

Saint Matthew  
Congregation Council Agenda  
Tuesday, February 19th at 7 PM

Members Present: Pastor Tim Phillips, Pastor Andy Smith, Mark Hearn, Karen Bell, Bill Stark, Gail Dutcher, Art Fabsits, Gary Klintworth, Therese Long, David Rower, Sherry Whitmarsh.

Members Absent: Frank Anders, Donna Noonan

Staff Present: Marv Schick

Mark Hearn called the meeting to order at 7:00 p.m.

**Staff Discussion**

Pastor Tim will have staff evaluations and goals completed by the end of April.

**Mission Beyond Report**

**Summary of 2018 Giving**

**I. Children in Crisis: (\$17,185)**

- Children's Rescue Mission in Honduras: \$12,500
- Love A Child \$3,000
- Compassion International \$962
- Layette Ministries \$723

**II. Poverty/Homelessness: (\$44,946)**

- Wings As Eagles of Pine Ridge Reservation \$33,827
- The Trinity Center in Walnut Creek: \$10,867
- Warm Winter Nights \$252

**III. Relational Evangelism: (\$33,000)**

- Young Life Former Soviet Union \$16,000
- El Puente Ministries (*Ripe for Harvest*) \$5,000
- Young Life Diablo Valley (*Capernaum*) \$5,000
- Young Life Marin (*Shea Morgan*) \$3,500
- Navigators: UC Davis \$3,000
- TEAM International (*Kyle Hearn*) \$500

**IV. Disaster Relief: (\$22,774)**

- ELCA Disaster Relief (*Farmer's Market Hurricane Relief*) \$11,000
- ELCA World Hunger \$4,000
- ELCA Disaster Relief (*Change 4 Change*) \$2,142

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- In As Much Fund (*Mission Partners in Crisis*) \$5,632

**V. ELCA (\$10,000)**

- ELCA Sierra Pacific Synod \$10,000

**Total MBSM Giving, 2018: \$126,905**

**Special Offerings, 2018:**

- **Ash Wednesday (Disaster Relief: *In as Much*)** 0
- **Easter (Relational Evangelism)** \$12,332
- **Thanksgiving (Poverty and Homelessness)** \$8,119
- **Christmas (Children in Crisis)** \$15,103

**Total Special Offerings Income, 2018 \$35,554**

For 2019

The Mission Beyond Saint Matthew Steering Committee presents, unanimously, the following recommendation to the Council for approval: (Note: The current MBSM Restricted Fund balance is \$15,582.)

1. MBSM allocate \$2,500 from the MBSM Restricted Fund for Proyecto Juda Teuapsenti, Honduras as part of the Children's Rescue Mission Partnership. These funds will offset some of the overhead costs for Q1 of the \$18,000 annual budget for the Music Program.
2. MBSM allocate up to \$1,000 to cover travel expenses for Gary and Lori McAfee, Executive Directors of Wings as Eagles, for their trip to Saint Matthew on the weekend of March 1<sup>st</sup> – 5<sup>th</sup>.
3. MBSM allocate \$2,500 from the MBSM Restricted Fund for El Puente Ministries for scholarships for 40 teens and leaders who will attend a Snow Weekend, March 8<sup>th</sup> – 10<sup>th</sup> in Arnold.
4. MBSM allocate up to \$1,200 from the MBSM Restricted Fund to purchase the food for Warm Winter Nights, 4 dinner meals and 1 breakfast meal for 40 people.
5. Saint Matthew host the Warm Winter Nights Families (40) for two weeks in 2019-2020 on one of the following dates:
  - a. March 9-23, 2020
  - b. May 4-18, 2020

M/S/C/ Pastor Andy Smith/Karen Ball –to accept the recommendations above with four of them having monetary commitment. There was a friendly amendment to include with #2 approval to have Wings of Eagle ask to for donations to a special project and #5 be subject to not violating any use permits.

Vote Yes – 11, No - 0

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**Ministry Site Profile**

The ministry site profile results were reviewed and discussed. Top five ministry tasks are preaching/worship, recruit and equip leaders, building a sense of community, innovation/creativity, spiritual formation / direction.

Top priorities are effective communicator, help people develop their spiritual gifts, be able to share leadership and work in a team, build a sense of community among the people with whom he/she works, be creative and innovative about his or her tasks.

Very Helpful are provide care and nurture, help others develop their leadership abilities and skills for ministry, be an effective administrator, be skilled at planning and leading programs, technology and medial.

This title of this position is called Lead Pastor.

Pastor Andy and Pastor Tim will draft positions description for the lead pastor for the council to review one week prior to the March meeting.

Committee to review call committee applications are Sherry, Gail, and Gary. Gail will develop a rubric and Pastor Tim and Sherry will develop a FAQ.

The priorities defined at the staff/council retreat were reviewed. Pastor Andy and Dave will present in March a path forward.

