



## Council Minutes

October 10, 2023

**Attendees:** Rev Jeremy Serrano, Anessa Hileman, Scott Etzel, Greg Buchholz, Renee Reis, Mike Henry, Sue Hertless, Tracey Rentner

Meeting Called to Order at 7:04p by Renee Reis

**Recognitions:** Renee Reis and Kathy Reis for attending Synod Assembly

**Correspondence:** Thank you notes from Pastors Charlane & Courtney and Pastor Manda for help with check-in packets at Synod Assembly.

### Old Business:

**Approval of Minutes for August** – Motion made to accept August amended minutes w minor modifications: 1- Imposition of ashes in lieu of spread 2- Church office in lieu of Fellowship Hall office; motion seconded; motion carried.

**Approval of Minutes for September** – Motion made to accept and approve September meeting minutes; motion seconded; no discussion; motion carried

### New Business:

Annual review of membership roster conducted

Council to meet to discuss pastor evaluation, October 28, 2023 at 12:00p

**Evangelism** - None

**Fellowship** – None

**Property / Long Range** – Property Committee to investigate cell tower revenue loss

**Stewardship** – None

**Social Ministry** – Montessori Pre-school Proposal discussed. Discussion – rent seems low, what do other churches charge; goals other than income, it benefits the community as stated in our mission statement; questions about playground, possible liability as to playground being an attractive nuisance; questions about return on church investment; questions about security of sanctuary; timeline appears to be ambitious; council is requesting additional information and once the council has satisfactory answers, a special meeting via Zoom will be held before bringing matter to the congregation as whole

**Worship and Music** – None

**Finance** – Meeting scheduled with bookkeeper to discuss budget; start planning for congregational meeting in early 2024

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

Reports are attached from Social Ministry, Property, Finance (Finance Committee Meeting Minutes dated 10.8.2023, Balance Sheet as of 8.2023, and Profit Loss Statement as of 8.2023)

Meeting adjourned at 8:42p

Respectfully submitted,

Tracey Rentner, Council Secretary



**Date: 10/8/2023**

**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.

Mike Henry for coordinating the Fellowship Hall kitchen remodel project in addition to all of the other property work he is doing on campus.

Renee and Kathy Reiss for attending synod assembly on behalf of the congregation.

## **PAST EVENTS/ ACCOMPLISHMENTS:**

### **Friends Feeding Friends (FFF) summary for September 2023**

- September proved to be another extremely busy month for FFF. With gas and PG&E prices skyrocketing, along with Government cutbacks on food assistance programs like CalFresh, we like other pantries, have seen record breaking numbers of clients needing food assistance. Never before have we been so busy. At the same time, we had many volunteers out due to injury, illness or travel. Hats off to the volunteers that worked extra hard to fill in for those who were absent.

FFF continues to need more fresh produce if anyone has extra in their gardens. And, any donations of packaged snacks, canned meals with easy open tops, pasta, peanut butter, cereal, and rice are also always needed, if anyone can help. Thank you to those who donated pet food, grocery bags and egg cartons!!

Thanks to CORE, we received some very large food donations, which we in turn, shared cases with Grow Concord and the Seventh Day Adventist pantry in Pleasant Hill.

In terms of numbers, FFF helped 4,897 people with food in September (4,577 with groceries and blessing bags, and 320 with hot meals.) Furnishings were less this month because we simply didn't have the furniture pieces that clients needed.

- Current church financial liabilities designated for FFF in Balance Sheet are:
  - \$20,821.13 – FFF Building Fund (as of August 31, 2023)
  - \$37,781.64 – FFF Fund (as of August 31, 2023)
  - \$5,129.38 - FFF Debit Card (8614) balance (as of August 31, 2023)

### **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 7th and 21st).

### **American Red Cross Blood Drives**

Upcoming dates for American Red Cross Blood Drives at Good Shepherd;

- Thursday, October 12<sup>th</sup> (9 am to 3 pm). [Click here to make an appointment](#)
- Tuesday, December 19<sup>th</sup> (note the new date)

Ordered, received and posted new blood drive banner at street level near Clayton Road. Banner has Velcro for adding dates of future blood drives, thereby extending life of banner for multiple drives.

