated a study of our support options. After looking at other congregations' approaches to technology support and reviewing proposals from a number of providers, the Team proposed partnering with a local Emmaus firm to assist in day-to-day support. In addition, a number of projects were approved for 2024 to improve support, streamline the infrastructure and strengthen security. The changes were presented to Council and were endorsed by them.

Beyond the obvious changes the Technology Mission Team maintained the existing software, such as the Shepherd Staff and Access software which manages much of the church's and Nursery School's data, and responded to the on-going stream of hardware issues. Mark Casciano phased into supporting our Shepherd Staff software. Efforts in 2024 will focus on implementation of a number of new projects recommended by the team to streamline and modernize the technology infrastructure and improve security.

Worship Mission Team

Convener – Susan K. Smith

The purpose of the Worship Mission Team is to ensure that the people of God at The Lutheran Church of the Holy Spirit gather for worship around the central gifts of Word and Sacrament.

We continue to provide three in person services each Sunday for our congregation, with two of them also on Zoom. "Rejoicing Spirits" continues to be held once a month in person (with masks optional) for differently-abled individuals and their families and caregivers. In addition to Sunday services in person and on Zoom, opportunities also exist throughout the year for worship at special services which include Lent, Holy Week, Thanksgiving, Epiphany, Advent, Blue Christmas, Christmas Eve, Christmas Eve Day and New Year's Eve Day. All of this requires the efforts of both staff and volunteers to plan and coordinate these services.

Subcommittees related to the Worship Mission Team include the "Rejoicing Spirits" planning group, Altar Care, and the Decorating committee. Many volunteers are needed to coordinate and support all of the weekly and special services. These opportunities include: ushers/greeters, readers, assisting ministers, crucifers, communion assistants, and worship coordinators. During 2023 volunteers in all areas continued to be needed. There are numerous people who faithfully serve in these capacities and for this we give thanks to God!

This year there has been one membership change on the Worship Mission Team. Linda Devine has taken on the job of scheduling the Assisting Ministers. We thank Linda for her time! Please thank the team members and coordinators for their diligent efforts over this past year as they plan for 2024. These people include: Pastor Cindy Camp (Interim Associate Pastor), Sharon MacCabe (Director of Music), Deacon Melanie Werley (Liturgy), Marcey Binkley (Readers), Jan Coe and Kristen Newill (Rejoicing Spirits), Robbie Flynn (Decorating), Carol Osenbach and Terri Hinderliter (Altar Care), Jackie Leipert (Communion Assistants), Brenda Truhe (Ushers/Greeters), and Sue Mathieu (Council Liaison).

We continue to have vibrant worship and music at Holy Spirit. Sharon MacCabe has been our Director of Music for many years but has decided to retire in April. We are deeply saddened by this but thank her for her years of dedication and send blessings to her in this next phase of her life.

The Worship Mission Team strives to keep Word and Sacrament central to worship and provide worship experiences that tell and respond to the story of God's grace and love. The mission team actively seeks new volunteers to serve in the various capacities needed. If you are interested in participating in any of these areas of ministry, please contact Sue Smith at sksmith13@ptd.net, 610-657-3872 or Nikki Clark clark@holyspirit-emmaus.org or 610-967-2220 at the church office.

Rejoicing Spirits:

Janet Coe and Kristen Newill, Co-leaders

As we celebrate our 16th year of ministry, we reflect on what 2023 brought us. Maintaining the well-being and health of our Rejoicers, their families, and caregivers continue to be a priority. We are currently mask-optional with the understanding that Rejoicers and caregivers assume the responsibility for their comfort and well-being.

Here are a few of the year's highlights:

- March: We celebrated our 15th year of Rejoicing Spirits Ministry.
- April: Palm Sunday and Easter were celebrated with the Easter Pageant being prerecorded on Zoom and the recording shown during the service.
- May: Our Rejoicers honored their mothers/caregivers.
- June: Father's Day was celebrated in honor of fathers/caregivers.
- July: "In God We Trust" was the special message, patriotic songs were sung, and red/white/blue colors were worn.
- August: "Let Your Light Shine" was the special message. We had a "fantastic" luau with a DJ, dancing, pizza and ice cream dinner to celebrate our return to in-person worship after 2 years on Zoom.
- September: "Jesus Feeds the 5000" and the return of our in-person reception; 50 cards were handmade at God's Work Our Hands by the Rejoicers.
- October: We celebrated the changing of the seasons; Rejoicing Spirits sponsored a trunk for Trunk or Treat with several Rejoicers and families in attendance to help.
- November: We had a Bingo afternoon; canned goods were donated by our Rejoicers for Angel Network; we celebrated the return of the Rejoicing Ringers.
- December: This was the first, live, in-person Christmas Pageant in 3 years followed by a festive Christmas party reception; the Rejoicing Ringers rang bells for several carols and played chimes for Silent Night; the Pageant was recorded for us to watch at the January 2024 service.

