

**Lutheran Church of the Incarnation Council Meeting Minutes**  
**July 14, 2020, 6:30 pm**

Council Member Roster: Lori Martin Bodhiprasart (2021), Craig Copelan (2021), Jeff de Ropp (2023),  
Ed Green (2023), David Hartley (2022), Carol Huegli (2023), Paul Kolarik (2021), Karl Larson (2022),  
Becky Linvill (2022), Pr. Dan Smith

Zoom Meeting

<https://us02web.zoom.us/j/87398070669?pwd=dUcvaWZTNESxODFFcE1vMWM1emhMUT09>

Meeting ID: 871 5475 2605

Password: **690950** One tap mobile

+16699006833, 871 5475 2605 #,1#,**690950** # US (San Jose)

A. Introduction: Pr. Dan Smith (15 minutes)

- Devotion- Dan provided the devotion for this evenings meeting
- Weather Reports- this section was omitted for this evenings meeting

B. Approval of June 9 meeting minutes: Craig, (5 minutes)- attached

Motion: Minutes for the June meeting were approved.

C. June Treasurers Report and Review: Dave Kukis (15 minutes)

Expenditure report PPP loan – Jeff provided a summary of the expenditures on salaries and mortgage interest that were covered by the PPP loan the funds were expended completely by the end of June.

D. Pastor's Report (10 minutes) – Dan reviewed the progress he has been making in the use of the new church data base BREEZE.

He is planning meet with the Social Justice committee during the coming week.

Dan noted the the Synod assembly will be postponed to 2021 the Bishop will continue in place until there is an election to replace him.

Dan noted that the results of his testing have been provided and he is now considering surgery that has been recommended. He noted that he will be required to take a month off to recover. The date he will see the EEG specialist for surgery would be within the next month of so with a recovery period to follow.

Memorial services:

Joan Moren will have a memorial service at the end of July the service would be recorded and available via Youtube online on July 29 with a reception on Zoom the following day. There was a lot of discussion surrounding this topic given the new guidance for worship services. Dan will follow up with the county health department regarding the recording of a small family memorial service for online sharing with their friends from the congregation. If the health department is supportive of this approach for small group memorials the council was supportive of the service, if they interpret the state health services action as prohibiting even this small sort of services it may be necessary to postpone or move the service outdoors.

E. Council Member Action Items: Carol Huegli (45 minutes)

- I. Reopening the Church TF: Yolo County status, draft reopening plan (Kevin Grayson) Kevin noted that the Governor had established new requirements which would prohibit indoor worship within

Yolo county.in response to increased infection rates for Covid 19. Some guidance was provided by Kevin on the outdoor worship portion of the plan. This was the subject of an extended discussion by council and the feeling was that while the efforts of the task force have been exemplary, we should not rush into reopening. The council will reopen this discussion during the August council meeting.

Dan has discussed the implementation of the proposed plan with Gretchen Peralta and she has indicated that she would like to work on the implementation of the final plan when it is available.

## 2. LCI policy on Rent expectations when entity is not using space (Carol)

Motion: Those groups who rented LCI space for general use prior to LCI closing are not required to pay back rent. Facility guidelines and agreement form(s) must be updated to ensure compliance with State and County COVID-19 prevention requirements.

M/S/C Huegli/Martin

## 3. Church Sign update (Craig) No report

### F. Committee, Task Force and President's reports (information only may be a verbal report- 40 minutes)

- President's Report, Carol
- August Virtual Retreat- August 15 Carol and Dan will discuss this date and provide other alternatives.
- Treasurer Recruitment= no news
- Solar panel installation update- moving forward the installation started today and will be done this week.

### G. Financial Secretary, Damian – no report.

### H. Personnel Report, Jeff – no report beyond the discussion during the review of the PPP grant above.

### I. Social Justice Committee, Becky

### J. Education Committee- David

Closers- the list of closers for the church or the revised worship services will be developed when it is needed.

## **Pastor's Report to Council**

Lutheran Church of the Incarnation

July 14, 2020

Pr. Dan Smith

The summer program hasn't changed very much from last month. These are the things I'm working on:

- **Weekly worship**
- **Daily devotions by video**
- **Pastoral calls**
- **Cleaning out Breeze database.** We have transferred over all of our records from Icon to Breeze, and I am deleting people whose names I don't recognize and who have no notes entered or records of donations (there are quite a few). I am reaching out to some people we haven't seen in a while; I don't just want to give up on people. *Note: I could use help with some names I don't recognize. I'd like to bring some names to Council to see if you know these people. One example: Ronald and Kirk Ehmsen*
- **Developing a plan for the next six months at LCI.**
- **Social justice focus:** Congregation book study: *I'm Still Here: Black Dignity in a World Made for Whiteness* by Austin Channing Brown; reaching out to LOPP to find out about justice issues we can learn about and take action on. Date for congregational Zoom discussion TBA.

Notes:

- Joan Moren Memorial will go live on YouTube July 29 at 5:00pm; "Zoom Reception" at 5:00pm on July 30.
- The Bishop has exempted me from having to submit a parochial report; I submitted a verbal report of our ministry, and he said that was fine.
- Synod Assembly has been postponed to 2021.

