



Council Minutes

October 8, 2024

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

Excused: None

Meeting call to order at 6:58p by Renee Reiss

Opening Prayer by Rev. Jeremy Serrano

Recognitions: None

Correspondence: Invitation to St. Mark's Lutheran (Pleasant Hill) 75th Anniversary Celebration (10/13/24)

Old Business:

Motion made to accept meeting minutes (9/11/24) as corrected. Motion seconded. No discussion. Motion carried.

New Business:

Discussion regarding 10th Anniversary Installation and Ordination celebrations. Motion made to approve up to \$550 for a gift for 10th Anniversary Installation gift specifically for 2 nights at Seagull Inn, Mendocino; Motion seconded; No discussion; Motion carried.

Discussion "I Refuse to Lead a Dying Church" Introduction

Pastor Share with St. John's Lutheran (Antioch) – Discussion re Pastor Share Proposal compensation, changes to post-service Fellowship and potentially Sunday School (children/youth and adult) timing, Pastoral Care (including Care Team under the direction of the Pastor). Motion made to accept the Proposal with corrections made during the meeting to send to the congregation 10/9 via email for a vote by the congregation 10/13; Motion seconded; No discussion; Ayes – 7, Abstentions – 1; Motion carried. Additional COD duties to be discussed at November meeting.

Receiving New Members – Motion made to accept slate of new members (Melissa & Paul Giomi, Maureen Tetley, Julie Durand, & Julio Ramos); Motion seconded; No discussion; Motion carried.

Review and discussion of updated Pastor's Job Description. Motion made to approve the updated Pastoral Job Description; Motion seconded; No discussion; Motion carried

Holding Hands Montessori (HHM) Pre-School: Licensing Inspection next week. GSLC work has been completed. HHM requested to install a doorway (pass through) between classroom and children's restroom. Motion made to allow HHM to install a door from the classroom to the children's restroom; Motion seconded; No discussion; Motion carried.

Action Register – Reminder to update as items are completed.

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

Meeting adjourned at 8:36p

Reports Attached: Council Report, Property Report, Social Ministry Report, Financial Reports (8/24 Balance Sheet, 8/24 Profit/Loss Statement)

Respectfully submitted,
Tracey Rentner
Council Secretary



Date: October 2, 2024

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

Julie Kim: Thank you for your continued service in the office and in communal gatherings.

UPCOMING WORSHIP DATES:

October 20 - Ingrid Burns Memorial Service (2pm)

October 27 - Reformation Sunday

November 3 - All Saints

November 24 - Christ The King Sunday

December 1- Advent Begins

OTHER UPCOMING DATES:

November 3: Rev 10 year Anniversary

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

PAST EVENTS / ACCOMPLISHMENTS:

1. **VISITATION:** I have regularly visited parishioners in the hospital and care facilities this last month.
2. **FUNERAL:** September 28th: I presided over th Funeral Karen Mahshi
3. **SYNOD EVENTS:**
 1. September 14, 2024: I preached at the installation of Rev. Ron Valadez at Christ Lutheran Church in El Cerrito.
 2. September 29, 2024: I participated in the Ordination of Rev. Mike Basil at St. Matthew in Walnut Creek.

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.
- 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.
- 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.
- 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.



Date: 10/08/24

Team: PROPERTY

Name: MIKE HENRY

SPECIAL RECOGNITIONS:

Pastor – For running the coyote off campus

Scott - For coordinating the AC unit install @ Pre-School

Scott - For repairing padlock lock to fenced enclosure @ Sanctuary AC Unit

Dana - For ordering and providing the Kitchen Signage

Ron – For always making sure paper towel and t-paper dispensers are full on Sunday mornings

PAST EVENTS/ ACCOMPLISHMENTS:

Kitchen complete (Inspections underway) City of Concord, Environmental Health, Fire Protection District

AC Power for Pre-School complete

Repaired faulty wiring for pre-school lights prior to lessee light fixture installation

Repaired Pendant Light @ exterior Sanctuary (Jamie reported problem)City, Environmental Health & Fire Protection District

Replaced cover for water valves @ lower grounds near Sanctuary

UPCOMING EVENTS/GOALS:

Replace garbage Disposal @ Kitchen Sink

Repair/Replace leaking exterior faucet @ Luther Hall

Have Kitchen professionally cleaned and sanitized (Dana is coordinating)

Roto-Rooter sewer line @ Parsonage

Have carpet in Office professionally cleaned after FFF relocates food distribution back to Kitchen

Termite treatment @ Parsonage

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

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

OTHER COMMENTS: [Any other comments] - NA

COUNCIL ACTION ITEMS: NA



Date: 10/6/2024

Team: Social Ministry

Name: Scott Etzel

SOCIAL MINISTRY REPORT (October 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.
Mike Henry for his efforts with the kitchen remodel and preschool projects.

