

Lutheran Church of the Incarnation Council Meeting Minutes
April 21, 2020, 6:30 pm

Council Member Roster: Carol Huegli (2020), David Hartley (2022), Paul Kolarik (2021), Karl Larson (2022), Becky Linvill (2022), Pr. Dan Smith, Craig Copelan (2021), Jeff de Ropp (2020) Damian Genetos

Not in Attendance: David Kukis, Lori Martin Bodhiprasart

- A. Introduction: Carol Huegli and Pr. Dan Smith
 - I Welcome
 - II Devotion
 - III Weather Reports
 - IV Reading of the Behavioral Covenant- next reading scheduled May 12, 2020
 - V Brainstorming: Improving the Health of the Congregation: Paul Kolarik, Carol Huegli
- Carol posed two questions for the meeting participants to consider in response to the COVID 19 shutdown.
- a. What can we do to help the church body?
 - b. How will our worship change when we reopen?

Becky - What can I do to help our church now? -Have a regular check in with people perhaps start with the people who did every member visits.

Lori and Becky volunteered to start a book group via Zoom call probably on Wednesday evenings.

Craig A. -Could we use the church Zoom account to hold our men's group meetings. Becky and Craig will follow up about how this is done as Becky takes care of the church account.

David- Are there ways to facilitate meetings for kids

Paul- Church activities have stopped virtual meetings seem to be stepping in how can we increase this. Consider putting tiny houses in the back of our property.

Jeff D. – I like the daily devotions that have become part of our church life.

Dan- When you take a lot of things away you find out what is most important. Video services are important and have provided us with a means to continue our services but we need to be aware that not all are able to access the internet and how we need to respond to this.

Karl- Keeping up with daily devotionals and finding ways to connect are important.

Carol- Carol has been making masks for women in need and would like to make them for people in the church. Really happy that YouTube videos have worked well to bring worship to our homes.

B. Approval of April 8 meeting minutes: Craig

Motion #2019/20-028 M/S/C Huegli, Hartley

C. Treasurers Report or review of Income Statement: Dave Kukis

D. Council Member Action Items: Carol Huegli

1. Pastor's Report – A discussion about how to reopen the church

- Criteria for reopening the church
- Guidelines and dates. Good practices and how they align with worship
- How to encourage compliance with social distancing and other suggested practices.

Discussion and Possible Motion: A task force may be needed to look closely at how we can reopen and gather for public worship and honor the requirements that the state, county, has for social distancing, The task force would prepare a plan for the council to review, revise and approve. A preliminary report would be available by mid May.

Motion #2019/20-029 M/S/C Copelan, Kolarik

COVID 19 special fund- a discussion of special funds
Discussion and Possible Motion

A suggestion was provided by Vern Holmes to consider the creation of a COVID 19 fund if people wanted to donate toward this worthy cause. Potential places that this fund could be directed would be toward congregation members who have financial needs due to the economic changes resulting from the COVID 19 shut down. The topic was thoroughly discussed and it was decided that while this was a worthy idea that the existing Pastors Discretionary fund served this purpose and at this time there was not a need for a second fund.

Dan noted that he had heard from Paul Boulware of the Family Network about the Yolo county foster system he is looking to place young people and volunteers who might be interested in receiving training about this program.

Dan noted that for the next four Sundays he will be teaching a course for the adult forum. There were suggestions about how to better advertise this sort of thing, announcements during daily devotions and at the end of online services were examples.

E. Committee, Task Force and Presidents reports (Information only may be a verbal report)

President's Report, Carol

CARES Act Loan Update – the status of the forgivable loan that the council agreed to pursue, after review the bankers who reviewed our application felt that we would be eligible for less than the 43,000 originally sought and that we would be eligible for up to 23,000. Jeff noted that the bank would be back to us in response to our request.

Thrivent Mortgage Assistance Update- defers mortgage payment for three months Paul has sent

this in and has not heard back as of this date.

Personnel Report, Jeff - Changes due to salary revisions have been implemented.

SRTF, Craig no report, no meetings due to COVID 19 shutdown.

Social Justice Committee, Becky - there will be an online legislative visit program held during the month of May organized by the Lutheran Office of Public Policy. The program will be coordinated and organized by Regina Banks.

Education Committee- David – no report.

