

# ELIM LUTHERAN CHURCH

504 Baker Street | Petaluma, CA 94952 | ph: 707-762-4081 | fax: 707-773-7866 | www.elimpetaluma.org

OFFICIAL NOTICE

ANNUAL CONGREGATION MEETING OF  
ELIM LUTHERAN CHURCH OF PETALUMA, CALIFORNIA

will be held

SUNDAY, MAY 21st, 2023 AT 12:30 PM PDT

at

ELIM LUTHERAN CHURCH

220 STANLEY ST.

PETALUMA, CA 94952

and via

ZOOM CONFERENCING SOFTWARE

All voting members are strongly encouraged to attend.

Additional information pertinent to this meeting is contained on the following pages, including:

- Agenda
- Elections
- Virtual Meeting Participation Guide

**Agenda for the Annual Congregation Meeting  
Elim Lutheran Church  
Petaluma, California**

Sunday, May 21<sup>st</sup>, 2023 at 12:30 PM

**1. Opening**

- 1.1 Call to order
- 1.2 Opening hymn and prayer
- 1.3 Instructions on voting and test vote for online participants

**2. Adoption of the Agenda**

**3. Approval of the minutes** of the Annual Congregation Meeting of May 15, 2022

**4. Reports**

- 4.1 Pastor's Report
- 4.2 President's Report
- 4.3 Treasurer's Report

**5. General Orders**

- 5.1 Presentation and adoption of the 2023-2024 Budget
- 5.2 Elections

**6. New business** from the floor

**7. Closing Prayer and Adjournment**

**MINUTES FOR THE ANNUAL MEETING OF ELIM LUTHERAN CHURCH  
PETALUMA, CA  
SUNDAY, MAY 15, 2022**

**1. Opening**

**1.1 Call to order:** Leadership Team President, Laine Gen; Treasurer, Andrea Nortz; and Secretary, Maria Svinth presided. The meeting was held in the sanctuary as well as online. There were 56 in attendance and 10 online. It was determined that a quorum was present and the meeting was called to order at 12:39 p.m.

**1.2 Opening Hymn (#576) and Prayer** led by Pastor Kathryn

**1.3 Instructions on voting and test votes for online participants**

**2. Adoption of the Agenda:** The Agenda was adopted unanimously.

**3. Approval of the minutes of Annual Congregational Meeting of 2021:**

Adopted unanimously.

**4. Reports**

**4.1 Pastor's Report**

Pastor Kathryn had 5 points she wanted to share. First, she thanked all the saints of Elim who listen to God's call and share their gifts. Next, she asked the congregation to please read the Annual Report. Then, Pastor Kathryn quoted Audrey Norman's Audit Report: "in the financial operations there is a high standard of care." She noted that this could be said for all of Elim's Ministries. She then highlighted how the Transition Team interviewed the congregation and made notes that have now led to our Call Committee. The Call Committee will meet to discuss the Ministry Site Profile and make any changes, then present the Profile to the Leadership Team, then to the congregation. The Call Committee will meet with the Bishop after the Synod Assembly, which the Barnes will attend (June 4th). Finally, Pastor Kathryn thanked the staff for all that they do.

**4.2 President's Report**

Laine thanked her fellow members on the Leadership Team and then thanked all those who served on Committees and volunteered for worship.

Laine also noted the following accomplishments at Elim in 21-22:

- Provided worship both in-person and online, thanks to our volunteers
- Welcomed 16 new members
- The fantastic band and choir program grew to 25 people
- We host the only food pantry located on the west side
- We have a prayer chain that sustains people all over the country
- We have a preschool that educates 80 children

- We host Troop 9, a Boy Scout troop that has produced more than 24 Eagle Scouts
- As a congregation, we raised more than \$5000 for the New Life Band and vocational education in Tanzania
- Our endowment fund donated \$13,000 in grants to nonprofits
- Our Relay for Life team raised over \$30,000 for cancer research
- Our Bible Study, Confirmation, Communion Kids, Men's and Women's groups, crafters, knitters, R3 group and Baker St. gardeners all learned together, played together, and served together

In order to sustain all these wonderful ministries and momentum, the Leadership Team will be laser focused on ways to increase our revenue in the next 12 months. That includes: inviting Thrivent to educate us on the tax advantages of remembering Elim in estate planning; putting together a task force to research ways that 504 and 506 Baker St properties can generate income; perhaps partnering with another congregation to share our space; and asking the congregation to be intentional about inviting friends to join Elim. Laine closed her report by asking for continued prayers and support.

