

**Pilgrim Lutheran Church**  
**Annual Congregational Meeting**

January 26, 2014 11:45am

Opening Prayer – Pastor Kristian	11:45
Approval of Agenda – Marian Azzaro	11:47
Approval of Minutes of 2013 Congregational meeting	11:50
Committee Reports:	
<i>SPaRK/Parish Life – Shellie/Debbie</i>	11:53
<i>Comments/Questions on Written Reports:</i>	11:55
<i>Financial Review</i>	
<i>Fund Raising/Development</i>	
<i>Properties</i>	
<i>School Board</i>	
<i>Worship</i>	
<i>Education</i>	
<i>Youth</i>	
Pastor’s Report	12:00
Financial Reports	12:10
<i>Endowment Committee – Trey Hancock</i>	
<i>Capital Campaigns – Greg Otsuka</i>	
<i>Presentation of 2014 Budget – Carl Doerfler</i>	
Proposed Amendment to Constitution and ByLaws	12:25
Election of Council/Endowment Committee	12:35
Nominees and election of Reps for Synod Assembly	12:40
Other Business	12:45
Announcements	12:50
Closing Prayer – Pastor Kristian	12:55
Adjourn	1:00

**Pilgrim Lutheran Church**  
**Annual Congregational Meeting Minutes**  
**January 27, 2013**

The meeting was called to order at 11:55 AM by Marian Azzaro

Pastor Kristian gave the opening prayer.

There were no additions to the agenda and it was approved as submitted.

The minutes from the previous meeting were approved as submitted.

Sacha Arterberry reported for the **SPaRK/Parish Life Team** and said that 2012 had been an active year. She talked enthusiastically about the many activities and accomplishments of the past year in the areas of Inreach (keeping our congregation connected), Outreach (connecting with the community), and Worship. Youth is another area of interest and has been identified as one which needs attention. The information on the activities of the SPaRK/Parish Life Team in 2012 was also provided as a written report. Sacha said that planning is underway for 2013 and more members and volunteers are welcome and needed.

Marian invited questions re: the other written **Committee Reports**, all of which were available at the meeting and had also been sent out electronically in advance. There were no questions.

Pastor Kristian highlighted several points from his written **Pastor's Report**. He expressed how grateful he and Anna Kari are to Pilgrim for our call to them. And he talked about Pilgrim being a church community with many strengths and gifts, and one which needs a correspondingly big Vision for what it can accomplish through the Power of God at work within us.

Trey Hancock reported for the **Endowment Committee**. He explained that this year the committee decided on policy guidelines calling for 40% of disbursements to go for Pilgrim Church and School needs, 40% for local outreach, and 20% for national and global concerns. Disbursements equalling 5% of the average return are made each year and, this past year, they amounted to \$10,000. He named the recipients and the funding amounts, which are also listed in the written report. Trey said that we would like to increase the assets of the endowment fund and he invited all members of the community to consider Pilgrim when making gifts and doing estate planning.

Greg Otsuka, presenting an update on the three year **Capital Campaign**, noted several things from the written report. First of all, \$84,500 in pledges has already been received, more than a third of the \$221,500 total. Also, several projects, paid for by Campaign funds, have already been completed – the security key card system and the overhaul of the old choir loft. And, finally, Greg explained that the first mission gift of \$5,000, pledged for every \$50,000 received, would be made soon, now that a Donation Committee is in the process of being formed. He said that the church is grateful for the pledges already received and that it is not too late for additional pledges to be made.

Carl Doerfler presented the **Treasurer's Report**, which was also provided in writing. He said, first of all, that he wanted to thank Barbara DeGraff, Beth Ruppe and Pastor Kristian for their help in putting together the **2013 Budget**. Carl said that, this year, there is Good News and Good News (i.e. no Bad News!) The 2012 income was \$55,000 greater than expenses. Also, we raised over \$58,000 from the auction last year. The 2013 Budget reflects our new sense of mission - a "desire to be an increased presence in the community by expanding internal and external ministries" (as expressed in the written report) - and Carl explained that the budget includes, among other things, an increase in the projected expense for Parish Education and Ministries from \$500 to \$11,000, and an increase in our contribution to ELCA. Also of note, the projected worship offering is higher than last year and is based on the increased energy and movement in the Pilgrim community. Carl asked for questions and comments. Ann Barsano asked if the money raised for Fund-a-Need was recorded separately from the auction income. The answer was, "Yes." The Fund-a-Need money is included in a separate fund balance. Bob Lau suggested that, in order to decrease our long-term liability, maybe some payments should go to reduce the balance on our mortgage. Carl said that this is one possibility that will be considered. Ed Nelson asked why the figure budgeted for water in 2013 was so much lower than last year. Carl explained that last year was the first year that the church was to receive a bill for water and we put in a high number because we didn't know what to expect. As it turned out, our water bills were relatively low. David Pellauer moved that we approve the 2013 Budget. The motion was seconded by Brent Sparlin and approved unanimously.

Marian thanked those who are stepping down from their leadership positions: Daria van Engelen from the Endowment Committee; Joe Cardo, Amy Bergren, and Claudia George from the Church Council; and Jill O'Connor, Vicki Tomko, and Stephanie Zimmerman from the School Board.

Marian presented the **slate of candidates for Church Council**: Carl Doerfler (for a second term as Treasurer), Lynn Boecler (for a first term as Secretary), and Renee Stuedemann and Jason Ruger (each for a first term as Member-at-Large.) Marian asked if there was any discussion. There was none. Cheryl Saiki moved that we accept the slate. The motion was seconded by Nancy Liljedahl and approved unanimously.

Marian then presented the slated **candidate for the Endowment Committee**: Amy Bergren. There was no discussion and Lara Otsuka moved that we elect the slate. David Pellauer seconded the motion and it was approved unanimously.

**Announcements:** (1) There is a SPaRKmeeting tomorrow night at 7 PM. (2) Pastor Kristian thanked Ellen Twohig for her 4 years of service as School Board President. Nancy Liljedahl will be taking over as President. (3) Pastor Kristian also announced that Beth Ruppe has been trained as Early Responder by the United Methodist Church and will be going to New York City to help with the demolition of buildings destroyed by Hurricane Sandy.

Pastor Kristian gave the closing prayer.

The meeting was adjourned at 12:43 PM.

Attendance: 58 members of the congregation.

Respectfully submitted, Claudia George, Church Council Secretary

## **2013 Annual Report**

### **SPARK/Parish Life**

*In Christ's love, we Gather, Prepare, and Send all as leaders for God's mission in the world (GPS).*

#### **2013 Accomplishments**

The SPARK/Parish Life Team is an umbrella group that helps coordinate activities at Pilgrim. During 2013, SPARK/Parish Life has continued to work on long-standing Pilgrim ministries, while making the new mission statement a reality and incorporating new activities. Like all committees during this year of change, SPARK/Parish Life has been impacted by individuals working on several committees and activities, thus making them less available for SPARK/Parish Life activities. Furthermore, the committee has been impacted by the departure of key leaders. Overall, however, the SPARK/Parish Life committee has remained a steady and important part of Pilgrim's planning and coordination of activities.

The Pilgrim community has **gathered** to support each other and grow together in Christian fellowship in many ways. These include coffee hours, the block party, and Christmas caroling.