Other items:

- [verbal update on my health situation]
- Thank you for prayers and support for my mother (Jean Smith)

## June 2020 Income

Date	Payee/Description	Undesignated		Benevolence	Reserves	Protected Reserves		Other	Total
		Offerings/misc	Rents			Columbarium	Endowment		
06/16/20	Check Offerings	7,084.78	1,642.18	115.00	1,215.00	2,750.00	0.00	0.00	12,806.96
06/25/20	Interest FNB Money Market	0.00	0.00	0.00	0.00	1.85	1.10	0.00	2.95
06/30/20	Check Offerings	2,215.00	0.00	0.00	295.00	0.00	0.00	0.00	2,510.00
06/30/20	Paypal Offerings	9,998.65	0.00	0.00	260.00	0.00	0.00	0.00	10,258.65
06/30/20	Interest Mission Investment Fund				32.29				32.29
Total		19,298.43	1,642.18	115.00	1,802.29	2,751.85	1.10	0.00	25,610.85

**Mission Support: 5.5% of undesignated income**

**1,151.73**

### June 2020 Designated Giving

Date	Payee/Description	Benevolence		Reserves			Protected Reserves
		Pine Tree Garden	June MMP: 4th and Hope	20776	20559	20214	20761
				Sanctuary Renovation	Major Maintenance Reserve	Flower Fund	Columbarium
06/16/20	Check Offerings	100.00	15.00	690.00	500.00	25.00	2,750.00
06/25/20	Interest FNB Money Market						2.95
06/30/20	Check Offerings			295.00			
06/30/20	Paypal Offerings			260.00			
06/30/20	Interest Mission Investment Fund				32.29		
Total to Date		100.00	15.00	1,245.00	532.29	25.00	2,752.95

**PPP Funds Spent**

Bank Account	Date	Check	Description	LCI Acct	Payroll	Eligible non-Payroll	Total
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Youth Dir. (Burns)	24150 (70703)	817.50		817.50
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Cantor (Doolittle)	24150 (20213)	295.00		1,112.50
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Admin (Finnigan)	24150 (70701)	280.00		1,392.50
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Nursery (Hernes)	24150 (70705)	30.00		1,422.50
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Nursery (Paulson)	24150 (70705)	33.96		1,456.46
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Nursery (Savoia)	24150 (70705)	33.96		1,490.42
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Music Dir. (Schulz)	24150 (70706)	1,000.00		2,490.42
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Admin (Ou)	24150 (70701)	457.25		2,947.67
FNB checking	04/29/20	auto	Paychex 04/30/20 payroll: Nursery (Young)	24150 (70705)	45.28		2,992.95
FNB checking	05/01/20	auto	Thrivent Financial: Mortgage Interest	24150 (68772)		2,181.85	5,174.80
FNB Checking	05/13/20	online	PG&E	24150 (68754)		346.31	5,521.11
FNB checking	05/13/20	online	PG&E	24150 (68754)		99.57	5,620.68
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Youth Dir. (Burns)	24150 (70703)	817.50		6,438.18
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Cantor (Doolittle)	24150 (20213)	295.00		6,733.18
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Admin (Finnigan)	24150 (70701)	280.00		7,013.18
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Nursery (Hernes)	24150 (70705)	30.00		7,043.18
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Nursery (Paulson)	24150 (70705)	33.96		7,077.14
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Nursery (Savoia)	24150 (70705)	33.96		7,111.10
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Music Dir. (Schulz)	24150 (70706)	1,000.00		8,111.10
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Admin (Ou)	24150 (70701)	93.00		8,204.10
FNB checking	05/14/20	auto	Paychex 05/15/20 payroll: Nursery (Young)	24150 (70705)	45.28		8,249.38
FNB Checking	05/21/20	online	Portico: Retirement	24150 (71904)	744.43		8,993.81
FNB Checking	05/21/20	online	Portico: Health	24150 (71905)	2,881.00		11,874.81
FNB Checking	05/26/20	auto	City of Davis Utilities: water	24150 (68751)		153.66	12,028.47
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Youth Dir. (Burns)	24150 (70703)	817.50		12,845.97
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Cantor (Doolittle)	24150 (20213)	295.00		13,140.97
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Admin (Finnigan)	24150 (70701)	280.00		13,420.97
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Nursery (Hernes)	24150 (70705)	30.00		13,450.97
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Nursery (Paulson)	24150 (70705)	33.96		13,484.93
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Nursery (Savoia)	24150 (70705)	33.96		13,518.89
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Music Dir. (Schulz)	24150 (70706)	1,000.00		14,518.89
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Admin (Ou)	24150 (70701)	457.25		14,976.14
FNB checking	05/28/20	auto	Paychex 05/29/20 payroll: Nursery (Young)	24150 (70705)	45.28		15,021.42
FNB checking	06/01/20	auto	Thrivent Financial: Mortgage Interest	24150 (68772)		2,178.12	17,199.54
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Youth Dir. (Burns)	24150 (70703)	817.50		18,017.04
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Cantor (Doolittle)	24150 (20213)	295.00		18,312.04
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Admin (Finnigan)	24150 (70701)	280.00		18,592.04
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Nursery (Hernes)	24150 (70705)	30.00		18,622.04
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Nursery (Paulson)	24150 (70705)	33.96		18,656.00
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Nursery (Savoia)	24150 (70705)	33.96		18,689.96
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Music Dir. (Schulz)	24150 (70706)	1,000.00		19,689.96
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Admin (Ou)	24150 (70701)	457.25		20,147.21
FNB checking	06/12/20	auto	Paychex 06/15/20 payroll: Nursery (Young)	24150 (70705)	45.28		20,192.49
FNB Checking	06/16/20	online	Portico: Retirement	24150 (71904)	744.43		20,936.92
FNB Checking	06/16/20	online	PG&E	24150 (68754)		4.58	23,822.50
FNB Checking	06/17/20	online	Portico: Health	24150 (71905)	2,881.00		23,817.92
					18,858.41	4,964.09	23,822.50
					79.2%	20.8%	

**Lutheran Church of the Incarnation**  
**Treasurer's Report**  
June 30, 2020

**Bank Accounts**

**FNB Checking (Operating Cash)**

Balance Forward	176,447.23
Deposits June 2020	25,575.64
Expenditures June 2020	25,295.57
Closing Balance 06/30/20	176,727.30

