

# Lutheran Church of the Incarnation Council Meeting Minutes

March 10, 2026 at 6:30 pm

Council Member Roster: Tim Paulson – President (2026), Karen Slabaugh – Vice President (2027), ~~Kathryn Schnaible (2026)~~, Kenny Doss – Secretary (2026), Ralph Holderbein (2027), Mark Bandstra (2027), Judy Hull (2028), Adam Zufall (Filling 2028 Vacancy Through 2026), ~~Dan Walker (2028)~~, and Pr. Dan Smith  
Scheduled Attendees: Regina Banks – Pastoral Intern, Courtney Doss – Treasurer

## 1. Introduction: Tim (6:35pm)

- Tim brought the meeting to order at 6:35pm
- Dan W. and Kathryn were absent from the meeting

## 2. Approval of Meeting Agenda: Kenny (6:36pm)

- a. Voting Item – Requested Action: Approved agenda as written
- Kenny made a motion to approve the agenda as written. Second: Karen. Vote 7-0-0. Motion passes.

## 3. Prayer/Devotion: Pastor Dan (6:36pm)

## 4. Treasurer's Report: Courtney (6:40pm)

- Ralph arrived at 6:43pm
  - a. Review financial reports
- Courtney introduced a new format for financial reports presented to Council. General discussion regarding amount of expenditures to date in relation to annual budget.
  - b. Discuss financial contribution to Belfry Campus Ministry
- Continued discussion regarding this topic from previous meeting. Discussion regarding grant funding opportunities from Lutheran Office of Public Policy – California. Long term goal discussed of adding the Belfry as a line item in the annual budget.
  - c. Musician pay update from Executive Committee
- Executive Committee reported to council that the current musician will be paid \$175/week. The synod recommended payment for a fill-in musician is \$125/service.
  - d. Voting Item: Approve signator(ies) for financial accounts – Requested Action: Deliberate and vote to approve signator(ies) for financial accounts
- Some of the current signatories on LCI financial accounts are no longer on Council. Tim proposed that the signatories for LCI financial accounts be updated to Courtney Doss, Tim Paulson, Karen Slabaugh, and Sue Westwood.
- Judy made a motion to authorize the previously identified people to be signatories for LCI financial accounts. Second: Adam. Vote 7-0-1. Motion passes. Courtney Doss, Tim Paulson, Karen Slabaugh, and Sue Westwood are approved signatories on LCI financial accounts.

## 5. Pastor's Report: Pastor Dan (7:06pm)

- a. Review written report
- b. Follow up on property office space rental request
- Council concluded that the individual interested in renting office space on the LCI property should make a proposal to council.

## 6. President's Report: Tim (7:27pm)

- a. AED update – Purchase/Install (Tim/Dan W.)
- Council decided to postpone follow up on this topic until next meeting in April.
  - b. Council member terms ending May 2026: Tim, Kathryn, Kenny, and Adam
    - i. Form nominating committee by April 2 – Report due by May 12
    - ii. Electing Congregational Meeting – May 17
    - iii. Election of Officers after Electing Meeting
      - 1. Officers are President, Vice President, Secretary, Treasurer, Financial Secretary
    - iv. New Officers/Council Members begin service June 2026
- General discussion regarding succession planning. Kenny announced that he will not be serving on Council for another three-year term. Tim indicated that the Nominating Committee has already been

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formed.

c. Statement of Information – CA Non-Profit Corporation: Due 3/31/2026

- Tim attempted to complete this form online, but was unsure of cost involved to file the form with the State. Tim will either complete the form himself or have Sue Westwood complete the form, as Sue signed the form for the previous submittal two years ago.

### 7. Approval of February Council Meeting Minutes: Kenny (7:34pm)

a. Emailed on 3/8 for council review. Post on website after approval.

i. Voting Item – Requested Action: Approve minutes as written

- Prior to vote, Mark commented as to the specifics of the Eagle Scout project described in the February meeting minutes. To clarify, the Eagle Scout project involves installation of a concrete pad and bench next to the bus stop along Russell Boulevard on the LCI property.
- Tim made a motion to approve the minutes as written. Second: Karen. Vote: 8-0-0. Motion passes.

### 8. Other Reports (7:36pm)

a. Wifi/Internet Upgrade Update (Mark)

- Council decided to postpone follow up on this topic until next meeting in April.

b. Property Committee Updates (Kenny)

i. Water leak repair and sewer charges

- Identified leak in the process of repair. Once leak is fixed, LCI can request a sewer rate adjustment with the City for sewer water rates.

ii. Janitorial service cost increase

- Discussion regarding increase of weekly cleaning services to \$275. A review of the budget indicates that this increase will remain close to budgeted amount.

iii. Landscaping work days on 3/6 and 3/7

c. Other General Liaison Reports (Education, Worship/Music, Hospitality, Social Justice, Stewardship)

i. Adopt-A-Highway Cleanup Day: 3/21 at 7:00am

- Worship/Music: Review position description to fill vacant worship musician position. Busy with Lent and Easter planning and other activities.
- Social Justice: Karen Hamilton joined committee. Participation in 3/28 No Kings/Indivisible Yolo march in Sacramento. Planning for Christian Nationalism movie showing on 4/26.

