



Redeemer Evangelical Lutheran Church

Council Meeting

Date: October 7, 2023 (Saturday)

Time: 10:00 am to 12:00 noon

Place: Fireside Room

Agenda

Opening Prayer (DeForest)

Roll Call (Brandt)

Council members

- Diane Scott / Linda Allen – Board of Fellowship
- Jerry Brandt – Vice President
- Jay Erwin – Board of Elders
- Bruce Holderbein – Board of Trustees
- Diane Scott
 - Board of Christian Education
 - Board of Young Peoples Work
- Fred Sherman - President

Other invitees

- Pastor DeForest - Pastor
- Jackie Vieira – Office Manager

Reading and Approval of Minutes

- Council Meeting Minutes: October 8, 2022 - Draft [Attachment 1](#)

Pastor's Report (DeForest)

Reports from Officers, Boards, and Committees

- Board of Trustees (**Holderbein**)
- Board of Fellowship (**Allen/Scott**)
- Board of Elders (**Erwin**)
- Board of Christian Education (**Scott**)
- Board of Young Peoples Work (**Scott**)
- Board of Evangelism (**Vacant**)
- President (**Sherman**)
- Vice President (**Brandt**)
- Financial Manager (**Vacant**)
- Secretary (**Vacant**)

Unfinished Business

New Business

- Review of Financial Reports **(Viera)** Attachment 2
- Discussion of 2024 Proposed Budget Requests **(Sherman)**
- Nominations for 2024 Officers **(Sherman)** Attachment 3
- Review of Constitution & Bylaws **(Sherman)** Attachment 4
- Proposed Agenda Items for Voters Assembly **(Sherman)**
 - 2024 Budget
 - 2024 Officers
 - Constitution & Bylaws Revision?

Future Council Meeting Items

- Group Discussion **(Sherman)**

Reminders

- Submit board reports prior to council meeting
- Next Church Council Meeting: **TBA**
- Next Voters Meeting: **TBA**
- Use congregation members sign-in sheets at voters' meetings & keep records
- Give out copies of the constitution to new members

Closing Prayer (DeForest)

Adjournment (Sherman)



Redeemer Evangelical Lutheran Church

Council Meeting Minutes

Date of Meeting: October 8, 2022 (Saturday)

Place: Fireside Room

Call to order: 9:03 am

Adjourned: 10:23 am

Actions

Present

- President Fred Sherman
- Vice President Jerry Brandt
- Elder Jay Erwin
- Trustee Bruce Holderbein
- Pastor Jordan

Actions Adopted by Council

1. The minutes from the October 16, 2021 Council Meeting are approved
2. Linda Allen's request to increase the budget for the Board of Fellowship in 2023 to \$750.00 is accepted. (This is an increase from \$500.00 in the 2022 budget.)
3. The proposed 2023 budget, with the amendment listed above, is approved by the council to be submitted to the Voters Assembly for adoption.
4. The council forwards the slate of officers for church administration in 2023, as listed in *Attachment A*, to the Voters Assembly for adoption. (Additional nominations may be submitted by voters and added to this list before the vote is taken at the Voters Assembly in November 2022.)
5. The council recommends to the (to be formed) call committee that the church continues to use the Redeemer House as a home for disabled individuals. (President Fred Sherman did not participate in this discussion and the subsequent decision because of a conflict of interest.)
6. The council further recommends to the call committee that the incoming pastor's salary and benefit package not include a separate stipend for a housing allowance, since housing costs

should already be reflected in the districts recommended benefits and salary package to be adopted by the call committee. If this approach is adopted by the call committee, then the rent from the Redeemer House will go instead to the general fund of the church.

7. *Attachment B* contains the nominations of individuals (who have agreed to run) for the six positions on the call committee for the new pastor. (The call committee will consist of three positions for elders, three positions for members at large, and one position for a pastoral advisor.) Additional nominations (including self-nominations) may be submitted and added to this list before the vote is taken at the Voters Assembly in November 2022. Individuals who have been nominated, but not elected to the call committee, will serve as alternates (with their permission) to be available to replace members on the committee as needed.
8. The council recommends an amendment to the Bylaws to clarify that the term of office for church officers and board members is to serve from January 1st to December 31st, for the calendar year they voted in. Current Bylaws state:

