

Messiah Lutheran Church ELCA- Congregational Council Meeting
Sunday, November 16, 2025 | 12:00 noon | Fellowship Hall

LEADERSHIP TEAM

Reporting Group	Leader	Council Liaison	Action	Notes
MINISTRY TEAMS				
Care	Illy Wood	Susan Hamilton		
Disciple	Mary Williamson	Carolyn Lawhorn		
Invite	Kate Spears	Mary Ellen Whitson		
Serve	Connie Cole	Jack Wilder		
Worship	Jane Mason	Martha MacCabe		
SUPPORT TEAMS				
Badenhop	Mary Ellen Whitson	Martha MacCabe		
Connect	Michele Wilson	Susan Hamilton		
Finance	Doug Mason	Judy Mennel		
Personnel	Connie Cole	Angela Kronau		
Property	Jon Driskill	Cristall Mount		
SPECIAL GROUPS				
BAM (Disciple)	No Leader	Carolyn Lawhorn		
DJC (Serve)	L. Wilder, M. Driskill	Jack Wilder		
Fellowship (Invite)	C. Lawhorn, J. Mennel	Cristall Mount		
Policy (Support)	Mike Driskill	Angela Kronau		
Stewardship (Finance)	Tom Cole	Martha MacCabe		
WELCA (Disciple)	Anne Tinker	Cristall Mount		
STAFF				
Parish Nurse	Mary Sophia Hawks	n/a		
Interim Senior Pastor	Pastor Mark Cerniglia	n/a		
Director of Music	Mary Phillips	n/a		

AGENDA:

1. Call to Order: Angela | Opening Devotion & Meal – Martha MacCabe
2. Approval of October Minutes
3. Finance Update – Doug Mason
4. Proposed 2025 Budget – Doug Mason
5. Correspondence, updates, building use requests, etc.
6. Monthly Committee Reports
7. Constitution Update
8. Brainstorm New Treasurer
9. Security Door Repair
10. Other Business

NEXTCOUNCIL MEETING: Sunday, December 14 at 1 pm @ The Lawhorns
Devotion by Angela Kronau

UPCOMING DATES:

Council Reports Due: Wednesday, December 3, 2025

Executive Committee Meeting: Tuesday, December 9@6:00 pm via Zoom

Messiah Lutheran Church ELCA- Council Meeting
Sunday, October 19, 2025, at 12 noon I Fellowship Hall Messiah

Members present: Judy Mennel, Angela Kronau, Cristall Mount, Susan Hamilton,
Martha MacCabe, Pastor Josh, Jack Wilder, Mary Ellen Whitson

Members absent: Carolyn Lawhorn, Steve Hess

LEADERSHIP TEAMS

Reporting Group	Leader	Council Liaison	Action	Notes
MINISTRY TEAMS				
Care	Illy Wood	Susan Hamilton		
Disciple	Mary Williamson	Michele Wilson		
Invite	Kate Spears	Mary Ellen Whitson		
Serve	Connie Cole	Jack Wilder		
Worship	Jane Mason	Jon Driskill		
SUPPORT TEAMS				
Badenhop	Mary Ellen Whitson	VACANT		
Connect	Michele Wilson	Susan Hamilton		
Finance	Steve Hess	Judy Mennel		
Property	Jon Driskill	Cristall Mount		
SPECIAL GROUPS				
BAM (Disciple)	No Leader	Carolyn Lawhorn		
DJC (Serve)	L.Wilder, M. Driskill	Jack Wilder		
Fellowship (Invite)	C. Lawhorn J. Mennel	Cristall Mount		
Policy (Support)	Mike Driskill	Angela Kronau		
Stewardship (Finance)	Tom Cole	Martha MacCabe		
WELCA (Disciple)	Anne Tinker	Cristall Mount		
STAFF				
Parish Nurse	Mary Sofia Hawks	n/a		
Senior Pastor	Pastor Josh Moss	n/a		
Director of Music	Mary Phillips	n/a		

AGENDA:

- 1. Call to Order:** Angela K. called the meeting to order at 12:15 pm.

Meal: was provided by Martha MacCabe with a prayer by Pastor Josh.

Opening Devotion: by Martha MacCabe

Martha led the devotion using a quote from James 1, verse 19. " My dear brothers and sisters, take note of this: **Everyone should be quick to listen, slow to speak and slow to become angry**". In this passage we are reminded of the changes that are happening at Messiah. We need to practice the qualities of a good listener. Not to react immediately.

- 2. Approval of September 2025 Minutes**

A correction that needs to be made to the minutes was that Steve Hess was not in attendance at the meeting. Judy M. made a motion to approve the September Minutes as corrected, Mary Ellen Whitson seconded the motion and Council approved the motion unanimously.

3. Finance Update – Council Packet

Steve Hess provided by email an update to Council on the September financials. See September Finance report for other items of note.

- **2025 September Income and Spending plan \$29,648 per month**
- **September General Fund Income was \$1,322 below plan.**
 - General Fund Income is **\$11,232 below** plan YTD. (4%)
 - General Fund Income is **\$11,041 below** last year at this time.
- **September General Fund Expenses were \$1,615 above plan.**
 - General Fund Expenses are **\$16,018 below** plan YTD.
 - General Fund Expenses are **\$8,610 below** last year at this same time.
- **September General Fund Unrestricted Cash reserves have increased to \$38,290**
 - This is **5.6** weeks worth of cash.
 - At this level of unrestricted cash, I recommend General Fund spending at plan or a bit more.
 - I recommend moving forward completing planned building maintenance projects.
- Other **September** items to note:
 - We have \$7K in tree and ditch work to complete
 - We have mold remediation & moisture issues to address in Lower Level Ed Wing
 - We have exterior painting to complete
 - We have kitchen repairs to complete
 - The 2025 Spending Plan was modified to include a Part Time Admin.
 - Spending was reduced for Property
 - We are continuing the transition to the new Tech Services Provider
 - Our Senior Pastor expenses will increase with onboarding full time Pastor Sept. 1

4. Correspondence, updates, building use requests, etc.

No action needed.

5. Committee Reports

Rick Christian informed Angela K. and Pastor Josh that he has resigned from Council, but will continue his assistance working on updating our Church Constitution. He felt his gifts and talents were best used in other areas of Messiah. Angela Kronau will replace Rick as the Council Liaison for the Personnel Ministry Team; Martha MacCabe will replace Rick as the Council Liaison for the Badenhop Ministry Team. No further actions needed.

6. Council Nominations

Members Paul Jones, Clint Baker and Mark Rice were asked by Pastor Josh to consider serving on the Church Council. Their names will be placed on the ballot and officially voted on at our upcoming annual church congregation meeting on December 7, 2025.

