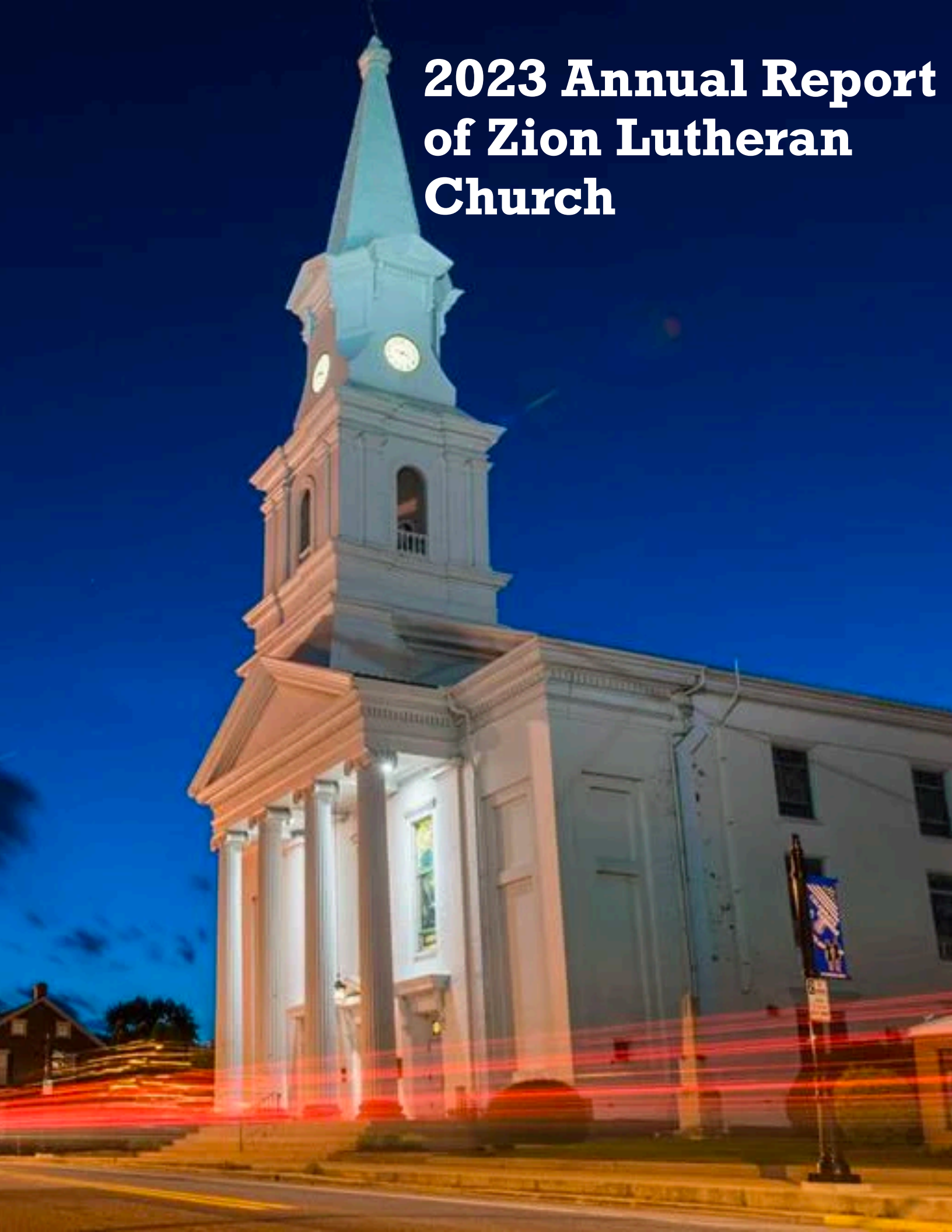


# 2023 Annual Report of Zion Lutheran Church



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# Our Mission

As a people of God, we share Christ's love, grow in faith, and serve others

## Our Vision

At Zion we strive to provide a sanctuary for prayerful and Joyous worship within a respectful and welcoming environment and to meet the spiritual needs of our intergenerational congregation and community, using Christian ideas and values.



# 2023 Zion's Leadership, Staff, and Council

## **Co-Pastors**

The Rev. Diane Day—[pastordiane@zionmiddletown.org](mailto:pastordiane@zionmiddletown.org)

The Rev. Matthew Day—[pastormatt@zionmiddletown.org](mailto:pastormatt@zionmiddletown.org)

## **Directors of Music Ministry**

Director of Contemporary Worship Team Matt Puziss—[mattpuziss@gmail.com](mailto:mattpuziss@gmail.com)

Director of Traditional Music—Bobby Staples—[rstaples93@gmail.com](mailto:rstaples93@gmail.com)

## **Treasurer**

Deborah Reichelt—[treasurer@zionmiddletown.org](mailto:treasurer@zionmiddletown.org)

## **Financial Secretary**

Kaye Derr—[financialsecretary@zionmiddletown.org](mailto:financialsecretary@zionmiddletown.org)

## **2023 Council**

Bob Rockwell, President; Linda Kinna-Engel, Vice-President; Carolyn Milauskas, Secretary; Doug Davis, Jeff Derr, Shelly Gladhill, Meghan Gunsallus, Bob Hetrick, Donna Huffer, Alexa Masser, Bruce McIntosh

# Index of Church Council Motions 2023

<b>Jan. 2023</b>	<p><b>Doug made a motion to accept the minutes as presented.</b></p> <p>Linda 2nd the motion Vote was unanimous</p>
<b>Feb. 2023</b>	<p><b>A motion was made by Alexa to accept the minutes as presented with the corrections.</b></p> <p>The motion was 2nd by Donna. Vote was unanimous.</p> <p><b>A motion was made by Alexa to accept the committee/team reports 2nd by Leslie.</b></p> <p>The vote was unanimous.</p> <p><b>A motion was made by Jeff to accept the proposal presented by Bishop Gohl</b></p> <p>The motion was 2nd by Linda. Vote unanimous</p> <p><b>Bob H made a motion to start a spread sheet on those that give and do not want to the ELCA for a period of one year.</b></p> <p>Shelly 2nd the motion. The vote was 4 votes yay 8 votes nays – the nays won.</p> <p><b>Alexa made a motion to accept Gary Scott as a Cemetery Board member to replace retired board member Kenny Reeder</b></p> <p>Meghan 2nd the motion Vote was unanimous.</p> <p><b>Alexa made a motion to accept Maundy Thursday as the date to serve the Lenten dinner.</b></p> <p>Meghan 2nd the motion Vote was unanimous.</p>

	<p><b>Leslie made a motion to refer to the Personnel Committee a 'review of the recruitment process in filling vacant positions' (Article V, Section 11 of Zion's Bylaws).</b></p> <p>Bruce seconded the motion.</p> <p><b>Shelly made a motion to amend the motion asking that the committee be instructed to report its recommendations at the next council meeting March 13, 2023.</b></p>
<p><b>March 2023</b></p>	<p><b>Bruce made a motion to have an open forum added to the meeting, and Jeff 2nd the motion.</b></p> <p><b>After discussion Bruce made a motion to withdraw his motion and Jeff 2nd the motion.</b></p> <p>Jim Hoover, Gary Shaffer, Ann Pond were at the meeting on behalf of Property committee and Food Bank. a). They had a proposal to expand the food bank with a new building, seeking the council's approval to pursue this option.</p> <p><b>Alexa made a motion to permit and proceed with plans and report back</b></p> <p>Shelly 2nd the motion. vote was unanimous</p> <p><b>Pastor Matt made a motion to accept the minutes</b> Linda 2nd the motion.</p> <p>Personnel made a recommendation that was converted to a motion. <b>The recommendation is: We are experiencing a difficult by normal reality of working with staff changes, The pastors should continue developing their leadership/management styles by talking with fellow leaders about methods and situations that have worked well in their experience.</b></p> <p>No second to the motion is needed. Vote 8 Yea 2. vote 1 opposed a. Vote passed</p> <p><b>Shelly made a motion to approve Bob H/Linda to sign off on Edward Jones</b></p> <p>Alexa 2nd the motion. Vote was unanimous.</p> <p>Official approval of Mutual Ministry Slate: 1 year term – Stace Black, 2-year terms – Vince Bello, and Terry Poffenberger</p> <p><b>Bruce made a motion to accept the slate</b></p> <p>Jeff 2nd the motion.</p>

	<p>Vote was unanimous.</p> <p>New members to join the congregation  <b>Pastor Matt made a motion to accept the new members</b></p> <p>Linda 2nd the motion.  Vote was unanimous</p>
<p><b>April 2023</b></p>	<p><b>Pastor Matt made a motion to amend the motion made by the Finance committee for a spending goal be set to \$562,000.00 - \$575,000.00 for the calendar year 2023.</b></p> <p>Bruce seconded the motion.  The vote was unanimous.</p> <p>Official approval of Mutual Ministry Slate: 2-year term Jonathan Minchoff  <b>Bruce made a motion to except Jonathan for a 2-year term</b></p> <p>Linda seconded the motion.  Vote 8 yea's 1 nay  Vote passed.</p> <p>Continuing Resolutions for Committees for 2023-2024/Liaisons/Priorities  <b>Bruce made a motion to rename committees to ministry teams.</b></p> <p>Alexa seconded the motion.  The vote was unanimous.</p> <p><b>Jeff made a motion to adopt the following objectives for the ministry teams. Continuing Resolution regarding the Additional Committees of Zion</b>  The following Committees shall exist for until otherwise changed or amended for the following purposes:  There shall be an <b>Altar Guild Committee</b> which prepares chancel for worship, baptisms, weddings, funerals and communion- the heart of our gathering as a community of faith which is worshipping God. They are responsible for decorating the Church at Christmas and Easter, ordering Easter lilies and Christmas poinsettias and delivery of flowers to the homebound.  There shall be a <b>Christian Fellowship Committee</b>, having responsibility in the following areas: (a) Schedule and promote various fellowship events, such as banquets and church picnics.  (b) Prepare and serve meals and refreshments at these events, and at other church sponsored events as required.  There shall be a <b>Living History Committee</b> that digitizes historical facts about Zion and its Pastors working in conjunction with other Middletown town and</p>

	<p>non-profit organizations. The Committee will also provide for genealogical research and offer tours of Zion to teach others about our past in order to help fully shape our future.</p> <p>There shall be a <b>Prayer Team</b> that meets on a weekly basis to pray for individuals in need, our leaders, Zion’s future and God’s direction.</p> <p>There shall be a <b>Safety and Security Committee</b> to evaluate risks to the congregation and to enact new processes, equipment, personnel actions and technologies to improve the safety of the congregation.</p> <p>There shall be a <b>Stewardship Committee</b> that promotes the expression of the Christian faith in the daily life of the members; to inform them about the congregation's local, national and international ministries; to teach them the Christian use of money; and to lead them to higher levels of proportionate giving for the Lord's work. The committee shall be responsible for the annual Stewardship Campaign and may work closely with the Finance Committee to discern how they can be of help.</p> <p>There shall be a <b>Welcome and Engagement Committee</b> that has the responsibilities to engage new members, prior members and inactive members. They will help with recruiting new members, reactivating inactive members, integrating new members into the life of the congregation, and stimulating and directing the congregation in a program of personal evangelism. They will aid in helping members discern their gifts for ministry so that they can fulfill their callings and aid Zion in ministry for the community and world.</p> <p>There shall be a <b>Worship and Music Committee</b>. It shall be the duty of this committee to assist the Council in seeing that the services of God's House are conducted properly and in accordance with the liturgy and traditions of the Church. They shall recruit and train worship assistants. They shall provide resources for choirs and worship ensembles (including for both contemporary worship and traditional worship), be responsible for the care of musical instruments and choir vestments, and in consultation with the Pastor and Director of Music, provide music proper for the services of worship.</p> <p>Linda seconded the motion. The vote was unanimous.</p> <p><b>Revisit the motion made by Bruce to insert in agenda an open forum and 2<sup>nd</sup> by Jeff.</b> Vote 3 yea’s 6 nay’s - vote not passed.</p>
<p><b>2023-5-1</b></p>	<p><b>A motion was made to move money from the youth trust to the property committee to cover maintenance expenses on the church van (rust and tires).</b></p> <p>The motion was seconded and adopted after debate.</p>



<p><b>2023-5-2</b></p>	<p><b>The resolution relating to council minutes was taken up. (See below) A motion was made to accept the resolution.</b></p> <p>The motion was seconded and passed by voice vote.</p> <p>The resolution was adopted as follows: Resolved, the church council minutes will contain mainly a record of what was done at the meeting, not what was said by the members. Certain elements will be part of congregation or council minutes i.e.</p> <p>First paragraph</p> <ol style="list-style-type: none"> <li>1. Date, time, and location of the meeting. A record of the required notifications calling the meeting will be noted.</li> <li>2. The presiding officer’s call to order.</li> <li>3. The names of the members present and absent. Those whose absence is excused will also be noted.</li> <li>4. Affirmation that a quorum exists, including the number required for a quorum and the total number of members present.</li> <li>5. Approval of minutes of previous meetings.</li> </ol> <p>Body of the minutes</p> <ol style="list-style-type: none"> <li>6. The exact language of motions or resolutions and any amendments. Even if an amendment is not adopted the language of an amendment and its disposition will be recorded.</li> <li>7. The motion will be recorded, and the fact that a second is provided will be noted.</li> <li>8. When a ballot is used or when voting other than by voice vote, the numbers of votes for or against are recorded. When voting by voice, the ruling of the chair is recorded.</li> <li>9. When there are nominations and elections, the names of all nominees are recorded. When announced, the number of votes for each person is recorded along with the declaration of election.</li> <li>10. A copy of all written reports is attached to the minutes.</li> <li>11. A summary of any oral report will be included when there is not a written report.</li> </ol> <p>Last paragraph</p> <ol style="list-style-type: none"> <li>12. Adjournment, including the time, is recorded.</li> </ol> <p>The Signature</p> <ol style="list-style-type: none"> <li>13. Minutes will be signed by the secretary and can also be signed, if the council wishes, by the president.</li> </ol> <p>Minutes do not need to include:</p> <ol style="list-style-type: none"> <li>1. Record of discussion between members regarding the issues being considered.</li> <li>2. Discussions that take place in executive session. Minutes should reflect the</li> </ol>
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	times when members went into and out of executive session. If actions are taken in executive session, they must then be reported out in open session.
<b>2023-5-3</b>	The president identified all applications for confirmed membership and submitted their names for the approval of the Congregation Council as required in C8.03 of Zion’s constitution. The Confirmands are Eliana Bergmann, Ali Devriendt, Amber Devriendt, Savannah Staples, and Sophie McKenzie into membership. <b>A motion was made and seconded to receive the confirmands into membership.</b>  The vote was unanimous.
<b>2023-5-4</b>	<b>A motion was made to recommend to the congregation to allow the Food Bank to build a new building on our 101 Green Street property.</b>  The motion was seconded and passed by voice vote.
<b>2023-6-1</b>	<b>A motion was made to keep the van with procedures to be established by the Property Committee.</b>  The motion was seconded, and voice vote was unanimous after debate.
<b>2023-6-2</b>	<b>Motion was made to accept the Property committee’s recommendation to use Hartman Associates to replace the roof, and the funds are to come from Poffinberger Fund, Building Fund, and Insurance settlement.</b>  The motion was seconded, and voice vote was unanimous after debate.
<b>2023-6-3</b>	<b>A motion was made to open the brick sales for the memorial garden fundraiser up to the public 2 weeks after an announcement is made to the congregation that the sales will be opened to the public.</b>  The motion was seconded, and the voice vote was unanimous after debate.
<b>2023-6-4</b>	<b>Motion was made to hold the dedication of the Garden, Cross and Praying hands to hold the dedication on Rally Day in September.</b>  The motion was seconded, and voice vote was unanimous.
<b>2023-6-5</b>	<b>A motion was made to skip the Church council July meeting and hold a meeting on August 14th.</b>  Motion was seconded and voice vote was unanimous.