**Date: 10/8/2023**

**Team: Social Ministry**

**Name: Scott Etzel**

**UPCOMING EVENTS/GOALS:**

- Legislative Wrap-up Call by Lutheran Office of Public Policy-California coming up on **Wednesday, November 1<sup>st</sup> at 6:30 pm**. Please e-mail Savannah Jorgensen at [savannah.jorgensen@elca.org](mailto:savannah.jorgensen@elca.org) to register.

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

- Moving FFF food distribution from Fellowship Hall/kitchen before kitchen remodel starts (planned for January 2024).

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

- FFF: Temporary loss of kitchen use by FFF while it is remodeled in early 2024. This includes daily food distribution during week (if not moved by then) as well as cooking for shelter meals once per month on Saturdays.
- 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 was made in clearing access lanes in the main room on second floor of office building in Spring of 2022.

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

- None

**COUNCIL ACTION ITEMS:**

- None



**Date: 10/10/23**

**Team: Property**

**Name: Mike Henry**

**SPECIAL RECOGNITIONS:**

**Mark Deniston** for his “work-in-progress” to get the flag(s) installed  
**Jamie Rodemsky** for his numerous “behind-the scene” building maintenance efforts  
**Everyone** who helps maintain the church campus by watering, pruning, trash pick up

**PAST EVENTS/ ACCOMPLISHMENTS:**

General Building Maintenance

**UPCOMING EVENTS/GOALS:**

**Parsonage Sump Pump replacement**  
**Classroom AC unit replacement**  
**Parsonage rain-gutter repair/replace**  
**Patch wall @ FH**  
**Kitchen light fixture re-lamp to LED type**  
**Old Piano haul-off**  
**Replace Mower-belt and mow**

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

Sprinkler repairs  
Anti-siphon valve repair-replace  
Obtain Construction Schedule for CH Plumbing (kitchen remodel)  
Parking Lot Lighting repair/replace

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

Revenue deficit @ Cell Towers

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

None

**COUNCIL ACTION ITEMS:**

None

## Finance Committee Meeting Minutes – October 8, 2023

Present - Anessa Hileman, Greg Buchholz, Marcia Sander, Reyanne Freeman, Linda Rodemsky, Vicki Smiglewski, Jon Moss, Sherry Chaplin

Call to Order - The meeting was called to order at 11:05 AM

Minutes - The minutes of the September 10, 2023 meeting were approved.

Financial Statements - The committee reviewed and discussed the August 31, 2023 financial statements and committee reports.

Pastor Salary Update - The committee was updated on the decision by Council to increase the 2023 salary for Pastor Serrano.

Termite Treatment Update - The termite repair work ( \$3,425 ) has been completed and paid.

Cell Tower Update - Income from the cell towers is still being investigated. Discussion is deferred to the next meeting.

Preschool Proposal – The committee was informed about a proposal that will be presented at the upcoming council meeting.

- The next meeting is scheduled for Sunday, November 5, 2023 at 11:15 AM.

- The meeting was adjourned at 12:25 PM

Respectfully Submitted,

Marcia Sander

**Statement of Financial Position for Period 8 - August**  
**Company#: 2 Name: Good Shepherd Lutheran Church**  
**Fiscal Year Beginning 1/1/2023**  
**Fund Name: 1 General Fund**