7. Annual Congregation Meeting Date noted - Sunday, December 7, 2025 at 11:00 am.

8. Constitution Update

The team of Mike Driskill, Rick Christian, Debbie Hampstead and Mary Phillips will begin its final reviews and proofing. This hopefully be updated in time to present to the congregation for vote at the annual meeting on December 7, 2025.

A change noted in the constitution will be term limits defined for officers. The Synod recommends this as a best business practice. Offices of Financial Manager, Treasurer and Accountant will be staggered into their new 3-year terms and this would be phased in over 3 years. Training suggested between new officer and prior officer during the first quarter for smooth transition.

9. Safety & Security Update (Security Door)

This new team is being formed and set up by Don Lawhorn. It will begin to meet by email; then in person meetings. Don Lawhorn will be team lead at the start.

Pastor Josh met with a KPD officer to inspect our surroundings for best safety practices. Several suggestions were made including having an Emergency Plan in place for severe weather or a shooter. Steps are being taken to implement this. In case of an emergency; an announcement will be broadcast throughout the church from our basement intercom system. Further instructions would follow.

10. December Council Meeting Date Change

The December council meeting will be moved to December 14, 2025 at 1:00 pm at the home of the Lawhorns.

11. Other Business

None discussed.

12. Adjourn with prayer

A motion was made to adjourn the meeting by Jack W. and a second by Judy M. All approved. Angela led us out with prayer.

- Submitted by: Cristall Mount in Carolyn Lawhorn absence
Date: October 19, 2025

NEXT COUNCIL MEETING: Sunday, November 16th at 12:00 pm-Fellowship Hall

Devotion by Pastor Josh & Meal by Angela Kronau

UPCOMING DATES: Council Reports Due to Carrie: Wednesday, November 12, 2025

Executive Committee Meeting: Tuesday, Nov. 9, 2025 at 6 pm via Zoom

December Executive Committee Meeting: Tues., Dec. 9 @ 6 pm via Zoom

MESSIAH LUTHERAN CHURCH
Monthly Summary for the Month of October 2025
Percent of Budget Year = 83.3%

Messiah Mission	Monthly Activity	YTD Activity	YTD 2024 Activity	2025 Full Year	
				Budget	% of Budget
Mission Contributions	\$ 28,326.38	\$ 284,215.04	\$ 291,341.31	\$ 355,771.00	79.9%
Mission Expenses					
Wider Church Mission Support	\$ 1,200.00	\$ 12,000.00	\$ 9,000.00	\$ 14,400.00	83.3%
Staff Expenses	\$ 13,167.23	\$ 110,776.80	\$ 118,187.08	\$ 147,699.00	75.0%
Leadership Support	\$ -	\$ 1,253.17	\$ 1,362.74	\$ 1,440.00	87.0%
Supplies and Other	\$ 2,019.85	\$ 15,552.26	\$ 13,083.48	\$ 16,724.00	93.0%
Facility Expenses	\$ 14,080.44	\$ 140,394.97	\$ 140,245.98	\$ 170,363.00	82.4%
Ministry Support	\$ 795.14	\$ 3,162.46	\$ 3,630.04	\$ 5,145.00	61.5%
Total Mission Expenses	\$ 31,262.66	\$ 283,139.66	\$ 285,509.32	\$ 355,771.00	79.6%
Balanced Budget Adjustment	\$ -	\$ (7,000.00)	\$ (12,000.00)	\$ (7,000.00)	
Impact on Available Unrestricted Cash	\$ (2,936.28)	\$ (5,924.62)	\$ (6,168.01)	\$ (7,000.00)	

OWLS Program	Monthly Activity	YTD Activity	YTD 2024 Activity	2025 Full Year	
				Budget	% of Budget
Contributions	\$ -	\$ 130,452.19	\$ 124,090.69	\$ 124,677.00	104.6%
Expenses	\$ 11,196.26	\$ 104,338.06	\$ 89,014.69	\$ 124,677.00	83.7%
Impact on Owls Program Fund	\$ (11,196.26)	\$ 26,114.13	\$ 35,076.00	\$ -	

				Month Ending
Available Unrestricted Cash				Total
Cash				
Operating Checking Account				\$ 155,334.51
Savings Account				\$ 44,757.50
Total Cash				\$ 200,092.01
Designated Funds				
Badenhop Fund				\$ 84,925.34
Building Maintenance Fund				\$ 21,049.74
Memorial Gifts Balance				\$ 5,182.86
Children & Youth Faith Formation				\$ 10,938.69
Columbarium Fund				\$ 4,293.40
Sharon Olson Fund				\$ 5,517.34
Other Designated Funds				\$ 17,524.46
Total Designated Funds (Incl. OWLS)				\$ 149,431.83
Liabilities, Prepaids, and Equity				\$ 16,080.69
Available Unrestricted Cash				\$ 34,579.49
Memo: Total Earnings from Mena Eckerd Fund				\$ 3,427.26

Messiah Evangelical Lutheran Church - Knoxville TN
Treasurer's Report as of October 2025

Tuesday, November 4, 2025

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Annual Budget	% of Annual Budget
Income						
General Mission & Operating Contributions						
4.100.100	Unrestricted Offering	25,503.23	26,500.00	251,368.49	318,000.00	79
4.102.100	Badenhop Building Use	1,600.00	1,600.00	16,000.00	19,200.00	83
4.103.100	Loose Offering	413.51	307.00	3,833.08*	3,683.00	104
4.110.100	Interest and Dividends	0.38	0.00	3.53*	4.00	88
4.115.100	Coffee Hour Proceeds	32.00	56.00	530.64	668.00	79
4.125.100	Building Usage Fee/Donation	465.00	525.00	5,640.00*	6,300.00	90
4.130.100	Miscellaneous	0.00	0.00	0.00	0.00	0
4.135.100	Thrivent Choice dollars	18.00	76.00	1,006.00*	916.00	110
4.140.100	Balance Budget	583.33	583.00	5,833.30*	7,000.00	83
	Subtotal General Mission & Operating Contributions	\$28,615.45	\$29,647.00	\$284,215.04	\$355,771.00	80
OWLS Program Contributions						
4.200.100	Badenhop Fund Earnings	0.00	10,390.00	130,242.19*	124,677.00	104
4.210.100	OWLS Offerings	0.00	0.00	210.00*	0.00	0
	Subtotal OWLS Contributions	\$0.00	\$10,390.00	\$130,452.19*	\$124,677.00	105
Designated Funds Contributions						
4.300.100	Sharon Olson Fund Income	0.00		5,100.00		
4.509.100	AV Equipment Income	0.00		200.00		
4.510.100	Altar Flowers Income	45.00		1,204.00		
4.513.200	Building Maintenance Fund Income	323.16		10,183.66		
4.517.100	Children and Youth Faith Formation Income	0.00		3,890.37		
4.519.100	Columbarium Inc	400.00		400.55		
4.540.100	Creekmore Music Endowment Income	0.00		3,567.22		
4.550.100	ELCA Domestic Disaster Relief Income	0.00		2,000.00		
4.591.100	Guatemalan Mission Income	533.75		1,783.75		
4.670.100	Memorial/Honorarium Gifts Income	0.00		1,202.75		
4.680.100	Mena Eckerd Endowment Fund Income	920.34		3,439.32		
4.780.100	Staff Gifts Income	0.00		1,265.00		
4.836.100	WELCA Cluster Meeting Fund Income	0.00		730.00		
4.837.100	WELCA Eggs for CareCuts Income	20.38		253.14		
4.840.100	World Hunger Income	0.00		40.00		
	Subtotal Designated Funds Contributions	\$2,242.63		\$35,259.76		
	Total Income	\$30,858.08	\$40,037.00	\$449,926.99	\$480,448.00	86

