

Lutheran Church of the Incarnation Council Meeting Minutes

February 14, 2024, 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: Bob

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

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

Motion Jenny; Karen 2nd; Vote 10-0-0. Jenny to send to Lindsey to post to the website.

F. Council Action Items:

- 1) Karl to contact Lindsey about a "boiler plate" response to email requests for Weds/Sun announcements. Requests need to be funneled through pillar chairs and then to the church office.
- 2) Pastor/Lindsey/Tim to edit and update the "Facility Use Guidelines" and "Facility Use Request" form and post it to the website. Motion Dan; Tim 2nd; VOTE: 10-0-0.
- 3) Council voted to give all undesignated offering to the General Fund. Designated giving will be fulfilled through Monthly Ministry Partners. Motion Tim; Karen 2nd; VOTE: 10-0-0.
- 4) John Huegli is waiting for a sanctuary roof repair quote. The roofers may decide they can't repair the leak because it is more of a window issue. If that is the case, we will need to pursue other options. Council voted to allow the Executive Committee to meet as needed (before next Council meeting) and make a decision. Motion Vern; Bob 2nd; VOTE: 10-0-0.
- 5) Lindsey has put together a proposal (attached) for a Kid's Corner in the southwest corner of the sanctuary. Candles could be relocated next to the organ or to the right of the altar. Prayer Minister would need an alternate location. Goal is to get this set up by Easter. Motion Karl; Kenny 2nd; VOTE: 10-0-0.
- 6) Council decided that we should pursue advertising for both Easter and Holy week in the Davis Enterprise. Motion Jenny; Tim 2nd; VOTE: 10-0-0.
- 7) Vern presented a Constitutional Amendment (attached) for a Pastor Sabbatical every 7 years. Motion Vern; Bob 2nd; VOTE: 10-0-0. Needs to go to Congregational Vote in May.

G. President's Report: Tim

- 1) Executive Committee voted to approve a tree trimming bid for \$6,200 to address an urgent safety concern in the Applegate playground. Expense to come out of the Major Maintenance Fund. VOTE: 6-0-0.
- 2) Council & Pillar Chair Retreat Feb 24 from 9am-Noon.
To discuss what's happening at LCI? Review our goals. Where are the gaps? Create an Action Plan.

H. Committee Reports

- 1) January Financial Report attached.
- 2) Liturgical Furnishings Committee provided a "sneak peak" at the quilt being made for above the altar.

J. Other Business

- 1) Rob Williamson shared a Memorandum about Social Communication in the Church.

Next Executive Council Meeting = March 5 at 6pm

Jenny to send out Agenda = March 10

Next Council Meeting = March 12 at 7pm

Pastor's Report to Council

Lutheran Church of the Incarnation

Rev. Dr. Dan Smith

February 13, 2024

Action Items:

- Communication policy at LCI – communication about events and activities at LCI to go through those responsible for ministry areas, i.e. staff or pillar chairs.
- Policy discussion: facility use at LCI – who is allowed to use our building and under what conditions?

Information Items:

- Lent/Holy Week planning is underway; we are working together with Davis Lutheran for the Lenten season. This year we will have an Easter Vigil for the first time at LCI – 7:00pm on Saturday, March 30.
- Membership review meetings have continued – we have almost completed our roster, reaching out to those who are inactive to let them know we are thinking of them and miss them in worship.
- Membership Class postponed until Lent
- Celebration of Abraham (Feb. 4) – was a well-attended event – app. 100 people, with a good number of LCI members in attendance; I appreciate those who helped with setup and take down, organized by Ellen Kolarik, our Social Justice chair.

