

St. Francis Covenant

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

- PR. BEA:** • Participate actively in the life of the congregation.
- BRUCE:** • Make decisions and resolve differences through open and transparent dialog.
- MIKE:** • Practice forgiveness and support the compromises necessary to live as a spirit-led community.
- IRIS:** • 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.
- BEN:** • 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*
- PAUL:** • Maintain open hearts and minds to hear the voices of the unheard, as well as those whose opinions differ from our own.
- KAREN:** • Accept change and evolution as natural expressions of God's plan for us as individuals and as a congregation.
- MIKE:** • Welcome all who walk through our doors into our community.

ST. FRANCIS LUTHERAN CHURCH

Congregation Council Agenda

Tuesday, May 18, 2021, 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)
3. Devotion – (6:45-6:50)
4. Agenda Review, Additions to Agenda and Vote to Approve (6:50-6:55).....2
5. President's Remarks (6:55-7:00)
6. Review and approval of Meeting Minutes (7:00-7:05)
 - Regular Council Meeting April 20, 2021.....3
 - Special Council Meeting May 4, 20216
7. Pastor's Report (7:05-7:15)
8. Review and Vote to Approve Treasurer's Financial Reports (7:15-7:25).....8
Treasurer's report and financial statements for April 2021
ACTION: Approve Treasurer's Report
9. Committee Reports (7:25-7:35)
 - a. Reports and Meeting Minutes submitted for Approval- Action Required
 - 1) Endowment Committee Meeting Minutes dated May 6, 202117
ACTION: Approve 2021 Partners in Ministry and Community Partners, \$16,000.....20
ACTION: Approve Grant 2021-03 Lutheran Church of the Cross Finnish Ministry, \$3000...21
ACTION: Approve Proposing to Endowment Committee Repurposing of 2020 Grant for Council Retreat (if Council would like to do that)
 - 2) Technology Committee Draft Meeting Minutes dated April 29, 202132
ACTION: Approve Report33
and Budget Proposal.....34
 - b. Reports and Meeting Minutes submitted for information – No Action Required
 - 1) Worship Committee Draft Meeting Minutes dated April 19, 2021.....35
 - 2) Property Committee Draft Meeting Minutes dated May 5, 2021.....39
10. New and Carried Business (7:35-8:00)
Synod Assembly Report – Pr. Bea/Ben
Potential Reschedule of June 15 Meeting for conflict – Tom
Strategic Planning- Review Proposed Timeline, discuss adding ACTS for Vitality as an option for moving the process forward-Tom.....41
Council Devotion Schedule
11. Adjourn with the Prayer of Jesus (8:00)
12. Executive Session (if required)

**St. Francis Lutheran Church
Congregation Council Minutes
Tuesday, April 20th, 2021 6:30 PM**

DRAFT

ROLL CALL	Term	Present	Absent
Tom Braham (President)	2022	X	
William Brogan (Vice-President)	2023	X	
Michael Chrabaszc	2022	X	
Ben Emmert-Aronson	2023	X	
Bruce Jervis	2024	X	
Karen Olesen (Secretary)	2024	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 6:38 PM.

3. Devotion this month – Ben Emmert-Aronson

Personal Prayer – Gratitude for Nature

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

Amended to add Executive Session

A motion was made, seconded and passed to approve the agenda of the meeting as amended with added Executive Session.

5. President's Remarks

President Braham requested that email not be used between council members for important topics/discussions. Rather, council members can request item be placed on future agenda for discussion.

Pastor Bea and Tom are setting up a small task force to create a COVID health and safety plan for SFLC to publish and post for not only the congregation but also for group rentals returning. They will follow City/County guidelines as well as research other churches plans.

President Tom Braham did confirm that Kristen from the Joshua Group will be at our next special council meeting on Tuesday, May 4, 2021.

6. Review and approval of Meeting Minutes

The minutes from the previous meetings were reviewed and approved

March 16th, 2021 Regular Council Meeting

April 6th, 2021 Special Council Meeting

A motion was made, seconded and passed to approve the minutes from both meetings .

7. Pastor's Report

Council reviewed Pastor Bea's report. Council agreed with Pastor Bea that the church calendar activities are slowing down now and therefore we wait before rushing into hiring again. Pastor Bea suggested that Jovan could assist when appropriate and Council suggested that he not work beyond his normal hours of employment.

Pastor Bea reminded us that anyone can attend as guests at the virtual Sierra Pacific Synod Assembly on May 6th-8th.

Pastor Bea asked for permission to hold a wedding ceremony on the Memorial Terrace even though the COVID guidelines will still be a work in progress on May 22nd.

A motion was made, seconded and passed to approve the ceremony on the Memorial Terrace.

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

Treasurer's report and financial statements for March 2021 were reviewed. St. Francis ended with a March with budget deficit of \$10,372 YTD

A motion was made, seconded and passed to approve the Financial and the Endowment Reports March, 2021 as presented.

9. Committee Reports

Reports and Meeting Minutes submitted for Approval- No Action Required

- 1) Worship Committee draft meeting minutes dated April 19th, 2021
- 2) Property Committee draft meeting minutes dated April 7th, 2021

A motion was made, seconded and passed to approve Worship and Property committee reports

10. New and Carried Business

Synod Officers Meeting Report – William Brogan (Vice President) Paul Johnson (Treasurer)
William was impressed with the variety of virtual set ups by congregations and their willingness to help us.

Council Communication – Tom/ Pr. Bea

See above President Report

Council Devotion Schedule – Karen

May - Bruce; June - Karen; July - Iris

11. Executive Session

12. Adjourn with the Prayer of Jesus 8:39pm

MOTIONS MADE, SECOND AND PASSED:

A motion was made, seconded and passed to approve the agenda of the meeting with added Executive Section .

A motion was made, seconded and passed to approve the minutes from both meetings .

A motion was made, seconded and passed to approve the ceremony on the Memorial Terrace.

A motion was made, seconded and passed to approve the Financial and the Endowment Reports March, 2021 as presented.

A motion was made, seconded and passed to approve Worship and Property committee reports.

May - July

Devotion		
April	Ben	
May	Bruce	
June	Karen	
July	Iris	
August		
Counters		
Date	Congregational	Council Member
To be determined	-	-
	-	-
	-	-
	-	-
	-	-
	-	-

St. Francis Lutheran Church
 Tuesday, May 4th, 2021 6:00 PM
 Special Congregation Council Meeting Minutes

DRAFT

ROLL CALL	Term	Present	Absent
Tom Braham (President)	2022	X	
William Brogan (Vice President)	2023	X	
Karen Olesen (Secretary)	2024	X	
Michael Chrabaszcz *SP	2022	X	
Ben Emmert-Aronson	2023	X	
Bruce Jervis *SP	2024	X	
Iris Vaughan *SP	2022	X	
Bea Chun, Pastor (ex-officio)		X	
Paul Johnson, Treasurer (ex-officio)			X
Strategic Planning Members (SP)			
Elaine Whitney		X	
Ben Sheldon		X	

Meeting called to order by President Braham 6:05

Introductions

Attendees introduced themselves including comments regarding what we each hoped to gain from the Strategic Planning (SP). Common themes include the following:

Understanding effective SP better; Want St. Francis (SF) to become growth orientated; Believe past SP began on the correct path, but need to figure out priorities; Values the welcoming atmosphere of SFLC and importance of maintaining what works well;

Learning about the specifics of The Joshua Group, (TJG) process; what would they think be a realistic time frame; make sure there is enough support to conclude this SP in a realistic time frame;

Need a clearer focus so SP Committee can achieve their goals; human nature to cling to old patterns even if they may not serve us or the community any longer, so hoping the process will provide insight.

Kristin Wiersma, Facilitator from The Joshua Group

Previous social worker; she has been with TJG since 2012; Kairos is a sister company that primarily focuses on funding visions.

They provide the organizational skills to help us determine our congregations “holy purpose”...the WHY. Kirstin used Simon Sinek’s diagram from “Find Your WHY” to illustrate that most organizations understand WHAT they do and many HOW they do it, but few really understand WHY, yet it is critical to understand purpose.

It is important to Kristin that all voices are included both inside and outside. She stresses an intensive listening phase confirming that what she hears is really what is meant (mirroring).

Community listening, as well as listening to what we see as our strengths is important. Using Community Listening Panels is a primary tool. Examples, of community participants included wide variety; personal care, teachers, police, restaurant managers etc.

What is each individual members input in how St. Francis could move forward. What remains from our previous Mission and Values Statement and what do we bring new and energizing.

TJG would look at what we have completed and then fill in any gaps in information. TJG would also address issues of possible emotional investment impact to help avoid getting stuck being unable to move forward.

Cost of TJG would be at the minimum \$17,500 which does not include travel.

There are nearby smaller congregations which we could talk with about their experience with TJG: Coastside Lutheran, Half Moon Bay and Holy Trinity in San Carlos.

Timeline: 6-9 months

Could take 2 months to write up new Mission and Values statement

An Executive Session was held after the discussion to debrief.

St. Francis Lutheran Church

Treasurer Report Notes

For May 18, 2021, Congregational Council Meeting
Paul Johnson

April 2021

St. Francis ended the April with a budget deficit of \$17,941 YTD.

Income improved but was still under budget by \$12,961 YTD. Total pledges and offerings were only under budget by \$117 YTD. Designated giving was under budget by \$5,704. Grants were under budget by \$317. The non-property income category was below budget by \$1,489, although \$623 YTD has been brought in by jam sales. Total rents were under budget by \$4,750. Memorial stone sales were under budget by \$2,276, pet stones were under by \$116 and miscellaneous building use was under budget by \$332.

Expenses were under budget by \$17,941 YTD. Salaries for Chun, Schofield, Borka, and Food Program Coordinator (currently vacant) were under budget by \$4,312. Benefits for the same persons were over budget by \$2,855. This is due to higher-than-expected benefits costs for Jovan Borka. Operations expenses were under budget by \$780. Debt service was under budget by \$58. There were no capital improvements, and property maintenance was \$1,595 over budget YTD. Contracted services were under budget by \$5,391 but we may see more expenditures here for legal expenses and possible leasing agent expenses. Taxes, insurance, and fees were over budget by \$3,143. Utilities were under budget by \$1,002. Reimbursable utilities were under budget by \$2,535.

Among the off-budget funds, there is \$2,968 in the Organ Fund, \$2,254 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, and \$1,650 in the Back Stairs Fund.

We applied for forgiveness of the 2020 PPP loan and received notice from Wells Fargo Bank on April 28 that the entire \$52,750 PPP loan was forgiven.

