



Redeemer Evangelical Lutheran Church

Council Meeting

Date: November 23, 2024 (Saturday)

Time: 10:00 am to 12:00 noon

Place: Fireside Room

Agenda

Opening Prayer (DeForest)

Come to Order (Sherman)

Roll Call (Ashworth)

Council members

- Diane Scott / Linda Allen – Board of Fellowship
- Jerry Brandt – Vice President
- Jay Erwin – Board of Deacons
- Bruce Holderbein – Board of Trustees & Financial Manager
- Tim Kressin – Board of Evangelism
- Diane Scott
 - Board of Christian Education
 - Board of Young Peoples Work
- Aaron Ashworth - Secretary
- Fred Sherman - President

Invitees

- Pastor DeForest - Pastor
- Jackie Vieira – Office Manager

Reading and Approval of Minutes (Ashworth)

- Council Meeting Minutes: Nov 16, 2024 - Draft *Attachment 1*

Pastor's Report (DeForest)

Reports from Officers, Boards, and Committees

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

Unfinished Business

New Business

- Approve a proposed 2025 budget, subject to Voter Assembly approval *Attachment 2*
- Identify sources of funds for 100th Anniversary Celebration events and Pastors Wives Retreat *Attachment 3*

Future Council Meeting Items

- Group Discussion (**Sherman**)

Reminders (Information)

- 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)

Attachments:

- Attachment 1: 2024-10-16 Redeemer Council Meeting Minutes (Draft)
- Attachment 2: *2025 Budget Planning* spreadsheet
- Attachment 3: *Administration of Church Funds*



Redeemer Evangelical Lutheran Church

Council Meeting Minutes (Draft)

Date: November 16, 2024 (Saturday)

Time: 10:00 am to 12:00 noon

Place: Fireside Room

Minutes

Members & Invitees - Present (Absent)

Council members

- Linda Allen – Board of Fellowship - Absent
- Jerry Brandt – Vice President
- Jay Erwin – Board of Deacons
- Bruce Holderbein – Board of Trustees & Financial Manager
- Tim Kressin – Board of Evangelism
- Diane Scott
 - Board of Christian Education
 - Board of Young Peoples Work
- Aaron Ashworth - Secretary
- Fred Sherman - President

Invitees

- Pastor DeForest - Pastor
- Jackie Vieira – Office Manager - Absent

Actions Adopted by Council

- Approved council meeting minutes from July 27, 2024
- Developed a proposed slate of nominations for 2025 officers
- Set aside a budget of \$4,000.000 for speakers at the 100th Anniversary Celebration. The source of the funds to be finalized later.
- Set aside a budget of \$8,000.00 for a catered dinner at the 100th Anniversary Celebration. The source of the funds to be finalized later.
- Set aside a budget of \$600.00 for Abby DeForest to attend the CNH pastors' wives retreat on January 31 through February 2, 2025. The source of the funds to be finalized later.

Important for Future Actions

- The Board of Fellowship has a critical need for more members / participation
 - Diane Scott to prepare an insert for the bulletin to solicit more members
 - President to make announcement at Voters Assemblies
 - Added Sheri Hardy's name to proposed committee members for Board of Fellowship
- The Board of Deacons has a critical need for more members (one member has recently resigned leaving only three deacons)
- The Board of Deacons also has a critical need for more acolytes.

- Trustees are planning to put a combination lock on garbage bins to prevent dumping by outside parties

Additional Documents Provided

- Redeemer Financial Summary – through October 2024
- Pastors Wives Retreat Notice from CNH District
- Report of the Board of Deacons