4.03 Terms of Office. The terms for officers and board members shall be one year.
9. The council recommends an amendment to the Bylaws to eliminate the Board of Stewardship (This would remove \$500.00 from the 2023 budget.)
10. Proposed Agenda Items for Voters Assembly
 - a. 2023 Budget
 - b. 2023 Officers
 - c. Call Committee Members
 - d. Bylaw Revisions

REDEEMER FINANCIAL SUMMARY

January 1, 2023 – August 31, 2023

CHURCH INCOME/EXPENSE – ACTUAL:

OFFERING INCOME	104,187.08
SCHOOL LEASE (5%) GENERAL FUND INCOME	2,620.17
FACILITY USE INCOME	960.00
INTEREST INCOME	<u>3,262.99</u>
TOTAL INCOME	111,030.24
TOTAL EXPENSES	<u>133,802.94</u>
NET INCOME	-22,772.70
RETAINED EARNINGS (balance end of previous year)	<u>83,880.43</u>
CURRENT BALANCE	61,107.73

CHURCH LIABILITIES:

Directed Funds (TCB)	63,795.42
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CHURCH ASSETS:

Operating Funds (TCB)	61,107.73
Mission Trust Fund (Thornburg)	272,083.81
Scholarship Fund (Vanguard)	317,700.93
Money Market Acct. (Vanguard)	<u>103,604.48</u>

TOTAL CHURCH ASSETS/LIABILITIES	828,292.37
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SCHOOL INCOME/EXPENSE - ACTUAL:

SCHOOL LEASE INCOME	63,042.56
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EXPENSES:

Property Management Fees	<u>-3,152.13</u>
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NET LEASE INCOME FOR DISBURSEMENT	59,890.43
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DISBURSEMENTS:

30% to Quarterly Missions	17,967.13
30% to Scholarship Recipient	17,967.13
20% to Facilities Maintenance Fund	11,978.09
15% to School Reserve Fund	8,983.57
5% to General Fund	2,994.53

PARSONAGE INCOME	13,200.00
Minus Renting Expenses	00.00
Disbursed to Pastor Jordan	11,256.00
General Fund Income	1,944.00
Parsonage Deposit	1,500.00

For more details or an explanation, see the office manager.

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10/03/23

Accrual Basis

Redeemer Lutheran Church

Profit & Loss Budget vs. Actual

January through August 2023

	Jan - Aug 23	Budget
Ordinary Income/Expense		
Income		
Regular Offering	104,187.08	
School Lease General Fund	2,620.17	
Total Income	106,807.25	
Gross Profit	106,807.25	
Expense		
ADMINISTRATION		
Altar Worship	265.91	366.64
Bookkeeping	223.24	133.36
Conferences	14.67	200.00
Deacons	0.00	66.64
Office Expenses		
Bank/Checking Fees & Supplies	139.42	200.00
Copy Machine Expense	530.10	1,000.00
Information Technology	514.09	800.00
Licenses and permits	0.00	66.64
Office Supplies	358.75	466.64
Periodicals	1,883.66	1,133.36
Postage	198.00	133.36
Total Office Expenses	3,624.02	3,800.00
Payroll - Guest Pastor		
Wages	750.00	833.36
Total Payroll - Guest Pastor	750.00	833.36
Payroll - Office Manager		
Health Insurance Supplement	1,600.00	1,600.00
Retirement/Disability	1,612.17	1,333.36
Wages	12,293.96	13,086.64
Total Payroll - Office Manager	15,506.13	16,020.00
Payroll - Organist		
Mileage	752.50	2,928.64
Substitute Organist	4,056.25	
Wages	1,050.00	3,500.00
Total Payroll - Organist	5,858.75	6,428.64
Payroll - Pastor		
Car Allowance	3,076.20	3,281.36
Continuing Education	100.00	400.00
Health Insurance	18,172.07	20,000.00
Health Savings Account	0.00	
Retirement/Disability	6,740.16	7,333.36
Salary	58,853.26	57,148.00
Total Payroll - Pastor	86,941.69	88,162.72
Payroll Taxes		
FICA Expense	765.93	1,000.00
Medicare Expense	179.13	
Total Payroll Taxes	945.06	1,000.00
Total ADMINISTRATION	114,129.47	117,011.36
CHRISTIAN EDUCATION	68.60	200.00
EVANGELISM	0.00	333.36
FELLOWSHIP	170.68	500.00