- During 2013, the SPARK/Parish Life team continued to coordinate coffee hours.
- Pilgrim participated in the Lutheran church league women's volleyball for the first time in 2013 and continued with a men's basketball team.
- The Pilgrimfest Block Party Celebration was a rain-filled but successful day on Sept. 15. The activities included a wet petting zoo, co-sponsored by the PTL, and very special performances by the Miracle Center and the PTL sponsored Jesse White Tumblers who were dangerously close to the ceiling since the entertainment had to be moved inside. Thanks to many generous donations, the day was able to generate over \$750 for the purchase of new bibles. Additionally, Pilgrim Dads raised \$649 for the Technology Fund, and the Eighth Grade class raised \$422 from drink sales.
- We rounded out the year with a very successful evening of Christmas caroling on December 8.

The SPARK/Parish Life Team supported the congregations' **preparation** to grow in prayer and the Word by continuing to support lay ministry, card ministry, meal ministry, and new members.

- During 2013, we continued a meal ministry program, worked with the Women's Society to ensure that we have an active card ministry, and worked to incorporate more lay ministry visits to shut-ins.
- Pilgrim had the first of occasional lay sermons in January 2013.
- Pilgrim held the second annual family Christmas service at 4:30 on Christmas Eve.

SPARK/Parish Life Team has also been active in outreach activities that **send** God's leaders out into the community.

- In 2013, Seasons of Service, the quarterly service initiative, projects were as follows:

*Spring:* In conjunction with Sunday School, the Spring 2013 "Season of Service" supported the Lutheran World Relief (LWR) Layette "Baby Care Kit" Project. The Layettes contain essential items for baby and mother and are distributed by LWR as part of both emergency and relief efforts, and also part of the organization's health initiatives to encourage women to seek prenatal care. In 2013 Pilgrim assembled 29 kits.

*Summer:* During the summer, Pilgrim supported Pastor Kristian, Anna-Kari, and the dedicated group who travelled to El Salvador for a mission trip. Beginning with a Fun Run on May 5, there were several opportunities and special offerings supporting the mission trip. Pilgrim supported efforts to bring solar power to a mountain village, and the building Resurrection Church, which will be the new home of the Lutheran Church in El Salvador.

*Fall:* In Fall 2013, Pilgrim supported the establishment of the Lincoln Square Friendship Center, a food pantry and resource center serving the Lincoln Square neighborhood.

*Winter:* For the fourth year, Pilgrim supported Coat Angels, which provides a new coat, hat, gloves, and fleece jackets to children in Chicago Public Schools with the highest poverty rates. In 2013, Pilgrim raised \$2,800, which results in coats for 56 kids.

- SPARK/Parish Life also collected hats, gloves, and socks for homeless shelters (collection still on-going) and our visitors to Hot Meals.
- SPARK also hosted three Parent's Night Out events, where neighborhood parents can drop their children for an evening, essentially free of charge (only a \$2 donation to cover the cost of pizza). These events were held in February, May, and November. In 2014, we plan to make them quarterly events.

## **2014 Goals**

SPARK/Parish Life will continue to be an umbrella organization that supports the congregation and Pilgrim's place in the community.

In 2014, we will continue our long-standing activities, but also seek to expand involvement in the team and incorporate new activities into the congregation's planning.

If anyone is interesting in getting involved, please contact Debbie Suhajda at [dsuhajda@rhodes.k12.il.us](mailto:dsuhajda@rhodes.k12.il.us) or contact the church office at 773-477-4824.

PILGRIM LUTHERAN CHURCH AND SCHOOL

2013 AUDIT REPORT

The Financial Review Committee continued to work into 2013. A new section was added to the Policies and Procedures Manual in 2013 dealing with the proper valuation of gifts of stocks and bonds to Pilgrim.

Review of the school checking account (for school year 2011 -12) is complete with no discrepancies found.

We would recommend a professional audit be completed in 2015, as our last professional audit was completed in 2011.

My thanks to this year's committee members (Brian Twohig, Carl Doerfler, Terry Ruppe, and Dave Maring) for their commitment to Pilgrim and this task.

Respectfully submitted,

Ed Nelson, Audit Committee Chair

Jan 26, 2014

**Fundraising Report for Congregational Meeting: January 26, 2014**

**Year 2013**

**Operation CIP: Profits paid to Unified Budget line**

Certificate sales: Pilgrim: \$115,296.00 up 7.6% Profit: \$7763.11  
Grace: \$0

Magazine Sales: \$3155.00 up 15% Profit: \$1262.00

Target: \$1045.65 up 33%

Escrip ( Dominick's, etc): \$149.90

Carson's Community Days: Did not participate this year

Interest: No longer earning

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**Total profit: \$10220.66**

**Distributions: \$8000**



OpCIP cash available as of 1-6-2014: \$3777.76 checkbook \$25.00 in checks/cash  
OpCIP gift cards on hand as of 1-6-2014: \$11903.00  
Outstanding vouchers: (-\$1260)

**Total: \$14,445.76**

**Other Fundraising Income: profit unless expenses listed**

Auction Income: Now handled by Development & Communication Committee

**Market Day: \$11787.35 profits paid to Unified Budget Line Item down 9.6%**

**Flea Market: \$531.25 profit sent to the Knutsen's, our missionaries in South Africa**

Respectfully Submitted: Anne W. Barsano, Operation CIP Chair

PROPERTY REPORT FOR THE 2013 CONGREGATIONAL MEETING:

COMMITTEE MEMBERS: Angela Cardo (Chair until November 30<sup>th</sup>, 2013), Ellen Twohig (Chair effective December 1st, 2014), Mike Suhadja, Michael Knuth, Joel Heiniger, Cornel Erdbeer, Patrick Kaniff, and David Emery (Facilities Manager).

OUR MISSION: Make sure the physical environment of Pilgrim Lutheran Church and School supports the Mission of both the school and church.

2013 PROPERTY SYNOPSIS:

First, we would like to take this opportunity to say a BIG THANK YOU to our incredible and awesome Facilities Manager, Mr. David Emery. His hard work and tireless service keep the school and church going!

We are currently transitioning from Angela Cardo's many years of service as the Chairperson to Ellen Twohig. Thank you Angela!!! Your leadership and dedication have been instrumental in helping Pilgrim continue its vision for the future.

2013 PROJECTS:

The classroom doors were replaced with a generous grant from a CLEF donor, Mr. Schawk.

The security signage has been updated and a sign in system for visitors is now in place.

The fob system for the church and school buildings has been revamped and is now housed on a new computer system which is much easier and more state if the art.

The library was completely repurposed as the temporary 8<sup>th</sup> grade classroom as we had an overload for a combined 7/8 room.

The Parsonage basement was completely renovated and will now support the activities of various church and school groups.

The pine tree outside the main church entrance was cut down due to disease. The area will be re-landscaped to provide a useable area for both the church and school.

The tuck pointing problem areas around the church and school were fixed in November and the teacherages will be fixed in spring of 2014.

2013-14 make sure we are ready for the state visit for receiving our State Certified Recognition for the upcoming Accreditation in 2015.

On a day to day basis many small issues were addressed and resolved.

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2014:

We are planning on hiring an Architect to provide the church and school with an Architectural Evaluation for all of Pilgrim's properties. This will help us to prioritize maintenance and projects for all of our properties and allow for financial planning and saving.

Obviously, many other projects will be completed as well.

Thank you,

Respectfully submitted by Ellen Twohig

## **School Board Annual Report for 2013**

The school currently has a student population of 169 students.

The BOE approved a new structure for the PTL that adds fund-raising teams and more accountability for segmented tasks. Accounting procedures would remain the same. The new PTL would encompass factions that had been separate such as social media coordinator, marketing, gift card coordinator, auction committee, grant writers.

