



Council Minutes

August 13, 2025

Attendees: Rev. Jeremy Serrano, Scott Etzel, Mike Henry, Susan Metzger, Renee Reis, Julie Kim, Maureen Tetley, Tracey Rentner

Excused: Anessa Hileman

Meeting called to order at 7:05p by Renee Reis

Prayer by Rev. Jeremy Serrano

Recognitions – Mike Henry, Renee Reis for saving the church from fire; Mike Henry for meeting with a parishioner regarding air conditioner

Correspondence – Correspondence from DVLC presenting a check to GSLC in the amount of \$500 for the granting them access to the church during 2025

Old Business – Motion made to approve May meeting minutes; Motion seconded; Motion passed. Motion made to approve July meeting minutes with corrections; Motion seconded; Motion passed.

New Business

Congregational Meeting Preparation – Congregational Meeting August 31 to vote on motions to allow council to proceed with further exploration and decision making power of solar program and Luther Hall apartment refurbishment.

Congregation Survey – Survey sent to congregation via Survey Monkey. Hard copy version available in Narthex. Survey responses will be analyzed on a rolling basis.

Excess Items in Luther Hall – Susan Metzger to host booth at Craft/Vintage Collectibles Fair to sell excess items that do not belong to Friends Feeding Friends. Looking for someone to help move items from Luther Hall to Parking Lot.

Evangelism Calendar Review – 469 people have been contacted year to date; Upcoming events: DVLC event 10 people attended (8/9), Blood Drive (8/20, 10/9, 12/11); September – Parking Lot Sale (9/6, 12/6), God's Work Our Hands Day (9/7), Blessing of the Animals (10/5), Halloween Ghost Hunt (11/1), Reformation Sunday, All Saints Sunday, Christ the King Sunday (11/2)

Action Register – Reminder to update as items are completed

Property: Motion made to direct Rich Hertless to perform the work required and/or replace the door on the exterior furnace room door and the exterior door into the existing apartment at Luther Hall per his previously submitted proposals; Motion seconded; Motion Passed.

Motion made to adjourn meeting; motion seconded; motion carried

Pastor led closing prayer

Meeting adjourned at 8:40p

Reports attached: Pastor's Report, Social Ministry Report, June 2025 Balance Sheet, June 2025 Profit/Loss Statement

Respectfully submitted,
Tracey Rentner
Council Secretary



Date: August, 2025

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

Julie Kim: Preparing weekly worship materials.

Kathy Reis & Nancy Judge: Keeping our plants alive.

UPCOMING WORSHIP DATES:

Sept 7: God's Work Our hands Sunday

Oct 5: Blessing of the Animals.

OTHER UPCOMING DATES:

MONTHLY REPORT:

1. Met with Sun Source to update their proposal for Solar Panels to include roofing of Luther Hall.
2. I began book study with both St. John and Good Shepherd via zoom- Free Of Charge by Mirasolv Volf. We have had 3 sessions.
3. We have been taking donation for God's Work Our Hands Sunday.
4. I attended Church wide assembly as my Continuing Education.

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.
 - E. May 2025: I learned that doing 2 teaching series in addition to Sunday morning worship was too much. I wasn't able to give my full attention to other needs. In the future we will only do 1 teaching series at a time.

- F. August Update: For me, this arrangement is going very well. I appreciate the flexibility of each congregation as we continue to figure out how to work together in this.
- 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.
- E. January:
1. I sent out 2 emails in-between council meetings.
 2. Spoke about Chapter 3 in our January meeting.
- F. May:
1. This is our last month in this book. We will begin to talk about implementation.
- G. August:
1. We will have a council retreat this month on how to specifically implement this book.
- 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.
- D. January:
 - 1. Connect with Mike Henry. he is in the process of getting bids on the work that needs to be done. When we have the amounts it will cost, we can develop a total amount for the capital campaign.
- E. February: I have received amount from Mike Henry on what it will cost to refurbish classroom 3.
- F. August: This project has taken longer than expected. I contacted the school and they want me to write up the work so far and how it as take this long and why we are suspending this project for other projects. However, I believe the project portion of this (refurbishing room 3, still needs to be done).
- IV. FFF: Implement an open and welcoming volunteer culture including a volunteer onboarding system.
 - A. August: I have seen a new openness these last 6 months to volunteers be on boarded at FFF. Several parishioners from Good Shepherd, and at least one from St. John have begun helping with FFF.
- 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.
 - D. January-February
 - a) I could not coordinate getting the team together after worship.
 - (1) I am pivoting to doing a 2 meeting training in a members home. I am working with Elsie Witt and Sue Hertless to coordinate a time.
- 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) Renee 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.
- F. January:
1. Team continues to assist in worship and are getting more comfortable



