



Council Minutes

November 12, 2024

Attendees – Renee Reis, Sue Hertless, Scott Eztel, Susan Metzger, Julie Kim, Tracey Rentner, Anessa Hileman, Rev Jeremy Serrano, Mike Henry

Excused: Greg Buchholz

Meeting call to order at

Opening Prayer by Rev. Jeremy Serrano

Recognitions:

Correspondence:

Old Business:

Motion made to accept meeting minutes (10/8/24). Motion seconded. No discussion. Motion carried.

New Business:

Finance: Review draft 2025 Budget. Rev. Serrano wanted to thank the Finance Committee for their hard work in preparing the draft 2025 Budget. Council to approve the 2025 Budget at the December 10 meeting.

Discussion: "I Refuse to Lead a Dying Church" Chapter 1

Pastor Share Contract with St. John's Lutheran (Antioch): Motion made to approve as amended during this (11/12/24) meeting. Motion seconded; Discussion: none. Motion carried.

Fellowship: Scott Ezel presented list of proposed events for 2025. Council to review list on a quarterly basis.

Worship and Music: Discussion regarding Christmas Eve services. Motion made to accept Christmas Eve worship services to be held at 5:00 p.m. and 11:00 p.m. Motion seconded. Discussion: none. Motion carried.

Reminder for council members to please review and update the Action Items list once items are completed. The list can be found in the Google Drive.

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

Meeting closed with a prayer led by Rev. Serrano.

Meeting adjourned at 9:05p.

Reports Attached: Pastor's Report, Finance Reports (9/2024 Balance Sheet, 9/2024 Profit -Loss Statement, Finance Committee Minutes 11/10/2024 meeting), Property Report, Social Ministry Report

Respectfully submitted,
Tracey Rentner
Council Secretary



Date: November 12, 2024

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

UPCOMING WORSHIP DATES:

November 24 - Christ The King Sunday

December 1- Advent Begins

OTHER UPCOMING DATES:

November 15-22: Rev will be on Vacation. Pulpit supply had been secured.

November 25-27: Parsonage will be tented and Rev is out of town.

MONTHLY REPORT:

1. **VISITATION:** I have regularly visited parishioners in the hospital and care facilities this last month.
2. **FUNERAL:** October 5th: I presided over the funeral of Fran Mecklenburg.
October 20th: I presided over the funeral of Ingrid Burns.
3. **SYNOD EVENT: N/A**

OTHER COMMENTS: [Any other comments]

2024-2025 GOALS:

- I. Implement a pastoral leadership sharing between Good Shepherd and Saint John's Lutheran Church.
 - A. September 2024: Completed draft proposal for council review and proposal.
 - B. October 13: Congregation voted unanimously to approve the proposal.
 - C. November 1: I began pastoring St. John's Lutheran church in the capacity outlined in the proposal.
- II. Lead the church council through a study of the book; I Refuse to Lead a Dying Church by Paul Nixon
 - A. September 2024:
 1. Books passed out to Church Council.
 2. Weekly email sent to Church Council with reminder to read and discussion question.
 - B. October 2024
 1. Weekly email sent to Church Council with reminder to read and discussion questions.
 2. Spoke about the Intro in our October council meeting.

- III. Complete a religious fundraising project and obtain educational competency certification in the topic
 - A. September 2024:
 - 1. Presented proposal to the church council and had it approved on Sept 11, 2024.
 - 2. Received from Dana a list of necessary improvements to Room 3.
 - a) Empty room and remove cabinets and counters.
 - b) Remove carpets. I think last time, the flooring contractor we used (C G Interiors, Laura Estrella, cell (925)381-7582, email lestrella.cginteriors@gmail.com) removed and disposed of the carpet.
 - c) Hire contractor for Asbestos abatement to remove floor tiles. (ERI Environmental Remedies, Inc., 22390 Thunderbird Place, Hayward, CA 94545, office (925)461-3285. Estimator in 2019 was William Arias, cell (925)519-0548, email william@env-rem.com. Previous cost for Room 1 was \$2410.63.
 - d) Lay flooring.
 - e) Install double pane windows.
 - f) Change locks on 2 doors.
 - g) Paint if needed. Add window covering if needed.
 - B. October 2024:
 - 1. Spoke with Mike Henry about getting quotes to understand how much money we need to raise.
- IV. Implement an open and welcoming volunteer culture including a volunteer onboarding system.
- V. Shepherd a volunteer Care Ministry Team
 - A. September 2024:
 - 1. Developed Care Ministry Expectations/Procedure Document.
 - 2. Created advertisement in email for team member sign-up
 - 3. Announced at Sunday worship need for team members.
- VI. Shepherd a volunteer Assisting Minister role and team
 - A. September 2024:
 - 1. Created advertisement in email for team member sign-up
 - 2. Announced at Sunday worship need for team members.
 - B. October 2024:
 - 1. Met with Susan Metzger to discuss AM roles in worship.

