



# Pima County Clerk of the Board

Melissa Manriquez

Katrina Martinez  
Deputy Clerk

Administration Division  
33 N. Stone Avenue, Suite 100  
Tucson, AZ 85701  
Phone: (520)724-8449 • Fax: (520) 222-0448

Management of Information & Records Division  
1640 East Benson Highway  
Tucson, Arizona 85714  
Phone: (520) 351-8454 • Fax: (520) 791-6666

## MEMORANDUM

TO: Honorable Chair and Board Members  
Pima County Board of Supervisors

FROM: Melissa Manriquez, Clerk of the Board *M Manriquez*

DATE: November 21, 2023

RE: Petition for Relief of Real Property Taxes – Our Saviour’s Lutheran Church

Pursuant to A.R.S. §42-11109(E), Our Saviour’s Lutheran Church, filed a petition on August 30, 2023, for relief of their Real Property Taxes as follows:

### Pending Tax Payments:

<u>Parcel No.</u>	<u>Year</u>	<u>Taxes due</u>	<u>Interest</u>	<u>Fees</u>	<u>Total</u>
123-07-101A	2022-1	\$ 1,383.66	\$ 221.39	\$0.00	\$ 1,605.05
123-07-101A	2022-2	\$ 1,383.66	\$ 110.69	\$0.00	\$ 1,494.35
123-07-104A	2022-1	\$16,619.90	\$2,659.18	\$0.00	\$19,279.08
123-07-104A	2022-2	<u>\$16,619.89</u>	<u>\$1,329.59</u>	<u>\$0.00</u>	<u>\$17,949.48</u>
<b>Total</b>		<b>\$36,007.11</b>	<b>\$4,320.85</b>	<b>\$0.00</b>	<b>\$40,327.96</b>

The Assessor’s review indicated that the organization filed their affidavit in a timely manner for 2022, but at that time provided incorrect information which is why they were denied. The correct information has been provided with this petition, and if the Assessor would have had the corrected information at that time, Parcel No. 123-07-101A would have been granted 100% exemption and Parcel No. 123-07-104A would have been granted 99% exemption due to a portion being rented which was acknowledged by the organization.

The Assessor’s review also indicated that their 2023 filing corrected the information and was approved for 2023.

/mm

### Attachments

- Notice of Hearing
- Assessor’s Review Forms
- Treasurer’s Tax Reports
- Our Saviour’s Lutheran Church submission



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Deputy Clerk

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November 8, 2023

Our Saviour's Lutheran Church  
Attn: Rev. Amalia Vagts, Pastor  
1200 N. Campbell Avenue  
Tucson, AZ 85719

RE: Petition for Relief of Taxes – Parcel Nos. 123-07-101A and 123-07-104A

Dear Pastor Vagts:

Please be advised that your Petition for Relief of Real Property Taxes for tax year 2022, has been scheduled before the Pima County Board of Supervisors on Tuesday, November 21, 2023, at 9:00 a.m., or thereafter, at the following location:

Pima County Administration Building  
Board of Supervisors Hearing Room  
130 W. Congress, 1st Floor  
Tucson, AZ 85701

If you have any questions regarding this hearing, please contact this office at (520)724-8449.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Manriquez".

Melissa Manriquez  
Clerk of the Board

/mm



# Pima County Clerk of the Board

Melissa Manriquez

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Phone: (520) 351-8454 • Fax: (520) 791-6666

## Petition to the Board of Supervisors - Review Form

Pursuant to  A.R.S. §42-11104(G) (educational/library property) or  
 A.R.S. §42-11109(E) (religious property)

Taxpayer Our Saviour's Lutheran Church

For tax year(s) 2022 - Parcel No. 123-07-101A

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
 Yes     No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
 Yes     No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
 Yes     No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
 The required ownership of the property was not in effect during the time period required by statute.  
 The property was not being used for the exempt purpose during the time period required by statute.  
 The requesting church, educational or library property did not furnish the required documents requested by the Assessor at the time of application per A.R.S. §42-11152(3)&(B)  
 Other: Parcels 12307101A & 12301104A were requested but denied. Our office believed it was not being used by the nonprofit, due to them indicating incorrect info on 2022 application. \*See their attached submittal\*  
This parcel is approved in 2023 at 100% and would've been in 2022.

Completed by: R.Call Date: 9/6/2023

c: Honorable Suzanne Droubie, Pima County Assessor



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## Petition to the Board of Supervisors - Review Form

Pursuant to      A.R.S. §42-11104(G) (educational/library property) or  
  ✓   A.R.S. §42-11109(E) (religious property)

Taxpayer Our Saviour's Lutheran Church

For tax year(s) 2022 - Parcel No. 123-07-104A

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
  ✓   Yes           No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
  ✓   Yes           No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
     Yes           No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
     The required ownership of the property was not in effect during the time period required by statute.  
     The property was not being used for the exempt purpose during the time period required by statute.  
     The requesting church, educational or library property did not furnish the required documents requested by the Assessor at the time of application per A.R.S. §42-11152(3)&(B)  
  ✓   Other: Parcels 12307101A & 12301104A were requested but denied. Our office believed it was not being used by the nonprofit, due to the org indicating incorrect info on 2022 application. \*See their attached submittal\*  
Parcel is exempt for 2023 at 99% and would've been for 2022.

Completed by: R. Call Date: 9/6/2023

c: Honorable Suzanne Droubie, Pima County Assessor



**PIMA COUNTY TREASURER'S OFFICE**

240 North Stone Avenue · Tucson AZ, 85701-1199  
Phone (520) 724-8341

*Beth Ford*  
*Pima County Treasurer*

*Chris Ackerley*  
*Chief Deputy Treasurer*

**ACCOUNT BALANCE**

OUR SAVIOURS EVANGELICAL LUTHERAN CHURCH  
1200 N CAMPBELL AVE  
TUCSON AZ 85719-4608

ACCOUNT: 12307101A  
PROPERTY TYPE: Real Estate  
PROPERTY LOCATION: 1920 E MABEL ST  
LEGAL DESC: OLSSENS AMENDED W15' LOT 4 & LOT 5  
& N85' E12.02' LOT 6 BLK 31

**Account Balance as of October 5, 2023**

Tax Year	Cert No	Interest Date	Interest Percent	Amount	Interest Due	Fees Due	Penalties Due	Total Due
2022 - 1		11/2/2022	16.0	1,383.66	221.39	0.00	0.00	1,605.05
2022 - 2		5/2/2023	16.0	1,383.66	110.69	0.00	0.00	1,494.35
<b>Totals</b>				<b>\$2,767.32</b>	<b>\$332.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,099.40</b>

If you have any questions about the items on this statement, please contact our offices.



**PIMA COUNTY TREASURER'S OFFICE**

240 North Stone Avenue • Tucson AZ, 85701-1199  
Phone (520) 724-8341

*Beth Ford*  
*Pima County Treasurer*

*Chris Ackerley*  
*Chief Deputy Treasurer*

**ACCOUNT BALANCE**

OUR SAVIOURS EVANGELICAL LUTHERAN CHURCH  
1200 N CAMPBELL AVE  
TUCSON AZ 85719-4608

ACCOUNT: 12307104A  
PROPERTY TYPE: Real Estate  
PROPERTY LOCATION: 1216 N CAMPBELL AV  
LEGAL DESC: OLSSENS N60' LOTS 9 10 11 12 & N60' W15'  
LOT 13 & PTN OF ABAND ALLEY

**Account Balance as of October 5, 2023**

Tax Year	Cert No	Interest Date	Interest Percent	Amount	Interest Due	Fees Due	Penalties Due	Total Due
2022 - 1		11/2/2022	16.0	16,619.90	2,659.18	0.00	0.00	19,279.08
2022 - 2		5/2/2023	16.0	16,619.89	1,329.59	0.00	0.00	17,949.48
<b>Totals</b>				\$33,239.79	\$3,988.77	\$0.00	\$0.00	\$37,228.56

If you have any questions about the items on this statement, please contact our offices.



## *Our Saviour's Lutheran Church*

1200 N. Campbell Avenue + Tucson, AZ 85719 + [www.lutherantucson.org](http://www.lutherantucson.org) + 520-327-6521

Pima County Clerk of the Board of Supervisors  
Melissa Manriquez, Clerk  
33 North Stone, Suite 100  
Tucson, Arizona 85701-1404

Ms. Manriquez,

Our Saviour's is a member in good standing of the larger Evangelical Lutheran Church in America and is part of the Grand Canyon Synod.

Our Saviour's Lutheran Church was founded in 1945 and is the oldest Evangelical Lutheran Church in Tucson. Our vision is to be a loving, inclusive, and inviting community in Christ. To bring our vision into reality we develop our faith through worship and the study of God's Word.

Since our founding, the entirety of properties that make up the church campus have been used to support that vision and are used exclusively for religious, educational and charitable purposes. Worship services are conducted in our main Sanctuary weekly on Sundays and on other special occasions. Weekly prayer services are held in our Chapel. Our meeting spaces are used by church members for Christian education, Bible Study, Youth Faith Development, Mindfulness Meditation, and numerous other religious and spiritually based activities.

Church offices and meeting spaces are used by the staff and by various committees necessary to conduct the business and running of the Church. In addition, space is used for meetings by other outside groups consistent with our beliefs in providing a safe and welcoming space for healing, and connection to the larger community such as AA, Nar-Anon and Tucson Interfaith HIV/AIDS Network (TIHAN).

A separate space on our campus is used by Lutheran Campus Ministries, an outreach to students at the University of Arizona. It offers a community of Worship, fellowship, and community service opportunities to students of any faith.

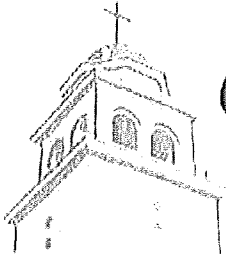
As we have in the past, we will continue in the future to use the church campus to support our religious and charitable activities. More information can be seen on our website [www.lutherantucson.org](http://www.lutherantucson.org).

Thank you for your care and attention to this matter.

Sincerely,

Rev. Amalia Vagts, Pastor

AUG 30 2 31 PM '12 05 PC CLK OF BD  
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# *Our Saviour's Lutheran Church*

1200 N. Campbell Avenue + Tucson, AZ 85719 + [www.lutherantucson.org](http://www.lutherantucson.org) + 520-327-6521

Pima County Clerk of the Board of Supervisors  
Melissa Manriquez, Clerk  
33 North Stone  
Suite 100  
Tucson, Arizona 85701-1404

Ms. Manriquez,

This petition before the Board of Supervisors is for relief of property taxes for Our Saviour's Evangelical Lutheran Church located at 1200 North Campbell Avenue, Tucson, Arizona 85719-4608, phone: 520-327-6521, email: [oslc@lutherantucson.org](mailto:oslc@lutherantucson.org), website: [www.lutherantucson.org](http://www.lutherantucson.org), a religious organization.

## **2022 Affidavit for Organizational Tax Exemption:**

When submitting the 2022 Affidavit for Organizational Tax Exemption (See Attached – 2022 Affidavit for Organizational Tax Exemption) to the Pima County Assessor, several errors were made. This was discovered when we recently received tax bills for two parcels. Upon contacting the Pima County Assessor, we were informed that past incorrect years would need to be requested through the Clerk of the Board and submitted to the Board of Supervisors as a request for Relief of Property Taxes.

**Parcel ID 123-07-104A – Situs Address 1222 and 1216 N Campbell AV** (See Attached – 123-07-104A Assessor Map and 123-07-104A Photo)

On the 2022 Affidavit for Tax Exemption the usage of the parcel was listed as “Rental.” This incorrectly conveyed that the entire parcel was used as rental property and generated a tax bill of \$35,898.98. The parcel does contain a 475 square foot studio apartment which is used as a rental. However, the balance of the property is devoted exclusively to church use. Taxes should have been assessed on the value of that rental unit, with the rest of the property being exempt from property tax. We seek the restoration of the balance of this parcels tax exemption, an appropriate assessment and tax on the rental property and the Board of Supervisors tax relief for the appropriate amount and any late fees and interest.

**Parcel ID 123-07-101A – Situs Address 1920 E Mabel ST** (See Attached - 123-07-101A Assessor Photo and 123-07-101A Tax History)

2022-07-10 10:00 AM  
mm

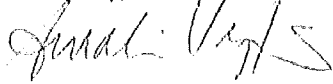


On the 2022 Affidavit for Tax Exemption the usage of the parcel was listed as "Rental" which is incorrect. This parcel encompasses a portion of the North parking lot for the church, and is used regularly by members of the congregation. The tax history demonstrates that this parcel has previously been granted an exemption and no taxes were due. However, the incorrect listing for the usage as "Rental" generated a tax bill of \$2,988.71. We seek restoration of this parcels tax exemption and the Board of Supervisors tax relief for this amount and any late fees and interest.

**Conclusion:**

We sincerely apologize for these errors. They occurred during a time of significant transition and turnover in church personnel. We have established procedures and an internal inventory of all parcels owned by the church and their usage, so that these errors will not be repeated in succeeding years. We thank the personnel of the Assessor's Office, the Clerk of the Board, and the Board of Supervisors for their time and consideration in this matter.

Sincerely,



Rev. Amalia Vagts

**Attachments:**

2022 Affidavit for Tax Exemption

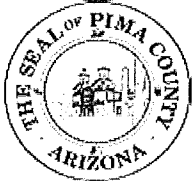
123-07-104A Assessor Map

123-07-104A Assessor Photo

123-07-101A Assessor Photo

123-07-101A Tax History

CC: Supervisor Adelita S. Grijalva, District 5



Suzanne Droubie  
Pima County Assessor

240 N. Stone Ave Tucson,  
AZ 85701 Phone:  
(520)724-7500  
ASRValRelief@pima.gov

**REQUEST FOR REDEMPTION OF WAIVER**

Name: Pastor Amalia Vagts

Address: 1200 N Campbell Ave, Tucson, AZ 85719-4808

Mailing (If different from above): \_\_\_\_\_

Phone: ( 520 ) 327-6521

Parcel/Account Number: 123-07-101A, 123-07-104A

Exemption Type: \_\_\_\_\_ Personal (100% Disabled/Widow/Widower)

X  Non-Profit Organization

AUG 30 2 23 PM '23 PCLK OF BD  
MVC

The application for tax exemption was filed after the March 1 deadline.  
I hereby request that the waiver of tax exemption be redeemed by the Pima County Board  
of Supervisors per A.R.S. §42-11153. NOTE: If taxes have become due, this application will  
not be processed and is hereby denied in conformance with Statute A.R.S. §42-11153(B)

Signed, Pastor Amalia Vagts Date: 8/2/2023

**Please return this form to:**

Pima County Assessor's Office  
Valuation Relief Programs  
240 N. Stone Ave.  
Tucson, AZ 85701

NON-PROFIT AND RELIGIOUS ORGANIZATIONS  
Property Tax Information and Questionnaire form

**QUESTIONNAIRE FOR PROPERTY TAX EXEMPTION**  
**ALL QUESTIONS MUST BE ANSWERED TO BE CONSIDERED FOR EXEMPTION**

1. Name & Address of Organization:

Our Saviours Evangelical Lutheran Church

1200 N Campbell Ave

Tucson, AZ 85719-4608 Parcel 123-07-104A Parcel 123-07-101A

2. Under which section of **Title 42, Chapter 11, Article 3** does your organization claim exemption? 42-11109.

(Arizona Revised Statutes can be found at: [www.azleg.gov](http://www.azleg.gov))

3. Are there any type of business activities such as snack bars, cafés or restaurants operating on the premises? Yes  No

4. Is the organization exempt from Federal and/or State income taxes?

Yes  No

5. Is the Organization a 501 (C)? Yes  which type 501(c)3. No

6. Claimant is: Owner/Operator Yes \_\_\_\_\_ Owner only \_\_\_\_\_ Operator only \_\_\_\_\_

7. Exemption is claimed on:

All land Yes \_\_\_\_\_ Buildings & Improvements Yes \_\_\_\_\_ Personal Property \_\_\_\_\_

8. Is any portion of the property used as a place of residence? Yes  No

If yes, state number of individuals occupying the premises and the duration of the occupancy. Parcel 123-07-104a contains a 475 sq. ft. studio rental, balance of parcel is church offices.

9. Does applicant receive any income? (other than free will offerings in connection with this property) Yes  No

10. Is any portion of the property being leased or rented to a non-profit and/or a for-profit organization(s)? Yes  No . If yes, please list the name(s) of the organization(s) \_\_\_\_\_

11. List date of occupancy: Month 1 Day 1 Year 1956.

AUG 30 23 11 2005 PCC CLK OF BD  
mm

<b>TYPE</b>
Organization - 22718

2022  
**AFFIDAVIT FOR ORGANIZATIONAL TAX EXEMPTION**  
 Pursuant to A.R.S. §§ 42-11101 through 42-11155

**NAME:** OUR SAVIOURS EVANGELICAL LUTHERAN CHURCH

CONTACT INFORMATION (Address if different than Applicant)		
NAME: <i>Rev. Amalia Vargas</i>		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE # FOR APPLICANT: <i>520-227-6321</i>		
NOTES:		

OUR SAVIOURS EVANGELICAL LUTHERAN CHURCH  
 1200 N CAMPBELL AVE  
 TUCSON AZ 85719-4608

**EXEMPTION TYPE:**

RELIGIOUS ORGANIZATION	<input checked="" type="checkbox"/>	NON-PROFIT ORGANIZATION	
CHARITABLE ORGANIZATION	<input type="checkbox"/>	EDUCATIONAL PROPERTY	
VETERANS ORGANIZATION	<input type="checkbox"/>	CEMETERY	
OTHER (SPECIFY TYPE)	<input type="checkbox"/>		

**NOTE: SIGNATURE MUST BE NOTARIZED OR SIGNED IN THE PRESENCE OF ASSESSOR'S OFFICE PERSONNEL**

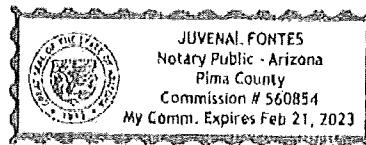
(A) PROPERTY LIST	(B) LIST USAGE
12307104A - 1216 N CAMPBELL AV	Rental
12307105A - 1200 N CAMPBELL AV	Church Office / Meeting
123071030 - 1234 N CAMPBELL AV	Church Office / Meeting
123070970 - No Silus Address Found	
12307290A	
12307102C - 1246 N CAMPBELL AV	Church Office / Meeting
12307109A - 1221 N NORRIS AV	Rental
123072870	
123070960 - 1231 N NORRIS AV	Rental
12307101A - 1920 E MABEL ST	Rental
12307102B - 1242 N CAMPBELL AV	Church office / Event / Meeting
123071080	
123072880	
123072890	
123071060	
123071070	
123070990 - 1241 N NORRIS AV	Pastor Home / Parsonage

STATE OF ARIZONA/ PIMA COUNTY

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT I HAVE READ OVER THE FOREGOING FACTS BEFORE SUBSCRIBING MY NAME HERETO AND THAT ALL MATTERS HEREIN STATED ARE TRUE TO THE BEST OF MY KNOWLEDGE.