Date: 8/6/2025

Team: Social Ministry

Name: Scott Etzel

SOCIAL MINISTRY REPORT (July 2025)

SPECIAL RECOGNITIONS:

Julie Kim for office support while I was unable to volunteer in the office.

Mike Henry for getting the fire extinguishers serviced the same week as they were used to help extinguish the fire in the upper parking lot grassy area.

PAST EVENTS/ ACCOMPLISHMENTS:

Friends Feeding Friends (FFF) summary for July 2025

FFF helped 5,063 people with food in July. We saw a lot of new people this month. Some were referred to us by clients and other agencies. Staff from the Bay Area Crisis Nursery referred clients to us while their pantry was shut down for 2 weeks due to staff vacations.

For the shelter lunch this month, we prepared beef stew, mashed potatoes, and fresh fruit salad. When we cook, we typically prepare enough food for 250-280 meals. We drop off the food because we are no longer able to serve the clients due to the Covid policy that was implemented after the pandemic. We miss those days when we could serve clients lunch and sit down with them and talk.

We provided furnishings for 6 households in July. Occasionally, some of the clients that are transitioning from homelessness to housing have a few items in storage. But, most move into a low income apartment with nothing but the clothes on their backs, so they need everything. FFF provides everything that we can to help them get started.

Thank you to everyone who has donated food, clothes, and household items. Our clients appreciate everything. Our biggest need is still food, especially fresh produce. Thank you to all who donated tomatoes, cucumbers, and fruit from your gardens.

Blessings to all,
Dana

Current church financial liabilities designated for FFF in Balance Sheet are:

- \$35,106.54 – FFF Fund (as of May 31, 2025)
- \$5,791.14 - FFF Debit Card (8614) balance (as of May 31, 2025)

Note: Significant progress has been made by FFF volunteers in removing household goods and furnishings stored in Luther Hall towards mitigating the issue of restricted access inside of the hall in the event of an emergency such as a fire or electrical issue. Some areas remain inaccessible due to overstorage.

PAST EVENTS/ ACCOMPLISHMENTS

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 July (3rd and 17th).

Date: 8/6/2025

Team: Social Ministry

Name: Scott Etzel

Holding Hands Montessori Preschool

Enrollments are picking up. Last report is currently 9 children enrolled, either full-time, part-time, or short-term with more coming.

American Red Cross Blood Drives

Dates of American Red Cross Blood Drives at Good Shepherd in 2025 to date are as follows;

- Thursday, February 13th (21 donations)
- Thursday, June 12th (33 donations)

Diablo Valley Literacy Council (DVLC)

- No update for July.

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, August 20th (Red Cross needed to move from original date of August 14th and Dana OK'd working out of the church office on the 20th)
- Thursday, October 9th
- Thursday, December 11th

Diablo Valley Literacy Council (DVLC)

- DVLC potluck social Saturday, August 9th

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 church office building over capacity restricting access in the event of an emergency such as a fire or electrical issue.

OTHER COMMENTS: [Any other comments]

- PAC Integrations inspected/tested the sanctuary fire protection system on April 4th and noted two issues; A smoke detector in the sanctuary that would not activate when tested, and a damaged detector in the boiler room. PAC is working on ordering and sending a quote to replace both items.
- Beginning to inventory battery powered smoke and CO detectors on campus with plans to complete inventory and begin monthly inspection/tests of detectors in 2025.