### 9. Other Business

- Ralph requested reimbursement of approximately \$2,000 for purchase of microphones. Council discussed this reimbursement as well as process for other similar reimbursement requests that may occur in the future.
  - a. Continue to post Council agendas/minutes on LCI website
  - b. Sunday Property Closer for March: Ralph | April: Mark

Adjourn 8:09pm

Next Executive Committee Council Meeting = April 7 at 6:00pm

- Please provide agenda topics to Secretary by this date

Secretary to send out/publish agenda = April 12

- Please provide all supplementary materials to Secretary by this date

Next Council Meeting = April 14 at 6:30pm

Reported by: Kenny Doss, LCI Secretary



## Lutheran Church of the Incarnation 2026 Budget vs Actual

Date: 3/6/2026

Income	2026 Planned	Actual January 2026	Actual February 2026	Actual thru 3/1/2026	
<b>41000 Income</b>					
41100 Offerings		32,499.03	28,957.30	61,456.33	
41310 Rents Applegate Nursery		2,210.00	2,210.00	4,420.00	
41320 Rents Other		340.00	326.00	666.00	
41400 Other Misc Income		20.61	156.00	176.61	
<b>Total for 41000 Income</b>	<b>364,856.29</b>	<b>35,069.64</b>	<b>31,649.30</b>	<b>66,718.94</b>	

Expenses	2026 Budget	Actual January 2026	Actual February 2026	Actual thru 2/27/2026	% of budget spent to Date
<b>60000 Synod</b>					
60100 Synod Mission Support	19,693.00	-	-	-	0%
<b>Total 60000 Budgeted Synod Support</b>	<b>19,693.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

<b>61000 Worship</b>					
61200 Worship/Altar Care	1,500.00	-	267.04	267.04	18%
61202 Worship Resources	2,580.00	-	-	-	0%
61203 Rooted Service	700.00	-	-	-	0%
<b>Total 61000 Worship</b>	<b>4,780.00</b>	<b>-</b>	<b>267.04</b>	<b>267.04</b>	<b>6%</b>

<b>62000 Witness</b>					
62300 Social Justice Committee	3,000.00	-	-	-	0%
62301 Pastor Outreach	1,000.00	54.49	32.01	86.50	9%
<b>Total 62000 Witness</b>	<b>4,000.00</b>	<b>54.49</b>	<b>32.01</b>	<b>86.50</b>	<b>2%</b>

<b>64000 Learning</b>					
64500 Sunday School	50.00	-	-	-	0%
64501 Confirmation Ministry	200.00	-	-	-	0%
64505 Membership Classes	100.00	-	-	-	0%
64502 Adult Education-Bible Studies	150.00	-	-	-	0%
65550 Internship Learning	500.00	-	-	-	0%
64551 Youth - LCI Activities-DPYC	1,590.00	-	-	-	0%
<b>Total 64000 Learning</b>	<b>2,590.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>

<b>65000 Congregational Events</b>					
65600 Synod Assembly	2,500.00	-	-	-	0%
65601 Council Retreat	500.00	-	-	-	0%
65603 Congregational Events	750.00	-	-	-	0%
65605 Hospitality	750.00	-	-	-	0%
65612 Pr. Prof Leadership	550.00	-	-	-	0%