The Board discussed, reviewed and updated the Vacation Policy and Dress Code.

The Board wrote a new Parent Code of Conduct which provides a framework for standards of communication between parents and teachers and the principal and to establish steps for how problems should be resolved.

The BOE(subcommittee) conducted an extensive search and hired our new Principal, Mr. Chris Comella in July.

The 7<sup>th</sup> and 8<sup>th</sup> grade classrooms were split for the 2013-2014 school year and will remain separate for the 2014-2015 school year.

The School Board revised and updated the entire Parent and Personnel Policies Handbook.

The Board reviewed, discussed and approved the school budget for the 2014-2105 school year as presented and prepared by Principal Comella.

The Board approved an 8% tuition increase for the 2014-2015 school year.

The Board voted to move forward with the ELCA Accreditation process which will begin in 2014 and take approximately 18 months to complete.

The State Recognition assessment will take place sometime in January of 2014.

The Board issued a school wide Climate Survey to parents, faculty and students in the 4<sup>th</sup>-8<sup>th</sup> grade. The results were to be used in conjunction with the Principal Review and Faculty reviews.

The Board welcomed new members Lara Otsuka, Jennie Bodine, Marcia Frellick and Stephanie Weber this year. Ellen Twohig (former Chairperson), stepped down after many years of dedication and service to Pilgrim Lutheran School. Long time member Sue Mellin stepped down after many years of dedicated service as our Recording Secretary. Two other Board members, Chris Arterberry and Camille Genhrenbeck stepped down this year.

We look forward to an exciting and productive 2014.

Respectfully prepared and submitted by Nancy Liljedahl, School Board Chairperson

## **Worship Committee**

### **2013 Annual Report**

Committee membership: Angela Cardo, Beata Halter, Karen Huelskoetter, Pastor Kristian Johnson, Michael Knuth, Renee Stuedemann, Chris Wallis

#### **2013 Accomplishments:**

**Gathering:** The Worship Committee continues to coordinate the various components (music, worship & communion assistants, lectors, ushers, bread bakers, altar preparation, decorations) needed to conduct worship. A long-standing goal has been to broaden participation in these activities, thereby enriching the experience for our church community. We were able to add new helpers in all these categories, and to use dramas (mainly around Palm Sunday and Christmas) to actively involve more adults and children in worship. This is further supported by our new congregational Core Practice to “Praise God with All Generations Together.” Families of Vacation Bible School kids were invited to a special Sunday Service at which the kids presented one of the lesson-dramas and music from the program. Six different families served as the Holy Family at the Advent, Christmas, and Epiphany services, and 49 different adult and child volunteers helped with the 4:30 Family Service

**Preparing:** Training sessions for all those involved in the worship service or preparations were held in the fall. This proved useful for both newer and more experienced participants. An effort was also made to include children from the Sunday School who don't attend Pilgrim School in the children's music offerings. This has been well received by those families. There have also been opportunities for lay preaching either in the form of temple talks or sermons.

**Sending:** Events such as distribution of ashes at the L station, leading a procession around the neighborhood on Palm Sunday, Christmas caroling, banners with service times for Holy Week and Christmas, have reached out to the surrounding community.

#### **2014 Goals:**

For 2014, we continue to seek ways to involve more people of all ages in worship, whether through reading the Word, distributing communion, music, preparing the sanctuary and altar for worship, or welcoming worshipers. More intentional recruiting of lay preachers will also be pursued. We will also look for new ways to invite the surrounding community to worship with us.

## **Principal's Report for Pilgrim Lutheran Church and School Annual Members' Meeting**

In 2013 Pilgrim School entered its 93<sup>rd</sup> year. The school continues in its mission to provide high quality education within a nurturing Christian community so that each student will make positive contributions as a courageous and active member of society. In short, Pilgrim provides academic excellence with a heart to a current enrollment of 169 children from the Early Childhood 3-year-old class through 8<sup>th</sup> grade. We have also embodied the congregation's mission to gather, prepare, and send in a variety of ways. The school's mission reflects the congregation's mission in myriad ways, and this report seeks to highlight the most important.

First, Sending has played a major role in the life of Pilgrim School in 2013. We successfully graduated the following students: Zac Arrizola, Emma Barnhart, Joey Bergren, Joe Emery, Hannah Fiedler, Ava Heiniger, Hailey Kipp, Jonah Lathrop, Alissa Santana, Sam Twohig, and Mikaela Uddfolk. We also said farewell to principal and long-time teacher Beth Ruppe, as well as, technology teacher Rhonda Petersen, lunchroom manager Jeff Calderone, and choir teacher Barbara DeGraff. We look to each of these people as examples of the courageous and active members of society that we want each member of the Pilgrim Community to become.

Preparing, however, has absorbed most of our time at Pilgrim Lutheran. We prepared out 8<sup>th</sup> graders for the high schools of their choice, 74% of which were selective enrollment schools. We prepared students to read and write in accordance with newly adopted state standards aligned to the Common Core initiative. We strengthened our library program by creating a new lower grade library in the former technology room, and our library aides have catalogued the whole collection of Pilgrim's books throughout the building. We solidified a superior middle school program by splitting the 7/8 classroom into two separate classrooms, supported by science instruction from Andrew Yearick. We prepared students to take ownership of worship through weekly chapel and the adoption of the Faith Inkubators curriculum for Christian Studies classes. We prepared students to serve others through our Pilgrim Kids Care projects, such as the 5K Run, Coat Angels, Night Ministry stockings, Food Drive, and the Toy Drive. We prepared students to be citizens of the world through our partnerships with St. Paul's Dorchester and Collegio Luterano in San Salvador, El Salvador. We prepared a life-long appreciation of the arts through ArtSmart projects and through the lower grades operetta, through band and choir and Gospel Kids. Students prepared for a lifelong commitment to good sportsmanship in Track and Field, Cross Country, Basketball and Volleyball, with new teams for boys in volleyball and with students in each of these sports playing in state-wide championship competitions.

Finally, Pilgrim has gathered new faces to become part of the Pilgrim family. We called a new Principal, Chris Comella, after a nation-wide search over several months. We welcomed Ellen Twohig as School Office Manager as Angela Cardo made the transition to the 5/6 Classroom. We embraced Dr. Jennifer D'Agostino as our new chorus teacher and Suzi Ianchici as a new Early Childhood/Pre-Kindergarten teacher. We celebrated the birth of Baby Ruth Chenery, daughter of Early Childhood/Pre-Kindergarten teacher, Sara Chenery. We thank parent Valerie Carlson for becoming a new lunchroom manager. We met Pastor Christian Chavarria-Ayala and learned about his faith commitment and his life as a Lutheran in El Salvador. We formed and renewed friendships with students at Pablo Casals School and St. Paul's

Dorchester. And as we said good-bye to some of our school families who have moved away, we continue to welcome new families in every grade from the Early Childhood 3-year-old class through the 5<sup>th</sup> grade.

Gathering new people has also been a theme for school governing bodies. Nancy Liljedahl assumed the chair of the School Board and Robert Knapp took over as PTL chair. The Development and Communication Committee has melded into the PTL in a new structure that allows for more flexibility and aims to capture the talents of more parents and friends of Pilgrim School. We appreciate the leadership of Amy Kaniff in her efforts to make this new gathering a reality.

