

Trinity Lutheran Church - Congregational Meeting Agenda - Sunday, February 22, 2026

(pending approval)

1. **Call to Order/Welcome** – The meeting was called to order by President Hoelter at 9:53am. 39 members in attendance.
2. **Opening Prayer** – Pastor Ek Yah gave an opening prayer.
3. **Review and Approve Minutes** from Previous Congregational Meetings.
The minutes from 3 prior congregational meetings were present to the congregation for review and approval. June 22, 2025, November 30, 2025 and February 8, 2026. Lanny Afrank made a motion to approve the minutes as written. Pat Kunert seconded the motion. Minutes were approved by voice vote
4. **Updates from the Church Council Boards**
 - a. **Board of Education** – Suzanne Frank spoke to the key items provided in her written reported that was included in the agenda. No additional content was covered (see written report).
 - b. **Board of Ministry and Outreach** – Jim Reidl presented the reported submitted by the Board which was included in the agenda. No additional content was covered (see written report).
 - c. **Board of Finance and Properties** – Chuck Kunert discussed the Properties report that was printed in the agenda. A new exterior door system will be installed that will allow access view electronic cards or phones for members already with regular building access. Posts for a new driveway gate system have been installed, the entrance is 12ft wide per current city code. A question was asked about fire exits for the west-side upper classrooms. This item will be addressed by the properties committee at their next meeting.
5. **Treasurer's Report** – Elaine Von Wald presented the Year to Date fiscal P/L statement that was included in the written agenda. Total operations are approx. 15k in the positive. Over the first 6 months of the fiscal year Trinity School is -75k due to lower than expected enrollment, Trinity Church is +90k, and Trinity Early Learning Center is +59k. No Trinity Endowment Fund have been used this year to support Operations.

6. President's Report – Chris Hoelter present on the items printed in the Agenda. The visit of Pastor Elect Martin Schultheis was discussed. The efforts of the Marketing Task Force were reviewed. Members suggested getting information about the School into local neighborhood associate newsletters – Cully, Concordia, Roseway, Beaumont-Wilshire, Rose City Park. It was only suggested that new Yard Signs should be designed and made available.

The Roof Repair/Replacement Appeal was shared with the congregation. An appeal letter was distributed with a Pledge Card. Completed pledge cards can be given to the office, placed in the collection plate, or placed in the President's mailbox in the narthex.

7. New Business – No new business was presented.

8. Closing Doxology: Meeting was concluded at 10:51am with the singing of the doxology.

*Respectively submitted by
Chris Hoelter, Secretary pro tem*





**Trinity Lutheran Church
Congregational Meeting Agenda
Sunday, February 22, 2026**

“Faithful to God’s Word, the people of Trinity will respond to God’s grace and share Christ’s love in our lives, the community and the world.”

1. **Call to Order/Welcome** – Chris Hoelter, President
2. **Opening Prayer** – Pastor Ek Yah
3. **Review and Approve Minutes** from Previous Congregational Meeting (pgs 2 - 5)
4. **Updates from the Church Council Boards**
 - a. **Board of Education** – Suzanne Frank (pgs 5 - 7)
 - b. **Board of Ministry and Outreach** – Jim Reidl (pgs 7 - 9)
 - c. **Board of Finance and Properties** – Chuck Kunert (pgs 9 - 10)
5. **Treasurer’s Report** – Elaine Von Wald (pgs 10, 12-13)
6. **President’s Report** – Chris Hoelter (pgs 11)
7. **New Business**
8. **Closing Doxology:** All rise and sing

*Praise God from whom all blessings flow.
Praise Him all creatures here below.
Praise Him above ye heavenly hosts.
Praise Father, Son, and Holy Ghost*



**February Principal's Report - Congregational Meeting
February 22, 2026**

Monthly Theme: Integrity

Current Enrollment (2025-2026): 53 students

I. Administrative Coverage

- Principal will be absent March 16-20, 2026 (pre-Spring Break).
- Acting Principals: Shawn Garnett (Mon, Wed, Fri); Jim Reidl (Tues, Thurs).

II. Grants and Fundraising

- Thrivent Action Team Grant: \$250 awarded to fund L.E.S.T. family dinner event.