**Mission Investment Fund (Operating Cash)**

Balance Forward	34,341.99
Deposits June 2020	32.29
Expenditures June 2020	0.00
Closing Balance 06/30/20	34,374.28

**FNB Money Market (Protected Reserves)**

Balance Forward	64,559.43
Deposits June 2020	2.95
Expenditures June 2020	0.00
Closing Balance 06/30/20	64,562.38

**Cumulated Surplus on 06/30/20**

Total of all bank accounts	275,663.96
Less: all reserves	263,720.28
<b>Operating Cash Surplus 05/31/20</b>	<b>11,943.68</b>

**Reserves 06/30/20**

**Operating Reserves:**

20115 Designated Benevolences pending	100.00
20117 Memorial Fund	11,856.41
20213 Worship/Music Reserve	2,351.18
20214 Flower Fund	996.09
20301 Pastor's Discretionary Fund	2,032.14
20500 Youth and Children's Ministries	3,652.96
20509 Nursery Supplies/Equip	623.07
20551 Mission Trip Fund	4,713.01
20614 Hospitality	1,361.36
20759 Major Maintenance Reserve	26,474.43
20771 Building Fund	745.00
20776 Sanctuary Renovation	115,061.25
20777 Property Infrastructure Fund	26,421.00
24150 Paycheck Protection Plan Fund	0.00
<b>Total Operating Reserves</b>	<b>196,387.90</b>

**Protected Reserves**

24151 Endowment Fund	30,003.07
20760 Columbarium Fund	22,000.00
20761 Columbarium Niche Purchases	15,329.31
<b>Total Protected Reserves</b>	<b>67,332.38</b>

**Mortgage Principal Balance**

Thrivent First Mortgage as of 06/01/20	508,241.39
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**Income**

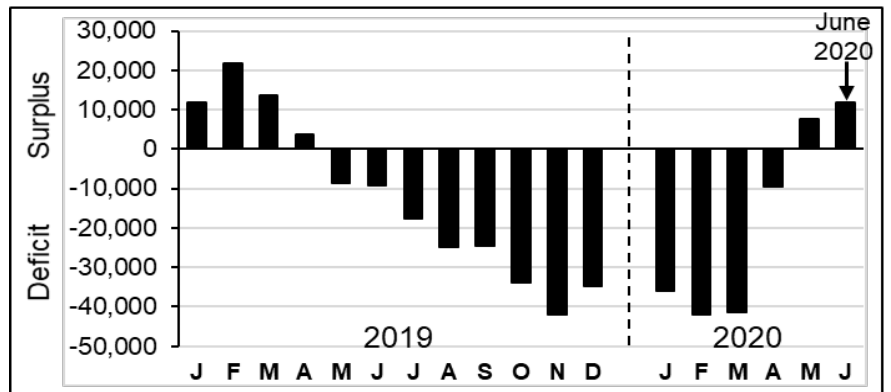
Income	Jan-May 2020	June 2020	YTD
Undesignated Income:			
Donations and Offerings	151,262.42	19,298.46	170,560.88
Rents	10,346.90	1,642.18	11,989.08
Designated for Benevolence	4,203.07	115.00	4,318.07
Designated for Reserve Accounts:			
Operating Reserves	52,620.90	1,802.29	54,423.19
Columbarium	112.04	2,751.85	2,863.89
Endowment Fund	5,001.97	1.10	5,003.07
Other Income	400.00	0.00	400.00
<b>Total Income</b>	<b>223,947.30</b>	<b>25,610.88</b>	<b>249,558.18</b>

**Benevolence**

Budgeted Benevolence	Jan-May 2020	June 2020	YTD
Mission Support (5.5%)	8,896.75	1,151.74	10,048.49
Designated Benevolences			
Additional mission support	0.00	0.00	0.00
Jan MMP: Yolo Crisis Nursery	345.00	0.00	345.00
Feb MMP: The Belfry/LEVN	390.00	0.00	390.00
March MMP: St. John's Program for Real Change	575.27	0.00	575.27
April MMP: Amor	1,212.50	0.00	1,212.50
Easter Offerings: Pine Tree Garden	110.00	100.00	210.00
May MMP: Yolo County Food Bank	1,310.30	0.00	1,310.30
June MMP: 4th and Hope	0.00	15.00	15.00
July MMP: Lutheran World Relief	0.00	0.00	0.00
Aug MMP: AMPARRO	0.00	0.00	0.00
Sept MMP: CASA	160.00	0.00	160.00
Oct MMP: CLU / PLTS	0.00	0.00	0.00
Nov MMP: Interfaith Rotating Winter Shelter	100.00	0.00	100.00
Dec MMP: Lutheran Hunger Appeal	0.00	0.00	0.00
Christmas Offerings: Future Development Youth Ctr	0.00	0.00	0.00

**Total Benevolence** 14,366.56

**Total Benevolence as % of regular income** 7.9%



Cash balance history, January 2019 to present.