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of April 2021 (Council)**

Thursday, May 13, 2021

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	16,243	13,167	52,550	52,668	(117)	158,000	105,449
	Sub-Total Pledges & Offerings	\$16,243	\$13,167	\$52,550	\$52,668	(\$117)	\$158,000	\$105,449
410.01.03	Senior Center Contributions	230	242	855	968	(113)	2,900	2,045
410.02.03	Contributions by Sr. Grp	0	63	300	252	48	750	450
410.03.03	Sr. Center Fundraiser	0	125	0	500	(500)	1,500	1,500
410.11.05	Music Contributions	130	125	565	500	65	1,500	935
410.12.05	Music Event Donations	0	42	0	168	(168)	500	500
410.21.06	SVDP Contributions	160	1,258	660	5,032	(4,372)	15,100	14,440
410.22.06	SVDP Thanksgiving	0	83	0	332	(332)	1,000	1,000
410.30.01	Outreach Inc.	0	0	0	0	0	1	1
410.31.01	Pastor's Discretionary Fund Inc.	0	0	0	0	0	1	1
410.32.01	Youth & Family Ministry Inc.	0	0	0	0	0	1	1
410.33.01	Christmas Income	0	83	0	332	(332)	1,000	1,000
410.34.01	Council Retreat Income	0	0	0	0	0	1	1
	Sub-Total Designated Giving	\$520	\$2,021	\$2,380	\$8,084	(\$5,704)	\$24,254	\$21,874
	Offerings & Designated Giving	\$16,763	\$15,188	\$54,930	\$60,752	(\$5,821)	\$182,254	\$127,323
420.03.01	Grant - Endowment	3,973	3,974	15,894	15,896	(1)	47,683	31,788
420.05.01	Thrivent Choice	0	79	0	316	(316)	950	950
	Sub-Total Grants	\$3,973	\$4,053	\$15,894	\$16,212	(\$317)	\$48,633	\$32,738
420.11.03	Senior Center Food Inc.	0	83	0	332	(332)	1,000	1,000
420.12.01	Reimbursements - Non-Property	0	4	0	16	(16)	50	50
420.13.01	Interest Income	0	0	3	0	3	8	4
420.14.01	Reimbursments - Fellowship	0	25	0	100	(100)	300	300
420.15.01	Congregational Fundraiser Inc.	268	417	623	1,668	(1,045)	5,000	4,377
	Sub-Total Other Inc (Non-Prop)	\$268	\$529	\$626	\$2,116	(\$1,489)	\$6,358	\$5,731
	Grants & Other Inc (Non-Prop)	\$4,242	\$4,582	\$16,521	\$18,328	(\$1,806)	\$54,991	\$38,469
430.01.02	Com Rent - 136 Church, El Cast	5,922	5,923	23,691	23,692	(0)	71,075	47,383
430.02.02	Com Rent-138 Church, Beit Rima	3,600	3,588	14,250	14,352	(102)	43,050	28,800
430.03.02	Com Rent-50 Belcher-Childcare	3,200	3,200	12,800	12,800	0	38,400	25,600
430.05.02	Com Rent-50 Belcher upstairs-Childcare	1,600	1,600	6,400	6,400	0	19,200	12,800
	Sub-Total Commercial Rent	\$14,322	\$14,311	\$57,141	\$57,244	(\$102)	\$171,725	\$114,583
430.11.02	ResRent - 132 Church, Cover	1,809	1,826	7,238	7,304	(65)	21,912	14,673
430.12.02	ResRent - 134 Church, Burkart	2,505	2,506	10,022	10,024	(1)	30,068	20,045
430.13.02	ResRent - 140 Church, Blair	1,773	1,790	7,095	7,160	(64)	21,478	14,382

St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of April 2021 (Council)

Thursday, May 13, 2021

Page 3 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
430.14.02	ResRent - 142 Church, Healy	1,413	1,426	5,653	5,704	(50)	17,114	11,460
430.15.02	Res Rent - Pass Through	333	334	1,334	1,336	(1)	4,002	2,667
430.16.02	Parking Rent-134 Church-Burkart	200	200	800	800	0	2,400	1,600
430.17.02	ResRent-50A Belch-Rojas et al	4,700	4,700	18,800	18,800	0	56,400	37,600
	Sub-Total Residential Rent	\$12,736	\$12,782	\$50,944	\$51,128	(\$183)	\$153,374	\$102,429
435.01.02	Reimb - El Castillito Water	1,000	330	2,335	1,320	1,015	3,955	1,619
435.02.02	Reimb - Beit Rima Water	1,000	330	2,335	1,320	1,015	3,955	1,619
435.03.02	Reimb - CCC Water	1,890	402	1,890	1,608	282	4,823	2,932
435.06.02	Reimb - CCC PG&E	2,355	493	2,355	1,972	383	5,913	3,557
435.08.02	Reimb - 50A Belcher Util.	0	117	0	468	(468)	1,404	1,404
435.09.02	Reimb - CCC Recology	2,716	697	2,716	2,788	(71)	8,369	5,652
435.14.02	Misc Reimbursements -Property	0	4	0	16	(16)	50	50
	Sub-Total Property Reimburse	\$8,963	\$2,373	\$11,632	\$9,492	\$2,140	\$28,469	\$16,836
440.02.02	NA Eye Openers Wed 7AM	0	17	0	68	(68)	204	204
440.03.02	OA LGBT Sun 6:30 PM	0	9	0	36	(36)	110	110
440.04.02	Parkinsons Fri Noon	0	17	0	68	(68)	200	200
440.05.02	AA Mon 12 Noon	0	63	0	252	(252)	755	755
440.06.02	Room to Grow AA Fri 8 pm	0	38	0	152	(152)	459	459
440.07.02	GA Sat 9:30 am	0	32	0	128	(128)	380	380
440.08.02	Alateen's Mon 6:15 pm	0	13	0	52	(52)	155	155
440.09.02	Rainbow Tstmstrs Thurs 6:30 pm	0	0	0	0	0	0	0
440.10.02	Eisenberg Learning Pod	0	208	1,500	832	668	2,500	1,000
440.11.02	GA Thurs Noon	0	4	0	16	(16)	52	52
440.12.02	OA-Thurs 6:30 pm	0	56	0	224	(224)	670	670
440.13.02	NA Eye Openers Thurs 7 am	0	17	0	68	(68)	204	204
440.14.02	Lang. of Heart Fri Noon	0	33	0	132	(132)	393	393
440.15.02	Relapse Prevent. Mon. 7:45 pm	0	65	0	260	(260)	780	780
440.16.02	Alanon LGBT AFG Tues 7:15 pm	0	48	0	192	(192)	573	573
440.18.02	NA Eye Openers Tues 7 am	0	17	0	68	(68)	204	204
440.20.02	Alateen 2nd Wed 7:00 pm	0	8	0	32	(32)	99	99
440.21.02	Shanti Thurs 2:30 pm	0	133	0	532	(532)	1,590	1,590
440.23.02	Alanon Mon 6:15 pm	0	71	0	284	(284)	855	855
440.24.02	Let It Be Now Fri 6 pm	0	55	0	220	(220)	655	655
440.25.02	Living Sober Wed 8:00 pm	0	98	0	392	(392)	1,180	1,180
440.31.02	Like a Prayer Sun 4 pm	0	44	0	176	(176)	524	524
440.32.02	New Beginnings Mon 7 am	0	34	0	136	(136)	402	402
440.33.02	New Beginnings Tues 7 am	0	84	0	336	(336)	1,005	1,005

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of April 2021 (Council)**

Thursday, May 13, 2021

Page 4 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
440.34.02	New Beginnings Wed 7 am	0	84	0	336	(336)	1,005	1,005
440.35.02	New Beginnings Thu 7 am	0	34	0	136	(136)	402	402
440.36.02	New Beginnings Fri 7 am	0	34	0	136	(136)	402	402
440.37.02	Design for Living Sat 8 am	0	67	0	268	(268)	804	804
440.52.02	Living Sober w/ HIV Wed 6 pm	0	108	0	432	(432)	1,300	1,300
	Sub-Total Group Rents	\$0	\$1,491	\$1,500	\$5,964	(\$4,464)	\$17,862	\$16,362
450.01.02	Memorial Stones	0	569	0	2,276	(2,276)	6,825	6,825
450.02.02	Pet Cemetery Income	0	29	0	116	(116)	350	350
450.03.02	Miscellaneous Building Usage	0	83	0	332	(332)	1,000	1,000
	Sub-Total Other Bldg Revenue	\$0	\$681	\$0	\$2,724	(\$2,724)	\$8,175	\$8,175
	Rents & All Other Property Inc	\$36,022	\$31,638	\$121,218	\$126,552	(\$5,333)	\$379,605	\$258,386
	Total Income	\$57,027	\$51,408	\$192,670	\$205,632	(\$12,961)	\$616,850	\$424,179
Expense								
510.01.01	Salary - Chun	11,041	8,386	33,835	33,544	291	100,628	66,792
510.02.01	Benefits - Chun	1,656	1,656	6,624	6,624	0	19,873	13,248
510.03.01	FICA Equivalent - Chun	942	642	2,759	2,568	191	7,698	4,938
510.04.01	Staff Development - Chun	0	21	300	84	216	250	(50)
510.05.01	Leadership Conference - Chun	0	50	0	200	(200)	600	600
510.06.01	Book Allowance - Chun	0	25	0	100	(100)	300	300
510.07.01	Add.Salary in lieu of Medical	719	532	2,087	2,128	(40)	6,384	4,296
510.08.01	Mileage - Chun	0	58	0	232	(232)	700	700
512.01.01	Pulpit Supply	275	125	550	500	50	1,500	950
512.02.01	On-Call Pastoral Care	0	42	0	168	(168)	500	500
	Sub-Total Pastor	\$14,633	\$11,537	\$46,156	\$46,148	\$8	\$138,433	\$92,276
520.01.05	Salary - Schofield	4,326	3,076	13,218	12,304	914	36,911	23,692
520.02.05	Benefits - Schofield	1,210	1,210	4,841	4,840	1	14,524	9,682
520.03.05	Staff Dvlpmt/Dues - Schofield	0	208	90	832	(742)	2,500	2,410
520.04.05	Organist Temp Staffing	0	94	0	376	(376)	1,125	1,125
520.05.05	Singers/Instrumentalists	0	292	0	1,168	(1,168)	3,500	3,500
520.06.05	Organ/Piano Maint. Contract	0	100	0	400	(400)	1,200	1,200
520.08.05	Sheet Music	350	21	350	84	266	250	(100)
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 SpSrvcs	0	0	0	0	0	1	1
520.12.05	Intergenerational Choir	0	0	0	0	0	1	1
525.01.01	Worship	0	83	72	332	(259)	1,000	927

St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of April 2021 (Council)