<b>2023-8-1.</b>	<b>A motion was made to adjust the agenda out of order to allow discussion of the Van Policy and any questions about the property report to be discussed first.</b>
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	<p>The motion was seconded. There was no discussion about the motion, and voice vote was unanimous.</p>
2024-8-2	<p><b>Motion was made to refer a review of the van policy to a committee of 5 and the chair to be appointed by the council President, and the chair to be on council with 4 additional members (do not need to be council members) to be appointed by the chair, and to instruct the committee to have a report at the September meeting.</b></p> <p>The motion was seconded, and the voice vote was 7 ayes, and 4 nays. The ayes have it. Linda was appointed as the Chair.</p>
2023-8-3	<p><b>A motion was made to accept the June Church Council meeting minutes with corrections.</b></p> <p>Motion was seconded and the voice vote was unanimous.</p>
2023-9-1	<p><b>Motion was made to accept the agenda as presented.</b></p> <p>The motion was seconded, and the vote was unanimous.</p>
2023-9-2	<p><b>Motion was made to accept the August Church Council meeting minutes with corrections.</b></p> <p>The motion was seconded, and the vote was unanimous.</p>
2023-9-3	<p><b>A motion was made for an amendment to be made to the Van policy under Appendix A – Responsibilities under “Drivers” bullet point “The driver will fill out the requisition form for reimbursement for the gas” to be changed to “The member of Zion Lutheran Church will fill out the requisition form for reimbursement for the gas”.</b></p> <p>The motion was seconded. After discussion of the amendment a vote was taken. 6 ayes and 5 nays. The ayes won the vote for the amendment.</p>
2023-9-4	<p><b>A motion was made for an amendment to be made to the Van policy under Standard Operating Procedure 4. General Information the line item “When Church vehicle(s) is used for youth activities there will be an authorized adult driver present and dash camera (recording road and interior) employed in the vehicle during use”. To be changed to “When passengers are under the age of 18, adult supervision shall be provided as per Zion policy and procedures established for adults in ministry with children and youth. Having both male and female adult supervisors (including the driver) should be the norm. However, in exceptional cases, a single adult driver (male or female) may operate the vehicle to transport children and youth as long as a dash camera recording both interior and road is employed.”</b></p>

	The motion was seconded. After discussion of the amendment a vote was taken. Vote was unanimous.
<b>2023-9-5</b>	<b>A motion was made to accept the van policy as presented with the understanding it can be reviewed and updated as needed.</b>  The motion was seconded. After discussion of the policy a vote was taken. Vote 10 ayes and 1 Nay. The ayes won the vote of the van policy.
<b>2023-9-6</b>	<b>A motion was made for approval of new members to join Zion Lutheran Church. Requesting membership are George Best, Emily Kirk, and Sherri Huckleberry.</b>  The motion was seconded. After discussion, the vote was taken. The vote was unanimous.
<b>2023-9-7</b>	<b>A motion was made to accept the Records Management Program Procedure Manuel.</b>  The motion was seconded. After discussion, the vote was taken. The vote was unanimous.
<b>2023-10-1</b>	<b>A motion was made to accept the agenda as presented.</b>  The motion was seconded, and the vote was unanimous.
<b>2023-10-2</b>	<b>A motion was made to accept the September Church Council meeting minutes.</b>  The motion was seconded. A voice vote was taken, and the vote was unanimous.
<b>2023-10-3</b>	<b>A motion was made at the Executive meeting to present Cindy Unangest to the council to fill the Church Council seat vacated by Leslie Santora.</b>  Voice vote was taken, and vote was unanimous.
<b>2023-10-4</b>	<b>A motion was made to accept the budget recommendations of the finance committee.</b>  The motion was not seconded so the motion died.
<b>2023-10-5</b>	<b>A motion was made to table the vote on the budget by the council until November’s meeting.</b>  After a discussion a voice vote was taken and the voice vote was 11 ayes, and 1 nay. The ayes won the vote.
<b>2023-10-6</b>	<b>A motion was made to create a task force to come up with ideas on how to generate income through fundraising.</b>  After discussion a voice vote was taken, and the voice vote was unanimous.

2023-10-7	<p><b>A motion was made to appoint a Nominating committee. The four Church council members whose terms will expire have agreed to serve on the nominating committee, and Gary Scott and Gene Applebee will be asked to also serve on the committee. The Council instructed the committee to seek Council candidates that have skills in leadership, administration, finance, planning, and who are: faithful, prayerful, creative, and who will humbly seek and follow God’s will for Zion. Take up the cross and follow Christ.</b></p> <p>A voice vote was taken, and the vote was 11 ayes and 1 nay.</p>
2023-10-8	<p><b>A motion was made to update the Live Stream with the donation by Edward Musser, and the remaining balance to be funded by donations and not church funds.</b></p> <p>After discussion a voice vote was taken, and the voice vote was unanimous.</p>
2023-11-1	<p><b>A motion was made to accept the agenda as presented with the addition of one item under new business. New item: Home Daycare evacuation plan.</b></p> <p>The motion was seconded, and voice vote was unanimous.</p>
2023-11-2	<p><b>A motion was made to accept the October Church Council meeting minutes with two corrections.</b></p> <p>The motion was seconded. A voice vote was taken, the vote was unanimous.</p>
2023-11-3	<p><b>A motion was made to limit discussion to 30 minutes on the Budget discussion item on the agenda.</b></p> <p>The motion was seconded, a voice vote was taken, vote was unanimous.</p>
2023-11-4	<p><b>A motion was made to amend the proposed budget to eliminate funding for the communication assistant and increase youth director to 32,000. The question was asked if the pastors are allowed to redirect some of these funds if they are not fully used in the hiring of a youth director could be used to augment other staffing priorities. The council said yes but would like to see the proposed plan before the plan is implemented.</b></p> <p>The motion was seconded, a voice vote was taken, vote was unanimous.</p>
2023-11-5	<p><b>A motion was made to reduce line item 153 in the proposed budget to \$1250.00 and reduce line item 202 by \$1,000.00.</b></p> <p>The motion was seconded, a voice vote was taken, vote was unanimous.</p>
2023-11-6	<p><b>A motion was made to approve the proposed budget with the amendments made by the church council.</b></p> <p>The motion was seconded, a voice vote was taken, vote was unanimous.</p>

<p><b>2023-11-7</b></p>	<p><b>A motion was made to limit discussion to 30 minutes on the Nominations item on the agenda.</b></p> <p>The motion was seconded, a voice vote was taken, vote was unanimous.</p>
<p><b>2023-11-8</b></p>	<p><b>A motion was made in favor of the 19 candidates for church council members as presented by the nominating committee.</b></p> <p>The motion was seconded, and the voice vote was unanimous. A ballot vote was taken to rank the presented candidates.</p>
<p><b>2023-11-9</b></p>	<p><b>Motion was made to accept the tally of votes, to call the candidates, with the recommendation, to call in alphabetical order any candidates that tied in the ranking.</b></p> <p>The motion was seconded, a voice vote was taken, the vote was unanimous.</p>
<p><b>2023-11-10</b></p>	<p><b>A motion was made to approve the list of charities recommended by the pastors and church staff where to donate the local benevolence.</b></p> <p>The motion was seconded, a voice vote was taken, vote was unanimous.</p>
<p><b>2023-12-1</b></p>	<p><b>2023-12-1 A motion was made for council to give permission to the Middletown Valley Food Bank to give a presentation about the food bank facility to be built on the 101 Green St. property at the next congregation meeting, and to make presentations at the town hall meetings prior to the congregation meeting regarding the food bank facility.</b></p> <p>The motion was seconded, and a voice vote was taken, and the vote was unanimous.</p>
<p><b>2023-12-2</b></p>	<p><b>A motion was made to amend motion 2023-12-1 to request the Middletown Valley Food Bank make a presentation at the Town Hall Meetings and Annual Meeting to educate the congregation on the mission of the Food Bank and then have the congregation vote at the Annual Meeting to allow the Middle Valley Food Bank to build a facility on the 101 Green St property in the form of a lease.</b></p> <p>The motion was seconded, and a voice vote was taken, and the vote was unanimous.</p>
<p><b>2023-12-3</b></p>	<p><b>A motion was made to accept the November Church Council meeting minutes with research into what the corrections were to the October meeting minutes were. The minutes stated 2 corrections and did not state what the corrections were. It was noted there were 5 corrections.</b></p> <p>The motion was seconded, and a voice vote was taken, and the vote was unanimous.</p>
<p><b>2023-12-4</b></p>	<p><b>A motion was made to accept the proposal from Adams Transport &amp; Welding LLC for snow removal with the recommendation from the property committee to accept this proposal.</b></p>

	The motion was seconded, and a voice vote was taken, and the vote was unanimous.
<b>2023-12-5</b>	<b>A motion was made to accept the proposal for the 12-month plan for grass cutting from Dixie L Eichelberger.</b> The motion was seconded, and a voice vote was taken, and the vote was unanimous.
<b>2023-12-6</b>	<b>A motion was made to accept the increase of price for a cemetery cremation burial of \$400.00 w/o vault and \$500.00 with vault from the cemetery board.</b> The motion was seconded, and a voice vote was taken, and the vote was unanimous.
<b>2023-12-7</b>	<b>A motion was made to accept the Resolution of Gratitude version 2.0 and for it to be read at all three services.</b> The motion was seconded, and a voice vote was taken, and the vote was unanimous.

# Pastoral Acts

Received		Removed	
<b>Baptism</b>	<b>Affirmation of Baptism or by transfer</b>	Deaths	17
Children - 8	Transfers - 3		
Adults - 3		Transfers	4
	Confirmation - 6		
<i>As of December 31, 2023...</i>			
Baptized Membership - 983		Confirmed Membership - 815	
<b>Baptisms</b> <ul style="list-style-type: none"> <li>• Isla Knox</li> <li>• Maeve Greco</li> <li>• Reese Ahalt</li> <li>• Blade Swiger</li> <li>• Marc Gunsallus</li> <li>• James Day</li> <li>• Joseph Day</li> <li>• Natalie Luther</li> <li>• Hueston Putman</li> <li>• Jennifer Caulk</li> <li>• Jackson Odel</li> </ul>		<b>Confirmation</b> <ul style="list-style-type: none"> <li>• <i>Eliana Bergmann</i></li> <li>• <i>Ali Devriendt</i></li> <li>• <i>Amber Deriendt</i></li> <li>• <i>Sophie McKenzie</i></li> <li>• <i>Savannah Staples</i></li> <li>• <i>Samantha Cannon</i></li> </ul>	
<b>New Members (by transfers)</b> <ul style="list-style-type: none"> <li>• <i>Emily Kirk and George Best</i></li> <li>• <i>Sheri Huckleberry</i></li> </ul>		<b>Weddings</b> <ul style="list-style-type: none"> <li>• <i>Blade Swiger and Samantha Cannon</i></li> </ul>	
<b>Members Who Have Died</b>			
<ul style="list-style-type: none"> <li>• <i>Janet Young</i></li> <li>• <i>Lyla Scott</i></li> <li>• <i>Joyce McAlliseter</i></li> <li>• <i>Donald Shank</i></li> <li>• <i>Gladys Poffinberger</i></li> <li>• <i>John Bagent Jr.</i></li> <li>• <i>Bill Eisentrout</i></li> <li>• <i>Betty Wachter</i></li> <li>• <i>Frances Eaves</i></li> <li>• <i>Donna Musser</i></li> </ul>		<ul style="list-style-type: none"> <li>• <i>Anna Hough</i></li> <li>• <i>Chuck Rapp</i></li> <li>• <i>Robert Guyton</i></li> <li>• <i>Harry Pettit</i></li> <li>• <i>George Harne</i></li> <li>• <i>Faye Greenwalt</i></li> <li>• <i>Rheta McCutcheon</i></li> <li>• <i>Gerald Lawall</i></li> <li>• <i>Joyce Hale</i></li> </ul>	

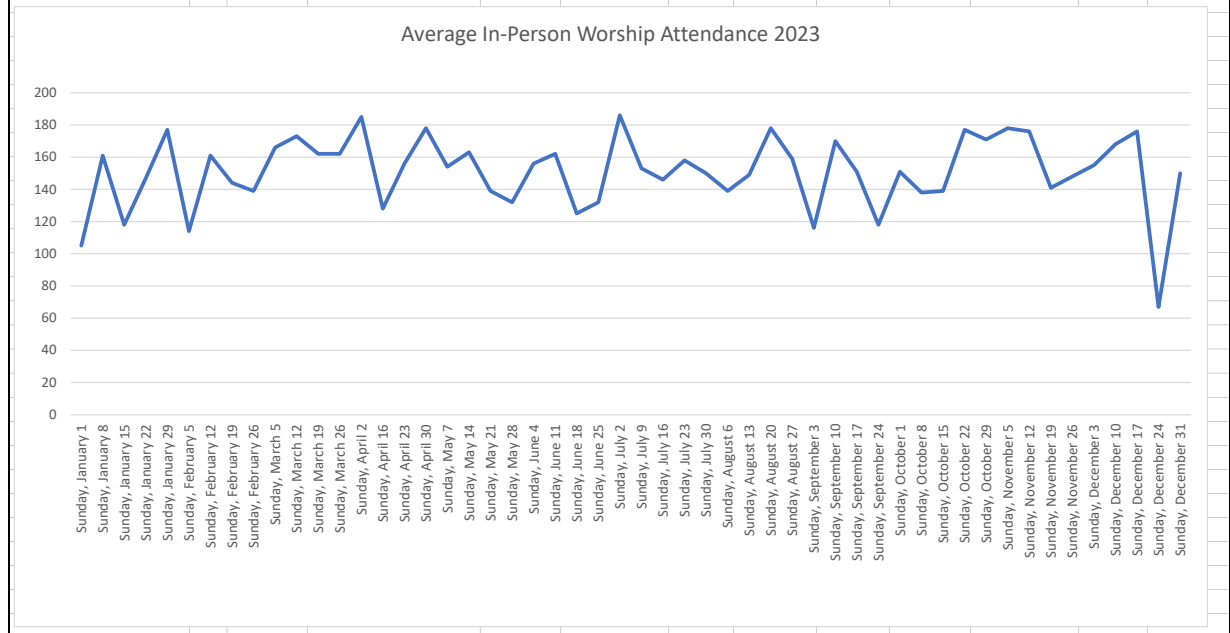


## Worship Attendance

	2023	2022	2021	2020 (Pre-Covid)
In-person	151	144	During this time, numbers were not kept due to the Pandemic	225
Virtual	9	9*		N/A
<b>Total</b>	<b>160</b>	<b>153</b>		<b>225</b>

\*Beginning in 2023, we began using a better system for tracking of worship attendance. This new system allowed us to go back and review 2022 to get a more accurate in-person attendance figure. However, researching virtual participation was not as easy to do and would require too much work. Needless to say, we have been comfortably averaging the same number of worshipers every week for the past couple of years and are comfortable saying that we continue to worship 9 people virtually.

Running Averages		Bulletins Printed	Midweek Lent				Midweek Advent			
5 p.m.	9 a.m.		In-Person	Kids Program	Virtual	Total	In-Person	Kids Program	Virtual	Total
	27	35								
	77	85	74		10	84	55		7	4
	51	60	60	5	3	68	33		8	9
	106		57	7	4	68	38		3	9
	151		39	12	6	57				
	9		45	10	4	59	<b>Average</b>	42	6	7
	159		56	9	5	70				58
		<b>Total Bulletins</b>	180							
			61		13	74				
			74		9	83				
			<b>Average Wednesday</b>	<b>51</b>	<b>9</b>	<b>64</b>				



# Staff and Leadership Reports

## Report from Pastor Diane Day

*"The phrase 'it takes a village to raise a child' originates from an African proverb and conveys the message that it takes many people ("the village") to provide a safe, healthy environment for children, where children are given the security they need to develop and flourish, and to be able to realize their hopes and dreams." - Reupert, Straussner, Weimand and Maybery, Front Public Health, <https://www.frontiersin.org/articles/10.3389/fpubh.2022.756066/full>*

The phrase quoted above is very well known. Those who have experienced raising or being related to children understand the concept very well. The reality of one person caring for a child is a load so very great, it is so hard to bear on one's own. Sadly, some folks experience that load, that is what the authors allude to, and still how very important a "village" is however it looks.

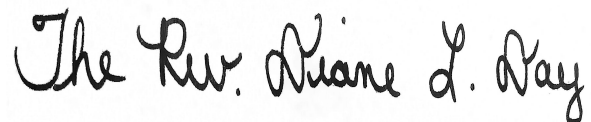
Looking back over this year in our household, I am very aware of how imperative a "village" has been for the Day Family. Preparing for unexpected twins was no small feat and we were so greatly blessed by not only our immediate family and close friends, but also YOU our church family and our church families from over the years in adding double to the Day boys. Then when James and Joseph arrived and James had to be cared for at Hopkins, we again were so greatly blessed by the support and understanding of yet an even wider "village" with many in our Delaware-Maryland Synod and even the wider ELCA and Church reaching out to support us financially and physically. We COULD NOT be where we are right now without our "village" and we are so very grateful for all of you in being a part of it. Thank you from all the Days with our whole hearts!

