

## Lutheran Church of the Incarnation Council Meeting Minutes

August 9, 2022, 7:00 pm by Zoom

Council Members present: Carol Huegli (2023), Ed Green (2023), Jeff de Ropp (2023), Becky Linvill (2024), Karl Larson (2024), Vern Holmes (2025), Pr. Dan Smith

Absent: Jenny Fortuna (2025), Bob Kerr (2025)

Guest: Ellen Kolarik for agenda item F-2

A. Introduction: Carol

B. Opening Prayer & Bible Study: Pastor Dan

We read Amos 3-4. PD reminded us that Amos was the first of the prophetic books of the Bible. Amos (and other prophets) speak strongly and urgently of God's justice.

C. Pastor's Report: see attached

We will explore hiring a "youth counselor" to help Lindsey with high school Sunday School.

D. Approval of June Council minutes

Minutes presented by Jeff, seconded by Karl, approved 7-0-0.

E. June & July Treasurer's Reports: Karl & Jeff

Both reports are attached. Budget surplus is \$22.6K as of July 31.

F. Council Action Items:

1) Approval: Decommission Sanctuary Renovation Task Force & Commission Liturgical Furnishings Task Force. Motion made by Carol, seconded by Jeff, approved 7-0-0.

See attached for background to Liturgical Furnishings and notes from first meeting of Liturgical Furnishings Task Force.

2) Approval: Allow Interfaith Housing Justice Davis (IHJD) to use LCI's name and logo as part of its marketing materials for a speaker event sponsored by IHJD and hosted by Congregation Bet Haverim (CBH): Ellen, Social Justice Committee (attachment).

Motion made by Carol, seconded by Jeff, approved 7-0-0.

G. President's Report

1) August Council Retreat: Saturday, August 27, in-person, 9:30 am – 1:00 pm (attachment)

2) Sanctuary Reopening: dedication & open house: Sunday October 30, 2022. Karen Slabaugh will lead the group that is coming together to organize this.

3) Applegate: returns for preparation of new school year August 15. Impact: set-up & take-down of fellowship hall for worship will occur until Sanctuary is ready.

#### H. HR report: Jeff

1) New (draft) employee manual – Jeff is working with the company HR Ministry Solutions to produce an up-to-date LCI Employee Manual fully compliant with current federal and state labor laws. Note we are now AB 506 (child abuse prevention) compliant but still need for staff to complete SB 1343 (sexual harassment prevention) training.

2) Jeff Schulz reclassification possibility – we may transition Jeff S from his Worship Director position to more of a Church Musician or Accompanist position. This would fit better with the reality of what Jeff S actually does and the reality of his new full-time high school teaching position.

#### I. Committee and other Reports

1) Stewardship: Vern Holmes; see attached report.

2) Sanctuary Renovation: Ed gave an update. We are very close to completion of the project. Maybe can return to sanctuary for Sunday August 21 worship.

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

Lutheran Church of the Incarnation

Pastor Dan Smith

August 9, 2022

### Action Items:

Lindsey Burns has requested that we hire a youth counselor for 1-2 hours a week to help with youth group (High School Sunday School). She is looking potentially to hire young adults from within the congregation. I would like to honor that request and at least look into this as possibility, with your blessing.

### Information Items:

- We will likely be worshiping in the sanctuary again by Aug. 21 or 28, although there are still some items to complete related to A/V and perhaps some instrument installations (such as the organ).

### Upcoming programs:

- **Rally Sunday September 18** – plan to dedicate the new worship space after we kick off our Sunday School program on Sunday, September 18. More details to follow.
- **Sanctuary Dedication: October 30** (Reformation Sunday).
- **Summer's on the Lawn '22:**
  - *[Friday, July 29 – Concert on the Lawn – 7:00pm – this was a blast! Check out videos on our FB page in case you couldn't make it...]*
  - **Friday, August 12 – Movie on the Lawn – 7:00pm** – The Wizard of Oz!
- I will be away for continuing education at the International Luther Congress next week, Sunday evening-Friday (Aug. 14-19). I return Saturday and will preach each Sunday. Rev. Brandon Austin of Davis United Methodist Church will cover for pastoral care emergencies. Otherwise I am working on advanced worship planning and getting back into a rhythm of pastoral care visits and planning education for the fall (such as Confirmation and possible adult forum classes).

