

Lutheran Church of the Incarnation Council Meeting Minutes

September 10, 2024, 7:00 pm

Council Member Roster: Tim Paulson (2026), Karen Slabaugh (2027), Kathryn Schnaible (2026), Jenny Fortuna (2025), Vern Holmes (2025), Bob Kerr (2025), Kenny Doss (2026), Ralph Holderbein (2027), ~~Mark Bandstra (2027)~~, and Pr. Dan Smith

A. Introduction: Tim

B. Opening Prayer & Devotion: Pastor Dan

C. Team Building Questions: Tim

D. Pastor's Report: Pastor Dan (attached)

E. Approval of August Council meeting minutes: Jenny (attached)

Motion: Jenny; Bob 2nd; Vote 9-0-0. Jenny to send to Lindsey to post to the website.

F. President's Report: Tim

1) Review this year's goals from the retreat:

a. **To improve communication between Council and our ministry areas (Pillars).** Jenny to ask Pillar chairs / liaisons to provide report each quarter. We'll see how this goes and reevaluate.

WM = Karen Slinkard / Karen Slabaugh

SJ = Ellen Kolarik / Vern Holmes

ED = Vacant / Ralph Holderbein

CL = Molly Anderson / Bob Kerr

Property = Vacant / Kenny Doss

b. **To strengthen relationships within LCI as a congregation and beyond through fellowship and service activities.** Examples include: Book Study, Dinner Groups, Rooted, Pot Lucks, Pride Event, Farmer's Market, 113 Clean-up, Neighbor's Night Out, Shrove Tuesday, etc. Reach out to the neighborhood! Keep our name out there!

c. **To present a well maintained and attractive physical property to the community.** The Council is reaching out to local gardeners. This may or may not include lawn mowing since we have a group of volunteers that do this service for the church already.

G. Council Action Item:

1) Council discussed open Property chair, Education chair, and Assisting Minister positions. Council is hopeful that volunteers will emerge from the Stewardship Cottage meetings in a few weeks.

2) Council discussed the possibility of hiring an Office Assistant. At this time, Council feels that there is not enough need or room in the budget to pursue hiring and supervising and training another staff member. It's possible that Lindsey could satisfy some of the needs by coming into the office two week days rather than only one. More discussion is required.

H. Committee Reports:

1) Kathryn: Treasurer's Report (attached) - Pillar chairs to convey budget needs for 2025 by Oct 1.

2) Vern: Stewardship Report (attached) - Cottage Meetings Sept 29 - Oct 10

3) Karen: Worship & Music Report (attached)

I. Other Business:

1) Lindsey to look into new copier lease that will cost more per month but have a lower per copy fee.

2) Stewardship Sunday Oct 13

3) Commitment Sunday Oct 20 - Turn in time & talent survey

- 4) Budget Forum on Nov 3 after church.
- 5) Annual Meeting on Nov 17 & Potluck after church. All reports to Lindsey by Oct 30.
 - Annual Report:
 - Cover Page & Table of Contents - Lindsey
 - Agenda - Tim
 - Pastor's Report - Dan
 - President's Report - Tim
 - Lay Youth & Family Minister's Report - Lindsey
 - Vice-President's Report - Karen
 - Social Justice Committee's Report - Ellen K
 - Learning Committee - Lindsey/Vern
 - Hospitality - Molly
 - "Parochial" Report - Lindsey & Dan
 - 2023 Proposed Budget - Kathryn
 - Treasurer's Report - Kathryn
 - Pro Forma Income and Expense Statement - Jeff
 - Quilters - Chris Bruhn

Next Executive Council Meeting = Oct 1 at 7pm

Jenny to send out Agenda = Oct 6 (Please have all supplementary materials to me by this date)

Next Council Meeting = Oct 8 at 7pm

Budget Council Meeting = Oct 15 at 7pm

Pastor's Report

May 14, 2024

Lutheran Church of the Incarnation

Pastor Dan Smith

Action Item:

None.

Information Items:

Rooted is back! Sun, Sep. 22, and every fourth Sunday after that. I am giving special attention to this, and Lindsey, Jeff and our worship team are working on songs. I would really like LCI Council members to attend, and to bring a friend or neighbor if you can.

Stewardship – Vern Holmes and I will attend all “cottage meetings” in people’s homes in late September/early October, to hear stories and build a sense of community and “family” at LCI. I am working on a Bible study for that.

God’s Work Our Hands: the LCI Social Justice team (led by Ellen Kolarik) and about a dozen other volunteers worked *really hard* on Sunday in the *heat* to paint a section of porch the Davis Respite Center. It looks fantastic and the staff is really pleased! I am going back to finish a shade element later in the week.

