

# Lutheran Church of the Incarnation Council Minutes

June 8, 2021, 6:30 pm

By Zoom

**Council Members:** Jeff de Ropp (2023), Ed Green (2023), David Hartley (2022), Carol Huegli (2023), Karl Larson (2022), Becky Linvill (2022), Pr. Dan Smith

- A. Introduction: Carol
- B. Approval of May Council minutes: M/S/C de Ropp/Green
- C. May Treasurer's Report: Karl
  - I. Ed said an additional check for matching funds was not included in the report and was sent to Pastor Dan. Incoming checks are put in Paul Kolarik's mailbox
- D. Devotion: Pastor Dan  
Shared personal information that his brain surgery has been a success. Thanks be to God!!!
- E. LCI Renewal: Pastor Dan
  - I. **Five Practices of Fruitful Congregations**, Chapter 4: Intentional Faith Development
    - Parables of Jesus (e.g. woman who gave her last penny)
    - Welcome strangers into home, everyone matters, commitment to one another
    - The Holy Spirit is moving through us to bring us to God's work
    - Discussed that more could be done on faith development and getting to know other church attendees and our own neighbors (e.g. small groups, dinner groups)
- F. Election of Officers
  - I. President: Carol elected; M/S/C de Ropp/Green
  - II. Vice President: Jeff elected; M/S/C Huegli/Green
  - III. Secretary: Becky elected (will be on Executive Committee now); M/S/C de Ropp/Huegli
  - IV. Financial Secretary is appointed: Damian Genetos
  - V. Treasurer is appointed (not a term position); Karl clarified that he was in an "interim" position. Council agreed that it was important to correct this: Karl elected; M/S/C Huegli/ de Ropp
  - VI. Dan said a prayer for the new Executive Committee
- G. Pastor's Report
  - I. Pastor Dan met with Pastor Vern Holmes to discuss the Stewardship Campaign scheduled for September 12 – October 23 with Commitment Sunday on October 17. There will be Cottage Meetings with 8-12 people plus Pastor Dan, Pastor Vern and one Council member. Carol will be on vacation on most of the dates
  - II. 2022 will be last year of the Capital Campaign for the Sanctuary Renewal

- III. Outreach visits: Pastor Dan has made 61 “visits” (by email, phone or in person) to church attendees. He has friends that are or will attend LCI. Molly Anderson is leading visits to the homebound
- IV. “Summers on the Lawn”: New monthly event on Friday nights on the West Lawn (June 25-picnic, July 23-campfire and August 20-movie)
- V. God’s Work Our Hands: Scheduled for September 12. Pastor Dan is coordinating the work projects including an Emerson Jr. High gardening project. Let him know of needs in the community
- VI. He will take vacation in July and emergency pastoral care will be provided by Pastor Brandon Austin (Davis United Methodist Church). Church services will be presided by:
  - July 11: Rev. Vern Holmes
  - July 18: Rev. Jason Niemi
  - July 25: Rev. Diane Wendt
  - August 1: Rev. Jason Niemi

H. President's Report: Carol

I. Summer Schedule:

- There was consensus for cancelling the July Council meeting
- June 29, Executive Council Committee will meet from 7:00-8:00 PM by Zoom

I. Committee and other Reports

I. Sanctuary Renovation: Ed

- Discussed prep work. Jenny Fortuna will help with the Common Bid Sheet that is used to keep costs aligned with funds
- HVAC in the Sanctuary is “shabby” and has very limited filtered air with no access to fresh air. Requested bids for a new HVAC from 3 vendors and 2 replied. So far, the committee is most pleased with the bid from Bos

II. Communion modifications: Carol

III. Learning & Outreach reports from Lindsey Burns: Carol

- Lindsey has made calls to past church attendees
- Asphalt repair expense will be paid by Karl. Andy Anderson was an external source who supervised the work and was onsite for 3 days. Please consider sending Andy a “Thank You” letter
- Due to hacking of staff email, new email addresses have been created for all staff (@gmail.com)

IV. Social Justice: Becky

- Under Ellen Kolarik & Jill van Zanten’s leadership, we will advocate for more low-income housing with other faith communities in Davis