Statement of Financial Position for Period 9 - September
Company#: 2 Name: Good Shepherd Lutheran Church

<u>Account</u>	<u>9/30/24</u>
Bank of America Checking (0287)	\$35,719.82
Bank of America Debit Card (8614)	<u>\$2,364.10</u>
CASH	\$38,083.92
Vanguard STAR Fund (0056)	\$122,598.32
Vanguard Wellington Fund (0521)	\$131,943.79
Valuation Adjustment (0056/0521)	<u>\$37,608.78</u>
SECURITIES	\$292,150.89
Vanguard Endowment MMF (2222)	\$38,623.50
Vanguard Endowment Well (2222)	\$58,066.20
Valuation Adjustment (2222)	<u>\$54,911.51</u>
ENDOWMENT SECURITIES	\$151,601.21
CURRENT ASSETS	<u>\$481,836.02</u>
TOTAL ASSETS	<u>\$481,836.02</u>
Bank of America Visa (9201)	\$39.33
FICA (SS) Taxes Withheld	(\$0.09)
Medicare Taxes Withheld	\$0.22
State Taxes Withheld	(\$0.30)
Voluntary P/R Deductions Withholding	(\$0.05)
Capital Expenditure Reserve	\$9,683.54
Deposits received	<u>\$1,357.00</u>
CURRENT LIABILITIES	\$11,079.65
TOTAL LIABILITIES	<u>\$11,079.65</u>
Capital Improve. & Maint. Fund	\$745.00
FFF Building Fund	\$10,344.72
Flowers Fund	\$63.40
Memorials Fund	\$11,579.79
Fellowship Committee Fund	\$2,994.77
Youth Fund	\$17,783.28
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$7,378.29
Resurrection Church Fund	\$2,707.36
Winter Nights Fund	(\$47.57)
Community Christmas Dinner Fund	\$778.00
Friends Feeding Friends Fund	\$17,686.61
Ebenezer Fund	<u>\$548.02</u>
TEMPORARILY RESTRICTED	\$72,661.67
General Fund Equity	<u>\$398,094.70</u>
UNRESTRICTED	<u>\$398,094.70</u>
NET ASSETS	<u>\$470,756.37</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$481,836.02</u>