Thursday, May 13, 2021

Page 5 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
525.02.01	Christmas Expense	0	92	0	368	(368)	1,100	1,100
525.03.01	Licensing	0	27	17	108	(90)	325	307
	Sub-Total Worship & Music	\$5,886	\$5,203	\$18,589	\$20,812	(\$2,222)	\$62,439	\$43,849
	Pastor, Worship & Music	\$20,520	\$16,740	\$64,745	\$66,960	(\$2,214)	\$200,872	\$136,126
530.01.01	Benevolence - Ministries & Org	0	250	0	1,000	(1,000)	3,000	3,000
530.02.01	Benevolence - ECLA/Synod	0	1,317	3,950	5,268	(1,318)	15,800	11,850
530.03.01	Benevolence - Childcare Center	0	2,950	8,850	11,800	(2,950)	35,400	26,550
530.04.01	Pastor's Discretionary Fund Exp.	0	42	250	168	82	500	250
530.05.01	Seminarian Support	0	0	0	0	0	1	1
	Sub-Total Benevolence	\$0	\$4,559	\$13,050	\$18,236	(\$5,186)	\$54,701	\$41,651
540.01.03	Salary - Hines	1,506	1,088	4,518	4,352	166	13,053	8,534
540.02.03	Salary - Sr Cook DM	404	292	1,213	1,168	45	3,505	2,291
540.03.03	Salary - Cook JL	391	283	1,173	1,132	41	3,391	2,217
540.04.03	Senior Program Temp Staffing	0	9	0	36	(36)	102	102
540.11.03	Senior Center Food Exp.	0	292	0	1,168	(1,168)	3,500	3,500
540.12.03	Senior Center Program	0	125	0	500	(500)	1,500	1,500
	Sub-Total Senior Program	\$2,301	\$2,089	\$6,905	\$8,356	(\$1,450)	\$25,051	\$18,145
540.21.06	SVDP - Hospitality	426	542	1,948	2,168	(219)	6,500	4,551
540.22.06	SVDP Thanksgiving	0	100	0	400	(400)	1,200	1,200
540.23.06	SVDP Walk Support	0	0	0	0	0	1	1
540.26.06	SVDP Compost Bin	120	121	483	484	(0)	1,452	968
	Sub-Total St. Vincent DePaul	\$547	\$763	\$2,431	\$3,052	(\$620)	\$9,153	\$6,721
540.27.06	Staff Development - SVDP	0	0	0	0	0	1	1
540.28.06	Salary - Food Prog.Coordinator	0	2,250	2,601	9,000	(6,398)	27,004	24,402
540.29.06	Benefits-Food Prog.Coordinator	0	167	225	668	(442)	2,000	1,774
	Sub-Total Food Program Coor.	\$0	\$2,417	\$2,826	\$9,668	(\$6,841)	\$29,005	\$26,178
540.31.01	Fellowship	0	33	0	132	(132)	400	400
540.32.01	Stewardship	0	42	0	168	(168)	500	500
540.33.01	Outreach Exp.	0	125	0	500	(500)	1,500	1,500
540.34.01	Youth & Family Ministry Exp.	0	75	0	300	(300)	900	900
540.35.01	Childcare Worker	75	29	300	116	184	350	50
540.36.01	Adult Education	0	21	0	84	(84)	250	250
540.37.01	Affinity Groups	0	17	0	68	(68)	200	200
540.38.01	Council Retreat Expense	0	0	0	0	0	1	1
540.41.01	Synod/Local/Org Memberships	572	238	772	952	(179)	2,850	2,077
540.51.01	Congregational Fundraiser Exp.	0	42	0	168	(168)	500	500

St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of April 2021 (Council)

Thursday, May 13, 2021

Page 6 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
Sub-Total Witness & Fellowship		\$647	\$622	\$1,072	\$2,488	(\$1,415)	\$7,451	\$6,378
Benevolence & Ministry		\$3,496	\$10,450	\$26,286	\$41,800	(\$15,513)	\$125,361	\$99,074
550.01.01	Salary - Borka	6,576	4,750	19,730	19,000	730	57,000	37,269
550.02.01	Consulting - Walda	0	46	0	184	(184)	550	550
550.03.01	Sexton Temp Staffing	1,315	523	2,940	2,092	848	6,270	3,330
550.21.01	Office Temp Staffing	0	42	0	168	(168)	500	500
550.31.01	Benefits - Staff	1,653	829	6,612	3,316	3,296	9,950	3,338
550.32.01	Workers' Compensation	168	163	725	652	73	1,955	1,229
550.33.01	Church's Payroll Taxes	1,591	1,138	5,163	4,552	611	13,650	8,486
550.34.01	Mileage - Staff	0	4	0	16	(16)	50	50
550.41.01	Staff Development	0	42	0	168	(168)	500	500
550.42.01	Staff Appreciation Gathering	0	42	0	168	(168)	500	500
Sub-Total Staff		\$11,305	\$7,579	\$35,171	\$30,316	\$4,855	\$90,925	\$55,753
560.01.01	Office Supplies	74	83	657	332	325	1,000	342
560.02.01	Communications (Phone, Email)	14	375	1,489	1,500	(10)	4,500	3,010
560.03.01	Postage	17	92	426	368	58	1,100	673
560.04.01	Payroll Service	163	183	897	732	165	2,200	1,302
560.05.01	Bank/Credit Card Fees	126	142	436	568	(131)	1,700	1,263
560.06.01	Offering Envelopes	0	17	0	68	(68)	200	200
560.07.01	Website	30	36	120	144	(24)	426	306
560.08.01	Software	203	54	375	216	159	650	274
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
560.12.01	Advertising	0	0	75	0	75	1	(74)
560.21.02	Cleaning & Paper Kitchen/Bath	47	167	354	668	(313)	2,000	1,645
560.22.02	Copier Lease	520	567	2,082	2,268	(185)	6,800	4,717
560.23.02	Memorial Terrace	0	208	0	832	(832)	2,500	2,500
560.24.02	Pet Cemetery Expenses	0	0	0	0	0	1	1
Sub-Total Operations		\$1,199	\$1,924	\$6,915	\$7,696	(\$780)	\$23,081	\$16,165
Staff & Operations		\$12,505	\$9,503	\$42,087	\$38,012	\$4,075	\$114,006	\$71,918
570.01.02	Wells Credit Line Interest	0	0	0	0	0	1	1
570.02.02	2013 Prom Note Interest	705	695	2,844	2,780	64	8,342	5,497
570.03.02	2013 Prom Note Principal	1,353	1,363	5,389	5,452	(62)	16,360	10,970
570.04.02	Credit Line Renewal	0	15	0	60	(60)	175	175
Sub-Total Debt Service		\$2,058	\$2,073	\$8,233	\$8,292	(\$58)	\$24,878	\$16,644

St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of April 2021 (Council)

Thursday, May 13, 2021

Page 7 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
570.11.02	Dep Int - 132 Church, Cover	0	0	0	0	0	0	0
570.12.02	Dep Int - 134 Church, Burkart	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 Rojas et al	0	10	0	40	(40)	125	125
	Sub-Total Deposit Interest	\$0	\$10	\$0	\$40	(\$40)	\$125	\$125
570.21.02	Capital Improv - 50 Belcher	0	0	0	0	0	1	1
570.22.02	Capital Improv - 132-142 Churc	0	0	0	0	0	1	1
570.23.02	Capital Improv - 152 Church	0	0	0	0	0	1	1
570.24.02	Capital Improv - 50A Belcher	0	0	0	0	0	1	1
	Sub-Total Improvements	\$0	\$0	\$0	\$0	\$0	\$4	\$4
570.31.02	Repairs/Maint - 50 Belcher	0	100	732	400	332	1,196	463
570.32.02	Repairs/Maint - 132-142 Church	345	1,417	825	5,668	(4,842)	17,000	16,174
570.33.02	Repairs/Maint. - 152 Church	0	1,808	14,411	7,232	7,179	21,700	7,288
570.34.02	Repairs/Maint. - 50A Belcher	0	253	1,105	1,012	93	3,030	1,924
570.35.02	Garden Maintenance 152 Church	0	167	0	668	(668)	2,000	2,000
570.36.02	Garden Maintenance 50-50A Blch	0	125	0	500	(500)	1,500	1,500
	Sub-Total Maintenance	\$345	\$3,870	\$17,075	\$15,480	\$1,595	\$46,426	\$29,350
570.42.02	Pest Control	120	153	495	612	(116)	1,840	1,344
570.43.02	Tree Maintenance	0	250	0	1,000	(1,000)	3,000	3,000
570.44.02	Alarm Contracts and Monitoring	343	335	1,009	1,340	(330)	4,020	3,010
570.45.02	Professional Legal Services	0	292	0	1,168	(1,168)	3,500	3,500
570.46.02	Leasing Agent Fee	0	0	0	0	0	1	1
570.47.02	Janitorial Services	310	542	310	2,168	(1,858)	6,500	6,190
570.48.02	Virtual Property Manager	295	542	1,250	2,168	(918)	6,500	5,250
570.49.02	Reserve Study	0	0	0	0	0	1	1
	Sub-Total Contracted Services	\$1,068	\$2,114	\$3,064	\$8,456	(\$5,391)	\$25,362	\$22,297
570.51.02	Property Taxes -50-50A Belcher	0	455	2,728	1,820	908	5,457	2,728
570.52.02	Property Taxes -134-142 Church	0	303	1,820	1,212	608	3,641	1,820
570.53.02	Property Taxes - 152 Church	0	3	19	12	7	40	20
570.54.02	152 Church Spec Svc Dist	0	61	365	244	121	731	365
570.61.02	Association Member & Permits	0	50	0	200	(200)	600	600
570.62.02	Property & Liability Insurance	1,698	1,699	8,493	6,796	1,697	20,384	11,890
	Sub-Total Taxes, Ins, Fees	\$1,698	\$2,571	\$13,426	\$10,284	\$3,142	\$30,853	\$17,426
575.01.02	PG&E - 152 Church	8	215	772	860	(87)	2,575	1,802
575.02.02	Water - 152 Church	153	280	551	1,120	(568)	3,355	2,803

**St. Francis Lutheran Church - San Francisco CA
Treasurer's Report as of April 2021 (Council)**

Thursday, May 13, 2021

Page 8 of 8

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)	Annual Budget	Annual Budget Remaining
575.03.02	Water - 152 Church Fire Servic	39	35	119	140	(20)	423	303
575.04.02	Recology 132-142-152 Church	1,210	1,292	4,842	5,168	(325)	15,500	10,657
	Sub-Total Utilities	\$1,412	\$1,822	\$6,285	\$7,288	(\$1,002)	\$21,853	\$15,567
575.11.02	140 Church SpSvcDist	0	178	1,067	712	355	2,135	1,067
575.12.02	PG&E - 50 Belcher	331	493	1,794	1,972	(177)	5,913	4,118
575.13.02	PG&E - 50A Belcher	59	117	381	468	(86)	1,404	1,022
575.14.02	Water - 50-50A Belcher	534	402	1,503	1,608	(104)	4,823	3,319
575.15.02	Water - 132-142 Church	1,136	1,318	4,307	5,272	(964)	15,821	11,513
575.16.02	Recology - 50 Belcher	307	697	1,230	2,788	(1,557)	8,369	7,138
	Sub-Total Reimburse. Prop. Exp	\$2,369	\$3,205	\$10,285	\$12,820	(\$2,534)	\$38,465	\$28,179
	Deb, Taxes, Ins & Property	\$8,954	\$15,665	\$58,371	\$62,660	(\$4,288)	\$187,966	\$129,594
	Total Expense	\$45,476	\$52,358	\$191,491	\$209,432	(\$17,940)	\$628,205	\$436,713
Difference		<u>\$11,551</u>	<u>(\$950)</u>	<u>\$1,179</u>	<u>(\$3,800)</u>		<u>(\$11,355)</u>	