V. Applegate schedule: Carol

## **Council Report**

June 2021

Pr. Dan Smith

Lutheran Church of the Incarnation

Davis, CA

### **Stewardship 2021: Cottage Meetings**

The plan this year is for Cottage Meetings - of app. 8-12 people + presenter meeting in people's homes. The program will include a Bible study, review of Council priorities for the year as well as our financial status, along with our vision for where we believe God is leading us in 2022. Dates: Sep. 12 - Oct. 23; commitment forms will be collected on Sun, Oct. 17, which is Commitment Sunday. We will need Council members to attend the cottage meetings to share the Council priorities and be enthusiastic about where we believe the Spirit is leading us! We also need to decide who will attend to give the update about finances (to be decide by Executive Committee). Special thanks to Rev. Vern Holmes for his leadership with Stewardship!

### **Outreach Visits**

I have made pastoral contact with 61 people listed in our Breeze database in the last month - (phone, email or in person), and I continue to work with our *Visitation Ministry* team, which meets monthly to review our list of those who are homebound or who have special ministry needs. Outreach calls and visits to those who have become inactive have continued by Lindsey, Jeff and me, in addition to visits (with communion!!) to the homebound or to those who have requested pastoral visits for special needs. Special thanks to Molly Anderson for leading this group. A couple of people to watch out for: Elaine Kasimatis (an old friend of ours, now worshipping with us; her daughter Katja was the flower girl in our wedding), and Rev. Bob Willse, the Pastor of Shepherd of the Hills, Vacaville, who plans to attend LCI with his wife Joan when he retires at the end of this month. (Bob told me this when he attended the stakeholder's meeting we had in the summer of 2019, and I called recently to confirm that he still planned to join us - sometime in mid-late July.) I have some other prospects as well; please be think about who you might invite to worship or fellowship with us.

### **Summer's on the Lawn**

You have probably heard about this by now: the staff has planned three programs intended to gather our congregation and as *outreach for newcomers!!*

- **Friday, June 25, 6:30pm - picnic dinner on the lawn with music & games** (bring your own blanket and food)
- **Friday, July 23, 7:00pm - campfire on the lawn**
- **Friday, August 20, 7:30pm - movie on the lawn**

*Please save the dates and plan to attend if you are in town - and invite someone who doesn't come to LCI!!! It's a chance to expand our "base" as a community; of those who know each other socially and may be comfortable taking the next step in terms of activity in our congregation. Thanks!!!*

**Vacation:** I will be on vacation July 6 - Aug. 2. I have preaching and presiding covered (see schedule below) and Rev. Brandon Austin of Davis United Methodist Church will cover for me for emergency pastoral care. Pastoral care emergencies would be things like deaths, hospitalizations for serious injuries or illnesses, crises in families, etc.; generally not for routine housecalls or communion visits (use your best judgment). (Molly Anderson is a good resource for pastoral care needs as the Visitation Ministers meet with me monthly to review those who need special care.)

Pulpit supply:

July 11 - Vern Holmes

July 18 - Rev. Jason Niemi

July 25 - Rev. Dianne Wendt

Aug. 1 - Rev. Jason Niemi

Emergency pastoral care:

Rev. Brandon Austin's email: [revboffice@gmail.com](mailto:revboffice@gmail.com); cell #: 209-923-0110.

In the wider church:

**God's Work, our Hands** is Sunday, September 12. This is a service project throughout the whole ELCA; I am currently seeking projects for LCI, including a possible gardening project at Emerson Jr. High, and I'm hoping we can have several groups to go out after our 9:30am service on Sep. 12. *If you know of special needs in the community, please let me know! We can also apply for funds from Thrivent as Thrivent Action Teams.* (Some of the projects we have done in the past have been help at Fourth & Hope in Woodland, The Belfry and baking cookies for first responders, which might be difficult this year...)

