



## Council Minutes

July 23, 2025

Attendees: Julie Kim, Tracey Rentner, Maureen Tetley, Renee Reis, Susan Metzger, Anessa Hileman, Scott Etzel, Mike Henry

Excused: Rev. Jeremy Serrano

Meeting called to order at 7:00p by Renee Reis

Prayer by Renee Reis

Recognitions – Sue Hertless and John Farmer for helping with the funeral reception; John, Richie, Betty, and Julio for window cleaning

Correspondence – None

Old Business – Motion made to accept June minutes with amendment; Motion seconded; Discussion – none; Motion passed

### New Business

Council Retreat – August 30 at St. Matthew's estimated start time 10a; Agenda items to Renee by August 23

Finance – Reports look favorable – cell tower income, pastor share, offerings holding steady

Solar Project – Updates from SunSource and Solar Energy Plus (SEP) - difference between 2 is battery storage with SEP having better more efficient batteries; Luther Hall roof can support panels; Motion made that the council selects one of 2 quotes based on costs and reliability to further engage with that solar provider to create a path forward towards implementing a solar project at GSLC; Motion seconded; Discussion – Counter Motion made to bring solar project to the congregation for a vote authorizing the Council to act on its behalf; Counter Motion second; Discussion- none; Counter Motion passed; Motion tabled for a later date.

Luther Hall (LH) - Inspection found foundation cracks that can be sealed; LH could be divided into 2 apartments increasing the rental income generated; Motion made to bring Luther Hall leasing project to the congregation for a vote authorizing the Council to act on its behalf to renovate and lease Luther Hall; Motion seconded; Discussion – in creating 2<sup>nd</sup> apartment, items in storage would be junked; Finance Committee withholding recommendation pending review of the structural report, concerns about 2 projects being dependent on each other; Motion passed.

PLTS MIC (Ministry in Context) – Opportunity for PLTS students to work at GSLC supervised by Pastor. Motion made to open GSLC to PLTS MIC students; Motion seconded; Discussion – excellent opportunity for students to gain experience; Motion passed

A/C in Sanctuary – Property to address HVAC issues

Painting Fellowship Hall/Kitchen – Concerns about interior painting of those areas after window cleaning; a parishioner has offered to pay for paint and Julio has offered to do labor (has prior professional painting experience); Property to assess, gather quotes

Congregational Survey – Review proposed survey to send to congregation for their feedback via Survey Monkey, Temple Talk, Fellowship time

Evangelism Schedule – Egg Hunt – 8 kids, Mothers Day – 15-20 people, Pride Parade – 200 people engaged, Blood Drive – 30 people engaged, Father's Day – 15-20 people

Action Register – Please update sheet as tasks are completed

Motion made to adjourn meeting; motion seconded; no discussion; motion carried

Renee Reis led closing prayer

Meeting adjourned at 8:55p

Reports attached: Property Report, Social Ministry Report, Financial Reports (Balance Sheet (5/2025), Profit/Loss Statement (5/2025), Finance Committee Meeting Minutes from July 13, 2025 meeting)

Respectfully submitted,  
Tracey Rentner  
Council Secretary



**Date: 07/22/2025**

**Team: Property**

**Name: Mike Henry**

**SPECIAL RECOGNITIONS:**

**Elsie Witt for donating her statue of Mother Mary from her garden to the church's Fellowship Hall garden.**

**Everyone who waters the church campus grounds, tends to the roses and bushes and keeps the campus clean.**

**PAST EVENTS/ ACCOMPLISHMENTS:**

Obtained cost estimates for Luther Hall modifications / repurpose (Doors, Plumbing, Structural, Electrical)

Stailized Deck at Luther Hall for safe use by FFF volunteers involved in extracting stored donations for distribution into the community

Installed new Flags at Flagpole

Repaired Plumbing issues at lower Sanctuary bathrooms (Montessori School)

On-going weed abatement (volunteers needed – see Mike)

Screwed down In-Floor Heating-Cooling Vents at Fellowship Hall to reduce tripping hazard

Repaired Garbage Enclosure Bolt

Re-established drip system operation to water property line trees in accordance with Nextel Cell Tower contract dated 1998. (Thanks to Jamie who located and reprogrammed the Time Clock)

**UPCOMING EVENTS/GOALS:**

Repair Middle Blind at Kitchen Window

Repair door to Furnace Unit behind Classrooms

Change Batteries in Alarm Stations

Clean Air Vents at Fellowship Hall

Repair main double doors into Sanctuary from Narthex

Power Wash bird poop off Sanctuary windows

Remove bird nest (if legal) with power washer

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

Sprinkler repairs

Ground Cover and/or Weed Control measures (in-phases)