### In the wider church:

- The ELCA churchwide Assembly is meeting this week in Columbus, Ohio. You can watch on the livestream at [elca.org](http://elca.org).

NOTE: for our upcoming Council retreat, I am recommending (but not requiring) that members take the Enneagram Personality Type Indicator. You can take that at the following website: <https://www.enneagraminstitute.com>. Click on "RHETI", you will have to buy a credit (for \$12). We will work on spiritual gifts, and this will help you understand your personality type.

# Lutheran Church of the Incarnation

## Balance Sheet

As of June 30, 2022

### Bank Accounts

4 MM - First Northern Bank	68,410.92
8 First Northern Bank - operating	85,901.86
<b>Total Bank Accounts</b>	<b>\$ 154,312.78</b>

### Obligations

20115 MMPs	0.00
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### Operating Reserves

20213 Worship/Music Reserve	3,212.38
20214 Flower Fund	814.49
20301 Pastor's Discretionary Fund	2,832.92
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	29,170.14
<b>Total Operating Reserves</b>	<b>\$ 45,880.33</b>

### Protected Reserves

20760 Columbarium Fund	38,379.92
20776 Sanctuary Renovation	29,762.44
24151 Endowment Fund	30,031.00
<b>Total Protected Reserves</b>	<b>\$ 98,173.36</b>

Total of all bank accounts	154,312.78
Less all reserves & obligations	144,053.69
<b>Operating cash surplus</b>	<b>10,259.09</b>

Mortgage Principal Balance	487,887.02
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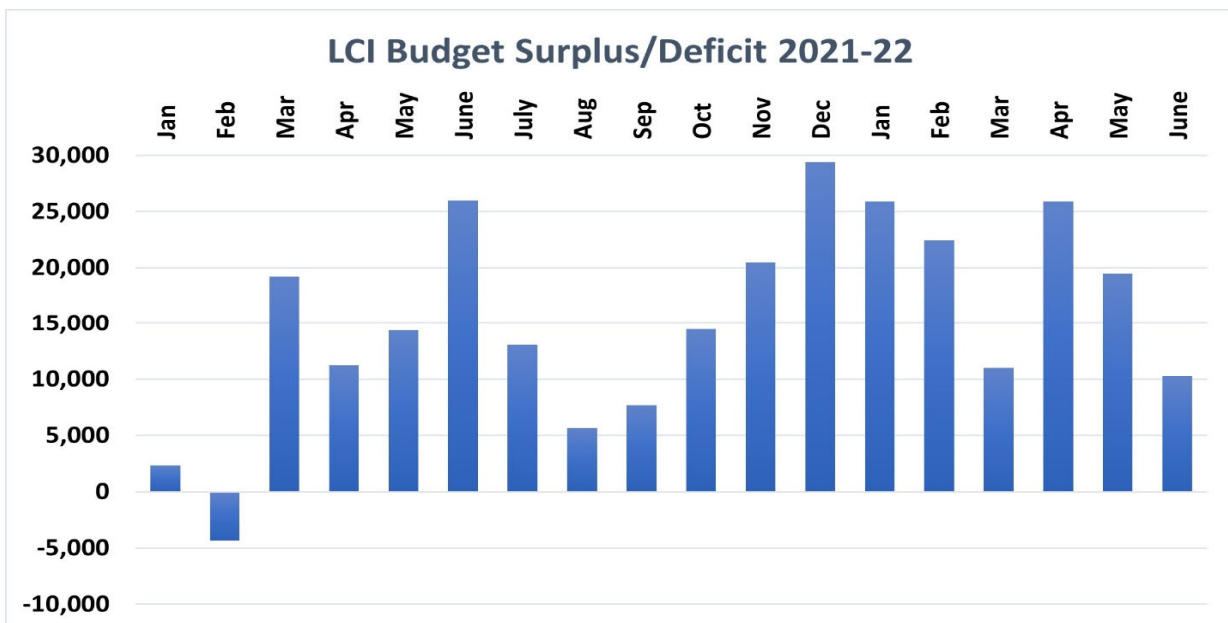
### Undesignated Income

