

Lutheran Church of the Incarnation Council Meeting Agenda

August 8, 2023, 7:00 pm

Council Member Roster: Tim Paulson (2026), Vern Holmes (2025), Kathryn Schnaible (2026), Jenny Fortuna (2025), Karl Larson (2024), Bob Kerr (2025), Kenny Doss (2026), Ralph Holderbein (2024), Karen Slabaugh (2024), Pr. Dan Smith, and Rob Williamson

A. Introduction: Tim

Reminder to read the Constitution and provide a picture and brief bio for the LCI website.

B. Opening Prayer: Pastor Dan

Utmost for His Highest reading and Church Behavioral Covenant.

C. Faith Story: Jenny

Sept - Bob

D. Pastor's Report

See attached.

E. Approval of June Council meeting minutes: Jenny

See attached. Forward to Lindsey to post on website after approval.

F. Council Action Items:

Welcome Rob Williamson - Rite of Beginning August 13 followed by reception.

G. President's Report: Tim

- 1) Council Retreat: Davis Lutheran Church on Saturday Aug 19 from 9am - 3pm
- 2) Lunch: Nugget Sandwiches (Jenny to order and pick up)

H. Committee and other Reports:

- 1) Treasurer's Report (Kathryn): Estimated audit costs were \$6k-\$10k, which council agreed was too high. We will continue with lay member audit every year. Training to be lead by Jeff de Ropp.
- 2) Stewardship Committee Report (Vern Holmes, Chair). See attached.
 - Congregational Ministry Fair & Breakfast - Sept 24
 - Stewardship Sunday - Oct 8
 - Stewardship Dinner & Desert Auction - Oct 14
 - Commitment Sunday - Oct 15
- 3) Vice President's Report (Vern Holmes). See attached.

J. Other Business:

- 1) Review the work of the Visitation Ministers and Prayer Chain (Pastor Dan)
- 2) Kathryn to present options for Pastor Dan's Tax Bill - September
- 3) Congregational Budget Meeting Planning for October - Vern, Marcia, Kathryn
- 4) Synod Assembly in Burlingame: Sept 15-17 (Kathryn Schnaible & Tim Paulson)
- 5) Pastor's Compensation Package: Kathryn Schnaible to present options - October
- 6) Pastor's Sabbatical - Fall 2024.

Pastor's Report to Council

Lutheran Church of the Incarnation

Pastor Dan Smith; August 8, 2023

Information Items:

"Summer's on the Lawn" – this program of summer events began in 2021, to create community in a safe environment, and was modestly successful. It continued last year with a movie and a two concerts (July and Sep). In 2023, there was a campfire in July (cancelled due to weather; a movie last Friday (Aug. 4), and a **Concert on the Lawn, Friday, Sep. 8 in the evening** (exact time TBD; probably around 5:30 or 6:00pm). Many of our LCI musicians are preparing, and we hope you can join us. (Note if the weather is cold or rainy, we will likely move inside, to the Fellowship Hall or possibly Sanctuary.) Stay tuned for more info about this...

Fall LCI program: I am currently working on adult forum classes this fall; always looking for people who might be interested in teaching... I will continue to help with the choir and music program as well, and would be interested in teaching a mid-week Bible study if there is interest.

Vacation: I had reported that the week of July 24-31 was to be a week of vacation, but it turned out to be essentially a time of sick leave as I recovered from kidney stone surgery. With your blessing, I would like to take another week of actual vacation in the fall or possibly after Christmas. I will make a more specific request in the near future.

In the wider church:

- **Synod Assembly is September 15-17, 2023** in Burlingame, and there will be a Bishop's election. Thanks to our two lay voting members – Tim Paulson and Kathryn Schnaible, who will be attending with me. Please keep them in your prayers.
- FYI: I have been asked to teach a course at PLTS this fall, as part of my service to the wider church. It will be mostly online, with some in-person meetings in Berkeley. Note that any class meetings would be Mondays, which is my day off at LCI.

Special Discussion Item: Internship (executive session)

Rob Williamson preached July 30 (filling in), and began his internship with us officially on Aug. 1. As a pastoral intern, Rob is considered a member of the LCI staff for the year, but is also a "deployed student" from PLTS. (Thus we are part of the seminary community by extension and vice-versa.) Note that we will have a special ***service of welcome on August 13 during worship, followed by a reception afterwards***. Please join us and greet Rob and his wife Rebecca when you get a chance. Rob will also have the support and guidance of the congregation, primarily through an Internship Lay Committee (chaired by Marvie Paulson), which will meet with him monthly. *Rob's primary purpose as intern is to learn and grow in his pastoral identity under my supervision as a pastor* – helping with worship leadership, preaching, teaching, pastoral care, administration, etc. As such, he will be serving the congregation in a real sense. In light of all this, I would like to take a few minutes in our Council meeting (in executive session) to discuss a few business matters related to internship.