Expenses

General Mission & Operating Expenses

Messiah Evangelical Lutheran Church - Knoxville TN
Treasurer's Report as of October 2025

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Annual Budget	% of Annual Budget
5.100.100	Synod Mission Support	1,200.00	1,200.00	12,000.00	14,400.00	83
5.100.110	UT Campus Ministry	0.00	0.00	0.00	0.00	0
5.100.120	ELCA World Hunger	0.00	0.00	0.00	0.00	0
5.100.130	Seminarian Support	0.00	0.00	0.00	0.00	0
	Subtotal Wider Church Mission Support	\$1,200.00	\$1,200.00	\$12,000.00	\$14,400.00	83
5.105.100	Sr. Pastor's Salary	3,132.26	3,811.00	38,264.52*	45,737.00	84
5.105.200	Sr. Pastor's Housing	1,138.05	1,250.00	11,701.71	15,000.00	78
5.105.300	Sr. Pastor's Social Security	618.70	657.00	3,221.40	7,889.00	41
5.105.400	Sr. Pastor's Moving Expenses	0.00	392.00	4,738.90*	4,700.00	101
	Subtotal Sr. Pastor's Compensation	\$4,889.01	\$6,110.00	\$57,926.53	\$73,326.00	79
5.110.100	Sr. Pastor's Pension	680.74	456.00	1,326.09	5,473.00	24
5.110.200	Sr. Pastor's LH&D Benefits	1,516.12	1,000.00	4,279.01	12,000.00	36
	Subtotal Sr. Pastor's Benefits	\$2,196.86	\$1,456.00	\$5,605.10	\$17,473.00	32
5.115.100	Sr. Pastor's Auto Expense	0.00	60.00	643.30*	720.00	89
5.115.200	Sr. Pastor's Book Allowance	0.00	33.00	21.34	400.00	5
5.115.300	Sr. Pastor's Continuing Education	0.00	67.00	1,525.54*	800.00	191
	Subtotal Sr. Pastor's Expenses	\$0.00	\$160.00	\$2,190.18*	\$1,920.00	114
5.140.100	Administrative Assistant Salary	1,526.86	1,571.00	14,213.84	18,855.00	75
5.140.200	Administrative Assistant Soc. Sec.	116.80	120.00	1,092.89	1,436.00	76
	Subtotal Administrative Assistant Compensation	\$1,643.66	\$1,691.00	\$15,306.73	\$20,291.00	75
5.140.240	Administrative Assistant Pension	0.00	16.00	188.56*	188.00	100
5.140.250	Administrative Assistant Health Ins.	0.00	59.00	717.70*	706.00	102
	Subtotal Administrative Assistant Benefits	\$0.00	\$75.00	\$906.26*	\$894.00	101
5.135.100	Director of Music Salary	2,520.84	2,521.00	25,208.40	30,250.00	83
5.135.200	Director of Music Soc. Sec.	192.86	198.00	1,928.60	2,370.00	81
5.135.300	Director of Music Cont. Ed.	0.00	0.00	0.00	0.00	0
	Subtotal Director of Music	\$2,713.70	\$2,719.00	\$27,137.00	\$32,620.00	83
5.150.100	Nursery Attendant Salary	0.00	0.00	0.00	0.00	0
5.150.200	Nursery Attendant Soc. Sec.	0.00	0.00	0.00	0.00	0
	Subtotal Nursery Attendant	\$0.00	\$0.00	\$0.00	\$0.00	0
5.155.100	Supply Clergy (Honorarium)	0.00	73.00	805.00*	875.00	92
5.155.200	Supply Organist (Honorarium)	300.00	25.00	900.00*	300.00	300
	Subtotal Supply	\$300.00	\$98.00	\$1,705.00*	\$1,175.00	145
	Subtotal Staff	\$11,743.23	\$12,309.00	\$110,776.80	\$147,699.00	75
5.160.100	Synod Assembly	0.00	100.00	1,253.17*	1,200.00	104

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Treasurer's Report as of October 2025

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Annual Budget	% of Annual Budget
5.160.200	Leadership Programs	0.00	20.00	0.00	240.00	0
	Subtotal Leadership Support	\$0.00	\$120.00	\$1,253.17*	\$1,440.00	87
5.170.100	Office Equipment	561.74	583.00	5,993.04*	7,000.00	86
5.170.200	Computer Maintenance	349.00	67.00	1,347.00*	806.00	167
5.170.250	Computer Hardware & Software	185.38	139.00	1,613.78*	1,667.00	97
5.170.300	Office Supplies	439.98	79.00	2,582.63*	951.00	272
5.170.400	Postage	0.00	8.00	96.28*	100.00	96
5.170.600	Bank Charges/Service Fees	339.01	361.00	3,213.88	4,333.00	74
5.170.650	Background Check Fees	0.00	42.00	46.95	500.00	9
5.170.700	Kitchen/Coffee Supplies	0.00	26.00	47.60	309.00	15
5.170.800	Publications	0.00	0.00	0.00	0.00	0
5.170.900	Electronic Communications	50.10	88.00	611.10	1,058.00	58
	Subtotal Supplies and Other	\$1,925.21	\$1,393.00	\$15,552.26*	\$16,724.00	93
5.175.100	Utilities	2,960.00	2,994.00	32,158.00*	35,925.00	90
5.175.200	Telephone	90.00	357.00	3,120.40	4,285.00	73
5.175.300	Property - Repairs	3,384.22	1,370.00	5,876.26	16,443.00	36
5.175.400	Property/Liability Insurance	1,054.08	896.00	10,534.72*	10,748.00	98
5.175.500	Worker's Compensation Insurance	54.66	79.00	536.66	950.00	56
5.175.600	Building Maintenance - Contracts	950.86	333.00	5,125.68*	4,000.00	128
5.175.610	Building Custodial	1,250.00	1,250.00	12,500.00	15,000.00	83
5.175.620	Mowing, Trimming & Landscaping	960.13	167.00	3,210.13*	2,000.00	161
5.175.630	Trash Service	0.00	317.00	3,411.11*	3,800.00	90
5.175.650	Cleaning/Bathroom Supplies	0.00	95.00	532.01	1,144.00	47
5.175.700	Mortgage Principal	5,194.87	4,965.00	51,250.24*	59,580.00	86
5.175.800	Mortgage Interest	1,144.13	1,374.00	12,139.76	16,488.00	74
	Subtotal Facility Expenses	\$17,042.95	\$14,197.00	\$140,394.97	\$170,363.00	82
	Subtotal Office and Facility	\$18,968.16	\$15,590.00	\$155,947.23	\$187,087.00	83
5.180.100	Disciple - Adult Faith Formation	0.00	63.00	122.00	750.00	16
5.180.150	Disciple - Children & Youth Faith Formation	0.00	2.00	156.60*	25.00	626
5.180.200	Care - Congregation Care	0.00	14.00	43.00	170.00	25
5.180.300	Care - Fellowship	0.00	0.00	41.97*	0.00	0
5.180.350	Library	0.00		39.33		
5.180.390	Connect	0.00	8.00	0.00	100.00	0
5.180.400	Invite - Publicity	0.00	33.00	0.00	400.00	0
5.180.450	Support - Stewardship	99.06	25.00	99.06	300.00	33
5.180.500	Worship - Worship & Music	71.74	225.00	2,037.09	2,700.00	75

