



Council Minutes

January 14, 2025

Attendees – Renee Reis, Susan Metzger, Tracey Rentner, Anessa Hileman, Rev. Jeremy Serrano, Mike Henry, Greg Buchholz

Excused – Scott Etzel, Sue Hertless, Julie Kim

Meeting call to order at 7:08p by Renee Reis

Opening Prayer by Rev. Jeremy Serrano

Recognitions: None

Correspondence: Christmas Cards from AB Gardening, Vistability

Old Business:

December Minutes - Motion made to accept minutes as presented, Motion seconded, Discussion – none, Motion carried.

Discussion: "I Refuse to Lead a Dying Church" Chapter 3 – Choosing Fun Over Drudgery

New Business:

Church Council Meeting Day Change – Motion made to change Church Council meeting to the second Wednesday of the month. Motion seconded. Discussion – none. Motion carried.

Finance – Review of proposed 2025 Budget with additional line items for Professional Expenses, Synod Tithe, and Miscellaneous Administration. Motion made to accept proposed 2025 Budget. Motion seconded. Discussion – none. Motion carried.

COD Duties – Susan has received the current COD Duties/Responsibilities Sheet, discussion tabled to February meeting (2/12)

Thermostat – Concerns raised about thermostat being left on (heat) in Fellowship Hall and it has been suggested that a 'Nest' be installed to control temperature or install a manual timer on thermostat. Property Committee to explore further.

Annual Meeting – Reports are due Friday, January 17. Refreshments – pizza. Items added to Agenda- Holding Hands Montessori (pre-school), Pastor Share with St. John's Lutheran

Evangelism Calendar – January – Food Event (annual meeting)

Action Register – Reminder to update Action Register as tasks are completed.

Lent/Holy Week – Mid-week worship service during Lent discussed with a starting time in the mid-afternoon (4:30p (service/sanctuary), 5p (soup supper/Fellowship Hall) with soup after service. Maundy Thursday service at GSLC time TBD. Good Friday noon at GSLC.

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

Meeting closed with a prayer led by Rev. Serrano.

Meeting adjourned at 8:40p.

Reports Attached: Pastor's Report, Social Ministry Report, 11/2024 GSLC Balance Sheet, 11/2024 Profit/Loss Statement, Finance Committee Meeting Minutes 1/12/2025

Respectfully submitted,
Tracey Rentner
Council Secretary



Date: January, 2025

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

Scott Etzel: Thank you for keeping our parking lot clean by picking up trash on a regular basis.

UPCOMING WORSHIP DATES:

ASH WEDNESDAY: March 5, 4:00pm.

LENT: During the season of lent we will have a midweek service. March 12, 19, 26, April 2, 9 at 4:00pm.

MAUNDY THURSDAY: (We need to formulate a plan)

GOOD FRIDAY: (We need to formulate a plan)

OTHER UPCOMING DATES:

January 17-21: I will be at an Ordination in Texas.

February: Bishop Convocation

MONTHLY REPORT:

1. **VISITATION:** I have met with several parishioners.
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.
 - D. December:
 - 1. I sent out one email in-between council meetings.
 - 2. Spoke about Chapter 2 at our December 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.

B. September-December:

1. Advertised Care Team to the congregation

C. December:

1. Began working on a class for for care team volunteers
 - a) Class Dates; February 2, 9, 16, 23.

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.

E. December

1. Every Team Member has had a chance to serve in worship.



Date: 1/9/2025

Team: Social Ministry

Name: Scott Etzel

SOCIAL MINISTRY REPORT (January 2025)

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 and December 2024

It was a very busy holiday season for FFF. Through November and December, FFF helped 9,159 people with food, and provided furnishings for 16 households. We also distributed clothing and hygiene items, and arranged for caseworkers to pick up furniture from donors.

A group of women wanted to sponsor a family for Christmas. After we presented a few family profiles, they chose a single mom with 3 kids who fled a domestic violence situation. The sponsors bought and wrapped new clothes and toys. To protect the family's whereabouts, FFF served as a liaison between the sponsors and the caseworker. When we asked the caseworker if there was any feedback for the sponsors, this is what she said,

“ Yes! Please pass along to them that the family was in tears when they opened their gifts! They loved everything! The kids were smiling from ear to ear. The youngest child asked Santa for the exact baby doll that she received! She was ecstatic! The mother had not received new, nice clothes in a long time. The family was extremely grateful and said they had the best Christmas ever! Thank you again and especially thank you to the sponsors.”

Blessings to all, and we especially want to thank all of you who donated items for our Advent offering! These items will be packed in our food blessing bags soon.

