

**Shepherd of the Hills Lutheran Church**  
**Council Meeting**  
**May 24, 2022**

Erich Korsten called the regular Council meeting to order on Tuesday, May 24, 2022 at 10:00 a.m. in the Education Building, Room 5 & 6. Council members attending were Erich Korsten, Chris Lang, Pastor Jeff Teeples, Dottie Dudgeon, Dennis Johnson, and via Zoom meeting were Sue Kick and Donna Hawkinson. Absent was Dan Beck. Guests in attendance were Lloyd Tarr, Elaine Tarr, Roger Miller, Eileen Doench and Marlene Hinkley.

Pastor Jeff shared a devotion from Romans 1 – juggling a rock, hackey sack and a light bulb. The light bulb would break if dropped. What is the lightbulb for SOTH?

Chris Lang made a motion to approve the April minutes as written. Dennis Johnson seconded the motion. All were in favor. Motion was carried.

Marlene Hinkley, congregation member, presented a couple of options for a memorial for her husband, Stan. Option 1) when she and Stan were in Kauai, HI, they found a church with a metal outline of Christ, surrounded by outlines of children head surrounding Him. She shared a picture of the sculpture. Marlene referenced the bible verse “Let the children come to me”. Two weeks ago, she found Stan’s bible and his bookmark was on the page with this verse, further motivating her to request a similar sculpture be installed at SOTH. A company in Tempe has been identified that can create the outline using ¼ inch steel cut with a laser cutter in a size of 4’x8’ covered with white powder coating supported with black steel supports on either side. The sculpture would be installed in the second opening from the stairs leading to the Fellowship Hall. Chris Lang made a motion to accept the memorial. Dennis Johnson seconded the motion. Lloyd Tarr was asked to have it priced out in the 4’x8’ size and also in a slightly larger scale of 10’ which would fill more of the space available. Chris amended his motion to include a service to recognize the memorial installation when it is completed. Sue Kick seconded the amendment. All were in favor. The motion carried. Option 2) adding stained glass in the 19 upper windows in the sanctuary. The cost without installation would be closer to \$68,000 now. Marlene indicated that would be more than she had to cover a memorial.

Pastor Jeff gave a report. We have successfully navigated the change from two to one service. The middle of May a new bible study started at 8:30 adult education with the video of The Clash of Kingdoms attended by about 20 people. Pastor is planning a special Memorial Day tribute with a special dedication to veterans. Stephen Ministry training continues through August. Lou Maegdlin’s service is Sunday, May 29. The sermon series beginning will be following the footsteps of Luke. June 19<sup>th</sup> and 31<sup>st</sup> Dennis Nelson is preaching while Pastor is on vacation. It was asked if we have a summer schedule with which services will be contemporary and which will be traditional. Pastor indicated one service a month would be contemporary, one traditional, two would be a mix. He also shared that Matthew Frable is creating a document in the back of the church each Sunday with the music notes and words for those unfamiliar with the music. Chris Lang said he will talk with Matthew and Debbie to provide updates in the What’s Happening on which service formats are coming up each Sunday this summer.

Dottie Dudgeon gave an update for her member at large areas: Missions and Memorial – Excel spreadsheets had not been updated since last July. Donna Hawkinson said she would assist with updating the files. FFFs could use additional cases of water. Let’s think about ease of collecting water for FFF and PAZ; possibly having a water drop off location on Sunday mornings.

Dennis Johnson gave an update for his member at large areas: Worship – Matthew Frable is currently working on his planning for the Praise Team and once a month with choir during the summer. LiFT has no scheduled meetings until September, but they are scheduling a few summer activities for those that remain in the valley during the summer months.

Lloyd Tarr presented the Property Report in Dan Beck's absence: Exterior painting is done. He will do a final walk through with the painter this next week. We added the painting of the gates on the play area. No other overruns occurred. A quote for an acoustics upgrade in the Fellowship Hall has been put on hold as the contractor can't get quotes for materials to make the sound panels. Drain pipes on the east side of the church that run down the inside of a brick wall will be sealed with 2 coats of sealer. If that doesn't stop the leak, a third layer will be added. The pew upholstery repair company suggests repairing the pews before carpet as the foam that is under the upholstery will probably crumble when the old upholstery is removed. The carpet replacement team is still looking at carpet samples trying to find the right color and design. Dan would like to get quotes for the church parking lot. Erich recommended Cactus Asphalt. This will wait until Dan returns. Quotes have been received for lawn care. All of the quotes were quite high and covered more than lawn mowing. Lloyd indicated he had crews to do the summer mowing, so we won't pursue anything for the remainder of this year, but we should take the quotes into consideration when building the budget for next year. Lloyd Tarr was personally thanked for everything he does for the church.

