



Council Minutes (Corrected)

September 11, 2024

Attendees – Tracey Rentner, Susan Metzger, Renee Reis, Rev. Jeremy Serrano, Anessa Hileman, Scott Etzel, Sue Hertless, Greg **Buchhotz**

Excused: Mike Henry, Julie Kim

Meeting call to order at 7:03p by Renee Reis

Opening Prayer by Rev. Jeremy Serrano

Recognitions: None

Correspondence: None

Old Business:

Motion made to accept meeting minutes from August meeting. Motion seconded. No discussion. Motion carried.

New Business:

Fundraising: Pastor working on formulating capital fundraising campaign project (Friends Feeding Friends) for completion of certificate for church fundraising. Motion made to begin capital campaign to refurbish Classroom 3 for Friends Feeding Friends food pantry. Motion seconded. Discussion: Discuss scope and timing w FFF to manage expectations. Is this the best use for this room (long range planning)? Motion carried.

Council Action Items: Renee Reis voiced need room for Youth to use (Confirmation classes). Counters to move to Pastor's office starting in October so Youth can use Office Conference room.

St. John's Pastor Share: Pastor Jeremy to attend a meet & greet with St. John's congregation 9/29. Review of changes to pastoral duties at GSLC with pastoral share. Pastor to prepare a mock week schedule to show how duties are distributed during the week.

Pastor: Reviewed Pastoral Visitation Care Policy including scope, purpose, how to request a visit, types of visit, expectations, care team information (training & support, procedures for visits. Council to review policy for discussion at October meeting.

Growing and Evangelizing: Council was given book I Refuse to Lead a Dying Church. Read Introduction for discussion at October meeting.

Pastor's Job Description: Review of Letter of Call and Offer as presented to Pastor Jeremy in 10/2014. Reviewed proposed job description and key job responsibilities updates, discussed to manage expectations and show areas where we can improve. Discussed congregation, council goals and how council and the congregation can support Pastor.

Holding Hands Montessori (HHM) Pre-School: Review of Second Amendment to Lease approving use of Janitor's Closet with increase in rent. Motion made to approve Second Amendment to Lease. Motion seconded. No discussion. Motion carried.

Evangelism: Discussion of restarting Mutual Ministry Committee to facilitate communication between Pastor and congregation.

Campus Guest Policy: Review proposed Campus Guest Policy and Unhoused Persons on Campus Policy. Council to provide comment to be incorporated into policy.

Action Item Register: Council members to update on assigned tasks.

Motion made to adjourn meeting. Motion seconded. Discussion: None. Motion carried.

Meeting adjourned at 8:55p

Reports Attached: Social Ministry Report, Pastor's Report, Finance Reports (7/2024 Balance Sheet, 7/2024 Profit/Loss Statement), and **draft Pastor's Job Description & Key Job Responsibilities**

Respectfully submitted,
Tracey Rentner
Council Secretary



Council Minutes

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Respectfully submitted,
Tracey Rentner
Council Secretary



Date: 9/8/2024

Team: Social Ministry

Name: Scott Etzel

SOCIAL MINISTRY REPORT (September 2024)

SPECIAL RECOGNITIONS:

Susan Metzger for driving church members to/from services and events.

Sue Hertless and Julie Kim for their efforts leading the WELCA retreat in Sonora Sept 6-8

Mike Henry for his efforts with the kitchen remodel project and preschool project.

Pastor Jeremy for supervising and assisting the technician servicing and inspecting fire extinguishers.

PAST EVENTS/ ACCOMPLISHMENTS:

Friends Feeding Friends (FFF) summary for August 2024 (provided by Dana Deniston)

If you came by church on weekdays in August, you may have noticed our FFF food distribution lines getting longer. Our pantry is open 4 days a week from 10:30-12:30, more days than most church pantries. In August, FFF helped 4,428 people with food, and provided furnishings for 6 households.

We have seen a big increase in need for our food blessing bags for the homeless. Most bags are distributed throughout the county from Oakley to Richmond and San Ramon to Hercules. The CORE teams have increased from 7 teams to 23 to help connect homeless with social services, which means they are reaching out to help more homeless than ever before. And, they help distribute our blessing bags in the process.

