

St. Francis Covenant

BEN: For the sake of the mission and ministry to which we are called, we promise, with God's help and mutual respect, to:

- ANGELINA:** • Participate actively in the life of the congregation.
- MIKE:** • Make decisions and resolve differences through open and transparent dialog.
- IRIS:** • Practice forgiveness and support the compromises necessary to live as a spirit-led community.
- KEN:** • Respect and support the work of our pastors and lay leaders, and the decisions we make as a congregation.
- TOM:** • Support our leaders in communicating decisions effectively to all members.
- PAUL:** • Frame and voice our concerns, and offer possible solutions, to the appropriate people, at the appropriate times and places – focusing on behaviors rather than on personalities.
- TOM:** • *Assume others speak and act with good intentions*
- PR. BEA:** • Maintain open hearts and minds to hear the voices of the unheard, as well as those whose opinions differ from our own.
- WILLAM:** • Accept change and evolution as natural expressions of God's plan for us as individuals and as a congregation.
- BEN:** • Welcome all who walk through our doors into our community.

ST. FRANCIS LUTHERAN CHURCH

Congregation Council Agenda

Tuesday, September 15, 2020, 6:30 PM

Held Virtually via Zoom Meeting

1. Meet and Greet for the Good of the Order- (6:30-6:40)

Quick check in on everyone's well-being

2. Call to Order, Reading of the Covenant (6:40-6:45) Pg. 1

3. Devotion this month (6:45-6:50)

4. Agenda Review, Additions to Agenda and Vote to Approve (6:50-6:55) Pg. 2

5. President's Remarks (6:55-7:00)

6. Review and approval of Meeting Minutes from August Meeting (7:00-7:05) Pg. 3

7. Pastor's Report (7:05-7:15)

8. Review and Vote to Approve Treasurer's Financial Reports (7:15-7:25)Pg. 14

..... *Treasurer's report and financial statements for August 2020*

ACTION: Approve Resolution for change to Key Executives.....Pg. 25

9. Committee Reports and Action Items (7:25-7:30)

a. Reports and Meeting Minutes submitted – Action Required

Memorial Terrace Contracts for approvalPg. 26

Property Committee Draft Meeting Minutes dated September 2, 2020Pg. 53

ACTION: Approve Committee Recommended Project 132-270 Replace Windows in 142 Church

b. Reports and Meeting Minutes submitted for information – No Action Required

Personnel & Worship Committees

10. New and Carried Business (7:35-7:55)

Further discussion on St. Francis criteria for physical gathering (groups and worship)-Tom

Discussion/Reflection/Action to be taken on town hall meeting – Tom

Donation to one Lutheran congregation impacted by fires in each OR & CA-Tom (for Karen)

Council Devotion Schedule – Mike

11. Plus/Delta- (7:55-8:00)

Where in particular did we act in accordance with the Covenant? Where did we miss the mark?

12. Adjourn with the Prayer of Jesus (8:00)

**St. Francis Lutheran Church
 Congregation Council Minutes
 Tuesday, August 18, 6:30 PM
 (DRAFT)**

ROLL CALL	Term	Present	Absent
Tom Braham (President)	2022	X	
William Brogan	2023	X	
Angelina Calderon	2021		X
Michael Chrabaszc (Secretary)	2022	X	
Ben Emmert-Aronson	2023		X
Ken Mierow (Vice President)	2021	X	
Karen Olesen	2021	X	
Iris Vaughan	2022	X	
Bea Chun, Pastor (ex-officio)		X	
Paul Johnson, Treasurer (ex-officio)		X	

1. Meet and Greet for the Good of the Order

2. Call to Order, Reading of the Covenant

President Tom Braham called the meeting to order at 6:35 P.M.

3. Devotion - Pastor Bea

Pastor’s devotion and meditation based on Luke 15:8-10.

4. Agenda Review, Additions to Agenda and Vote to Approve

Change:

- 1) In the discussion of the proposal from Andrew Taft and Sara Eisenberg to use space at St. Francis Church for an education pod, the action was changed: “Vote to accept or reject proposal” change to “Vote to accept, reject, or modify the proposal”.

A motion was made, seconded and passed to approve the agenda of the meeting as modified.

5. President’s Remarks

Tom Braham expressed his gratefulness for the council’s thoughts, opinions and willingness to participate in our meetings. Tom announced that he will be on vacation from August 25 to August 31. He requested that the council share any ideas from our meetings that should be included in the monthly letter to the congregation.

6. Review and approval of Meeting Minutes from July Meeting

The minutes from the previous meeting were reviewed.

Corrections:

- 1) In item 7: change “spelt” to “spelled”.
- 2) In item 11: The “Austin Kindness Project Poster” change to “Kindness Project Poster”.
The image of the poster to be added.

A motion was made, seconded and passed to approve the meeting minutes from the July 2020 meeting as revised.

7. Pastor's Report

Paster Bea presented her report.

Consider Adjusting Health Insurance Offset

Due to a change in Pastor Bea wife's health coverage, the council needs to make an adjustment to cover the difference in her contribution. Currently, this contribution is budgeted for \$211.00 per month. The new amount would be \$494.04 per month. The request of the council is to increase the amount by \$283.04.

A motion was made, seconded and passed to increase the amount of Pastor Bea's health coverage contribution by \$283.04.

Mike Chrabaszcz will create documentation with the details of this change to be filled in the HR file.

Tom Braham raised the question if the council should anticipate the Personnel Committee to propose a different job description for an office administrator and another for property management. It's currently in the research phase. Dave Walda does a variety of activities, some physical, that need to be considered. This should be discussed in the September council meeting.

Pastor will be taking some time off on September 5 and from September 8 to September 12.

8. Review and Vote to Approve Treasurer's Financial Reports

Treasurer's report and financial statements for July 2020 were reviewed. July ended with a surplus. Income and expenses were under budget. The line of credit will be renewed in October.

A motion was made, seconded and passed to approve the Financial Report for July 2020 as presented.

Endowment Reports

A motion was made, seconded and passed to approve the Endowment Report for July 2020 as presented.

9. Committee Reports and Action Items

a. Reports and Meeting Minutes submitted – Action Required

Endowment Committee

The Endowment Committee has made a recommendation to provide a grant for Project Commotion. Project Commotion is an organization that encourages children physical activity. With Covid 19, they would provide Zoom classes to combine movement, creativity and stress reduction. They are providing opportunities and serving people of color.

A motion was made, seconded and passed to accept the Endowment Committee's recommendation that we approve Project Commotion's request for \$2000.

b. Reports and Meeting Minutes submitted for information – No Action Required
Property Committee Draft Meeting Minutes dated August 5, 2020

10. New and Carried Business

Child Care Center Education Pod Proposal

In the last council meeting, there was considerable discussion on the idea proposed by parents who have children attending the Friends of St. Francis Child Care Center to use space in St Francis to facilitate an education Pod. The conclusion was to ask them to provide a more specific proposal. A list of questions were sent to Sara Eisenberg and Andrew Taft to be addressed in a proposal. Sara drafted the proposal. She works for the city attorney office, where she draws up the rules the city is following for Covid-19.

The proposal is to initially accommodate three children, with hopes to expand up to five. They will use the conference room, the bathroom in the annex and the backyard. It would be isolated to themselves. They will be doing the sanitizing. They will not use the kitchen. The time of use will be 8:30am to 4:30pm Monday to Friday. They may be leaving toys and coloring books overnight in the conference room. The agreement should clearly specify which rooms.

The time spent will be a mix of schooling and baby sitting to allow their parents time to work. Iris reached out to Sara. There will be three children, who are 5 years old, possibly adding a fourth. They will be contained. The table in the conference room will not be too high. The person who will be leading the pod will be Sara's personal nanny who is trained in protocols that pods will need to follow.

They should only access the conference room and bathroom in the annex. They will need a key to the room and to the annex. That key will also access the other rooms in the annex. The parents will be signing agreements to hold us harmless. We need to check with our insurance. We will also need to have a waiver for the nanny.

Sara assumed that this is a community service and there will not be a fee. Members of the council disagree. If we ask for rent, should we charge a reduced fee for those who cannot afford the rent?

St. Francis rents space to our support programs. Is it fair that these programs cannot operate while an educational pod is using space at St. Francis? Sara is open to forfeit the space when other groups come back and they need the space. This should be worked into the agreement.

There is a food distribution program on Tuesday mornings. It will continue while the educational pod is operating.

Should the Property Committee be involved in this decision? They would make a recommendation and send it to council. We are not displacing any other programs. It will be a small group for a short period of time. They did not provide a timeframe in the proposal. From what Sara told Paul, the decision from the school board is for the fall ending in December. When our larger groups are safe to come back, schools will likely go back.

Since the parents will be paying for the nanny, we can assume that the parents are willing to pay for schooling and childcare. They should be able to pay rent. Other groups generally pay by the hour. Paul said that the cost for other groups was \$50 for one hour of use per week. But this is a small group. Karen recommended that we charge \$500 per month for the pod. We need to discuss with Sara what the status of the families that can pay.

The council is willing to support, once we get clarity on the questions raised. We need another meeting. The actions to move forward:

- 1) Access - keys to the building, and access to the conference room.
- 2) Insurance - Paul will get the contact from Dave and reach out.
- 3) Payment - \$500/month. Get feedback from Sara. If they have someone who can not pay, we would address that later.
- 4) Open Ended Agreement - to mid December, with an out if things have changed and we have groups that can and want to use the space.
- 5) Food bank - If they need to enter and exit, they could use the back entrance.

Mike will reach out to Sara. Paul will get the insurance contact and reach out to them.

Council Devotion Schedule

Karen will be out in September. They will switch:

September - Willam

October - Karen

11. Plus/Delta

Where in particular did we act in accordance with the Covenant? Where did we miss the mark?

We challenge each other with respect. Assuming benevolent intent.

12. Adjourn with the Prayer of Jesus

Adjourned with prayer at 7:55 pm.

MOTIONS MADE, SECOND AND PASSED:

A motion was made, seconded and passed to approve the agenda of the meeting as modified.

A motion was made, seconded and passed to approve the meeting minutes from the July 2020 meeting as revised.

A motion was made, seconded and passed to increase the amount of Pastor Bea's health coverage contribution by \$283.04.

A motion was made, seconded and passed to approve the Financial Report for July 2020 as presented.

A motion was made, seconded and passed to approve the Endowment Report for July 2020 as presented.

A motion was made, seconded and passed to accept the Endowment Committee's recommendation that we approve Project Commotion's request for \$2000.

September Sign-Up Sheet

Devotion	
July	Mike
August	Pastor Bea
September	Willam
October	Karen
November	
December	
January	
February	
Counters	

Date	Congregational	Council Member
Sept 6	-	-
Sept 13	-	-
Sept 20	-	-
Sept 27	-	-
Oct 4	-	-
Oct 11	-	-
Oct 18	-	-
Oct 25	-	-
Nov 1	-	-
Nov 8	-	-

**St. Francis Lutheran Church
Special Congregation Council Minutes
Tuesday, August 24, 2020, 6:00 PM
(DRAFT)**

ROLL CALL	Term	Present	Absent
Tom Braham (President)	2022	X	
William Brogan	2023	X	
Angelina Calderon	2021		X
Michael Chrabaszc (Secretary)	2022	X	
Ben Emmert-Aronson	2023	X	
Ken Mierow (Vice President)	2021	X	
Karen Olesen	2021	X	
Iris Vaughan	2022	X	
Bea Chun, Pastor (ex-officio)		X	
Paul Johnson, Treasurer (ex-officio)		X	

1. Child Care Center Education Pod Proposal

A proposal was sent to the council. The purpose of the special meeting was to finalize the draft agreement and capture any concerns. The waiver is still pending from the attorney.

One Adult Facilitator

There was a recommendation from the insurance to have 2 adults. They are sharing best practices to protect against any misconduct. We had nursery care with one adult with an open door. The children are currently alone with Sara's nana. No changes required to the proposal.

Time

Duration and exit were added to the proposal.

Fee

The fee was included as \$500.

Other Active Programs

They could use the backyard on the days when the food bank uses the hall.

Key

The facilitator would be responsible to lock the room when they leave each day. A clause should be added to the proposal.

Cleaning Supplies

The families will provide cleaning supplies.

Fridge

They will not have access to the kitchen. No use of the fridges.

Introduction

On the first day, they should be given the keys and the group be introduced to Steve who will be at the church.

First Aid

The families will provide their own first aid kit. It will remain in the Conference Room. This should be specified in the proposal.

Chairs

The chairs have a fabric covering which would may be difficult to disinfect them. We should give them a choice if they would like to use the chairs in the hall.

A motion was made, seconded and passed to accept this proposal as revised and to designate Tom Braham and Pastor Bea to finalize it.



St. Francis Lutheran Church

A Reconciling in Christ Congregation,
where *all* are welcome.

Evangelical Lutheran Church in America
God's work. Our hands.

Agreement for Use of Space at St. Francis Lutheran Church for a “Learning Pod”

Description of “Learning Pod”

- The purpose of the Learning Pod will be to supervise and guide a small group of children in distance learning and play in a reasonably safe environment.
- The Learning Pod will be small and consistent
 - 1-2 facilitators
 - 3-5 children
- The Learning Pod schedule will be 8:15 am - 4:15 pm M-F
 - The facilitator will lead excursions to Duboce Park for plenty of outdoor time
 - The facilitator will prioritize lunch outdoors (Duboce Park or in the church back yard, if possible)

Spaces and access to be provided by St. Francis Lutheran Church.


- The Learning Pod will be provided with exclusive use of the front Conference Room and Annex restroom and entry to other individuals will be prohibited except in emergency.
- The back yard will be available for the Learning Pods use during lunch times.
- The Learning Pod will be allowed to access the Internet using the St. Francis Lutheran Church guest WiFi.
- Use of the kitchen is not included.
- Necessary keys will be provided for use of the facilitator. The room is to be locked when the facilitator leaves each day.
- A contact phone number will be supplied in case of electrical, plumbing or other issues.