<b>Total 65000 Congregational Events</b>	<b>5,050.00</b>	-	-	-	0%
<b>66000 Stewardship</b>					
66000 Stewardship	300.00	-	-	-	0%
<b>Total 66000 Stewardship</b>	<b>300.00</b>	-	-	-	0%
<b>67000 Administration</b>					
67700 Office Supplies & Equipment	7,250.00	468.23	594.17	1,062.40	15%
67703 Social Media & Advertising	1,200.00	-	195.00	195.00	16%
67704 Bookkeeper	9,000.00	1,050.00	889.72	1,939.72	22%
<b>Total 67000 Administration</b>	<b>17,450.00</b>	<b>1,518.23</b>	<b>1,678.89</b>	<b>3,197.12</b>	18%
<b>68000 Property General Maintenance</b>					
68750 General Maintenance & Supplies	5,800.00	153.13	1,344.02	1,497.15	26%
68751 City Services	11,000.00	984.42	1,314.34	2,298.76	21%
68752 Telephone	2,000.00	167.88	167.88	335.76	17%
68753 Fire System	2,100.00	1,452.00	-	1,452.00	69%
68754 Utilities - PG&E	7,500.00	1,266.00	1,400.40	2,666.40	36%
68755 Utilities - Solar	4,200.00	350.00	350.00	700.00	17%
68756 Property Insurance	8,698.00	8,703.00	(595.00)	8,108.00	93%
68757 Cleaning Services	14,000.00	1,000.00	1,000.00	2,000.00	14%
68772 Mortgage principal & interest	36,660.00	1,888.33	1,883.35	3,771.68	10%
68780 Landscaping	6,000.00	-	500.00	500.00	8%
<b>Total 68000 Property General Maintenance</b>	<b>97,958.00</b>	<b>15,964.76</b>	<b>7,364.99</b>	<b>23,329.75</b>	24%
<b>70000 Support Staff</b>					
70701 Administrative Asst Pay	18,478.00	1,158.23	1,204.38	2,362.61	13%
70703 Youth Director Salary	17,903.52	1,675.88	1,675.88	3,351.76	19%
70708 Church musician (net)	9,125.00	305.00	488.00	793.00	9%
70709 Cantor Pay	5,200.00	419.20	-	419.20	8%
70710 Substitute Musician	900.00	-	-	-	0%
70711 Pulpit Supply/Guests	3,900.00	-	-	-	0%
70712 Pastoral Intern	3,000.00	-	-	-	0%
70720 Workers Compensation Insurance	1,600.00	-	-	-	0%
70721 Payroll Taxes	10,500.00	290.38	311.57	601.95	6%
70722 Payroll Service Fees	2,400.00	324.88	622.82	947.70	39%
<b>Support Staff Total</b>	<b>73,006.52</b>	<b>4,173.57</b>	<b>4,302.65</b>	<b>8,476.22</b>	12%
<b>71000 Pastors Compensation Package</b>					
71901 Net Salary	66,454.85	5,060.02	5,060.02	10,120.04	15%
71902 Elective Deductions - FSA, Pension					
71903 Housing Allowance	44,400.00	3,700.00	3,700.00	7,400.00	17%
71904 Benefits- Retirement	10,923.36	910.28	910.28	1,820.56	17%
71905 Benefits- Health	5,893.56	-	-	-	0%
71906 Benefits- Disability	983.16	27.31	27.31	54.62	6%

71910 Benefits- Basic Group Life	873.84	18.21	18.21	36.42	4%
71911 Professional Reimbursements	3,000.00	701.00	29.00	730.00	24%
71912 Tax Offsets (Gross Up)	7,500.00	-	-	-	0%
<b>Total 71000 Pastors Compensation Package</b>	<b>140,028.77</b>	<b>10,416.82</b>	<b>9,744.82</b>	<b>20,161.64</b>	14%
<b>Total of 70000 &amp; 71000</b>	<b>213,035.29</b>	<b>14,590.39</b>	<b>14,047.47</b>	<b>28,637.86</b>	13%
<b>Total Expenses (Budgtd or Actual)</b>	<b>364,856.29</b>	<b>32,127.87</b>	<b>23,390.40</b>	<b>55,518.27</b>	15%

