

## **Grace Lutheran Voters Assembly Minutes- 12/2/2018**

**Call to Order:** Congregational President, Jim Taylor called the meeting to order at 10:56 am.

**Opening Prayer:** Elder Jim Burell opened the meeting with a short devotion and prayer.

**Adoption of Minutes:** The minutes of the September 23, 2018 meeting were accepted as presented.

**Changes in Communicant Roster:** Arlan Hawkins was removed from membership by her death.

**Pastor's Report:** Pastor thanked all present for the support he receives and reminded everyone of the upcoming Advent midweek services.

### **Unfinished Business:**

*Playground Project:* Jim Taylor provided an update. John Chaudier has separated the playground portion and the shade structure permits. The shade structure requires a planning entitlement permit which will take time and hearings. The playground portion is moving forward with submission to the City.

*Election of Officers:* Jay Wolf on behalf of the nominating committee presented a list of nominees. A copy of the list is attached. Election of officers was held. The following officers were elected. Elder (3 year term) Scott McComas and Brian Sherman; President (1 year term) Troy Leach; Vice President (1 year term) Jim Taylor; Secretary (1 year term) Annette McComas; Financial Secretary (2 year term) Barb Smith; and Trustee (2 year term) Judy Heard and Lori Leach.

*2019 Annual Budget:* The annual budget for January – December 2019 was presented by Treasurer Judy Wolf. A copy of the budget is attached. After discussion, the budget was adopted as presented. The weekly budget for 2019 totals \$5,568. After the budget was adopted Pastor addressed the voters encouraging them to be faithful givers and to start the new year with a reassessment of their giving. He announced various way the church provides for faithful giving ie: Clover Gives; and auto bank account withdrawals.

**Christian Education Report:** Cindy Koch provided the members present with the attached calendar. The calendar provides dates specific to Christmas practices, Sunday School, Better Together, Bible Studies, and Knights and Roses for the months of December-February.

**TEC Report:** Jim Taylor announced that he would be chairing the committee beginning in January 2019. The Evangelism Committee meets the fourth Tuesday of the month at 7:00 pm. And the next meeting is scheduled for January 22, 2019. He also announced the Petal Pushers are scheduled to decorate parade floats on Friday December 28<sup>th</sup>. See Lori Leach or Jim Taylor to sign-up.

**Elders Report:** Elder Troy Leach announced that Pastor and Jim Bailey continue shut-in visitation. But he also reported that the Elders are establishing a program where members could sign up for shut-in visitation on Sundays to provide the bulletin and sermon to those unable to come to church. There will be sign-ups soon for those willing to participate. Troy also announced the installation of officers for 2019 would be held during the worship service on January 6<sup>th</sup>.

**Scouts Report:** Scott McComas, the Chartered Organization Representative for the Scout Troop and church presented the report; a copy is attached.

**Trustees Report:** Trustee Jocelyn Hotzler presented the report; a copy of the report is attached.

**Treasurer's Report:** Treasurer Judy Wolf presented the Financial Report for the period ending October 2018; a copy of the report is attached. After discussion, the report was accepted as presented.

**New Business:** Jim Taylor announced that Wanda Page would be the lay-delegate to represent Grace at the synodical convention next year.

**Announcements:** Jim Bailey reminded everyone to save their new offering envelopes until January 2019 as envelope numbers have changed.

**Adjournment:** Jim Taylor adjourned the meeting at 11:50 am. The Common Doxology was sung by all.

**Respectfully Submitted**



**Barbara Smith, Secretary**

**Grace Lutheran Church**  
**Fourth Quarter All-Members Voter Assembly**  
**Fellowship and Potluck Order of Business**  
**Sunday, December 2, 2018, 10:30a, Room 8**

Call to Order (confirm Roll Quorum)

- Opening Prayer (Jim Burell)
- Quick reminder on parliamentary procedure to keep order

Adoption of Minutes (from 23SEP18) - email/weblink

Changes to Communicant Roster {since 19SEP18}

Pastor's Report

Unfinished Business

- Playground / Shade Structure Report (John Chaudier)
- Election of Officers (Jay/Jocelyn)
  - New officers invited to 18DEC18 Church Council meeting
- Budget Consideration (Judy) / Stewardship

