

Lutheran Church of the Incarnation Council Meeting Minutes

June 14, 2022, 7:00 pm by Zoom

Council Members in attendance: Carol Huegli (2023), Ed Green (2023), Jeff de Ropp (2023), Becky Linvill (2024), Karl Larson (2024), Bob Kerr (2025), Jenny Fortuna (2025), Vern Holmes (2025), Pr. Dan Smith
Guest: Joan Marquand-Willse

A. Introduction & Opening Prayer: Pastor Dan

B. Election of Officers

Candidates-

President: Carol Huegli (nominated by Jeff)

Vice-President: Jeff de Ropp (nominated by Carol)

Secretary: Jenny Fortuna (nominated by Jeff)

All were elected unanimously.

C. Bible study

Pastor Dan led a study on Amos chapters 1-2, emphasizing God's justice and righteousness.

D. Pastor's Report; see attached Report

1) Stewardship Campaign (Vern)

Vern presented options for the Stewardship Campaign, see attachment in Supporting Materials. Council opted for a dinner with a zoom option. Motion made by Carol, seconded by Jenny, approved unanimously 9-0-0.

E. Approval of May Council & Congregational Voting Meeting minutes: Jeff

Seconded by Ed, approved 5-0-0 (not all current members were at last month's meeting).

F. May Treasurer's Report: Karl, see attached Report

1) Mid-Year Financial Overview: Jeff; see Supporting Materials

F. Council Action Items:

1) Child Safety Policy, see attached Supporting Materials

Motion to approve Policy seconded by Jeff. Approved unanimously 9-0-0.

2) Sanctuary AV funding

Good news: Ed Green will donate funds for the Sanctuary AV funding

G. President's Report

1) Going Away Recognition for Michelle Doolittle, June 19

2) Davis Lutheran Church: pastor retirement. We are respectfully reaching out to them to see if/how we

might join our efforts.

- 3) Summer Schedule: "No July meeting" motion made by Carol, seconded by Bob, approved unanimously 9-0-0
- 4) August Council Retreat: Saturday, August 27, in-person.
Carol and Dan are developing an agenda. Jeff volunteered to do a budget tutorial.

H. HR report: Jeff

- 1) Exempt employees and minimum pay, see attached Supporting Material.

I. Committee and other Reports

- 1) Sanctuary Renovation: Ed
Painting of the interior has started, ceiling cleaning underway, new emergency door installed. Lights are ordered. 2500 spent on electrical for AV. Infrastructure for AV in place. Have positive balance about 2K that could be applied to sanctuary AV. Timeline to move back into sanctuary tentatively mid-July. Key rate limiting step could be city inspections.
- 2) Social Justice Committee; see attachments in Supporting Materials

Pastor's Report to Council

June 8, 2022

Council installation: this Sunday during our 9:30am worship – please make every effort to be there if you can. (Installation of the Council is one of my in the Constitutionally prescribed duties as Pastor...) Thank you!

Information Items:

- Judy Sorenson and Sheila Cauchi have requested a transfer of membership to Desert Cross Lutheran Church in Tempe, AZ. I wrote a Letter of Transfer for each of them to that congregation last week, FYI...
- Worship will be indoors beginning July 3, as agreed previously. Furniture: chairs, altar, etc., can stay up for the remainder of the summer because Applegate will not have a program. This will save work for volunteers. The office will print bulletins for the remainder of the summer to simplify things, and will return to using screens for worship in the fall.
- Reminder: I'll be on vacation June 21-July, and July 12-25. Pr. Brandon Austin of Davis United Methodist Church will cover for me for pastoral care emergencies (cell: 209-923-0110), and Pastors Bob Willse and Vern Holmes will preach in my absence.

Re: Programs:

- **Summer's on the Lawn '22:**
 - ***Friday, July 8 – Dinner & Games on the Lawn*** (i.e. LCI West Lawn) – **6:30pm** – bring a picnic dinner and enjoy some fun lawn games with your family and/or friends!
 - ***Friday, July 29 – Concert on the Lawn – 7:00pm***
 - ***Friday, August 12 – Movie on the Lawn – 7:00pm*** movie and time TBD
- **Rally Sunday & Sanctuary Dedication September 18** – plan to dedicate the new worship space after we kick off our Sunday School program on Sunday, September 18. More details to follow.

In the wider church:

- Megan Rohrer has resigned as Bishop of the Sierra Pacific Synod, as many of you know, in circumstances that are still a little unclear, and there is a disciplinary process beginning against them. Much has been written about the events in our synod, and it has been upsetting to many, not least Catherine Slabaugh, who served on Synod staff, her parents, Karen and Tom Slabaugh, our lay voting members from this year's assembly, John and Jenny Fortuna, and from last year's assembly – Kenny and Courtney Doss, who participated in the election of Megan Rohrer. Our congregational forum this past Sunday was a relatively healthy attempt to share facts and feelings, so that we can focus on our mission in the gospel. Thanks to all who could attend and support our ministry together in Christ's name.