COUNCIL ACTION ITEMS:

- None.

Statement of Financial Position for Period 6 - June**Company#: 2 Name: Good Shepherd Lutheran Church****Account**

	<u>6/30/25</u>
Bank of America Checking (0287)	\$84,023.29
Bank of America Debit Card (8614)	<u>\$5,018.77</u>
CASH	\$89,042.06
Vanguard STAR Fund (0056)	\$122,598.32
Vanguard Wellington Fund (0521)	\$131,943.79
Valuation Adjustment (0056/0521)	<u>\$31,537.34</u>
SECURITIES	\$286,079.45
Vanguard Endowment MMF (2222)	\$39,883.18
Vanguard Endowment Well (2222)	\$64,761.21
Valuation Adjustment (2222)	<u>\$60,670.63</u>
ENDOWMENT SECURITIES	\$165,315.02
CURRENT ASSETS	<u>\$540,436.53</u>
TOTAL ASSETS	<u>\$540,436.53</u>
Bank of America Visa (9201)	\$695.31
FICA (SS) Taxes Withheld	(\$0.07)
Medicare Taxes Withheld	\$0.01
State Taxes Withheld	\$306.08
Voluntary P/R Deductions Withholding	(\$0.02)
Payroll non-cash clearing account	(\$0.30)
Capital Expenditure Reserve	<u>\$17,131.04</u>
CURRENT LIABILITIES	\$18,132.05
TOTAL LIABILITIES	<u>\$18,132.05</u>
Capital Improve. & Maint. Fund	\$11,488.56
Memorials Fund	\$8,728.49
Fellowship Committee Fund	\$1,799.34
Youth Fund	\$17,783.28
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$5,131.31
Resurrection Church Fund	\$2,194.10
Winter Nights Fund	\$0.00
Friends Feeding Friends Fund	\$34,104.19
Ebenezer Fund	<u>\$548.02</u>
TEMPORARILY RESTRICTED	\$81,877.29
General Fund Equity	<u>\$440,427.19</u>
UNRESTRICTED	<u>\$440,427.19</u>
NET ASSETS	<u>\$522,304.48</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$540,436.53</u>