St. Francis Lutheran Church - San Francisco CA
Balance Sheet as of April 30, 2021

Friday, May 14, 2021

Page 1 of 1

Account #	Account Name	YTD Balance
<i>Assets</i>		
101.00.00	Wells Fargo Checking	45,197.93
102.00.00	Wells Fargo Savings	9,347.87
103.00.00	Petty Cash	42.16
104.00.00	Balancing	(19,298.66)
	Total Assets	\$35,289.30
<i>Liabilities</i>		
200.00.00	<i>Accounts Payable/Vendors</i>	(505.44)
201.00.00	Payroll Clearing	(680.48)
202.04.00	Chase Card Services - - - (RG)	13.79
202.06.00	Chase Card Services - - - (JB)	389.67
290.01.00	Sec Dep-132 Church-Cover	1,200.00
290.02.00	Sec Dep-134 Church-Burkart	2,200.00
290.03.00	Sec Dep-136 Church-El Castilli	2,025.00
290.06.00	Sec Dep-142 Church-Healy	637.50
290.08.00	Sec Dep-138 Church-Burgermeister	5,000.00
290.10.00	SecDep-50A Belcher-Rojas et al	5,695.00
	Total Liabilities	\$15,975.04
<i>Fund Balance</i>		
301.00.01	Mission and Ministry	(30,946.55)
302.00.02	Property	60,409.55
303.00.03	Senior Program	(5,750.43)
305.00.05	Music Program	(17,934.46)
306.00.06	St. Vincent dePaul Society	(4,598.33)
308.00.08	Organ Fund	2,968.18
313.00.13	Memorial Fund	2,253.98
390.06.06	Nancy Loewe Memorial	499.67
390.09.09	Pet Memorial Fund	100.00
390.11.11	Back Stairs Fund Balance	1,650.00
390.12.12	St. Clare Room Fund	9,922.97
390.27.27	St. Francis CCC (DG)	406.68
390.29.29	Altar Flowers (DG)	109.24
390.46.46	Endowment (PT)	223.76
	Total Fund Balance	\$19,314.26
	Total Liabilities and Fund Balance	\$35,289.30

Endowment Committee

St. Francis Lutheran Church

Meeting MINUTES

May 6, 2021

Members (with roles and terms):

Absent	Pr. Beate Chun (Ex-Oficio)
Present	Jim Kowalski (Chair, First Term - Feb 2022)
Absent	Ben Emmert-Aronson (Council Rep - Feb 2022)
Present	Catherine Hurley (External Member, Second Term - Feb. 2023)
Present	Brian Border (First Term - Feb. 2023)
Absent	Ken Mierow (First Term - Feb. 2024)

Expected Guests

Present	Paul Johnson (Treasurer)
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Agenda Item:

1. Call to Order and Opening Prayer

Following check-ins, Jim called the meeting to order via Zoom at 6:44 PM, and Paul led the committee in an opening prayer.

2. St. Francis Covenant

Catherine read the St. Francis Covenant for us.

3. Agenda Review – Additions, Deletions, Changes

No changes were made to the agenda.

4. Meeting Minutes February 4, 2021

The meeting minutes for February 4, 2021, were accepted as submitted; moved by Catherine, seconded by Brian and approved by the committee.

5. Financials

Financial Reports: January – March, 2021

The January – March, 2021, financial reports were accepted as presented; moved by Catherine, seconded by Brian, and approved by the committee.

Paul reported we maintained total assets at just over \$2.3 million, with the corpus now at \$1,596,114.11.

One grant was paid, and the gift from Jim Barron's estate was received. Paul also described the distribution of the endowment across the five different mutual funds, which are all now four and five star funds, as well as the split between equity and cash/bond – which are all meeting our distribution goals.

The Asset Management Policy that the committee recommended to Council in February was approved. Paul has rebalanced the portfolio accordingly.

6. Gifts

The gift from Jim Barron’s estate arrived and was \$45,000. We are going to announce it by email and during worship and will let Jim’s nephew know we will be doing that.

7. Thank You Letters

We received a thank you note from Gathered by Grace.

8. Impact Reports

We received four impact reports from previous grant recipients.

The book launch event for Ruth Frost’s “Homes with Heart: Turning Living Spaces into Loving Places” is going to be Sunday, July 25, at 3:00 PM via Zoom. A Save-the-Date announcement will be made within the next couple of weeks. Pastor Bea and Jim are working with Ruth to organize the event.

9. Grants for Consideration

2021 Partners in Ministry and Community Partners	\$16,000
2021-03 – Lutheran Church of the Cross Finnish Ministry	\$3,000
2020 Funds:	
Grant Available for 2021	95,366
Carry Over from 2020	8,858
TOTAL AVAILABLE	104,224
Reserved for SFLC Mission and Ministry:	(47,683)
Reserved for Partners in Ministry and Community Partners:	(16,000)
Already granted:	(6,000)
2021-01 – Gathered by Grace	\$3,000
2021-02 – African Descent Lutheran Association	\$3,000
Reserved for Event Expenses	(3,000)
Still Available for Endowment External Grants	31,541

2021 Partners in Ministry and Community Partners, \$16,000.

We recommend Council approve these grants totaling \$16,000 – Moved by Catherine, seconded by Brian, and approved by the committee.

2021-03 – Lutheran Church of the Cross Finnish Ministry, \$3,000.

We recommend Council approve this grant in the amount of \$3,000 - Moved by Catherine, seconded by Brian, and approved by the committee.

10. Annual Event; Promotion and Awareness

In the hope that we can have a large, in-person celebratory event in the fourth quarter of 2021, we are reserving \$3,000 for that purpose. Jim is willing to work on the program (materials, guest speakers, remarks). Brian, Catherine and Pastor Bea are willing to work on logistics (the event location, food and drinks, invitations, RSVPs, etc.). Ben is willing to help with setup, check-in and cleanup at the event. We will discuss this at our August meeting.

An announcement about our grant availability was listed in the ADLA newsletter, and a similar one will be in the Synod newsletter in late May and/or early June.

We will discuss advertising in “Living Lutheran” magazine at our August meeting.

11. Future Meeting Dates

Thursdays, 6:30 – 8:00 pm, St. Francis Lutheran Church and/or via Zoom

August 5, 2021

November 4, 2021

February 2, 2022

May 5, 2022

August 4, 2022

November 3, 2022

12. Adjournment and Closing Prayer

Jim led us in a closing prayer, and we adjourned at 7:55 PM.

COUNCIL ACTIONS REQUESTED:

Approve grants as follows, from section #9 above:

2021 Partners in Ministry and Community Partners	\$16,000
2021-03 – Lutheran Church of the Cross Finnish Ministry	\$3,000

St. Francis Lutheran Church Endowment 2021 Partners in Ministry and Community Partners Program

Information for the May 6, 2021, Endowment Committee Meeting

From Jim Kowalski, Greg Egertson and Pastor Beate Chun

We started by examining our relationships with the 2020 Partners in Ministry grant recipients. Jim communicated by email with a leader at almost all of them (who greatly appreciate our ongoing support); Pr. Bea and Greg had communications and updated program information from the others. We are recommending continuing with all of the 2020 recipients at the \$2,000 level and adding the San Francisco-Marín Food bank at that level, as well. All of these ministries and organizations are doing important work that is closely allied with the values at St. Francis.

2021 Proposed Partners in Ministry/Community Partners	\$16,000
Extraordinary Lutheran Ministries	\$2,000
Farming Hope	\$2,000
Inclusive and Affirming Ministries - South Africa	\$2,000
Lutheran Social Services of Northern California	\$2,000
Pacific Lutheran Theological Seminary	\$2,000
San Francisco-Marín Food Bank	\$2,000
San Francisco Night Ministry	\$2,000
The San Francisco Interfaith Council	\$2,000

We ask that the Endowment Committee consider this information and make a recommendation on these grants to the Council. Thank you!

St. Francis Lutheran Church **Endowment** 2021 Grant Application

Use this application form beginning January 1, 2021. Do not use after October 24, 2021. A new version of this application form will be made available for grants in 2022. Thank you for applying!

The organization name you fill in below will be used as the payee of the check. Both the letter informing you of the terms of the grant and the check will be mailed to the individual contact name at the mailing address you fill in below. This person will be the only individual we will communicate with regarding your grant application (so they should be the person e-mailing the application to us and asking any questions of us).

Organization Name (our check will be made out to this): Lutheran Church of the Cross, Finnish Ministry	
Your Contact Name: Pr. Anja-Leena Laitakari -Pyykko	
Your Contact Name's Mailing Address: 1744 University Avenue, Berkeley, CA 94703	
Your Contact Name's Phone Number: 510-233-4968	Your Contact Name's E-mail Address: miriamhill1996@aol.com
Organization Website: http://www.allwelcomelutheran.org	Date Grant Application Submitted: April 9, 2021
Check One: <input checked="" type="checkbox"/> New Projects and Initiatives Grant <input type="checkbox"/> Ongoing Operations Grant	
Amount of Funding Requested: \$3,000.00	
Organization Current Year Budget Attached? Yes	
Project Budget Attached (only for New Projects and Initiatives applications)? Yes	
Previous Year Financial Report Attached (only for Ongoing Operations applications)?	
<p>How did you learn about applying to the St. Francis Lutheran Church Endowment for a grant? <i>Use this space to enter a few sentences explaining how and/or who connected you to us or remind us that you are a previous grant recipient.</i></p> <p><i>Pr. Chun was the mentor for Anja-Leena when she was preparing for ordination and she also participated in her ordination. Anja-Leena also has a Finnish service at St. Francis every month until last year when the pandemic shut the service down. Now she has a Zoom service twice a month offering Finnish worship.</i></p>	

What will the funding be used for? *Use this space to enter a paragraph or two about your project and its purpose.*

We will use the funding for technology items to better serve the Finnish services. We need a laptop, printer, better microphones and computer for putting the Finnish service on the internet as well as office furniture for Finnish Ministry. We also need a technical advisor to assist us in our production.

How will this grant further the mission and ministry of St. Francis Lutheran Church? *Use this space to enter a paragraph or two explaining the alignment of your work with the congregation and state why funding should be given.*

The Finnish people in the U.S. as well as in San Francisco are a minority community, many of whom are elderly and who feel the need to worship in their native language. We share a ministry with St. Francis in serving the Finnish community there. Our ministry in Berkeley also includes serving a spaghetti dinner every week for the homeless and community as well as a food pantry twice a month which Finnish ministry participates in.

