

## Lutheran Church of the Incarnation Council Meeting Minutes

December 12, 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

### B. Opening Prayer & Devotion: Pastor Dan

### C. Faith Story: Kathryn

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

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

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

### F. Council Action Items:

- 1) Pastor Dan: Reintroduce the common cup during communion. Tim Motion; Bob 2nd; VOTE: 9-0-0.
- 2) Vern: Stewardship Report attached.
- 3) Vern: Proposal for reimbursement for Lindsey Burns to include 3 weeks paid vacation.  
Tim Motion; Karen 2nd; VOTE: 9-0-0.
- 4) Tim: Attached letter from Interfaith Housing Justice Davis going to City Council. Seeking support by adding LCI's name on the letter. Tim Motion; Jenny 2nd; VOTE: 9-0-0.
- 5) Ralph: Seeks approval to purchase one new wireless microphone. Consult with Karen Slinkard for funding. Tim Motion; Kenny 2nd; VOTE: 9-0-0.

### G. President's Report: Tim

- 1) Bill of Responsibility: Each council member shared various responsibilities that they have for our church. (e.g. golden rule, more active member, council, support youth, health/future of LCI, outreach, stewardship, mental health, work/life balance, family, transparency).
- 2) Improve operational and financial efficiencies:
  - a. Outsource payroll to Carbahal. Sharing fiscal responsibility.
  - b. All Pillar and Chair positions filled!
  - c. Re-implement calendar meeting in January. Make sure all leaders are in communication and on the same page.

### H. Committee and other Reports

- 1) November Financial Report attached.
- 2) 2023 Monthly Ministry Partner Summary attached.

### J. Other Business:

- 1) LCI hosting Celebration of Abraham -- Feb 4 at 3pm.
- 2) Tim / Pastor / Others - Contact church database and invite members back!
- 3) Pastor's Sabbatical - postponed until Summer 2025.
- 4) Pillar Chair Calendar Meeting - Jan 7 at 11:15am. Council liaisons encouraged to attend.
- 5) Exterior sanctuary lights - John & Ralph working on a solution.
- 6) Grounds committee requesting regular gardening support - John is gathering quotes.
- 7) Quilt Auction to raise money for the Maui victims. Council recommends waiting until January.

**Next Executive Council Meeting = January 2 at 6pm**

**Jenny to send out Agenda = January 7**

**Next Council Meeting = January 9 at 7pm**

## **Pastor's Report to Council**

Lutheran Church of the Incarnation

Rev. Dr. Dan Smith

December 12, 2023

### Action Items:

- Policy discussion re: common cup as an *option* during communion. This was a pandemic-era adjustment; prior to March, 2020, we had the common cup (to drink from) at communion and smaller cups for intinction (dipping) of bread into wine/grape juice but haven't since. I am curious how Council members feel about the possibility of having a common cup – with wine – for those who would like to sip from it; are we ready for this?

### Information Items:

- Children's Christmas program this Sunday (12/17) in worship – I am helping with the music.
- Advent 4 worship – 12/24 at 10:00am; Christmas Eve at 5:00pm (one evening service only)
- Celebration of Abraham (Feb. 4, 2024) – a gathering for Jews, Christians and Muslims to engage in interfaith dialogue and understanding. LCI was asked to host this year; I attended the planning meeting last Sunday at Tim Paulson's request, and there will be another one this Sunday evening. The group is still deciding on a theme; centered around compassion and listening, especially to those with whom we disagree. This year's gathering may be especially tense with the current war in the Holy Land. Please keep us in your prayers.

### In the wider church:

- Rev. Jeff Johnson was installed as the sixth Bishop of the Sierra Pacific Synod last Saturday (Dec. 9) at St. Matthew's Lutheran Church in Walnut Creek. Marvie Paulson, Nele and I attended, along with Vern and Marcia Holmes. Please pray for Bishop Jeff in his role as shepherd of our Synod; for his staff and the congregations and ministries of our Synod going forward.

### *A word about how I organize my time:*

I do not plan to do this on a regular basis, but at the request of a Council member, I am sharing the following as an attempt to clarify how I approach my work week, and what I need help with from you as a Council and our lay leadership/committee structure. There are 21 potential 4-hour "work blocks" in a pastor's week: morning, afternoon, evening. Faithful stewardship of time for full-time pastors means working at least 10 of those 21 (10x4 = 40 hours/week). In general, I work Tues-Fri (Mon is my sabbath); my office hours are in the morning from app. 9-1pm, unless I have other meetings. If I have evening meetings, classes, etc. (which I often do), I take the afternoon off. If I do not have an evening meeting, I will work in the afternoon, either visiting people, doing prep work or study, and/or meeting with pastors or other clergy (such as in the Lutheran Conference we are a part of or local interfaith clergy groups). In general, the purpose of my week is to prepare myself to lead worship and preach, to teach classes and to provide pastoral care, which is what you have called me to do as your pastor.