III. Enrollment and Registration

- 2026-2027 re-enrollment opens mid-March via FACTS portal.
- No increase recommended for enrollment fees; structure unchanged from 2025-2026.
- **Fee Structure:**
 - New Student Application: \$35 (\$22 FACTS fee, \$13 TLCS)
 - New Student Enrollment: \$200 (\$0 FACTS fee, \$200 TLCS)
 - Re-enrolling Student: \$236 (\$11 FACTS fee, \$225 TLCS)

2026 Key dates:

- Teachers return: Wed, Aug 19
- Back to School Night: Tues, Sept 1
- First day of school: Wed, Sept 3

MAP RIT Scores Winter 2026 Results:

Students with Average to High Percentages for TLCS:

- | | | | |
|------------|-------|------|--------------------------------------|
| • Math | 46/53 | 81% | New rigorous math curriculum |
| • Reading | 52/53 | 98% | |
| • Language | 43/43 | 100% | K/1 (10) does not take Language Test |

MAP RIT Scores Percentile Ranges – What it Generally Means:

- 90th–99th: Exceptional; in the top 10% of students nationally.
- 75th–89th: High Average to High; performing above the national average.
- 25th–74th: Average; performing within the typical range of peers.
- 1st–24th: Low to Low Average; may indicate a need for additional support

IV. Upcoming Events

- Mar 2: Kids Healthy Heart Challenge Kick-Off Assembly
- Mar 6: Staff meeting & RipCity Remix Hoops Game
- Mar 8: Church Service (Handbells)
- Mar 9-13: Scholastic Book Fair
- Mar 11: Grandparents Day & STEM Night
- Mar 12: Kindergarten Round-up
- Mar 13: Healthy Heart Challenge ends
- Mar 23-27: Spring Break

V. Staffing Updates

- Counselor position: not filled
- Three new substitute teachers onboarded via Better Teams.

VI. Facilities & Community Engagement

- Trinity Work Day: Sat, Feb 28, 10AM-12PM (weather permitting). Community invited for grounds prep.

VII. Board Action Items

- Approve 2026-2027 enrollment fee structure (no increase)
- Acknowledge Principal's absence & coverage plan for March 16-20, 2026

March 16-20 Out of Office Emergency Contact and Communication Protocol

Please be advised that I will be out of the office from **March 16-20** During this period, in the event of any emergency involving the maintenance of the school, Ruth Grey Trinity Business Manager and Chuck Kunert (**503-470-0908**), Head of Properties, will serve as the primary points of contact.

Additionally, should the school require a spokesperson to communicate with the media or handle public relations during this time, Suzanne Frank (**503-329-0172**), School Board Chair, will be the designated primary spokesperson. If Suzanne Frank is not available, Pastor Mark Hoelter (**503-936-4916**) will be the designated spokesperson.

Thank you for your understanding and cooperation.

Sincerely,
Marsha Wolfe
School Principal

TLCS Board of Education and TELC Board Reports for Congregational Meeting February 22, 2026

TLCS Report

Current Enrollment: 53

- A part-time counselor position has been filled. She will begin on February 24, 2026
- Three new substitute teachers have been onboarded
- On the week of March 8th we will be celebrating Lutheran Schools. Activities include the students performing during the 8:30 service on March 8th, Scholastic Bookfair (3/9-13), Grandparents Day (3/11), STEM night (3/11) and Kindergarten Round-up (3/12)
- (3/National student testing results have arrived. The results are as follows:
 - Math: 81% (High Average to High; performing above the national average) This is impressive as we have a new rigorous math curriculum
 - Reading: 98% (Exceptional; in the top 10% of students nationally)
 - Language 100% (Exceptional; in the top 10% of students nationally) K/1st does not take the language test

PTO

- Current Checking account balance is \$3,579.37
- There will be several events that will need to be paid for as well as the field trips

TELC

TELC Financial year 2025-2026

- January gain \$4,450
- YTD gain \$64,351

Staff Handbook is complete

Revision of job descriptions are in progress

Current enrollment is 102

Ministry & Outreach Board - Congregational Report - February 22, 2026

Since our last congregational Meeting:

- Pastor Ruberto led a Spanish retreat at Peter, the Fisherman Lutheran Church in Lincoln City. Thirty-five were in attendance and participated in the program themed “Resting in the Lord”. He has been helping Mayan families that are working on documentation for their children, who have been born in the US, to become Mexican citizens. Thus, if a parent is deported, the children can legally accompany them and avoid splitting up the family. He has helped families at Ascension by copying documents such as birth certificates so they can be sent to the proper government offices. He may do this at Trinity also. If so, it would likely be only one family at a time.
- Pastor Mark reported six new members have been added to the congregation through transfer: Rebecca and Julie Williamson from Ascension, Gresham; Ken and Georgina Sievers from Messiah, Vancouver; and Bill Markwart and Midori Suzuki by profession of faith.
- A transfer request was made and completed for Gerritjan and Katie de Villiers and their two children to Hope Lutheran in West Seattle. Rod Wagener has also transferred out of the congregation.
- The Lay Ministers under the leadership of Mark Duin reported that we have four homebound members that are visited regularly by our pastors. Lay Ministers discussed the idea of offering Communion every Sunday – desire expressed by some, especially Latino members. The Board felt that if those in the Spanish service desired to do this, there was no reason why they shouldn’t begin this practice. Pastor Ru was given the go-ahead on this for the 1:00 service.
- Concordia Publishing House/Concordia Gospel Outreach has a program that offers Arch Books, one per week, to families with young children that the congregation is serving. A new Arch Book is offered each week to each family enrolled in the program. This continues for 52 weeks and by the end of the time period each home would have a library of Arch Books. There is no cost to the congregation. Books and shipping would be free. This is in place now for our Sunday School children. Our teachers, Jan Gaylord and Jeff

Travis, say the children love the books. Sometimes they are used as part of the weekly lesson and other times they are simply sent home with the children.

- Adult Bible Class has offered in study: The Book of Genesis led by Chuck Kunert, A study of Dietrich Bonhoeffer, Christian Nationalism and Nicene Creed all led by Pastor Hoelter, Guest Pastor Herb Hoeffler told us about the Mission of Christ Network and “In the Footsteps of the Savior” video course led by Jim Riedl. Friday evenings our Spanish members meet in the Sanctuary for study and prayer led by Edgar Burgos and Pastor Ruberto. They are presently studying ways to get our ministry out into the community.
- The Trunk-or-Treat community outreach program went exceptionally well. The event organized and led by Ms. Jess Parrott of the TLEC staff and member Allison Gaylord, also of the TELC staff, brought in more children than past Trunk-or-Treat efforts. It was held the evening before Halloween which was a concern as it might have an effect on attendance. Not so as cars filled the parking lot and spilled into the area East of the row of arborvitaes. A dozen cars and one wheel chair had their trunks open to give out treats. There were many happy children (and parents) on our premises that night..
- Our Thanksgiving Bilingual service followed by the Thanksgiving meal in the gym went very well. We had good attendance at the service (119) with most of those attending the service also going to the meal. Plenty of food and fellowship made the event a great success. Later that week sixty food boxes were given out to those in need in the congregation and in the community. Thanks to Jill Gaylord and her volunteers for purchasing food and packing the boxes. Thanks to Angelica Ek Juarez and her crew for the distribution of the boxes. Thanks for monetary gifts from congregation members for making it possible.
- The Advent/Christmas season went well with midweek Advent services and regular Sunday services offered.. Our Sunday School children and parents presented a Christmas pageant the Sunday before Christmas. Pastor Ru led worshippers with the Posada on December 19th. Christmas Eve and Christmas Day services were held. In our annual Christmas gifts outreach program, fifty-four families received toys for their children provided by KGW TV and monetary contributions by congregation members. Teens of these families received gift cards. Fred Kramer continues to help with the preparation and organization of this ministry. Angelica Ek Juarez takes charge of the distribution.
- The Board spent time at several meetings discussing Service times and types of worship offered. Average attendance for our three services over the past five months has been: 8:30 = 56, 11:00 =26, 1:00 = 35. The Spanish service which has been scheduled for 1:00 since its inception would like to move to a morning time. How to fit everything in while still offering choices in worship style was a difficult task and the board interviewed a number of people to get opinions and a plausible solution. As the congregation got closer to extending a Call to a pastor it was decided to hold off on any action to let the new pastor have a say in any possible changes that might be made.
- Coventry Presbyterian Church sent an email to Trinity concerning safety whistles they were offering as a method of alerting people of ICE presence. They would furnish us with as many whistle kits as we could use. We could distribute them in whatever way worked for us. The discussion was all positive that we should make these whistles available to any members that are interested. Contact will be made asking them for 50 whistle kits. Once

plans have been completed the congregation will be informed as to how to obtain a whistle.