Budgeted Financial Statement for Period 9 - September

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/	\$6,579.32	\$9,000.00	\$72,257.69	\$83,000.00	\$115,000.00
CONTRIBUTIONS	\$6,579.32	\$9,000.00	\$72,257.69	\$83,000.00	\$115,000.00
15 Cell Tower Rental Income	\$7,061.00	\$6,413.00	\$65,699.46	\$57,717.00	\$76,955.00
16 Facilities use income	\$3,125.00	\$667.00	\$5,706.03	\$6,003.00	\$8,000.00
20 Interest/Dividend income	\$4,563.15	\$2,083.00	\$10,626.98	\$18,747.00	\$25,000.00
21 Preschool Income	\$304.00	\$0.00	\$5,508.00	\$0.00	\$0.00
OTHER INCOME	\$15,053.15	\$9,163.00	\$87,540.47	\$82,467.00	\$109,955.00
TOTAL REVENUE	\$21,632.47	\$18,163.00	\$159,798.16	\$165,467.00	\$224,955.00
EXPENSES					
24 Licenses & Taxes	\$0.00	\$67.00	\$754.00	\$603.00	\$800.00
26 Altar Guild	\$0.00	\$17.00	\$0.00	\$153.00	\$200.00
27 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$279.00	\$375.00
28 Supplies	\$0.00	\$75.00	\$766.85	\$675.00	\$900.00
WORSHIP	\$0.00	\$190.00	\$1,520.85	\$1,710.00	\$2,275.00
PERSONNEL EXPENSES					
31 Salaries & Wages	\$6,826.50	\$6,826.00	\$62,728.00	\$61,434.00	\$81,918.00
32 Payroll Taxes	\$103.78	\$104.00	\$6,583.68	\$936.00	\$1,245.00
34 Employer Retirement Cont	\$790.27	\$767.00	\$7,085.06	\$6,903.00	\$9,200.00
39 Housing Allowance	\$250.00	\$250.00	\$2,250.00	\$2,250.00	\$3,000.00
40 Pastor Social Security Off	\$416.66	\$417.00	\$3,750.02	\$3,753.00	\$5,000.00
41 Supply Pastor	\$0.00	\$146.00	\$850.00	\$1,314.00	\$1,750.00
Compensation	\$8,387.21	\$8,510.00	\$83,246.76	\$76,590.00	\$102,113.00
43 Insurance	\$79.03	\$125.00	\$708.53	\$1,125.00	\$1,500.00
44 Workers Comp Insurance	\$0.00	\$75.00	\$0.00	\$675.00	\$895.00
45 Employer Provided Housin	\$416.66	\$417.00	\$3,749.94	\$3,753.00	\$5,000.00
Benefits & Insurance	\$495.69	\$617.00	\$4,458.47	\$5,553.00	\$7,395.00
46 Literature and Study Mater	\$0.00	\$17.00	\$29.80	\$153.00	\$200.00
50 Continuing Education	\$0.00	\$83.00	\$1,000.00	\$747.00	\$1,000.00
51 Discretionary Fund	\$0.00	\$17.00	\$0.00	\$153.00	\$200.00
52 Auto Expense Reimbursen	\$0.00	\$25.00	\$424.45	\$225.00	\$300.00
TOTAL PERSONNEL EX	\$8,882.90	\$9,269.00	\$89,159.48	\$83,421.00	\$111,208.00
CONGREGATION					
55 Education, Seminar & Con	\$0.00	\$83.00	\$2,090.07	\$747.00	\$1,000.00
57 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$1,350.00	\$1,800.00
58 WELCA	\$0.00	\$0.00	\$402.00	\$0.00	\$0.00
TOTAL CONGREGATIO	\$0.00	\$233.00	\$2,492.07	\$2,097.00	\$2,800.00

