

Good Shepherd Lutheran Church

Church Council Meeting Minutes
Tuesday, April 26, 2022 – 7 PM Fellowship Hall

CALL MEETING TO ORDER

The regular meeting of the Good Shepherd Lutheran Church (GSLC) Council was called to order at 7:04 PM on April 26, 2022, by Kristi Buchholz, Council President.

Present: Pastor Jeremy Serrano, Candace Bradley, Kristi Buchholz, Scott Etzel, Sue Hertless, Laura Mott, Renee Reis

Absent: Mike Henry

DEVOTIONS AND OPENING PRAYER – Pastor Jeremy

RECOGNITIONS

- Sue Hertless recognized and thanks Scott and Betsy Etzel for playing games with the children of Winter Nights.
- Sue Hertless recognized and thanks Nancy Judge, Marcia Sander, and Betty Jacobsen for helping prepare and cook the Winter Nights meals for our guests.
- Sue Hertless and Pastor Jeremy recognized and thank Nancy Judge, Renee Reis, and Kathy Reis for decorating the church for Easter.
- Sue Hertless recognized and thanks Renee Reis and Kathy Reis for cleaning the church after the Easter service.
- Sue Hertless recognized Pastor Jeremy and Jessica for the new way to share the PEACE on Easter.
- Scott Etzel recognized and thanks Dana Deniston and the Friends Feeding Friends (FFF) volunteers for their ongoing service to the community with FFF programs distributing food, clothing, and furnishings to those in need.
- Scott Etzel recognized and thanks the blood donors who participated at the April 15 (Good Friday) American Red Cross blood drive on the church campus.
- Renee Reis recognized and thanks all of the church members who contributed to the youth's Flamingo Fundraiser.
- Laura Mott recognized and thanks Mike Henry for installing the exterior lights on our campus, and for fixing the door handle on the double doors going from Fellowship Hall to the bathrooms.

CORRESPONDENCE

We received a 2021 Annual Report brochure from Bay Area Crisis Nursery detailing their programs and expenses.

OLD BUSINESS

○ Approval of Minutes

MOTION made by Kristi Buchholz to accept the March 22, 2022 Council Minutes; seconded by Sue Hertless; motion passed.

NEW BUSINESS

Pastor's Report

Pastor Jeremy reported that he is looking towards his sabbatical starting in June, and talking with Pastor Brandon Peck and others to get things ready for his leave. He said we need to discuss the going-away brunch on May 29. Pastor said Council should take care of and plan his coming-home brunch in August. Pastor said Bishop Rohrer will be here and be preaching Pastor's first day back from sabbatical. Pastor said he is concerned about altar guild items being done while he is gone, and the plate offerings and registration cards. Sue asked if Pastor Jeremy can bless the stoles the Sunday he installs Pastor Peck for his sabbatical.

Discussion on making all of our bathrooms single use, with door handles that show "occupied" when in use. Kristi suggested we install door handles on fire doors that can open even though they are locked.

Pastor reported Dana is in agreement that FFF will take Leida Moss's former office. There will be some flooring changes and updates needed, and shelving additions. Dana asked that we notify her when others book the FH or kitchen, so that she does not make plans to be in there at the same time. Pastor suggested we paint a line on the concrete for the FFF carts to be pushed and moved on one side when hauling food in and out, so that people will not wander around in the courtyard. He said we can put signs out to direct people.

President's Report

○ Bookkeeper Duties and Compensation

Laura reported that the bookkeeper has no "unraveling" to do, but the office administrator does. Laura explained the procedure for handling money when it comes in to the church. She said we should always have two counters; but currently, we are short of counters so they count individually, which is not the best practice. Money comes in and goes into the safe. If it comes in the mail, she opens it, puts it in an envelope, and labels it. The money stays in the safe, and is usually counted on Sundays.

When counters complete the counting, the money is sealed in a bank envelope with the deposit slip. The paperwork to support the deposit is rubberbanded with the empty offering envelopes and placed in the safe for Laura to then do the recap. Laura records account totals on the books with the recap, when the deposit recap balances.

After the deposit is processed, the deposits are finally reconciled by the bookkeeper on the bank statement monthly. Our counters put the money for deposit in the night deposit box.

Laura reported she does not touch the money at all, that this is the money that comes through the church. She informed us Tithely, Pay Pal, and Vanco electronic giving are handled differently. However, they are all posted and reconciled on the bank statement.

Laura reported giving is down \$4,275 up to February.

Council reviewed and revised the template for the Bookkeeper Job Description from Pastor Jeremy. Discussion on Laura's pay rate per hour.

MOTION made by Pastor Jeremy to accept Laura Mott's resignation from the position of Office Administrator; seconded by Renee Reis; motion passed.

MOTION made by Pastor Jeremy to hire Laura Mott, who will work as the bookkeeper part time, starting at the rate of \$25 per hour; seconded by Sue Hertless; discussion; motion passed, one abstention (Laura abstained). The week of May 16 will be Laura's official start date - she will inform Council what day of the week she will work.