April 2020 Income

Date	Payee/Description	Undesignated		Reserves	Benevolence	Protected Reserves		Other	Total
		Offerings/misc	Rents			Columbarium	Endowment		
04/05/20	Offerings	13,080.00	1,542.18	650.00	15.00	0.00	0.00	0.00	15,287.18
04/12/20	Offerings	17,500.00	100.00	4,140.00	160.00	0.00	0.00	0.00	21,900.00
04/13/20	Paypal Offerings	4,441.36	0.00	304.82	97.50	0.00	0.00	0.00	4,843.68
04/25/20	Interest FNB Money Market								0.00
04/30/20	Offerings								0.00
04/30/20	Paypal Offerings								0.00
04/30/20	Interest Mission Investment Fund								0.00
Total		35,021.36	1,642.18	5,094.82	272.50	0.00	0.00	0.00	42,030.86

Mission Support: 5.5% of undesignated income

2,016.49

April 2020 Designated Giving

Date	Payee/Description	Benevolence		Reserves			Protected Reserves	
		March MMP: Amor	Easter Offerings: Pine Tree Garden	20776 Sanctuary Renovation	20559 Major Maintenance Reserve	20605A Fair Trade Coffee	Columbarium	Endowment
04/05/20	Offerings	15.00		100.00	500.00	50.00		
04/12/20	Offerings	100.00	60.00	4,140.00				
04/13/20	Paypal Offerings	97.50		304.82				
04/25/20	Interest FNB Money Market							
04/30/20	Offerings							
04/30/20	Paypal Offerings							
04/30/20	Interest Mission Investment Fund							
Total to Date		212.50	60.00	4,544.82	500.00	50.00	0.00	0.00

**Lutheran Church of the Incarnation
Treasurer's Report
March 31, 2020**

Bank Accounts

FNB Checking (Operating Cash)

Balance Forward	137,811.35
Deposits March 2020	32,535.95
Expenditures March 2020	52,880.16 *
Closing Balance 03/31/20	117,467.14

Mission Investment Fund (Operating Cash)

Balance Forward	34,236.06
Deposits March 2020	TBA
Expenditures March 2020	0.00
Closing Balance 03/31/20	34,236.06

FNB Money Market (Protected Reserves)

Balance Forward	34,552.56
Deposits March 2020	25,002.18 *
Expenditures March 2020	0.00
Closing Balance 03/31/20	59,554.74

* \$25,000 (the Endowment Fund) was transferred from FNB Checking to FNB Money Market in March

Cumulated Surplus / Deficit on 03/31/20

Total FNB Checking + Mission Investment Fund	151,703.20
Less: Operating Reserves	192,930.86
Operating Cash Deficit 03/31/20	-41,227.66

Mortgage Principal Balance

Thrivent First Mortgage as of 04/01/20 511,741.48

Reserves 03/31/20

Operating Reserves:

Special Benevolences	0.00
Fair Trade Coffee Project	825.38
Offering Envelopes	37.00
Memorial Fund	11,856.41
Worship/Music Reserve	2,351.18
Flower Fund	971.09
Pastor's Discretionary Fund	1,883.57
Caregivers Fund	148.57
Children's Ministry	
(Mount Cross Scholarships)	1,215.97
Day Camp	627.81
Nursery Supplies/Equip	623.07
Mission Trip Fund	4,213.01
Youth	1,809.18
Hospitality	443.98
Major Maintenance Reserve	24,836.21
Building Fund	745.00
Sanctuary Renovation	108,243.43
Property Infrastructure Fund	32,100.00
Total Operating Reserves	192,930.86

Protected Reserves

Endowment Fund	25,000.00
Columbarium Fund	22,000.00
Columbarium Niche Purchases	12,554.74
Total Protected Reserves	59,554.74

Income

Income	Jan-Feb 2020	March 2020	YTD
Offerings and Rents (undesigned)	49,982.09	26,482.63	76,464.72
Designated Benevolence	855.00	715.27	1,570.27
Designated for Reserve Accounts	16,689.60	5,338.05	22,027.65
Designated for Columbarium	107.14	2.18	109.32
Other	400.00	0.00	400.00
Total Income	68,033.83	32,538.13	100,571.96

Benevolence

Budgeted Benevolence	Jan-Feb 2020	March 2020	YTD
Mission Support (5.5%)	2,749.02	1,456.54	4,205.56