PAST EVENTS/ ACCOMPLISHMENTS:

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

Our Friends Feeding Friends (FFF) outreach ministry continues to operate at a very high level. In September, FFF helped provide food for 4,334 people, as well as furnishings for 6 households. Some days, we have more food to distribute than other days, but we try to ensure everyone is covered. So many of our Senior clients have told us they could not make it without us, and they readily express how thankful they are that we help.

We could not do what we do without the help of our congregation, other churches and the community. Saint Matthew regularly collects and delivers food for FFF and we are so grateful!! This allows us to distribute more to those in need. And, some of our friends shop for deals and bring everything to us. One couple comes from Davis near Sacramento on a regular basis. They not only provide food, but also household furnishings for those transitioning to housing, and new socks for the homeless. We have known this amazing couple since our days in college.

We are always in need of fresh produce, packaged snacks and canned and dried food. When my kids were little, I would buy huge boxes of snacks from Costco or Sam's Club. The kids always seemed to like 2 of the 3 flavors, so I would bring the other flavor to use for FFF. It was good food but for whatever reason, they didn't like it. So instead of tossing, it became a blessing for others.

Looking forward, we are starting to plan for the holidays. This is a very busy time for everyone including FFF. Thank you to all who contribute to keep FFF going!!

- Current church financial liabilities designated for FFF in Balance Sheet are:
 - \$14,527.34 – FFF Building Fund (as of July 31, 2024)
 - \$22,097.19 – FFF Fund (as of August 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 September (5th and 19th).

Holding Hands Montessori Preschool Project

- Preschool team has completed work on basement area and outdoor play space.
- Mini-split HVAC system installed and working.
- Damaged ceiling tile in hallway replaced.

Date: 10/6/2024

Team: Social Ministry

Name: Scott Etzel

- Utility room cleared out and turned over to preschool.

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 conducted Sat Sept 7th.
- DVLC existing tutor refresher training conducted Sat Sept 14th.

Holding Hands Montessori Preschool Project

- Licensing inspection scheduled for week of October 13th.

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

- Preschool classes start sometime in October 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 construction dust and debris from kitchen surfaces.
- 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 Wednesday, September 18th. Two were found to not be mounted on a wall. One was found to be partially discharged (repaired Wednesday, October 2nd)

COUNCIL ACTION ITEMS:

- Preschool requesting approval to add a doorway between the classroom and the childrens restroom.

Statement of Financial Position for Period 8 - August
Company#: 2 Name: Good Shepherd Lutheran Church

<u>Account</u>	<u>8/31/24</u>
Bank of America Checking (0287)	\$53,770.18
Bank of America Debit Card (8614)	\$3,112.42
CASH	\$56,882.60
Vanguard STAR Fund (0056)	\$122,598.32
Vanguard Wellington Fund (0521)	\$131,143.20
Valuation Adjustment (0056/0521)	\$34,782.34
SECURITIES	\$288,523.86
Vanguard Endowment MMF (2222)	\$38,623.50
Vanguard Endowment Well (2222)	\$58,066.20
Valuation Adjustment (2222)	\$52,322.10
ENDOWMENT SECURITIES	\$149,011.80
CURRENT ASSETS	\$494,418.26
TOTAL ASSETS	\$494,418.26
Bank of America Visa (9201)	\$874.44
FICA (SS) Taxes Withheld	(\$0.08)
Medicare Taxes Withheld	\$0.20
Voluntary P/R Deductions Withholding	(\$0.04)
Capital Expenditure Reserve	\$9,683.54
Deposits received	\$1,357.00
CURRENT LIABILITIES	\$11,915.06
TOTAL LIABILITIES	\$11,915.06
Capital Improve. & Maint. Fund	\$350.00
FFF Building Fund	\$10,352.34
Flowers Fund	\$63.40
Memorials Fund	\$11,579.79
Fellowship Committee Fund	\$2,894.77
Youth Fund	\$17,783.28
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$6,581.29
Resurrection Church Fund	\$3,831.27
Winter Nights Fund	(\$47.57)
Community Christmas Dinner Fund	\$778.00
Friends Feeding Friends Fund	\$22,097.19
Ebenezer Fund	\$548.02
Kitchen Fund	(\$7.62)
TEMPORARILY RESTRICTED	\$76,904.16
General Fund Equity	\$405,599.04
UNRESTRICTED	\$405,599.04
NET ASSETS	\$482,503.20
TOTAL LIABILITIES AND NET ASSETS	\$494,418.26