If you can help with donations, this month we are in need of the following items:

—Packaged snacks (chips, crackers, fruit snacks, granola bars)

—Protein items that are easy to eat and shelf stable (canned, pop-top ravioli, chili, Vienna sausage, or beef jerky, Slim Jim's, nuts, protein bars)

Any donations are greatly appreciated!! Items can be brought to the church office (marked FFF) or they can be placed in the Friends Feeding Friends bin in the church narthex.

- Current church financial liabilities designated for FFF in Balance Sheet are:
 - \$14,527.34 – FFF Building Fund (as of July 31, 2024)
 - \$23,590.34 – FFF Fund (as of July 31, 2024)
 - \$2,351.91 - FFF Debit Card (8614) balance (as of July 31, 2024)

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 twice in August (1st and 15th).

Holding Hands Montessori Preschool Project

- Sanctuary building water heater installed. Gas line connection restored. Hot water service confirmed.
- Preschool team continuing work on basement area Repainting, lighting, flooring. Space is looking refreshed.
- Outdoor play space asphalt base and perimeter fencing completed.
- Concrete step from parking lot repaired.
- Utility vault cover by sidewalk replaced by Mike's son.

Date: 9/8/2024

Team: Social Ministry

Name: Scott Etzel

PAST EVENTS/ ACCOMPLISHMENTS: (Continued)

American Red Cross Blood Drives

Dates of American Red Cross Blood Drives at Good Shepherd in 2024 to date are as follows;

- Thursday, June 13th (23 donors)
- Thursday, August 22nd (28 donors)

UPCOMING EVENTS/GOALS:

American Red Cross Blood Drives

Future dates of American Red Cross Blood Drives at Good Shepherd in 2024 are planned as follows;

- **Thursday, October 10th**
- Thursday, December 12th

Diablo Valley Literacy Council (DVLC)

- DVLC new tutor training scheduled for Sat Sept 7th.
- DVLC existing tutor refresher training scheduled for Sat Sept 14th.

Holding Hands Montessori Preschool Project

- Continuing to work on improvements to Sanctuary basement necessary for preschool. Target date for completion of all church required work is end of September.

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

- Preschool moved in and classes start in 2024 (date TBD based on licensing).

CONCERNS: [Any concerns for the upcoming months]

- FFF: Request to have kitchen professionally cleaned once construction is completed in order to remove any and all dust and debris from kitchen.
- FFF: Storage of household goods and furnishings in Luther Hall, and in some rooms on second floor of office building over capacity restricting 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]

- Kitchen stove ventilation hood and fire suppression system passed annual inspection on Weds, Aug 14th.
- Fire extinguishers were serviced and annually inspected on Friday, Aug 23rd

COUNCIL ACTION ITEMS:

- Approve lease amendment with preschool covering rental of Sanctuary basement utility room.



Date: Sept 11, 2024

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

July Kim- Thank you for your continued work on Sunday Bulletins and slides.

Scott Etzel- Thank your for the work you did on Goals and Job Description with me.

Mike Henry- Thank you for your continued work on the Kitchen. You have the perseverance of Job.

PAST EVENTS/ ACCOMPLISHMENTS:

1. **VISITATION:** I have regularly visited parishioners in the hospital and care facilities this last month.
2. **CAMPUS GUEST POLICY:** Developed a draft Campus Guest Policy.
3. **Care Team:** Developed a draft document on Pastoral Visitation and the outlines of a Care Team Ministry.
4. **PROPERTY:**
 1. Replaced the toilet valve in the mens restroom below the sanctuary.
 2. Facilitated AAA inspection of the Fire Extinguishers.

UPCOMING EVENTS/GOALS:

I will update these with the council at the September Meeting

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

I will update these with the council at the September Meeting

2024-2025 Goal Progress:

OTHER COMMENTS: [Any other comments]

UPCOMING WORSHIP DATES:

October 27 - Reformation Sunday

November 3 - All Saints

November 24 - Christ The King Sunday

December 1- Advent Begins

UPCOMING DATES:

September 29- I will be doing a meet and great with St. Johns. We will have pulpit supply.