	June 2022	YTD
<b>41000 Income</b>		
41100 Offerings	12,166.67	107,041.86
41310 Rents Applegate Nursery	1,751.00	10,506.00
41320 Rents Other	156.00	908.00
41400 Other Misc Income	500.00	933.01
<b>Total 41000 Income</b>	<b>14,573.67</b>	<b>119,388.87</b>

### Designated Income

Designated for Operating Reserves	700.00	8,542.54
Designated for Protected Reserves	1,387.25	4,987.38
Designated for MMPs	0.00	1,355.00
<b>Total designated income</b>	<b>2,087.25</b>	<b>14,884.92</b>

<b>Total Income</b>	<b>16,660.92</b>	<b>134,273.79</b>
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# Lutheran Church of the Incarnati

## Spending vs Budget 1-1-22 to 6-30-22

	Actual	Budget	%
<b>Expenses</b>			
60000 Benevolence Funds			
60100 Synod Mission Support	5,397.70		
<b>Total 60000 Benevolence Funds</b>	<b>5,397.70</b>	9,500.00	56.8
61000 Worship			
61200 Altar Supplies	279.62		
61202 Music Licenses etc	1,125.46		
61203 Rooted services	49.96		
61213 Piano Maint	200.00		
61215 Devotional Booklets	36.60		
<b>Total 61000 Worship</b>	<b>1,691.64</b>	5,630.00	30.0
6200 Witness			
62300 Social Justice Committee			
62301 Pastor Outreach	116.88		
<b>Total 62000 Witness</b>	<b>116.88</b>	1,525.00	7.7
64000 Learning			
64500 Sunday School	479.99		
64501 Confirmation Ministry			
64502 Adult Education-Bible Studies			
64551 Youth - LCI Activities			
<b>Total 64000 Learning</b>	<b>479.99</b>	6,715.00	7.1
65000 Congregational Events			
65600 Synod Assembly	1,009.08		
65603 Congregational Events	96.91		
65612 Professional Leadership	39.70		
<b>Total 65000 Congregational Events</b>	<b>1,145.69</b>	3,500.00	32.7
66000 Stewardship			
<b>Total 66000 Stewardship</b>	<b>0.00</b>	950.00	0.0
67000 Administration			
67700 Office Supplies & Equipment	2,645.20		
67701 Postage	60.00		
67703 Social Media & Advertising	712.00		
<b>Total 67000 Administration</b>	<b>3,417.20</b>	9,500.00	36.0
68000 Property General Maintenance			
68750 General Maintenance & Supplies	2,095.81		
68751 City Services	3,160.66		
68752 Telephone	727.04		
68753 Fire System	0		
68754 Utilities - PG&E	1,564.69		
68755 Utilities - Solar	2,400.00		
68756 Property Insurance	3,758.00		
68757 Cleaning Services	3,120.00		
20774 & 68772 Mortgage	18,330.00		
<b>Total 68000 Property General Maintenance</b>	<b>35,156.20</b>	81,560.00	43.1

	Actual	Budget	%
70000 Support Staff			
70701 Administrative Asst Pay	3,804.71		
70703 Youth Director Salary	8,951.68		
70706 Music Director Pay	10,950.00		
70710 Substitute Musician	425.00		
70711 Substitute Pastor	1,375.00		
70720 Workman's Comp	1,573.00		
70721 Payroll Taxes	5,021.74		
70722 Payroll Service Fees	987.29		
<b>Total 70000 Support Staff</b>	<b>33,088.42</b>	65,909.60	50.2
71000 Pastors Compensation Package			
71900 Defined Compensation			
71901 Net Salary	26,701.42		
71902 Elective Deductions	5,715.48		
<b>Total 71900 Defined Compensation</b>	<b>32,416.90</b>		
Benefits			
71903 Housing Allowance	22,200.00		
71904 Benefits- Retirement	5,461.68		
71906 Benefits- Disability	710.04		
71910 Benefits- Basic Group Life	491.58		
71911 Professional Reimbursements	540.66		
<b>Total 71000 Pastors Compensation</b>	<b>61,820.86</b>	125,560.60	49.2

<b>Grand Total Expenses</b>	<b>142,314.58</b>	<b>310,350.20</b>	<b>45.9</b>
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Target after 6 months is 50% of budget spent.



