



Council Minutes

December 10, 2024

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

Meeting call to order at 7:01p by Renee Reis

Opening Prayer by Rev. Jeremy Serrano

Recognitions: None

Correspondence: None

Old Business:

November Minutes: Tabled, Council to accept minutes via email after Julie forwards to Tracey, the missing parts

Discussion: "I Refuse to Lead a Dying Church" Chapter 2

New Business:

Christmas Meal – Volunteers are needed, Signup Genius to go out soon; social media push for publicizing event; flyers have been passed out at Monument Crisis Center

Handbells – No interest for continuing handbell choir at GSLC; Motion made to donate handbells to St. John's Lutheran, Antioch with the request that they play at GSLC twice per year, Motion seconded, Discussion – none; Amended Motion to include Pastor to bless bells before they go to their new home, Motion seconded, Discussion – none; Motion carried

Council vacancies – Expiring terms: Sue Hertless, Greg Buchholz; Scott Etzel indicated he may step down

Finance – Please have all 2024 receipts in no later than 12/31/2024; Last day for offerings/donations 12/29/2024; Bookkeeper is retiring February 2025, current arrangement is with St. Matthew's, GSLC to sign contract with replacement bookkeeper

Campus Guest Policy – Council reviewed and discussed the proposed Campus Guest Policy; Motion made to accept Campus Guest Policy, motion seconded, Discussion – none, Motion carried

COD Duties/Responsibilities – Review of existing COD duties/responsibilities, Julie to locate more recent COD instructions

Evangelism – Upcoming review of quarterly events including the following: Dinner Groups (January), Parents Night Out (February), Shrove Tuesday event (March)

Helping Hands Montessori (HHM) – Discussion re sign placement request, placement approved by council

Letterboard Signage – Julie Kim is exploring the permitting process, further discussion is tabled until permitting has been fully explored

Back pews to be used for storage for donated hygiene products

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

Meeting closed with a prayer led by Rev. Serrano.

Meeting adjourned at 9:02p.

Reports Attached: Pastor's Report, Social Ministry Report, Financial Statements: October 2024 Balance Sheet, Profit/Loss Statement

Respectfully submitted,
Tracey Rentner
Council Secretary



Date: December 10, 2024

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

Julie Kim: Thank you for keeping our fellowship time after Church a meaningful part of Sunday Mornings.

Susan Metzger: Thank you for serving as an Assistant Minister and training them with me.

UPCOMING WORSHIP DATES:

December 24: 5pm & 11pm.

December 29: Lessonbs & Carols service.

OTHER UPCOMING DATES:

January 19: I will be at an Ordination in Texas.

MONTHLY REPORT:

1. **VISITATION: N/A**
2. **FUNERAL: N/A**
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:
 1. Completed draft proposal for council review and proposal.
 - B. October 13:
 1. Congregation voted unanimously to approve the proposal.
 - C. November 1:
 1. I began pastoring St. John's Lutheran church in the capacity outlined in the proposal.
 - D. November: I am still getting use to this significant change in schedule. I have only heard positive things from St. John.
- 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.
- C. November:
 1. I sent out emails during the weeks I was in town,
 2. Spoke about Chapter 1 at our November 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.
 - C. November:
 1. Mike Henry has spoken to some contractors about getting bids for the work. We agreed that we would need to wait till after the new year to make any meaningful progress on this.
- 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.
 - C. November-December
 - 1. Gathered list of Team Members
 - a) Susan Metzger
 - b) Sue Hertless
 - c) Rene Reis
 - d) Elsie Witt
 - e) Maureen Tetley
 - D. December 8: Trained Assisting Ministers after worship.



Date: 12/9/2024

Team: Social Ministry

Name: Scott Etzel

SOCIAL MINISTRY REPORT (December 2024)

SPECIAL RECOGNITIONS:

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

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 November 2024

Dana Deniston has updated that she will need to provide the November FFF update at a later date due to the extensive work involved in public demand for both Thanksgiving and Christmas holiday food.