Stewardship Possibilities

- **Dinner and Program**
- **Cottage Meetings**

Critical Dates:

July 31st: Stewardship Text (Bigger Barnes)

Oct 2nd: Stewardship Text (Waiting for God – Habakkuk) and (Mustard seed)

Oct 16th: Last Sunday before my Fall Vacation (Oct 23th – Nov 20th)

Regardless of which approach we take for our fall stewardship campaign here are some things we need to accomplish prior to the program.

1. A complete and up to date congregational roster.
2. A vision statement for 2023 (What do we want to accomplish and how do we get there).
3. A projected 2023 budget that takes into account our vision.
4. Solidify Stewardship dates for the fall campaign.

Suggested Timeline (Dinner)

Campaign Kick-off

Sunday Oct 2nd This would be the official kickoff. However there would be information about saving the dinner date much earlier.

Stewardship Dinner Friday, Oct 7th , or Saturday Oct. 8th (Time needed for event 2 two hours)

Follow-up Sunday Oct 9th and 16th.

Suggested Timeline (Cottage Meetings)

Sunday Oct 2nd This would be the official kickoff. However pre-campaign work of setting up Hosts for the cottage meetings would need to be completed before this date.

Sunday October 2nd through Saturday Oct 8th Hold Cottage Meetings (Time needed per event @90 minutes).

Follow-up Sunday Oct 9th and 16th.

Dinner and Program

This is my preferred option because LCI, like all communities of faith, has suffered from a felt loss of community during the pandemic. This would be an excellent opportunity to try and gather the whole community together and help rebuild our sense of who we are and further our mission.

I think that we could make this an opportunity for giving thanks to the multitude of efforts made during the pandemic to keep LCI functioning. There are numerous people to which we all owe a dept of gratitude for their efforts both seen and unseen.

Besides the fellowship of breaking bread together, giving thanks to our staff and volunteers would be a major point of the gathering.

After a meal, we would present a brief overview of the goals and objectives for 2023, and then collectively make our commitments.

What would be needed for this approach is a work group to put together the dinner, and a group to help identify all of the volunteers to thank.

Cottage Meetings

This would be my second choice. It will be much more labor intensive. Determine the number of events needed. We would need hosts for the meetings. One approach would be to have each council member host a meeting. Also, it is much more intensive for Pastor Dan who would need to be at all the events.

The major focus of the meetings would be community building. This would be an excellent opportunity for members to share faith stories.

The event would include some form of gathering time, then perhaps a time of sharing council goals on faith sharing (why? Etc..) Breaking up into two's for a time of sharing stories.

This would be followed by a time of light dessert during which I, Pastor Dan, and others would share goals and proposed budget for 2023. This would be followed by a time to make our commitments for 2023.

Close with prayer.

Follow-up

Both approaches would require follow-up which could ve accomplished for the most part on Sunday Mornings.

Lutheran Church of the Incarnati

Spending vs Budget 1-1-22 to 5-31-22

	Actual	Budget	%
Expenses			
60000 Benevolence Funds			
60100 Synod Mission Support	5,397.70		
Total 60000 Benevolence Funds	5,397.70	9,500.00	56.8
61000 Worship			
61200 Altar Supplies	279.62		
61202 Music Licenses etc	684.46		
61203 Rooted services	49.96		
61213 Piano Maint	200.00		
61215 Devotional Booklets	36.60		
Total 61000 Worship	1,250.64	5,630.00	22.2
6200 Witness			
62300 Social Justice Committee			
62301 Pastor Outreach	116.88		
Total 62000 Witness	116.88	1,525.00	7.7
64000 Learning			
64500 Sunday School	377.39		
64501 Confirmation Ministry			
64502 Adult Education-Bible Studies			
64551 Youth - LCI Activities			
Total 64000 Learning	377.39	6,715.00	5.6
65000 Congregational Events			
65600 Synod Assembly	612.68		
65603 Congregational Events	96.91		
65612 Professional Leadership	39.70		
Total 65000 Congregational Events	749.29	3,500.00	21.4
66000 Stewardship			
Total 66000 Stewardship	0.00	950.00	0.0
67000 Administration			
67700 Office Supplies & Equipment	2,000.64		
67701 Postage	60.00		
67703 Social Media & Advertising	712.00		
Total 67000 Administration	2,772.64	9,500.00	29.2
68000 Property General Maintenance			
68750 General Maintenance & Supplies	1,986.19		
68751 City Services	2,719.01		
68752 Telephone	604.86		
68753 Fire System	0		
68754 Utilities - PG&E	1,448.75		
68755 Utilities - Solar	2,000.00		
68756 Property Insurance	3,758.00		
68757 Cleaning Services	2,600.00		
20774 & 68772 Mortgage	12,220.00		
Total 68000 Property General Maintenance	27,336.81	81,560.00	33.5

