



# Congregational Assembly

SEPTEMBER 27, 2020

# Opening Worship

Marco Mejia and Alex Guebert



# welcome // agenda

Chris Victoria - Congregation President





# St. John's Lutheran Church & School

## Congregational Assembly Agenda | Sunday, 9/27/2020

*Revised September 2020*



### **1. Opening Worship**

*Marco Mejia and Alex Guebert*

### **2. Welcome & Agenda Review**

*Chris Victoria, President*

### **3. Invitation to Sign Constitution**

*Chris Victoria, President*

### **4. Devotion and Opening Prayer**

*Pastor Klinkenberg, Senior Pastor*

### **5. Approval of Minutes of Previous Meeting**

*Chris Victoria, President*

*March 3, 2020 – Special Congregational Assembly*

### **6. Elections**

*Mark Bogh, Vice President*

### **7. Senior Pastor's Report**

*Pastor Klinkenberg, Senior Pastor*

### **8. Financial Report**

*Betsy Kunau, Director of Strategic Ministry Operations*

### **9. Director of Strategic Ministries Report**

*Betsy Kunau, Director of Strategic Ministry Operations*

### **10. Constitution & Bylaws**

*Darryl Wold, Chairman of Constitution Committee*

### **11. Cemetery Columbarium**

*President Chris Victoria*

### **12. Election Results**

*Mark Bogh, Vice President*

### **13. Adjournment**

*Chris Victoria, President*

### **14. Closing Prayer**

*Pastor Tim Klinkenberg*



# Invitation to Sign Constitution

Chris Victoria - President



# Devotion & Opening Prayer

Pastor Tim Klinkenberg - Senior Pastor



# **Approval of Minutes of Previous Meeting**

Chris Victoria - President



# March 3, 2020 Meeting MINUTES

## 7:30 p.m. // St. John's Sanctuary

President Chris Victoria thanked everyone for being here this evening. It is a great opportunity for us to gather together to see what the Lord will do. He read from Luke 12, "to whom much is given, much is required." That passage is appropriate for us at St. John's. The Church is blessed with talent from the staff and our congregation. Now, it is up to us to learn how to use those talents wisely.

He called the meeting to order and announced that the meeting was called in accordance with the Bylaws, with notice given for the past two weeks. He introduced himself as President of the congregation and stated that it is his honor and privilege to serve and be a part of St. John's. He is excited about this evening and the reason for the meeting, to Call a Pastor and partner with Peace Lutheran Church. The support of the congregation enables us to guide and work alongside of a church like this. We are blessed by the generosity of the congregation. "To whom much is given, much is required."

He invited Pastor Tim Klinkenberg to begin the meeting with prayer and a devotion.





# March 3, 2020 Meeting MINUTES

## Opening Devotion and Prayer

Pastor Tim stated that one of honors and privileges he has is to serve with so many wonderful people, our staff and our leaders. He offered an opening prayer.

He wondered how many meetings our congregation had when Pastor Kogler, our founding Pastor, talked about planting churches after St. John's was founded. Zion in Anaheim was founded by a brother of Pastor Kogler. Then St. John's went on to found St. Paul's Orange, Peace Tustin, Salem in Orange. Churches we planted went on to plant other churches. Some of the churches are facing difficulties and we believe we should be fighting for one another. Peace Tustin had a large school and, over the course of time, closed the school and members left. St. John's is not planting churches now, but we have the opportunity to revitalize one. That is what we must do at Peace.

As people of God were sent out of Samaria and Judea and across the earth, they carried the message of the Gospel and the devotion and impact that the Christians had in their neighborhoods and communities. It is hard to fault them because of the impact they had and the love they shared. This is a picture of the early Church, as recorded in Acts 2:42, about all of the believers coming together, praising God and enjoying the favor of all of the people. The Lord added to their numbers daily.



# March 3, 2020 Meeting MINUTES

We are involved in something new. We are not doing it for glory, but we are doing what He has outlined in His Word. To share, to love, to encourage and be devoted to one another and hold onto the Gospel of Jesus Christ. This is a good night to do this. It is a good night to reach out in love to one another in the congregation and see what God has for us. He concluded with prayer.