Now looking back as the Co-Pastor of Zion, I see the "village" here over this past year as well. We started our year with some big changes in staffing. We have had many volunteers maintain our Office learning and using skills to make sure communications are made and passed along. We have had volunteers use skills from their previous careers to help us record and organize important information that has faithfully been passed down through the years verbally but needs recording in print in case of emergency. We have had committee chairs and members retire and others step in to cover tasks while new plans are being made. We have had members jump in on multiple occasions to fix building issues so that we do not need to incur expenses to get things taken care of that they can fix. We have had faithful staff who have gone above and beyond their job descriptions to make sure we can offer beautiful worship but also that everyday tasks get done so that things run smoothly. We have had members who faithfully and quietly year in and year out tend to our worship spaces and set them up so we can worship in our traditional ways. We have had caring members who visit those who are homebound bring them communion but also a presence of the "village." We have had our Bishop and the Assistants to the Bishop come and care for and lead our community while Pastor Matt and I were on family leave.

The "village" is not only about raising children. It is about being together in community, just like the community we are brought together of as the body of Christ here at Zion. Without one another and the wider Church, we cannot develop and flourish and realize the hopes and

dreams God calls us to in this place. Zion, thanks be to God for the “village” God has made of us here. May we continue to become an even better “village” through the work of the Holy Spirit as we approach this year so that we might continue to do our best to share Christ’s love, grow in faith, and serve others. Amen.

In gratitude,

A handwritten signature in black ink that reads "The Rev. Niame L. Day". The script is cursive and fluid.

### **Report from Pastor Matt Day**

Moving Forward. It seems like a cliché thing to say at the start of the Co-Pastor’s Annual Report. Of course we are moving forward. Time does not allow us to stand still nor does the Holy Spirit. We are always being pushed further and further. Sometimes that pushing is fun and leads us to places we never imagined. Sometimes it feels like we are pushed off the side of a cliff. After 12 years of ministry in which I pastored during a pandemic, I have experienced all forms of “holy pushing.” The Holy Spirit is constantly calling us, pushing us, leading us forward.

And over the past 12 months, we have been moving onward and upward here at Zion. This past year, we began rethinking our current staffing model. With funds limited, we had to seek new alternatives to ministry. We began developing office volunteers. Part of our development meant training volunteers to maintain certain office functions. One of my projects early in the year was creating a step-by-step guide to creating the bulletin. This allowed our volunteers the ability to create a bulletin from start to finish without any need for direction. We also needed to change how we created things like the the bulletin to a more, user-friendly program. Moving forward here did not happen overnight. It took time to figure out what needed to continue to be done by the office and what could be moved out of the Office. It has taken months, but the Church Office is thriving under our dedicated volunteers. We have hit some bumps but we have not let those bumps define us. We have learned from the bumps and made changes as necessary. We will continue to hit some bumps but we are dedicated to making sure those bumps do not define us.

Moving forward has also included equipping our committee and ministry leaders to do the work of the ministry. This began in May when the Home and Garden Tour came to Middletown. Gathering our committee chairs together, we made a plan to open our building to people and let them see what we are all about here. After that positive experience, we did this again for Heritage Days. The committee chairs came up with new ideas and new ways to approach our evangelistic efforts. Instead of handing out plastic bags that nobody even looks at after they get home, we handed out reusable, drawstring backpacks with our logo and website printed on the bags. Instead of handing out bottles of water, we got reusable cups with our logo and website printed on the cups. We focused on both telling our story and showing ways for people to share in our story. All of this was possible because of our committee chairs. By gathering our

committee chairs together every quarter, we are able to check in, share information, and find ways we can all work together to move forward.

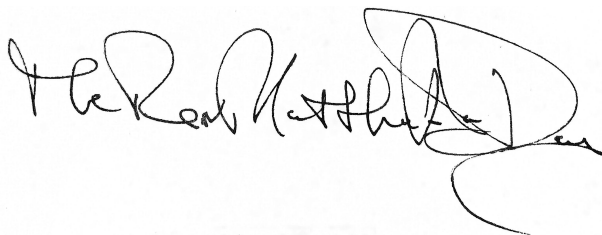
Our stewardship ministry is another example. After attending a workshop this summer on stewardship and fundraising, I came to the group with a proposal to rethink our stewardship efforts. After talking with the group, we were able to create three different videos that told Zion's story. I don't think it is a coincidence that pledges are up significantly this year. The story of Zion is made up by many different stories. I look forward to the next year of telling new stories.

We also continue to move forward in our use of technology. Better communication has been said over and over as something we need to strive to do better. In any organization, communication is one of the hardest things to accomplish. Despite having so many different forms of technology at our finger tips, many organizations still struggle with communication. Zion is no exception to this. This past year, we have spent time developing our website to include information for both visitors and members. We have also made significant strides with the Beacon. Our volunteers continue to make sure the bulletin is published with little to no errors. Dorothy Moler has taken over our announcement insert and works closely with Fran Taylor, who sends out our weekly announcement email, to make sure events shared in the Beacon are also shared weekly. We still have lots to do, but this year we made significant strides in our communication work.

As we continue to do ministry together, our focus needs to be on moving forward. And part of moving forward means we have grace for one another and offer forgiveness when necessary. I like to think that ministry was easy before 2020 but that would be a lie. These last 3 years since the start of the pandemic have been challenging, but we are meeting those challenges. And we have made mistakes along the way but mistakes often show us a path forward.

I am very excited for the future here at Zion. As I look back over the past year and see all that we have been able to do, it fills me with hope that our best days are not behind us. I thank you for being a partner in this ministry. I thank you also for your support of our family. Adding two more boys to this mix has been a wild ride. James and Joseph continue to keep us on our toes. Hopefully 2024 will be filled with less hospital stays and more sleeovers at Grammy and Pop-Pop's house. Thank you for your support and prayers these past few months. We are grateful for you all.

In Christ,

A handwritten signature in black ink, appearing to read "The Rev. Matthew [unclear]". The signature is fluid and cursive, with a large loop at the end.

## **Report from the Council President**

On behalf of the entire Church Council, I am presenting you with the 2023 annual report.

2023 was a very challenging year for the Council. We started 2023 recovering from the flooding brought on by the frozen pipes. A supreme effort by many volunteers allowed us to "weather the storm" with little to no effect on the day-to-day operations of the church. Our initial Congregational meeting in February presented us with additional challenges, notably reconciling the expenses with the income/revenue. After reevaluating the expenses, particularly those of staff payroll, we successfully reduced the expenses such that we closed out 2023 with a surplus. This was achieved by filling positions with volunteers. The volunteers enabled us to fulfill all of the functions of the office. Thank you so much to all the volunteers.

We performed some much needed repairs to the garden. The end result is a magnificent garden that has been the source of many compliments. Council thanks all involved in the planning and execution of this project.

2023 is my final year as Council President. I'm very grateful to all the members of Council and the assistance provided by the other officers-VP Linda Kinna-Engel and Carolyn (Toledo) Milaukas as secretary. The pastors kept me focused, and were great partners enabling me to serve as your President.

I'm very grateful to the congregation for allowing me to serve as Council President and hope that I have not disappointed in any way.

Bob Rockwell

# Financial Reports





**THE LUTHERAN CEMETERY**  
**EVANGELICAL LUTHERAN CHURCH ZION**  
Middletown, MD 21769

LUTHERAN CEMETERY BOARD – 2023

Cemetery Board of Managers:

Dixie L. Eichelberger, Chairperson; Terry E. Poffinberger, Secretary/Treasurer; David B. Huffer, Gary R. Scott; Alexa Masser Council Representative

Income:

Balance from Last Report-----	\$ 9,720.53
Interest-----	3,054.92
Bequest and Memorial Donations-----	1,450.00
Sale of Burial Lots-----	8,850.00
For Upkeep of Burial Lots Sold-----	8,850.00
Grave Openings and Cremation Burials-----	31,300.00
Donation for Field Use -----	-350.00
Sale of Local Cemetery Book (Records & Burials)-----	<u>20.00</u>
TOTAL	\$ 63,595.45

Expenditures:

Wages and Taxes-----	\$18,168.15
Grave Openings-----	13,200.00
Material, Supplies and Maintenance-----	6,453.50
Equipment, Parts and Gas-----	3,288.75
Buy Back of Burial Lot-----	4,600.00
Balance in Checking Account-----	6,885.05
Money Transferred from Checking to Savings Account-----	<u>11,000.00</u>
TOTAL	\$ 63,595.45

Assets

Various Investments-----	\$416,056.30
Middletown Valley Bank Savings Account-----	28,063.99
Balance in Checking Account-----	<u>6,885.05</u>
TOTAL	\$451,005.34

(\$398,688.12 in dedicated account, where interest only may be used)	<u>\$398,688.12</u>
AVAILABLE OPERATING FUNDS	\$ 52,317.22

Respectfully submitted,

Terry E. Poffinberger  
Secretary/Treasurer

## **ZION MEMORIAL GARDEN REPORT, December 26, 2023**

Balance on Hand, January 9, 2023:

Savings Account:     \$5,533.80

Checking Account:    \$3,050.84

Balance on Hand, December 26, 2023:

Savings Account:     \$5,537.96

Checking Account:    \$5,077.96

### **Recap of 2023:**

1. The renovation of the garden walkways and plant beds was completed during this year. New benches, a new cross with proper acknowledgments were needed additions to the garden, .The balance of the cost for renovation was paid off through contributions and on-going sale of the walkway bricks. Hopefully, the sale of the walkway bricks will continue to provide funds for the garden.
2. Additional monetary gifts were received as tributes in memory of George Harne. Sincere thanks to his family for providing these gifts for the garden.
3. Annuals were purchased from the local Meadows Farms Nursery for spring planting. Special thanks to Huffer Trucking for the donation of mulch for the flower beds.
4. Continued thanks to Kaye Derr and Kathy Stasiewicz for their labors in keeping the garden flourishing. Additional help is always appreciated and any amount of time to assist in the upkeep of the garden is welcome!

Nancy Gordon  
Secretary-Treasurer

**Treasurer's Report - Assets**  
**(Summary of all church Financial Assets)**  
**As of December 31, 2023**

<u>ASSETS</u>	<u>12/31/21</u>	<u>12/31/22</u>	<u>12/31/23</u>
<u>Undesignated:</u>			
Operating Checking Account	66,300.66	29,136.23	90,418.89
Savings	6,205.24	3,363.53	4,494.44
Edward Jones Savings		754.35	279.30
Future Needs	171,798.19	172,765.37	145,809.16
Life Insurance Policies	49,627.66	50,458.35	51,184.98
Flexible Payout Deposit Agreement(s) (FPDA)	300,227.97	309,234.81	318,511.85
<b>TOTAL Undesignated Assets</b>	<b>594,159.72</b>	<b>565,712.64</b>	<b>610,698.62</b>
<u>Designated:</u>			
<u>Community Need:</u>			
	5,211.18	3,181.11	4,672.49
<u>Property and Fixture:</u>			
Building/Capital Expenditures Money Market	64,438.43	69,366.65	87,907.98
Building/Capital Expenditures - Poffinberger	230,425.95	36,418.29	0.00
George Rhoderick Organ Memorial Money Market	3,625.21	3,645.62	3,722.82
Historic Heritage Preservation	11,308.30	6,874.68	10,130.20
	309,797.89	116,305.24	101,761.00
<u>Children, Youth and Family:</u>			
Youth Trust Fund Money Market	24,333.83	31,282.19	31,748.87
Youth Camp Scholarship Money Market (Int Only)	29,218.02	29,364.05	29,540.13
	53,551.85	60,646.24	61,289.00
<u>Seminarian Scholarship:</u>			
Bartgis Seminarian Scholarship Money Market	3,783.44	4,142.93	4,640.63
Bartgis Scholarship CD (Int Only)	4,000.00	4,000.00	4,000.00
Bartgis Scholarship CD (Int Only)	10,000.00	10,000.00	10,000.00
	17,783.44	18,142.93	18,640.63
<u>Miscellaneous Other:</u>			
Designated Savings	86,470.71	110,707.84	91,525.03
Undesignated Savings Fund CD (Interest Only)	50,000.00	50,000.00	50,000.00
Mission Term CD	117,053.48	30,000.00	30,409.13
Edward Jones CD		90,000.00	92,000.00
<b>TOTAL Designated Assets</b>	<b>639,868.55</b>	<b>478,983.36</b>	<b>450,297.28</b>
<b>TOTAL Assets</b>	<b>1,234,028.27</b>	<b>1,044,696.00</b>	<b>1,060,995.90</b>

- (A) AT&T Stock - as of 12/31/23 Zion owns 211 shares - current market value (\$16.21/share) - \$3,420.31  
Warner Bros Discovery Stock as of 12/31/23 Zion owns 51 shares - current market value (10.85/share) - \$553.35
- (B) Exelon Stock - as of 12/9/23 Zion owns 842.83 shares - current market value (\$39.21/share) - \$33,047.21  
Constellation Stock - as of 12/9/23 Zion owns 280 shares - Current market value(111.21) -31,089.76

**Summary Statement of Income and Expense**  
**(Summary of all church funds-checking & savings)**  
**Year Ending December 31, 2023**

<u>INCOME</u>	2021	2022	2023
<b><u>Current Ministry &amp; Local Benevolence Income (Donations)*:</u></b>			
Current	532,892.72	524,328.33	509,098.98
Sunday School	100.00	257.00	363.00
Loose	2,868.19	4,551.50	7,680.05
Other (Initial, Lent, Advent etc.)	8,741.38	12,223.65	13,777.90
Misc. Income (Bequests, Thrivent, Tax Credit etc.)	13,046.41	22,921.87	16,848.03
Designated Benevolence	8,079.44	13,993.90	13,053.52
Checking Interest	10.98	12.49	14.36
<b>Total Current Ministry Income</b>	<b>565,739.12</b>	<b>578,288.74</b>	<b>560,835.84</b>
 <u>Community Need - Pastor Discretionary</u>			
*Community Need	900.00	475.00	3,840.00
<b>Total Community Need Income</b>	<b>900.00</b>	<b>475.00</b>	<b>3,840.00</b>
 <u>Operating Income - Fees</u>			
VBS	1,115.00	1,622.20	1,791.00
Day Off Program	0	535.00	190.00
Summer Program	0	0	0
<b>Total Operating Fee Income</b>	<b>1,115.00</b>	<b>2,157.20</b>	<b>1,981.00</b>
<b>Total Current Ministry, Local Benevolence &amp; Operating Income</b>	<b>567,754.12</b>	<b>580,920.94</b>	<b>566,656.84</b>
 <b><u>Designated Income (Designated donations)</u></b>			
<u>Building/Capital Expenditures Fund:</u>			
Building/Capital Expenditures Fund Donations	309,194.89	19,961.65	57,466.26
Building/Capital Expenditures- Poffinberger A/C Fund Donations	12,755.00	0.00	15,635.00
Historic Heritage Preservation	4,096.75	2,850.00	4,055.50
<b>Total Building/Capital Expenditures Fund Income</b>	<b>326,046.64</b>	<b>22,811.65</b>	<b>77,156.76</b>
Designated and Youth Account	19,418.54	23,928.53	13,155.64
Undesignated Savings	1,727.50	1,727.50	1,130.91
Youth Trust Memorial Donation	3,204.01	5,116.17	1,540.00
Mission Term CD	52,299.19	0	0
Bartgis Seminary School	1592.63	0	0
Clothes Closet	817.20	0	0
<b>Total Designated Income (Donations)</b>	<b>405,105.71</b>	<b>53,583.85</b>	<b>92,983.31</b>
 <b><u>Passive Income (Interest, Dividends):</u></b>			
Interest from MVB Savings Accounts	\$ 10.41	22.17	101.86
Interest from Mission Plus Money Market Accounts	\$ 3,317.19	2379.18	6322.45
Interest from Mission Term Select CD's	\$ 957.77	3700.87	409.13
Interest from Edward Jones CD's	0	0	1524.95
Interest from Mission Term Select CD - Bartgis	302.37	337.20	405.59
Interest from Flexible Payout Deposit Agreement	\$ 8,744.51	9006.84	9277.04
AT&T/Warner Stock Dividends (A) (to Youth savings)	\$ 438.88	286.43	234.2
Exelon/Constellation Stock dividends (B) (to Youth Trust money market)	\$ 574.88	1669.65	1373.47
Insurance Policy Dividends	880.70	830.69	726.63
<b>Total Passive Income (Interest and Dividends)</b>	<b>15,226.71</b>	<b>18,233.03</b>	<b>20,375.32</b>
<b>Total Income</b>	<b>\$988,086.54</b>	<b>\$652,737.82</b>	<b>\$680,015.47</b>