- 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 December (5th and 19th).

Holding Hands Montessori Preschool Project

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

PAST EVENTS/ ACCOMPLISHMENTS: (Continued)

Date: 1/9/2025

Team: Social Ministry

Name: Scott Etzel

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 donations)
- Thursday, August 22nd (28 donations)
- Thursday, October 10th (26 donations)
- Thursday, December 12th (22 donations)

Diablo Valley Literacy Council (DVLC)

- No update.

UPCOMING EVENTS/GOALS:

American Red Cross Blood Drives

Future dates of American Red Cross Blood Drives at Good Shepherd in 2025 are planned as follows;

- Thursday, February 13th
- ~~Thursday, April 17th~~ (Cancelled due to scheduling conflict with Senior Food Distribution)
- Thursday, June 12th
- Thursday, August 14th
- Thursday, October 9th
- Thursday, December 11th

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

- Five blood drives planned for 2025 (see dates above)

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) in October (10/2), November (11/6), and December (12/18). 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 11 - November**Company#: 2 Name: Good Shepherd Lutheran Church**

<u>Account</u>	<u>11/30/24</u>
Bank of America Checking (0287)	\$29,423.44
Bank of America Debit Card (8614)	<u>\$4,602.48</u>
CASH	\$34,025.92
Vanguard STAR Fund (0056)	\$122,598.32
Vanguard Wellington Fund (0521)	\$131,943.79
Valuation Adjustment (0056/0521)	<u>\$42,639.15</u>
SECURITIES	\$297,181.26
Vanguard Endowment MMF (2222)	\$39,980.50
Vanguard Endowment Well (2222)	\$58,066.20
Valuation Adjustment (2222)	<u>\$61,735.64</u>
ENDOWMENT SECURITIES	\$159,782.34
CURRENT ASSETS	<u>\$490,989.52</u>
TOTAL ASSETS	<u>\$490,989.52</u>
Bank of America Visa (9201)	\$36.68
FICA (SS) Taxes Withheld	(\$0.11)
Medicare Taxes Withheld	\$0.26
State Taxes Withheld	(\$0.30)
Voluntary P/R Deductions Withholding	(\$0.07)
Capital Expenditure Reserve	<u>\$9,683.54</u>
CURRENT LIABILITIES	\$9,720.00
TOTAL LIABILITIES	<u>\$9,720.00</u>
Capital Improve. & Maint. Fund	\$715.00
FFF Building Fund	\$10,054.56
Flowers Fund	\$63.40
Memorials Fund	\$8,728.49
Fellowship Committee Fund	\$2,852.47
Youth Fund	\$17,783.28
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$10,125.92
Resurrection Church Fund	\$2,383.16
Winter Nights Fund	(\$47.57)
Community Christmas Dinner Fund	\$778.00
Friends Feeding Friends Fund	\$15,518.99
Ebenezer Fund	<u>\$548.02</u>
TEMPORARILY RESTRICTED	\$69,603.72
General Fund Equity	<u>\$411,665.80</u>
UNRESTRICTED	<u>\$411,665.80</u>
NET ASSETS	<u>\$481,269.52</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$490,989.52</u>