### **4.3 Treasurer's Report**

Andrea thanked Kevin Prime for his continued support and then said Elim received approximately 60 pledges after the February stewardship campaign. Usually about 90% of what is pledged is actually given. To increase revenue sources, we are looking to rent space more, but have not seen a return to pre-pandemic levels yet. Our cash balance looks healthy. Traditionally, enough is kept in cash reserves enough to run for 2 months. We have restrictive funds for the Food Pantry, Mexican Housebuilding, New Orleans, Kitchen remodel, and the preschool's. We do not dip into that. Elim's assets are 504 and 506 Baker, and the Church itself. Our Staff, Pastor, and Music Director are our biggest expenses. All have received a 7.8% COLA, which is not a raise. Andrea noted this is a 12-month budget. The proposal is for a budget we can afford. Pastor Kathryn will revert to 80% in this budget, as she was when she first became an Interim Pastor. We are in a unique situation this year, because the Call Committee and the fiscal year did not work in unison. We do not know what choices the Synod will give us. Once the Call is settled, a new budget will be presented. With Pastor Kathryn at 80%, we have a \$45K deficit. If Pastor Kathryn were to remain at 100%, we would have a \$78K deficit. Andrea reminded us that this is not just a budget about a pastor, but for all of Elim's ministry.

## **5. General Orders**

### **5.1 Presentation and adoption of the 2022-2023 Budget**

### **5.2 Questions or comments about the budget**

Questions arose from the congregation including:

- If we can afford a \$45K deficit, can we also, then, afford to keep Pastor Kathryn at 100%? Answer: yes, but it would drain our reserves.

- Can we add pop-up sales' proceeds into the fund?  
Answer: Yes, but these sales must be donations without prices because we would otherwise be subject to sales tax.
- Can people make specific donations to the general fund?  
Answer: Yes. The Leadership Team will retain discretion on where the general fund monies will be spent. There is the possibility of having a restricted fund for Pastor Kathryn's salary. There is also the possibility of giving Pastor Kathryn bonuses.
- What will it look like if Pastor Kathryn goes to 80%?  
Answer: Pastor Kathryn will take Mondays and Fridays off. There will be a reduction in in-person visits. There will be a reduction in electronic communication, both texts and emails. Pastor Kathryn will only participate in The Food Pantry when it is Elim's turn to host. The Mutual Ministry Team will continue to work with Pastor Kathryn to find other ways to reduce her time to 80%.

Comments and concerns included:

- For Elim to remain healthy and thriving, we need a full time pastor.
- Having a pastor at 80% may keep us from getting applicants for the permanent position.
- The congregation as a whole wants to keep Pastor Kathryn as our pastor.
- Many congregants expressed that the reason they have joined Elim is because of Pr Kathryn.
- Laine Gen made it clear that if in 6 months we see \$4k-\$6K more per month, then we can have another meeting and bring Pastor Kathryn to 100%, but we need to see the money first.

### **5.3 Vote on the Proposed Budget**

Proposed budget for 2022-2023 passed (54 to 1).

**5.4 Elections:** No nominations from the floor. All candidates on the ballot were elected.

### **6. New business**

There was a question about the Festival Choir returning.

**7. Closing Prayer:** The Lord's Prayer

**The meeting was adjourned at 2:22 pm.**

# ELECTION BALLOT FOR 2023-24

The nominating committee composed of Alex Miller, Robin Merrill, Karen Pesutich, Len Svinth and Nancy. L. Clarke present the following slate of candidates for the term of June 1, 2023, through May 31, 2024. Nominations may also be made from the floor at the annual church meeting.

## Leadership Team Officers

(1-year terms)

- President: Laine Gen
- Vice President: Ian Labberton
- Secretary: Maria Svinth
- Treasurer: Andrea Nortz
- \_\_\_\_\_
- \_\_\_\_\_

## Leadership Team Members- At-Large

(vote for 3; 1-year terms)

- Rosemary Endicott
- Tom Harris
- Mary Thomas
- \_\_\_\_\_
- \_\_\_\_\_

## Mission Endowment Fund Board

Members (vote for 2)

- Phil Cannon (2-year term)
- Robin Merrill (3-year term)
- \_\_\_\_\_

(Note: The following people are already members with various term expiration dates; Roy Martinez, May 31, 2024; Wendell Day, May 31, 2024; Phil Sorenson, May 31, 2025); Brede Westby, May 31, 2025)