**Reports and Resolutions of Boards and Officers**

- Board of Christian Education (Sunday School / VBS / Knights & Roses / YOG/MOG)
- The Evangelism Committee (TEC) - Petal Pushers (note Jan Foss)
- Elders
  - Boy Scouts / Scouts BSA (2019)
- Trustees
- Treasurer / Financial Secretary

New Business (please try to alert the Council in advance if you can on "big" stuff)

- LCMS pastoral and lay voters, register by 24MAR19 (22-25JUN19 LCMS election)

Communications / Announcements

Adjournment With Prayer / Common Doxology



Grace Lutheran Church, Ventura 6190 Telephone Road, Ventura, California 93003  
[www.glcvt.com](http://www.glcvt.com)



GRACE LUTHERAN CHURCH  
2019 OFFICER NOMINATIONS

ELDERS (2 for 3 YEARS)

SCOTT MCCOMAS 2ND TERM

BRIAN SHERMAN

SECRETARY (1 YEAR)

ANNETTE MCCOMAS

MISSIE TAYLOR

PRESIDENT (1 YEAR)

TROY LEACH

FINANCIAL SECRETARY (2 YEARS)

BARBARA SMITH

VICE - PRESIDENT (1 YEAR)

JIM TAYLOR

TRUSTEES ( 2 FOR 2 YEARS)

JUDY HEARD

LORI LEACH

**Note: Strikeout = declined, *Italics* = floor nomination**

DEC 2

TERMS COMPLETED:

- Jim Taylor
- Bill Krause
- Barb Smith
- Jim Bailey
- Scott McComas
- Troy Leach

- \*\*President (2nd. Term)
- \*\* Vice President (2nd Term)
- Secretary (1st. Term)
- \*\*Financial Secretary (2nd Term)
- Elder ( 1st. Term)
- \*\*Elder (2nd. Term)

**\*\* = cannot be re-elected to same office ( 2 terms completed.)**

TERMS REMAINING TO SERVE

- Jim Burell
- Bill Burke
- Jay Wolf
- Brian Milton
- Judy Wolf
- Jocelyn Hotzler

- Elder (1 yr. 1st. Term)
- Elder (2 yrs. 2nd. Term)
- Elder (1 yr. 1st. Term)
- Elder ( 2 yrs. 1st Term)
- Treasurer ( 1 yr. 2nd. Term)
- Trustee ( 1 yr. 1st Term)

# GRACE LUTHERAN CHURCH

## 2019 PROPOSED BUDGET

Budget Item Description	\$ Amount
<b>Missions</b>	
District Synodical Support	25,000
Local Missions / Outreach	7,475
<b>Salaries</b>	
Pastor's Base Salary (Inc. Housing)	112,500
Employee Benefits / Insurance	45,744
Mileage	1,725
Continuing Education	300
Guest Pastor	1,000
Organists (Inc. Payroll Taxes)	15,428
Accompanists (Inc. Payroll Taxes)	5,772
Bookkeeper (Inc. Payroll Taxes)	-
Music Director (Inc. Payroll Taxes)	10,050
<b>General</b>	
Worship Supplies	2,500
Conferences / Workshops / Conventions	3,000
Offering envelopes	450
Christian Growth	2,950
Music	250
Youth Activities / Materials	2,900
Office / Maintenance / Supplies / / Internet	9,200
Advertising	1,300
Postage	400
Payroll Costs	2,000
Utilities	16,000
Property / Liability Insurance	7,000
Maintenance and Repairs	12,000
Grounds Maintenance	600
Taxes / Registration	1,150
Major Maintenance	6,000
<b>Proposed Overall Total</b>	<b>292,694</b>
<b>Reimbursed Funds</b>	<b>(3,135)</b>
<b>Adjusted Proposed Budget</b>	<b>289,559</b>
<b>Proposed Weekly Budget</b>	<b>5,568</b>
<b>Average Weekly Donations (2018 10 Month Average)</b>	<b>4,994</b>
<b>Average Weekly Deficit</b>	<b>(574)</b>