November 3 - Rev 10 year Anniversary

Statement of Financial Position for Period 7 - July**Company#: 2 Name: Good Shepherd Lutheran Church****Account****7/31/24**

Bank of America Checking (0287)	\$36,941.12
Bank of America Debit Card (8614)	<u>\$2,351.91</u>
CASH	\$39,293.03

Vanguard STAR Fund (0056)	\$141,044.01
Vanguard Wellington Fund (0521)	\$149,282.13
Valuation Adjustment (0056/0521)	<u>\$32,968.14</u>
SECURITIES	\$323,294.28

Vanguard Endowment MMF (2222)	\$38,623.50
Vanguard Endowment Well (2222)	\$58,066.20
Valuation Adjustment (2222)	<u>\$49,127.39</u>
ENDOWMENT SECURITIES	\$145,817.09

CURRENT ASSETS	<u>\$508,404.40</u>
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TOTAL ASSETS	<u>\$508,404.40</u>
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Bank of America Visa (9201)	\$1,869.08
FICA (SS) Taxes Withheld	(\$0.07)
Medicare Taxes Withheld	\$0.18
Voluntary P/R Deductions Withholding	(\$0.03)
Capital Expenditure Reserve	\$14,895.00
Deposits received	<u>\$1,357.00</u>
CURRENT LIABILITIES	\$18,121.16

TOTAL LIABILITIES	<u>\$18,121.16</u>
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Capital Improve. & Maint. Fund	\$6,458.54
FFF Building Fund	\$14,527.34
Flowers Fund	\$63.40
Memorials Fund	\$11,579.79
Fellowship Committee Fund	\$2,860.77
Youth Fund	\$17,783.28
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$5,881.29
Resurrection Church Fund	\$3,452.21
Winter Nights Fund	(\$47.57)
Community Christmas Dinner Fund	\$778.00
Friends Feeding Friends Fund	\$23,590.34
Ebenezer Fund	\$548.02
Kitchen Fund	<u>(\$7.62)</u>

TEMPORARILY RESTRICTED	\$87,567.79
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General Fund Equity	<u>\$402,715.45</u>
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UNRESTRICTED	<u>\$402,715.45</u>
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NET ASSETS	<u>\$490,283.24</u>
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TOTAL LIABILITIES AND NET ASSETS	<u>\$508,404.40</u>
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Budgeted Financial Statement for Period 7 - July
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>
REVENUE					
5 Contributions-Cash/Check/	\$9,179.32	\$9,000.00	\$55,981.11	\$65,000.00	\$115,000.00
CONTRIBUTIONS	\$9,179.32	\$9,000.00	\$55,981.11	\$65,000.00	\$115,000.00
15 Cell Tower Rental Income	\$977.24	\$6,413.00	\$51,577.46	\$44,891.00	\$76,955.00
16 Facilities use income	\$0.00	\$667.00	\$2,491.03	\$4,669.00	\$8,000.00
20 Interest/Dividend income	\$0.00	\$2,083.00	\$6,063.83	\$14,581.00	\$25,000.00
21 Preschool Income	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
OTHER INCOME	\$977.24	\$9,163.00	\$65,132.32	\$64,141.00	\$109,955.00
TOTAL REVENUE	\$10,156.56	\$18,163.00	\$121,113.43	\$129,141.00	\$224,955.00
EXPENSES					
24 Licenses & Taxes	\$0.00	\$67.00	\$754.00	\$469.00	\$800.00
26 Altar Guild	\$0.00	\$17.00	\$0.00	\$119.00	\$200.00
27 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$217.00	\$375.00
28 Supplies	\$0.00	\$75.00	\$673.21	\$525.00	\$900.00
WORSHIP	\$0.00	\$190.00	\$1,427.21	\$1,330.00	\$2,275.00
PERSONNEL EXPENSES					
31 Salaries & Wages	\$6,826.50	\$6,826.00	\$49,075.00	\$47,782.00	\$81,918.00
32 Payroll Taxes	\$103.78	\$104.00	\$6,376.12	\$728.00	\$1,245.00
34 Employer Retirement Cont	\$790.27	\$767.00	\$5,504.52	\$5,369.00	\$9,200.00
39 Housing Allowance	\$250.00	\$250.00	\$1,750.00	\$1,750.00	\$3,000.00
40 Pastor Social Security Off	\$416.66	\$417.00	\$2,916.70	\$2,919.00	\$5,000.00
41 Supply Pastor	\$0.00	\$146.00	\$850.00	\$1,022.00	\$1,750.00
Compensation	\$8,387.21	\$8,510.00	\$66,472.34	\$59,570.00	\$102,113.00
43 Insurance	\$79.03	\$125.00	\$550.47	\$875.00	\$1,500.00
44 Workers Comp Insurance	\$0.00	\$75.00	\$0.00	\$525.00	\$895.00
45 Employer Provided Housin	\$416.66	\$417.00	\$2,916.62	\$2,919.00	\$5,000.00
Benefits & Insurance	\$495.69	\$617.00	\$3,467.09	\$4,319.00	\$7,395.00
46 Literature and Study Mater	\$0.00	\$17.00	\$29.80	\$119.00	\$200.00
50 Continuing Education	\$0.00	\$83.00	\$1,000.00	\$581.00	\$1,000.00
51 Discretionary Fund	\$0.00	\$17.00	\$0.00	\$119.00	\$200.00
52 Auto Expense Reimbursen	\$424.45	\$25.00	\$424.45	\$175.00	\$300.00
TOTAL PERSONNEL EXI	\$9,307.35	\$9,269.00	\$71,393.68	\$64,883.00	\$111,208.00
CONGREGATION					
55 Education, Seminar & Con	(\$309.14)	\$83.00	\$2,090.07	\$581.00	\$1,000.00
57 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$1,050.00	\$1,800.00
58 WELCA	\$0.00	\$0.00	\$402.00	\$0.00	\$0.00
TOTAL CONGREGATIO	(\$309.14)	\$233.00	\$2,492.07	\$1,631.00	\$2,800.00

