



Quarterly Business Meeting
7/23/24
6:00 p.m.

Agenda

1. Call to order and opening prayer
2. Minutes from April quarterly meeting
3. Executive Board Reports
 - a. Chair Report
 - b. Treasurer's report
 - c. Financial Secretary report
 - d. Facility report
4. Senior Pastor report
5. Elder Report
6. Children's Ministry report
7. Ministry reports
8. Old Business
 - a. Associate Pastor search update
9. New Business
 - a. New member vote
10. Other



2024 First Quarter Business Meeting Minutes

April 23, 2024

1. **Prayer:** Scott Schwake called the meeting to order and opened with prayer.
2. **Minutes from 2023 Annual Business Meeting:** Copies of the 2023 Annual Business Meeting were not available.
3. **Executive Board Reports:**
 - a. **Treasurers Report:** Kara Lundin presented the GREFC Financial Summary report.

As of March 31, 2023:

Total Cash Available is \$240,031
CIF Mortgage Outstanding is \$509,663
CIF Market Fund is at \$156,148

- b. **Financial Secretary Report:** Lisa Mrnak reviewed the 2024 Q1 GREFC Receipts Report.

She also discussed the June 1st move from Clover to Tithe.ly for online giving to reduce cost and improve efficiency. Help will be available to assist people making the transition both online and in person. People who do not give online are encouraged to do so to help make monthly receipts more predictable. Givers are encouraged to Keep the default option of covering the transaction fees in online giving.

As of March 31, 2023:

Q1 (YTD) Total Giving was \$150,855
Q1 (YTD) General Fund Giving was \$112,719
Q1 (YTD) Giving to Designations and Misc was \$ 38,135

- c. **Elder Board Report:** Larry Curtiss reported that Chris Brown officially became a member of the Elder Board and has been a great addition.

Items that Larry also reported on include:

The Elders finalized the GREFC Values which will be used to work on our strategy and vision at the upcoming Elder Retreat.

Several Elders attended the No Regrets Men's Conference.

Dates have been set for the Staff and Volunteer Appreciation Dinner, Gunn Park Service, Summer Baptism and Picnic, Fall Elder Retreat, New Faces Luncheons, and membership Classes.

A ministry Leader is needed for the Connecting and Hospitality ministry.

There is a lot of work right now to fill the recently vacated positions of Children's Ministry Director and the Director of Stepping Stones Preschool.

- d. **Senior Pastor Report:** Pastor Micah read the Thanksgiving Prayer from Colossians 1.

Pastor attended several EFCA conferences in Feb and April: EFCA Rural Pastors Retreat, EFCA North Central District conference. He note that the EFCA is celebrating 100 years this year and GREFC is celebrating 40 years.

The Elders are studying *The Pursuit of God (Tozer)* and *Authentic Ministry (Michael Reeves)*.

Pastor noted that 475 people attended Easter Sunday (in person and online) Easter Sunday, over 14 people have signed up for the new member class, and the community Good Friday service was attended by over 700 people.

Soon we will finish the sermon series on Matthew and begin Colossians. On Sept 15th- Brian Farone (District Superintendent) will preach at GREFC

Pastor Micah introduced and welcomed Mary Anderson, the new GREFC interim Administrative Assistant.

- e. **Facilities Coordinator Report:** Scott Schwake reported on recent facilities activities including: Spring cleanup is underway by the company we hire to do it. Cal Kangas is working on a solution for safe water temperature for both the kitchen and the Kids Zone. Sean O'Donnell added a temperature sensor to monitor the ambient temp in the pump room for our fire suppression system. An upright freezer for Women's Ministry has been put on hold. Anderson Glass is working on issues with the locks on the front doors.

Scott also addressed an ongoing issue with church thermostats being changed to drastic settings. He asked members to use temporary settings if they need to make changes.

Lorraine Curtiss moved to accept the Board Reports. Matt Grose seconded and the motion passed unanimously.

4. Old Business:

- a. **By-Laws Update Vote:** Larry Curtiss reviewed the following proposed changes to the GREFC By-Laws which were presented at the Annual Business Meeting in January:
 - i. Change the verbiage regarding new member interviews from "Pastor" to "Members of the Elder Board" which, by definition, includes the Pastor.
 - ii. Accepting the new Organization Chart.
 - iii. Change the term Nominating Committee members from one year to two years.