\* Community Need is included with Current Ministry

(A) AT&T Stock - as of 12/31/23 Zion owns 211 shares - current market value (\$16.21/share) - \$3,420.31  
 Warner Bros Discovery Stock as of 12/31/23 Zion owns 51 shares - current market value (10.85/share) - \$553.35

(B) Exelon Stock - as of 12/9/23 Zion owns 842.83 shares - current market value (\$39.21/share) - \$33,047.21  
 Constellation Stock - as of 12/9/23 Zion owns 280 shares - Current market value(111.21) -31,089.76

**Summary Statement of Income and Expense**  
**(Summary of all church funds-checking & savings)**  
**Year Ending December 31, 2023**

<u>EXPENSE</u>	2021	2022	2023
<b><u>Current Ministry &amp; Local Benevolence Expense*</u></b>			
Staff Salaries	268,807.96	284,940.97	207,660.49
Staff Benefits	76,514.35	83,856.55	64,978.90
Support Staff Salaries	36,385.56	35,103.00	35,730.64
Congregational Ministry	16,799.44	19,522.78	19,852.40
Operating Expenses	99,681.78	118,526.32	117,836.79
ELCA and Synod Benevolence	43,650.00	43,650.00	43,650.00
Local Benevolence	9,710.23	9,831.42	10,000.00
Designated Benevolence	8,079.44	13,993.90	13,053.51
FICA	19,836.25	22,929.35	18,203.46
<b>Total Current Ministry Expense</b>	<b>579,465.01</b>	<b>632,354.29</b>	<b>530,966.19</b>
Community Need*	1,443.13	2,525.17	2,421.91
<b>Total Current Ministry and Local Benevolence Expense</b>	<b>580,908.14</b>	<b>634,879.46</b>	<b>533,388.10</b>
 <b><u>Designated Expense</u></b>			
<u>Building Fund/Capital Expenditures:</u>			
Clothes Closet	1,307.76	0	144.95
Roofing and Heat/AC contract	7,200.00	0	36,270.28
Air Conditioner & Repairs	61,529.52	151,026.84	33,159.45
Back parking lot repaving	0	34,586.00	0
'Garden Pathways	0	16,985.00	0
Lower lot lighting	0	0	11,800.00
Misc Repairs- Freezer, Tree, steps, ceiling, ice machine, asbestos	24,362.99	7,437.50	11,669.44
<u>Heritage Preservation</u>			
Memorial tree leaves & Steeple inspection	2,400.00	7,330.00	950.75
<b>Total Building Fund/Capital Expenditures</b>	<b>96,800.27</b>	<b>217,365.34</b>	<b>93,994.87</b>
Bartgis Seminarian Scholarship	750.00	0	0
Organ Repairs	1,900.00	0	0
Youth Trust	0	0	3,090.10
Future Needs -	292.5	0	30,000.00
CD Close-out transferred to Future Needs	50,000.00	0	0
Designated & Youth	13,569.84	4,569.21	32,674.51
<b>Total Designated Expense</b>	<b>\$163,312.61</b>	<b>\$221,934.55</b>	<b>\$159,759.48</b>
<b>Total Expense</b>	<b>744,220.75</b>	<b>856,814.01</b>	<b>693,147.58</b>
<b>Income Less Expense</b>	<b>\$243,865.79</b>	<b>(\$204,076.19)</b>	<b>(\$13,132.11)</b>

\* Community Need is included with Current Ministry

**Statement of Actual Income and Expense for Current Ministry**  
**Year Ending December 31, 2023**

	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	<b>2022</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>
<b><u>INCOME:</u></b>				
Current Income Contributions	644,834	524,328	653,290	509,099
Sunday School Offering	0	257	0	363
Loose Offering	0	4,552	0	7,680
Initial Offering	0	453	0	530
Lenten Offering	0	3,560	0	3,532
Good Friday Offering	0	535	0	200
Easter Offering	0	3,300	0	2,917
Christmas Offering	0	3,736	0	4,589
Thanksgiving Offering	0	380	0	325
New Year's Eve Offering	0	260	0	1,685
NOW Checking Interest	0	12	0	14
<b>Total Current Ministry Income - Offering</b>	<b>644,834</b>	<b>541,373</b>	<b>653,290</b>	<b>530,934</b>
Misc Income - Faith Around the Table	0		0	
Misc Income - Christian Ed	0	10	0	15
Misc Income - Congregational Life	0	1,523	0	1,458
Misc Income - Caring Ministries	0	15	0	140
Misc Income - Outreach	0	0	0	0
Misc Income - Worship and Music	0	50	0	18
Misc Income - Children/Youth and Family	0	0	0	25
Misc Income - Operating	0	20,106	0	10,958
Misc Income - Thrivent Choice	0	843	0	1,064
Misc Income - Memorials/Bequests	0	375	0	3,171
Misc Income - Designated Benevolence	0	13,994	0	13,054
<b>Total Current Ministry Income - Misc</b>	<b>-</b>	<b>36,916</b>	<b>-</b>	<b>29,902</b>
<b>Operating Income -Fees</b>	<b>6,000</b>	<b>2157</b>	<b>4,500</b>	<b>1981</b>
<b>Total Operating Fee Income</b>	<b>6,000</b>	<b>2,157</b>	<b>4,500</b>	<b>1,981</b>
<b>Total Current Ministry &amp; Operating Fee Income</b>	<b>650,834</b>	<b>580,446</b>	<b>657,790</b>	<b>562,817</b>
<b><u>EXPENSE:</u></b>				
Co-Pastor - Salary	82,000	82,000	82,000	82,000
Co-Pastor - Salary	82,000	82,000	82,000	82,000
Pastoral Resource Pool	3,000	1,167	3,000	1,217
Church Administrator - Salary	43,382	43,382	44,467	5,558
Administrative Assistant	26,520	24,278	27,983	34,980
Facilities Manager	0	0	0	0
Treasurer - Salary	27,941	27,941	28,640	28,640
CYF Youth Dir.- Salary	24,173	24,173	24,777	4,747
<b>Total Staff Salary Expense</b>	<b>289,016</b>	<b>284,941</b>	<b>292,867</b>	<b>207,661</b>
Co-Pastor - Pension & Benefits	27,241	27,241	27,639	27,639
Pastor - Continuing Education	1,500	1,167	1,500	1,015
Co-Pastor - Pension & Benefits	26,875	26,875	27,243	27,243
Administrator/CYF Youth Director - Pension & Benefits	21,741	21,742	22,225	2,503
Facilities Mgr. - Pension & Benefits	0	0	0	0
Administrative Assistant/CYF Co-Dir-Pension & Benefits	3,235	0	-	0
Treasurer/ - Pension & Benefits	3,409	3,409	3,351	3,351
CYF - Youth Director's Continuing Education	600	913	1,000	-
Staff Transportation	5,000	1,511	5,000	2,228
Sabbatical Contingency	1,000	1,000	1,000	1,000
Pastor Relocation	0	0	0	0
<b>Total Staff Benefits Expense</b>	<b>90,601</b>	<b>83,857</b>	<b>88,958</b>	<b>64,979</b>

**Statement of Actual Income and Expense for Current Ministry**  
**Year Ending December 31, 2023**

	Budget	Actual	Budget	Actual
	2022	2022	2023	2023
Director of Worship & Music - Salary	14,325	14,325	14,683	14,683
Director Contemporary Worship - Salary	13,907	13,907	14,255	14,255
Financial Secretary - Salary	4,501	4,501	4,614	4,633
Substitute Music Support	3,500	2,370	3,500	2,160
<b>Total Support Staff Salary Expense</b>	<b>36,233</b>	<b>35,103</b>	<b>37,051</b>	<b>35,731</b>
Employer's Share - FICA	24,384	22,929	24,739	18,203
<b>Total Personnel Expenses</b>	<b>440,234</b>	<b>426,830</b>	<b>443,615</b>	<b>326,574</b>
Adult Bible Study & Forum	500	294	500	153
Seasonal Event Team	500	123	100	170
Faith Formation	0	0	0	0
Milestone Ministry Team	500	1,000	500	1,049
High School Curriculum	0	0	200	0
Children/Youth Curriculum	750	0	500	65
Confirmation	500	652	325	352
<b>Total Christian Education (CE) Expense</b>	<b>2,750</b>	<b>2,069</b>	<b>2,125</b>	<b>1,789</b>
Christian Fellowship	1900	1,018	2000	1,138
Kitchen Supplies	2500	2,346	2500	2,887
<b>Total Congregational Life Expense</b>	<b>4,400</b>	<b>3,365</b>	<b>4,500</b>	<b>4,026</b>
Caring Ministries	500	321	500	213
Celebrate Recovery	0	0	0	0
Journey of Hope	0	0	0	0
Grief Share	200	-30	150	323
<b>Total Caring Ministries Expense</b>	<b>700</b>	<b>291</b>	<b>650</b>	<b>535</b>
Outreach - Community Events	750	586	750	413
Outreach - Promotions	3,500	2,452	3,500	2,104
Outreach - Mobile App	4,000	3,927	4,200	3,659
Outreach - Sunday Coffee Hour	500	631	1,200	486
Outreach - Welcome/Hospitality	300	0	300	0
Outreach - New Member Hospitality	0	0	0	0
<b>Total Outreach Expense</b>	<b>9,050</b>	<b>7,596</b>	<b>9,950</b>	<b>6,662</b>
License & Operations	2,000	1,999	1,200	990
Choir/Orchestra Music	1,200	466	800	480
Choir/Acolyte Robes	0	0	0	0
Youth Music	0	0	200	0
Altar Guild	0	0	0	0
Contemporary Worship	700	357	700	378
<b>Total Worship and Music Expense</b>	<b>3,900</b>	<b>2,822</b>	<b>2,900</b>	<b>1,848</b>

**Statement of Actual Income and Expense for Current Ministry**  
**Year Ending December 31, 2023**

	Budget	Actual	Budget	Actual
	2022	2022	2023	2023
CYF - Fellowship Events	1,800	409	1,800	1,137
CYF - Retreats Off-Site	1,500	0	1,500	0
CYF - Supplies/Materials	200	614	1,000	71
CYF - Books/Subscriptions	300	-	300	0
CYF - Mission Trips	2000	0	0	0
CYF - Youth Group	1,800	71	1,500	898
CYF - Day Off Program	1,000	1383	1,000	541
CYF - Summer Program	2000	0	2000	0
CYF - Vacation Bible School	3,000	904	3,000	2,346
CYF - Puppet Ministry	200	0	200	0

<b>Total Children, Youth and Family (CYF) Expense</b>	<b>13,800</b>	<b>3,381</b>	<b>12,300</b>	<b>4,993</b>
<b>Total Congregational Ministries Expense</b>	<b>34,600</b>	<b>19,523</b>	<b>32,425</b>	<b>19,852</b>
Office Supplies	4,100	3,677	4,500	2,561
Telephone	6,000	4,855	6,000	4,728
Church Supplies	4,500	3,183	5,250	3,641
Postage	4,000	1,247	1,500	2,004
Paper Products(Cleaning)	700	826	750	788
Electricity	25,000	26,441	25,000	29,641
Fuel	8,500	9,619	11,500	8,272
Water and Sewer	3,000	2,173	2,000	2,370
Equipment Maintenance Contract and Repair	11,000	11,781	11,500	12,318
Insurance	17,000	15,828	17,000	17,237
Reserve for Contingency	500	418	500	77
Synod Convention	2,500	4,098	4,000	1,381
Cleaning Services	8,900	8,880	8,900	8,880
Technology Operations	8,000	8,334	11,000	6,405
Payroll Services	2,200	2,020	2,250	2,014
Piano and Organ Maintenance	2,500	2,304	3,000	3,090
Van Expense	750	224	500	430
Property	11,000	12,883	11,000	10,899
Stewardship	500	0	250	0
Historic Preservation	0	(420)	0	(359)
Leadership Development	500	0	500	0
First Response	500	154	500	772
Background Checks	200	0	200	268
Staff Development	500	0	500	421
<b>Total Operating Expense</b>	<b>122,350</b>	<b>118,526</b>	<b>128,100</b>	<b>117,837</b>
Benevolence - DE-MD Synod	31,950	31,950	31,950	31,950
Benevolence - Mar-Lu-Ridge	9,900	9,900	9,900	9,900
Benevolence - Lutheran World Relief	1,350	1,350	1,350	1,350
Benevolence - St Dymas Prison Ministry	450	450	450	450
Local Benevolence	10,000	9,831	10,000	10,000
Designated Benevolence	0	13,994	0	13,054
<b>Total Benevolence</b>	<b>53,650</b>	<b>67,475</b>	<b>53,650</b>	<b>66,704</b>
<b>Total Current Ministry Expenses</b>	<b>650,834</b>	<b>632,354</b>	<b>657,790</b>	<b>530,966</b>
<b>Total Current Ministry Income Less Expense</b>	<b>0</b>	<b>(51,908)</b>	<b>0</b>	<b>31,850</b>



**Benevolence - 2023**

**(This report details how 2023 benevolence was distributed)**

**For the Year Ending December 31, 2023**

(1) Budgeted Local Benevolence:

	<b>Budget 2023</b>	<b>End of Year 2023</b>	<b>Noisy Offering 2023</b>	<b>Total Offering 2023</b>
<b>2023 Budgeted Local Benevolence:</b>				
Frederick Rescue Mission	1,000.00	1,000.00	0	1,000.00
Friends for Neighborhood Progress	1,000.00	1,000.00	0.00	1,000.00
Heartly House	1,000.00	1,000.00	386.19	1,386.19
Religious Coalition for Emergency Needs	1,000.00	1,000.00	261.3	1,261.30
SHIP	2,000.00	2,000.00	580.56	2,580.56
On Our Own - Frederick	500.00	500.00		500.00
Frederick Conference	1,000.00	1,000.00		1,000.00
Middletown Valley Fire Department	500.00	500.00	431.81	931.81
<b>Total Maryland Organizations</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>1,659.86</b>	<b>9,659.86</b>
<u>Middletown Organizations:</u>				
Community Needs (Zion)	1,000.00	1,000.00	2740.00	3,740.00
MVPHP - Adopt a family	1,000.00	1,000.00		1,000.00
<b>Total Middletown Organizations</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>2,740.00</b>	<b>4,740.00</b>
<b>Total 2023 Budgeted Local Benevolence</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>4,399.86</b>	<b>14,399.86</b>

(2)

	<b>Expense 2023</b>	<b>Ending Balance</b>
<b>Community Need - Prior Year Funds:</b>		
<b>1/1/23 Mission Community Need Balance</b>		3,181.11
<b>2023</b> Interest and Donations		3,913.29
Community Needs - Pastor Discretionary	(2,421.91)	
<b>12/31/23 Mission Community Need Balance</b>	<b>(2,421.91)</b>	<b>4,672.49</b>

(3)

<b>2023 Designated Benevolence</b>	<b>Income 2023</b>	<b>Expense 2023</b>
Samaritan's Purse - Operation Christmas Child	1350.00	1350.00
Mexico Mission Trip	403.25	403.25
<b>Total National Organizations</b>	<b>1,753.25</b>	<b>1,753.25</b>
Religious Coalition	383.56	383.56
SHIP	580.56	580.56
CareNet Pregnancy Ctr (Lent Baby Bottles)	630.3	630.30
Frederick Rescue Mission	1010.3	1,010.30
Heartly House	386.19	386.19
<b>Total Maryland Organizations</b>	<b>2,990.91</b>	<b>2,990.91</b>
Middletown Valley Food Bank	1,627.50	1,627.50
MVPHP Adopt-a-family	335.00	335.00
Middletown Library early literacy program	335	335
MVPHP - School Supply	300.00	300.00
Middletown Volunteer Fire Department	431.81	431.81
Weekend Backpack Program	525.00	525.00
Community Day of Service	407.32	407.32
<b>Total Middletown Organizations</b>	<b>3,961.63</b>	<b>3,961.63</b>
Lutheran World Relief	592.51	592.51
Lutheran World Relief - Animals(Poinsettia donations)	1774.00	1774.00
ELCA World Hunger Fund	307.98	307.98
Lutheran Immigration & Referee Service	339.13	339.13
ELCA Good Gifts	1141.77	1141.77
Lutheran Campus Ministry	192.33	192.33
<b>Total Lutheran Organizations</b>	<b>4,347.72</b>	<b>4,347.72</b>
<b>Total 2023 Designated Benevolences</b>	<b>13,053.51</b>	<b>13,053.51</b>

# Ministries of the Congregation

## JOY +50 (Just Older Youth) Lunch

The Joy+50 Lunch group met monthly this past year. We were happy to say that we averaged 45 people for lunch each month. Entertainment was provided at each luncheon which included bingo, travel slides, singing and trivia. Joy lunch distributed additional funds to the kitchen supplies, electric, Warrior Canine Connection, Heartly House, historic preservation – steeple fund. Lunches in the coming year will be held on the third Wednesday of the month. Our weather policy is if FCPS schools are closed or delayed, we will cancel the lunch that month. We are hoping that this ministry will continue to grow over the upcoming year.