*[Signature]*  
 PROPERTY OWNER/ AGENT  
*[Signature]*  
 DEPUTY ASSESSOR/ NOTARY

*2/22/2022*  
 DATE  
*02/21/2023*  
 COMMISSION EXPIRES



15181628900027001KCE-7  
 mm

Pursuant to A.R.S. §§ 42-11101 through 42-11155

Failure to comply with any of these requirements waives all rights for exemption for this year. Affidavits will not be considered for exemption unless filled out according to instructions.

- Section A- List all real and personal property.
- Section B- List specific usage of all real and personal property.
- When requesting exemption on motor vehicles bring vehicle license renewals directly to our office with a signed affidavit.
- Notify our office of any changes.

Return signed and notarized affidavits prior to March 1st 2022 to:

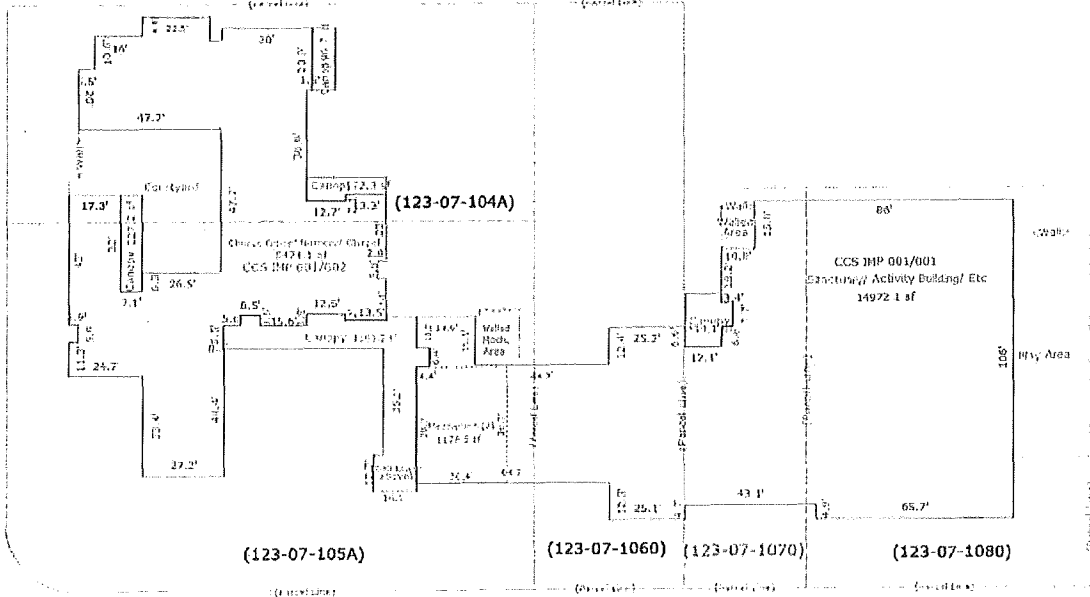
Pima County Assessor's Office  
Exemption Section  
240 N Stone Ave.  
Tucson, Arizona 85701  
724-7500

ASSESSOR'S OFFICE USE ONLY				
501		Letter of Intent		Field Check Date
Articles of Incorporation		Questionnaire		Approved
By-Laws		BOS		ARS 42-
Financial Report		Intent Document		Denied

OUR SAVIOURS EVANGELICAL LUTHERAN CHURCH  
123-07-104A used w/ 0990, 101A, 105A, 1060, 1070, 1080, 2670, 2880, 2890, 290A)

1222 N CAMPBELL AVE

123-07-104A  
(&105A, 1060, 1070, 1080)



#507-MPR  
Per Aerial & Per F/C  
02/21/2014

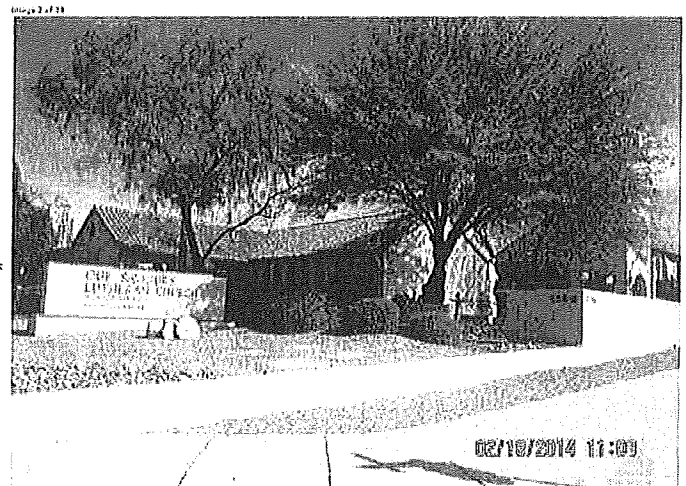
02/21/2014

Parcel Number: 122 07 101A

Parcel Details | Genealogy | History | Treasurer Tax | **00000**

Click on the question mark for file format information.

Map 10A  
Address: 11441 Maple Ridge Dr, Tucson, AZ 85749  
Property Parcel Code: 1042 PGP



Parcel Number: 122-07-101A

Parcel Detail    Genealogy    History    Treasurer Fee

Click on the question mark for file format information.

MapLink: [http://www.pima.gov/assessor/parcel/122-07-101A](#)

Image 1 of 1





If you have any questions, please call our office at (520) 724-8341.

Real Estate Tax : 12307101A As Of Date: 07/22/2023

Property Details

TAXPAYER NAME/ADDRESS OUR SAVIOURS EVANGELICAL LUTHERAN CHURCH 1200 N CAMPBELL AVE TUCSON AZ 85719-4608	PROPERTY ADDRESS 1920 E MABEL ST PROPERTY TYPE REAL ESTATE	LEGAL DESCRIPTION OLSENS AMENDED W15' LOT 4 & LOT 5 & N85' E12.02' LOT 6 BLK 31 AREA <u>0150</u>
COUPONS SENT ? Y		

Account Balance Due Summary

[2022 Due Dates](#)

[Having trouble paying?](#)

**\$2,988.71 \***

PAY	TAX YEAR	CERT NO	INTEREST DATE	INTEREST PERCENT	AMOUNT	INTEREST	FEES	PENALTIES	TOTAL DUE
<a href="#">PAY NOW</a>	2022 - 1		11/1/2022	16.0	1383.66	166.04	0.00	0.00	1549.70
<a href="#">PAY NOW</a>	2022 - 2		5/1/2023	16.0	1383.66	55.35	0.00	0.00	1439.01
					<b>\$2,767.32</b>	<b>\$221.39</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,988.71</b>

\*The balance due amount is subject to additional fees, penalties, and interest.

Yearly Transaction History

[+/-](#)

2022 [!](#)

STATE CODE		TAX YEAR	TOTAL TAX	TRC NO	TAX STATEMENT							
12307101A		2022	2,767.32		<a href="#">2022 Tax Statement</a>							
PAYMENT EFFECTIVE DATE	INSTALL NO	TAX DUE	TAX PAID	INTEREST PAID	FEES PAID	CAGR DUES PAID	PENALTIES PAID	CERTIFICATE DUE	REDEMPTION PAID	REDEMPTION FEE PAID	ASSIGNEE INTEREST PAID	TOTAL PAID
	1	1,383.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		<b>\$2,767.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

PAYMENT		TAX			Ⓢ FEES		CAGRD	Ⓢ PENALTIES		CERTIFICATE	REDEMPTION	REDEMPTION	ASSIGNEE	TOTAL
EFFECTIVE DATE	INSTALL NO	TAX DUE	PAID	INTEREST PAID	PAID	DUES PAID		PAID	DUE	PAID	FEE PAID	INTEREST PAID	PAID	
	2	1,383.66	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$2,767.32	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REMAINING													\$7,888.71	

2021

STATE CODE	TAX YEAR	TOTAL TAX	TRC NO	TAX STATEMENT
12307101A	2021	0.00		2021 Tax Statement

PAYMENT		TAX			Ⓢ FEES		CAGRD	Ⓢ PENALTIES		CERTIFICATE	REDEMPTION	REDEMPTION	ASSIGNEE	TOTAL
EFFECTIVE DATE	INSTALL NO	TAX DUE	TAX PAID	INTEREST PAID	PAID	DUES PAID		PAID	DUE	PAID	FEE PAID	INTEREST PAID	PAID	
	1	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REMAINING													\$0.00	

2020

STATE CODE	TAX YEAR	TOTAL TAX	TRC NO	TAX STATEMENT
12307101A	2020	0.00		2020 Tax Statement

PAYMENT		TAX			Ⓢ FEES		CAGRD	Ⓢ PENALTIES		CERTIFICATE	REDEMPTION	REDEMPTION	ASSIGNEE	TOTAL
EFFECTIVE DATE	INSTALL NO	TAX DUE	TAX PAID	INTEREST PAID	PAID	DUES PAID		PAID	DUE	PAID	FEE PAID	INTEREST PAID	PAID	
	1	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REMAINING													\$0.00	

2019

STATE CODE	TAX YEAR	TOTAL TAX	TRC NO	TAX STATEMENT
12307101A	2019	0.00		2019 Tax Statement

PAYMENT		⑩ FEES				CAGRD		⑪ PENALTIES		CERTIFICATE	REDEMPTION	REDEMPTION	ASSIGNEE	TOTAL
EFFECTIVE DATE	INSTALL NO	TAX DUE	TAX PAID	INTEREST PAID	PAID	DUES PAID	PAID	DUES PAID	DUE	PAID	FEE PAID	INTEREST PAID	PAID	
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REMAINING													\$ 0.00	

2018

STATE CODE	TAX YEAR	TOTAL TAX	TRC NO ⑩	TAX STATEMENT
12307101A	2018	0.00		2018 Tax Statement

PAYMENT		⑩ FEES				CAGRD		⑪ PENALTIES		CERTIFICATE	REDEMPTION	REDEMPTION	ASSIGNEE	TOTAL
EFFECTIVE DATE	INSTALL NO	TAX DUE	TAX PAID	INTEREST PAID	PAID	DUES PAID	PAID	DUES PAID	DUE	PAID	FEE PAID	INTEREST PAID	PAID	
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REMAINING													\$ 0.00	

2017

STATE CODE	TAX YEAR	TOTAL TAX	TRC NO ⑩	TAX STATEMENT
12307101A	2017	0.00		2017 Tax Statement

PAYMENT		⑩ FEES				CAGRD		⑪ PENALTIES		CERTIFICATE	REDEMPTION	REDEMPTION	ASSIGNEE	TOTAL
EFFECTIVE DATE	INSTALL NO	TAX DUE	TAX PAID	INTEREST PAID	PAID	DUES PAID	PAID	DUES PAID	DUE	PAID	FEE PAID	INTEREST PAID	PAID	
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REMAINING													\$ 0.00	

2016

STATE CODE  
12307101A

TAX YEAR  
2016

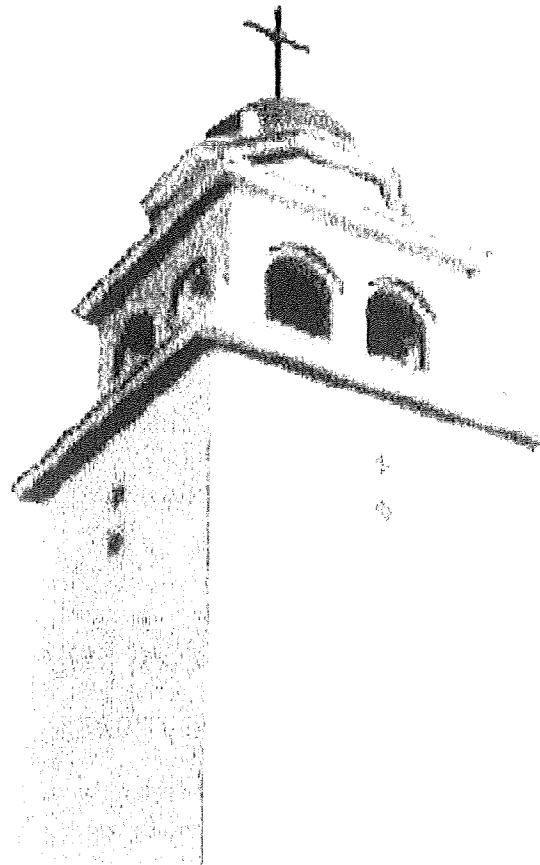
TOTAL TAX  
0.00

TRC NO ®

TAX STATEMENT  
2016 Tax Statement

PAYMENT		① FEES			CAGR		① PENALTIES		CERTIFICATE	REDEMPTION	REDEMPTION	ASSIGNEE	TOTAL
EFFECTIVE DATE	INSTALL NO	TAX DUE	TAX PAID	INTEREST PAID	PAID	DUES PAID	PAID	PAID	DUE	PAID	FEE PAID	INTEREST PAID	PAID
	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REMAINING													<u>\$ 0.00</u>

# ANNUAL REPORT



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## OUR SAVIOUR'S LUTHERAN CHURCH

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2022

## **OUR SAVIOUR'S LUTHERAN CHURCH**

1200 N. Campbell Ave., Tucson, Arizona 85719  
Phone: (520) 327-6521 Fax: (520) 322-9139  
lutherantucson.org oslc@lutherantucson.org

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### **VISION STATEMENT**

Our vision is to be a loving, inclusive, and inviting community in Christ.

### **MISSION STATEMENT**

To bring our vision into reality, we embrace the future of an ever-changing community by building loving, authentic connections; developing faith through worship and the study of God's Word; cultivating diversity; caring for others; advocating for justice in our community, nation, and Earth.

### **PASTOR**

*Amalia Vagts, Pastor*

### **CONGREGATION COUNCIL**

**January 2022 - January 2023**

Amy Fatzinger - President  
Tracy Ratliff - Vice President  
Kathy DeVinney - Secretary  
Pam Hardman - Treasurer  
Angie Grandison  
David Johnson  
Ginny Phillips  
Patty Sirls  
Kris Sanchez

# OUR SAVIOUR'S LUTHERAN CHURCH 2022 ANNUAL REPORT

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# ANNUAL CONGREGATIONAL MEETING AGENDA February 5, 2023

- I. Call to Order
- II. Opening Liturgy and Prayer
- III. Approval of Agenda
- IV. Summary of 2022 Annual Congregational Meeting - January 30, 2022
- V. Summary of Special Congregational Meeting - April 3, 2022
- VI. Elections
  - a. Council Elections
  - b. Synod Assembly Voting Members for 2023
  - c. Nominating Committee for 2024 Council Elections
- VII. Pastor's Report
- VIII. Approval of Reports - Staff, Committee, and Ministry Teams
- IX. Presentation of the Mission Spending Plan (Budget) for 2023
- X. Approval of the Mission Spending Plan (Budget) for 2023
- XI. Closing Prayer
- XII. Call for Adjournment



## OUR SAVIOUR'S LUTHERAN CHURCH ANNUAL CONGREGATIONAL MEETING

January 30, 2022

*Mission: To bring our vision into reality, we embrace the future of an ever-changing community by building loving, authentic connections, developing faith through worship and the study of God's Word; cultivating diversity; caring for others; advocating for justice in our community, nation, and Earth.*

### MEETING MINUTES:

**MEMBERS PRESENT: 41**

- I. Call to Order @ 10:30 AM – Bonnie Phelps, Council President
- II. Opening Liturgy and Prayer inside front cover of Annual Report – Pastor Amalia Vagts
- III. Approval of Agenda – Bonnie Phelps  
**Motion to approve: MSP Mary Lou Forier/ Jack Wall/ unanimous (voice vote)**
- IV. Summary of 2021 Annual Congregational meeting (held via mail-in ballot due to Cov-19 pandemic) – Bonnie Phelps
- V. Approval of Minutes of 12 Sept 2021 Special Congregational meeting – Bonnie Phelps
  - a. **Motion to approve: MSP Patty Sirils /Bill DeVinney / unanimous (voice vote)**
- VI. Elections
  - a. Council Elections – Bonnie Phelps
    - i. Introduction of Candidates:
      1. The slate of candidates for Church Council was presented.  
The nominees for Church Council are:
        - i. Angie Grandison
        - ii. Patty Sirils
        - iii. Tracy Ratliff
    - ii. A motion was made to elect the Slate of Nominees via voice vote rather than written ballot.  
**Motion to approve: MSP Jack Wahl / Bill DeVinney/ unanimous**
    - iii. A motion was made to elect the State of Council Nominees  
**Motion to approve: MSP Nilu Dorshner / Gloria Alvilar/ slate was approved with one abstention**

b. Synod Assembly Representatives for 2022

i. Introduction of Candidates:

1. The slate of nominees for Synod Assembly

Representatives was presented. The nominees are:

- i. Pam Hardman
- ii. Kathy DeVinney
- iii. Tracy Ratliff

ii. A motion was made to elect the Slate of Nominees via voice vote rather than written ballot.

**Motion to approve: MSP Bill DeVinney/ Jack Wahl / unanimous**

**Slate was approved unanimously (the motion was not formally made or seconded)**

c. Nominating Committee –

i. Introduction of Candidates:

1. The slate of candidates for the Nominating Committee was presented. The nominees for the Nominating Committee are:

- i. Bonnie Phelps
- ii. Michael Marty

ii. A motion was made to elect the Slate of Nominees via voice vote rather than written ballot.

**Motion to approve: MSP Jack Wahl / Bill DeVinney/ unanimous**

iii. A motion was made to elect the State of Nominees

**Motion to approve: MSP Nilu Dorshner / Gloria Alvillar/ Slate was approved with one abstention**

VII.Pastor's Report – Pastor Amalia Vagts

a. Pastor Amalia reviewed highlights from her report included in the Annual Report to the Congregation, and also noted that roof repairs will need to be addressed during 2022.

b. A motion was made to approve the Pastor's Report.