	Actual	Budget	%
70000 Support Staff			
70701 Administrative Asst Pay	2,836.35		
70703 Youth Director Salary*	7,459.72		
70706 Music Director Pay	9,125.00		
70710 Substitute Musician	300.00		
70711 Substitute Pastor	1,100.00		
70720 Workman's Comp	0.00		
70721 Payroll Taxes	4,180.50		
70722 Payroll Service Fees	844.65		
Total 70000 Support Staff	25,846.22	65,909.60	39.2

*from May 15 includes portion for Admin duties

71000 Pastors Compensation Package			
71900 Defined Compensation			
71901 Net Salary	22,251.18		
71902 Elective Deductions	4,762.90		
Total 71900 Defined Compensation	27,014.08		
Benefits			
71903 Housing Allowance	18,500.00		
71904 Benefits- Retirement	4,551.40		
71906 Benefits- Disability	591.70		
71910 Benefits- Basic Group Life	409.65		
71911 Professional Reimbursements	540.66		
Total 71000 Pastors Compensation	51,607.49	125,560.60	41.1

Grand Total Expenses	115,455.06	310,350.20	37.2
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Target after 5 months is 41.7% of budget spent.

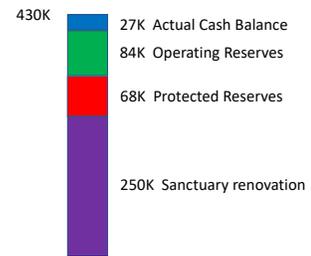


As of April 30, 2022
we had a big pile of money in the bank



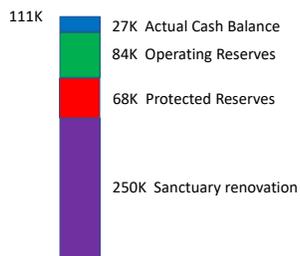
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However, the vast majority is committed:
what we call "reserves"



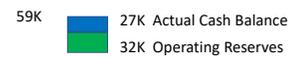
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The Sanctuary renovation funds will soon be expended;
The Protected reserves are untouchable.



3

After we pay for the new HVAC our approx financial picture will
look so:



4

Going forward we will need to be mindful of
running deficits.

- We won't have the big cushion of cash we had in the bank in the past.

5

May 31, 2022

TO: Lutheran Church of the Incarnation Council

FROM: Joan Marquand-Willse of the LCI Child Safety Committee

RE: Action Requested on "LCI Policies & Procedures for Children's Ministries"

We request approval of the attached document, "LCI Policies & Procedures for Children's Ministries".

On September 16, 2021, California Assembly Bill No. 506 (AB506), Sexual Abuse Prevention Legislation Requirements for Youth Service Organizations, became law. Within AB506 are provisions for liability insurance companies to suffer consequences when their client organizations do not meet the law's requirements for child safety training, establishing policies and procedures for the organization, and providing background checks for staff and volunteers of the organization. Last fall LCI's insurance provider, Church & Casualty, contacted the church informing us of the urgency to meet AB506's new requirements for child safety.

Steps to comply with AB506 began November 2021 under the guidance of Jeff de Ropp. Church & Casualty recommended MinistrySafe as a source for training and legal advice for AB506 compliance. Jeff de Ropp and Joan Marquand-Willse examined MinistrySafe's programs and decided to become a member for 2022. The company offers a policy manual template which Jeff used to draft for LCI a policy manual for children's ministries. The draft was reviewed and then customized for LCI through many conversations and emails between January and April by the Child Safety Committee. Suzanne O'Keefe, Sunday School Program Leader, also contributed extensively to drafting the policy. The members of the Child Safety Committee are:

Council President, Carol Huegli
Pastor Dan Smith
Youth Director, Lindsey Burns
Chair of the Learning Committee, Jenny Fortuna
Other church member, Joan Marquand-Willse

We do acknowledge such a manual should have been in place already. With the publication and use of "LCI Policies & Procedures for Children's Ministries", our church staff and volunteers will be more confident in protecting children in our ministries and be more closely following California law.

MinistrySafe also provides Sexual Abuse Awareness Training, guidance for background checks and fingerprinting, electronic record keeping, and a series of emails to shepherd church staff and volunteers through these processes. MinistrySafe has held two webinars to explain AB506 which were attended by Jeff de Ropp and Joan Marquand-Willse. Sexual Abuse Awareness Training has been attended by many of the LCI staff and volunteers in the children's ministries. Many have also completed the online background check questionnaire for background checks. As for fingerprinting, LCI has submitted its application to the California Department of Justice but has not yet been authorized to collect background data through fingerprinting.

Dear Children's Volunteer or Staff Member,

Welcome to LCI!

At LCI, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus.

