

# ELIM LUTHERAN CHURCH

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

OFFICIAL NOTICE

ANNUAL CONGREGATION MEETING OF  
ELIM LUTHERAN CHURCH OF PETALUMA, CALIFORNIA

will be held

SUNDAY, MAY 19<sup>th</sup>, 2024 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 Meeting of Elim Lutheran Church of Petaluma, California

**Sunday, May 19, 2024 at 12:30 PM**

- 1. Opening**
  - 1.1.1. Call to order**
  - 1.1.2. Opening hymn and prayer**
  - 1.1.3. Instructions on voting and test vote**
- 2. Adoption of the Agenda**
- 3. Approval of the minutes of the annual Congregation Meeting of May 21, 2023**
- 4. Reports**
  - 4.1.1. Pastor's Report**
  - 4.1.2. President's Report**
  - 4.1.3. Treasurer's Report**
- 5. General Orders**
  - 5.1.1. Presentation and adoption of the 2024-2025 Budget**
  - 5.1.2. Vote on proposed Audit Committee resolutions**
  - 5.1.3. Vote on proposed Strategic Plan**
  - 5.1.4. Elections**
- 6. New business from the floor**
- 7. Open Forum**
- 8. Closing Prayer and Adjournment**

**MINUTES FOR THE ANNUAL MEETING OF ELIM LUTHERAN CHURCH  
PETALUMA, CA  
SUNDAY, MAY 21, 2023**

**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 45 in attendance and 6 online. It was determined that a quorum was present and the meeting was called to order at 12:37 p.m.

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

**1.3. Instructions on voting and test votes (single & multiple choice) for online participants**

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

**3. Approval of the minutes of Annual Congregational Meeting of 2022** adopted unanimously.

**4. Reports**

**4.1. Pastor's Report**

Pastor Kathryn expressed her thanks to God, to the people of Elim, and to the Synod for her position here.

Pastor Kathryn shared that she is now head of staff.

Pastor said that Elim is blessed with a wonderful music director, a great Office Manager, and a wonderful and brilliant President. Pastor Kathryn said that it is a blessing to have all of this at once. Pastor Kathryn thanked Barb for "making us all look good", Fran for spending all day Thursday printing and folding and sending to people who do not have internet. Pastor Kathryn shared that Richard is thorough in all things. He leads the Bible Study and The Food Pantry along with Judy Peterson.

Pastor Kathryn shared that the Leadership Team is a group of people who are not worried about working hard, speaking their minds, and working together. All LT members love this church.

Pastor Kathryn is putting more time into Little Shepherd, which was not part of an Interim's Pastor's job. Pastor Kathryn, Laine, and Sheldon Gen, went to their fundraiser. We are strengthening the bridge of "Us". Little Shepherd was named Best Preschool.

Pastor Kathryn gave thanks to the people who put in time on Weds nights for our music. This is important as music is an important connection for many people.

We have 4 more people interested in becoming members.

We are not going to go back to the way Elim was. We are empowered by the Spirit to move in wonderful ways.

**4.2. President's Report**

Laine thanked Pastor Kathryn for her enthusiasm and for her love of Elim. Laine also noted that we can all feel Pastor's energy and enthusiasm. She also thanked Pastor Kathryn for setting a ton of welcoming and affirming every person who walks in our door so that we can all worship together.

Laine stated that we have an amazing, fun, Leadership Team.  
Walt will be stepping down as Vice President. She thanked him for his service.  
Maria will continue as secretary, and Andrea will continue as Treasurer.

Tom Harris as Member-At-Large helps in so many ways and is always thinking about how to improve Elim.

Becky Wyrick is stepping down from her position as Member-At-Large. Laine thanked Becky for all her time on Leadership Team and for her work as a crafter and for putting together the summer barbecues and ice cream social.

Ian Labberton will continue as Member-At-Large.

Laine noted that we are in a much better place this year as we have a permanent Pastor, and that we presented a balanced budget.

Laine stated that we will launch a strategic plan to keep Elim vibrant for the next 100 years.

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

Andrea began her comments by stating "What a difference a Year Makes: The difference is You"

Our budget has come back from uncertainty and is now healthy. We have had many memorial donations. We are appreciative of our new tenants, the North Bay Hindu Community (NBHC)

We are also thankful for Little Shepherd

Though we are in the black, we have a lean budget.

Staff got a raise to meet inflation.

We increased our music budget. We doubled the budget to get Festival Choir and to be able to bring in other musicians on occasion.

We are just past a balanced budget, but we have some cash reserves, so that is not a big issue.

Kevin Prime does so much for the budget and helps out whenever he can. His help is invaluable.

### **5. General Orders**

#### **5.1. Presentation and adoption of the 2023-2024 Budget**

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

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

Proposed budget for 2022-2023 passed unanimously

#### **5.4. Elections:** There were no nominations from the floor. All candidates on the ballot were elected.

### **6. New business**

No new issue was presented

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

**The meeting was adjourned at 1:30 pm.**

# ELECTION BALLOT FOR 2024-25

The nominating committee composed of Peter Labberton, Susan Rodkin, Fred Svinth and Doris Widger present the following slate of candidates for the term of June 1, 2024, through May 31, 2025 (except as noted below.) Nominations may also be made from the floor at the annual church meeting.

## Leadership Team Officers

(1-year terms)

- President: Ian Graff Labberton
- Vice President: Mary Thomas
- Secretary: Andrea Nortz
- Treasurer: Jarene Bell
- \_\_\_\_\_
- \_\_\_\_\_

## Leadership Team Members- At-Large

(vote for 3; 1-year terms)

- Rosemary Endicott
- Fred Svinth
- Bill Tennyson
- \_\_\_\_\_
- \_\_\_\_\_

## Mission Endowment Fund Board

Members (vote for 2)

- Adair Oesterle (3-year term)
- Susan Rodkin (3-year term)
- \_\_\_\_\_

(Note: The following people are already members with various term expiration dates; Phil Sorenson, (May 31, 2025); Phil Cannon, (May 31, 2025) Robin Merrill, (May 31, 2026)

## School Committee - Church Voting

Members (vote for 1)

- Karen Pesutich (1-year term)
- Cathy Cannon (2-year term)
- \_\_\_\_\_

## School Committee - Parent

Representatives (vote for 2)

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

## 2023-24 Sierra Pacific Synod

Assembly Delegates (vote for 2, 1-year terms; 10/1/23 - 6/30/24)

\*Note: The meeting was moved to June 7-9 2024. Their term ends May 31, 2024, so we need to reconfirm them to attend next month.

- Athena Labberton
- Peter Labberton

## 2024-25 Sierra Pacific Synod

Assembly Delegates (vote for 2, 1-year terms; 7/1/24 - 6/30/25)

- Susan Rodkin
- Rich Rodkin
- \_\_\_\_\_

## Nominating Committee

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

- Mercedes Cooke
- Laine Gen
- Walt Griffith
- Pat Kellgren
- Maria Svinth
- \_\_\_\_\_

# 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 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 19, 2024 at 12:30 PM Pacific Time (US and Canada)

Zoom meeting will open at 12:15 to allow you to come early to be registered as attending.

### Join Zoom Meeting

<https://us02web.zoom.us/j/8425733161?pwd=VUoyYWlwcitkQVYzU3F1bHNtU2ZvQT09&omn=84950392380>

**Meeting ID:** 842 573 3161

**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 up 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).