As 2014 begins, Pilgrim School continues to meet the needs of the Pilgrim Congregation and the communities it serves. We strive to maintain the excellence of our programs and nurture the faith that underpins our mission. We also recognize some significant challenges for the coming year: 1. Marketing our school to maximize enrollment and ensure the financial security of our operations; 2. Expanding our service efforts and strengthen our relationships to the people whom we serve; 3. Diversifying our school population and offer opportunities to students of all races, ethnicities and socio-economic statuses; 4. Ensuring just compensation for all our staff; and 5. Equipping our building for maximal use of its resources to make the best learning environment for all students. 2014 begins a time of self-examination by our staff as we undergo a State Recognition Review and the accreditation process by the Evangelical Lutheran Education Association (ELEA). We thank you for all your support in reaching all of these goals. With the power of your prayer and the grace of the Holy Spirit, we know that we will always meet the goal of academic excellence with a heart.

# **Sunday School**

## **Annual Report for 2013**

Sunday School Faculty: Sacha Arterberry, Lynn Boecler, Valerie Carslon, Darcia Dierking (music), Beata Halter (spring term), Anna-Kari Johnson, Kristi Killelea, Jane Maring (music-spring term), Dana Thomas, Chris Wallis. Substitute: Samantha Doerfler

### **2013 Accomplishments:**

**Gathering:** The Pilgrim Sunday School program welcomes children aged 3 through 5<sup>th</sup> grade. The winter-spring term ran from January through May 19 and the fall term from September 8 through December 22. Average attendance for the winter-spring term was 15. During the fall term, when we tried the Faith Inkubators program, attendance was more sporadic, declining significantly towards the end of the term. It was concluded that this format was not meeting our children's needs, although other aspects of the program, such as encouraging in-home family devotions using the "Faith Five" practices, were worth retaining.

For the first time in many years, Pilgrim offered a week of Vacation Bible School during the last week in June. This Bible-based Lutheran curriculum offered story-telling, drama, craft and games to 68 children (many from the neighborhood and other churches) and involved 40 volunteers, a number of them from the Sunday School faculty.

**Preparing:** Through stories, music and crafts, the children are taught stories from Scripture and learn ways to incorporate their faith into their daily lives. As part of this, the Sunday School participated in worship by singing at various service and participating in such events as the Palm Sunday procession and re-enacting the Christmas story.

**Sending:** In addition to the faith lessons taught in the classrooms, and materials to supplement those lessons at home, the children had opportunities to put faith into action by making cards for soldiers, fabric squares for Project Linus, and layettes for Lutheran World Relief.

### **2014 Goals:**

Our first task is to recover the momentum lost during the fall term. To this end we have purchased a curriculum from Concordia Publishing, Growing in Christ, which uses the more familiar age-based classroom setting. The aim is to teach not only Bible literacy but also place the stories in a modern, Lutheran context.

We have sadly lost three of our previous faculty members and may soon lose two more, so we are working on recruiting new teachers (especially somebody with musical talent!). We also are hoping to lower the age for Sunday School if we can find parents interested in leading a group for 2-year-olds. The Growing in Christ curriculum has materials for this age group and we'd love to take advantage of this.

We plan to continue participation in Worship through song and drama, and to continue to serve by assembling layettes, helping with Project Linus, and making small gifts for shut-ins, the Night Ministry, and soldiers.

A team is also being assembled to work on the 2014 VBS program. The response we had to our 2013 session clearly indicates that our community wants this type of opportunity.

## Pastor's Report

Rev. Kristian Johnson

Annual Meeting of Pilgrim Lutheran Church  
and School

January 26<sup>th</sup>, 2014

“Follow me, and I will make you fishers of  
people.”  
Matthew 4:19

In response to Jesus invitation, we are living  
into our mission:

In Christ's love, we **gather, prepare, and send**  
all as leaders for God's mission in the  
world. (GPS)



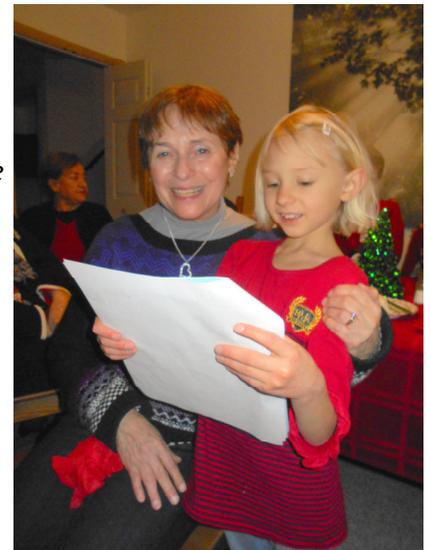
Principal Comella, Pastor Christian from El Salvador, and myself

*Pastor Kristian highlighted several points from his written Pastor's Report. He expressed how grateful he and Anna Kari are to Pilgrim for our call to them. And he talked about Pilgrim being a church community with many strengths and gifts, and one which needs a correspondingly big Vision for what it can accomplish through the Power of God at work within us.*

- Minutes of last year's annual meeting (January 27<sup>th</sup>, 2012)

As I read these words, I get chills down my spine. God has been so faithful to us.

Last January, we had no idea that our beloved Principal Beth Ruppe would leave in June to be a Preschool Director in Evanston. But God was faithful in providing us a fantastic leader to become our newest Principal, Chris Comella.



Senior's Christmas Luncheon  
Senior's Christmas Luncheon

Last January, we didn't know that our key administrative staff (Angela Cardo and Barbara DeGraff) would be transitioning out of their positions within two months of each other. But God was faithful in providing us two highly capable and committed administrators in Ellen Twohig and Barbara Anthony.

There have been even more transitions and challenges than these... and all of this compels us to ask: *With all of these changes, what is the constant?*

The constant is **God's presence** and **God's vision** for this place. The people can change. The people will continue to change. This makes us sad. But we also rejoice... because God is faithful. (Psalm 46:5)

It was awesome to see the way the Pilgrim community engaged in prayer, bible study, and



Gospel Kids!

discussion during our Lenten journey, “40 Days to Shape our Future.” Over 100 different people turned out to help build a “correspondingly big vision” for the many strengths and gifts present in our church and school. What emerged is the GPS mission statement printed above, along with a set of core practices, all of which were approved in September:

*Praise God with all generations together*

*Invite everyone to be present together in Christ*

*Lift up academic excellence with a heart*

*Grow in prayer and in the Word*

*Respond by advocating justice for the vulnerable*

*Invest time, talent, and resources generously*

*Empower homes for faith formation*

Friends.... this is an awesome vision. It is a vision that is inspired by God and is already serving its purpose as salt and yeast to help leaven the dough that is Pilgrim.

Here are some 2013 accomplishments that reflect our renewed vision:

## GATHER

- **New Members:** We welcomed 37 new members (7 by Baptism and 30 by Affirmation of Baptism) Welcome to the following families: Hardin-Frye, Danner, Sperry, Erdbeer, Couch, Haisler, Manning, Telford, Schaf, Nebel-Dooley, and Preston!
- **Worship attendance:** We saw a large increase: 124 Average in weekly worship (up from 98 in 2012)
- **New Music:** We are expanding our music and musical leadership in our worship leadership, thanks to the wonderful leadership of Michael Knuth and Karen Huelskoetter
- **Pilgrimfest Block Party:** September 15<sup>th</sup>... What an awesome moment... even in the pouring rain, we did everything we set out to do... Pilgrim is a resourceful and resilient community... thank you, Robert Knapp and all the volunteers!
- **Seniors Christmas Luncheon** it was our honor to host 45 seniors and children at the parsonage for a wonderful time together
- **Parsonage Basement Remodel:** thanks to many dedicated servants (including David Emery and Samantha Doerfler) this space was beautifully repurposed as a children and youth ministry space.