The pages of this handbook provide a general overview of procedures and guidelines for LCI volunteers and staff members. Our policies are intended to create a safe environment for children. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

LCI

Lutheran Church of the Incarnation (LCI)

Policies & Procedures for

Children's Ministries

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Overview of the LCI Safety System

Because we love children and desire to protect them, LCI requires all staff members and volunteers working with children or students (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

LCI policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the LCI Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip LCI staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, LCI requires all staff members and volunteers to complete proper training. LCI will send you by email the link to the online training. LCI will keep records for staff and volunteers' compliance. This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers are required to complete the LCI Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
- complete the Safety Application (employees and volunteers)
- complete a face-to-face interview (employees and volunteers)
- provide references to be checked (employees and volunteers)
- a volunteer must attend LCI for six months before being eligible to serve in volunteer positions providing access to children, minors or vulnerable populations.

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

LCI requires that all staff members and volunteers working or volunteering in children's or youth activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of the background check may be required. Individuals who have committed sexually oriented or sex-related crimes **will not serve** in any area providing services to children, minors or vulnerable populations. In addition, certain other past criminal acts *may* preclude an applicant from serving children, minors or vulnerable populations.

Child Safety Policy

DEFINITION OF “CHILD”

This policy refers to the safety of all children under the age of 18 years old. Throughout this policy there are sections specific to children in groups: infants and toddlers; children in elementary school grades 1-6; middle school aged youth (grades 7 and 8); and high school aged youth (grades 9-12).

Also covered in this policy are people of any age in vulnerable populations.

ABUSE TOLERANCE

LCI has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at LCI to act in the best interest of all children in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to the Pastor, Youth Director, and Council President.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

LCI is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the Pastor, Youth Director, and Council President and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to the Pastor, Youth Director, and Council President. Because sexual abusers ‘groom’ children for abuse, it is possible a staff member or volunteer may witness behavior intended to ‘groom’ a child for sexual abuse. Staff members and volunteers are asked to report ‘grooming’ behavior, any policy violations, or any suspicious behaviors to the Pastor, Youth Director, and Council President.

ENFORCEMENT OF POLICIES

LCI staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all LCI policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from a position in Children’s Ministries – for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the LCI Council.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children, LCI staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to the Pastor, Youth Director, and Council President.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in LCI Children's Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act will be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, minors or vulnerable populations at LCI. If the person is a staff member or employee, such conduct may also result in termination of employment from LCI.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination (employee) or removal (volunteer). Volunteers who fail to report a prohibited act will be restricted from participation in any activities involving children, minors or vulnerable populations at LCI.

REPORTING ABUSE OR SUSPICIONS OF ABUSE

LCI is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behavior or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services or criminal law enforcement.

Because sexual abusers 'groom' children for abuse, it is possible that a staff member or volunteer may witness behavior intended to groom a child for sexual abuse. Please report 'grooming' behavior, policy violations, or any suspicious behaviors to the Pastor, Youth Director, and Council President, such that the church may take appropriate action to safeguard children in the program.

REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT

We report all suspected or alleged abuse or neglect of children to California Child Protective Services (CPS).

**Child Abuse Reporting Telephone Numbers for Yolo County:
(530)-669-2345 or (530)-669-2346 and after hours (888)-400-0022.**

Because many adults are unfamiliar with California reporting requirements and may be fearful of the process, LCI utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when a LCI supervisor reports the suspicion or allegation *together* with the individual who saw, heard, or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM DIRECTLY REPORTING TO LAW ENFORCEMENT AND/OR CPS AT THE NUMBERS ABOVE. Instead, it is meant to facilitate reporting, protect children and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from LCI before reporting to law enforcement personnel or Child Protective Services.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to the LCI Pastor or Youth Director or a member of the LCI Safety Committee (see next page). This request is intended to assist the church in properly protecting children involved in LCI programs.

Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, LCI will appoint and maintain a Safety Committee, which will meet at minimum twice per year.

The purpose of the Safety Committee is to enable LCI Children's Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

- the Council President
- the Pastor
- the Youth Director
- Chair of the Learning Committee
- other church members as designated

RESPONSIBILITIES

The Safety Committee will be charged with the following duties:

1. Applying existing LCI policies and procedures related to children's safety and risk management issues.
2. Monitoring all Children's Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the LCI Church Council regarding safety issues.

Children's Ministry Staff Monitoring Plan

BUILDING SAFETY

Every ministry supervisor is responsible for ensuring that the ministry program area is monitored during programming serving children. This includes unobserved monitoring of staff members, volunteers and children. No child will ever be left unattended in a ministry area or on a playground during regular programming, classes or activities.

SUPERVISION

Only parents, screened ministry volunteers, church staff members, and children are allowed in areas where ministry to children is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

Two trained, screened adults should supervise children at all times.

Avoid being alone with an individual child in any room or during any ministry program. If one supervising adult must leave a group of children, another volunteer or employee must be notified so that the *Two Adult Rule* can be followed.

If two individuals serving in a room are related to one another, a third unrelated volunteer or staff member should be present.