This would be a typical work week for me:

	<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
<b>Mon</b>	Sabbath	Sabbath	Sabbath
<b>Tues</b>	Office hours (currently 10am phone call; 11am intern meeting)	free	Administrative/other meetings (e.g. Exec Comm/Council; Public Theology)
<b>Wed</b>	Office hours: staff meeting (10am); prep	Free	Programming (e.g. Advent midweek, Israel/Palestine class)
<b>Thurs</b>	Office hours	free	Choir practice
<b>Fri</b>	Office hours	Pastoral visits	free
<b>Sat</b>	Occasional meetings	Sermon prep	free
<b>Sun</b>	Worship/preaching	Nap!	Confirmation

**This week (as an example):**

	<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
<b>Mon</b>	Sabbath	Sabbath	Sabbath
<b>Tues</b> 12/12	Office hours (currently 10am phone call; 11am intern meeting). Need to call parishioner for visit	Free	Council
<b>Wed</b> 12/13	9:00am meeting with NA rep; staff meeting – incl. decorating Christmas tree in Sanctuary	Free	Advent midweek – I will make soup and attend worship at DLC
<b>Thurs</b> 12/14	Medical appt (9am); then office hours	Conference Christmas party (ELCA clergy)	Choir practice
<b>Fri</b> 12/15	Office hours; incl. LCI Membership review (10:30)	1:00pm spiritual direction; the rest of the pm off	free
<b>Sat</b> 12/16	Visit w/an LCI family re: Baptism	Worship & Music Committee	free
<b>Sun</b> 12/17	Lead worship (preach)	12:30pm Confirmation/ 2:00pm Lundgren open house (Elk Grove)	Celebration of Abraham planning group

LCI Executive Committee Meeting  
Dec. 5, 2023 6:00 pm  
Stewardship Report

The 2023-24 Stewardship Response Program “Be These” (Salt and Light) was very pleasing. The first portion of the program was a stewardship fair in which the ministries of LCI were on display. Along with the fair there was an intense campaign asking for “Time and Abilities” commitments for the coming year. Joan Marquand-Willse and Marcia Holmes were the energy force putting this effort together. Numerous volunteers participated making this a highly visible event with lots of enthusiasm. The Pillar Chairs are to be commended for all their efforts.

The second portion of the campaign was a Stewardship Dinner and dessert auction. Proceeds from the auction went to ELCA Disaster Response. This was the first major congregational dinner since the beginning of the Covid 19 pandemic. Part of its goal was to rehabilitate the fellowship aspect of our LCI community. This was a very successful effort which involved many volunteers and participants. Along with the dinner there was an “Estimate of Giving” program, encouraging members to turn in a financial commitment for 2024.

The results of the program are as follows. To date: we have had 34 individual Time and Abilities commitments, and 28 Giving Units (families) have turned in an Estimate of Giving for 2024. While there may be some additional commitments not yet received, for all practical purposes this part of the campaign is finished.

We are now working on follow-up work which includes thank you letters to those who have made a commitment and a “last chance” letter to members we have not heard from. That work is ongoing as of this meeting.

The Time and Abilities responses are being collated by Carol Huegli. When that work is finished we will give a report to our Pillar Chairs and encourage them to make the appropriate follow-up to volunteers.

Vernon Holmes, Stewardship Chair

From the 2022 Staff Handbook for LCI employee's

## VACATION

Vacations provide a break beneficial to both LCI and the employee. Therefore, employees are encouraged to take vacations annually.

The Pastor of LCI will accrue 160 hours (4 weeks) of vacation each year.

All other regular full-time and part-time employees working 20+ hours per week will be provided paid vacations annually according to the following schedules:

### Full-Time Employees

#### Employment Years Vacation Time

0 – 5 years 80 hours

6 – 10 years 120 hours

11+ years 160 hours

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According to the above schedule Lindsey should be eligible for three weeks of vacation.

Currently she is taking two weeks (from Youth ministry that is paid vacation, but her reimbursement does not account for her office administration position).

For the purpose of paid vacation leave I recommend we treat her two positions as one. I recommend that we authorize 3 weeks for Lindsey with the salary from both positions considered as one. This would be in line with our staff handbook (see above). This proposal would increase her time off from two<sup>9</sup> to three weeks and her compensation from only reflecting her Youth Ministry position to reflecting both her Youth Ministry plus her Office administration position.