Lutheran Church of the Incarnation Council Meeting Agenda

June 13, 2023, 7:00 pm

Council Member Roster: Tim Paulson (2026), Vern Holmes (2025), Kathryn Schnaible (2026), Jenny Fortuna (2025), Karl Larson (2024), Bob Kerr (2025), Kenny Doss (2026), Ralph Holderbein (2024), Karen Slabaugh (2024), and Pr. Dan Smith

A. Introduction: Vern in lieu of Tim (10 min)

- 1) All Council members encouraged to read the Constitution.
- 2) All new Council members asked to provide a picture and brief bio for the LCI website.
- 3) Mailboxes are updated with new officer's names.

B. Opening Prayer & Study: Pastor Dan (20 min)

- 1) Behavioral Covenant

C. Pastor's Report:(10 min)

- 1) See attached. Kathryn Schnaible volunteered to go to Synod Assembly in September.

D. Approval of May Council meeting minutes: Jenny (1 min)

- 1) See attached. Motion by Jenny Fortuna, 2nd by Bob Kerr, and Approved 8-0-0.

F. Council Action Items: Kathryn (5 min)

- 1) Voted to provide a gift of \$1,000 to PLTS to defray costs of the Internship program. Motion by Kathryn Schnaible, 2nd by Bob Kerr, and Approved 8-0-0.

G. President's Report: Vern in lieu of Tim (15 min)

- 1) JUNE 4: Interfaith Housing Justice Davis wrote a letter to the Davis City Council requesting support of a tax proposition for the next general election so that we can start addressing our housing crisis. The Social Justice Committee was asking for the support of this letter by LCI. Tim made the motion; Vern 2nd; Approved by the Executive Committee 5-0-0. See attached.
- 2) LCI Council retreat to be at Davis Lutheran Church on Saturday, August 19. Time TBD. Retreat Planning Committee: Tim Paulson, Pastor Dan, and Vern Holmes. Plan to complete the path already set by previous Council. Summary from March 2023 attached.
- 3) Executive Council Meetings will be held in person in the Library after church, two Sundays before the next meeting. Please provide reports and action items to be included in the following Council meeting by this time. Council meetings will be held 2nd Tuesday of each month. The agenda will be distributed 2 days prior to give time to read and be ready to discuss.
- 4) Future Council Meetings will begin with members sharing faith stories.
- 5) Next Executive Committee to meet July 23 after church.
- 6) No Council meeting in July. Next Council meeting August 8 @ LCI 7pm.

H. Committee and other Reports (10 min)

- 1) Treasurer's Report (Kathryn Schnaible):
Discuss changing the Constitution. Currently set for lay-members of LCI to audit bookkeeping. Proposal is to change audit to a 3rd party every other year. Audit to be prepared by Carbahal. Council agreed this was a good idea. Kathryn to provide costs to the Council in August.
- 2) Stewardship Committee Report (Vern Holmes, Chair)
Attached
- 3) Internship Committee Report (Marvie Paulson, Chair)
- 4) Liturgical Furnishings Committee Report (Bob Willse, Chair)

- 5) PILLAR CHAIR: Social Justice Committee Report (Ellen Kolarik, Chair)
Ellen Kolarik requested that "Council agrees to review statements of advocacy submitted by the Social Justice Committee at their regularly scheduled meetings for possible signature by the church body." Council agrees. Exec Committee will meet when issues are time sensitive.
- 6) PILLAR CHAIR: Worship & Music Committee Report (Karen Slinkard, Chair)
- 7) PILLAR CHAIR: Learning Committee Report (TBD)
- 8) PILLAR CHAIR: Congregational Life Committee Report (TBD)

J. Other Discussion Items:

- 1) Christine Bruhn requested permission to accept a donation made by Peter Hernes. He would like to donate Carol Klippstein's fabric collection to the LCI quilters. The collection consists of more than 480 lbs of fabric and is valued at approx \$15,700. The Executive Committee Approved the acceptance of the donation via email on June 14.
- 2) Kathryn to present options for Pastor Dan's Tax Bill - August 8, 2023.
- 3) Council Overnight Retreat - Fall 2023.
- 4) Congregational Dinner followed by Stakeholder's Meeting - Fall 2023.
- 5) Pastor's Compensation Package - Kathryn Schnaible to present options (October 2023).
- 6) Pastor's Sabbatical - Fall 2024.

