

# **Good Shepherd Lutheran Church**

Church Council Meeting Minutes  
Tuesday, October 11, 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 7:02 PM on October 11, 2022, by Kristi Buchholz, Council President.

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

**Excused:** Renee Reis

## **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 the FFF volunteers for seamlessly working in and around the roofers during the recent roof replacement process on the Fellowship Hall.
- Sue Hertless recognized Pastor Jeremy, Kristi Buchholz, and Candace Bradley for keeping the church running and making all things work; and Jackie Forrester for getting our finances in order so we can make informed decisions.
- Pastor Jeremy recognized Nancy Judge and Kathy Reis for watering our plants.
- Pastor Jeremy recognized Ron and Mary Figueroa for helping set up the “blessing of the animals” service.

**CORRESPONDENCE** – Candace reported we received a thank-you note from Eric Seppala expressing how grateful he was for the lovely memorial service for his mother, Wilma. His note said, “From the paraments (Wilma made), Jenna’s help, and Pastor Brandon’s perfect message – I couldn’t have asked for more.”

## **OLD BUSINESS**

- **Approval of Minutes**

**MOTION** made by Kristi Buchholz to accept the September 21, 2022 Council Minutes; seconded by Pastor Jeremy; motion passed.



## **NEW BUSINESS**

### **Pastor's Report – Pastor Jeremy Serrano**

- Pastor Jeremy reported it would cost \$45 per hour if we employ St. Matthew's bookkeeper initially for 20 to 40 hours per month - then work into 3 to 5 hours per week, about 20 hours per month. St. Matthew's accounting system is called "Shelby," and we would integrate our system into theirs. Kristi said we pay about \$100 per month for QuickBooks. St. Matthew's bookkeeper works for them about 25 to 30 hours per month, and would appreciate more working hours. Kristi is in favor of this person working for us. Pastor asked if we approve, he will continue to pursue this avenue.
- Pastor Jeremy reported that a developer came to visit him today, and Pastor told the developer we may be interested in selling property or have rental space below the church in the open space towards the lower parking lot. We would sell or lease the land. Pastor Jeremy said rental space in this location on campus would help the congregation. Candace asked Pastor Jeremy how these two developers came to find us.
- Pastor Jeremy reported Grace Harvey's baptism is Sunday, October 23. Kristi said she would buy a cake for the reception.
- Pastor Jeremy said he would like permission to clean out the Fireside Room by using Tom's trailer to haul away items. Mike suggested we check the trailer to make sure it is road worthy before loading. Pastor will put a message in the weekly e-blast for two weeks to alert congregation members that they can come to the Fireside Room to see if there is anything they may want.
- Pastor Jeremy said for word and sacrament, refer to his report for dates.
- Pastor asked that we create one goal for word and sacrament ministry. He explained it could be something like communion to homebound. Sue suggested that Pastor and a parishioner deliver communion to homebound. Sue also suggested at least once a month we do something a little different in word and sacrament, maybe someone praying with parishioners behind the altar. Pastor Jeremy said he and two other pastors are considering a pulpit swap with their churches. Kristi suggested that someone could tell a story about forgiveness or another topic, or they could read a story book, or tell a faith-based Christmas story. Kristi said she would be first and do this on the first Sunday in Advent.
- Pastor Jeremy reported he started working with FFF on Tuesday for 1.5 hours.

**President's Report** – Kristi said we need to plan for the annual meeting and budget process coming up - she is concerned about perception. Scott suggested we review the previous 10 years' worth of annual reports to show trends. Scott said he would look for current and benevolence accounts.

### **Committee Reports**

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

#### **Evangelism – Sue Hertless**

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



## **Property and Long – Range Planning – Mike Henry**

- Mike reported he received an email from Cell Tower Networks saying they buy out cell tower leases. Mike said the company will send information to him.

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

## **Social Ministry – Scott Etzel**

- Scott reported there was an issue at the recent blood drive as someone saw a mouse in the Fellowship Hall – this could have caused them to close down. Pastor said two mice have been caught inside.
- Scott suggested Council brainstorm together for new ideas for keeping our doors open.

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

## **Discussion Items**

**Facility Use Agreement** – The Guild of Quilters of Contra Costa County (GQCCC) submitted a Facility Use Request for the Fellowship Hall for June 2-4, 2023. Kristi said we need to check with Dana to see if FFF would be finished in the hall before the Guild's requested 1 PM start time. Pastor Jeremy said we should charge them \$500 for this event. Scott reminded Council we discussed paying a member \$20/hour to stay and oversee events. Or, a member can open and close the Fellowship Hall. Candace volunteered to open and close the hall each day for the GQCCC.