Budgeted Financial Statement for Period 8 - August

GSLC Income Statement

<u>Account #.</u>	<u>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/I	\$9,697.26	\$9,000.00	\$65,678.37	\$74,000.00	\$115,000.00
	CONTRIBUTIONS	\$9,697.26	\$9,000.00	\$65,678.37	\$74,000.00	\$115,000.00
15	Cell Tower Rental Income	\$7,061.00	\$6,413.00	\$58,638.46	\$51,304.00	\$76,955.00
16	Facilities use income	\$90.00	\$667.00	\$2,581.03	\$5,336.00	\$8,000.00
20	Interest/Dividend income	\$0.00	\$2,083.00	\$6,063.83	\$16,664.00	\$25,000.00
21	Preschool Income	\$204.00	\$0.00	\$5,204.00	\$0.00	\$0.00
	OTHER INCOME	\$7,355.00	\$9,163.00	\$72,487.32	\$73,304.00	\$109,955.00
	TOTAL REVENUE	\$17,052.26	\$18,163.00	\$138,165.69	\$147,304.00	\$224,955.00
EXPENSES						
24	Licenses & Taxes	\$0.00	\$67.00	\$754.00	\$536.00	\$800.00
26	Altar Guild	\$0.00	\$17.00	\$0.00	\$136.00	\$200.00
27	Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$248.00	\$375.00
28	Supplies	\$93.64	\$75.00	\$766.85	\$600.00	\$900.00
	WORSHIP	\$93.64	\$190.00	\$1,520.85	\$1,520.00	\$2,275.00
PERSONNEL EXPENSES						
31	Salaries & Wages	\$6,826.50	\$6,826.00	\$55,901.50	\$54,608.00	\$81,918.00
32	Payroll Taxes	\$103.78	\$104.00	\$6,479.90	\$832.00	\$1,245.00
34	Employer Retirement Cont	\$790.27	\$767.00	\$6,294.79	\$6,136.00	\$9,200.00
39	Housing Allowance	\$250.00	\$250.00	\$2,000.00	\$2,000.00	\$3,000.00
40	Pastor Social Security Off	\$416.66	\$417.00	\$3,333.36	\$3,336.00	\$5,000.00
41	Supply Pastor	\$0.00	\$146.00	\$850.00	\$1,168.00	\$1,750.00
	Compensation	\$8,387.21	\$8,510.00	\$74,859.55	\$68,080.00	\$102,113.00
43	Insurance	\$79.03	\$125.00	\$629.50	\$1,000.00	\$1,500.00
44	Workers Comp Insurance	\$0.00	\$75.00	\$0.00	\$600.00	\$895.00
45	Employer Provided Housin	\$416.66	\$417.00	\$3,333.28	\$3,336.00	\$5,000.00
	Benefits & Insurance	\$495.69	\$617.00	\$3,962.78	\$4,936.00	\$7,395.00
46	Literature and Study Mater	\$0.00	\$17.00	\$29.80	\$136.00	\$200.00
50	Continuing Education	\$0.00	\$83.00	\$1,000.00	\$664.00	\$1,000.00
51	Discretionary Fund	\$0.00	\$17.00	\$0.00	\$136.00	\$200.00
52	Auto Expense Reimbursen	\$0.00	\$25.00	\$424.45	\$200.00	\$300.00
	TOTAL PERSONNEL EXI	\$8,882.90	\$9,269.00	\$80,276.58	\$74,152.00	\$111,208.00
CONGREGATION						
55	Education, Seminar & Con	\$0.00	\$83.00	\$2,090.07	\$664.00	\$1,000.00
57	Other Business Expenses	\$0.00	\$150.00	\$0.00	\$1,200.00	\$1,800.00
58	WELCA	\$0.00	\$0.00	\$402.00	\$0.00	\$0.00
	TOTAL CONGREGATIO	\$0.00	\$233.00	\$2,492.07	\$1,864.00	\$2,800.00