# Balance Sheet

## Lutheran Church of the Incarnation

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF FEBRUARY 28, 2026	AS OF DECEMBER 31, 2025 (PP)	\$ CHANGE (PP)
<b>Assets</b>			
Current Assets			
Bank Accounts			
4 MM - First Northern Bank	69,858.57	69,835.61	22.96
8 First Northern Bank - operating	225,009.17	217,847.45	7,161.72
<b>Total for Bank Accounts</b>	<b>\$294,867.74</b>	<b>\$287,683.06</b>	<b>\$7,184.68</b>
<b>Total for Current Assets</b>	<b>\$294,867.74</b>	<b>\$287,683.06</b>	<b>\$7,184.68</b>
Fixed Assets			
10000 Land	418,822.93	418,822.93	0.00
11000 Church Building	319,896.49	319,896.49	0.00
12000 Fellowship Hall	1,749,202.30	1,749,202.30	0.00
15000 Personal Property	60,154.11	60,154.11	0.00
<b>Total for Fixed Assets</b>	<b>\$2,548,075.83</b>	<b>\$2,548,075.83</b>	<b>\$0.00</b>
<b>Total for Assets</b>	<b>\$2,842,943.57</b>	<b>\$2,835,758.89</b>	<b>\$7,184.68</b>
<b>Liabilities and Equity</b>			
Liabilities			
Current Liabilities			
Other Current Liabilities			
20115 Special Benevolences	970.00	3,554.00	-2,584.00
<b>Total for Other Current Liabilities</b>	<b>\$970.00</b>	<b>\$3,554.00</b>	<b>-\$2,584.00</b>
<b>Total for Current Liabilities</b>	<b>\$970.00</b>	<b>\$3,554.00</b>	<b>-\$2,584.00</b>
Long-term Liabilities			
20774 Mortgage - regular	439,807.85	442,146.17	-2,338.32
<b>Total for Long-term Liabilities</b>	<b>\$439,807.85</b>	<b>\$442,146.17</b>	<b>-\$2,338.32</b>
<b>Total for Liabilities</b>	<b>\$440,777.85</b>	<b>\$445,700.17</b>	<b>-\$4,922.32</b>
Equity			
20213 Worship/Music Reserve	7,203.44	7,203.44	0.00
20214 Flower Fund	-207.89	-207.89	0.00
20301 Pastor's Discretionary Fund	-749.73	-849.73	100.00
20500 Youth / Day Camp / Mt. Cross	4,276.03	4,276.03	0.00
20551 Mission Trip Fund	4,233.01	4,233.01	0.00
20614 Hospitality	1,361.36	1,361.36	0.00
20759 Major Maintenance Reserve	104,135.28	103,135.28	1,000.00
20760 Columbarium Fund	43,571.52	43,560.04	11.48
20761 Columbarium Niche Purch-Exp	-234.00	-234.00	0.00
20776 Sanctuary Renovation	379.65	379.65	0.00
20777 Property Infrastructure Reserve	195.00	195.00	0.00

# Balance Sheet

## Lutheran Church of the Incarnation

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL		
	AS OF FEBRUARY 28, 2026	AS OF DECEMBER 31, 2025 (PP)	\$ CHANGE (PP)
21000 Moren Fund			
21100 Moren Social Justice Fund	15,000.00	15,000.00	0.00
21150 Moren Synod Mission Fund	5,000.00	5,000.00	0.00
21200 Moren Highway Cleanup Fund	2,000.00	2,000.00	0.00
21250 Moren Sanctuary Banner Fund	1,722.50	1,722.50	0.00
21300 Moren Quilting Supplies Fund	2,783.37	3,000.00	-216.63
21350 Moren General Maintenance Fund	10,000.00	10,000.00	0.00
<b>Total for 21000 Moren Fund</b>	<b>\$36,505.87</b>	<b>\$36,722.50</b>	<b>-\$216.63</b>
24151 Endowment Fund	30,472.40	30,460.92	11.48
30000 Opening Bal Equity	110.00	110.00	0.00
AMOR Scholarships	2,390.00	2,390.00	0.00
Banners	3,377.50	3,377.50	0.00
32000 Unrestricted Net Assets	2,153,945.61	2,146,637.70	7,307.91
Net Income	11,200.67	7,307.91	3,892.76
<b>Total for Equity</b>	<b>\$2,402,165.72</b>	<b>\$2,390,058.72</b>	<b>\$12,107.00</b>
<b>Total for Liabilities and Equity</b>	<b>\$2,842,943.57</b>	<b>\$2,835,758.89</b>	<b>\$7,184.68</b>

# Profit and Loss

## Lutheran Church of the Incarnation

February 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JAN 1 - FEB 28 2026 (YTD)
<b>Income</b>		
41000 Income		
41100 Offerings	28,957.30	61,456.33
41310 Rents Applegate Nursery	2,210.00	4,420.00
41320 Rents Other	326.00	666.00
41400 Other Misc Income	156.00	176.61
<b>Total for 41000 Income</b>	<b>\$31,649.30</b>	<b>\$66,718.94</b>
<b>Total for Income</b>	<b>\$31,649.30</b>	<b>\$66,718.94</b>
<b>Gross Profit</b>	<b>\$31,649.30</b>	<b>\$66,718.94</b>
<b>Expenses</b>		
61000 Worship		
61200 Altar Supplies	267.04	267.04
<b>Total for 61000 Worship</b>	<b>\$267.04</b>	<b>\$267.04</b>
62000 Witness		
62301 Pastor Outreach	32.01	86.50
<b>Total for 62000 Witness</b>	<b>\$32.01</b>	<b>\$86.50</b>
67000 Administration		
67700 Office Supplies & Equipment	594.17	1,062.40
67703 Social Media & Advertising	195.00	195.00
67704 Bookkeeper	889.72	1,939.72
<b>Total for 67000 Administration</b>	<b>\$1,678.89</b>	<b>\$3,197.12</b>
68000 Property General Maintenance		
68750 General Maintenance & Supplies	1,344.02	1,497.15
68751 City Services	1,314.34	2,298.76
68752 Telephone	167.88	335.76
68754 Utilities - PG&E	1,400.40	2,666.40
68755 Utilities - Solar	350.00	700.00
68756 Property Insurance	-595.00	8,108.00
68757 Cleaning Services	1,000.00	2,000.00
68772 Mortgage (est 2015) Interest	1,883.35	3,771.68
68780 Landscaping	500.00	500.00
68753 Fire System		1,452.00
<b>Total for 68000 Property General Maintenance</b>	<b>\$7,364.99</b>	<b>\$23,329.75</b>
70000 Support Staff		
70701 Administrative Asst Pay	1,204.38	2,362.61
70703 Youth Director Salary	1,675.88	3,351.76
70708 Pianist/Organ Pay	488.00	793.00
70721 Payroll Taxes	311.57	601.95
70722 Payroll Service Fees	622.82	947.70