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Annual Budget	% of Annual Budget
5.180.550	Worship - Worship & Music - Altar Supplies	243.77	58.00	623.41*	700.00	89
	Subtotal Ministry Support	\$414.57	\$428.00	\$3,162.46	\$5,145.00	61
5.190.100	Balance Budget Adjustment	0.00	0.00	7,000.00	7,000.00	100
	Subtotal General Mission & Operating Expenses	\$32,325.96	\$29,647.00	\$290,139.66	\$362,771.00	80
OWLS Ministry						
5.225.100	Parish Nurse Salary	4,416.66	4,417.00	44,166.60	53,000.00	83
5.225.200	Parish Nurse Social Security	311.20	314.00	3,112.00	3,763.00	83
	Parish Nurse Compensation	\$4,727.86	\$4,731.00	\$47,278.60	\$56,763.00	83
5.227.100	Parish Nurse Pension	265.00	265.00	2,650.00	3,180.00	83
5.227.200	Parish Nurse LH&D Insurance	817.07	897.00	8,170.70	10,759.00	76
	Parish Nurse Benefits	\$1,082.07	\$1,162.00	\$10,820.70	\$13,939.00	78
5.230.100	Parish Nurse Auto Expense	137.90	200.00	1,558.90	2,400.00	65
5.230.300	Parish Nurse Continuing Education	100.00	163.00	1,569.36	1,950.00	80
	Parish Nurse Expenses	\$237.90	\$363.00	\$3,128.26	\$4,350.00	72
	Subtotal Staff - OM	\$6,047.83	\$6,256.00	\$61,227.56	\$75,052.00	82
5.280.100	Fellowship Events - OM	599.60	600.00	4,830.43	7,200.00	67
5.280.200	Office Supplies - OM	0.00	20.00	761.50*	240.00	317
5.280.300	Postage - OM	0.00	33.00	109.15	400.00	27
5.280.400	Medical Devices, Storage & Upkeep - OM	0.00	53.00	250.29	640.00	39
5.280.475	Middle School Program Support - OM	0.00	283.00	3,400.00*	3,400.00	100
5.280.480	Building Use - OM	1,600.00	1,600.00	16,733.00*	19,200.00	87
5.280.500	Publications - OM	0.00	10.00	404.66*	125.00	324
5.280.600	Transportation - OM	0.00	25.00	176.00	300.00	59
5.280.700	Care Assistance	2,948.83	1,510.00	16,445.47*	18,120.00	91
	Subtotal OWLs Ministry Support	\$5,148.43	\$4,134.00	\$43,110.50*	\$49,625.00	87
	Owls Ministry	\$11,196.26	\$10,390.00	\$104,338.06	\$124,677.00	84
Designated Funds Expense						
5.300.100	Sharon Olson Fund Expense	925.15		7,310.93		
5.305.100	Balance Budget Expense	583.33		(1,166.70)		
5.509.100	AV Equipment Expense	0.00		447.94		
5.510.100	Altar Flowers Expense	90.00		1,415.50		
5.517.100	Children and Youth Faith Formation Expense	0.00		450.03		
5.519.100	Columbarium Exp	587.88		14,501.34		
5.540.100	Creekmore Music Endowment Expense	1,100.00		5,235.10		
5.550.100	ELCA Domestic Disaster Relief Expense	0.00		2,000.00		

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Annual Budget	% of Annual Budget
5.591.100	Guatemalan Mission Expense	0.00		1,709.95		
5.630.100	Library Expense	0.00		24.02		
5.670.100	Memorial/Honorarium Gifts Expense	0.00		3,469.99		
5.680.100	Mena Eckerd Endowment Fund Expense	0.00		3,000.00		
5.757.100	Serve Strategies Exp.	0.00		500.00		
5.780.100	Staff Gifts Expense	0.00		1,206.60		
5.793.100	Summer Art Program Exp	0.00		1.65		
5.836.100	WELCA Cluster Meeting Fund Expense	0.00		330.00		
5.837.100	WELCA Eggs for CareCuts Expense	0.00		819.91		
5.840.100	World Hunger Expense	0.00		40.00		
Subtotal Designated Funds Expense		\$3,286.36		\$41,296.26		
Total Expenses		\$46,808.58	\$40,037.00	\$435,773.98	\$487,448.00	81
Difference		(\$15,950.50)	\$0.00	\$14,153.01	(\$7,000.00)	

* = Income/Expense exceeds amount budgeted to date

Messiah Evangelical Lutheran Church - Knoxville TN
Balance Sheet as of October 31, 2025