Potential upcoming events for 2024: Another Bingo event, an afternoon playing various board games with our Youth as helpers, drum circle afternoon, God's Work Our Hands, Trunk or Treat, Angel Network, and another themed dance. Lots to look forward to!

Rejoicing Spirits worship attendance continues to be strong and steady. Our Rejoicers participate in all aspects of the service. What a blessing it is that this family of worshipers has maintained its support both in worship and outside of worship since 2008.

Special thanks to our pastors, other staff members, Bill Newill, Chuck Coe, Wilma Stewart (food coordinator), Carol Sierzega (craft coordinator), Carol Osenbach (costume upgrades), Sharon MacCabe, Linda Letts, Lee Satrom, Nancy Anderson, the church Youth, and the entire Rejoicing Spirits Team. Many thanks, as well, to the members and friends of our congregation who help and support our ministry.

MEMBER CARE MISSION TEAMS

Faith Community Nurse/Health Ministry

2023 was the year of the Automated External Defibrillator (AED). Thanks to various memorial gifts and donations, we could purchase 3 AED machines for the church. If needed, an AED can be accessed in less than 30 seconds from strategic locations in the church. As a reminder, they are in the hall across from the kitchen, in the narthex next to the coat closet, and at the bottom of the stairs on the lower level between the Speary Cafe and the classrooms.

To maintain a safety standard, I coordinated and arranged two Heart-saver training sessions for volunteers from the staff, council, and ushers. In all, 17 people were trained at no cost to the church or themselves. To cover the cost of training a grant was obtained from the Lutheran Faith Community Nurse Association (LFCNA), an organization that seeks to be the light of Christ as we integrate faith and health in the ministry of parish nursing.

I check all 14 first aid kits, located throughout the church, monthly to restock and keep up to date. The AEDs are checked monthly for proper operation and expiring supplies.

As a member of the LFCNA I attend monthly peer group meetings where ideas are shared, support given and suggestions for improvement are discussed. It is a vital group for resources and education.

The monthly awareness announcements, printed in Holy Happenings, continued for 2023 with the addition of complementary signage posted in the bathrooms.

In May, John Mosovsky, Elizabeth Moessner, and I attended the Lutheran Day at the Capital, sponsored by the Lutheran Advocacy Ministry in Pennsylvania (LAMPa). It was a day of state-wide networking, learning, inspiration, and action on issues that matter.

In September I attended a 3-part seminar titled, *This Is How We Die*. This was a lecture given by Barbara Barnes, a hospice pioneer and RN. It was very enlightening and educational and was sponsored and facilitated by the LFCNA.

I meet weekly with the pastors to discuss pastoral care needs and address the concerns of the congregation, doing follow-up phone calls or visits offering support and guidance when someone is facing difficult times.

Eucharistic Ministers

A Eucharistic Minister visits homebound members and provides communion and a friendly visit. I am responsible for keeping the schedule and homebound list up to date and accurate. The Eucharistic Ministry continues with its constant changes and dedicated staff. We say goodbye to Ann Krall, who decided to retire from the Eucharistic Ministers after years of service. Thank you, Ann, for all your time and dedication. Two new members joined the Eucharistic Ministers team. We welcomed Mary Vink and Sheila Huff as new Eucharistic Ministers. They join a dedicated team who do home visits monthly. Thank you to all our ministers, Marlene (and Rich) Feulner, Marilee Oplinger, Louise Metka, Barb Roba, Pr Camp, Pr Tami, and Pr Wimmer

Respectfully Submitted, Dean Black. RN, FCN

Stephen Ministry

Kitti Berkheimer, Mike Berkheimer and Lynn Snyder (Stephen Leaders)

In 2023, the Stephen Ministry Team continued to reach out faithfully to congregation members and their families to provide comfort and caring support as they faced many of life's difficult challenges. Some of these challenges included isolation, loneliness, anxiety over health, grief, juggling work, childcare and school issues, financial strains or job loss, and uncertainty about the future.

Our Stephen Leaders met with Pr. Tami, our Stephen Ministry Liaison, once a month throughout the year to identify members of the congregation that might benefit from having a Stephen Minister walk with them through their time of need. One of the challenges that our team continues to face is having members of the congregation open to receiving care from a Stephen Minister.

We had several transitions on the team during 2023. A special acknowledgement and thank you goes out to Fran and Bill Derhammer for their faithful support and leadership of the Stephen Ministry program for over 10 years, from 2012 through June 2023! During 2023, Lynn Snyder completed an on-line training to become a Stephen Leader and Rob Smith has taken over the duties of Referrals Coordinator from Bill Derhammer. Tena Rapp moved from the area in September 2023 and we miss her caring support that was always present.

