

**Shepherd of the Hills Lutheran Church, LLC.**  
**Regular Council Meeting**  
**September 26, 2023**

President Erich Korsten called the meeting to order at 9:05 am. Attendees included Erich Korsten, Dan Beck, Sue Terlecki, Mike Peterson, Donna Hawkinson, Caroline Meyer, Pastor Jeff Teeples and Daryl Stemm via Zoom. There were no absences. Guests included Marcia Schrage, Rose Gibson, Debbie Vinopal, and Tom Ashbrook.

Pastor Jeff read a devotion from Brendon Manning. The message encouraged us to "come with me (Jesus) by yourself"; withdrawal from distractions is important. Pastor asks us to be in deep prayer asking God to lead us to the right addition to staff.

Dan Beck made a motion to approve the August 2023 meeting minutes. Caroline Meyer seconded. All were in favor. Motion was carried.

Strategic Planning – Marcia Schrage joined to share next step to bring our congregation together in deepening our relationship with God. Congregation-wide small groups to study same topic using same curriculum. Council agreed to the concept to begin in January.

Children's Music Program was presented by Rose Gibson. Initial funding is provided through memorial money already given to the church. Next step is to prayerfully find a leader.

Pastor Jeff gave his Pastor's report as follows:

- Right Now Media provides small group curriculum to fulfill Strategic Planning's plan as discussed previously for all ages. Subscription cost is \$150/month; can discontinue any time; can share with anyone we choose; can access from home. Zoom capability is built in. Information session with company for more info next week Wednesday, 11:00 in church conference room, or join by Zoom. Pastor will send out info for meeting. Christian based.
- Elevate – TIA: high school kids helping lead it.
- Prayer Room: Cursillo items will be moved by mid-October; planning team includes Kris Teeples, Lynn R, Doc & Leslie Ridenour, Barbara Drake
- Adult education schedule shared; Pastor Tom filling the pulpit this Sunday, along adult ed.
- Christmas Eve services - No morning Sunday service, with 3:30 and 5:00 services
- 2 upcoming Baptisms – Audrey Armour and Eden Teeples

Daryl reviewed the financial highlights for August 2023 as found below.

- Ministry groups put forth their 2024 objectives in November to help build next year's budget.
- Priority is necessary first, then nice to have
- Begin asking ministry leaders to give input for November review
- Daryl will put together thoughts around what's needed for next year's budget for our members at large to share with ministry leaders.

Mike Peterson shared updates from his ministry committees:

- Eileen Doench asked to step down from the Memorial Committee. Judy Konop agreed to lead the committee and implement a policy and process and procedure. Council recognizes the change and thanks Judy for stepping into the role.
- Other updates can be found below

Sue Terlecki gave an update on her ministry teams. Updates can be found below.

- Music Director position – review process, job description in October. We appreciate Mike's stepping in the interim, and thank him for seamless support.

Dan Beck reviewed his property report. Landscaping discussion continued. Three trees to the east of the Education Building need to be taken down due to roots interfering with water and sewer lines. Council asked Dan to find a landscape architect to assist with planning to reduce water usage in the front yard, yet maintain an appealing desert landscape with some added trees to make up for the 3 we are taking down.

Debbie Vinopal gave an update on camera quotes – Adding a camera/intercom system to the office entrance comes at a cost of over \$3000. Although the safety of the staff on days they are by themselves in the office, the cost is questionable at this time. Council asked Dan to look into a Ring doorbell to assist getting something installed ASAP. If the Ring system doesn't work out, we will consider the camera/ intercom system purchase.

- Upholstery update – started Monday, September 25 – final inspection will be done by Caroline, Sue, Donna, Debbie, Dan. We will retain 10% of total cost until inspection is complete.
- Memorial Policy review will be delayed until October.
- Caroline brought the Nominating Committee Policy to review. After making minor adjustments, Caroline made a motion to accept the policy. Dan seconded the motion. All were in favor. The motion to accept the Nomination Committee Policy and Procedure was approved.

Constitution Revision review process was discussed. – see next page for process

The next Executive Committee meeting to set the October agenda will be held at 10:00 am via Zoom in the office conference room on Wednesday, October 18, 2023.

The next regular Council meeting will be held on Tuesday, October 24<sup>th</sup> at 9:00 am in the Education Building, Room 5/6, via Zoom.

Dan made a motion to adjourn. Mike seconded the motion. All were in favor. Motion carried. Meeting was adjourned at 12:07 pm.