I continue to make pastoral care visits to the home-bound and those who have special needs (usually at least 2-3/week). As always, I am available for pastoral care visits or calls upon request (including Council members!).

In the wider church:

Synod Budget forum – Tues, Sep. 17, and Assembly Zoom Budget meeting – Sep. 28.

My class at PLTS has begun – I will be there every *other* Thursday afternoon for in-person “discussion forum”. The rest is online. So you’re aware, I will spend about 6-7 hours/week on this class (some of which is in my own time). Thanks for your understanding of this as my service to the wider church, and part of my calling to be a theologian of the whole church.

Lutheran Church of Incarnation

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1 First Northern Bank	0.00
4 MM - First Northern Bank	69,441.13
8 First Northern Bank - operating	86,102.44
PayPal Account	0.00
Total Bank Accounts	\$155,543.57
Total Current Assets	\$155,543.57
Fixed Assets	
10000 Land	418,822.93
11000 Church Building	319,896.49
12000 Fellowship Hall	1,749,202.30
15000 Personal Property	60,154.11
Total Fixed Assets	\$2,548,075.83
TOTAL ASSETS	\$2,703,619.40
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	4,452.84
Total Accounts Payable	\$4,452.84
Other Current Liabilities	
20115 Special Benevolences	4,220.00
20602 Lutheran Magazine	0.00
20605A Fair Trade Coffee Project	0.00
24000 Payroll Liabilities	0.00
24502A Crossways	0.00
26650 Offering Envelopes	0.00
26652A Food & Faith	0.00
Total Other Current Liabilities	\$4,220.00
Total Current Liabilities	\$8,672.84
Long-Term Liabilities	
20754 Mortgage	0.00
20755 AOB Bad Debt	0.00
20769 Organ Fund	0.00
20774 Mortgage - regular	460,152.24
20775 Mortgage - Facility Renovation	162.47
27200 Other Liabilities	0.00
Total Long-Term Liabilities	\$460,314.71
Total Liabilities	\$468,987.55

Lutheran Church of Incarnation

Balance Sheet

As of August 31, 2024

	TOTAL
Equity	
20117 Memorial Fund	0.00
20212 Sanctuary A/V project 2022	0.00
20213 Worship/Music Reserve	3,203.44
20214 Flower Fund	-219.89
20301 Pastor's Discretionary Fund	3,141.48
20401 Emergency Fund	0.00
20402 Caregivers Fund	0.00
20500 Youth / Day Camp / Mt. Cross	4,276.03
20508 Day Camp Reserve Fund	0.00
20509 Nursery Supplies & Equipment	0.00
20551 Mission Trip Fund	4,213.01
20552 Youth	0.00
20614 Hospitality	1,361.36
20615 50th Anniversary	0.00
20759 Major Maintenance Reserve	80,861.10
20760 Columbarium Fund	38,612.76
20761 Columbarium Niche Purch-Exp	0.00
20771 Facilities Renovation	0.00
20776 Sanctuary Renovation	379.65
20777 Property Infrastructure Reserve	195.00
24150 Operating Reserve	0.00
24151 Endowment Fund	30,263.72
30000 Opening Bal Equity	110.00
32000 Unrestricted Net Assets	2,113,524.31
Net Income	-45,290.12
Total Equity	\$2,234,631.85
TOTAL LIABILITIES AND EQUITY	\$2,703,619.40

**Lutheran Church of the Incarnation
2024 Budget Final**

Expenses	2022 Budget	2023 Budget	Actual Jan-Oct 2023	% of budget spent thru 10/05/2023	2024 Budget	Increase or Decrease	Comment
60100 Synod Mission Support	9,500.00	17,325.00	17,325.00	100.0%	17,325.00	0.00	increased to 5.5% of 315K on 3-14-23 by Council
Total 60000 Budgeted Synod Support	9,500.00	17,325.00	17,325.00	100.0%	17,325.00	0.00	

61000 Worship							
Expenses	2022 Budget	2023 Budget	Actual Jan-Oct 2023	% of budget spent thru 10/05/2023	2024 Budget	Increase or Decrease	Comment
61200 Worship/Altar Care	1,500.00	1,500.00	93.80	6.3%	1,500.00	0.00	
61202 Worship Resources	2,000.00	2,000.00	1,117.90	55.9%	3,000.00	1,000.00	
61203 Rooted Service	600.00	600.00	6.99	1.2%	0.00	-600.00	
61204 Chancel Choir	350.00	350.00	0.00	0.0%	0.00	-350.00	
61209 Special Music	600.00	600.00	0.00	0.0%	0.00	-600.00	
61213 Organ and Piano Maintenance	400.00	400.00	0.00	0.0%	0.00	-400.00	
61215 Devotional Booklets	180.00	180.00	92.30	51.3%	0.00	-180.00	
Total 61000 Worship	5,630.00	5,630.00		0.0%	4,500.00	-1,130.00	