**Motion to approve: MSP Nilu Dorshner / Bill DeVinney / unanimous (voice vote)**

VIII.Staff , Committee and Ministry team reports

a. It was noted that the newly appointed Endowment Committee members are Scott Koenig and Sheila Bustamante.

b. A motion was made to approve the 2021 Staff, Committee, and Ministry reports.

**Motion to approve: MSP Mary Lou Forier/ Laretta Olsen / unanimous (voice vote)**

IX. Presentation of the Budget for 2022 – Pam Hardman

- a. 2021 ended with a surplus of \$87, 311.02
- b. Pam Hardman, Treasurer, reviewed and highlighted significant elements that impact the 2022 budget including:
  - i. Anticipated higher giving through offering due to Generosity Project, as well as renewed programming following pandemic
  - ii. An error in line 6602 has been identified since the budget was prepared and printed, which would result in an overall budget deficit of about \$8,000-\$9,000. However, this unanticipated expense will likely be offset by a bequest and also Payroll Tax Credits.
  - iii. Several recent staff changes are reflected in the budget.

X. Approval of 2022 budget – Bonnie-Phelps

- a. A motion was made to approve the 2022 budget.  
**Motion to approve: MSP Scott Koenig /Patty Sirls/ unanimous (voice vote)**

XI. Closing Prayer – Pastor Amalia Vagts

XII. Call for Adjournment –

- a. A motion was made to adjourn the meeting.
- b. **Motion to adjourn: MSP Nilu Dorschner/ Isobel Barnhill /unanimous (voice vote)**

Respectfully submitted,  
Amy S. Fatzinger  
Council Secretary

**OUR SAVIOUR'S LUTHERAN CHURCH**  
**SPECIAL CONGREGATIONAL MEETING**  
SUNDAY, APRIL 3, 2022 (immediately following the 9am service)

Purpose of meeting:

- 1) to adhere to the OSLC Constitution (C12.05.b) regarding the selling of property
- 2) To adhere to the OSLC Constitution (C12.05.c) regarding expenditure of funds in excess of 25% of anticipated receipts.

Notification of meeting: announced at church services on Sunday, March 20, 2022 and on Sunday, March 27, 2022. Written notification sent on Monday, March 21, 2022.

Number of members: 339

Needed for quorum at 10%: 34

Number present and signed in: 48; quorum reached

Meeting called to order by council president, Amy Fatzinger at 10:01 am.

Background information shared:

- 1) Gift of real property given via bequest of Lois Olsrud of her townhouse located at 2985 E. Winterhaven Drive. As per Lois' wishes, proceeds from the sale (after expenses and customary tithe to synod) should be distributed 50% to the Endowment fund and 50% to the general fund.
- 2) Sanctuary roof repairs needed; a leak has been detected over the sound equipment in the balcony; current bids range from a low bid of \$14,000 for replacing tiles with shingles (however, as an historic building, this is not recommended) to a high of \$180,000 using tiles.

Opening prayer: Pastor Amalia

Motion 1:

Council is authorized to proceed with the sale of the property at 2985 E. Winterhaven Drive on behalf of Our Saviour's Lutheran Church.

Motion to accept motion as written: Kent Pflibsen

Second: Mary Lou Forier

Passed Unanimously

Motion 2:

Council is authorized to apply the general fund portion from the sale of the property at 2985 E. Winterhaven Drive toward OSLC roof repairs. (amended at suggestion of Mary Lou Forier) to reflect that the money would be from the general fund portion of the sale).

Motion to accept as amended: Nilu Dorschner

Second: Donna Lounsbury

Passed Unanimously

Motion to adjourn: Jennifer Strand

Second: Phala Andressen

Passed Unanimously

Meeting adjourned 10:30 am

Respectfully submitted,

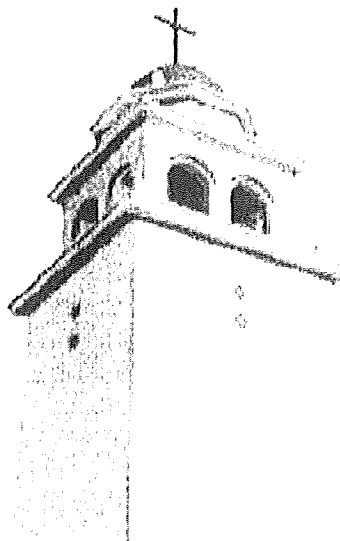
Kathy DeVinney, Council Secretary

# OUR SAVIOUR'S LUTHERAN CHURCH

2022

REPORTS

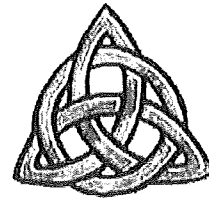
FROM COUNCIL,  
PASTOR, AND STAFF



## Council President

- submitted by Amy Fatzinger

Dear Members of Our Saviour's Community—



Our Saviour's Lutheran Church has been a presence in the Tucson community since well before Tucson had a community college, shopping mall, or zoo. Founded in 1945, Our Saviour's was open for worship before the Catalina Highway to Mt. Lemmon was completed, before Tucson's airport relocated to its present site, and before the Arizona-Sonora Desert Museum welcomed its first visitors. Just as Tucson and the neighborhoods surrounding our church have experienced many changes since 1945, so have the congregation and the ministries at Our Saviour's. Much of the work of the Council involves the ongoing careful stewardship of our congregation's resources to ensure that we will be able to continue to help and serve our diverse community in all of the ways reflected in the other reports included in this Annual Report, and more.

In many ways 2022 felt like a year of growth and new beginnings as we embarked in our first full year with Pastor Amalia, and welcomed new staff in the roles of Minister of Music, Minister of Community Engagement, and Campus Caretaker. To improve efficiency and respond to the evolving staffing needs of our congregation, we reorganized some staffing areas and outsourced bookkeeping duties to an outside bookkeeping service. We worked through the ups and downs of the pandemic together; made numerous repairs to our properties and grounds; and invested time in updating various church policies, including those for building use, non-member weddings, and on-site dogs. This year we resumed the 7:30 worship service, added the new Workshop time on Sunday mornings, and grew in partnership with Lutheran Social Services.

As you may recall, we began 2022 with a balanced budget; thanks to your generous commitment to supporting our congregation and its ministries, our income for the year exceeded our expenses. In gratitude we remember, too, the gifts received as bequests, especially Lois Olsrud's gift of her property and Jo Musser-Kraus bequest. As we turn our attention toward 2023, we're pleased to once again present a balanced budget for your review and approval, and we look forward to the strategic vision conversations planned during the coming year.

When you look ahead to the other reports in this booklet you'll see that the Council's work was just a small part of the many wonderful things that were happening at Our Saviour's in 2022, but I deeply appreciate each Council member's service. I hope you'll share my gratitude for all of the ways Our Saviour's is richly blessed as we begin 2023, and hope you will join me in praying that we'll continue to bring blessings to the ever-changing community around us.

In Christ—

Amy S. Fatzinger  
Council President

## **ANNUAL REPORT FROM THE PASTOR FOR 2022**

Siblings in Christ,

A number of years ago, I spent a few months volunteering at Holden Village in the Cascade Mountains of Washington State. One of the practices at Holden Village is evening Vespers – a half hour when the entire community gathers together for worship. Holden Village is rooted in the Lutheran tradition, with expansive wings that reach out to other traditions and those on the edge or beyond the edges of organized faith traditions. This was reflected in worship – one evening we might use the old “Green” Lutheran hymnal. The next night might be a drumming circle. This worked when the community embraced the variety of worship styles and practices. The memory of this served me as a churchgoer – learning to embrace approaches that weren’t necessarily my favorite. And giving me courage to invite others to try new things. It’s served me too as a pastor – both in worship and community life as I lead us to try new and old things together.

It’s an approach Paul writes about in the 14th chapter of Romans – challenging the community to understand and support one another for the common good. This chapter has been a frame for me as I think about the year ahead for Our Saviour’s.

During this past year, we’ve seen a return to many familiar aspects of our life together – a return to the early service in our beloved Chapel, choir, and more congregational gatherings. We are also embracing “newness” in the return – a slightly adjusted schedule that allows for community time. A smaller but mighty choir. An increasingly deeper engagement in the community and projects we care for through our mission support. This is all communal work.

I’m grateful to our committed team. Steve VanMeter has served in the new role of Parish Coordinator with grace and experience among many changes. We had wonderful short term property help, thankfully welcoming John Perez permanently to the role this last summer. We expanded our program staff, welcoming Greta Pasztor as Director of Music Ministry and Sophia Rankin to the new role of Minister of Community Engagement. In addition, I’m deeply grateful for the leadership of the Council and our many worship, office, and small group volunteers. The campus has found new energy in our partnership with Lutheran Campus Ministry. And I’m grateful to each of you – members, visitors, friends for your care and support for Our Saviour’s.

As Paul wrote to one of the earliest Christian communities learning how to live, love, and serve together: Let us then pursue what makes for peace and for mutual upbuilding (Romans 14:19).

In Christ,  
Pastor Amalia J. Vagts

## Statistical Report of the Pastor for 2022

As of December 31, 2022, the membership of Our Saviour's Lutheran Church of Tucson, Arizona was comprised of:

Statistical adjustment for prior year *[2021 in brackets]*

345 [339] confirmed members  
136 [136] non-confirmed members  
481 [474] total baptized members

### Pastoral Acts

- A. Child Baptisms (member): 0
- B. Adult Baptisms: 0
- C. Youth Confirmations: 0
- D. Member Weddings: 0
- E. Non-Member Weddings: 0
- F. Member Funerals: 6
- G. Non-Member Funerals: 1

### Membership

Members received during 2022:

- 1. By baptism (15 years and younger): 0
- 2. By baptism (16 years and older): 0
- 3. By transfer from other congregations: 16\*
- 4. From other sources & statistical adjustments: 0

**Total members received this year: 16\***

Members removed during 2022:

- 1. By death: 9
- 2. By transfer to other congregations: 1
- 3. For other reasons & statistical adjustments: 0

**Total members transferred/removed: 10**

\* Three people included in this count joined as Associate Members.



## **Parish Coordinator** - *submitted by Steve VanMeter*

I took on the role of Parish Coordinator at the beginning of 2022, after having been the Publications Coordinator since February of 2018. The role was created due to Kathryn Barrera's departure as Parish Administrator; Parish Coordinator combined much of Kathryn's previous Admin duties with all of my pre-existing duties as Publications Coordinator. An outside bookkeeping firm has been hired to deal with all accounting duties.

As Parish Coordinator, I'm responsible for: organization and publication of all worship bulletins, announcement pages, hymn booklets, website updates, calendar, weekly electronic newsletters, creation of promotional materials, various campus equipment upkeep organization, monthly Roadrunner newsletter coordination, publication and mailing, DVD recording, duplication and mailing to homebound members, archiving, campus building use coordination (including maintaining building use agreement, insurance and organization), weekly bank deposits, volunteer organization, office material ordering, sanitation coordination, service material ordering (including special items such as hymns, ashes, palm fronds, poinsettias, candles, oil, etc), and working with our new tech team on various projects. I've also overseen and organized the transition of our internal tracking software (from Shepherd's Staff to Tithe.ly to Elvanto to Breeze) and trained volunteers on usage.

I look forward to continuing to work with and support Pastor Amalia, the OSLC Council, the Endowment Committee, the Generosity Team and our Congregation in whatever the new year brings.

**The steadfast love of the LORD never ceases; his mercies never come to an end; they are new every morning; great is your faithfulness.  
Lamentations 3:22-23**

## **Music Ministry** - *submitted by Gréta Pásztor, Director of Music Ministries*

I joined the team in August 2022 as Director of Music Ministries. Our first goal was to "resurrect" the Chancel Choir after over two years of hiatus, which we did, starting in September. We established regular rehearsal times, a singing schedule, weekly communication via group email, and even collaborations with guest musicians. Our biggest program will be presented on Christmas Eve with eight guest musicians, singing three prepared songs with mixed choir (SATB), soloists, piano, flute, and chimes. These last few months have also been a transitional in terms of musical and administrative roles between myself and other staff members. With the addition of the chapel services, we worked out accompanist schedules with members and staff. I was also in charge of communicating with the Bell Choir about when they were playing, as well as inviting guest musicians to play during the offertory.

We also established an updated budget, and made plans for the following year, including hosting the Luther College Nordic Choir in January, finishing the first full Choral season since 2018-2019, and updating the choral library records.

We used our budget to maintain three pianos (installed a humidifier on the Sanctuary piano), purchased music and other materials for the choir, and paid guest musicians and accompanists.

## Music Ministry/Community Engagement

*Submitted by Sophia Rankin, Minister of Community Engagement*

I began 2022 as our Music Coordinator and oversaw much of the Music Ministry until assuming my position as Minister of Community Engagement in August. Throughout the first half of the year, Pastor Amalia and I worked together to expand our Music Ministry with guest musicians and additional special services. We scheduled Lenten services and worked with Lutheran Campus Ministry to offer welcoming and inclusive worship practices during the spring. We reintroduced organists and even a bluegrass band into our services before welcoming our new Music Director Gréta Pásztor in August.

I began my role as Minister of Community Engagement on August 15th, 2022. In this position, I have begun work that will strengthen our bonds to each other within our church, neighborhood, and Tucson community. I primarily work with our middle school youth group, as well as maintain connections with Lutheran Campus Ministry throughout the school year. I also continue work with our Music Ministry by coordinating monthly schedules and musicians with Gréta and Pastor Amalia, as well as repertoire choices throughout liturgical seasons. As we have brought back early-morning services, I also continue to work as an accompanist for some of those services as well as a cantor for the later service.

Since assuming this position, I have hosted and collaborated on multiple events with Pastor Amalia and Scott Koenig, our third youth leader for our middle school group. We have had a scavenger hunt around the church campus, game night, and a visit to Winterhaven during the Christmas season. We even created our own community ofrenda while learning about Día de Los Muertos, which we shared with the entire congregation during workshop together. In this coming year, we are planning on expanding our reach to meet with similar-age Lutheran youth across Tucson. We also plan to have more events involving our entire congregation and Lutheran Campus Ministry while strengthening our youth's connection to each other, the community around them, and their own faith. By July, we are planning to visit Loveland, Colorado for a youth ministry trip that will accomplish these goals while helping us create wonderful memories together.

My goals for this coming year include a focus on different groups within and without our congregation that we can better connect with. As I have primarily been working with our middle schoolers, I also want to connect with specific demographics of 20-to-30-year olds, as well as particularly older members of the congregation. I want everyone to feel my role has a purpose for them. At our ministry fair, I shared my four focus words for this position: community, family, faith, and legacy. As we enter this new year, I want us to make our community feel like a family grounded by a common faith working together to create a positive and lasting legacy.

I am thankful for all this year has brought, especially the groundwork I am beginning to lay in this new role. My hope is 2023 will build upon that foundation and continue to bring new opportunities to us.

Sophia Rankin  
Minister of Community Engagement

## **Reflections from our Campus Patron: Lutheran Campus Ministry - Submitted by Pastor Rebecca Boardman**

2022 was a very big year for us! After 70+ years of being “neighboring ministries,” we moved to your campus in December of 2021. It’s been a journey filled with new dreams, risk-taking, and plenty of sweat equity. Most of all, we’re thankful our returning students have migrated across the street and new students have found us as well! We’re thankful to the Our Saviour’s community for your helpfulness and welcome into shared space. We pray that this is just the beginning! As a student community our heartbeat continues to be Wednesday nights (dinner +worship) but we also had 3 great retreats this year (Summer-Patagonia, San Diego -Labor Day, Fall-Pinetop). We’re eager for our Spring Break Pilgrimage to N. Ireland March 4-12, 2023, and plan to share stories after the trip!

### **2022 LCM/OSLC Highlights include:**

- Joint Wednesday Lenten Dinner & worship in Koch Chapel
- Helping the Affirming Wardrobe create space in the Annex
- Remodeling the Campus House kitchen + bathroom
- Hosting Open Houses & BBQs in our new space!

We give special thanks to Ginny Phillips and Michael Marty for serving on our LCM Board of Directors and the deep generosity of the congregation and Endowment Fund.



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## 2022 OSLC Annual Report

Our Saviour's Lutheran Church - Treasurers Report  
Submitted by Pam Hardman, Treasurer

### Financial Overview for the Period Ending 12.31.2022

#### Balance Sheet YTD

<u>General Fund Accounts</u>	<u>10/31/2022</u>	<u>11/30/2022</u>	<u>12/31/2022</u>
(1004) Bank of the West	\$ 492,928	\$ 480,623	\$ 493,809
(1002) MIF Money Market 18394	\$ 373	\$ 373	\$ 372.89
<b>Total</b>	<b>\$ 493,301</b>	<b>\$ 480,996</b>	<b>\$ 494,182</b>

General Fund MTD Increase/Decrease In Cash: \$ 3,653 \$ (12,305) \$ 13,186

<u>Endowment Fund Accounts</u>	<u>10/31/2022</u>	<u>11/30/2022</u>	<u>12/31/2022</u>
(1056) Bank of the West Endowment Fund 5339	\$ 23,434	\$ 16,467	\$ 4,650
(1052) MIF Money Market Endowment 15270	\$ 185,999	\$ 186,105	\$ 3,719
(1053) MIF CD Endowment 7552	\$ 504,000	\$ 504,000	\$ 504,000
(1054) MIF CD Endowment 7560	\$ 205,005	\$ 205,005	\$ 498,400
(1055) MIF CD Endowment 23574	\$ 140,000	\$ 140,000	\$ 140,000
(1057) MIF CD Endowment 5187	\$ 105,000	\$ 105,000	\$ -
<b>Total</b>	<b>\$ 1,163,439</b>	<b>\$ 1,156,578</b>	<b>\$ 1,150,769</b>

Endowment Fund MTD Increase/(Decrease) In value: \$ (2,396) \$ (6,861) \$ (5,809)

<u>Investment Accounts</u>	<u>10/31/2022</u>	<u>11/30/2022</u>	<u>12/31/2022</u>
(2001) Vanguard Endowment 500 Index	\$ 303,533	\$ 303,533	\$ 322,541
(2002) Vanguard Endowment Windsor II	\$ 224,804	\$ 224,804	\$ 246,500
(3001) Vanguard MM 41478	\$ 258,619	\$ 258,619	\$ 260,883
(3002) Endow Fund A - E272994 (Ministry Growth Fund)	\$ 170,444	\$ 175,735	\$ 185,131
<b>Total Investment Accounts</b>	<b>\$ 957,400</b>	<b>\$ 962,691</b>	<b>\$ 1,015,055</b>

Investment Accounts MTD Increase/(Decrease) In value: \$ (12,569) \$ 5,291 \$ 52,364

**TOTAL CURRENT ASSETS \$ 2,614,139 \$ 2,600,265 \$ 2,660,005**

#### OSLC 2022 YTD Budget

	<u>12/31/2022</u>	<u>2022 Plan to</u>	<u>Amount</u>	<u>% over/under</u>
	<u>YTD Actual</u>	<u>date</u>	<u>over/under</u>	<u>Budget</u>
			<u>Budget</u>	<u>Budget</u>
Total Income	\$ 1,157,219	\$ 562,004	\$ 595,215	106%
Total Expense	\$ 835,267	\$ 562,002	\$ 273,265	49%
Difference (Net Operating Income)	\$ 321,952	\$ 2	\$ 321,950	17402721%

#### Notes:

2022 bequests: Olsrud Home (\$net: 185, 817.30); Musser-Krauss (\$100,000).