**MOTION** made by Kristi Buchholz to approve the Facility Use Agreement for the GQCCC for \$500 for the use of the Fellowship Hall June 2-4, 2023; Sue Hertless seconded; motion passed.

**Office Administrative Position** – Pastor will look for volunteers within the church to help in the church office by working 2-hour blocks of time. He will include a request for volunteers in the e-blast.

**Treasurer** – Kristi suggested Jon Moss, Mark Deniston, Anessa Hileman, Vicki Smiglewski, or Marcia Sander may consider being church treasurer. Kristi said among this group who volunteer, they would need to elect a chair to represent them on Council, and a treasurer who will interface with the bookkeeper to bring reports to the committee. Kristi said she will contact these individuals.

**FFF Distribution Update** – Pastor Jeremy said maybe we should have FFF distribute food in the church office again, that way they would only use the kitchen and not the entire hall. Then we would not have to remodel Leida's former office at this time. After the kitchen remodel, Pastor said it will not be a commercial kitchen, but will be commercial spec'd for what is going to be installed. Mike said another expense will be cleaning and inspection of the stove hood by someone knowledgeable with hoods, at a cost of about \$800. A report would be filed with the Fire Marshall.



Discussion on how to pay for the Fellowship Hall roof. Sue spoke with a representative from Mission Investment Fund who described money lending from and for churches for capital improvements. Sue said she would also like to talk with Thrivent for their loan options. She will ask Jackie Forrester what our regular monthly expenses are, and said she will email Council with Jackie's answer. Discussion of what are the salaries, payroll taxes, and total amounts, so we can see where we stand.

**Budget for 2023** – Our annual meeting is planned for Sunday, January 29, 2023. The budget should be completed 30 days before the meeting. Kristi calculates within 9 weeks we need to meet to get an understanding of the finance information and to project for next year. Kristi suggests having a financial meeting for Council and the Finance Committee to discuss a budget for 2023 on Sunday, **October 30, 2022**, right after the service. We should have all current reports from Jackie for this meeting. We can have an informal meeting on October 23 to confirm what is needed for the meeting on the October 30.

**Options for paying bills** – covered by Sue

**Council for 2023** – Kristi reported her term and Renee's term will expire in January 2023, after one 3-year term.

## **ADJOURNMENT**

**MOTION** made by Kristi Buchholz to adjourn; seconded by Sue Hertless; motion passed, and meeting was adjourned at 9:15 PM.

Date of next regular Council meeting – Monday, November 14, 2022, 7 PM. (scheduling conflicts)

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).
- **Begin to develop goals for next year** – on hold





**Date: October 11, 2022**

**Team: Word & Sacrament**

**Name: Rev. Serrano**

**SPECIAL RECOGNITIONS:**

Nancy Judge & Kathy Reis for watering our plants.

Ron & Mary for helping setting up the blessing of the animals Service.

**PAST EVENTS/ ACCOMPLISHMENTS:**

1. Blessing of the animals was a great worship service this year. We had 3 dogs, 1 Bird, and several photos of animals to be blessed. Two dogs were not able to make the liturgy, so they were brought by the church office.
2. We began Adult Sunday School on October 2, 2022. Our first week we had 6 people attend. On October 16, we will be discussion the Bible and Immigration.
3. I started working with FFF Volunteers on Tuesday from 10:00am-11:30am.
4. Weekly message in the Weekly E-newsletter.

**UPCOMING EVENTS/GOALS:**

1. Create Goals for Word & Sacrament Ministry for the next year.
2. Grace's Baptism will be October 23, 2022.

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

1. Clean out the Fireside room to make it usable space.
2. Develop a plan for our vacant property to become a long term revenue source for the congregation.

**CONCERNS:** [Any concerns for the upcoming months]

**OTHER COMMENTS:** [Any other comments]

Important Dates:

October 30 - Reformation Sunday

October 6 - All Saints Sunday

November 20 - Christ The King Sunday

December 4 - Christmas Tree Decorating

Here is a basic outline for my schedule for the week:

Monday-Worship planning and resource creation for Sunday

Tuesday- Weekly meeting, FFF Work, Resource creation for Sunday

Wednesday- Office is Closed

Thursday- Sermon Prep, Bible Study Prep, Weekly Newsletter, Phone-calls/home-visits

Friday - Sermon Prep, Bible Study Prep, Phone-calls/home-visits





**Date:** October 11, 2022

**Team:** Evangelism

**Name:** Sue Hertless

**SPECIAL RECOGNITIONS:** Pastor Jeremy, Kristi, Candance for keeping the church running and making all things work. Jackie Forrester for getting our finances in order so we can make informed decisions.