In the wider church:

Facility Use Guidelines
Lutheran Church of the Incarnation
1701 Russell Boulevard, Davis California 95616
(530) 756-5500

All of the facilities of the Lutheran Church of the Incarnation (LCI) are dedicated to the worship and service of God. The church facilities are not to be used for purposes inconsistent with LCI's bylaws or mission statement. The Congregation Council encourages members, friends, non-profit organizations and others to enjoy LCI's sanctuary, fellowship hall and grounds in accordance with the following guidelines:

A. Scheduling an Event

Requests for use of LCI facilities should be made by completing the appropriate Facility Use Form and submitting it for approval. When the Facility Use Form is submitted, the applicant must also submit the deposit fee, which is equal to the total fees due for facility use. (The Cleaning and Damage Deposit is separate and requires a separate check; see Section D.) Where time is of the essence, the pastor may grant one-time or short-term use. LCI facilities may be reserved for specific events up to six months in advance (one year for weddings).

B. LCI Contact Person

The Congregation Council will determine an appropriate contact person for your event. The LCI contact may be the office administrator, the pastor, an LCI member sponsor, or a special host/hostess.

C. Guidelines for Events

You are responsible for the safekeeping of event participants and LCI's facilities. Please observe the following sensible rules in preparing for, conducting, and cleaning up after your event:

1. **Cleaning** -- You are responsible for thoroughly cleaning up after your event. In some cases, you may wish to have your caterer or a professional cleaning service assist you in this task. Where applicable, please remove all food and decorations from the buildings, take down all special physical arrangements and re-set furniture, clean the tables, vacuum, mop and remove all trash to the dumpster near the storage shed in the parking lot. This clean-up must be done immediately following the scheduled event. **Failure to clean the facility thoroughly will result in a forfeiture of some or all of the Cleaning and Damage Deposit (see Section D).** Time for clean-up should be included in the total hours requested on the Facility Use Request form.
2. **Furniture / Equipment** -- Requests to rearrange furniture must be approved in advance. If furniture is rearranged, it must be put back in its original set-up after the function. **A violation of this rule will result in a fifty dollar set-up charge.** Equipment may not be taken from the premises except for church-sponsored functions. Any equipment taken from the premises must be signed out at the church office and checked-in within 48 hours after the event.
3. **Decorations** -- Time for setting up and/or decorating should be included in the total hours requested on the Facility Use Request form. Decorations must be made of flame-retarding material. No tacks, nails, glue or staples may be used on the walls, tables, furniture, etc. All decorations must be removed at the conclusion of the event.
4. **Sound** -- When more than one event is scheduled at LCI, please be sensitive to the needs of the other group. For all events, your LCI contact has the final say on the maximum volume of music and other noise.

5. **Supervision** -- You are responsible for supervising your event. Where young people (under 18 years) will participate in an event, a minimum of one supervising adult (21 years or over) for every ten young people must be present throughout the event (including set-up and clean-up).
6. **Alcohol** -- LCI permits the serving of alcoholic beverages, wines, punches and champagne with prior written approval by the Congregation Council *for LCI church members only*. Where a wedding has been planned with the guidance of the pastor, members are not required to secure the Congregation Council's approval. LCI does not permit the sale of alcoholic beverages or the serving of alcohol to minors. Alcoholic beverages may be served only in the fellowship hall and in the outdoor area west of the fellowship hall.
7. **Kitchen Use** -- Refer to Kitchen Policy Guidelines
8. **Keys** -- Any applicant requesting long-term use of the facility (daily, weekly, monthly) may request a key. All keys must be signed out and returned to the church office (\$10.00 refundable deposit). The LCI contact will open and close the facility for any other functions.
9. **Smoking / Pets** -- Smoking is permitted only in the parking lot (please use an ashtray). Pets are not permitted in the buildings.
10. **The Pastor** -- Pastoral acts will normally be performed by the pastor of LCI; however, exceptions may be made at the discretion of the pastor and/or the Congregation Council.
11. **Insurance** -- In some cases, especially long-term use of the facility, the Congregation Council may require a Certificate of Insurance naming Lutheran Church of the Incarnation as an additional insured.
12. **No food or drink** is allowed in the sanctuary building.