**Our Saviour's Evangelical Lutheran Church**  
**Statement of Financial Position**  
As of December 31, 2022

	Dec 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · General Fund Accounts	
1004 · Bank of the West GF - 9142	493,809.16
1002 · Choir Money Market MIF-18384	372.89
<b>Total 1000 · General Fund Accounts</b>	<b>494,182.05</b>
1050 · Endowment Accounts	
1056 · Bank of the West Endowmt - 5339	4,649.62
1052 · MIF MM Endowment 15270	3,719.07
1063 · MIF CD Endowment 7562	504,000.00
1064 · MIF CD Endowment 7560	498,400.00
1065 · MIF CD Endowment 23574	140,000.00
<b>Total 1050 · Endowment Accounts</b>	<b>1,150,768.69</b>
<b>Total Checking/Savings</b>	<b>1,644,950.74</b>
<b>Other Current Assets</b>	
2050 · Prepaid Expense	7,874.50
2000 · Investment Accounts	
2001 · Vanguard 500 Index Endowment	322,540.74
2002 · Vanguard Windsor II Endowment	246,500.10
<b>Total 2000 · Investment Accounts</b>	<b>569,040.84</b>
3000*OE · Bequest Investment Accounts	
3001 · Vanguard MM 41478	280,882.74
3002 · ELCA Ministry Growth Fund	185,131.13
<b>Total 3000*OE · Bequest Investment Accounts</b>	<b>466,013.87</b>
<b>Total Other Current Assets</b>	<b>1,022,929.21</b>
<b>Total Current Assets</b>	<b>2,667,879.95</b>
<b>Fixed Assets</b>	
1100 · Land	
1101 · Land Value	899,492.75
1102 · Landscaping	102,082.21
1103 · Pave Parking Lots	64,369.42
1104 · Recreation Facilities	114,506.34
<b>Total 1100 · Land</b>	<b>1,180,430.72</b>
1200 · Buildings	
1201 · Sanctuary	556,437.79
1202 · Activity Building	400,535.21
1203 · Chapel	240,801.55
1204 · Administration Building	250,994.71
1206 · 1222 N Campbell - Annex	47,515.73
1206 · 1234 N Campbell - Youth	36,455.24
1207 · 1930 E Mabel	97,502.76
1208 · 1241 N. Norris	89,738.00
1209 · 1231 N Norris	116,536.32
1210 · 1221 N Norris	71,963.41
1211 · 1948 E Helen	69,277.96
1212 · 1946 E Helen	59,148.00
1213 · 1135 N. Norris	189,033.30
<b>Total 1200 · Buildings</b>	<b>2,225,939.98</b>

**Our Saviour's Evangelical Lutheran Church**  
**Statement of Financial Position**  
As of December 31, 2022

	Dec 31, 22
1300 · Equipment	
1301 · Church Vehicles	38,326.86
1302 · Furniture and Fixtures	372,615.98
<b>Total 1300 · Equipment</b>	<b>410,942.84</b>
<b>Total Fixed Assets</b>	<b>3,817,313.54</b>
Other Assets	
99902 · 2019 Investment Adjustments (de	-162,489.45
<b>Total Other Assets</b>	<b>-162,489.45</b>
<b>TOTAL ASSETS</b>	<b>6,322,704.04</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	7,395.91
<b>Total Accounts Payable</b>	<b>7,395.91</b>
<b>Credit Cards</b>	
1005 · BofW Business Credit Card	4,225.86
<b>Total Credit Cards</b>	<b>4,225.86</b>
<b>Total Current Liabilities</b>	<b>11,621.77</b>
<b>Total Liabilities</b>	<b>11,621.77</b>
<b>Equity</b>	
32000 · Retained Earnings	557,069.80
32000.1 · OSLC Unrestricted Net Assets	
30000.1 · Investment Property & Equipment	3,655,273.12
30000.2 · Cong Designated Endowment Fund	1,377,078.74
30000.3 · Donation to Endowment Principal	32,248.44
30000.4 · Congregation Designated - Other	
30000.5 · Memorials	32,780.14
30000.6 · Memorial Garden Plaques	17,997.26
<b>Total 30000.4 · Congregation Designated - Other</b>	<b>50,757.40</b>
32000.2 · Unrestricted -Undesignated	316,702.59
<b>Total 32000.1 · OSLC Unrestricted Net Assets</b>	<b>5,432,060.29</b>
<b>Net Income</b>	<b>321,952.18</b>
<b>Total Equity</b>	<b>6,311,082.27</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,322,704.04</b>



**Our Saviour's Lutheran Church**  
**SUMMARY 2022 Year End and Proposed 2023 Budget**

	2022 Budget	2022 Actual	2023 Proposed Budget
<b>INCOME</b>			
4050 Endowment Fund	\$ 38,900	\$ 30,198	\$ 34,436
5000 Weekly Offerings	\$ 340,000	\$ 320,180	\$ 355,000
5100 Program Gifts & Income	\$ 17,500	\$ 15,639	\$ 11,000
5200 Special Gifts, Bequests, Etc	\$ 3,000	\$ 554,782	\$ 3,000
5300 Administrative Income	\$ 1,200	\$ 19,904	\$ 1,500
5400 Property Income	\$ 161,354	\$ 216,408	\$ 185,854
<b>Total</b>	<b>\$ 562,004</b>	<b>\$ 1,157,219</b>	<b>\$ 590,790</b>

	2022 Budget	2022 Actual	2023 Proposed Budget
<b>EXPENSE</b>			
6100 Mission Support (Includes Endowment)	\$ 80,850	\$ 354,003	\$ 76,999
6200 Worship	\$ 4,900	\$ 3,692	\$ 4,700
6300 Music	\$ 10,000	\$ 6,198	\$ 15,260
6400 Youth & Family Ministry	\$ 8,800	\$ 279	\$ 5,400
6500 Witness/Fellowship/Hospitality	\$ 4,550	\$ 857	\$ 2,500
6600 Staff - Compensation & Benefits	\$ 221,756	\$ 222,188	\$ 248,381
6700 Professional/Education	\$ 1,000	\$ 1,895	\$ 950
6800 Office Expense	\$ 45,725	\$ 31,749	\$ 43,750
7100 Campus Maintenance/Utilities	\$ 125,168	\$ 161,907	\$ 129,841
7200 Rental Home Expenses	\$ 34,253	\$ 39,463	\$ 38,000
7300 Rental Home Property Taxes	\$ 25,000	\$ 13,035	\$ 25,000
<b>Total</b>	<b>\$ 562,002</b>	<b>\$ 835,267</b>	<b>\$ 590,781</b>
<b>Net Ordinary Income</b>	<b>\$ 2</b>	<b>\$ 321,952</b>	<b>\$ 9</b>

**Our Saviour's Lutheran Church  
2022 Year End and Proposed 2023 Budget**

	2022 Budget	ACTUAL YTD AS OF 12.31.2022	2023 Proposed Budget
<b>Income</b>			
4000 · General Fund Account Income			
4001 · General Fund Interest	\$ 50	\$ 107	\$ -
4002 · ELCA Ministry Growth Fund Interest		\$ -	\$ -
4010 · CD Interest Income Choir 18394	\$ -	\$ 2	\$ -
4000 · General Fund Account Income - Other	\$ -	\$ -	\$ -
<b>Total 4000 · General Fund Account Income</b>	<b>\$ 50</b>	<b>\$ 109</b>	<b>\$ -</b>
4050 · Endowment Fund Account Income			
4050 · Endowment Fund Acct Income-Other		\$ 4	
4051 · MIF MM Interest Income 15270	\$ 225	\$ 329	\$ 240
4052 · CD Interest Income 7552	\$ 5,670	\$ 4,700	\$ 6,300
4053 · CD Interest Income 7560	\$ 4,500	\$ 3,848	\$ 4,650
4054 · CD Interest Income 23574	\$ 2,790	\$ 6,238	\$ 3,122
4055 · Vanguard 500 Index Dividends	\$ 10,710	\$ 8,270	\$ 13,078
4056 · Vanguard Windsor Dividends	\$ 13,970	\$ 5,946	\$ 9,818
4057 · Vanguard Realized Capital Gains	\$ -	\$ -	\$ -
4058 · Vanguard Unrealized Gains	\$ -	\$ -	\$ -
4059 · Investment Income - Other	\$ -	\$ -	\$ -
4060 · CD interest income 5187	\$ 1,035	\$ 863	\$ 1,054
4061 · 10% Reinvest to General Fund			\$ (3,826)
<b>Total 4050 · Endowment Fund Account Income</b>	<b>\$ 38,900</b>	<b>\$ 30,198</b>	<b>\$ 34,436</b>
5000 · Weekly Offerings	\$ 340,000	\$ 320,180	\$ 355,000
5100 · Program Income			
5101 · Music Special Donations	\$ 10,000	\$ 13,262	\$ 10,000
5103 · Youth Fundraising	\$ 7,500	\$ 650	\$ 1,000
5104 · Youth Special Donations	\$ -	\$ 1,107	\$ -
5106 · Adult Education		\$ 620	
<b>Total 5100 · Program Income</b>	<b>\$ 17,500</b>	<b>\$ 15,639</b>	<b>\$ 11,000</b>
5200 · Non-Participating Donations			
5201 · Special Gifts	\$ 3,000	\$ 7,129	\$ 3,000
5202 · Bequests	\$ -	\$ 311,780	\$ -
5202.01 Unrealized Gains	\$ -	\$ -	\$ -
52003 · Passthrough Gifts	\$ -	\$ 235,873	\$ -
<b>Total 5200 · Non-Participating Donations</b>	<b>\$ 3,000</b>	<b>\$ 554,782</b>	<b>\$ 3,000</b>
5300 · Administrative Income			
5301 · Reimbursements	\$ 1,200	\$ 19,904	\$ 1,500
<b>Total 5300 · Administrative Income</b>	<b>\$ 1,200</b>	<b>\$ 19,904</b>	<b>\$ 1,500</b>
5400 · Property			
5401 · Campus Space	\$ 8,800	\$ 22,621	\$ 6,000
5402 · 1930 E. Mabel	\$ 15,800	\$ 20,006	\$ 16,500
5403 · 1241 N. Norris	\$ -	\$ 25,407	\$ 22,200
5404 · 1231 N. Norris	\$ 13,750	\$ 16,580	\$ 14,025
5405 · 1221 N. Norris	\$ 13,200	\$ 17,353	\$ 14,300
5406 · 1948 E. Helen	\$ 20,350	\$ 22,630	\$ 20,350
5407 · 1946 E. Helen	\$ 15,400	\$ 13,895	\$ 15,400
5408 · South Parking Lot	\$ 47,434	\$ 47,434	\$ 47,434
5409 · 1135 N. Norris	\$ 18,975	\$ 22,890	\$ 22,000
5410 · Annex Apartment	\$ 7,645	\$ 7,594	\$ 7,645
<b>Total 5400 · Property</b>	<b>\$ 161,354</b>	<b>\$ 216,408</b>	<b>\$ 185,854</b>
<b>Total Income</b>	<b>\$ 562,004</b>	<b>\$ 1,157,219</b>	<b>\$ 590,790</b>

2022 OSLC Annual Report

Expense	2022 Budget	2023	
		ACTUAL YTD AS OF 12.31.2022	Proposed Budget
<b>6100 · Mission Support/Outreach</b>			
6101 · Synod Mission Support	\$ 34,000	\$ 34,000	\$ 35,500
6101.1 · Synod Bequest Tithing	\$ -	\$ 31,519	\$ -
6102 · Lutheran Social Ministry of SW	\$ 1,200	\$ 1,200	\$ 1,200
6102.1 · St Joseph's Pantry	\$ 1,500	\$ 1,875	\$ 1,500
6103 · Lutheran Campus Ministry	\$ 1,250	\$ 1,250	\$ 1,250
6104 · San Juan Bautista Lutheran Chur	\$ 1,500	\$ 1,500	\$ 5,000
6105 · Habitat for Humanity	\$ 3,000	\$ 3,000	\$ 3,000
6106 · Interfaith Community Services	\$ 2,000	\$ 2,000	\$ 2,000
6107.5 · Community Outreach Grants	\$ 29,565	\$ 28,420	\$ 22,383
<del>6108.5 · Casa Maria</del>	\$ 500	\$ 1,116	\$ -
<del>6109.5 · Primavera</del>	\$ 500	\$ 281	\$ -
6110.5 ELCA Missions Endowment	\$ 5,835	\$ 3,500	\$ 5,165
6111 · Passthrough Gifts	\$ -	\$ 244,342	\$ -
<b>Total 6100 · Mission Support/Outreach</b>	<b>\$ 80,850</b>	<b>\$ 354,003</b>	<b>\$ 76,999</b>
<b>6200 · Worship</b>			
6201 · Altar Supplies/Flowers	\$ 2,000	\$ 1,183	\$ 1,200
6202 · Worship	\$ 2,000	\$ 1,409	\$ 2,000
6203 · Pulpit Supply	\$ 900	\$ 1,100	\$ 1,500
<b>Total 6200 · Worship</b>	<b>\$ 4,900</b>	<b>\$ 3,692</b>	<b>\$ 4,700</b>
<b>6300 · Music</b>			
6301 · Scores & Supplies	\$ 500	\$ 494	\$ 500
<del>6302 · Guest Musicians</del>	\$ 2,500	\$ 1,540	\$ -
6303 · Organ/Piano Maintenance	\$ 1,000	\$ 1,500	\$ 1,500
6304 · Handbell Choir	\$ 250	\$ -	\$ 500
6305 · Worship Musician	\$ -	\$ -	\$ 960
6306 · Choral Scholars/Cantor	\$ -	\$ -	\$ 1,300
<del>6308 · Hymn Festival</del>	\$ -	\$ -	\$ -
<del>6309 · Easter</del>	\$ 1,750	\$ -	\$ -
<del>6310 · Christmas Eve</del>	\$ 1,750	\$ -	\$ -
<del>6311 · December Program</del>	\$ 750	\$ 1,515	\$ -
<del>6312 · Spring Program</del>	\$ -	\$ -	\$ -
6313 · Misc Music Expense	\$ 1,500	\$ 1,149	\$ 500
6314 · Special Music Other	\$ -	\$ -	\$ 10,000
<b>Total 6300 · Music</b>	<b>\$ 10,000</b>	<b>\$ 6,198</b>	<b>\$ 15,260</b>
<b>6400 · Youth &amp; Family Ministry</b>			
6401 · Youth General	\$ 50	\$ 61	\$ 250
6402 · Sunday School	\$ 250	\$ -	\$ 1,000
6403 · Faith Development	\$ 250	\$ -	\$ 300
6404 · Wednesday Programs	\$ 250	\$ 119	\$ 500
6407 · Family Special Events	\$ 250	\$ 99	\$ 250
6409 · Workcamp /Gathering Youth	\$ 4,500	\$ -	\$ 2,000
6410 · Workcamp /Gathering Adult	\$ 3,000	\$ -	\$ 1,000
6411 · Youth & Family Ministry · Other	\$ -	\$ -	\$ 100
<b>Total 6400 · Youth &amp; Family Ministry</b>	<b>\$ 8,800</b>	<b>\$ 279</b>	<b>\$ 5,400</b>
<b>6500 · Witness/Fellowship/Hospitality</b>			
6501 · Adult Forum	\$ 250	\$ 86	\$ 1,000
6502 · Congregation Gatherings	\$ 300	\$ 36	\$ 500
6503 · Hospitality Supplies	\$ 4,000	\$ 735	\$ 1,000
<b>Total 6500 · Witness/Fellowship/Hospitality</b>	<b>\$ 4,550</b>	<b>\$ 857</b>	<b>\$ 2,500</b>
<b>6600 · Staff Compensation</b>			
6601 · Pastor Salary	\$ 53,200	\$ 53,200	\$ 54,500
6601.5 · Parsonage	\$ 22,200	\$ 22,200	\$ 22,200