Budgeted Financial Statement for Period 8 - August
GSLC Income Statement

<u>Account #.</u>	<u>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	\$516.03	\$308.00	\$3,020.96	\$2,464.00	\$3,700.00
62	Outside Services	\$0.00	\$0.00	\$160.00	\$0.00	\$0.00
63	Bookkeeping Services	\$900.00	\$900.00	\$7,200.00	\$7,200.00	\$10,800.00
64	Organist	\$500.00	\$250.00	\$750.00	\$2,000.00	\$3,000.00
65	Postage and Shipping	\$0.00	\$6.00	\$138.83	\$48.00	\$75.00
66	Supplies	\$8.77	\$42.00	\$598.76	\$336.00	\$500.00
67	Printing and Publications	\$0.00	\$0.00	\$43.07	\$0.00	\$0.00
68	Evangelism	\$0.00	\$167.00	\$798.66	\$1,336.00	\$2,000.00
69	Technology	\$85.00	\$167.00	\$787.90	\$1,336.00	\$2,000.00
70	Banking Activities	\$13.55	\$15.00	\$119.45	\$120.00	\$175.00
TOTAL ADMINISTRATION		\$2,023.35	\$1,855.00	\$13,617.63	\$14,840.00	\$22,250.00
PLANT OCCUPANCY						
74	Utilities-Fire Alarm	\$0.00	\$30.00	\$60.00	\$240.00	\$360.00
75	Utilities-Gas & Electric	\$3,548.72	\$2,916.67	\$24,180.97	\$23,333.32	\$35,000.00
76	Utilities-Telephone&Intern	\$184.46	\$149.17	\$1,354.24	\$1,193.32	\$1,790.00
77	Utilities-Garbage	\$679.30	\$641.67	\$5,634.15	\$5,133.32	\$7,700.00
78	Utilities-Water	\$0.00	\$525.00	\$4,213.83	\$4,200.00	\$6,300.00
Utilities		\$4,412.48	\$4,262.51	\$35,443.19	\$34,099.96	\$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	\$4,336.00	\$6,500.00
83	Gardening	\$557.00	\$545.00	\$5,779.00	\$4,360.00	\$6,540.00
84	Janitorial	\$330.00	\$330.00	\$2,640.00	\$2,640.00	\$3,960.00
85	Supplies	\$27.67	\$58.00	\$437.89	\$464.00	\$700.00
86	Property Committee	\$1,315.73	\$699.00	\$5,816.99	\$5,588.00	\$8,382.00
88	Preschool Expenses	\$4,950.19	\$0.00	\$11,793.99	\$0.00	\$0.00
TOTAL PLANT OCCUPANCY		\$11,593.07	\$6,436.51	\$73,011.25	\$60,677.96	\$86,422.00
PLANT, OCCUPANCY & UTILITIES		\$13,616.42	\$8,291.51	\$86,628.88	\$75,517.96	\$108,672.00
TOTAL EXPENSES		\$22,592.96	\$17,983.51	\$170,918.38	\$153,053.96	\$224,955.00
REVENUES OVER (UNDER)		(\$5,540.70)	\$179.49	(\$32,752.69)	(\$5,749.96)	\$0.00
110	Community Christmas Dinner	\$0.00	\$0.00	\$781.20	\$0.00	\$0.00
111	Fellowship Committee	\$34.00	\$0.00	\$1,558.00	\$0.00	\$0.00
112	El Salvador School Scholarship	\$700.00	\$0.00	\$5,295.00	\$0.00	\$0.00
116	Resurrection Church, El Salvador	\$379.06	\$0.00	\$7,559.59	\$0.00	\$0.00
120	Friend Feeding Friends	\$3,130.00	\$0.00	\$16,166.01	\$0.00	\$0.00
125	Capital Improvements	\$180.00	\$0.00	\$2,037.00	\$0.00	\$0.00
126	Youth	\$0.00	\$0.00	\$5,531.52	\$0.00	\$0.00
Restricted Contributions		\$4,423.06	\$0.00	\$38,928.32	\$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	\$0.00	\$0.00	(\$9,456.00)	\$0.00	\$0.00
132	Friend Feeding Friends	(\$4,623.15)	\$0.00	(\$30,013.27)	\$0.00	\$0.00
137	FFF Building	(\$4,175.00)	\$0.00	(\$17,960.49)	\$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	\$0.00	\$0.00	(\$7.62)	\$0.00	\$0.00
149	Capital Improvements & Repairs	(\$6,288.54)	\$0.00	(\$6,288.54)	\$0.00	\$0.00
Restricted Expenses		(\$15,086.69)	\$0.00	(\$96,989.51)	\$0.00	\$0.00
RESTRICTED ACCOUNTS		(\$10,663.63)	\$0.00	(\$58,061.19)	\$0.00	\$0.00
150	Unrealized Gains/Losses	\$8,424.29	\$0.00	\$46,127.56	\$0.00	\$0.00
NET INCOME		(\$7,780.04)	\$179.49	(\$44,686.32)	(\$5,749.96)	\$0.00