The Blessing of baby Jacoby by Emanuel



The Couch Family at Cameryn's Baptism



Confirmation Sunday– All Saints Sunday



Singing at Irish Christmas Festival

## PREPARE:

- **Confirmations:** We were blessed to confirm 8 young people: Sam, Zac, Ava, Mikaela, Joey, Jonah, Emma, and Hannah, who will help us expand ministry opportunities for youth
- **Prayer Ministry:** we were blessed to form a prayer team that meets at 8:30 a.m. on Saturday mornings at the parsonage. Our prayer team offers prayer after communion during our worship services.
- **Exploring the Bible Class:** we began a new bible study for adults that meets on Sunday mornings at 9:20 a.m. in Maring Hall
- **First Communion:** we were blessed to celebrate the first communion of 12 children, with parents, siblings, and children learning together
- **FAITH 5 Night:** with the help of Thrivent, we hosted a wonderful guest presenter from Faith Inkubators named Amy Kippen who equipped our day school teachers, Sunday School teachers, and parents the keys to forming faith in children and youth.
- **Day School Religious Curriculum:** We began using Faith Inkubators content in our chapel services and in the classroom, helping our students learn two bible verses per month in American Sign Language.



Julie and Anne serving snacks at VBS



Prayer and Ashes at the EL Stop

## SENDING:

- **M.O.P.S.** Pilgrim founded a chapter of Mothers of Preschoolers, which provides community and support for moms. MOPS meets twice a month and MOMS Next (for mothers of older children) meets once a month. We host all of these meetings at the parsonage. Our Pilgrim MOPS website receives hundreds of hits from moms in the area each month.
- **Vacation Bible School-** thanks to Chris Wallis and a host of dedicated youth and adult volunteers, we were able to bless over 60 children from our church and community with Bible based learning and fun, June 24-28<sup>th</sup>.
- **Pilgrim Kids Care-** our students and their families continued to embody our mission by actively partnering with the Night Ministry, Pablo Casals Elementary School, the Common Pantry, and Lincoln Square Friendship Center Food Pantry
- **Ash Wednesday-** We offered free prayer and blessings on Ash Wednesday underneath the El Stop on Montrose. Pilgrim Children gave out many dozens of Valentines to share God's love
- **El Salvador Mission-** For the first time, 13 people from the Pilgrim community participated in a 10 day mission trip to El Salvador. Projects included: bringing solar power to 8



El Salvador Mission Team, 2014

homes in the rural village of Loma de Ramos, supporting the Hope House Homeless Shelter, contributing to the Build Resurrection project to build a new sanctuary for the Lutheran Church of El Salvador, and beginning a sister school relationship with Colegio Luterano, a Lutheran Elementary School.

- **Prayer and Care Baskets-** our prayer team initiated a visitation ministry in which 25 prayer and care baskets were brought to seniors and those with limited mobility in our church community by Pilgrim children and adults.



Maria Trinidad and Renee in El Salvador

I would say we had a very good year, wouldn't you? Thank you God, for your faithfulness!

Last year, I was praying that God would give us a vision, and God answered those prayers.

**This year, I am especially praying that God would renew us ALL as leaders to embody this vision.**

I believe God is ready to fulfill the words of Ephesians 4:12 and "equip the saints for ministry." It's time for each of us to own this vision and joyfully embody our part within it.

Over the coming weeks, key leaders in our congregation will be convening 7 gatherings, each related to one of our core practices. We will explore the following questions:

- 1) How does this core practice inform and shape what we do now?
- 2) What changes and goals do we need to make in order to focus on raising up leaders?
- 3) Who will we gather, prepare, and send as leaders so we can embody this ministry together?



Epiphany at Pilgrim! 2014

Pilgrim, thank you. Thank you for calling me to be your Pastor. Thank you for catching the vision. Thank you for your commitment to grow: in faith, in giving, and in serving.

**Dear God,**

**we are amazed at what you are doing to unite and mobilize us all as leaders for your mission in the world. Give us wisdom, give us courage, for the facing of this hour. We thank you in advance, for we know that you will accomplish abundantly far more than all we can ask or imagine in 2014. We look forward to celebrating everything you will do through us in January, 2015! IN Jesus name we pray, Amen.**



Vacation Bible School, 2014

## Pilgrim Endowment 2013 recap

Trey Hancock, chairman

The Endowment Committee concluded a successful 2013 at our final years' meeting on November 19. The committee-Jason Ruger, Trey Hancock, Brian Twohig (treasurer), Gerhardt Boechler, Amy Bergren, Marian Azzaro (ex-officio)-was tasked with deciding on disbursements to worthy organizations who serve our local community, provide domestic and international disaster relief, and help support the needs within the four walls of Pilgrim Church and School.

As of 11/19/13, the balance in the ELCA Endowment Account was \$234, 408.56. Based on a 3 year rolling average balance, our budget for disbursements was \$10, 194.

The committee approved disbursements as follows:

Pilgrim tuition assistance: \$3,694

Luther North: \$1,000

Uptown Ministry: \$875

Common Pantry: \$875

The Crib (Lakeview Lutheran Church youth shelter): \$875

Lakeview Pantry (matched): \$875

ELCA Domestic disaster relief: \$500

ELCA International disaster relief: \$500

Casa Concordia: \$1000

In addition to sending these donations, the committee also sent an application form to these groups for future requests so as to have a better system to understand their mission and how they use the money. We hope to grow the Fund, and have taken steps to raise awareness of our efforts within the congregation. It is our wish that interested individuals and families who want to support the fund will contact us directly for more information. We have also set up a link on the Pilgrim website to make direct donations.

As we move into 2014, the committee will evolve with new members and lose a few who have served for several years. Those of us who are stepping away from membership on the committee have been blessed to serve.

The committees' first 2014 meeting will take place at 6:30 PM on 2/11 in the library.Re

**Pilgrim Lutheran Church and School  
2013 Treasurer's Report**

Dear Members and Friends of Pilgrim Lutheran Church and School:

This past year was a year of transition as we had changes in principal, school office manager, and church office manager. However, with the help of the Pilgrim community we were able to use our new mission statement to attract staff to help perpetuate this mission. This transition would normally present an enormous challenge but thanks to our new church office manager, Barbara Anthony, and Principal, Chris Comella, the transition has gone as smoothly as possible. Thanks also the Pastor Kristian, who along with Mr. Comella, provided invaluable assistance to ensure that the budget is in line with our new mission statement.

For 2013, the income was essentially even with expenses with a minimal deficit of approximately \$7,000. With so much change in staff, the increased Sunday worship offering of almost 7% helped Pilgrim to financially weather these changes. Our school program continues to be a shining light in our community and attracts a diverse group of families who will benefit from our program. We thank all the families who are so supportive of the Pilgrim community in their financial donations, as well as their donations of time and service. In addition to the school program, these donations help in the operation of existing ministries and provide the start to new ministries. We also raised almost \$57,000 from the Pilgrim community and friends with the fun-filled "Pilgrim's Run For the Roses". The 2014 "All That Jazz" event is sure to be another success, so please support your church and school and have a great time too.

2013 was the second full year of our new capital campaign, Forward in Faith. Thanks to the generous donations received so far we were able to complete the renovation of the parsonage basement into a child-friendly meeting space, the replacement of the classroom doors, and necessary tuckpointing to the school roof. Please remember that this campaign continues through 2014 and your continued support will help us fund future improvement of church and school properties.