2022 OSLC Annual Report

	2022 Budget	ACTUAL YTD AS OF 12.31.2022	2023 Proposed Budget
6602 · Pastor Health & Retirement	\$ 21,732	\$ 32,545	\$ 31,949
6603 · Pastor Mileage	\$ 2,000	\$ 446	\$ 1,000
6604 · Pastor Mobile Phone Stipend	\$ 960	\$ 600	\$ 960
6605 · Pastor Professional Expenses	\$ 750	\$ -	\$ 750
6606 · Pastor Continuing Education	\$ 1,000	\$ 1,280	\$ 1,000
6606.1 - Funds for Pastor Sabbatical			\$ 600
6607 · Min of Music Salary	\$ 7,800	\$ 14,725	\$ 27,600
6608 · Min of Music Health Benefits	\$ -	\$ -	\$ -
6609 · Min of Music Continuing Ed	\$ -	\$ 110	\$ 250
6609.1 · Min of Music Professional Expen	\$ -	\$ -	\$ -
6610 · Minister of Community Engagement	\$ -	\$ -	\$ 12,000
6612 · Min of Community Engagement-mileage	\$ -	\$ -	\$ 100
6613 · Min of Community Engagement - Phone	\$ -	\$ -	\$ -
6614 · Min of Community Engagement-Cont Ed	\$ -	\$ -	\$ 150
6615 · Parish Administrator	\$ 32,448	\$ 32,238	\$ 42,000
6616 · Parish Administrator Health Ben	\$ 5,001	\$ 4,990	\$ 5,800
6617 · Parish Administrator Mileage	\$ -	\$ 130	\$ 250
6618 · Parish Administrator - continuing Ed	\$ -	\$ -	\$ 250
6619 · Campus Caretaker Salary	\$ 28,080	\$ 20,488	\$ 30,530
6620 · Campus Caretaker Health Benefits	\$ -	\$ -	\$ -
6621 - Nursery Attendant Salary	\$ -	\$ -	\$ -
6622 · Choral Scholars/Cantor	\$ 2,600	\$ 675	\$ -
6623 - 7:30AM Pianist	\$ -	\$ 7,550	\$ -
6624 - Worship Pianist	\$ 600	\$ 720	\$ -
6625 · FICA & Medicare	\$ 11,906	\$ 11,960	\$ 13,764
6626 · Workman's Comp	\$ 2,880	\$ 2,333	\$ 2,228
6628 - Visitation Pastor	\$ 12,000	\$ 5,000	\$ -
6629 · Staffing/Other	\$ 1,000	\$ -	\$ 500
6630 · Bookkeeper	\$ 15,600	\$ 11,000	\$ -
<b>Total 6600 · Staff Compensation</b>	<b>\$ 221,756</b>	<b>\$ 222,188</b>	<b>\$ 248,381</b>
<b>6700 · Professional/Education</b>			
6702 · Synod Convention Expense	\$ 1,000	\$ 1,895	\$ 500
6703 · Employee Recruitment	\$ -	\$ -	\$ 200
6704 · Education & training			\$ 250
<b>Total 6700 · Professional/Education</b>	<b>\$ 1,000</b>	<b>\$ 1,895</b>	<b>\$ 950</b>
<b>6800 · Office Expense</b>			
6801 · Copier Maint/Lease	\$ 5,000	\$ 5,065	\$ 3,500
6802 · Printing/Copying Supplies	\$ 5,000	\$ 3,485	\$ 3,050
6803 · General Office Supplies	\$ 1,500	\$ 1,448	\$ 1,500
6804 · Postage	\$ 2,500	\$ 1,474	\$ 1,500
6805 · Web Site	\$ -	\$ -	\$ -
6806 · Dues & Subscriptions	\$ 2,500	\$ 1,223	\$ 1,500
6807 · Bookkeeping Service	\$ 2,300	\$ 1,367	\$ 16,200
6808 · Computer Expense	\$ 8,825	\$ 8,256	\$ 10,000
6809 · Marketing/Publicity	\$ 250	\$ 736	\$ 500
6810 · Administrative Expense	\$ 12,000	\$ 6,734	\$ 2,000
6811 · Stewardship/Program Supplies	\$ 3,600	\$ 811	\$ 1,500
6812 · Bank Service Fees	\$ 250	\$ 601	\$ 500
6813 · Pastor's Discretionary Fund	\$ 2,000	\$ 549	\$ 2,000
6800 · Office Expense - Other	\$ -	\$ -	\$ -
<b>Total 6800 · Office Expense</b>	<b>\$ 45,725</b>	<b>\$ 31,749</b>	<b>\$ 43,750</b>
<b>7100 · Campus Maintenance/Utilities</b>			
7101 · Custodial Supplies	\$ 1,300	\$ 633	\$ 1,500
7102 · Campus Preservation & Maintenance	\$ 30,000	\$ 60,024	\$ 31,000
7102.5 · Campus P&M/Endowment	\$ 10,000	\$ 10,839	\$ 6,887
7103 · Vans/Maint/Gas/Insurance	\$ 2,000	\$ 4,268	\$ 500

	2022 Budget	ACTUAL YTD AS OF 12.31.2022	2023 Proposed Budget
7104 · Utilities	\$ 50,000	\$ 55,646	\$ 53,000
7105 · Property Insurance	\$ 19,568	\$ 18,544	\$ 22,074
7106 · Janitorial Services	\$ 7,500	\$ 8,154	\$ 9,180
7107 · Security	\$ 4,800	\$ 3,800	\$ 5,700
<b>Total 7100 · Campus Maintenance/Utilities</b>	<b>\$ 125,168</b>	<b>\$ 161,907</b>	<b>\$ 129,841</b>
<b>7200 · Income Property Expenses</b>			
7201 · Rental Property Mgmt Fee	\$ 7,278	\$ 9,730	\$ 11,000
7202 · Rental Property Utilities	\$ 5,600	\$ 5,158	\$ 4,500
7203 · 1930 E. Mabel Maint.	\$ 2,500	\$ 1,334	\$ 3,000
7204 · 1241 N. Norris Maint.	\$ 2,500	\$ 4,717	\$ 3,000
7205 · 1231 N. Norris Maint.	\$ 2,500	\$ 1,707	\$ 3,000
7206 · 1221 N. Norris Maint.	\$ 2,500	\$ 5,170	\$ 3,000
7207 · 1948 E. Helen Maint.	\$ 2,500	\$ 1,327	\$ 3,000
7208 · 1946 E. Helen Maint.	\$ 5,175	\$ 1,771	\$ 3,000
7209 · 1135 N. Norris Maint.	\$ 2,500	\$ 3,383	\$ 3,000
7210 · Annex Apartment	\$ 1,200	\$ 2,567	\$ 1,500
7211 · Miscellaneous	\$ -	\$ 2,600	\$ -
<b>Total 7200 · Income Property Expenses</b>	<b>\$ 34,253</b>	<b>\$ 39,463</b>	<b>\$ 38,000</b>
<b>7300 · Income Property Taxes</b>	<b>\$ 25,000</b>	<b>\$ 13,035</b>	<b>\$ 25,000</b>
<b>Total Expense</b>	<b>\$ 562,002</b>	<b>\$ 835,267</b>	<b>\$ 590,781</b>
<b>Net Ordinary Income</b>	<b>\$ 2</b>	<b>\$ 321,952</b>	<b>\$ 9</b>

Notes to Financial Reports  
Submitted by Pam Hardman, Treasurer

### **Organization**

Our Saviour's Evangelical Lutheran Church (Our Saviour's Lutheran Church) was incorporated as a religious non-profit corporation under the laws of the State of Arizona in 1945. We are exempt from income taxes under IRS Code Section 501(C)3 and the corresponding provisions of Arizona laws. Contributions are deductible by the donor. We are affiliated with the Evangelical Lutheran Church in America (ELCA) and the Grand Canyon Synod.

### **Accounting Policies**

Our Saviour's Lutheran Church is working with Pinpointe Accounting Services, PC to handle our bookkeeping needs. Pinpointe provides accounting services to many other churches in Tucson and is very familiar with church accounting needs. We have two funds: General and Endowment. Pinpointe writes our checks after invoices have been approved, reconciles bank accounts and provides monthly reports (Profit and Loss and Balance Sheet). Income is posted by church member counters (always 2) at the church and totals are provided to Pinpointe to be included in the monthly reports. Accounting Policies have been written and can be viewed upon request.

### **Rental Houses**

Our Saviour's Lutheran Church owns eight houses within the church neighborhood. All mortgages on the houses have been paid in full. These houses are: 1946 E. Helen, 1948 E. Helen, 1930 E. Mabel, 1135 N. Norris main house and studio), 1221 N. Norris, 1231 N. Norris, 1241 N Norris and the OSLC Annex Apartment. The house at 1241 N. Norris is now the church parsonage. The other houses are rented to qualified tenants, or whenever possible to refugee families. The church also leases the South Parking Lot to the University of Arizona, Monday-Friday, during the day, on a yearly basis. Income from the houses and the south parking lot helps maintain these properties and fund the mission and ministry of Our Saviour's Lutheran Church.

Endowment Fund Financial Information  
Submitted by Pam Hardman, Treasurer

The interest received from the ELCA investments, Vanguard investments and the OSLC General Fund is used by the Endowment Team for grants to qualified applicants. **Grants from Endowment since 1986 total \$2,080,007.**

Endowment Investments

We currently have three CD's with the Mission Investment Fund. The CD's are:

#7552 – 3 Year Term CD that matures on 12/1/2024 with a fixed interest rate of 1.244%. As of 12/31/22 the balance was \$504,000.00.

#7560 - 3 Year Term CD that matures on 12/1/2025 with a fixed interest rate of 3.016%. As of 12/31/22 the balance was \$498,400.00.

#3574 - 3 Year Term CD that matures on 8/23/2023 with a fixed interest rate of 2.230%. As of 12/31/22 the balance was \$140,000.00.

ELCA Mission Plus Investment #15270 (balance of \$3,719.07 on 12/31/22) is a money market account used for depositing principal payments to the Endowment Fund. The funds in this account are added to longer term investments at the direction of the Endowment Team.

The ELCA Mission Term and Mission Plus Investments are direct unsecured obligations of the Mission Investment Fund of the ELCA, a "Minnesota non-profit corporation." Because the Fund is a corporate entity separate from the ELCA, the ELCA is not liable or responsible for the obligations of the Fund.

A Vanguard 500 Index Fund in the amount of \$322,540.74 and a Vanguard Windsor II Fund in the amount of \$246,500.10 represents the balance of fund investments for the Endowment Fund on 12/31/21.

# OUR SAVIOUR'S LUTHERAN CHURCH

## 2022 REPORTS FROM THE CONGREGATION

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## Wednesday Lay Leader Bible Study/Open Bible Study 2022

- submitted by Gloria Alvillar

Our study group began meeting 10 years ago, led by Pastor Marilyn Ascarza. As time has passed the group has evolved into a more informal gathering. Members volunteer to "lead" the group. We are ten members; a new member joined this year and she is a joy. The leader asks members whom they would like us to pray for and then incorporates those requests into the opening prayer. After that the leader calls on each of the members to read a bit if they wish to do so. Every so often we stop when someone has a question or a particularly good footnote in their Bible to share. People bring in relevant materials from time to time and it enriches our learning. The meeting ends with the Lord's Prayer. In the comfort that has developed over the years we have truly achieved "knowledge sharing" to a high degree.

Meetings are held on Wednesdays from 10:30 to 11:30 a.m. in the Activity Building Pocket Room and we adjust our schedules as needed for holy days and vacations. We celebrate each other's birthdays with cake and coffee. Oftentimes group members go to lunch together as we did for Christmas at Guadalajara Grill.

This year for the first time, the Lay Leader Bible Study Group participated in the "Engagement Party" (formerly called the Ministry Fair). It was very interesting to hear about people's family Bibles and to answer questions about the Bibles we use in our group and how we operate.

In 2023 we will continue reading the New Testament. Through group participation we leave each week with a deeper understanding of what we have read. OSLC members may contact Gloria Alvillar at [GAlvill1@mac.com](mailto:GAlvill1@mac.com) with questions or to join the group; everyone is welcome to join us.

## Quilters - submitted by Kathie Miller

The OSLC quilt group had another very busy year. We continue to meet on the third Tuesday of the month (from 9 to 12 in the AB) to complete projects that have been started by members in their homes. The group consists of six core "stitchers" from both the church and community. All materials used this year were from donations, either from the Tucson community or from our committee members, so we did not need to access our account in the designated funds.

Our completed quilts were donated to various organizations including AVIVA, Pepe's House, Tucson House, Pima Council on Aging (Vail) as well as members of our church and wall hangings to decorate the nursery. We made graduation quilts for our high school seniors and were able to donate quilts to Desert Hills Lutheran Church in Green Valley for their charity auction. In addition we gave a large collection of Christmas fabric to St Mark's Methodist Church in northwest Tucson to help them in their mission to make holiday quilts for local charities. Bags in a variety of colors and styles were made and given out to our wonderful new church members.

The quilters/knitters closet is organized and beautiful, thanks to the hard work of both groups. We certainly appreciate our space which has allowed us to accomplish so much this year. New quilters (no experience necessary) are always welcomed.

### **Altar Guild** - *submitted by Mary Durham-Pflibsen*

Altar guild is a small but dedicated group of members who set up communion and prepare the sanctuary for worship each week. We ensure that the paraments, banners and decorations are changed to match the liturgical day and season, flowers are purchased and arranged, candles are filled with oil and communion service is set up on the altar. After worship, we wash and put away the communion service and wash/press the linens. We also keep inventory of supplies (bread, wine, candle oil, etc.) and notify the office when supplies need to be replenished. We dust, polish and clean the altar area and sacristy as needed.

This year, due to a Ward 6 pilot recycling initiative, we began recycling the individual plastic cups used for wine at Sunday worship. We are thrilled to have this opportunity to reduce our environmental impact while keeping communion service safe and healthy for all.

***We would love additional volunteers to help with setup and/or cleanup after worship services.*** If you could stay a few minutes after the chapel or sanctuary service to help with cleanup, or if you are available for an hour or so on Saturdays to help with setup, please contact the church office or Mary Pflibsen at [marypflib@hotmail.com](mailto:marypflib@hotmail.com). Many hands make light work! We are hoping to gather enough altar guild members to ensure that each person only needs to volunteer once or twice a month. Thank you for considering this important service.

### **Tucson Interfaith HIV / AIDS Network (TIHAN) \***

*-submitted by Mary Pflibsen, OSLC TIHAN Liaison*

OSLC is one of 48 faith communities supporting Tucson-area people living with HIV/AIDS (CarePartners) and their families through TIHAN. Support from our congregation has been strong in 2022 and is greatly appreciated. Most CarePartners have low income. Higher inflation levels have adversely impacted them and the TIHAN organization this year.

In April 2022, OSLC hosted the Poz Café, a monthly gathering to provide CarePartners with a good lunch and a care package of useful household and personal hygiene products that they aren't able to obtain using "food stamps" and often can't afford otherwise. OSLC members generously donated toilet paper, paper towels, laundry detergent, shampoo and disinfecting cleaner for the care packages. Additionally, several OSLC members volunteered their time to deliver, pack and distribute items collected for care packages as well as packing and distributing the box lunches. Although the 2022 Poz Café luncheons were held as outdoor drive/walk/bike-through events, we are hopeful that we might transition back to in-person luncheons in 2023 depending upon community covid levels.

In December, our congregation contributed over \$2,000 worth of gifts, gift cards and cash to brighten the holidays for our CarePartners.

The OSLC Endowment also awarded grants totaling \$1,100 to support TIHAN in 2022.

Please watch for announcements in the coming year for opportunities to continue OSLC's support of TIHAN. These will include the annual spring toiletry drive and holiday gift drive, as well as opportunities to volunteer for the April 2023 Poz Café. For additional information about TIHAN, please visit [www.tihan.org](http://www.tihan.org).

Thank you for your generous support!

### **Bell Choir** - *submitted by Kathie Miller*

The Bell choir continues meeting Monday evenings at 6:30 and have been blessed to add three new members to the group – the first new ringers in many years!!!! Sadly, we had to say goodbye to our dear June Williams but rejoice for all the years we shared her love and commitment to the bells and Our Saviour's. We received a generous donation from her bible study group which will be used to meet any pressing needs for supplies and tools

Working with Greta and Sophia, we were able to play in church at least once a month. We continue the challenge of organizing and cataloging the bell music. No monies were spent this year on supplies, salaries or music for the bell choir. Occasionally Marshall was compensated to accompany us on the piano

It would be wonderful to see even more folks join us with the goal of eventually using our entire 5 octaves of bells.

### **Recorder Consort**

- *submitted by Kathie Miller*

The Recorder group has not yet begun meeting on any kind of a regular schedule. We continue to stay in touch via emails and phone calls. A small group joined Isobel Barnhill to play for the Christmas program at Atria senior living facility.

### **Worship Assistants**

Hello my brothers and sisters in Christ!

Hasn't 2022 been an interesting year? We have welcomed many new members to our church family and have started a new Sunday morning schedule. Along with these positive changes comes the need for additional worship assistants. Have you joined us in this meaningful endeavor? If not, may I encourage you to do so? There are varying levels of interaction from greeting on Sunday mornings to serving as the assisting minister with many other tasks available. Job descriptions and training are available for anyone who thinks they may have an interest in serving in this vital area of our community life.

Currently seeking: patio host, coffee host, greeter, usher, communion assistant, acolyte, and assisting minister. Also needed are volunteers to the Altar Service and Sound Booth. There are no age or gender qualifications for these positions, although a couple do require being baptized and confirmed.

Please prayerfully consider the gifts God has given you and if there is a way to utilize those gifts in service to Our Saviour's!

To all of those who already serve, a huge THANK YOU for all that you do and your willingness to step up and assist on Sunday mornings and at special services to make worship meaningful. It wouldn't run as smoothly without you!

Blessings to you all!  
Kathy DeVinney  
[kmdrainbow@aol.com](mailto:kmdrainbow@aol.com)  
520-419-4321

## Property Maintenance Committee

The Property Maintenance Committee was active this year with several new members. We are open to having more members, so if you are interested, please contact the office or Pam Hardman.

This past year several projects were completed to maintain our campus. Some of the projects completed were: flat roof areas were recoated and tiles were repaired over the sanctuary; dead trees were removed; the north parking lot was crack-filled and received a seal coat; mulch was added to the playground area; the Memorial Garden is due to be renovated by mid-December; a humidifier was installed for our sanctuary piano which will help us save on utilities because the temperature will not need to be kept cool when the sanctuary is not in use.

The new caretaker has completed many projects around the church including painting several areas and repairing stucco. His next project will be painting wrought iron around the property. He is assisting with changing lights to LED lighting and other energy saving projects. We have a long list of potential projects to be completed in the future.

We continue to work together to keep our property in good condition.

## Men's Bible Study - Submitted by Kent Pflibsen

The OSLC Men's Bible Study meets each Tuesday from 7:00 to 8:00 AM in the Activity Building Café area. During the pandemic the members adopted Zoom as a means of meeting virtually and a number of them have continued using Zoom to meet. The study has members from Texas and California regularly participating along with 8 – 15 members who meet face-to-face in the AB café.

During the pandemic time the Bible study spent significant time in the book of Genesis learning about the beginnings of creation and the Jewish people. After a short time studying in the New Testament the group decided that they would continue their study of the Old Testament by continuing with Exodus. At present the study is approaching Moses receiving the 10 commandments and the golden calf incident.

The study participants include OSLC current and former members as well as men from all walks of life and faith backgrounds. This makes for lively and insightful discussion of the Bible's texts. We are grateful for the opportunity to meet and study the scriptures.

## Sound and Streaming - Submitted by Tracy Ratliff

In a corner of the balcony is the sound and streaming bench. Each Sunday and for many special events a small team of dedicated individuals sets up and runs the equipment to fill the sanctuary with the sounds of our worship. When all goes well, the pastor's sermon is vibrant; the musicians fill the sanctuary with sound; and the readings are clear and crisp. When all does not go well, we make corrections, adjustments and change the batteries in the microphone.

We have always had a sound system to enhance our worship experience. We have, for many years, recorded the worship service and provided it, in the form of CDs, to members who cannot attend. With the pandemic the church invested in the hardware, software and volunteers that allow us to live stream our Sunday morning services and special events to our YouTube channel. The service is also recorded – now both sound and video – and provided on DVDs for those who prefer that mode of technology. Individual headphones sets are available to those who require a little extra sound enhancement.