**Financial**

The financial statements (combining General Fund, Capital Building Fund and Saint Matthew Foundation) reflect a decrease in Net Assets of \$-16,857 for the month. For the month, the General Fund Net Assets showed a decrease of \$-43,469 (after deducting depreciation expense of \$26,718). The Capital Building Fund received contributions of \$845; the Saint Matthew Foundation reflected an increase of \$25,767, principally from the securities valuation increase of \$25,943.

2. For January General Fund Total Revenue was \$86,195 and Total Expenses Before Depreciation were \$112,872, with Expenses exceeding Revenue by \$-26,677.
3. For January General Fund Total Revenue was \$86,195 compared to the budget of \$109,214, a variance of \$-23,019. Included in Total Revenue January contributions (pledged and unpledged) received were \$74,427 compared to the budget of \$90,185, a variance of \$-15,758.
4. Total Expenses Before Depreciation were \$112,872 compared to the budget of \$120,492, a variance of \$7,620.
5. General Fund Operating Cash available as of 1/31/2019 was \$439,556 compared to \$448,301 as of 12/31/2018. The Council reserve target is \$250,000 and cash available includes the Contingency account of \$52,032.

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6. The primary water heating system has recently failed and contract estimates to replace approximate \$12,000. Council approved \$15,000 relating to this water system replacement project in January. The installation of the project is currently in progress. This failure of equipment was not evident at the time of budget preparation. Emergency funding of the project is covered by Section C12.05 of the Constitution authorizing Council 5% of the annual budget (\$70,521) for items not covered in the annual budget. The Contingency account of \$52,032 is available to fund the project.

### **RESOLUTION RELATING TO BANK AND INVESTMENT ACCOUNT SIGNATORIES**

The following resolution is being presented for adoption by the Council of Saint Matthew Lutheran Church at a regularly scheduled meeting held on February 19, 2019 a quorum being present:

WHEREAS, the Council in response to certain financial accounts requiring periodic updating of authorized signatories relating to banking and investment accounts held at America's Christian Credit Union checking and for PayPal and Subsplash e-receipts deposit accounts (general fund), the Vanguard Federal Money Market Fund Capital Building checking account, Vanguard Brokerage account for Saint Matthew Foundation Fund (includes foundation and columbarium activities), and Mission Investment Fund checking account (General),

WHEREAS, the authorized signatories are the Chief Financial Officer, Council President, Council Vice-President, Council Secretary, and

WHEREAS, the Council President and Vice-President have completed their terms and the Council desires to update the authorized signatories currently Arthur Fabsits, Gail Dutcher, William Stark, and Sherry Whitmarsh, and

WHEREAS, the Council desires that Saint Matthew have the same signatories on all bank and investment accounts, therefore, it is

**RESOLVED that the authorized check signatories for the America's Christian Credit Union (General), PayPal (General) Subsplash (General), Vanguard Federal Money Market bank and brokerage accounts (Capital Building and Foundation), and the Mission Investment Fund checking account (General) be Mark Hearn, William Stark, Karen Ball and Sherry Whitmarsh until changed by resolution, and any two signatories be required for the signing of checks and check equivalents. In addition the sale of securities received is to be executed upon receipt by signatories on the Vanguard Brokerage Account including Marvin Schick.**

WHEREAS, Saint Matthew currently processes the biweekly direct deposit payroll from the America's Christian Credit Union checking account and desires to add Katherine Frattini and Marvin Schick as "info only" status (no check signing authority) for the purpose of approving the moving of funds to the ACH system for biweekly funding the direct deposit payroll, therefore, it is

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**RESOLVED that the America’s Christian Credit Union Ministry/Church Account Agreement for account number 9943016 be completed to include Katherine M Frattini and Marvin H Schick for “info only” action to move funds to the ACH system for Direct Deposit payroll payment.**

WHEREAS, Saint Matthew Lutheran Church has a Safe Deposit Box Lease Agreement for Box Number 736 with Wells Fargo Bank for safekeeping of church documents, and

WHEREAS, Saint Matthew desires to update the records as required by the Lessor for persons authorized access to the safe deposit, it is

**RESOLVED that the authorized persons to access the Safe Deposit Box leased at the premises of Wells Fargo Bank be Mark Hearn, William Stark, and Marvin Schick until changed by resolution, and any two signatories be required for access to the safe deposit box number 736.**

M/S/C Art Fabsits/Gail Dutcher to approve the resolution as presented.

Vote Yes - 11, No - 0

**Staff Report**

Staff reports were sent to council.

A Love Offering will be collected in appreciation of TJ Burke and recognizing Sue Burke for her step in children’s ministry.

**Yearbook**

There was discussion about whether a yearbook should be done. Each staff member will do an annual report.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Sherry Whitmarsh  
Secretary