**CONCERNS:** [Any concerns for the upcoming months]

Status of Luther Hall repurpose plan

**OTHER COMMENTS:** [Any other comments]

None

None

**COUNCIL ACTION ITEMS:**

None



**Date: 7/7/2025**

**Team: Social Ministry**

**Name: Scott Etzel**

## **SOCIAL MINISTRY REPORT (June 2025)**

### **SPECIAL RECOGNITIONS:**

Pastor Jeremy and Mike Henry for working to get estimates of roof work, plumbing and structural integrity of Luther Hall.

Mike Henry for replacing the sun faded and wind torn flags.

### **PAST EVENTS/ ACCOMPLISHMENTS:**

#### **Friends Feeding Friends (FFF) summary for June 2025**

In June, FFF helped 4,570 people with much needed food. As ICE deportations continue, we are seeing far less fresh produce from both the food bank and Trader Joe's. If you have extra fruit or vegetables in your home gardens, our clients would love anything you can donate.

We continue to operate on donations and are extremely grateful for food assistance from Bishop's Storehouse, Senior Food, Saint Matthew Lutheran Church, Salvation Army, Clayton Community Church, and our friends and supporters near and far. Special thanks to Reyanne and our volunteers for holding down the fort, and to Julie for picking up lemonade and orange juice, while I was on vacation.

We also greatly appreciate the monetary donations because it allows us to purchase more food to give away. Like you, we face high grocery prices. Two years ago, we could purchase a box of 15 dozen medium eggs from the food bank for \$12-\$13. Now, that same box costs over \$64. If you would like to donate, see our church website at <https://gsconcord.com/give/>. Please specify "Friends Feeding Friends" on your check or on the drop down menu if you give electronically. \$10 will help us feed 20 people.

In June, we provided two carloads of food, beverages, hygiene items, clothing, and linens to the Concord Shelter. The second load was a lunch consisting of a hearty pasta salad full of goodies like ham, salami, cheese, olives, garbanzo beans, fresh veggies, etc., and fresh fruit salad. The shelter clients were so happy!!

We provided furnishings for one client in June. The other clients were delayed for one reason or another.

Blessings to all, and thank you for your continued support!! Dana

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

- \$35,106.54 – FFF Fund (as of May 31, 2025)
- \$4,459.99 - FFF Debit Card (8614) balance (as of March 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.

### **PAST EVENTS/ ACCOMPLISHMENTS**

#### **Senior Food Program**

**Date: 7/7/2025**

**Team: Social Ministry**

**Name: Scott Etzel**

GSLC partnered with the Food Bank of Contra Costa and Solano Counties to provide free groceries to seniors age 55 or older twice in June (5th and 17th).

**Holding Hands Montessori Preschool**

Enrollments are picking up.

**American Red Cross Blood Drives**

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

- Thursday, February 13<sup>th</sup> (21 donations)
- Thursday, June 12<sup>th</sup> (33 donations)

**Diablo Valley Literacy Council (DVLC)**

- No update for May.

**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, June 12<sup>th</sup>
- Thursday, August 20<sup>th</sup> (Red Cross needed to move from original date of August 14<sup>th</sup> and Dana OK'd working out of the church office on the 20<sup>th</sup>)
- Thursday, October 9<sup>th</sup>
- Thursday, December 11<sup>th</sup>

**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]

- Fire extinguishers were inspected (monthly inspection) in June (6/12). 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.
- 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 5 - May****Company#: 2 Name: Good Shepherd Lutheran Church****Account**

