

Good Shepherd Lutheran Church

Church Council Meeting Minutes
Wednesday, September 21, 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 September 21, 2022, by Kristi Buchholz, Council President.

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

Excused: None

DEVOTIONS AND OPENING PRAYER – Pastor Jeremy Serrano

RECOGNITIONS

- Scott Etzel recognized 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.
- Mike Henry recognized Scott Etzel for dealing with the problematic AC timeclock/power issue during Sunday service.
- Mike Henry recognized all of those people who provide time and effort picking up trash and watering the church grounds.
- Pastor Jeremy recognized Scott Etzel for donating the small refrigerator for the office.
- Sue Hertless recognized and thanks those people who are stepping up and doing the tasks that make our worship special: altar setup, lighting candles, and making coffee. All of the care and attention to making things work smoothly is very much appreciated!

CORRESPONDENCE – Candace reported we received an invitation from Tara Bartholomew, Executive Director of the Bay Area Crisis Nursery (BACN), asking if Good Shepherd would like to participate in a Matching Gift Challenge, a dollar-for-dollar donation to BACN. Deadline for the Matching Gift Challenge is September 30.

OLD BUSINESS

- **Approval of Minutes**

MOTION made by Kristi Buchholz to accept the August 9, 2022 Council Minutes; seconded by Scott Etzel; motion passed.

NEW BUSINESS

Pastor's Report – Pastor Jeremy Serrano

- Pastor Jeremy reported he is doing everything in the office right now. He said we should talk about obtaining an office admin. He said our church has decreased in size since his sabbatical, and it would be fine if he himself covered more duties in the office while we are short-staffed. Discussion: How to bring in new people; we as a Council should lead by example; organize rides for homebound.

Committee Reports

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

Finance – Discussion about the current financial statements given to Council by Jackie Forrester, Forrester's Accounting and Bookkeeping Services. The new Fellowship Hall (FH) roof is in excess of \$60,000. The sewer fix outside of the FH was approximately \$8,300. Mike said the kitchen estimate for work is around \$22,000. We may have to sell some investments, but would we need to pay capital gains? We should talk with Jackie about that. Maybe we can have a special meeting to discuss these new financials we have received. Sue suggested we should also invite Susan Metzger to this special meeting to hear what she does with the tithes and offerings. It was decided we will invite Susan, Greg Buchholz, Marcia Sander, and Jackie Forrester along with council on **October 5, at 6 PM**, (alternate date October 3). Kristi will send an email to these people to inquire about their availability. Pastor Jeremy suggested Council members volunteer weekly to help in the church office, to take some tasks off from Pastor's shoulders, while we do not have office staff. We can post a sign in the office window stating office closed one weekday, office hours, etc. With these Council volunteers, we can save money with office staff salaries. Pastor Jeremy will talk with Pastor Rustin at St. Matthew's to see if their bookkeeper can help with our bookkeeping. Pastor said Dana Deniston would like to know how much money is in the FFF account.

Evangelism – Sue Hertless

- Sue reported there is a lot going on for Evangelism. She asked that we book the Annual Christmas Gift Shop for Friday, December 3 (5 PM to 8 PM), Saturday, December 4 (10 AM to 3 PM), and Sunday, December 5 (11 AM to 2 PM), 2022, in the FH. Scott said he plans to schedule a blood drive in December, so we should discuss Dana and FFF's needs for the FH during December.

Please see Sue's report at the end of these Minutes for further information.

Property and Long-Range Planning – Mike Henry

- Mike reported more details about the FH/classroom reroof project and the sewer line repair.

Please see Mike's report at the end of these Minutes for further information.

Social Ministry – Scott Etzel

- Scott reported we are scheduled for a blood drive October 4. He said Dana would like to use the church office to distribute food instead of the FH. **MOTION** made by Scott Etzel to authorize FFF to use the church office to distribute food during the blood drive October 4, 2022; seconded by Kristi Buchholz; motion passed.
- Scott reported he spoke with Dana, and FFF may not be able to move out of FH until the office in the back has been renovated, and the roof on the hall has been completed.

Please see Scott's report at the end of these Minutes for further information.

Worship and Music – Pastor Jeremy

- Live Captioning – Pastor Jeremy reported he received one complaint regarding live captioning on the screens in the sanctuary. Kristi said it can be humorous with incorrect words printing on the screens. Pastor reported he will include that week's Bible verses in the weekly e-blasts.

Discussion Items

Facility Use Agreement/Rates

MOTION made by Kristi Buchholz that all future facility use agreement requests be approved via council email, as they arrive, by a majority vote; discussion; members do not need to provide insurance or pay site fees. We have already established relationships with N/A and DVLC, so they should not pay regular fees; seconded by Renee Reis; motion passed.

Discussion on who can bring in wine and beer, or alcohol, for facility use requests.

Develop a plan for the church office administrative position – on hold

Develop a plan for a bookkeeper? Treasurer? – on hold

Start to develop goals for next year – on hold

ADJOURNMENT

MOTION made by Kristi Buchholz to adjourn; seconded by Sue Hertless; motion passed, and meeting was adjourned at 9:01 PM.

Date of next regular Council meeting – October 11, 2022, 7 PM.

Minutes respectfully submitted by,

Candace Bradley, Council Secretary
Good Shepherd Lutheran Church

Continuing Agenda Items/Action Items:

- **Action Item:** We will add goal setting to a summertime council agenda.
- **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.
- **Continuing Agenda Item:** Pastoral Review – draft ready for Council's review – September meeting.



Date: September 21, 2022

Team: Evangelism

Name: Sue Hertless

SPECIAL RECOGNITIONS: To the people who are stepping up and doing the task that make our worship special, altar set-up, candles lit, and coffee made. Appreciate all the care and attention to making things work smoothly.