- Current church financial liabilities designated for FFF in Balance Sheet are:
 - \$10,054.56 – FFF Building Fund (as of October 31, 2024)
 - \$16,607.67 – FFF Fund (as of October 31, 2024)
 - \$3,200.16 - FFF Debit Card (8614) balance (as of October 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 November (7th and 21st).

Holding Hands Montessori Preschool Project

- All work to prepare church property for a preschool has been completed.
- The preschool team is in process of hiring staff as well as signing-up preschoolers to attend.

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)

Diablo Valley Literacy Council (DVLC)

- DVLC held its holiday potluck on Sat Dec 7th.

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

Date: 12/9/2024

Team: Social Ministry

Name: Scott Etzel

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). That extinguisher is a spare and is planned for replacement in 2025.

COUNCIL ACTION ITEMS:

- None.

Statement of Financial Position for Period 10 - October
Company#: 2 Name: Good Shepherd Lutheran Church

<u>Account</u>	<u>10/31/24</u>
Bank of America Checking (0287)	\$36,389.73
Bank of America Debit Card (8614)	<u>\$3,200.16</u>
CASH	\$39,589.89
Vanguard STAR Fund (0056)	\$122,598.32
Vanguard Wellington Fund (0521)	\$131,943.79
Valuation Adjustment (0056/0521)	<u>\$32,352.73</u>
SECURITIES	\$286,894.84
Vanguard Endowment MMF (2222)	\$38,623.50
Vanguard Endowment Well (2222)	\$58,066.20
Valuation Adjustment (2222)	<u>\$53,398.89</u>
ENDOWMENT SECURITIES	\$150,088.59
CURRENT ASSETS	<u>\$476,573.32</u>
TOTAL ASSETS	<u>\$476,573.32</u>
Bank of America Visa (9201)	\$3,757.37
FICA (SS) Taxes Withheld	(\$0.10)
Medicare Taxes Withheld	\$0.24
State Taxes Withheld	(\$0.30)
Voluntary P/R Deductions Withholding	(\$0.06)
Capital Expenditure Reserve	\$9,683.54
Deposits received	<u>\$1,357.00</u>
CURRENT LIABILITIES	\$14,797.69
TOTAL LIABILITIES	<u>\$14,797.69</u>
Capital Improve. & Maint. Fund	\$795.00
FFF Building Fund	\$10,054.56
Flowers Fund	\$63.40
Memorials Fund	\$8,728.49
Fellowship Committee Fund	\$3,023.77
Youth Fund	\$17,783.28
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$7,978.29
Resurrection Church Fund	\$3,180.54
Winter Nights Fund	(\$47.57)
Community Christmas Dinner Fund	\$778.00
Friends Feeding Friends Fund	\$16,607.67
Ebenezer Fund	<u>\$548.02</u>
TEMPORARILY RESTRICTED	\$69,593.45
General Fund Equity	<u>\$392,182.18</u>
UNRESTRICTED	<u>\$392,182.18</u>
NET ASSETS	<u>\$461,775.63</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$476,573.32</u>