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10/03/23

Accrual Basis

Redeemer Lutheran Church

Profit & Loss Budget vs. Actual

January through August 2023

	Jan - Aug 23	Budget
STEWARDSHIP	305.52	266.64
TRUSTEES		
Garbage	970.69	933.36
Grounds Maintenance	0.00	2,333.36
Insurance - Liability	8,896.39	7,333.36
Insurance - Work Comp	1,027.00	800.00
Janitorial Service	2,520.00	2,880.00
Janitorial Supplies	116.30	133.36
Property Tax & Assessment	642.57	866.64
Telephone	351.60	533.36
Utilities	3,504.83	2,666.64
Van Expense		
DMV/Insurance	52.00	
Van Expense - Other	1,047.29	1,333.36
Total Van Expense	1,099.29	1,333.36
Total TRUSTEES	19,128.67	19,813.44
Total Expense	133,802.94	138,124.80
Net Ordinary Income	-26,995.69	-138,124.80
Other Income/Expense		
Other Income		
Facility Use	960.00	
Interest Income	3,262.99	
Total Other Income	4,222.99	
Net Other Income	4,222.99	
Net Income	-22,772.70	-138,124.80

10/03/23

Redeemer Lutheran Church
Designated Funds
As of August 31, 2023

	Aug 31, 23
ASSETS	
Current Assets	
Checking/Savings	
TCB-Church General Fund	124,903.15
Thornburg Finan.- Mission Trust	272,083.81
Vanguard-Scholarship Fnd	317,700.93
Vanguard Money Market Acct.	103,604.48
Total Checking/Savings	818,292.37
Total Current Assets	818,292.37
TOTAL ASSETS	818,292.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
TCB Visa	1,061.13
Total Credit Cards	1,061.13
Other Current Liabilities	
Church-Directed Funds	
Baving House Maintenance	3,781.64
Bells Fund	184.95
Campus Ministry Grant	1,051.24
Charity Fund	7,500.10
Facility Maintenance	17,930.36
Food Bank	19.98
Funeral	671.12
Gen. Church Op. Emergency Reser	5,259.10
Hoffman Bequest	42,096.61
Kitchen	100.00
Lock/Unlock Fee	30.00
LWML	42.27
Memorial Fund	5,927.56
Mission Envelopes	335.00
Musician & Concert Fund	77.69
Poinsettias	196.54
Quilters	795.26
Radio Broadcast	1,700.00
Sunday School	1,008.11
Vacation Bible School	298.92
Van Fund	522.81
Youth Fund	6,531.95
Church-Directed Funds - Other	-100,000.00
Total Church-Directed Funds	-3,938.79
Direct Deposit Liabilities	-11.66
Directed Funds in Money Market	100,000.00
Holding Accounts	
Mission Trust Holding Account	4,635.14
Scholarship Holding Account	6,025.18
School Lease Holding Account	47,538.92
Total Holding Accounts	58,199.24
Mission Trust Fund	272,083.81
Parsonage Rental	
Parsonage Lease Deposit	1,500.00
Parsonage Rental - Other	1,926.00
Total Parsonage Rental	3,426.00
Payroll Liabilities	

4.

10/03/23

Redeemer Lutheran Church
Designated Funds
As of August 31, 2023

	Aug 31, 23
FICA Payable	-2.01
FIT Payable	1,467.00
Medicare Payable	52.92
SIT Payable	596.07
Total Payroll Liabilities	2,113.98
School Lease Deposit	6,550.00
Total Other Current Liabilities	438,422.58
Total Current Liabilities	439,483.71
Long Term Liabilities	
Scholarship Fund	317,700.93
Total Long Term Liabilities	317,700.93
Total Liabilities	757,184.64
Equity	
Retained Earnings	83,880.43
Net Income	-22,772.70
Total Equity	61,107.73
TOTAL LIABILITIES & EQUITY	818,292.37



Attachment 3

Redeemer Evangelical Lutheran Church

2023 Officers and Board Members

President*	Fred Sherman
Vice President*	Jerry Brandt
Financial Manager*	(Vacant)
Secretary*	(Vacant)
Board of Elders	Jay Erwin (Chair) Timothy Wenslaff Bob Rean Daryl Smith
Board of Trustees	Bruce Holderbein (Chair) Keith Siemens
Board of Evangelism	(Vacant)
Board of Fellowship	Diane Scott (Co-chair) Linda Allen (Co-chair) Carol Varley Shirley Wilson
Board of Christian Education Board of Young Peoples Work	Diane Scott (Chair)