When will you provide the impact report? What information do you foresee including in this report? *Example response: 6 months following receipt of this grant, we will provide receipts for purchase of a stove to feed the homeless, and a head count for meals disbursed after the purchase.*

We will provide receipts for the new technology we purchase and any expense for expert advise within 6 months of receiving this grant.

Applications received without organizational and project budgets/previous year financial reports, or without a plan to produce an impact report, will not be considered.

You may include additional information. Return this completed form, along with an organizational and project budget and plan for impact report, to: stfrancis@sflcsf.org.

Again, please contact us ahead of time if you have questions about the application and/or required budget/financial documents. We will be happy to review a draft of your application a week or more ahead of the deadline to advise you if the committee is likely to have all of the information it will need to make its decision. Thank you for applying!

\$3,000 Grant application for Finnish Ministry:

Lap top	\$848
Printer	\$170
Standing desk	\$280
Scanner	\$130
Armchairs	\$106
Lamp	\$80
Round table	\$36
Internet Upgrade & tech advice	\$1350

Total \$ 3,000

LUTHERAN CHURCH OF THE CROSS

Finnish Ministry

2021 Budget

Budget Category

Offerings	7,500
Other (see below)	6,708

Total Revenues **14,208**

Pastor Salary	1,044
Housing Allowance	10,572
Continuing Education	300
Travel	120
Cell Phone	360

Pastoral Expenses **12,396**

Finnish Organist	612
Other	1,200

Total Expenses **14,208**

Other income includes fund-raising letters and Finnish concerts; any special bequests for Finnish Ministry; an undetermined share of future rental income when we reopen.

ST. FRANCIS LUTHERAN CHURCH ENDOWMENT

May 12, 2021

TO: Council
FROM: Endowment Committee

Dear President Tom Braham and Council Members:

Thanks for your ongoing support of the Endowment Committee! We greatly appreciate our working relationship with you all. Your confidence and trust make our ministry possible.

Recently interest has been expressed in two potential grant applications from St. Francis. The first by Jovan on behalf on the Technology Team for worship technology and the second by Tom for the strategic planning process. Neither of these was submitted in time for our May meeting deadline.

First - We want to stress that grants to St. Francis should be very rare, perhaps only once every four or five years and only for something that is truly beyond the congregation's ability to fund in any other way after the Council has considered all other options. The givers to the Endowment (most of whom are no longer with us) believed that the annual grants would be equally divided - with half being used for external organizations and ministries. As a reminder, for 2021, the other half of the annual grant, totaling nearly \$48,000 in funds, has already been awarded to St. Francis.

Second - In 2020, the Endowment awarded a grant of \$2,000 to St. Francis for an in-person Council retreat that was unable to happen because of Covid-19. These funds have not been spent and are restricted to this single purpose.

For this unique situation, we want to offer that Council request to repurpose the 2020 retreat grant to either worship technology, the strategic planning process or something else needed but not funded. Please discuss this, agree on a new proposed use of the \$2,000, and submit a one-page memo about this for our next Endowment meeting by July 25 (earlier is fine!). We will discuss your request at our August meeting and include our recommendation to approve this for Council's August meeting.

Please let me know if you have any questions. Thanks!

Jim Kowalski
Chair, St. Francis Endowment Committee



EQUITY INVESTMENTS

MUTUAL FUNDS all held at Charles Schwab

<u>symbol</u>	<u>Morningstar rating</u>	<u>name</u>	<u>quantity</u>	<u>value</u>	<u>MF goal</u>	<u>MF actual</u>
PRBLX	★★★★★	Parnassus Core Equity Fund	5,234.379	\$314,429.15	20%	20.13%
PARMX	★★★★★	Parnassus Mid Cap Fund	7,129.127	\$318,172.94	20%	20.37%
PRGFX	★★★★	T Rowe Price Growth Stock Fund	2,860.251	\$304,016.08	20%	19.46%
TRVLX	★★★★★	T Rowe Price Value Fund	6,551.104	\$315,697.70	20%	20.21%
TICRX	★★★	TIAA Cref Instl Social Choice Equity	12,777.584	\$309,856.41	20%	19.83%
		mutual fund subtotal		\$1,562,172.28	100%	100.00%

BOND/CASH INVESTMENTS

BONDS/BOND FUNDS

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

CASH/CASH EQUIVALENT

<u>description</u>	<u>value</u>	<u>C %</u>
Charles Schwab cash balance	\$244,697.01	29.54%
Mission Investment Fund CDs	\$100,000.00	12.07%
Sterling Bank CDs	\$154,029.34	18.59%
SFLC 2013 Promissory Note	\$240,406.90	29.02%
Thrivent Life Ins. Cash Value - Kirkeberg	\$23,529.77	2.84%
Thrivent Life Ins. Cash Value - Lisk	\$11,081.92	1.34%
Wells Fargo Savings	\$5,681.19	0.69%
Wells Fargo Checking	\$48,928.14	5.91%
cash subtotal	\$828,354.27	100.00%

BOND/CASH COMBINED

<u>description</u>	<u>value</u>	<u>B+C %</u>
bonds/bond funds	\$0.00	0.00%
cash/cash equivalent	\$828,354.27	100.00%
bond/cash subtotal	\$828,354.27	100.00%

TOTAL ASSETS

<u>description</u>	<u>policy diff.</u>	<u>diff. %</u>	<u>value</u>	<u>goal</u>	<u>actual</u>
equity	\$8,330.02	0.35%	\$1,562,172.28	65%	65.35%
bond/cash	(\$8,330.02)	-0.35%	\$828,354.27	35%	34.65%
total	\$0.00	0.00%	\$2,390,526.55	100%	100.00%

CORPUS

<u>as of date</u>	<u>value</u>
April 30, 2021	\$1,596,114.11

April
2021

Asset	Balance Mar 31, 2021	SFLC Borrowing or Transfers	SFLC Principal Payment	SFLC Interest Payment	Interest	Deposits/ Payments	Balance Apr 30, 2021
Mutual Funds - Brokerage Accounts	\$1,727,274.43				\$1.88		\$1,806,869.29
Mission Investment Fund CDs	\$100,000.00						\$100,000.00
Sterling Bank CDs	\$154,029.34						\$154,029.34
SFLC 2013 Promissory Note	\$241,760.24		\$1,353.34	\$705.14			\$240,406.90
Thrivent - Life Insurance CV - Kirkeberg	\$23,529.77						\$23,529.77
Thrivent - Life Insurance CV - Lisk	\$11,081.92						\$11,081.92
Wells Fargo Savings (Cash)	\$7,596.25		\$1,353.34	\$705.14	\$0.04	-\$3,973.58	\$5,681.19
Wells Fargo Checking (Cash)	\$48,927.74				\$0.40		\$48,928.14
Total Assets	\$2,314,199.69						\$2,390,526.55
Deposits							
Payments							
Corpus	\$1,596,114.11						\$1,596,114.11



Last Statement: March 31, 2021

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Account Of

ST.FRANCIS LUTHERAN CHURCH OF
152 CHURCH ST
SAN FRANCISCO CA 94114-1111

Mail To

ST.FRANCIS LUTHERAN CHURCH OF
152 CHURCH ST
SAN FRANCISCO CA 94114-1111

Account Value Summary

Cash, Bank Sweep, and Money Market	\$ 244,697.01
Total Investments Long	\$ 1,562,172.28
Total Investments Short	\$ 0.00
Total Account Value	\$ 1,806,869.29

Change in Account Value

Starting Account Value	\$ 1,727,274.43
Transactions & Income	\$ 1.88
Income Reinvested	\$ 0.00
Change in Value of Investments	\$ 79,592.98
Ending Account Value	\$ 1,806,869.29
Year-to-Date Change in Value Since 1/1/21	\$ 176,073.48

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Client Relationship Summaries and Best Interest disclosures at
Schwab.com/transparency

Please see "Endnotes For Your Account" section for an explanation of the endnote codes and symbols on this statement.

SIPC has taken the position that it will not cover the balances held in your deposit accounts maintained under programs like our Bank Sweep feature. Please see your Cash Feature Disclosure Statement for more information on insurance coverage.
04/30-67010-NRSI1301-115015 * #

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(1017-7MAX)

Income Summary

Description	This Period	Year to Date
Federally Taxable		
Bank Sweep Interest	1.88	4.37
Cash Dividends		227.17
Total Income	1.88	231.54

Investment Detail

Description	Starting Balance	Ending Balance
Cash and Bank Sweep		
CASH	45,227.17	0.00
BANK SWEEP ^{X,Z}	199,467.96	244,697.01

Description	Symbol	Quantity	Price	Market Value
Investments				
PARNASSUS CORE EQUITY IN VESTOR	PRBLX	5,234.3790	60.07000	314,429.15
PARNASSUS MID-CAP	PARMX	7,129.1270	44.63000	318,172.94
T. ROWE PRICE GROWTH STO CK	PRGFX	2,860.2510	106.29000	304,016.08
T. ROWE PRICE VALUE	TRVLX	6,551.1040	48.19000	315,697.70
TIAA-CREF SOCIAL CHOICE EQ RETAIL	TICRX	12,777.5840	24.25000	309,856.41
Total Account Value				1,806,869.29

Transaction Detail

Settle Date	Trade Date	Transaction	Description	Quantity	Price	Total
Cash, Bank Sweep, and Money Market Funds Activity						
04/16	04/15	Bank Interest ^{X,Z}	BANK INT 031621-041521 SCHWAB BANK			1.88

Bank Sweep Activity

Trans Date	Transaction	Description	Withdrawal	Deposit
Opening Balance^{X,Z}: 199,467.96				
04/01	Auto Transfer	BANK CREDIT FROM BROKERAGE ^X		45,227.17
04/15	Interest Paid ^{X,Z}	BANK INTEREST		1.88
Total Activity			0.00	45,229.05
Ending Balance^{X,Z}: 244,697.01				

Bank Sweep: Interest rate as of 04/30/21 was 0.01%. Your interest period was 03/16/21 - 04/15/21. ^Z

Please see "Endnotes For Your Account" section for an explanation of the endnote codes and symbols on this statement.



Endnotes For Your Account

Symbol Endnote Legend

- X Bank Sweep deposits are held at FDIC-insured bank(s) ("Banks") that are affiliated with Charles Schwab & Co., Inc.
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ST FRANCIS TECHNOLOGY COMMITTEE

April 29, 2021

Meeting Minutes

Jovan Borka present

William Brogan present

David Schofield present

Adam Maas absent

Pastor Bea present

The meeting started at 5:30 pm on 4/29/21 & lasted for 1 hour.

Jovan was voted by group to be the Chair group member.

The group decided next meeting would be on May 13, 2021 (every two weeks) - if necessary.