# Lutheran Church of the Incarnation

Budget vs. Spending January - June 2020

Account Number	Account name	Actual Jan-June	2020 Budget	Percent of Budget
<b>60000</b>	<b>Benevolence Funds</b>			
60100	Synod Mission Support	10,048.49	19,250.00	52.2%
<b>61000</b>	<b>Worship</b>			
61200	Altar Supplies	0.00	1,500.00	0.0%
61201	Pulpit Supply/Guests	25.00	2,450.00	1.0%
61202	Music Licenses and Worship Supplies	314.80	2,000.00	15.7%
61203	Rooted Service	0.00	600.00	0.0%
61204	Chancel Choir	0.00	350.00	0.0%
61209	Special Music	0.00	600.00	0.0%
61213	Organ and Piano Maintenance	120.00	400.00	30.0%
61215	Devotional Booklets	266.49	180.00	148.1%
<b>62000</b>	<b>Witness</b>			
62300	Social Justice Committee	0.00	1,100.00	0.0%
62301	Pastor Outreach	54.00	800.00	6.8%
<b>64000</b>	<b>Learning</b>			
64500	Sunday School	0.00	750.00	0.0%
64501	Confirmation Ministry	0.00	1,160.00	0.0%
64502	Adult Education-Bible Studies	73.71	150.00	49.1%
64503	Nursery Supplies & Equipment	0.00	100.00	0.0%
64504	Lutheran College Scholarships	0.00	500.00	0.0%
64505	Membership Classes	0.00	100.00	0.0%
64506	Elementary Retreat	0.00	550.00	0.0%
64551	Youth - LCI Activities	98.40	2,520.00	3.9%
<b>65000</b>	<b>Congregational Events</b>			
65600	Synod Assembly	0.00	1,500.00	0.0%
65601	Council Retreat	0.00	100.00	0.0%
65602	Lutheran Magazine	0.00	20.00	0.0%
65603	Congregational Events	39.99	500.00	8.0%
65605	Hospitality	136.82	1,200.00	11.4%
65612	Professional Leadership Conference	18.00	500.00	3.6%
<b>66000</b>	<b>Stewardship</b>			
66650	Offering Envelopes	0.00	450.00	0.0%
66652	Stewardship Development	0.00	500.00	0.0%
<b>67000</b>	<b>Administration</b>			
67700	Office Supplies and Equipment	3,792.69	7,500.00	50.6%
67701	Postage	111.80	550.00	20.3%
67703	Social Media and Advertising	1,644.20	2,500.00	65.8%
67704	Bookkeeper	1,250.00	3,900.00	32.1%

Account Number	Account name	Actual Jan-June	2020 Budget	Percent of Budget
<b>68000</b>	<b>Property General Maintenance</b>			
68750	General Maintenance and Supplies	1,507.10	5,700.00	26.4%
68751	City Services	3,293.60	7,500.00	43.9%
68752	Telephone	1,132.78	3,200.00	35.4%
68753	Fire System	598.38	1,440.00	41.6%
68754	Utilities - PG&E	3,707.71	3,300.00	45.8%
68755	Utilities - Solar	0.00	4,800.00	
68756	Property Insurance	3,225.00	6,765.00	47.7%
68757	Cleaning Services	2,254.00	12,600.00	17.9%
68772	Mortgage (est 2015) Interest	8,764.37	36,660.00	38.1%
20774	Mortgage Principal	5,205.66		
<b>70000</b>	<b>Support Staff</b>			
70701	Administrative Asst Pay	5,211.47	22,000.00	23.7%
70703	Youth Director Salary	6,540.00	19,620.00	33.3%
70704	Youth Director Continuing Ed	0.00	500.00	0.0%
70705	Nursery Caregivers Pay	695.92	4,000.00	17.4%
70706	Music Director Pay	8,000.00	24,000.00	33.3%
70707	Music Director Continuing Ed	0.00	500.00	0.0%
70709	Cantor Pay	0.00	3,600.00	0.0%
70710	Substitute Musician	0.00	900.00	0.0%
70720	Workers Compensation Insurance	2,808.00	1,200.00	234.0%
70721	Payroll Taxes	3,451.24	7,500.00	46.0%
70722	Payroll Service fees	732.03	2,000.00	36.6%
<b>71000</b>	<b>Pastors Compensation Package</b>			
71901	Net Salary	17,892.72	44,932.00	50.0%
71902	Elective Deductions: FSA, Pension	4,573.20		
71903	Housing Allowance	22,200.00	44,400.00	50.0%
71904	Benefits: Retirement	2,977.72	8,933.16	33.3%
71905	Benefits: Health	11,524.00	34,572.00	33.3%
71906	Benefits: Disability	670.02	1,399.92	47.9%
71907	Benefits: Retiree Support	312.66	625.32	50.0%
71910	Benefits: Basic Group Life	312.66	625.32	50.0%
71911	Professional Reimbursements	137.00	3,000.00	4.6%

**TOTAL**

**135,721.63**

**360,552.72**

**37.6%**



**50.0%**  
is "on target"  
for June

## **LCI Reopening Plan**

### **Objectives:**

1. Lutheran Church of the Incarnation (LCI) is a community that seeks to serve God through proclamation of the Word, Sacraments, music, and service within our church and to the wider community. Our goal is to live out Christ's love and truth daily.
2. LCI will provide a safe, clean environment for all staff and congregants.

### **General Principles:**

1. Convening multiple different households in a congregational setting to practice their faith carries a relatively higher risk for widespread transmission of the SARS-CoV-2 virus, and may result in increased rates of infection, hospitalization, and death, especially among more vulnerable populations.
2. Activities such as singing and group recitation negate the risk-reduction achieved through physical distancing.
3. LCI should continue to facilitate remote services and other related activities for those who are vulnerable to COVID-19, including older adults, pregnant women, and those with co-morbidities.
4. Key COVID-19 prevention practices include:
  - a. Physical distancing to the maximum extent (minimum of six feet) possible,
  - b. Mandatory use of face coverings by staff and congregants except for those with specific medical conditions and children less than 2 years old. Children 2-13 are not required, but are encouraged, to wear face coverings,
  - c. Frequent hand washing and regular cleaning and disinfection of contact surfaces,
  - d. Training staff on these and other elements of the COVID-19 prevention plan,
  - e. Encouraging staff and congregants who are sick or exhibiting symptoms of COVID-19, or who have had contact with anyone who has, to stay home.
5. LCI will provide and ensure workers and volunteers use all required protective equipment, including eye protection and gloves, where necessary. Gloves may offer a false sense of protection, so emphasis should be placed on sanitizing contact surfaces as described in appendix C.