Budgeted Financial Statement for Period 9 - September

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	\$3,326.57	\$2,772.00	\$3,700.00
62 Outside Services	\$0.00	\$0.00	\$160.00	\$0.00	\$0.00
63 Bookkeeping Services	\$900.00	\$900.00	\$8,100.00	\$8,100.00	\$10,800.00
64 Organist	\$0.00	\$250.00	\$750.00	\$2,250.00	\$3,000.00
65 Postage and Shipping	\$0.00	\$6.00	\$138.83	\$54.00	\$75.00
66 Supplies	\$0.00	\$42.00	\$598.76	\$378.00	\$500.00
67 Printing and Publications	\$0.00	\$0.00	\$43.07	\$0.00	\$0.00
68 Evangelism	\$0.00	\$167.00	\$798.66	\$1,503.00	\$2,000.00
69 Technology	\$85.00	\$167.00	\$872.90	\$1,503.00	\$2,000.00
70 Banking Activities	\$13.40	\$15.00	\$132.85	\$135.00	\$175.00
TOTAL ADMINISTRATION	\$1,304.01	\$1,855.00	\$14,921.64	\$16,695.00	\$22,250.00
PLANT OCCUPANCY					
74 Utilities-Fire Alarm	\$0.00	\$30.00	\$60.00	\$270.00	\$360.00
75 Utilities-Gas & Electric	\$3,474.96	\$2,916.67	\$27,655.93	\$26,249.99	\$35,000.00
76 Utilities-Telephone&Intern	\$184.46	\$149.17	\$1,538.70	\$1,342.49	\$1,790.00
77 Utilities-Garbage	\$679.30	\$641.67	\$6,313.45	\$5,774.99	\$7,700.00
78 Utilities-Water	\$1,466.33	\$525.00	\$5,680.16	\$4,725.00	\$6,300.00
Utilities	\$5,805.05	\$4,262.51	\$41,248.24	\$38,362.47	\$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	\$4,878.00	\$6,500.00
83 Gardening	\$557.00	\$545.00	\$6,336.00	\$4,905.00	\$6,540.00
84 Janitorial	\$330.00	\$330.00	\$2,970.00	\$2,970.00	\$3,960.00
85 Supplies	\$0.00	\$58.00	\$437.89	\$522.00	\$700.00
86 Property Committee	\$1,411.14	\$698.00	\$7,228.13	\$6,286.00	\$8,382.00
88 Preschool Expenses	\$12,500.00	\$0.00	\$24,293.99	\$0.00	\$0.00
TOTAL PLANT OCCUPANCY	\$20,603.19	\$6,435.51	\$93,614.44	\$67,113.47	\$86,422.00
PLANT, OCCUPANCY & UTILITIES	\$21,907.20	\$8,290.51	\$108,536.08	\$83,808.47	\$108,672.00
TOTAL EXPENSES	\$30,790.10	\$17,982.51	\$201,708.48	\$171,036.47	\$224,955.00
REVENUES OVER (UNDER)	(\$9,157.63)	\$180.49	(\$41,910.32)	(\$5,569.47)	\$0.00
110 Community Christmas Dinner	\$0.00	\$0.00	\$781.20	\$0.00	\$0.00
111 Fellowship Committee	\$100.00	\$0.00	\$1,658.00	\$0.00	\$0.00
112 El Salvador School Scholarship	\$797.00	\$0.00	\$6,092.00	\$0.00	\$0.00
116 Resurrection Church, El Salvador	\$261.92	\$0.00	\$7,821.51	\$0.00	\$0.00
120 Friend Feeding Friends	\$1,337.74	\$0.00	\$17,503.75	\$0.00	\$0.00
125 Capital Improvements	\$395.00	\$0.00	\$2,432.00	\$0.00	\$0.00
126 Youth	\$0.00	\$0.00	\$5,531.52	\$0.00	\$0.00
Restricted Contributions	\$2,891.66	\$0.00	\$41,819.98	\$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	(\$1,385.83)	\$0.00	(\$10,841.83)	\$0.00	\$0.00
132 Friend Feeding Friends	(\$5,748.32)	\$0.00	(\$35,761.59)	\$0.00	\$0.00
137 FFF Building	(\$7.62)	\$0.00	(\$17,968.11)	\$0.00	\$0.00
138 Flowers	\$0.00	\$0.00	(\$256.39)	\$0.00	\$0.00
139 Fellowship Committee	\$0.00	\$0.00	(\$1,702.15)	\$0.00	\$0.00
143 Youth	\$0.00	\$0.00	(\$15,443.59)	\$0.00	\$0.00
146 Kitchen	\$7.62	\$0.00	\$0.00	\$0.00	\$0.00
149 Capital Improvements & Repairs	\$0.00	\$0.00	(\$6,288.54)	\$0.00	\$0.00
Restricted Expenses	(\$7,134.15)	\$0.00	(\$104,123.66)	\$0.00	\$0.00
RESTRICTED ACCOUNTS	(\$4,242.49)	\$0.00	(\$62,303.68)	\$0.00	\$0.00
150 Unrealized Gains/Losses	\$1,653.29	\$0.00	\$47,780.85	\$0.00	\$0.00
NET INCOME	(\$11,746.83)	\$180.49	(\$56,433.15)	(\$5,569.47)	\$0.00

Finance Committee Meeting Minutes – November 10, 2024

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

Excused – Jon Moss

Call to Order - The meeting was called to order at 11:50 AM

Recognitions – Marcia Sander for creating Counter Schedules, Kathy Frattini (bookkeeper) for creating budget preparation materials.

Minutes - The minutes of the August 11, 2024 meeting were approved.

Financial Statements - The committee reviewed and discussed the September 30, 2024 financial statements and committee reports.

IRS Notice – We received a letter stating that our 2Q 2022 941 Form had not been filed. Anessa is working to get this form completed and filed before further penalties are assessed.

St. John's Pastor Sharing – Starting November 1, 2024 Good Shepherd and St. John's in Antioch began a pastor sharing agreement. This arrangement was approved by the Congregations of both churches in October. A monthly invoice has been created and reimbursement is expected at the end of each month.

Copy Machine Lease Renewal - The new monthly lease includes an increase in the number of color copies (to avoid overage charges). The copy machine now requires codes for FFF, Office, and Literacy to better track usage. New monthly lease cost is \$347/month.

Grant Awarded FFF – Holy Redeemer Lutheran Church in Newark, California awarded a \$22,000 grant for FFF. This grant is one of only twenty-one that were awarded. They are waiting for approval from the California Attorney General to distribute the funds

Capital Campaign for FFF – Pastor Serrano is planning to conduct a Capital Campaign for FFF as a part of a Continuing Education Project.