# Lutheran Church of the Incarnation Balance Sheet As of July 31, 2022

### Bank Accounts

4 MM - First Northern Bank	68,413.24
8 First Northern Bank - operating	93,424.04
<b>Total Bank Accounts</b>	<b>\$ 161,837.28</b>

### Obligations

20115 MMPs	0.00
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### Operating Reserves

20213 Worship/Music Reserve	3,212.37
20214 Flower Fund	814.49
20301 Pastor's Discretionary Fund	2,832.92
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	29,670.14
<b>Total Operating Reserves</b>	<b>\$ 46,380.32</b>

### Protected Reserves

20760 Columbarium Fund	38,381.08
20776 Sanctuary Renovation	24,436.28
24151 Endowment Fund	30,032.16
<b>Total Protected Reserves</b>	<b>\$ 92,849.52</b>

Total of all bank accounts	161,837.28
Less all reserves & obligations	139,229.84
<b>Operating cash surplus</b>	<b>22,607.44</b>

Mortgage Principal Balance	486,915.70
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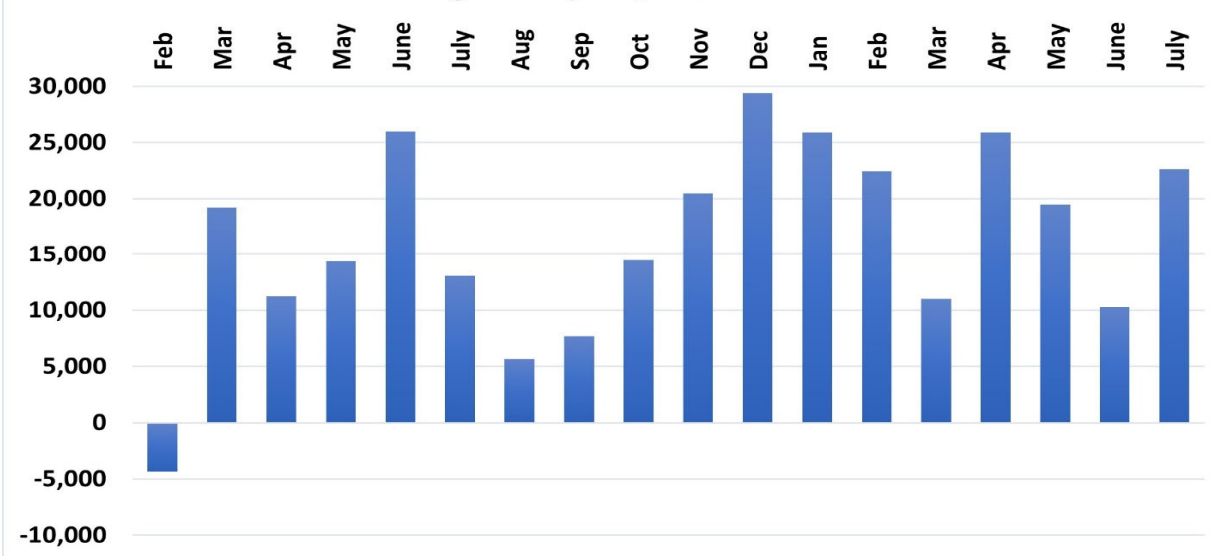
### Undesignated Income

	July 2022	YTD
<b>41000 Income</b>		
41100 Offerings	36,866.78	143,908.64
41310 Rents Applegate Nursery	1,751.00	12,257.00
41320 Rents Other	156.00	1,064.00
41400 Other Misc Income	0.00	933.01
<b>Total 41000 Income</b>	<b>38,773.78</b>	<b>158,162.65</b>

### Designated Income

Designated for Operating Reserves	500.00	9,042.54
Designated for Protected Reserves	282.85	5,270.23
Designated for MMPs	528.76	1,883.76
<b>Total designated income</b>	<b>1,311.61</b>	<b>16,196.53</b>
 <b>Total Income</b>	 <b>40,085.39</b>	 <b>174,359.18</b>