We also want to acknowledge and thank our Stephen Ministers for their dedication, commitment, and their own unique skills they bring to the Stephen Ministry program. They include: Irv Keister, Nancy McClain, Bill Newill, Kristen Newill, Dianna Olszewski, Rob Smith, Al Setzer, Kathy Soska, Lorie Stout, Brenda Truhe, Carole Wetherhold, Leesa Wimmer; and our three Stephen Leaders Kitti Berkheimer, Mike Berkheimer, and Lynn Snyder. Pastor Tami Reichley is also a critical member of our team and we thank her for her unwavering faith, trust and support of the Stephen Ministry Team.

We look forward to 2024 with renewed hope and vigor as we continue our mission to provide help, hope and healing to those in need, with God leading the way.

RESOURCES FOR MINISTRY

Stewardship Mission Team

The Stewardship Team was re-energized during 2023 following a lengthy period without a Convener. Mike Berkheimer agreed to be the Convener for the team which met monthly from May through December 2023. A special thanks to both past and new Stewardship Team members that helped get our Stewardship activities back on track during 2023: Bob Bolen, Tom Brown, Fran Derhammer, Charlotte Gross, Terri Hinderliter, Eric Kahler and Pastor Wimmer.

The initial focus of the team was on the fall Stewardship Campaign, ***Moving Forward***. In addition to the fall campaign, the team has been working on other initiatives that will carry into 2024. These include:

- Increased focus on year-round stewardship of our Time, Talent, Treasure, Trees (the environment) and Tissue (personal wellness).
- Use of Narrative Budgeting to supplement our annual budget and show the impact of our ministries on our congregation, the local community, and the world.
- Aligning Stewardship activities with other LCHS mission teams.

Endowment / Memorial

The current Endowment Committee members are Rick Doty, Trustee, Tim Wotring, Trustee, Mark Casciano, Trustee, Dave Rishel, Mike Epperly, Council liaison, Pastor Mark Wimmer by office as Interim Senior Pastor, Mike Berkheimer, by office as Council President.

As of December 31, 2023, in addition to the General Endowment, the following endowments are in place and funded:

- Richard Schmid Memorial Fund: to be used for the education of members preparing to enter the ministry.
- Pastor Walter A. and Mrs. Phyllis L. Kuntzleman Scholarship Fund: to provide scholarship or other financial aid for members of LCHS who, being approved by the Northeastern Pennsylvania Synod of the Lutheran Church of America (Professional Preparation Committee), are pursuing higher education work in a church vocation.
- William S. Wotring Endowment Trust: to be used for faith development of young members of LCHS.
- The Carolyn and Erwin Schmid Memorial Trust Fund: for scholarship or other financial aid to LCHS members pursuing higher education in a church-related vocation and Capital Items intended to enhance worship ministry such as paraments and communion ware.
- Dr. LeRoy Aden Endowed Lecture and Continuing Education Series: to fund lectures and continuing educational events offered by speakers knowledgeable in the area of pastoral care and counseling.
- The Reverend Dr. Alton and Lois M. Roberts Memorial Trust Fund: for scholarship or other financial aid to members of LCHS who are pursuing higher education in a church related vocation as well as special adult symposia, mini-courses, workshops or speakers to enhance the Christian education of the adult members and guests of LCHS.

There were three additional contributions made during 2023, \$1,000 to the Richard Schmid Memorial Fund, \$250 to the William S. Wotring Endowment Trust and \$58,224.11 to The Reverend Dr. Alton and Lois M. Roberts Memorial Trust Fund as part of the settlement of the estate of the late Lois Roberts.

The 2023 Endowment Disbursements:

Endowment Fund	Amount	Ministry	Purpose
William S. Wotring Endowment Trust	\$ 500.00	Faith Formation for Youth	Bear Creek Summer Camp Youth Grant
William S. Wotring Endowment Trust	\$ 3,610.00	Faith Formation for Youth	2023 Cat Camp*
ELCA Endowment Fund Pooled Trust	\$ 1,747.54	Finance	Call Committee Expenses
	\$ 5,857.54		
*in support of the 2023 budget			

The General Endowment is invested in the ELCA Endowment Fund Pooled Trust. All of the other endowments are invested in their own individual Vanguard Wellington Fund. This fund generally holds a portfolio mix of 65% stock and 35% bonds. While 2022 was a difficult year for this type of investment mix, 2023 recovered nicely. Among all of the seven endowments invested there were total dividend and capital gain distributions received in the amount of \$22,054.84 and market appreciation in the amount of \$26,258.26.

Balances as of December 31, 2023 as follows:

General Endowment	\$ 69,241.57
Richard Schmid Memorial Fund:	\$ 26,022.71
Kuntzleman Scholarship Fund:	\$ 25,731.82
William S. Wotring Endowment:	\$ 131,340.01
Carolyn and Erwin Schmid Memorial:	\$ 72,589.10
Dr. LeRoy Aden Endowment:	\$ 13,724.44
Dr. Alton & Lois M. Roberts Memorial	<u>\$ 75,444.67</u>
	\$ 414,094.32

Finance Mission Team

Nadine Hohe, Operations Manager
Bob Mueller, Assistant Treasurer

I took on the newly created Operations Manager position effective November 27, 2023. The Operations Manager combined both the Finance Director and Property Manager positions. I would like to thank Bob Mueller, Finance Director who has filled this role since February 2023 for his time and dedication.