6. LCI will use social media, website, texts, email, newsletters, etc., to communicate the steps being taken to protect congregants, visitors, and staff so that they are familiar with the policies before arriving at the facility.
7. Congregants who are older than 65 or who have comorbidities that place them at greater risk of COVID-19 complications should individually assess their own risk when making the decision to participate in church activities.
8. The Church Council should be prepared to alter or rescind these guidelines if active COVID-19 cases are discovered in the congregation, local conditions worsen, or if ordered to do so by the appropriate public health authorities.

**Specific Details:**

1. This document will serve as the written COVID-19 prevention plan for opening LCI and will be available in the LCI office.
2. The Church Council will designate a person to implement this COVID-19 prevention plan. This person will:
  - a. Train and communicate with other staff on the plan. Training topics will include:
    1. Information on SARS-CoV-2, how to prevent it from spreading, and which underlying health conditions may make individuals more susceptible to contracting the virus,
    2. Self-screening at home, including temperature and symptom checks as outlined in appendix C,
    3. The importance of not coming to work or participating in activities if staff have symptoms of COVID-19,
    4. To seek medical attention if their symptoms become severe,
    5. The importance of frequent hand washing with soap and water or using hand sanitizer if soap and water are not available,
    6. The importance of sanitizing surfaces with approved cleaners and disinfectants as outlined in appendix D,
    7. The importance of physical distancing, both at work and off work,
    8. Proper face coverings, and
    9. Information on employer or government-sponsored leave benefits.

- b. Regularly evaluate worship spaces and workplaces for compliance with the plan and document and correct any deficiencies identified.
  - c. Investigate any COVID-19 illness and determine if any work-related factors could have contributed to the risk of infection. Update the plan as needed to prevent further cases.
  - d. Identify close contacts (within six feet for 10 minutes or more) of an infected staff member and take steps to isolate COVID-19 positive staff and close contacts.
  - e. Be responsible to review the Center for Disease Control's information related to protecting oneself and others from COVID-19, located at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. They should also be familiar with the California Department of Public Health's guidance for places of worship, (CDPH Guidance Document) located at [CDPH COVID-19 Documents](#).
3. LCI staff will perform a comprehensive risk assessment of all worship areas using the checklist found at appendix A (Yolo County Social Distancing Protocol) which can be found at [Yolo County COVID-19 Documents](#) . The checklist will be posted at the Narthex entrance and updated as needed.
  4. LCI will post signage (see example appendix B -- at least 24" by 24") in strategic and highly-visible locations, to remind congregants and visitors to include the following:
    - a. The cause of COVID-19,
    - b. The symptoms of COVID-19 and the need to exclude themselves if they have symptoms or are close to someone who has been diagnosed with COVID-19.
    - c. Maintaining six feet or more of distance from one another,
    - d. Sneezing or coughing into a cloth or tissue, or if not available into one's elbow,
    - e. To not shake hands or engage in any unnecessary physical contact.
  5. LCI staff will maintain contact information for the local health department. Yolo County Public Health Officer Contact information:

Dr. Mary Ann Limbos  
 Interim Health Officer of the County of Yolo  
 25 & 137 N Cottonwood Street,  
 Woodland CA 95659  
 Public Health: 530-666-8643

6. The Church Council should:
- a. Close or restrict common areas, such as break rooms, kitchenettes, foyers, etc. where people are likely to congregate and interact.
  - b. Turn off public drinking water fountains and place signs informing congregants and visitors they are inoperable.
  - c. Remove from service communal religious water containers such as fonts, sinks, and vessels.
  - d. Consider limiting the number of people that use the restroom at one time to allow for physical distancing.
  - e. Discourage staff, congregants, and visitors from engaging in handshakes, hugs, and similar greetings that break physical distance.
  - f. Reconfigure the parking lot to limit congregation points and ensure proper separation (e.g. closing every other space).
  - g. Discontinue offering self-service food and beverages.
  - h. Discontinue singing, group recitation, and other practices where there is increased likelihood for transmission from contaminated exhaled droplets.
  - i. Discontinue the use of a common communion cup and consider providing pre-packed communion items on chairs prior to services.
7. Congregants and visitors should perform a symptom check (see appendix C) prior to arrival to LCI and should be asked to use hand sanitizer and to wear a face covering.

**General Cleaning and Disinfecting Protocols:**

1. A Sufficient supply of cleaning and disinfecting products must be available prior to opening the facilities. Disinfecting products should be listed on the EPA approved list of Products with Emerging Viral Pathogens and Human Coronavirus Claims (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>). Household bleach (4 teaspoons per quart or 5 Tablespoons per gallon of water) is effective and a fresh solution should be made each day. Products should be applied in the recommended manner (see appendix D).
2. High traffic areas such as the Narthex, sanctuary, bathrooms, and entrances should be thoroughly cleaned and disinfected with particular attention paid to doorknobs, toilets, sinks, and seating. Establish frequent cleaning and disinfection of personal work areas.

3. Discourage sharing items used in worship and services whenever possible. Where such items must be shared, they should be disinfected between uses.
4. Ensure that sanitary facilities stay operational and stocked at all times with soap, paper towels, and hand sanitizer. Consider more frequent cleaning of high traffic areas. Post signage to reinforce the need for hand washing.
5. Use non-porous seating. Clean and disinfect the seating between uses.
6. Install hand sanitizer dispensers (touchless if possible) at entrances and contact areas.
7. Provide staff training on the proper use of cleaners and disinfectants. Provide gloves and other personal protective equipment for use with these items.
8. Wash religious garments and linens after each use in the hottest water setting possible. Gloves should be worn when laundering these items.
9. Discontinue passing offering plates and similar items. Obtain secure drop boxes that do not require opening and closing and that can be disinfected between uses. Encourage online offering.
10. Introduce as much fresh air as possible by opening doors and using ventilation systems.