The most important aspect of this ministry that I would convey to the congregation, however, is not the hardware, but the efforts of our volunteers. Members arrive early to set up, switch microphones and video views during the service, and then put the equipment away after the service. Several of our young adults are essential members of that team. As time has passed, it has been a delight to see how they have grown in their ability and confidence.

We would welcome and encourage anyone with an interest to join our team. This important ministry allows us not only to support our members who cannot attend on Sunday morning but to reach beyond our walls to friends and family and those whom we have never met.

## **Casa Maria Soup Kitchen An Our Saviour's Community Outreach Project**

- Submitted by *Quentin Peterson*

Every eighth weekend in the past three+ decades, volunteers from this Church have delivered sustenance & supplies to Casa Maria Soup Kitchen, aka *Capilla de Nuestra Señora de Guadalupe Y Cocina Gratis*, a Catholic Social Ministry.

Our Church community used to do so much more than we do now, but that is primarily a response to the needs of the soup kitchen located at 352 E. 25th Street South Tucson, as well as a reevaluation of the way 'we have always done things'. The primary motivator for our change was the pandemic. Let me first illustrate how we used to do this vital ministry. Every eight weeks we used to:

- Buy enough bulk sliced bologna to prepare ~2300 sandwiches
- Buy mustard and bread to prepare those sandwiches
- Buy cookies, bulk fruit in cases amounts, vegetables for soup fixings and sandwich bags
- We would assemble in the Activity Building kitchen and adjoining rooms to assemble our goodies for delivery to the soup kitchen that same day

We had to change our entire process of provisioning Casa Maria at the onset of the Pandemic, starting in Spring of 2020. Now, instead of meeting collectively in the Activity Building to prepare the sandwiches, cookies and soup fixings, we scaled back and relied on volunteers to bag cookies in their own homes, collected and delivered them with any other requests that the staff of the soup kitchen made. Once I began to ask the staff ahead of delivery for their requests at that time, it became really clear to me what they really needed. And I did ask them specifically about the foodstuffs we had previously supplied. They typically said they had enough foodstuffs from other sources, but did request sundry items such as Chlorox, PineSol, disposable gloves, plastic soup spoons, and cups for dispensing soup. They may ask at times for bulk bologna, but it's pretty clear that we have shifted our focus in this ministry. I say this is a vital ministry, because the people served at this Catholic Social Ministry are oftentimes homeless and thus can't qualify for Tucson Community Food Bank boxes.

## **Visitation Ministry**

In June of this year, we gave thanks to Pastor Mateo Chavez for his work providing visitation support through a grief support group (online), phone calls, and other support during COVID. Pastor Mateo had let us know that he needed to invest more time into his congregation, San Juan Bautista. We give thanks for a continued partnership between our "cousin" churches (Our Saviour and San Juan Bautista) through Spanish classes taught by Pastor Mateo and Annette Chavez, shared youth activities, La Casa de Misericordia, and other shared work. We will be working to expand our lay-led visitation ministry in the coming year.

## **Endowment Committee** - *submitted by Quentin Peterson*

Our Endowment Fund has well over \$1.7million in investments. These investments are in relatively conservative (by any metric) funds (Vanguard and ELCA) that currently pay single digit interest rates, and the income generated in 2022 was approximately \$xx,000.

Our Saviour's Lutheran Church by-laws govern how the income is to be allocated: at least 15% of it goes to ELCA Mission projects, 20% is used to pay for Community Outreach charities and/or projects, 20% of our income funds *some* of the maintenance, repair and/or renovation of our Church structural facilities, and 10% of investment income must be re-invested with the principal, which, if the principal is invested prudently, oughta continue 'growing' the Fund. The remaining 35% is available for other grant applications.

This year, our Endowment Fund generated \$43,609 income from the principal, and the amount that was re-invested into the principal was \$4,407. We approved Grants from applications made this year that totaled \$40,182. If you do the math, those figures alone may give the impression that we 'spent' more this year than the fund earned, but in reality, the Endowment Fund started 2022 with a surplus of \$7,458, which was 'unspent' income, leftover from 2021, even after meeting our By-Laws' obligations and paying other Grants that year.

Our Endowment Fund was formed in 1986 with a generous starter donation, and since then, over \$2 million has been given out. Over half a million dollars of that has been granted to OSLC projects.

This year, our team members met quarterly on Zoom, and discussed and agreed (via email) on issues that needed a quicker resolution than our regular quarterly meetings could provide.

I want to thank all Endowment Fund members, past and present. Our current Endowment Fund team is comprised of:

Pastor Amalia Vagts, Pastor of Ours Saviour's Lutheran Church  
 Arch Brown, Endowment Secretary and financial advisor (non-voting)  
 Quentin Peterson, out-going Chairman  
 Mary Durham-Pflibsen      Scott Koenig      Sheila Bustamonte

### **2022 Organization Grants:**

Gospel Rescue Mission  
 Sister Jose Women's Center  
 TIHAN and Poz Café  
 Tu Nidito Grief Counseling Service  
 Tucson Metropolitan Ministries Family Services Community  
 Closet (clothing vouchers for Grace St. Paul's Episcopal Church)  
 St. Joseph's Pantry at Grace St. Paul's Episcopal Church  
 AVIVA Children's Services  
 Tucson Community Food Bank  
 Youth On Their Own  
 Food Insecurity Mission  
 Casa Maria Soup Kitchen  
 Primavera Dinner Program  
 EMERGE! Domestic Violence Shelter  
 Our Family Services

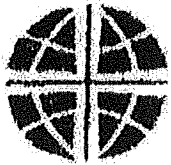
### **2022 Lutheran Grants:**

Lutheran Campus Ministry  
 Navajo Lutheran Mission  
 Iglesia Luterana San Juan Bautista  
 Grand Canyon Synod Retirees Retreat  
 Our Saviour's Lutheran Church

**Generosity Team** - *Submitted by Kristin Sanchez*

This year's team was in its second year with SAS (Stewardship for All Seasons), the synod program to assist congregations with their stewardship programming. The process involves determining mission goals for the congregation and then deciding what funds will be needed to meet those goals. With the leadership of Pastor Amalia, who has worked with SAS, and Ol the addition to the team (Tracy Ratliff, Laretta Olson, Ginny Phillips and me) of Mary Lou Forier, we were able to handle the tasks much more easily. The team's goal of 60 units returning SOI's was surpassed and our goal of an 8% increase in giving was met, reaching approximately \$360,000 pledged for the upcoming year.

A huge thank you to the congregation for its continued generosity and response to the appeal! We continue to meet to provided ongoing support for the congregation's programming. We look forward to the strategic planning which will happen early in this coming year and look forward to the guidance that will provide the team in planning next year's appeal.



# Evangelical Lutheran Church in America

8765 West Higgins Road • Chicago, Illinois 60631-4196 • Internet: secret@elca.org  
Telephone 773.380.2900 or 800.636.3622 • Telefax 773.380.2977

Office of  
the Secretary

Our Saviour's Lutheran Church  
1949 F. Helen  
Tucson, AZ 85719

## CERTIFICATION OF FEDERAL INCOME TAX EXEMPTION

The Internal Revenue Service (IRS) issued the attached Group Exemption Letters (dated April 5 and July 13, 1988) to the Evangelical Lutheran Church in America (ELCA). In accordance with the terms of the April 5, 1988, letter, congregations affiliated with ELCA are exempt from Federal Income Tax under ELCA's Group Exemption ruling.

Our Saviour's Lutheran Church, Tucson, Arizona (ELCA congregation code 05002; U.S. federal employer identification number 86-0135786) is listed on the official roster of congregations of the ELCA.

Our Saviour's Lutheran Church was listed on page 41 of the Group Exemption List filed with the IRS by ELCA in November 1988.

The inclusion of Our Saviour's Lutheran Church in the ELCA's Group Exemption List as described above establishes that this congregation is exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code and is not a private foundation as defined in Code Section 509(a).

The four-digit Group Exemption Number 9380 is the same for the ELCA, its synods, its congregations, and its related entities. The nine-digit Employer Identification Number is different for each synod, for each congregation, and for other employing entities. The nine-digit number is used, for example, when federal withholding and Social Security contributions are filed by the employer.

This assignment of the four-digit group exemption number to the ELCA and its related entities does not change the previously assigned Employer Identification Number that synods, congregations and other organizations already have.

September 12, 2000

  
Phillip H. Harris  
General Counsel

Attachments: April 5, 1988, ELCA Group Ruling Recognition  
July 13, 1988, ELCA Group Ruling Number Assignment

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# State of Arizona

## Department of State

### TRADE NAME CERTIFICATION



#### Our Saviour's Lutheran Church

I, Adrian Fontes, Arizona Secretary of State, do hereby certify that in accordance with the Trade Name Application filed in this Office, the Trade Name herein certified has been duly registered pursuant to Section 44-1460, Arizona Revised Statutes, on behalf of:

#### Our Saviour's Evangelical Lutheran Church

1200 N. Campbell Ave Tucson, AZ 85719

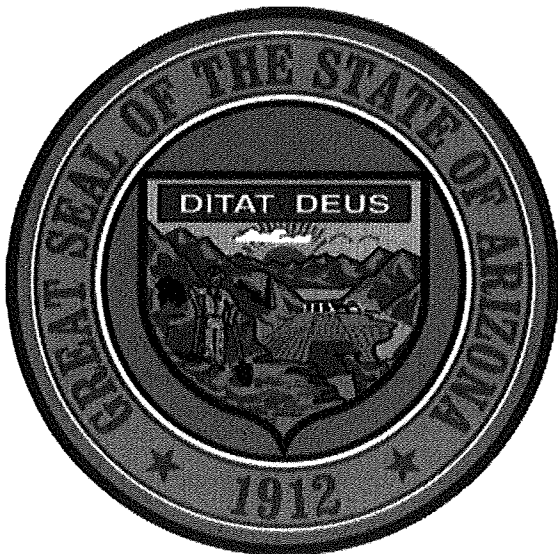
Registration Date: August 8, 2023

Expiration Date: August 8, 2028

Date First Used: August 8, 2023

Filing Number: 9345475

Application Date: August 8, 2023



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of the State of Arizona. Done at the Capitol in Phoenix, on this day, August 22, 2023.

Adrian Fontes  
Secretary of State

Verification URL: [go.azsos.gov/xbdy](http://go.azsos.gov/xbdy)

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# STATE OF ARIZONA

## Corporation Commission



To all to Whom these Presents shall Come, Greeting:

I, DONALD E. VANCE, Executive **SECRETARY OF THE ARIZONA CORPORATION COMMISSION,** DO HEREBY CERTIFY THAT the annexed is a true and complete copy of the Articles of Amendment

of

OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

which ~~were~~ filed in the office of the Arizona Corporation Commission on the 1st day of June, 1977, as provided by law.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE OFFICIAL SEAL OF THE ARIZONA CORPORATION COMMISSION, AT THE CAPITOL, IN THE CITY OF PHOENIX, THIS 6th DAY OF June, 1977

*Donald E. Vance*  
BY *[Signature]* SECRETARY  
*[Signature]* ASSISTANT SECRETARY



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ARIZONA CORP. COMMISSION  
INCORPORATING DIVISION

STATE OF ARIZONA  
ARTICLES OF AMENDMENT TO THE  
OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

Be it resolved by the majority of the vote of the Directors of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH that the following paragraph from the Articles of Incorporation of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH, an Arizona corporation, be and is hereby amended to provide as follows:

ARTICLE II

The date of the commencement of this corporation shall be the date on which a copy of these Articles of Incorporation, duly certified by the Arizona Corporation Commission, are filed in the office of the County Recorder of Pima County, Arizona, and the term of the corporation shall be of perpetual duration.

DATED this 29th day of May, 1977.

OUR SAVIOUR'S EVANGELICAL  
LUTHERAN CHURCH

By: Ernest R. Linberger  
ERNEST R. LINEBERGER, President

David O. Anderson  
DAVID O. ANDERSON, Vice-President

STATE OF ARIZONA }  
County of Pima } ss.

On this the 29th day of May, 1977, before me the undersigned Notary Public, personally appeared Ernest R. Linberger and David O. Anderson, who acknowledged themselves to be the President and Vice-President, respectively, of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH, an Arizona corporation, and further acknowledged that they as such officers executed the foregoing Amendment of Articles of Incorporation of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH, being duly authorized to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

[Signature]  
Notary Public

Notary Expiration Date:  
My Commission Expires Jan. 11, 1981

RECEIVED  
JUN 1 1977  
DOCUMENTS ARE SUBJECT  
TO REVIEW BEFORE FILING.

A. C. C. - INCORPORATING DIV.  
FILED  
JUN 1 1977

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ARIZONA CORPORATION COMMISSION  
INCORPORATING DIVISION - T  
FILED

JUN 1 1977

At 4:30 P.M. at request of  
Charles W. King, Esq.

Address Tucson, Arizona 85711

By: Reuben M. Payne

RVO J. DeCONDINI, ASSISTANT EXECUTIVE SECRETARY

R/53192

6245 E. Broadway

WAIVER OF PUBLICATION OF  
AMENDMENT OF ARTICLES OF INCORPORATION  
OF  
OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

This is to certify that a special meeting of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH organized and existing under and by virtue of the laws of the State of Arizona held on the 29th day of May, 1977, at 10:45 A.M. at 1949 East Helen, Tucson, Arizona, and the Board of Directors having waived notice of said meeting and notwithstanding any of the provisions of the Articles of Incorporation to the contrary had a meeting called for the specific purpose hereinafter set forth. The majority of the Board of Directors were presents and voting and unanimously agreed to amend the corporation so that the term of the corporation be of perpetual duration and also agreed to waive publication of said amendment of Articles of Incorporation adopted on the 29th day of May, 1977, as per Section 10-452(d) as amended, Arizona Revised Statutes.

OUR SAVIOUR'S EVANGELICAL  
LUTHERAN CHURCH

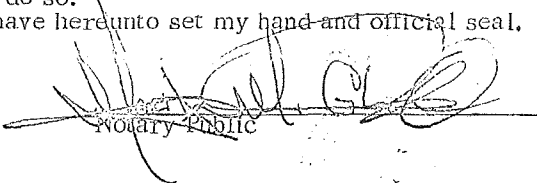
By: *Ernest R. Lineberger*  
ERNEST R. LINEBERGER, President

*David O. Anderson*  
DAVID O. ANDERSON, Vice-President

STATE OF ARIZONA }  
County of Pima } ss.

On this the 29th day of May, 1977, before me the undersigned Notary Public, personally appeared Ernest R. Lineberger and David O. Anderson; who acknowledged themselves to be the President and Vice-President respectively, of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH, an Arizona corporation, and further acknowledged that they, as such officers, executed the foregoing Waiver of Publication, being duly authorized to do so.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

  
Notary Public

Notary Expiration Date:  
My Commission Expires Jan. 11, 1981

# STATE OF ARIZONA

## Corporation Commission



To all to Whom these Presents shall Come, Greeting:

I, GEORGE M. DEMPSEY, SECRETARY OF THE ARIZONA CORPORATION COMMISSION, DO HEREBY CERTIFY THAT the annexed is a true and complete copy of the ARTICLES OF INCORPORATION

of

OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

which were filed in the office of the Arizona Corporation Commission on the 5th day of July, 1945, as provided by law. An AMENDMENT was filed thereto on the 18th September, 1967.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED THE OFFICIAL SEAL OF THE ARIZONA CORPORATION COMMISSION, AT THE CAPITOL, IN THE CITY OF PHOENIX, THIS 21st DAY OF March A. D. 1973.

*George M. Dempsey*  
BY SECRETARY,

ASSISTANT SECRETARY

ARTICLES OF INCORPORATION  
OF  
OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, have this day associated ourselves together for the purpose of organizing a religious, non-profit corporation under the laws of the State of Arizona, and for that purpose hereby adopt the following Articles of Incorporation:

ARTICLE I

The name of the corporation shall be OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH, and its principal place of business shall be Tucson, Pima County, Arizona.

ARTICLE II

The date of the commencement of this corporation shall be the date on which a copy of these Articles of Incorporation, duly certified by the Arizona Corporation Commission, are filed in the office of the County Recorder of Pima County, Arizona, and it shall continue for a period of twenty-five (25) years thereafter, with the right of perpetual succession.

ARTICLE III

The purposes of this corporation shall be the worship of God; to engage in religious activities in all its branches; to perform missionary and educational work; to maintain schools, colleges, or universities, for the purpose of carrying out its educational work, and to administer the teachings, sacraments, and other rites and ceremonies of the church, according to the canons of the Evangelical Lutheran Synod of California and of the United Lutheran Church in America.

For the further purpose of taking over and acquiring real, personal, and mixed property; and to own, acquire, hold, mortgage, encumber, lease, convey, and dispose of real and personal property, of all kinds; and to own and establish schools, colleges, churches, missions, and/or chapels, in Pima County, Arizona. The corporation

shall have all powers permitted and granted by the laws of the State of Arizona to a corporation of a religious, educational, eleemosynary, and non-profit character which are necessary or may be necessary and proper for carrying into effect any of the purposes of said corporation.

#### ARTICLE IV

This corporation shall have the power to borrow money and to secure the payment of the same by mortgaging, pledging, or in any other manner encumbering its real or personal property; with the limitation that the highest amount of indebtedness to which the corporation may subject itself shall be the sum of ONE HUNDRED THOUSAND AND NO/100 (\$100,000.00) DOLLARS.

#### ARTICLE V

This corporation shall have no capital stock, and membership in the congregation of Our Saviour's Evangelical Lutheran Church, as defined by the canons of the United Lutheran Church in America, shall constitute membership in this corporation.

#### ARTICLE VI

Business affairs of this corporation shall be conducted by a Board of Directors and/or Church Council, which shall be composed of not less than five (5) nor more than fifteen (15) members, as determined by the by-laws of this corporation, and who are to be elected and qualified in compliance with the by-laws of this corporation. Said Board of Directors and/or Church Council members shall serve for a period of three (3) years, or until their successors are duly elected and qualified. The Board of Directors and/or Church Council shall be elected at its annual meeting, to be held on the second Sunday of January of each year, or at any adjournment thereof, and the Board of Directors and/or Church Council shall elect the following officers: A president, who shall be the pastor, or acting pastor of said church; a vice-president, a secretary, and a treasurer, and such other officers as the Board of Directors and/or Church Council may authorize, and their terms shall



extend to the next annual election of officers. Two or more of the offices may be held by the same person. The aforesaid Board of Directors and/or Church Council will be elected in a regular manner by a majority vote of a quorum of the members of said corporation present at a regular or special meeting of the congregation of this church, all of which members shall have been duly notified of said election. However, any such member elected to said Board of Directors and/or Church Council shall be a member of said congregation in good standing at the time of said election.