The Finance Team meets monthly on the third Monday of each month prior to the church council's meeting to review the prior month's financial information and discuss any issues. In 2023 we continued to focus on tracking our progress with our budget plan and goals; looking ahead each month by forecasting where we are expected to be at year-end.

We adjust our financial reporting process on an ongoing basis, and the feedback it provides helps us better understand the reliability of variances of current results to budget. The Statement of Cash Flows remains our primary tool in identifying variances. Since simple comparisons to budget may be unreliable or misleading, particularly due to timing issues, the Statement of Cash Flows is updated monthly to help determine if corrective action is needed to head off any year-end surprises.

The monthly financial results and performance to budget continues to be published in Holy Happenings as part of our effort to promote transparency and keep members informed of our financial position.

Results for the Year: We budgeted a deficit of \$20,878 for 2023 and finished the year with a surplus of \$43,885. Budgeted revenue was \$831,679 and actual revenue was \$882,353, a surplus of \$50,674 or 6.1%. Budgeted expense was \$852,557 and actual expense was \$838,468, a difference of \$14,089 or 1.7% to the good.

The **2023 revenue** surplus was mainly due to unpledged revenue up ~\$30,000 compared to budget, Cash and Non-Member revenue up \$7,800 compared to budget, and a transfer of funds from Spirit Led/Spirit Alive for the mortgage of ~\$11,000 compared to budget.

The **2023 expense** surplus was mainly due to Investment in People down ~\$10,000 compared to budget, Worship down \$3,372 compared to budget, and Church Growth down \$2,262 compared to budget. Resources for Ministry was down ~\$20,500 compared to budget, mainly driven by Service Contracts and Technology.

Operating Cash Reserve: We began the year with a cash balance of \$70,439. Our surplus of \$43,885 and year end accounting adjustments gave us an available balance of \$114,464, a surplus of \$44,025 for the year.

THE LUTHERAN CHURCH OF THE HOLY SPIRIT
TREASURER'S REPORT – YTD – December 31, 2023

	BALANCE 1/1/2023	DEPOSITS	CHECKS	JOURNALS	BALANCE 12/31/23
Operating Fund	70,439	882,353	838,467	139	114,464
Benevolence Fds:					
World Hunger	931	3,917	3,763	(300)	785
Project Help	8,434	-	-	-	8,434
Local Mission	8,341	300	-	604	9,245
Non-Budget Ben.	6,627	8,402	12,244	284	3,068
Budgeted Benevolence	-	61,880	61,880	-	-
Total	24,333	74,499	77,887	587	21,532
Reserve Funds:					
Capital Reserve	-	-	-	-	-
LCHS Senior Group	188	-	-	-	188
Concert Series	10,947	7,474	8,258	1,000	11,163
Natl Youth Gath	21,574	3,043	-	(1,826)	22,790
Shared Youth Min.	-	-	-	-	-
Memorial	34,540	49,538	14,672	(344)	69,062
Memorial Garden	3,741	400	-	(180)	3,961
Pastoral Housing	2,233	-	-	-	2,233
Nursery School	32,102	87,130	85,294	-	33,938
Bloomin' Faith	1,033	1,430	636	-	1,827
Bldg Fund	13,209	11,102	11,367	415	13,359
Lower Level Project	8,540	12,703	21,243	-	-
Spirit Led, Spirit Alive	261,373	68,996	4,376	(306,352)	19,641
Rejoicing Spirits	5,754	-	693	-	5,061
PLACE Funds	-	-	-	-	-
Tuition Asst-Nurs Sch	1,445	-	-	(850)	595
Special Youth Acct	-	-	-	-	-
2nd Mile Giving 2023	-	415	-	(415)	-
P/R Tax Liability	2,474	-	18,322	15,814	(35)
Ppd.Exp/Def.Rev.	64,135	75,400	195	(46,368)	92,972
Total	463,289	317,629	165,056	(339,106)	276,756
Cash Exch.	(29,191)	108,012	82,493	7,945	4,274
Total All Funds	528,870	1,382,494	1,163,903	(330,434)	417,026

Cash Assets:

Wells Fargo	382,854	1,250,556	471,450	(894,510)	267,450
Mission Inv. Fund	144,711	298	-	3,108	148,117
Embassy	1,305	-	-	154	1,459
Total	528,870	1,250,854	471,450	(891,248)	417,026
	BALANCE	DEPOSITS	CHECKS	JOURNALS	BALANCE
	1/1/2023				12/31/23

Non-Budgeted Benev.