Budgeted Financial Statement for Period 6 - June

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/EFT	\$6,105.40	\$8,042.00	\$42,347.88	\$48,252.00	\$96,500.00
CONTRIBUTIONS	\$6,105.40	\$8,042.00	\$42,347.88	\$48,252.00	\$96,500.00
13 Registration Receipts	\$110.00	\$0.00	\$110.00	\$0.00	\$0.00
14 Cell Tower Rental Income	\$7,212.80	\$7,061.00	\$42,818.77	\$42,366.00	\$84,732.00
15 Facilities use income	\$700.00	\$634.00	\$6,794.50	\$3,800.00	\$7,600.00
19 Preschool Income	\$1,646.00	\$1,646.00	\$9,876.00	\$9,876.00	\$19,863.00
20 St Johns-Pastor Share	\$5,629.00	\$5,594.00	\$33,345.00	\$33,560.00	\$67,121.00
21 Interest/Dividend income	\$858.00	\$1,250.00	\$1,659.54	\$7,500.00	\$15,000.00
OTHER INCOME	\$16,155.80	\$16,185.00	\$94,603.81	\$97,102.00	\$194,316.00
TOTAL REVENUE	\$22,261.20	\$24,227.00	\$136,951.69	\$145,354.00	\$290,816.00
EXPENSES					
24 Licenses & Taxes	\$0.00	\$67.00	\$789.00	\$402.00	\$800.00
26 Altar Guild	\$0.00	\$17.00	\$115.36	\$102.00	\$200.00
27 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$186.00	\$375.00
28 Supplies	\$114.19	\$86.00	\$912.13	\$512.00	\$1,025.00
WORSHIP	\$114.19	\$201.00	\$1,816.49	\$1,202.00	\$2,400.00
PERSONNEL EXPENSES					
31 Salaries & Wages	\$7,435.76	\$7,436.00	\$44,072.02	\$44,612.00	\$89,229.00
32 Payroll Taxes	\$108.88	\$105.00	\$653.28	\$630.00	\$1,260.00
34 Employer Retirement Contribution	\$981.07	\$981.00	\$5,805.06	\$5,887.00	\$11,775.00
39 Housing Allowance	\$250.00	\$250.00	\$1,500.00	\$1,500.00	\$3,000.00
40 Pastor Social Security Offset	\$416.66	\$417.00	\$2,500.04	\$2,502.00	\$5,000.00
41 Supply Pastor	\$300.00	\$175.00	\$900.00	\$1,050.00	\$2,100.00
Compensation	\$9,492.37	\$9,364.00	\$55,430.40	\$56,181.00	\$112,364.00
43 Insurance	\$49.05	\$50.00	\$289.93	\$300.00	\$600.00
44 Workers Comp Insurance	\$0.00	\$69.00	\$981.52	\$413.00	\$825.00
45 Employer Provided Housing Equity - P	\$416.66	\$417.00	\$2,499.96	\$2,502.00	\$5,000.00
46 Professional Expenses	\$0.00	\$17.00	\$0.00	\$102.00	\$200.00
Benefits & Insurance	\$465.71	\$553.00	\$3,771.41	\$3,317.00	\$6,625.00
47 Literature and Study Materials	\$0.00	\$17.00	\$183.63	\$102.00	\$200.00
51 Continuing Education	\$0.00	\$83.00	(\$5.81)	\$498.00	\$1,000.00
52 Discretionary Fund	\$0.00	\$17.00	\$0.00	\$102.00	\$200.00
53 Auto Expense Reimbursement	\$0.00	\$66.00	\$0.00	\$400.00	\$800.00
TOTAL PERSONNEL EXPENSES	\$9,958.08	\$10,100.00	\$59,379.63	\$60,600.00	\$121,189.00
CONGREGATION					
56 Education, Seminar & Conference	\$0.00	\$83.00	\$120.00	\$498.00	\$1,000.00
58 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$900.00	\$1,800.00
59 WELCA	\$0.00	\$0.00	\$118.00	\$0.00	\$0.00
60 Synod Tithe	\$0.00	\$84.00	\$0.00	\$500.00	\$1,000.00
TOTAL CONGREGATION	\$0.00	\$317.00	\$238.00	\$1,898.00	\$3,800.00

