

SHEPHERD OF THE HILLS LUTHERAN CHURCH, LLC.
16150 E El Lago Blvd, Fountain Hills, AZ 85268
Regular Council Minutes for March 28, 2023

President Erich Korsten called the regular council meeting of Shepherd of the Hills Lutheran Church to order at 9:01 a.m. on Tuesday, March 28, 2023 in the Education Building, Rooms 5 & 6. Those present were Erich Korsten, Pastor Jeff Teeples, Caroline Meyer, Dennis Johnson, Donna Hawkinson; Daryl Stemm via Zoom. Dan Beck was absent for the meeting. Guests included Debbie Vinopal. Marcia Schrage and Elaine Tarr joined later.

Pastor Jeff shared thoughts regarding SOTH values. The word “Spurs” comes from Hebrews 10:23-25, where we spur each other on to stay connected to Christ and to one another; do not give up meeting together and needing each other.

Dennis made a motion to approve the February 2023 minutes. Daryl seconded the motion. All were in favor. Motion approved.

Minutes from March 11, 2023 meeting were approved after Daryl made a motion to approve them, with Dennis seconding the motion. All were in favor. Motion was approved.

Pastor Jeff report – 20-25 people have been attending the Chosen viewings; Lenten service has about 40 each evening with soup suppers, coordinated by Pat Flug. Pastor would like to show his appreciation to Pat by getting her a gift certificate to recognize her efforts. All agreed. Pastor will purchase a certificate. Holy week service planning continues. Easter Sunday, April 9th we will have a baptism for Talon Perry. A Healing service will be held at 1:00 on Wednesday, April 12. Pastor is officiating a wedding on April 15 for Earp’s daughter. Pastor and Kris are vacationing in Tokyo with their son April 18-28 while Eric and Lauren are there for a 3-month internship. Due to his absence, we will change the April Exec meeting to April 11th and the Council meeting to April 18th. The month of May we go back to 1 service at 8:30 followed by adult education. He is considering a class on protecting ourselves from online fraud, and has also thinking about having a longer adult ed starting in May that would be similar to an adult confirmation class.

Missions/Outreach report by Mike Peterson. Welcome Home update: keep donation for guests to be \$10 or increase? Mike spoke with Lynn Ruby and she recommended we could keep the amount at \$10. Missions would prefer to have all mission money to stay with Christ-centered missions and would prefer to keep the money for Welcome Home coming from outside of missions. All agreed.

Worship/Education report was handed out by Dennis Johnson. It was determined that since we have so many new ushers, we will hold a training session between services on April 30th. This will take the place of adult education for that week. They will meet in the Fellowship Hall, and if necessary, finish up in the sanctuary. Dennis will do the training along with Pastor Jeff.

Property report was submitted by Dan ahead of time. Acoustic panel installation is scheduled for the week of May 29th after school is out of session. Debbie has requested floor replacement be in June. Debbie will schedule a meeting with all of the volunteers to coordinate what steps need to be done in order to be ready for the carpet installation. All materials have been ordered; acoustic panels have been received. Complete copy of report is attached.

Finance update: Daryl reviewed the February statements. He stated that the Finance Committee is in need of about 3 more members, and asked if an announcement could be made in the What's Happening. Since non-members also get the What's Happening, Debbie suggested an email blast be sent to members only. Daryl will put together an ad for Debbie to send out.

Administrator's report:

- ADMINISTRATIVE ASSISTANT – REQUEST FOR HIRE

Amanda Sexton – hourly rate – Hire on a 90-day probation period. For 25-32 hours per week.

Start date – Monday, April 10

Cindy Gilbert – agreed to stay for 2 weeks more to train.

Caroline made a motion to approve the hiring of Amanda Sexton to fill the Administrative Assistant role. Daryl seconded the motion. All were in favor. Motion to hire Amanda Sexton was carried. Debbie will write up an offer letter and request approval from Amanda to do a background check.

- WORSHIP TECH REQUEST FOR MONIES FOR EQUIPMENT

Aaron Frable is requesting equipment to improve the sound system. Total costs are being documented on an excel sheet for reference. Attached is a proposal explaining one requested item (\$1500) explaining the use and importance. Through discussion, I have learned the microphones being used are not correct for their current usage (choir and instruments). He has hopes of the equipment being reconfigured. I will have the Excel "Wish" List available soon for your review. Another exciting piece is the organization of the storage room behind the altar. All sound equipment is hung, measured, labeled, and in its place. It is worth your time to poke your head in there! More to come with approval of funds for organizational items and new equipment. Per Finance Office, we have approx. \$25,000 left over from the original Sound and Camera upgrade fund. (Discussion pursued as to whether that money had not already been promised to the 5-Project Fund. Debbie would follow up with Roger.)

- UPDATES TO ONLINE DIRECTORY BREECH AND BOGUS EMAIL.