2025 Budget – The Committee reviewed and discussed a proposed 2025 Budget.

Next Meeting - The next meeting is scheduled for Sunday, January 12, 2025. There will not be a Finance Committee meeting in December, 2024.

Adjournment - The meeting was adjourned at 1:20 PM.

Respectfully Submitted,

Marcia Sander

GOOD SHEPHERD

Date: 11/12/24

Team: PROPERTY

Name: MIKE HENRY

SPECIAL RECOGNITIONS:

Pastor Jeremy – For coordinating the emergency plumbing repairs at the parsonage
Jamie Rodemsky – For repairing the existing garbage disposal in the kitchen

PAST EVENTS/ ACCOMPLISHMENTS:

Fixed downspout(s) on Sanctuary
Haul-off / disposal of old freezer

UPCOMING EVENTS/GOALS:

Repair/replace Backflow Preventer
Repair/replace & turn on irrigation system after Backflow Preventer repair
Repair/Replace leaking exterior faucet @ Luther Hall
Have Kitchen professionally cleaned and sanitized (Dana is coordinating)
Have carpet in Office professionally cleaned after FFF relocates food distribution back to Kitchen
Termite treatment @ Parsonage - Scheduled for Nov. 25th-28th
Repair water line/sprinkler system to trees along upper lot fence line

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

Clean out – organize shed
HVAC zone modifications to put Fireside room on Fellowship Hall cooling/heating versus Classrooms
Replace Thermostats @ FH and Sanctuary with programmable-smart type

CONCERNS: [Any concerns for the upcoming months] - NA

OTHER COMMENTS: [Any other comments] – NA

COUNCIL ACTION ITEMS: NA



Date: 11/6/2024

Team: Social Ministry

Name: Scott Etzel

SOCIAL MINISTRY REPORT (November 2024)

SPECIAL RECOGNITIONS:

Susan Metzger for continuing to drive church members to/from services and events.
Sue Hertless and Julie Kim for their efforts with fellowship time after Sunday services.
Renee Reiss for her many talents and volunteer efforts to keep Good Shepherd running!

PAST EVENTS/ ACCOMPLISHMENTS:

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

In October, FFF helped 4,395 people with food, and provided furnishings for a whopping 16 households. Indeed, it was a busy month! As we plan for the holidays, FFF is making holiday foods available with our regular pantry groceries. We allow everyone to choose their food items as opposed to pre-bagging. This way, they get the foods they eat and it helps minimize wasted food.

In lieu of preparing meals for the shelter, we have been sending over many items. This month, we provided instant coffee, cold drinks, juices, condiments, snacks, new puzzles, games, art supplies, canes and adult diapers. We will resume meal prep for the shelter clients once our kitchen has passed all inspections after our kitchen upgrade.

If you are clearing out your closets, FFF is always in need of towels, sheets and blankets, and kitchen items. We help clients transitioning from homelessness to housing with these items. We also provide some of these items for our pantry clients who come for groceries.

We would like to thank all who donate food and other items. These donations help us help others. And, we couldn't do what we do without our fantastic volunteers. They are super stars who keep FFF running, and we are grateful for all their hard work.

- Current church financial liabilities designated for FFF in Balance Sheet are:
 - \$10,352.34 – FFF Building Fund (as of August 31, 2024)
 - \$17,688.61 – FFF Fund (as of September 30, 2024)
 - \$3,112.42 - FFF Debit Card (8614) balance (as of August 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 October (3rd and 17th).

Holding Hands Montessori Preschool Project

- All work to prepare the Sanctuary basement area and outdoor play space for a preschool has been completed.
- The preschool team has received their license to operate and is in process of hiring staff.

Date: 11/6/2024

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)
- **Thursday, October 10th** (26 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, December 12th

Diablo Valley Literacy Council (DVLC)

- DVLC Holiday potluck planned for Sat Dec 7th.

Holding Hands Montessori Preschool Project

- Opening is pending staff onboarding and training.

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

- Six blood drives planned for 2025.

CONCERNS: [Any concerns for the upcoming months]

- 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]

- Fire extinguishers (13 total) were inspected (monthly inspection) on October 2nd and November 6th. Two were found to not be mounted on a wall. One was found to be partially discharged (repaired Wednesday, October 2nd) but then failed due to low pressure on November 6th (possibly defective).

COUNCIL ACTION ITEMS:

- None.