If an unusual circumstance occurs and you find yourself alone with a single child, take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

If you need to talk with a child alone, do it in the hallway or a highly visible area, or have another leader with you.

After every ministry event, ensure that every room, area and restroom is checked prior to leaving.

PLAYGROUNDS

On the playground, remember to circulate, watching children during play periods, giving particular attention to areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

Child Safety Measures

STAFF OR VOLUNTEER TO CHILD RATIOS

LCI is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following ratios* will be observed:

Program	Staff/Volunteer	Children
Nursery	2	8
Preschool, 2 & 3 years old	2	12
Preschool, 4 & 5 years old	2	18
Elementary	2	20
VBS	2	20

****The above ratios are MinistrySafe minimum recommendations.
Where supervision is concerned, more is generally better.***

If a staff member or volunteer is 'out of ratio' it is his or her responsibility to immediately notify the Youth Director and Learning Committee Chair. Supervisors will make diligent efforts to find substitutes to immediately bring staff/volunteer to child ratios into compliance with Church policy.

CHECK-IN AND CHECK-OUT PROCEDURES

LCI has a check-in procedure requiring the parent or guardian to complete information in writing on the sign-in sheet. Volunteers must check the sign-in sheet to verify it is the expected parent or guardian picking up the child before releasing a child at pick up. Parents of children over age 8 can opt to sign a form that allows the child(ren) to check themselves out of Sunday School, to find their parent on site independently.

If there is a question of the identity of the parent or guardian asking to pick up a child, proper identification must be shown to a staff member before the child is released. (Have the child stay in the classroom; the parent may pick up the child once cleared.)

RELEASE OF CHILDREN

At any time that a child has been entrusted to LCI staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child or student has authority to pick up the child.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact Learning Committee Chair or the Youth Director before releasing the child.

Disciplinary Policies

DISCIPLINE

It is LCI's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class expectations, and redirect to a positive behavior. Do this individually when possible, try not to single out a specific child in a large group setting. Note: When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another, or blocking a child from hitting or injuring another child.
2. If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period of time. Stay within sight of others and avoid being alone (or unseen) with the child.

Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations.

("Terry, you didn't stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.")

3. After a third time, refer to a staff member. A staff member may inform the parent or guardian, who may be asked to become involved in redirecting misbehavior.

Uncontrollable or unusual behavior should be reported to a ministry supervisor.

NEVER...

- Never yell at a child.
- Never grab a child.
- Never threaten a child. Always follow through with your word.
- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of the class.

BULLYING

Verbal, physical or emotional bullying is not acceptable in LCI ministry programs. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no “harmless put-down” where bullying is concerned.

1. *First Offense:* Issue a warning to the child and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense:* Guide the offending child(ren) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the child know that the next step is communication with a pastor and the child’s parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.

Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. **DO NOT SINGLE A CHILD OUT IN FRONT OF THE GROUP ... be discreet.**

3. *Third Offense:* Send the offending child(ren) to a pastor or ministry supervisor for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.

Restroom Policies

When children are escorted to the restroom by staff and volunteers, children will only use the restroom with a single toilet in it. The adults will confirm the restroom is empty, then allow one child at a time to use the restroom and wait for the child outside the restroom.

NURSERY CHILDREN

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- Only trained staff or the child’s parent or legal guardian will undertake the diapering of children.
- Changing of diapers should be done in plain sight of other nursery staff.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in the nursery will be recorded on the registration cards (“Seth Adams has a medicine in the bag for rash.”)

- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations only.

Toilet training

- No child will be forced to toilet train.
- Only trained nursery staff or the child's parent or legal guardian will participate in toilet training efforts with children.
- When nursery children are taken into bathrooms the door will be left partially open.
- Young children will never be left unattended in bathrooms.
- Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- Children should be assisted in straightening their clothing before returning to the room with other children.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from LCI in the children's area if the parent has not furnished a clothing change.

GRADES K-12

When children are escorted to the restroom by staff and volunteers, children will only use the restroom with a single toilet in it. The adults will confirm the restroom is empty, then allow one child at a time to use the restroom and wait for the child outside the restroom.

If an adult believes a child needs assistance in the restroom, go to the exterior bathroom door, knock, and ask if the child needs assistance. Do not enter the restroom.

If a child requires additional assistance, find the child's parent to assist the child. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

If restroom use is required:

- Only *trained adult* staff or volunteers will accompany children to the restroom unless a parent is assisting their own child.
- Only one child in the restroom at a time, in a single toilet facility.
- In general, children should receive the minimum amount of assistance needed based upon their individual capabilities. Encourage children to do all they can for themselves.

- As is expected in other school settings, children in Kindergarten through 12th grades may go into the single toilet restroom alone.
- Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods of time. Report this behavior to a parent or supervisor if it occurs.
- A single staff member or volunteer should never take a lone child into the restroom and be in the restroom with the door closed.