Terms of Use

- All participating parents or legal guardians and facilitators will sign a general waiver of liability for St. Francis Lutheran Church for any injury or harm caused by the operation of the Learning Pod and acknowledging and accepting the risk of possible infection and/or transmission of COVID-19.
- Safety measures. The Learning Pod will follow current Learning Pod guidance from the San Francisco Department of Public Health (SFPDH), issued August 13, 2020, and as may be updated from time to time:
 - Children and facilitator will do daily health checks (symptom questions and temperature);
 - Facilitator will open the windows to increase ventilation whenever the weather permits doing so;
 - Children and facilitator will wash hands upon arriving, before eating, and frequently throughout the day (the families will supply soap and paper towels);

- Hand sanitizer (provided by the families) will also be available for sanitizing hands between washes;
- The facilitator will clean the Conference Room and Annex Restroom and sanitize high-touch surfaces and supplies frequently in conformance with SFDPH recommendations and protocols;
- Families will supplement daily cleaning with a more intense cleaning each weekend;
- Children will each have their own electronic device and school supplies for distance learning; and
- Distance learning “stations” will be set up six feet apart.
- If a student, household member, or facilitator has symptoms of or tests positive for COVID- 19, all members of the Learning Pod will follow instructions for tests, quarantine, or isolation as advised by SFDPH.
- The facilitator will be responsible for the children, will undergo regular COVID-19 testing, and have a clear background check.
- Families will provide their own food, supplies, toys, etc.
- Families will provide their own first aid kit that can remain in the Conference Room for the term of the agreement.
- Transportation to the pod: All pod members are able to walk, bike, or drive a single car to the location.
- The Learning Pod may store supplies in the Conference Room but St. Francis Lutheran Church assumes no liability for the safekeeping of the supplies or other personal property.
- St. Francis Lutheran Church assumes no liability for possible loss of WiFi connection.
- St. Francis Lutheran Church will not provide janitorial care in the rented spaces.
- The payment shall be \$500 per month pro-rated for partial months.
- This agreement extends conditionally through December 18, 2020 or until no longer needed by the Learning Pod, whichever is earlier, and St. Francis Lutheran Church shall give 30 days’ notice in the event it needs the space.


 Sara Eisenberg
 Parent
 Learning Pod



 Thomas Braham
 President
 St. Francis Lutheran Church

8/25/2020

 Date

St. Francis Lutheran Church Learning Pod Liability Waiver

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms ("pre-symptomatic"), and many are contagious without ever developing symptoms ("asymptomatic"). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The availability of organized education is an important step in the resumption of activities. However, the decision by the Health Officer to allow small organized educational settings at facilities that follow required safety rules, does not mean that attending such a setting is free of risk. Participating in a learning pod program as a volunteer or facilitator or in some other capacity could increase the risk of the participant becoming infected with COVID-19. While the majority of people that become infected do recover, there is still much more to learn about coronavirus.

Each participant must determine for themselves if they are willing to take the risk of participating in a learning pod program. The determination includes whether they need to take additional precautions to protect the health of themselves and others in their household. They should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. Participants may want to discuss these risks and their concerns with their health care provider.

The learning pod program is not affiliated with St. Francis Lutheran Church (the "Church") nor is it organized or supervised by the Church in any way, shape or form. The Church has offered the learning pod program physical space, on the condition that each parent of each child and all other participants waive any and all claims against the Church arising out of, or in any way related to, their participation in the learning pod program in any capacity, including but not limited to claims arising out, or related to, COVID exposure, bodily injury including sexual abuse, negligence by other participants, or parents, property damage, injury to property and the like, excluding only claims based on gross negligence or intentional misconduct committed directly by the Church.

More information about COVID-19, MIS-C, and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

I understand the risks associated with participating in the learning pod program and agree to assume the risks, and hereby waive any and all claims against the Church as described above. I also agree to follow all safety requirements that the learning pod program imposes as a condition of participation in the program.



St. Francis Lutheran Church Treasurer Report Notes

For September 15, 2020, Council Meeting

Paul Johnson

August 2020

St. Francis ended the month of August with a budget surplus of \$69,288 YTD.

Income was under budget by \$38,233 YTD. Total pledges and offerings were over budget by \$10,419. Designated giving was under budget by \$6,541. Grants were under budget by \$449. The non-property income category was below budget by \$2,906. Total rents were under budget by \$27,336. Memorial stone sales were below budget by \$4,527, pet stones were under by \$464 and miscellaneous building use was under budget by \$1,428.

Expenses were under budget by \$118,279. Salaries for Chun, Schofield, Walda, and Starshine were under budget by \$30,314. Benefits for the same persons were under budget by \$7,091. Operations expenses were under budget by \$3,669. Debt service was under budget by \$3,309. Capital improvements were over budget by \$763, and property maintenance was \$22,231 under budget. Contracted services were under budget by \$11,403. Taxes, insurance, and fees were under budget by \$110. Utilities were under budget by \$4,499. Reimbursable utilities were under budget by \$5,646. We used \$52,492 of our \$52,750 Paycheck Protection Program (PPP) loan so far this year which is the same amount as reported last month. The proportions of PPP loan vs. church funds for salaries, benefits and utilities may change somewhat as we follow the instructions for filling out the PPP loan forgiveness forms.

Among the off-budget funds, there is \$2,968 in the Organ Fund, \$2,154 in the Memorial Fund, \$500 in the Nancy Loewe Memorial (Seniors), \$100 in the Pet Memorial Fund, \$9,923 in the St. Clare Room Fund. There remains \$258 in our PPP loan fund.

I am currently submitting paperwork to Wells Fargo for renewal of our \$200,000 line of credit which expires on Oct. 10, 2020.

Thomas Braham and William Brogan were registered as signers for our Wells Fargo accounts on September 4. Paul Johnson and Mike Chrabaszcz continue as authorized signers. However, Wells Fargo has requested that we submit to them a resolution updating authorized key executives for our accounts. This is in addition to and a higher designation for the accounts. I have prepared a resolution for the Council to consider.

St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of August 2020 (Council)

Friday, September 11, 2020

Page 2 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Income								
401.00.01	Pledges & Offerings	13,310	12,250	108,418	98,000	10,418	147,000	38,581
	Sub-Total Pledges & Offerings	\$13,310	\$12,250	\$108,418	\$98,000	\$10,418	\$147,000	\$38,581
410.01.03	Senior Center Contributions	230	217	1,955	1,736	219	2,600	645
410.02.03	Contributions by Sr. Grp	0	167	295	1,336	(1,041)	2,000	1,705
410.03.03	Sr. Center Fundraiser	0	167	0	1,336	(1,336)	2,000	2,000
410.11.05	Music Contributions	121	125	1,243	1,000	243	1,500	257
410.12.05	Music Event Donations	0	83	0	664	(664)	1,000	1,000
410.21.06	SVDP Contributions	835	1,884	11,860	15,072	(3,212)	22,605	10,745
410.22.06	SVDP Thanksgiving	0	100	0	800	(800)	1,200	1,200
410.30.01	Outreach Inc.	0	0	0	0	0	1	1
410.31.01	Pastor's Discretionary Fund Inc.	0	0	50	0	50	1	(49)
410.32.01	Youth & Family Ministry Inc.	0	0	0	0	0	1	1
410.33.01	Christmas Income	0	83	0	664	(664)	1,000	1,000
410.34.01	Council Retreat Income	0	167	2,000	1,336	664	2,000	0
	Sub-Total Designated Giving	\$1,186	\$2,993	\$17,403	\$23,944	(\$6,541)	\$35,908	\$18,505
	Offerings & Designated Giving	\$14,496	\$15,243	\$125,821	\$121,944	\$3,877	\$182,908	\$57,086
420.03.01	Grant - Endowment	3,791	3,792	30,332	30,336	(4)	45,498	15,166
420.05.01	Thrivent Choice	76	104	387	832	(445)	1,250	863
420.06.01	InFaith Community Foundation	0		25				
	Sub-Total Grants	\$3,867	\$3,896	\$30,744	\$31,168	(\$449)	\$46,748	\$16,029
420.11.03	Senior Center Food Inc.	0	350	862	2,800	(1,937)	4,200	3,337
420.12.01	Reimbursements - Non-Property	0	6	20	48	(28)	75	55
420.13.01	Interest Income	1	0	8	0	8	4	(4)
420.14.01	Reimbursements - Fellowship	0	52	78	416	(338)	625	547
420.15.01	Congregational Fundraiser Inc.	145	125	390	1,000	(610)	1,500	1,110
	Sub-Total Other Inc (Non-Prop)	\$146	\$533	\$1,358	\$4,264	(\$2,905)	\$6,404	\$5,045
	Grants & Other Inc (Non-Prop)	\$4,013	\$4,429	\$32,102	\$35,432	(\$3,354)	\$53,152	\$21,074
430.01.02	Com Rent - 136 Church, El Cast	5,778	5,786	46,227	46,288	(60)	69,431	23,203
430.02.02	Com Rent-138 Church, Beit Rima	3,550	3,538	28,150	28,304	(154)	42,450	14,300
430.03.02	Com Rent-50 Belcher-Childcare	3,200	3,200	25,600	25,600	0	38,400	12,800
430.04.02	Com Rent-50 Belcher-Jahnke	0	3,253	19,654	26,024	(6,369)	39,040	19,385
430.05.02	Com Rent-50 Belcher upstairs-Childcare	0	0	0	0	0	1	1
	Sub-Total Commercial Rent	\$12,528	\$15,777	\$119,631	\$126,216	(\$6,584)	\$189,322	\$69,690
430.11.02	ResRent - 132 Church, Cover	1,777	1,794	14,221	14,352	(130)	21,525	7,303

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of August 2020 (Council)**

Friday, September 11, 2020

Page 3 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
430.12.02	ResRent - 134 Church, Downey/Burke	2,461	2,470	19,690	19,760	(69)	29,636	9,945
430.13.02	ResRent - 140 Church, Blair	1,742	1,758	13,940	14,064	(123)	21,098	7,157
430.14.02	ResRent - 142 Church, Healy	1,388	1,401	11,107	11,208	(100)	16,811	5,703
430.15.02	Res Rent - Pass Through	333	334	2,668	2,672	(3)	4,002	1,333
430.16.02	Parking Rent-134 Church-Downey	200	200	1,600	1,600	0	2,400	800
430.17.02	ResRent-50A Belch-Carlson et al	5,695	5,695	42,599	45,560	(2,961)	68,340	25,741
	Sub-Total Residential Rent	\$13,598	\$13,652	\$105,827	\$109,216	(\$3,388)	\$163,812	\$57,984
435.01.02	Reimb - El Castillito Water	0	356	2,452	2,848	(395)	4,275	1,822
435.02.02	Reimb - Beit Rima Water	0	356	3,213	2,848	365	4,275	1,061
435.03.02	Reimb - CCC Water	0	219	1,109	1,752	(642)	2,627	1,517
435.04.02	Reimb - Jahnke Water	124	182	1,047	1,456	(408)	2,187	1,139
435.06.02	Reimb - CCC PG&E	0	280	1,889	2,240	(350)	3,359	1,469
435.07.02	Reimb - Jahnke PG&E	182	187	1,441	1,496	(54)	2,239	797
435.08.02	Reimb - 50A Belcher Util.	0	96	0	768	(768)	1,152	1,152
435.09.02	Reimb - CCC Recology	0	495	2,672	3,960	(1,287)	5,940	3,267
435.10.02	Reimb - Jahnke Recology	250	139	1,003	1,112	(108)	1,672	668
435.12.02	Reimb El Castillito SpSvcDist	0	130	760	1,040	(279)	1,557	796
435.13.02	Reimb Beit Rima - SpSvcDi	0	130	0	1,040	(1,040)	1,557	1,557
435.14.02	Misc Reimbursements -Property	0	4	0	32	(32)	50	50
	Sub-Total Property Reimburse	\$557	\$2,574	\$15,591	\$20,592	(\$5,000)	\$30,890	\$15,298
440.02.02	NA Eye Openers Wed 7AM	0	51	204	408	(204)	612	408
440.03.02	OA LGBT Sun 6:30 PM	0	55	101	440	(339)	660	559
440.04.02	Parkinsons Fri Noon	0	50	150	400	(250)	600	450
440.05.02	AA Mon 12 Noon	0	131	393	1,048	(655)	1,572	1,179
440.06.02	Room to Grow AA Fri 8 pm	0	253	406	2,024	(1,618)	3,036	2,630
440.07.02	GA Sat 9:30 am	0	82	247	656	(409)	988	741
440.08.02	Alateen's Mon 6:15 pm	0	31	93	248	(155)	372	279
440.09.02	Rainbow Tstmstrs Thurs 6:30 pm	0	194	792	1,552	(760)	2,328	1,536
440.10.02	Eisenberg Learning Pod	0	0	0	0	0	1	1
440.11.02	GA Thurs Noon	0	26	55	208	(152)	312	256
440.12.02	OA-Thurs 6:30 pm	0	134	410	1,072	(662)	1,608	1,198
440.13.02	NA Eye Openers Thurs 7 am	0	51	204	408	(204)	612	408
440.14.02	Lang. of Heart Fri Noon	0	131	393	1,048	(655)	1,572	1,179
440.15.02	Relapse Prevent. Mon. 7:45 pm	0	260	780	2,080	(1,300)	3,120	2,340
440.16.02	Alanon LGBT AFG Tues 7:15 pm	0	144	573	1,152	(579)	1,728	1,155
440.18.02	NA Eye Openers Tues 7 am	0	51	204	408	(204)	612	408
440.20.02	Alateen 2nd Wed 7:00 pm	0	33	99	264	(165)	396	297