2025 BUDGET PLANNING

		A	B	C	C(2)	D
		2024 Budget (12 months)	2025 Proposed (Office Mgr)	2025 Changes (Others)	Increase / Decrease	Jan-Oct Expenses
ADMINISTRATION						
1	Altar Worship	\$400.00	\$700.00		75%	\$575.04
2	Bookkeeping	\$350.00	\$300.00		-14%	\$191.69
3	Conferences	\$300.00	\$300.00		0%	\$286.60
4	Deacons	\$100.00	\$100.00	\$250.00	150%	\$0.00
5	Office Expenses					
6	Bank/Checking Fees & Supplies	\$200.00	\$400.00		100%	\$345.78
7	Copy Machine Expense	\$1,500.00	\$1,650.00		10%	\$1,368.40
8	Information Technology	\$800.00	\$500.00		-38%	\$408.87
9	Licenses and permits	\$100.00	\$100.00		0%	\$20.00
10	Offering Envelopes	\$400.00	\$300.00		-25%	\$317.86
11	Office Supplies	\$600.00	\$1,000.00		67%	\$841.66
12	Periodicals	\$2,000.00	\$2,300.00	\$2,000.00	0%	\$1,639.40
13	Postage	\$300.00	\$300.00		0%	\$229.00
14	Payroll - Guest Pastor					
15	Wages	\$1,250.00	\$1,250.00	\$1,250.00	0%	\$500.00
16	Payroll - Office Manager					
17	Health Insurance Supplement	\$2,400.00	\$2,400.00	\$2,500.00	4%	\$2,000.00
18	Retirement/Disability	\$2,500.00	\$2,500.00		0%	\$1,853.90
19	Wages	\$20,317.00	\$20,317.00	\$21,353.00	5%	\$16,930.80
21	Payroll - Organist					
22	Mileage	\$3,762.50	\$3,762.50	\$4,250.00	13%	\$2,741.25
23	Wages	\$5,250.00	\$5,250.00	\$5,500.00	5%	\$4,050.00
24	Organ Lessons	\$1,560.00	\$560.00	\$1,800.00	15%	\$455.00
25	Substitute Organist					\$781.25
26	Payroll - Pastor					
27	Car Allowance	\$5,000.00	\$5,000.00		0%	\$4,101.60
28	Continuing Education	\$1,100.00	\$1,450.00	\$1,100.00	0%	\$1,200.00
29	Health Insurance	\$30,000.00	\$30,000.00		0%	\$22,539.10
30	Retirement/Disability	\$11,000.00	\$9,000.00		-18%	\$7,435.85
31	Salary	\$80,940.00	\$80,940.00	\$87,958.80	9%	\$67,450.18
32	Payroll Taxes					
33	FICA Expense	\$1,000.00	\$1,300.00		30%	\$1,054.71
34	Medicare Expense	\$250.00	\$300.00		20%	\$246.67
35						
36	Total ADMINISTRATION	\$172,129.50	\$170,379.50	\$180,011.80		\$139,564.61

	A	B	C	C(2)	D
	2024 Budget (12 months)	2025 Proposed (Office Mgr)	2025 Changes (Others)	Increase / Decrease	Jan-Oct Expenses
BOARDS					
37	CHRISTIAN EDUCATION	\$300.00	\$800.00	167%	\$625.92
38	EVANGELISM	\$500.00	\$500.00	0%	\$317.86
39	FELLOWSHIP	\$500.00	\$625.00	25%	\$519.86
40	TRUSTEES				
41	Property Tax & Assessment	\$1,000.00	\$1,600.00	60%	\$1,325.58
42	Garbage	\$1,450.00	\$1,450.00	0%	\$1,135.69
43	Grounds Service	\$6,000.00	\$500.00	-92%	\$392.03
44	Insurance - Liability	\$13,500.00	\$13,000.00	-4%	\$10,818.64
45	Insurance - Work Comp	\$1,550.00	\$1,750.00	13%	\$1,453.17
46	Janitorial Service	\$3,780.00	\$4,320.00	14%	\$3,600.00
47	Janitorial Supplies	\$200.00	\$250.00	25%	\$202.01
48	Telephone	\$850.00	\$400.00	-53%	\$331.15
49	Utilities	\$5,500.00	\$5,000.00	-9%	\$3,898.81
50	Van Expense	\$2,000.00	\$1,100.00	-45%	\$924.32
51	Total TRUSTEES	\$35,830.00	\$29,370.00		\$24,081.40
52					
53	Total BOARDS	\$37,130.00	\$31,295.00	\$31,295.00	\$25,545.04
TOTAL EXPENSES					
		\$210,509.50	\$203,274.50	\$212,906.80	\$165,109.65
54		Difference with 2024	-\$7,235.00	\$2,397.30	
55		% increase	-3.44%	1.14%	
		COLA for 2025		2.50%	
Income					
56	Gross Profit	(Includes offerings & lease general fund)			\$175,587.00
57	Net Ordinary Income	(After subtracting total expenses)			\$10,477.35
58	Net Other Income	(Facility use & interest income)			\$5,511.68
59	Total Net Income				\$15,989.03



Redeemer Evangelical Lutheran Church
of the Lutheran Church – Missouri Synod,
Chico, California

Administration of Church Funds

Amended: Draft 2024-06 *For LCMS CNH District Approval*



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POLICY MANUAL

ADMINISTRATION OF CHURCH FUNDS

1. Directed Memorial Fund

The purpose of this fund is to support the mission and ministry of Redeemer Evangelical Lutheran Church of the Lutheran Church – Missouri Synod, Chico, California, (hereafter referred to as *Redeemer Evangelical Lutheran Church, Chico*, in this document.)