## 2021 Stewardship Proposal for LCI

### **METHOD:**

#### **Cottage Meetings**

Small group meetings of approximately 8 to 12 persons plus presenters, meeting in congregant's homes and in the church (pandemic permitting). Meetings will have a four part program: consisting of the following:

Part A:       **A short Bible Study** on I Timothy 6:18-19 *"They are to do good, to be rich in good works, generous, and ready to share, thus storing up for themselves the treasure of a good foundation for the future, so that they may take hold of the life that really is life."*

Part B:       **Sharing around Leadership priorities**

- Intentional Outreach to members and newcomers,
- Sharing Faith Stories,
- Reaching Out to our geographic neighborhood, and
- Serving the community as a witness to God's Love

Part C:       **Presentation on "What has happened financially during the pandemic?"**

- With Congregational Staff and finances.
- With Sanctuary Renewal.

Part D:       **Where are we going in 2022?**

- Presentation of 2022 needs
- Review of Commitment Forms

### **DATES:**

September 12, 2021 - October 23, 2021

Cottage Meetings would take place between September 27<sup>th</sup> and October 9<sup>th</sup>

October 10 Stewardship Sunday

October 17 Commitment Sunday

### **STAFFING:**

Bible Study - Pastor Dan Smith

Sharing Leadership priorities – Council Leaders (training will be provided)

What transpired financially during pandemic - Council members (training will be provided)

Where are we going in 2022 Stewardship coordinator - Vernon Holmes

Hosts/Hostesses

SUN 29	MON 30	TUE 31	WED Sep 1	THU 2	FRI 3	SAT 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
Beginning of Stewardst	Recruiting of Hosts, Training of Leaders					
19	20	21	22	23	24	25
Gathering commitments to attend cottage meeting						
26	27	28	29	30	Oct 1	2
Cottage Meetings						



SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	Oct 1	2
Cottage Meetings						
3	4	5	6	7	8	9
Cottage Meetings						
10	11	12	13	14	15	16
Stewardship Sunday						
17	18	19	20	21	22	23
Commitment Sunday						
24	25	26	27	28	29	30
31	Nov 1	2	3	4	5	6

# Lutheran Church of the Incarnation Balance Sheet

As of May 31, 2021

### Bank Accounts

4 MM - First Northern Bank	69,149.18
8 First Northern Bank - operating	225,431.54
<b>Total Bank Accounts</b>	<b>\$ 294,580.72</b>

### Operating Reserves

20117 Memorial Fund	11,856.41
20213 Worship/Music Reserve	2,692.62
20214 Flower Fund	996.09
20301 Pastor's Discretionary Fund	2,947.14
20500 Youth / Day Camp / Mt. Cross	4,276.03
20551 Mission Trip Fund	4,213.01
20614 Hospitality	1,361.36
20759 Major Maintenance Reserve	32,683.65
20776 Sanctuary Renovation	119,514.61
20777 Property Infrastructure Reserve	26,421.00
24150 Operating Reserve (PPP funds)	4,105.44
<b>Total Operating Reserves</b>	<b>211,067.36</b>

### Protected Reserves

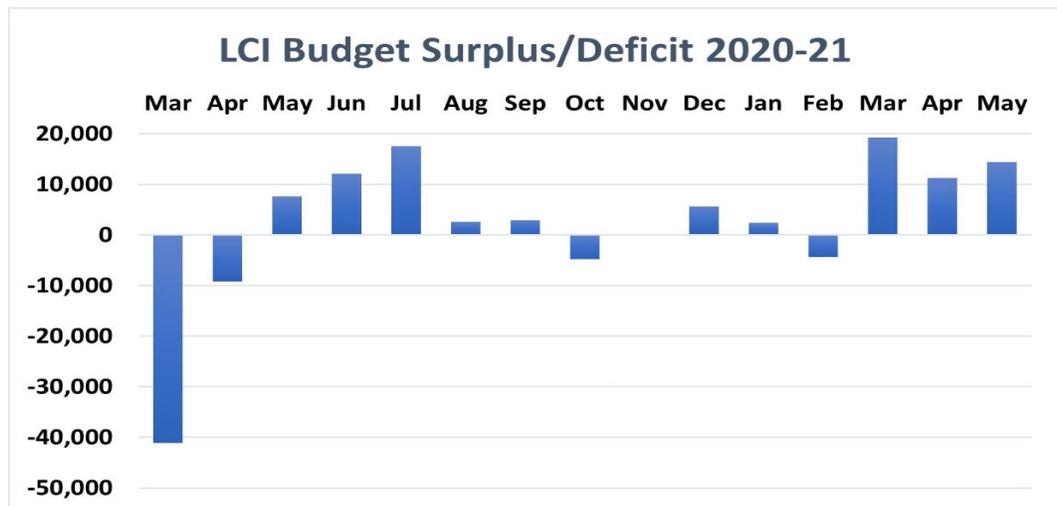
24151 Endowment Fund	30,016.16
20760 Columbarium Fund	39,133.02
<b>Total Protected Reserves</b>	<b>69,149.18</b>