*Legal officers per the Bylaws

Attachment 4

REDEEMER LUTHERAN, CHICO CA

FULL Comments on Constitution and Bylaws

Prepared by the CNH District Committee on Constitutional Matters

March 2023

GENERAL

- **New Docs**—Due to the nature of the document submitted (includes additional/historic information), we pulled both the constitution and bylaws from existing document and created a single Word doc with numbering. All comments will reference as such. **Please use these new docs for any review and amending of your submitted C & B's.** Once approved by the District BOD, they may be reconstituted into your previous format.
- **Proper Rendering & Acronyms for Synod and District**—change all usages to their full and proper rendering; once included, The Lutheran Church—Synod can be represented by LCMS, and the California-Nevada-Hawaii District of The Lutheran Church—Missouri Synod may be rendered *CNH District* or *CNH*.
- **Capitalization**—the following need not be capitalized: voters; officer titles (president, vice president, treasurer, etc.); church council; trustees; committee; chair; etc. Board or Committee shall be capitalized only when used specifically (e.g., Board of Elders; Call Committee)
- **Formatting for Clarity**—Reformatting for greater clarity is recommended throughout (since this is a document for the *members* as well as a legal document).
- **Grammatical/Spelling Corrections** may be done without need for ratification by congregation (represented by **GC** after comment). Many of the corrections indicated are grammatical and may be changed without voter approval.

CONSTITUTION

- Line 46: Remove *NOW*.
- Line 54: Change to proper rendering for Synod (see above).
- Line 63: Add comma after *glorified*.
- Line 65: Recommend changing to *Confessional Standard*.
- Lines 69ff: List the ten books to which you refer. And what about the creeds? Suggest changing to the follow—

All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: The Three Ecumenical Creeds (the Apostles', the Nicene, and the Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large Catechism, Luther's Small Catechism, and the Formula of Concord.

- Lines 75-86: Recommend changing to the following—

This congregation distinguishes between three types of congregational membership:

- *Baptized members—all who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including children who have not yet been confirmed into communicant membership;*

- *Communicant members—those baptized members who have been instructed in and are familiar with the contents of Luther’s Small Catechism, have been confirmed in the Lutheran faith, and have accepted the confessional standard of Article 3 of this constitution; and*

Voting members—communicant members are of the legal age of the state.

- Line 111: Recommend not including this under *Duties*.

- Line 119: Recommend changing *Voters Assembly* to *Congregation* and adding—

The voters assembly shall administer and manage all substantive powers in this congregation as set forth in the constitution and bylaws.

- Lines 131-132: Recommend changing to the following—

*All other matters may be decided by a majority vote **of a properly constituted quorum** of the voters assembly unless otherwise specified by this Constitution and Bylaws or the rules of parliamentary procedure.*

- Line 143: May want to include *being domineering*.

- Line 144ff: Why are Vicars included in this section? Suggest removing since they are provided under strict guidelines and the supervision of both the seminaries and the president’s office.

- Lines 144-167: Recommend changing to the following—

—The pastoral office shall be conferred only upon pastors or candidates who profess and adhere to the confessional standard set forth in this constitution, who are qualified for the work of the ministry, and who have been endorsed by and are members of The Lutheran Church—Missouri Synod.

—Only those commissioned ministers shall receive a call who adhere to the confessional standard set forth in this constitution, who are qualified for the work of the ministry to which they are called, and who have been endorsed by and are members of The Lutheran Church—Missouri Synod.

—The senior pastor or other ordained or commissioned ministers may be removed from office in Christian and lawful order by a two-thirds majority ballot vote of the voters assembly for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office, the inability to perform those duties, or being domineering in office.

—When a vacancy occurs in an office of the pastor or commissioned minister, the board of directors shall notify the president of the California-Nevada-Hawaii (CNH) District to receive assistance in temporarily filling the vacancy and to receive his counsel in calling a new senior pastor.

Then add duties (lines 157-163) where deemed appropriate.

- Lines 168-170: Is this necessary to include?

- Lines 172-174: Recommend changing to the following—

All property of this congregation shall be held in the corporate name as stated in Article 1. This congregation may receive, acquire, hold title to, and manage real and personal property, and may erect structure(s) thereon, mortgage, sell, or convey such real or personal property or any part thereof. A two-thirds affirmative vote of the voters present at a regular or specially called voters assembly shall be required for adoption for the purchase or sale of real property or erection of buildings.