# Profit and Loss

## Lutheran Church of the Incarnation

February 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JAN 1 - FEB 28 2026 (YTD)
70709 Cantor Pay		419.20
<b>Total for 70000 Support Staff</b>	<b>\$4,302.65</b>	<b>\$8,476.22</b>
71000 Pastors Compensation Package		
71900 Defined Compensation		
71901 Net Salary	4,604.88	9,209.76
71902 Elective Deductions - FSA, Pension	455.14	910.28
<b>Total for 71900 Defined Compensation</b>	<b>\$5,060.02</b>	<b>\$10,120.04</b>
71903 Housing Allowance	3,700.00	7,400.00
71904 Benefits- Retirement	910.28	1,820.56
71906 Benefits- Disability	27.31	54.62
71910 Benefits- Basic Group Life	18.21	36.42
71911 Professional Reimbursements	29.00	730.00
<b>Total for 71000 Pastors Compensation Package</b>	<b>\$9,744.82</b>	<b>\$20,161.64</b>
Unapplied Cash Bill Payment Expense		0.00
<b>Total for Expenses</b>	<b>\$23,390.40</b>	<b>\$55,518.27</b>
<b>Net Operating Income</b>	<b>\$8,258.90</b>	<b>\$11,200.67</b>
<b>Net Other Income</b>		
<b>Net Income</b>	<b>\$8,258.90</b>	<b>\$11,200.67</b>

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**Fwd: Important Update: Adjustment to Your Cleaning Service Pricing**

1 message

**lcidavis office** <lcidavis.office@gmail.com>

Thu, Feb 12, 2026 at 5:10 PM

To: Tim Paulson &lt;tpaulson57@comcast.net&gt;, Kenny Doss &lt;kenny.doss@gmail.com&gt;, LCI Treasurer &lt;lcidavis.treasurer@gmail.com&gt;

Good evening,

I received the below email this afternoon. We are going to see an increase in price for our janitorial service starting March.

Lindsey

----- Forwarded message -----

From: **Yolo Ecoclean** <yoloecocleancoop@gmail.com>

Date: Thu, Feb 12, 2026 at 12:52 PM

Subject: Important Update: Adjustment to Your Cleaning Service Pricing

To: lcidavis office &lt;lcidavis.office@gmail.com&gt;

Dear Lindsey,

We truly appreciate your trust in Yolo Eco-Clean Coop for your cleaning service needs. It has been our pleasure to provide you with high-quality, eco-friendly cleaning, and we remain committed to maintaining the exceptional service you expect from us.

Due to rising costs of supplies, wages, and operational expenses, we find it necessary to adjust our pricing. Effective **03/06/2026**, the rate for your cleaning service will be **\$275** per visit. This adjustment allows us to continue delivering the high standard of cleaning and reliability that you deserve.

We understand that any price increase is never ideal, and we have made every effort to keep this adjustment as minimal as possible. If you have any questions or concerns, please feel free to reach out to us at (530) 231-5334.

We appreciate your continued support and look forward to serving you. Thank you for being a valued client.

Best regards,

Felisa

--  
Felisa Mendez  
Cooperative Administration  
Yolo Eco Clean  
979 F St. Suite A-2, Davis, CA 95616  
Office: (530) 231-5334  
Cell: (530) 220-8695  
Web: [www.yecc.coop](http://www.yecc.coop)



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## For Council Review - Water Leak Charges

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**Courtney Doss** <courtneyhall90@gmail.com>  
To: Kenny Doss <kenny.doss@gmail.com>

Tue, Mar 3, 2026 at 1:26 PM

Sending to you since you were put in charge of the leak letter from the City - feel free to forward to the whole council or share as appropriate regarding the cost impact of this leak.

