

Grace Lutheran Voters Assembly Minutes- 9/23/2018

Call to Order: Congregational President, Jim Taylor called the meeting to order at 10:22am.

There were 63 members present, 22 excused and 17 absent. A quorum is present to conduct business.

Opening Prayer: Elder Scott McComas opened the meeting with prayer.

Unfinished Business: Jim Taylor presented the second reading of the amendments to the Church By-Laws; Pages 4 and 12. Page 4 under **Article V- A.** changing the word October to 4th quarter. And page 12 under **I. Board of Finance** changing again the word October to 4th quarter. The adoption of the By-Laws as presented were approved. The meeting was suspended to the assembly potluck in Room 8.

Adoption of Minutes: The meeting resumed with the acceptance of the minutes of the May 20,2018 meeting as presented.

Changes in Communicant Roster: Sheila Wells was accepted to membership through profession of faith and Neil Dawson, Gene Holmes and Don Schwabauer were removed from membership by their deaths.

Pastor's Report: Pastor thanked all present for the time off given with his recent sabbatical. He announced that the next Pastor's conference would be held in Palms Springs. He also announced that Wednesday nights Knights and Roses and his Bible study entitled "Le Mis" will start beginning October 3rd until mid-November.

Christian Education Report: Cindy Koch reported that Knights and Roses, a kindergarten- fifth grade pre-catechism class is beginning their fall quarter. At the same time Pastor offers his mid-week Bible Study and YOG (Youth of Grace) meet. The three meet every Wednesday evening beginning with a meal at 6:00 pm. She also announced that the outreach to the local homeschool community Better Together's fall classes began the middle of September. Trunk or Treat including the annual chili cookoff will be held the Sunday before Halloween beginning at 4:00 pm. And the Sunday School is still looking for one more teacher to complete the one Sunday a month roster.

TEC Report: Bill Krause presented the report; a copy of the report is attached. Sara Acosta asked for volunteers for the November 5th Voter Polling Place set-up for the voting on November 6th. Pam Mayer and Jim Bailey volunteered. She needs two more volunteers and asked that anyone able should contact her.

Bill also reported on the Hispanic Mission Society and the \$500 per month pledge to the Hispanic Mission that is budgeted. The Hispanic Mission Society meets every other month with the next meeting scheduled for November 17th at 9:30am. If anyone is interested in the Hispanic Mission outreach the contact members at Grace are Donna Misemer and Lori Leach.

Elders Report: Elder Troy Leach reported that the Elders are drafting a written policy for working with the homeless on church property. He thanked Jim Bailey for continuing the shut-in visitation during Pastor's sabbatical. He also voiced his thanks that Pastor has returned.

Scouts Report: Scott McComas, the Chartered Organization Representative for the Scout Troop and church presented a detailed report. A copy of the report 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 of January to August 2018; a copy of the report is attached. After discussion, the report was accepted as presented.

New Business: President Jim Taylor announced the Board of Finance consisting of the Financial Secretary; the Treasurer; and Head Trustee and appointed Jerry Misemer as the member of General Assembly to begin the budget process and prepare the budget the voters will adopt in December. He also appointed the 2019 Nominating Committee including Jay Wolf; Bill Burke and Jocelyn Hotzler.

Jim Taylor handed out to the assembly a summary of duties for officer positions. He hoped to generate new member interest in upcoming election of officers.

Announcements: Pastor acknowledged Judy Wolf and Larry Sturtz for the makeover of his office during his sabbatical. He thanked everyone involved.

Adjournment: Jim Taylor adjourned the meeting at 11:35 am. Scott McComas led the assembly in prayer and the Common Doxology was sung by all.

Respectfully Submitted



Barbara Smith, Secretary

Grace Lutheran Church
Voter's Assembly September 23, 2018

Opening prayer

Let us pray:

Our Father in heaven,

As our church body gathers today at this assembly we ask that You will be among us. Help us to make decisions that will be pleasing to You. Help us to be able to discuss the church matters at hand in a reasonable way, and to be willing to provide loving and insightful ideas.

God let this meeting be productive and, as should be the case in all areas of our lives, help us to keep You at the forefront of our minds as we do the work set before us to build up our members and support this congregation and our surrounding community.

We pray for these things in Jesus' precious name.

Amen

Closing prayer

Dear Father,

As we close this assembly, Lord, we want to give honor to You. Thank You, God, for the time we had today to discuss issues and make decisions.

May You bless each person who took the time to gather here today and let Your hand of protection be on them throughout the rest of the week. Let the discussions and decisions made here today come to fruition, and let it all be for Your glory. Help us each to do our parts to bring the plans discussed to life.