- Lines 183-189: Recommend changing to the following—

Article X—Amendments

This constitution may be amended in a duly called voters assembly in this manner:

- Amendments to the provisions of this constitution shall be submitted in writing at a duly- called voters assembly and announced to the congregation by public posting and/or mail to all communicant members 60 days before the assembly at which the proposed amendment will be acted upon. A two-thirds affirmative vote of the voters present shall be required for adoption. Amendments to this constitution shall not destroy the constitution’s essential meaning. The date of approval shall be referenced in any adopted amendment.

- The revised constitution shall, as a condition of continued membership in The Lutheran Church—Missouri Synod, be submitted to the president of the district for review by the District Committee on Constitutional Matters (DCCM) and approved by the CNH District’s Board of Directors before being implemented by the congregation.

Then include the date adopted and signatures of the president, secretary, and pastor.

BYLAWS

- Line 194: Add *in the name of the Triune God*.
- Lines 197-198: Move *Confirmation instruction* detail section to here from lines 202-203.
- Line 199: Move *Adult instruction* detail section to here from lines 201-202.
- Lines 201-203: Delete once pertinent sections moved.
- Lines 216-218: Move to after lines 239-240.
- Lines 227-238: Include in termination of membership *death*.
- Line 246: List annual meeting as *in November* (see Bylaws V.5.02).
- Line 260: Remove quotation marks from *Roberts Rules of Order*.
- Lines 262-287: Recommend replacing with the following—

Procedures for Calling Ordained or Commissioned Church Workers

When this congregation calls a senior pastor, the following procedure shall be followed:

- *The call committee shall consist of two members of the board of directors and no fewer than two members at large from the congregation. At its first meeting the committee shall:*
 - *Elect a chairperson;*
 - *Establish a set of criteria for the position;*
 - *Seek assistance and a list of proposed eligible candidates from the district president’s office;*
 - *Call for nominations from the congregation for at least 30 days (members must submit nominations in writing);*
 - *Establish an interview and evaluation process;*
 - *Present a summary of its work and recommendations to the board of directors for its affirmation before a voters assembly vote to call.*
- *The call committee shall present its recommendation(s) to the voters assembly in an appropriate format at least one week before a vote to extend a call.*
- *Voting shall be done by secret ballot at a duly called voters assembly designated for calling a new senior pastor. Ballots shall be counted by the board secretary and confirmed by an attending member chosen at the time.*
- *A candidate must receive a majority of the votes cast to be elected. If no one receives a majority, the candidate(s) with the fewest votes is removed, and the process repeated until one candidate receives a majority. A motion should then be made to make the election unanimous.*

Add section for vicar placement as needed.

- **Lines 289-290: California corporate law does not recognize a *vice president* as a legal officer;** and expand *financial manager* to *financial manager (treasurer)* to be in line with corporate law.
- Lines 297-298: Do you want to include that they are *voting members*?
- Line 300: Where is that resolution accomplished? Specify (e.g., *in a normal business meeting*).
- Lines 306-307: For what purpose are resolutions taken to the voters assembly? For recognition? For approval? Approved by vote?
- **Lines 307-308: So...the council meets whenever/wherever the president and council agree? Isn’t that a bit loose?**

- Line 318: Remove *congregational*—nowhere else is it rendered as such.
- Lines 330-331: Wouldn't it be better to qualify potential officer prior to election. Recommend removing *and qualified* and making sure candidates are already such in 5.01.
- Line 334: What is the *Job Guidelines* document? Who develops it? How does it relate to the voters assembly and their authority? Specify.
- Lines 340-382: Recommend removing and placing in a *policy manual* (along with church use guidelines for weddings, funerals, non-member/community usage of facilities, etc.). Once placed in the bylaws, it will be difficult to make changes as needed.

- Lines 394ff: Add to the following:

These bylaws may be amended in a duly called voters assembly in this manner:

- *Amendments to the provisions of these bylaws shall be submitted in writing at a duly called voters assembly and announced to the congregation by public posting and/or mail to all communicant members 60 days before the assembly at which the proposed amendment will be acted upon. A majority vote of the voters present shall be required for adoption.*
- *The revised bylaws shall, as a condition of continued membership in The Lutheran Church—Missouri Synod, be submitted to the president of the CNH District for review by the district's constitution committee and favorable action by the district's board of directors before being implemented by the congregation.*

Include place for date adopted and signatures of president, secretary, and pastor.