Total of all bank accounts	294,580.72
Less all reserves	280,216.54
<b>Operating cash surplus</b>	<b>14,364.18</b>

Mortgage Principal Balance	499,228.03
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## Income

Undesignated Income	May 2021	YTD
<b>41000 Income</b>		
41100 Envelope Offerings	14,943.04	82,421.89
41200 Loose Offerings	1,769.82	24,881.70
41310 Rents Applegate Nursery	1,644.00	6,576.00
41320 Rents Other	100.00	500.00
<b>Total 41000 Income</b>	<b>\$ 18,456.86</b>	<b>\$ 114,379.59</b>
<b>Designated Income</b>		
Designated for Operating Reserves	2,334.10	21,526.14
Designated for Protected Reserves	2.42	11.34
Designated for Benevolence	100.00	655.00
<b>Total designated income</b>	<b>2,436.52</b>	<b>22,192.48</b>
<b>Total Income</b>	<b>20,893.38</b>	<b>136,572.07</b>



# Lutheran Church of the Incarnatio

## Spending vs Budget 1-1-21 to 5-31-21

	Actual	Budget	%
<b>Expenses</b>			
60000 Benevolence Funds			
60100 Synod Mission Support	3,367.54		
<b>Total 60000 Benevolence Funds</b>	<b>3,367.54</b>	19,250.00	17.5
61000 Worship			
61200 Altar Supplies	226.94		
61202 Music Licenses etc	306.03		
61215 Devotional Booklets	271.81		
<b>Total 61000 Worship</b>	<b>804.78</b>	8,080.00	10.0
6200 Witness			
<b>Total 6200 Witness</b>	<b>0.00</b>	1,750.00	0.0
64000 Learning			
64502 Adult Education-Bible Studies	150.30		
64550 Sunday School	48.99		
64551 Youth - LCI Activities	493.54		
<b>Total 64000 Learning</b>	<b>692.83</b>	4,450.00	15.6
65000 Congregational Events			
65600 Synod Assembly	300.00		
<b>Total 65000 Congregational Events</b>	<b>300.00</b>	3,500.00	8.6
66000 Stewardship			
<b>Total 66000 Stewardship</b>	<b>0.00</b>	950.00	0.0
67000 Administration			
67700 Office Supplies & Equipment	1,228.39		
67703 Social Media & Advertising	180.00		
67704 Bookkeeper	230.00		
<b>Total 67000 Administration</b>	<b>1,638.39</b>	8,900.00	18.4
68000 Property General Maintenance			
68750 General Maintenance & Supplies	2,058.78		
68751 City Services	3,034.83		
68752 Telephone	565.44		
68753 Fire System	155.55		
68754 Utilities - PG&E	1,618.85		
68755 Utilities - Solar	2,000.00		
68756 Property Insurance	3,460.00		
68757 Cleaning Services	780.00		
68772 Mortgage (est 2015) Interest	6,443.11		
<b>Total 68000 Property General Maintenance</b>	<b>20,116.56</b>	83,100.00	24.2

	Actual	Budget	%
70000 Support Staff			
70701 Administrative Asst Pay	1,052.79		
70703 Youth Director Salary	4,470.91		
70706 Music Director Pay	5,469.00		
70721 Payroll Taxes	3,994.63		
70722 Payroll Service Fees	748.98		
<b>Total 70000 Support Staff</b>	<b>15,736.31</b>	67,520.00	23.3
71000 Pastors Compensation Package			
71900 Defined Compensation			
71901 Net Salary	14,910.60		
Pension	4,019.30		
<b>Total 71900 Defined Compensation</b>	<b>18,929.90</b>		
Benefits			
71903 Housing Allowance	18,500.00		
71904 Benefits- Retirement	2,233.29		
71905 Benefits- Health	9,300.00		
71906 Benefits- Disability	335.01		
71910 Benefits- Basic Group Life	156.33		
<b>Total 71000 Pastors Compensation Package</b>	<b>49,454.53</b>	140,430.52	35.2
<b>Total Expenses</b>	<b>92,110.94</b>	<b>337,930.52</b>	<b>27.3</b>