	<b><u>5/31/25</u></b>
Bank of America Checking (0287)	\$78,493.85
Bank of America Debit Card (8614)	<u>\$5,791.14</u>
<b>CASH</b>	\$84,284.99
Vanguard STAR Fund (0056)	\$122,598.32
Vanguard Wellington Fund (0521)	\$131,943.79
Valuation Adjustment (0056/0521)	<u>\$23,401.07</u>
<b>SECURITIES</b>	\$277,943.18
Vanguard Endowment MMF (2222)	\$39,883.18
Vanguard Endowment Well (2222)	\$64,761.21
Valuation Adjustment (2222)	<u>\$53,377.54</u>
<b>ENDOWMENT SECURITIES</b>	\$158,021.93
<b>CURRENT ASSETS</b>	<u>\$520,250.10</u>
<b>TOTAL ASSETS</b>	<u>\$520,250.10</u>
Bank of America Visa (9201)	\$1,863.15
FICA (SS) Taxes Withheld	(\$176.55)
Medicare Taxes Withheld	(\$41.27)
Federal Income Tax Withheld	(\$1,348.50)
State Taxes Withheld	(\$30.00)
Voluntary P/R Deductions Withholding	(\$0.01)
Payroll non-cash clearing account	(\$0.30)
Capital Expenditure Reserve	<u>\$15,889.79</u>
<b>CURRENT LIABILITIES</b>	\$16,156.31
<b>TOTAL LIABILITIES</b>	<u>\$16,156.31</u>
Capital Improve. & Maint. Fund	\$11,247.56
Memorials Fund	\$8,728.49
Fellowship Committee Fund	\$1,927.36
Youth Fund	\$17,783.28
Archive Reserve Fund	\$100.00
El Salvador School Scholarship Fund	\$4,390.59
Resurrection Church Fund	\$2,059.10
Winter Nights Fund	\$0.00
Friends Feeding Friends Fund	\$35,106.54
Ebenezer Fund	<u>\$548.02</u>
<b>TEMPORARILY RESTRICTED</b>	\$81,890.94
General Fund Equity	<u>\$422,202.85</u>
<b>UNRESTRICTED</b>	<u>\$422,202.85</u>
<b>NET ASSETS</b>	<u>\$504,093.79</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$520,250.10</u>

**Budgeted Financial Statement for Period 5 - May**

**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>
<b>REVENUE</b>					
5 Contributions-Cash/Check/EFT	\$7,689.74	\$8,042.00	\$36,242.48	\$40,210.00	\$96,500.00
<b>CONTRIBUTIONS</b>	<b>\$7,689.74</b>	<b>\$8,042.00</b>	<b>\$36,242.48</b>	<b>\$40,210.00</b>	<b>\$96,500.00</b>
14 Cell Tower Rental Income	\$7,212.80	\$7,061.00	\$35,605.97	\$35,305.00	\$84,732.00
15 Facilities use income	\$1,277.50	\$633.00	\$6,094.50	\$3,166.00	\$7,600.00
19 Preschool Income	\$1,646.00	\$1,646.00	\$8,230.00	\$8,230.00	\$19,863.00
20 St Johns-Pastor Share	\$5,628.00	\$5,593.00	\$27,716.00	\$27,966.00	\$67,121.00
21 Interest/Dividend income	\$0.00	\$1,250.00	\$801.54	\$6,250.00	\$15,000.00
<b>OTHER INCOME</b>	<b>\$15,764.30</b>	<b>\$16,183.00</b>	<b>\$78,448.01</b>	<b>\$80,917.00</b>	<b>\$194,316.00</b>