Tuesday, November 4, 2025

Page 1 of 1

Account #	Account Name	Beginning Balance	Previous Period Balance	Period Activity	YTD Balance
Assets					
1.100.100	Operating Checking Account	129,551.29	165,489.81	(10,155.30)	155,334.51
1.200.100	Designated Funds Savings Account	40,272.69	44,757.12	0.38	44,757.50
1.250.100	Columbarium Savings Account	17,994.19	0.00	0.00	0.00
1.400.100	Thrivent Limited Maturity Bond Account	2,987.94	2,506.92	920.34	3,427.26
1.500.100	Land	16,300.00	16,300.00	0.00	16,300.00
1.500.200	Building	2,613,778.56	2,613,778.56	0.00	2,613,778.56
1.500.300	Pews, Organ & Furnishings	187,748.66	187,748.66	0.00	187,748.66
1.600.100	Pre-Paid Expense	4,627.62	2,893.70	1,089.67	3,983.37
	Total Assets	\$3,013,260.95	\$3,033,474.77	(\$8,144.91)	\$3,025,329.86
Liabilities					
2.000.100	Accrued Liabilities	0.00	250.03	(83.33)	166.70
2.100.100	Mortgage Payable	424,733.59	378,748.08	(5,194.87)	373,553.21
2.600.100	Deferred Income	23,973.00	13,833.28	7,888.92	21,722.20
	Total Liabilities	\$448,706.59	\$392,831.39	\$2,610.72	\$395,442.11
Fund Balances					
3.100.100	Unrestricted Operating Fund Balance	40,504.11	38,290.00	(3,710.51)	34,579.49
3.200.100	Badenhop Fund Balance	58,811.21	96,121.60	(11,196.26)	84,925.34
3.300.100	Sharon Olson Fund Balance	7,728.27	6,442.49	(925.15)	5,517.34
3.305.100	Balanced Budget Fund Balance	0.00	1,750.03	(583.33)	1,166.70
3.509.100	AV Equipment Fund Balance	599.99	352.05	0.00	352.05
3.510.100	Altar Flowers Balance	363.95	197.45	(45.00)	152.45
3.513.200	Building Maintenance Fund Balance	10,866.08	20,726.58	323.16	21,049.74
3.514.100	Brothers at Messiah Balance	528.89	528.89	0.00	528.89
3.517.100	Children and Youth Faith Formation Balance	7,498.35	10,938.69	0.00	10,938.69
3.518.100	Come to the Water Balance	302.75	302.75	0.00	302.75
3.519.100	Columbarium Fund Balance	18,394.19	4,481.28	(187.88)	4,293.40
3.540.100	Creekmore Music Endowment Balance	8,274.78	7,706.90	(1,100.00)	6,606.90
3.590.100	Feeding Ministries	604.14	604.14	0.00	604.14
3.591.100	Guatemalan Mission Support Balance	0.00	(459.95)	533.75	73.80
3.620.100	Landscaping Balance	662.21	662.21	0.00	662.21
3.630.100	Library Balance	637.52	613.50	0.00	613.50
3.670.100	Memorial/Honorarium Gifts Balance	7,450.10	5,182.86	0.00	5,182.86
3.680.100	Mena Eckerd Endowment Fund Balance	2,987.94	2,506.92	920.34	3,427.26
3.710.100	Music Program Balance	316.75	316.75	0.00	316.75
3.715.100	One Year To Live Balance	1,621.00	1,621.00	0.00	1,621.00
3.716.100	Open Doors Balance	458.82	458.82	0.00	458.82
3.757.100	Serve Strategies Balance	1,656.80	1,156.80	0.00	1,156.80
3.780.100	Staff Gifts Balance	0.00	58.40	0.00	58.40
3.793.100	Summer Art Program Balance	1.65	0.00	0.00	0.00
3.836.100	WELCA Cluster Meeting Fund Balance	0.00	400.00	0.00	400.00
3.837.100	WELCA Eggs for Carecuts Balance	639.61	52.46	20.38	72.84
3.855.100	Youth Room Renovations Balance	426.46	426.46	0.00	426.46
3.857.100	Youth Scholarships Balance	1,950.00	1,950.00	0.00	1,950.00
3.999.999	Equity & Fixed Assets Balance	2,391,268.79	2,437,254.30	5,194.87	2,442,449.17
	Total Fund Balances	\$2,564,554.36	\$2,640,643.38	(\$10,755.63)	\$2,629,887.75
	Total Liabilities and Fund Balances	\$3,013,260.95	\$3,033,474.77	(\$8,144.91)	\$3,025,329.86

APPENDIX F: Building Use Agreement

This form is to be completed by the responsible person of any non-worship or non-ministry event that takes place in the MLC building and must be on file at least one week prior to the start date of the event. Check area/room availability with the Administrative Assistant/Building Use Coordinator prior to completing this form. The signed original will be kept on file in the church office; a copy will be provided to the responsible person upon request as confirmation of building reservation.

Your date is not firm until deposit and agreement are on file.

Building User Information

Name of Event: Emory Valley Center Early Intervention

Sponsoring Organization: EVC

Purpose of Gathering: Christmas wrapping party plus lunch

Date(s) of Use: 12/10/2025 Anticipated number in attendance: 26

Time of Event (beginning & end times): 9am - 2pm Anticipated time of set up: 8:30am

Area/Room(s) to be used: Large room for gathering

Name & Position of Responsible Person: Anna Moore, VP of Children Services EVC

Address: 723 Emory Valley Road, Oak Ridge, TN 37830

Primary Phone Contact: 865.206.9948 Secondary Phone Contact: 865.206.9948

Email: anna.moore@evcmail.org

Agreement

- ☒ I/we have read the Building Use Policy and Building Use Expectations and agree to abide by all rules and expectations set forth therein.
- ☒ I/we agree to pay Messiah Lutheran Church the amount of 120.00 for the use of the church facilities as detailed above.
- ☒ I/we agree that all fees and deposits will reach Messiah Lutheran Church at 6900 Kingston Pike, Knoxville, TN 37919, one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of Messiah Lutheran Church facilities may be revoked.
- ☒ I/we agree to abide by the expectations spelled out in this document and to complete the Departure Check List(s) and Church Key Agreement (if applicable). Messiah Lutheran Church agrees to provide the church facilities as they are. (MLC does not provide set up or cleaning.) Fees will defray costs for air conditioning/heating, water, bathroom facilities, janitorial service, and electricity.
- ☒ I/we agree to return used space to the configuration and condition in which we found it.
- ☒ I/we agree to hold Messiah Lutheran Church, congregational members, Congregation Council, and church employees harmless and free of any claims of liability which may result from any injury or loss of property.
- ☒ I/we agree to accept full responsibility for any such claims from persons in attendance of this event. I/we agree to be liable for any damages or incident which may occur in connection with this event.

Signed: Anna S Moore

Date: 11/10/2025

Approved: _____

Date: _____

APPENDIX F: Building Use Agreement

This form is to be completed by the responsible person of any non-worship or non-ministry event that takes place in the MLC building and must be on file at least one week prior to the start date of the event. Check area/room availability with the Administrative Assistant/Building Use Coordinator prior to completing this form. The signed original will be kept on file in the church office; a copy will be provided to the responsible person upon request as confirmation of building reservation.

Your date is not firm until deposit and agreement are on file.