The President thanked Pastor Tim for the devotion. He commented that we are fortunate to have an excellent Pastoral staff, Pastor Tim, Pastor Michael Hayes, Pastor Trevor Van Blarcom. They reflect a very healthy church.

## **Invitation to Sign Constitution**

The President invited all confirmed members, over the age of 18, who have not yet signed the Constitution, to come forward and sign in order to be able to participate in the issues to be presented at the meeting this evening.

## **Minutes**

Minutes of the Congregational Assembly of May 21, 2019, were reviewed. A motion was made and seconded to approve the Minutes of this meeting and an oral vote reflected that the Minutes were approved.

# March 3, 2020 Meeting MINUTES

## Peace Lutheran Church, Tustin

### 1. Background – How This Came About, Partnership

Chris reviewed the discussions and meetings between Peace and St. John's after their Pastor departed. Pastor Michael Hayes preached at several services for the past few months, as did Pastor Trevor Van Blarcom and Pastor Mark Siegert. Pastor Michael discussed his involvement with the leaders at Peace. He met with them, provided care for some of their elderly members, and worked with them in making some decisions. PSD President Michael Gibson suggested the concept of sharing a Pastor, half time at St. John's and half time at Peace. He suggested both congregations interview Pastor Nathan Huse, currently serving at Gethsemane in Tempe, Arizona, who will be moving to Orange County because of a job transfer for his wife. In February, Pastor Huse visited both churches, preached at Peace, attended three services at St. John's and met with leaders of both congregations. Peace Lutheran has previously held a Congregational Assembly at which they voted unanimously to extend a Call to Pastor Huse.

# March 3, 2020 Meeting MINUTES

## 2. **Financial Support** – Lori Shackelford

Lori discussed the funds from which the salary for Pastor Huse would be paid. The Trustees are proposing that the salary be funded 25% from the Operations Budget and 75% from our Missions account, which is very well funded, since our agreement with Peace is viewed as a mission. Peace would be responsible for a percentage of Pastor Huse's salary, which could be 40% to 50%, reimbursement to us.

## 3. **Church Goals**

Pastor Tim Klinkenberg discussed the importance of churches working together, to support each other and ensure continued growth. The worship attendance at Peace has been declining in recent years, especially following the departure of their Pastor last year. The school closed and the facility has been rented by the Blind School, which is a supplement to their income. As we did with Grace Lutheran Church in Corona several years ago, which continues to have a great Preschool on that campus, we would like to help and support Peace in this partnership. When churches thrive and grow, we are building the kingdom for the Lord. He commented that he is excited about the partnership with Grace and for the future of that congregation. The Call to Pastor Huse would be an opportunity to create a partnership between our two congregations, where we would have the prospect of supporting, encouraging and helping to build the church. St. John's would be the Calling Church, and St. John's would deploy Pastor Huse to Peace.



# March 3, 2020 Meeting MINUTES

## 4. **Open Discussion for Nathan Huse**

Chris invited questions from the congregation regarding a Call to Pastor Nathan Huse, to serve both St. John's and Peace Tustin. Both he, Pastor Michael and Pastor Tim responded to the questions.

## 5. **Motion to Call Pastor Huse as Associate Pastor**

On behalf of the Trustees, Chris made a "motion to extend a Call to Rev. Nathan Huse, to serve as Associate Pastor at St. John's Lutheran Church. The motion was seconded and approved unanimously.

## **Adjournment**

A motion was made to adjourn the meeting. It was seconded and approved.

## **Closing Comments**

Pastor Tim asked Pastor Mike, who has been so instrumental in this process and building our relationship with Peace, to offer the closing prayer. Pastor Mike prayed and the meeting was adjourned at 8:37 p.m. The President thanked everyone for attending.

