



Our Vision: Sharing Ministry

WHY?

Finance & Administration

Sharing Ministry Conference

Today's conference topic is Finance and Administration of a shared ministry.

When:

Saturday September 24, 2016

9:00 am to Noon

Where:

Trinity Lutheran Church
2309 FM 1291, New Ulm, TX
78950

Schedule of Events:

- 9:00 am - Devotion; Introductions
- 9:15 am – SLM history and timeline - Pr. Marcia Kifer
- 9:30 am – 10:00 Understanding the financial setup and administration of a shared ministry. Presentation by Office/Business Manager of SLM— Aimee Elles and
- 10:00 am - Break
- 10:15-11:30 am – Budget, costs and Money. Questions and exploring options - individual time with SLM members and other churches
- 11:30 am - Share with group one thing your church is taking away that is helpful

Shared Ministry

How do we begin to set up a shared ministry? What things should we consider before starting into this?

Over the next couple of handouts we will review how the Shared Ministry of Fayette County is set up and what works for us. These may or may not work in your own shared ministry but can serve as ideas for setting up something that works for you.

Our shared ministry is made up of four churches, one lead pastor, one office business manager , three musicians and one office location.



- Who makes decisions?
- How do we determine who is a member?
- How do we create a budget?
- How to divide our costs?
- Who pays the bills?
- Who keeps the money?
- Who keeps the records?

Decision Makers

- The SLM is made up of four member churches. Each congregation maintains its own buildings and has its own membership and church council. The length of service on congregation councils depends on each individual congregation constitution.
- The SLM has a council made up of the Pastor, and two representatives from each congregation. The office manager attends meetings but does not vote. These are four year positions as determined by the original SLM agreement set up when the SLM was formed in 2001. Two members of the SLM council rotate off each year from two different congregations.
- The SLM Council meets on the third Tuesday of the month for an hour, followed by a meeting with all five councils together for a devotion and joint meeting (about 30 minutes) then the individual congregation councils meet after that. The Pastor and the office manager then rotate through each meeting as needed. The location rotates through congregations alphabetically throughout the year.

Membership in the SLM

- There are three factors SLM uses to determine membership (*ccc*) All three criteria must be met to be “counted”
 - Confirmed
 - Are they a confirmed member of one of the member churches in the SLM
 - All newly confirmed members are automatically counted for 2 years.
 - Communing
 - Have they received communion in church, at home, in a nursing home
 - Contributing
 - Have they given a contribution of record of any value in the current 2 year calendar rotation
- The SLM maintains ONE database with all membership records within it. All baptism, confirmation, wedding and funeral records are kept in one combined book of official acts.
- The *ccc's* are determined on a rolling 2 year calendar beginning with the month after the last budget was approved. *i.e. the 2016 membership list was determined using Nov 1, 2013 – Oct 31, 2015*

SLM Budget

The SLM annual budget is a separate budget from the individual church budget. All items that are shared by the shared ministry are accounted for here.

In August the treasurers will meet with the Office/Financial Secretary to review the previous budget and discuss expected changes

Mutual Ministry will meet with them when they meet again to discuss potential staff salary recommendations.

Once the treasurers have agreed upon a budget it is presented by the Office/Business Manager to the SLM Council. Once approved there it is passed to congregation councils to approve. The SLM annual budget is never voted on by entire congregations, only the councils who then will incorporate it into their individual annual congregation budgets.

Who creates the SLM budget:

- Congregation council treasurers
- SLM Treasurer
- Office/Business Manager
- Pastor
- Mutual Ministry committee – meets with all staff yearly and makes recommendations for salary changes

Who approves the SLM budget

- SLM council initially
- Congregation Councils

Costs

All congregations maintain their individual church budgets (i.e. for their church buildings, their individual property insurance, maintenance and benevolence) and contribute to the SLM budget

Anything that makes sense to share by use or cost effectiveness is shared. These things include but are not limited to:

Pastor

Musicians

Office/Business Manager

Supply Pastor

Office maintenance expenses

Copier

Paper

Communion supplies

Worship expenses

SLM Liability Insurance

Youth activities

- Costs are determined by each congregation's percentage of membership in the SLM. This is determined by **Individual church membership (ccc)/Total SLM membership**
- Monthly budget costs are billed to each congregation by their percentage and reimbursed to the SLM office.

Who pays the bills?

I do!

All bills and expenses in the SLM budget are paid for by the SLM office.

There is one SLM bank account. I use Quickbooks for all my budgeting, check writing and financial reporting. Executive committee members of SLM council plus the office manager are signers on the account. Two signatures are required for all checks. The SLM treasurer balances the checkbook.

At the end of each month after the bills are paid a “bill” is sent to each of the individual church treasurers along with a detailed list of the transactions. They reimburse the SLM office either by check or electronic payment as soon as possible (usually within about 10 days) unless some prior agreement has been reached.

Money, Money, Money

- In addition to regular expenses, the SLM maintains several savings accounts and a discretionary fund.
 - **Youth and Family Account** (*budget items, fundraising*)
 - Confirmation youth trips, children's offering donations, family outings
 - **SLM Office Expenses** (*monthly budget expense*)
 - Any maintenance or upkeep expenses. i.e. new hot water heater, leveling the office, flooring, paint
 - **SLM Computer maintenance** (*monthly budget expense*)
 - SLM office computer, pastor's computer
 - **Parsonage maintenance fund** (*when in use*)
 - When SLM is using the parsonage in Rutersville a monthly budget expense is added here to use for maintenance as needed
 - **Pastor's discretionary fund** (*periodic free will donations*)
 - Used primarily for SLM families in crisis

Congregation Records & Official Acts

- Congregation Records
 - SLM maintains ONE database (Shepherd's Staff software) for all members of the SLM. They are housed in the SLM office and maintained by the office.
 - All contributions are recorded (NOT DEPOSITED) in the SLM office
 - All attendance is recorded in the SLM office
- ONE color coded, tabbed official acts book is kept in the office.
- The SLM office orders all contribution envelopes
 - Offerings taken each week in congregations stay in that congregation
 - Joint worship: loose offering goes to a designated cause or to the SLM general fund and anything in envelopes is given to individual congregations