Respectfully submitted,

***Donna Hawkinson***

Recording Secretary

Approved October 24, 2023

#### Constitution and By Law Revision Review Process

October 1	<ul style="list-style-type: none"><li>• Draft email and letter to send a draft copy of revised constitution w/ bylaws and old constitution w/ bylaws to congregation members.</li><li>• Offer a packet for pick up in Narthex.</li><li>• Share other dates with email.</li></ul>	Writer: Pastor, Tom, Roger  Donna send copies to Debbie and Lynn Ruby. Lynn will add link to SOTH website.
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		<p>Copies of constitution old/new available for pickup – Debbie</p> <p>Sharing overview of revisions to Constitution; please review in advance of the October 15 or 21 discussion; Expectations of Oct 15, 21 and Nov 19 meetings.</p>
October 15	10:45 to noon (Sunday School) answer questions after service in Fellowship Hall with Council, Tom and Roger	<p>Discussion Lead: Erich, Roger, Tom</p> <p>Copies</p> <p>Review the high level changes</p>
October 21	9:00 to noon – In depth review, if necessary, with Council, Tom and Roger	<p>Discussion Lead: Tom, Roger, Erich</p> <p>Last chance to express opinions and suggestions.</p>
November 1	<p>Email notice of special meeting to vote on adopting the revised Constitution and By Laws</p> <p>Mail to those without email address.</p>	Final revision will be sent out at this time.
November 19	Special meeting to vote on adopting the revised constitution and by-laws effective immediately	

Finance update August 2023

Shepherd of the Hills		August 31, 2023						
Monthly Financial Review		Current Month			Year-to-Date			
		Actual	Budget	Difference	Actual	Budget	Difference	
<b>INCOME</b>	Offerings	\$40,806	\$32,050	\$8,756	\$384,518	\$390,400	(\$5,882)	
	Total Income	\$47,564	\$36,800	\$10,764	\$423,518	\$434,521	(\$11,003)	
	Missions	\$4,081	\$3,205	(\$876)	\$38,328	\$39,040	\$712	
	Operating Income	\$43,483	\$33,595	\$9,888	\$385,190	\$395,481	(\$10,291)	
<b>EXPENSE</b>	Total Expense	\$54,318	\$50,223	(\$4,095)	\$403,286	\$404,048	\$762	
<b>NET INCOME</b>	Net Income	(\$10,835)	(\$16,628)	\$5,793	(\$18,096)	(\$8,567)	(\$9,529)	
<b>Stress Test</b>		8/31/2023						
	Current Assets	\$552,444						
	Minus Current Liabilities	\$344,641						
	Net	\$207,803						
	Expense per week	\$11,861	Based on 2023 actuals		\$11,861			
	# of weeks	17.5						
<b>Major Maintenance</b>		Current						
		\$50,161						
<b>5 Project Fund</b>		\$34,196						
<b>Fidelity Investment</b>		\$495,464	Approximately 73% Cash (\$362,276)					
		Notes:			Notes:			
		Giving > budget ~\$8,700			Giving < budget ~\$5,900			
		Facility donations > budget ~\$2,000			Other income > budget ~\$7,700			
		Mission Benevolence > budget ~\$900			Loss on investments ~\$15,900			
		Expenses versus budget:			Expenses versus budget:			
		Insurance > budget ~\$1,400			Comp/benefits > budget ~\$5,900			
		Outreach (Scholarships) > budget ~\$1,900			Property (maintenance) < budget ~\$15,700			
		Marketing > budget ~\$2,500			Outreach (Scholarships) > budget ~\$4,300			
					Marketing > budget ~\$2,900			

**Scholarship** - Talent Show will be pushed out to March 2024 as Bjornholt's will be out of the country at the usual time.

**Columbarium** - Harlan Behrens celebration of life was Tuesday, Sept 19th with his ashes interred in the Columbarium along with his wife, Joan.

## Missions:

### **Benevolence**

1. January 1, 2023 Started with \$35,031.15 (end of December 2022 dollars)
  2. January 31, 2023 we had \$4723.65 tithings
  3. **Total equal \$39,939.80 on January 31, 2023**
  4. **YTD Tithings as of August 31, 2023- \$38,327.93**
  5. **YTD Benevolence August 31, 2023 -\$35,264.08**
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2. **Mission Expenditures YTD**
    1. **\$54,113** (Council suggested a budget of \$45,000 for 2023, Mission Budgeted \$54,000 for 2023 because of the surplus we had at the end of December 2022)
    2. Included in this figure are the extra approvals we did this year which were on a Update July 29, 2023 sheet. There has been nothing added since that report. ( I attached the file in case you did not get it)
    3. Roger and I actually came up with the same totals. He will be reviewing the extra donations to specific missions that have come in from members this year and will be sending these out so we will have a better idea of what is left in Benevolence.
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3. **Mission expenditures to meet our commitment till December 2023**
    1. **\$19,000**
    2. **\$4750 is what we send out monthly.**

## Memorials:

I have sent Roger an update on my notes, and most of the dollars have been designated from the sheet I was given a year ago. I will be meeting with him this month to be sure we are on the same page.