***Respectfully submitted, Joan Willett, Recording Secretary***

# Elections

Mark Bogh - Vice President





# St. John's Lutheran Church & School Congregational Assembly | Ballot

Revised September 2020



Position	Nominee	Term
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## Congregational Officers

Vice President and Trustee	Mark Bogh	2nd Term
Treasurer and Trustee	Nick Villasenor	1st Term

## Council of School Ministries - Council Member

### 1 Position - Vote for One

Member	Lizz Cherry	1st Term
Member	Jon Krueger	1st Term
Member	Amanda Lebrecht	1st Term

## Council of Elders - Council Members

### 2 Positions - Vote for Two

Member	Scott O'Day	2nd Term
Member	Chris Michaelis	1st Term
Member	Jordan Purrington	1st Term

Position	Nominee
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## Ratifications of Appointments

### Council of Worship & Music

Chairman	Dennis Blanchard
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### Council of Evangelism, Outreach & Missions

Chairman	Dale Newcom
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### Council of Youth & Young Adults

Chairman	(unfilled at this time)
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### Council of Families with Children

Chairman	Deanne Zimpelmann
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### Council of Prayer & Congregational Care

Chairman	(unfilled at this time)
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### Council of Adult Ministries

Chairman	Cathy Joeckel
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### Council of Business Administration

Chairman	Tim Virus
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## **Vice President of the Congregation - Member of Trustees**

### **Mark Bogh**

*Mark and his wife, Bridget, have been active members of St. John's for over 20 years. Bridget attended St. John's and Lutheran High, as did their children, Abby and Adam, who volunteer as worship leaders in the services in Walker Hall when they are home from college. Mark has served as Secretary of the Congregation and currently serves as the Vice President of St. John's, and a member of the Trustees. Mark is the principal of Bogh Engineering, Inc., a third-generation public works construction firm, specifically focused on education facilities design and construction. Mark also sings as part of the Praise Team in contemporary worship services.*





## **Treasurer of the Congregation - Member of Trustees**

### ***Nick Villasenor***

*Nick and his wife, Nila, became members of St. John's a several years ago. They have two daughters, Mia, who is in Kindergarten at St. John's, and Eva, who attends St. John's Preschool. He attends Tuesday Afternoon Men's Life Group. Nick attended California State University Fullerton, where he earned his BA degree in Business Administration with an emphasis in Finance and a Concentration in Investments and Financial Planning. He is Senior Vice President - Wealth Management, USA and Senior Portfolio Manager at UBS.*



## **Member - Council of Schools**

### **Lizz Cherry**

*Lizz and her husband, Robby, became members of St. John's in 2016. Their children, Lauren (7) in 2nd Grade and Cameron (5) in Kindergarten, attend St. John's School. Lizz grew up at St. John's, attending school from Kindergarten to 8th grade and then attended Orange Lutheran. She is a Doctor of Physical Therapy and currently works as an outpatient physical therapist at Sports Conditioning and Rehab in Orange. Lizz is an active member of Church Life Groups, Mom's Life ministry, enjoys volunteering at VBS & Sunday School, School Auxiliary and is a room mom. They reside in Orange and love to go hiking, running, crafts, play sports with their children, and spend time with friends.*





## **Member - Council of Schools**

### ***Jon Krueger***

*Jon and Michelle transferred their membership to St. John's from Woodbury Lutheran Church in Minnesota, when they moved to California in 2016. Their two sons attend St. John's School, Cameron in 8th Grade and Hudson in 5th Grade. Jon attends Tuesday Morning Men's Bible Study and completed Pastor Tim's leadership class last year. He graduated from Concordia Academy Lutheran High School in Roseville, MN, and received his BA from Concordia University, St. Paul, MN in 1998. Jon is the Senior Sales Manager of GE Monogram Appliances. Their family enjoys outdoor activities together.*





## **Member - Council of Schools**

### **Amanda Lebrecht**

*Amanda and her husband, Phil, a graduate of Lutheran High, have been members of St. John's for 7 years. They have two children, both attending St. John's, Cayla in 4th Grade and Cooper in 1st Grade. Amanda has been a regular leader in VBS and a volunteer for Sunday School. She was a member of the StratOp group at St. John's and has served as Chairman of a WIN Team and as a member of the WASC Accreditation Focus Group. Amanda is the Associate Dean of Student Success at Vanguard University in Costa Mesa, where she has over 20 years of leadership experience in higher education. She has a MA in Theological Studies, with an emphasis in Leadership from Vanguard University, and a MA in Education Administration and a BA in Psychology from the University of Redlands. She has extensive training, experience and leadership in student success, retention and leadership development. She is actively involved with Tustin Girls Softball and Tustin Western Little League.*