**In Jesus' name,
Amen**

Let us now together sing the Common Doxology --

- E. The January regular meeting shall be designated as the annual meeting. The business of the annual meeting may be divided between the January meeting and special meetings in the preceding months of November or December.
- F. The meetings shall be conducted according to good Christian Order. Robert's Rules of Order may be followed for parliamentary procedure.
- G. No one shall bring to any meeting a charge or complaint against any member, or against the Pastor(s) or the teacher(s), unless he has first acted in accordance with Matthew 18: 15-20.
- H. Only Voting Members present at the meeting shall have the right to Vote. The Pastor and President are included in the voting membership.
- I. In matters of doctrine and conscience, unanimity shall be required for final decision; but authority and jurisdiction to so decide shall be always subject to provisions of Article III and V of the Constitution. Except as specified in Article XIII of the Constitution and Article XII of the By-Laws, all other matters shall be disposed of by a majority vote.

ARTICLE IV – ORDER OF BUSINESS

The general order of business shall be:

- 1. Opening Devotions
- 2. Roll Call
- 3. Adoption of Minutes
- 4. Changes in Communicant Roster
- 5. Reception of New Voting Members
- 6. Pastor's Report
- 7. Unfinished Business
- 8. Reports and resolutions of Board s and Offices
- 9. New business
- 10. Communications
- 11. Announcements
- 12. Adjournment and Prayer

ARTICLE V – ELECTION AND INSTALLATION OF OFFICERS

- A. The annual election of Officers shall be held during the regular October meeting of the Voters' Assembly. The election shall be by ballot and shall be held in such a manner that only one office at a time is elected. Nomination of candidates for respective offices shall be made by a nomination committee and from the floor.

4th Qtr

- 10 Shall make and issue keys for church property and keep and review annually a list of keys issued.
- 11 Shall annually check adequacy of all types of insurance and negotiate insurance contracts.
- 12 Shall check all property twice a year for fire hazards.
- 13 Shall exercise good stewardship of congregational property by ongoing inspections.
- 14 Shall enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.
- 15 Shall investigate and make recommendations on possibility of purchasing supplies cooperatively with neighboring church to achieve large-purchase economics.
- 16 Shall study and recommend policies regarding union labor, fair employment practices, etc., to be applied to suppliers and to the congregation.
- 17 Shall obtain legal information necessary for wise consideration of contracts, deeds, etc., by the congregation.
- 18 Shall sign official documents and contracts that have been negotiated and approved by the congregation.
- 19 Shall obtain legal information of the laws governing non-profit organizations.
- 20 Shall study and make recommendation on advisability of making voluntary payments for governmental services in lieu of taxes.

I. BOARD OF FINANCE

1. Shall consist of at least three members; Financial Secretary, Treasurer and the chairman of the Board of Trustees.
2. Shall prepare the congregational budgets and submit them for approval to the Voters' Assembly at the October Voters' Assembly. A member of the Board of Elders shall assist with considerations concerning church worker remunerations.

4th Q Tr.

ARTICLE X- THE EVANGELISM COMMITTEE

GRACE LUTHERAN CHURCH, VENTURA

The Evangelism Committee (TEC) Report to Voters' Assembly on September 23rd

Meeting Dates: February 27; April 24; June 26; August 28; October 23 (and as needed)

Members: Sharon Knapp (LWML)
 Jocelyn Hotzler (Trustees and Choir)
 Jim Burell (Elders)
 Jim Knapp (Member-at-large)
 Bill Krause (VP, Committee Chair)

Events for Year 2018:

DATE	EVENT	IN CHARGE/POC
3 rd Wed @ noon	Just Older Youth (JOY)	John Beck
February 4	Boy Scout Sunday w/pancake breakfast	COMPLETED Scott McComas
February 14	Ash Wednesday	COMPLETED Church Calendar
Feb 21 – Mar 21	Potlucks (Soup Suppers) through Lent	COMPLETED LWML
March 20	First monthly Church Council meeting	COMPLETED Jim Taylor
April 1	Easter Egg Hunt	COMPLETED Alyssa Poelstra
April 1	Easter breakfast after 9:00 Service	COMPLETED Pam Mayer
May 1 @ 6:30	LWML dinner with speaker Tom Hilton	COMPLETED Pam Mayer
May 4	Better Together Open House	COMPLETED Cindy Koch
May 20	First Congregational Voters' Assembly	COMPLETED Jim Taylor
June 5	Ventura Voter Polling host	COMPLETED Sara Acosta
June ??	Vacation Bible School	Cancelled TBD
June 24 @ 4:00	Ordination for Matt Knauss	COMPLETED Pastor Koch
Sept 23	Third Quarter Voters' Assembly	Jim Taylor
Sept 30	Church Picnic	Cancelled Church Council
Oct 7	LWML Sunday	Pam Mayer
Oct 28	Trunk or Treat	Cindy Koch
Oct	Bratfest	Cancelled MOG
Nov 6	Voter Polling Place (Judy Owens, Inspector)	Sara Acosta
Nov 19	Samaritans Purse shoebox relay center	Pam Mayer
Dec 2	Fourth Quarter Voters' Assembly	Jim Taylor
Dec 5, 12 & 19	Advent Services	Pastor Koch
Dec ??	Petal Pushers	Jim Taylor