The 2014 budget was designed to reflect our new mission statement. The budget reflects our desire to be an increased presence in the community by expanding internal and external parish ministries. This is reflected in increased contributions to the ELCA synod and providing financial support for church marketing and Parish Education and Ministries. The Sunday Worship Offering goal has been set at \$168,537 and is in line with the generous support provided by the congregation in previous years.

As always, please remember the convenience of the electronic giving program. It is safe, secure, and a convenient way to help Pilgrim Church and School.

Respectfully Submitted,  
Carl Doerfler, Treasurer

Attachments:

Forward in Faith Report

Balance Sheet 12/31/2013

2014 Budget, including Budget vs Actual 2013

Pilgrim Lutheran Church and School  
2014 Budget

		2013 Budget	2013 FYE	2014 Budget
<b>Income</b>				
<b>Church Income</b>				
4000	Sunday Worship Offering	165,925	152,945	168,240
4010	Loose Offering	3,300	2,908	3,300
4180	Parish Ministries		3,116	2,500
4190	Flowers and Decorations	1,400	864	1,000
4270	Use of Church Properties	2,000	1,150	1,000
4585	Thrivent Congregational Giving			
4586	Thrivent Insurance Donations	2,600	2,827	2,600
<b>Church Income Total</b>		<b>175,225</b>	<b>163,810</b>	<b>178,640</b>
<b>School Income</b>				
4005	Pilgrim School Fund	300	220	300
4405	Athletic Program Registration Fees	4,000	5,335	5,000
4410	Early Arrival	6,300	8,086	6,600
4420	Application Fees	1,750	1,890	2,500
4450	Milk and Lunchroom	4,500	4,270	4,500
4470	Special Education	17,000	15,712	18,360
4520	Teachers Professional Growth			
4530	Tuition	882,892	868,064	913,183
4541	Tuition Assistance	18,000	23,815	23,000
4550	Financial Aid	(18,445)	(15,850)	(23,000)
4551	Staff Discounts	(8,360)	(7,720)	(8,360)
4552	Aide Discounts	(22,444)	(24,500)	(16,704)
4553	Credits for Service	(11,000)	0	
4590	Thrivent Matching Funds	4,000	1,334	4,000
4600	PAS-Pilgrim After School	36,000	49,892	45,000
<b>School Income Total</b>		<b>914,493</b>	<b>930,548</b>	<b>974,379</b>
<b>Church and School Combined Income</b>				
4090	Miscellaneous Income		0	
4100	Rent from property	9,950	12,250	14,340
4120	Auction Income	53,000	56,985	53,000
4130	Operating Reserve Income			
4150	Contribution to Deficit Reduction		0	
4160	Contribution to Mortgage Debt	24,500	26,644	24,500
4200	Market Days	2,000	1,788	2,000
4230	Operation CIP	6,000	8,000	6,000
4240	Health Insurance Tax Credit	0	1,479	0
<b>Church and School Combined Income Total</b>		<b>95,450</b>	<b>107,146</b>	<b>99,840</b>
<b>Total Income</b>		<b>1,185,168</b>	<b>1,201,504</b>	<b>1,252,859</b>

Pilgrim Lutheran Church and School  
2014 Budget

		2013 Budget	2013 FYE	2014 Budget
Expenditures				
Church Expense				
Parish				
6100	Parish Life Expense Account	1,000	(389)	1,000
6200	Parish Education/Ministries	11,000	7,741	7,500
6230	Call Committee		1,120	
6240	Church Marketing	1,000	890	1,000
6250	Athletic Program	2,000	1,550	1,000
6300	Music Program	2,500	2,034	3,000
Parish Total		17,500	12,947	13,500
Christian Causes				
5825	ELCA	5,810	5,324	6,730
5850	Other Charities		450	1,000
Christian Causes Total		5,810	5,774	7,730
Worship				
5640	Stewardship	400	365	400
6030	Decorating/Banners		175	
6035	Flowers & Decorations	1,700	1,378	1,700
6045	Guest Preachers	1,000	925	1,000
6080	Worship Supplies	800	752	800
Worship Total		3,900	3,595	3,900
Church Expense Total		27,210	22,316	25,130
School Expense				
Childhood Education				
5005	Accreditation	880	540	900
5010	Athletic Program	7,500	8,068	7,500
5030	Basic Curriculum Materials	31,825	17,643	28,875
5040	Bus	2,000	2,000	2,000
5050	Cash Refunds fr Earned Ref	0		0
5070	Consultant Teacher Fees	500	0	500
5150	Library	300	300	300
5160	Milk & Juice	4,000	2,150	3,000
5170	Miscellaneous	2,915	2,582	2,827
5210	PAS Pilgrim After School	1,100	1,858	6,000
5240	PTL Dues	1,755	1,560	1,755
5300	Student Insurance	1,000	867	1,000
5340	Teacher/Student Marketing	1,000	505	1,000
5350	Testing	3,000	2,629	3,000
5360	Technology	13,080	8,443	10,000
Childhood Education Total		70,855	49,145	68,657
School Expense Total		70,855	49,145	68,657

Pilgrim Lutheran Church and School  
2014 Budget

	2013 Budget	2013 FYE	2014 Budget	
<b>Church and School Combined Expense</b>				
<b>Staff Salary &amp; Benefits</b>				
5310	Substitute Teachers	5,100	3,405	8,700
5330	Teachers' Professional Growth	1,425	729	1,425
5430	Conventions/Conferences	0	0	0
5450	ELCA & Thrivent Benefits	188,199	212,639	229,616
5460	Employer (FICA) Payroll Tax	46,354	45,817	59,920
5550	Pastors' Auto Expense	4,415	4,048	4,415
5560	Pastors' Education Expense	1,500	1,232	1,500
5565	Pastors' Equity Allowance	3,600	3,600	3,600
5570	Payroll Processing Expense	3,300	4,418	4,000
5630	Staff Salaries	772,608	785,771	795,579
5631	Housing Deduction (Teacherages)	(15,180)	(15,192)	(11,586)
5632	Payroll Deductions	(69,358)	(56,556)	(86,411)
5725	Worker's Comp. Insurance	7,600	8,350	7,714
<b>Staff Salary &amp; Benefits Total</b>		<b>949,563</b>	<b>998,261</b>	<b>1,018,472</b>
<b>Miscellaneous</b>				
5410	Audit Expense		(68)	
5415	Auction Expense	15,000	16,661	17,000
5417	Bank Fees		737	1,000
5586	Thrivent Insurance Premiums	2,600	2,345	2,600
6140	Equipment Maintenance	16,870	14,923	15,000
6160	Office Supplies	8,000	10,160	8,000
6170	Postage	3,500	2,825	3,500
6175	Printing & Stationery	1,500	610	1,000
6935	MIF Loan Principal	12,600	13,802	12,600
6936	MIF Loan Interest	11,900	12,822	11,900
<b>Miscellaneous Total</b>		<b>71,970</b>	<b>74,817</b>	<b>72,600</b>
<b>Properties</b>				
5020	Asbestos Inspect & Repair	700	0	700
6535	Cleaning Service	0	0	0
6545	Fire Preventage	4,100	2,716	4,100
6570	Insurance	10,983	13,368	13,000
6600	Pest Control	737	1,601	1,500
6610	Repairs & Maint/Church	2,250	1,024	2,000
6620	Repairs & Maint/4310	1,000	624	1,000
6630	Repairs & Maint/4314	500	1,189	500
6640	Repairs & Maint/Parsonage	3,000	1,354	3,000
6650	Repairs & Maint/School	5,000	2,257	3,000
6665	Snow Rmvl/Lawn Maint/Recycling	1,000	1,720	1,300
6670	Supplies & Equipment	2,500	3,439	2,500
6680	Lift Maintenance	650	1,058	750
<b>Properties Total</b>		<b>32,420</b>	<b>30,352</b>	<b>33,350</b>