## **Member - Council of Elders**

### ***Scott O'Day***

*Scott and Jennifer became members of St. John's approximately seven years ago. Their daughters, Olivia and Bailey, are in 7th and 5th grade, respectively, in St. John's. Scott has been involved with the Elders serving in worship services and is currently serving as a member of the Council of Elders. He also serves on the Security Ministry Action Team for St. John's and as a School crossing guard. In addition to being an Eagle Scout, Scott is a Special Agent with the FBI, a FBI Firearms Instructor and an Adjunct FBI Instructor.*



## **Member - Council of Elders**

### ***Chris Michaelis***

*Chris and his wife, Nicole became members of St. John's in 2009, although they worshiped here for several years before joining. They have two sons, Paul (23) and George (20), who were confirmed at St. John's, and are both attending college now. Chris has served as a Breakout Leader, has been involved in Family Ministries, attended Tuesday Morning Men's Bible Study (until work obligations conflicted) and is part of Pastor Tim's Leadership class. He has a BA in Business Administration and Accounting and an MA in U.S. History. He is currently employed at Capital Group in Irvine, an investment management company in governmental and regulatory reporting. He enjoys camping and reading.*





## **Member - Council of Elders**

### ***Jordan Purrington***

*Jordan and Suzi have been members of St. John's since 2013, and were both raised in Anchorage, Alaska. They have three children, Lucy in 3rd grade, Ruby in Kindergarten and Jonah, 2, attending St. John's School. They are members of a Life Group. He has been trained in Fire Technology, attended Paramedic School and has been an Engineer with the Los Angeles City Fire Department for the past 14 years. Prior to being a firefighter, he was a woodworker, and cabinetry and woodworking continue to be a hobby.*

# Senior Pastor's Report

Pastor Tim Klinkenberg - Senior Pastor



# Financial Report

Betsy Kunau - Director of Strategic Ministry Operations



# 2019-2020 Year End Report Highlights

- Began the year in a strong financial position – realistic budget setting and conservative spending
- Arrival of COVID
  - Immediately held spending to essentials only. Maintenance and project spending were deferred.
  - With the shift away from on Campus learning, forgave Preschool tuition for two months. Successfully retained families
  - Applied for and received funds from the Small Business Administration's Payroll Protection Program to retain staff.





# 2019-2020 Year End Report Highlights

- Ended the year unfavorable by \$67,388 due primarily to Covid-related issues
- Shortfall was covered by the favorable position from prior year (2018-2019)





# St. John's Lutheran Church & School

## Operating Budget: Actual 2019-2020 vs. Budget 2019-2020

Revised September 2020



	Actual 2019-2020	Budget 2019-2020	Variance	Explanation
Contributions	\$ 3,479,492	\$ 3,509,700	\$ (30,208)	
K-8 and Preschool Registration & Tuition	5,419,234	5,641,000	(221,766)	Preschool - No Tuition April - June
Fees / Rental / Interest / Other	529,312	614,200	(84,888)	Less School Age Care Fees
School Endowment Payment	145,918	150,000	(4,082)	
Designated Operating Contributions Rec'd & Expended	151,692	130,000	21,692	
	<b>9,725,648</b>	<b>10,044,900</b>	<b>(474,048)</b>	
Salaries & Benefits	\$ 7,152,111	\$ 7,242,300	\$ (90,189)	Fewer Positions
Property & Campus Maintenance & Safety	750,924	884,600	(133,676)	Shutdown = Fewer Utilities
Classroom Instructions & Technology	433,443	438,000	(4,557)	
Legacy Fund	400,000	400,000	-	
Missions & Outreach	186,298	266,700	(80,402)	Delayed Pmnt. to District/Member Fees
Insurance	96,709	130,000	(33,291)	Reduced by Insurance Company
Administration & Other Expenses	773,551	684,600	81,252	
	<b>9,793,036</b>	<b>10,044,900</b>	<b>540,169</b>	
Net Operations	(67,388)	-	(67,388)	

# Operational Budget 2020-2021

- Cautiously optimistic about the year, we are taking a conservative approach to both anticipated income and expense.
- Following the gracious trend we are seeing in our offerings, increase of 1% to offerings
- Holding steady on programmatic expenses because of Covid uncertainty
- Allowances for Covid- related expenses
- Preschool enrollment of 124 and K-8 enrollment of 650
- In support of our school families in this difficult time and encourage student retention, tuition held at the 2019-2020 rates.
- Pause of three-year plan to equalize salaries