Grace Lutheran Church Voter's Assembly- September 23, 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 May 2018:

Grace Lutheran Service Project	June 2018
Paul Dickenson Court of Honor	June 2018
Kayak trip – Colorado River, 50 miles	June 2018
Summer Camp @ Camp Three Falls	July 2018
Mount Baldy Backpacking	July 2018
Sam's Eagle Project	July 2018
Luke's Eagle Scout	September 2018
Gabe's Eagle Project	September 2018
Piedra Blanca Backpacking trip	September 2018
Coastal Clean up- Marina Park	September 2018
Kayaking at the Beach (overnight)	September 2018

Troop Fundraising:

Rummage Sale	August 2018
Ojai Valley Century (Bike Run)	June 2018
4th of July Fundraiser (United Methodist)	July 2018
Popcorn sales	Currently in progress

Grace Lutheran Church Voter's Assembly- September 23, 2018
BSA Troop 128 Report by Scott McComas, Chartered Organization Representative

(continued)

Upcoming Activities:

Fall Court of Honor- Grace Lutheran Church	September 2018
Rocktober Campout- Lucerne Dry Lake	October 2018
Webelos Overnight- Lake Piru	October 2018
Service Project - Grace Lutheran Church	November 2018
ROCstock 2018 Campout- Lake Lucerne - Dry Lake Bed	November 2018
Rose Float Decorating- Pasadena	Sept., Nov., Dec. 2018
Veteran's Day Flag Ceremony- Ivy Lawn	November 2018
Service Project- Camp Three Falls	November 2018
Winter Court of Honor- Grace Lutheran Church	December 2018
Christmas Shoppe- Orchard Community Church	December 2018

Trustee Report
Voter's Assembly
September 23, 2018

Front door was vandalized at the end of July, breaking one of the yellow panes. The glass was replaced at a price of \$404 – great price and we were amazed that the glass guy matched the color and texture so well.

The Boy Scouts cleaned all stained glass windows and replaced floodlight bulbs and Malibu bulbs. Thank you for getting up on those ladders!

Replaced the battery and pads on the defibrillator and got it working again. We did a small defibrillator class and there is a list of people who are now familiar with it in the kitchen.

We lost a large tree branch in the back yard by the wall. Had the tree service out to trim and clean up the tree, and it's much safer & prettier now.

The office computer died after many years of good service. That was replaced at a cost of \$650.

The gang cleaned out Storage 1 & 2. We filled an entire dumpster and now know exactly what we have. We won't be buying items that are already sitting hidden in storage! (like toilet repair parts) Pam & Barb reorganized the entire kitchen, and we relabeled all cupboards & drawers.

Directories were finished and distributed, and now there's a second revision, dated 9/18/2018 available. The first revision had a little spacing problem. Pick yours up on your way out today. You won't even have to think about which pages to replace – it's all of them!