**General Physical Distancing Guidelines:**

1. Services should continue to be provided digitally whenever possible.
2. Consider holding services outside whenever possible.
3. Implement measures to ensure physical distancing of six feet or more between all individuals using partitions or visual cues. Reconfigure seating to maintain physical distancing between congregants from different households. Members from the same household may be seated together but should maintain six feet or more of distance from members of other households.
4. Shorten services to limit the length of time congregants spend at facilities whenever possible. Consider offering additional meeting times (per day or per week) so that fewer guests attend meetings and services at one time.
5. Dedicate staff to help people maintain proper distances.
6. Close places of worship for visitation outside of scheduled services whenever possible.

7. Consider implementing a reservation system to limit the number of congregants attending facilities whenever possible.
8. Minimize the number of different individuals who come into close contact with each other.
9. Children should remain in the care of those in their household unit and not interact with children of other parties at any time while visiting facilities. Close play areas and discontinue activities and services for children where physical distancing of six feet or more cannot be maintained.
10. Dedicate staff to direct guests to meeting rooms upon entry to places of worship rather than congregating in lobbies or common areas. Consider using ushers to help people find places to sit and stand that are six feet or more apart from other guests or household groups.
11. Prop or hold doors open during peak periods when congregants and visitors are entering and exiting facilities, if possible and in accordance with security and safety protocols.
12. Establish directional hallways and passageways for foot traffic, if possible, and designate separate routes for entry and exit into meeting rooms, offices, etc., to help maintain physical distancing and lessen the instances of people closely passing each other.
13. Consider limiting the number of people that use the restroom at one time to allow for physical distancing.
14. Discourage staff, congregants, visitors, etc., from engaging in handshakes, hugs, and similar greetings that break physical distance. Take reasonable measures to remind people to wave or use other greetings.
15. Reconfigure parking lots to limit congregation points and ensure proper separation (e.g., closing every other space).

### **Specific Plans for Reopening the Sanctuary for Private Prayer and Reflection:**

1. The sanctuary may be opened on Tuesdays and Thursdays between 9 AM and 11AM (or at other times specified by the Church Council) for personal prayer and reflection, provided the following conditions are met:
  - a. Yolo County and vicinity continue to be at Resilience Roadmap Stage 2 or higher.
  - b. Sufficient volunteers are available for required setup, layout of physical chair placement guides, sanitizing chairs, and cleanup. A minimum of two volunteers would be needed, one at an outside table, and one in the sanctuary.
2. There will be a table set up outside at the Narthex entrance. A volunteer stationed there will direct congregants on proper procedures:
  - a. Each congregant should have completed a symptom self-assessment (see appendix C) prior to arrival.
  - b. Each congregant will be expected to use hand sanitizer.
  - c. Six feet or more of distance will be maintained between individuals who are not part of the same family unit.
  - d. Face coverings are mandatory.
  - e. Healthy hygiene practices (cough and sneeze etiquette) are expected.
  - f. Those congregants who may have increased COVID-19 risk are urged to evaluate their personal situation and risk to others prior to attending.
  - g. Kneeling at the communion rail is not permitted.
3. The existing fabric covered seats will be (re)moved and plastic chairs will be used.
  - a. Seating will be set up to provide six feet or more of social distance between chairs and will be limited to 10 persons. Tape on the floor will indicate proper distancing.
  - b. Seating will be sanitized after each individual use.
4. All doors will be opened (Narthex entrance and emergency exits on either side of the altar). Congregants will enter via the Narthex and exit via one of the emergency exits. Signs will be posted indicating traffic flow.

5. The air conditioning system will be turned off. If needed, fans will be used to ensure adequate air movement. When appropriate the windows may also be open.
6. At the end of the designated private prayer and reflection period all horizontal surfaces and high contact areas should be sanitized with an EPA-approved disinfectant with particular attention paid to using the correct concentration, contact time, and approved personal protective equipment (see appendix D).
7. Windows and doors should remain open for at least one hour after disinfection has been accomplished.

### **Specific Plans for Conducting Services Outdoors:**

1. Outdoor services may be conducted at LCI, provided the following conditions are met:
  - a. Yolo County and vicinity continue to be at Resilience Roadmap Stage 2 or higher.
  - b. Sufficient volunteers are available for required setup, layout of physical chair placement guides, sanitizing chairs, and cleanup. A minimum of three volunteers would be needed, one at the entrance table, and two ushers (depending on number of attendees).
2. Alternate parking spots will be closed using traffic cones or other means to allow physical distancing while congregants are arriving at LCI.
3. There will be a table set up at the Applegate entrance. A volunteer stationed there will direct congregants on proper procedures:
  - a. Each congregant should have completed a symptom self-assessment (see appendix C) prior to arrival.
  - b. Each congregant will be expected to use hand sanitizer.
  - c. Six feet or more of distance will be maintained between individuals who are not part of the same family unit. Distances will be marked on the sidewalk using tape or other means
  - d. Face coverings are mandatory.
  - e. Healthy hygiene practices (cough and sneeze etiquette) are expected.
  - f. Those congregants who may have increased COVID-19 risk are urged to evaluate their personal situation and risk to others prior to attending.
4. Signs (such as at appendix B) will be posted in strategic and highly visible locations, to remind congregants and visitors that they must use a face covering, practice physical distancing, and use proper cough and sneeze etiquette.
5. Congregants will be encouraged to bring their own lawn chairs. A limited number of plastic chairs will be provided.
  - a. Seating will be set up to provide six feet or more of social distance between chairs and will be limited to 100 persons. A family sitting together may be considered as one person. Everyone will be expected to follow the ushers' lead. Consider using powdered chalk or other means to indicate six foot intervals.



