



Council Minutes

March 14, 2023

Attendees: Scott Etzel, Greg Buchholz, Anessa Hileman, Renee Reis, Mike Henry, Rev. Jeremy Serrano, Tracey Rentner and congregation member Marcia Sander

Excused: Sue Hertless

Meeting Called to Order at 7:01p by Renee Reis

Recognitions: Thanks to Jamie Rodemsky for repairing Fellowship Hall door. Thanks to Scott Etzel for being there the past 3 weeks while Pastor was away. Thank you to Scott Etzel for making pie (pecan, peach, apricot) in honor of Pi Day.

Correspondence: None

Congregation Member Speaker:

Marcia Sander – Concerns regarding GSLC, comments are her own and something that should be brought to Council's attention; gratitude to those who serve on Council:

Communication breakdown between Council, committees, and congregation; wants more transparency.

Endowment Fund – Follow through on committee formation as outlined in policy; due to lack of volunteers that committee was absorbed by Council per Rev. Jeremy Serrano

Facility Rental – Lack of oversight in rentals i.e. hidden fees, wear and tear, increases in utility costs, janitorial services

Office Staffing – Believes that current staff setup via volunteers is not sustainable and not a good use of Pastor's time, salary to devote to administrative tasks

Scott Etzel Response to concerns re Fellowship Hall rental – Herb Yonge created a checklist for rentals that has not been used but can be distributed to facility renters. Ongoing discussion regarding janitorial services. Asked to clarify strategic oversight – someone to make sure everything is done properly. Discussion tabled by Renee Reis.

Council thanked Marcia Sander for coming and sharing concerns.

Growing and Evangelizing Our New Way Forward – How we identify transformative changes in us in regards to our faith; Marks of Discipleship, Levels of Commitment, Home Groups to strengthen Christian community

Old Business:

None

New Business:

Motion made to approve 2/7/23 council meeting minutes; Motion seconded; Motion passed

Motion made to approve Treasurer to be added to Vanguard accounts for administrative purposes;
Motion seconded; Motion passed

Committee Action Items:

Evangelism – Financing for El Salvador mission trip to come from Resurrection Church Fund rather than Endowment Fund; Renee Reis plans to go for succession purposes to further strengthen relationship

Property – Feedback regarding usage, theft/breakage, housekeeping issues (thermostat, trash);
Acoustical issues- potential Eagle Scout project

Stewardship – None

Social Ministry – Friends Feeding Friends requests use of parking lot for food bank truck distribution once a week; concerns about timing, location on property; Request supported by Council

Worship and Music – Easter activities; looking for eggs, candy for egg hunt; looking for volunteers for post-service brunch

Youth – Paintball event planned

Finance – Comprehensive Year End Balance Sheet; we have new check signers; debit card ordered identified as “Treasurer”; audit not planned for 2023 but will resume 2024; Quarterly Reports will be sent to congregation, must be mindful of how financial information is distributed; Vanguard accounts to be included in Balance Sheet; 60 day lag time on financial reports; No changes to the 2023 budget, any overages to be incorporated into creation of new budget; establish processing times for vendors and reimbursements; 501(c)(3) to be explored for scholarships for Resurrection Church allowing outside people to donate money, hold placed on new outside donations.

Motion made to pause receiving monies for scholarships from outside people and return monies from outside people with explanatory letter as to why monies are being returned; Motion seconded; Motion passed

Motion made to adjourn meeting, Motion seconded, motion carried.

Meeting adjourned at 9:17p

Respectfully submitted,

Tracey Rentner, Council Secretary



Date: March 14, 2023

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS: Scott Etzel & Renee Reis: Thank you for all the work you did while I was away.

PAST EVENTS/ ACCOMPLISHMENTS:

The pilot home group was a huge success. We meet for 5 weeks in a parishioner's home on Thursday nights. Through this test run I was able to hone a few details about the home group and look forward to launching them for the whole congregation in the first week of May. The plan of the home group ministry is attached to this report.

2022-2023 GOALS

1. Re-ignite our ministry of visiting homebound members.
 1. Take them communion
 2. Invite congregation members along on these visits.
2. As a means of invigorating worship
 1. Recruit Congregation Members to speak in church
 2. Pulpit Swap with other congregations
3. Create Home Groups that meet on a regular basis.
 1. Strive to have most congregation members active in a home group.
4. Restructure the organization of the congregation in our constitution and bylaws.