Building User Information

Name of Event: IBM Ring 58 Monthly Meeting

Sponsoring Organization: International Brotherhood of Magicians Ring 58

Purpose of Gathering: For Magicians to have their Business Meeting, along with sharing and guest lecturers

Date(s) of Use: 4th Thursday (Exceptions: 11/19;12/10) Anticipated number in attendance: 10 - 25

Time of Event (beginning & end times): 6:45pm - 8:45pm Anticipated time of set up: 6:45pm

Area/Room(s) to be used: Fellowship Hall

Name & Position of Responsible Person: Jack Wilson, Treasurer Ring 58

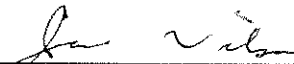
Address: 5811 Woodburn Drive, Knoxville, TN 37919

Primary Phone Contact: (865) 588-8304 Secondary Phone Contact: (865) 226-9559 (text)

Email: me@ljackwilson.net

Agreement

- ☒ I/we have read the Building Use Policy and Building Use Expectations and agree to abide by all rules and expectations set forth therein.
- ☒ I/we agree to pay Messiah Lutheran Church the amount of \$360 for the use of the church facilities as detailed above.
- ☒ I/we agree that all fees and deposits will reach Messiah Lutheran Church at 6900 Kingston Pike, Knoxville, TN 37919, one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of Messiah Lutheran Church facilities may be revoked.
- ☒ I/we agree to abide by the expectations spelled out in this document and to complete the Departure Check List(s) and Church Key Agreement (if applicable). Messiah Lutheran Church agrees to provide the church facilities as they are. (MLC does not provide set up or cleaning.) Fees will defray costs for air conditioning/heating, water, bathroom facilities, janitorial service, and electricity.
- ☒ I/we agree to return used space to the configuration and condition in which we found it.
- ☒ I/we agree to hold Messiah Lutheran Church, congregational members, Congregation Council, and church employees harmless and free of any claims of liability which may result from any injury or loss of property.
- ☒ I/we agree to accept full responsibility for any such claims from persons in attendance of this event. I/we agree to be liable for any damages or incident which may occur in connection with this event.

Signed: 

Date: 11/07/2025

Approved: _____

Date: _____

Facility Use Agreement – MLC Member

*This form is to be completed by the responsible person for any non-worship or non-ministry event that takes place in the Messiah Lutheran Church (MLC) facility and must be on file at least two weeks prior to the start date of the event. Check area/room availability with the Administrative Assistant, the Property Committee, and the Audio/Visual Team prior to completing this form. The signed original will be kept on file in the church office; a copy will be provided to the responsible person upon request as confirmation of facility reservation. **Your date is not firm until deposit and signed agreement are on file.***

Please note:

- 1) It is your group's responsibility to leave the space as you found it.
- 2) Only use the sound system, computer, or the projector if you have received training. Once used, it MUST BE packed and stored the way it was found.
- 3) Funerals or other unforeseen church-related priorities take precedence over ALL scheduled activities. MLC reserves the right to cancel any activity if it becomes necessary to schedule a funeral.

Facility User Information

Name of Event: _____

Sponsoring Organization: _____

Description of Event: _____

Date(s) of Use: _____ Anticipated number in attendance: _____

Time of Event (beginning & end times): _____ Anticipated time of set up: _____

Area/Room(s) to be used: _____

Name & Position of Responsible Person: _____

Address: _____

Primary Phone Contact: _____ Secondary Phone Contact: _____

Email: _____

EVENT SET UP:

*Will you need time before the event to set up? ☐ Yes ☐ No How much time? _____

*Will you need time after the event to take down? ☐ Yes ☐ No How much time? _____

****Note that charges start when set-up begins and end when take-down is completed.***

Are tables and chairs needed inside? ☐ Yes ☐ No Where are they needed? _____

If yes, do they need to be transported? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Will you need to use MLC's tablecloths? ☐ Yes ☐ No If so, you will be responsible for washing them after the event.

Will you need assistance setting up tables, chairs, etc.? ☐ Yes ☐ No (Not guaranteed, but we will try.) Please provide a set-up sketch by attaching to this form. ☐ Attached ☐ Will be sent

EVENT REGISTRATION AND ATTENDANCE:

Who will be invited? ☐ Church members ☐ Community

Do you plan to collect registrations for the event? ☐ Yes ☐ No

PROMOTIONAL PLAN:

Do you plan to create a promotional graphic or flyer for event? ☐ Yes ☐ No

Would you like MLC to create a promotional graphic for this event? ☐ Yes ☐ No

If yes, include all details and any suggestions on what the vision is:

What date range would you like promotions to run? (Unless otherwise requested, info will be included in announcement sheet and weekly E-News.) _____

A written announcement is advisable regardless of flyers and graphics. Please submit that via email to office@messiahknoxville.org. Event specific emails can be requested by emailing office@messiahknoxville.org Otherwise it will be included in weekly E-News and bulletin announcement sheets.

AUDIO/VISUAL NEEDS:

Is audio or video system support needed? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Describe the audio & video system needs: _____

If outdoors, are covered areas needed? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Describe the covered areas: _____

OUTSIDE AND LIGHTING NEEDS:

If outdoors, will there be lighting needs? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Describe lighting needs: _____

If outdoors, does the parking lot need to be restricted during the event? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Describe the restricted parking areas: _____

Will assistance be needed after the event to remove non-church owned items? ☐ Yes ☐ No

ANY ADDITIONAL INFORMATION TO SHARE:

FACILITY USE FEES (Fill in Total Amount in Second Bullet in the Agreement below)

- Kitchen, cold storage and prep only (not using stove/oven): \$10 per hour
- Kitchen, full use: \$20 per hour (birthday parties, anniversary, etc.)
- Old Narthex: \$10 per hour
- Fellowship Hall (no kitchen use): \$10 per hour
- Courtyard: \$10 per hour
- Nave/Sanctuary: \$20 per hour
- Additional Rooms/Classrooms: \$10 per hour
- Library: No charge
- Early Access Fee (for your group to set up): No charge
- Deposit (refundable): Replacement value of anything that is destroyed/damaged
- Audio/Visual Fee: No charge
- Music Fee: Determined by Director of Music
- Custodial Fee: Determined by Council President

Agreement

- I/we have read the Facility Use Policy and Facility Use Expectations and agree to abide by all rules and expectations set forth therein.
- I/we agree to pay MLC the amount of _____ for the use of the church facilities as detailed above.
- I/we agree that all fees and deposits will reach MLC at 6900 Kingston Pike, Knoxville, TN 37919, one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of the MLC facility may be revoked.
- I/we agree to abide by the expectations spelled out in this document and to complete the Departure Check List(s) and Church Key Agreement (if applicable). MLC agrees to provide the church facility as they are. (MLC does not provide set up or cleaning.) Fees will defray costs for air conditioning/heating, water, bathroom facilities, janitorial service, and electricity.
- I/we agree to return the used facility to the configuration and condition in which we found it.
- I/we agree to hold MLC, congregational members, Congregation Council, and church personnel harmless and free of any claims of liability which may result from any injury or loss of property.
- I/we agree to accept full responsibility for any such claims from persons in attendance at this event. I/we agree to be liable for any damages or incident which may occur in connection with this event.