**LCI Budget Surplus/Deficit 2021-22**



# Lutheran Church of the Incarnati

## Spending vs Budget 1-1-22 to 7-31-22

	Actual	Budget	%
<b>Expenses</b>			
60000 Benevolence Funds			
60100 Synod Mission Support	7,772.70		
<b>Total 60000 Benevolence Funds</b>	<b>7,772.70</b>	9,500.00	81.8
61000 Worship			
61200 Altar Supplies	279.62		
61202 Music Licenses etc	1,125.46		
61203 Rooted services	49.96		
61213 Piano Maint	200.00		
61215 Devotional Booklets	36.60		
<b>Total 61000 Worship</b>	<b>1,691.64</b>	5,630.00	30.0
6200 Witness			
62300 Social Justice Committee			
62301 Pastor Outreach	116.88		
<b>Total 62000 Witness</b>	<b>116.88</b>	1,525.00	7.7
64000 Learning			
64500 Sunday School	494.99		
64501 Confirmation Ministry			
64502 Adult Education-Bible Studies			
64551 Youth - LCI Activities			
<b>Total 64000 Learning</b>	<b>494.99</b>	6,715.00	7.4
65000 Congregational Events			
65600 Synod Assembly	1,009.08		
65603 Congregational Events	96.91		
65612 Professional Leadership	39.70		
<b>Total 65000 Congregational Events</b>	<b>1,145.69</b>	3,500.00	32.7
66000 Stewardship			
<b>Total 66000 Stewardship</b>	<b>0.00</b>	950.00	0.0
67000 Administration			
67700 Office Supplies & Equipment	2,968.29		
67701 Postage	60.00		
67703 Social Media & Advertising	712.00		
<b>Total 67000 Administration</b>	<b>3,740.29</b>	9,500.00	39.4
68000 Property General Maintenance			
68750 General Maintenance & Supplies	2,191.81		
68751 City Services	3,976.54		
68752 Telephone	851.00		
68753 Fire System	0		
68754 Utilities - PG&E	1,672.48		
68755 Utilities - Solar	2,750.00		
68756 Property Insurance	5,637.00		
68757 Cleaning Services	3,640.00		
20774 & 68772 Mortgage	18,330.00		
<b>Total 68000 Property General Maintenance</b>	<b>39,048.83</b>	81,560.00	47.9

	Actual	Budget	%
70000 Support Staff			
70701 Administrative Asst Pay	4,773.08		
70703 Youth Director Salary	10,443.64		
70706 Music Director Pay	12,775.00		
70710 Substitute Musician	550.00		
70711 Substitute Pastor	2,575.00		
70720 Workman's Comp	1,573.00		
70721 Payroll Taxes	5,815.71		
70722 Payroll Service Fees	1,134.33		
<b>Total 70000 Support Staff</b>	<b>39,639.76</b>	65,909.60	60.1
71000 Pastors Compensation Package			
71900 Defined Compensation			
71901 Net Salary	31,151.66		
71902 Elective Deductions	6,668.06		
<b>Total 71900 Defined Compensation</b>	<b>37,819.72</b>		
Benefits			
71903 Housing Allowance	25,900.00		
71904 Benefits- Retirement	6,371.96		
71906 Benefits- Disability	828.38		
71910 Benefits- Basic Group Life	573.51		
71911 Professional Reimbursements	540.66		
<b>Total 71000 Pastors Compensation</b>	<b>72,034.23</b>	125,560.60	57.4

<b>Grand Total Expenses</b>	<b>165,685.01</b>	<b>310,350.20</b>	<b>53.4</b>
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Target after 7 months is 58.3% of budget spent.



## Definition of Liturgical Furnishings:

As a church, the ELCA defines itself as existing in “Word and Sacrament” – that is, its mission is to proclaim the Word of grace in Jesus Christ and administer the Sacraments of Baptism and Holy Communion to the faithful. That’s the core of our mission at LCI – and the essence of my calling as a pastor. As we have nearly completed our sanctuary renovation, it is time to focus on the details of how this will be practiced in our beautiful new space.

