

**Shepherd of the Hills Lutheran Church Inc**  
**16150 E El Lago Blvd, Fountain Hills, AZ 85268**  
**Council Meeting Minutes for February 22, 2022**

President Erich Korsten called the February 22, 2022 SOTH Council meeting to order at 10:00 a.m.. Council Members attending were Erich Korsten, Dan Beck, Pastor Jeff Teeples, Chris Lang, Sue Kick, Donna Hawkinson, Dottie Dudgeon, and Dennis Johnson. There were no absences. Guests included Lee Jost, Elaine Tarr, Roger Miller, Eileen Doench, Roger Watton, Gail Hanson, Marcia Schrage, Vivian Tam, Denny Hanson

Pastor Jeff presented Revelation 21 for the devotion – These verses bring comfort of a new heaven, and that God is with all including this new Council.

Donna Hawkinson presented the January 18, 2022 meeting minutes written by Darlene Dailey for approval. No changes were noted. Chris Lang made a motion to approve the minutes. Dan Beck seconded the motion. All were in favor. The motion carried.

Erich recognized the guests and thanked them for attending. Guests that were attending to share in the meeting were Lee Jost and Marcia Schrage from the Strategic Planning Committee (SPC). An adjustment in the agenda timeline allowed time for the SPC to present their update early in the meeting. Their update follows:

- Chris Lang, lead for the SPC, began with explaining the swim lane process used to build a foundation of strengths, weaknesses, opportunities and threats. All items identified by the team were organized by likeness under each SWOT lane. The team then voted on most important. Individual teams were created building an action plan document for the highest of importance.
- Marcia Schrage recognized the SPC member's talents and spirituality they bring to the group. She then reviewed the weakness "people leaving the church". The sub-team would like to have church attendees complete a form the day they are attending describing their status with the church. Once these forms are reviewed, the team will compare to the current member list, and call people that did not fill out a form personally. It was suggested they add birth date, anniversary, and other ministerial needs they might have, such as care from a Stephen Minister.
- Lee Jost gave an update on "communications & records of Council's deliberations". He distributed a handout which provided for appropriate content for Council minutes and agendas. There was a suggestion to distribute Council minutes to those that would like to see them. Lee also noted, the Council should show due diligence of working toward the mission of the church as stated in the Constitution; set a resolution on how the minutes and agenda should be presented and written so it proceeds to future Councils. A question was asked as to how they envisioned distributing a hardcopy of the minutes and agenda be made available to members? Lee indicated discussion had been to have hard copies available in the back of the church.
  - Sue Kick informed the committee that Council minutes have been posted on the triangle kiosk in the Narthex of the church for the past 5 months, and will continue to be posted there.

Erich thanked Lee and Marcia for joining and for their presentation to the Council.

Pastor Jeff gave the Pastor's report.

- Matthew Frable and Lynn Ruby attended the Best Ministry Practice Conference at Christ Lutheran Church in Phoenix on Thursday, February 17.
- 20 people came to the Get Connected class last Sunday. Diane Abfall and the last Get Connected class assisted with the meal catered by Sipps Eatery.
- Mission fair is to be held after each service on Sunday, March 27, allowing members to see where our mission money goes and volunteer opportunities for them.