Jocelyn Hotzler
Head Trustee

GRACE LUTHERAN CHURCH

EXPENSE DETAIL

8 MONTHS ENDING AUGUST 2018

ACCT NO.	ACCOUNT	ACTUAL	8 MONTH BUDGET	DIFFERENCE	CURRENT YEAR BUDGET
5100	Christian Outreach				
5180	District/Synod Support	18,564	16,667	(1,897)	25,000
5185	Convention Assess	488	333	(155)	500
5189	Mission Work/Local	4,000	4,000	-	6,000
5190	Other Outreach	-	667	667	1,000
	Total	23,052	21,667	(1,385)	32,500
5200	Pastoral Support				
5201	Salary/Housing	72,567	72,817	250	109,225
5205	Employee Benefits	24,292	23,799	(493)	35,699
5206	H.S.A.	4,583	4,533	(50)	6,800
5209	Automobile Mileage	105	1,150	1,045	1,725
5212	Conference/Workshop	1,722	3,333	1,611	5,000
5213	Continuing Education	45	200	48	300
5219	Guest Pastor	1,000	1,333	333	2,000
	Total	104,314	107,165	2,744	160,749
5300	Worship Support				
5301	Organists	10,088	9,333	(755)	14,000
5302	Accompanists	3,200	3,360	160	5,040
5303	Music Director	6,330	6,333	3	9,500
5321	Altar Supplies	168	667	499	1,000
5324	Music	370	167	(203)	250
5363	Social Ministry	242	500	258	750
5390	Other Worship	561	500	(61)	750
5300	Worship Support Other	1,501	1,467	(34)	2,200
	Total	22,460	22,327	(133)	33,490
5500	Christian Stewardship				
5512	Convention Expenses	-	1,200	1,200	1,800
5513	LWML Conv. Expenses	-	467	467	700
5528	Offering Envelopes	343	267	(76)	400
	Total	343	1,934	1,591	2,900
5600	Christian Growth				
5641	Vacation Bible School		667	669	1,000
5645	Portals Of Prayer	435	400	(35)	600
5663	Evangelism Plan Cmte	670	333	(337)	500
5665	Common Places		333	333	500
5690	Other Growth	75	67	(45)	100
	Total	1,180	1,800	620	2,700