The last report in July had:

Undesignated dollars: \$1496.14

Designated: \$31,443.15

Respectfully, Eileen Doench

## Property – Dan Beck

### Church Repairs

- Lloyd and Dan repaired 6 water leaks on line C3 along the gravel drive and fence in the back of the Fellowship Hall. Cement blocks were placed around the sprinkler heads to help prevent breakage from people driving on them. Lloyd also repaired many leaks on line 6 along Fountain Hills Blvd. and El Lago roads.
- The ED building toilets all backed up, on Aug 24<sup>th</sup>, because the main sewer line was damaged by tree roots. The pipe was cracked for 24 feet as it passed by the tree and under the retaining wall into the grass area, SW of the ED building. They also found a stainless-steel cup inside the pipe, which was not the cause of the blockage.

Lloyd called Plumbing & A/C Medic, they took 4 days to complete the repair at a cost of \$11,795.02.

- Replaced the can light outside of the narthex, the spring retainer snapped off the old light.
- Lloyd contacted the sheriff's office, on 9-4, while Kyle was still sleeping in the columbarium. The sheriff came and took all his information and the next time he is caught he will be arrested. The sheriff told Lloyd that they have been dealing with him for about 25 years and he does have family in Fountain Hills.
- We hired Fredy Lawn Service to replace some of the sprinkler system pipes and add a water spigot to the rose garden plus add a water line to the fountain, so it is not connected to the sprinkler timer. Fredy will also do monthly landscape maintenance for \$500 a month. John Bjornholt will be the lead person for Fredy. Fredy will oversee the water timer. They replaced all the old deteriorated leaking black irrigation tubing.
- Arn and Dan received 3 quotes to replace the current lawn with artificial grass.
  - AZ Grassman quoted \$25,665 for half and \$65,958 for all turf.
  - Arizona Luxury Lawns quoted \$39,389 for half and \$72,073 for all turf.
  - Apex Turf quoted \$39,031 for half plus rock on the second half and \$52,052 for all turf.

I would like to ask the congregation if they would be willing to replace all the grass with artificial turf so we can cut down on our extremely high-water usage and have the area look nice and green all the time. Also, it is getting harder for our aging members to cut this grass and the yard cleanup every week in the heat.

- Lloyd installed a new LED spotlight for the flag.
- The pew reupholstering will begin Monday September 25<sup>th</sup>.

We still need to figure out if any or all the trees by the ED building should be removed before they damage another water pipe or the communication lines for the cell tower.

## Worship Report – Sue Terlecki

RE: Council news?

From: Michael Veech (michaelveech@sothaz.com)

To: slterlecki@yahoo.com

Date: Thursday, September 21, 2023 at 11:19 AM MST

Hi Sue! Sorry it's taken me this long to get back to you, but that may give you an idea of how fast I'm running to try to keep up!

At this point I don't have any questions or concerns. All my time seems to be spent learning about SOTH and how things are done here. There are a couple things I can share about coming events, though.

--Oct 8: Lynn Ruby is providing Special Music

--Oct. 11: Adult Choir Practice will resume for the season

--Oct. 29 (Reformation Sunday): Lloyd Tarr and I will be providing all the music for the service as an organ/piano duo.

--Nov. 5 (All Saints Day): 1<sup>st</sup> performance of Adult Choir

That's what I have as of today. 🙏 More to come! If I can provide you with any other information, please let me know. See you Sunday!

Michael

Mail - Re: Council news?

<https://mail.yahoo.com/d/folders/1/messages/1249>

Re: Council news?

From: Don Wirth (dandjwirth1@msn.com)

To: slterlecki@yahoo.com

Date: Monday, September 25, 2023 at 11:40 AM MST

Sue,

Sorry late on this. Quick report. Did not have our normal Supervision on September 6<sup>th</sup> as both Ruby and I were out of town. Pastor Jeff said he could fill in but with no planning it was decided to cancel meeting. We also cancelled our Continuing Ed on September 19<sup>th</sup> as Stephen Ministry had a situation that needed Ruby, Pastor, myself and two other SM as well as a non Stephen Minister to handle and as such we cancelled CE. Not a good report Sue, but all I have to offer this month. One item of good news is that a visitor on Sunday morning service had heard of our Greif Book that we send out to persons grieving a loss of a loved one and asked me to send the books and she is sending me the info this week.