Hand signatures are required below. Typed names or e-signatures will not be accepted.

Signed: _____ Date: _____

Approved: _____ Date: _____

Facility Use Agreement – Non-MLC Member

*This form is to be completed by the responsible person for any non-worship or non-ministry event that takes place in the Messiah Lutheran Church (MLC) facility and must be on file at least four weeks prior to the start date of the event. Check area/room availability with the Administrative Assistant, the Property Committee, and the Audio/Visual Team prior to completing this form. The signed original will be kept on file in the church office; a copy will be provided to the responsible person upon request as confirmation of facility reservation. **Your date is not firm until deposit and signed agreement are on file.***

Please note:

- 1) It is your group's responsibility to leave the space as you found it.
- 2) Only use the sound system, computer, or the projector if you have received training. Once used, it **MUST BE** packed and stored the way it was found.
- 3) Funerals or other unforeseen church-related priorities take precedence over ALL scheduled activities. MLC reserves the right to cancel any activity if it becomes necessary to schedule a funeral.

Facility User Information

Name of Event: _____

Sponsoring Organization: _____

Description of Event: _____

Date(s) of Use: _____ Anticipated number in attendance: _____

Time of Event (beginning & end times): _____ Anticipated time of set up: _____

Area/Room(s) to be used: _____

Name & Position of Responsible Person: _____

Address: _____

Primary Phone Contact: _____ Secondary Phone Contact: _____

Email: _____

EVENT SET UP:

*Will you need time before the event to set up? ☐ Yes ☐ No How much time? _____

*Will you need time after the event to take down? ☐ Yes ☐ No How much time? _____

****Note that charges start when set-up begins and end when take down is completed.***

Are tables and chairs needed inside? ☐ Yes ☐ No Where are they needed? _____

If yes, you will need to transport them. You will also be responsible for setting up tables, chairs, etc.

Will you need to use MLC's tablecloths? ☐ Yes ☐ No ***If yes, you will be responsible for washing them after the event.***

PROMOTIONAL PLAN:

What date range would you like promotions to run? (Unless otherwise requested, info will be included in announcement sheet and weekly E-News.) _____

A written announcement is advisable regardless of flyers and graphics. Please submit that via email to office@messiahknoxville.org. Event specific emails can be requested by emailing office@messiahknoxville.org Otherwise it will be included in weekly E-News and bulletin announcement sheets.

AUDIO/VISUAL NEEDS:

Is audio or video system support needed? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Describe the audio & video system needs: _____

If outdoors, are covered areas needed? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Describe the covered areas: _____

OUTSIDE AND LIGHTING NEEDS:

If outdoors, does the parking lot need to be restricted during the event? ☐ Yes ☐ No (Not guaranteed, but we will try.)

Describe the restricted parking areas: _____

Will assistance be needed after the event to remove non-church owned items? ☐ Yes ☐ No

ANY ADDITIONAL INFORMATION TO SHARE:

FACILITY USE FEES (Fill in Total Amount in Second Bullet in the Agreement below)

- Kitchen, cold storage and prep only (not using stove/oven): Catered meals, user supplies all items \$50 per hour
- Kitchen, full use: Groups that are selling through the window: \$100 for 3 hours. Groups that are catering (on site prep: \$200 for 3 hours) Catered meal. Church china & silverware, dishwasher to be used: \$100.00 per hour Meal prep on site: \$200.00 per hour
- Old Narthex: \$35 per hour (2 hours minimum)
- Fellowship Hall (no kitchen use): \$60 minimum for 3 hours - \$30 each hour after.* Charges will begin once set-up begins and conclude once cleanup is completed. It can include audio visual equipment but is not automatic. Individual needs will be assessed.
- Courtyard: \$20 per hour with 3 hours minimum

- Nave/Sanctuary: \$100 minimum for 3 hours - \$40 each hour after
- Additional Rooms/Classrooms: \$35 per hour (2 hours minimum)
- Library: \$35 per hour
- Early Access Fee (for your group to set up): \$10 per hour.
- Deposit (refundable): 50% of initial request.
- Audio/Visual Fee: \$35 per hour
- Music Fee: Determined by Director of Music
- Custodial Fee: Determined by Council President

Agreement

- I/we have read the Facility Use Policy and Facility Use Expectations and agree to abide by all rules and expectations set forth therein.
- I/we agree to pay MLC the amount of _____ for the use of the church facilities as detailed above.
- I/we agree that all fees and deposits will reach MLC at 6900 Kingston Pike, Knoxville, TN 37919, one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of the MLC facility may be revoked.
- I/we agree to abide by the expectations spelled out in this document and to complete the Departure Check List(s) and Church Key Agreement (if applicable). MLC agrees to provide the church facility as they are. (MLC does not provide set up or cleaning.) Fees will defray costs for air conditioning/heating, water, bathroom facilities, janitorial service, and electricity.
- I/we agree to return the used facility to the configuration and condition in which we found it.
- I/we agree to hold MLC, congregational members, Congregation Council, and church personnel harmless and free of any claims of liability which may result from any injury or loss of property.
- I/we agree to accept full responsibility for any such claims from persons in attendance at this event. I/we agree to be liable for any damages or incident which may occur in connection with this event.

Hand signatures are required below. Typed names or e-signatures will not be accepted.

Signed: _____ Date: _____

Approved: _____ Date: _____

i4C Technology Group, LLC

P.O. Box 479
Rocky Top, TN 37769 US
+18659474427
hello@i4ctg.com
www.i4ctg.com



Estimate

ADDRESS

Messiah Lutheran Church Knoxville
6900 Kingston Pike
Knoxville, Tennessee 37919 US

ESTIMATE 1234
DATE 07/08/2025

DATE		DESCRIPTION	QTY	RATE	AMOUNT
07/08/2025	IT Consulting	Mounting of Grandstream door release and system at the entry way for Messiah Lutheran Church. Running cat6 cable for system.	1	525.00	525.00
07/08/2025	Cabling	Cat6 Cabling	1	85.00	85.00
07/08/2025	Hardware	Mounting Bracket / Bolt / Accessories	1	48.00	48.00

This estimate outlines the work required to restore functionality to the church's door entry phone release system. Our plan is to utilize the existing Grandstream equipment located in the closet, which was purchased previously but has not yet been fully configured or brought online. We will assess the current setup, perform necessary programming or wiring adjustments, and attempt to integrate the system to control the door release mechanism as originally intended. While we will make every effort to get the system operational, please note that success is contingent on the condition and compatibility of the existing hardware.