# St. John's Lutheran Church & School

## Operating Budget: Actual 2019-2020 vs. Proposed 2020-2021

Revised September 2020



	Actual 2019-2020	Budget 2020-2021	Variance	Explanation
Contributions	\$ 3,479,492	\$ 3,507,400	\$ (27,908)	Anticipated Increase in Offering
K-8 and Preschool Registration & Tuition	5,419,234	5,403,900	15,334	Includes Tuition Assistance
Fees / Rental / Interest / Other	529,312	662,200	(132,088)	SAC Ministry Fees
School Endowment Payment	145,918	144,000	1,918	Investment Performance
Designated Operating Contributions Rec'd & Expended	151,692	462,600	(310,908)	New Allocation Mission Funds
	<b>9,725,648</b>	<b>10,180,100</b>	<b>(454,452)</b>	
Salaries & Benefits	\$ 7,152,111	\$ 7,280,100	\$ (127,989)	Salary Mix
Property & Campus Maintenance & Safety	750,924	867,800	(116,876)	COVID Expenses
Classroom Instructions & Technology	433,443	448,800	(15,357)	
Legacy Fund	400,000	400,000	-	
Missions & Outreach	186,298	241,600	(55,302)	Catch Up of Delayed Payments,
Insurance	96,709	118,000	(21,291)	Increase to Graceworks and
Administration & Other Expenses	773,551	825,100	(51,549)	Vulnerable Child Ministry
	<b>9,793,036</b>	<b>10,180,100</b>	<b>388,331</b>	
Net Operations	(67,388)	-	(67,388)	

# Projects and Initiatives 2020-2021

## Maintenance and Replacements

Electrical Panels: Walker Hall & Cornerstone

HVAC: Walker Hall & C-Building Classrooms

## Improvements and Initiatives

Fire/Life Safety System

Courtyard & Welcome Center

Digital Campus Project

<b>Total</b>	<b>Program</b>	<b>\$930,000</b>
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\*Funding through wise fiscal stewardship of Trustee Restricted amounts: Special gifts and allocations from the General Fund (Maintenance and Legacy Funds)

\*\*Program based on project or initiative amounts, not annual expenditures



# **Financial Year 2020-2021 Summary**

**Operational Budget: \$10,181,100**

**Project and Initiatives Program: \$930,000**

# Director of Strategic Ministry Operations Report

Betsy Kunau  
Executive Director of Strategic Ministry Operations



# Endowment Fund Report

- The St. John's School Educational Endowment fund was established to assist with tuition aid for students enrolled in our Christian day school. The earnings from the corpus are available for distribution to the St. John's School.
- The Directors have taken great care in recognizing the corporate governance and investment responsibilities required by their fiduciary position. To guide their activities, we have the St. John's Lutheran Church
- Education Endowment Fund Bylaws approved by the Directors, Church Trustees and Congregation in 2007 and amended by the Congregational Assembly in 2014. The Bylaws provide specific direction in operations, procedures of election, voting, management and investment powers, distribution of income and principal, required reports to the congregation and procedures for awarding scholarships.