<b>TOTAL REVENUE</b>	<b>\$23,454.04</b>	<b>\$24,225.00</b>	<b>\$114,690.49</b>	<b>\$121,127.00</b>	<b>\$290,816.00</b>
<b>EXPENSES</b>					
24 Licenses & Taxes	\$0.00	\$67.00	\$789.00	\$335.00	\$800.00
26 Altar Guild	\$0.00	\$17.00	\$115.36	\$85.00	\$200.00
27 Maintenance & Repairs	\$0.00	\$31.00	\$0.00	\$155.00	\$375.00
28 Supplies	\$502.62	\$85.00	\$797.94	\$426.00	\$1,025.00
<b>WORSHIP</b>	<b>\$502.62</b>	<b>\$200.00</b>	<b>\$1,702.30</b>	<b>\$1,001.00</b>	<b>\$2,400.00</b>
<b>PERSONNEL EXPENSES</b>					
31 Salaries & Wages	\$7,435.76	\$7,435.00	\$36,636.26	\$37,176.00	\$89,229.00
32 Payroll Taxes	\$108.88	\$105.00	\$544.40	\$525.00	\$1,260.00
34 Employer Retirement Contribution	\$981.07	\$981.00	\$4,823.99	\$4,906.00	\$11,775.00
39 Housing Allowance	\$250.00	\$250.00	\$1,250.00	\$1,250.00	\$3,000.00
40 Pastor Social Security Offset	\$416.66	\$417.00	\$2,083.38	\$2,085.00	\$5,000.00
41 Supply Pastor	\$300.00	\$175.00	\$600.00	\$875.00	\$2,100.00
<b>Compensation</b>	<b>\$9,492.37</b>	<b>\$9,363.00</b>	<b>\$45,938.03</b>	<b>\$46,817.00</b>	<b>\$112,364.00</b>
43 Insurance	\$49.05	\$50.00	\$240.88	\$250.00	\$600.00
44 Workers Comp Insurance	\$92.89	\$69.00	\$981.52	\$344.00	\$825.00
45 Employer Provided Housing Equity - P	\$416.66	\$417.00	\$2,083.30	\$2,085.00	\$5,000.00
46 Professional Expenses	\$0.00	\$17.00	\$0.00	\$85.00	\$200.00
<b>Benefits &amp; Insurance</b>	<b>\$558.60</b>	<b>\$553.00</b>	<b>\$3,305.70</b>	<b>\$2,764.00</b>	<b>\$6,625.00</b>
47 Literature and Study Materials	\$52.68	\$17.00	\$183.63	\$85.00	\$200.00
51 Continuing Education	(\$255.81)	\$83.00	(\$5.81)	\$415.00	\$1,000.00
52 Discretionary Fund	\$0.00	\$17.00	\$0.00	\$85.00	\$200.00
53 Auto Expense Reimbursement	\$0.00	\$67.00	\$0.00	\$334.00	\$800.00
<b>TOTAL PERSONNEL EXPENSES</b>	<b>\$9,847.84</b>	<b>\$10,100.00</b>	<b>\$49,421.55</b>	<b>\$50,500.00</b>	<b>\$121,189.00</b>
<b>CONGREGATION</b>					
56 Education, Seminar & Conference	\$0.00	\$83.00	\$120.00	\$415.00	\$1,000.00
58 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$750.00	\$1,800.00
59 WELCA	\$118.00	\$0.00	\$118.00	\$0.00	\$0.00
60 Synod Tithe	\$0.00	\$83.00	\$0.00	\$416.00	\$1,000.00
<b>TOTAL CONGREGATION</b>	<b>\$118.00</b>	<b>\$316.00</b>	<b>\$238.00</b>	<b>\$1,581.00</b>	<b>\$3,800.00</b>