## School Committee - Church Voting

Members (vote for 1)

- Karen Pesutich (1-year term)
- \_\_\_\_\_

(Note: Judy Peterson's 2-year term expires May 31, 2024)

## School Committee - Parent Representatives (vote for 2)

- Kelsie Petersen
- Teresa Drake
- \_\_\_\_\_

## 2022-23 Sierra Pacific Synod Assembly Delegates

(vote for 2, 1-year terms)

\*Note: The meeting was moved to September, 2023. Their term ends May 31, 2023, so we need to reconfirm them to attend this fall.

- Jeanette Genovese
- Brigitte Winterboer
- \_\_\_\_\_

## 2023-24 Sierra Pacific Synod Assembly Delegates

(vote for 2 delegates & 2 alternatives, 1-year terms)

- Jeanette Genovese
- Brigitte Winterboer
- \_\_\_\_\_

## Nominating Committee

(vote for 5; 1-year terms, cannot have served in past year)

- Peter Labberton
- Erin Nielsen
- Susan Rodkin
- Fred Svinth
- Doris Widger
- \_\_\_\_\_

## VIRTUAL MEETING PARTICIPATION GUIDE

For those of you who do not wish to attend in person, the following sections provide information that will help you prepare for the congregation meeting and to have the best experience possible during the meeting.

### Hardware You Will Need

To participate in the online meeting, you will need the following hardware:

1. **Broadband internet connection:** your internet connection must have at least 2 megabits per second of available download bandwidth. Today, almost everyone has such a connection either through DSL, cable modem, satellite, or cellular data plan on a mobile device.
2. **A computer or tablet:** Elim strongly recommends that you use a computer or a decent-sized tablet such as an iPad or Android tablet for participating in the Zoom meeting. While it is technically feasible to join from a smartphone, the size of the screen will make it hard to see what is going on. You will need a computer or tablet with one of the following operating systems:
  - i. Apple macOS 10.9 or later
  - ii. Microsoft Windows 7, 8, 8.1, or 10
  - iii. Apple iPadOS 13 or later
  - iv. Google Android 5.0x or later
3. **A camera and microphone.** Your device will need to be equipped with a camera and a microphone so that you can participate in the video conference. Participants must keep their cameras running throughout the meeting. Any built-in or add-on camera and microphone that allow your computer or tablet to see and hear you will work.
4. **A device to vote from:** Each voting member must join Zoom on a separate device (smartphone, tablet, or computer) in order to vote using Zoom polls.

### Software You Will Need

**The Zoom App.** Before the meeting, please download and install the latest version of the Zoom Client for Meetings.

- a. For computers, you can obtain the app from <https://zoom.us/download>.
- b. For iOS devices, get the ZOOM Cloud Meetings app from the App Store
- c. For Android devices, get the ZOOM Cloud Meetings app from Google Play

### Connection Information

For an easy way to get connected to Zoom and to our voting system, you can point your web browser to [www.elimpetaluma.org/churchmeeting](http://www.elimpetaluma.org/churchmeeting) and click the buttons on that page to join the Zoom meeting and enter the voting system. *Note that you must click the **JOIN** button to participate in the meeting. Otherwise, you will only observe the meeting. Non-members are welcome to observe.*

## 1. Zoom Meeting

**Important Note 1:** You may use the dial-in phone number for your audio, but participation by audio only is not permitted by the meeting rules and you will not be able to vote using Zoom Polls. You *must* have a Zoom session open where your face is visible.

**Important Note 2:** The Zoom **web** application does not support all of the features that are needed for participation in our meeting. You must install the **Zoom client application** on your device. Clicking the link provided below will then give you the option of opening the meeting in the application, which you should do. Alternatively, you can open the app directly, select “Join Meeting” and then enter the Meeting ID and passcode yourself.

**Topic:** Annual Congregation Meeting

**Time:** May 21, 2023 at 12:30 PM Pacific Time (US and Canada)

Zoom meeting will open at 12:20 to allow you to come early to be registered as attending.