Pilgrim Lutheran Church and School  
2014 Budget

	2013 Budget	2013 FYE	2014 Budget
Utilities			
5455 Electricity	10,000	8,944	10,000
5490 Gas	18,000	16,451	18,000
5670 Telephone	2,000	3,113	3,000
5675 Internet Access	1,400	1,612	1,800
6655 Water Usage	800	834	900
6660 Sewer Usage Charge	950	883	950
Utilities Total	33,150	31,837	34,650
Church and School Combined Expense Total	1,087,103	1,135,267	1,159,072
Total Expenditures	1,185,168	1,206,728	1,252,859
<b>Income minus expenses</b>	<b>0</b>	<b>(5,224)</b>	<b>(0)</b>
<b>Percentage of budget</b>		<b>-0.44%</b>	

**Balance Sheet**  
 Pilgrim Lutheran Church  
 4300 N. Winchester  
 Chicago, IL 60613  
 Dec 31 2013

ASSETS

**Cash Accounts**

1000	Operating Funds - MB Financial	131.94
1150	Designated Funds - MB Financial	234,303.49
1160	Capital Funds - MB Financial	64,089.57
1300	School Checking Account - MB Financial	76,458.98
1350	School Reserve Account	0.00
1400	Hot Meals Checking Account	0.00

**Cash Accounts Total** 374,983.98

**Fixed Assets**

1500	Church&School Buildings-4300	5,100,000.00
1510	Faculty Residence-4310	400,000.00
1520	Faculty Residence-4314	400,000.00
1530	Parsonage-4332	600,000.00
1540	Furnishings/Church & School	200,000.00

**Fixed Assets Total** 6,700,000.00

**Other Assets**

1550	Endowment	192,084.85
1800	Investments	10,201.59
1900	Accounts Receivable	0.00

**Other Assets Total** 202,286.44

**TOTAL ASSETS** 7,277,270.42

LIABILITIES AND FUNDS

**LIABILITIES**

**Long Term Liabilities**

2700	MIF Capital Loan	229,400.04
2750	Energy Efficiency Loan	0.00

**Long Term Liabilities Total** 229,400.04

**TOTAL LIABILITIES** 229,400.04

**FUND BALANCES**

**Operating Funds**

3100	Church and School Operating	131.94
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**Operating Funds Total** 131.94

**School Funds**

3700	School Checking	0.00
3710	School Reserve	0.00
3720	School Lunchroom	0.00
3801	Accreditation Savings	4,072.36
3803	Athletic Fund	4,138.82
3804	Band	(274.00)
3805	Brian Russell Memorial Tuition Assistance	3,830.00

3806	Calculators	70.00	
3807	Chapel	1,325.82	
3808	Choristers	14.00	
3809	Deficits and Credits	718.34	
3810	Eighth Grade Accrued	3,203.97	
3811	Eighth Grade Current Year Trip Fundraising 2010/11	0.00	
3812	Eighth Grade Service & Order	163.87	
3813	Eighth Grade Trip Fees	10,407.43	
3815	Field Trips	264.98	
3816	German Club	327.85	
3817	Library	2,609.10	
3818	Lunch Program	1,971.71	
3819	Text Book Fund	4,809.29	
3820	Misc Checks	(24.92)	
3821	Operetta	2,921.06	
3822	Photographer	38.50	
3823	Principal's Group	0.00	
3825	Special Education Materials	319.83	
3826	Substitute Teachers Special Circumstances	(67.85)	
3827	Sulzer Grant	2,500.00	
3828	Teacher's Dinner Fund(school pic \$)	(521.48)	
3829	Teacher's Gift Collection	459.65	
3830	Teacher Pablo Casals Toys	70.50	
3831	Technology	8,797.44	
3832	Recognition Fund	183.61	
3833	Thrivent Early Childhood Fund Raiser	0.00	
3835	Walcamp Outdoor Education	217.00	
3836	Property/Equipment Special Projects	0.00	
3837	Wish List	9,624.72	
3838	Yearbook	2,636.92	
3839	Fund-A-Need	6,322.30	
3840	Trivia Night	0.00	
3841	Seventh Grade Fundraising	5,446.74	
3850	Expenses to be reimbursed	(118.58)	
<b>School Funds Total</b>			<b>76,458.98</b>
<b>Church and School Combined Expense</b>			
6240	Health Insurance Tax Credit	0.00	
<b>Church and School Combined Expense Total</b>			<b>0.00</b>
<b>Designated Funds</b>			
3416	Disaster Relief	0.00	
3418	Other Missions Fund	1,150.66	
3425	Endowment Fund	250.00	
3465	Common Food Pantry Fund	58.00	
3466	Lincoln Square Food Pantry	148.00	
3467	El Salvador Mission Fund	48,149.55	
3468	El Salvador Scholarships	(800.00)	
3470	Saturday Hot Meal Fund	226.63	
3484	World Hunger Appeal	110.00	
3485	World Missions Fund	0.00	
3486	Missionary Support	0.00	
3492	Kids Care	7,785.51	
3493	Lay Ministry	60.00	
3495	ArtSmart	803.40	
<b>Designated Funds Total</b>			<b>57,941.75</b>
<b>Designated Reserve Funds</b>			
3420	Discretionary Fund	389.45	

3430	Centennial Fund	5,203.91	
3440	Landscaping Fund	22.90	
3441	Special Events Fund	358.04	
3443	Library Grants & Gifts	0.00	
3447	Property Reserve Fund	21.60	
3448	Safety Fund	665.00	
3450	Memorial Fund	32,641.93	
3454	Music Program	1,144.86	
3455	Orff Instruments Fund	83.76	
3460	Parlor Renovation Fund	90.58	
3462	Quilters Fund	244.54	
3490	Youth Fund	755.89	
3491	Sunday School	121.44	
3494	MOPS and MOMSnext	469.35	
3900	Operating Reserve	134,148.49	
3910	Accrued income and expense	0.00	
<b>Designated Reserve Funds Total</b>			176,361.74
<b>Hot Meals Funds</b>			
3730	Hot Meals Checking	0.00	
<b>Hot Meals Funds Total</b>			0.00
<b>Capital Campaign Funds</b>			
3413	Growing In Grace Capital Campaign	0.00	
3415	Blessed to be a Blessing Capital Campaign	0.00	
3419	Forward in Faith Capital Campaign	64,089.57	
<b>Capital Campaign Funds Total</b>			64,089.57
<b>Equity Funds</b>			
3500	Building Equity Fund	6,470,599.96	
3550	Endowment	192,084.85	
3800	Investments	10,201.59	
<b>Equity Funds Total</b>			6,672,886.40
<b>TOTAL FUNDS</b>			<u><u>7,047,870.38</u></u>
<b>TOTAL LIABILITIES AND FUNDS</b>			<u><u>7,277,270.42</u></u>
Difference			0.00

## Proposal for "The Dave Maring School Endowment Fund"

### Pilgrim Lutheran Church and School

The committee chartered to look into the establishment of an endowment fund as a means of supporting/supplementing Pilgrim School's needs has concluded that it would be worthwhile to establish a fund, as a part of the overall stewardship program. Pilgrim members have on occasion included bequests to the church and school in their wills, and many other donations in the form of memorials or specially designated contributions are made throughout the year. We believe that it is advisable to develop a plan for receiving and administering such gifts in a more purposeful way, by formally creating "The Dave Maring School Endowment Fund." This fund would provide special resources for expanding the mission of the school and help keep our school current in all areas of academic excellence.