**PAST EVENTS/ ACCOMPLISHMENTS:** Noisy Offering for September 25, 2022 was \$32.02.

**UPCOMING EVENTS/GOALS:** Thanksgiving Dinner is being held at First Lutheran Church, 4000 Concord Blvd, on Thanksgiving Day and we will not be giving out meal vouchers to FFF or Monument Crisis Center for Good Shepherd Meal at a local restaurant as I believe this is in conflict with the ministry at First Lutheran. If you feel differently, please discuss with me.

**LONG TERM GOALS:** Will be attending the Sister Parish Conference in El Salvador on November 7-11. I will be leaving on November 3<sup>rd</sup> and returning on November 13<sup>th</sup>.

Still planning the Christmas Gift Shop on December 2, 3, 4<sup>th</sup>. See me for more details

**CONCERNS:**

**OTHER COMMENTS:**

**COUNCIL ACTION ITEMS:** None





**Date: 10/11/2022**

**Team: PROPERTY**

**Name: MIKE HENRY**

**SPECIAL RECOGNITIONS:** FFF Volunteers for seamlessly working in and around the roofers during the recent roof replacement process.

**PAST EVENTS/ ACCOMPLISHMENTS:** Roof completed  
CCCEH approval of Kitchen plans  
Parsonage Attic Fans

**UPCOMING EVENTS/GOALS:** Painting of eaves required before final roof inspection sign – off by city of Concord

Pre Construction Kitchen site visit by CCCEH

Plan approval of Kitchen modifications by city of Concord

Front entry Deck replacement @ Parsonage

Replace defective recirculation pump for Sanctuary Heater

Replace old thermostats in FH to prevent misuse and wasted energy

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

Kitchen remodel completion

**CONCERNS:** [Any concerns for the upcoming months]

Property team will re-evaluate a number of planned property related repairs/replacements pending current financial review/status and prioritize only those items that are deemed necessary for the proper function of the church and for the safety of the congregation, guests, ministries and facility use groups until further notice.

**OTHER COMMENTS:** [Any other comments]

**COUNCIL ACTION ITEMS:**





**Date: 10/10/2022**

**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 September 2022:**

- FFF helped 4,208 people in September (3947 with groceries, 256 meals prepared for the shelter clients and staff, and 5 households furnished). We are seeing new clients every day that are coming for food through our pantry.
- Through the pantry, in addition to food, we also distributed cat food, toilet paper, plastic food containers, hygiene items, books, calendars, clothing, small appliances, refillable water bottles, linens, toys, and clothing.
- For the adult shelter, we donated 50 cases of deodorant, 6-1/2 cases of Ensure nutritional drinks, and bath towels.
- With food prices continuing to soar, and food in short supply, we are doing our best to provide as much as we can to the community, but it is more challenging now. We used to be able to order from 7 pages of food items from the food bank. Now they are down to 3 pages. Two years ago, we could buy 15 dozen egg cartons for \$12; now they cost \$47.
- Levi Serrano recently organized a food drive for FFF, which was a huge blessing! We were able to distribute most of the food in a few days. Thank you Levi and Scouts from Troop 444!!!
- We have scheduled our slots for November and December when we will pick up holiday food boxes from the food bank. At this time, they do not know yet how many boxes we will receive, how big they are, or how much they weigh.
- Current church financial liabilities designated for FFF in Balance Sheet as of August 31, 2022 are:
  - \$21,821.13 – FFF Building (fund)
  - \$20,440.54 - 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 September (September 1st and 15th).

### **American Red Cross Blood Drive:**

- According to the American Red Cross (ARC) they collected 19 units of blood at the drive held at Good Shepherd on October 4th.
- For the two blood drives held at Good Shepherd so far in 2022 they collected a total of 41 units which potentially could help save up to 123 lives.
- We have one more blood drive at Good Shepherd this year - Wednesday, December 7th. with a third blood drive in 2022, I'm confident that we can exceed our 2021 blood donation performance of 50 units.

## **UPCOMING EVENTS/GOALS:**

- ARC Blood Drive: Wednesday, December 7th from 10 am to 4 pm in the Fellowship Hall.



**Date: 10/10/2022**

**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.

**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:**

- None