## Grace Lutheran Church

<b>Proposed Budget</b>	<b>Actual</b>	<b>Budget</b>		<b>****2019****</b>	<b>Increase</b>
<b>Budget Item Description</b>	<b>Jan '17</b>	<b>Jan '18</b>		<b>Proposed</b>	<b>or</b>
	<b>Dec '17</b>	<b>Dec '18</b>		<b>Budget</b>	<b>Decrease</b>

<b>5100-Christian Outreach</b>					
5180 - Dist/Synod Support	24,889	25,000	F	25,000	
5185 - Convention Assess	488	500	C	475	(25) ***
5189 - Mission Work-Local	6,000	6,000	E	6,000	
5190 - Other Outreach	816	1,000	C	1,000	

<b>5200 - Pastoral Support</b>					
5201 - Salary	103,018	109,225	E	112,500	3,275
5205 - Employee Benefits	34,907	35,699	E	36,844	1,145
5206 - H.S.A.	6,750	6,800	E	6,900	100
5207 - Board Designated Fund	-	-	E	2,000	2,000 ****
5209 - Automobile Mileage	3,209	1,725	E	1,725	
5212 - Conf & Wrkshp's	371	5,000	E	3,000	(2,000)
5213 - Continuing Education	1,750	300	E	300	
5219 - Guest Pastor	250	2,000	E	1,000	(1,000)

<b>5300 - Worship Support</b>					
5301 - Organist	12,920	14,000	E	14,300	300
5302 - Accompanists	5,460	5,040	E	5,150	110
5303 - Music Director	8,970	9,500	E	9,500	
5321 - Altar Supplies	864	1,000	E	1,000	
5324 - Music	88	250	E	250	
5363 - Social Ministry	360	750	C/E	750	
5390 - Other Worship	1,165	750	C/E	750	
5300 - Worship Support - Other	2,092	2,200	F	2,300	100

<b>5500 - Christian Stewardship</b>					
5512 - Convention Expenses	-	1,800	C	-	(1,800)
5513 - LWML Conv. Expenses	-	700	C/E	-	(700)
5528 - Offering Envelopes	343	400	C/E	450	50

<b>5600 - Christian Growth</b>					
5641 - Vacation Bible School	1,000	1,000	E	1,000	
5645 - Portal of Prayers	583	600	C	600	
5663 - Evangelism Plan Cmte	758	500	C	750	250
5665 - Common Places	340	500	C	500	
5690 - Other Growth	40	100	C	100	

\*\*\* Based on 210 Communicant Members

\*\*\*\* Transfer to Dedicated Funds Monthly



Budget Item Description	Actual	Budget	****2019**** Increases		
	Jan '17	Jan '18	Propose	Or	
	Dec '17	Dec '18	Budget	Decrease	

<b>5700 - Youth Programs</b>					
5701 - Better Together Director	-	-	E	1,800	1,800
5749 - Educational Material	184	100	E	100	
5766 - Young Adults	-	1,000	E	1,000	

<b>6000 - Administration</b>					
6020 - Office/Book Supplies	489	800	C	800	
6025 - Advertising/Web Service	628	600	C	1,300	700
6025 - Software	-	500	C	200	(300)
6030 - Postage	353	400	C	400	
6051 - Office Equipment Lease	6,371	6,000	C	6,000	
6052 - Equipment Maintenance	-	100	C	100	
6070 - Bookkeeper	4,814	500	C	-	(500)
6075 - Payroll Costs	1,840	1,900	C	2,000	100
6090 - Other Administration	203	200	C	100	(100)

<b>6300 - Church Property</b>					
6371 - Internet	1,957	1,600	C	2,000	400
6372 - Church Utilities	22,807	18,000	C	16,000	(2,000)
6373 - Insurance	6,980	7,000	C	7,000	-
6374 - Maintenance & Repair	9,008	7,000	C	12,000	5,000
6376 - Grounds Maintenance	803	600	C	600	
6380 - Modular Registration	202	250	C	300	50
6382 - Church Property Tax	830	825	C	850	25

Contingent Reserve	-	285	C		(285)
Transfer to Designated Funds	6,000	6,000	C	6,000	-
Reimbursed Funds	-	-		(3,135)	(3,135)

<b>ANNUAL TOTAL</b>	<b>276,887</b>	<b>286,000</b>		<b>289,559</b>	<b>3,559</b>
<b>WEEKLY TOTAL</b>	<b>5,325</b>	<b>5,500</b>		<b>5,568</b>	<b>68</b>
<b>MONTHLY TOTAL</b>	<b>230,739</b>	<b>23,833</b>		<b>24,130</b>	<b>297</b>

\*\*\* Better Together Director school year September 1st thru May 31st.