Sec. Mile Giving	753	1,100	954	284	1,183
Lenten	-	1,094	1,094	-	-
Spring Mission Trip	2,366	1,320	1,950	-	1,736
Sunday School	1,187	538	1,725	-	-
Disaster Response	2,321	4,350	6,521	-	150
Missionary Support	-	-	-	-	-
Total	6,627	8,402	12,244	284	3,068

Budgeted Benevolence

NEPS Regular	-	33,000	33,000	-	-
Zionsville Food Pantry	-	1,500	1,500	-	-
Bear Creek Camp	-	4,000	4,000	-	-
A'town Ecum Food Bank	-	1,700	1,700	-	-
Missionary Support	-	3,700	3,700	-	-
Arusha Hospital - Tanzania	-	2,600	2,600	-	-
L C Conf Churches	-	1,500	1,500	-	-
Meals on Wheels	-	1,500	1,500	-	-
Diakon Adoption Services	-	1,700	1,700	-	-
Allentown Rescue Mission	-	1,400	1,400	-	-
ELCA Fund for Leaders	-	1,500	1,500	-	-
Turning Point	-	1,000	1,000	-	-
Brite Hope	-	1,300	1,300	-	-
Gettysburg Seminary	-	180	180	-	-
East Penn Neighbors	-	1,000	1,000	-	-
Second Harvest Food Bank	-	1,800	1,800	-	-
Emmaus Food Pantry	-	1,500	1,500	-	-
Kindness Project	-	1,000	1,000	-	-
Total Benevolence	-	61,880	-	-	-
Ppd. Exp./Def.Revenue					
Prepaid Tuition	16,865	-	195	902	17,572
Ppd. Pledges/Rent	47,270	75,400	-	(47,270)	75,400
Total	64,135	75,400	195	(46,368)	92,972

The Lutheran Church of the Holy Spirit			
Budget Summary for 2023 and 2024			
	2023		2024
REVENUE	Budget	Actual	Budget
Pledge Income	695,467	687,400	720,876
Non-Pledge Income	100,912	130,676	84,226
Other Revenue	35,300	64,277	56,940
NET TOTAL REVENUE	831,679	882,353	862,042
TOTAL EXPENSE	852,557	838,467	909,965
SURPLUS/(DEFICIT)	(20,879)	43,885	(47,923)
Cash Balance (1/1)	70,439	70,439	114,464
Prepayments/Adjustments		140	
Cash Balance (12/31)	49,560	114,464	66,541
	2023		2024
Non-Budgeted Benevolence (In/Out):	Expected	Paid	Expected
ELCA World Hunger Appeal	2,500	1,200	1,200
Project Help	0	0	0
LDR Mission Trip	1,000	0	1,000
Other Non-Budgeted Benevolence	20,000	28,200	28,200
	23,500	29,400	30,400

Analysis of 2023 Operations			
	Operating Fund 2023	Benevolence 2023	Benevolence Budget 2024
Actual Income	882,353		
Expense-Operating	776,588		
Expense - Budgeted Benevolence	61,880	61,880	65,180
Non-Budgeted Benevolence		23,500	30,400
Total Benevolence		85,380	95,580
Total Expenses	838,468		
Surplus / (Deficit)	43,885		
Prepayments / Adjustments	140		
Operating Cash 12/31/22	70,439		
Operating Cash 12/31/23	114,464		

		% Change Over Prior Year		% Change Over Prior Year
Year	Revenue		Expense	
2023	882,353	8.5	838,468	-3.9
2022	806,998	-7.5	872,209	-4.6
2021	872,079	-8.1	914,395	2.4
2020	942,400	5.1	892,520	0.7
2019	894,423	2.0	886,283	2.3