PAST EVENTS/ ACCOMPLISHMENTS: The El Salvador Mission trip presentation and feedback was the congregation was pleased with the work that is being done.

UPCOMING EVENTS/GOALS: Thanksgiving and Christmas meal vouchers to be given to Friends Feeding Friends and Monument Crisis for both holidays. 50 for each ministry for a total of 100 meals for each holiday.

LONG TERM GOALS: Christmas Gift Shop Fri December 3rd 5-8pm, Sat December 4th 10-3pm, Sun December 5th 11-2pm.

CONCERNS: Bank of America has returned many items belonging to Good Shepherd. They were moving and came across a deposit box unmarked. All they items have been given to Pastor Jeremy to be placed in the safe in his office.

OTHER COMMENTS:

COUNCIL ACTION ITEMS:



Date: 09/21/22

Team: PROPERTY

Name: MIKE HEMRY

SPECIAL RECOGNITIONS:

SCOTT – FOR DEALING WITH PROBLAMATIC AC TIME CLOCK-POWER ISSUE DURING SUNDAY SERVICE

ALL THOSE WHO PROVIDE TIME AND EFFORT PICKING UP TRASH AND WATERING THE GROUNDS

PAST EVENTS/ ACCOMPLISHMENTS:

FH HALL / CLASSROOM REROOF

SEWER LINE REPAIR

FLAGPOLE INSPECTION

AC UNIT REPAIRS / FILTER REPLACEMENT

KITCHEN REMODEL PLANS APPROVED

BEEHIVE REMOVAL

REPLACED CLOCK IN SANCTUARY

UPCOMING EVENTS/GOALS:

KITCHEN HOOD INSPECTION / CERTIFICATION

NEW THERMOSTATS

KITCHEN REMODEL SITE MEET WITH CCCEH

CITY OF CONCORD PERMIT FOR KITCHEN

PARSONAGE DESK REPAIRS-REPLACE

PARSONAGE ATTIC FANS

SANCTUARY SPOTLIGHT REPLACEMENTS

AV SYSTEM TUNE-UP

STUCCO REPAIR @ BEEHIVE EXTRACTION LOCATION

SQUEAKY SANCTUARY DOOR REPAIR

OFFICE DOOR CONTACTOR / PUSH BUTTON REPAIR

REPAIR CHIPPED ASPHALT @ FH

CLEAN CEILING FANS @ FH

RECIRCULATION PUMP MOTOR REPLACEMENT FOR HEATING SYSTEM

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

KITCHEN REMODEL COMPLETION

PARKING LOT LIGHTING UPGRADES

ANTI SHIPHON VALVE REPAIR/REPLACE

CONCERNS: [Any concerns for the upcoming months]

LANDSCAPING TRIMMING OF TREES/BUSHES AROUND SANCTUARY TO
DISCOURAGE AREA USE FOR SHELTERS/CAMPS

OTHER COMMENTS: [Any other comments]

COUNCIL ACTION ITEMS:



Date: 9/6/2022

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.

PAST EVENTS/ ACCOMPLISHMENTS:

Friends Feeding Friends (FFF) summary for August 2022:

- Provided food for 4,133 people, prepared meals for 248 shelter clients, and provided furnishings for 13 households, several of which were families that had been living in their cars and were now transitioning to housing.
- Purchased 5 new carts to help replace aging carts using a grant received from the food bank.
- The silver refrigerator in the kitchen pantry malfunctioned ruining all of the food stored inside. After contacting 8 refrigerator repair contractors, one was located that could service a commercial refrigerator. He was able to come that afternoon. Total cost of the repair was \$670. FFF would have preferred to buy food with that money, but life happens. They kept the pantry open and distributed in the hall.
- Have applied for holiday food boxes for both Thanksgiving and Christmas. These will be provided by the food bank at no cost to FFF.
- FFF also supplied the shelter with Ensure, cold drinks, toothbrushes and toothpaste, razors and shaving cream, and bar soap.
- FFF distributed clothing, linens, new refillable water bottles, diapers, grooming supplies and small household items to pantry clients. They are always so grateful for these items.
- Current church financial liabilities designated for FFF in Balance Sheet as of February 28, 2022 are:
 - \$20,821.13 – FFF Building (fund)
 - \$35,978.19 - 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 August (August 4th and 18th).

American Red Cross Blood Drive

- I have good news to report! After negotiating with American Red Cross and with Dana Deniston (FFF) I've been able to secure two more dates in 2022 for GSLC to host ARC blood drives in the Fellowship Hall:
 - Tuesday, October 4th from 10 am to 4 pm
 - Wednesday, December 7th from 9 am to 3 pm.

When combined with the April 15th blood drive earlier this year, these drives will fulfill a 2022 goal of the Social Ministry program (hosting three blood drives in 2022).

UPCOMING EVENTS/GOALS:

- ARC Blood Drive: Tuesday, October 4th from 10 am to 4 pm in the Fellowship Hall.

Date: 9/6/2022

Team: Social Ministry

Name: Scott Etzel

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

- FFF food distribution move from Fellowship Hall/kitchen into room #3 and adjacent office.
- ARC Red Cross Blood drive planned for December 7th.
- FFF Building Project (dates undefined)

CONCERNS: [Any concerns for the upcoming months]

- FFF: Storage of furnishings in Luther Hall, and in some rooms on second floor of office building over capacity preventing access in the event of an emergency such as a fire or electrical issue. Note: Significant progress made in clearing access lanes in main room on second floor of office building.

OTHER COMMENTS: [Any other comments]

- None

COUNCIL ACTION ITEMS:

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