SPECIAL NEEDS

Parents will offer instruction to staff members or volunteers to change the diapers of individuals with special needs. After the age of 4, parents or legal guardians will change the diapers of all individuals with special needs. If someone with special needs requires assistance using the restroom, a special needs volunteer may assist them in the restroom.

Medication

Do not administer medication of any kind to any child while serving in ministry programs, including 'over the counter' drugs.

Transportation

Staff members and volunteers may from time to time be in a position to provide transportation for children. The following guidelines should be strictly observed when staff or volunteers are involved in the transportation of children:

- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- No cell phones may be utilized by the driver while driving vehicles for LCI activities unless in an emergency.
- No drivers under age 25 may drive LCI owned or rented vehicles.

Verbal Interactions with Children

Verbal interactions between staff members or volunteers and children should be positive and uplifting. LCI staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children.

One-to-One Interactions with Children

If a one-to-one meeting with a child is needed, staff members and volunteers must meet with the child in places where they can be observed by another adult. Unobserved meetings or interaction with children must not occur while participating in LCI Children's Ministry program. Another adult who has completed the LCI application and screening process should always be present.

Physical Contact

LCI is committed to protecting children in its care. To this end, LCI has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Children's Ministries programs:

- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to a ministry supervisor.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
- Physical contact and affection should be given only in observable places or when in the presence of other children or children's staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's Ministries must foster trust at all times. Personal conduct must be above reproach.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
- Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.

Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to the Pastor, Youth Director or Council President.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol, marijuana, or any illegal drugs while in any LCI facility, while traveling with children, or while working with or supervising children.

Tobacco Use

LCI requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during LCI activities or programs. LCI is a tobacco-free facility.

Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

Sexually Oriented Material

Staff members and volunteers in Children's Ministries at LCI are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

Nudity

Staff members and volunteers in LCI's Children's Ministries should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e., changing clothes during a pool party, weekend or overnight retreat, etc.), a staff member/volunteer will submit a plan to the LCI Safety Committee concerning arrangements for showering or changing clothes.

Parental Involvement

PARENTAL CONTACT

Parents who leave a child in the care of LCI staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministries programs.

PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child is involved at LCI. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at LCI will be required to complete the LCI volunteer application and screening process.

Policies and Procedures

Statement of Acknowledgement and Agreement

This page is to be signed, detached, and delivered to the Ministry Supervisor.

I have received and read a copy of LCI's Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at LCI.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by LCI.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at LCI at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and LCI. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I acknowledge receipt of LCI policies and procedures manual.

Staff Member's or Volunteer's name (please print)

Staff Member's or Volunteer's signature

Date: _____

FLSA and CA law
dictate that all* employees are either
exempt or non-exempt

1

Non-exempt employees

- Are paid hourly: hours worked x pay/hr = salary
- Minimum salary either \$14 or 15/hr (\$15.50/hr on 1/1/23)
- Time must be tracked (timesheets)
- Eligible for overtime pay, meal breaks, rest breaks

2

Exempt employees

1. Are paid a salary (not by hour)
2. Hours not tracked
3. No overtime or breaks
4. Minimum salary must be twice minimum wage over a year
5. Must meet "duties" guideline: professional, executive, administrative

3

Exempt employees

Minimum yearly salary =
(2 x \$14/hr) (40 hrs/wk) (52 wks/yr) = \$58,240/yr

There is no such thing as a part-time exempt employee. They have to be paid \$58,240/yr and the % time worked is immaterial.

4

HOWEVER

- There is a ministerial exception!
- Clearly applies to ordained ministers
- It's fuzzy as to whether it applies to other church employees with "religious" duties
- But most recent Supreme Court case expands the ministerial exception beyond ordained ministers

5

THEREFORE

- We should either pay LCI staff hourly, or
- Make sure "ministerial duties" are included where appropriate, particularly religious instruction
- Youth/Family Director: has religious instruction duties
- Worship/Music Director: somewhat
- Office Admin and Cantor: no

6

BUT STILL...

- Given the fuzzy boundaries of the ministerial exception the safest path would be to pay all LCI employees (except Pastor Dan) HOURLY as non-exempt employees.

Social Justice Committee
Minutes 4/12/22

- 1) **Speaker Robb Davis** – former mayor of Davis and now board member of Yolo Food Bank: Discussion focused on reflections on the book *The Least of Us* by Sam Quinones as well as mental health and drug rehab services for low income and homeless. Highlights of his comments include his concern that community navigators are needed to walk alongside the addicted homeless. This would be a case management approach and would require training and extreme maturity and tolerance of disappointment in volunteers who chose to join in this work because there will be multiple relapses. The Gospel narrative of the demoniac is an example of this kind of care i.e. the Gospel in action.

Robb also noted that he would like to see government funding put into community-based models rather than carceral models like AB 1928. More consistent funding is needed rather than funding from soft-money grants that expire. If Gov. Newsom does sign AB 1928 into law, the faith community needs to be ready with alternatives.