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of August 2020 (Council)**

Friday, September 11, 2020

Page 4 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
440.21.02	Shanti Thurs 2:30 pm	0	265	1,590	2,120	(530)	3,180	1,590
440.23.02	Alanon Mon 6:15 pm	0	285	855	2,280	(1,425)	3,420	2,565
440.24.02	Let It Be Now Fri 6 pm	0	131	393	1,048	(655)	1,572	1,179
440.25.02	Living Sober Wed 8:00 pm	0	236	708	1,888	(1,180)	2,832	2,124
440.31.02	Like a Prayer Sun 4 pm	0	131	524	1,048	(524)	1,572	1,048
440.32.02	New Beginnings Mon 7 am	0	201	1,403	1,608	(205)	2,412	1,009
440.33.02	New Beginnings Tues 7 am	0	201	599	1,608	(1,009)	2,412	1,813
440.34.02	New Beginnings Wed 7 am	0	201	599	1,608	(1,009)	2,412	1,813
440.35.02	New Beginnings Thu 7 am	0	201	1,403	1,608	(205)	2,412	1,009
440.36.02	New Beginnings Fri 7 am	0	201	1,407	1,608	(201)	2,412	1,005
440.37.02	Design for Living Sat 8 am	0	201	800	1,608	(808)	2,412	1,612
440.52.02	Living Sober w/ HIV Wed 6 pm	0	260	780	2,080	(1,300)	3,120	2,340
	Sub-Total Group Rents	\$0	\$4,191	\$16,165	\$33,528	(\$17,362)	\$50,297	\$34,131
450.01.02	Memorial Stones	0	569	25	4,552	(4,527)	6,825	6,800
450.02.02	Pet Cemetery Income	0	58	0	464	(464)	700	700
450.03.02	Miscellaneous Building Usage	0	260	652	2,080	(1,428)	3,125	2,473
	Sub-Total Other Bldg Revenue	\$0	\$887	\$677	\$7,096	(\$6,419)	\$10,650	\$9,973
	Rents & All Other Property Inc	\$26,684	\$37,081	\$257,892	\$296,648	(\$38,755)	\$444,971	\$187,078
	Total Income	\$45,194	\$56,753	\$415,816	\$454,024	(\$38,232)	\$681,031	\$265,239
Expense								
510.01.01	Salary - Chun	7,703	8,364	53,902	66,912	(13,009)	100,364	46,461
510.02.01	Benefits - Chun	1,656	1,258	7,948	10,064	(2,115)	15,100	7,151
510.03.01	FICA Equivalent - Chun	605	656	4,180	5,248	(1,067)	7,872	3,691
510.04.01	Staff Development - Chun	300	208	1,069	1,664	(594)	2,500	1,430
510.05.01	Leadership Conference - Chun	0	50	0	400	(400)	600	600
510.06.01	Book Allowance - Chun	0	25	19	200	(180)	300	280
510.07.01	Add.Salary in lieu of Medical	333	211	1,611	1,688	(76)	2,532	920
510.08.01	Mileage - Chun	0	58	45	464	(419)	700	655
512.01.01	Pulpit Supply	0	125	585	1,000	(414)	1,500	914
512.02.01	On-Call Pastoral Care	0	42	0	336	(336)	500	500
	Sub-Total Pastor	\$10,598	\$10,997	\$69,363	\$87,976	(\$18,612)	\$131,968	\$62,604
520.01.05	Salary - Schofield	2,901	3,068	19,777	24,544	(4,766)	36,814	17,036
520.02.05	Benefits - Schofield	1,196	1,193	6,639	9,544	(2,904)	14,315	7,675
520.03.05	Staff Dvlpmt/Dues - Schofield	0	33	90	264	(174)	400	310
520.04.05	Organist Temp Staffing	0	94	225	752	(527)	1,125	900
520.05.05	Singers/Instrumentalists	0	508	1,720	4,064	(2,344)	6,100	4,380

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of August 2020 (Council)**

Friday, September 11, 2020

Page 5 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining	
520.06.05	Organ/Piano Maint. Contract	0	292	180	2,336	(2,156)	3,500	3,320	
520.08.05	Sheet Music	33	50	90	400	(309)	600	509	
520.09.05	Special Services/Ordination	0	0	0	0	0	1	1	
520.10.05	Music Event Expenses	0	0	0	0	0	1	1	
520.11.05	Musical Direction SpSrves	0	0	0	0	0	1	1	
520.12.05	Intergenerational Choir	0	333	0	2,664	(2,664)	4,000	4,000	
525.01.01	Worship	0	83	686	664	22	1,000	313	
525.02.01	Christmas Expense	0	92	0	736	(736)	1,100	1,100	
525.03.01	Licensing	5	56	247	448	(200)	670	422	
	Sub-Total Worship & Music		\$4,136	\$5,802	\$29,656	\$46,416	(\$16,759)	\$69,627	\$39,970
	Pastor, Worship & Music		\$14,734	\$16,799	\$99,020	\$134,392	(\$35,371)	\$201,595	\$102,574
530.01.01	Benevolence - Ministries & Org	0	250	1,000	2,000	(1,000)	3,000	2,000	
530.02.01	Benevolence - ECLA/Synod	3,675	1,225	11,025	9,800	1,225	14,700	3,675	
530.03.01	Benevolence - Childcare Center	8,850	2,950	26,550	23,600	2,950	35,400	8,850	
530.04.01	Pastor's Discretionary Fund Exp.	0	83	(619)	664	(1,283)	1,000	1,619	
530.05.01	Seminarian Support	0	29	0	232	(232)	350	350	
	Sub-Total Benevolence		\$12,525	\$4,537	\$37,955	\$36,296	\$1,659	\$54,450	\$16,494
540.01.03	Salary - Hines	1,004	1,085	6,909	8,680	(1,770)	13,021	6,111	
540.02.03	Salary - Sr Cook DM	269	290	1,918	2,320	(401)	3,480	1,561	
540.03.03	Salary - Cook JL	260	282	1,946	2,256	(310)	3,383	1,437	
540.04.03	Senior Program Temp Staffing	0	11	0	88	(88)	135	135	
540.11.03	Senior Center Food Exp.	0	583	1,253	4,664	(3,410)	7,000	5,746	
540.12.03	Senior Center Program	0	250	426	2,000	(1,573)	3,000	2,573	
	Sub-Total Senior Program		\$1,534	\$2,501	\$12,454	\$20,008	(\$7,553)	\$30,019	\$17,564
540.21.06	SVDP - Hospitality	389	600	4,204	4,800	(595)	7,200	2,995	
540.22.06	SVDP Thanksgiving	0	100	0	800	(800)	1,200	1,200	
540.23.06	SVDP Walk Support	0	17	0	136	(136)	200	200	
540.25.06	SVDP Christmas Angels	0	0	0	0	0	1	1	
540.26.06	SVDP Compost Bin	120	121	845	968	(122)	1,452	606	
	Sub-Total St. Vincent DePaul		\$510	\$838	\$5,049	\$6,704	(\$1,654)	\$10,053	\$5,003
540.27.06	Staff Development - SVDP	0	0	0	0	0	1	1	
540.28.06	Salary - Food Prog.Coordinator	2,077	2,244	13,562	17,952	(4,389)	26,933	13,370	
540.29.06	Benefits-Food Prog.Coordinator	158	180	1,198	1,440	(241)	2,160	961	
	Sub-Total Food Program Coor.		\$2,236	\$2,424	\$14,760	(\$4,631)	\$29,094	\$14,333	
540.31.01	Fellowship	0	83	47	664	(616)	1,000	952	
540.32.01	Stewardship	0	42	0	336	(336)	500	500	

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of August 2020 (Council)**

Friday, September 11, 2020

Page 6 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
540.33.01	Outreach Exp.	0	125	0	1,000	(1,000)	1,500	1,500
540.34.01	Youth & Family Ministry Exp.	75	75	525	600	(75)	900	375
540.35.01	Childcare Worker	0	29	0	232	(232)	350	350
540.36.01	Adult Education	0	21	30	168	(137)	250	219
540.37.01	Affinity Groups	0	17	68	136	(67)	200	131
540.38.01	Council Retreat Expense	0	167	0	1,336	(1,336)	2,000	2,000
540.41.01	Synod/Local/Org Memberships	0	238	572	1,904	(1,331)	2,850	2,277
540.51.01	Congregational Fundraiser Exp.	0	42	0	336	(336)	500	500
	Sub-Total Witness & Fellowship	\$75	\$839	\$1,244	\$6,712	(\$5,467)	\$10,050	\$8,805
	Benevolence & Ministry	\$16,880	\$11,139	\$71,464	\$89,112	(\$17,647)	\$133,666	\$62,201
550.01.01	Salary - Walda	4,049	4,404	27,982	35,232	(7,249)	52,844	24,861
550.03.01	Sexton Temp Staffing	0	628	3,260	5,024	(1,764)	7,540	4,280
550.11.01	Deferred Income - Walda's Add.	500	200	1,845	1,600	245	2,400	554
550.21.01	Office Temp Staffing	0	42	0	336	(336)	500	500
550.31.01	Benefits - Staff	1,479	1,248	8,154	9,984	(1,829)	14,970	6,815
550.32.01	Workers' Compensation	91	322	1,277	2,576	(1,298)	3,864	2,586
550.33.01	Church's Payroll Taxes	1,004	1,233	7,722	9,864	(2,141)	14,800	7,077
550.34.01	Mileage - Staff	0	4	0	32	(32)	50	50
550.41.01	Staff Development	0	42	0	336	(336)	500	500
550.42.01	Staff Appreciation Gathering	0	42	0	336	(336)	500	500
	Sub-Total Staff	\$7,124	\$8,165	\$50,242	\$65,320	(\$15,077)	\$97,968	\$47,725
560.01.01	Office Supplies	0	175	436	1,400	(963)	2,100	1,663
560.02.01	Communications (Phone, Email)	342	375	2,453	3,000	(546)	4,500	2,046
560.03.01	Postage	17	83	602	664	(61)	1,000	397
560.04.01	Payroll Service	155	183	1,594	1,464	130	2,200	605
560.05.01	Bank/Credit Card Fees	126	142	1,198	1,136	62	1,700	501
560.06.01	Offering Envelopes	0	17	0	136	(136)	200	200
560.07.01	Website	30	21	115	168	(52)	250	134
560.08.01	Software	187	54	689	432	257	650	(39)
560.09.01	Hardware	0	0	0	0	0	1	1
560.10.01	Credit Card Interest	0	0	0	0	0	1	1
560.11.01	Loss	0	0	0	0	0	1	1
560.21.02	Cleaning & Paper Kitchen/Bath	70	250	597	2,000	(1,402)	3,000	2,402
560.22.02	Copier Lease	520	542	4,250	4,336	(85)	6,500	2,249
560.23.02	Memorial Terrace	0	92	0	736	(736)	1,100	1,100
560.24.02	Pet Cemetery Expenses	0	17	0	136	(136)	200	200
	Sub-Total Operations	\$1,451	\$1,951	\$11,939	\$15,608	(\$3,668)	\$23,403	\$11,463

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of August 2020 (Council)**

Friday, September 11, 2020

Page 7 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Staff & Operations		\$8,576	\$10,116	\$62,182	\$80,928	(\$18,745)	\$121,371	\$59,188
570.01.02	Wells Credit Line Interest	0	17	0	136	(136)	200	200
570.02.02	2013 Prom Note Interest	736	1,086	7,923	8,688	(764)	13,031	5,107
570.03.02	2013 Prom Note Principal	1,322	1,177	9,671	9,416	255	14,119	4,447
570.04.02	Credit Line Renewal	0	333	0	2,664	(2,664)	4,000	4,000
Sub-Total Debt Service		\$2,058	\$2,613	\$17,595	\$20,904	(\$3,308)	\$31,350	\$13,754
570.11.02	Dep Int - 132 Church, Cover	0	0	0	0	0	0	0
570.12.02	Dep Int - 134 Church, Downey	0	0	0	0	0	0	0
570.13.02	Dep Int - 140 Church, Blair	0	0	0	0	0	0	0
570.14.02	Dep Int - 142 Church, Healy	0	0	0	0	0	0	0
570.16.02	Dep Int 50A Bel Carlson et al	0	10	0	80	(80)	125	125
Sub-Total Deposit Interest		\$0	\$10	\$0	\$80	(\$80)	\$125	\$125
570.21.02	Capital Improv - 50 Belcher	0	0	0	0	0	1	1
570.22.02	Capital Improv - 132-142 Church	0	0	0	0	0	1	1
570.23.02	Capital Improv - 152 Church	0	0	762	0	762	1	(761)
570.24.02	Capital Improv - 50A Belcher	0	0	0	0	0	1	1
Sub-Total Improvements		\$0	\$0	\$762	\$0	\$762	\$4	(\$758)
570.31.02	Repairs/Maint - 50 Belcher	0	83	27	664	(636)	1,000	972
570.32.02	Repairs/Maint - 132-142 Church	3,008	4,542	19,882	36,336	(16,453)	54,500	34,617
570.33.02	Repairs/Maint. - 152 Church	25	1,808	5,988	14,464	(8,475)	21,700	15,711
570.34.02	Repairs/Maint. - 50A Belcher	980	167	3,815	1,336	2,479	2,000	(1,815)
570.35.02	Garden Maintenance 152 Church	1,010	83	1,420	664	756	1,000	(420)
570.36.02	Garden Maintenance 50-50A Blch	500	100	900	800	100	1,200	300
Sub-Total Maintenance		\$5,524	\$6,783	\$32,033	\$54,264	(\$22,230)	\$81,400	\$49,366
570.42.02	Pest Control	710	190	2,040	1,520	520	2,280	239
570.43.02	Tree Maintenance	0	250	0	2,000	(2,000)	3,000	3,000
570.44.02	Alarm Contracts and Monitoring	936	315	2,624	2,520	104	3,785	1,160
570.45.02	Professional Legal Services	0	83	300	664	(364)	1,000	700
570.46.02	Leasing Agent Fee	0	0	0	0	0	1	1
570.47.02	Janitorial Services	0	948	2,455	7,584	(5,129)	11,380	8,925
570.48.02	Virtual Property Manager	265	367	1,737	2,936	(1,198)	4,400	2,662
570.49.02	Reserve Study	0	417	0	3,336	(3,336)	5,000	5,000
Sub-Total Contracted Services		\$1,911	\$2,570	\$9,156	\$20,560	(\$11,403)	\$30,846	\$21,689
570.51.02	Property Taxes -50-50A Belcher	0	433	2,636	3,464	(827)	5,200	2,563
570.52.02	Property Taxes -134-142 Church	0	292	1,766	2,336	(569)	3,500	1,733
570.53.02	Property Taxes - 152 Church	0	4	19	32	(12)	50	30