The Church Council has the authority to disburse included assets without approval of the Voters Assembly.

2. School Reserve Fund

The purpose of this fund is to receive a portion of the monies from the rental or lease of the school facilities and to provide funds for the repair and maintenance of those facilities.

The Board of Trustees may authorize expenditures for expenses less than \$1,000 without further approval. All such expenditures shall be reported by the Board of Trustees at the next Church Council meeting. For needed expenditures equal to or exceeding \$1,000, the Board of Trustees shall make recommendations to the Church Council. If approved by the council, the president shall present the need to the Voters Assembly along with supporting facts for approval before the funds are used.

3. Church Facilities Reserve Fund

The purpose of this fund is to provide funds for the repair and maintenance of church facilities (exclusive of the school facilities) using a portion of the monies generated from the rental or lease of the school facilities.

The Board of Trustees may authorize expenditures for expenses less than \$5,000 without further approval. Expenditures less than \$5,000 shall be reported by the Board of Trustees at the next Church Council meeting. For expenses costing between \$5,000 and \$10,000, the Board of Trustees shall submit recommendations to the Church Council who may act as the final approving authority. Expenses exceeding \$10,000 shall be presented by the president to the Voters Assembly along with supporting facts for their consideration and approval.

4. Mission Endowment Trust Fund

The purpose of this fund is to use the interest earned from directed gifts and bequests to support the mission and ministry of *Redeemer Evangelical Lutheran Church, Chico*, LCMS districts, seminaries, colleges, and institutions / agencies, as well as other institutions / agencies deemed appropriate by the pastor and the Church Council.

At least annually, the Church Council shall make grants from the assets of the fund, maintaining the value of the principal in the account.

5. Scholarship Endowment Trust Fund

This fund was established in 1991/1992 by Herman Biederstadt. The purpose of this fund is to provide support for needy students who are pursuing studies in LCMS affiliated universities and seminaries.

The Board of Deacons shall be responsible for administration and disbursement of the assets of this fund and will maintain a written policy regarding their procedures.

6. Investment of Funds

A committee composed of the president and the financial manager (treasurer) shall make recommendations regarding the investment of the assets of each fund. (If the financial manager - treasurer position is vacant, then the president may appoint one of the other officers as a replacement.) Recommended investments shall be approved by the Church Council before being acted upon.

7. Dissolution of Assets

These funds shall continue to exist as long as the congregation does. If *Redeemer Evangelical Lutheran Church, Chico* ceases to exist, the funds will be terminated in accordance with Article IIX of the Constitution of Redeemer Evangelical Lutheran Church, Chico.

8. Amendments

This policy manual may be amended through a resolution submitted to the Voters Assembly.

9. Table Summary

Fund	Purpose	Authorization Authority		
Directed Memorial Fund	Support the mission and ministry of <i>Redeemer Evangelical Lutheran Church, Chico</i>	Church Council (No limit)		
School Reserve Fund	Repair and maintenance of leased school facilities	Board of Trustees (<\$1,000)		Voters Assembly (>=\$1,000)
Church Facilities Reserve Fund	Repair and maintenance of church facilities	Board of Trustees (<\$5,000)	Church Council (\$5,000-\$10,000)	Voters Assembly (>\$10,000)
Mission Endowment Trust Fund	Support the mission and ministry of <i>Redeemer Evangelical Lutheran Church, Chico</i> and LCMS districts, seminaries, colleges, and institutions / agencies, as well as other appropriate institutions / agencies	Church Council (limited to account interest only)		
Scholarship Endowment Trust Fund	Support needy students pursuing studies in LCMS affiliated universities or seminaries	Board of Deacons (no limit)		

CERTIFICATION OF ADMINISTRATION OF CHURCH FUNDS

This document represents a true copy of the *Administration of Church Funds* as created at two Voters Assemblies held on May 19th and June 9th, 2024.

A handwritten signature in blue ink that reads "Frederick W. Sherman III". The signature is written in a cursive style with a small "III" at the end.

Frederick W. Sherman III
President

A handwritten signature in blue ink that reads "Aaron Ashworth". The signature is written in a cursive style.

Aaron Ashworth
Secretary

A handwritten signature in blue ink that reads "Rev. Brennan DeForest". The signature is written in a cursive style.

Brennan DeForest
Pastor