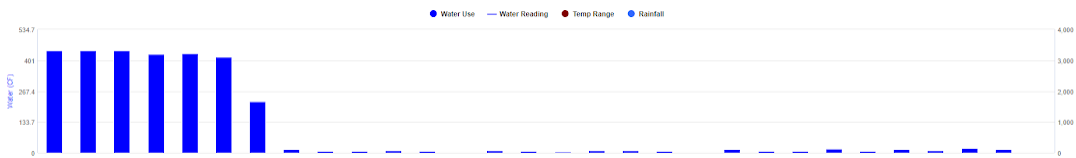
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Water use prior to leak is approximately 440 CF/day. After the leak it is 5-20 CF/day. It's not clear to me when the leak began, but it's been at least through the winter.

I will reach out to the City to request an adjustment to the sewer fee (which is based on winter water use, Nov-Feb average). We won't get any credit on the water lost to the leak but should get a sewer adjustment.

Please advise the Council that paying for a repair is necessary and justified here - the leak is stopped but we will lose the landscaping if we don't fix the irrigation leak (temporarily resolved since 2/8). We pay \$4.88 per CCF - so >\$600/month for this leak just on water charges.

Looking at the budget for City services, and expenses to date, I am tracking an overage here I think in the realm of \$2-3k, partially due to the added water costs but this line looks under-budgeted based on previous-years use before the leak was active.



## **Pastor's Report**

LCI, Mar. 2026

Pr. Dan Smith

### Information Items:

I am preparing for Lent/Easter; it's a very busy season for me liturgically, in addition to supervising our *wonderful* pastoral intern, Regina Banks.

The membership class is up and running Thursday evenings in Lent – we have six people currently; new members will be welcomed during Holy Week. I am asking ministry leaders to attend the final session, Mar. 19 to explain their ministry area and encourage the newcomers to get involved. *If you lead a ministry area, please plan to be there if at all possible!*

Danny Martinez was in touch with me about some items re: property, including the plumbing leak as well as landscaping out front (on Russell Blvd.). Going forward, it would be good to have a conversation partner after Tim's term ends to help us make decisions and keep things moving about property, landscaping, etc. I'm here all the time and have eyes on what's going on – we have a rather large piece of property to maintain, so I think we need a long-term plan for maintenance.

### In the wider church/community:

Some colleagues of mine and I had planned for second Sunday prayer vigils; we were slated to host this Sunday at LCI. However, I am pretty overloaded – if anyone would like to step up and take the lead, by all means; otherwise I think I need to let this one go...



BA20241931796



**STATE OF CALIFORNIA**  
*Office of the Secretary of State*  
**STATEMENT OF INFORMATION**  
**CA NONPROFIT CORPORATION**  
 California Secretary of State  
 1500 11th Street  
 Sacramento, California 95814  
 (916) 657-5448

For Office Use Only

**-FILED-**

File No.: BA20241931796

Date Filed: 10/31/2024

B3161-3947 10/31/2024 2:33 PM Received by California Secretary of State

Entity Details				
Corporation Name	THE LUTHERAN CHURCH OF THE INCARNATION OF DAVIS, CALIFORNIA			
Entity No.	0506735			
Formed In	CALIFORNIA			
Street Address of California Principal Office of Corporation				
Street Address of California Office	1701 RUSSELL BLVD DAVIS, CA 95616			
Mailing Address of Corporation				
Mailing Address	1701 RUSSELL BLVD DAVIS, CA 95616			
Attention				
Officers				
	Officer Name	Officer Address	Position(s)	
	Timothy Scott Paulson	620 LAUREL PLACE DAVIS, CA 95616	Chief Executive Officer	
	Kathryn Lynnette Schnaible	1872 BLOWERS DR. WOODLAND, CA 95776	Chief Financial Officer	
	Jennifer G Fortuna	3408 CUTTER PLACE DAVIS, CA 95616	Secretary	
<input checked="" type="checkbox"/> The entity's bylaws allow the CEO (President) to be the Secretary or CFO (Treasurer).				
Additional Officers				
	Officer Name	Officer Address	Position	Stated Position
	Vernon Harold Holmes	1520 CORKWOOD PLACE WOODLAND, CA 95695	Vice President	
Agent for Service of Process				
Agent Name	Timothy Scott Paulson			
Agent Address	620 LAUREL PLACE DAVIS, CA 95616			
Email Notifications				
Opt-in Email Notifications	Yes, I opt-in to receive entity notifications via email.			
Electronic Signature				
<input checked="" type="checkbox"/> By signing, I affirm that the information herein is true and correct and that I am authorized by California law to sign.				
<u>SUE WESTWOOD</u>		<u>10/31/2024</u>		
Signature		Date		