Budgeted Financial Statement for Period 6 - June

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					
63 Maintenance & Repairs	\$313.99	\$380.00	\$2,297.71	\$2,285.00	\$4,570.00
65 Bookkeeping Services	\$1,000.00	\$1,000.00	\$5,900.00	\$6,000.00	\$12,000.00
66 Organist	\$0.00	\$125.00	\$750.00	\$750.00	\$1,500.00
67 Postage and Shipping	\$0.00	\$16.00	\$1.77	\$93.00	\$185.00
68 Supplies	\$0.00	\$66.00	\$365.62	\$400.00	\$800.00
69 Printing and Publications	\$0.00	\$0.00	(\$275.00)	\$0.00	\$0.00
70 Evangelism	\$103.48	\$275.00	\$825.83	\$1,650.00	\$3,300.00
71 Technology	\$564.88	\$167.00	\$976.88	\$1,002.00	\$2,000.00
72 Banking Activities	\$13.40	\$15.00	\$728.30	\$90.00	\$175.00
73 Miscellaneous	\$0.00	\$75.00	\$594.50	\$450.00	\$900.00
TOTAL ADMINISTRATION	\$1,995.75	\$2,119.00	\$12,165.61	\$12,720.00	\$25,430.00
PLANT OCCUPANCY					
77 Utilities-Fire Alarm	\$361.00	\$121.00	\$722.00	\$722.00	\$1,444.00
78 Utilities-Gas & Electric	\$2,388.43	\$3,500.00	\$12,945.58	\$21,000.00	\$42,000.00
79 Utilities-Telephone&Internet	\$0.00	\$185.00	\$737.68	\$1,110.00	\$2,220.00
80 Utilities-Garbage	\$715.60	\$715.00	\$4,257.30	\$4,290.00	\$8,580.00
81 Utilities-Water	\$0.00	\$575.00	\$3,219.12	\$3,450.00	\$6,900.00
Utilities	\$3,465.03	\$5,096.00	\$21,881.68	\$30,572.00	\$61,144.00
82 Insurance	\$0.00	\$0.00	\$11,817.45	\$11,818.00	\$11,818.00
83 Licenses & Taxes	\$0.00	\$571.00	\$0.00	\$3,430.00	\$6,860.00
84 Maintenance & Repairs	\$0.00	\$0.00	\$49.39	\$0.00	\$0.00
85 Outside Services	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00
86 Gardening	\$882.00	\$807.00	\$3,667.00	\$4,842.00	\$9,684.00
87 Janitorial	\$330.00	\$330.00	\$2,221.46	\$1,980.00	\$3,960.00
88 Supplies	\$0.00	\$58.00	\$472.86	\$348.00	\$700.00
89 Property Committee	\$569.92	\$1,250.00	\$2,926.13	\$7,500.00	\$15,000.00
90 Capital Improvements	\$1,241.25	\$1,241.25	\$7,447.50	\$7,447.50	\$14,895.00
91 Preschool Expenses	\$610.00	\$125.00	\$610.00	\$750.00	\$1,500.00
TOTAL PLANT OCCUPANCY	\$7,398.20	\$9,478.25	\$51,393.47	\$68,687.50	\$125,561.00
PLANT, OCCUPANCY & ADMIN	\$9,393.95	\$11,597.25	\$63,559.08	\$81,407.50	\$150,991.00
TOTAL EXPENSES	\$19,466.22	\$22,215.25	\$124,993.20	\$145,107.50	\$278,380.00
REVENUES OVER (UNDER) EXPEN	\$2,794.98	\$2,011.75	\$11,958.49	\$246.50	\$12,436.00
114 Winter Nights	\$0.00	\$0.00	\$590.67	\$0.00	\$0.00
117 Fellowship Committee	\$21.00	\$0.00	\$733.00	\$0.00	\$0.00
118 El Salvador School Scholarships	\$740.72	\$0.00	\$7,835.66	\$0.00	\$0.00
122 Resurrection Church, El Salvador	\$135.00	\$0.00	\$1,140.00	\$0.00	\$0.00
126 Friend Feeding Friends	\$1,480.00	\$0.00	\$33,132.75	\$0.00	\$0.00
131 Capital Improvements	\$241.00	\$0.00	\$1,636.00	\$0.00	\$0.00
Restricted Contributions	\$2,617.72	\$0.00	\$45,068.08	\$0.00	\$0.00
135 Winter Nights	\$0.00	\$0.00	(\$590.67)	\$0.00	\$0.00
136 El Salvador Scholarships	\$0.00	\$0.00	(\$15,590.00)	\$0.00	\$0.00
137 Resurrection Church El Salvador	\$0.00	\$0.00	(\$1,507.06)	\$0.00	\$0.00
138 Friend Feeding Friends	(\$2,482.35)	\$0.00	(\$24,382.63)	\$0.00	\$0.00
145 Fellowship Committee	(\$149.02)	\$0.00	(\$950.13)	\$0.00	\$0.00
Restricted Expenses	(\$2,631.37)	\$0.00	(\$43,020.49)	\$0.00	\$0.00
RESTRICTED ACCOUNTS	(\$13.65)	\$0.00	\$2,047.59	\$0.00	\$0.00
156 Unrealized Gains/Losses, Securities	\$15,429.36	\$0.00	\$25,416.77	\$0.00	\$0.00
NET INCOME	\$18,210.69	\$2,011.75	\$39,422.85	\$246.50	\$12,436.00