- **Rainbow Flag** – Renee said we should display a rainbow flag before Gay Pride month. Scott asked if we would leave the flag up with the American flag 24/7. Sue suggested we talk to the congregation first. Pastor Jeremy will put an article in the weekly e-blast, and make announcements during the service, asking the congregation for their thoughts and input. Pastor suggested Pastor Brandon Peck may want to assist with this. We should purchase the newest flag with the triangle on it.
- Kristi suggested installing a doorbell with a speaker outside of the office door so the office administrator can speak to people outside of the office.
- **Review Update Council Action Register for the Campus Walk-Around** – Scott suggests having time on the monthly Council agenda to talk about this topic. He suggests a "job jar," where volunteers are asked to help with projects around the church, encouraging participation by the congregation.

Committee Reports

*Please see the individual committee reports; if any questions, see Council Secretary.
Some additional discussion occurred on the following topics:*

Finance – Laura Mott

- Laura reported we lost money on the stocks the first quarter of the year. She will have current financials ready for Council when she becomes the bookkeeper in May.

Evangelism – Sue Hertless

- Sue reported everything for Evangelism is included in her report.

Fellowship

- Council needs to plan for Pastor Jeremy's sabbatical sending blessing luncheon on Sunday, May 29. Pastor suggests a BBQ and lawn games. Pastor Jeremy said Pastor Brandon will be here for this gathering as well.

Property and Long-Range Planning – Mike Henry

- Scott suggested we review/update church policies on facility use (goals, administration, terms and conditions, etc.) Laura suggested we create and update a new pricing sheet. Pastor Jeremy asked if someone on Council would work up a price sheet for per-square footage prices for facility use. Scott said he has some data on rates and pricing he has accumulated. Laura will send an electronic copy of our agreement to Scott. Scott inquired if this can be an outreach to our community, and that our policy should address this.

Social Ministry – Scott Etzel

- Scott reported we had a good blood drive on Good Friday. The American Red Cross has asked Scott for a date for another blood drive. Scott said his goal is to do three or four blood drives per year.
- Scott reported that FFF is losing staff. Kristi said she will reach out to Dana to ask if she needs help.

Worship and Music – Pastor asked that Council help with altar guild duties while he is out on sabbatical, to assist Pastor Peck.

Youth – Renee Reis

- Renee reported everything for Youth is included in her report.

ADJOURNMENT

MOTION made by Kristi Buchholz to adjourn; seconded by Sue Hertless; motion passed, and meeting was adjourned at 9:24 PM.

Date of next regular Council meeting – May 10, 2022, 7 PM.

Minutes respectfully submitted by,

Candace Bradley, Council Secretary
Good Shepherd Lutheran Church

Additional comments/action items:

- Continuing agenda item: Research to see if Council members can be on the Executive Committee and the Mutual Ministry Committee concurrently. We will investigate and revisit next month.
- Pastoral Evaluation



Date: April 26, 2022

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

Kathy and Renee Reis for decorating the church for Easter and cleaning up it up.

PAST EVENTS/ ACCOMPLISHMENTS:

1. Spoke with Dana about moving Food Pantry Distribution to Office in Fellowship hall.
2. Edited gsconcord.com so that our most current livestream will automatically play on the homepage.
3. Spoke with Jamie and directed him to begin creating the livestreams in youtube. He will continue to do this through August.

UPCOMING EVENTS/GOALS:

1. Plan the Sabbatical worship concerning the gratitude project.
2. Plan the Farewell Brunch on May 29th.
3. Work with Pastor Brandon on Pastoral hand-off.
4. Find a temporary (or permanent) Office Administrator.

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates.]

1. I am currently creating a 2 part curriculum for after the fall both based on A Church Called Tov. The first is for individuals to complete while read the book. They are basically worksheets. The second is a series of lessons based on the book, but go much more in depth on the topics from the book. For example, the book is really good at talking about how we need Empathy, but it doesn't really go into what it is or how we can develop it.
2. Clean out the Fireside room to make it usable space.

CONCERNS: [Any concerns for the upcoming months]

1. I am concerned about the A/C unit in the church for the summer while I am gone on Sabbatical. I hope the property committee will prioritize making sure it works.

OTHER COMMENTS: [Any other comments]

Important Dates:

May 13, 2020: Laura's last day as Office Administrator.

May 29, 2020: Install Pastor Brandon as the sabbatical Pastor. Farewell luncheon for Rev.

June 1-4, 2020: Synod Assembly

June 5- August 29th: Pastor's Sabbatical.

September 4, 2020: Rev's first Sunday back from Sabbatical. Bishop Rohr will be preaching. Return Luncheon.

Minutes / April 25, 2022 Finance Committee

Meeting at 5:00 p.m. ---- present at the meeting: Laura Mott, Gordon Monroe, Marcia Sander, Greg Buchholz and Pr. Serrano.

Reviewed February, 2022, Financial Reports

Discussion regarding changes in Admin Position at GSLC

Audit Volunteers have been selected. The next phase is to select the date in late summer for volunteers to be available. The team will be given procedures ahead of the audit date.