Target after 5 months is 41.7% spending,  
so we are well under that (PPP funds greatly help)



## SRTF Update—6/8/21 Ed Green

The past month has seen the prep work on the floor by Mike Miller and demolition of the Sacristy by Bill Green completed. Both have been paid for work completed to date.

**Bid Sheet**— We have begun developing a bid sheet which will break down the renovation into separate biddable components that will allow us to make priority decisions that allow keeping the overall project cost in line with available funds. It will facilitate an apples to apples comparison of responding bids.

**HVAC**— With Steve Slinkard we are making progress understanding our options for updating “conditioning” the sanctuary space. The current system is old, inefficient, requires frequent repairs and has poor air filtration. It also does not meet code and has no fresh air capability.

Three suppliers have been contacted and bids received from Blakes and Bos Sheet Metal. The Blakes bid is to install 4 “mini-split” units (circulating fans positioned inside and the associated heat pumps outside). These units would be spaced along 4 walls of the Sanctuary. A similar system was installed at St Martins about 4 years ago and they are happy with the results.

The Bos bid is very comprehensive and would provide Design and Title 24 for the architect to incorporate into building design documents for permitting. It would replace our current system with two 5 ton high efficiency furnaces, 16 Seer AC and code compliant return ducting. It would also provide fresh and filtered air, CO2 sensor, user friendly thermostat, etc. It is more expensive than the Blake proposal.

**AV**— There have been three site visit meetings with AV suppliers. No bids have been received yet but I expect two, Rick Workman and Paul Bernauer.

Rick Workman provided the AV for our earlier renovation and is familiar with our site and quickly tuned into our Sanctuary needs. He anticipates utilizing as much of our current equipment as feasible in his bid.

Paul Bernauer is local and also very experienced in AV installation so we look forward to his bid proposal. I anticipate that we will have both bids in the coming month.

**Going Forward—** With the background work in reasonable shape now the focus will shift to the architect and getting structural, electrical and mechanical engineering input needed to complete the building plans.

## **In Person Worship Report**

**Gretchen Peralta**

1. Collections: The use of baskets for collecting paper offerings (checks, cash) has returned to in-person worship.
2. Communion: Final recommendation will come to Council end of July dependent upon current County & State Public Health requirements. It may look like easing into having small paper cups up near altar: congregants walk forward (with distancing controlled by ushers) to pick up cup, walk to Pastor Dan who will drop bread into their hands, then walk to assisting minister who will pour wine or juice into cup prior to their return to their seat. This recommendation is pending discussion with Kevin Grayson and exploring what other churches are doing before finalizing.

**From:** [Lindsey Burns](#)

**Sent:** Wednesday, June 2, 2021 1:38 PM

**To:** [Carol Huegli](#)

**Cc:** [Daniel Smith](#)

**Subject:** a couple things

Hi Carol,

At our staff meeting today we were talking about what our fall program would look like in September. One of our biggest hurdles is the space we have outside with the number of thighs we have going on. I feel very strongly that we need to be back in person for youth group and sunday school in the fall. Our numbers took a huge hit last year and people are tired of being on zoom. If I had to guess I would say 90% of our current youth (junior high and high school) are vaccinated so does it seem reasonable for the youth to meet inside to free up some outside space for the younger kids to meet who are not able to be vaccinated?

Also at staff we were following up on some of the lost sheep phone calls we have been making over the last several months. I wanted to summarize my findings for you and please feel free to share this with council.