The group discussed picking a target date when to have the budget to get needed equipment & to have it up & ready to run whether we actually start in person service or not by July 1, 2021.

David announced that a few months back he had started researching what is needed for a livestream (broadcast). He felt he didn't know enough so stopped. He had come up with Ecam as best live stream platform to use. This platform worked with Mac only..

Jovan told group he thought an iPad was best to use as our camera.

The group discussed possibility of using YouTube Live & that we would need an audio interface mixer & directional mics & a lapel mic for Pastor. We'd need at least 3 mics.

After brainstorming these ideas, the group decided we would need to start with 3 iPad, 3 tripods & a MacBook.

There must have a good ethernet connection.

The group discussed applying for money from SFLC Endowment Committee but we missed the deadline.

Finally we would reach out to Adam to see if still wanted to be in group.

Meeting ended at 6:30 pm.

ST FRANCIS THECHNOLOGY COMMITTEE

Report to Council

Jovan Borka

The Technology Committee met for the first time on April 29, 2021; attending the meeting were Pastor Bea Chun, William Brogan, David Schofield and Jovan Borka (Adam Maas absent). All present voted to form The Committee and voted me (Jovan) as a Chair.

The goals of the initial meeting were:

- Setting up a deadline for making broadcast/livestream system available
- Establish the best and most cost-effective technology setup

Technology Committee did some work before it's start date: David Schofield researched the best livestreaming platforms and proposed audio equipment; Will and Jovan had a work meeting with Media Team at St Mark's Lutheran Church; Jovan tested OBS software using existing Church equipment; and Will contacted various sources looking for the best broadcast solution for St Francis.

Technology Committee decided to make broadcast system fully available by July 1, 2021. We will make the structure available, and the Worship Committee will decide when the system will be used.

After discussing all presented options, Committee decided to make a proposal to the Council:

1. *Video source will be coming from 3 iPads (solid camera, cheap and stable Apple product),*
2. *Audio sources from two microphones (with option for additional sound updates if necessary),*
3. *All signals to be fed into MacBook Pro (laptop is more durable and easier to store securely)*
4. *Broadcast Worship Service on St Francis YouTube channel using Ecamm (livestream software).*

Unfortunately, St Francis has no existing devices or technical equipment we can use. On behalf of Technology Committee I'm presenting proposed Budget, and kindly ask for your help securing the funds.

St Francis Technology Committee

Broadcast Service - **BUDGET Proposal**

MacBook Pro	1	\$1,299	\$1,299
iPad Mini (2-year warranty)	3	\$399	\$1,197
Mini Dock Ethernet Adapter	1	\$130.00	\$130
Tripod	3	\$30	\$90
Sandbags (pack of 4)	1	\$19	\$19
<i>Ecam</i> Streaming Software	12	\$16	\$192
Shure SM57 Instrument Microphone	2	\$217	\$434
PreSonus AudioBox USB 96	1	\$100	\$100
			\$3,461
Sales Tax Estimate	8.50%		\$294
TOTAL			\$3,755

**St. Francis Lutheran Church
Worship Committee Minutes
April 19, 2021**

(Draft 2)

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

Absent: Adam Maass, Greg Egertson

0. Check in
1. Call to Order: The meeting was called to order by Chairperson Tom Tragardh at 6:20 P.M. with an opening prayer offered by Pastor Bea.
2. Additions to the agenda: None
3. Review of minutes from February 8, 2021:
A Motion was Made, Seconded and Passed to accept the Minutes of the meeting of March 8, 2021 as presented.
4. Review of financials:
A Motion was Made, Seconded and Passed to approve the Financials as presented.
5. Review and attendance:

Overall comments and follow-ups:

- a. Recognizing how much time and effort it takes to record the Hymn of the Day with singers, since they are only used once, Dr. David should use his discretion as to whether it needs to be done every week or some other music only or YouTube recorded hymn may be appropriately included.
- b. Walter mentioned that he was surprised that we are hearing the Gospel Acclimation without words. Dr. David invited him to record the vocal track to be added to the organ track. They will work out when this can be done.
- c. Visuals, especially new clasps of our stained glass, were very effective.
- d. Commemorations of saints and others have been noted during the service consistently and thoughtfully.

Attendance:

Date	links	Add'l	Total	Comments
3/14	31	4	35	(Change to DST)
3/21	35	6	41	
3/28	37	7	44	

4/1	17	3	20	Holy Thursday
4/2	20	2	22	Good Friday
4/4	11	2	13	Easter - Communion
	44	7	51	Easter - Service
4/11	27	5	32	
4/18	36	9	45	

March 14 Fourth Sunday in Lent (purple) St. Patrick; St. Joseph; anniversary of lockdown

March 21 Fifth Sunday in Lent (purple) Bp. Romero; Annunciation of Our Lord

March 28 Sunday of the Passion/Palm Sunday (red)

April 1 Maundy Thursday (red/stripping of the altar)

Tom commented that hearing (on the phone only) the sounds of the stripping of the altar evoked mental images of the activity. Iris had mentioned to Walter that the "noise" was distracting to her when she listened on her phone.

April 2 Good Friday (no color)

April 4 Easter Sunday (white) Communion

The video of the massive "Jesus Christ is Risen Today" provided by the Association of Lutheran Church Musicians was very impressive.

April 4 Easter Sunday (white) Resurrection of Our Lord

April 11 Second Sunday of Easter (white) Walter preaches...

All agreed that Walter's preaching was very effective.

April 18 Third Sunday of Easter (white) Olavus and Laurentius Petri; Anselm

After service: Beverly Hines' 90th birthday party

6. Future services

April 25 Fourth Sunday of Easter (white) St. Mark 04/25; Catherine of Siena, theologian 04/29; Sts. Philip and James 05/01

May 2 Fifth Sunday of Easter (white) Communion

May 2 Fifth Sunday of Easter (white) Athanasius, Bishop of Alexandria 05/02; Monica, mother of Augustine 05/04; Julian of Norwich 05/08

May 9 Sixth Sunday of Easter (white) Nicolaus Ludwig von Zinzendorf, renewer of the church 05/09

May 16 Seventh Sunday of Easter/Ascension of Our Lord (white) Erik, King of Sweden, martyr 05/18; Helena, mother of Constantine 05/21

- a. AIDS Walk begins for those who wish to join the Urban Hikers in Golden Gate Park.

May 23 Day of Pentecost (red) Copernicus and Euler, scientists 05/24; John Calvin 05/27 Jiri Tranovsky, Slovak hymn writer 05/29

May 30 The Holy Trinity/First Sunday of Pentecost (white) Visit of Mary to Elizabeth 05/31; Justin Martyr 06/01; The Martyrs of Uganda 06/03; John XXIII, Bishop of Rome 06/03; Boniface, martyr, missionary to the Germans 06/05

7. Looking ahead to in-person services:

- a. William reported that on 4/10, he and Jovan went to a meeting at St. Marks of representatives of several local ELCA congregations regarding how to live-stream services, particularly those held at St. Marks. The Vice President of St. Marks' congregation expressed a willingness to talk with us further. Some synod congregations have returned to outdoor services and some are using 'pre-paks' of the elements. St. Marks is doing a live service with two singers in the organ loft. Kyle of St. Marks' tech team walked our representatives through all of their equipment.

St. Marks is using a professional camera and a professional tripod on wheels. They have a "streaming appliance" attached to the camera which makes sure everything is coordinated. They also use "YouTube Live" which is user friendly and is automatic at the push of a button. For audio they are using 2 hanging mikes, plus one at the lectern and a lavalier mike on the Pastor and each to the two singers. A mixer is also used to keep the sound balanced and stable.

At Good Shepherd, they only use a smart phone and "some basic mikes". St. Mary the Virgin Episcopal in San Francisco is also using just one stationary camera/cellphone with no added microphones or mixers.

Dr. David has made contact with a professional who is willing to consult with us, but it would be at a fee of \$100/hr. We will use the consultant if it is later determined that we need him.

Mary Norris of Good Shepherd also said she would be willing to come to St. Francis to determine what equipment we would need.

- b. Cost: We need to determine how much of our funds to allocate to provide a balance between providing a streaming service for an anticipated lower number of people than we presently have joining our Zoom services and providing adequate technical needs.
- c. Our tech team will meet on April 29 to discuss how to go forward.
- d. Suggested streaming services to observe are:

St. Marks (San Francisco)

St. Mary the Virgin (Episcopal, S.F.)

Good Shepherd (Fresno)

Church of the Holy Cross (Berkeley)

We will include a discussion of our reactions to other streaming services at the next meeting.

8. Old business: None

9. New business:

a. We are still searching to locate the misplaced blue Advent scapular.

10. Next Zoom meeting will be held on Monday, May17.

11. Closing prayer: the meeting was adjourned at 7:35 P.M. with the Prayer of Jesus.

SAINT FRANCIS LUTHERAN CHURCH
PROPERTY COMMITTEE
MEETING MINUTES – May 5, 2021

- | | |
|---|---|
| <input type="checkbox"/> Vacant (2022), Chair | <input checked="" type="checkbox"/> Rev. Bea Chun, Pastor, Ex-Officio |
| <input checked="" type="checkbox"/> Ben Sheldon (2023) | <input checked="" type="checkbox"/> President, Tom Braham, Ex-Officio |
| <input checked="" type="checkbox"/> Randy Thueme (2022) | <input checked="" type="checkbox"/> Jovan Borka, Parish Administrator, Ex-Officio |
| <input type="checkbox"/> Vacant (2022) | <input type="checkbox"/> Church Sexton, Ex-Officio |
| <input type="checkbox"/> Vacant (CR) (2022) | <input checked="" type="checkbox"/> Paul Johnson, Treasurer, Ex-Officio |
| <input type="checkbox"/> Vacant (CR) (2022) | |

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

Guests: Kristin Maiden, KAM Virtual Assistance

1. **OPENING:** The meeting was held remotely using Zoom technology due to the Mayor's coronavirus shelter-in-place order. Tom Braham, who chaired the meeting, called it to order at 5:32 pm.
2. **APPROVAL OF THE MINUTES:** The minutes of the Property Committee for April 7, 2021 were reviewed.
ACTION: Moved, seconded, and approved the minutes of the April 7, 2021 Property Committee meeting as written.
3. **REVIEW AND ACCEPT THE FINANCIAL REPORT:** The Treasurer's Report as of April 2021 (Property) was reviewed. Net property income was at \$54,947 which was \$1,181 below budget for this time of the year. Income was under budget by \$5,469 and expenses were below budget for this time of year by \$4,288. \$129,594 remains to be spent in the Property budget. \$1,650 remains in the Back Stairs Fund and \$9,922.97 in the St. Clare room Fund.
ACTION: Moved, seconded, and accepted the Treasurer's Report as of April 2021 (Property).
4. **OLD BUSINESS:**
 - i. **PARISH HALL BULLETIN BOARDS:** Decided to go with a bulletin board from North Sculpture as described last month. Jovan will try to get Josué to do the installation if necessary.
ACTION: Moved, seconded, and approved spending up to \$1,500 for the purchase of a bulletin board from North Sculpture and installing it.
 - ii. **PASSTHROUGH OF COST FOR BACK STAIRS:** All the necessary documentation has been assembled and forwarded to Kim Bermingham through Kristin Maiden on April 29. The committee is waiting for a reply.
 - iii. **REQUEST FROM JOE HEALY, TENANT AT 142 CHURCH:** Joe Healy sent photos and an email requesting modification of the concrete wall protection barriers on each side of the driveway at 132-142 Church Street. The committee decided that the barriers are necessary, and it would be very difficult to modify them, and any possible modification would be too slight to provide much advantage. Therefore, the committee denied his request.
 - iv. **BEIT RIMA LEASE OPTION:** The broker for Beit Rima sent a letter asking to exercise its presumed option to extend the lease for five years. The committee discussed whether the lease had been assigned to Beit Rima or if it was still under Burgermeister. Some members seemed to recall that our lawyer had requested that Beit Rima provide adequate documentation of sufficient capitalization prior to accepting assignment of the lease. Paul said he would contact Stephen Lawson to see if he remembered whether the issue had been resolved or not.