Matt Grose asked if the other verbiage around term limits would remain the same. Pastor Micah confirmed they would.

After the discussion a vote was held and the measure passed by the required quorum.

- b. **Associate Pastor Search Update:** Ben Panchyshyn reported that the Pastor Search Team status was the same as in the previous week's Weekly Roundup (April 12, 2024).

The Job Description has been completed and posted on the EFCA website. The first round of online interviews are being planned, and new applications are still being accepted.

The goal is to hire a new Associate Pastor before our fall launch but we are waiting to see what God's timing is for the man that He wants in the Associate Pastor role.

- c. **Term Limit Discussion:** An open discussion was held on the Elder Board term limit of three two-year terms and then a one year break.

Sandy Lanzo suggested an evaluation of the Elder after the first year as to whether they are meeting the needs of the organization.

Emily Lindner asked what prompted the discussion. It was brought up to prevent burnout.

Kevin Geisler said he is not in favor of Elder term limits and that once one is an elder they are always an Elder. He asked why we need term limits. Pastor Micah replied that it's for the health of the leader, and it also gives other people a chance to become new Elders. Kristen Panchyshyn agreed with Pastor Micah that limits are good for the health of the Elder and the Elder Board. It also give Elders time to reflect if it is still God's calling for them.

Larry Curtiss noted that the Elder board has greatly benefitted recently as younger Elders have stepped in.

Clayton Linder asked whether it was three two-year terms, or two three-year terms. Larry Curtiss responded it is three two-year terms.

Bonnie Kangas brought up that a limit is a man-made rule and not in scripture. Ken Stapleton added that it could be re-worded as "Sabbatical". Pastor Micah referred to the Year of Jubilee as a rough Biblical example of taking a year off after six years. Matt Grose pointed out that there's a lot of the church by-laws that aren't found in the Bible. He noted that often

people stay as an Elder because no one new is stepping up. Kim Hake asked if there's a significance to the number of Elders that we have. Larry replied that there isn't a Biblical significance but the By-Laws say there can be up to ten Elders.

5. New Business:

- a. **Children's Ministry Staffing:** Pastor Micah informed the members of the following: Today is Sarah Schrapp's last day as Children's Ministry Director and the Director of Stepping Stones Preschool. We are grateful for her years of service and she will be deeply missed. Interim replacements are needed quickly to continue operations of the two ministries.

Children's Ministry: Ashley Lindner (current Children's Ministry Assistant) has prayerfully stepped forward to serve but is only available 20 hours a week. The elders have accepted Ashley's offer to serve on an interim basis until May 21st.

A long-term option for Children's ministry might be use all volunteer staff. Many more volunteers would be needed in Children's Ministry. The Elders are praying over this decision.

Stepping Stones Preschool: On 4/25 the preschool will need an "Authorized Agent" to continue operations. Laura Kangas is licensed and certified, she has been asked to step into the role of Interim Director of Stepping Stones Preschool working 12 hours a week until 5/31. A search will be conducted to find a permanent hire for the position by then.

Church Leadership is considering two options for the preschool going forward.

1. Continue as is. Registration is full for fall 2024 and more volunteers are needed.
2. Transfer the preschool to Lighthouse Christian Academy (LCA) to operate the preschool at GREFC until LCA has a new building.

The Elders are open to input from our members, and are prayerfully considering options.

- b. **Business Meeting Attendance:** The importance of member attendance at GREFC business meetings was discussed. Some GREFC business requires a quorum of members at the meeting to pass a measure (e.g. approving minutes), while other measures require a quorum of all members (e.g. Bylaw changes, election of Elders, etc.). Therefore it is very important that members attended the church business meetings.

The Nominating Committee (NC) process was also discussed: Members are asked to give names to the NC of people they think would be good in leadership roles. The NC then prayerfully considers the suggestions for upcoming open positions, and has discussions with the possible candidates. The NC then makes recommendations to the Elder Board which may have further discussion with the candidates, then recommends the candidates to the Membership. The current nominating committee is Cal Kangas, Greg Tatter, and Vickie Azure. The NC is now asking members to suggest names for upcoming leadership openings.

Steve Mero suggested that member's Spiritual Gifts assessment from the New Member Class would be helpful to have in making recommendations. Michelle Schwake noted that getting this information into Breeze has been in the works.

- c. **Background Check Changes:** It was discussed that the GREFC background check process is being revisited based on our church insurance provider's recommendations. Those in ministry roles who work with children or finances will be contacted if they need to renew their background check.