Robb recommended reaching out to Deanne Machado (City of Davis), Sandy Alvarez (City of Davis) And Tracy Olson, public defender regarding specifics on city services for the unsheltered. Tracy could be asked to speak on diversion programs including drug court and mental health court

Social Justice Committee
Minutes 5/3/22

- 1) **Speaker Lorell Hardaker from Grace in Action:** Focus of Grace in Action is to provide a reliable welcoming presence which validates the innate value and dignity of every guest. Now that Covid restrictions are relaxing, it also provides a social space for guest-to-guest friendships. Lunchtime sandwiches are provided on Monday at DUMC and Wednesday at Poleline Baptist church. Additional services are provided when possible and these include haircuts and Legal Aid. Grace in Action will assist in satisfying specific needs on a case-by-case basis. Examples of needs which have been provided in the past include reparative dentistry for one guest, help with a windshield repair for 2 guests living in their car and help with car repair for a guest who needed it for work. Suggestions for ways that LCI could assist in this ministry include providing their clients rides to needed services and offering friendships to guests without a lot of social support. A future program that is envisioned is offering mentors for guests needing assistance with certain life skills. The latter program may require some volunteer training.

More information can be obtained at grace-in-action.org

2) **Advocacy:**

- a. **Advocacy in Quarantine (Lee):** LOPP director noted that very few people have signed up for Lobby Day. However, several in our group stated that they had signed up suggesting that there may be glitches in the system. Ellen shared that she had not received confirmation after signing up

Action: Ellen agreed to register again and report back to Lee with her experience with the website.

- a. **Letter Writing Sunday (Marvie):** We missed letter writing Sunday in April because the 3rd Sunday fell on Easter. Marvie will sponsor letter writing in May on the 4th Sunday.

Action Marvie will work with Jeff deRopp to create a link to sample advocacy letters on the LCI Website

- b. **Interfaith Housing Justice:** The Social Justice Committee of LCI signed on to a letter promoting the proposed Down Payment Assistance (DPA) program along with 7 other faith organizations in Davis. A shorter letter with essentially the same content will be sent to the Davis Enterprise. The city council next meets 5/10/22. However, it is unclear if this issue will be on this month's agenda.

- 3) **Community Organizing for Climate Justice:** Ellen, Marvie and Pastor Dan decided to withdraw from the Organizing course. While this group will continue to do research on several topics which arose in the class, completing the presentation phase when their group had not yet defined what their project will be did not feel like the best use of their time.

Action: Ellen will reach out to YIIN and ApoYolo to learn more about issues facing our migrant workers and Marvie and Ellen plan to visit both the Davis and the Madison migrant centers in hopes of talking with staff and/or workers about how climate change (and specifically smoke) has impacted them

Marvie will do more research on the indigenous history of our area in preparation to reaching out to the Yocha Dehe Nation. The goal is to explore the potential of a collaborative project with the Nation on maintaining the environmental health of this area and designing a church wide education process about Nation history possibly leading to an LCI land approbation ritual to honor the ancestral stewards of our community.

SJ members to read this document for self-education:

[How to Talk about Native Nations: A Guide - Native Governance Center](#)

- 4) MMP's
 - a. The MMP for March was Opening Doors. Our community donated supplies to complete 3-bedroom kits and 3-kitchen kits as well as additional donations in the form of gift cars and extra linen.
 - b. MMP for April was the Yolo Crisis Nursery (Lynn Evert) and for May, NAMI (Marilyn Moyle)
- 5) **Future Programs sponsored by Social Justice:** Concerns were shared that there is less and less volunteerism in the church for simple needs like setting up the church service. This raises the concern that our members are having difficulty taking on more tasks in the current social and financial climate. If SJ sponsors an activity, perhaps we should focus on a local charity or issue that wells up organically from the congregation rather than some of our historical programs like AMOR.

The committee also felt that we have greatly benefitted from the speakers which have visited this and last month and that we should continue to invite speakers when possible. There was unanimous support to inviting speakers both from our own LCI community as well as the wider Davis community to educate us on issues impacting our community. By publicizing these speakers and inviting the greater LCI community to join in the conversation, we may also be able to attract some new members to our committee.

- 6) Next Meeting: 5/31/22 in person at 6:30 in the Lee back yard. If our speaker for next month is not available on that date, the 2nd choice will be 6/7/22 (Editor's note: Deanna Machudo and Dana Bailey confirmed for 5/31/22)

Social Justice Committee
Minutes 5/31/22

Participantes: Jill VanZanten, Vern Holmes, Marvie Paulson, Ellen Kolarik

Guests: Dana Bailey and Deanne Machado

- 1) **Devotion (Marvie Paulson);** Isaiah 58: 6-8
- 2) **Speakers Dana Bailey Director Social Service and Housing and Deanne Machado Deputy Director of Police Services:** Conversation summary

Historically, homeless emergencies were handled by the police because it was the only agency open 24/7. Using funds from the General Fund, individuals were occasionally housed overnight. However, the numbers of homeless have been rising. In 2016, the city hired its first civilian homeless outreach specialist (Ryan Collins) under (?) Police Services. This department also took on Code Enforcement, such that it managed such disparate but non security related issues as weed control and homeless encampments.