5501 US HWY 30 W  
 Fort Wayne, IN 46818  
 (800) 222-4700  
[Sweetwater.com](http://Sweetwater.com)

**Order Number** 49108105  
**Order Date** 02/13/2026  
**Ship Date** 02/14/2026  
**Delivery Method** FedEx Ground (Home)  
**Customer Number** 3320691

**Bill To:**

Ralph Holderbein  
 2055 Picasso Ave  
 Davis, CA 95618

**Ship To:**

Ralph Holderbein  
 2055 Picasso Ave  
 Davis, CA 95618

Qty	Item	Description	Total
1	LizPlatS8Tan	Acacia Audio LIZ Plat Omni ES Mic, Senn 3.5, Tan	\$186.34
1	EM100G4-A1	Sennheiser EW100 G4 Wls Rkmnt RCV, A1	\$401.78
1	SK100G4-A1	Sennheiser EW100 G4 Wls Bodypack TXM, A1	\$304.13
1	FlexWand7303	Earthworks Card Mic w/Boom & Floor Std 3-pk	\$2,463.06

**Your Sales Engineer is Josh Pippin:**

**Dear Ralph,**

If you ever have any questions or concerns, please do not hesitate to contact me at (800) 222-4700 x1749 or [josh\\_pippin@sweetwater.com](mailto:josh_pippin@sweetwater.com).  
 24-hour Product Support is also available at [Sweetwater.com/Sweetcare](http://Sweetwater.com/Sweetcare), or with our in-house SweetCare Center by phone at (800) 222-4700 (M - F 9am - 6pm, Sat 9am - 5pm).

**Sweetwater's Return Guidelines:**

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items. To make a return, simply contact your Sales Engineer to start the process. For additional information on returns, please visit [Sweetwater.com/help/](http://Sweetwater.com/help/).

<b>Subtotal:</b>	\$3,355.31
<b>Shipping &amp; Handling:</b>	\$118.45
<b>Free Shipping Promo:</b>	\$-118.45
<b>Tax:</b>	\$310.37
<b>Total:</b>	\$3,665.68
<b>Payment:</b>	\$-3,665.68
<b>Balance Due:</b>	\$0.00

**Payment Via**

MasterCard \*\*\*2401 \$3,665.68  
 2026-02-13



5501 US HWY 30 W  
 Fort Wayne, IN 46818  
 (800) 222-4700  
[Sweetwater.com](http://Sweetwater.com)

**Order Number** 49369364  
**Order Date** 03/05/2026  
**Ship Date** 03/05/2026  
**Delivery Method** UPS 2nd Day Air (Home)  
**Customer Number** 3320691

**Bill To:**

Ralph Holderbein  
 2055 Picasso Ave  
 Davis, CA 95618

**Ship To:**

Ralph Holderbein  
 2055 Picasso Ave  
 Davis, CA 95618

Qty	Item	Description	Total
1	SM81	Shure Cardioid SDC Inst Mic	\$439.00
1	XLR15	Pro Co 15' XLR-F-XLR-M Excellines Cable	\$19.99
1	XLR30-2Pk	30' XLR-F-XLR-M Excellines Cable 2Pk	\$79.98
2	XLR30	Pro Co 30' XLR-F-XLR-M Excellines Cable	
		Hold Balance as In-House Credit	

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<b>Subtotal:</b>	\$538.97
<b>Shipping &amp; Handling:</b>	\$15.61
<b>Free Shipping Promo:</b>	\$-15.61
<b>Tax:</b>	\$49.86
<b>Total:</b>	\$588.83
<b>Payment:</b>	\$-588.83
<b>Balance Due:</b>	\$0.00
<b>Payment Via</b>	
MasterCard ****2401 2026-03-05	\$632.48
Applied Credit	\$-43.65

information on returns, please visit  
[Sweetwater.com/help/](http://Sweetwater.com/help/).

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Total Paid

\$588.83

## Special Lutheran Church of the Incarnation Council Meeting Minutes - DRAFT

March 18, 2026 at 5:30 pm

Council Member Roster: Tim Paulson – President (2026), Karen Slabaugh – Vice President (2027), ~~Kathryn Schnaible (2026)~~, Kenny Doss – Secretary (2026), ~~Ralph Holderbein (2027)~~, Mark Bandstra (2027), ~~Judy Hull (2028)~~, Adam Zufall (Filling 2028 Vacancy Through 2026), ~~Dan Walker (2028)~~, and Pr. Dan Smith  
Scheduled Attendees: ~~Regina Banks – Pastoral Intern~~, Courtney Doss – Treasurer

### 1. Introduction: Tim (5:32pm)

- Tim called the meeting to order at 5:32pm
- Kathryn, Ralph, Judy, Dan W., and Regina were absent from the meeting