## Living History



We began the year preparing for one of the biggest events we have had in many years, the Maryland Home and Garden Pilgrimage Tour. Zion was one of the nine featured properties of Middletown. Reenactors presented a 'military hospital' setting, doctors, nurses and the wounded giving the visitors a sense of what happened at Zion, September of 1862. Medical tools along with apothecary jars of medicines used were also on display. Artifacts from the vault were exhibited, portraying the history of Zion along with historical facts about the town as well. Of course, Zion's own Miss Amanda and Sarah Routzahn, two local residents who cared for the injured in 1862, played by Lois Ahalt and Colleen Tabler, and Mrs. Helen Knight, played by Mary Ann Marcantonio, added greatly to the telling of our story of our people serving those in great need and our country. This event was greatly received by the visitors,

many expressing in depth their gratitude for such a wonderful presentation. There are many who helped make this event such a success and a big thank you to all! A similar presentation was offered at the Spring Fling, known prior as the Mother Daughter Banquet, and of course, Heritage Days.

We continue to gather documents that tell our story and keeping up with the living history of Zion. We have a wonderful treasure left to us from the past and we continually work on making our records more easily accessible and can easily be obtained upon request. In the past year, we have helped the food bank, the property committee, council, pastors and others in researching their requests. We continue to assist in genealogical research requests and make ourselves available for those who wish to stop in for visits or tours.

Our goal for 2024: continue to maintain church records, assist church personnel, and to find new ways to use our history in evangelical ways.

If you are interested in learning more about Zion's history or would just like to stop in and see the vault where our 284 year history is kept, please contact Mary Ann. She is in the office most Mondays and would be happy to meet with you. (Please call the Church Office first before coming in. No appointment is necessary.)

Respectfully submitted,

Mary Ann Marcantonio, chair

## **Altar Guild 2023 Annual Report**

The Altar Guild is entrusted with preparing the chancel and its furnishings for worship, baptisms, weddings, and funerals. The overall goal of the Altar Guild is to see that the worship space is always beautiful and in order, both to glorify God and to provide a setting that enables the congregation to worship in a meaningful way.

Altar Guild members changed paraments in the Sanctuary as required, set up for communion, arranged for altar flowers and filled candles with oil. Members also cleaned, laundered, and pressed vestments and linens. The Altar Guild is responsible for purchasing all communion supplies, candle oil, baptismal supplies, and other items needed to carry out its responsibilities. Altar flowers were delivered to sick and homebound members and to nursing homes. We set up for all baptisms, weddings and funerals as required.

Forty-four Easter lilies and tulips and sixty-two Christmas poinsettias were purchased and arranged to beautify the church. The congregation donated \$970 for Lutheran World Relief gifts at Christmas and \$803 at Easter. Altar Guild members, with the help of a few other Zion members, decorated the church at Easter and Christmas. We made sure all battery-operated candles were working and we cleaned and placed all wax candles in holders for Christmas Eve Services. We prepared palms and arranged for potted palms to be placed in the chancel and chapel for Palm Sunday.

The Altar Guild consists of three committees: The committees take a month at a time and are responsible for flowers, paraments, communion, candles and vestments and linens. The chairpersons for the three committees in 2023 were as follows: Ruth Warnock, Marci Gordon, and Jo Ann Poffinberger.

Pastors Matt and Diane attended our meetings and Donna Huffer attended as Council Liaison. We welcomed Diane Kepler as our newest member this year. Carol Christensen is no longer on the Altar Guild as she moved in December. We are thankful to all past and current members for their dedication and service to the Altar Guild and to Zion.

Additional members are needed to carry out the duties as mentioned above. Being a member of the Altar Guild does not require a lot of time. New members would work with a group four months out of the year to set up communion, change paraments, etc. They would be trained by the chairperson of that group. Both men and women are welcome to join; if you think you

might be interested in joining, please talk to any of the individuals listed below and they can provide details about our different committees and activities.

**Members serving during 2023:** Marcia Ahalt, Janet Alfonso, Gwen Bowlus, Sharon Boyer, Carol Christensen, Shirley Ferguson (Chairperson), Sharon Finley, Marci Gordon, Lola Haupt, Linda Huckleberry, Cathy Kehoe, Cindy Keller, Diane Kepler, Dorothy Moler, Jo Ann Poffinberger, Loretta Rapp, Kathy Shankle, Kathy Stasiewicz, Ruth Warnock, and Sue Whitter.

## **Christian Fellowship**

The Christian Fellowship Committee plans events such as the Spring Fling, the Church Picnic, Reformation Sunday and other smaller events throughout the year. The Committee provides the opportunity for church members to gather for fellowship. The Committee members plan and prepare meals and clean up after the various events.

During 2023 Christian Fellowship hosted the Spring Fling Dinner (previously the Mother/Daughter Dinner) on May 10, 2023. We sold 58 tickets and 56 were in attendance. We also planned and coordinated the Church Picnic which was held on June 11, 2023. We changed the time to 3:00 p.m. in hopes of attracting young families. There were approximately 60-65 people in attendance.

Christian Fellowship members planned a farewell party for Wendi Kishimoto and a Baby Sprinkle for Pastors Matt and Diane. We also prepared a Lenten Meal and assisted with potluck lunches. We played a major role in planning and assisting with Heritage Day on October 7. Christian Fellowship members also assisted fellow church members in making over 300 quarts and pints of Apple Butter.

Members serving during 2023: Gene Appleby, Doug Davis, Shirley and Mike Ferguson, Bob and Kathy Hetrick, Jim Huckleberry, Cathy Kehoe, Jo Ann and Barry Poffinberger, Deb Reichelt, Blaine Shatzer, Ruth Warnock and Rosella Wilson

## **Clothing Closet**

The Clothes Closet continued in its ministry to provide community families time to “shop” for clothing and shoes for those in need. Families and individuals shop on Saturday mornings from 9 a.m. to 11 a.m. On average, we have five families visit each week. We’ve had two families with house fires in the last two months who have needed our services.

Donations are accepted ANY TIME by placing the clothes under the front porch of the Clothes Closet building at 118 W. Green Street, Middletown MD 21769. Volunteers who sort clothes, usually sort on Mondays from 9 a.m. to 11 a.m. but can access the building via a lock box with a code ANY TIME they have free time to help. Most “sorters” find a friend when sorting which makes it fun and quicker.

Our congregation and community members continued their generosity with donations of clothing—with over 300 bags of clothing donated in 2023. Many thanks to all the dedicated Clothes Closet volunteers who kept the closet area neat and well stocked, who accepted donations and/or welcomed the families on Saturday mornings. Clothing that we do not use is picked up by Greg at the Frederick Rescue Mission so all donations are used.

Our regular Store Front volunteers who volunteer typically one Saturday a month or every other month from 9 a.m. to 11 a.m. include Ike and Lois Ahalt, Dianna Berkey, Nancy Bybel, Linda Cole, Cindy Geisbert, Shelly Gladhill, Mary Mason, Pat McIntosh, Sheila Meehan, Alyssa Michoff, Kathy Molander, Kathy Stasiewicz, Faye Wise, Kim Wise, Carol Wood and Sue Whittier. Store Front volunteers – open the doors to let our families in and answer any questions.

Information about our clothes closet can be found by visiting the “Middletown Community Clothes Closet” Facebook page which is now being managed by Kim Wise (thank you for volunteering Kim). Don’t forget to LIKE and SHARE our page.

If you find a family in need and want to discuss details, don’t hesitate to reach out. If you have an hour or two to spare each month and would like to volunteer reach out to Patricia Staples at [rstaples17@comcast.net](mailto:rstaples17@comcast.net) or call/text at 301-606-0041 with any questions.

Submitted by Patricia Staples

## **Hands to God Crafting**

These ladies meet at 7:00pm on Tuesday evenings in the Garden’s Edge to knit, crochet, cross stitch or just work on any type of craft. We make knitted, crocheted and sewn prayer shawls, pocket prayer crosses, baby blankets, and baby hats for the hospital, hats and scarves for the cold weather shelter. This year we have sent many hats, scarves and warm shawls to the cold weather shelter. We estimate that over one hundred baby hats were made and accepted at the local hospitals this year. We took prayers shawls to local nursing facilities. We are excited to announce that we are having a Winter Wooly Retreat at Mar-Lu-Ridge on Feb 3, 2024. This is an event that you can either stay all day or come and go as you please. Tickets to cover the cost of the facility and food are \$10 each. We thank all who have contributed with yarn and fabric and time to help others. We encourage anyone who is a crafter to join us for fellowship on Tuesday evenings. We are always looking for more members. POC: Alexa Masser, 301-514-4479  
[amasser202@comcast.net](mailto:amasser202@comcast.net)

## **Visitation Ministry**

In the fall of 2022, I began overseeing the coordination of visitors to our shut in families. While the pastors continue to make their visits, there is a need for others to visit as well. We have an average of 25 shut ins each month. Our regular visitors are Ike and Lois Ahalt, Jim and Nancy Allen, Jo Ann and Barry Poffinberger, Shirley and Mike Ferguson, Jill Lizzi, Mary Ann

Marcantonio, Bruce and Pat McIntosh, Judy Turley and Rosella Wilson. There are others who visit as well and will email me to let me know when a visit has happened or give me a call.

One of our most faithful visitors is Rosella Wilson. She makes birthday cards, Easter, Thanksgiving, thinking of you cards for our shut-ins throughout the year and sympathy cards to someone who has lost a loved one. In December she creates cards and ornaments to the shut-ins. She was thrilled to learn in late December that ALL off the ornaments were delivered by our congregation. One by one a member of our Zion family chose a shut in and stopped by for a personal visit. I believe we can all agree a personal visit is always welcome and one of the best ways to build relationships and maintain our connection with our most important VIP's, our shut ins. Rosella also sends grief books from Stephen Ministry which is a series of 4 books over a year's time. These are sent to those who have lost a spouse or loved one. She also delivers shawls in connection with our Zion Knitters to our homebound or someone who has lost a loved one.

Our regular Visitation Ministry volunteers typically visit 1-2 people per month. I coordinate with them to find someone who is local for them. Once they are connected with a shut in, they call and schedule a time for a visit that works for both of their schedules. It is truly a ministry that YOU can do on your schedule. If you have an hour or two to spare each month and would like to volunteer, I can be reached at [rstaples17@comcast.net](mailto:rstaples17@comcast.net) or call/text at 301-606-0041 with any questions. I've learned through this Ministry that my "gift" is connecting people. You may find that your gift is the enjoyment you give and receive when you visit someone who so needs to still feel connected to their Zion family. Feel free to stop one of our regular visitors shown above and ask them about their experience. I guarantee all of them will smile and tell you a story or two of how it has impacted not only the persons life that they visited but theirs as well. For this my village is how we all make a difference. One smile at a time:)

Submitted by Patricia Staples

## **Worship and Music**

It has been another good year of holy and devoted worship. We continued to support Saturday night and Sunday morning gatherings, special midweek worship services in Advent and Easter, as well as festival services. With that said, we thought we would take a look back over the year and reflect upon some of the highlights around worship and music.

**Lent:** This past Lent saw a great amount of participation both on the weekend and on Wednesday nights. On Wednesdays in Lent, we dived into the book of Esther. The story of Esther is a story of saving her people from the genocidal monster known as Haman. Her story shows us that sometimes the unlikely are often called upon to do the right thing. We concluded our Lent by diving feet first into Holy Week by starting Thursday night off with supper followed by a worship that was very participatory with the inclusion of foot washing, individual absolution, and partaking in the Holy Supper. Good Friday focused around the cross which led us into the Vigil on Saturday night hearing the story of God's redemptive love throughout the

ages. We also added a Holy Week Passport that kids could fill out by coming to each of the Holy Week Services.

**Easter:** We gathered and celebrated the Resurrection of our Lord. We were graced with good worship and good music all around.

**Confirmation:** We celebrated Pentecost this year by confirming four young adults who were ready to become full members in the Body of Christ. It was a great way to end the Easter Season by seeing the Holy Spirit moving in the lives of these four young people. It was also the first time Pastor Matt was back from being on parental leave.

**Fall:** This past Fall, we had several special worship services including Blessing the Backpacks, Reformation, All Saints Day, and Christ the King. Our worship leaders and musicians continue to work tirelessly to help proclaim the Word of God both spoken and sung.

**Advent and Christmas:** This year we used the theme *Out of Time* to explore the different themes of Advent. For our Wednesdays in Advent, we continued the conversation first begun on Sunday. Christmas Eve was attended better than last year! We welcomed just under 550 people in person and 30 people online for worship. Again, our worship leaders and musicians went above and beyond to ensure worship was holy and meaningful.

**Live-streaming Worship:** We continue to create a virtual platform for worshipers to gather on Sunday morning via our live-streaming platform. We continue to see value in creating a digital platform for worship but also note that there is great power that happens in the in-person gathering as well. Thanks to a memorial donation from the Musser Family and two others, we were able to upgrade our equipment so that we could offer a better quality worship experience as well as a more operator-friendly experience.

**Worship Assistants:** We are nothing without the support of our volunteers! Thank you to everyone who helps out at worship. There are so many people who work behind the scenes to make sure people feel welcome and safe when they come into worship at Zion. We thank Bre Bybel for continuing the scheduling of Servants In God's House (S.I.G.H.). Being a member of Zion means we all work together for the greater good and ensure that we create a space that is welcoming and safe for all who gather for worship. We do need more people who can help with ushering, greeting, letoring, etc. Consider serving today by talking to Bre, Pastor Diane, or Pastor Matt.

## **Contemporary Music Team**

2023 brought some changes to the Worship Team and at the same time, some things remained comfortably the same.

We are sad to see Meridythe and Gavin Witt leave the team but we are excited for them as they start the next chapter of their lives along with their mother, Jennifer, in Indiana. Their service to



the congregation through the music ministry, and their wonderful personalities will be missed by many.

Aaron Moler went away to college, but he continues to serve on the Worship Team when he can and his participation is much appreciated! Long time members Chris Derr, Joe Harsch and Jim Moler are still the backbone of the team.

I continue to search for new songs for congregational singing. We try to introduce one new song per month. After I choose a song, we rehearse it and introduce it during Offering. Then we sing it the next week and another time or two that month to acclimate the congregation to the song.

As I write this, we are closing in on Christmas. The Worship Team will be leading the congregation and visitors in singing familiar Christmas carols at the 4pm service. Although we play them in a contemporary style, we sing them traditionally for the ease of the participants.

It's been a great and satisfying year for me as the team leader and I thank all past and present members for their service. I thank the Pastors, council and members of Zion for trusting and supporting me in this position.

Matt Puziss

## **Musical Ensembles**

**Choir:** 2023 was another great year of music-making for Zion's Worship Choir! We continued to sing at the 11:00 services, and have maintained about the same numbers. We gained a singer in December and also lost one who moved away, so numbers have been roughly consistent.

We've established some new warm-up routines which will continue to be iterated and expanded over time. We've also begun sending emails with monthly summaries of upcoming anthems, alongside links to PDF sheet music and recordings for home rehearsal, which seems to have been popular and will continue in the new year. We've also begun having our trio sing during communion on a more regular basis. Members have brought ideas and we do our best to put them together, it's been great fun and a wonderful way to add some variation to communion musical accompaniment. Also, the members have been taking the initiative to create a post-rehearsal social roughly every other month with cookies/ice cream, etc. That's been a great addition! Rehearsals are Thursday evenings from 7:00 to 8:30 in the music room, and any members interested in singing with us are welcome to come and see what we're all about!