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of August 2020 (Council)**

Friday, September 11, 2020

Page 8 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
570.54.02	152 Church Spec Svc Dist	0	125	761	1,000	(238)	1,500	738
570.61.02	Association Member & Permits	0	50	50	400	(350)	600	550
570.62.02	Property & Liability Insurance	1,698	1,675	15,288	13,400	1,888	20,100	4,811
	Sub-Total Taxes, Ins, Fees	\$1,698	\$2,579	\$20,521	\$20,632	(\$110)	\$30,950	\$10,428
575.01.02	PG&E - 152 Church	250	313	1,183	2,504	(1,320)	3,758	2,574
575.02.02	Water - 152 Church	209	364	1,858	2,912	(1,053)	4,367	2,508
575.03.02	Water - 152 Church Fire Servic	39	38	221	304	(82)	451	229
575.04.02	Recology 132-142-152 Church	773	1,391	9,085	11,128	(2,042)	16,692	7,606
	Sub-Total Utilities	\$1,272	\$2,106	\$12,349	\$16,848	(\$4,498)	\$25,268	\$12,918
575.11.02	140 Church SpSvcDist	0	139	760	1,112	(351)	1,665	904
575.12.02	PG&E - 50 Belcher	776	467	3,478	3,736	(257)	5,598	2,119
575.13.02	PG&E - 50A Belcher	8	65	373	520	(146)	781	407
575.14.02	Water - 50-50A Belcher	0	547	2,324	4,376	(2,051)	6,567	4,242
575.15.02	Water - 132-142 Church	1,176	1,425	9,769	11,400	(1,630)	17,101	7,331
575.16.02	Recology - 50 Belcher	722	743	4,735	5,944	(1,208)	8,919	4,183
	Sub-Total Reimburse. Prop. Exp	\$2,684	\$3,386	\$21,442	\$27,088	(\$5,645)	\$40,631	\$19,188
	Deb, Taxes, Ins & Property	\$15,150	\$20,047	\$113,862	\$160,376	(\$46,513)	\$240,574	\$126,711
	Total Expense	\$55,342	\$58,101	\$346,528	\$464,808	(\$118,279)	\$697,206	\$350,677
Difference		<u>(\$10,147)</u>	<u>(\$1,348)</u>	<u>\$69,287</u>	<u>(\$10,784)</u>		<u>(\$16,175)</u>	

St. Francis Lutheran Church - San Francisco CA
Balance Sheet as of August 31, 2020

Friday, September 11, 2020

Page 1 of 1

Account #	Account Name	Period Activity	YTD Balance
Assets			
101.00.00	Wells Fargo Checking	(12,284)	60,423
102.00.00	Wells Fargo Savings	0	59,347
103.00.00	Petty Cash	0	42
104.00.00	Balancing	0	24,267
	Total Assets	(\$12,284)	\$144,081
Liabilities			
200.00.00	Accounts Payable/Vendors	0	(730)
201.00.00	Payroll Clearing	0	(680)
202.04.00	Chase Card Services - - - (RG)	0	13
202.06.00	Chase Card Services - - - (DW)	(2,024)	4,708
290.01.00	Sec Dep-132 Church-Cover	0	1,200
290.02.00	Sec Dep-134 Church-Downey/Burk	0	2,200
290.03.00	Sec Dep-136 Church-El Castilli	0	2,025
290.06.00	Sec Dep-142 Church-Healy	0	637
290.08.00	Sec Dep-138 Church-Burgermeister	0	5,000
290.10.00	SecDep-50ABel-Carlson et al	0	5,695
	Total Liabilities	(\$2,024)	\$20,069
Fund Balance			
301.00.01	Mission and Ministry	(13,865)	(226,778)
302.00.02	Property	10,943	577,165
303.00.03	Senior Program	(1,304)	(43,458)
305.00.05	Music Program	(4,009)	(147,582)
306.00.06	St. Vincent dePaul Society	(1,911)	(52,546)
308.00.08	Organ Fund	0	2,968
313.00.13	Memorial Fund	0	2,153
390.06.06	Nancy Loewe Memorial	0	499
390.09.09	Pet Memorial Fund	0	100
390.12.12	St. Clare Room Fund	0	9,922
390.27.27	St. Francis CCC (DG)	(225)	470
390.29.29	Altar Flowers (DG)	0	109
390.30.30	Inclusive & Affirming Min (DG)	75	600
390.46.46	Endowment (PT)	37	130
390.83.83	2020 PPP Loan Balance	0	258
	Total Fund Balance	(\$10,260)	\$124,012
	Total Liabilities and Fund Balance	(\$12,284)	\$144,081

August
2020

Asset	Balance July 31, 2020	SFLC Borrowing or Transfers	SFLC Principal Payment	SFLC Interest Payment	Interest	Deposits/ Payments	Balance August 31, 2020
Mutual Funds - Brokerage Accounts	\$1,394,525.00				\$0.64		\$1,478,438.87
Mission Investment Fund CDs	\$100,000.00						\$100,000.00
Sterling Bank CDs	\$154,029.34						\$154,029.34
SFLC 2013 Promissory Note	\$252,446.25		\$1,510.09	\$736.31			\$250,936.16
Thrivent - Life Insurance CV - Kirkeberg	\$22,645.59						\$22,645.59
Thrivent - Life Insurance CV - Lisk	\$11,081.92						\$11,081.92
Wells Fargo Savings (Cash)	\$22,005.76		\$1,510.09	\$736.31	\$0.17	-\$3,791.50	\$20,460.83
Wells Fargo Checking (Cash)	\$21,018.72				\$0.18	\$497.41	\$21,516.31
Total Assets	\$1,977,752.58						\$2,059,109.02
Deposits	\$125.40 interest transfer from MIF CD 054740400004928						
	\$115.95 interest transfer from MIF CD 054740400004936						
	\$162.26 interest transfer from MIF CD 054740400004901						
	\$177.70 interest transfer from MIF CD 054740400004944						
Payments	\$83.90, check #1534, Thrivent Financial for Glenda Lisk contract						
Corpus	\$1,551,114.11						\$1,551,114.11
NOTE: There was no Schwab Statement for August. The August Endowment Asset Allocation was constructed using fund values as reported on the Internet for August 31, 2020. Also, the principal on the Promissory Note was overpaid by \$187.92 in August and will be adjusted in September.							



EQUITY INVESTMENTS

MUTUAL FUNDS all held at Charles Schwab

Morningstar

<u>symbol</u>	<u>rating</u>	<u>name</u>	<u>quantity</u>	<u>value</u>	<u>MF goal</u>	<u>MF actual</u>
PRBLX	★★★★★	Parnassus Core Equity Fund	5,777.531	\$300,489.39	20%	21.41%
PARMX	★★★★★	Parnassus Mid Cap Fund	7,284.676	\$260,645.71	20%	18.57%
PRGFX	★★★★	T Rowe Price Growth Stock Fund	3,625.320	\$340,417.55	20%	24.26%
TRVLX	★★★★	T Rowe Price Value Fund	6,235.659	\$225,793.21	20%	16.09%
TICRX	★★★	TIAA Cref Instl Social Choice Equit	13,840.246	\$276,112.91	20%	19.67%
mutual fund subtotal				\$1,403,458.76	100%	100.00%

BOND/CASH INVESTMENTS

BONDS/BOND FUNDS

<u>description</u>	<u>value</u>	<u>B %</u>
<u>none currently held</u>	<u>\$0.00</u>	<u>0.00%</u>
bond subtotal	\$0.00	0.00%

CASH/CASH EQUIVALENT

<u>description</u>	<u>value</u>	<u>C %</u>
Charles Schwab cash balance	\$74,980.11	11.44%
Mission Investment Fund CDs	\$100,000.00	15.25%
Sterling Bank CDs	\$154,029.34	23.49%
SFLC 2013 Promissory Note	\$250,936.16	38.27%
Thrivent Life Ins. Cash Value - Kirkeberg	\$22,645.59	3.45%
Thrivent Life Ins. Cash Value - Lisk	\$11,081.92	1.69%
Wells Fargo Savings	\$20,460.83	3.12%
<u>Wells Fargo Checking</u>	<u>\$21,516.31</u>	<u>3.28%</u>
cash subtotal	\$655,650.26	100.00%

BOND/CASH COMBINED

<u>description</u>	<u>value</u>	<u>B+C %</u>
bonds/bond funds	\$0.00	0.00%
<u>cash/cash equivalent</u>	<u>\$655,650.26</u>	<u>100.00%</u>
bond/cash subtotal	\$655,650.26	100.00%

TOTAL ASSETS

<u>description</u>	<u>policy diff.</u>	<u>diff. %</u>	<u>value</u>	<u>goal</u>	<u>actual</u>
equity	#####	8.16%	\$1,403,458.76	60%	68.16%
<u>bond/cash</u>	<u>#####</u>	<u>-8.16%</u>	<u>\$655,650.26</u>	<u>40%</u>	<u>31.84%</u>
total	\$0.00	0.00%	\$2,059,109.02	100%	100.00%

CORPUS

<u>as of date</u>	<u>value</u>
August 31, 2020	\$1,551,114.11

NOTE: There was no Schwab Statement for August. The August Endowment Asset Allocation was constructed using fund values as reported on the Internet for August 31, 2020.



St. Francis Lutheran Church

A Reconciling in Christ Congregation,
where *all* are welcome.



Evangelical Lutheran Church in America
God's work. Our hands.

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED BY THE CONGREGATIONAL COUNCIL IN THE MEETING HELD ON SEPTEMBER 15, 2020 VIA VIDEO CONFERENCING FOR ST. FRANCIS LUTHERAN CHURCH LOCATED AT 152 CHURCH STREET, SAN FRANCISCO, CALIFORNIA 94114.

RESOLVED THAT authorization is hereby revoked for Mr. Gregory Egertson, Mr. Adam Maass, and Mr. Walter Meyer as key executives for all accounts held by St. Francis Lutheran Church of San Francisco at Wells Fargo Bank.

RESOLVED FURTHER THAT Mr. Thomas Braham and Mr. Paul Johnson are hereby authorized as key executives for all accounts held by St. Francis Lutheran Church of San Francisco at Wells Fargo Bank until such authorization is revoked.

RESOLVED FURTHER THAT a copy of the resolution duly certified by the President and Secretary of the Congregational Council of St. Francis Lutheran Church of San Francisco be forwarded to the concerned authorities.

Mr. Thomas Braham
President, Congregational Council

Mr. Michael Chrabaszcz
Secretary, Congregational Council

St. Francis Lutheran Church
152 Church Street, San Francisco, CA
(415) 621-2635

Contract for Placement of Cremated Remains **Dena Rose Adelson**

This contract for placement of the cremated remains is entered into between the Individual (**Individual**), or authorized Executor, Trustee, or Legal Representative (**Donor**) acting on behalf of the **Individual** and **St. Francis Lutheran Church of San Francisco (St. Francis)**. **Individual** is defined as that person whose cremated remains are subject to this contract. **Donor** is defined as the entity, who for the purposes of this **Contract**, is acting financially for the benefit of the **Individual**.

In consideration for the privilege of placement of the **Individual's** cremated remains as set forth in and memorialized by this **Contract**, **Individual/Donor** agrees to and hereby does pledge to make a contribution (**Contribution**) to **St. Francis** in the amount of \$2,275.00, the payment for which is otherwise negotiated in writing and described in paragraph 12 below, and the parties hereto agree as follows:

1. Background- This **Contract** is made for the purpose of allowing the **Individual/Donor** to make arrangements for the placement of the **Individual's** cremated remains and placement of a marker in the Memorial Terrace Garden at **St. Francis**. The **Individual/Donor** understands that the **Contribution** is a non-refundable donation to **St. Francis**.
2. Title and Ownership Rights- The parties hereto understand and agree that neither the **Donor** nor the **Individual** in any way acquires any title or right of ownership or tenancy in **St. Francis**, its Memorial Terrace Garden or any other property of **St. Francis**, and that the title or ownership rights to any cremated remains of the **Individual** shall likewise be transferred or otherwise assigned in perpetuity to **St. Francis** at the time such remains are interred in **St. Francis's** property. The parties understand and agree that, there is no exception or promise that cremated remains may be exhumed or retrieved and further understand that by the nature of placement, it is likely and accepted that the cremated remains of the **Individual** may be commingled with the remains of others placed in the Memorial terrace Garden. The parties hereto further understand and agree that the Memorial Terrace Garden and its spaces and markers, as well as any other property owned and/or controlled by **St. Francis**, shall remain at all times under the management and control of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.

Donor's/Individual's Initials

3. Discretion for placement- **St. Francis** shall have the sole discretion as to the person or persons whose cremated remains may be placed in the Memorial Terrace Garden. Any substitution of a person in place of the **Individual**, for purposes of interment or otherwise, must be approved by **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
4. Parties Bound by this Contract- The **Individual/Donor** binds the **Individual's** heirs, estate, devisees, assigns, representatives, attorneys, agents, each of them, to the terms and conditions of this **Contract**.
5. Control and cost of the Cremated Remains and Marker- The parties hereto understand and agree that the type, size, material quality, design and placement of cremated remains of the **Individual** as well as the marker, shall be subject to the exclusive control of **St. Francis** or any committee, group, supervisory group, or other entity so approved and appointed by **St. Francis**. The parties hereto further understand that while markers are planned, the placement of markers or anything else is at the sole discretion of **St. Francis**. Cost for engraving the Marker is included in the total donation amount. Engraving will be at the direction and control of **St. Francis**.
6. Memorial Service- Should **Individual** so choose, a memorial service for the **Individual** may take place. Clergy chosen by the **Individual**, or by the **Individual's** family or estate, may officiate at a memorial service at **St. Francis**, subject to the approval of the Pastoral Staff of **St. Francis**. Placement of remains will be made by **St. Francis** in a proper and respectful manner. The placement of flowers or other transitory decorations in the Memorial Terrace Garden is subject to the approval of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
7. Individual/Donor's Termination- The **Individual/Donor** understands that the termination of this **Contract** for any reason does not in any way give rise to or entitle the **Individual/Donor** to any refund of the **Contribution**.

Donor's/Individual's Initials

8. Waiver of Claims- **St. Francis** will endeavor to exercise reasonable care in maintaining and improving the Memorial Terrace Garden as long as **St. Francis** exists as a place of worship. No liability is assumed by **St. Francis** for the destruction and/or damage to the cremated remains and/or markers in the Memorial Garden for any reason, and **Donor** and/or **Individual** expressly agrees to hold harmless and waive any claims against **St. Francis** as a result of any such acts or actions.

9. Arbitration- The parties hereto agree that in the event of a dispute arising out of this **Contract**, such dispute shall be resolved through binding arbitration, in accordance with the California Arbitration Act, including California Code of Civil Procedure 1283.05, or any such succeeding law in place.