62000 Witness							
Expenses	2022 Budget	2023 Budget	Actual Jan-Oct 2023	% of budget spent thru 10/05/2023	2024 Budget	Increase or Decrease	Comment
62300 Social Justice Committee	725.00	825.00	0.00	0.0%	0.00	-825.00	
62301 Pastor Outreach	800.00	800.00	162.47	20.3%	800.00	0.00	
Total 62000 Witness	1,525.00	1,625.00	162.47	10.0%	800.00	-825.00	

64000 Learning							
Expenses	2022 Budget	2023 Budget	Actual Jan-Oct 2023	% of budget spent thru 10/05/2023	2024 Budget	Increase or Decrease	Comment
64500 Sunday School	750.00	750.00	416.47	55.5%	750.00	0.00	includes background checks
64501 Confirmation Ministry	440.00	400.00	0.00	0.0%	0.00	-400.00	
64505 Membership Classes	100.00	100.00	0.00	0.0%	100.00	0.00	
64506 Elementary Retreat	550.00	550.00	0.00	0.0%	0.00	-550.00	
64502 Adult Education-Bible Studies	150.00	150.00	54.80	36.5%	150.00	0.00	
64504 Lutheran College Scholarships	0.00	0.00	0.00	0.0%	0.00	0.00	Currently no youth at Lutheran college
64551 Youth - LCI Activities	4,765.00	4,765.00	30.98	0.7%	1630.00	-3,135.00	
Total 64000 Learning	6,755.00	6,715.00	502.25	7.5%	2,630.00	-4085.00	

65000 Congregational Events							
Expenses	2022 Budget	2023 Budget	Actual Jan-Oct 2023	% of budget spent thru 10/05/2023	2024 Budget	Increase or Decrease	Comment
65600 Synod Assembly	1500.00	1500.00	2,133.00	142.2%	1500.00	0.00	adjust to actual
65603 Congregational Events	750.00	750.00	81.45	10.9%	750.00	0.00	
65605 Hospitality	750.00	750.00	0.00	0.0%	0.00	-750.00	
65612 Pr. Prof Leadership	500.00	500.00	500.00	100.0%	500.00	0.00	
Total 65000 Congregational Events	3,500.00	3,500.00	2,714.45	77.6%	2,750.00	-750.00	

66000 Stewardship							
Expenses	2022 Budget	2023 Budget	Actual Jan-Oct 2023	% of budget spent thru 10/05/2023	2024 Budget	Increase or Decrease	Comment
66652 Stewardship Development	500.00	200.00	265.41	#NAME?	200.00	0.00	
Total 66000 Stewardship	500.00	200.00	265.41	132.71%	200.00	0.00	

67000 Administration						
67700 Office Supplies and Equipment	7000.00	7000.00	4,658.25	66.5%	7,000.00	0.00
67701 Postage	500.00	500.00	48.00	9.6%	500.00	0.00
67703 Social Media and Advertising	2000.00	2000.00	165.00	8.3%	500.00	-1,500.00
67704 Bookkeeper		5250.00	1,820.00	34.0%	9,000.00	3,750.00
Total 67000 Administration	9,500.00	14,750.00	6,691.25	45.4%	17,000.00	2,250.00

68000 Property General Maintenance						
68750 General Maintenance/Supplies	5,800.00	5,800.00	2,265.15	39.1%	5,800.00	0.00
68751 City Services (incl. water)	12,500.00	11,000.00	7,109.89	64.6%	11,000.00	0.00
68752 Telecommunications	1,500.00	1,500.00	1,204.90	80.3%	1,500.00	0.00
68753 Fire System	800.00	800.00	652.00	81.5%	800.00	0.00
68754 Utilities (PGE)	3,300.00	2,800.00	5,335.33	190.5%	2,800.00	0.00
68755 Utilities (Solar)	4,800.00	4,200.00	3,150.00	75.0%	4,200.00	0.00
68756 Property Insurance	7,200.00	5,333.00		0.0%	5,333.00	0.00
68757 Cleaning Services	9,000.00	14,000.00	7,700.00	55.0%	14,000.00	0.00
20774 & 68772 Mortgage principal & interest	36,660.00	36,660.00	18,333.03	50.0%	36,660.00	0.00
Total 68000 Property General Maintenance	81,560.00	82,093.00	45,750.30	55.7%	82,093.00	0.00