“Liturgy” is the word for our style of worship, aka “liturgical worship” – there is a set structure from week to week that remains more or less the same. There is also some room for flexibility within that structure, although the core elements of *Word and Sacrament* are always there.

In a Lutheran sanctuary, there are some key items you will almost always see that define it as a worship space, sometimes called “liturgical appointments” or “furnishings”, and each expresses a piece of that core identity, along with other somewhat obvious elements:

- 1) a **pulpit/ambo** (a moveable pulpit) – for the preaching of the Word;
- 2) an **altar** – for Holy Communion (with or without a rail near it)
- 3) a **baptismal font/ baptistry** – for Baptism (baptistry = bath for full immersion)
- 4) a **cross** – almost always present (the central symbol of our faith)
- 5) **pews or chairs** – for worshipers to sit (may or may not have kneelers)

other items you might see to support worship:

- 6) organ
- 7) piano
- 8) other instruments
- 9) choir loft
- 10) Hymnals for singing and to follow worship
- 11) Bibles to follow Scripture readings
- 12) area for children with quiet toys/coloring books, etc.



Liturgical Furnishings Kick-off Meeting  
July 31, 2022

Attendees: Jenny Fortuna, Ed Green, Carol Huegli, Karen Slabaugh, Bob Willse, & Pastor Dan

Agenda:

- Welcome: Carol
- Sanctuary Renovation Status: Ed
- Acknowledge the progress and the work the group has contributed: everyone
- Define Liturgical Furnishings: Pastor Dan
- Briefly outline critical steps, communication to congregation & target date for finalization: Carol will facilitate and document with your help
- Define roles (what are you willing to do? Are you willing to lead this phase of the sanctuary renewal?): everyone
- Identify next step(s): everyone

Outcomes:

- Liturgical Furnishing Definition attached
- Agreements:
  - Decommission Sanctuary Renovation Task Force (SRTF) & commission Liturgical Furnishings Task Force (LTF). Who? Bob Willse (Chair), Jenny Fortuna, Ed Green, Carol Huegli, Karen Slabaugh, & Pastor Dan.
    - August 9 Council Action: decommission SRTF & commission LTF approval
    - Recognize at Sunday August 21 worship
  - Importance of keeping all at same level. Exception: may need a slight platform for pastor.
  - Short Term:
    - Refinish what we have and live with it for awhile. This includes the altar, baptismal font, & lectern as possible. Who: Bob Willse & Ed Green.
    - October Dedication: Oct 23 or 30. Carol & Pastor Dan will finalize date. Karen Slabaugh will invite Interim Bishop. All other dedication planning will occur as a separate workgroup coordinated by Carol.
    - Review current paraments & determine what to keep and what to dispose: Karen Slabaugh
    - Finish concrete around grills or buy larger ones. Who: no one identified for this item.
    - Finishing of sacristy (terminology?): sink installation, etc.
    - Other items for follow-up: youth rug
  - Long Term: consider the following as we worship within our new sanctuary
    - A larger size baptismal bowl
    - Platform for pastor
    - New paraments and art reflecting the liturgical calendar including consideration for art quilts. Importance of this being a formal process as part of the LTF work.
    - Communion Practice: manners of communion including mobile rails, kneeling chairs, in a circle, etc.

August 3, 2022

Liturgical Furnishings Kick-off Meeting  
July 31, 2022

- Next Steps
  - Next meeting: August 21, following worship (45 mins)
  - Individual commitments:
    - all agreed to serve on this new task force.
    - Ed offered his home wood working space and energy to refinishing existing wood furnishings. Bob offered the same. They will work together.
    - Jenny will provide the Council monthly reports. In addition, she is willing to lead the procurement of new furnishings reinforcing the importance of us refinishing what we can and only take this next step when the LTF recommends doing so.

## **Social Justice Committee**

**Co-Chair Ellen Kolarik**

**8/2/22**

**Action requested:** Allow Interfaith Housing Justice Davis (IHJD) to use LCI's name and logo as part of its marketing materials for a speaker event sponsored by IHJD and hosted by Congregation Bet Haverim (CBH).