\*\*\*\* Clover Gives Fees are based on \$10. Monthly fee +2.9% of donations

\*\*\*\*\*B/T Reimbursements for Janitorial Service and B/T Administrator

BUDGET  
2019 NOTES

5180 - 10% of previous months offerings (reviewed by Voters only)
5189 - HMS of Circuits 1& 2 (500/mo)
5190 - Annual Church BBQ plus misc. outreach
5201 - Called Pastor's Salary (Includes housing expense)
5205 - Actual WBP Rates (32.75%0 for FT Salary and Allowance
5206 - HSA \ Health Savings Account Contribution
5207 - Board Designated fund transferred monthly (5 Yr. Accrual)
5509 - Called Pastors Mileage (250 Miles a Month @54.5 per mile)
5212 - Church Workers attend Conference / Workshop
5213 - Called Pastor continuing education
5219 - Estimated 4 per year @ \$250. per Sunday
5301 - 207/ Serv. (52 Sundays &17 Spec. Serv.)
5302 - 429/mo Senior choir
5303 - 792/mo Music Director
5321 -
5324 - Senior & Handbell Choirs
5363 - Coffee cups, cream, etc Soup Suppers / other events (LWML)
5390 - (Christmas Tree)
5300 - Payroll Taxes (non-minister payroll)
5212 - Stewardship Convention every other year
5213 - Every other year
5528 -
5641 - VBS (no request for additional funds)
5645 -
5633 -
5665 -
5690 - Narthex tracts etc.

\*\*\*Funds are used to support Pastor's Sabbatical / Pulpit Expenses.  
Approx. one fourth to 1 third available monies would be used for professional service replacement and three fourths to two thirds used to reimburse applicable Sabbatical expenses incurred by the pastor on leave.



NOTES:

5701 - \$1800. Reimbursed by B/T for Director
5749 -
5766 -
6020 -
6025 - Includes Clover Gives Web Service Fees
6026 -
6030 -
6051 -
6052 -
6070-
6075 -
6090 -
6371 -
6372 -
6373 -
6374 - \$1200. Reimbursed by B/T for cleaning Classrooms
6376 -
6380 -
6382 -
Transfer to Major Maintenance @\$500/mo. (On budget as Church Property-other)

CHRISTIAN EDUCATION CALENDAR Winter Quarter

December 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Advent by Candlelight
2 Christmas Program	3	4	5 Dinner 6pm Advent 7pm	6 Better Together	7 Better Together	8
9 Christmas Program <b>HELP NEEDED</b>	10	11	12 Dinner 6pm Advent 7pm	13 Better Together	14 Better Together	15
16 Christmas Program <b>HELP NEEDED</b>	17	18	19 Dinner 6pm Advent 7pm	20	21 Better Together	22
23 DRESS REHERSAL	24 S.S. Christmas Program 7pm	25 Christmas Day	26	27	28	29
30 <b>SUNDAY SCHOOL</b>	31					

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Better Together	4 Better Together	5
6 Week 1:	7	8	9	10 Better Together	11 Better Together	12
13 Week 2:	14	15	16 Dinner 6pm STUDY 6:30pm	17 Better Together	18 Better Together	19 Women's Study 10:30am
20 Week 3:	21	22	23 Dinner 6pm STUDY 6:30pm	24 Better Together	25 Better Together	26 Women's Study 10:30am
27 Week 4:	28	29	30 Dinner 6pm STUDY 6:30pm	31 Better Together		

February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Better Together	2 Women's Study 10:30am
3 Week 1:	4	5	6 Dinner 6pm STUDY 6:30pm	7 Better Together	8 Better Together	9 Women's Study 10:30am
10 Week 2:	11	12	13 Dinner 6pm STUDY 6:30pm	14 Better Together	15 Better Together	16
17 Week 3:	18	19	20 Dinner 6pm STUDY 6:30pm	21 Better Together	22 Better Together	23 Women's Study 10:30am
24 Week 4:	25	26	27 Dinner 6pm STUDY 6:30pm	28 Better Together	<b>ASH WEDNESDAY is MARCH 6<sup>th</sup></b>	