- b. Any provided seating will be sanitized after each individual use.
- 6. No coffee service will be provided. Congregants should be discouraged from bringing coffee into the service to enforce mandatory face covering.
- 7. Congregants will enter via the Applegate gate and exit via the south gate next to the Sunday school building.
- 8. Because of social distance requirements, there may be a second service if there is enough demand. The time may differ due to the need to sanitize between services. Consider using a reservation system if demand is high.
- 9. Hymnals will not be available. All service bulletins will be single use only, to be taken by the member or put in an indicated disposable bin upon departure.
- 10. Communion, if offered, will eliminate the shared communion cup. Consider providing pre-packed communion items prior to services.
- 11. Physical passing of the peace and all physical contact between worshipers will be avoided.
- 12. The congregation will not sing hymns or sing or speak the liturgy in the first phases of reopening. Designated people at safe distances from the congregation will take these roles.
- 13. Drinking fountains will be turned off and covered. A single restroom will be available.
- 14. At the end of services congregants will exit via the south gate between the Fellowship Hall and the Sunday School Building. They will need to walk along the sidewalk around the church property to return to their cars.
- 15. All horizontal surfaces and high contact areas should be sanitized with an EPA-approved disinfectant with particular attention paid to using the correct concentration, contact time, and approved personal protective equipment (see appendix D).

## Appendix A, Reopening Checklist.

### Social Distancing Protocol

Business name:

Facility Address:

Approximate gross square footage of space open to the public:

**Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

---

#### Signage:

- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- ☐ Signage shall be readily visible at a minimum of 24" x 24" to ensure visibility

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#### Measures To Protect Employee Health (check all that apply to the facility):

- ☐ Everyone who can carry out their work duties from home has been directed to do so.
- ☐ All employees have been told not to come to work if sick.
- ☐ Symptom checks are being conducted before employees may enter the work space.
- ☐ All desks or individual work stations are separated by at least six feet.
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
  - ☐ Break rooms:
  - ☐ Bathrooms:
  - ☐ Other:
- ☐ Disinfectant and related supplies are available to all employees at numerous location(s)
- ☐ Hand sanitizer effective against COVID-19 is available to all employees at each workstation
- ☐ Soap and water are available to all employees
- ☐ Copies of this Protocol have been distributed to all employees.
- ☐ Optional—Describe other measures:

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#### Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- ☐ Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#) [insert maximum number here], which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- ☐ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- ☐ Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
- ☐ Optional—Describe other measures:



Yolo County  
Social Distancing Protocol

## Appendix A, cont.

### Social Distancing Protocol

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#### Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ Separate order areas from delivery areas to prevent customers from gathering.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Optional—Describe other measures:

---

#### Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- ☐ Preventing people from self-serving any items that are food-related.
  - ☐ Lids for cups and food-bar type items are provided by staff, not to customers to grab.
  - ☐ Bulk-item food bins are not available for customer self-service use.
- ☐ Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- ☐ Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- ☐ Optional—Describe other measures (e.g. providing senior-only hours):

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#### Measures To Increase Sanitization (check all that apply to the facility):

- ☐ Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- ☐ Employee(s) assigned to disinfect carts and baskets regularly.
- ☐ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- ☐ Disinfecting all payment portals, pens, and styluses after each use.
- ☐ Disinfecting all high-contact surfaces frequently.
- ☐ Optional—Describe other measures:

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#### Personal Service Guidance (Realty, Legal, etc.)

- ☐ Conduct business virtually when possible. If not possible, all hygiene and social distancing standards must be followed.
- ☐ No open houses or open hours, interactions should be by appointment only

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:**

**Phone number:**

# How to Protect Yourself and Others

## Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  - » Between people who are in close contact with one another (within about 6 feet).
  - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Everyone should

### Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

### Avoid close contact



- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  - » Remember that some people without symptoms may be able to spread virus.
  - » This is especially important for **people who are at higher risk of getting very sick**. [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)



CS 316291A 05/05/2020

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

### Cover your mouth and nose with a cloth face cover when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public**, for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The cloth face cover is not a substitute for social distancing.

### Cover coughs and sneezes



- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

### Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](https://www.epa.gov/pesticide-registration/epa-registered-household-disinfectants).

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Appendix C, COVID-19 Symptom Checklist Example.



# Employee Checklist: COVID-19 or Something Else?

People should not go to work if they are sick. Sometimes it is difficult to tell if someone is sick from an infectious disease, such as COVID-19, that will spread to other people, or experiencing a condition that does not spread to others, like allergies. This table can help employees and employers decide if someone who is sick should stay home or go home.

### COVID-19 OR VIRUS SYMPTOMS

Symptoms can range from mild to severe illness and may appear 2-14 days after a person is exposed to the virus.

#### COVID-19 symptoms may include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion/runny nose
- Nausea or vomiting
- Diarrhea

Older adults and people with underlying medical conditions are higher risk of getting serious COVID-19 complications.

#### Common virus symptoms may include:

- Runny or stuffy nose
- Headache
- Coughing
- Body ache
- Sneezing
- Low-grade fever

**If you have symptoms of a respiratory virus or COVID-19, then you should stay home or leave work and notify your supervisor.**

### ALLERGY SYMPTOMS

Seasonal allergies can range from mild to severe and can be triggered by pollen from trees, grass, molds, etc.

#### Symptoms may include:

- Sneezing
- Runny or stuffy nose
- Watery and itchy eyes
- Itchy sinuses, throat or ear canals
- Ear congestion
- Postnasal drainage

Spring allergies usually begin in February and can last until fall. Some less common symptoms of allergies can include:

- Headache
- Shortness of breath
- Wheezing
- Coughing

For CDC info on COVID-19:  
<https://www.cdc.gov/coronavirus/2019-ncov/>

For Yolo County info on COVID-19:  
<https://www.yolocounty.org/coronavirus-roadmap>



## 6 Steps for Safe & Effective Disinfectant Use



### Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



### Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

### Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



### Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

### Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



### Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

[coronavirus.gov](https://www.coronavirus.gov)

## Rental Payment Expectations Group Use during COVID-19 Closure

Action: Those groups who rented LCI space for general use prior to LCI closing are not required to pay back rent. Facility guidelines and agreement form(s) must be updated to ensure compliance with State and County COVID-19 prevention requirements.