Vernon Holmes

Vice President of Congregational Council

## **More starter homes for purchase**

**The Housing Trust Fund (HTF) addendum in our Housing Element clearly lays out that our HTF must fund programs for 3 broad groups: The Unhoused (including emergency shelters, transitional housing, and permanent supportive housing), Renters and Buyers looking for an affordable home.**

**Why is this important? This is the first of 3 letters outlining why you, as our council should support housing in each of these areas beginning with for-purchase affordable homes.**

**You, as a council member, are well aware that we need a minimum of 830 units of moderate-income housing if we are to comply with the 2023-2031 RHNA housing cycle. We have already had a developer try to impose the Builder's Remedy to push through his project because our Housing Element was not in compliance. You are also aware of the potential financial impacts to the city and the loss of local control we will sustain if we can not meet the State's housing demand.**

**But this is not just about meeting a quota. Our lack of moderate-income housing for purchase impacts our residents personally, socially, and environmentally. Our adult children, even those making a starter professional salary, can't afford to buy into their hometown. Our majority white community sustains its lack of diversity by locking out lower income people (of which a higher percentage are minorities) creating both economic and racial segregation. And finally, a lack of affordable for purchase housing that is near jobs and public transportation to jobs is one more factor fueling climate change. Many of our blue color workers and young professionals commute from out of town increasing their carbon footprint. Simply allowing workers to live in the town in which they work, reduces carbon emissions.**

**Council can help low- and moderate-income individuals buy into our community, increase racial diversity, and make inroads in our carbon emissions by doing the following.**

**First, we ask you to pressure our developers to focus on the production of starter homes with whatever leverage you have available. Push for more single**

**family homes with small square footage or even better, homes which are less expensive by design (e.g. town homes, duplexes and quadplexes).**

**Then you need to help first time home buyers buy that home. By funding the HTF with ongoing and significant revenue, our city would have the revenue to approve new programs, such as this example Down Payment Assistance (DPA) program designed specifically for Davis that was presented to the Social Services Commission March 28 2022. The full plan can be found on the City of Davis website, under the Social Service Commission agenda for that same date.**

**In this DPA plan, the HTF would supply up to 10% of the purchase price or a maximum of \$20,000 per prospective or defined first-time home buyer. The recipient would pay 3% simple interest with a 30-year deferred payment. Funds repaid would be returned to the HTF. Repayment of principal and interest or equity share would be due upon the sale of the property, payoff or refinance of the 1<sup>st</sup> mortgage. Unfortunately, while the Social Services Commission recommended that the city staff present this plan to the city council, the council has not yet addressed it. It is time to do so.**

**Finally, as you write the revenue measure for the November 2024 ballot, you must commit to annual funding of the HTF. Prior to 2012, State Redevelopment Agencies placed up to 2 million annually into the city coffers to manage redevelopment. Our city needs funding which is at least comparable to these historic levels if we are to make any headway in addressing our current housing shortages. Funding this HTF at this level must be a priority.**

**Thank you,**

**Ellen Kolarik, Co-Chair Interfaith Housing Justice Davis**



# Lutheran Church of the Incarnation

## Balance Sheet

As of November 30, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1 First Northern Bank	0.00
4 MM - First Northern Bank	69,232.97
8 First Northern Bank - operating	97,614.18
PayPal Account	0.00
<b>Total Bank Accounts</b>	<b>\$166,847.15</b>
<b>Total Current Assets</b>	<b>\$166,847.15</b>
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
<b>Total Fixed Assets</b>	<b>\$2,548,075.83</b>
<b>TOTAL ASSETS</b>	<b>\$2,714,922.98</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
20115 Special Benevolences	250.00
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
<b>Total Other Current Liabilities</b>	<b>\$250.00</b>
<b>Total Current Liabilities</b>	<b>\$250.00</b>
Long-Term Liabilities	
20754 Mortgage	0.00
20755 AOB Bad Debt	0.00
20769 Organ Fund	0.00
20774 Mortgage - regular	468,785.53
20775 Mortgage - Facility Renovation	162.47
27200 Other Liabilities	0.00
<b>Total Long-Term Liabilities</b>	<b>\$468,948.00</b>
<b>Total Liabilities</b>	<b>\$469,198.00</b>

# Lutheran Church of the Incarnation

## Balance Sheet

As of November 30, 2023

	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	0.00
20301 Pastor's Discretionary Fund	3,247.92
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	76,861.10
20760 Columbarium Fund	38,497.28
20761 Columbarium Niche Purch-Exp	0.00
20771 Facilities Renovation	0.00
20776 Sanctuary Renovation	-208.35
20777 Property Infrastructure Reserve	0.00
24150 Operating Reserve	0.00
24151 Endowment Fund	30,148.29
30000 Opening Bal Equity	110.00
32000 Unrestricted Net Assets	2,126,522.41
Net Income	-42,507.51
<b>Total Equity</b>	<b>\$2,245,724.98</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,714,922.98</b>