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- Hymn Sing with Matthew Frable, on Sunday, March 27<sup>th</sup> will include performances by Matthew, guest musicians and the choir at 2:00 pm. Matthew asked if there could be a free-will offering for the Music Ministry to be collected after the event? Donna made motion to approve a free-will donation be collected. Dottie seconded the motion. Discussion as to the use of money collected followed. The money would be used to supplement the budget toward new music, instruments or guest musicians throughout the year. The motion was called for a vote. All were in favor. The motion approved and carried.
- Lent preparations include:
  - Ash Wednesday service, March 2 at 1:00 and 6:30 pm;
  - March 9 – April 6 fellowship over soup suppers at 5:00 pm coordinated by Pat Flug followed by 6:00 pm Lenten service with a on “Here I Am” focusing on people of the bible who answered “here I am, Lord”
  - Sunday services and messages will be around the lectionary with a theme of “The Great Detachment” such as detaching from the world and turning to Christ;
  - Tom Ashbrook will lead a class on prayer in friendship with God (Monday at 6:00 pm, Wednesday at 1:00 pm) running from March 7-April 6 for 1.5 hours. (*R. Thomas Ashbrook: serves as a missionary with the international spiritual formation ministry The Order of Imago Christi. Imago Christi develops spiritual formation resources and coaches Christian leaders and churches to be able to live and lead with a spiritual authority grounded in loving intimacy with Jesus. He provides spiritual direction and coaching for pastors and missionaries in various parts of the world and leads retreats and spiritual formation discovery seminars. Tom has degrees in aeronautical engineering, management systems, pastoral ministry, and spiritual formation, and has served as a Lutheran pastor for 26 years. He received his doctorate in spiritual formation from Portland Seminary.*) Pastor Jeff would like to offer an honorarium to Tom for his time in teaching these classes. (see next item)
- Adult education – Pastor Jeff would like to ask Pastor Dennis to teach another class during Lent. Typically, an honorarium is offered for these teaching opportunities. How much have we paid in the past? Pastor will get information and discuss honorarium for both Tom and Dennis at March meeting.
- Pastor Jeff has been asked to present the message at the fountain on Easter morning at 6:00 a.m. by the Ministerial Association.
- Pastor Bill Snyder’s celebration of life will be held on Saturday, March 13 at 1:00 pm and Roberta Wilkinson’s celebration of life will be held on Saturday, April 23. Both Pastor Bill and Roberta passed away during the COVID shut down.
- John Thomson’s health is failing. He has asked that Pastor Steve or Jeff be present at his memorial service in Minneapolis. A decision will be made by the two to determine who attends. John has also given \$49,000 for a matching gift fund for new positions or ministries not currently in the budget. Those monies have been set aside for such a matching event.
- Calendar approval – We have been asked by Imago Christi (for more information, see above under Lent Preparation) to hold a two 3-day discovery/growth events October 24-29; event 1 would be held during the day Monday - Wednesday, event 2 would be held Thursday – Saturday in the evenings. Imago Christi has asked that a charge of \$50/person go to support their organization. Other costs would be to cover materials & hospitality/meal expenses. No cost for the speakers. Discussion followed regarding budget money included for this year. There is money in the budget under Program Materials, in Outreach and money for the Abundant Life Weekend that could help support this event. Chris Lang made a motion to approve the use of the facility by Imago Christi. Dennis Johnson seconded the motion. Discussion followed. How many people could we expect? Attendance is expected to be about 100 people. A vote was called. All were in favor. Motion was approved and carried.

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- Lynn Ruby would like to come to our next meeting to share what's happening in the marketing world for SOTH. Lynn will be given time at the March 22 meeting.
- Four Peaks Questers have asked to use the Fellowship Hall on March 12 from 9:00 – 4:00 for a High Tea fund raising event. Requester is Gayle Haywood for 125 guests. All moneys go toward a charitable organization such as the Cave Creek Museum and Tuberculosis House. Questions for Sue Kick to discuss with Gayle are: Will food be catered? Will the room be cleaned and left as it was found? Dan Beck made a motion to allow the event to be held here as long as they return the room to SOTH the way it is, and if there is a meal, it is catered as our kitchen is not approved to serve the public. Dottie seconded. Vivian Tam volunteered to check in on the group during the day. Dennis Johnson said he would check to make sure all doors were locked in the evening once the event was over. The motion was called. All were in favor. Motion carried.