10. Severability- In the event that one or more of the provisions of this **Contract** is deemed unenforceable, that or those provisions shall be deemed severed and the remaining provisions shall remain in full force and effect.

11. No Representations- Each party hereto acknowledges that, except as herein expressly set forth, no representations of any kind or character have been made to or by that party to the other to induce the execution of this **Contract**.

12. Payment Plan- **Individual/Donor** agrees to make payments on the \$2,275.00 donation until it is paid in full by the end of 2020. **Individual/Donor** agrees that any unpaid amount is the obligation of her/his estate to pay to **St. Francis**. If there is a failure to make a payment for any period of 12 months, it will be taken as a lack of interest, and result in automatic termination of the agreement, and there will be no refund of any contributions made.

St. Francis acknowledges receipt from or on behalf of the **individual/Donor** to make a contribution on a payment plan which **St. Francis** accepts in consideration for the **Individual's** privilege of placement of his cremated remains and/or Memorial Stone in the Memorial Terrace Garden of **St. Francis**, in accordance with this **Contract**. The **Individual/Donor** acknowledges that he or she has read and understands the terms and conditions contained in this **Contract** and agrees to be bound by them.

Donor's/Individual's Initials

_____ Date _____

Individual (or Executor, Trustee or Representative)

_____ Date _____

Donor (or Executor, Trustee or Representative)

_____ Date _____

St Francis Lutheran Church of San Francisco
Thomas Braham, Congregation President

Details of agreement for placement of a Memorial Stone in the St. Francis Memorial
Terrace for [Name]

Name to appear on Memorial Stone **DENA ROSE ADELSON**

Date of Birth **1951**

Location **11K**

St. Francis Lutheran Church
152 Church Street, San Francisco, CA
(415) 621-2635

Contract for Placement of Memorial Stone **JEFFERSON CLEVELAND HILTON**

This contract for placement of a Memorial Stone is entered into between the Individual (**Individual**), or authorized Executor, Trustee, or Legal Representative (**Donor**) acting on behalf of the **Individual** and **St. Francis Lutheran Church of San Francisco (St. Francis)**. **Individual** is defined as that person whose Memorial Stone is subject to this contract. **Donor** is defined as the entity, who for the purposes of this **Contract**, is acting financially for the benefit of the **Individual**.

In consideration for the privilege of placement of the **Individual's** Memorial Stone as set forth in and memorialized by this **Contract**, **Individual/Donor** agrees to and hereby does pledge to make a contribution (**Contribution**) to **St. Francis** in the amount of \$2,275.00, the payment for which is otherwise negotiated in writing and described in paragraph 12 below, and the parties hereto agree as follows:

1. Background- This **Contract** is made for the purpose of allowing the **Individual/Donor** to make arrangements for the placement of the **Individual's** placement of a marker in the Memorial Terrace Garden at **St. Francis**. The **Individual/Donor** understands that the **Contribution** is a non-refundable donation to **St. Francis**.
2. Title and Ownership Rights- The parties hereto understand and agree that neither the **Donor** nor the **Individual** in any way acquires any title or right of tenancy in **St. Francis**, its Memorial Terrace Garden or any other property of **St. Francis**, and that the title or ownership rights to any Memorial Stone of the **Individual** is **St. Francis's** property. The parties hereto further understand and agree that the Memorial Terrace Garden and its spaces and markers, as well as any other property owned and/or controlled by **St. Francis**, shall remain at all times under the management and control of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
3. Discretion for placement- **St. Francis** shall have the sole discretion as to the person or persons whose Memorial Stone may be placed in the Memorial Terrace Garden. Any substitution of a person in place of the **Individual**, for purposes of interment or otherwise, must be approved by **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.

Donor's/Individual's Initials

4. Parties Bound by this Contract- The **Individual/Donor** binds the **Individual's** heirs, estate, devisees, assigns, representatives, attorneys, agents, each of them, to the terms and conditions of this **Contract**.

5. Control and cost of the Marker- The parties hereto understand and agree that the type, size, material quality, design and placement of the marker, shall be subject to the exclusive control of **St. Francis** or any committee, group, supervisory group, or other entity so approved and appointed by **St. Francis**. The parties hereto further understand that while markers are planned, the placement of markers or anything else is at the sole discretion of **St. Francis**. Cost for engraving the Marker is included in the total donation amount. Engraving will be at the direction and control of **St. Francis**.

6. Memorial Service- Should **Individual** so choose, a memorial service for the **Individual** may take place. Clergy chosen by the **Individual**, or by the **Individual's** family or estate, may officiate at a memorial service at **St. Francis**, subject to the approval of the Pastoral Staff of **St. Francis**. The placement of flowers or other transitory decorations in the Memorial Terrace Garden is subject to the approval of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.

7. Individual/Donor's Termination- The **Individual/Donor** understands that the termination of this **Contract** for any reason does not in any way give rise to or entitle the **Individual/Donor** to any refund of the **Contribution**.

8. Waiver of Claims- **St. Francis** will endeavor to exercise reasonable care in maintaining and improving the Memorial Terrace Garden as long as **St. Francis** exists as a place of worship. No liability is assumed by **St. Francis** for the destruction and/or damage to the cremated remains and/or markers in the Memorial Garden for any reason, and **Donor** and/or **Individual** expressly agrees to hold harmless and waive any claims against **St. Francis** as a result of any such acts or actions.

Donor's/Individual's Initials

9. Arbitration- The parties hereto agree that in the event of a dispute arising out of this **Contract**, such dispute shall be resolved through binding arbitration, in accordance with the California Arbitration Act, including California Code of Civil Procedure 1283.05, or any such succeeding law in place.
10. Severability- In the event that one or more of the provisions of this **Contract** is deemed unenforceable, that or those provisions shall be deemed severed and the remaining provisions shall remain in full force and effect.
11. No Representations- Each party hereto acknowledges that, except as herein expressly set forth, no representations of any kind or character have been made to or by that party to the other to induce the execution of this **Contract**.
12. Payment Plan- **Individual/Donor** agrees to make payments on the \$2,275.00 donation until it is paid in full by the end of 2020. **Individual/Donor** agrees that any unpaid amount is the obligation of her/his estate to pay to **St. Francis**. If there is a failure to make a payment for any period of 12 months, it will be taken as a lack of interest, and result in automatic termination of the agreement, and there will be no refund of any contributions made.

St. Francis acknowledges receipt from or on behalf of the **Individual/Donor** to make a contribution on a payment plan which **St. Francis** accepts in consideration for the **Individual's** privilege of placement of his/her cremated remains and/or Memorial Stone in the Memorial Terrace Garden of **St. Francis**, in accordance with this **Contract**. The **Individual/Donor** acknowledges that he or she has read and understands the terms and conditions contained in this **Contract** and agrees to be bound by them.

Donor's/Individual's Initials

_____ Date _____

Individual (or Executor, Trustee or Representative)

_____ Date _____

Donor (or Executor, Trustee or Representative)

_____ Date _____

St Francis Lutheran Church of San Francisco
STEPHEN LAWSON, Congregation President

Details of agreement for placement of a Memorial Stone in the St. Francis Memorial
Terrace for [Name]

Name to appear on Memorial Stone:

JEFFERSON CLEVELAND HILTON

Date of Birth 1924-1993

Location 12L

St. Francis Lutheran Church
152 Church Street, San Francisco, CA
(415) 621-2635

Contract for Placement of Memorial Stone **OPHELIA CHAPPELLE HILTON**

This contract for placement of a Memorial Stone is entered into between the Individual (**Individual**), or authorized Executor, Trustee, or Legal Representative (**Donor**) acting on behalf of the **Individual** and **St. Francis Lutheran Church of San Francisco (St. Francis)**. **Individual** is defined as that person whose Memorial Stone is subject to this contract. **Donor** is defined as the entity, who for the purposes of this **Contract**, is acting financially for the benefit of the **Individual**.

In consideration for the privilege of placement of the **Individual's** Memorial Stone as set forth in and memorialized by this **Contract**, **Individual/Donor** agrees to and hereby does pledge to make a contribution (**Contribution**) to **St. Francis** in the amount of \$2,275.00, the payment for which is otherwise negotiated in writing and described in paragraph 12 below, and the parties hereto agree as follows:

1. Background- This **Contract** is made for the purpose of allowing the **Individual/Donor** to make arrangements for the placement of the **Individual's** placement of a marker in the Memorial Terrace Garden at **St. Francis**. The **Individual/Donor** understands that the **Contribution** is a non-refundable donation to **St. Francis**.
2. Title and Ownership Rights- The parties hereto understand and agree that neither the **Donor** nor the **Individual** in any way acquires any title or right of tenancy in **St. Francis**, its Memorial Terrace Garden or any other property of **St. Francis**, and that the title or ownership rights to any Memorial Stone of the **Individual** is **St. Francis's** property. The parties hereto further understand and agree that the Memorial Terrace Garden and its spaces and markers, as well as any other property owned and/or controlled by **St. Francis**, shall remain at all times under the management and control of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
3. Discretion for placement- **St. Francis** shall have the sole discretion as to the person or persons whose Memorial Stone may be placed in the Memorial Terrace Garden. Any substitution of a person in place of the **Individual**, for purposes of interment or otherwise, must be approved by **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.

Donor's/Individual's Initials

4. Parties Bound by this Contract- The **Individual/Donor** binds the **Individual's** heirs, estate, devisees, assigns, representatives, attorneys, agents, each of them, to the terms and conditions of this **Contract**.

5. Control and cost of the Marker- The parties hereto understand and agree that the type, size, material quality, design and placement of the marker, shall be subject to the exclusive control of **St. Francis** or any committee, group, supervisory group, or other entity so approved and appointed by **St. Francis**. The parties hereto further understand that while markers are planned, the placement of markers or anything else is at the sole discretion of **St. Francis**. Cost for engraving the Marker is included in the total donation amount. Engraving will be at the direction and control of **St. Francis**.

6. Memorial Service- Should **Individual** so choose, a memorial service for the **Individual** may take place. Clergy chosen by the **Individual**, or by the **Individual's** family or estate, may officiate at a memorial service at **St. Francis**, subject to the approval of the Pastoral Staff of **St. Francis**. The placement of flowers or other transitory decorations in the Memorial Terrace Garden is subject to the approval of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.

7. Individual/Donor's Termination- The **Individual/Donor** understands that the termination of this **Contract** for any reason does not in any way give rise to or entitle the **Individual/Donor** to any refund of the **Contribution**.

8. Waiver of Claims- **St. Francis** will endeavor to exercise reasonable care in maintaining and improving the Memorial Terrace Garden as long as **St. Francis** exists as a place of worship. No liability is assumed by **St. Francis** for the destruction and/or damage to the cremated remains and/or markers in the Memorial Garden for any reason, and **Donor** and/or **Individual** expressly agrees to hold harmless and waive any claims against **St. Francis** as a result of any such acts or actions.

Donor's/Individual's Initials

9. Arbitration- The parties hereto agree that in the event of a dispute arising out of this **Contract**, such dispute shall be resolved through binding arbitration, in accordance with the California Arbitration Act, including California Code of Civil Procedure 1283.05, or any such succeeding law in place.

10. Severability- In the event that one or more of the provisions of this **Contract** is deemed unenforceable, that or those provisions shall be deemed severed and the remaining provisions shall remain in full force and effect.

11. No Representations- Each party hereto acknowledges that, except as herein expressly set forth, no representations of any kind or character have been made to or by that party to the other to induce the execution of this **Contract**.

12. Payment Plan- **Individual/Donor** agrees to make payments on the \$2,275.00 donation until it is paid in full by the end of 2020. **Individual/Donor** agrees that any unpaid amount is the obligation of her/his estate to pay to **St. Francis**. If there is a failure to make a payment for any period of 12 months, it will be taken as a lack of interest, and result in automatic termination of the agreement, and there will be no refund of any contributions made.

St. Francis acknowledges receipt from or on behalf of the **Individual/Donor** to make a contribution on a payment plan which **St. Francis** accepts in consideration for the **Individual's** privilege of placement of his/her cremated remains and/or Memorial Stone in the Memorial Terrace Garden of **St. Francis**, in accordance with this **Contract**. The **Individual/Donor** acknowledges that he or she has read and understands the terms and conditions contained in this **Contract** and agrees to be bound by them.

Donor's/Individual's Initials

_____ Date _____

Individual (or Executor, Trustee or Representative)

_____ Date _____

Donor (or Executor, Trustee or Representative)

_____ Date _____

St Francis Lutheran Church of San Francisco
STEPHEN LAWSON, Congregation President

Details of agreement for placement of a Memorial Stone in the St. Francis Memorial
Terrace for [Name]

Name to appear on Memorial Stone OPHELIA CHAPPELLE HILTON

Date of Birth 1927-2018

Location 12K

St. Francis Lutheran Church
152 Church Street, San Francisco, CA
(415) 621-2635

Contract for Placement of Cremated Remains **BRENDA GAINES HUNTER**

This contract for placement of the cremated remains is entered into between the Individual (**Individual**), or authorized Executor, Trustee, or Legal Representative (**Donor**) acting on behalf of the **Individual** and **St. Francis Lutheran Church of San Francisco (St. Francis)**. **Individual** is defined as that person whose cremated remains are subject to this contract. **Donor** is defined as the entity, who for the purposes of this **Contract**, is acting financially for the benefit of the **Individual**.

In consideration for the privilege of placement of the **Individual's** cremated remains as set forth in and memorialized by this **Contract**, **Individual/Donor** agrees to and hereby does pledge to make a contribution (**Contribution**) to **St. Francis** in the amount of \$2,275.00, the payment for which is otherwise negotiated in writing and described in paragraph 12 below, and the parties hereto agree as follows:

1. Background- This **Contract** is made for the purpose of allowing the **Individual/Donor** to make arrangements for the placement of the **Individual's** cremated remains and placement of a marker in the Memorial Terrace Garden at **St. Francis**. The **Individual/Donor** understands that the **Contribution** is a non-refundable donation to **St. Francis**.
2. Title and Ownership Rights- The parties hereto understand and agree that neither the **Donor** nor the **Individual** in any way acquires any title or right of ownership or tenancy in **St. Francis**, its Memorial Terrace Garden or any other property of **St. Francis**, and that the title or ownership rights to any cremated remains of the **Individual** shall likewise be transferred or otherwise assigned in perpetuity to **St. Francis** at the time such remains are interred in **St. Francis's** property. The parties understand and agree that, there is no exception or promise that cremated remains may be exhumed or retrieved and further understand that by the nature of placement, it is likely and accepted that the cremated remains of the **Individual** may be commingled with the remains of others placed in the Memorial terrace Garden. The parties hereto further understand and agree that the Memorial Terrace Garden and its spaces and markers, as well as any other property owned and/or controlled by **St. Francis**, shall remain at all times under the management and control of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.