<u>Account</u>	<u>8/31/23</u>
Bank of America Checking (0287)	\$89,406.29
Bank of America Debit Card (8614)	<u>\$5,129.38</u>
<b>CASH</b>	\$94,535.67
Vanguard STAR Fund (0056)	\$155,357.43
Vanguard Wellington Fund (0521)	\$163,512.90
Valuation Adjustment (0056/0521)	<u>\$7,607.90</u>
<b>SECURITIES</b>	\$326,478.23
Vanguard Endowment MMF (2222)	\$37,537.71
Vanguard Endowment Well (2222)	\$54,595.21
Valuation Adjustment (2222)	<u>\$29,097.07</u>
<b>ENDOWMENT SECURITIES</b>	\$121,229.99
Prepaid Expenses	<u>\$0.00</u>
<b>CURRENT ASSETS</b>	\$542,243.89
<b>TOTAL ASSETS</b>	<u>\$542,243.89</u>
Visa Citi Costco Business Card 2535	\$0.00
Bank of America Visa (9201)	\$41.68
FICA (SS) Taxes Withheld	(\$0.21)
Medicare Taxes Withheld	(\$0.05)
Payroll non-cash clearing account	\$0.00
Capital Expenditure Reserve	\$9,930.00
Deposits received	\$1,357.00
<b>CURRENT LIABILITIES</b>	<u>\$11,328.42</u>
<b>TOTAL LIABILITIES</b>	\$11,328.42
Capital Improve. & Maint. Fund	\$3,836.54
Sabbatical Award Fund	\$0.00
FFF Building Fund	\$20,821.13
Caedmon's Little Box Fund	\$0.00
Flowers Fund	\$319.79
Memorials Fund	\$11,579.79
Fellowship Committee Fund	\$3,395.96
Youth Fund	\$28,310.91
China/Silver Fund	\$7,491.70
Archive Reserve Fund	\$100.00
Bell Choir Fund	\$1,601.23
El Salvador School Scholarship Fund	\$12,676.29
Resurrection Church Fund	\$7,869.20
Winter Nights Fund	\$768.89
Community Christmas Dinner Fund	\$1,215.86
Giving Thanks Fund	\$0.00
Choir Fund	\$1,129.14
Friends Feeding Friends Fund	\$37,781.64
Ebenezer Fund	\$548.02
Kitchen Fund	\$0.00
Organ Fund	<u>\$6,491.43</u>
<b>TEMPORARILY RESTRICTED</b>	\$145,937.52
General Fund Equity	\$384,977.95
<b>UNRESTRICTED</b>	<u>\$384,977.95</u>
<b>NET ASSETS</b>	<u>\$530,915.47</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$542,243.89