Dottie Dudgeon presented a report for Outreach, Missions, Memorials, Health and Wellness, Scholarships Action. (see Addendum Reports). Discussion items included:

- Memorial team members, Gail Hanson and Eileen Doench, asked for ideas on how to use the money accrued already for memorials. Suggestions included improved sound in fellowship hall especially for those with hearing aids, new flooring in the sanctuary, colored or stained glass installed in the 19 upper windows in the sanctuary. The Council was asked to bring any other suggestions to the memorial committee at a future meeting. It was also noted that we need a better way to acknowledge memorial funds received, and how to notify the family of the memorial. Chris put it on his list to get a print out the memorial funds given in the past years.
- Adhoc coronavirus – When is the time that communion servants will no longer need to wear masks as they serve communion. It was decided effective March 2, Ash Wednesday, servants would no longer be required to wear masks unless they so desired and as long as COVID numbers within our church remained low. It was also suggested the ushers have a basket of the communion kits with them as they usher for communion in case someone decides they prefer not to go forward. Pastor Jeff also noted that he would like to begin to have the communion cups and wafers put back on the altar to eliminate the tables in the front. Donna requested that we keep the baskets to hold used cups to eliminate the need for a third volunteer to collect the used cups. It was agreed we could keep the baskets to throw used cups into.

Dennis Johnson presented a report for Worship, Education, Lift, Care&Compassion. (see Addendum Reports)

- Aaron Frable is filling in for sound at events at the same rate as Matt Ruby is paid

Dan Beck presented a report for Property: (See Addendum Reports) Additional discussion items included:

- Lloyd Tarr is getting bids for outdoor landscaping.
- Stucco is cracking on exterior; needs painting.
- Flooring replacement for sanctuary. Many options are available. Erich Korsten will provide a reference to give suggestions.
- Dry wall needs repair or replacing above choir. Dan would like to work on that with the help of others.

Chris Lang shared Financial Highlights for January 2022 as follows.

Finance Committee:

- Chris presented a proposed Mission Statement for the Finance Committee. He requests Council to approve at the March meeting. (Addendum is not included in these minutes. Waiting to be approved.)
- 2021 Audit – It was determined there should be either an internal or external audit. More details will follow in subsequent months.

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- Chris has discovered the budget numbers hadn't been put into the system when the finance reports were run. This has been completed and will be included in the March reports.
- \$76,000 was moved from the Wells Fargo checking account to the Fidelity Investment account.
- Expenses exceeded income in January by \$1,964.
- It had been noted that salary increases per the budget increase had not been implemented in January. These changes have been made and will be retroactively applied in the next pay checks.

Chris brought a proposal to the Council that he would be willing to volunteer for 30 days or more to do a review of the Church Office management. (see Addendum Reports) Sue Kick made a motion to accept Chris's proposal. Discussion followed. Sue rescinded her motion. Dottie made a motion to appoint Chris as a volunteer to be a temporary Church Office Manager reviewing practices and processes based on the duties and functions defined. Sue Kick seconded the motion. No further discussion. Chris recused himself from the vote. All were in favor. Motion was carried.

Chris reviewed the resignation of Carol Hachey, Accounting Staff. A notice went out to the church membership looking for a replacement. One party has shown interest. Carol has agreed she would help train the new person beyond the March 13 ending date. Before Chris makes a commitment, he would like to recommend we look for an outside firm to cover the position. Discussion followed about what the difference in cost would be. Chris will look into pricing for this. More discussion will follow at the March meeting.

Erich Korsten suggested we turn review of the Constitution, By-Laws, Resolutions, Policy & Procedures over to Strategic Planning to develop a process to review. Chris will discuss with SPC to see what they think. More discussion will follow at the March meeting.

Erich suggested holding a Council Retreat with items listed as follows.

- 1) Who is Pastor Jeff, and what does he bring to SOTH?
- 2) Council communications to the congregation-The Plan
- 3) Confidentiality among council members
- 4) Council Term Limits
- 5) Constitution Task Force-next steps
- 6) Staff: Policies and Procedures document review. Do we use Alliance Defending Freedom?
- 7) Staff Needs Assessment with current job descriptions
- 8) Campus Capital Improvements/Maintenance
- 9) Campus, facilities, asset(s) assessment for financial review and insurance coverage

All members were in favor of dedicating time to do this. Council should contact Donna with dates of availability including mornings, afternoons and evenings in the month of March.