70000 Support Staff						
70701 Administrative Asst Pay (net)	10,000.00	17,038.00	8,836.63	51.9%	17,038.00	0.00
70703 Youth Director Salary (net)	17,883.60	17,903.52	12,520.80	69.9%	17,903.52	0.00
70706 Music Director Pay (net) GONE	21,876.00	0.00		#DIV/0!	0.00	0.00
70708 Church musician (net) NEW	0.00	9,125.00	4,882.64	53.0%	9,125.00	0.00
70709 Cantor Pay	0.00	0.00	0.00	0.0%	0.00	0.00
70710 Substitute Musician	900.00	900.00	1,000.00	111.1%	900.00	0.00
70711 Pulpit Supply/Guests	2,450.00	3,900.00	2,400.00	61.5%	3,900.00	0.00
70712 Pastoral Intern	0.00	5,000.00	4,000.00		14,000.00	9,000.00
70720 Workers Compensation Insurance	2,000.00	1,600.00	980.00	61.3%	1,600.00	0.00
70721 Payroll Taxes	9,000.00	10,500.00	10,837.86	103.2%	10,500.00	0.00
70722 Payroll Service Fees	1,800.00	2,400.00	1,488.10	62.0%	2,400.00	0.00
Support Staff Total	65,909.60	68,366.52	46,946.03	68.7%	77,366.52	9,000.00

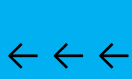
71000 Pastors Compensation Package						
71900 Net Salary	64,834.00	64,834.00	35,940.48	68.3%	64,834.00	0.00
71900A Elective Deductions: FSA, Pension			8,347.27			
71901 Housing Allowance	44,400.00	44,400.00	29,600.00	66.7%	44,400.00	0.00
71904 Benefits: Retirement	10,923.36	10,923.36	6,371.96	58.3%	10,923.36	0.00
71905 Benefits: Health	0.00	0.00	0.00		0.00	0.00
71906 Benefits: Disability	1,420.08	983.16	573.51	58.3%	983.16	0.00
71910 Benefits: Basic Group Life	983.16	873.84	509.74	58.3%	873.84	0.00

71911 Professional Reimbursements	3,000.00	3,000.00	883.64	29.5%	3,000.00	0.00
71912 Tax Offsets (Gross Up)			7,330.00	#DIV/0!	7,500.00	7500.00
Total 71000 Pastors Compensation Package	125,560.60	125,014.36	82,226.60	65.8%	125,014.36	0.00

Total of 70000 & 71000	191,470.20	193,380.88	129,172.63	66.8%	202,380.88	9,000.00
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Total Expenses (Budgeted or Actual)	309,940.20	325,218.88	#NAME?	#NAME?	329,678.88	4,460.00
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Target for 10 months is 83.33%



THIS IS THE 2024 FINAL BUDGET AS APPROVED BY COUNCIL

Stewardship Committee Report
September 2024 Council Meeting

We are looking forward to our cottage meetings scheduled for between Sept. 29th and Oct. 12th. All ten meetings are being hosted by LCI members who have opened their homes for this campaign. The meetings will include a time with Pastor Dan to discuss the current and future status of LCI ministry. There will also be time to address the current level of stewardship of LCI members and an opportunity to look at 2025 Time and Ability forms and the 2025 Estimate of Giving forms.

I am a firm believer that leaders lead with not only what they say but also with what they do. I am inviting council members to sign-up now for the cottage meeting of their choice.

Here is a list of Dates, times, and hosts for the various meeting.

Sun. Sept 29 th	6:30 p.m.	Slinkard's
Tue. Oct. 1 st	1:00 p.m.	Farver's
Wed. Oct 2 nd	6:30 p.m.	Kerr's
Thur. Oct 3 rd	6:30 p.m.	Green's
Fri. Oct 4 th	1:00 p.m.	Bruhn's
Sat. Oct 5 th	10:00 a.m.	Joan Marquand-Willse and Marcia Holmes (at LCI)
Sun. Oct 6 th	2:30 p.m.	Doss's
Tue. Oct 8 th	1:00 p.m.	Wheeler's
Wed. Oct 9 th	6:30 p.m.	Fortuna's
Thur. Oct 10 th	6:30 p.m.	Hugli's

Cottage meetings will be followed by a Commitment Sunday on Oct. 20th when members will be invited to turn in their commitments for 2025.

A follow-up program is being put into place to wrap up the response program for this year. An unexpected absence of committee members may delay the collating of Time and Ability data until early December.

Submitted by
Vernon Holmes, Stewardship chair

Worship & Music Committee met Aug 30:

Recommendations

1. The paid Cantor position should be in the budget as acknowledgement of its importance to our worship services.
2. The Creed should be in the service the first Sunday of each month; the Confession should be in the service either the second or third Sunday of each month (Pastor Dan will decide which Sunday).
3. Live-streaming of our weekly service should continue if possible; need to purchase equipment that will facilitate ease of use for volunteers.
4. Name tags: start using Sept 1.