# Endowment Fund Report

## **Appointed by the Trustees as Representatives of the Congregation:**

- Fred Whitaker, Chair
- Brian Maas
- Boe Boezinger

## **Council of Schools Representative:**

- Fred Whitaker, Chair

## **Trustees Representative:**

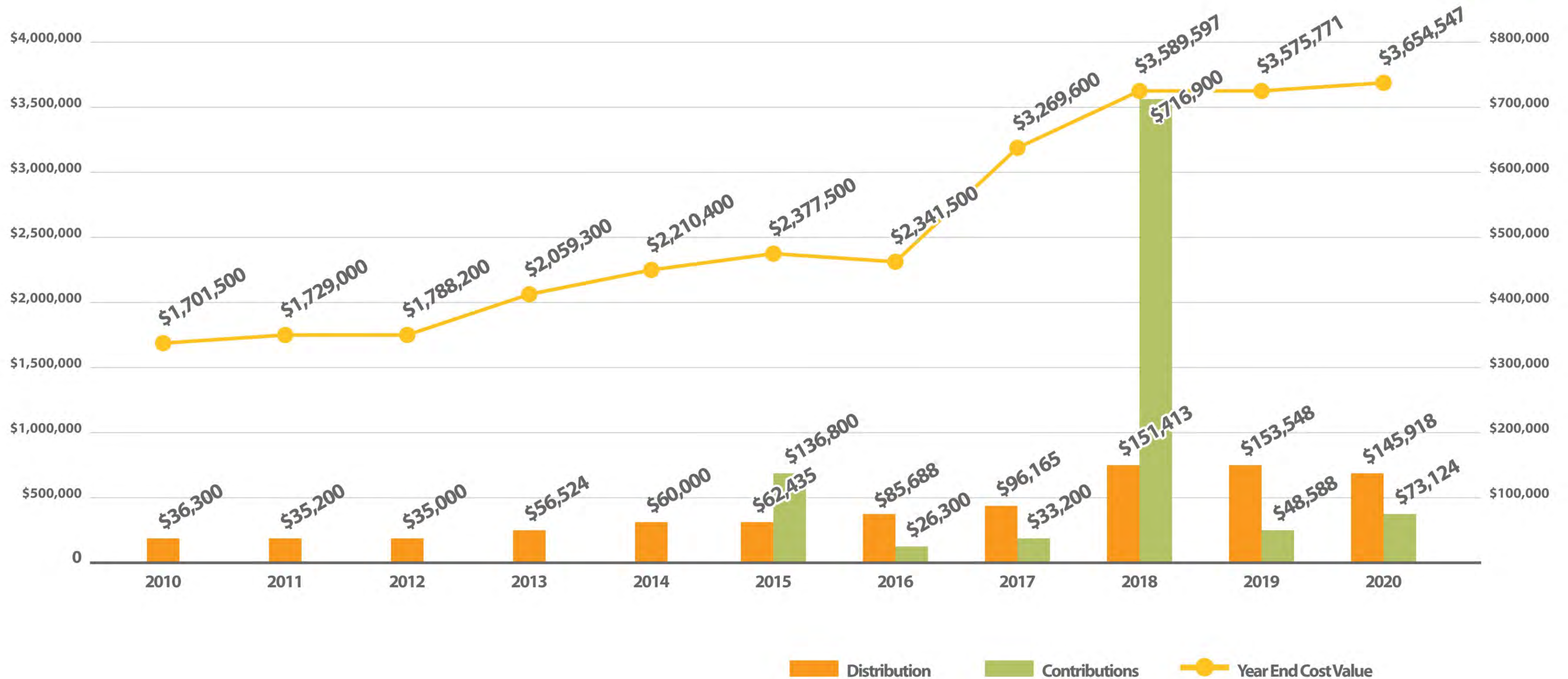
- David Willett





# St. John's Lutheran Church & School Endowment Performance | 2008-2020

Revised September 2020





# Covid Response (March-July 2020)

- Payroll Protection Loan \$1.1 Million from Farmers & Merchants Bank
  - Have not completed loan forgiveness process
- Did not have to lay-off or furlough any employees
- Kept expenses to a minimum – shut down AC/utilities immediately when Stay at Home orders were given
  - Skeleton crew managed campus during Stay at Home orders
- Teaching staff transitioned beautifully to online learning
  - Did not lose many students
- Worked with Insurance and Legal Counsel to reopen campus
- We able to test processes with Summer Camp, Smaller services (first indoor, low capacity services; then outdoor services)
- Maintained all Human Resource and California State Labor considerations