**Bells:** This year, the handbells continued our usual recent performance schedule, i.e. Christmas Eve, Palm Sunday, and then once in Fall and once at the end of the academic year, with roughly 6 rehearsals before each. One change this year was that, in the beginning of the year, we continued having every-other-Tuesday rehearsals as had been the norm for a few years. However, later in the year, because it seemed that the gaps between rehearsals were too long, as well as to accommodate the way that the days of the week laid out in November/December, we decided to try simply going back to an every-Tuesday schedule, but for shorter times. This was very well-received. This will continue, more dense-packed rehearsals with larger spaces

between. The other big change this year was that, for the Christmas performance, we switched from ringing 5 octaves of bells to 3 octaves. Instead of averaging 5 or 6 bells per person, it's now more like 3-4, which has made things much more manageable. This was extremely well-received by the ringers and will continue. The only real issue with it is that it means purchasing more new music than in the past. As far as membership, we've grown a bit, back to 11 ringers, and just shy of what we'd consider a "full" choir of 12! Rehearsals are Tuesday evenings 7:00 to 8:00, during specific 6-week blocks in the year. Anyone interested is welcome to come listen through a rehearsal and see if it's something they'd like to try!

**Orchestra/Instrumentalists:** This year continued business as usual, and we've maintained roughly similar numbers, with the exception of losing some members who have moved out of the area. We performed at Easter, Reformation, and Christmas, as has become our norm. The reformation special rehearsal that was removed experimentally last year was returned, thanks to member feedback, otherwise rehearsals continued at their usual times. At this time, I'd also like to thank our musicians in our ensembles, the choir, bells, and orchestra, and those who help in planning and conducting these ensembles. It's a major team effort and I continue to be impressed by their dedication and excitement that they bring to every performance!

Our best ambassadors for the music program are our members. Most of our new ringers/singers/instrumentalists have come because they have a friend in the group already. So thank you to those who have been helping keep our music thriving at Zion, both in participating and in spreading the news about our offerings! It's one of my favorite experiences, and has happened several times this year, when someone comes to rehearsal with a friend or someone new in tow!

Submitted by Bobby Staples

## Sunday School Report

	2022	2023
Total Attendance	614	679
Total Offering	237	709

Sunday School was held 30 weeks.

Submitted by M. Lee Ropp

ANNUAL REPORT FOR ZION 2023

MIDDLETOWN VALLEY FOOD BANK

Isaiah 58:10

“ If you spend yourselves in behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness and your night will become like the noon day”

Our staff of volunteers builds a stronger community through our mission of providing for neighbors in need . We strive to make connections through our gifts of food, our climate of respect, and our donation of time .

AVERAGE NUMBER of CLIENTS SERVED PER MONTH/ NUMBER OF FAMILY MEMBERS SERVED:	
2022	48 families per month receiving food for 133 family members
2023	72 families per month receiving food for 206 family members

Community Connections:

- MVPHP - attend monthly educational meetings to learn about resources to support our community members - received approximately \$1000 per month this year from a United Way grant to support the food insecure
- Asian American Cultural Center – connected with our clients – Health Fair and Financial Seminar series
- Mar-Lu-Ridge – sent 2 volunteer groups as part of service learning retreats
- Local farms and individual gardeners – donations of meat, dairy, and produce
- MHS- student blanket project – students created blankets - clients were “warmed” by the gesture of kindness and concern
- Zion youth – “Spring Cleaning” bucket project
- Regional Gathering for food support groups
- Presented information about our food bank to the Frederick Food Council
- Local realtor & Main Cup, partner with us for our 2<sup>nd</sup> year for Thanksgiving “Blessing Baskets” (200+ were contributed by community members to be shared with clients ... became “Christmas blessings”, too)
- Local school food drives
- Local businesses, organizations, and communities holding food drives
- Local Boy Scout troop support with annual food drive and help picking up large donations from Safeway
- Local Girl Scout troop donation of pumpkin pies for Thanksgiving
- Wegman’s weekly donation of bread, sweets, produce and other items collected and delivered by five local couples
- Local moving company, church members, and the Maryland Food Bank helped to deliver monthly TEFAP commodities
- Multiple local church communities faithfully help us to fill our pantry on a regular basis

Together we are a ray of light shining from our church beacon across the valley aiding those in need.

## **GriefShare**

GriefShare at Zion completed its 7th year of ministry with the 2023 Fall Cycle. GriefShare is offered twice a year but, because we were not able to offer GriefShare during the COVID pandemic, we missed out on 3 cycles. Each cycle is 13 weeks long. The time we are together for each session, we take time to share our grief, process our grief and support others in their grief journey. Time is also allotted to watch educational and informative videos on various issues that may be encountered during our time of bereavement. The third part of the GriefShare program is “homework” that helps each individual participant to spend the days, between meetings, to work on their grief in a more private way.

This year, at the end of our Fall Cycle, the Blue Christmas service was offered during the longest night. There were three members of the group who volunteered to assist with the service and three of the four GriefShare leaders assisted as well. Many of those who participated in the Fall Cycle attended the Blue Christmas Service with their families. It was a very meaningful, and lovely service, that brought validation to a group of people who may not fully experience the joyfulness of the Christmas season, because of their grief. I am grateful to the pastors, GriefShare Leaders, the participants and Bobby, who made the service possible. And, thankful to those who came to the service in support of others.

The Spring Cycle will be a new experience for the leaders and participants. The national GriefShare organization has introduced a 4th edition of the GriefShare materials. The GriefShare leaders kit has been donated to Zion. The new participants' books have been ordered and, as in the past 7 years, those attending are asked to make a donation to help cover the cost of the books.

Your GriefShare Leaders are: Chris Perry, Jennifer Perry, Janet Venneri and Linda Kinna-Engel

May God continue to bless this ministry at Zion.

Respectfully submitted by Linda Kinna-Engel

## **Stewardship Annual Report**

The Stewardship team met 3 times this year. At our July meeting we met to discuss a restructure pledge card campaign that was presented to us from a council member. The restructure presented was to restructure the timeline to have the pledge cards returned before the finance committee met to build the budget. The stewardship committee had mixed feelings about the timeline presented, and decided we would continue with having a fall campaign in September.

The Stewardship team met with Pastor Matt; he presented us with a new idea that he had learned at a stewardship workshop he had attended. His idea was to use impact stories to show the ministries of Zion with video clips at the beginning of the services.

The stewardship committee started the campaign by sending out letters with the pledge cards and asked that everyone in the family make a pledge. The letter focused on what would you

miss if Zion ceased to exist tomorrow. The campaign was titled A Zion Story. Each week we focused on a different theme and showed what people would miss if Zion were to disappear. The campaign started on All Saints Sunday and ended on Giving Tuesday.

Pastor Matt reported at the end of the campaign we had met our goal of 60% of the budget had been pledged. He had deemed the Stewardship campaign a success.

Respectfully Submitted

Carolyn Milauskas, committee chair

## **Safety and Security**

In 2022, Zion was awarded \$24,182 through the Community Safety Works Grant. The funds for this grant came through in 2023. Through the grant funding, we added additional parking lights, benches for the Memorial Garden, security cameras, upgraded our keypad access, purchased handheld radios for our ushers and greeters to use, and purchase a security film for our glass doors at the top of the ramp. Our committee completed all the projects this fall. Thank you to everyone who met vendors, sought bids, and made sure all the work was completed.

The committee also continued working on the Emergency Response Plan, which was developed several years ago before COVID. Our plan is to present the updated plan to the Council some time in 2024.

Part of our mission as a committee includes education and preparation for emergencies. In the past, we have sponsored CPR and First Aid Training. This year, we held one of those events. We will continue to hold additional training sessions around the different safety and security needs of Zion for our leaders and staff.

Our other plans for 2023 include writing additional grants to improve our safety and security practices. One grant that we are exploring is to cover the cost of replacing our aging, exterior doors. We hope to investigate these grants to help defray the cost of additional improvements.

While the Safety and Security of our campus remains a high priority, we are also intent on making sure people feel welcome at Zion. As we continue in this work, we will endeavor to create policies and procedures that are not intrusive or prohibit people from worshipping at Zion.

## Community Safety Works Grant Budget

Community Safety Works Grant	Proposed	Actual	Difference
	\$24,182	\$24,182	\$0
<b>Total Grant income</b>	<b>\$24,182</b>	<b>\$24,182</b>	<b>\$0</b>

Projects	Proposed	Actual Cost	Difference
Surveillance Camera System	\$4,965	\$4,800.00	\$165.00
Handheld Radios	\$1,672	\$603.96	\$1,068.04
Ear Pieces for HT Radios	\$0	\$228.90	-\$228.90
FCC License (10 Years)	\$600	\$0.00	\$600.00
Garden Benches	\$3,400	\$3,600.00	-\$200.00
Freight for Benches	\$450	\$550.00	-\$100.00
Fuel Surcharge	\$0	\$62.25	-\$62.25
Outdoor Lighting for Parking Lot	\$10,600	\$11,800.00	-\$1,200.00
Updating Keypad Access	\$2,495	\$2,495.00	\$0.00
Security Window Film	\$0	\$45.48	-\$45.48
<b>Total expenses</b>	<b>\$24,182</b>	<b>\$24,186</b>	

Income-Expenses	Proposed	Actual
	\$0	-\$4

## Welcome and Engagement

Our committee had a lot of fun this year doing God’s work within the church and community. As a committee we strive to live out the church’s mission of sharing Christ’s love and serving others by welcoming those within our community and engaging those who are already members of our church. There were four main activities this year that we worked on. In April we oversaw the Easter Egg Hunt. We welcomed children both within our church and the community. It had a great turnout, and everyone had so much fun. In July we helped with Bible School which was also a huge success and a great outreach tool to the community. In September we helped with Heritage days at the tent. For Christmas we brought back caroling where we drove through the town with a tractor and wagon and stopped at a few church members’ homes to bring Christmas cheer through song. We also helped some with Christmas in the Valley as well as the The Garden Tour that was in May. We enjoy preparing a meal for both Advent and Lent Wednesday evening gatherings. Our committee truly has so much fun together and we look forward to another year of helping live out the church’s mission. If anyone feels called to join us, contact Jamie Derr.

## **Youth and Family Ministry**

This past year has been a time of learning and developing the Youth and Family Ministry. Since the pandemic, we have been trying to find ways to help the youth of our congregation and our families deepen their faith. Many of the programs we started before the pandemic no longer are feasible for multiple reasons which requires us to adapt and pivot. Looking back over the past few months, we would like to reflect on some of the most memorable and positive moments.

### *Midweek Lent*

This past Lent, we contracted with Diana Edelblute to lead our program with the children. Diana works full-time at Mar-Lu-Ridge and she brought a wealth of knowledge and skill to the program. The kids learned the story of Esther right along with the adults.

### *DayOff Program*

We quickly learned that not every day off of school was the best day to hold the DayOff Program. Extra long weekends, Mondays, and Fridays were difficult to obtain a critical mass of kids. We also were trying to coordinate days off with Washington County schools. This past year, we took the kids to Mar-Lu-Ridge in the spring and then in the fall, we took the kids to the Spy Museum. We also opened up the grade levels to Elementary, Middle, and High School. It is our hope that as we continue to develop this program, it also includes some mentoring of the older kids for the younger kids.

### *VBS*

This might be one of the highlights of the year! A week before the start of VBS, we had about 30 kids registered. In that week leading up to VBS, we had 28 more kids registered. This meant, we had to double our supplies, double our dinners, and double our volunteers. We somehow, by the grace and love of God, pulled it off. We learned a lot along the way and these lessons will help us make sure that 2024 VBS is better than ever!

### *Youth Group*

Our Youth Group continues to meet once a month on the first Sunday of the month after Confirmation Class. We try to do a mixture of trips and staying in. This past year, we have been trying to teach some life skills. Pastor Matt has used some of his cooking experience to teach the kids how to make high quality meals at home. We are still hopeful that we might get a few kids to go to the Youth Gathering this summer in New Orleans but one of the things we have seen post-pandemic throughout the church is that middle and high school youth ministries have really struggled. We will continue to work on building relationships and fostering good faith practices for our middle and high school students.

### *Summer Camp*

We sent six kids to Mar-Lu-Ridge this summer. Because of the generous support of many donors over the years, we are able to offer a \$200 scholarship to anyone from our congregation to attend summer camp. For the past few years, we have not had anyone interested in

attending camp, but this year was different and we give thanks to God for the experience all six kids had this summer.

#### *Youth Day Off to DC*

We had two trips to DC planned this summer for the youth group. Only one worked out. We learned that many middle and high school age kids plan out their summer months in advance and look for week long programs. A random day during the week just isn't feasible for most of our middle and high school students. The one program that did work well was the trip to the Air and Space Museum. We all loaded up in our trusty van and enjoyed the day exploring this amazing museum.

#### *Midweek Advent*

We learned some things from our Midweek Lent program and found that many of our kids are overstimulated on Wednesdays nights and need a place to come and decompress. Pastor Diane provided a space where they ran off some energy by playing some Minute to Win It games and then finished out the night by watching a movie and have a snack.

#### *Advent Craft and Game night*

In the past, we have held a similar event, but this year we really wanted to offer a space for everyone, not just our youth and families to come and take a break from the busyness of December. We brought out a bunch of board games, a Nintendo Switch, and some simple Advent crafts. Pastor Diane made tacos and we all just gathered in the Social Room for a fun, relaxing night of Christian fellowship.

#### *Christmas Pageant*

One of the last things we did this year was our Christmas pageant. Many of our older kids aged out of the pageant leaving us with a younger crowd this year. Being much younger, their attention spans were very short so we developed short, fun play to tell this timeless story. Thanks goes out to Stacey Black who edited the script, shepherded kiddos, coordinated the set, made sure everyone had costumes, and supported the pageant every step of the way. It would not have happened without her!

#### *Searching for a Youth Director*

We are currently searching for a part time youth director. We have not had any bites in our search via the synod and are looking to cast a wider net. We are committed to finding the right person and we know the Holy Spirit is at work in our search.

#### *Thank you*

Finally, we wish to say thank you to all the chaperons and volunteers who have stepped up over the past 12 months to help with our Youth and Family Ministry program. We are grateful for your support and especially of your time.



## **Quilters**

Zion Quilters group has been busy with all kinds of projects at the church. Pillowcases were made and distributed to the hospitals including Shriners Children's hospital in Philadelphia and John Hopkins Cancer Institute. Quilt tops were quilted for individuals providing us with the pieced tops. In September, the Quilters hosted a successful quilt show at the church. Quilts both modern and antique were hung throughout the church. Guests came from as far away as Manassas, Richmond and Chambersburg. The Quilters sponsored soctoberfest in Oct which saw us donate over 700 pairs of socks to the Rescue Mission. In November, the Quilters sponsored a drive for cleaning/laundry supplies for the Rescue Mission. The Quilters served several funeral and church luncheons during the year. We donated to Historic Preservation – Steeple, Middletown Food Bank, Rescue Mission and other monies were happily given to the church. Total monies distributed were \$2,500. Hospitality Account, Funeral lunch's distribution: Kitchen Supplies, Historic Preservation – Steeple. Total monies distributed were \$1600. Quilters meet every Tuesday through Thursday in the social room at 8:00am – 1:30 pm with a pot luck lunch enjoyed by all. We make and worked on sewing projects on Tuesday and hand quilt on Wednesday and Thursday. We are willing to teach all who care to learn to quilt. If interested, contact the Church office. Respectfully submitted: Zion Quilters: Alexa Masser, Dianne Shafer, Jeanne Mauro, Liz Kurtz, Kathy Shankle, Elsie Warnock, Denise O'Rear, Sharon Thomas, Judy Zeck, Linda Sanders, Sherry Miller, Cindy Geisbert.

# Committees of the Congregation

## Personnel Committee

The Personnel Committee's activities this year centered around action on several ongoing housekeeping tasks to include revising the Personnel Manual, coordinating annual evaluations of church staff, determining proposals for salaries for 2024 and recruitment for vacant staff positions.

The committee reviewed the 2023 version of the Personnel manual. Revisions to the Personnel Manual were proposed by the committee for consideration by the Church Council. This new version is based upon the CHURCHWIDE ORGANIZATION PERSONNEL POLICIES approved by the ELCA Church Council, November 2019, effective January 2020. Once approved a new copy of the Personnel Manual was published. Members interested in reviewing the manual can find a copy in the members area on Zion's website.