LUTHERAN CHURCH OF THE HOLY SPIRIT - (Proposed) BUDGET FOR 2024

	2023	2023	2024	2024 vs 2023 Actual
DESCRIPTION	BUDGET	ACTUAL	PROPOSED	Difference
REVENUE DETAIL				
Operating Pledged	695,467	687,400	720,876	33,476
Operating Unpledged	100,912	130,676	84,226	(46,450)
Special Funds + Int Offering + Benev Appeal	3,800	8,304	5,500	(2,804)
Cash and Non-Member	11,000	18,833	17,500	(1,333)
Christmas Tithe + Advent	10,000	10,292	10,000	(292)
Thrivent Choice Funds	6,000	7,259	7,000	(259)
Transfer from SLSA for Mortgage	0	10,940	10,940	0
Miscellaneous+Int	4,500	8,649	6,000	(2,649)
Total Revenue	831,679	882,353	862,042	(20,311)
CONGREGATIONAL BENEVOLENCE:				
NEPS REGULAR	33,000	33,000	34,320	1,320
BEAR CREEK CAMP	4,000	4,000	3,800	(200)
ALLENTOWN ECUMENICAL FOOD BANK	1,700	1,700	1,700	0
MISSIONARY SUPPORT	3,700	3,700	3,900	200
ARUSHA HOSPITAL - TANZANIA	2,600	2,600	2,600	0
L.C CONF CHURCHES	1,500	1,500	1,500	0
MEALS ON WHEELS	1,500	1,500	1,500	0
DIAKON ADOPTION SERVICES	1,700	1,700	1,700	0
ALLENTOWN RESCUE MISSION	1,400	1,400	1,400	0
ELCA FUND FOR LEADERS	1,500	1,500	1,500	0
ZIONSVILLE AREA FOOD PANTRY	1,500	1,500	1,500	0
TURNING POINT	1,000	1,000	1,000	0
BRIGHT HOPE/DOORS OF HOPE	1,300	1,300	0	(1,300)
UNITED LUTHERAN SEMINARY	180	180	160	(20)
SECOND HARVEST FOOD BANK	1,800	1,800	3,300	1,500
EMMAUS FOOD PANTRY	1,500	1,500	0	(1,500)
EAST PENN NEIGHBORS HELPING NEIGHBORS	1,000	1,000	1,000	0
ANGEL NETWORK	0	0	2,300	2,300
ANGEL NETWORK SCHOLARSHIP	0	0	1,000	1,000
KINDNESS PROJECT	1,000	1,000	1,000	0
TOTAL BUDGETED BENEVOLENCE A.	36,880	61,880	65,180	3,300
A. \$25,000 to be supplemented from 2023 Endowment Fund				
		36		

CURRENT ACCOUNTS:					
PART-TIME INTERIM SENIOR PASTOR (WIMMER)	78,000	78,000	78,000	0	
PART TIME INTERIM ASSOCIATE PASTOR (CAMP)	51,500	52,232	54,075	1,843	
FULL-TIME ASSOCIATE PASTOR (REICHLEY)	80,000	80,000	84,000	4,000	
DIR OF FAITH FORMATION CHILDREN*	42,486	43,336	46,735	3,399	
DIR OF LITURGY	15,606	15,906	17,167	1,261	
PRODUCTION ASSISTANT	15,000	3,185	0	(3,185)	
DIR OF MUSIC	49,697	53,803	62,121	8,318	
TEMPORARY CHOIR DIRECTOR	2,450	3,763	0	(3,763)	
DIR OF CHILDREN'S MUSIC	12,424	9,568	0	(9,568)	
DIR OF YOUTH/ADULT	20,000	20,400	21,000	600	
PROPERTY MANAGER	7,453	7,316	0	(7,316)	
FINANCE DIRECTOR	15,587	13,775	0	(13,775)	
OPERATIONS MANAGER	0	3,077	40,000	36,923	
OFFICE MANAGER / EXEC ADM ASST	37,142	37,892	40,856	2,964	
SEXTON	31,200	31,825	32,760	935	
STAFF BONUSES	4,625		1,035	1,035	
TOTAL STAFF SALARY:	463,170	454,078	477,749	23,671	
* Total Compensation including Nursery School is \$63,155.00					
INVEST. IN PEOPLE-OTHER:					
WORKMANS COMP.	2,436	2,334	2,500	166	
EMPLOYERS SOC. SEC. (FICA)	20,036	24,196	25,500	1,304	
TRAVEL ALLOW.	250	0	100	100	
PROFESSIONAL SUPERVISION	5,518	5,584	5,600	16	
TOTAL OTHER	28,240	32,114	33,700	1,586	
TOTAL-INVESTMENT IN PEOPLE:					
SALARY	463,170	454,078	477,749	23,671	
AUTO ALLOW.	8,600	8,609	8,609	0	
PENSION	36,747	37,202	40,436	3,234	
HEALTH INS, ADM FEE & DISABILITY	58,524	56,375	57,360	985	
CONTINUING EDUCATION	2,500	0	2,500	2,500	
BOOK ALLOW.	250	166	250	84	
PROFESSIONAL EXPENSE	1,000	535	1,000	465	
OTHER EMPLOYMENT EXPENSES	28,240	32,114	33,700	1,586	
TOTAL	599,031	589,079	621,604	32,525	
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STAFF SUPPORT		1,500	2,293	2,300	7
STEWARDSHIP		500	662	1,000	338
RESOURCES FOR MINISTRY					
NEPS ASSEMBLY		1,000	971	1,000	29
POSTAGE		3,500	3,287	3,000	(287)
OFFICE SUPPLIES		5,000	5,111	5,000	(111)
PAPER		2,500	3,984	4,200	216
PRINTING		1,000	558	700	142
OFFERING ENVELOPES		2,500	2,856	2,500	(356)
OFFICE EQUIPMENT		6,300	6,475	6,500	25
TECHNOLOGY					
B.		19,960	16,940	25,000	8,060
PROFESSIONAL SERVICES		6,500	3,009	3,000	(9)
BACKGROUND CHECKS		250	175	200	25
INSURANCE		10,500	10,976	11,500	524
BUILDING MAINTENANCE		38,000	31,861	33,000	1,139
GRATUITIES		250	250	250	0
SERVICE CONTRACTS		35,500	26,976	36,000	9,024
ELECTRICITY		20,000	19,466	21,000	1,534
WATER		1,400	1,400	1,400	0
PROPERTY TAXES		1,260	1,287	1,300	13
BANK/VANCO/CREDIT CARD FEES		7,000	6,343	6,000	(343)
TOTAL		162,420	141,925	161,550	19,625
B. An additional \$5,000 will be funded by 2024 Endowment Fund					
WORSHIP					
ALTAR & WORSHIP SUPPLIES		3,878	1,672	1,600	(72)
FLOWERS-ALTAR		200	217	200	(17)
EDUCATIONAL MATERIAL		0	139	0	(139)
MISC. WORSHIP		250	336	250	(86)
MUSIC		2,500	2,893	2,500	(393)
SUBSCRIPTIONS		800	262	800	538
OTHER CHOIR SUPPLIES		0	0	0	0
MUSIC EQUIPMENT MAINTENANCE		500	119	500	381
COPYRIGHT PERMISSION		3,000	2,562	3,000	438
GUEST MUSICIANS		1,050	500	500	0
SUPPLY ORGANISTS		0	0	3,000	3,000
NAVE DECORATING		200	21	200	179
REJOICING SPIRITS		765	1,050	900	(150)
TOTAL		13,143	9,771	13,450	3,679
			38		