Budgeted Financial Statement for Period 11 - November

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/I	\$15,231.10	\$9,000.00	\$95,884.11	\$101,000.00	\$115,000.00
6 Contributions - Other	\$5,230.00	\$0.00	\$5,230.00	\$0.00	\$0.00
8 Noncash Contributions	\$1,357.00	\$0.00	\$1,357.00	\$0.00	\$0.00
CONTRIBUTIONS	\$21,818.10	\$9,000.00	\$102,471.11	\$101,000.00	\$115,000.00
15 Cell Tower Rental Income	\$7,061.00	\$6,413.00	\$79,821.46	\$70,543.00	\$76,955.00
16 Facilities use income	\$280.00	\$667.00	\$6,166.03	\$7,337.00	\$8,000.00
20 Interest/Dividend income	\$0.00	\$2,083.00	\$10,887.13	\$22,913.00	\$25,000.00
21 Preschool Income	\$1,646.00	\$0.00	\$8,800.00	\$0.00	\$0.00
OTHER INCOME	\$8,987.00	\$9,163.00	\$105,674.62	\$100,793.00	\$109,955.00
TOTAL REVENUE	\$30,805.10	\$18,163.00	\$208,145.73	\$201,793.00	\$224,955.00
EXPENSES					
24 Licenses & Taxes	\$0.00	\$67.00	\$754.00	\$737.00	\$800.00
26 Altar Guild	\$0.00	\$17.00	\$0.00	\$187.00	\$200.00
27 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$341.00	\$375.00
28 Supplies	\$0.00	\$75.00	\$809.92	\$825.00	\$900.00
WORSHIP	\$0.00	\$190.00	\$1,563.92	\$2,090.00	\$2,275.00
PERSONNEL EXPENSES					
31 Salaries & Wages	\$6,826.50	\$6,826.00	\$76,381.00	\$75,086.00	\$81,918.00
32 Payroll Taxes	\$103.78	\$104.00	\$6,791.24	\$1,144.00	\$1,245.00
34 Employer Retirement Cont	\$790.27	\$767.00	\$8,665.60	\$8,437.00	\$9,200.00
35 Other Pay	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00
39 Housing Allowance	\$250.00	\$250.00	\$2,750.00	\$2,750.00	\$3,000.00
40 Pastor Social Security Offi	\$416.66	\$417.00	\$4,583.34	\$4,587.00	\$5,000.00
41 Supply Pastor	\$0.00	\$146.00	\$850.00	\$1,606.00	\$1,750.00
Compensation	\$8,937.21	\$8,510.00	\$100,571.18	\$93,610.00	\$102,113.00
43 Insurance	\$79.03	\$125.00	\$866.59	\$1,375.00	\$1,500.00
44 Workers Comp Insurance	(\$73.02)	\$75.00	\$1,721.32	\$825.00	\$895.00
45 Employer Provided Housi	\$416.66	\$417.00	\$4,583.26	\$4,587.00	\$5,000.00
Benefits & Insurance	\$422.67	\$617.00	\$7,171.17	\$6,787.00	\$7,395.00
46 Literature and Study Mater	\$23.68	\$17.00	\$53.48	\$187.00	\$200.00
50 Continuing Education	\$0.00	\$83.00	\$1,000.00	\$913.00	\$1,000.00
51 Discretionary Fund	\$0.00	\$17.00	\$154.00	\$187.00	\$200.00
52 Auto Expense Reimbursen	\$258.62	\$25.00	\$683.07	\$275.00	\$300.00
TOTAL PERSONNEL EX]	\$9,642.18	\$9,269.00	\$109,632.90	\$101,959.00	\$111,208.00
CONGREGATION					
55 Education, Seminar & Con	\$309.14	\$83.00	\$825.00	\$913.00	\$1,000.00
57 Other Business Expenses	(\$309.14)	\$150.00	\$1,265.07	\$1,650.00	\$1,800.00
58 WELCA	\$400.00	\$0.00	\$802.00	\$0.00	\$0.00
TOTAL CONGREGATIO	\$400.00	\$233.00	\$2,892.07	\$2,563.00	\$2,800.00

