

Lutheran Church of the Incarnation Council Meeting Minutes

March 11, 2025, 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. Pastor's Report: Pastor Dan (attached)

D. Approval of February Council meeting minutes: Jenny

Emailed on 2/9 & 3/9. Motion Kenny; 2nd Tim; Vote 9-0-0. Jenny to send to Lindsey to post to the website.

E. President' Report: Tim

Nominating Committee (Pastor Dan, Tim, Ellen, Carol, and Ed) to meet in April to prepare a slate for May Council. Three new 3-year terms to begin June 1. Prepare to thank exiting Council Members for serving their term and taking their "off ramp" at May Electing Meeting (Vern, Bob, and Jenny).

F. Council Action Items:

1) Contract for Pulpit Supply during Sabbatical attached. Rev. Bob Wilse to fulfill this role from April 28 - July 20, 2025. Motion Tim; 2nd Vern; VOTE: 9-0-0.

2) A member of the congregation would like to contribute funds to buy live-stream equipment to support our outreach efforts. Council agreed that a dedicated camera would be beneficial to keeping the system set up for volunteers to operate (instead of a personal iphone). More research to follow by Ralph & Mark to figure out what exactly is needed. Additionally, Wifi upgrades need to be incorporated in the sanctuary and the fellowship hall.

3) The Sierra Pacific Synod assembly in 2025 will have regional gatherings on May 17th in Walnut Creek and May 31st in Fresno, with a business meeting on June 14th (remote). Voting Members to attend the Zoom will be Rev. Bob Wilse, Kathryn Schnaible, and TBD.

4) Congregational Electing Meeting on May 18th at 11:15am during potluck. Exec to make agenda & print paper ballots.

5) Annual Council Retreat at Mount Cross. Possible dates: August 16 or 23. Wait until new members are on board to confirm. Check availability with Mount Cross.

6) Pastor Dan & Tim met with Country Bear Electrical. They provided a quote for parking lot light replacements or retrofits, walkway light upgrades, lighting the marquee, and adding solar bollards (~\$19k). Consensus was to prioritize the parking lot lights for campus safety for \$6,500. Pull funds from the Maintenance Reserve. Tim & Ralph to explore other lighting solutions around campus to save money. Motion Tim; 2nd Jenny; VOTE: 9-0-0.

G. Committee Reports:

1) Treasurer's Reports attached.

2) Stewardship Report - Vern shared Fall campaign ideas

3) Property Report - Kenny shared that the alarm issues are being addressed. Landscape "to do" list has been updated for Danny.

H. Other Business:

- 1) Refresh LCI marquee to be completed by early April (Ed, Dick, and Jenny).
- 2) Bonheoffer Conference hosted by LCI on April 5-6.

Next Executive Council Meeting = April 3 at 6pm

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

Next Council Meeting = April 8 at 7pm

Pastor's Report

Mar. 11, 2025

Lutheran Church of the Incarnation

Pastor Dan Smith

Mostly, I am tying up loose ends to prepare for my sabbatical, which starts in seven weeks, but here are some upcoming items to note.

Information Items:

Sabbatical: I am conducting a Sunday morning adult forum in Lent – on “Faith Journeys”; to share my sabbatical plan and bring the congregation along. I am curious how this can be a time of renewal also for congregants, and want to encourage that. Thanks to Bob Willse for filling in my absence.

Bonhoeffer Weekend: April 5-6 at LCI – as announced, Rev. Mark Brocker will be with us for an afternoon workshop on Sat, 4/5 from 3-5pm and an evening lecture. He will also lead adult forum and preach on Sunday, April 6. Please join us – and share the flyer with friends and neighbors!

Lent/Holy Week – midweek soup suppers and Holden evening prayer at DLC starting tomorrow (3/12) at 6:00/6:45pm. Includes LCI, DLC, St. Martin's and Davis United Methodist Church (DUMC). Join us!

Pub Theology – continues 1st and 3rd Wednesdays, 7pm at Pizza and Pints.

In the wider church: I attended the bishop's convocation last week, which was a good retreat, and strength for the journey in these strange times. We have a lot of strengths to build on as a church and synod.