# Covid Preparation (July 2020 and beyond)

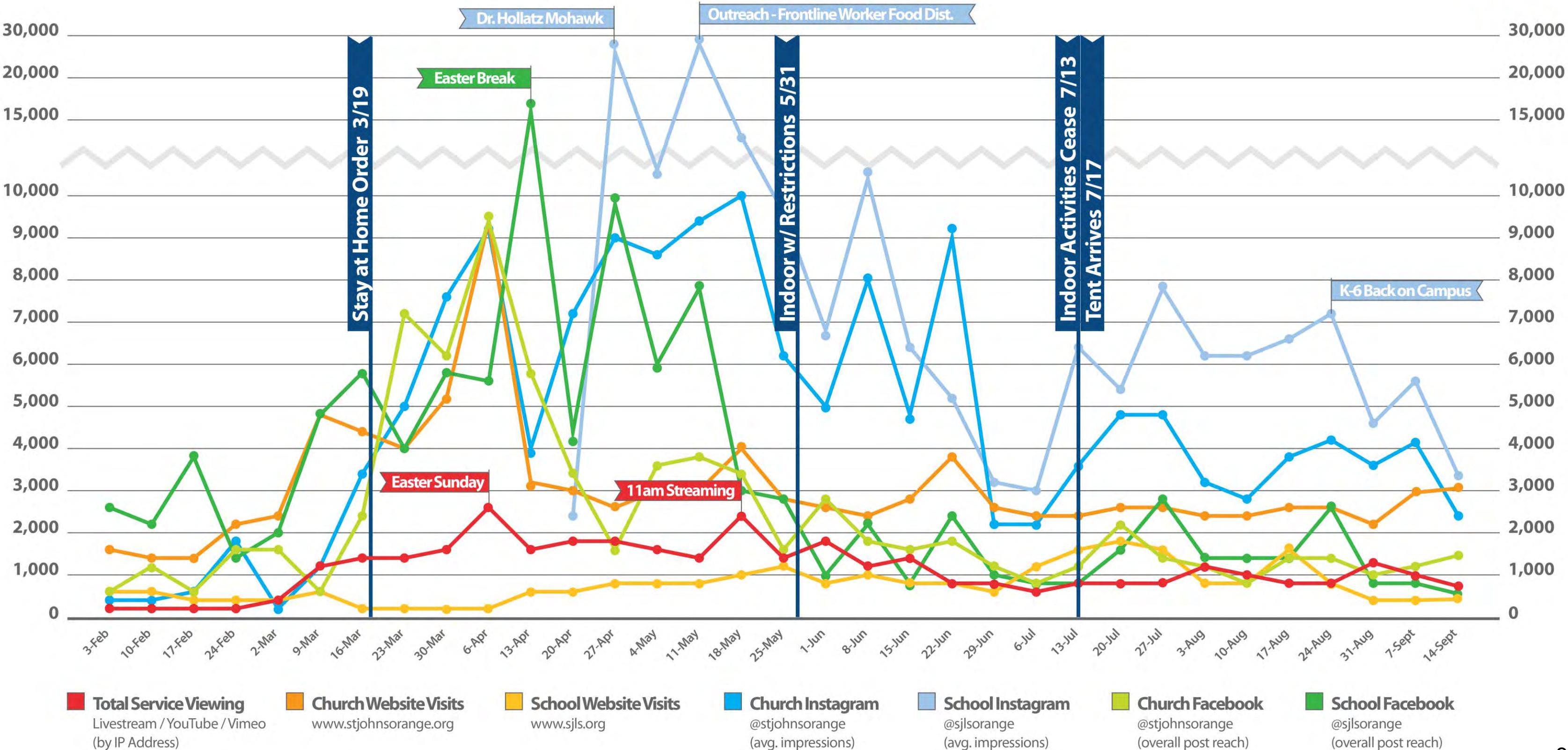
- Preserve the Core (Sunday Services & Classroom Instruction)
- Protocol “drafting”
  - Church learned from school; school learned from church
- Tent (Outdoor Services and School Activities)
- Increased Cleaning & Disinfecting
- All staff and visitors PPE
- Purchase “Foggers”
- Waiver for School approved on August 19 (first school to submit)
- Certified Covid 19 Safety Manager – Shannon Beshara
- Increased Covid-related expenses, but keeping other costs low



# St. John's Lutheran Church & School

## Digital Media Stats | February 3 - September 7, 2020

Revised September 2020



# Constitution & Bylaws

Darryl Wold

Chairman of Constitution Committee





# Cemetery Columbarium

Chris Victoria - President







Front Entrance 42





Front from Fairhaven Ave. 43





North-East Corner <sub>44</sub>





North-East Front 45





Columbarium EXAMPLES 46

# Election Results

Mark Bogh - Vice President



# Adjournment

Chris Victoria - President





# Closing Prayer

Pastor Tim Klinkenberg