Chris Lang reviewed the finance reports. Nothing outstanding was noted. B/S highlights – Finance Committee has decided to not move the \$80K to investments until the market settles down a little bit. We now have engaged a financial advisor, Scott from Fidelity, to give us input on our investments periodically. P&L highlights – identifying and learning what is in each line item is the primary focus of the Finance office. It was noted that the increase in Fidelity investments is due to moving funds from Wells Fargo to Fidelity. Wells Fargo credit cards should be coming this week. Chris met with Chase on Frank Lloyd Wright and Via Linda about bringing our account back to Chase. The reason we took our money out of Chase was due to the monetary requirement they had set for us in our checking account. He has learned there are different tiers for non-profits. He will continue to investigate these tiers. Chris shared the content of the slides he wants to share on Sunday, June 5, so the congregation knows where we are sitting financially. The Finance Committee is elected by the church council. Chris shared the slate of members to serve on this committee; Bill Luzinski, Roger Watton, Vivian Tam, Jim Skivington, Bill Gest (secretary), Tom Larson, led by Chris Lang and attended by Pastor Jeff. Chris is asking for approval of the members listed. Discussion was moved to Executive Session.

We are moving ahead with the search for a new church administrator. Step 1 will be to advertise the position within the church and the Fountain Hills Times. If no one is identified, we will move to more online advertising such as Indeed.

Imago Christi Discovery Event has a registration fee of \$130 per person. We have the option to subsidize some of the registration fee for SOTH members. This will be listed on the registration form, so we need to identify how much the church wants to cover for its members. Chris made a motion to subsidize \$75 of the \$130 registration for members of SOTH. Sue seconded the motion. Discussion pursued around which account will cover the subsidy. It was agreed that the budget set for the Abundant Life Conference and some of the budget for Adult Education would cover the costs. All were in favor. The motion was carried.

Worship road trip to the Rim: Pastor would like to rent a bus to take members up to the Rim for a summer service, joining with some of our members who go to the Rim and nearby communities for the summer. He would like to have the bus leave after our Sunday service, with a catered meal on board or

available upon arrival on the Rim. Hiring a 54-passenger bus is \$2100, the campsite at Crook Campground is \$278 for a group setting which includes multiple paved parking spaces and room for the bus. We would have to reserve the campsite for the entire day. Dates available are June 26, July 24, August 7. Donna made a motion to approve the planning with financing available through Fellowship or the special gift account. Sue seconded the motion. All were in favor. The motion carried. Pastor will prepare an announcement email to see how much interest there is, and if there is an interest in people to be on a committee to assist with planning.

Fall VBS: Discussion was deferred until next month.

There is confusion on the types of meetings the Council has and their use. Executive sessions are for all current Council members only, with meeting notes provided only to the council members. These meetings are to discuss HR or confidential matters. Regular meetings are open to all congregants and are held on the 4<sup>th</sup> Tuesday of each month with minutes that are shared the following month after the minutes have been formally approved. Special meeting of congregation is a called meeting with two weeks advance notice at two church services and by written invitation through the postal mail. These meetings are open to all members of Shepherd of the Hills. Special meetings of the council are called meetings that are outside of the regular meetings to cover urgent, time-sensitive matters of the church and have minutes recorded and available to the church body. Executive council meetings are the 3<sup>rd</sup> Tuesday of each month attended by only the Executive board of the Council and used to set the agenda for the next week's meeting. If congregation members want to be added to the regular meeting agenda, they must contact one of the following, the President, Vice-President, Treasurer, Secretary or Pastor with a description of what they want to cover at the regular Council meeting prior to the Executive Council meeting.

Chris Lang made a motion to go into Executive Session. Jeff Teeples seconded the motion. All were in favor. The motion was carried. The Council went into Executive Session at this time.

Executive Session was closed and the regular Council meeting was re-joined. Chris Lang made a motion to accept the nominees for Finance Committee. Dennis Johnson seconded the motion. All were not in favor. The vote ended with four against and three for the motion. Those in favor were Chris Lang, Donna Hawkinson and Dennis Johnson. Those not in favor were Erich Korsten, Dottie Dudgeon, Sue Kick and Jeff Teeples. The motion was not carried. Chris will go back to Finance Committee to discuss.

Next Executive Council meeting is set for Tuesday, June 21, 2022, in the Education Building, Rooms 5/6.

Next Regular Council meeting is set for Tuesday, June 28, 2022 in the Education Building, Rooms 5/6.

Sue Kick made a motion to adjourn the meeting. Dennis Johnson seconded the motion. All were in favor. The motion was carried.