D. Cleaning and Damage Deposit

A cleaning and damage deposit of up to \$300 is required. The amount of the deposit shall be determined by the room(s) requested for use, the length of use, and the type of function. A professional cleaning service may need to clean the facilities after the function. **Any needed cleaning and/or repairs will be deducted from this deposit. In addition, you are responsible for and will be billed for any charges not covered by the deposit.** A refund of the balance of the cleaning and damage deposit will be mailed to you within three weeks following your final event (see Section C-2).

E. Cancellations / Refunds

Cancellations must be in writing. Full refunds will be made for 1) wedding cancellations received more than thirty (30) days in advance, and 2) meeting, seminar, recital and other event cancellations received more than seven (7) days in advance. Any cancellation that does not adhere to the above specifications will result in the forfeiture of one-half the deposit fee.

Facility Use Request (General)
Lutheran Church of the Incarnation
1701 Russell Boulevard; Davis, California 95616
(530)756-5500

Applicant's Name _____

Name of Organization (If Applicable) _____

Daytime Phone _____ Home Phone _____

Address _____

E-mail _____ Alt. E-mail _____

Day(s) & Date(s) of Event _____

Time Needed (include set-up and cleaning time, if applicable) _____ to _____

Number of People _____

LCI Contact Person: Elaine Sawyer (530) 756-5500

General rates for use of the facilities are as follows: Fellowship Hall -- \$50.00 per hour; Sanctuary -- \$50.00 per hour; Kitchen (must be rented with Fellowship Hall) -- additional \$50.00 per hour. Twenty percent discount on rentals of four or more hours. **Checks should be made payable to L.C.I.**

Release of Liability / Agreement

This is a release of liability. Read carefully before signing. I hereby release, discharge, waive and relinquish any and all claims or actions for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of my use of LCI's facilities. I agree to indemnify LCI for any similar claims or actions brought by participants in this event or any third parties who might be injured as a result of my use of these facilities.

I have read and understand the Facility Use Guidelines and agree to comply with the letter and the spirit of the requirements set forth in that document.

Signature of Applicant _____

* * * * *

Insurance Required? [] Policy Information _____

Rental Fee _____ Check # _____ Date Received _____

Cleaning and Damage Deposit up to [] \$300 [] Other _____

Kid's Corner

Table (we have both a small and larger one)

Chairs (we have them)

Rug Target \$76.99 + tax

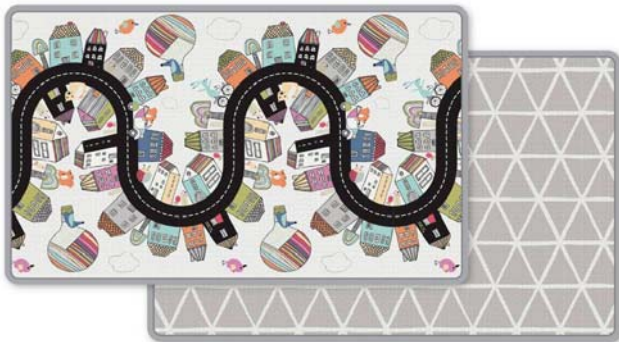
Book shelf \$45.00 + tax

Cubbies for bookshelf \$21.99 + tax

Subtotal \$156.57 (approx w/tax)

+ \$75.00 to update books, toys, puzzles, crayons, coloring book

Grand total \$231.75





Jenny Fortuna <jgfortuna78@gmail.com>

council item

Pastor Dan Smith <lcidavis.pastor@gmail.com>

Thu, Feb 8, 2024 at 11:28 AM

To: lcidavis office <lcidavis.office@gmail.com>

Cc: Tim Paulson <tpaulson57@comcast.net>, Jenny Fortuna <jgfortuna78@gmail.com>

I would say doing two separate ones makes sense if we have it budgeted. We are more likely to get people from the community of course on Easter Sunday, so in general I would say we focus more on that, but it would be good to get the Holy Week info in front of folks as well.