- v. **PROCEDURES FOR PROPERTY EXPENDITURES AND CONTRACTS:** Jovan presented a written procedure for approving expenditures and contracts which was discussed. The committee generally agreed with the procedure but didn't want to get bogged down by having every little thing go through the entire procedure. The consensus was that necessary day-to-day repair and maintenance expenditures under \$500 could be made by Jovan. Expenditures anticipated to be over \$500 will need approval of the Property Committee and the Council President would need to sign any contract. However, if the expenditure is anticipated to be over \$500 but is necessary to ensure health and safety, Jovan can authorize the work with timely notice to the Property Committee. Expenditures over \$3,000 would still need to be approved by Council. The committee will try out this procedure until its October 2021 meeting at which time it will review the procedure.
 - vi. **50-264 WINDOWS IN 50/50A BELCHER:** The windows are still on order. There is a single supplier for some of the parts so there is no way to seek another vendor. There was some fear that even with the window replacement, the noise situation from the Childcare Center would not improve sufficiently.
 - vii. **RESPONSE EMAIL FROM JOVAN TO TENANT AT 50A BELCHER REGARDING ISSUES WITH ROOMMATE:** José Rojas, tenant at 50A Belcher, wrote an email outlining problems behaviors of a roommate (not on the lease) at 50A Belcher. Jovan responded saying that it was not an issue we could resolve and suggested he check with the Rent Board for advice about possible eviction.
 - viii. **CHILDCARE LEASE LETTER:** A letter to the Friends of St. Francis Childcare Center was presented. It explained that the Congregational Council at its March 2, 2021 meeting approved incorporating a three-year term with at least two (2) one-year extensions into the new lease document that is currently being drafted.
 - ix. **CHILDCARE LEASE:** Paul is working on a list of what to include in the new lease. It will be circulated to the committee and Childcare for comments before going to the lawyer for drafting.
 - x. **REVIEW OF ST. FRANCIS RENTAL FEES MAY 2021 DOCUMENT:** It was decided that the hosting fee explanation should not say "free for members" but, instead, "not required by members." It was also decided that Parish Hall and Memorial Terrace sections should be merged and rented at the Parish Hall rate. This is because anyone renting the Memorial Terrace would, of necessity, need access to the restrooms. References to weddings should be stricken; there should be another document for weddings. There should be no mention of the organist. The committee preferred to set a standard rate of \$500 for the sanctuary but would consider exceptions on a case-by-case basis. The ease of finding insurance was discussed. It was suggested that we should consult our insurance company about where potential renters could obtain such insurance and how much it would cost. Paul cautioned that alcohol policy has to comply with state law and that there are legal capacity limits for rooms that should be stated.
 - xi. **RESUMPTION OF GROUP MEETINGS:** Jovan presented inquiries from four groups about when groups could begin meeting again. After discussion, it was decided that Jovan could reply that we are in the planning process, but don't anticipate being ready until June 15 at the earliest.
5. **NEW BUSINESS –** Randy brought up the new paint in the Parish Hall and wondered how to keep it from getting scratched and marred by the stacking of the chairs. It was suggested that we investigate a rail on the floor that would keep the chairs from contacting the wall.
 6. **ADJOURNMENT:** The meeting was adjourned at 7:30 pm.

Timeline for re-engagement

May 4, 2021	Special Meeting:	Discussion with The Joshua Group
May 18, 2021	Regular Meeting:	Discuss adding ACTS for Vitality Program to the possible ways of moving forward: <ul style="list-style-type: none">• Stay with Pr. Valentine• Engage TJG• Engage Way to Lead• Use the ACTS for Vitality Program (if agreed)
June 1, 2021	Special Meeting	Discussion with Way to Lead (TBC), <i>with SP committee</i>
June 8, 2021*	Special Meeting	Discussion with ACTS (TBC), <i>with SP committee</i>
June 22, 2021*	Regular Meeting	Vote on how to proceed. (Proposed Rescheduled time from June 15 for conflict)
June X, 2021		Consultant engaged. Process Resumes
February 2022	Annual Meeting	Report to Congregation. How final a report will depend on process selected and how it goes-while we are excited and want to capture the moment, we need to take the time we need.



The What

ACTS for Vitality is a journey intended to help congregations renew their vitality. It was developed within the Sierra Pacific Synod for congregations of the Sierra Pacific Synod.

We intentionally spell ACTS in all-caps. It is an acronym for the things that happen on this journey:

- Adapting
- Connecting and/or Collaborating
- Transforming
- Sustaining

We take our inspiration from Acts 2:42-47:

⁴² They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. ⁴³ Everyone was filled with awe at the many wonders and signs performed by the apostles. ⁴⁴ All the believers were together and had everything in common. ⁴⁵ They sold property and possessions to give to anyone who had need. ⁴⁶ Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, ⁴⁷ praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved. (NIV translation)

Grounded in scripture, transformational ministry is always part of the story of the disciples and apostles throughout Christianity. ACTS for Vitality is an opportunity to go through this

covenanted and intentional vitality journey with other congregations, learning from and with one another.

The Why

Our goals are to:

- Stir up and sustain the life-giving mission and ministries of congregations centered on relationship with God, with one another and the world.
- Develop and discover new ways of discipleship (followers) and apostleship (witnesses) for the 21st Century church.
- Increase relational connections, collaborations and visibility of congregations in evangelism and justice work in their respective neighborhoods.
- Prioritize the gift and challenge of authentic diversity as a faith community.
- Strengthen relationships among congregations and Lutheran (and Ecumenical) collective action in their communities by overcoming silos and walls of isolation.

The How

As with any journey, it is a matter of getting prepared, setting out, and then moving beyond once the journey is complete.

Discerning and Covenanting

A congregation prayerfully decides whether to join in the ACTS for Vitality journey. They go through a discernment process, aided by the Synod ACTS for Vitality Team. There is an orientation session to explain the journey and to aid with next steps. There is an assessment of a congregations' openness and readiness to participate in the journey. Once they have decided to continue, the congregation forms a small **Congregational Vitality Team** of four to seven leaders, whose gifts complement one another. The congregation makes a covenant between themselves and the Synod.

While in this process, congregations may know of other congregations in similar circumstances as their own. They are encouraged to invite these other congregations to join them in this journey.

The ACTS Journey – Cohort and Workshops

The congregation's team joins a **cohort** of teams from several congregations. The teams in the cohort then support and hold one another accountable as they participate in the journey.

Over a period of 18 to 24 months, the cohort meets for a series of seven workshops. Each workshop consists of a three-hour session, held on a weekend, once per quarter. Workshops will be held on-line or in-person, depending on the pandemic situation.

Each workshop is structured like a worshipful time together: Word, Meal, and Sent.

- Word: Workshops begin with dwelling in the Word, learning and reflecting on new faith practices.
- Meal: Then there are interactive presentations and discussions on the topic of the day.
- Sent: Finally, participants are invited to practice in their settings what they have learned.

Workshop [topics](#) relate to one another, like a spiral, moving through listening to God in scripture, in our congregation, and our neighborhoods, discovering our role as disciples and apostles, discerning how we participate in God's plan, developing vital and sustainable congregational partnerships for mission and ministry.

During the journey, congregations will have access to skilled, trained, and dedicated coaches. Rostered leaders are also encouraged to become coaches.

During workshops, congregational teams will learn vitality tools and be trained in planning and implementing short- and long-term innovative outreach. They will learn how to reach out to new people, becoming good neighbors and bold followers of Jesus Christ. Congregations will be equipped for sustained response to injustices, with a commitment to authentic diversity.

Staying connected and mutually accountable

Completing the workshops is not a "graduation." Our hope is that each congregation has experienced transformation, and is ready to write their own chapter in the Book of Acts. But the congregation does not do this alone. Our hope is the relationships within the cohort and the wider community become mutually nurturing and sustaining.

What Does It Cost?

Each congregation who will participate contributes \$500.00.

ACTS for Vitality is a testament that we truly are a church together. This initiative is in partnership with the whole church: churchwide, synod and congregations. Our Synod receives financial support through the Synod Vitality Grant as seed money, which defrays some of the cost. It also receives leadership support and training from churchwide and other synods who have similar vitality initiatives.

Workshop Topics

The table below summarizes the topics covered in the workshops.

