

**Shepherd of the Hills Lutheran Church**  
**Regular Council Meeting Minutes for October 24, 2023**

President Erich Korsten called the meeting to order at 9:03 a.m. Those present included Caroline Meyer, Erich Korsten, Sue Terlecki, Pastor Jeff Teeples, Donna Hawkinson, via zoom were Mike Peterson and Daryl Stemm. Absent was Dan Beck. Guest was Debbie Vinopal.

Pastor Jeff shared Daily Text devotion and he read Jeremiah 1. He finished with special prayers for Israel.

Caroline made a motion to approve the September minutes as written. Daryl seconded the motion. All were in favor. Motion was carried.

Pastor Jeff gave his report: Thank you for the recognition on Sunday for him and our three retired pastors who also support our ministry. There are two baptisms in October. He is holding a First Communion class on Wednesday, October 25. He and Gail Appledorn are preparing for Light up the Night on December 10<sup>th</sup>. TIA held an appreciation dinner and fundraiser for their students to travel to Washington, DC. Elevate program is going well as he feels he is developing a relationship with the kids. The downstairs prayer room was mostly cleared this week. Pastor & Kris are hosting Second Sunday Social November 19<sup>th</sup> which will be on the THIRD Sunday. Community Thanksgiving service at SOTH on Tuesday, November 21<sup>st</sup> at 6:30 pm. He has not contacted RightNow Media at this time.

Daryl gave update the financial update through September. He also presented an update on Sunday for the congregation. He shared that the Finance Committee will begin to look at the 2024 budget, beginning with expense increase of 4%. He noted salary increase will also be at least 4% to cover cost of living.

Sue gave her update on Worship Ministries which is attached below. A late update came from Stephen Ministry indicating they held an in-depth care receiver report this month, as well as their continuing education is covering Empathy.

Dan was absent, but Erich shared that the homeless person that has been using the Columbarium to sleep and litter has been arrested after being warned. A full report sent earlier by Dan is attached.

Mike shared an update for Missions and Outreach which is attached below. He noted that Eileen Doench has requested to step down from the Memorials Committee. Judy Konop has agreed to lead the committee at this time.

Debbie shared her administrative report as attached below. She is still looking for a grant writer to assist with writing a grant for security cameras. There was discussion around email migration. Current subscription for us is about \$1800 per year. Dan Ivie can migrate our emails to another product which will be free for the church as it is a non-profit for \$1200. Mike made a motion to have Dan migrate to the free platform before Saturday when our next year's payment is due. Caroline seconded the motion. All were in favor. Motion was carried. Complete report is attached below.

Review of the Memorial Policy was delayed to November.

Caroline made a motion to purchase the additional fabric delivered with the pew upholstery project so we have matching upholstery for the chairs, and charge the cost of the additional fabric to the Five Project Fund. This will be about \$1384. Sue seconded the motion. All were in favor. Motion was carried.

We discussed offering envelopes. A few people still use the envelopes, so it was decided to order 20 packets this year.

It was decided we would not participate in the Thanksgiving Day parade or the Stroll in the Glow. Leftover apple cider packets will be distributed at the Thanksgiving service at SOTH.

Christmas decorating will be held on Saturday, November 25 at 9:00 a.m. Since the first Sunday in Advent is not until Sunday, December 3<sup>rd</sup>, we will hold off on turning the lights on until the 3<sup>rd</sup>.

We reviewed the final changes to the constitution and bylaws based on input from congregation members earlier this month. Caroline made a motion to approve the constitution as reviewed. Mike seconded the motion. All were in favor. The motion was carried.

The next Executive Council meeting will be held on Monday, November 20 at 9:00 in the office conference room. The next Council meeting will be held on Tuesday, November 21 at 9:00 in the Easter room (Rooms 5/6).

The meeting was adjourned by President Korsten. We closed with the Lord's Prayer.