A question was raised about how often checks will need to be renewed and the cost. Those details are still being worked on.

Another question was asked if existing background checks from other organizations were acceptable. They are not because GREFC needs to do our own due diligence for liability reasons.

- d. **Clover Give to Tithe.ly (Breeze)** Lisa Mrnak presented the following information on the migration from Clover Give to Tithe.ly for church giving:

There will be an information campaign in the month of May regarding this transition. Training and handouts will be available about the process. At the end of May Clover accounts will be closed and online giving will be through Tithe.ly.

Currently two-thirds of GREFC giving is through weekly donations via check or cash. Only one-third is scheduled online giving which makes budget management very difficult.

This change is being made because of the high cost of giving through Clover. It was also noted that givers are encouraged to cover the ACH or card transaction fees which are lower in Tithe.ly. The application is set to this as a default setting.

6. Other

Ruth Tatter asked if GREFC Vacation Bible School was a possibility in the future. Ruth noted it was too late for summer 2024 but would like to know if it's possible in the future. Pastor Micah responded that it is a possibility, however we are consistently short volunteers for the primary areas in Children's Ministry. He said we would like to see those needs filled first, but if someone wants to volunteer to lead and recruit volunteers for VBS the Elders would consider it. Greg Tatter asked what the team timeline should be. Pastor Micah responded that the team would need to be formed in September and start meeting in January. Ruth asked if there was budget for VBS. Pastor replied it would have to be included in the 2025 Children's ministry budget. Ashley Lindner pointed out there are still many volunteers needed for the basic Children's Ministry 2024 summer programs.

- 7. Prayer & Adjournment:** Scott Schwake closed the meeting in prayer and adjourned.

Minutes recorded by Dan Carlson, Secretary GREFC Executive Board.

Grand Rapids Evangelical Free Church
Year-to-date Activity and Balances at June 30, 2024

	2023 Actual	2024 Budget	2024 YTD	50% % earned /spent
Receipts				
Offerings	\$ 484,536	\$ 490,000	\$ 243,250	49.6%
Other Receipts	\$ 49,647	\$ 2,900	\$ 3,076	106.1%
Wednesday Night Meals	\$ 6,446	\$ 7,650	\$ 3,182	41.6%
Ministries	\$ 6,701	\$ 4,750	\$ 2,603	54.8%
Total Funds to GREFC	\$ 547,330	\$ 505,300	\$ 252,111	49.9%
Preschool	\$ 40,885	\$ 40,300	\$ 21,299	52.9%
Interest Earned	\$ -	\$ -	\$ 2,751	n/a
Total Receipts	\$ 588,215	\$ 545,600	\$ 276,161	50.6%
Expenses				
Ministries	\$ 25,229	\$ 28,750	\$ 12,316	42.8%
Facilities	\$ 146,219	\$ 123,650	\$ 65,429	52.9%
Office	\$ 26,381	\$ 17,800	\$ 10,933	61.4%
Personnel	\$ 201,495	\$ 262,630	\$ 106,108	40.4%
Missions	\$ 53,865	\$ 53,900	\$ 26,763	49.7%
Elders	\$ 4,582	\$ 8,900	\$ 3,093	34.8%
Total GREFC Expenses	\$ 457,771	\$ 495,630	\$ 224,642	45.3%
Preschool	\$ 40,595	\$ 44,180	\$ 24,754	
Total Expenses	\$ 498,366	\$ 539,810	\$ 249,396	
Net Receipts/Expenses	\$ 89,849	\$ 5,790	\$ 26,765	
Cash & Investments				
	1.1.24 Balance	6.30.24 Balance	Changes in Cash And Investments	
Undesignated	\$ 199,570	\$ 167,243	\$ (32,327)	
Preschool	\$ 14,348	\$ 10,772	\$ (3,576)	
Playground	\$ 11,688	\$ 11,688	\$ -	
Capital Improvements	\$ 2,151	\$ 2,151	\$ -	
CIF Market Fund	\$ 154,988	\$ 217,656	\$ 62,668	
Total Cash & Investments	\$ 382,745	\$ 409,510	\$ 26,765	
Mortgage Balance	\$ 526,260	\$ 491,236	\$ (35,024)	