CONTRACT OF SERVICE

In keeping with the policies and practices of the Evangelical Lutheran Church in America (the "ELCA") and the Sierra Pacific Synod (the "Synod"), and in order to set forth clearly the agreement for service between **Lutheran Church of the Incarnation** of Davis, (the "Congregation"), and the **Reverend Robert Willse** agree to serve the Congregation in the position of Sabbatical Pastor as described below.

This position is for an average of 20 hours per week, beginning on April 28, 2025, shall end on July 20, 2025.

Together the Congregation and Pastor will share in the mission given by Christ, which involves the whole people of God. They will:

- Engage in ministry as we celebrate God's presence, experience renewal through the gospel, give witness to Jesus Christ, and provide care, fellowship, and support for one another.
- Call forth leadership and equip the people of the congregation for ministry in order to meet the challenges and opportunities presented in the congregation and the community.
- Receive the Word of God as revealed in scripture and witness to by the Lutheran Confessions. Subscribe to the Constitution, Bylaws, and Continuing Resolutions of the ELCA, the Synod, and the Congregation.

You the Pastor will:

- Preach the Word of God.
- Preside at worship and administer the sacraments according to the practice of the ELCA.
- Provide pastoral care to all members of the parish according to their needs, visit as necessary, and uphold us in prayer.
- Give pastoral leadership for the meetings, activities, and organizations of the congregation as requested.
- Lead Adult Forum if requested.
- Assist with the joint Confirmation program if necessary.
- Report regularly, in writing, to the congregation council.

We the Congregation will:

- Commit ourselves to the gospel by faithful participation in worship, learning, and fellowship activities.
- Seek to fulfill our calling to be servants to others in our families, occupations, communities, civil and political institutions, and voluntary associations.
- Receive you as our Sabbatical Pastor in this season, uphold you in prayer, and accord you our love, respect, and good will.
- Look to you to preside at baptisms, celebrations of Holy Communion, weddings, funerals, and all rites of the Church.

- Compensate you in the following ways:
 - Pay you \$10,000 paid in the following manner:
 - \$3,500 on May 25
 - \$3,500 on June 29
 - \$3,000 on July 20.

 Congregation President,
 Lutheran Church of the Incarnation

 Date

 Sabbatical Pastor

 Date

Most likely schedule

Sunday Adult Forum at 9:00 a.m.
 Worship at 10:00 a.m.
Tuesday Office hours 8:30 a.m. – 12:30 p.m.
Thursday Office hours 9:00 a.m. – 1:00 p.m.

1st Tuesday of the Month – Executive Board meeting (7:00p.m.)

2nd Tuesday of the Month – Council Meeting (7:00-9:00 p.m.)

1st Friday of the Month – Visitation Ministers (9:30 a.m.)

Worship & Music Committee as necessary.

While at home I will be working on the sermon and other assignments, as necessary.

Lutheran Church of the Incarnation

Balance Sheet

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1 First Northern Bank	-820.00
4 MM - First Northern Bank	69,580.51
8 First Northern Bank - operating	153,264.89
PayPal Account	0.00
Total Bank Accounts	\$222,025.40
Total Current Assets	\$222,025.40
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	\$2,770,101.23
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	1,410.94
Total Accounts Payable	\$1,410.94
Other Current Liabilities	
20115 Special Benevolences	0.00
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	\$0.00
Total Current Liabilities	\$1,410.94
Long-Term Liabilities	
20754 Mortgage	0.00
20755 AOB Bad Debt	0.00
20769 Organ Fund	0.00
20774 Mortgage - regular	453,543.43
20775 Mortgage - Facility Renovation	0.00
27200 Other Liabilities	0.00
Total Long-Term Liabilities	\$453,543.43
Total Liabilities	\$454,954.37

Lutheran Church of the Incarnation

Balance Sheet

As of February 28, 2025

	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	3,250.04
20401 Emergency Fund	0.00
20402 Caregivers Fund	0.00
20500 Youth / Day Camp / Mt. Cross	4,276.03
20508 Day Camp Reserve Fund	-820.00
20509 Nursery Supplies & Equipment	0.00
20551 Mission Trip Fund	4,233.01
20552 Youth	0.00
20614 Hospitality	1,361.36
20615 50th Anniversary	0.00
20759 Major Maintenance Reserve	83,861.10
20760 Columbarium Fund	38,682.47
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	30,333.39
30000 Opening Bal Equity	110.00
32000 Unrestricted Net Assets	2,146,637.70
AMOR Scholarships	2,390.00
Net Income	-2,726.44
Total Equity	\$2,315,146.86
TOTAL LIABILITIES AND EQUITY	\$2,770,101.23