*Grace Lutheran Church 4<sup>th</sup>Q Voter's Assembly - December 2, 2018*

*BSA Troop 128 Report by Scott McComas, Chartered Organization Representative*

Current roster of about 25 Scouts and about 18 to 25 active adults from Scoutmaster, Assistant Scoutmasters, and Parent Committee officers.

*Activities since last report 3<sup>rd</sup>Q (September 23, 2018):*

Overnight backpack – Matilija	October 2018
Grace Lutheran Service Project - Trimmed shrubs, south of Sanctuary building	November 2018
Campout & Rocket Launching – Trona Pinnacles National Monument, Searles Lake (dry) Basin	November 2018
Camp # Falls Service Project – Repainted Dining Hall	November 2018
Veteran's Day Flag Ceremony- Ivy Lawn	November 2018

I participated in my first Eagle Scout Board of Review in November. Following the extensive interview of the candidate, which happened to a Scout from our troop, we awarded him the rank of Eagle Scout. He makes the 26<sup>th</sup> Eagle Scout in the Sespe District in 2018, 426<sup>th</sup> since 2000, and the 6<sup>th</sup> in our troop for 2018.

*Troop Fundraising:*

Popcorn sales completed	October 2018
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*Upcoming Activities:*

Rose Float Decorating- Pasadena	December. 2018
Winter Court of Honor- Grace Lutheran Church	December 2018
Christmas Shoppe - Orchard Community Church	December 2018



Trustee Report  
Voters' Assembly  
December 2, 2018

While I was out of town, our very able Trustee gang covered for me! Pam had AT&T out and they repaired a static problem with the phone lines. It wasn't an inside wiring problem so there was no cost to us.

While I was away, Barb called the bee guy out to remove a nest that Jim Bailey had reported. I haven't seen the invoice on this yet so can't report the cost.

There was an exposed wiring problem in one of the planters, reported by Bob Likins. Barb called out the electrician who repaired it for a cost of \$165

Received a report that the front door of the church isn't closing properly again – it appears to latch and lock, but pops open when you pull on it. I talked to John Beck, who has repaired it before, and he said it was working now, it's the weather and it warped back into position again. Hard to fight that one.

Which brings me to the subject of doors. We have an ongoing problem with doors being left unlocked, or unlatched even when they are locked. Not everyone has keys, but if you do have a key and unlock a door – please make sure it's locked up later or please tell someone who will. If you shut a door just check and make sure it latched properly. And if you see a door that's been left open, go ahead and shut it. We all have to take responsibility for security here.

Sometimes, after or before service, someone will stop me and tell me something that needs fixing around the church. Lightbulb, air conditioner, items like that. Then a week later, I'll be sitting quietly and remember that conversation! There's a form called a Facility Report Form in the workroom. Those are for me! If you notice a lightbulb out, or something else that needs fixing around here, please fill out one of those and leave in the Trustee slot in the workroom. I have no memory – period. However, I CAN read and those will help me keep on top of what needs to be done.