Budgeted Financial Statement for Period 10 - October

GSLC Income Statement

<u>Account #, Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
REVENUE					
5 Contributions-Cash/Check/	\$8,395.32	\$9,000.00	\$80,653.01	\$92,000.00	\$115,000.00
CONTRIBUTIONS	\$8,395.32	\$9,000.00	\$80,653.01	\$92,000.00	\$115,000.00
15 Cell Tower Rental Income	\$7,061.00	\$6,413.00	\$72,760.46	\$64,130.00	\$76,955.00
16 Facilities use income	\$180.00	\$667.00	\$5,886.03	\$6,670.00	\$8,000.00
20 Interest/Dividend income	\$260.15	\$2,083.00	\$10,887.13	\$20,830.00	\$25,000.00
21 Preschool Income	\$1,646.00	\$0.00	\$7,154.00	\$0.00	\$0.00
OTHER INCOME	\$9,147.15	\$9,163.00	\$96,687.62	\$91,630.00	\$109,955.00
TOTAL REVENUE	\$17,542.47	\$18,163.00	\$177,340.63	\$183,630.00	\$224,955.00
EXPENSES					
24 Licenses & Taxes	\$0.00	\$67.00	\$754.00	\$670.00	\$800.00
26 Altar Guild	\$0.00	\$17.00	\$0.00	\$170.00	\$200.00
27 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$310.00	\$375.00
28 Supplies	\$43.07	\$75.00	\$809.92	\$750.00	\$900.00
WORSHIP	\$43.07	\$190.00	\$1,563.92	\$1,900.00	\$2,275.00
PERSONNEL EXPENSES					
31 Salaries & Wages	\$6,826.50	\$6,826.00	\$69,554.50	\$68,260.00	\$81,918.00
32 Payroll Taxes	\$103.78	\$104.00	\$6,687.46	\$1,040.00	\$1,245.00
34 Employer Retirement Cont	\$790.27	\$767.00	\$7,875.33	\$7,670.00	\$9,200.00
39 Housing Allowance	\$250.00	\$250.00	\$2,500.00	\$2,500.00	\$3,000.00
40 Pastor Social Security Off	\$416.66	\$417.00	\$4,166.68	\$4,170.00	\$5,000.00
41 Supply Pastor	\$0.00	\$146.00	\$850.00	\$1,460.00	\$1,750.00
Compensation	\$8,387.21	\$8,510.00	\$91,633.97	\$85,100.00	\$102,113.00
43 Insurance	\$79.03	\$125.00	\$787.56	\$1,250.00	\$1,500.00
44 Workers Comp Insurance	\$1,794.34	\$75.00	\$1,794.34	\$750.00	\$895.00
45 Employer Provided Housin	\$416.66	\$417.00	\$4,166.60	\$4,170.00	\$5,000.00
Benefits & Insurance	\$2,290.03	\$617.00	\$6,748.50	\$6,170.00	\$7,395.00
46 Literature and Study Mater	\$0.00	\$17.00	\$29.80	\$170.00	\$200.00
50 Continuing Education	\$0.00	\$83.00	\$1,000.00	\$830.00	\$1,000.00
51 Discretionary Fund	\$154.00	\$17.00	\$154.00	\$170.00	\$200.00
52 Auto Expense Reimbursen	\$0.00	\$25.00	\$424.45	\$250.00	\$300.00
TOTAL PERSONNEL EX	\$10,831.24	\$9,269.00	\$99,990.72	\$92,690.00	\$111,208.00
CONGREGATION					
55 Education, Seminar & Con	(\$1,574.21)	\$83.00	\$515.86	\$830.00	\$1,000.00
57 Other Business Expenses	\$1,574.21	\$150.00	\$1,574.21	\$1,500.00	\$1,800.00
58 WELCA	\$0.00	\$0.00	\$402.00	\$0.00	\$0.00
TOTAL CONGREGATIO	\$0.00	\$233.00	\$2,492.07	\$2,330.00	\$2,800.00