Peace,
Pr. Dan

> On Feb 7, 2024, at 11:37 AM, lcidavis office <lcidavis.office@gmail.com> wrote:

>

> Good morning!

>

> With lent upon us fairly soon. I am reminded that we will have an advertising opportunity coming up shortly. In the past we have advertised holy week, Easter and Christmas in the Davis Enterprise. The Christmas advertising bill was just paid and it was \$165. We had budgeted for that last fiscal year but I don't believe we have anything budgeted for 2024.

> The Davis Enterprise runs two different ads 2 different weeks. The first one being directed more at holy week and the second one primarily Easter. Do we want to do both weeks of advertising this year (around \$330) or just do one (around \$165) and if just one do we concentrate on Easter over Holy Week.

>

> Thanks and let me know as I anticipate them reaching out within the next couple weeks to reserve a spot.

>

> Blessings,

> Lindsey

Sample resolution for congregational council on pastoral sabbaticals.

Whereas the National Clergy Renewal Program recognizes the value of clergy sabbaticals; and

Whereas the Lilly Endowment continues to be one of our strongest allies in the effort to make sabbaticals a part of the culture of the ELCA; and

Whereas congregations and the many others that are encouraging their pastors to take regular sabbaticals are realizing the countless ways sabbaticals renew and revitalize the life and the ministry of the entire congregation. Therefore be it resolved that it shall be the stated policy of LCI, to grant a regular sabbatical period of up to three months following every seven years of service.

Be it further resolved that the congregation shall provide for pastoral support and pulpit supply during pastoral sabbaticals.

Proposed constitutional amendment.

C9.03

C. **5a)** shall be granted a pastoral sabbatical period of up to three months following every seven years of service. During pastoral sabbatical absences, the congregation shall provide for pastoral support and pulpit supply;

5b) as part of the sabbatical process, the pastor shall engage with a sabbatical committee (or LCI Council, whichever is appropriate) and provide the committee with a sabbatical plan that includes: the dates selected for sabbatical, a description of desired sabbatical activities, and a statement of how these activities will benefit the pastor and congregation.

Lutheran Church of the Incarnation

Balance Sheet

As of January 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1 First Northern Bank	0.00
4 MM - First Northern Bank	69,255.73
8 First Northern Bank - operating	129,692.18
PayPal Account	0.00
Total Bank Accounts	\$198,947.91
Total Current Assets	\$198,947.91
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	\$2,747,023.74
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	165.00
Total Accounts Payable	\$165.00
Other Current Liabilities	
20115 Special Benevolences	120.00
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	\$120.00
Total Current Liabilities	\$285.00
Long-Term Liabilities	
20754 Mortgage	0.00
20755 AOB Bad Debt	0.00
20769 Organ Fund	0.00
20774 Mortgage - regular	467,651.94
20775 Mortgage - Facility Renovation	162.47
27200 Other Liabilities	0.00
Total Long-Term Liabilities	\$467,814.41
Total Liabilities	\$468,099.41

Lutheran Church of the Incarnation

Balance Sheet

As of January 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	170.00
20301 Pastor's Discretionary Fund	3,347.92
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	78,361.10
20760 Columbarium Fund	38,520.04
20761 Columbarium Niche Purch-Exp	0.00
20771 Facilities Renovation	0.00
20776 Sanctuary Renovation	4,591.65
20777 Property Infrastructure Reserve	0.00
24150 Operating Reserve	0.00
24151 Endowment Fund	30,171.04
30000 Opening Bal Equity	110.00
32000 Unrestricted Net Assets	2,113,812.31
Net Income	-3,213.57
Total Equity	\$2,278,924.33
TOTAL LIABILITIES AND EQUITY	\$2,747,023.74