Lutheran Church of the Incarnation

Profit and Loss

February 2025

	TOTAL
Income	
41000 Income	
41100 Offerings	19,060.25
41320 Rents Other	460.00
Total 41000 Income	19,520.25
Total Income	\$19,520.25
GROSS PROFIT	\$19,520.25
Expenses	
67000 Administration	
67700 Office Supplies & Equipment	9.99
Total 67000 Administration	9.99
68000 Property General Maintenance	508.62
68754 Utilities - PG&E	1,088.25
68755 Utilities - Solar	350.00
68772 Mortgage (est 2015) Interest	1,941.76
Total 68000 Property General Maintenance	3,888.63
70000 Support Staff	
70709 Cantor Pay	300.00
70721 Payroll Taxes	382.50
Total 70000 Support Staff	682.50
71000 Pastors Compensation Package	
71900 Defined Compensation	
71902 Elective Deductions - FSA, Pension	455.14
Total 71900 Defined Compensation	455.14
71904 Benefits- Retirement	910.28
71906 Benefits- Disability	27.31
71910 Benefits- Basic Group Life	18.21
71911 Professional Reimbursements	990.00
Total 71000 Pastors Compensation Package	2,400.94
Total Expenses	\$6,982.06
NET OPERATING INCOME	\$12,538.19
NET INCOME	\$12,538.19

Lutheran Church of the Incarnation

Profit and Loss

January 1 - March 10, 2025

	TOTAL
Income	
41000 Income	
41100 Offerings	26,202.68
41310 Rents Applegate Nursery	2,106.00
41320 Rents Other	585.00
41400 Other Misc Income	27.77
Total 41000 Income	28,921.45
Total Income	\$28,921.45
GROSS PROFIT	\$28,921.45
Expenses	
61000 Worship	
61200 Altar Supplies	41.56
61203 Rooted Service	7.22
Total 61000 Worship	48.78
62000 Witness	
62301 Pastor Outreach	119.02
Total 62000 Witness	119.02
64000 Learning	
64551 Youth - LCI Activities	93.31
Total 64000 Learning	93.31
67000 Administration	
67700 Office Supplies & Equipment	1,007.40
67703 Social Media & Advertising	170.00
67704 Bookkeeper	1,957.00
Total 67000 Administration	3,134.40
68000 Property General Maintenance	1,008.62
68750 General Maintenance & Supplies	104.00
68751 City Services	842.86
68752 Telephone	157.11
68753 Fire System	1,037.00
68754 Utilities - PG&E	2,008.41
68755 Utilities - Solar	700.00
68756 Property Insurance	350.00
68757 Cleaning Services	1,000.00
68772 Mortgage (est 2015) Interest	3,888.26
Total 68000 Property General Maintenance	11,096.26
70000 Support Staff	
70701 Administrative Asst Pay	1,220.00
70703 Youth Director Salary	1,635.00
70708 Pianist/Organ Pay	1,052.25
70709 Cantor Pay	300.00

Lutheran Church of the Incarnation

Profit and Loss

January 1 - March 10, 2025

	TOTAL
70721 Payroll Taxes	743.93
70722 Payroll Service Fees	200.50
Total 70000 Support Staff	5,151.68
71000 Pastors Compensation Package	
71900 Defined Compensation	
71901 Net Salary	4,492.56
71902 Elective Deductions - FSA, Pension	1,365.42
Total 71900 Defined Compensation	5,857.98
71903 Housing Allowance	3,700.00
71904 Benefits- Retirement	2,730.84
71906 Benefits- Disability	81.93
71910 Benefits- Basic Group Life	54.63
71911 Professional Reimbursements	990.00
Total 71000 Pastors Compensation Package	13,415.38
Total Expenses	\$33,058.83
NET OPERATING INCOME	\$ -4,137.38
NET INCOME	\$ -4,137.38