In the Church Council meeting on Feb.13th Church Council asked the Personnel Committee to review the pastors' plans to fill the vacant administrative staff and Youth and Family Ministry positions.

The Committee reviewed the pastors' administrative support model to determine if a more suitable organization structure would be advisable. The pastors were asked:

- to identify and prioritize critical administrative functions of the church office.
- If staff downsizing is being considered, is consideration also being given to downsizing programs and service accordingly?
- What staffing changes are required to support our current strategic priorities?

It was felt that the pastors' experience in dealing with church staffing issues would be instrumental in organizing and selecting future staff or alternative methods to provide administrative/youth ministry service needed to operate in a modern church environment.

On Tuesday, March 7th the pastors presented a review of the current administrative support model to the committee and identified/prioritized critical administrative functions of the church office. The committee solicited the pastors' thoughts on several issues related to a framework that would enable the church to function more effectively and efficiently; technology that could be integrated into the office procedures to reduce staffing and improve functions; types of staffing models recommended for Zion; and improved workload distribution. Following the pastors' presentation, the committee reviewed literature specific to nonprofit corporations and faith communities in transition to determine the best plan to fill the vacant staff positions. Draft conclusions were drawn up and recommendations made to the Council.

This review revealed the following facts:

- An SOP has been drafted that details the process followed to hire staff.
- Additional volunteers have been identified and recruited.

- Job descriptions for both volunteers and permanent staff have been revised and/or drafted.
- A staff hierarchy currently exists. A new organizational structure is under review.
- An employee handbook is available for staff. Additional instructions are being added for volunteers.
- Individuals have been identified to orient new workers, both volunteers and paid staff.
- A contract has been issued for an independent contractor from Mar Lu Ridge to assist with youth functions.

#### Conclusions derived from the facts

It is a given that staff changes will continue to occur and job roles will change based on the fluctuating needs of the church. This is a season (post COVID) for making bold and hard staffing decisions. Sometimes these changes demand a different set of skills than the position initially required. It is important to clearly document what needs to be done and to ensure formal job descriptions are prepared and approved by the Church Council for each staff and volunteer position. The clearer the pastors are about what needs to be done, the easier it will be for workers to meet these expectations. It is important to note, however, that overstaffed churches diminish the role of laity and develop a culture that is overly dependent on staff to do the ministry of the church.

As time continues to go by, Zion will probably struggle in a variety of areas. If proper guidance to appropriate staff is not provided, it is unlikely that administrative functions will ever operate smoothly on a continuous basis. Unfortunately, we have lost the institutional knowledge needed to guide our church employees. The pastors need to recover and preserve this knowledge by preparing detailed documented guidance to run our church efficiently. Validating procedures, developing job descriptions, and conducting training sessions for volunteers need to occur before replacing vacant staff positions.

The pastors have already scheduled more volunteers to cover the church office while a recruitment plan for church staff is developed. The committee is satisfied that competent, responsible volunteers with good judgment and people skills have been selected.

Administrative functions that are of high importance include:

- Communication/coordination of ministry teams
- Normal business functions i.e., payment of bills, insurance, inspections, daily operational tasks, etc.
- Hospitality

The pastors are exploring opportunities to use local services to perform certain publishing and possibly virtual receptionist functions. Consideration is also being given to hiring part-time and

temporary staff rather than full-time staff to reduce costs. Resource sharing with other churches in the area is also under consideration.

The pastors feel that 'Youth and Family Ministry' needs to be the priority followed by other options for facility management and coordination of administrative procedures.

The committee made the following recommendations made to the Council:

- As we move forward, if volunteers are used to perform some, or all the administrative and secretarial functions, proper guidance must be provided. If we have the guidance in place, people may be more willing to volunteer. It was noted that many SOPs have been drafted but are not yet completed. The Pastors should continue reviewing office staffing with the Personnel Committee on a regular basis.
- We are experiencing a difficult but normal reality of working with staff changes, The pastors should continue developing their leadership/management styles by talking with fellow leaders about methods and situations that have worked well in their experience.

A meeting of the Personnel Committee was held on Thursday, Sept 7th. The Chair informed the committee that the purpose of this meeting was to review evaluations and make recommendations regarding staff salaries.

The Pastors then began the annual review of staff evaluations by presenting the committee with the current job descriptions that they prepared for each of the staff members they supervise as well as the financial secretary supervised by the Treasurer.

All job descriptions followed the standard format prescribed in Appendix B of the Personnel Policy Manual. Each employee received an evaluation that included a verification of the employee's name; period covered by the evaluation; beginning and current salary; verification of an initial Face-to-Face discussion; review of the job description; employee's self-evaluation; and rater's comments. Merit increases were proposed for deserving employees to the extent permitted by budgetary and funding constraints. The Committee recommended that a 2.4% cost of living increase be offered to all employees.

The final order of business involved the application of Synod guidelines to determine clergy salaries. The committee used the Clergy Salary Range Development worksheet provided by the synod to determine an appropriate salary range. It is understood that a rostered leader's total compensation package should, as much as possible, be comparable to the compensation received by members of the congregation/organization in professional occupations, considering level of education and the years of experience. As with the staff employees the committee attempted to determine merit increases for each pastor based upon the Annual Pastoral Evaluation completed by the Mutual Ministry Committee.

Bruce McIntosh  
Chair, Personnel Committee

## Property Committee

Work Completed at Zion Lutheran Church 2023 NOTE: These were the major repairs, not listed are the ongoing smaller maintenance items required on an ongoing basis.

- Replace Toilet in Men's bathroom off office hallway.
- Replacement of Cross in Memorial Garden.
- Final installation of All 10 A/C units.
- Repair of Duct heater for music room and offices.
- Repair of several return pipe connections and other parts on furnace.
- Completed paint and plaster repairs to Balcony and lower stairwell east side.
- Installed Hand Rails in Chancel area.
- Replaced Damaged/Missing Ceiling Tiles in Social Room and Office hallways.
- Replacement Freezer for kitchen installed and operational.
- Plaque installed for Memorial Garden Cross an on Memorial Garden Benches.
- Dying Tree removed from east side of property.
- Purchased and installed Willow Oak on east side yard of the church.
- Installed privacy fence around 30 ton A/C condenser.
- Lower lot lights installed and adjusted.
- New tires installed on Van 6-2-23.
- Major rust on Van corrected by Burdette Brothers.
- New Ice Maker installed by Rick Mowl on 6-2-23.
- Staining/Waterproofing Memorial Garden Cross completed.
- Allen Coblentz cleaned out debris from the kitchen hood fan.
- Repaired missing interior door panel on Church Van.
- Had Mark Ahalt replace a bad contactor on the Clothes Closet HVAC system.
- New roofs installed – Flat roof on rear of building and small overhang above kitchen door.
- Memorial Garden refurbishment completed.
- Soffit corrections completed to restrict airflow above ceiling in Offices and music rooms
- Met with Dillon Lightning Protection the make sure the lightning protection system was functioning after lightning damage to 30 ton A/C unit
- Cove lights in sanctuary replaced and upgraded
- Repairs completed to Steam Pipes under lower class rooms
- Repair assessment of Steeple issues completed.
- Porch Floor Replaced at Clothes Closet.

During the month of November 2023, The Property Committee held two meetings in November to go over restructuring of the property committee..

Membership consists of: Current members-Dixie Eichelberger, Eddie Main and Alexa Masser. Newly recruited members: Clinton Appleby, Matthew Sanders, Kathy Stasiewicz and Larry Shaffert. Also sitting in on the meetings were Bob Rockwell, Council President, Bruce McIntosh, council member and Pastors Diane and Matt Day. Meetings chaired by Linda Kinna-Engel, Council Liaison

The purpose of these two meetings was to regroup and recruit. We are thankful for the work of the previous and current members and grateful to the congregational members who said yes to coming aboard. At the beginning of 2024 we are expecting to have a new Chairperson in place.

In addition to recruiting new members we discussed the need for steeple beam repair. Eddie Main and Larry Shaffert planned a meeting with Jim Hoover, Mitchell Boyer and Val Boring to complete an eyes on and hands on assessment of the steeple needs. This will be addressed further in 2024.

The main order of business was to secure a snow removal contract for 23/24 season. There were three companies that provided assessments. The property committee voted to secure the services of Matthew Adams of Adams Transport and Welding, LLC. Recommended to the Executive Committee and approved by the Congregational Council.

I wish to express much appreciation to all those who have served on the Property Committee over the past year with faithful dedication to Zion. We look forward to continuing this faithful dedication with the 2024 Property Committee members.

Respectfully submitted,  
Linda Kinna-Engel, Council Liaison to the Property Committee

## Mutual Ministry

Members of team: Pastor Matt Day, Pastor Diane Day, Jonathan Minchoff (Chair), Branan (Bre) Bybel (Secretary), Linda Kinna-Engel (Chaplain), Vince Bello, Terry Poffinberger, Stacey Black

Mutual Ministry is a **call to a wider vision of the church** as the interconnected Body of Christ. All the baptized are linked together as God's people in a **shared purpose and a common adventure in the service of Jesus Christ** in the world.

The marks of mutual ministry:

- mutual communication
- mutual growth
- mutual accountability
- mutual affirmation
- mutual vision

Over the last year (2022-2023) the Mutual Ministry team followed the Mutual Ministry Handbook to support our discerning and decision making.

In July, the mutual ministry team met to complete a handoff of membership, welcome new members, and discuss the appointment of a new Chair. Additionally, we reviewed the pastoral evaluation responses of the committee members. Based on the discussion it was determined a consolidated review would benefit both pastors and the committee members. As an action, **we created the Pastor's Evaluation Form Continual Service Improvement (CSI).**

In September, the committee met to review the final CSI, **sign the pastoral evaluations**, determined possible updates needed to the evaluation form, and discuss Goals and Objectives of the church and pastors for Fall and forward. During our open discussion time we **reviewed the congregational needs and issues with a focus on “Evaluation realization that there is a lot of unknowns about what we as Pastors do beyond Sunday morning.”** There was conversation around **creating “A Day in the Life”**. This would be a series highlighting what it is like to be a pastor for a day, a committee member, a congregation member, etc.

In November, the committee met and began their time with shared “Friendsgiving”. We then moved into our first topic discussing primary issues and resolutions with a focus on **“where the Spirit is leading us in the context of our mission and our leadership opportunities”**. We then discussed plans for 2024, including a review of the Congregation’s goals, staff, and work of committee meeting. On the topic of staff, we did a **deep dive of the new Co-Pastor’s Job Description**. In review of outreach opportunities, we discussed easy ways to communicate with the congregation, for example: leave behinds in the pew, verse of the month, and **asking for volunteers to help manage our social media**. We closed the November meeting with a review of **what’s to come in 2024**:

- Work through updates to the Pastoral Evaluation
  - Use the new Pastoral Position Descriptions to help update the Evaluation forms.
  - Better document the Goals of the Pastors to evaluate Key Performance Indicators.
- Review Annual Congregational Meeting and Retreat
- Begin planning Membership for Mutual Ministry in 2024



# Appendix A - Annual Meeting

# Agenda for the Annual Congregational Meeting

January 28, 2024

Call to Order

Determination of Quorum and Adoption of Agenda

Prayer

Adoption of 2023 Annual Congregational Meeting Minutes

2023 Accomplishments

Staff Reports

Recognizing Retiring Chairpersons:

Jim Hoover

Recognition of Retiring Council Members:

Shelly Gladhill, Meghan Gunsallus, Alexa Masser, Leslie Santora

Financial Reports

New Business:

Adoption of Proposed 2024 Budget

Council Elections

Nominees for 3-year term: Clinton Appleby, Darin Gordon, Sheri Huckleberry,  
Donna Huffer (only to serve 1 year)

Appointment to 2-year term: Cindy Unangst

(see page 60 for a short biography of each nominee)

Middletown Valley Food Bank Lease and Building Request Proposal

Other Questions

Joys and Concerns of the Congregation

Adjournment with the Lord's Prayer

Benediction

## **Zion Lutheran Church Annual Meeting Minutes**

### **Sunday, February 5, 2023**

The meeting was called by order at 11:14 a.m. by Bob Rockwell, Council President

Quorum was determined.

Prayer was led by Joanne Poffinberger.

Agenda was adopted

Adoption of Minutes

Patricia Staples made a motion to accept the minutes

Joe Harsch seconded the motion

Vote was unanimous

Floor was opened for questions about Staff Changes

No questions

Recognition of Retiring Chairpersons:

Brian Lizzi

Fran Taylor

Recognition of Retiring Council members:

Ike Ahalt

Jennifer Pralgo

Council Nominees

The council nominees were presented: Jeff Derr, Bruce McIntosh, Carolyn Milauskas, and Leslie Santora.

No additional Nominees from the floor

No objections for the new council members

By Laws Update

Adoption of By Laws

Questions about Benevolence why they are not in the By Laws

Pastor Matt explained By Laws holds us accountable

Pastor Diane stated that Benevolence is on the agenda for Church Council to discuss

Motion was made by Bruce McIntosh to Adopt the new By Laws

Ike Ahalt seconded the motion

Vote was unanimous

Budget

Discussion

Can the Church Council report back in 6 months?

Concerns over the deficit and cannot keep happening

Staff is leaving and the budget will be adjusted for personnel

Substitute staff with volunteers

Updates are made in the Beason monthly

Will help if everyone Tithes

A lot of people are not pledging

People are giving but not pledging

Too much emphasis on pledging when it should be on spending and the budget

Church council needs guidance

Should collect pledges before the budget is passed by the Church council

Joe Harsch made a motion to adopt the proposed 2023 budget

Bruce McIntosh seconded the motion

Majority passed the motion with two nays

Bruce Taylor made a motion to have an update in 3 months with another congregational meeting

Gil Stoup seconded the motion

Recognition was given to Lee Ropp for 42 years of being the Sunday School Superintendent

A special thanks was given to Jonathan Minchoff for finding rebates for the HVAC units and the property committee.