Donor's/Individual's Initials

3. Discretion for placement- **St. Francis** shall have the sole discretion as to the person or persons whose cremated remains may be placed in the Memorial Terrace Garden. Any substitution of a person in place of the **Individual**, for purposes of interment or otherwise, must be approved by **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
4. Parties Bound by this Contract- The **Individual/Donor** binds the **Individual's** heirs, estate, devisees, assigns, representatives, attorneys, agents, each of them, to the terms and conditions of this **Contract**.
5. Control and cost of the Cremated Remains and Marker- The parties hereto understand and agree that the type, size, material quality, design and placement of cremated remains of the **Individual** as well as the marker, shall be subject to the exclusive control of **St. Francis** or any committee, group, supervisory group, or other entity so approved and appointed by **St. Francis**. The parties hereto further understand that while markers are planned, the placement of markers or anything else is at the sole discretion of **St. Francis**. Cost for engraving the Marker is included in the total donation amount. Engraving will be at the direction and control of **St. Francis**.
6. Memorial Service- Should **Individual** so choose, a memorial service for the **Individual** may take place. Clergy chosen by the **Individual**, or by the **Individual's** family or estate, may officiate at a memorial service at **St. Francis**, subject to the approval of the Pastoral Staff of **St. Francis**. Placement of remains will be made by **St. Francis** in a proper and respectful manner. The placement of flowers or other transitory decorations in the Memorial Terrace Garden is subject to the approval of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
7. Individual/Donor's Termination- The **Individual/Donor** understands that the termination of this **Contract** for any reason does not in any way give rise to or entitle the **Individual/Donor** to any refund of the **Contribution**.

Donor's/Individual's Initials

8. Waiver of Claims- **St. Francis** will endeavor to exercise reasonable care in maintaining and improving the Memorial Terrace Garden as long as **St. Francis** exists as a place of worship. No liability is assumed by **St. Francis** for the destruction and/or damage to the cremated remains and/or markers in the Memorial Garden for any reason, and **Donor** and/or **Individual** expressly agrees to hold harmless and waive any claims against **St. Francis** as a result of any such acts or actions.
9. Arbitration- The parties hereto agree that in the event of a dispute arising out of this **Contract**, such dispute shall be resolved through binding arbitration, in accordance with the California Arbitration Act, including California Code of Civil Procedure 1283.05, or any such succeeding law in place.
10. Severability- In the event that one or more of the provisions of this **Contract** is deemed unenforceable, that or those provisions shall be deemed severed and the remaining provisions shall remain in full force and effect.
11. No Representations- Each party hereto acknowledges that, except as herein expressly set forth, no representations of any kind or character have been made to or by that party to the other to induce the execution of this **Contract**.
12. Payment Plan- **Individual/Donor** agrees to make payments on the \$2,275.00 donation until it is paid in full by the end of 2020. **Individual/Donor** agrees that any unpaid amount is the obligation of her/his estate to pay to **St. Francis**. If there is a failure to make a payment for any period of 12 months, it will be taken as a lack of interest, and result in automatic termination of the agreement, and there will be no refund of any contributions made.

St. Francis acknowledges receipt from or on behalf of the **individual/Donor** to make a contribution on a payment plan which **St. Francis** accepts in consideration for the **Individual's** privilege of placement of his cremated remains and/or Memorial Stone in the Memorial Terrace Garden of **St. Francis**, in accordance with this **Contract**. The **Individual/Donor** acknowledges that he or she has read and understands the terms and conditions contained in this **Contract** and agrees to be bound by them.

Donor's/Individual's Initials

_____ Date _____

Individual (or Executor, Trustee or Representative)

_____ Date _____

Donor (or Executor, Trustee or Representative)

_____ Date _____

St Francis Lutheran Church of San Francisco
Thomas Braham, Congregation President

Details of agreement for placement of a Memorial Stone in the St. Francis Memorial
Terrace for [Name]

Name to appear on Memorial Stone **BRENDA GAINES HUNTER**

Date of Birth **1961**

Location **11L**

St. Francis Lutheran Church
152 Church Street, San Francisco, CA
(415) 621-2635

Contract for Placement of Cremated Remains Elaine Hilton Whitney

This contract for placement of the cremated remains is entered into between the Individual (**Individual**), or authorized Executor, Trustee, or Legal Representative (**Donor**) acting on behalf of the **Individual** and **St. Francis Lutheran Church of San Francisco (St. Francis)**. **Individual** is defined as that person whose cremated remains are subject to this contract. **Donor** is defined as the entity, who for the purposes of this **Contract**, is acting financially for the benefit of the **Individual**.

In consideration for the privilege of placement of the **Individual's** cremated remains as set forth in and memorialized by this **Contract**, **Individual/Donor** agrees to and hereby does pledge to make a contribution (**Contribution**) to **St. Francis** in the amount of \$2,275.00, the payment for which is otherwise negotiated in writing and described in paragraph 12 below, and the parties hereto agree as follows:

1. Background- This **Contract** is made for the purpose of allowing the **Individual/Donor** to make arrangements for the placement of the **Individual's** cremated remains and placement of a marker in the Memorial Terrace Garden at **St. Francis**. The **Individual/Donor** understands that the **Contribution** is a non-refundable donation to **St. Francis**.
2. Title and Ownership Rights- The parties hereto understand and agree that neither the **Donor** nor the **Individual** in any way acquires any title or right of ownership or tenancy in **St. Francis**, its Memorial Terrace Garden or any other property of **St. Francis**, and that the title or ownership rights to any cremated remains of the **Individual** shall likewise be transferred or otherwise assigned in perpetuity to **St. Francis** at the time such remains are interred in **St. Francis's** property. The parties understand and agree that, there is no exception or promise that cremated remains may be exhumed or retrieved and further understand that by the nature of placement, it is likely and accepted that the cremated remains of the **Individual** may be commingled with the remains of others placed in the Memorial terrace Garden. The parties hereto further understand and agree that the Memorial Terrace Garden and its spaces and markers, as well as any other property owned and/or controlled by **St. Francis**, shall remain at all times under the management and control of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.

Donor's/Individual's Initials

3. Discretion for placement- **St. Francis** shall have the sole discretion as to the person or persons whose cremated remains may be placed in the Memorial Terrace Garden. Any substitution of a person in place of the **Individual**, for purposes of interment or otherwise, must be approved by **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
4. Parties Bound by this Contract- The **Individual/Donor** binds the **Individual's** heirs, estate, devisees, assigns, representatives, attorneys, agents, each of them, to the terms and conditions of this **Contract**.
5. Control and cost of the Cremated Remains and Marker- The parties hereto understand and agree that the type, size, material quality, design and placement of cremated remains of the **Individual** as well as the marker, shall be subject to the exclusive control of **St. Francis** or any committee, group, supervisory group, or other entity so approved and appointed by **St. Francis**. The parties hereto further understand that while markers are planned, the placement of markers or anything else is at the sole discretion of **St. Francis**. Cost for engraving the Marker is included in the total donation amount. Engraving will be at the direction and control of **St. Francis**.
6. Memorial Service- Should **Individual** so choose, a memorial service for the **Individual** may take place. Clergy chosen by the **Individual**, or by the **Individual's** family or estate, may officiate at a memorial service at **St. Francis**, subject to the approval of the Pastoral Staff of **St. Francis**. Placement of remains will be made by **St. Francis** in a proper and respectful manner. The placement of flowers or other transitory decorations in the Memorial Terrace Garden is subject to the approval of **St. Francis** or any committee, supervisory group, or other entity so approved and appointed by **St. Francis**.
7. Individual/Donor's Termination- The **Individual/Donor** understands that the termination of this **Contract** for any reason does not in any way give rise to or entitle the **Individual/Donor** to any refund of the **Contribution**.

Donor's/Individual's Initials

8. Waiver of Claims- **St. Francis** will endeavor to exercise reasonable care in maintaining and improving the Memorial Terrace Garden as long as **St. Francis** exists as a place of worship. No liability is assumed by **St. Francis** for the destruction and/or damage to the cremated remains and/or markers in the Memorial Garden for any reason, and **Donor** and/or **Individual** expressly agrees to hold harmless and waive any claims against **St. Francis** as a result of any such acts or actions.

9. Arbitration- The parties hereto agree that in the event of a dispute arising out of this **Contract**, such dispute shall be resolved through binding arbitration, in accordance with the California Arbitration Act, including California Code of Civil Procedure 1283.05, or any such succeeding law in place.

10. Severability- In the event that one or more of the provisions of this **Contract** is deemed unenforceable, that or those provisions shall be deemed severed and the remaining provisions shall remain in full force and effect.

11. No Representations- Each party hereto acknowledges that, except as herein expressly set forth, no representations of any kind or character have been made to or by that party to the other to induce the execution of this **Contract**.

12. Payment Plan- **Individual/Donor** agrees to make payments on the \$2,275.00 donation until it is paid in full by the end of 2020. **Individual/Donor** agrees that any unpaid amount is the obligation of her/his estate to pay to **St. Francis**. If there is a failure to make a payment for any period of 12 months, it will be taken as a lack of interest, and result in automatic termination of the agreement, and there will be no refund of any contributions made.

St. Francis acknowledges receipt from or on behalf of the **individual/Donor** to make a contribution on a payment plan which **St. Francis** accepts in consideration for the **Individual's** privilege of placement of his cremated remains and/or Memorial Stone in the Memorial Terrace Garden of **St. Francis**, in accordance with this **Contract**. The **Individual/Donor** acknowledges that he or she has read and understands the terms and conditions contained in this **Contract** and agrees to be bound by them.

Donor's/Individual's Initials

_____ Date _____

Individual (or Executor, Trustee or Representative)

_____ Date _____

Donor (or Executor, Trustee or Representative)

_____ Date _____

St Francis Lutheran Church of San Francisco
Thomas Braham, Congregation President

Details of agreement for placement of a Memorial Stone in the St. Francis Memorial
Terrace for [Name]

Name to appear on Memorial Stone ELAINE HILTON WHITNEY

Date of Birth 1961

Location 10K

St. Francis Lutheran Church
152 Church Street, San Francisco, CA
(415) 621-2635

Contract for Placement of Cremated Remains **Kelly Owen Whitney**

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Donor's/Individual's Initials

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Donor's/Individual's Initials

_____ Date _____

Individual (or Executor, Trustee or Representative)

_____ Date _____

Donor (or Executor, Trustee or Representative)

_____ Date _____

St Francis Lutheran Church of San Francisco
Thomas Braham, Congregation President

Details of agreement for placement of a Memorial Stone in the St. Francis Memorial
Terrace for [Name]

Name to appear on Memorial Stone **KELLY OWEN WHITNEY**

Date of Birth **1952**

Location **10L**

Personnel Committee Report

September 2020

The Personnel Committee met on September 9, 2020. Marilyn Jackson (Chair), Pastor Bea Chun, Lynne Olesen, Tom Tragardh were in attendance.

We agreed to move forward with the attached job description for the Parish Administrator position, which is schedule to be vacated by the end of the year. We are currently working on the job posting.

Job Description for Parish Administrator

St. Francis Lutheran Church

November 2019

Revised September 2020

This position reports to the Pastor.

Administrative & Clerical Supervision and Personnel

- Serve as the Human Resources contact person for the congregation.
 - Track hours, and vacation and other leave, for all employees.
 - Responsible for compliance with federal, state, city, ELCA and synod requirements related to employment at St. Francis.
 - Keep the Personnel Committee and staff apprised of changes in requirements, including Portico services.
 - Maintain employee personnel files as required by best practices.
- Supervise office volunteers, and any clerical or office personnel hired or contracted by the congregation.
- Support Community Senior Coordinator and Community Food Program Administrator with communication, record keeping, ordering supplies and occasional other assistance as needed.
- Under the supervision of the Pastor, work with the Personnel Committee on matters related to staffing.
- Recommend to the Pastor necessary actions related to personnel. Provide reports to, and meet with, the Personnel Committee as requested.

Finance

- Manage payroll
- Maintain current staff employment status in VANCO system
- Prepare vouchers / checks as required

General Administration and Clerical Duties

- Maintain records of congregation membership and their respective confidential files.
- ~~Help~~ Procure office, janitorial and sacristy supplies as necessary.
- Maintain all congregation files (both electronic and paper) in good order.
- Back up office computers weekly, either to a separate hard drive or cloud.
- Assist the Pastors with administrative duties as required.
- Make sure there are sufficient numbers of worship assistants, flowers, bulletins for services.
- Manage and update website weekly, and as often in between as necessary. Ensure that all web pages are up-to-date.
- Send out emails from Constant Contract on Fridays and other times when requested.
- Answer phones and intercom in a cheerful, professional manner and get messages to the appropriate people in a timely manner. Respond to email inquiries and forward messages as appropriate.
- Collect, sort, distribute incoming mail and facilitate mailings for committees.
- Prepare letters, forms and copies for committees, primarily Endowment and Property Committees
- Prepare letters, forms and eligibility list for Community Food Program Administrator.
- Assist the Pastor with calendar management.
- Prepare worship bulletins, seasonal booklets, bulletins and reports.

- Produce an up-to-date directory each year immediately following the annual meeting. Provide members and staff with updates in between publication of new directories.
- Create a Presider's Book for each worship service, including all appropriate prayers, the proper preface and special materials.
- Provide the Pastor with a report of visitors from the sanctuary guest book at the beginning of each week.
- Help keep Pastor, staff and space organized; provide reminders, as necessary.
- Assist the Pastor with other duties as assigned from time to time.
- Cooperate and coordinate with Pastor.
- Identify important information, especially involving the health and well-being of parishioners, and pass it along to the Pastor.
 - Maintain confidentiality of conversations, relationships, and records.