**Join Zoom Meeting**

<https://petk12.zoom.us/j/5184048271?pwd=S2xsZlBhaEdORnhtRWhmeXFKZTU4dz09>

**Meeting ID:** 518 404 8271

**Passcode:** Elim

## Special Rules of Order for Virtual Participation

The following are special rules of order adopted by the Leadership Team for this meeting, to help us have an efficient and effective meeting. Unless they are in conflict with anything below, Robert's Rules of Order, Newly Revised, 12<sup>th</sup> Edition, are still in effect for the meeting.

1. **Use your real name.** Please set the display name on Zoom to the real **first and last name of the voting member** who is using that device. When you log into the Zoom app as a guest, you can enter this name directly in the “Join a Meeting” window. If you have a Zoom account, you may need to edit your profile. Having the name correct will help speed the member registration period before the meeting.
2. **Keep your camera on.** The Congregation Meeting is a deliberative assembly conducted according to parliamentary procedure, which requires that the participants in a meeting be able to see each other. So, please keep your camera on throughout the meeting.
3. **Obtain the floor.** To obtain the floor to speak:
  - a. **Send a chat message to the presiding officer.** The chat window can be opened using the Chat button at the bottom of your screen. Your chat feature will be configured to only allow direct messages to the presiding officer. Send a message indicating the purpose for which you want the floor. Here are some typical actions you might take:



To do this:	Please type in chat:
Make a motion	Type your motion in chat
Speak in debate	Speak for Speak against
Ask the presiding officer a question about parliamentary procedure	Parliamentary inquiry
Request for information related to the business at hand	Request information
Move the Previous Question, which if passed, stops all debate and proceeds to a vote.	Previous question
Move to adjourn the meeting	Adjourn

*Note: Don't use the Zoom "Raise Hand" to obtain the floor, as we may not see you.*

- b. **Be recognized by the presiding officer.** Robert's Rules establishes some priorities and rules about when particular motions are in order. The presiding officer will recognize you if you are the first person seeking the floor for an in-order purpose, by verbally stating "recognize John Doe".
  - c. **Unmute your microphone.** The Zoom app will notify you that the host is asking you to unmute your microphone. When you see that message, unmute your microphone and begin speaking after the presiding officer has announced that you are recognized.
  - d. **State your business.** You now have the floor and can state the business you mean to bring before the congregation.
  - e. **If you aren't recognized.** Robert's Rules state that if several people are seeking the chair's attention, the chair will recognize the first person only and then everyone has to try again. So, if you send a text to the presiding officer, and see in your chat that the presiding officer subsequently recognized someone else, you will need to request the floor again—once someone else is recognized, your previous request is obsolete. This rule is in place because sometimes what the other person says changes things so that you don't want to be recognized again. So, if at first you are not recognized, keep trying as appropriate.
4. **Speak.** In order to reduce the potential chaos from background conversations, the Zoom meeting will be configured so that everyone's microphones are muted on entry and can only be unmuted at the invitation of the presiding officer. Therefore, if you wish to speak, you must obtain the floor as described above. When the presiding officer calls on you, he/she will enable you to unmute. You must unmute yourself by clicking the "Unmute" button at the lower left of your Zoom window. The presiding officer will mute your line when you surrender the floor.
  5. **Vote.** When a vote is to be taken, the presiding officer will place on the screen the motion being voted upon and will open a vote in Zoom Polls. Take a look at the poll and click on your vote(s). *No one will know how you voted.*
  6. **If You Need To Leave Early.** If you do leave early, simply leave your Zoom meeting. You do not need to let the presiding officer know you are leaving; please don't announce your departure in the chat.

## Other Questions

- 1. The virtual instructions are overwhelming. Can someone help me figure it out?** Yes! Please contact the church office ([office@elimpetaluma.org](mailto:office@elimpetaluma.org)) as soon as possible to be put in contact with someone who can help you.
- 2. How can I attend the meeting if I don't have the necessary equipment or software?** Each voting member must provide his or her own hardware and software to participate virtually; otherwise, you can participate in person.
- 3. What do I do if I lose my connection during the meeting, or something else goes wrong?** Do your best to rejoin the meeting, including restarting the Zoom app, reloading your voting page, perhaps restarting your device, etc.
- 4. I am not a voting member, but I'm interested in attending the annual meeting as a spectator. How can I participate?** Only voting members are permitted to participate in the Zoom meeting and electronic voting, because they have voice and vote. If you are not a member but want to watch the meeting, you can attend the meeting in person or you may watch it on Elim's website at [www.elimpetaluma.org/churchmeeting](http://www.elimpetaluma.org/churchmeeting).