Budgeted Financial Statement for Period 7 - July

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>
ADMINISTRATION					
61 Maintenance & Repairs	\$305.61	\$308.00	\$2,504.93	\$2,156.00	\$3,700.00
62 Outside Services	\$0.00	\$0.00	\$160.00	\$0.00	\$0.00
63 Bookkeeping Services	\$900.00	\$900.00	\$6,300.00	\$6,300.00	\$10,800.00
64 Organist	\$0.00	\$250.00	\$250.00	\$1,750.00	\$3,000.00
65 Postage and Shipping	\$0.00	\$6.00	\$138.83	\$42.00	\$75.00
66 Supplies	\$0.00	\$42.00	\$589.99	\$294.00	\$500.00
67 Printing and Publications	\$0.00	\$0.00	\$43.07	\$0.00	\$0.00
68 Evangelism	\$0.00	\$167.00	\$798.66	\$1,169.00	\$2,000.00
69 Technology	\$244.90	\$167.00	\$702.90	\$1,169.00	\$2,000.00
70 Banking Activities	\$13.00	\$15.00	\$105.90	\$105.00	\$175.00
TOTAL ADMINISTRATION	\$1,463.51	\$1,855.00	\$11,594.28	\$12,985.00	\$22,250.00
PLANT OCCUPANCY					
74 Utilities-Fire Alarm	\$0.00	\$30.00	\$60.00	\$210.00	\$360.00
75 Utilities-Gas & Electric	\$3,427.07	\$2,916.67	\$20,632.25	\$20,416.65	\$35,000.00
76 Utilities-Telephone&Intern	\$180.50	\$149.17	\$1,169.78	\$1,044.15	\$1,790.00
77 Utilities-Garbage	\$679.30	\$641.67	\$4,954.85	\$4,491.65	\$7,700.00
78 Utilities-Water	\$1,398.29	\$525.00	\$4,213.83	\$3,675.00	\$6,300.00
Utilities	\$5,685.16	\$4,262.51	\$31,030.71	\$29,837.45	\$51,150.00
79 Insurance	\$0.00	\$0.00	\$11,100.19	\$9,190.00	\$9,190.00
80 Licenses & Taxes	\$0.00	\$542.00	\$0.00	\$3,794.00	\$6,500.00
83 Gardening	\$557.00	\$545.00	\$5,222.00	\$3,815.00	\$6,540.00
84 Janitorial	\$330.00	\$330.00	\$2,310.00	\$2,310.00	\$3,960.00
85 Supplies	\$0.00	\$58.00	\$410.22	\$406.00	\$700.00
86 Property Committee	\$485.07	\$698.00	\$4,501.26	\$4,889.00	\$8,382.00
88 Preschool Expenses	\$1,699.57	\$0.00	\$6,843.80	\$0.00	\$0.00
TOTAL PLANT OCCUPANCY	\$8,756.80	\$6,435.51	\$61,418.18	\$54,241.45	\$86,422.00
PLANT, OCCUPANCY & UTILITIES	\$10,220.31	\$8,290.51	\$73,012.46	\$67,226.45	\$108,672.00
TOTAL EXPENSES	\$19,218.52	\$17,982.51	\$148,325.42	\$135,070.45	\$224,955.00
REVENUES OVER (UNDER)	(\$9,061.96)	\$180.49	(\$27,211.99)	(\$5,929.45)	\$0.00
110 Community Christmas Dinner	\$778.00	\$0.00	\$781.20	\$0.00	\$0.00
111 Fellowship Committee	\$64.00	\$0.00	\$1,524.00	\$0.00	\$0.00
112 El Salvador School Scholarship	\$632.00	\$0.00	\$4,595.00	\$0.00	\$0.00
116 Resurrection Church, El Salvador	\$142.95	\$0.00	\$7,180.53	\$0.00	\$0.00
120 Friend Feeding Friends	\$1,590.00	\$0.00	\$13,036.01	\$0.00	\$0.00
125 Capital Improvements	\$170.00	\$0.00	\$1,857.00	\$0.00	\$0.00
126 Youth	\$1,738.65	\$0.00	\$5,531.52	\$0.00	\$0.00
Restricted Contributions	\$5,115.60	\$0.00	\$34,505.26	\$0.00	\$0.00
129 Winter Nights	\$0.00	\$0.00	(\$816.46)	\$0.00	\$0.00
130 El Salvador Scholarships	\$0.00	\$0.00	(\$15,045.00)	\$0.00	\$0.00
131 Resurrection Church El Salvador	(\$1,045.00)	\$0.00	(\$9,456.00)	\$0.00	\$0.00
132 Friend Feeding Friends	(\$3,160.96)	\$0.00	(\$25,390.12)	\$0.00	\$0.00
137 FFF Building	\$0.00	\$0.00	(\$13,785.49)	\$0.00	\$0.00
138 Flowers	\$0.00	\$0.00	(\$256.39)	\$0.00	\$0.00
139 Fellowship Committee	(\$33.98)	\$0.00	(\$1,702.15)	\$0.00	\$0.00
143 Youth	(\$2,109.63)	\$0.00	(\$15,443.59)	\$0.00	\$0.00
146 Kitchen	(\$7.62)	\$0.00	(\$7.62)	\$0.00	\$0.00
Restricted Expenses	(\$6,357.19)	\$0.00	(\$81,902.82)	\$0.00	\$0.00
RESTRICTED ACCOUNTS	(\$1,241.59)	\$0.00	(\$47,397.56)	\$0.00	\$0.00
150 Unrealized Gains/Losses	\$10,307.73	\$0.00	\$37,703.27	\$0.00	\$0.00
NET INCOME	\$4.18	\$180.49	(\$36,906.28)	(\$5,929.45)	\$0.00