**Background:** LCI's Social Justice Committee led an in-depth study of the *Color of Law* by Richard Rothstein in 2021. The study was held on zoom and was open to the public. More people applied for the study than we could accommodate! Almost half of the attendees were not from LCI – they were from other faith groups in town or were simply interested in the topic. In the last session, there was a lot of momentum to start addressing the issues raised by the book in Davis. That energy led to the formation of IHJD, which is co-chaired by LCI's Ellen Kolarik.

IHJD is a loose coalition of representatives from multiple Davis faith organizations who meet monthly to identify potential policy changes which could increase housing opportunities in our City. The group is concerned about the full housing spectrum: emergency housing for the homeless, transitional housing, rental apartment stock and market rate smaller, lower-priced, for-sale homes for the 1<sup>st</sup> time buyer.

IHJD researches issues, develops a consensus, writes letters of advocacy and circulates these letters among its participant organizations for signatories from the faith based organizations. Letters are then sent to the City Council and the local papers, over the IHJD name plus all supporting faith group names that elect to be signatories.

Richard Rothstein and his daughter Leah are now collaborating on a sequel which builds on the message of the *Color of Law*. The book will focus on practical suggestions for communities to create more fair and affordable housing. Leah Rothstein has agreed to speak to our community and IHJD views this as an excellent opportunity to raise awareness about current Davis housing policy. IHJD believes Davis housing policies limit diversity in our town and cut out both low-income renters and first time homebuyers in our community.

The event is scheduled for the evening of 10/25/22 in the sanctuary of Congregation Bet Haverim. Leah Rothstein is the keynote speaker. We are exploring assembling a panel discussion to follow. We are requesting a small donation at the door with all funds raised to be donated to the City Housing Trust Fund. Avid Reader has agreed to partner with us to promote the book. Davis Media has agreed to assist with some pre-event publicity on their station. CBH will tape the event for future viewing.

**IHJD is asking each of its participant faith groups as well as other city wide nonprofits to support the event with their name and logo.** While IHJD is also looking for financial donations to cover expenses (about \$500), a donation is not required to be supporter.

IHJD believes that a large show of support from faith organizations will show the City Council a willingness to support fair and affordable housing. **I believe LCI should agree to sponsor this event by offering its name and logo because I think it will raise our church's visibility in the community as a socially conscious congregation that is fighting for social justice and an improved quality of life for all the residents in our town.**

2022-23 LCI Council Retreat  
August 27 9:30 am –1 pm

Goal: Identify Council Focus Areas for 2023

Objectives:

- Identify the spiritual gifts we bring
- Explore Council member role as leaders in faith, money & other resources
- Name fellowship opportunities & priorities
- Identify Council focus areas

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- I. Welcome & Agenda Review: Carol (5 mins)
- II. Opening Prayer and Devotion: Pastor Dan (10 mins)
- III. What are the Spiritual Gifts we bring and how can they contribute to Council success?  
Pastor Dan (personal identification & classification followed by sharing) (30 mins)
- IV. Witness Bearers to Faith & Money: Vern Holmes (45 mins)
- V. Break
- VI. How do we want to fellowship? Pastor Dan? (30 mins)
  - A. As a Council
  - B. As a Congregation
  - C. Within our Community
- VII. Identify 2023 Council Focus Areas: Carol (30 mins)
- VIII. Next Steps: Carol (10 mins)
- IX. Closing Prayer: Pastor Dan

Stewardship Report to Council  
Lutheran Church of the Incarnation  
Vern Holmes  
Aug 9,2022

Because of the continuing difficulties of Covid-19 and a desire to not compete with Sanctuary Reopening: dedication & open house, the proposed Stewardship Dinner is not going to happen. In its place I am putting together a "Stewardship" web page and will develop an on-line stewardship program where all of the material for both "Time and Abilities" and "Treasure" responses will be available.

I am aiming to have the web page material available by our council retreat, August 27<sup>th</sup>. At that time I will also have an outline of how I envision the program working.

Things needed from Council:

- Proposed 2023 Budget
- A clear list of our ministry programs and who is the point person for them, and what are their needs for volunteers in the 2023 year.