Pastor Matt Day made a motion to Adjourn the meeting and Linda Kinna-Engel seconded the motion

Meeting was adjourned at 12:12 with the Lord's Prayer

**Evangelical Lutheran Church Zion**  
**Current Ministry**  
**2024 Proposed Budget**  
**(Will be voted on at the annual congregational Meeting)**

<b>STAFF SALARIES</b>	<b>Budget 2023</b>	<b>Budget 2024</b>	<b>23 to 24 Variance</b>	<b>23 to 24 Var %</b>
Pastor	82,000	86,746	4,746.00	5.5%
Pastor	82,000	86,746	4,746.00	5.5%
Pastoral Salary Resource Pool	3,000	3,000	0.00	0.0%
Church Administrator	44,467	-	(44,466.55)	N/A
Youth Co-Director	24,777	32,000	7,222.67	22.6%
Financial Treasurer	28,640	31,827	3,187.47	10.0%
Asst Administrator	27,983	-	(27,982.50)	N/A
<b>Total Staff Salaries</b>	<b>292,866</b>	<b>240,319</b>	<b>(52,546.91)</b>	<b>-21.9%</b>

<b>STAFF BENEFITS</b>				
Pastor's Pension and Benefits	27,639	28,037	397.64	1.4%
Pastoral Continuing Education	1,500	1,500	0.00	0.0%
Co Pastor's Pension & Benefits	27,243	28,415	1,171.64	4.1%
Administrator & Youth & Family Director Pension & Benefits	22,225	-	(22,225.44)	N/A
Financial Treasurer Pension & Benefits	3,351	3,501	150.12	4.3%
CYF Director Continuing Education	1,000	1,000	0.00	0.0%
Sabbatical Contingency	1,000	1,000	0.00	0.0%
Staff Transportation	5,000	5,000	0.00	0.0%
Reserve for Contingency	500	500	0.00	0.0%
<b>Total Staff Benefits</b>	<b>89,459</b>	<b>68,953</b>	<b>(20,506.04)</b>	<b>-29.7%</b>

<b>SUPPORT STAFF SALARIES</b>				
Director of Music/Organist	14,683	17,035	2,351.88	13.8%
Contemporary Worship Leader	14,255	15,597	1,342.32	8.6%
Financial Secretary	4,614	4,725	111.47	2.4%
Music Support	3,500	3,500	0.00	0.0%
<b>Total Support Staff Salaries</b>	<b>37,051</b>	<b>40,857</b>	<b>3,805.67</b>	<b>9.3%</b>

Employer's Share-FICA	<b>24,739</b>	<b>22,601</b>	<b>(2,138.00)</b>	<b>-9.5%</b>
<b>Total Personnel Expenses</b>	<b>444,115</b>	<b>372,730</b>	<b>(71,385.28)</b>	<b>-19.2%</b>

<b>CONGREGATIONAL MINISTRY</b>				
Christian Education	2,125	2,285	160.00	7.0%
Congregational Life	4,500	5,200	700.00	13.5%
Caring Ministries	650	500	(150.00)	-30.0%
Outreach	9,950	11,200	1,250.00	11.2%
Worship and Music	2,900	2,150	(750.00)	-34.9%
Children, Youth and Family	12,300	14,250	1,950.00	13.7%
<b>Total Congregational Ministry</b>	<b>32,425</b>	<b>35,585</b>	<b>3,160.00</b>	<b>8.9%</b>

**Evangelical Lutheran Church Zion**  
**Current Ministry**  
**2024 Proposed Budget**

<b>OPERATING EXPENSES</b>	<b>Budget 2023</b>	<b>Budget 2024</b>	<b>21 to 22 Variance</b>	<b>21 to 22 Var %</b>
Office Supplies	4,500	3,500	(1,000.00)	-28.6%
Telephone	6,000	5,000	(1,000.00)	-20.0%
Church Supplies	5,250	3,650	(1,600.00)	-43.8%
Postage	1,500	1,080	(420.00)	-38.9%
Paper Products (cleaning)	750	850	100.00	11.8%
Electricity	25,000	28,000	3,000.00	10.7%

Fuel	11,500	10,500	(1,000.00)	-9.5%
Water and Sewer	2,000	2,500	500.00	20.0%
Equipment Maintenance Contracts/ & Repairs	11,500	12,500	1,000.00	8.0%
Insurance	17,000	18,800	1,800.00	9.6%
Synod Convention	4,000	2,000	(2,000.00)	-100.0%
Cleaning Services	8,900	9,260	360.00	3.9%
Technology Operations	11,000	7,775	(3,225.00)	-41.5%
Payroll Processing	2,250	2,250	0.00	0.0%
Piano and Organ Maintenance	3,000	7,502	4,502.00	60.0%
Van Misc. Expenses	500	1,500	1,000.00	66.7%
Property	11,000	16,510	5,510.00	33.4%
Stewardship	250	260	10.00	3.8%
Archive	0	897	897.00	N/A
Leadership Development	500	500	0.00	0.0%
First Response	500	750	250.00	33.3%
Background Checks	200	300	100.00	33.3%
Staff Development	500	600	100.00	16.7%
<b>Total Operating Expense</b>	<b>127,600</b>	<b>136,484</b>	<b>8,884.00</b>	<b>6.5%</b>
<b>Total Personnel, Congreg Ministry &amp; Operating</b>	<b>604,140</b>	<b>544,799</b>	<b>(59,341.28)</b>	<b>-10.9%</b>
<b><u>BENEVOLENCE</u></b>				
Synod Benevolence (DE/MD ELCA)	31,950	30,300	(1,650.00)	-5.4%
Benevolence - Mar-Lu-Ridge	9,900	12,000	2,100.00	17.5%
Benevolence - Lutheran World Relief	1,350	2,250	900.00	40.0%
Benevolence - St. Dymas Prison Ministries	450	450	0.00	0.0%
<b>Total ELCA/Synod Benevolence</b>	<b>43,650</b>	<b>45,000</b>	<b>1,350.00</b>	<b>3.0%</b>
<b>Local Benevolence*</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Benevolence</b>	<b>53,650</b>	<b>55,000</b>	<b>1,350.00</b>	<b>2.5%</b>
<b>Total Current Ministry Proposed Budget</b>	<b>657,790</b>	<b>599,799</b>	<b>(57,991.28)</b>	<b>-9.7%</b>

\* Local Benevolence: Distributed to entities as decided by council.

Agencies that have received funds include, but are not limited to: Heartly House, SHIP MVFD, Religious Coalition and Frederick Rescue Mission.

## Council Nominees Bios

### *Cindy Unangst*

I have been a life-long Lutheran and was baptized at Pilgrim Lutheran Church in DC when I was 6 weeks old. Most of my growing up years were in a northwest suburb of Chicago. After graduating from Michigan Tech. University with a degree in Forestry, and later getting my master's degree in Natural Resource Management from the University of Michigan, I ended up back on the east coast north of Philadelphia.

I worked as a land manager taking care of 235 acres of land for 12 years before starting my next career as an environmental planner in Bucks County, PA. My husband's job brought me full circle back to MD in 2006 and I started working for the Town of Middletown as their staff planner and zoning administrator that fall.

After attending Living Grace Lutheran Church in Urbana for many years, we decided to switch to Zion Lutheran. I serve on the property committee and have been playing in the handbell choir for the past few years.

### *Donna Huffer*

I am so blessed to be a lifelong member of Zion. In my early Zion years, you could find me in the "Huffer Family" pew (three rows from the back on the pulpit side) with my brothers David and Marty and later in the front row of the choir loft (alto section). I may have taught you in the Men's Bible Class or in your confirmation class.

I retired from my professional life during the COVID pandemic after 45 years as a nurse specializing in oncology, intensive care, bone marrow transplant and nursing education. For over 10 years I additionally taught part-time at Frederick Community College in the nursing program.

You now can find me at the 5pm Service on Saturday night, reading scripture lessons and serving communion. Othello Park is one of my favorite summer spots, leading our "Walk in the Park" bible study. I am currently finishing my second year on the church council filling an unexpected vacancy and have agreed to serve one more year (2024).

During the public-school year, I am the crossing guard at Middletown Primary School. I teach an evening Health Care Career course in the Adult ESL program at Frederick Community College and am a volunteer tutor for the Literacy Council of Frederick County. In the fall I am the chief wagon loader at Jumbo's Pumpkin Patch and manage the mum growing division for our family business on Holter Road.

**Favorite pastime:** Care and feeding of my two miniature donkeys, Tootie and Wheezy."

### *Sheri Huckleberry*

I grew up in the Zion community being baptized on Feb. 2 (I think it was) 1975, was confirmed and is pleased to be back home in a supportive community. As a youth I was an active member of the youth group, youth choir and handbells, and attended Mar-lu-Ridge Summer camps several times. One of my fondest memories of youth group events was traveling with Mr.

Startzel in his motorhome to a youth retreat in Oh. Currently, I am (she) is finding peace being back home, playing in the adult handbells, and enjoys the challenge of facilitating the Sunday Adult Education. It would be an honor to serve the Zion community.

*Clinton Appleby*

My name is Clinton Appleby. My nickname is “Clint”, like Eastwood or Walker. My dad grew up in Middletown on Broad Street and lived there until he married my mom. My mom grew up in western Montgomery County between Poolesville and White’s Ferry. I have lived my entire life in Middletown and am a lifelong member of Zion like my dad. My mom will celebrate her 50-year membership at Zion in 2024. I am a member of both the 11:00 Worship Choir and the Handbell Choir. I am a Eucharistic Minister, an Assisting Minister, a Lector, an Acolyte, a Crucifer, and a Communion Assistant. I am also a member of both the Property Committee and the Personnel Committee. I look forward to serving Zion as a council member and continuing God’s work at Zion.

*Darin Gordon*

I am truly honored and blessed to have the opportunity to serve on the council at Zion. The church has meant so much to my family over the years – we have countless memories of being together and being part of this faith community.

In my professional life I am going on my 12th year at Under Armour as a Sales Director in our wholesale business. I am very proud and fortunate to work in the sports industry ultimately selling shirts and shoes. My real job is being a coach; managing a team of individuals and helping them get the most out of their potential day in and day out. While it does require me to travel away from my family more than I like, it has provided me with some awesome opportunities like attending the Masters tournament in Augusta when Tiger Woods won in 2019 and meeting some cool athletes – most notably the greatest shooter of all time -- Steph Curry.

In my spare time I stay very busy helping with the kids’ activities. I love basketball and am currently coaching both Blake and Eva’s teams. I also am still involved with our High School program at MHS where I help in the offseason and still support and run the bi-annual alumni tournament known as the Easter Egg classic which is a 50+ year tradition in this community.

You might also find our family still hanging around the farm and barns at the Maryland State and Frederick Fairs with our 4-H pig projects which will resume in March with new pigs for the 2024 showing season. We are doing everything we can to instill my fathers love and commitment to agriculture in Blake and Eva.

I truly hope that I can serve in this role to ensure that Zion’s present and more importantly its future is as bright and inspiring as its past.



REQUEST TO SPEAK AT THE CHURCH COUNCIL MEETING ON MONDAY DECEMBER 11, 2023

We are here this evening, representing the board of directors of the Middletown Food Bank. The purpose of attending this meeting is to briefly share with you, the council, our efforts to correct the inadequacy of the space we currently use for the food bank mission of our church.

We are seeking approval from council to present to the congregation our request to use the property @ 101 West Green Street to bring forth a collaborative effort between the Food Bank, Zion Church, and the Town of Middletown. Together we can provide a space for faithfully serving others.

Through legislative efforts between our town burgess, John Miller and Maryland State delegate, Jesse Pippy, a grant has been secured ( House Bill 201) for “ the acquisition, planning, design, construction, repair, renovation, reconstruction, site improvement, and capital equipping of infrastructure improvements to the Middletown Food Bank” in the amount of \$100,000. This funding was granted, acknowledging the current building is truly inadequate for the service we are providing to members of our community. These funds, could be used for improvements in the current building, owned by the town, however, there will still be multiple inadequacies that could not be addressed, and there is no guarantee that we are always going to have access to that building. Why not, with prayerful intention, utilize the grant funds in a building that will serve one of our most important missions here at Zion?

Previous managers of the food bank were very forward thinking in planning for the need for another building at some point in the future. Funds were thoughtfully saved and invested with this idea in mind.

Between the funds that have been carefully invested, current donations, and the \$100,000 grant, specifically written for the food bank, we are prepared to move forward with the idea of building a new space that will meet our needs now, and into the future.

We are not asking for monetary support. Our request is for permission to building a new food bank on the property, not for the congregation to contribute funds to the construction or operation of the building and mission. This will not require any funds from the congregation. If granted permission to construct a building on the property, the food bank will continue to operate independently, using our funds.

The food bank board is seeking the congregation's approval for the use of the property at 101 West Green Street for the site of a new structure that will support Zion's mission to provide for our neighbors in need.

MIDDLETOWN FOOD BANK 2022 DATA

Month	# of Clients	# in Household		Month	# of Clients	# in Household
January	27	79		July	48	135
February	31	85		August	44	135
March	31	85		September	53	140
April	39	105		October	62	170
May	31	85		November	84	233
June	50	158		December	71	185
<b>Avg # of Clients/Family in First Half of 2022</b>	<b>35</b>	<b>100</b>		<b>Avg # of Clients/Family in Second Half of 2022</b>	<b>53</b>	<b>166</b>

MIDDLETOWN FOOD BANK 2023 DATA

Month	# of Clients	# in Household		Month	# of Clients	# in Household
January	61	176		July	75	212
February	61	175		August	94	269
March	72	197		September	61	182
April	69	203		October	60	152
May	73	208		November	90	253
June	68	203		December	78	239
<b>Avg # of Clients/Family in First Half of 2023</b>	<b>67</b>	<b>193</b>		<b>Avg # of Clients/Family in Second Half of 2023</b>	<b>76</b>	<b>217</b>

**AVERAGE NUMBER of CLIENTS SERVED PER MONTH/ NUMBER OF FAMILY MEMBERS SERVED:**

2022 48 families per month receiving food for 133 family members

2023 72 families per month receiving food for 206 family members

HOUSE BILL 201

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1		<u>River, Inc. for the acquisition, planning, design, construction,</u>	
2		<u>repair, renovation, reconstruction, site improvement, and</u>	
3		<u>capital equipping of the Heritage Society of Essex–Middle</u>	
4		<u>River property (Baltimore County) .....</u>	<u>62,400</u>
5	(EA)	<u>Multipurpose Sports Complex. Provide a grant to the County</u>	
6		<u>Executive and County Council of Baltimore County for the</u>	
7		<u>acquisition, planning, design, construction, repair, renovation,</u>	
8		<u>reconstruction, site improvement, and capital equipping of a</u>	
9		<u>multipurpose sports complex located in West Baltimore County</u>	
10		<u>(Baltimore County).....</u>	<u>400,000</u>
11	(EB)	<u>Middletown Food Bank. Provide a grant to the Burgess and</u>	
12		<u>Commissioners of the Town of Middletown for the acquisition,</u>	
13		<u>planning, design, construction, repair, renovation,</u>	
14		<u>reconstruction, site improvement, and capital equipping of</u>	
15		<u>infrastructure improvements to the Middletown Food Bank</u>	
16		<u>(Frederick County) .....</u>	<u>100,000</u>

Middletown Valley Food Bank Income and Expenses

Current income and expenses information:

Monthly Expenses		
	Electric	\$167.59 (avg of previous 12 months at current location)
	Phone	\$61.58
	Brown Bags	\$109.07
	Miscellaneous	\$40.66
	Groceries	\$1628.65
Quarterly Expenses	Water/Sewer	\$127
Annual Expense	Insurance	\$376
Annual Expense	Gift Cards	\$4375

Income	Monthly Donations	\$5593.72
Specific to 2023	MVPH ( United Way Grant )	\$12,000 (approximate amount spent from March – November)
	Edward Jones Investment Account	\$415,408.05
	Checking Account Balance	\$64,598.89

**FY2023**

**MIDDLETOWN FOOD BANK MONTHLY AVERAGE DONATIONS & EXPENSES**

QUARTER	AVERAGE MONTHLY DONATIONS	AVERAGE MONTHLY EXPENSES
1	\$4926.70	\$2170.06
2	\$3873.73	\$2526.01
3	\$2178.14	\$600.73
4	\$11,396.72	\$3646.82

**Yearly Donations: \$67,485.46**

**Yearly Expenses: \$27,974.72**

**EDWARD JONES INVESTMENTS: \$415,408.05**

**2023 Ending Balance in Checking: \$ 64,598.89**

### Initial Fee Schedule

**Proposed Fee Schedule:**

○ Schematic Site Planning	\$ 7,762.50
○ Architectural	\$ 2,600.00
○ Structural	\$ 3,000.00
○ Mech/Elect/Plumb	\$16,770.0
<b>TOTAL:</b>	<b>\$30,132.50</b>

Middletown Food Bank currently has approximately \$60,358 ( as of report given on November 28 ) in the checking account available to cover the cost of the Pre-Con agreement. The agreement was written on 11/30/2023 and is good for 30 days. Brett Morris at Conestoga assured me that “if” the price would need to be increased because we would need to extend the date, it would not be a significant amount and that Conestoga would work with us to try to keep it the same.

### Estimate timeline for completing the project

- Quarter 1 ( 3- 4 months) Work through the Pre Con Agreement steps
- Quarter 2 ( 3-4 months) Permits
- Quarter 3 ( 3-4 months) Site Prep/ Building Prep

<b>Middletown Valley Food Bank</b>							
Ann Pond - President							
Marcie Gordon - Secretary							
Deborah Reichelt - Treasurer							
2023 Beginning Checking Balance			\$ 84,929.95				
<b>Income</b>							
Donations			\$ 67,785.46				
Interest			\$ 8.20				
Total Donations			<u>\$ 67,793.66</u>				
<b>Expenses</b>							
Groceries			\$ 20,687.69				
Utilities (phone )			\$ 739.85				
Insurance			\$ 376.00				
Misc. Expenses keys, bags, paper, flowers, checks thermometers)			\$ 1,574.28				
Gift Cards			\$ 4,375.00				
High School Blanket Program			\$ 221.90				
Total Expenses			<u>\$ 27,974.72</u>				
Edward Jones Investment Transfer			\$ 60,000.00				
2023 Ending Checking Balance			<u>\$ 64,748.89</u>				
<b>Assets</b>							
Edward Jones Investments			<u>\$ 415,408.05</u>				
<b>Total Operating Funds</b>			<u>\$ 480,156.94</u>				
<b>2023 Jan - June Average Families Served</b>							
<b>2023 July - Dec Average Families Served</b>							
<b>Average Number of clients served per month</b>							
<b>2022 - 48 families per month receiving food for 133 family members</b>							
<b>2023 - 72 families per month receiving food for 206 family members</b>							