# GRACE LUTHERAN CHURCH

## EXPENSE DETAIL

10 MONTHS ENDING OCTOBER 2018

ACCT NO.	ACCOUNT	ACTUAL	10 MONTH BUDGET	DIFFERENCE	CURRENT YEAR BUDGET
<b>5100</b>	<b>Christian Outreach</b>				
5180	District/Synod Support	22,820	20,830	(1,990)	25,000
5185	Convention Assess	488	420	(68)	500
5189	Mission Work/Local	5,000	5,000	-	6,000
5190	Other Outreach	-	830	830	1,000
	<b>Total</b>	<b>28,308</b>	<b>27,080</b>	<b>(1,228)</b>	<b>32,500</b>
<b>5200</b>	<b>Pastoral Support</b>				
5201	Salary/Housing	91,021	91,021	-	109,225
5205	Employee Benefits	30,351	29,750	(601)	35,699
5206	H.S.A.	6,012	5,670	(342)	6,800
5209	Automobile Mileage	105	1,440	1,335	1,725
5212	Conference/Workshop	3,221	4,170	949	5,000
5213	Continuing Education	45	250	205	300
5219	Guest Pastor	1,000	1,670	670	2,000
	<b>Total</b>	<b>131,755</b>	<b>133,971</b>	<b>2,216</b>	<b>160,749</b>
<b>5300</b>	<b>Worship Support</b>				
5301	Organists	11,800	11,667	(133)	14,000
5302	Accompanists	4,200	4,200	-	5,040
5303	Music Director	7,914	7,917	3	9,500
5321	Altar Supplies	168	830	662	1,000
5324	Music	370	210	(160)	250
5363	Social Ministry	364	630	266	750
5390	Other Worship	828	630	(198)	750
5300	Worship Support Other	1,852	1,833	(19)	2,200
	<b>Total</b>	<b>27,469</b>	<b>27,917</b>	<b>421</b>	<b>33,490</b>
<b>5500</b>	<b>Christian Stewardship</b>				
5512	Convention Expenses	-	1,500	1,500	1,800
5513	LWML Conv. Expenses	-	580	580	700
5528	Offering Envelopes	343	330	(13)	400
	<b>Total</b>	<b>343</b>	<b>2,410</b>	<b>2,067</b>	<b>2,900</b>
<b>5600</b>	<b>Christian Growth</b>				
5641	Vacation Bible School		830	830	1,000
5645	Portals Of Orayer	435	500	65	600
5663	Evangelism Plan Cmte	688	420	(268)	500
5665	Common Places	-	420	420	500
5690	Other Growth	75	80	5	100
	<b>Total</b>	<b>1,198</b>	<b>2,250</b>	<b>1,052</b>	<b>2,700</b>