As most of you know, I directed our Online Directory to be taken offline for now and will remain so until I notify them with instructions. I instigated a call to Dan Ivie of Robertson Technology Consultants, our IT consultant. He stated that these events happen and there is no way to track them down, i.e., no security software will help. I mentioned emails were bouncing back from Dan Beck and Daryl Stemm on a regular basis. This alerted me due to the bogus email change from imposter "Dan Beck". Dan Ivie went into Go Daddy account and found a mess of setting issues. These have been corrected. Dan also recommends (as he did on his initial review Spring of 2022) to change from Go Daddy to strictly Microsoft 365 as a Non-Profit. We are currently paying both Go Daddy and MS365 a total of approximately \$840 per year for emails and MS365 platforms. I approved his submitting a request to MS365 for Non-Profit status allowing us to receive our email and MS platforms for free and save \$840/year.

Old Business: Documents that had been reviewed with updates at the Council retreat held on March 11th were handed out and given final review. These included: Council Executive Session Rules & Responsibilities (each council member was asked to sign the document now that it has been approved and adopted); Procedure for Petitions or Request to Congregation Council will now be sent to Alliance Defending Freedom by Pastor Jeff; the Contractual Obligations document was not approved only because we skipped over it inadvertently; Pastor and Congregation Council Role Summary was updated and the final version; the Organization Structure times 2 levels was changed as requested and handed out.

Strategic Planning Committee – Core/Foundational Values (see notes on document) Marcia & Elaine joined the Council to review the document the SPC has been working on regarding the church’s values. The Council reviewed the “Foundational Values”. A motion was made by Donna to approve the cover and the foundational values after the words “(permission to play)” are excluded. Caroline seconded the motion. All were in favor. The motion was carried.

Core Values were reviewed next in detail. It was recommended a link be included for all Bible verses mentioned. We Grace It Up Bible verse was changed to Romans 5:1-5. Caroline made a motion to approve the Core Values with the above changes included. Dennis seconded the motion. All were in favor. Motion was carried.

Aspirational Values was the final section reviewed. After discussion it was recommended that the words “Shepherd of the Hills is a place where people:” stand out more so it is read along with the three boxes. Marcia indicated initially that statement preceded each thought, so she understood the change that was being suggested. It was also recommended that the bottom box say “Come and See! (followed by) Matthew 5:13-16”. Donna made a motion to accept the Aspirational Values page to include the above listed items which are just visual changes. Mike seconded the motion. All were in favor. The motion was carried. The SPC was thanked for their dedication to this project.

The next Constitution Review meeting will be held on April 10 at 1:00 pm in the Ed Building, Rooms 5/6. Debbie will reserve the room. Donna will send out Chapters 14-19 again. Executive meetings are being changed to the third (except for the month of April) Monday night of the month at 5:30 pm and will be held via Zoom. The next Executive Council meeting will be held on Monday, April 10 at 5:30 pm via Zoom. The next Regular Council meeting will be held on the 3rd Tuesday of the month, May 18, 2023 at 9:00 a.m. in the Education Building, Rooms 5/6.

Donna made motion to adjourn the meeting. Dennis seconded the motion. All were in favor. Motion was carried. President Erich Korsten adjourned the meeting at 11:55 a.m.

Respectfully submitted,

Donna Hawkinson

Recording Secretary

Approved April 18, 2023

Property Report – Dan Beck

Church Repairs

- The youth room fluorescent lights stopped working about March 19th. I replaced the light switch because the wire would not stay connected and replaced the circuit breaker because it would flash when reset. Neither of these fixed the issue. There is a direct short in the wire. Lloyd and I were not able to find the short. We have ideas how to fix this issue before we call an electrician.
- The youth room kitchen garbage disposal was replaced, a new cabinet floor installed and an outlet plate installed under the sink.
- There may be another water leak behind the bench west of the circle drive. Water was flowing down the drive and into the road but once I removed the bush under growth so I could see, it stopped flowing. We are getting better at saving water; the water bill is down \$1000 a month. They say the water price may go up next year by 40%. If so, then I recommend we turn off all sprinklers except the ones for the grass.
- All the aerators in the ED building bathrooms were removed and cleaned. I left 3 of the 4 aerators out because I was told the people liked it better with them out. I put the aerators in a bag, along with the tool I made to remove them, in the hall closet by the extra urinal valve.
- The donated TV is now mounted in class room 7 and Lisa donated a 2nd TV and it is mounted in class room 4. A new remote was purchased and tested.
- Mr Handyman will work on all 21 of the large wooden doors around the church starting on April 4th. They are to refinish the outside surface, inspect and adjust all door closers, repair the damage at the tops and/or bottoms of the doors, replace all the weather stripping and figure out how to close all the gaps in the doors. This may mean the door weather strips may overlap and you have to open one door before you open the other.
- The 2 counter tops in the narthex are now secured to the 2 bases.

TIA Garden Update

Lloyd and Larry Drake installed the water lines from the kitchen water heater closet to the outside of the building.

Roof Leaks

Class room 7 roof leaked and the ceiling is now sagging down.

Fellowship Hall Acoustical Panels

The panels were delivered to the church and Lloyd has them stored for now. They will have to be installed after the school is out for the year, after May 25th. While we have the lift the lights in the youth room ceiling will be replaced with LED bulbs and the church speaker material will be replaced.