# Lutheran Church of the Incarnation

## Profit and Loss

November 2023

	TOTAL
Income	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
Expenses	
68000 Property General Maintenance	585.00
68754 Utilities - PG&E	701.25
<b>Total 68000 Property General Maintenance</b>	<b>1,286.25</b>
<b>Total Expenses</b>	<b>\$1,286.25</b>
NET OPERATING INCOME	<b>\$ -1,286.25</b>
NET INCOME	<b>\$ -1,286.25</b>

**2023 LCI Monthly Ministry Partner Summary**

<b>Month</b>	<b>Program</b>	<b>Amount</b>
Jan	St.John's Program for Change	\$600
Feb	CLU / PLTS	\$100
Mar	LSS	\$780
Apr	Grace Garden	\$625
	St.John's Program for Change	\$500
May	Mercy Coalition	\$600
Jun	Yolo Food Bank	\$600
Jul	Fourth & Hope	\$600
Aug	Paul's Place / Davis Community Meals	\$650
Sep	CASA	\$200
Oct	Belfry	\$1,005
	Walter's House - Administered by 4th & Hope	\$50
	AUCTION Disaster Response ELCA Maui & Middle East	\$2,531
Nov	Lutheran Hunger Appeal	\$720
	<b>TOTAL</b>	<b>\$9,561</b>

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**Fw: Quilt for auction**

2 messages

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**tpaulson57@comcast.net** <tpaulson57@comcast.net>

Tue, Dec 12, 2023 at 10:42 AM

To: Jenny Fortuna &lt;jgfortuna78@gmail.com&gt;, Pastor Dan Smith &lt;lcidavis.pastor@gmail.com&gt;

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**From:** marcia holmes <marciaholmes\_8@sbcglobal.net>**Sent:** Monday, December 11, 2023 6:12 PM**To:** Tim Paulson <tpaulson57@comcast.net>; vernon Holmes <vernonholmes@sbcglobal.net>**Subject:** Fw: Quilt for auction

Sent from AT&amp;T Yahoo Mail on Android

----- Forwarded Message -----

**From:** "Christine M Bruhn" <cmbruhn@UCDAVIS.EDU>**To:** "Louise Wilson" <fuchau@icloud.com>, "Diane Machuga (jmachuga@sbcglobal.net)" <jmachuga@sbcglobal.net>, "Vern and Marcia Holmes ()" <marciaholmes\_8@sbcglobal.net>, "Kathryn L McCarthy" <klmccarthy@ucdavis.edu>, "Michael Finn (mkfynn6@gmail.com)" <mkfynn6@gmail.com>**Cc:** "Jonathon E Moom (Reveler7@hotmail.com)" <Reveler7@hotmail.com>, "Pam Jewell" <pjewell5003@wavecable.com>**Sent:** Sun, Dec 3, 2023 at 2:43 PM**Subject:** Quilt for auction

Here is a draft message for Tim and the LCI council –

We are sure you noticed the exceptional quilt started by Carol Klipstein and finished by Kay Finn which is on display in the south room. The Thursday morning group believe this quilt is well suited for a silent auction item to support the Maui fire victims. Might the Council consider moving forward with this idea. A silent auction would require minimum work. Those interested in purchasing the quilt would submit a bid by a specific date. The highest bid gets the quilt. We believe the quilt would be a bargain at \$600 and suggest a minimum bid of \$150. The quilt would be a lovely holiday gift, but there is no rush to move forward quickly. If we offer the quilt on auction, we might want to include Davis Lutheran and others in the bidding.

I would attach a photo of the quilt

Let me know what you think.

Christine

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**Jenny Fortuna** <jgfortuna78@gmail.com>

Tue, Dec 12, 2023 at 4:27 PM

To: Jennifer Fortuna &lt;jgfortuna@ucdavis.edu&gt;

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

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Subject: Fw: Quilt for auction

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**To:** Tim Paulson <tpaulson57@comcast.net>; vernon Holmes <vernonholmes@sbcglobal.net>

**Subject:** Fw: Quilt for auction

Sent from AT&T Yahoo Mail on Android

----- Forwarded Message -----

**From:** "Christine M Bruhn" <cmbruhn@UCDAVIS.EDU>

**To:** "Louise Wilson" <fuchau@icloud.com>, "Diane Machuga (jmachuga@sbcglobal.net)" <jmachuga@sbcglobal.net>, "Vern and Marcia Holmes ()" <marciaholmes\_8@sbcglobal.net>, "Kathryn L McCarthy" <klmccarthy@ucdavis.edu>, "Michael Finn (mkfinn6@gmail.com)" <mkfinn6@gmail.com>

**Cc:** "Jonathon E Moom (Reveler7@hotmail.com)" <Reveler7@hotmail.com>, "Pam Jewell" <pjewell5003@wavecable.com>

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