

# Lutheran Church of the Incarnation Council Minutes

November 10, 2021, 7:00 pm

By Zoom

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

**Absent:** Damian Genetos, Karl Larson (2022)

- A. Introduction: Carol
  - I. Devotion: Pr. Dan
- B. LCI Renewal: Pr. Dan
  - I. Five Practices
- C. Pastor's Report: Pr. Dan
  - I. Motion: Execute a contract with Power Business Technology – for a Toshiba office copier system to support our ministry: printing of flyers, bulletins and materials for worship and education.  
M/S/C: Smith/Hartley (2 abstentions)
  - II. Current copier is inadequate for office needs. Past contract was \$500/month. Carol will sign the contract
- D. October Council minutes are delayed: Becky
- E. October Treasurer's Report: Jeff
  - I. We currently have a \$14K surplus and income in October was robust (\$34K).
  - II. Motion: Send forward the 306K budget to the congregation for voting and approval.  
de Ropp/Green (unanimous)
- F. Council Action Items
  - I. 2022 Budget – recommendation for congregational vote
- G. President's Report: Carol
  - I. Annual Congregational Meeting will be by Zoom on Dec. 12, 12:00 PM.
  - II. Budget Forum will be by Zoom on Nov. 21, 12:00 PM.
  - III. Fire Department Annual Review – Requires 5 items of correction due Nov. 29. John Huegli will coordinate responses.
- H. Committee and other Reports
  - I. Sanctuary Renovation: Ed
    - a. We received an increase in giving
    - b. McCandless Associates Architects Report was issued on Oct. 31
  - II. Social Justice Committee
    - Joanie Erikson spoke at LCI about HEART of Davis which is replacing the Interfaith Rotating Winter Shelter. Attendees agreed to provide meals and gift bags to the

homeless that will be housed at the Migrant Center on Mace Blvd. about 20 miles south of Davis.

- III. Holden Evening Prayer will be held on Wednesdays in December during Advent at LCI
- IV. Adult Forum, Sundays, 11:30 AM on Zoom continues until Dec. 26
- V. Executive Committee meets Nov. 30.

## Pastor's Report

LCI Council, Nov. 10, 2021

Pr. Dan Smith

### Action Item:

I am requesting that the Council **execute a contract with Power Business Technology** – for a Toshiba office copier system to support our ministry: printing of flyers, bulletins and materials for worship and education. *Cost: \$169/month for 39 months with a 24 month “offramp”* – i.e. we could get out of lease in two years if we decide we don't need it. Includes “saddle stitch” capability – can create bulletins and folded booklets with the push of a button. Tech support and toner included, but not paper. This would save time and energy for staff, who have spent as much as 4-5 extra hours/week on printing/copying such materials (often over multiple days) with the much smaller and less reliable printer/copier we currently have (this can add up to \$100-150/month in labor costs alone). It would also help volunteers who often buzz into the office to make quick copies for projects and initiatives for their ministry areas.

### Information items:

I have begun to tally the responses to “time and talents” (Form A) from our stewardship program (I will share more info with Council when I am done). So far, the activities with the most interest have been *supporting neighborhood-oriented programs* and *reducing water and energy use to care for creation*. Less prominent has been sharing our faith stories.

To that end, Adult Forum beginning this Sunday is: *Sharing our Faith Stories* (Nov. 14 – Dec. 19); Fellowship Hall at 10:30am. Purpose: to explore our faith in Christ and practice sharing our faith stories with others (to support Council goal from January retreat). Builds on *Enneagram* personality course just concluded. 12 participants; good self-reflection and awareness-raising.

In January, I will lecture on the Christian interpretation of Scripture as part of an interfaith panel. This was at the invitation of Tony Tanke, as part of UCD's “OLLI” courses.

I continue my pastoral visits (49 contacts this past month), together with Visitation Ministry. I am also helping shepherd through the sanctuary renovation process, which is entering its final stages. This is an exciting project that will really bless our congregation! Please stay tuned and engaged. Special thanks to Ed Green for his leadership of the Sanctuary Renovation Task Force (SRTF).

### In the wider church:

I have been asked to teach Lutheran Confessions this spring at PLTS, our seminary in Berkeley, which is an honor. The Confessions are the documents that define who we are as Lutheran Christians. I have said yes. Classes will likely meet Tuesday afternoon, although details are still being worked out.