Peace,

Don

## Ladies In Fellowship Together - LiFT Minutes

September 12<sup>th</sup>, 2023

Present: Diane Abfall, Gail Appeldorn, Cindy Beck, Dorothy Beck, Sue Bye, Marcia Caribardi, Eileen Doench, Dottie Dudgeon, Rose Gibson, Donna Hawkinson, Judy Konop, Suzanne Kudrle, Linda Marchi, Vivian Tam, Sue Terlecki, Vickie Thompson, Ginny Trulson, Julie Wirth.

Introductions and favorite dessert activity: Cindy Beck. \_\_\_\_\_

Opening Prayer: Cindy Beck.

Secretary's Report: Linda Marchi – Minutes approved.

Treasurer's Report: Marcia Caribardi - \$883.61 balance - Fall event expenses & flowers.

Sunshine Gal: Sue Bye – Trying to contact Darline Leader.

Devotion: Cindy Beck – “Where is Jesus Now?” How do you picture him in your mind? Revelations 1:12-16. Future devotions from I am statements.

### Old Business:

1. Oct Date <sup>25</sup>TBD – Basha's Art Gallery (Free) & Lunch – (Self pay). Contact Sue Bye.
2. Nov 18<sup>th</sup> - Fall Event – Escape to Capernaum. Immersive experience of life from biblical times. 10:30 am -12:30 pm Limit 40 women. Cost TBD (\$5-10) depending on Thrivent contribution. Contact Judy Konop.
3. Dec 9<sup>th</sup> – 3:00 - 5pm Christmas Extravaganza presented at Dream City Church. Limit 30 women. Cost \$15. Sign ups in October. Contact Linda Marchi.
4. January 23<sup>rd</sup> – 11:30 am AZ Culinary Institute Luncheon. 25-30 seats available. Cost \$28. Contact Sue Terlecki.
5. February - Share the Love Event – Exploring Jacob's Hope & Lutheran Social Services/ Pastor Jeff Johnson: Will discuss again at Oct 2023 meeting.

### New Business:

1. Discussed FH Newspaper publicity. Will not advertise upcoming LiFT meetings to community or LiFT events. Will continue to allow guests to attend events, and post photos of events in Fountain Hills newspaper.
2. “I am statement” devotions – sign ups.

Closing Prayer/Intercessory prayer: Cindy Beck: Rose's cousin June, Judy's step daughter Jessica, Vivian's brother Dick & wife Sharon, Eileen's friend William O Brian, Wirth family, Paul & Gail Appeldorn, Ted & Ginny Trulson, Ginny's friend Joe & wife Julie. Dave & Dottie Dudgeon, Marchi family, Kate, Dolores.

Meeting Adjourned: 11:40 AM. Next Meeting 10/10/23 10 AM



## **NOMINATING COMMITTEE POLICY AND PROCEDURES**

### **Approved September 23, 2023**

The purpose of the Nominating Committee is to find Spirit-led members of Shepherd of the Hills Lutheran Church who will serve and challenge each other to help the church fulfill its mission to Know Christ and To Make Him Known.

The Nominating Committee shall find eligible candidates for: Corporation Officers - President, Vice President, Recording Secretary, Treasurer/Director of Finance; open Council positions of members at large; and Nominating Committee elected positions, according to Chapters 8, 11, 12, and 15 of the constitution.

The Nominating Committee shall consist of six voting members in good standing of this congregation. They shall be elected at the annual meeting, by paper ballot, for a term of one year. This committee reports to the congregation in collaboration with the Congregation Council.

Two of the six members should be outgoing Congregation Council members, if possible. Members of the Nominating Committee are not eligible for consecutive reelection.

The Nominating Committee shall nominate one or more candidates for each elected position to be filled on the Congregation Council and Nominating Committee.

Members of the congregation may recommend themselves or others for nomination to any open position on the Congregation Council or Nominating Committee.

The Nominating Committee shall qualify each nominee. As a guideline, 1 Timothy 3:1-13 shall be used.

The Nominating Committee shall secure the consent of each nominee. Candidates, when asked to serve, will be advised of the position, its responsibilities and the length of term for which they are nominated.

Provided one of the Nominating Committee members is nominated for a position on the Council, that person will be released from the Nominating Committee immediately.

The Nominating Committee shall recommend candidates to fill elected mid-term vacancies. These will require approval by a majority vote of the Congregation Council.

All vacancy replacements on the Nominating Committee will fill only the term remaining from the original election they are replacing.

The Nominating Committee will ensure paper ballots with all nominees listed are prepared in advance of the annual meeting.

The Nominating Committee shall be installed at the first Sunday worship service after their election in order to assume official responsibilities for their office.