**Budgeted Financial Statement for Period 8 - August**  
**GSLC Income Statement**

<u>Account #, Description</u>	<u>Actual for</u>	<u>Budget for</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
<b>REVENUE</b>					
5 Contributions-Cash/Check	\$7,401.26	\$10,333.34	\$71,057.17	\$82,666.64	\$124,000.00
<b>CONTRIBUTIONS</b>	<b>\$7,401.26</b>	<b>\$10,333.34</b>	<b>\$71,057.17</b>	<b>\$82,666.64</b>	<b>\$124,000.00</b>
15 Cell Tower Rental Income	\$9,971.34	\$7,408.34	\$62,796.78	\$59,266.64	\$88,900.00
16 Facilities use income	\$2,050.00	\$8.34	\$6,411.00	\$66.64	\$100.00
20 Interest/Dividend income	\$0.00	\$1,238.34	\$25,664.66	\$9,906.64	\$14,860.00
<b>OTHER INCOME</b>	<b>\$12,021.34</b>	<b>\$8,655.02</b>	<b>\$94,872.44</b>	<b>\$69,239.92</b>	<b>\$103,860.00</b>
<b>TOTAL REVENUE</b>	<b>\$19,422.60</b>	<b>\$18,988.36</b>	<b>\$165,929.61</b>	<b>\$151,906.56</b>	<b>\$227,860.00</b>
<b>EXPENSES</b>					
23 Licenses & Taxes	\$0.00	\$66.67	\$711.50	\$533.32	\$800.00
25 Altar Guild	\$0.00	\$16.67	\$0.00	\$133.32	\$200.00
26 Maintenance & Repairs	\$0.00	\$41.67	\$0.00	\$333.32	\$500.00
27 Supplies	\$135.32	\$70.84	\$894.76	\$566.64	\$850.00
<b>WORSHIP</b>	<b>\$135.32</b>	<b>\$195.85</b>	<b>\$1,606.26</b>	<b>\$1,566.60</b>	<b>\$2,350.00</b>
<b>PERSONNEL EXPENSES</b>					
30 Salaries & Wages	\$6,393.26	\$6,371.59	\$51,145.72	\$50,972.64	\$76,459.00
31 Payroll Taxes	\$536.23	\$110.50	\$3,643.33	\$884.00	\$1,326.00
33 Employer Retirement Cor	\$734.51	\$808.59	\$5,876.08	\$6,468.64	\$9,703.00
38 Housing Allowance	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$3,000.00
39 Pastor Social Security Of	\$416.66	\$416.67	\$3,333.92	\$3,333.32	\$5,000.00
40 Supply Pastor	\$0.00	\$166.67	\$1,300.00	\$1,333.32	\$2,000.00
<b>Compensation</b>	<b>\$8,330.66</b>	<b>\$8,124.02</b>	<b>\$67,299.05</b>	<b>\$64,991.92</b>	<b>\$97,488.00</b>
42 Insurance	\$124.87	\$125.00	\$1,123.83	\$1,000.00	\$1,500.00
43 Workers Comp Insurance	\$0.00	\$37.50	\$895.53	\$300.00	\$450.00
44 Employer Provided Hous	\$416.66	\$416.67	\$3,333.28	\$3,333.32	\$5,000.00
<b>Benefits &amp; Insurance</b>	<b>\$541.53</b>	<b>\$579.17</b>	<b>\$5,352.64</b>	<b>\$4,633.32</b>	<b>\$6,950.00</b>
45 Literature and Study Mat	\$0.00	\$16.67	\$0.00	\$133.32	\$200.00
49 Continuing Education	\$612.57	\$83.34	\$1,621.21	\$666.64	\$1,000.00
50 Discretionary Fund	\$0.00	\$41.67	\$0.00	\$333.32	\$500.00
51 Auto Expense Reimburse	\$0.00	\$25.00	\$0.00	\$200.00	\$300.00
<b>TOTAL PERSONNEL EXP</b>	<b>\$9,484.76</b>	<b>\$8,869.87</b>	<b>\$74,272.90</b>	<b>\$70,958.52</b>	<b>\$106,438.00</b>
<b>CONGREGATION</b>					
54 Education, Seminar & Co	\$0.00	\$100.00	\$935.00	\$800.00	\$1,200.00
56 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$1,200.00	\$1,800.00
57 WELCA	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00
<b>TOTAL CONGREGATION</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$1,185.00</b>	<b>\$2,000.00</b>	<b>\$3,000.00</b>
<b>ADMINISTRATION</b>					
60 Maintenance & Repairs	\$305.61	\$333.34	\$1,921.71	\$2,666.64	\$4,000.00
61 Outside Services	\$0.00	\$0.00	\$5.18	\$0.00	\$0.00
62 Bookkeeping Services	\$0.00	\$1,375.00	\$7,800.00	\$11,000.00	\$16,500.00
63 Organist	\$500.00	\$125.00	\$2,250.00	\$1,000.00	\$1,500.00
64 Postage and Shipping	\$0.00	\$12.50	\$59.75	\$100.00	\$150.00
65 Supplies	\$0.00	\$54.17	\$503.59	\$433.32	\$650.00
67 Evangelism	(\$121.39)	\$0.00	\$0.00	\$0.00	\$0.00
68 Technology	\$217.71	\$166.67	\$846.61	\$1,333.32	\$2,000.00
69 Banking Activities	\$21.74	\$14.59	\$121.37	\$116.64	\$175.00
<b>TOTAL ADMINISTRATION</b>	<b>\$923.67</b>	<b>\$2,081.27</b>	<b>\$13,508.21</b>	<b>\$16,649.92</b>	<b>\$24,975.00</b>