# Lutheran Church of the Incarnation

## Balance Sheet

As of October 31, 2021

### Bank Accounts

4 MM - First Northern Bank	68,619.74
8 First Northern Bank - operating	327,495.09
<b>Total Bank Accounts</b>	<b>\$ 396,114.83</b>

### Obligations

20115 MMPs	100.00
60100 Synod support	4,293.18

### Operating Reserves

20117 Memorial Fund	11,881.41
20213 Worship/Music Reserve	2,053.24
20214 Flower Fund	996.09
20301 Pastor's Discretionary Fund	3,097.14
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	45,208.73
<b>Total Operating Reserves</b>	<b>\$ 73,087.01</b>

### Protected Reserves

20760 Columbarium Fund	38,597.81
20776 Sanctuary Renovation	235,568.19
24151 Endowment Fund	30,021.93
<b>Total Protected Reserves</b>	<b>\$ 304,187.93</b>

Total of all bank accounts	396,114.83
Less all reserves & obligations	381,668.12
<b>Operating cash surplus</b>	<b>14,446.71</b>

Mortgage Principal Balance	494,571.56
----------------------------	------------

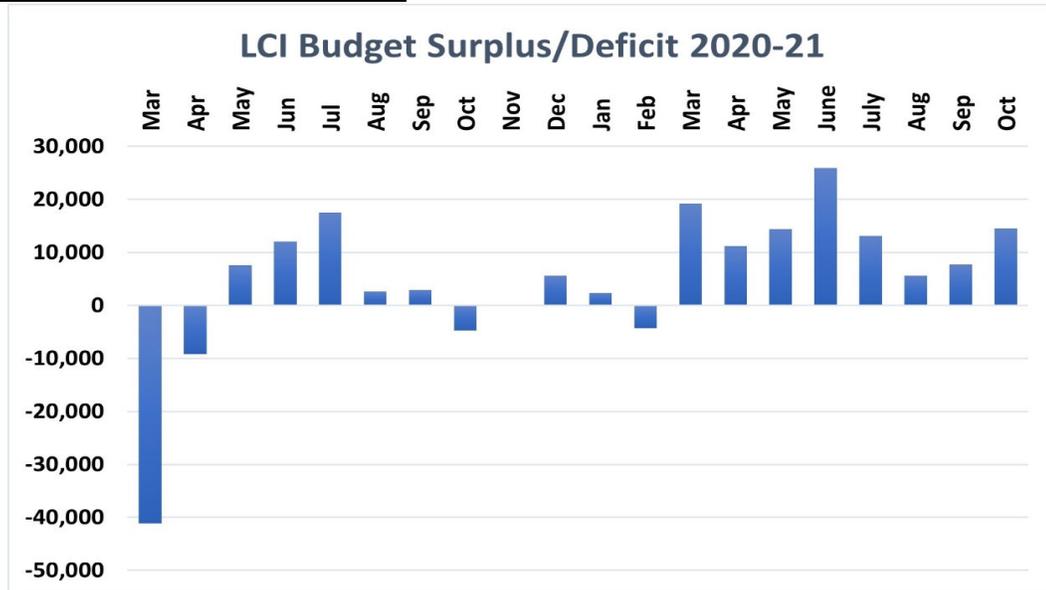
### Undesignated Income

**Oct 2021      YTD**

41000 Income		
41100 Envelope Offerings	32,303.94	182,106.30
41200 Loose Offerings		44,534.40
41310 Rents Applegate Nursery	1,751.00	15,010.00
41320 Rents Other	100.00	1,000.00
<b>Total 41000 Income</b>	<b>34,154.94</b>	<b>242,650.70</b>

Designated for Operating Reserves	12,448.52	159,762.51
Designated for Protected Reserves	2.33	22.90
Designated for MMPs	100.00	1,145.00
<b>Total designated income</b>	<b>12,550.85</b>	<b>160,930.41</b>