Budgeted Financial Statement for Period 10 - October

GSLC Income Statement

<u>Account #, Description</u>	<u>Actual for Period</u>	<u>Budget for Period</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
ADMINISTRATION					
61 Maintenance & Repairs	\$607.94	\$308.00	\$3,934.51	\$3,080.00	\$3,700.00
62 Outside Services	\$280.00	\$0.00	\$440.00	\$0.00	\$0.00
63 Bookkeeping Services	\$900.00	\$900.00	\$9,000.00	\$9,000.00	\$10,800.00
64 Organist	\$0.00	\$250.00	\$750.00	\$2,500.00	\$3,000.00
65 Postage and Shipping	\$1.77	\$6.00	\$140.60	\$60.00	\$75.00
66 Supplies	\$72.99	\$42.00	\$671.75	\$420.00	\$500.00
67 Printing and Publications	(\$43.07)	\$0.00	\$0.00	\$0.00	\$0.00
68 Evangelism	\$4.38	\$167.00	\$803.04	\$1,670.00	\$2,000.00
69 Technology	\$85.00	\$167.00	\$957.90	\$1,670.00	\$2,000.00
70 Banking Activities	\$13.55	\$15.00	\$146.40	\$150.00	\$175.00
TOTAL ADMINISTRATION	\$1,922.56	\$1,855.00	\$16,844.20	\$18,550.00	\$22,250.00
PLANT OCCUPANCY					
74 Utilities-Fire Alarm	\$1,297.00	\$30.00	\$1,357.00	\$300.00	\$360.00
75 Utilities-Gas & Electric	\$3,182.39	\$2,916.67	\$30,838.32	\$29,166.66	\$35,000.00
76 Utilities-Telephone&Intern	\$184.76	\$149.17	\$1,723.46	\$1,491.66	\$1,790.00
77 Utilities-Garbage	\$679.30	\$641.67	\$6,992.75	\$6,416.66	\$7,700.00
78 Utilities-Water	\$0.00	\$525.00	\$5,680.16	\$5,250.00	\$6,300.00
Utilities	\$5,343.45	\$4,262.51	\$46,591.69	\$42,624.98	\$51,150.00
79 Insurance	(\$1,794.34)	\$0.00	\$9,305.85	\$9,190.00	\$9,190.00
80 Licenses & Taxes	\$0.00	\$542.00	\$0.00	\$5,420.00	\$6,500.00
83 Gardening	\$557.00	\$545.00	\$6,893.00	\$5,450.00	\$6,540.00
84 Janitorial	\$330.00	\$330.00	\$3,300.00	\$3,300.00	\$3,960.00
85 Supplies	\$99.09	\$58.00	\$536.98	\$580.00	\$700.00
86 Property Committee	(\$105.31)	\$699.00	\$7,122.82	\$6,985.00	\$8,382.00
88 Preschool Expenses	\$0.00	\$0.00	\$24,293.99	\$0.00	\$0.00
TOTAL PLANT OCCUPANCY	\$4,429.89	\$6,436.51	\$98,044.33	\$73,549.98	\$86,422.00
PLANT, OCCUPANCY & UTILITIES	\$6,352.45	\$8,291.51	\$114,888.53	\$92,099.98	\$108,672.00
TOTAL EXPENSES	\$17,226.76	\$17,983.51	\$218,935.24	\$189,019.98	\$224,955.00
REVENUES OVER (UNDER)	\$315.71	\$179.49	(\$41,594.61)	(\$5,389.98)	\$0.00
110 Community Christmas Dinner	\$0.00	\$0.00	\$781.20	\$0.00	\$0.00
111 Fellowship Committee	\$29.00	\$0.00	\$1,687.00	\$0.00	\$0.00
112 El Salvador School Scholarship	\$600.00	\$0.00	\$6,692.00	\$0.00	\$0.00
116 Resurrection Church, El Salvador	\$473.18	\$0.00	\$8,294.69	\$0.00	\$0.00
120 Friend Feeding Friends	\$3,085.00	\$0.00	\$20,588.75	\$0.00	\$0.00
125 Capital Improvements	\$50.00	\$0.00	\$2,482.00	\$0.00	\$0.00
126 Youth	\$0.00	\$0.00	\$5,531.52	\$0.00	\$0.00
Restricted Contributions	\$4,237.18	\$0.00	\$46,057.16	\$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	(\$10,841.83)	\$0.00	\$0.00
132 Friend Feeding Friends	(\$4,163.94)	\$0.00	(\$39,925.53)	\$0.00	\$0.00
137 FFF Building	(\$290.16)	\$0.00	(\$18,258.27)	\$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
147 Memorials	(\$2,851.30)	\$0.00	(\$2,851.30)	\$0.00	\$0.00
149 Capital Improvements & Repairs	\$0.00	\$0.00	(\$6,288.54)	\$0.00	\$0.00
Restricted Expenses	(\$7,305.40)	\$0.00	(\$111,429.06)	\$0.00	\$0.00
RESTRICTED ACCOUNTS	(\$3,068.22)	\$0.00	(\$65,371.90)	\$0.00	\$0.00
150 Unrealized Gains/Losses	(\$6,228.23)	\$0.00	\$41,552.62	\$0.00	\$0.00
NET INCOME	(\$8,980.74)	\$179.49	(\$65,413.89)	(\$5,389.98)	\$0.00