Lutheran Church of the Incarnation

Profit and Loss

January 2024

	TOTAL
Income	
41000 Income	
41100 Offerings	19,658.88
41310 Rents Applegate Nursery	1,982.00
41320 Rents Other	156.00
41400 Other Misc Income	128.30
Total 41000 Income	21,925.18
Total Income	\$21,925.18
GROSS PROFIT	\$21,925.18
Expenses	
62000 Witness	
62301 Pastor Outreach	258.48
Total 62000 Witness	258.48
64000 Learning	
64500 Sunday School	14.68
64551 Youth - LCI Activities	160.00
Total 64000 Learning	174.68
65000 Congregational Events	
65601 Council Retreat	164.92
Total 65000 Congregational Events	164.92
67000 Administration	
67700 Office Supplies & Equipment	466.99
Total 67000 Administration	466.99
68000 Property General Maintenance	842.13
68750 General Maintenance & Supplies	96.00
68751 City Services	841.22
68752 Telephone	156.67
68754 Utilities - PG&E	691.92
68755 Utilities - Solar	350.00
68757 Cleaning Services	1,000.00
68772 Mortgage (est 2015) Interest	2,001.76
Total 68000 Property General Maintenance	5,979.70
70000 Support Staff	
70701 Administrative Asst Pay	1,777.50
70703 Youth Director Salary	1,635.00
70708 Pianist/Organ Pay	686.25
70712 Pastoral Intern Salary	3,000.00
70721 Payroll Taxes	663.74
70722 Payroll Service Fees	227.34
Total 70000 Support Staff	7,989.83

Lutheran Church of the Incarnation

Profit and Loss

January 2024

	TOTAL
71000 Pastors Compensation Package	
71900 Defined Compensation	
71901 Net Salary	4,492.56
71902 Elective Deductions - FSA, Pension	910.28
Total 71900 Defined Compensation	5,402.84
71903 Housing Allowance	3,700.00
71904 Benefits- Retirement	910.28
71906 Benefits- Disability	54.62
71910 Benefits- Basic Group Life	36.41
Total 71000 Pastors Compensation Package	10,104.15
Total Expenses	\$25,138.75
NET OPERATING INCOME	\$ -3,213.57
NET INCOME	\$ -3,213.57

Update on Sanctuary Art Quilt(s)

Carol Huegli <cchase18@gmail.com>

Tue, Feb 13, 2024 at 11:23 AM

To: Bob Willse <rev.bobwillse@gmail.com>, Pastor Dan Smith <cidavis.pastor@gmail.com>, Charles Green <edgreen99@me.com>, Karen Slabaugh <kslabaugh@djustd.net>, Karen Slinkard <kslinka@gmail.com>, Jenny Fortuna <jgfortuna78@gmail.com>



Good morning all!

Good news--the quilt(s) are coming along nicely. You can see the work to date in the attached photos. The center quilt is the furthest along--Marjan is in the midst of attaching the leaves which is a final step in her process.

Be sure to blow up the photo so you can see the detail of how she creates dimension in a traditionally 2 dimensional production. The stitching by Kathy Donaldson also brings this out--note how it changes within the tree and also the background.

The second photo shows how the side panels will be. They are only in the beginning of the design production process. Remember she hand dyes her fabrics.

Her plan is to deliver the second week of March--at that time, we will discuss the mounting of the quilt panels. At this time, I am including Rev Bob & Ed in the meet up so mounting details can be brainstormed and finalized. I'll be sure to also include you Pastor Dan and any others of you who want to be there.

Right now, the days I am looking at are: Tuesday, Thursday, or Friday at 10 am (March 12, 14, or 15). Please let me know your availability.

Other details: Congregation gave generously to meet the \$5,000 cost with a bit of a buffer. I will request the balance due in advance so we have the check to provide Marjan when we receive the Quilts. Lastly, while we will receive the quilts the 2nd week of March, the goal is to have them mounted by Easter at the latest--ideally before Palm Sunday.

Jenny & Pastor Dan--if you want to give the Council the update on delivery time and that we will have it for Easter--that would be wonderful!

Have a wonderful day! Peace, Carol