Statement of Activities

General Fund

June 30, 2024

Account Shortcut and Description	YTD Actual	YTD Budget	YTD as % of Annual Budget	Annual Budget
Income				
Contributions				
40000 Tithes/Offerings	243,250.41	203,840.00	49.64	490,000.00
Other Income				
40050 Adult Ministry Donations	0.00	0.00	0.00	0.00
40060 Children's Ministry Donations	500.00	0.00	0.00	0.00
40090 Other Income	576.20	500.02	57.62	1,000.00
40070 Elder Donations	0.00	0.00	0.00	0.00
40080 Youth & Young Adult Donations	2,603.00	2,000.02	65.07	4,000.00
40100 Special Events	300.00	249.98	60.00	500.00
40110 Wednesday Night Meals Donations	3,181.85	3,825.00	41.59	7,650.00
40120 Women Ministries	0.00	375.00	0.00	750.00
40130 Bereavement Donations	1,700.00	699.98	121.42	1,400.00
Other Income Totals:	8,861.05	7,650.00	57.92	15,300.00
Income Totals:	252,111.46	211,490.00	49.89	505,300.00
Expense				
Ministries				
50000 Community Groups	18.61	99.98	9.30	200.00
50010 Connecting & Hospitality	0.00	500.02	0.00	1,000.00
50020 Grandparenting	0.00	249.98	0.00	500.00
50040 Men's Ministry	200.00	399.98	25.00	800.00
50050 Welcome	142.66	150.00	47.55	300.00
50060 Women's Ministry	198.86	750.00	13.25	1,500.00
50070 Worship	1,365.83	1,500.00	45.52	3,000.00
50080 Bereavement Team	1,282.29	699.98	91.59	1,400.00
50090 Wednesday Night Meals Exp.	4,038.67	3,825.00	52.79	7,650.00
50100 Children's Ministries	2,896.25	3,600.00	40.22	7,200.00
50095 Young Adults	30.65	500.02	3.06	1,000.00
50110 Jr. High	1,665.76	1,050.00	79.32	2,100.00
50120 Sr. High	476.39	1,050.00	22.68	2,100.00
Ministries Totals:	12,315.97	14,374.96	42.84	28,750.00
Elders				
52000 Background Checks	207.65	99.98	103.82	200.00
52010 Elder Blessing	1,496.58	500.02	149.65	1,000.00
52020 Elder Retreat	392.42	249.98	78.48	500.00
52040 Misc. - Comm. Supplies, Sermon	338.08	750.00	22.53	1,500.00
52050 Pastoral Transition	371.06	2,499.98	7.42	5,000.00

Account Shortcut and Description	YTD Actual	YTD Budget	YTD as % of Annual Budget	Annual Budget
52060 Training & Equipping	287.30	350.02	41.04	700.00
Elders Totals:	3,093.09	4,449.98	34.75	8,900.00
Facility				
53000 Landscaping	0.00	125.02	0.00	250.00
53010 Decorating	151.72	249.98	30.34	500.00
53020 Furnishings	223.23	249.98	44.64	500.00
53030 Insurance - Commercial	8,568.14	6,500.02	65.90	13,000.00
54000 Kitchen Equipment	179.00	249.98	35.80	500.00
54010 Kitchen Supplies	1,825.46	1,250.02	73.01	2,500.00
55000 Carpet Cleaning	0.00	875.02	0.00	1,750.00
55010 Cleaning Supplies	1,581.60	999.98	79.08	2,000.00
55020 Maintenance - General	3,736.71	2,499.98	74.73	5,000.00
55030 Snow Plowing	600.00	1,500.00	20.00	3,000.00
56010 Mortgage Principal	26,408.50	24,500.02	53.89	49,000.00
56011 Mortgage Interest Exp.	10,276.46	12,000.00	42.81	24,000.00
56020 Security	2,580.89	825.00	156.41	1,650.00
56030 Utilities	9,297.61	9,999.98	46.48	20,000.00
Facility Totals:	65,429.32	61,824.98	52.91	123,650.00
Office				
60000 Communications	254.95	750.00	16.99	1,500.00
60010 Copiers/maint/toner,etc.	2,168.74	2,000.02	54.21	4,000.00
60020 Equipment & Computers	44.23	249.98	8.84	500.00
60030 Financial Fees, Checks, Website	4,221.28	3,249.98	64.94	6,500.00
60040 General Office Supplies	863.50	750.00	57.56	1,500.00
60050 Acctg. Services	550.00	500.02	55.00	1,000.00
60060 Postage	367.20	350.02	52.45	700.00
60070 Technology Services	2,463.13	1,050.00	117.29	2,100.00
Office Totals:	10,933.03	8,900.02	61.42	17,800.00
Personnel				
61000 Acctg. Asst	3,509.01	3,729.98	47.03	7,460.00
61010 Admin. Assistant	3,519.22	7,899.98	22.27	15,800.00
61020 Assoc. Pastor Salary	0.00	18,000.00	0.00	36,000.00
61021 Assoc. Pastory Health Allow.	0.00	0.00	0.00	0.00
61023 Assoc. Pastor Exp. Reimb.	0.00	450.00	0.00	900.00
61025 Assoc. Pastor Benefits Exp.	0.00	0.00	0.00	0.00
61030 Childrens Ministry Coord.	19,013.32	18,500.02	51.38	37,000.00
61040 Childrens Ministry Asst.	1,800.62	4,374.98	20.57	8,750.00
61050 Comm. Coord.	14,544.22	14,600.02	49.80	29,200.00
61300 Conferences/Cont. Ed.	1,102.39	750.00	73.49	1,500.00
61310 Relationship Buiding	291.81	249.98	58.36	500.00
61500 Employer FICA	4,259.86	4,749.98	44.84	9,500.00
61060 Custodian	8,603.01	9,999.98	43.01	20,000.00
61080 Sr. Pastor Salary	40,684.93	40,685.02	49.99	81,370.00
61081 Sr. Pastor Health Allow.	1,700.01	1,700.02	50.00	3,400.00
61082 Sr. Pastor Exp. Reimb.	1,197.24	900.00	66.51	1,800.00
61083 Sr. Pastor Benefits Exp.	1,186.51	1,224.98	48.42	2,450.00