#### ARTICLE VII

The private property of the membership and Board of Directors and/or Church Council of this corporation shall be forever exempt from the debts and obligations of said corporation.

#### ARTICLE VIII

Officers of the first Board of Directors and/or Church Council shall be as follows: President, J. W. Glidewell; vice-president, Arthur L. Hansen; secretary, Elmer Gavic; treasurer, Arthur L. Hansen, and their terms shall extend to the next annual meeting of said Board of Directors and/or Church Council, as set forth herein.

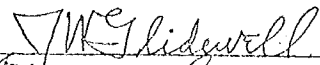
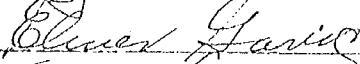
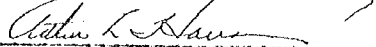
#### ARTICLE IX

The Board of Directors and/or Church Council shall have the power to adopt by-laws for the government of the church and to make any amendments thereto.

#### ARTICLE X

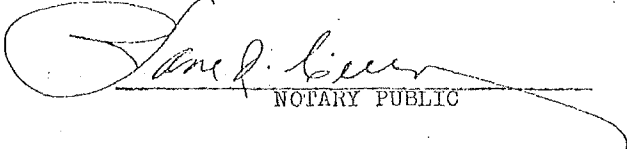
Arthur L. Hansen of Tucson, Arizona, who has been a bona fide resident of the State of Arizona for more than three (3) years last past, is hereby appointed the lawful agent of this corporation for all purposes required by law.

IN WITNESS WHEREOF, the undersigned incorporators, who reside in Pima County, Arizona, have hereunto set their hands this 3rd day of July, 1945.

  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

STATE OF ARIZONA )  
County of Pima ) ss.

The above and foregoing instrument was acknowledged before me this 3rd day of July, 1945, by J. W. Glidewell, Arthur L. Hansen, and Elmer Gavic.

  
NOTARY PUBLIC

My Commission Expires:  
May 17, 1947.

39258

*Quakers' Evangelical  
Lutheran Church*

7-7-45

Condition of Issue  
I have  
Signed by *W. T. Wingo* Chairman  
*Chas. S. Stough* Secretary  
Asst. Secretary

ARIZONA CORPORATION COMMISSION  
INCORPORATING DIVISION

FILED

JUL 5 1945

*W. T. Wingo* at request of

*Paul J. Kelly*  
whose address is *Phoenix, Arizona*

*Chas. S. Stough*

*Dixie*  
SECRETARY

CERTIFICATE OF AMENDMENT TO ARTICLES OF INCORPORATION

OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

KNOW ALL MEN BY THESE PRESENTS:

I

That we, Rev. RICHARD M. LANGSDALE, as President of Our Saviour's Evangelical Lutheran Church, an Arizona non-profit corporation, and Dr. JOHN WADDLE, the Secretary of said corporation, do hereby certify that a special meeting of the members of the Board of Directors of said corporation, was duly held on July 18, 1967, and that the following amendments to the Articles of Incorporation of said corporation, were passed by the affirmative and unanimous vote of the membership of said Board of Directors present at such meeting held for the purpose of voting upon said amendments. We further certify that the action of the members of said Board of Directors of said corporation has not been amended, revised or revoked. The resolutions which were duly adopted, amend the various Articles of Incorporation of said corporation in the manner following:

Only the first paragraph of Article III, is amended to read as follows: The purpose of this corporation shall be the worship of God; to engage in religious activities in all its branches; to perform missionary and education work; to maintain or help maintain schools, colleges or universities for the purpose of carrying out its educational work, and to administer the teachings, sacraments, and other rites and ceremonies of the church, according to the tenets of the Pacific Southwest Synod of the Lutheran Church in America.

The date of the annual meeting stated in Article VI, is amended to read: ...on the third Sunday of January of each year.

Article IV, is amended to read as follows: The highest amount of indebtedness or liability to which this corporation shall be subjected, or shall subject itself, direct or contingent, shall not exceed the sum of Five Hundred Thousand Dollars (\$500,000.00).

Article V, is amended to read as follows: This corporation shall have no capital stock, and membership in the congregation of Our Saviour's Evangelical Lutheran Church, as defined by Article IV of the Approved Constitution for Congregations of the Lutheran Church in America, as ratified by the 1964 Convention, shall constitute membership in this corporation.

Article X, is amended to read as follows: JOHN BECSI, of 2625 East La Madera Drive, Tucson, Arizona, who has been a bona fide and continuous resident of the State of Arizona for more than three (3) years last past, is hereby appointed the lawful or statutory agent of this corporation for all purposes required by law. The Board of Directors may, at their option, revoke such appointment and shall have power to fill such vacancy.

Article XI will be added and will read as follows: The Articles of Incorporation as well as the By-Laws of this Corporation may be amended by the affirmative vote of a majority of the Board of Directors meeting for that purpose.

DATED in Tucson, Arizona, this 18th day of July, 1967.

*Richard M. Langsdale*  
Rev. RICHARD M. LANGSDALE - President

ATTEST:

(CORPORATE SEAL)

*John Waddle*  
Dr. JOHN WADDLE --- Secretary

STATE OF ARIZONA        )  
                                  ) ss  
COUNTY OF PIMA        )

On this, the 18th day of July, 1967, before me, the undersigned Notary Public, personally appeared Rev. RICHARD M. LANGSDALE, who acknowledged himself to be the President of Our Saviour's Evangelical Lutheran Church, an Arizona non-profit corporation, and that he, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

*Wava L. Redmore*  
Notary Public

My Commission Expires:

STATE OF ARIZONA        )  
                                  ) ss  
COUNTY OF PIMA        )

On this, the 18th day of July, 1967, before me, the undersigned Notary Public, personally appeared Dr. JOHN WADDLE, who acknowledged himself to be the Secretary of Our Saviour's Evangelical Lutheran Church, an Arizona non-profit corporation, and that he, as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained.

*Wava L. Redmore*  
Notary Public

My Commission Expires:

My Commission Expires May 31, 1970

*Amended  
of  
Agent  
Change*

39258

ARIZONA CORPORATION COMMISSION  
TRADING DIVISION

FILED

SEP 18 1967

9:30 AM

*Rodolfo Hernandez  
4147 E. Speedway  
Tucson, Ariz. 85716*

*George S. Kurlman* SECRETARY

*R 34076*

STATEMENT

LAW OFFICES OF  
KING, ~~KRAMER~~ & FRISCH  
6245 EAST BROADWAY, SUITE 510  
TUCSON, ARIZONA 85711  
(602) 790-4061

JUN 14 1977

PASTOR ERNEST R. LINEBERGER  
c/o Our Saviour's Evangelical Lutheran Church  
1949 East Helen  
Tucson, Arizona

June 13, 1977

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Legal Services Rendered Ref: Amendment to Articles

Long distance telephone calls	\$ 2.60
Fee paid to Corporation Commission	2.00
Attorney's fee for consultation, telephone calls to Minnesota Title, Corporation Commission, and Preparation of Waiver, Minutes and Amendment	<u>60.00</u>
TOTAL	\$64.60

KING & FRISCH  
ATTORNEYS AT LAW  
6245 E. BROADWAY - SUITE 510  
TUCSON, ARIZONA 85711  

---

  
(602) 790-4061

CHARLES W. KING  
JAMES C. FRISCH  
~~XXXXXXXXXX~~

June 13, 1977

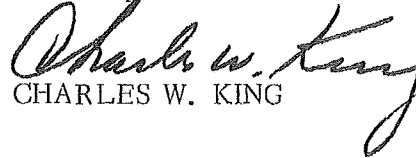
PASTOR ERNEST R. LINEBERGER  
c/o Our Saviour's Evangelical Lutheran Church  
1949 East Helen  
Tucson, Arizona

Dear Pastor Lineberger:

Enclosed please find the following:

1. Copy of your original Articles you sent me;
2. Xerox of Waiver of Publication;
3. Original of Call for Special Meeting;
4. Original of Minutes of Special Meeting;
5. Certified copy of the Amendment to your Articles of Incorporation;
6. Copy of my statement for services rendered.

Cordially,

  
CHARLES W. KING

CWK:mmg

Enclosures (6)

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CALL FOR SPECIAL MEETING OF DIRECTORS  
OF  
OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

CALL AND WAIVER OF NOTICE

We, the undersigned, being all of the Directors of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH, do hereby call a special meeting of such Directors to be held at the Patio Room of the church located at 1949 East Helen, Tucson, Arizona, at 10:45 A.M. on the 29th day of May, 1977, for the purpose of amending the Articles of Incorporation to give perpetual life to the corporation and waive publication of said amendment and for the transaction of any and all business pertaining to the affairs of the corporation, and we hereby waive all statutory requirements as to notice of time, place and object of said meeting and consent to such transaction of business.

DATED this 29th day of May, 1977.

P. D. Ayge

Clifford W. Bond

Charles H. Blair

Janet E. Condon

Martha S. Dillard

Paula Krauss

David O. Anderson

Carla Cross

Barbara Ramage

M R Clausen

Mildred Sunalmon

MINUTES OF SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF  
OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

A special meeting of the Board of Directors of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH was held on the 29th day of May, 1977, at 10:45 A.M. in the Patio Room of the church located at 1949 East Helen, Tucson, Arizona. A forum of Directors were present in person.

ERNEST R. LINEBERGER, President of the corporation, called the meeting to order and the following business was transacted.

On motion duly made and seconded, it was unanimously

RESOLVED that Article II of the Articles of Incorporation of OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH should be amended to read as follows:

ARTICLE II

The date of the commencement of this corporation shall be the date on which a copy of those Articles of Incorporation, duly certified by the Arizona Corporation Commission, are filed in the office of the County Recorder of Pima County, Arizona, and the term of the corporation shall be of perpetual duration.

On motion duly made and seconded, it was unanimously

RESOLVED to waive publication of the amendment of Articles of Incorporation adopted this day concerning the term of the corporation being perpetual duration.

No further business being required of the meeting, adjournment was ordered.

DATED at Tucson, Arizona, this 29th day of May, 1977.

<u><i>C. D. Agre</i></u>	<u><i>Doula Krauss</i></u>
<u><i>Clifford W. Baker</i></u>	<u><i>David O. Anderson</i></u>
<u><i>Charles H. Blair</i></u>	<u><i>Carla Cross</i></u>
<u><i>Janet E. Cowden</i></u>	<u><i>Barbara Rasmussen</i></u>
<u><i>Wanda R. DeWatz</i></u>	<u><i>M. P. Clausen</i></u>
	<i>Hedraed Lundbergman</i>

Internal Revenue Service

Department of the Treasury

District  
Director

230 S Dearborn St., Chicago, Illinois 60604

Evangelical Lutheran Church  
In America  
8765 West Higgins Road  
Chicago, IL 60631

Person to Contact:  
Peter J. Mazarakos, Jr.  
Telephone Number:  
(312) 886-1218  
Refer Reply to:  
EO: 201:PJM  
Employer Identification Number:  
41-1568278  
Effective Date of Group  
Exemption Ruling:  
January 1, 1988

Date: APR - 5 1988

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from Federal Income Tax as organizations of the type described in Section 501(c)(3) of the Internal Revenue Code.

Our records shows that you were recognized as exempt from Federal Income Tax under Section 501(c)(3) of the Code. The exemption letter remains in effect.

Based on the information supplied, we recognize your named subordinates on the list you submitted as exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code.

Additionally, we have classified the organizations you operate, supervise, or control, and which are covered by your notification to us as organizations that are not private foundations because they are organizations of the type described in Sections 509(a)(1) 509(a)(2) or 509(a)(3) of the Code.

Donors may deduct contributions to you and your subordinates as provided in Section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal Estate and Gift Tax purposes if they meet the applicable provisions of Sections 2055, 2106 and 2522 of the Code.

AUG 30 2 31 PM '88  
PC CLK OF BD

APR 08 1988

Evangelical Lutheran Church In America

You and your subordinates are not required to file Federal Income Tax Returns as long as a tax-exempt status is maintained. But under Section 511 of the Code, an organization is subject to tax on its unrelated business taxable income. If you or your subordinates are subject to the tax, you must file an income tax return Form 990-T, Exempt Organization Business Income Tax Return.

You are not required to file Form 990, Return of Organization Exempt from Income Tax, if you meet the exception in Section 6033(a)(2)(A)(i) of the Code. Your subordinates are also not required to file Form 990 if they qualify as churches or intergrated auxiliaries of churches or otherwise meet the exceptions in Section 1.6033-2(g) of the Income Tax Regulations.

As of January 1, 1984, you and your subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more to each of your employees during a calendar year. You and your subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

A church or a qualified church-controlled organization as defined in section 3121(w)(3) of the Code however, may elect to exclude the wages paid to employees (other than for services performed in an unrelated trade or business) from social security taxes. This election must be made by filing Form 8274 by the day before the date your first quarterly employment tax return would be due under the revised law. If you or your subordinates make this election, your employees who earn \$100 or more during a calendar year become liable for the payment of self-employment tax under section 1402 on the wages that you pay them. Once having made this election, you or your subordinates may not revoke it. For further information regarding this election please contact your Key District Director.

Evangelical Lutheran Church In America

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address shown below.

1. A statement describing any changes during the year in the purpose, character, or method of operation of your subordinates;
2. A list showing the names, mailing addresses (including Postal Zip Code), actual addresses if different, and employer identification numbers of subordinates that since your previous report:
  - a. Changed names and addresses;
  - b. Were deleted from your roster; or
  - c. Were added to your roster.
3. For subordinates to be added, attach:
  - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates;
  - b. A statement that each has given you written authorization to add its name to the roster;
  - c. A list of those to which the Service previously issued exemption rulings or determination letters;
  - d. A statement that none of the subordinates is a private foundation as defined in Section 509(a) of the Code if the group exemption letter covers organizations described in Section 501(c)(3);
  - e. The street address of subordinates where the mailing address is a P.O. Box; and
  - f. The information required by Revenue Procedure 75-50, 1975-2 C. B. 587 for each subordinate that is a school claiming exemption under Section 501(c)(3). Also include any other information necessary to establish that the school is complying with requirements of Revenue Ruling 71-447, 1971-2 C. B. 230. This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

Evangelical Lutheran Church In America

4. If applicable, a statement that your group exemption roster did not change since your previous report.

The above information should be sent, "Attention: Entity Control Unit," to the following address:

Internal Revenue Service Center  
Kansas City, Missouri 64999

This determination does not apply to any of your subsidiaries organized and operated in a foreign country.

We are enclosing a copy of Revenue Procedure 75-50. This sets forth guidelines and recordkeeping requirements for private schools recognized as exempt from Federal Income Tax under Section 501(c)(3) of the Code. You should advise those subordinates that operate schools of the requirement of this procedure.

The Service Center that processes your returns will send you a Group Exemption Number. You are required to include this number on each Form 990, Return of Organization Exempt from Income Tax and Form 990-T, Exempt Organization Business Income Tax Return. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

The prior group exemption letters of the following subordinates are superseded:

The American Lutheran Church, Lutheran Church in America, and Association of Evangelical Lutheran Churches.

Please notify each of the above subordinates that their exemption letter is superseded.

Sincerely yours,

  
R. S. Wintrobe, Jr.  
District Director

**Internal Revenue Service**

**Department of the Treasury**

Internal Revenue  
Service Center

Midwest Region  
Kansas City, Missouri

2306 E. Bannister Rd., Kansas City, Mo. 64131

▷ Evangelical Lutheran Church  
In America  
8765 W. Higgins Rd.  
Chicago, Il. 60631

Person to Contact: Ms. Martha Ala

Telephone Number: (816) 926-5401

Refer Reply to: Entity Control Unit

Date: July 13, 1988

Group Exemption Number: 9386

Dear Officer or Trustee:

The four-digit Group Exemption Number (GEN) as shown above has been assigned to your organization. This number is not to be confused with the nine-digit Employer Identification Number (EIN) previously assigned to your organization.

Form 990 (Return of Organization Exempt from Income Tax) and instructions require each central organization and its subordinates to show their group exemption number (GEN) in Item G of Form 990 in addition to their EIN.

Please advise any of your subordinates that are required to file an annual information return, Form 990, to place your group exemption number on their return.

If you have any questions, please contact the person whose name and telephone number are shown above.

Thank you for your help in this matter.

Sincerely yours,

*Doris Jean Johnson*  
Manager, Entity Control Unit *DJA*

Our Saviour's Evangelical Lutheran Church

Continuing Resolutions

Dated September 17, 2019

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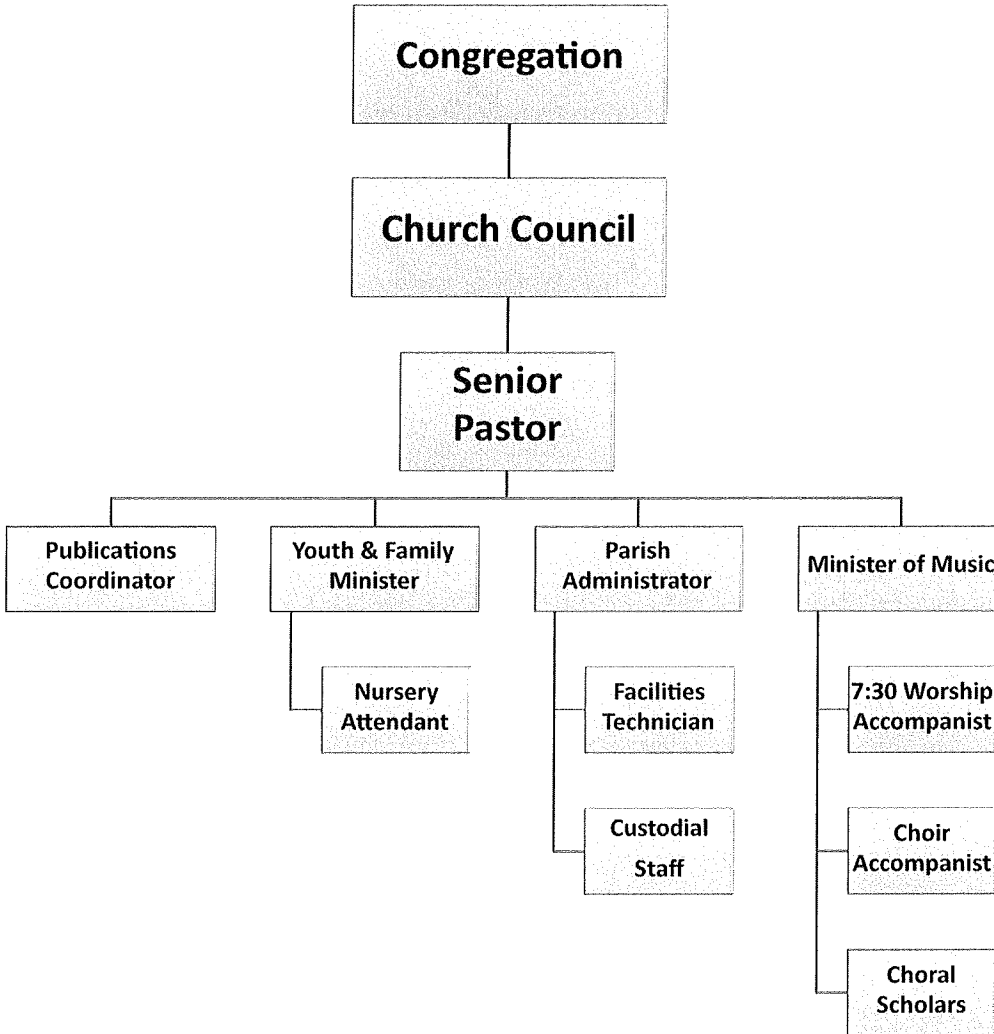


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## Continuing Resolutions

### CHURCH ORGANIZATIONAL CHART C.R. C4.04-2



### COMMITTEE GENERAL GUIDELINES

**C.R. 13.01-01** Congregation committees shall be established as needed by the Church Council. Committees shall be established and organized, and shall function, in accordance with these General Guidelines and with the scope

of authority and responsibility specified in guidelines (Continuing Resolutions) adopted for each committee.