Property Management

- Assist Council with the property insurance.
- Make arrangements for space usage in consultation with the Pastor and Property Committee.
 - Maintain calendar of space usage.
 - Collect rents as required.
 - Notify groups of Church events requiring space and pro-rate groups rate for the month.
- Ensure that the security needs of the building are met. Check building before leaving for the day.
- Take initiative to keep the church building maintained; notice problems and alert Pastor and Property Committee.
- Liaison with Insurance carrier/agent as needed
- Prepare utility bills for reimbursement of water, garbage and PG&E.
- Serve as contact for Virtual Property Assistant and re-direct tenants to Virtual Property Assistant.
- Attend Property Committee meetings
- Assist Property Committee in maintaining, reviewing, and updating leases.
- Serve as communicator between tenants and property committee.
- Liaison with tenants on annual rent increases, fire alarm annual maintenance and other as needed.
- Follow up with requests by property committee for building-related quotes and bids.
- Follow up with requests by property committee to hire building-related workers and contractors.
- Meet with building-related workers and contractors as needed.

- | | |
|---|--|
| <input type="checkbox"/> Vacant (2021), Chair | <input checked="" type="checkbox"/> Rev. Bea Chun, Pastor, Ex-Officio |
| <input checked="" type="checkbox"/> Ben Sheldon (2021) | <input checked="" type="checkbox"/> President, Tom Braham, Ex-Officio |
| <input checked="" type="checkbox"/> Randy Thueme (2022) | <input checked="" type="checkbox"/> Dave Walda, Parish Administrator, Ex-Officio |
| <input type="checkbox"/> Adam Maass (2022) | <input type="checkbox"/> Church Sexton, Ex-Officio |
| <input type="checkbox"/> Vacant (CR) (2021) | <input checked="" type="checkbox"/> Paul Johnson, Treasurer, Ex-Officio |
| <input type="checkbox"/> Vacant (CR) (2021) | |

(Members serve a two-year term; terms expire on March 31 of the year noted)

Guests: Kristin Maiden

1. **OPENING:** The meeting was held remotely using Zoom technology due to the Mayor's coronavirus shelter-in-place order and called to order at 6:35 pm by Pastor Bea Chun. Tom Braham chaired the meeting after the pastor's update.

2. **PASTOR'S UPDATE:** Pastor Bea Chun updated the committee on various happenings:
 - Pastor Bea reported that when the shelter-in-place order began she invited an individual named Stephen to stay in the annex as a deterrent to anyone who might want to take advantage of the church while it was closed. Stephen had been a frequent volunteer at the Sunday morning Hospitality Program. She originally thought it would be just a matter of a few weeks, but it has turned into several months. She said the arrangement has worked out well with Stephen stopping people from pitching tents on the Memorial Terrace, doing some cleaning and trapping mice. There has been some discussion of offering Stephen a chance to take over as permanent church sexton. Pastor Bea thought he would be a good choice if he is willing to take it on.
 - Several parents of young San Francisco Unified School District students asked if they could use space at the church for learning pods. Since school was starting and they needed a quick answer, the Congregational Council took up the matter and developed a use agreement and legal waivers of liability. The Council decided to limit accommodation to one pod of 4-5 children in the Conference Room with use of the annex bathroom and the Memorial Terrace and backyard for breaks. The pod will be responsible for cleaning and sanitization and others will be required to stay out of the Conference Room and annex bathroom. The use agreement runs to the end of the year, but the church can give a 30-day notice if the room is needed for returning groups, and the pod can opt out of the agreement if the space is no longer needed. They will pay the church \$500 per month.
 - Dave Walda will be retiring in December. The Personnel Committee has been interviewing him about his job duties to develop a job description. There are two basic parts of the job: 1) property manager duties and 2) church administrator duties. There is discussion of using our virtual assistant, Kristin, more for the property manager duties. Dave will be asking her to do more over the coming three months so the committee can get a realistic idea of how many hours she would need to cover those duties.

3. **APPROVAL OF THE MINUTES:** The minutes of the Property Committee for August 5, 2020 were reviewed.
ACTION: Moved, seconded, and approved the minutes of the August 5, 2020 Property Committee meeting as written.

4. **REVIEW AND ACCEPT THE FINANCIAL REPORT:** The Treasurer's Report through August 2020 (Property) was reviewed. To date Property income is \$16,769 above Property expenses. Income was below budget by \$38,225, but fortunately expenses were \$46,703 below budget.
ACTION: Moved, seconded, and accepted the Treasurer's Report through July 2020 (Property).

5. Church Project List:

- i. **152-298 REFURBISH THE SAN QUENTIN CHAIRS:** Still awaiting details of proposal from potential benefactors.
 - ii. **132-270 WINDOWS IN 142 CHURCH:** Received a bid from All Window and Door to replace three kitchen windows and one bedroom window for \$3,914. Gave a deposit \$978.50, but treasurer reminded committee that Council needs to approve this because it is over the \$3,000 limit.
ACTION: Moved, seconded, and recommended that the Congregational Council approve accepting the bid of \$3,914 from All Window and Door to replace windows at 142 Church Street.
 - iii. **132-271 REPLACE BEDROOM WINDOWS IN 132 CHURCH:** Received a bid from All Window and Door to replace two bedroom windows in 132 Church for \$1,792.
ACTION: Moved, seconded, and approved acceptance of the bid of \$1,792 from All Window and Door to replace windows at 132 Church Street.
 - iv. **152-299 INSTALL NETWORK CABLE OUTLETS IN ST. CLARE'S ROOM AND CHOIR LOFT:** Was scheduled for August 31, but was postponed.
 - v. **152-297 REFINISH FRONT ENTRANCE DOORS:** Waiting on Barney from Paradigm Painting to schedule. Will use a matte finish.
 - vi. **132-273 REPLACE CARPET IN 134 CHURCH:** Received one bid from the Floor Store for \$5,200. Awaiting a second bid from California Carpet. Committee thought it would be helpful if the bid could break out the carpet from the labor so we could know if the carpet was roughly the same quality. Since we are waiting on one bid, committee suggested getting another bid from Lowe's. Kristin will check with them. Randy cautioned that people who installed carpet in the Conference Room and upstairs had several problems. He thought it was the Floor Store. Dave will try to check on who it was.
 - vii. **132-272 REPORTS OF MICE IN ALL APARTMENTS:** Looked at bid for pest control from Dewey Pest Control. Cost and method were roughly the same as current Donovan's Pest Control. Randy thought Stephen was doing a great job trapping mice and wondered if we might be able to use him. Dave thought we still needed pest control for the rats. He said the poison in the trap is being eaten so the rats are apparently taking it back to their nests. Still waiting for a bid from Marina Pest Control.
 - viii. **152-283 PARISH HALL TERRACE DOORS:** Scheduled to be installed on September 23 and 24.
 - ix. **152-295 TOILET NEXT TO KITCHEN:** Toilet still not working well – runs a lot. Committee suggested asking Tom Slankard for a bid on a different toilet. Pastor Bea thought perhaps he could obtain an older model that doesn't use "low-flow."
- 6. ANNUAL RENT INCREASES AT 132-142 CHURCH STREET:** Will discuss at our next meeting since moratorium expires on October 21.
- 7. ADJOURNMENT:** The meeting was adjourned at 7:40 pm.

Project No.	Action Requested	Responsible	Action	Date	Comments, Additional Info
132-219	Upper Roof		Hold	3/1/16	Estimate 21,000
132-238	Paint front of building			8/3/16	Estimate from Paradigm Painting : \$10,000 & scaffolding. Waiting until the scope of the leak repair work is determined
132-263	The Big Anti Moisture Intrusion Project			7/7/17	Newmann Sloat Arnold Architects submitted their envelope report. Next step is to prepare drawings, details, and technical specifications for obtaining competitive bids
132-263				11/7/18	MIF loan and borrowing from the Endowment explored, but Council wanted to explore options with commercial banks. Steve Lawson meeting with banks.
132-263			Hold	2/6/19	Project on hold pending Strategic Planning at St. Francis. Will address smaller parts of the project that require more immediate attention due to safety or livability, that is, some windows, back stairs and some painting in apartments.
132-264	Test water drain on restaurant roof			1/30/18	Perform water test at the drain to insure it is not leaking into the restaurants or elsewhere
132-265	Accessible Business Entrance Program		Hold to 2019	7/11/18	Consultant looked at Burgermeister and El Castillito. Burgermeister is close to compliant, but may need a low-pressure door. El Castillito may need more.
132-265					It is believed that rental agreement makes compliance a tenant responsibility. If it is found to be a church responsibility, then any work should be included in the envelope project.
132-267	Repair/reinforce back stairs		In progress	2/6/19	Previously part of 132-263. Stairs rotted due to poor design which doesn't allow water to drain. Also rail balusters are too far apart. Need to replace rotted wood and correct the baluster spacing and possibly install bracing. Possibly consult with Urban Design.
132-267				3/13/19	Due to liability concerns, it was decided to try to get a bid from Urban Build to repair or replace the back stairs. Since this was not budgeted, the congregation would need to borrow from the credit line on an emergency basis. The committee will try to have information ready to bring to the Council along with 132-262 and 132-268 in April.
132-267				4/3/19	No bid yet from Urban Build to repair the back stairs. Randy is in communication with Bruce, the co-owner, and will try to get a bid.
132-267				6/5/19	Urban Build uncomfortable moving ahead without drawings and a permit because of liability concerns. Randy will communicate with Don David of D.D. Engineering to get an estimate for doing the drawings.
132-267				7/3/19	Neither engineer nor the builder want to create the drawings. They would like an architect to create the drawings. Then the engineer will engineer it. Jim Zack will do some drawings (\$2.5k), to be handed off to Don David to do the engineering (\$2.5k), then hand it to Bruce to pull a permit and build it (\$35k).
132-267				2/7/20	Note that Gordan Atkinson was hired in December 2019 as architect.
				2/2/20`	Urbanbuild has drawings and working on pricing, etc.
132-267				8/31/20	Permit issued by City. Waiting for permit check to be signed and mail to the city

Project No.	Action Requested	Responsible	Action	Date	Comments, Additional Info
132-270	Windows in 142 Church		New	2/3/20	Tenant reported a problem with a window in one of the bedrooms; 2 left-most windows in kitchen leaked during the recent rains.
132-270				2/4/20	Window in bedroom off skywell has a crack on the top corner top window. At the bottom left of window the outside trim has come loose and the window will give outward when pushed. The sash on the right side of the same window is split horizontally. Left most window in kitchen is leaking at the bottom corner. Doesn't appear to be a window problem, but probably within the wall / building.
132-270				2/12/20	All Window has submitted revised proposal for kitchen windows and the one bedroom window. Josue to look at the bedroom window casing in case carpentry work needed
132-270				7/9/20	Mailed down payment to AW&D on 7/9/20
132-271	132 Church St - Replace windows in Bedroom		Start	7/9/20	Requested revised proposal for 2 windows in bedroom
132-271				8/31/20	Revised proposal received; need committee & council approval
132-272	Reports of mice in all apartments			7/27/20	Mouse in bedroom @ 132 Church; other mice seen in the 3 other apartments. Exterminator to make and inspection inside and out
132-272				8/10/20	Submitted approval to add 8 bait stations in the parking area and around the side of the building. Waiting for approval to have Josue to seal holes in the driveway and side of the building.
132-272				8/17/20	Donovan's added bait stations. Josue filled gaps/holes in driveway and south side of building. Also Josue looked at 140 Church street for possible holes and covered holes and access points.
132-272	Alternate Pest Services			8/20/20	Requested inspection and bid from Dewey's Pest Control & Marina Pest Control.
132-272				8/25/20	Dewey's Pest Control completed inspection, service proposal received and added to drive & Marina Pest Control is scheduled for Sept 2.
132-273	Replace Carpet in 134 Church	Kristin		7/16/20	Received request from Brendan to replace carpet. Dave will assess rug situation and if it appears to need replacement Kristin will gather a couple of bids.
132-273				8/17/20	Contacted The Floor Store & California Carpets for quotes on replacing carpet.
132-273				8/26/20	Zack with California Carpets took measurements of 134 church to provide a quote.
132-273				8/27/20	Received a rough quote (without selecting materials) of \$5,200.00 from The Floor Store based off measurements taken by Dave. There is a \$75.00 fee for a technician to take measurements.
152-183	Replace window blinds		Hold	7/27/17	Office, St. Clare, Pastor's office - measurements taken.
152-183					Estimate for window rehab/replacement from Jeff Hunt: 3250.00
152-183		Randy		7/6/16	Randy will help Pastor Bea select new blinds for her office
152-196	Obtain bids for repainting of peeling cupola & steeple (last painted in 1999)		Hold	5/3/17	Estimates from Paradigm Painting \$6400. Scaffolding estimates: Bay Area High Reach: \$25, 900 (requires removal of some solar panels) Pacific Scaffold \$42,000.00, includes scaffolding

Project No.	Action Requested	Responsible	Action	Date	Comments, Additional Info
152-196				5/3/17	Several pieces to this project. It was decided that adding plastic over the south side stained-glass windows to prevent leaking and painting on the south side would be advisable since we are putting up scaffolding. Cupola and steeple painting estimate from Barney of Paradigm Painting of \$6,400. Painting south side - windows doors, trim, etc. \$4200.00
152-196				6/7/17	New Estimate from Bay Area High Reach: \$28950.00 includes scaffold extending down terrace for working on stained glass. Estimate for Pacific Scaffold: \$42, 000.00
152-196				7/5/17	Estimate for stained glass repair: Narthex window 8766.00 includes cost of plastic, Lost Art & Wooden Window Sanctuary window: 4155.00 includes plastic and labor. all estimates approximate and subject to change
152-202	Replace Parish Hall Floor		Hold	9/18/15	The committee decided on a spending limit of up to \$800 for the Protech asbestos testing. The new floor is estimated to cost \$21,000.
152-202				6/7/17	Samples taken by Protech
152-202				7/6/17	Results from Protech says that there is asbestos in the north bathroom and 2 layers in the parish hall.
152-202				8/2/2017	Estimate for floor removal \$10, 970
152-239	Paint front fence and gate to garden		Hold		Estimate: \$5000.00
152-255	Replace corroded lock box			7/5/17	The lock box for the fire department is corroded and cannot be easily opened. It will need to be replaced.
152-255				7/11/18	Dave will contact fire department as soon as he has time to see if box is needed.
152-258	New Carpet for Narthex, front stairs & loft stairs		Hold	6/2/17	estimate of \$5,000.00
152-283	Parish Hall terrace doors			10/2/18	The broken bottom door latch has been replaced. HOWEVER, the area around the bottom door latch was rotted. Long screws were used for now, but this is only temporary. There are other signs of problems along the bottom off that door. There is no way to repair that one door – it would have to be replaced. The sidelight window also has signs of rot along the bottom. It was pointed out that the glass in that section has dropped a little. The other door is okay but the door needs some bonding in some seams that are opening up and some painting.
152-283				10/11/18	Requesting estimate for repair. May be deferred until 2019
152-283				11/7/18	Need to paint before the rainy season starts. Arrange with Paradigm to paint as soon as possible.
152-283				11/12/18	PH doors painted as well as the primed windows.
152-283				2/6/19	Possible that new carpenter (see 152-263) can bid on this. When installed, the door will need a new keyed lock that doesn't depend on a turn button mechanism.
152-283				3/13/19	Get a break-out bid from Foxtail Hill Windows to repair the doors. This will probably have to wait until 2020.
152-283				4/3/19	Bid from Foxtail Hill Windows came in at \$8,600. Hold for now. This will probably have to wait until 2020.
152-283			Hold to 2020	5/1/19	Hold until 2020.