Budgeted Financial Statement for Period 11 - November

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	\$0.00	\$308.00	\$3,934.51	\$3,388.00	\$3,700.00
62 Outside Services	\$0.00	\$0.00	\$440.00	\$0.00	\$0.00
63 Bookkeeping Services	\$900.00	\$900.00	\$9,900.00	\$9,900.00	\$10,800.00
64 Organist	\$0.00	\$250.00	\$750.00	\$2,750.00	\$3,000.00
65 Postage and Shipping	\$73.00	\$6.00	\$213.60	\$66.00	\$75.00
66 Supplies	\$14.95	\$42.00	\$686.70	\$462.00	\$500.00
68 Evangelism	\$0.00	\$167.00	\$803.04	\$1,837.00	\$2,000.00
69 Technology	\$85.00	\$167.00	\$1,042.90	\$1,837.00	\$2,000.00
70 Banking Activities	\$13.20	\$15.00	\$159.60	\$165.00	\$175.00
TOTAL ADMINISTRATION	\$1,086.15	\$1,855.00	\$17,930.35	\$20,405.00	\$22,250.00
PLANT OCCUPANCY					
74 Utilities-Fire Alarm	\$0.00	\$30.00	\$1,357.00	\$330.00	\$360.00
75 Utilities-Gas & Electric	\$2,510.94	\$2,916.67	\$33,349.26	\$32,083.33	\$35,000.00
76 Utilities-Telephone&Intern	\$184.76	\$149.17	\$1,908.22	\$1,640.83	\$1,790.00
77 Utilities-Garbage	\$917.45	\$641.67	\$7,910.20	\$7,058.33	\$7,700.00
78 Utilities-Water	\$1,457.79	\$525.00	\$7,137.95	\$5,775.00	\$6,300.00
Utilities	\$5,070.94	\$4,262.51	\$51,662.63	\$46,887.49	\$51,150.00
79 Insurance	\$73.02	\$0.00	\$9,378.87	\$9,190.00	\$9,190.00
80 Licenses & Taxes	\$6,860.36	\$542.00	\$6,860.36	\$5,962.00	\$6,500.00
83 Gardening	\$557.00	\$545.00	\$7,450.00	\$5,995.00	\$6,540.00
84 Janitorial	\$330.00	\$330.00	\$3,630.00	\$3,630.00	\$3,960.00
85 Supplies	\$0.00	\$58.00	\$536.98	\$638.00	\$700.00
86 Property Committee	\$5,925.00	\$698.00	\$13,047.82	\$7,683.00	\$8,382.00
88 Preschool Expenses	\$0.00	\$0.00	\$24,293.99	\$0.00	\$0.00
TOTAL PLANT OCCUPANCY	\$18,816.32	\$6,435.51	\$116,860.65	\$79,985.49	\$86,422.00
PLANT, OCCUPANCY & UTILITIES	\$19,902.47	\$8,290.51	\$134,791.00	\$100,390.49	\$108,672.00
TOTAL EXPENSES	\$29,944.65	\$17,982.51	\$248,879.89	\$207,002.49	\$224,955.00
REVENUES OVER (UNDER)	\$860.45	\$180.49	(\$40,734.16)	(\$5,209.49)	\$0.00
110 Community Christmas Dinner	\$0.00	\$0.00	\$781.20	\$0.00	\$0.00
111 Fellowship Committee	\$125.00	\$0.00	\$1,812.00	\$0.00	\$0.00
112 El Salvador School Scholarship	\$1,018.25	\$0.00	\$7,710.25	\$0.00	\$0.00
116 Resurrection Church, El Salvador	\$332.00	\$0.00	\$8,626.69	\$0.00	\$0.00
120 Friend Feeding Friends	\$2,509.00	\$0.00	\$23,097.75	\$0.00	\$0.00
125 Capital Improvements	\$370.00	\$0.00	\$2,852.00	\$0.00	\$0.00
126 Youth	\$0.00	\$0.00	\$5,531.52	\$0.00	\$0.00
Restricted Contributions	\$4,354.25	\$0.00	\$50,411.41	\$0.00	\$0.00
129 Winter Nights	\$0.00	\$0.00	(\$816.46)	\$0.00	\$0.00
130 El Salvador Scholarships	\$1,129.38	\$0.00	(\$13,915.62)	\$0.00	\$0.00
131 Resurrection Church El Salvador	(\$1,129.38)	\$0.00	(\$11,971.21)	\$0.00	\$0.00
132 Friend Feeding Friends	(\$3,597.68)	\$0.00	(\$43,523.21)	\$0.00	\$0.00
137 FFF Building	\$0.00	\$0.00	(\$18,258.27)	\$0.00	\$0.00
138 Flowers	\$0.00	\$0.00	(\$256.39)	\$0.00	\$0.00
139 Fellowship Committee	(\$296.30)	\$0.00	(\$1,998.45)	\$0.00	\$0.00
143 Youth	\$0.00	\$0.00	(\$15,443.59)	\$0.00	\$0.00
147 Memorials	\$0.00	\$0.00	(\$2,851.30)	\$0.00	\$0.00
149 Capital Improvements & Repairs	(\$450.00)	\$0.00	(\$6,738.54)	\$0.00	\$0.00
Restricted Expenses	(\$4,343.98)	\$0.00	(\$115,773.04)	\$0.00	\$0.00
RESTRICTED ACCOUNTS	\$10.27	\$0.00	(\$65,361.63)	\$0.00	\$0.00
150 Unrealized Gains/Losses	\$18,623.17	\$0.00	\$60,175.79	\$0.00	\$0.00
NET INCOME	\$19,493.89	\$180.49	(\$45,920.00)	(\$5,209.49)	\$0.00

Finance Committee Meeting Minutes – January 12, 2025

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

Excused – Jon Moss, Reyanne Freeman

Call to Order - The meeting was called to order at 11:40 AM

Recognitions – Anessa Hileman for the excellent work she has done regarding Portico, Vanguard, and the Annual Report.

Minutes - The minutes of the November 10, 2024 meeting were approved.

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

2025 Budget – The Committee reviewed an updated 2025 Budget including Council input.

2025 Annual Meeting Presentation: The committee reviewed the Finance presentation prepared by Anessa Hileman for the Annual Meeting.

Next Meeting - The next meeting is scheduled for Sunday, March 9, 2025. Finance meetings in 2025 will be scheduled every other month (January, March, May, July, September, and November).

Adjournment - The meeting was adjourned at 12:40 PM.

Respectfully Submitted,

Marcia Sander