Expense Detail Continued

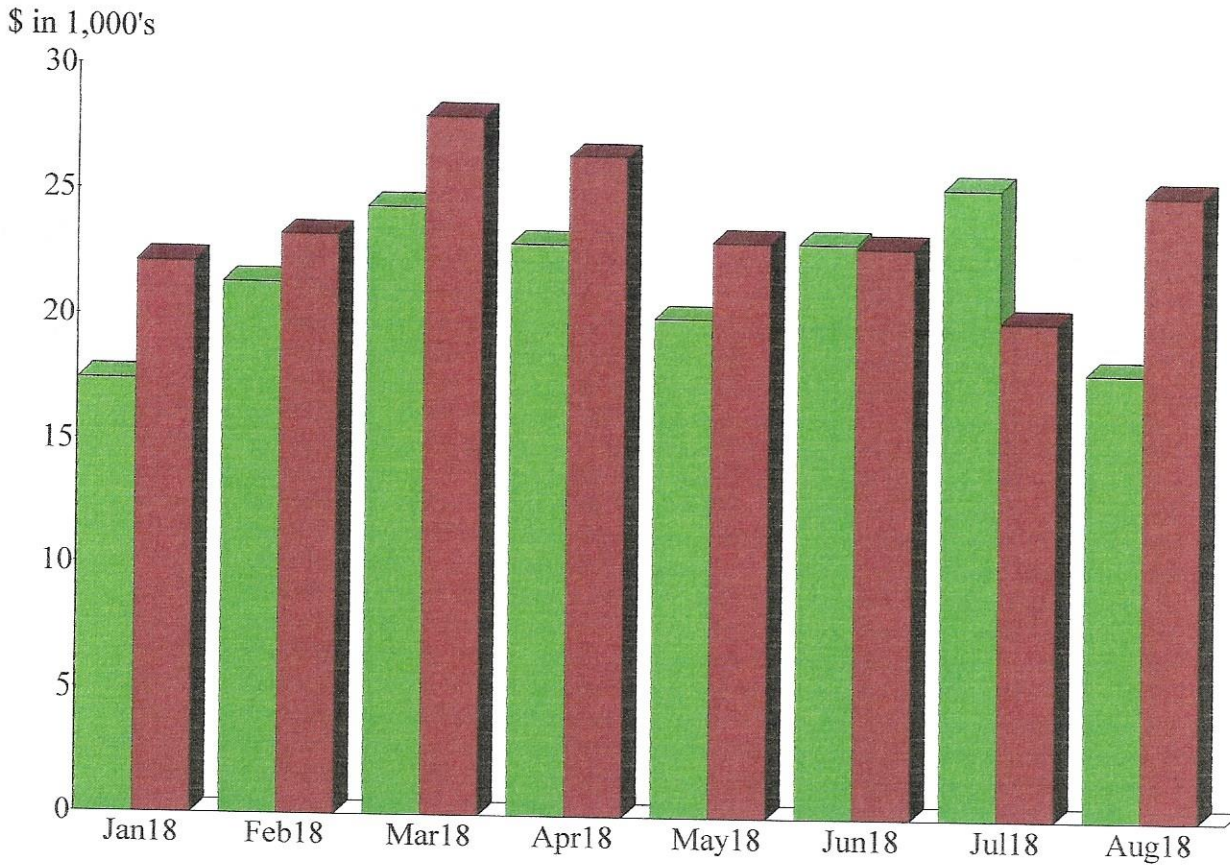
8 Months ending August 2018

Acct No.	Account	Actual	8 Months Budget	Difference	Current Year Budget
5700	Youth Programs				
5749	Educational Materials	47	67	20	100
5766	Young Adults	1,000	667	(333)	1,000
	Total	1,047	734	(313)	1,100
6000	Administration				
6020	Office/Book Supplies	1,183	533	(650)	800
6025	Advertising/Web Service	495	400	(95)	600
6026	Software	192	333	141	500
6030	Postage	194	267	(73)	400
6051	Office Equip. Lease	4,617	4,000	(617)	6,000
6052	Equip. Maintenance	-	67	67	100
6070	Bookkeeper	-	333	333	500
6075	Payroll Costs	1,193	1,267	74	1,900
6090	Other Administration	647	133	(514)	200
	Total	8,521	7,333	(1,118)	11,000
6300	Church Property				
6371	Internet	1,730	1,067	(663)	1,600
6372	Church Utilities	10,277	12,000	1,723	18,000
6373	Insurance	6,941	4,667	(2,274)	7,000
6374	Maintenance/Repairs	7,608	4,667	(2,941)	7,000
6376	Ground Mainenance	345	400	55	600
6380	Modular Registration	134	167	33	250
6382	Church Property Tax		550	550	825
	Total	27,035	23,518	(3,504)	32,275
	Transfer to Designated Acct				
	Total	4,000	4,000	-	6,000
	Total Expenses	191,835	190,667	(1,171)	286,000

Y.T.D. INCOME	172,214
Y.T.D. EXPENSES	191,835
DIFFERENCE	(19,621)

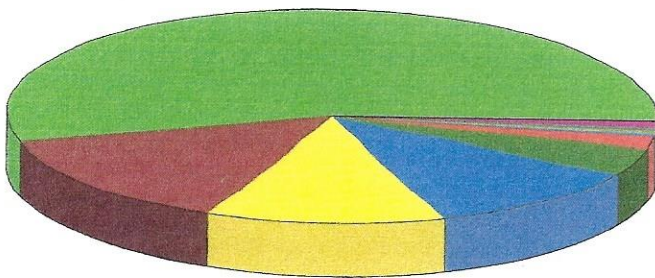
Income and Expense by Month
January through August 2018

Income
Expense



Expense Summary
January through August 2018

5200-Pastoral Support	54.87%
6300-Church Property	14.14
5100-Outreach	12.06
5300-Worship Support	11.48
6000-Administration	4.11
Transfer to Designated MM Funds	1.83
5600-Growth	0.59
5700-Christian Youth	0.52
5500-Stewardship	0.39
Ask My Accountant	0.01
Total	\$191,119.90



By Account

Grace Lutheran Church – Officer Positions summary of duties

- A) President: Conduct meetings; ex-officio (all committees & boards); appoint Financial Review & Nominating Committee
- B) Vice-President: Evangelism Chair; Voters meeting parliamentarian; cover for President when absent
- C) Secretary: Keep records & minutes of Voter meetings; keep list of communicant members; maintain Voters' attendance and correspondence; documents/records custodian
- D) Financial Secretary: Track members' offerings; coordinate "counters", prep annual offering statements; make weekly deposits; retain bank records and retain for annual review
- E) Treasurer: Track monies received & expended; issue checks per budget; render monthly/quarterly receipt/disbursement reports; records available for annual review
- F) Board of Christian Education: Consists of at least 3 members; elects its own chair who attends monthly Council; oversee VBS/Knights & Roses, other youth programs; responsible to the Board of Elders
- G) Board of Elders: Must have been Voter member one year and over 25 years old; elects its own chair; enlists male members to usher/collect offering; manage memberships/transfers; ensure smooth worship services including arrange backup preacher; long-absent member contacts/visits; staff hiring; manage grievances; advise Board of Finance regarding church worker remunerations
- H) Board of Trustees: Consists of at least 3 members; elects its own chair; coordinate routing (max \$1000) repairs; recommend repairs/improvements; implement Voter Assembly directives toward campus/equipment; campus custodial coordination; equipment service contracts; govern the use of campus facilities; insurance; access keys; routine safety inspections; enlist/coordinate work crews; legal research and policy advisory
- I) Board of Finance: Consists of at least 3 members (Financial Secretary, Treasurer, and Trustees Chair); shall prepare congregational budgets for 4th quarter Voter consideration