THE ACTS JOURNEY

WORKSHOP / GATHERING S	THEMES	OBJECTIVES
Orientation	<i>Meeting with Council & Pastor of a Congregation</i>	<p style="text-align: center;"><i>Introduce ACTS for Vitality</i></p> <p>Support the leadership in their discernment to fully participate in the ACTS for Vitality Journey.</p> <p>Share pertinent document: ACTS for Vitality Congregational Assessment, Roadmap, and Covenant</p> <p>Survey, Introduction to Organizational Change, Recommendations in Building ACTS for Vitality Congregational Team Leaders.</p>
1	<i>Invitation to Relationship as a Community</i>	<p style="text-align: center;"><i>Launch of ACTS for Vitality Cohort</i></p> <p>Begin a collaborative and transformational relationship vital in the 21st Church</p> <p>Introduce and grow in listening to God, to one another and the world with attention to Authentic Diversity.</p> <p>Nurture relationship as a cohort (ACTS) and congregational team (local).</p> <p>Strengthen Lutheran Identity and ecumenical relationships.</p>

<p>2</p>	<p><i>Listening to God in Scripture and Prayer</i></p>	<p><i>Begin writing their story as a chapter in the Book of Acts</i></p> <p>(Re)claim a missional and evangelical identity.</p> <p>Grow in faith by deepening spiritual practices to ground their work going forward.</p> <p>Equip participants with listening skills that include identifying filters and biases.</p> <p>Discern culture of congregation through identity mapping.</p>
<p>3</p>	<p><i>Listening to God in the Congregation</i></p>	<p><i>“What is God already up to here?”</i></p> <p>Identify milestones that have helped construct congregational identity. Which milestones are missing? Which voices are missing? Which voices are being listened to?</p> <p>Discover who the congregation is in-depth and what the values/ priorities are. Bring in annual report and mission/vision statements.</p> <p>Discern markers of Congregational Vitality.</p>
<p>4</p>	<p><i>Listening to God in the Neighborhood</i></p>	<p><i>“What is God already up to here?”</i></p> <p>Identify the “neighborhood(s)” through demographics and civil society partners. Which milestones are missing? Which voices are missing?</p> <p>Map assets. Develop neighborhood timeline and one-on-one questions.</p> <p>Develop an appreciation of the neighborhood. Census/demographics. Neighborhood listening.</p> <p>Connect spiritual life (collective and individual) to the lives of people living nearby.</p>

<p>5</p>	<p><i>Discovering Who We Are as Disciples, Apostles, and Neighbors</i></p>	<p><i>Bring Christian and Adaptive Leadership</i></p> <p>Reflect on the multiple relationships (God, congregation, neighborhood).</p> <p>Determine how the communities (congregation and neighborhoods) align or not.</p> <p>Introduce tools for creative solutions.</p> <p>Implement Design Thinking for creating a three to six month Vitality Plan.</p>
<p>6</p>	<p><i>Discerning How We Participate in God’s Plan for the Future</i></p>	<p><i>New realities and challenges as disciples and apostles</i></p> <p>Construct a holistic and courageous Vitality Plan, disrupting the status quo. Leading change.</p> <p>Strategize and problem-solve for sustainability and new vision/mission.</p>
<p>7</p>	<p><i>Developing Sustainable Congregation and Cohort Partnerships of Mission and Ministry</i></p>	<p><i>Closing and Sending: Empowered and Sent</i></p> <p>Analyze existing collaborations in the community and cohort collaborations thus far.</p> <p>Envision and build up new collaborations to transform the communities.</p> <p>Anchor transformative plan into congregation’s culture.</p>
<p>Transitions to further the journey</p>	<p><i>Sent for the sake of the World: nurtured and invited to life giving relationships</i></p>	<p><i>Celebrate disciples and apostles doing God’s work in the world</i></p>

Rolling the credits

We had some excellent help putting together these workshops and the curriculum behind them. Thanks to our consultants:

- Dr. Kyle Schiefelbein-Guerrero, Steck-Miller Assistant Professor of Worship and Liturgy, United Lutheran Seminary, Philadelphia, PA
- Dr. Carol Jacobson, Associate Professor of Practical Theology, Pacific Lutheran Theological Seminary, Berkeley, CA
- Rev. Teresita Valeriano, Director of Evangelical Mission and Assistant to the Bishop, Sierra Pacific Synod, Alameda, CA
- Rev. Dawn Roginski, United in Grace Lutheran Church, Vallejo, CA
- Dave Daubert, DMin, PhD., Day 8 Strategies, Congregational Vitality Consultant

Want to know more?

Check out our presentation on YouTube (<https://www.youtube.com/watch?v=3szpkH51960>)
Or, contact one of the members of the ACTS for Vitality Team:

- [Rev. Teresita Valeriano](mailto:titav@spselca.org), titav@spselca.org, Director of Evangelical Mission, Sierra Pacific Synod
- [Rev. Mytch Pierre-Noel Dorvilier](mailto:revmytch.dorvilier@gmail.com), revmytch.dorvilier@gmail.com, Bethel Lutheran Church, Fresno
- [Linda Babcock](mailto:lindababcockscat@gmail.com), lindababcockscat@gmail.com, Lutheran Church of the Resurrection, Granite Bay
- [Dave Birdsall](mailto:dwbirdsall@gmail.com), dwbirdsall@gmail.com, Prince of Peace Lutheran Church, Saratoga

Kristina Agramon

1755 Ellis Street
San Francisco, CA 94115
(415)756-4861
kc.agramon@gmail.com

27th April 2021

Dear to whom it may concern,

I am writing to express my interest in the Community Food Program Coordinator position. I learned about this position through a forwarded email sent to Jewlee Gardner who is my current supervisor.

Currently I am a 3rd year Public health major, with a minor in counseling. I will be receive my degree in spring 2022. In my current work I create and implement outreach for students facing housing and food insecurity. I believe that this position will utilize and strengthen my knowledge on community program planning. This position will also exercise my leadership and organizational skills to further give back to my community.

After graduation, I hope to further help and learn about my community by being involved in non-profit programs like the SF- Marin Food Bank.

I would like the have the opportunity to meet and discuss with you the position. Please feel free to reach out if you have any questions. You can reach me by phone at (415)-756-4861 or by email at kc.agramon@gmail.com

Sincerely,

Kristina Agramon (She/Her)

Basic Needs Initiatives Assistant
Health Promotion & Wellness
San Francisco State University

Kristina Agramon

1755 Ellis Street
San Francisco, CA 94115
(415) 756-4861
kc.agramon@gmail.com

EXPERIENCE

Basic Needs Assistant August 2020 - Present

SFSU San Francisco, CA

- Created and implemented content to inform resources available for students facing housing and food insecurity
- Facilitated educational workshop about SFSU Basic Needs
- Assisted students with CalFresh applications
- Communicated within Health Promotion Wellness groups to improve group dynamics

Membership Engagement Leader July 2018 - March 2020

Richmond District YMCA San Francisco, CA

- Develop customer service skills by welcoming members to the facility
- Upheld the Y's core values (honesty, care, respect, and responsibility) by engaging with the members

Ykids Program Leader July 2018- March 2020

Richmond District YMCA San Francisco, CA

- Operated cultural art workshops for K-5th graders
- Created ice breakers and cultural games for participants

EXTRACURRICULAR ACTIVITIES

Panhellenic Delegate January 2021 - Present

- Manage Panhellenic- wide communication, judicial issues, recruitment, and other infraction
- Attend multiple meetings weekly and quarterly conferences
- Promoted good relationships with Panhellenic spirit at all times

Clinic by the Bay (Volunteer) June 2018 - Present

- Ensures patients have their information ready before seeing their physician
- Translate Tagalog solving the language barrier between patient to doctor

AWARDS

APIA Scholarship January 2021

Foundation Promise Scholarship June 2018 - May 2020

SKILLS

Computer Skills: Microsoft Word, Microsoft Excel, Microsoft

Languages: Fluent in Tagalog (speak, read, write)

EDUCATION

San Francisco State University August 2020- Expected May 2022
1600 Holloway Ave, San Francisco, CA 94132 GPA: 4.0



St. Francis Lutheran Church

EMPLOYMENT APPLICATION

Date: 05/11/2021

Name Kristina Agramon [REDACTED]

Address: 1755 Ellis St. City San Francisco State CA Zip 94115

Telephone: (h) 415-756-4861 (w) _____ E-mail kc.agramon@gmail.com

Length of time at address listed above: 1 year

Position desired: Community Food Program Date available to start: Mid June
Coordinator

What hours and days are you available to work? Flexible with days and hours

If hired, what salary or rate of pay do you expect to receive? _____

Are you legally eligible to work in the United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over the age of 18? Yes No
(If no, you may be required to provide authorization from a parent or guardian)

Primary Responsibilities Cont'd

Covid-19

Reason for Leaving

May we contact the employers listed above?

Yes No

Please list any additional education, training, or skills that qualify you for the position to which you are applying

Panhellenic Delegate: I manage wide communication, judicial issues, recruitment and other interaction

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations), including convictions based on a plea of guilty or no contest? Yes* No

*If "yes," please explain, including the nature of the offense, date, court location, and other information that would be helpful to us in considering your application.

References

Please list three references (not related to you) that we may contact.

Jewlee Gardner

Name

SFSU San Francisco, CA

Address

530-307-0890

Telephone No.

1 year / Supervisor

Years Known & Relationship

Diego Valencia

Name

Richmond District YMCA, San Francisco, CA

Address

628-240-8978

Telephone No.

2 years / Former colleague

Years Known & Relationship

Andrea Guzman

Name

Richmond District YMCA, San Francisco, CA

Address

818-661-0790

Telephone No.

2 years / Former supervisor

Years Known & Relationship

Please provide any other information that you feel will help us in considering your application for employment:

Non-Discrimination Statement

St. Francis Lutheran Church does not discriminate against job applicants or employees on the basis of race, color, national origin, gender, disability, age, or veteran status.

Employment At Will

Employment with St. Francis Lutheran Church is "at will" and not by contract either express or implied. This means that if you become employed at St. Francis Lutheran Church, both you and the church are free to terminate the employment relationship at any time and for any legal reason.

Certification and Release

By signing this job application, I certify that all the information I have provided is true and accurate to the best of my knowledge, and understand that misleading or false statements on this application may lead to a decision not to hire me or, if hired, to terminate my employment.

I hereby give St. Francis Lutheran Church permission to contact my previous or current employers, references, schools, and others concerning the statements in this application, and I hereby release all parties involved from any liability as a result of such contact.

I understand that if offered a position with St. Francis Lutheran Church, I may be required to submit to a pre-employment medical examination, drug screening, and/or criminal background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to effect the results of these pre-employment tests will result in withdrawal of an employment offer or, if already employed, termination of employment.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature:  Date: 05/11/2021

DRAFT

Memorandum of Employment for Part Time Position

TO: Kristina Agramon
1755 Ellis Street
San Francisco, CA 94115

FROM: Thomas Braham, Congregation Council President

DATE: May 18, 2021

On behalf of St. Francis Lutheran Church, I am pleased to offer you the position of Community Food Program Administrator at St. Francis Lutheran Church.

The terms of the employment are as follows:

Beginning Date: June 15, 2021

Salary: \$ 27.00 per hour

Pay Dates: Every two (2) weeks on Friday

Work Hours Saturday food sorting and prep approximately 3.5 hrs

Sunday Hospitality Meal approximately 3.5 hrs

Tuesday Food Bank approximately 4.5 hrs

Shopping, Bookkeeping, Paperwork approximately 2.5 hrs

Attendance at Staff Meetings and SVDP meetings is required and the time will be reimbursed.

Time for Employee Training and Food Bank Training will be reimbursed.

Supervisor: Pastor Bea Chun

Forms: Completion of all requested employment forms including the acknowledgment of the receipt of the Employee Handbook and Position Description attached.

Personnel Policy The most current Employee Handbook is the final authority in all employment matters.

This position is classified as "at will" employment under California law and can be terminated with or without cause at any time by either you or the church. St. Francis Lutheran Church is a 501(c)3 non-profit tax-exempt religious organization.

If you accept this offer of employment, please sign the original of this letter and return it to the church in the enclosed envelope. Keep a copy of this letter for your records.

Accepted:

Kristiana Agramon

Date