**Total Income                      46,705.79      403,581.11**



# Lutheran Church of the Incarnati

## Spending vs Budget 1-1-21 to 10-31-21

	Actual	Budget	%
<b>Expenses</b>			
60000 Benevolence Funds			
60100 Synod Mission Support	9,052.61		
<b>Total 60000 Benevolence Funds</b>	<b>9,052.61</b>	19,250.00	47.0
61000 Worship			
61200 Altar Supplies	226.94		
61202 Music Licenses etc	1,320.40		
61203 Rooted services	58.65		
61208 Liturgical Arts	200.00		
61215 Devotional Booklets	315.91		
<b>Total 61000 Worship</b>	<b>2,121.90</b>	8,080.00	26.3
6200 Witness			
62300 Social Justice Committee	400.00		
62301 Pastor Outreach	7.90		
<b>Total 62000 Witness</b>	<b>407.90</b>	1,750.00	23.3
64000 Learning			
64500 Sunday School	252.12		
64501 Confirmation Ministry	57.68		
64502 Adult Education-Bible Studies	150.30		
64551 Youth - LCI Activities	576.17		
<b>Total 64000 Learning</b>	<b>1,036.27</b>	4,450.00	23.3
65000 Congregational Events			
65600 Synod Assembly	300.00		
65603 Congregational Events	167.92		
65612 Professional Leadership	552.06		
<b>Total 65000 Congregational Events</b>	<b>1,019.98</b>	3,500.00	29.1
66000 Stewardship			
<b>Total 66000 Stewardship</b>	<b>0.00</b>	950.00	0.0
67000 Administration			
67700 Office Supplies & Equipment	3,318.20		
67703 Social Media & Advertising	180.00		
67704 Bookkeeper	230.00		
<b>Total 67000 Administration</b>	<b>3,728.20</b>	8,900.00	41.9
68000 Property General Maintenance			
68750 General Maintenance & Supplies	3,273.64		
68751 City Services	10,405.92		
68752 Telephone	1,220.04		
68753 Fire System	807.55		
68754 Utilities - PG&E	1,956.51		
68755 Utilities - Solar	4,000.00		
68756 Property Insurance	6,920.00		
68757 Cleaning Services	3,380.00		
20774 & 68772 Mortgage	30,550.00		
<b>Total 68000 Property General Maintenance</b>	<b>62,513.66</b>	83,100.00	75.2

	Actual	Budget	%
70000 Support Staff			
70701 Administrative Asst Pay	3,783.25		
70703 Youth Director Salary	14,903.02		
70706 Music Director Pay	18,230.00		
70710 Substitute Musician	127.61		
70711 Substitute Pastor	1,375.00		
70720 Workman's Comp	823.00		
70721 Payroll Taxes	7,685.18		
70722 Payroll Service Fees	1,409.62		
<b>Total 70000 Support Staff</b>	<b>48,336.68</b>	67,520.00	71.6
71000 Pastors Compensation Package			
71900 Defined Compensation			
71901 Net Salary	29,821.20		
71902 Elective Deductions	8,038.60		
<b>Total 71900 Defined Compensation</b>	<b>37,859.80</b>		
Benefits			
71903 Housing Allowance	37,000.00		
71904 Benefits- Retirement	7,444.30		
71905 Benefits- Health	31,000.00		
71906 Benefits- Disability	1,116.70		
71910 Benefits- Basic Group Life	521.10		
71911 Professional Reimbursements	70.16		
<b>Total 71000 Pastors Compensation</b>	<b>115,012.06</b>	140,430.52	81.9

<b>Grand Total Expenses</b>	<b>243,229.26</b>	<b>337,930.52</b>	<b>72.0</b>
-----------------------------	-------------------	-------------------	-------------

(23,822 charged to PPP funds)

Target after 10 months is 83.3% of budget spent.



## SRTF Update - 11/8/21

### Ed Green

Happily we have received the draft building plans from McCandless Architect on 10/31. The following meetings have kicked off the review and revision process.

SRTF meetings 11/2 & 11/3 —

These meetings constitute an initial review of the plans and the resulting suggestions will be discussed with Barbara Fineberg this week. Considerable discussion centered on the alter area including pros and cons of keeping the CMU wall and positioning the new wing walls (left & right of the alter) to ensure effective space for musicians and also provide necessary access to the main electrical panel. Acceptable solutions appear to be available as the SRTF transitions from the creative process to final design decisions.

Daniel Sedillo meeting 11/4 —

As a contractor it was very helpful to get Daniels input on the draft plan. A main take away message was that the plan does not yet include a “Finish Schedule”. This is especially important both for the bidding process and also to minimize “change orders” during construction. Daniels message is that the more detailed the “Finish Schedule” is the easier it will be for LCI to get apples to apples bids for comparison. Minimizing change orders also minimizes unforeseen costs to correct any oversights during the renovation.