Aaron Frable's contract for sound support was discussed. Is there a document that Aaron signed or was given with the rate of pay, expected hours to work? The budget for this expense is under Music Ministry. This will be just a note item for Council since the cost is already budgeted. The hiring is to supplement times when Matt Ruby is not available to cover. Discussion followed regarding hiring this out. It was noted that Worship Support Network would provide someone for \$275 for one weekend. Chris will find the information we have for Matt Ruby and Aaron.

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The next Executive Meeting will be March 15, 2022 at 10:00 in Rooms 5/6 in the Education Building. Council members should submit their topics for discussion by Monday, March 14<sup>th</sup> by 5:00 p.m. to Donna or Erich.

The next Council Meeting will be held on March 22, 2022 at 10:00 in Rooms 5/6 in the Education Building.

A motion to adjourn the meeting was made by Pastor Jeff. Dan Beck seconded the motion. All were in favor. Motion was carried. The meeting adjourned at 12:25 pm.

Respectfully submitted by,  
Donna Hawkinson  
Recording Secretary

Minutes approved on March 22, 2022

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**Addendum reports**

**Worship, Education, Lift, Care & Compassion submitted by Dennis Johnson:**

- LIFT, Continues to collect specific supplies for the Bread of Life Mission in Holbrook Az. Cindy Beck is the lead.
- LIFT International Night Out is scheduled for March 26th, and tickets went on sale Sunday 2/20/2022, thru March 13th.
- Matthew Frable reported on his schedule towards worship planning, practice, preparation and leadership. He talked about the Hymn Festival this Sunday February 27th, and January's Worship & Praise gathering. His son Aaron has been helping with sound when Matt Ruby is unable to fill the duties.
- Don Wirth reported on Stephen Ministry. They now have 5 care receivers attended by 5 Stephen Ministers. They have 9 new trainees scheduled to begin classes April 25. Trainers include Don Wirth, Ruby Bjornholt, Pastor Jeff and Kris.
- No report from Gail Appeldorn on Care & Compassion
- Education: Adult education - see Pastor Jeff's report

**Property submitted by Dan Beck**

**Exterior Lights**

Dan Beck replaced the two lights in the back of the meeting hall along with the five lights in the back of the class rooms, the one in the front corner by room 5 and the three lights in the front court yard. They are all set to use the motion sensors to turn them on for about 2 minutes and only after it is dark outside. Dan was told there are two more lights to change out by the office and there are eleven other lights that need to have new bulbs put in. The large light mounted on the North West corner of the class rooms is also out.

**Water Leaks**

Two sprinkler line hoses broke in the back of the church near the North East door of the Youth Room. Dan Beck and Lloyd Tarr repaired the hose connection on the first leak and the second leak Dan repaired, the hose split near a connection point.

**HVAC**

Dan was informed by Lloyd Tarr that the Heat pump #4 (east end of the youth room), was repaired. All the AC filters are being checked and/or replaced every 3 months by Dan Beck.

**Elevator Inspection**

The monthly elevator inspections have been done for the past year, as required by the Fire Marshall.

**Mission/Memorial/Cursillo/FFF/Outreach, etc – Dottie Dudgeon**

Memorial Committee – Gail Hanson, Eileen Doench

Total \$33,299 (\$1780 designated for music; \$31,019 undesignated; \$500 Restricted Memorial)

This committee requests suggestions about how to spend the money from Council.