2022-2023 GOAL PROGRESS

Goal 1:

- I have been putting out the invitation in our weekly newsletter for parishioners to join me in worship. I have not had anyone take me up on this offer.
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Goal 2:

- October 16, 2022: Sue Hertless preached.
- I have recruited people to give a testimony during Advent.
 - Advent 1: Kristi Buchholz
 - Advent 2: Scott Etzel
 - Advent 3: Elsie Witt
 - Advent 4: Jessica Serrano
- I am currently trying to figure out something for this goal during Lent.

Goal 3:

- I have begun to find people to host home groups and to lead them.
- I have piloted a home group and we have met twice.

UPCOMING EVENTS/GOALS:

1. Continue to create Goals for Word & Sacrament Ministry for the next year.

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

April 10-16: Pastor will be away on a continuing education trip to Mexico.

September 14-17: Synod Assembly

HOME GROUP MINISTRY PLAN

BIBLICAL FOUNDATION:

Acts 2:42-47

“42 They devoted themselves to the apostles’ teaching and fellowship, to the breaking of bread and the prayers. 43 Awe came upon everyone because many wonders and signs were being done through the apostles. 44 All who believed were together and had all things in common; 45 they would sell their possessions and goods and distribute the proceeds to all, as any had need. 46 Day by day, as they spent much time together in the temple, they broke bread at home and ate their food with glad and generous hearts, 47 praising God and having the goodwill of all the people. And day by day the Lord added to their number those who were being saved.”

PURPOSE:

Grow in relationship with God
Connect with other people who are also on a spiritual journey
Give and receive Christian care
Serve your neighbor

FREQUENCY:

Groups will meet for three months and take a one month break
January-March (April break)
May-July (August break)
September-November (December break)

GROUPS SIZE:

6-12 people

GROUP SCHEDULE:

Gather

Meal (30 min)

Host blesses meal

Group Time (60-90 min)

Pray

Check-in

Read Sunday scripture

Talk about Bible story

Pray

Depart

LEADERSHIP:

Each home group will have a host and a leader. The host’s focus is on the meal and hospitality of the place that the home group is located. The leader’s focus is on leading the program of the group and caring for its members.

HOME GROUP LEADER JOB DESCRIPTION

A Home Group Leader is a Christian who has prayerfully decided to serve a home group of 6-12 people. This group meets together on a regular basis to grow in their relationship with Jesus Christ, to nurture and care for one another, to serve God through the congregation and the community, and to invite others to participate in building a Christian community with them, so that new groups can form and more people can be involved in this ministry.

Personal Qualities of a Home Group Leader:

A Home Group Leader is a person who:

- Desires and actively pursues a growing relationship with Jesus Christ;
- Is committed to caring for people and encouraging their growth in Jesus Christ;
- Willingly accepts the responsibilities of serving as Home Group Leader;
- Is open to learn and eager to grow as a person and as a Home Group Leader.

Desirable Skills in a Home Group Leader:

A Home Group Leader possesses or is willing to develop the following skills and abilities:

- Listens attentively and effectively
- Relates and communicates in confident and assertive (not passive or aggressive) ways;
- Relates in outgoing, friendly and hospitable ways toward others;
- Is relaxed and comfortable in a group setting;
- Is relatively at ease in a leadership role;
- Delegates responsibilities to others;
- Affirms and encourages others in natural, comfortable ways;
- Can deal with conflict or disagreement without feeling threatened and sees such occasions as opportunities for growth and deepening of relationships.

Qualifications of a Home Group Leader:

A Home Group Leader is:

- A person actively involved in our congregation;
- A person who desires to be a member of a home group
- A person who feels the call of God to become a Home Group Leader.

Responsibilities of Serving as a Home Group Leader:

A Home Group Leader serves the home group in the following ways:

- Attends all meetings of the home group, or takes responsibility for seeing that the group has adequate leadership if they must be absent.
- Prays for group members by name on a regular basis.
- Adequately prepares for home group meetings by reading the scripture for the week and preparing questions to begin group conversation.
- Helps the group to commit to a mutual covenant at the beginning of its life together, and helps group members hold each other accountable for fulfillment of this covenant.
- Takes responsibility for leading the home group. (This does not mean doing everything oneself. It does mean understanding what needs to be done, coordinating and delegating as many tasks as possible, and making sure that delegated tasks are performed effectively and on time. These include the leadership of the Bible study and prayer; administrative issues such as scheduling, meeting location, child care, refreshments, materials, etc.).
- Regularly delegates leadership tasks to other members so that they can grow and develop their skills as leaders.
- Facilitates each meeting of the home group - keeping the session on track and on time, inviting participation by all group members, providing care, and guiding the process of decision-making and conflict resolution.
- Facilitates caregiving in the group by helping group members care for one another. (This involves both helping the group members respond appropriately when one person experiences a crisis and referring group members to other appropriate caring resources when necessary).
- Personally maintains confidentiality regarding what happens in the lives of group members and what is said and done during group meetings, and equips and encourages group members to do the same.
- Consults with a pastor regarding matters that are difficult to deal with.
- Models committed Christian discipleship and effective interpersonal skills.
- Works intentionally to bring new members into the group.
- Equips and encourages group members to invite potential home group members to group meetings.
- Assists the group in working through issues of transition - receiving new members, losing group members, bringing closure to a chapter of a group's life together.
- Helps identify and recruit new Group Leaders.
- Maintains a missional emphasis in the group; that is, helping group members always remember that the group exists in order to carry out Jesus' mission and ministry in the world, not just to meet the needs of group members.¹

¹ Adapted from <https://sheridanlutheran.org/wp-content/uploads/2013/07/small-group-leader-job-description-8-2000.pdf>

HOME GROUP HOST JOB DESCRIPTION

A Home Group Host is a Christian who has prayerfully decided to host a home group of 6-12 people in their home.

Personal Qualities of a Home Group Host:

A Home Group Host is a person who:

- Desires to create a setting for people to grow in their relationship with Jesus
- Is committed to opening their home to all people
- Willingly accepts the responsibilities of serving as a Home Group Host
- Is willing to learn and grow as a Home Group Host.

Desirable Skills in a Home Group Host:

A Home Group Host possesses or is willing to develop the following skills and abilities:

Coordinate a meal for the home group -

- Meal may be cooked by the host
- Potluck style from the group
- Money chipped in by the group for a shared purchased meal
- Rotating cooking amongst all group members

Responsibilities of Serving as a Home Group Leader:

A Home Group Host serves the home group in the following ways:

- Attends all meetings of the home group in their home, or takes responsibility for seeing that the group has an adequate place to meet if they must be absent.
- Opens their home on a weekly basis for 3 months at a time.
- Prays for group members who will be in their home on regular basis.
- Provides a clean and tidy space for people to meet.
- Ensures that people are comfortable in their home.
- Makes guest feel welcome.
- Sticks to the Leader's schedule for the meal.
- Is mindful of any allergies/fragrances in their home that might trigger people.
- Has space where everyone can gather.

APPENDIX A: GUIDELINES FOR GROUP TIME:

1. **Sharing:** We make sure that each person has a turn to share. Be mindful of the length of your sharing so that everyone has a turn to share.
2. **Passing:** We give each person the space to choose to pass for now by asking for the group to come back to them later in the sharing or to pass for the day. Your voice is an important contribution for your own growth and the growth of other participants in this group. As you pay attention to the reasons why you want to pass for now or pass for the day, notice what is motivating that feeling in order to avoid checking out.
3. **Listening:** We listen attentively to the person sharing. We do this by not interrupting, cross-talking, having side-conversations, teaching, or debating. We will grow in learning to listen more attentively—to ourselves, to each other, and to God, by avoiding fixing, judging, giving advice, or preaching. We will offer each other gentle reminders and forgiveness when we forget.
4. **Owning:** We use I-statements in sharing our feelings, thoughts, questions, and observations. I-statements help us to speak only for ourselves and avoid making judgments about or value statements of others' experiences or sharing.
5. **Respecting:** We acknowledge that all present are seeking to be faithful. We honor and celebrate the diversity of the group by acknowledging, learning, and drawing to each other's understandings of God and the world, as seen through our particular lenses: diverse theologies, identities, experiences, and cultures. These affect our languages and images around God.
6. **Honoring:** We honor one another's sharing by remembering that each person is in control of their own story. We will ask permission before bringing up any experience outside this space. We will honor each person's desire to not talk about their experiences outside this time of sharing.
7. **Holding:** We honor this sharing space with one another. When necessary, as guardian of this sharing space, the facilitator will remind participants to follow these guidelines and this process.

LINKS:

10 reasons why your church should have small groups.

<https://www.sharefaith.com/blog/2011/09/10-reasons-church-small-groups/>

Why Small Groups Are So Important

<https://pastors.com/why-are-small-groups-so-important/>



Date: March 14, 2023

Team: Evangelism

Name: Sue Hertless

SPECIAL RECOGNITIONS: Thank you to Karen Mahshi and Scott Etzel for preparing a pancake breakfast for the all who attended church on March 5th.