**Social Justice Committee  
Minutes 10/12/21**

**Participants: Lee Grayson, Jill VanZanten, Marvie Paulson,  
Ellen Kolarik**

**In absentia: Becky Linville, Vern Holmes (in absentia until mid  
December)**

**1) Stewardship update: deferred until Vern's return mid December**

**2) Advocacy:**

1. Advocacy in Quarantine (LOPP): The governor's recall election put multiple pieces of legislation on hold – no current activity with next meeting scheduled 10/20/21
2. Interfaith Housing Justice: The landlord advocacy letter was printed in the Davis Enterprise 10/8/21. The signatories were Interfaith Housing Justice Davis, Davis United Methodist and LCI. Ellen Kolarik was used as the responsible individual because the paper demands a name and she is a co-chair of the committee. Find the letter at

<https://www.davisenterprise.com/forum/letters/letter-housing-the-unsheltered/> including

The advocacy statement asking that the Definition of a First Time Home Buyer be updated was sent to each member of the city council, Mayor Partida and the city Manager Mike Web 10/2/21. LCI along with 6 other faith organizations signed the letter with an additional 8 individual signatures. IHJD is working on a slimmer version of the statement to be sent to the Davis Enterprise as an Op Ed

**Information only**

- 3) Homeless Shelter for 2021-2022 season (Ellen):** Ellen spoke with Joanie Erickson, Executive Director of HEART. The City is now negotiating actively with HEART to create an overnight emergency shelter at the Davis Migrant Center south of Davis on Mace. The city is offering to reallocate funds previously dedicated to sanctioned camping to this effort. Guests would be housed in 2-, 3- or 4-bedroom units. Each unit has a small kitchen, shower, bathroom and beds. The city will pay to put heating units in the shelters used by HEART since the facilities were designed only for warm weather use. HEART will probably provide the sleeping bags formerly used by IRWS. Guests would be bused to the shelter in the evening and bused back to the city during the day. Exceptions to this policy would be made for individuals who are ill and for very inclement weather. Faith organizations will probably be petitioned to aid with breakfast and dinner as well as welcome bags, which might include items such as socks, toiletries and hats. While this is not a “done deal”, it sounds like a final contract will be signed prior to the desired start date in November

**Information only**

- 4) How to be an AntiRacist book discussion**– Ellen spoke with P. Dan who is open to referencing this book when his sermon topics touch on racism in the US. The book would be referenced again during announcements and parties interested in a one session book group would be directed to the handout on the welcome table with contact information.

**Action:** Lee will create a notice for the Wednesday 3 Things regarding our interest in hosting a one session book discussion as well as a flyer with contact information for the Welcome Table.

- 5) **Food for Fairness Summit (Vern):** Vern to circulate a summary of the program after he attends this event in the 3rd week of October.

**Information only**

- 6) **Monthly Ministry Partners:** Ellen shared that the November MMP will be HEART rather than then its predecessor group the Interfaith Rotating Winter Shelter. Joanie Erickson (Executive Director) has agreed to speak regarding the group's evolution from IRWS to HEART as well as provide an update on the plan for a winter shelter at the Davis Migrant Center.

**Action:** Ellen to send out a Wednesday 3 Things notice regarding the MMP solicitation forms for 10/20, 10/27, 11/2 and 11/10 and will bring forms for the welcome table so that they can start circulating. Submission end date 11/15/21. We will select MMP's and create the MMP calendar at the November SJ meeting.

- 7) **Update Social Justice Webpage:** tabled for a future meeting

- 8) **Christmas Eve giving:** P. Dan tasked SJ to choose the recipient for Christmas Eve donations. The consensus was Yolo County Food Bank

**Action:** Ellen to share with P. Dan that SJ recommends Yolo County Food Bank as the recipient for Christmas Eve undesignated giving.

- 9) **ELCA Advocacy:** P. Dan brought SJ's attention to the ELCA advocacy in Action request to write letters supporting the "Truth in Healing Commission regarding Indian Boarding Schools." Discussion broadened to a higher level issue re: how much we should push ELCA advocacy given that if we send out too many unsolicited email advocacy requests, we run the risk of having our members tune out all advocacy requests. Prior to Covid, members were interested in writing letters on ELCA issues on our monthly letter writing Sunday.

**Action:** Marvie will reach out to Becky regarding restarting an ELCA based letter writing Sunday with both handwritten and email letter options.

- 10) **Hunger Committee:** An event sponsored by the ELCA on Hunger is scheduled for early November.

**Action:** Marvie will share a report of the program to SJ

**Next meeting Tuesday 11/16/21 at 7pm on Zoom**