Account Shortcut and Description	YTD Actual	YTD Budget	YTD as % of Annual Budget	Annual Budget
61090 Youth Ministry Asst.	0.00	0.00	0.00	0.00
61093 IT Associate	4,695.70	3,500.02	67.08	7,000.00
Personnel Totals:	106,107.85	131,314.96	40.40	262,630.00
Other Income/Expense				
65000 Mission Share	26,763.06	26,949.98	49.65	53,900.00
65100 GF Transfer To Savings	0.00	0.00	0.00	0.00
Other Income/Expense Totals:	26,763.06	26,949.98	49.65	53,900.00
Expense Totals:	224,642.32	247,814.88	45.32	495,630.00
Income - Expense:	27,469.14	(36,324.88)		9,670.00

Grand Rapids Evangelical Free

Statement of Activities

Preschool Fund

June 30, 2024

Account Shortcut and Description	YTD Actual	YTD Budget	YTD as % of Annual Budget	Annual Budget
Income				
Contributions				
46200 Preschool Tuition	21,298.96	20,165.02	52.81	40,330.00
46210 Preschool Donations	0.00	0.00	0.00	0.00
46220 Preschool Other Income	0.00	0.00	0.00	0.00
Contributions Totals:	21,298.96	20,165.02	52.81	40,330.00
Income Totals:	21,298.96	20,165.02	52.81	40,330.00
Expense				
Preschool Staff				
66200 Teacher - Lead	10,983.50	9,984.98	55.00	19,970.00
66210 Asst. Teacher	6,647.25	6,750.00	49.23	13,500.00
66215 Substitute Teacher	293.92	155.02	94.81	310.00
66500 Preschool ER FICA	1,647.25	1,125.00	73.21	2,250.00
66220 Preschool Director	3,607.59	2,499.98	72.15	5,000.00
Preschool Staff Totals:	23,179.51	20,514.98	56.49	41,030.00
PS Operating Expenses				
66300 Communications	90.00	150.00	30.00	300.00
66310 Equip/Furnishings	0.00	0.00	0.00	0.00
66320 Special Events	214.99	150.00	71.66	300.00
66330 State Fees/License	0.00	150.00	0.00	300.00
66340 Preschool Supplies	1,269.59	1,125.00	56.42	2,250.00
66350 Fund Transfer	0.00	0.00	0.00	0.00
PS Operating Expenses Totals:	1,574.58	1,575.00	49.99	3,150.00
Expense Totals:	24,754.09	22,089.98	56.03	44,180.00
Income - Expense:	(3,455.13)	(1,924.96)		(3,850.00)

GREFC 2024 General fund TITHES by Month