**Budgeted Financial Statement for Period 5 - May**

**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>
<b>ADMINISTRATION</b>					
63 Maintenance & Repairs	(\$6.61)	\$381.00	\$1,983.72	\$1,905.00	\$4,570.00
65 Bookkeeping Services	\$1,000.00	\$1,000.00	\$4,900.00	\$5,000.00	\$12,000.00
66 Organist	\$250.00	\$125.00	\$750.00	\$625.00	\$1,500.00
67 Postage and Shipping	\$1.77	\$15.00	\$1.77	\$77.00	\$185.00
68 Supplies	\$0.00	\$67.00	\$365.62	\$334.00	\$800.00
69 Printing and Publications	\$0.00	\$0.00	(\$275.00)	\$0.00	\$0.00
70 Evangelism	\$438.69	\$275.00	\$722.35	\$1,375.00	\$3,300.00
71 Technology	\$72.00	\$167.00	\$412.00	\$835.00	\$2,000.00
72 Banking Activities	\$613.40	\$15.00	\$714.90	\$75.00	\$175.00
73 Miscellaneous	\$400.00	\$75.00	\$594.50	\$375.00	\$900.00
<b>TOTAL ADMINISTRATION</b>	<b>\$2,769.25</b>	<b>\$2,120.00</b>	<b>\$10,169.86</b>	<b>\$10,601.00</b>	<b>\$25,430.00</b>
<b>PLANT OCCUPANCY</b>					
77 Utilities-Fire Alarm	\$0.00	\$120.00	\$361.00	\$601.00	\$1,444.00
78 Utilities-Gas & Electric	\$1,219.54	\$3,500.00	\$10,557.15	\$17,500.00	\$42,000.00
79 Utilities-Telephone&Internet	\$184.42	\$185.00	\$737.68	\$925.00	\$2,220.00
80 Utilities-Garbage	\$1,431.20	\$715.00	\$3,541.70	\$3,575.00	\$8,580.00
81 Utilities-Water	\$1,225.72	\$575.00	\$3,219.12	\$2,875.00	\$6,900.00
<b>Utilities</b>	<b>\$4,060.88</b>	<b>\$5,095.00</b>	<b>\$18,416.65</b>	<b>\$25,476.00</b>	<b>\$61,144.00</b>
82 Insurance	\$0.00	\$0.00	\$11,817.45	\$11,818.00	\$11,818.00
83 Licenses & Taxes	\$0.00	\$572.00	\$0.00	\$2,859.00	\$6,860.00
84 Maintenance & Repairs	\$49.39	\$0.00	\$49.39	\$0.00	\$0.00
86 Gardening	\$0.00	\$807.00	\$2,785.00	\$4,035.00	\$9,684.00
87 Janitorial	\$330.00	\$330.00	\$1,891.46	\$1,650.00	\$3,960.00
88 Supplies	\$0.00	\$58.00	\$472.86	\$290.00	\$700.00
89 Property Committee	\$211.49	\$1,250.00	\$2,356.21	\$6,250.00	\$15,000.00
90 Capital Improvements	\$1,241.25	\$1,241.25	\$6,206.25	\$6,206.25	\$14,895.00
91 Preschool Expenses	\$0.00	\$125.00	\$0.00	\$625.00	\$1,500.00
<b>TOTAL PLANT OCCUPANCY</b>	<b>\$5,893.01</b>	<b>\$9,478.25</b>	<b>\$43,995.27</b>	<b>\$59,209.25</b>	<b>\$125,561.00</b>
<b>PLANT, OCCUPANCY &amp; ADMIN</b>	<b>\$8,662.26</b>	<b>\$11,598.25</b>	<b>\$54,165.13</b>	<b>\$69,810.25</b>	<b>\$150,991.00</b>
<b>COMMUNITY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL EXPENSES</b>	<b>\$19,130.72</b>	<b>\$22,214.25</b>	<b>\$105,526.98</b>	<b>\$122,892.25</b>	<b>\$278,380.00</b>
<b>REVENUES OVER (UNDER) EXPEN</b>	<b>\$4,323.32</b>	<b>\$2,010.75</b>	<b>\$9,163.51</b>	<b>(\$1,765.25)</b>	<b>\$12,436.00</b>
114 Winter Nights	\$0.00	\$0.00	\$590.67	\$0.00	\$0.00
117 Fellowship Committee	\$211.00	\$0.00	\$712.00	\$0.00	\$0.00
118 El Salvador School Scholarships	\$870.95	\$0.00	\$7,094.94	\$0.00	\$0.00
122 Resurrection Church, El Salvador	\$230.00	\$0.00	\$1,005.00	\$0.00	\$0.00
126 Friend Feeding Friends	\$1,750.00	\$0.00	\$31,652.75	\$0.00	\$0.00
131 Capital Improvements	\$480.00	\$0.00	\$1,395.00	\$0.00	\$0.00
<b>Restricted Contributions</b>	<b>\$3,541.95</b>	<b>\$0.00</b>	<b>\$42,450.36</b>	<b>\$0.00</b>	<b>\$0.00</b>
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	(\$560.38)	\$0.00	(\$1,507.06)	\$0.00	\$0.00
138 Friend Feeding Friends	(\$7,482.01)	\$0.00	(\$21,900.28)	\$0.00	\$0.00
145 Fellowship Committee	(\$186.15)	\$0.00	(\$801.11)	\$0.00	\$0.00
<b>Restricted Expenses</b>	<b>(\$8,228.54)</b>	<b>\$0.00</b>	<b>(\$40,389.12)</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>RESTRICTED ACCOUNTS</b>	<b>(\$4,686.59)</b>	<b>\$0.00</b>	<b>\$2,061.24</b>	<b>\$0.00</b>	<b>\$0.00</b>
156 Unrealized Gains/Losses, Securities	\$18,742.84	\$0.00	\$9,987.41	\$0.00	\$0.00
<b>NET INCOME</b>	<b>\$18,379.57</b>	<b>\$2,010.75</b>	<b>\$21,212.16</b>	<b>(\$1,765.25)</b>	<b>\$12,436.00</b>

## Finance Committee Meeting Minutes – July 13, 2025

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

Excused – Jon Moss

Call to Order - The meeting was called to order at 11:45 AM

Minutes - The minutes of the May 4, 2025 meeting were approved.

Financial Statements - The committee reviewed and discussed the May 31, 2025 financial statements and committee reports.

Next Meeting - The next meeting is scheduled for Sunday, September 14, 2025.

Note: A meeting may be scheduled in August if further information is available regarding the Luther Hall Renovation Project or the SunSource Solar proposal.

Adjournment - The meeting was adjourned at 12:05 PM.

Respectfully Submitted,

Marcia Sander