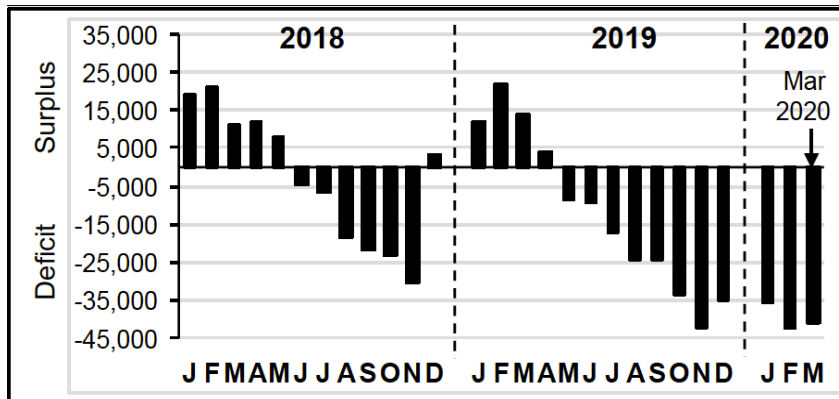
Designated Benevolences	Jan-Feb 2020	March 2020	YTD
Additional mission support	0.00	0.00	0.00
Jan MMP: Yolo Crisis Nursery	345.00	0.00	345.00
Feb MMP: The Belfry/LEVN	290.00	100.00	390.00
March MMP: St. John's Program for Real Change	0.00	575.27	575.27
April MMP: Amor	0.00	0.00	0.00
Easter Offerings: TBA	0.00	0.00	0.00
May MMP: Yolo County Food Bank	0.00	0.00	0.00
June MMP: 4th and Hope	0.00	0.00	0.00
July MMP: Lutheran World Relief	0.00	0.00	0.00
Aug MMP: AMPARRO	0.00	0.00	0.00
Sept MMP: CASA	120.00	40.00	160.00
Oct MMP: CLU / PLTS	0.00	0.00	0.00
Nov MMP: Interfaith Rotating Winter Shelter	100.00	0.00	100.00
Dec MMP: Lutheran Hunger Appeal	0.00	0.00	0.00
Christmas Offerings: Future Development Youth Ctr	0.00	0.00	0.00

Gifts specified by Social Justice Committee

Quilts for LWR	0.00	0.00	0.00
TBA	0.00	0.00	0.00
TBA	0.00	0.00	0.00
TBA	0.00	0.00	0.00
TBA	0.00	0.00	0.00

Total Benevolence **5,775.83**

Total Benevolence as % of regular income **7.6%**



LCI cash balance history, 2018 to the present

Lutheran Church of the Incarnation

Budget vs. Spending Jan - March 2020

Account Number	Account name	2020 Budget	Total Jan-Mar 1st Qtr	Percent of Budget
60000	Benevolence Funds			
60100	Synod Mission Support	19,250.00	4,205.56	21.8
61000	Worship			
61200	Altar Supplies	1,500.00	0.00	0.0
61201	Pulpit Supply/Guests	2,450.00	25.00	1.0
61202	Music Licenses and Worship Supplies	2,000.00	314.80	15.7
61203	Rooted Service	600.00	0.00	0.0
61204	Chancel Choir	350.00	0.00	0.0
61209	Special Music	600.00	0.00	0.0
61213	Organ and Piano Maintenance	400.00	120.00	30.0
61215	Devotional Booklets	180.00	222.39	123.6
62000	Witness			
62300	Social Justice Committee	1,100.00	0.00	0.0
62301	Pastor Outreach	800.00	54.00	6.8
64000	Learning			
64500	Sunday School	750.00	0.00	0.0
64501	Confirmation Ministry	1,160.00	0.00	0.0
64502	Adult Education-Bible Studies	150.00	73.71	49.1
64503	Nursery Supplies & Equipment	100.00	0.00	0.0
64504	Lutheran College Scholarships	500.00	0.00	0.0
64505	Membership Classes	100.00	0.00	0.0
64506	Elementary Retreat	550.00	0.00	0.0
64551	Youth - LCI Activities	2,520.00	98.40	3.9
65000	Congregational Events			
65600	Synod Assembly	1,500.00	0.00	0.0
65601	Council Retreat	100.00	0.00	0.0
65602	Lutheran Magazine	20.00	0.00	0.0
65603	Congregational Events	500.00	39.99	8.0
65605	Hospitality	1,200.00	136.82	11.4
65612	Professional Leadership Conference	500.00	18.00	3.6
66000	Stewardship			
66650	Offering Envelopes	450.00	0.00	0.0
66652	Stewardship Development	500.00	0.00	0.0
67000	Administration			
67700	Office Supplies and Equipment	7,500.00	2,416.33	32.2
67701	Postage	550.00	111.80	20.3
67703	Social Media and Advertising	2,500.00	1,176.20	47.0
67704	Bookkeeper	3,900.00	975.00	25.0