FAITH FORMATION FOR ADULTS					
EDUCATIONAL MATERIALS & PROGRAMS	1,000	2,484	600	(1,884)	
NEW MEMBER BIBLES	0	0	1,000	1,000	
SPIRITUAL RETREAT	0	0	0	0	
OUTSIDE SPEAKERS (CFL)	1,800	500	500	0	
COMMUNICATIONS	0	0	0	0	
EQUIPMENT & SUPPLIES	0	0	50	50	
MATERIALS	0		0	0	
LUTHERAN MAGAZINE	650	490	500	10	
TOTAL	3,450	3,474	2,650	(824)	
FAITH FORMATION FOR CHILDREN					
TEACHER SUPPORT	200	277	400	123	
LIBRARY SUPPORT	0	0	0	0	
EQUIPMENT/SUPPLIES	300	640	300	(340)	
FIRST COMMUNION - BIBLES	600	456	600	144	
VACATION BIBLE SCHOOL	1,200	841	2,100	1,259	
SUNDAY SCHOOL	1,300	925	1,200	275	
NEW BABY MINISTRY	500	278	500	222	
SUPPLIES EARLY CHILDHOOD	50	39	50	11	
ACTIVITIES CHILDREN	450	325	450	125	
TOTAL	4,600	3,781	5,600	1,819	
FAITH FORMATION FOR YOUTH					
ACTIVITIES COLLEGE	250	0	250	250	
ACTIVITIES YOUTH	1,550	683	1,000	317	
CONVENTION/GATHERINGS	100	0	0	0	
HIGH SCHOOL SUNDAY SCHOOL	300	135	300	165	
YOUTH LEADER SUPPORT	0	73	75	2	
LEADER TEAM BUILDING	0	0	0	0	
EQUIPMENT AND SUPPLIES	100	495	100	(395)	
CONFIRMATION/CATECHISM	0	(558)	1,500	2,058	
CAT CAMP					
C.	0	0	0	0	
NATL YOUTH GATHERING	500	500	500	0	
TOTAL	2,800	1,328	3,725	2,397	
C. Maximum \$6,000 will be funded by 2024 Endowment Fund					
CHURCH GROWTH					
NEW MEMBER MATERIALS	0	50	0	(50)	
PROMOTIONAL MATERIALS	1,700	0	1,000	1,000	
EAST PENN PUBLISHING	1,000	1,111	1,000	(111)	
WEB ADVERTISING	0	0	0	0	
		39			