### 2. Review of Position Description for Church Musician

- Tim introduced the written draft of the position description. Council discussed various aspects of the draft including pay, how to advertise the position description to candidates, importance of having the church musician be involved with the choir, and how to attract viable candidates. Additional discussion regarding timeline, including a desire to have applications submitted by April 30 with interviews conducted in May 2026.
- Kenny made a motion to publicly release the position description as written. Second: Adam. Vote: 6-0-0. Motion passes

**Adjourn 5:55pm**

## **Church Musician Position Description**

Lutheran Church of the Incarnation  
1701 Russell Blvd.  
Davis, CA 95616  
(530) 756-5500  
lcidavis.org

### **DUTIES AND RESPONSIBILITIES**

1. Lead the congregational music from the piano (or organ) at all Sunday services and special services on other days, i.e. Advent and Lent mid-week services, Christmas Eve services, Ash Wednesday, Maundy Thursday and Good Friday, plus any additional services as required.
2. Communicate with the pastor regularly to coordinate hymns and other music with Scripture, liturgy and worship themes.
3. Direct - or oversee the direction - of the Choir.
4. Attend Worship & Music Committee quarterly meetings to plan worship in collaboration with lay leaders.

### **SKILLS AND QUALIFICATIONS**

1. Excellent musical skills with a strong commitment to regular practice and preparation for worship services.

2. Ability and willingness to play a variety of musical styles, from classical hymnody to contemporary praise music.
3. Good attitude and commitment to work with staff and lay musicians of all ages in a spirit of collaboration.
4. Commitment to professional development and continuing education as music and worship leader.
5. The ability to work within the worship and music budget. With input from lay leaders, be a wise steward of the church's resources.

### **ADDITIONAL INFORMATION**

This position is a hourly position at approximately 6-8 hours per week with two free Sundays per year, dates to be negotiated with the Pastor. Pay and hours will be negotiated based on experience and education. There are no benefits attached. The Church Musician is responsible to the Congregation Council of Lutheran Church of the Incarnation and reports to the Pastor.



Kenny Doss <kenny.doss@gmail.com>

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## REMINDER: Special Council meeting tonight @ 5:30pm

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Adam Zufall <admzufall@ucdavis.edu>

Wed, Mar 18, 2026 at 11:26 AM

To: Pastor Dan Smith <lcidavis.pastor@gmail.com>

Cc: Kenny Doss <kenny.doss@gmail.com>, Tim Paulson <tpaulson57@comcast.net>, Karen Slabaugh <kslabaugh@djud.net>, Kathryn Schnaible <kathryn.schnaible@icloud.com>, Ralph Holderbein <Holderbeinr@sbcglobal.net>, Mark Bandstra <mark.bandstra@gmail.com>, Judy Hull <judyhull@urcad.org>, Dan Walker <dwalker22172@gmail.com>, Regina Banks <regina.banks@elca.org>, Courtney Hall <courtneyhall90@gmail.com>

Hi all,

Thanks for the reminder Pasto Dan! See y'all then. I really like this draft, here are my thoughts to kick off the discussion:

- 1) Regarding "Duties and Responsibilities" item 1, can we explicitly state that the organ is a bonus and the piano is required?
- 2) Regarding "Duties and Responsibilities" item 1, can we list all the "additional services" explicitly? Would make me nervous as an applicant not to know what I'm signing up for. Starting a list (let me know what events I'm missing, any post-Christmas or post-Easter?)
  - Lent midweek services (Ash Wednesday + 6 Wednesdays preceding Easter)
  - Maundy Thursday
  - Good Friday
  - Easter Vigil (Saturday preceding Easter)
  - Advent midweek services (4 Wednesdays preceding Christmas)
  - Christmas Eve
  - Funerals as necessary
  - Wedding as necessary
- 3) Regarding "Duties and Responsibilities" item 2, can we clarify that there is a committee that chooses the music? The wording could be interpreted that the church musician is responsible for choosing the music.
- 4) Regarding "Duties and Responsibilities" item 3, can we clarify the relationship with the choir? "Direct" or "oversee" doesn't explicitly tell me what the weekly responsibilities are (choosing music, leading weekly rehearsals, accompanying the choir on the piano, etc)
- 5) Regarding "Skills and Qualifications" item 1, is the practice time and preparation for worship services included in their 6-8 hours per week?
- 6) Regarding "Skills and Qualifications" item 4, is this professional development funded? How are we expecting the church musician to demonstrate a commitment to professional development?

Talk to you soon,

Adam

[Quoted text hidden]

--

Adam Zufall

B.S. Aerospace and Mechanical Engineering, UC Davis 2017

M.S. Aeronautics and Astronautics, Stanford University 2019

PhD Student, HRVIP Laboratory, UCD Center for Space Exploration Research

(530) 440-5426