SUBTOTAL	658.00
TAX	0.00
TOTAL	\$658.00

Accepted By

Accepted Date

Messiah Lutheran Church
BADENHOP FUND STEERING COMMITTEE (BFC) MINUTES
October 14, 2025

ATTENDING

Mike DRISKILL, *Parish Nurse* Mary Sophia HAWKS, *Treasurer* Steve HESS, Martha MACCABE (Absent: Paul JONES, *Pastor* Josh MOSS, *Chair* Mary Ellen WHITSON)

COUNCIL ACTION REQUIRED: Designate new Council Liaison, after Rick Christian's resignation.

MEETING MINUTES

1) General Notes

- a) MSH called the meeting to order at 2:09 PM.
- b) MSH noted that Paul Jones cannot currently do Zoom meetings. She will work to correct that so he can participate in these meetings.
- c) MSH requested we think about specific budget needs for 2026, so that we can discuss at our November meeting, then finalize and approve in December. Steve will use this in preparing the 2026 Messiah budget.
- d) MSH requested that each BFC member suggest a possible additional member for this committee.
- e) Recent improvements to the sanctuary sound system have been effective. Pastor Josh and Cameron Driskill are reviewing the service video recordings, and coordinating upcoming music programming, to ensure continued progress.

2) Financial Report

- a) Steve sent the September financial report on October 1. The year is 75% complete and BFC has spent almost exactly that. We have about \$30,000 more in reserves than we will likely spend this year.

3) Parish Nurse Activity Report

- a) MSH's August activity report (attached) was submitted on September 2.

4) Member Watch

- a) MSH noted no new specific requests have been recently received.
- b) MSH noted that a member recently moved to a rehabilitation facility, and is undergoing physical therapy to regain strength.
- c) MSH has visited a member who recently fell, with three fractures. Now undergoing physical therapy and improving. Visits, food, etc., would be appreciated.
- d) Steve noted that many older members have expenses that BFC could help with but is not aware of. We discussed how to make our ability to help better known, such as a general note to older members, or specific notes to those with medical issues. Steve will draft a note.
- e) The door opening effort for the accessible toilet off the front hallway is excessive. Mike noted the resistance of the door closer can be adjusted, but it will not close and latch if adjusted too low. MSH has contacted the Disability Resource Center for a recommendation for an automatic opener/closer.

5) Transportation Needs

- a) No new items of note this month.

6) Medical Device Lending

- a) No new items of note this month.

7) Other Care Assistance

- a) MSH suggested a donation to the Daily Living Center, which provides daytime group care for older persons at home. Steve moved we donate \$2000; seconded and approved.

8) NEXT MEETING - 2:00 PM, Tuesday, November 11, 2025 - via Zoom.

Parish Nurse Activity Report-October-2025-Messiah Lutheran Church								Mary Sophia Hawks, BSN, RN, GRN, Faith Community Nurse						
Contacts	January	February	March	April	May	June	July	August	September	October	November	December	2025	
Calls/Texts	84	57	74	62	49	74	54	53	69	91			667	
Office Visits	3	4	12	12	18	12	17	17	18	14			127	
Home Visits	5	7	4	3	6	4	6	1	1	4			41	
Hospital Visits	1		1		5	1	2	5	1	1			17	
Facility Visits	5	4	5	6	1	1	1	2	2	5			32	
MD Visits/Transport	6	3	4	4	3	1		3	2	1			27	
Consults/referrals	3	6	8	8	10	6	8	10	5	8			72	
Total	107	81	108	95	92	99	88	91	98	124	0	0	983	
Activities	3	2	4	5	6	4	3	4	3	4			38	
Meetings	7	7	7	7	7	7	9	9	12	14			86	
Special Projects	16	16	14	13	13	19	18	12	16	18			155	
Training				2	2	5	1		11				21	
Total	26	25	25	27	28	35	31	25	42	36	0	0	300	
Activities				Special Projects										
OWL's (1)				Parish Nurse News/OWLS/Prayer Concerns (15)										
Monthly Report Preparation (1)				OWLS medical moment-Medicare Scams and Changes (1)										
Coordination of OWLS meals (1)				Met with Sandy Booher and Matthew Martin (Trimble Construction)										
Delivery of OWLS meals (1)				re: handicapped door button for bathroom by the Fellowship Hall (1)										
				2 hours spent with I4C on email issues (1)							Hours			
											Work	144		
Meetings											Sick Time			
Meeting with Church Council President (1)				Continuing Education							Vacation	40		
Meeting with Benevolence Team (1)											Holiday			
Badenhop Steering Committee (1) Zoom											Snow			
Meetings with Pastor Josh (7)											TOTAL	184	hours	
Staff Meetings (4)											Mileage	156	miles	

Report to Council

October 13 – November 5

Mary Phillips, Director of Music

We had the following special music in our Sunday services:

October 19 – the Joy-Filled Band played the service

October 26 – Reformation Sunday with brass quartet and choir anthem

November 2 - the Joy-Filled Band played the service

Choir Practice and Bell Rehearsal:

I have made arrangements with our substitute organist, Marianne Barbour, and with Jenny Adams to hold choir rehearsals each Wednesday in November and December. All music has been selected through Christmas Eve, so the choir will be well prepared.

The bell choir will rehearse in November and December as planned, with Jenny Adams and Rachel McCormick leading them.

Flute Choir Rehearsal:

The flute choir will rehearse on December 7 and play again on December 14.

Other:

I tripped and fell and broke my hip on October 17. I will be away while I recover from hip surgery, but have been able to find a wonderful organ substitute, Marianne Barbour, who will play and keep the music going while I am away. She is available in November and December most Sundays as needed. The Joy-Filled Band has been wonderful to step up and play during the Sundays Marianne is not available. I have worked from the hospital and from home to coordinate carrying out the plans that had been made previously, and Marianne has proven capable of doing this for us! She is the accompanist for all of the Lenoir City High School musical activities:

- Coordinated getting an organ sub and getting all the music to her for the brass rehearsal on Tuesday, October 21 in preparation for Reformation Sunday.
- Coordinated with Marianne Barbour, our substitute organist, all music scores for special music for Reformation Sunday and other Sundays in November and December.
- Planning completed for Youth Sunday, November 9. Evan Ciorciari will play the prelude on trombone (and organ) and Chloe and Emma Waller will play at the offertory a flute/oboe duet with piano accompaniment. Coordinated the rehearsal times for each of the youth instrumentalists.
- Coordinated the continuation of choir and bell choir rehearsals.

I plan to contribute any overage in the organ substitute account at Messiah. I do not want my accident to cost the church any extra expense.