About 3 years ago, this department added 2 more civilian positions and 1 ½ years ago this department became deeply involved in providing services for the Project Room Key clients.

With the movement to “Defund the Police” , there was support to pull these services out of the Police Department. While there were several pathways the city could have taken, the final decision was to create a new Department of Social Services and Housing.

As of the very recent development of this new entity, the police department will only be involved in calls which have a security issue. While this sounds simple, it does mean that the triage of some call will take longer. For example, mental health calls will be redirected to “988” a mental health division which will determine if a mental health clinician is required on scene. However, if a call is deemed to require a security component, the call will be returned to the PD. A mental health call which does not appear to have a security concern will be passed on to Social Services. If on answering the call, a security issue is identified, the PD would then be called in as well.

While complex, it is hoped that directing all mental health to 988 first will allow 24/7 coverage for mental health crises without defaulting to the Emergency Room for triage.

The goal of the Social Services arm should be to get every client “housing ready”. This includes obtaining many fundamental documents such as an ID and a SS# as well as the basic benefit programs to which the individual is entitled and job programs to help the client develop an income stream. Social Services works collaboratively with many non-profits to get this work done.

Dana noted that it takes 8-10 “offers” before a person gets housed. Many clients need to build trust with their staff before they are willing to accept permanent housing. However, another enormous obstacle is the lack of transitional housing into which clients can transition when they

are “housing ready”. Many who are ready have long waits before housing becomes available.

Regarding the role of faith groups, these can provide services and items which the government can't. For example, public funds can't be used for landscaping upgrades of the Respite Center or comfort kits (toiletries, socks, gloves, feminine hygiene products). This is a gap which volunteer faith groups can fill. Volunteers are always needed at Davis Community Meals. The Respite Center could benefit from more drivers to fetch food from the Yolo County Food Bank as well as volunteers willing to just be at the Respite Center on a regular basis who are open to forming informal friendships with the clients. Other options include volunteer positions which require a significant amount of training and in which the volunteer would be working in concert with a professional. Of course, these particular jobs demand a high level of commitment to both the training and to a schedule.

Both Deanne and Dana acknowledged that over the last few years, the population has changed to include more emotionally charged individuals. However, the barren features of the Respite Center is also a barrier to the creation of a welcoming facility which is a critical component in helping clients release their stress. The Respite Center has only been in place for 1-2 years and the funding is only being renewed one year at a time. The temporary nature of the funding is an obstacle to the investment in substantial upgrades.

3) **Advocacy:**

a) Advocacy in Quarantine (Lee submitted her report in absentia): LOPP Lutheran Lobby hosted 100 individuals who lobbied 49 state legislators. The current status of the 6 bills chosen for us to lobby in favor of included two bills which have been advance. The first is a bill to extend housing assistance for previously fostered children until age 25. The second is the Cal Earned Income Tax Credit for a one time, \$2,000 tax credit to families making under \$30,000.

Other bills that we lobbied for did not move forward in their current form. The Senate bill for a one time “Baby Bond” program has been included in the current budget proposal.

Dead are bills to aid the children of incarcerated parents and to assist low income residents with their water bills.

The bill to expand Food For All to the undocumented is dead in its current form, but may be revisited in the process of revising the current budget proposal.

An announcement was made at the most recent AIQ meeting that the budget for the Lutheran Office of Public Policy has been cut in half. No explanation was available at that time. I have not been able to find out any more on this disturbing announcement because of the long holiday weekend. AIQ has been cancelled for this week, so it is unlikely that I will have more information tomorrow. I'll keep you posted.

The keynote address from LobbyDay is available on the LOPP website. I highly recommend it to all.

b) Letter Writing Sunday (Marvie): Unfortunately, we were unable to sponsor a letter writing event this month but gearing up for June 19, 2022.

- c) **Interfaith Housing Justice (Ellen):** The group is currently doing research to determine its next advocacy focus. No new updates
- 4) **MMP's** - The MMP for June is the Yolo Food Bank
- 5) **Book Suggestions (Vern):** Vern urges us all to read the historical fiction trilogy (soon to be a quartet) of books titled *Yellow Crocus, Mustard Seed, and Golden Apricot* by Laila Ibrahim. The series follows the lives of a black slave nanny and her white female charge. The amazon book blurb states “This deeply moving tale of unlikely love traces the journey of these very different women as each searches for freedom and dignity”. Vern felt that the emotional journeys followed by each of the heroines is reminiscent of our current journey in a world which often seems to be without hope.
- 6) **Vacation Alert:** Ellen is on vacation from 6/17 to 7/25/22 and so will be available for a June meeting and probably will not be available for July.
- 7) **Next Meeting:** This still needs to be scheduled.