1. Three types of committees shall be recognized
  - a. Standing Committees are permanent committees reporting directly to the Church Council, whose authority and responsibilities relate to the administrations of a logical portion of the ongoing church mission activities (worship, learning, witness, service, and support). Examples of Standing Committees include the Finance, Stewardship, Nominating, and Endowment Committees.
  - b. Sub-Committees are committees reporting to Standing Committees whose authority and responsibilities are the administrations of assigned segments of Standing Committee responsibilities.
  - c. Special Committees are task forces or *ad hoc* action committees whose authorities and responsibilities are limited in scope and time to the unique task(s) assigned. Upon task completion, Special Committees are dissolved. Examples of Special Committees include the Archive Committee and Personnel Committee.
2. Each committee shall elect amongst themselves a Chairperson or Co-Chairpersons. A Vice-Chairperson may be elected by the committee if the work so dictates. Each committee shall select a recording secretary from its membership.
3. Committee members, as required, are recruited and appointed by the respective chairpersons. Members' names are submitted to the Church Council. Chairpersons shall recruit and encourage the congregation's members to serve on committees where their individual gifts and talents can contribute to the programs of the committee.
4. The term for committee membership is indefinite when not otherwise specified. Chair appointments and membership lists shall be published at least annually in the Annual Report.
5. The Senior Pastor and the Council President shall serve as ex-officio voting members of all committees.
6. Standing Committees shall meet as necessary and include time for long-range planning and fellowship. Sub-Committees and Special Committees shall meet as work dictates.
7. Committee Chairpersons shall be responsible for arranging for meetings, preparing and distributing agendas, conducting meetings, and for making regular reports to the Church Council. The Chairperson is expected to devise a system for notifying all members of each meeting.
8. The time and place for the meetings of all Committees is to be coordinated with the schedule maintained in the church office.

9. Committee Chairpersons shall coordinate committee activities with appropriate church staff and shall establish appropriate approval procedures for committee commitments, expenditures, and actions.
10. Committee Chairpersons or ministry leads shall, with the assistance of the Church Council or Finance Committee (as needed), prepare and present budget requests for committee operations. They shall monitor committee expenditures and/or income on a regular basis to assure compliance with committee planning.
11. The Committee Chair or Council Representative shall make appropriate recommendations and presentations to the Church Council.
12. Committee actions should include:
  - a. General internal communication and coordination.
  - b. In-Committee motions—motions related to the committee responsibility and within committee authority.
  - c. Motion to Council—motions related to committee responsibilities beyond committee authority.

**FUND-RAISING  
C.R. 14.01.A-1**

All fund-raising activities at Our Saviour's Lutheran Church (at the church proper and/or in, among, and by any groups and organizations within the congregations, formally recognized or informal in nature), must have prior approval by the Church Council, or in the cases of extreme emergency only, the approval of the Church Council officers and Senior Pastor, and must directly benefit the church and/or its ministries.

1. Sale of items on OSLC Campus
  - a. No members of the congregation, or nonmembers, may sell items or solicit customers on the OSLC campus without required approval described above.
    - An exception to this would be books written by one of our guest speakers/presenters at events such as the Sunday Forum.
  - b. Members of the congregation may take orders off campus (i.e. via phone, email, etc.) for items such as cookies, products, and/or services and may collect money and deliver items on OSLC campus for these previously ordered items.
  - c. No solicitation of donations of any kind may be made on OSLC campus or through OSLC publications and website except for those specifically approved by the OSLC Church Council (such as the Youth-sponsored rummage sale).
2. Games of Chance
  - a. No form of gambling is allowed on OSLC campus.

- b. Raffles are considered a form of gambling, and as such, are not permitted by any group or organization connected to, using facilities at, or renting space on the OSLC campus.

**COUNCIL MEMBER DUTIES & OBLIGATIONS**

- C.R. 15.01** The OSLC Congregational Council directs the strategy for the business operations and ministries of the church. It is an opportunity to serve in a leadership role while representing the needs of the church’s members, guests and greater community.
1. All members are expected to attend monthly council meetings generally held on the 3<sup>rd</sup> Tuesday of the month from 7:00-9:00 p.m., an additional meeting held in January specifically for the budget, and the annual congregational meeting generally held in January or February.
  2. Each Council member serves in at least one ministry or committee during his or her three-year term.

Persons considered for Council must be active members of the church as defined by supporting the mission of the church through worship and a stewardship pledge of time, talent, and treasure. Active, prayerful participation in meetings by council members ensures that the church is not only acting with sound business practices, but actively seeking God’s will for the congregation and how we serve our community of Tucson.

- C.R. 15.01a** The Council delegates our responsibility of Constitution Sections C12.04; Item g, and Section C12.08 to the Senior Pastor.

**NEW COUNCIL MEMBER ORIENTATION AGENDA**

- C.R. 15.02** An orientation session shall be held for all new council members. The session is to be held as soon as possible subsequent to the installation of new Church Council members, and, is to occur no later than the 2<sup>nd</sup> regular Church Council meeting following the installation, unless redirected by Church Council.

**GIFT RECEPTION POLICY**

- C.R. 18.01-2** Our Saviour’s Lutheran Church solicits and accepts gifts that are consistent

with its mission and that support its core programs, as well as special projects.

1. Financial donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities.
2. Gifts of Real Property, Personal Property or Securities may be accepted only upon prior approval of the Church Council.
3. Material donations, such as housewares, fixtures or furniture, will be accepted only for designated purposes, such as fundraising rummage

etc.) sales. All material donations will be disposed of (kept, sold, donated,

at the discretion of the staff and church leadership.

4. Financial gifts that come with a designation from the donor will be considered for designation only if more than \$5,000.00, and then will be designated only at the discretion of the Church Council.

## **BUDGET PROCESS**

### **C.R. 12.05-C**

The process for preparing the OSLC budget is as follows:

September 1 – All persons responsible for line items in the budget are sent the expense ledger for their items year-to-date and a request to provide the following year’s needs.

October 15 – All budget requests are provided to the Parish Administrator and these are input to the following year’s budget in Column B.

Late October or Early November – The income side of the budget is discussed at length at a Finance Committee meeting looking at the current year as a guide for the next year. The expense requests are also reviewed for consistency with history and with justification for increase or decrease. A general summary of the process is presented to the Council at their November meeting.

November and Early December – Concerns regarding expense items that seem higher than necessary or cause questions within the Finance Committee are expressed one-on-one with the individuals responsible; budgets are adjusted if agreed to by both parties. Meetings are held with the Senior Pastor to review concerns and discuss solutions to a potential non-balanced budget.

December Council Meeting – The prospective budget as it stands without the year-end income is reviewed and discussed with the Finance Committee at the council meeting. The Council is asked to raise any and all questions or concerns they might have.

Early January – The Council meets in a special session to approve a budget for presentation to the Congregation. At this meeting the specific income side of the budget is reviewed and determined (what we will budget for envelope giving, gratitude gifts, etc.). The expense side has been reviewed by all parties and is determined assuming that the income is adequate to support it.

## **ENDOWMENT FUND GUIDELINES**

### **C.R. 4.03-g-1**

#### **A. Purpose of the Fund**

The purpose of the Fund shall be to support the mission of the Church to the glory of God with the current mission statement of OSLC as a guide.

B. Eligibility for Grants

1. Projects must fit within and be explicitly related to the current mission statement of OSLC.
2. Both the ministries of OSLC and its broader mission shall be considered in submitting applications, which may include benevolences, special projects and congregational ministries which are above and beyond regular operating expenditures.
3. Grants shall be made for specific ministries rather than to other institutions for their discretionary use.

C. Application Procedures

1. Requests for funding shall be submitted on forms provided by the Endowment Committee to the church office and placed in the mailbox for the Endowment Committee.
2. Applications will be reviewed quarterly by the Endowment Committee. Applications are due to the church office on the first of the Endowment Committee meeting month. The Endowment Committee shall normally meet February, May, August, and November.

D. Distribution of Grants

All grants shall be paid directly to the institution or agency designated by the applicant and as agreed upon by the Endowment Committee.

- E. The Senior Pastor is a permanent voting member of the Endowment Committee. In addition, the Church Council shall appoint four voting members of OSLC (two each year) to the Endowment Committee for two-year terms. Members cannot be appointed for more than two full terms consecutively. Nominations for committee appointments shall be recommended by the Council officers and the Senior Pastor to the Church Council. Terms begin January 1. When a member resigns before the end of term, a replacement shall be appointed by the Council to complete that term.

# OUR SAVIOUR'S EVANGELICAL LUTHERAN CHURCH

## BYLAWS

Proposed April 7, 2019

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*Bylaws approved at OSLC Special Congregational meeting April 7, 2019*



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# BYLAWS

## **ENDOWMENT FUND**

**C4.03-b1** The congregation's responsibility to motivate its members to provide financial support for the congregation's ministry and the ministry of the ELCA shall include motivation to support the future work of the church through bequests and memorial gifts. The Church Council shall establish programs on behalf of the congregation to encourage such gifts and shall administer them in such a way that they encourage the responsible stewardship and on-going support of the members. The Endowment Fund (established in 1986), whose operation and procedures shall be defined in these Bylaws and by Continuing Resolution adopted by the Church Council, was established and will be maintained as one of the means of fulfilling this responsibility.

### **A. Endowment Fund Principles**

1. Christian stewardship involves the faithful management of all the gifts God has given to humankind – the created world; the gospel; life; time; abilities; and money, including accumulated, inherited and appreciated sources.
2. The scriptural principle of proportionate giving, to return to the Lord a portion of the gifts God has first given to his beloved children, is both a privilege and an appropriate response in all times and circumstances. Christians, therefore, are encouraged to give to the work of the church. Gifts will be received according to the church's Gift Reception Policy.
3. It is the desire of Our Saviour's Lutheran Church to encourage, receive and administer these gifts in a manner consistent with the loyalty and devotion to our Lord expressed by the donors and in accord with the policies of this congregation.
4. The purpose of the Endowment Fund is to enhance the mission outreach of Our Saviour's Evangelical Lutheran Church. Endowment Fund principal shall be prudently managed and invested to ensure safety and security of principal with growth and income. Ten percent annually of the endowment fund income shall be invested for growth of principal.
5. The Endowment Committee shall be the custodian of the Endowment Fund for the Church Council, administering the FUND under these Bylaws.

### **B. Committee Membership**

1. The Senior Pastor is a permanent voting member of the Endowment Committee. In addition, the Church Council shall appoint four voting members of OSLC (two each year) to the Endowment Committee for two-year terms. Members cannot be appointed for more than two full terms consecutively. Nominations for committee appointments shall be recommended by the Council officers and the Senior Pastor to the Church Council. Terms begin January 1. When a member resigns before the end of term, a replacement shall be appointed by the Council to complete that term.
2. The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it to be in the best interest of the FUND.
3. A quorum shall consist of three members. Three or more affirmative votes shall be required to carry any motion or resolution.

*Bylaws approved at OSLC Special Congregational meeting April 7, 2019*

4. The COMMITTEE shall elect a chairperson from its lay membership and shall elect or appoint a secretary. The secretary may be chosen from outside the Committee, in which case the secretary shall have voice, but not vote. The chairperson, or member designated by the chairperson, shall preside at all COMMITTEE meetings.
5. The secretary of the COMMITTEE shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the COMMITTEE. The secretary shall supply a copy of the minutes to the Church Council.
6. The Parish Administrator shall work with the Council Treasurer in maintaining and coordinating complete and accurate accounts for the FUND. Checks and all other necessary documents shall be signed according to the church's Check Signing policy. Reports will be prepared for the COMMITTEE in advance of all regular meetings and for the Church Council at each regular meeting. The books shall be reviewed annually by a certified public accountant or other appropriate person who is not a member of the COMMITTEE.
7. The COMMITTEE shall report at each annual meeting of the congregation and shall render a full and complete reviewed account of the administration of the FUND during the preceding year.
8. The COMMITTEE may request staff and other members of the congregation to serve as advisory members and, at the expense of FUND income, may provide for professional counseling on reinvestments or legal matters as it deems to be in the best interest of the FUND.
9. Members of the COMMITTEE shall not be liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any self dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interest would conflict with the interest of the FUND.
10. All assets are to be held in the name of Our Saviour's Evangelical Lutheran Church.
11. Decisions to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including bank deposits, stocks, bonds, debentures, mortgages, notes, or other securities or investment's as in their judgment and discretion they deem wise and prudent, are to be made by the COMMITTEE, with subsequent execution by the delegated member of the COMMITTEE.

### **C. Distribution of Fund Income**

1. Endowment Fund income not invested for growth of principal should be distributed as grants and allocated as follows:
  - a. A minimum of 20% for outreach into the community and synod, including, but not limited to, grants to ELCA seminaries, colleges or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designated for those persons in our parish area who are in spiritual and/or economic need.
  - b. A minimum of 15% for missions of the ELCA in this continent and worldwide, including, but not limited to, grants to the ELCA for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.

- c. A minimum of 20% for facility preservation, capital improvements and repairs, debt reduction, or building programs.
2. Distribution of the total FUND income should occur annually at the discretion of the COMMITTEE.

#### **D. Distribution of Principal**

When Congregational circumstances are so dire and of such an emergency nature that the future of the congregation is at stake and that the only recourse seems to be the use of the FUND principal, the Church Council may, upon a two-thirds majority vote, recommend such authorizing action to the congregation. The congregation shall consider such action under the notification and voting rules established by chapter 10 of the constitution. The congregation may then, with a 10% quorum of voting members, authorize expenditure of the FUND principle with a two-thirds majority vote.

### **ORGANIZATIONAL CHARTS**

**C4.04-bl** The church council shall maintain current organization charts portraying committee structure and staff organization and structure. Such charts and associated organizational responsibilities and staff job descriptions shall be enacted and maintained current by the church council as continuing resolutions.

### **MISSION STATEMENT**

**C4.05-1** The current mission statement of Our Saviour's Lutheran Church shall be maintained and reviewed by the church council every five years, revised as necessary, and submitted to the congregation for consideration and adoption if revised. The mission statement will be included in the annual report and the historical record of mission statements shall be kept by the archive committee.

The current mission statement, adopted August 2012, is:

"In the Spirit of Jesus, we grow in faith through worship and education while nurturing and serving God's community."

### **DEFINITION OF INACTIVITY**

**C8.05.e-bl** The congregation's responsibility for fostering faithful membership shall include continuing and conscientious pastoral care for members in an effort to encourage fulfillment of their duties and responsibilities.

When members do not partake of Holy Communion, do not support the church with their offerings, and/or fail to participate in the life and worship of the congregation for a period of two consecutive calendar years; they may be removed from the roll of members by the church council.

These procedures will take place only after such members have been counseled about the matter, if possible. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

## **DATE OF ANNUAL MEETING**

**C10.01-bl** The annual meeting of the congregation shall be held in the January/February time frame on a date or dates set by the church council. The annual meeting will include the election of the church council.

## **DUTIES OF OFFICERS**

### **C11.01.a-bl** A. President.

The president shall serve as president of the congregation and ex-officio member of all committees. The president shall serve as chairperson and preside over congregational and church council meetings, or designate the Vice-President to serve as chairperson. In addition, the president shall:

1. Prepare the church council agenda in consultation with the senior pastor;
2. Call special meetings of the church council;
3. Recommend to council the appointment of special committees; develop, in consultation with the senior pastor, the nature and duties of such committees;
4. Attend, from time to time, the meetings of the committees in order to develop an understanding of the various ministries of the congregation;
5. Work with the senior pastor and the church council to promote a climate of mutual understanding, peace and goodwill within the congregation.

### B. Vice President.

The vice-president shall preside over congregational and church council meetings as the chairperson in the absence of the president or as designated by the president.

### C. Secretary.

The secretary shall:

1. Keep or oversee the keeping of accurate minutes of all meetings of the congregation and the church council;
2. Maintain records of the minutes of the congregation and church council;
3. Prepare correspondence and communications as requested by the church council;
4. Provide ballots for election of church council-persons at the annual election;
5. Perform other duties normally associated with the position of secretary as requested by the church council.

### D. Treasurer.

The treasurer shall:

1. Supervise the keeping of the books of account with the parish administrator to make sure that funds are disbursed only on proper authority, and that monthly remittance of benevolence are made to the treasurer of the synod;
2. Serve as a resource to the church parish administrator regarding methods of keeping the books of account of the congregation, methods and selection of bank accounts for safekeeping of church funds, and methods of reporting financial information to the church council and congregation;

3. Serve as a member of the finance and stewardship committees.

#### **AUTHORIZED CHECK SIGNERS**

**C12.05-bl** Checks may be signed by the following persons, in this preferred order:

1. Elected officers of the church council
2. Parish administrator

No check signer may sign a check to which they have a conflict of interest.