We propose that the Constitution of the congregation be amended to establish such a fund; a draft amendment is attached to this report. The fund would be handled by establishing a separate account to handle monies received. At least initially, we recommend that we use the investment services offered by the ELCA, since we would probably not be starting out with a large enough amount of money to warrant an individual account with a bank or brokerage firm. Part of the Endowment Fund program must be the education of the congregation and school families as to the existence of the fund, its purposes, and the various ways in which individuals can contribute to it. Workshops on estate planning, including specific bequests to Pilgrim Church and School, or options, such as, naming the church and school as the beneficiary of a life insurance policy, should be offered.

In order to ensure that we accumulate enough principal in the fund to generate adequate income, we need to establish a threshold for beginning to disburse money from the fund. The draft recommends \$50,000. Once this threshold is reached, all income from the fund would then become available for use in such endeavors as educational programs, teacher and student scholarships, capital improvements to the school property or retirement of loans taken out for that purpose. At this time we recommend that the principal of the fund not be used; at some future time, when the fund is well established, an amendment could be considered to allow spending of a defined amount of principal each year.

Draft Amendment to the Constitution of Pilgrim Lutheran Church

WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given humankind, such as time, talents, the created world, and money, including accumulated, inherited and appreciated resources; and

WHEREAS, Christians can give to the work of the church and school through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfer of property (eg cash, stocks, bonds, real estate): and

WHEREAS, it is the desire of this congregation and school to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to God expressed by the grantors and in accord with the policies of this congregation and school

THEREFORE BE IT RESOLVED, that this congregation (and school), in the annual meeting assembled on \_\_\_\_\_, 20 \_\_, establish a new and separate fund to be known as “The Dave Maring School Endowment Fund” (hereinafter referred to as the “FUND”) of Pilgrim Lutheran Church and School, 4300 N. Winchester, Chicago, Illinois 60613; in which the principal will be retained and only the income used; BE IT FURTHER RESOLVED, that the purpose of this FUND is to enhance the educational programs of the church and school apart from the general operation of the congregation;

BE IT FURTHER RESOLVED, that the Endowment Fund Committee (hereinafter called the “COMMITTEE”) shall be the custodian of the FUND;

BE IT FURTHER RESOLVED, the following Plan of Operation set forth the administration and management of the FUND:

## PLAN OF OPERATION:

1. The COMMITTEE shall consist of five members, at least 3 of whom shall be voting members of Pilgrim Lutheran Church and School and up to 2 as deemed suitable by the council. Except as herein limited, the term of each member shall be three (3) years. Upon adoption of this resolution by the congregation, it shall elect five (5) members to the COMMITTEE; three (3) for a term of three (3) years and two (2) for a term of two (2) years. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of three (3) years. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former committee members may be re-elected.
2. The Pastor, President of the Church Council and School Principal shall be ex-officio non-voting members of the COMMITTEE. The Church Council shall nominate for the committee and include the nominees on the slate of candidates at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the COMMITTEE, the Church Council shall appoint a member of the congregation to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy. Committee members shall be members in good standing and may not serve concurrently on the Church Council.
3. The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND.
4. A quorum shall consist of three (3) voting members. A majority present and voting shall carry any motion or resolution.
5. The COMMITTEE shall elect from its membership a chairperson, treasurer and secretary. The chairperson, or a member designated by the chairperson, shall preside at all COMMITTEE meetings. The secretary shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the COMMITTEE. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The secretary shall also supply a copy of the minutes to the Church Council.
6. The treasurer shall maintain complete and accurate books of accounts. The books shall be audited annually by the congregational Auditor or other appropriate person who is not a member of the COMMITTEE. The COMMITTEE will report to the Church Council at least annually, and the results of the audit will be reported at the annual meeting of the congregation.
7. The COMMITTEE, at each annual meeting of the congregation, shall render a full and complete account of the administration of the FUND during the preceding year.
8. The COMMITTEE may request other members of the congregation or school community to serve as advisory members, and, at the expense of the FUND, shall employ such professional counseling or investment services (such as the ELCA Board of Pensions), or legal matters, as it deems to be in the best interest of the FUND. Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the FUND except to the extent

that such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other COMMITTEE member.

9. No member of the COMMITTEE shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest, and members shall at all times refrain from any conduct in which personal interests would conflict with the interests of the FUND.
10. The COMMITTEE is authorized to hold assets in the name of The Dave Maring School Endowment Fund, and to sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the FUND. The COMMITTEE is authorized to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent.
11. The COMMITTEE shall determine what is principal and income according to accepted accounting procedures. No portion of the income generated by the FUND shall be used for the annual operating budget of the congregation/school. Gifts and bequests to the FUND shall accumulate until a principal amount of \$50,000.00 is achieved, after which the income generated from the investment of the principal shall be expended.
12. The COMMITTEE shall distribute at least annually the income generated by the FUND, for projects that might include but not limited to the following general categories:
  - a) Capital improvements, debt reduction, or building program of the Pilgrim Lutheran Church and School.
  - b) Supplies and equipment needs of the school.
  - c) Scholarships or grants for faculty of Pilgrim Lutheran School, or to assist with tuition payments for pupils of Pilgrim Lutheran School (such grants not being restricted to members of Pilgrim Lutheran Church and their children); for school camping or leadership conferences; or such other training which enables members of this congregation and school community to grow in Christian faith and service to God's people.
  - d) Teacher supplements, if available, to full time teachers (and/or the principal) in the form of a grant. This grant to be used in their classrooms.
  - e) Support of educational and extracurricular programs to allow Pilgrim to improve our facilities and help our students and staff grow mentally, physically and spiritually while they fully develop their God-given talents.
  - f) Supporting outreach projects established by the school community.

BE IT FURTHER RESOLVED, that any amendment to this article which will change, alter or amend the purpose for which the FUND is established shall be adopted in accordance with the normal procedures for amending the Constitution of the congregation.

BE IT FURTHER RESOLVED, that in the event Pilgrim Lutheran Church and School ceases to exist either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the

Church Council in consultation with the Bishop of the Synod to which this congregation belongs at such time. Consultation with the ELCA may be desirable for continuation of FUND obligations.

This resolution, recommended by the Church Council and adopted by the congregation at a legally called congregational meeting, is hereby made an amendment to the Constitution of Pilgrim Lutheran Church and School.

by \_\_\_\_\_

President

And \_\_\_\_\_

Secretary

# Pilgrim Lutheran Church

## Ballot

January 26, 2014

### **Candidates for Council**

President: Greg Otsuka (1<sup>st</sup> two-year term)  
Vice President: Mike Suhajda (1<sup>st</sup> two-year term)  
Administrator: Jenn Bodine (1<sup>st</sup> two-year term)  
At-large member: Jim Volkens (1<sup>st</sup> two-year term)  
At-large member: Halley Williams (1<sup>st</sup> two-year term)  
At-large member: Theresa Sparlin (1<sup>st</sup> two-year term)

### **Candidates for Endowment Committee**

Marian Azzaro

Joe Cardo