Account Number	Account name	2020 Budget	Total Jan-Mar 1st Qtr	Percent of Budget
68000	Property General Maintenance			
68750	General Maintenance and Supplies	5,700.00	519.90	9.1
68751	City Services	7,500.00	1,786.34	23.8
68752	Telephone	3,200.00	651.05	20.3
68753	Fire System	1,440.00	358.80	24.9
68754	Utilities - PG&E	3,300.00	2,669.48	33.0
68755	Utilities - Solar	4,800.00	0.00	
68756	Property Insurance	6,765.00	1,612.50	23.8
68757	Cleaning Services	12,600.00	2,254.00	17.9
68772	Mortgage (est 2015) Interest	36,660.00	6,578.81	25.0
20774	Mortgage Principal		2,586.19	
70000	Support Staff			
70701	Administrative Asst Pay	22,000.00	4,337.59	19.7
70703	Youth Director Salary	19,620.00	4,905.00	25.0
70704	Youth Director Continuing Ed	500.00	0.00	0.0
70705	Nursery Caregivers Pay	4,000.00	695.92	17.4
70706	Music Director Pay	24,000.00	6,000.00	25.0
70707	Music Director Continuing Ed	500.00	0.00	0.0
70709	Cantor Pay	3,600.00	0.00	0.0
70710	Substitute Musician	900.00	0.00	0.0
70720	Workers Compensation Insurance	1,200.00	1,320.00	110.0
70721	Payroll Taxes	7,500.00	1,940.91	25.9
70722	Payroll Service fees	2,000.00	479.42	24.0
71000	Pastors Compensation Package			
71900	Defined Compensation			
71901	Net Salary	44,932.00	8,946.36	25.0
71902	Elective Deductions: FSA, Pension		2,286.60	
71903	Housing Allowance	44,400.00	11,100.00	25.0
71904	Benefits: Retirement	8,933.16	2,233.29	25.0
71905	Benefits: Health	34,572.00	8,643.00	25.0
71906	Benefits: Disability	1,399.92	335.01	23.9
71907	Benefits: Retiree Support	625.32	156.33	25.0
71910	Benefits: Basic Group Life	625.32	156.33	25.0
71911	Professional Reimbursements	3,000.00	137.00	4.6
TOTAL		360,552.72	82,677.83	22.9

Pastor's Report to Council

Lutheran Church of the Incarnation

Pastor Dan Smith

April 21, 2020 – Zoom Call

Action Items:

- Shall we establish a task force for reopening the church? Decisions must follow state guidelines and consider not only dates but also practices to keep the congregation safe. Task force could report back in May recommendations. In the meantime we will continue online worship as we have been doing.
- Shall LCI establish a COVID-19 special fund to receive \$1,200 gifts from church members who may want to donate them? Its purpose would be for specific mission causes, which we could decide tonight: e.g. donate to Amor 365, Yolo Food Bank, etc. We could decide that as a Council or ask Social Justice or another sub group to decide.

Background information:

- Criteria for reopening the church - should follow state guidelines and consider not only dates but also practices: e.g. social distancing (setting up chairs proper distance from one another), passing of the peace (no handshaking), how to share communion safely, plenty of hand sanitizing stations, etc. An issue might be how to “enforce” new rules about social interaction that might spread disease. This is a question of risk management that is independent of whatever date we decide to gather again. A task force should include the pastor and people like Craig Lundgren and either Kevin or Lee Grayson or both (note Kevin is an epidemiologist and Lee works as a dental hygienist, so is in a very high-risk profession).
- “COVID-19 fund”. An apology may be in order here to the Executive Committee since a letter went out mentioning a discussion that never quite happened. Vern Holmes’ letter suggests that seniors – or those who do not need them (and *only* those who do not need them) – donate some or all of the \$1,200 checks the government will send. Among other things, the money could go to support Amor Ministries, the Yolo Food Bank or other relief work in the community. Note that if we do *not* establish such a fund, people could still choose to donate to the church and/or direct the funds toward a specific mission project.

Information Items:

A lot has changed in the last month! Here’s what the staff is doing:

- Weekly services posted to YouTube; bulletins posted to LCI website.
- Pastor’s Daily Devotions.
- Weekly staff meetings, followed by Wednesday Weekly updates to congregation by email.
- I will teach a Zoom Bible study at 11am the next four Sundays
- Lindsey and I are teaching a condensed Confirmation class last Sunday and the next two Sundays.
- Lindsey is leading a Zoom youth gathering; working on how to present quilts to HS seniors.

- Jeff S. is preparing music at home and participating in worship planning in Zoom staff meetings.
- I am checking and routing mail, writing thank you notes to people donating, calling church members; I have delivered a few laptops to seniors who don't have tech (still have one available, if you know of a need!). And providing pastoral care, especially for those who are sick and dying (we have a few, although no COVID-19 cases that I know of).

What you can do:

- If you haven't already, visit our Facebook page and click "like" – that will help raise the online profile of our church.
- Tell others about daily devotions and Sunday worship services.
- Let me know if you have pastoral care needs or interests.
- Be prepared for a long haul; this may go on longer than any of us anticipates or would like.

In the Wider Church/in the community:

- The Synod Assembly has been postponed to the Fall, probably **the last weekend in September, 2020 in Fresno**. Kenny and Courtney Doss have agreed to attend; unsure about how this will unfold – will keep you posted.
- Family Hope Network – seeking support from congregations in Yolo County for children in the foster care system who will ultimately return to their families. Learned about this on a call today with Paul Boulware. Plan to share information with SJ committee and with congregation for those who might be interested.