

Lutheran Church of the Incarnation Council Meeting Minutes

April 08, 2025, 7:00 pm

Council Member Roster: Tim Paulson (2026), Karen Slabaugh (2027), Kathryn Schnaible (2026), Jenny Fortuna (2025), Vern Holmes (2025), Bob Kerr (2025), Kenny Doss (2026), Ralph Holderbein (2027), Mark Bandstra (2027), and Pr. Dan Smith

A. Introduction: Tim

B. Opening Prayer & Devotion: Pastor Dan

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

D. Approval of March Council meeting minutes: Jenny

Emailed on 3/9 & 4/6. Motion Kathryn; 2nd Kenny; Vote 9-0-0. Jenny to send to Lindsey to post to the website.

E. President' Report: Tim

1) Nominating Committee (Pastor Dan, Tim, Ellen, Carol, and Ed) to meet in April to prepare a slate for May Council. Three new 3-year terms to begin June 1. Prepare to thank exiting Council Members for serving their term and taking their "off ramp" at May Electing Meeting (Vern, Bob, and Jenny).

2) LCI marquee refresh almost complete! Still need to add trim and explore adding lights.

F. Council Action Items:

1) Judy Hull has taken the LCI membership class with Pastor Dan within the past year and would now like to become a member. Motion Bob Kerr; 2nd Mark; VOTE: 9-0-0.

2) A member of the congregation would like to contribute funds to buy live-stream equipment to support our outreach efforts. Council agreed that a dedicated "volunteer friendly" camera would help streamline the process to operate for any event (instead of a personal iphone). More research to follow by Ralph & Mark to figure out what exactly is needed. Additionally, Wifi upgrades need to be incorporated in the sanctuary and the fellowship hall.

3) The Sierra Pacific Synod Assembly 2025 will have regional gatherings on May 10th in Chico, May 17th in Walnut Creek and May 31st in Fresno, with a remote business meeting on June 14th. Voting Members to attend the Zoom will be Pastor Bob Wilse, Kathryn Schnaible, and Tim Paulson. Registration and Payment are due by April 26.

4) Annual Council Retreat at Mount Cross. Possible dates: August 22-23. Wait until new members are on board to confirm. Check availability with Mount Cross.

G. Committee Reports:

1) Treasurer's Report(s) attached.

2) Stewardship Report (Vern): Future Time & Abilities survey is going digital!

3) Liturgical Furnishings Report (Bob Wilse): Attached is a request from the Liturgical Furnishings Task Force asking Council to approve of commissioning new banners for the Sanctuary. Council supports the decision to commission multiple sets of banners throughout the year that will coordinate with the existing banners and replace outdated banners. Council approved the banner project with \$3k from designated funds for the first set of banners. The rest of the costs needs to be gifted with a fundraiser. Motion Tim; Amendment Kenny; 2nd Bob Kerr; VOTE: 8-0-1.

4) Worship & Music Report (Karen): Planning for Easter!

5) Hospitality Report (Bob Kerr): To reach out to Molly Anderson to support efforts on Easter.

6) Social Justice Report (Vern): A new book study is forthcoming.

7) Property Report (Kenny): We have new parking lot lights!

Next Executive Council Meeting = May 6 at 6pm

Jenny to send out Agenda = May 11 (Please have all supplementary materials to me by this date)

Next Council Meeting = May 13 at 7pm

Electing Meeting = May 18 at 11:15am (followed by appointing officers for new Executive Committee)

Pastor's Report

April 8, 2025

Lutheran Church of the Incarnation

Pastor Dan Smith

I am in the thick of Holy Week as well as sabbatical preparation but here are a few notes and dates to keep in mind.

Sabbatical: Bob Willse will cover for me for preaching and pastoral care; Bill Wong will preach July 27 and Aug. 3, the Sundays I'm at Holden.

The **Bonhoeffer Weekend** was lovely; Rev. Mark Brocker was with us, and we had about 25-30 participants in the afternoon and evening lectures on Saturday, in addition to about 20 in adult forum, and a healthy worship attendance. Thanks for sharing the word with friends and neighbors.

Lent/Holy Week – midweek soup suppers and Holden evening prayer at DLC concludes this evening 6:00/6:45pm. Note that this has included LCI, DLC, St. Martin's and Davis United Methodist Church (DUMC). Holy Week services next week include:

Maundy Thursday – 7:00pm

Good Friday Tenebrae – 7:00pm

Holy Saturday Easter Vigil – 7:00pm at *DLC* (we are doing this jointly)

Easter Sunday – worship at 8:30 and 10:00 am

Rooted worship on April 27.

Memorial service for Roberta Ranstrom – Sat, April 26 at 1:00pm.

Carole Franti has also died; her service will be around the same time – final decision will be communicated soon.

Lutheran Church of the Incarnation

Balance Sheet

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1 First Northern Bank	-820.00
4 MM - First Northern Bank	69,580.51
8 First Northern Bank - operating	152,164.24
PayPal Account	0.00
Total Bank Accounts	\$220,924.75
Total Current Assets	\$220,924.75
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	\$2,769,000.58
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	2,821.88
Total Accounts Payable	\$2,821.88
Other Current Liabilities	
20115 Special Benevolences	0.00
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	\$0.00
Total Current Liabilities	\$2,821.88
Long-Term Liabilities	
20754 Mortgage	0.00
20755 AOB Bad Debt	0.00
20769 Organ Fund	0.00
20774 Mortgage - regular	453,543.43
20775 Mortgage - Facility Renovation	0.00
27200 Other Liabilities	0.00
Total Long-Term Liabilities	\$453,543.43
Total Liabilities	\$456,365.31