We closed with the Lord's Prayer.

Respectfully submitted,

*Donna Hawkinson*

Recording Secretary

Amended the outcome of vote around Finance Committee

Approved subject to changes on June 28, 2022



## **Member at Large Report**

**Dottie Dudgeon**

**May 24, 2022**

Memorial Committee: Gail Hanson, Eileen Doench

Recorded amounts Total \$33,019 (Designated \$1780 for music)

Undesignated \$31,019, Restricted Memorial \$500

These amounts are only current since July 2021

There are additional amounts but not entered on Excel.

Columbarium Committee: Donna Hawkinson, Eileen Doench, Vivian Tam, David Caribardi, Sharon Johnson

One niche has been sold

Presently there are 58 open out of 135

Outreach: No events currently planned.

Friends Feed Friends: Many members from SOTH volunteer each Friday night to offer a meal to homeless and indigent people. They have seen these numbers increase in Mayo to almost 60.

Unfortunately, they look for these numbers to increase. The Lord has blessed this ministry with volunteers and funds.

Mission Committee: Eileen Doench, chairwoman, Sue Bye, Co-chairwoman.

All scheduled payment to ministries have been made in May.

2021 January – April \$26,234.85

2022 January – April \$23,731.50

Presently, we have \$32,044.66 at the end of April. Even if we only received \$2500 a month for the next 8 months (knowing we are going into the slow month), we would meet our aggressive mission budget. Traditionally, we get increased money October – December. Eileen feels we are doing well to meet the proposed support of SOTH's missions.

Scholarships: Donna Hawkinson, John Bjornholt, Chuch Wuttke, John Fears, Vivian Tam

No scholarships were award as qualifications for receiving them were not met.

## **Property Report**

**May 24, 2022**

**Dan Beck**

### **Roofing**

All Three parapet tops are now covered with sheet metal and painted.

### **Church Exterior Painting**

Lloyd and Dan Beck met with Eric Rector from Arizona Painting; they were ready to begin painting on May 2<sup>nd</sup> but we asked them to wait a couple of weeks so the parapets could be covered. The painters began the outside painting on May 16<sup>th</sup> and they finished on Friday May 20<sup>th</sup>. Dan Beck purchased bird spikes and the painters glued them to the East side roof sections where the birds were sitting.

Lloyd talked to the plumber that was going to quote the downspouts but he isn't interested in doing them. Lloyd contacted Moon Valley Plumbing and they will repair the broken pipe with two to three layers of epoxy. The cost for the repair is \$3,739.00. They will do the repair on June 1<sup>st</sup>.

### **Church Repairs**

The high-pressure unit in the women's restroom is broken. Lloyd had a quote from a plumber to repair the high-pressure unit for about \$600 or replace the entire toilet for a little over \$700. The women's toilet in the ED building is now fixed. Dan Beck was able to order the replacement part for \$50 and was able to repair the high-pressure unit inside the tank. He did find out that these are standard toilets and if we ever have to replace the entire flushing unit, we could just put in a standard unit for about \$25.

The PVC tubing that holds the communication cables around the back of the Meeting building and around the back of the ED building are now reconnected and held together with a screw in each joint.

### **Lawn Care**

They did come and spray the entire yard with weed killer and pre-emergence.

Dan Beck contacted several Lawn Care companies and most of them refused to quote the job, they only deal with homeowners.

Oasis Landscaping quoted 2 visits a month for \$800 a month, that was yard cleanup and grass cutting. Tree trimming would be separate at \$200 per tree, and he will not count the very small trees. We have a lot of trees so this could be a lot of extra money a month just for tree trimming.

Lloyd received a quote from Victor, the landscaper that did the weed control. He will cut the grass every week and yard maintenance for \$3000 a month after a one-time cleanup of \$1000. Lloyd contacted Victor to see if that was his best quote and he replied that was his best quote.

### **Church Carpeting, Pew Upholstering**

The carpeting committee is looking at carpet samples and is looking for other companies to look at carpet samples.

Lloyd was able to talk to the company that originally made our pews and they will come by and look at the pews when they are in town. The material that we have, on the pews, is no longer made.

### **Church Keys**

Lloyd had a locksmith come in to get a file drawer open on the office desk. We were looking for the master plan for the present key plan. Lloyd was able to locate a copy of the master key list. This means we will not have to start with completely rekeying all the locks. Considering the number of missing keys, we may want to consider rekeying all the locks any way. Lloyd made up

a flow chart that shows which keys should open which locks and who should have access to which doors.