Big thank you to Rosemary Fassel and family for all the clothes for our refugee family.

PAST EVENTS/ ACCOMPLISHMENTS:

UPCOMING EVENTS/GOALS: Good Shepherd is responsible for preparing snacks, cooking dinner, and helping the children and adults on the following dates: Monday, March 13th; Tuesday, March 14th; Wednesday, March 15th; Saturday, March 18th; and Sunday, March 19th. We will not be asking for congregational financial help as we have enough money left over from last year to cover. However, we do need volunteers at 4:30pm on our assigned days to cook and cleanup. Will be asking the congregation to volunteer during announcements on Sunday, March 12th.

LONG TERM GOALS: Betty and Sue will be doing workshops in San Salvador during the week of May 12 -20th. Money to make paraments will be taken from the Resurrection Church funds. Twenty ladies from other El Salvadorian Lutheran churches will be coming to Casa Concordia (Bishop's Compound) for this retreat and workshop. Cost will be approximately \$2,600.

Will be making a quilt and pillow for Caedmon and Ally for graduation. Looking for sewers and quilters to help with the task. Goal be done by the time they start packing for college.

CONCERNS: [Any concerns for the upcoming months]

OTHER COMMENTS: [Any other comments]

COUNCIL ACTION ITEMS: Motion to allocate \$1,750 from the endowment fund to send President Renee Reis to El Salvador on May 12 through 20th to experience and learn about the El Salvador Lutheran Ministry and Sister Parish Program.



Date: 03/14/23

Team: Finance

Name: Anessa Hileman

SPECIAL RECOGNITIONS:

Saint Matthew Lutheran Church colleagues Kathy Frattini, bookkeeper and Brandi Klintworth, CPA volunteer, have been inquisitive and amazing partners as we transition bookkeeping services/systems to their church. Additionally, Susan Metzger has gone above and beyond her financial secretary responsibilities and has been put in numerous hours to support the transition to the new bookkeeper.

PAST EVENTS/ ACCOMPLISHMENTS:

- 2/10/23 Bank of America: check signers updated to included Sue Hertless, Greg Buchholz, Marcia Sander, and Anessa Hileman, corrected church name on accounts, and ordered debit card for Treasurer
- Reconciled the GSLC 2022 Balance Statement: reconciled cash, applied corrections to the 12/31/22 balance sheet (mostly restricted funds plus payroll), and incorporated the endowment account
- Established process to pay bills electronically by Saint Matthew bookkeeper, past due accounts now current including Portico, janitorial services, and astound
- Established deposits process with GSLC financial secretary and Saint Matthew bookkeeper
- Bookkeeping services with Jackie Forrester ended 3/1/2023

UPCOMING EVENTS/GOALS:

- Setup up GSLC payroll with new bookkeeper
- Close 12/31/22 in Shelby (Saint Matthew bookkeeping system)
- Finalize the chart of accounts in Shelby
- Post January and February 2023 in Shelby
- Generate financial statements for Finance/Council review

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

- Due to the thoroughness of the 2022 reconciliation by Saint Matthew and GSLC finance personnel, an audit will not be needed. An audit of 2023 will be conducted in the summer of 2024.
- Treasurer will provide a financial update to the congregation on a quarterly basis.

CONCERNS: [Any concerns for the upcoming months]

- We learned in our meetings with Saint Matthew, that becoming the fiscal agent for ministry in El Salvador means that we become fiscally accountable as a council for the organization. Sue Hertless has consulted with our insurance provider and it was recommended that a separate 501c3 is created for this ministry.

OTHER COMMENTS: [Any other comments]

- Once January/February 2023 is posted, we will have a more accurate picture of our financial position.
- The Vanguard Endowment Fund will now be included in our balance sheet assets to improve transparency.
- Due to the timing of Council meetings (2nd Tuesday of the month), financial statements will be available for review in the second month (eg February reviewed in April). In addition, each chair will receive detailed reports of their specific accounts. Any questions or discrepancies on the reports should be brought to the attention of the Treasurer/Finance Committee immediately.
- Finance/Council will not make any changes to 2023 budget, if there are salary increases or other increases in expenses, we will be over budget. This will be used to create next year's budget and easy to explain at the annual meeting.
- It is important for Council (individual committees) to communicate with Finance. Example: vendor paid twice, withdrawals from endowment account. We are establishing regular processing procedures for reimbursement requests or vendor checks. Please inform vendors that our standard processing time is 30 days.