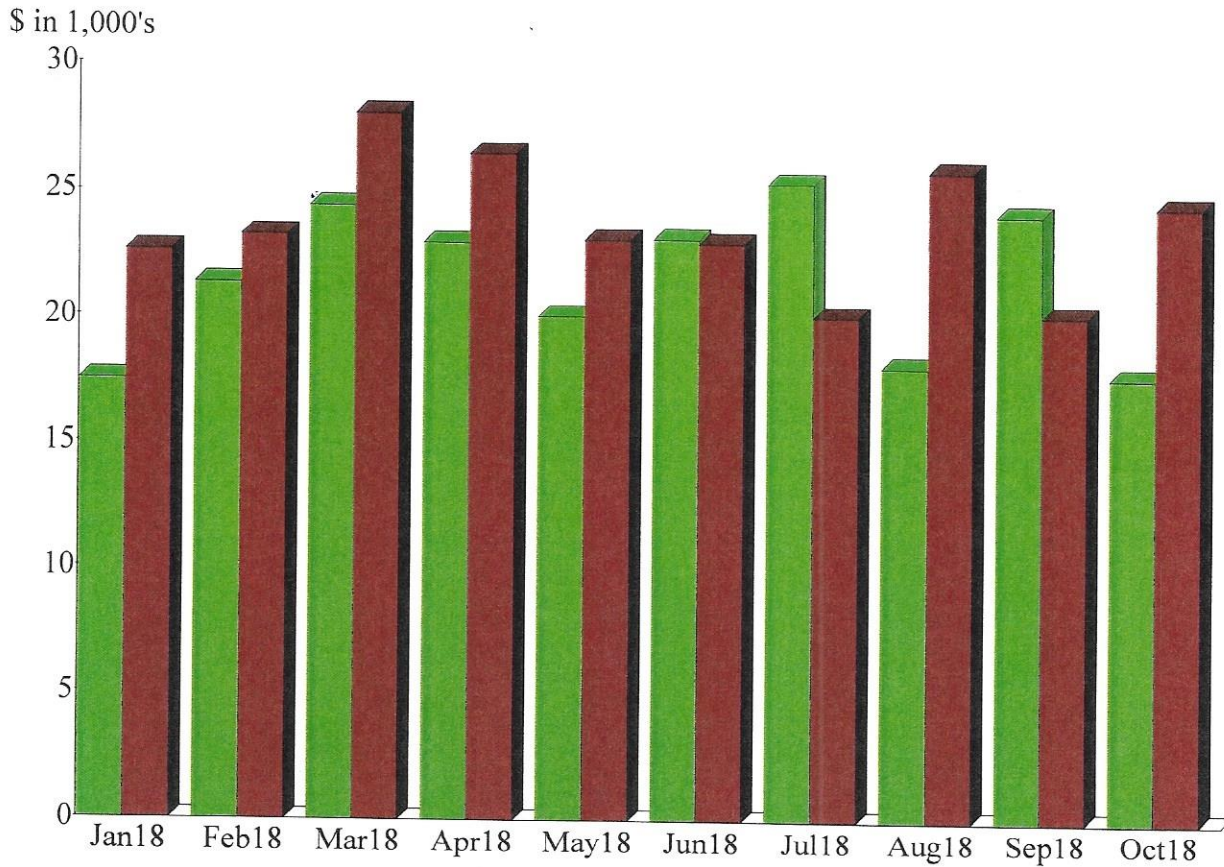
Acct No.	Account	Actual	10 Months Budget	Difference	Current Year Budget
<b>5700</b>	<b>Youth Programs</b>				
5749	Educational Materials	47	83	36	100
5766	Young Adults	1,000	830	(170)	1,000
	<b>Total</b>	<b>1,047</b>	<b>913</b>	<b>(134)</b>	<b>1,100</b>
<b>6000</b>	<b>Administration</b>				
6020	Office/Book Supplies	1,232	670	(562)	800
6025	Advertising/Web Service	644	500	(144)	600
6026	Software	257	420	163	500
6030	Postage	212	330	118	400
6051	Office Equip. Lease	4,844	5,000	156	6,000
6052	Equip. Maintenance	-	80	80	100
6070	Bookkeeper	-	420	420	500
6075	Payroll Costs	1,344	1,580	236	1,900
6090	Other Administration	681	170	(511)	200
	<b>Total</b>	<b>9,214</b>	<b>9,170</b>	<b>44</b>	<b>11,000</b>
<b>6300</b>	<b>Church Property</b>				
6371	Internet	1,997	1,330	(667)	1,600
6372	Church Utilities	12,754	15,000	2,246	18,000
6373	Insurance	6,941	5,830	(1,111)	7,000
6374	Maintenance/Repairs	7,961	5,830	(2,131)	7,000
6376	Ground Mainenance	345	500	155	600
6380	Modular Registration	134	210	76	250
6382	Church Property Tax	-	690	690	825
	<b>Total</b>	<b>30,132</b>	<b>29,390</b>	<b>(742)</b>	<b>32,275</b>
	<b>Transfer to Designated Acct</b>	<b>5,000</b>	<b>5,000</b>		<b>6,000</b>
				-	
	<b>Total Expenses</b>	<b>234,925</b>	<b>238,330</b>	<b>22,440</b>	<b>286,000</b>

Y.T.D. INCOME	212,486
Y.T.D. EXPENSES	234,925
DIFFERENCE	<u>(22,439)</u>



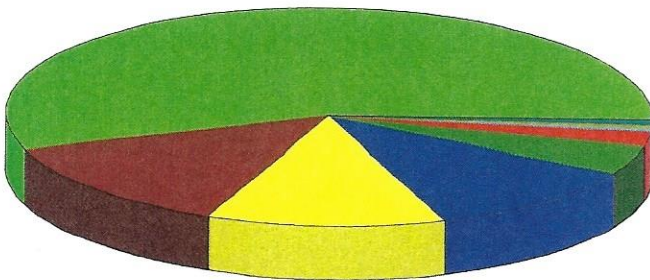
Income and Expense by Month  
January through October 2018

Income  
Expense



Expense Summary  
January through October 2018

5200-Pastoral Support	55.77%
6300-Church Property	13.22
5100-Outreach	11.95
5300-Worship Support	11.39
6000-Administration	4.26
Transfer to Designated MM Funds	2.11
5700-Christian Youth	0.51
5600-Growth	0.49
5500-Stewardship	0.31
<b>Total</b>	<b>\$236,940.74</b>



By Account