Missions/Outreach – Mike Peterson

Missions:

- At the end of February, **we have \$51,817.19**
 - \$35,031.15 was the surplus at the end of December
 - We received a gift of \$15,000(\$5000 designated, and \$10,000 undesignated)

- Tithing for Jan/Feb 2023 = \$11,977.04 (Jan/Feb 2022 tithing was \$12,903.10). I think we are doing good.
- The Mission Team met on March 19th.
 - We decided to increase support for the Englishes in Africa from \$50-\$150. They will be returning to Phoenix in June for a short time and Pastor Jeff thought it would be okay for them to come and talk about their mission. Dates yet to be determined.
 - New Mission, one time support, approved \$5000 for the Johnathan Webb Family who have been witnessing to Muslims in the area of Chad Africa by assisting in church planting using his mission and technical abilities to help missionaries bring the gospel to remote areas.
 - Approved \$1800 (\$6 per blanket) 300 blankets to be used for the homeless in the areas we serve. Blankets are needed all year round. We are going to evaluate if this will be a good Church project for the future.
 - The Welcome Program was discussed by Pastor Jeff Teeple and it was decided by Missions that the Marketing team needs to make decision for the Welcome Program and should not be brought forth to Missions.
 - We discussed holding onto the \$10,000 for a future worthwhile project, that could make a difference in spreading the word of Christ.

Memorials: Dottie and I have not met yet, but she now has all the updated information and we can start working together.

Eileen Doench

Scholarship - new applications have been taken to the high school, as well as forwarded to the Home Schoolers of Fountain Hills. Over \$2000 was raised between the Talent Show and the Gordy Linquist performance. (Donna Hawkinson)

Columbarium - two plaques were ordered for the Memorial Wall. Payment is pending. (Donna Hawkinson)

Worship & Education – Dennis Johnson

LIFT: spring event with lunch and flower arranging was held 3/18/23 with 37 ladies attending. The focus was fellowship. Several new members participated; delivery of Share the Love donations plus a tour of the De Colores Domestic Violence Shelter was on 3/22/23 with 5 women touring the facility. Our donations will help the shelter stretch their budget.; Easter bags are being made for children who attend Easter Sunday services; LiFT funds are at \$1353.77 before event, Easter baskets and sunshine flowers – Cindy Beck

Music Ministry: Worship preparation and leadership has focused on the Sunday and Wednesday Lenten services. Early March, we also had the Worship & Praise Gathering event. Attendance for the event was not high, but it was a successful and worship-filled time for those present. The choir is diligently working on learning their parts for the Holy Week Cantata, “What Wondrous Hope”, to be presented at both services on Palm Sunday accompanied by Chamber Orchestra. Brass and Timpani will also be present on Easter Sunday to help make the music for the day special. Planning and coordination time has been focused on all of the extra events culminating with Easter Sunday services, as well as looking past Easter. – Matthew Frable

Stephen Ministry: Supervision meeting on March 7th, Continuing Ed on March 21. Ruby has been contacted by the Stephen Ministry group from Rio Verde, and we are going to meet them at SOTH on 4/18 for our continuing Education session. We, at this time, have 5 care receivers being ministered by 5 of our SMs. Thank you to Pastor Jeff who had a healing service last Sunday after each service. SM always finds time to pray after each Sunday service, offering that each Sunday. – Don Wirth

February 2023 Finance Summary – Daryl Stemm

Shepherd of the Hills

Monthly Financial Review

	2023			2022		
	Actual	Budget	Difference	Actual	Budget	Difference
INCOME						
Offerings	\$72,534	\$65,250	\$7,284	\$119,770	\$135,550	(\$15,780)
Total Income	\$77,843	\$71,350	\$6,493	\$131,023	\$147,696	(\$16,673)
Missions	\$7,253	\$6,525	(\$728)	\$11,977	\$13,555	\$1,578
Operating Income	\$70,590	\$64,825	\$5,765	\$119,046	\$134,141	(\$15,095)
EXPENSE	\$50,769	\$50,591	(\$178)	\$105,072	\$101,195	(\$3,877)
NET INCOME (Month)	\$19,821	\$14,234	\$5,587	\$13,974	\$32,946	(\$18,972)

Stress Test 2/28/2023

Current Assets	\$625,114
Minus Current Liabilities	\$397,348
Net	\$227,766

Expense per week \$11,711 Based on 2022 actuals

of weeks 19.4

Current

Major Maintenance	\$48,790
5 Project Fund	\$52,826
Fidelity Investment	\$546,982

Notes::

Giving over budget ~\$7,200 Giving under budget ~\$15,800
 Expenses versus budget: Expenses versus budget:
 Insurance > budget ~\$1,000 Insurance > budget ~\$1,100
 Property (maintenance) < budget ~\$1,600 Comp/benefits > budget ~\$1,000
 Worship (sound) > budget ~\$1,500 Office expense (dues/subscriptions) > ~\$1,800
 Music < budget ~\$1,000 Property (maintenance) < budget ~\$1,300
 Worship (sound) > budget ~\$1,300
 Music < budget ~\$1,300
 Outreach (events) > budget ~\$1,300