COUNCIL ACTION ITEMS:

- Discuss next steps regarding the El Salvador Scholarships ministry



Date: 03/13/23

Team: Property

Name: MIKE HENRY

SPECIAL RECOGNITIONS:

Jamie Rodemsky – For fixing the door into Fellowship Hall.

Everyone who helps keep the campus clean by picking up trash and debris.

Whoever fixed women's toilet flush assembly for women's bathroom in FH.

PAST EVENTS/ ACCOMPLISHMENTS:

Installed permanent space heater in Fireside Room – Feedback?

Painting of Fireside Room

UPCOMING EVENTS/GOALS:

- *Paint existing Good Shepherd sign versus replacement considerations
- *Parsonage steps/deck replacement
- *Parsonage rain gutter repair/replacement
- *Parsonage window replacement
- *Clean ceiling fans/lights @ FH
- *Repair/replace broken exterior light pole circuit
- *Replace American Flag @ Flag Pole
- *Thermostat replacements – facility wide
- *Kitchen Hood maintenance-certification (scheduled for week of 3/13 – coordinating With FFF)

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

Kitchen Remodel

Develop plan for discussion/task assignment/funding ideas/approvals for campus wide alterations or space use expansion for generating cost savings/income
(See initial list submitted by Scott for baseline)

CONCERNS: [Any concerns for the upcoming months]

Kitchen remodel impact on FFF (on-site meeting with Dana & Volunteers recommended)

Payment for Sanctuary Heater Repair still pending – donation?

Address acoustical concerns @ Fellowship Hall brought up at annual meeting

OTHER COMMENTS: [Any other comments]

Non-operational vehicle(s) parked in lower low

COUNCIL ACTION ITEMS:

Discussion on any space use conflicts/issues to date?



Date: 3/9/2023

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 February 2023

Weather, illnesses, injuries and vacations reduced our pantry volume in February. With fewer clients and volunteers, we still managed to help our local community in a big way.

- Assisted 3,593 people in February (3,260 with groceries, 328 with hot meals, and 5 with household furnishings.)
- The most requested items from our pantry were eggs, meat, produce, and pantry staples like rice, beans, bread and pasta.
- We received community donations of grapefruits, oranges, lemons, and canned and dried food. In addition, Saint Matthew Lutheran Church provided a truckload of food for FFF to distribute, and the LDS food program donated 2 van loads of food. Dana's friend Teri drove here from the Sacramento area to provide several carloads of food and furnishings. All items were greatly appreciated!
- FFF continued to pick up food every week from the food bank, Ranch 99, Trader Joe's and Dollar General. And, FFF received 2 deliveries from the food bank of kitchen free bags for distribution to unhoused and anyone unable to cook (4 pallets in total.)
- Through our pantry, we also distributed clothing, household items, books, dog food, calendars, cat food, diapers, wipes, and hygiene items. FFF receives more requests for adult diapers than baby diapers.
- FFF was inspected this month by the food bank, and we passed inspection, as usual. All refrigerators and freezers were at appropriate temperatures, rooms were clean, and food was stored properly. The inspector liked how our pantry distribution is set up to allow clients to choose their own food.
- Current church financial liabilities designated for FFF in Balance Sheet as of **December 31, 2022** are:
 - \$22,821.13 – FFF Building (fund)
 - \$32,295.35 - 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 February (February 2nd and 16th).

American Red Cross Blood Drives

Have confirmed the following dates for American Red Cross Blood Drives at Good Shepherd;

- Thursday, June 8th
- Thursday, October 12th
- Thursday, December 14th

UPCOMING EVENTS/GOALS:

- None planned in March/April.

Date: 3/9/2023

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 spare office in Fellowship Hall (2023).
- Working with the American Red Cross (ARC) to schedule a fourth blood drive at Good Shepherd in 2023.

CONCERNS: [Any concerns for the upcoming months]

- FFF: Temporary loss of kitchen use by FFF while it is remodeled in 2023. This includes daily food distribution during week as well as cooking for shelter meals once per month on Saturdays.
- FFF: Budget to pay for expenses to remodel office in Fellowship Hall in order to accomodate FFF food distribution.
- FFF: Storage of household goods and 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 in Spring of 2022.

OTHER COMMENTS: [Any other comments]

Dana Deniston (FFF) is asking if council will support having the Food Bank staff and distribute fresh produce from their truck once per week on church property. This would be like the current Senior Food program run by Food Bank staff on church property with the exception that it would not use the Fellowship Hall (just the Food Bank truck). Dana reports that most of our pantry clients come for fresh produce.

COUNCIL ACTION ITEMS:

- None