SPECIAL EVENTS		1,000	777	2,000	1,223
NEW MEMBER MINISTRY		500	0	750	750
TOTAL		4,200	1,938	4,750	2,812
HOSPITALITY					
COFFEE HOUR/FELLOWSHIP		300	5	300	295
KITCHEN SUPPLIES		200	135	200	65
TOTAL		500	140	500	360
OUTREACH					
SALT TEAM		250	113	250	137
TOTAL		250	113	250	137
MEMBER CARE					
WHOLISTIC HEALTH CARE		250	154	750	596
STEPHEN MINISTRY		600	50	400	350
TOTAL		850	204	1,150	946
MORTGAGE REDUCTION D.		22,433	21,880	26,256	4,376
D. Mortgage to be paid from SLISA for 5 months in 2024					
SUMMARY:					
TOTAL REVENUE		831,679	882,353	862,042	(20,311)
CONGREGATIONAL BENEVOLENCE		36,880	61,880	65,180	3,300
INVESTMENT IN PEOPLE:					
SALARIES		463,170	454,078	477,749	23,671
PENSION		36,747	37,202	40,436	3,234
HEALTH INS.		58,524	56,375	57,360	985
CONTINUING EDUCATION		2,500	0	2,500	2,500
AUTO ALLOW.		8,600	8,609	8,609	0
BOOK ALLOW.		250	166	250	84
PROFESSIONAL EXPENSE		1,000	535	1,000	465
OTHER EMPLOYMENT EXPENSES		28,240	32,114	33,700	1,586
TOTAL-INVESTMENT IN PEOPLE		599,031	589,079	621,604	32,525
INVESTMENT IN MISSION					
RESOURCES FOR MINISTRY		162,420	141,925	161,550	19,625
WORSHIP		13,143	9,771	13,450	3,679
			40		

FAITH FORMATION FOR ADULTS		3,450		3,474		2,650 (824)
FAITH FORMATION FOR CHILDREN		4,600		3,781		5,600 1,819
FAITH FORMATION FOR YOUTH		2,800		1,328		3,725 2,397
CHURCH GROWTH		4,200		1,938		4,750 2,812
HOSPITALITY		500		140		500 360
OUTREACH		250		113		250 137
MEMBER CARE		850		204		1,150 946
STAFF SUPPORT		1,500		2,293		2,300 7
STEWARDSHIP		500		662		1,000 338
TOTAL MISSION TEAMS		194,213		165,629		196,925 31,296
MORTGAGE REDUCTION*		22,433		21,880		26,256 4,376
TOTAL EXPENSE		852,557		838,468		909,965 71,497
SURPLUS/(DEFICIT)		(20,878)		43,885		(47,923) (91,808)
(To Be Covered by Cash Reserve)						
* Mortgage to be paid from SLSA for 5 months in 2024						

NURSERY SCHOOL REPORT FISCAL YEAR 2022-2023		
	Jun-23	YTD
INCOME		
TUITION EARNED	\$ 75.00	\$ 83,845.00
DONATION		
REG FEES		3,150.00
NSF CHECK		
TUITION ASSISTANCE		
SPECIAL PROJECTS		
GOVERNMENT PPP		
MISC INCOME		
TOTAL INCOME	\$ 75.00	\$ 86,995.00
EXPENSES		
PER H.S. STATEMENT	5,255.47	86,532.85
NET OPERATING PROFIT/LOSS	\$ (5,180.47)	\$ 462.15
CASH BALANCE 05/31/2023	\$50,682.17	
MONTHLY NET PROFIT/(LOSS)	(5,180.47)	
TRANSFER FROM CHURCH	-	
TUITION REC'D IN ADVANCE	15,070.00	
MATERIAL FEE REC'D IN ADVANCE	750.00	
TUITION ASSISTANCE REC'D	-	
NON CASH TUITION REVENUE	-	
CASH BALANCE 06/30/23	\$61,321.70	
AVAILABLE CASH EQUITY	35,726.57	
PREPAID TUITION BALANCE	24,025.00	
PREPAID MATERIAL FEE BALANCE	975.00	
TUITION ASSISTANCE BALANCE	595.13	
	61,321.70	
*Dr. Diane A. Keister Memorial Scholarship Fund Balance - \$3,165		

NURSERY SCHOOL EXPENSES						
MONTH OF: June 2023						
		ANNUAL		CURRENT		YEAR-
		BUDGET		MONTH		TO-DATE
Salaries		\$ 72,009.50		\$1,148.22		\$77,368.86
Social Security		5,508.73		\$88.00		\$5,319.75
Advertising		750.00		\$290.00		\$1,311.67
Postage		50.00		\$0.00		\$0.00
Teachers Discretionary		700.00		\$0.00		\$630.68
Copier		600.00		\$0.00		\$0.00
Snacks		175.00		\$26.47		\$125.50
Special Projects		100.00		\$0.00		-\$468.18
Office Supplies		100.00		\$134.82		\$210.84
Teaching Supplies		1,200.00		\$728.23		\$1,588.82
Equipment		1,375.00		\$2,563.17		\$3,042.89
Continuing Education		250.00		\$0.00		\$385.00
Playground Maintenance		275.00		\$0.00		\$198.00
Lunch Bunch		200.00		\$0.00		-\$2,011.30
Substitutes		1,352.00		\$0.00		\$2,011.75
Miscellaneous		750.00		\$82.56		\$752.26
Insurance		4,000.00		\$194.00		\$2,008.00
Busy Beavers		-		\$0.00		\$0.00
Playful Penguins		200.00		\$0.00		-\$5,941.69
Gift to Church		2,000.00		\$0.00		\$0.00
TOTAL EXPENSES		\$ 91,595.23		\$5,255.47		\$86,532.85

NOTES