- Lent/Easter Review:
 - Wednesday Lenten services: Feb. 18, 25, March 4, 11, 18, 25. Theme: “Jesus Prays for His Church” – Joy, Truth, Unity, Glory, Love
 - Service time: 6:30 pm. Soup Suppers: 5:30 pm.
 - Holy Week: Palm Sunday – March 29.th Maundy Thursday – April 2nd , Good Friday – April 3.
 - Maundy Thursday, Good Friday services: English @ 6:00, Spanish @ 7:30 pm.
 - Easter Sunday: regular service times. Breakfast between morning services,
 - Egg hunts: Sunday School between services, community @ 12:00 on the field.

Respectfully submitted,

Jim Riedl, Ministry and Outreach Board Chairman

Board of Finance and Properties
Report to the Trinity Congregational Meeting
February 22, 2026

1. The Oregon Emergency Management Security Grant that Trinity received is currently being implemented. External lighting has been updated and improved, electronic gates are being installed that will be controlled by codes and/or key cards, new improved cameras are being installed both internally and externally, and access-controlled doors are being installed at key entrances throughout the building. Entrance at either the Fellowship Hall doors or the school entrance will be monitored by two-way communication in the office. Staff training will occur as soon as all systems are installed and tested. More information will be forthcoming for how members and guests will be able to access the building.
2. Since our last business meeting, the parking lot has been resurfaced and damaged areas replaced with new asphalt. Much of the damage was attributable to the garbage trucks which are now entering via the 55th and Emerson back entrance only.
3. The roof over the fellowship hall, TELC classrooms, and offices is in need of replacement. We have received bids with an approximate cost of \$160,000 for replacement and upgrades and repairs. This will be discussed later in the meeting.
4. Damage to our lawns was found to be caused by raccoons seeking grubs beneath the sod. Dave Gaylord has caught and relocated six raccoons, one rat, and one cat to date. 😊
5. New rhododendrons have been planted along the east side of the sanctuary where the arbor vitae were removed.
6. New bearings were installed in the air handlers that supply heat to the sanctuary.
7. All power roof ventilators need repair or replacement and Scott Wolfe and Lanny Afrank are working on a system to do that in a cost-effective manner.
8. Gas line leaks (minor) in the supply lines to the boiler were repaired.
9. There will be a congregational work day this coming Saturday, Feb. 28 from 10:00 until noon. We will be working on weeding, trimming shrubs, edging lawns, and power washing curbs and walkways. We want to make the grounds look as appealing as possible to Rev.

Schultheis and his family as they arrive the following weekend. Please come prepared for the weather and with tools that are appropriate. We will have some tools available, but hand weeding and trimming/pruning tools will be in short supply.

Respectfully submitted,

Chuck Kunert
Chair, Board of Finance and Properties

Treasurer's Report

Attached is the condensed financial report for TLC&S and TELC for presentation at the February 22, 2026 congregational meeting. The report presents actual operating results for the six months ended December 31, 2025, the full year budget for the 2025/2026 fiscal year and actual operating results for the prior 3 years. Notes and key balance sheet information are shown on page 2 below the financial information for TELC.

Respectfully submitted,
Elaine Von Wald, Treasurer

President's Report

Pastor Martin Schultheis Visit

Pastor Schultheis and family will be visiting Portland March 6th – 9th as he considers the divine call this congregation extended to him. He will be visiting with as many individuals and groups as possible while here and attending our 3 services on Sunday, March 8th.

Marketing Task Force

The marketing task force is focusing on promoting this Spring's enrollment events (April's Kindergarten Round Up and March's Open House). Facebook ads, neighborhood newspaper ads, and a direct mail campaign will be used to promote the school, early learning center, and church. If you see one of our ads on Facebook/Instagram use the *Like* and *Share* options to increase engagement and grow the reach of our messages.

Roof Repair Appeal

The roof covering the north end of our building (offices, fellowship hall, and toddler rooms) need serious repair. The Properties Board has received several bids on the needed repairs and the cost will be \$160,000. This amount cannot be covered by our current operating budget. The church council has approved the activation of a capital campaign to raise the necessary funds. The campaign has already been blessed with \$60,000 in seeding donations. We are asking members to prayerfully consider pledging a donation above your normal offering over during the next

three years to help cover the remaining \$100,000. An appeal letter and pledge cards were distributed with the agenda and are also available in the fellowship hall. As you complete your pledge cards you can give them to the church office, add to the offering plate, or put in the President box in the narthex.

Church Council Positions to be voted on in June

Every year we open select church council positions for nomination. This year 3 of the 7 positions are open for nomination. Each position is for a 2 year term.

- President
- Treasurer
- Board of Ministry and Outreach Chair