Many of the numbers were either wrong numbers or I left messages and did not get a return call. I did, however, reach a few people. I found that having a family often changes people's priorities and often has them looking for a church community. The challenge is that a lot of families today have 2 working parents that are juggling a lot and do not have time to commit to the volunteer hours that they perceive will be needed when joining a church. The other thing I found was that once those children leave the nest, the church priority often goes away and they find themselves a lot less involved and therefore they miss one Sunday and then two and then a month and they fill this time doing other things. In conclusion we as a church have to find ways to welcome people without making them feel that they need to commit to every Sunday and participate in multiple volunteer roles right away. Also we need to focus some of our attention on those empty nesters. Maybe figure out ways to keep them involved and help to fill the void left by their children leaving.

Lindsey

Youth and Family Minister

Lutheran Church of the Incarnation

1701 Russell Blvd.

Davis, CA 95616

530-756-5500 (office)

916-599-8581 (cell)

**Social Justice Committee**  
**Minutes**  
**5/18/21**

**Attendance: Lee Grayson, Vernon Holmes, Ellen Kolarik, Becky Linville, Jill van Zanten, Pastor Dan Smith**

- 1) Election of Chairs: The group discussed options for self leadership. Activities which match their personal skill sets and available time. Each member of our group has gravitated to interests which match their skill sets. Given work and family obligations, no members of our group could commit to taking on the role of co-chair or vice chair role long term. However, all were open to share in the role of co-chair as time permitted.

Action: Ellen elected to the position of Chair. Jill can commit to the role of co-chair through August at which time the committee will look for an alternate volunteer.

- 2) Next Steps for committee: Campus and city wide book project should announce title of read soon. This might be an option for our next book study but if we proceed, we need to read the book ASAP so we are prepared for a discussion. If timing permits, we might consider an informal book study together (Invitation to any member of our congregation to join) and then if there is former interest – consider formal book study with congregation using participants in pre-book study as facilitators. Lee also suggested My Grandmother's Hand's: Racialized Trauma and the Mending of Our bodies and Hearts which touches on the impact of trauma to police as well as people of color. When we can consistently meet in person, we should also revisit the quarterly LCI service project that we had planned pre-covid. Previously, the plan had been IRWS, God's Work Our Hands, Amor building and possibly one more work group at 4<sup>th</sup> and Hope doing maintenance work and/or a meal. Given that IRWS is transitioning to Heart of Davis, and the interest in Amor may have dwindled with Covid, we may need to revise our project focus. Potential projects might include Crisis Nursery or other programs in our current MMP list
- 3) Create Action Plan to reach out to congregation for new members for the social justice committee.

Action:

- a) When services are consistently in person, Social Justice will do a temple talk sharing our current areas of social justice emphasis and our projects and goals with an invitation to join the committee to help drive the agenda. Temple talk will be linked to a Wednesday 3 Things update.
- b) Becky will personally reach out to Tim Thatcher regarding possible interest in joining this committee.

- 4) Permission to Feel: Group discussed Part 1 (pages 1-70)

Action:

- a) Read Part 2 (pages 71-166)
- b) Watch the Home Coming King by Hasan Minhaj and keep a lot of emotions felt during the viewing as a practical exercise for recognizing emotions

**Next meeting 7:00 6/22/21 by Zoom**

Respectfully submitted,  
Ellen Kolarik

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# School Calendar



[Home](#)   [To Apply](#)   [Philosophy](#)   [Calendar](#)  
[Teachers](#)   [Schedule](#)   [Programs/Fees](#)   [Photos](#)

## For the 2021-2022 School Year

Applegate follows the local public elementary school schedule, with the exception that Wednesday, Aug 25th is a short Open House for Applegaters. Invitations for enrolled students will be e-mailed over the summer.

Thursday, August 26th is the first school day. We will have a one week Thanksgiving break, a two week winter break and a one week spring break. The last day of school for the year will be Thursday, June 9, 2022.

School will be closed for the following holidays:

Labor Day - Sep. 6  
Veteran's Day Holiday - Nov. 11  
Elementary School Holiday - Nov. 12  
Thanksgiving Week - Nov. 22-26  
WINTER BREAK - Dec. 20-31  
Martin Luther King Day - Jan. 17  
Lincoln's Birthday - Feb. 14  
Washington's Birthday - Feb. 21  
SPRING BREAK - Mar. 22-25  
Memorial Day - May 30



**Summer School 2021** will run for six weeks. There will be three 2-week morning sessions starting June 28. Enrollment priority is given to currently enrolled families.