Lutheran Church of the Incarnation

Balance Sheet

As of March 31, 2025

	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	-219.89
20301 Pastor's Discretionary Fund	3,250.04
20401 Emergency Fund	0.00
20402 Caregivers Fund	0.00
20500 Youth / Day Camp / Mt. Cross	4,276.03
20508 Day Camp Reserve Fund	-820.00
20509 Nursery Supplies & Equipment	0.00
20551 Mission Trip Fund	4,233.01
20552 Youth	0.00
20614 Hospitality	1,361.36
20615 50th Anniversary	0.00
20759 Major Maintenance Reserve	83,861.10
20760 Columbarium Fund	38,682.47
20761 Columbarium Niche Purch-Exp	0.00
20771 Facilities Renovation	0.00
20776 Sanctuary Renovation	379.65
20777 Property Infrastructure Reserve	195.00
24150 Operating Reserve	0.00
24151 Endowment Fund	30,333.39
30000 Opening Bal Equity	110.00
32000 Unrestricted Net Assets	2,146,637.70
AMOR Scholarships	2,390.00
Net Income	-5,238.03
Total Equity	\$2,312,635.27
TOTAL LIABILITIES AND EQUITY	\$2,769,000.58

Lutheran Church of the Incarnation

Profit and Loss

January 1 - April 7, 2025

	TOTAL
Income	
41000 Income	
41100 Offerings	26,202.68
41310 Rents Applegate Nursery	2,106.00
41320 Rents Other	585.00
41400 Other Misc Income	27.77
Total 41000 Income	28,921.45
Total Income	\$28,921.45
GROSS PROFIT	\$28,921.45
Expenses	
61000 Worship	
61200 Altar Supplies	41.56
61203 Rooted Service	7.22
Total 61000 Worship	48.78
62000 Witness	
62301 Pastor Outreach	119.02
Total 62000 Witness	119.02
64000 Learning	
64551 Youth - LCI Activities	93.31
Total 64000 Learning	93.31
67000 Administration	
67700 Office Supplies & Equipment	1,007.40
67703 Social Media & Advertising	170.00
67704 Bookkeeper	1,957.00
Total 67000 Administration	3,134.40
68000 Property General Maintenance	1,008.62
68750 General Maintenance & Supplies	104.00
68751 City Services	842.86
68752 Telephone	157.11
68753 Fire System	1,037.00
68754 Utilities - PG&E	3,109.06
68755 Utilities - Solar	700.00
68756 Property Insurance	350.00
68757 Cleaning Services	1,000.00
68772 Mortgage (est 2015) Interest	3,888.26
Total 68000 Property General Maintenance	12,196.91
70000 Support Staff	
70701 Administrative Asst Pay	1,220.00
70703 Youth Director Salary	1,635.00
70708 Pianist/Organ Pay	1,052.25
70709 Cantor Pay	300.00

Lutheran Church of the Incarnation

Profit and Loss

January 1 - April 7, 2025

	TOTAL
70721 Payroll Taxes	743.93
70722 Payroll Service Fees	200.50
Total 70000 Support Staff	5,151.68
71000 Pastors Compensation Package	
71900 Defined Compensation	
71901 Net Salary	4,492.56
71902 Elective Deductions - FSA, Pension	1,365.42
Total 71900 Defined Compensation	5,857.98
71903 Housing Allowance	3,700.00
71904 Benefits- Retirement	2,730.84
71906 Benefits- Disability	81.93
71910 Benefits- Basic Group Life	54.63
71911 Professional Reimbursements	990.00
Total 71000 Pastors Compensation Package	13,415.38
Total Expenses	\$34,159.48
NET OPERATING INCOME	\$ -5,238.03
NET INCOME	\$ -5,238.03

Liturgical Furnishings Task Force Proposal to Council Re: Banners

Last year we commissioned Marjan Kluepfel to design and craft a permanent fabric installation for the walls surrounding the altar area which she did, and we have been very happy with her design and work. The Liturgical Furnishings Task Force made a commitment to evaluate banners after we had “lived with Marjan’s work” for a while. Last December we met to discuss our dreams about banners.

After that meeting Carol Huegli and Karen Slabaugh went through all our banners and presented their findings to the Task Force. We agreed we have some banners that we want to use, but there are some Church seasons that lack good banners.

So once again we sent a group (Carol, Karen Slinkard and Pastor Dan) to meet with Marjan to discuss our banner needs and ask if she would be willing to design and craft banners for us. We wanted our banners to not clash with fabulous installation behind the altar. Our ask of her was for three sets of banners –**green** (for the Epiphany and Pentecost seasons); **white** for Easter (anticipate next year) and **blue** for Advent (we anticipate this year).

Marjan has designed the green banners (see the back of this proposal) and anticipates crafting them to be ready in June or early July. (Pentecost is June 8 this year). She will also be working with our subgroup to design the Advent and Christmas banners later this year. When asked about the price, she said that the pair of banners for each season would be **\$3,000 plus tax**. To do all three seasons we anticipate a cost of **\$10,000**. The Task Force met on Wednesday (April 2) and endorsed the plan and design.

We ask the Council’s approval of this banner design and plan.

Pending your approval, I will make a series of announcements to the congregation about what we will be doing, when we expect installation, how much it will cost, and ask for special offerings to cover that cost.

Karen Slinkard has offered to cover some of the cost with money from the Worship & Music account. I am wondering if there is any Memorial Money that might also be used for these banners? If there is either designated or undesignated money, I would be more than willing to talk to the family(ies) and see if the money could be used for banners.

Shalom
Bob Willse
Liturgical Furnishings Task Force Chair.