Project No.	Action Requested	Responsible	Action	Date	Comments, Additional Info
152-283				2/14/20	Submitted signed approval to Foxtail Windows
152-283				8/31/20	Installation scheduled for Sept 23 & 24
152-289	Etched glass in directory		Waiting	7/3/19	Randy will ask gym next-door for referral.
152-290	Ethernet cable installation	Walda		8/10/20	Install cable from the office to a wall plate in St Clare Room and from office to organ loft. estimate: from Chasov Electric: \$700.00 plus cost of supplies. Approved by Property Committee.
152-291	Refinish front church doors	Walda		8/10/20	Refinish front church doors. Outside varnish has worn off. Contact Barney Walsh to schedule the work. Waiting for the start date. Estimate \$1800.00
50-262	Tree trimming at 50 Belcher			7/11/18	Lopsided tree needs trimming - on hold until late in 2018
50-262			Hold	5/1/19	Hold until 2019, but must be done in 2019.
50-264	Window 50A	Walda		3/4/20	Window in north-most front bedroom has wood rot and should be replaced. Will get All Windows to review all windows for estimates.

**St. Francis Lutheran Church
Worship Committee Minutes
August 31, 2020**

(Draft 2)

Attendance: Tom Tragardh (Chair), Pastor Bea Chun, William Brogan (Council Representative), Greg Egertson, Paul Johnson, Walter Meyer, Dr. David Schofield

Absent: Rob Byrne, Adam Maass

- 1 The meeting was called to order by Chairperson Tom Tragardh at 7:10 with an opening prayer offered by Pastor Bea.
2. Additions to the agenda:
 - Miscellaneous comments regarding worship but not specific to a particular service.
 - Resignation of Chuck Hancock as Head Usher.
3. Review of financials:
 - The expenses for development of our SFLC website and our Zoom monthly costs have been put in line 525.01.01. "Worship". We have asked that the website expense be backed out and inserted elsewhere and the Zoom fees prorated to all committees using it.
 - A motion was made, seconded and passed to approve the Financials as submitted.
4. Review of minutes from 08/03 and notes from 08/17 meetings:
 - The minutes from August 3 were accepted as presented.
 - The Notes from the Ad Hoc meeting of August 17 were presented.
5. Review and attendance of Zoom services

<u>Date:</u>	<u>Links</u>	<u>Add'l.</u>	<u>Total</u>
8/9	43	4	= 47
8/16	40	5	= 45
8/23	43	6	= 49
8/30	38	4	= 42

Miscellaneous Comments re non-specific services:

- a.) It was suggested that we make the booklet re the Season of Creation available to anyone who requests it.
- b.) Zoom host needs to remove cursor away from the bottom of his screen as it covers the hymn text.
- c.) For Gospel Acclamation, Dr. David would like a bit more of an introduction and also for the music a bit of explanation about it while the host is setting it up.
- d.) Host should make break-out joining completely voluntary and not by default unless you decline.
- e.) David is working with Angelina on singing a solo of the Gospel Acclamation. (Setting 4)
- f.) William is looking into a Zoom article on DJ-Live music to see if we can improve our music sound.

g.) For the preludes, Dr. David has suggested choral pieces downloaded from YouTube. We will be presenting one this Sunday.

h.) Should we have a slide with the Prayer List on it instead of sending it to the Assisting Minister. After much discussion, we decided to put the list of names up on the screen once a month and fully read by the Assisting Minister and other Sundays reading the complete list is discretionary. The list can be sent out to the congregation once a month for their use.

i.) It was asked what we are doing about the suggestions that were presented at the Town Meeting. Pastor had several suggestions, among them, hoping to have a joint service with another congregation. Having also reached out to a Native American pastor to preach at one of our services and having received no response, that idea fell through. Tom suggested that we make the membership aware of what we are doing with the suggestions.

j.) Dr. David thinks the outside posters have font too small and too much information. Pastor pointed out that we have certain guidelines on one and on the other poster, how to contact our church and website. Dr. David will work on new posters and send them to Randy to print.

August 9 Tenth Sunday after Pentecost (white/green) St. Clare (47)

August 16 Eleventh Sunday after Pentecost (white) Mary, Mother of Our Lord (45)

August 23 Twelfth Sunday after Pentecost (green) St. Augustine (49)

August 30 Thirteenth Sunday after Pentecost (green) Grundtvig (42)

Noted: the Prelude volume was perfect.

5. Future services

September 6 Fourteenth Sunday after Pentecost (white) Season of Creation #1 Forest

For the preludes, Dr. David will be including a choral piece this Sunday.

September 13 Fifteenth Sunday after Pentecost (green) Season of Creation #2 Land Hildegard v. Bingen

September 20 Sixteenth Sunday after Pentecost (green) Season of Creation #3 Wilderness

September 27 Seventeenth Sunday after Pentecost (green) Season of Creation #4 River/Ocean

October 4 Eighteenth Sunday after Pentecost (green/white) Feast Day of St. Francis of Assisi
Communion service 10am

We will ask congregants to send photos and their pets' names and Dr. David will put together a video.

October 11 Nineteenth Sunday after Pentecost (green) Teresa of Avila

6. Looking ahead to in-person services:

Can we come up with a theme for Stewardship season? Pastor had an idea that we might use "In the City for Good." Greg will work with the Stewardship Committee come up with a plan.

William suggests we plan for services on our Memorial Terrace. Pastor told us about a church in San Francisco that tried it and gave up after three weeks because the experience was so very different from worshiping in their sanctuary. We should think about ways to provide a meaningful, closer presence. Perhaps a devotion, meditation or prayer service combined with putting together sandwiches and distributing them to the poor with a return for the conclusion of the service might be a good combination of service and devotion.

7. Old Business

Sundays and Seasons purchase and distribution. They have been ordered.

8. New business

Resignation of Chuck Hancock as Head Usher:

We need to reach out to Chuck to see what he needs and what we could do to support him and keep him among us and feeling a part of our fellowship. It was suggested that the discussion above about a service on the Terrace might be a help to Chuck. Toward that end, we could start with what would constitute a "full service" and then work backward to what would work.

9. Date of next Zoom meeting: September 21 at 6:00 P.M.

10. The meeting was adjourned with a closing prayer at 9:32.

COMMITTEE ROSTERS

MAY 2020

Congregation Committees – Governed by Constitution or By-Laws

Elected and/or Appointed by Congregation or Council (Bold = Council, *Italic* = Chair)

COMMITTEE NAME	COMMITTEE MAKEUP	MEMBERS	TERMS	HOW/WHEN DETERMINED
1 Audit	Three voting members Council members are not eligible	1 Brian Border (2022) 2 Ben Sheldon (2020) 3 Greg Egertson (2021)	Three-year terms, with one member elected each year	Elected by Congregation at Annual Meeting (C13.03)
3 Endowment	Seven members, consisting of: 5 voting members at-large 1 non-member 1 Council rep	1 <i>Jim Kowalski, Chair (2.2021) 1st T</i> 2 David Bernstein (2.2021) 2 nd T 3 Marsha White (2.2020) 1 st T 4 Brian Border (2.2023) 1 st T 5 Ben Emmert-Aronson (2.2022) 1 st T 6 Catherine Hurley (2.2023) 2nd T <i>external member</i> 7 Ken Mierow Council (2020) Pr. CHUN (ex officio)	Three-year terms, except for Council rep, staggered so that two persons are elected each year Council rep is elected annually	Elected by Council Terms expire Feb 28 each year Maximum two three-year terms can be served consecutively
4 Friends of St. Francis Child Care Center	Four voting members per CCC Bylaws	1 Paul Johnson (Dec 2022) 2 Pr. CHUN (2022) 3 Mike Chrabaszcz - Council (2022) 4 Jeannine Janson (2022)	Three-year terms on CCC Board of Directors	Appointed by Council
5 Memorial Terrace	Five voting members, consisting of: 3 at-large 1 Council rep 1 Pastoral staff	1 <i>Randy Thueme, Chair (2019)</i> 2 Karen Olesen - Council 3 Pr. CHUN, Staff (2019)	Three-year terms for at-large members, staggered with one member appointed each year. One-year term for Council rep One-year term for pastoral staff	Appointed by President with advice and consent of Council (BL10.01)
6 Nominating	Four voting members, consisting of: 2 at-large 2 Council members not running for re-election	1 Marsha White (2019) 1 st T 2 Paul Johnson (2019) 1 st T 3 Adam Maass, (2020) 4 Karen Olesen, Council (2020)	One-year terms. Members are not eligible to serve more than two consecutive terms. Convenes in November of each year (BL4.01)	At-large members elected by Congregation at the Annual Meeting (C13.01)

Elected by Congregation – Call, Audit, Council, Nominating (non-council members), Call Committee

Appointed by President – Personnel

Elected by Council – Endowment

Appointed by Council – Memorial Terrace, Nominating (Council), Property

COMMITTEE NAME	COMMITTEE MAKEUP	MEMBERS	TERMS	HOW/WHEN DETERMINED
7 Personnel	Six voting members (excluding pastors and staff) NOTE: Council rep is welcome but not required.	1 <i>Marilyn Jackson, Chair (2022)</i> 2 Angelina Calderon – Council (2020) 3 Open 4 Lynne Olesen (2020) 5 Tom Tragardh (2020) Pr. CHUN (non-voting)	Three-year terms, staggered so that two persons are appointed each year.	Appointed by President in consult with pastors and staff, within 30 days after the Annual Meeting (BL7.01)
8 Property	Six voting members, consisting of: 4 at-large 2 Council reps <i>Ex-officio:</i> Pastor Sexton Parish Admin Treasurer or designee	1 Tom Braham, Council (2020) 2 Adam Maass, (2020) 3 Ben Sheldon (3.2021) 2 nd T 4 Randy Thueme (3.2021) 2 nd T <i>Ex-officio:</i> Pastor, Pr. CHUN Virtual manager, Kristin Maiden Parish Admin, Dave Walda Treasurer, Paul Johnson	Two-year terms for at-large members, staggered so that two persons are appointed each year. One-year terms for Council reps No person shall serve more than two full terms consecutively	Appointed by President with advice and consent of Council (BL8.01) Terms expire Mar 31 each year

Mission, Ministry & Program Committees

No By-Law or Constitutional Provision (Bold = Council, Italic = Chair)

COMMITTEE NAME	CURRENT MEMBERS
10 Outreach	William Brogan, Paul Johnson, Walter Meyer, Jim Barron, Pr. CHUN.
11 SVDP	_____, <i>Chair</i> , Randy Thueme, CFPA (ex-officio), Pr. CHUN
12 Senior Center	<i>Beverly Hines, Director/Chair</i> , Iris Vaughan (Secretary) Council 2020 , Walter Meyer, Tom Tragardh, (Stella, Carmen – volunteers), CFPA (ex-officio), Pr. CHUN
13 Stewardship	<i>Greg Egertson, Chair</i> , Iris Vaughan Council 2020 , Pr. CHUN
14 Worship	<i>Tom Tragardh, Chair</i> , Adam Maass, TBD Council 2020 , Greg Egertson, Dr. Dave Schofield, Robert Byrne, Walter Meyer, Paul Johnson, Pr. CHUN

Task Forces & Teams

No By-Law or Constitutional Provision (Bold = Council, Italic = Chair)

TASKFORCE or TEAM NAME	CURRENT MEMBERS
15 Finance Task Force	Organized by Treasurers
16 Benevolence Task Force	Council and Pastor – no set policy 2015 – Greg Egertson, Tom Tragardh, Ben Sheldon, Pr CHUN 2016 – Greg Egertson, Walter Meyer, Pr. CHUN 2017 – Greg Egertson, Walter Meyer, Pr. CHUN

17 50 Belcher Development Taskforce	<i>Randy Thueme (Chair)</i> , Greg Egertson, Ben Sheldon, Pr. CHUN, Bruce Jervis, Tom Braham
18 Gala/Fundraiser Task Force	
20 Constitution and By-Law Review Task Force	
21 Committee Structure Task Force (Expired)	Greg Egertson, Lawrence Mortensen, Lynne Olesen, Jim Kowalski, Grant Burger, Gabe Proo, Randy Thueme
22 Pastoral Care Team	Elaine Whitney, Paul Johnson, Bruce Jervis, Pr. CHUN
23 Stained Glass Window Fund Task Force (Expired)	Greg Egertson, Randy Thueme, Sylvia Braselmann, Pr. CHUN
24 Thrivent Action Team	2020 – Randy Thueme

Thank you

To our dear Friends at St. Francis.

Thank you for generously supporting
and sponsoring our 30th anniversary reception
and for the generous donation to Proclaim
member, Drew Stever's, Queeranteen Camp!
Your gifts go such a long way in helping to
make LGBTQIA+ ministries possible!

→
EXTRAORDINARY LUTHERAN MINISTRIES

We are ever grateful for your partnership
and support. Thank you for being
the faith-filled leaders you are and for
all that you inspire!

With deep gratitude

Amanda

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