Background: Currently, the LCI facility is not in use due to COVID-19 closure.

The facility use agreement states the following in regards to cancellation/refund: *Cancellations must be in writing. Full refunds will be made for 1) wedding cancellations received more than thirty (30) days in advance, and 2) meeting, seminar, recital and other event cancellations received more than seven (7) days in advance. Any cancellation that does not adhere to the above specifications will result in the forfeiture of one-half the deposit fee.*

The COVID-19 pandemic created unprecedented changes in facility administration. Facility guidelines require updating to reflect State of CA and Yolo County requirements. Event rentals are not currently occurring.

Past routine use included a variety of non-profits (Gamblers Anonymous, Narcotics Anonymous, Alcoholics Anonymous, Saturday Orchestra Rehearsal). None paid rent during LCI closure. One of them inquired whether they needed to pay rent when not using the space due to COVID-19. We did not follow up and require rental payment and have since advised them that the Council must make the final decision. In addition, we have received inquiries from some groups about starting or renewing rental of space.



**From:** B, C, K and M Linvill <bckml@earthlink.net>  
**Sent:** Tuesday, July 14, 2020 3:52 PM  
**To:** Craig Copelan; Carol Huegli; Jeff de Ropp; Damian Genetos; Lori Bodhiprasart Martin; Ed Green; David Hartley; Karl Larson  
**Cc:** Paul Kolarik; Daniel Smith  
**Subject:** Fw: Summary of Social Justice Meeting 7/7/20 with action and next steps

Dear All,

Please see the 7/7 LCI Social Justice Meeting Minutes for tonight's Council Meeting.

Thank you,  
Becky

-----Forwarded Message-----

From: Paul Kolarik  
Sent: Jul 8, 2020 4:59 PM  
To: Paul Kolarik , Jill VanZanten , Karen Hamilton , Daniel Smith , Vernon & Marcia Holmes , Lee Grayson , Lynn Evert , Becky and Carl  
Subject: Summary of Social Justice Meeting 7/7/20 with action and next steps

Summary Social Justice 7/7/20

Attendance:

Ellen Kolarik, Jill VanZanten, Karen Hamilton, Lee Grayson, Vern Holmes and Dan Smithle

Ellen provided updates on YIACJ, and the Poor People's Moral Justice Jubilee Policy Platform.

Karen and Ellen shared what they heard/learned at the townhall led by State Senator Dodd.

Ellen shared her email from ApoYolo and Karen (who is already assigned to the August MMP for AMPARRO) agreed to shift the focus of giving for August to ApoYolo.

MMP; Jeff deRopp is working with council to find ways to make the treasurer job more manageable. He requested that check gifts for MMP be made out directly to the MMP rather than being handled as a pass through the LCI budget to reduce the amount of paperwork that the treasurer would need to process. Pros and cons of this approach were discussed. Ultimately, this will be a council decision since how we process the MMP- while not changing the true giving of our members, could have an impact on the "apparent" benevolence giving of LCI.

Pastor Dan then joined us for a discussion of how to make the fight against individual and structural racism an integral part of our Christian lives including both the worship, community and educational experience at LCI.

The consensus was to create a program that made fighting racism integral to our christian experience rather than an extracurricular activity.

Dan has already included references to the reality of racism in most of his recent sermons. He is open to working with Social Justice to develop themes reflected in whatever educational tools SJ chooses to share with the community.

Selecting a reading is difficult since many of the SJ group have already done the "easier" reads including the congregation wide book group on *Waking Up White*. Is the congregation ready/able/interested in the more difficult books which have a stronger message of condemnation even when coupled with messages of hope?

Books of interest include:

*The Cross and Lynching Tree* by James H Cone: critique from a reader suggested that this may be a challenging read for whites but that it is filled with hope. Some concern that it may not be a good "beginner" book for some of our members

*Dear Church* - critique- compilation of topics that does not pull any punches and transitions from black issues to other causes with inter-sectionality to structural racism- also deemed to be a hard read

*How to be an Anti-Racist* by Ibram Kendi

*I'm Still Here* by Austin Channing Brown- personal narrative, often funny but still hard hitting

*So you want to talk about race* by Ijeoma Oluo

Other options to supplement a book read might include a book or article recommendation each month

In addition, the LOPP (Regina Banks) may be able to direct us to specific legislation for which we can encourage our members to advocate thus tying our theology to action. This could be weekly or monthly or just as issues arise.

Action:

1) *I'm Still Here* was selected as the summer read - Jill agrees to write a blurb for review by the group for Wednesday 3 Things and the Bulletin

2) SJ members are encouraged to read *The Cross and the Lynching Tree* now to determine if it is a good choice as a possible Fall more intense book study

3) Dan to talk with Regina Banks regarding ongoing legislation advocacy suggestions which tie into Structural racism

Next meeting is Thursday July 16 at 6:30 - P. Dan is setting up a meeting on the LCI Zoom account and should send us a link

Agenda for this meeting to include

Discussion groups for *I'm Still Here* - how many sessions, times (linked to our traditional service time or at another time of the month), length of discussion and identifying facilitators. Then how to get the work out to maximize attendance. Do we advertise in other white congregations in Davis?

? Identify other relevant documents for members to read and explore e.g. The ELCA Anti-Racism Pledge, any other ELCA documents, Ta-Nehisi Coates - The case for Reparations etc. Then determine through what media we will share our suggestions (Dan's sermons, bulletin/Wednesday 3 things) and on what time line (monthly, weekly etc).

Blessings  
Ellen