**Budgeted Financial Statement for Period 8 - August**  
**GSLC Income Statement**

<u>Account #, Description</u>	<u>Actual for</u>	<u>Budget for</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
<b>PLANT OCCUPANCY</b>					
71 Insurance	\$0.00	\$682.67	\$9,188.80	\$5,461.32	\$8,192.00
72 Licenses & Taxes	\$0.00	\$625.00	\$3,134.68	\$5,000.00	\$7,500.00
75 Gardening	\$545.00	\$533.34	\$4,374.26	\$4,266.64	\$6,400.00
76 Janitorial	\$330.00	\$305.00	\$3,405.00	\$2,440.00	\$3,660.00
77 Supplies	\$0.00	\$50.00	\$528.03	\$400.00	\$600.00
78 Utilities	\$3,720.19	\$3,404.17	\$29,159.75	\$27,233.32	\$40,850.00
79 Property Committee	\$20.94	\$750.00	\$11,718.15	\$6,000.00	\$9,000.00
80 Capital Improvements	\$1,241.25	\$1,241.25	\$9,930.00	\$9,930.00	\$14,895.00
<b>TOTAL PLANT OCCUPA</b>	<b>\$5,857.38</b>	<b>\$7,591.43</b>	<b>\$71,438.67</b>	<b>\$60,731.28</b>	<b>\$91,097.00</b>
<b>PLANT, OCCUPANCY &amp;</b>	<b>\$6,781.05</b>	<b>\$9,672.70</b>	<b>\$84,946.88</b>	<b>\$77,381.20</b>	<b>\$116,072.00</b>
<b>COMMUNITY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENSES</b>	<b>\$16,651.13</b>	<b>\$18,988.42</b>	<b>\$162,011.04</b>	<b>\$151,906.32</b>	<b>\$227,860.00</b>
<b>REVENUES OVER (UND)</b>	<b>\$2,771.47</b>	<b>(\$0.06)</b>	<b>\$3,918.57</b>	<b>\$0.24</b>	<b>\$0.00</b>
86 Transfer from Restricted/	\$0.00	\$0.00	\$1,191.79	\$0.00	\$0.00
89 Memorials released	\$0.00	\$0.00	(\$483.73)	\$0.00	\$0.00
94 Ebenezer Released	\$0.00	\$0.00	(\$708.06)	\$0.00	\$0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
97 Caedmon's Little Box	\$5.23	\$0.00	\$5.23	\$0.00	\$0.00
100 Community Christmas I	\$719.25	\$0.00	\$719.25	\$0.00	\$0.00
101 Fellowship Committee	\$67.00	\$0.00	\$813.00	\$0.00	\$0.00
102 El Salvador School Sch	\$882.00	\$0.00	\$7,761.87	\$0.00	\$0.00
106 Resurrection Church, El	\$358.94	\$0.00	\$4,789.90	\$0.00	\$0.00
110 Friend Feeding Friends	\$5,625.00	\$0.00	\$25,846.13	\$0.00	\$0.00
115 Capital Improvements	\$325.00	\$0.00	\$3,566.50	\$0.00	\$0.00
116 Youth	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00
<b>Restricted Contributions</b>	<b>\$7,982.42</b>	<b>\$0.00</b>	<b>\$43,511.88</b>	<b>\$0.00</b>	<b>\$0.00</b>
119 Winter Nights	\$0.00	\$0.00	(\$1,217.19)	\$0.00	\$0.00
120 El Salvador Scholarship	\$0.00	\$0.00	(\$10,045.00)	\$0.00	\$0.00
121 Resurrection Church El	\$0.00	\$0.00	(\$6,002.86)	\$0.00	\$0.00
122 Friend Feeding Friends	(\$6,364.53)	\$0.00	(\$25,448.88)	\$0.00	\$0.00
123 Community Christmas I	(\$166.39)	\$0.00	(\$166.39)	\$0.00	\$0.00
124 Giving Thanks	\$0.00	\$0.00	(\$573.15)	\$0.00	\$0.00
125 Caedmon's Little Box	(\$196.10)	\$0.00	(\$196.10)	\$0.00	\$0.00
126 Sabbatical Award	\$0.00	\$0.00	(\$7,791.22)	\$0.00	\$0.00
127 FFF Building	\$0.00	\$0.00	(\$2,000.00)	\$0.00	\$0.00
129 Fellowship Committee	(\$14.38)	\$0.00	(\$1,267.38)	\$0.00	\$0.00
133 Youth	\$0.00	\$0.00	(\$448.13)	\$0.00	\$0.00
136 Kitchen	\$0.00	\$0.00	(\$8,000.00)	\$0.00	\$0.00
137 Memorials	\$0.00	\$0.00	(\$961.59)	\$0.00	\$0.00
139 Capital Improvements &	\$0.00	\$0.00	(\$7,329.96)	\$0.00	\$0.00
<b>Restricted Expenses</b>	<b>(\$6,741.40)</b>	<b>\$0.00</b>	<b>(\$71,447.85)</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>RESTRICTED ACCOUNT</b>	<b>\$1,241.02</b>	<b>\$0.00</b>	<b>(\$27,935.97)</b>	<b>\$0.00</b>	<b>\$0.00</b>
140 Unrealized Gains/Losse	(\$9,021.28)	\$0.00	\$38,743.89	\$0.00	\$0.00
<b>NET INCOME</b>	<b>(\$5,008.79)</b>	<b>(\$0.06)</b>	<b>\$14,726.49</b>	<b>\$0.24</b>	<b>\$0.00</b>