### **Church Parking Lot**

I would like to start getting bids for repairing, sealing and repainting the lines on the parking lot. I would like your input on this before I start making calls.

Respectfully submitted by  
Daniel Beck

### **Finance Committee Organization**

#### **The members will be elected by the Church Council and serve a three-year term**

This committee will consist of at least 5 members, led by the elected Church Treasurer and including the Senior Pastor. **This committee should reflect specific expertise related to finances or business and should have been a member of SOTH for at least three years**

A member of the committee should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with established church policy.

This committee should meet at least monthly.

Finance Committee Members to be Approved:

Bill Luzinski  
Tom Larson  
Bill Gest  
Jim Skivington  
Vivian Tam  
Roger Watton

## SOTH Church Administration Staffing Action Plan

### **Step One: Fill the open Church Administrator Position:**

We are looking for a Church Administrator to join our team and help our church organization run as efficiently as possible by overseeing daily church administration operations.

Advertise open position via **congregation email** and via Fountain Hills News

SOTH Church Administrator Position

We are looking for a responsible, proactive church administrator to be responsible for managing the daily operations of the church, staff, and volunteers, managing the church's schedule of events, ensuring the effective use of church income, and keeping accurate records. The Church Administrator works within the church community and supports the pastor, council, and other church staff members. Please contact Chris Lang-Treasurer

Salary is commensurate with related experience.

Review resumes and select candidates for interview by members of the Church Council.

Candidate is selected, **salary and benefits\*\*** are approved via monthly Council Meeting

**\*\* The average Church Administrator salary in Scottsdale, AZ is \$42,327 as of April 26, 2022, but the salary range typically falls between \$36,944 and \$48,170. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills, the number of years you have spent in your profession.**

**Step Two: Review current staff job descriptions.** Current staff members will review current approved job descriptions and merge like church administrator job duties into other job's descriptions. Reevaluate merged job descriptions for approval to church council.

**Step Three: Add Front Desk Receptionist to the current church administration staff.** We are looking for a **Front Desk Receptionist** to manage our front desk on a part-time basis and to perform a variety of administrative and clerical tasks. As a Front Desk Receptionist, you will be the first point of contact for our company. You will welcome guests and greet people who visit the church office. You will coordinate front-desk activities, including distributing correspondence and redirecting phone calls. Ultimately, a Front Desk Receptionist's duties and responsibilities are to ensure the front desk welcomes guests positively and executes all administrative tasks to the highest quality standards.

Part Time Days and Hours: Monday 9am-4pm Thursday 9am-4pm \$14-\$24/hour

### **Average Front Desk Receptionist Salary in Scottsdale, AZ**

**15.38 hourly**

\$32,000 yearly

---

Entry level Salary

**\$27,000 yearly**



**\$27,000**

10 %

**\$32,000**

Median

**\$39,000**

90 %

### **What Is the Average Front Desk Receptionist Salary in Scottsdale, AZ?**

The average front desk receptionist salary in Scottsdale, AZ is \$32,000 annually. The average hourly rate for a front desk receptionist is \$15.38/hr. This compares to the national average front desk receptionist salary of \$30,639.

**Advertise open position via congregation email** and via Fountain Hills News

#### **Front Desk Receptionist**

We are looking for a professional with a friendly attitude and the ability to multitask to serve as our church's front desk receptionist. In this part-time position, you will greet guests and congregation members entering the building and help direct them where they need to go. In addition, you'll be responsible for answering and managing the phones. If you enjoy people and are committed to doing excellent work, then we want to hear from you. Please contact Chris Lang-Treasurer.

Hourly rate is commensurate with related experience.

Review resumes and select candidates for interview by members of the Church Council.

Candidate is selected, salary and benefits are approved via monthly Council Meeting

#### **Step Four: Review current Church Administration job(s) classifications**

Perform a review of current staff duties, workdays, hours, and job classification-Part-time, Full-Time, Independent Contractor.

#### **Step Five: Cross-Training- "Walk in my Shoes"**

Assign/schedule at least 1-2 hours a week for cross-training so designated back-ups can be assigned for vacations, sick time and or leave of absences to complete at least 70% of basic staff function

## **Chris Lang's Interview Questions: Church Administrator**

In 5 minutes, provide highlights of your past experiences related to this current opening?

How would describe your biggest success in your current/last position?

Was there one thing in your current/past position that you wished you did better?

If your co-workers were here now, how they describe you as a team member/leader?

What did you like most about your current/past work experience? Least?

How do you go about solving problems?

How would you describe your management/administrative style?

If you were offered this position, what would you want to accomplish in your first 30 days?

Was there one question that you wanted me to ask that I didn't?

What questions do you have of me?