Job Description and Key Job Responsibilities

Good Shepherd Lutheran Church

Job Title: Senior Pastor

Job Description:

Consistent with the faith and practice of the Evangelical Lutheran Church in America (ELCA), the Senior Pastor will provide ordained leadership to the church by presiding over the congregation and exercising the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers; To preach and teach the Word of God in accordance with the Holy Scriptures and Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the ELCA and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

Key Job Responsibilities:

- 1) Preside over the congregation by;
 - a) Preaching the word.
 - b) Administering the Sacraments.
 - c) Conducting public worship.
- 2) Provide pastoral care including visiting the sick and distressed. Strive for contact once/quarter per person overall, with more visits to sick and distressed and less for healthy, worshipping people.
- 3) Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
 - a) Strive to extend the Kingdom of God in the community, in the nation, and abroad.
 - b) Impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications.
- 4) Offer instruction, confirm, marry, and bury the dead.
 - a) Seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- 5) Provide overall management to the church in the following areas;
 - a) Day to Day supervision of staff
 - b) Supervise all schools and organizations of this congregation.
 - c) Install regularly elected members of the Congregation Council.
 - d) With the council, administer discipline.
 - e) Endeavor to increase the support given by the congregation to the work of the churchwide organization of the ELCA and of the Sierra Pacific Synod of the ELCA.
 - f) Maintain parochial records of this congregation including all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation.
 - g) Submit a summary of parochial records annually to the synod.
- 6) Develop mutually agreed upon annual pastoral goals and measurable performance metrics with the church council recognizing that these can and will change throughout the year as needs arise.
- 7) Provide theological, Spiritual, and cultural leadership in the development and periodic update of the churches mission, vision, goals and objectives.