Columbarium Committee – Donna Hawkinson, Eileen Doench, Vivian Tam, David Caribaldi, Sharon Johnson  
Once niche sold

Outreach – The series “The Chosen” has been open to the community to view on Wednesdays at 1 and 6:30pm

Cursillo – Gail Hanson, Parish Rep, and Denny Hanson, Secretariat President. Next ultreya at Mountain View, Apache Junction on March 12

Friends Feed Friends – Gail Hanson

40 people being fed each week. Numbers are increasing. Full meals and bus passes have been given along with clothing and toiletries

Mission Committee – Eileen Doench and Sue Bye, co-chairs

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10% of church giving for January was \$4950.45, down from last year of \$7301.20. The good news is that 10% is over the original budget for missions which was \$56,775. The average from last year was \$40,509 which will help today with the Mission's aggressive budget of \$82,152.

Sue Bye is heading the Mission Fair scheduled after each service on 2/27. Twenty-two participants will participate representing church missions and activities.

Health and Wellness – Nancy Spahr. Nancy and Eileen Doench changed the electrodes for the AED. Request had been made and approved for an additional \$137.19 added to the original \$500 budget. These electrodes will expire 2/28/2022. Other set of electrodes are to expire 7/28/2023.

Scholarship – Donna Hawkinson, John Bjornholt, Chuck Wuttke, John Fears and Vivian Tam

Successful talent show on January 28, 2022. Approximately \$3000 was raised. Account total before the show was \$2700. Total is now \$5700. There were 16 acts with three awards given.

AdHoc Coronavirus Committee – Eileen Doench, Dr. David Dudgeon, Marcia Fears

**Strategic Planning Committee – “Communications and records of Council’s deliberations”, submitted by Lee Jost**

After identifying opportunities to strengthen SOTH relationships and operations, we respectfully suggest:

- Initiate and maintain communications between the congregation and Council
- Improve agendas for and minutes of its meetings
- Distribute its minutes to the congregation
- Adopt resolutions setting for 1) the purpose, character, and format of Council agenda and minutes; 2) the function and demeanor of the President; 3) responsibility of other officers; 4) the conduct of Council members during meetings.

Effective agendas assure better and easier member preparation and more productive meetings.

Agendas need to follow a standardized format and clearly specify all issues and topics which will be addressed under financial correspondence, reports, old business and new business. Such agendas expedite preparation of minutes since minutes ideally follow the agenda structure. See suggested agenda format.

Effective minutes:

- Capture Council’s due diligence in conducting the business of and furthering the mission of SOTH.
- Capture the essence of discussion.
- Describe the issues, the solution selected and reasons for the decision or action, expected results and progress.
- Assist this and future councils understand reasons for questioned policies and actions. What did we decide about \_\_\_\_? What was the effective date of \_\_\_\_? Why did that earlier Council initiate the policy about \_\_\_\_?
- Give voting members a basis for judging Council’s deliberations and actions.

The Recording Secretary prepares agenda, takes notes and prepares formal minutes. That person, of course, understands the nature and importance of topics discussed but must have the skill to take notes adequate to prepare minutes which comply with Council’s standards.

Minutes and reports, together with other SOTH records, need to be kept at a single, secured location.

Sample Agenda for Council:

Prayer by \_\_\_\_\_

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1. Call to order by the President
2. Recording Secretary read Notice of the Meeting
3. Roll call by secretary. Also, name approved non-Council voting members present
4. President rule on a quorum
5. Act on minutes: "The chair will consider a motion to reject, amend or approve minutes of the meeting held \_\_\_\_\_.
6. Financial Report by Director of Finance "(same language as under 5.)"
7. Correspondence: (copies or list, topic source)
8. Reports:  
Standing and Special Committees, Ministries and Pastor's reports and recommendations (subject & action requested, and by)
9. New Business (from Council members in advance)
10. Old Business (Recording Secretary itemizes with info to help members recall nature of topic)
11. Interests of the congregation's voting members
12. Set the next meeting date(s)
13. Entertain motion to adjourn.

Minutes need to be distributed as soon as reasonable so council members can use their still fresh recollections of what happened to check adequacy and accuracy.

The Council may choose to not distribute minutes of complicated, highly technical or divisive matters.