Meeting was adjourned at 6:25pm.



Date: April 26, 2022

Team: Evangelism

Name: Sue Hertless

SPECIAL RECOGNITIONS: A Big Thank You goes to Betsy and Scott Etzel for playing games with the children of Winter Nights. Also, to Nancy Judge, Marcia Sander, Betty Jacobsen for helping prepare and cook the Winter Nights meals for our guest. Nancy Judge, Renee and Kathy Reis for decorating the Church for Easter. Renee and Kathy for cleaning the church after Easter Service. Pastor Jeremy and Jessica for the new way to share the PEACE on Easter.

PAST EVENTS/ ACCOMPLISHMENTS: Winter Nights went from March 14th until March 27th. There were 5 families in the program and the food cost was \$574.46 for the two weeks.

Collected \$212.05 in recycling of aluminum cans and plastic bottles in the month of March. Thank you to all who participated. It is greatly appreciated. Total year to date is \$519.85

UPCOMING EVENTS/GOALS: May 7th will be the Celebration of Life and Reception for Jack Mecklenburg. Expected number of guest 150. If you can bring a salad, or desert that would help to defray expenses. I have asked United Methodist Church if we could borrow 5 six foot tables and 40 chairs. If not I will need to rent from Wally's Rental.

Pastor Christian Chavarria will be attending the SPS Assembly from June 2-4th. He will be returning to the bay area with me and will be attending worship and delivering the sermon on June 5th. After worship we will be having a lunch to welcome Pastor Brandon Peck and Pastor Christian. Following the lunch, we will have a visioning discussion on both the scholarship program and the Resurrection Lutheran Ministries.

LONG TERM GOALS: To have a El Salvador Lutheran Women's Retreat and Making of Soles in late summer.

CONCERNS: none at this time

OTHER COMMENTS:

COUNCIL ACTION ITEMS:



Date: 4/18/2022

Team: Social Ministry

Name: Scott Etzel

SPECIAL RECOGNITIONS:

Dana Deniston and the FFF volunteers – For ongoing service to the community with Friends Feeding Friends programs distributing food, clothing, and furnishings to those in need.

Blood donors at April 15th (Good Friday) American Red Cross blood drive on church campus.

PAST EVENTS/ ACCOMPLISHMENTS:

Friends Feeding Friends (FFF) summary for March 2022:

- FFF provided groceries for 3341 people, cooked, delivered 203 meals to the shelter, and provided furnishings for 8 households.
- FFF also donated Ensure, cold drinks, grooming supplies, and food to the shelter, and distributed adult and baby diapers, light bulbs, baby food, placemats, and household items to pantry clients.
- Current church financial liabilities designated for FFF in Balance Sheet as of November 1st 2021 are:
 - \$20,821.13 – FFF Building (fund)
 - \$44,471.44 - Designated Special Purpose (DSP).

Senior Food Program:

- GSLC partnered with the Food Bank of Contra Costa and Solano Counties to provide free groceries to seniors age 55 or older on the first and third Thursdays in March (March 3rd and 17th).

American Red Cross Blood Drive

- Partnered with the American Red Cross (ARC) to hold a blood drive on church campus Good Friday, April 15th. ARC collected approximately 23 pints of blood during drive.

UPCOMING EVENTS/GOALS:

- Gathering for Pastor Jeremy's Sabbatical sending blessing Sunday, May 30th

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates.]

- FFF Building Project (dates undefined)
- Red Cross Blood drives planned for August and December.

CONCERNS: [Any concerns for the upcoming months]

- FFF: Storage of furnishings in church basement, Luther Hall, and second floor of office building over capacity preventing access in the event of an emergency such as a fire or electrical issue.

OTHER COMMENTS: [Any other comments]

- None

Date: 4/18/2022

Team: Social Ministry

Name: Scott Etzel

COUNCIL ACTION ITEMS:

- Review/update of church policies on facility use (goals, administration, terms and conditions, etc).



Date: 4/19/22

Team: Youth Ministry

Name: Renee Reis

SPECIAL RECOGNITIONS:

To all of the church members who contributed to the Youth's Flamingo Fundraiser.

PAST EVENTS/ ACCOMPLISHMENTS:

Completion of the Flamingo Fundraiser, raising over \$1,000 for the Youth Ministry. Ice cream celebration for the youth was held on Palm Sunday.

UPCOMING EVENTS/GOALS:

We are still planning on holding a Laser Tag event for the youth at QZar, a movie and pizza night, a trip to Great America, and a day miniature golfing at Scandia.

LONG TERM GOALS:

1. Continue being welcoming and supportive of any and all youth that want to attend services and classes.
2. Plan fun/safe events for youth throughout 2022.
3. Paint and brighten up the basement hallway/bathrooms
4. Make bathrooms accessible and non-gender specific
5. Place a microwave and mini fridge downstairs for youth activities.
6. Organize the basement hallway for youth activities.

CONCERNS:

None at this time.

OTHER COMMENTS:

None at this time.

COUNCIL ACTION ITEMS:

None at this time.