Council Retreat Recap
Pr. Dan Smith
3/21/2023

On March 18, 2023, the LCI Council held a one-day retreat at Davis Lutheran Church. This had been planned as a mid-year check-in, with the following goals: to ground ourselves spiritually, looking back over the past several years both to grieve losses and stressors that have challenged us (through a global pandemic), and to celebrate successes (such as the completion of a sanctuary renovation); and to consider our structure as a congregation going forward. Here are some specific outcomes and milestones to which the Council prayerfully committed itself and our congregation going forward:

- It considered what a successfully operating Ministry Areas would look like such as:
 - Each would have a *chair* responsible for ministries under that Pillar
 - Chair has a functioning committee of 3-5 people
 - Chair & committee develop a collaboration and long-term plan
 - Chair/members have *term limits* – and chair would be actively training someone to replace them
- As further *Milestones* – goals to be accomplished by the congregation in the near future by a certain date and time, it proposed the following for the incoming Council to consider:
 - It reaffirmed our current structure of our four Ministry Areas (aka ministry “Pillars”): Worship & Music; Education & Spiritual Formation (formerly Learning); Social Justice (formerly Witness & Service); and Congregational Life (Formerly Community Life). This is our basic structure going forward for accomplishing our mission of sharing Christ’s Light in our community.
 - Aimed to fill all Pillar Chairs by Jan. 1, 2024; and in order to do so, do the following:
 - Define what the chair is – and what *onramp* and *offramp* is for service
 - Define how chairs relate to Council
 - Aimed to define “Congregational Life” by Sep. 1, 2023. The Council felt there was a special need in the wider congregation for fellowship, so this was an area that deserved special attention.
 - Aimed to gather the Pillar Chairs when they are filled (no later than Jan. 31, 2024) for the purpose of: *listening, sharing and calendaring events*.

There was a general recognition that the congregation has been through a difficult time, and that there was a need for spiritual care toward one another; that Council members can lead in showing concern for members of the congregation who have not been active, reaching out to them to invite them to worship, fellowship and/or involvement in the life of the congregation. However, we recognized the important difference between *governance* and *ministry*. Generally speaking *governance* is the Council’s work – i.e. defining the mission of the organization, outlining its policies and assessing the resources needed to accomplish its mission – while the actual execution of the mission is the work of staff and lay volunteers in partnership.

It is our hope and prayer that this time in retreat will be blessed by God’s Spirit and enliven the congregation toward structural and spiritual renewal at LCI.

LCI August Council Meeting
Vice President Report

We have welcomed our intern Rob Williamson into the congregation.

Congregations who have interns are in a unique position to learn and benefit from one involved current theological education. The intern is in a position to place that education into a congregational setting where further learning and growth will take place. It is a symbiotic relationship with both congregation and intern being blessed through the process.

Rob is an employee of the congregation only in terms of his stipend. He has gone through a background check and has also been given a copy of our staff handbook, and is expected to comply with all behavioral expectations.

However, Rob is not an employee in terms of job description, pay scale, etc. He is a Student Intern of Pacific Lutheran Theological Seminary, with whom LCI has entered into an Intern Supervising relationship. PLTS in consultation with Rob and Pastor Dan (Rob's official supervisor) will agree upon a service agreement that will guide his learning and service for the duration of his time with us. The congregation has gathered an internship committee, headed by Marvie Paulson, which will serve as a support group for Rob.

Submitted by Vern Holmes
Vice Pres. LCI

Stewardship Committee Report August 2023

This year's stewardship theme verse will be Matthew 5:13-18.



"You are the salt of the earth; but if salt has lost its taste, how can its saltiness be restored? It is no longer good for anything, but is thrown out and trampled under foot. "You are the light of the world. A city built on a hill cannot be hid. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. Matt 5:13-15

This year's campaign will be done in two parts. Time and Abilities work will be done with a Congregational Ministry Fair and Continental Breakfast where members will be invited to fill out 2024 Time and Abilities sheets. This will take place during the Forum Hour on Sunday September 24th.

Financial Commitments will be accomplished via a Stewardship Dinner and Desert Auction on Saturday October 14th. The dinner will be a celebration of community life. This will be our first dinner event since before the pandemic. The emphasis will be on community building. A strong effort will be on engaging the whole congregation.

There will be mailings and temple talks throughout the campaign period of Sept -Oct. This year we will focus on why do we ask for estimates of giving or encourage pledging.

Stewardship Sunday will be October 8th (Pending approval) and we will receive commitments on Sunday October 15th (Pending Approval). Follow up work will be conducted over the weeks of Oct 15th and Oct 22nd. With the end of the campaign and final reports on October 29th.

Key dates are:

- Congregational Ministry Fair scheduled for September 24th.
- Stewardship Sunday October 8th (Pending)
- Stewardship Dinner and Desert Auction on October 14th.
- Commitment Sunday October 15th. (Pending)

Submitted by Vern Holmes, Stewardship Chair