Respectfully submitted,

*Donna Hawkinson*

Recording Secretary

Approved November 21, 2023

### **Property Report, October 2023 – Dan Beck**

#### **Church Repairs**

- The pew reupholstering was completed on 9-29-23 and it was inspected by Debbie and Donna.
- Dan painted all the new wood on the wall by the choir stairs, along the piano wall and all the kick plates leading up to the altar.
- Arn put a WI-FI camera in the Columbarium tree above the bench on the South side. Also, a trail cam was put in the tree on the North side so we can see if anyone is still sleeping on the benches, littering, and damaging the artificial flower arrangements. Kyle was seen coming in and laying down, Sunday Oct 15<sup>th</sup>. The police were called but by the time they checked it out Kyle was gone. Two signs were ordered to notify people that there are now cameras watching that area.
- The kitchen water filter was inspected and per the manufacturer the filter is good for one more year before it needs to be replaced.
- The floor plug in the Fellowship Hall was repaired again. The in-floor can is broken and may need to be replaced if this fix doesn't work.
- The lawn was over-seeded for the winter.
- The ED building, women's center toilet, is repaired again. The duck bill valve on the top was leaking.
- Dan and Arn are getting ideas and bids for desert landscaping for the area where the 3 trees are located by the ED building and for the West side of the grass area, so we have a plan to bring to the church members at the yearly meeting.
- A Snake prevention fence was installed on the playground gates.
- The top corner of the Fellowship Hall main door veneer was glued, and the upper door mechanism was repaired because it was loose again.
- The three pianos, church Grand, Room 3, and Fellowship Hall, were tuned on Oct 12<sup>th</sup>.
- All the church windows are scheduled to be cleaned on Oct 21<sup>st</sup>.

## **Oct 2023 Missions, Memorials & Outreach – Mike Peterson**

I will be giving you more details in reference to Memorials this time, but I think it is helpful for Council to understand that there was over \$30,000 a year ago in this fund. Some of this money had been there since 2016, and most of the loved ones had no idea that there was money donated in their loved one's name. Roger has been extremely helpful with keeping the spread sheets correct and updated as the process took some time along with making sure the spouse or significant other of the deceased was noted. Gale Hanson, Dottie Dudgeon and Donna Hawkinson had to probe their memories to remember names, spouses, and where people were now. There were many God moments along the way, and I think great decisions by the loved ones were made to enhance Shepherd of the Hills projects.

Judy Konop, along with Roger and Debbie put together a beginning Policy and Procedure for Memorials. This should prevent us from never having this problem again.

### **Memorial Update 10/20/2023**

**Undesignated: \$1546.14**

**Designated: \$6787**

2. Altar Guild: \$1557 (remains in memorial accounts)
3. Columbarium: \$700 (transferred to the Columbarium Account)
4. Music Program: \$1460 (remain in memorial accounts, and restricted accounts)
5. Youth Music Program: \$3070 (remains in memorial account)

**Designated Projects that money has been dispersed. \$28,326.16**

1. Five Project Fund Drive (FPFD): \$6105
2. Paul Oman Project: \$2295
3. Freezer in the Kitchen: \$4346.16
4. Mural of Jesus and Children: \$4500
5. Arizona Hunger: \$2090
6. Christian Indian Mission: \$270
7. Cambodia: \$555
8. Philippines: \$8165 (all but \$20 dispersed)

### **Missions:**

There is a Mission meeting on November 13, 2023 at 12:30pm in the Education building 5/6, to discuss present and any new projects. There will be a meeting in December to decide what projects we will be supporting, and it will be brought to Council. I hope the finance committee can give us an idea as to what their prediction is for next year. At this time I am presently just going with \$45,000, last year's prediction.

#### **1. 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 September 30,2023- \$40,962.56
5. YTD Benevolence September 30, 2023 -\$32,439.71 (Roger and I agree on this figure)
  - a. \$10,000 of this YTD benevolence was an undesignated gift, which is being discussed at the November Mission meeting to decide what to do with that donation.

## 2. Mission Expenditures YTD

1. \$59,572 ( this includes projects that were supported from Surplus money)

## 3. Mission expenditures to meet our commitment till December 2023

1. \$14,250
2. \$4750 is what we send out monthly.

**FYI: Tithings 2021=\$52296.00**

**Tithings 2022=\$56.082.88**

**Scholarship** – Talent Show date set for March 22, 2024

**Columbarium** – No update

### October 2023 Worship & Ministry Report - Sue Terlecki

**From:** Michael Veech <michaelveech@sothaz.com>

Hi Susan! Well, let's see. Adult choir has started and they will sing for the first time this season on Nov. 5. Last week we had 8 people. Some of the regulars had family events but I expect to see them tonight. We have had three loyal choir members drop out due to health issues. Sorry to see them go. We've made a change in the instrumentation of the Praise Team. Pastor Jeff is dropping out so he can devote more time to his main job, i.e., Senior Pastor. Dan Gilbert, who was playing drums, is taking over Jeff's spot on guitar. Dan plays the guitar exceptionally well. So, for the foreseeable future, the PT will not have a drummer, but we'll get by just fine.

Pastor Jeff and I are busy planning services for the holiday season. It's SOTH'S turn to host the FH Community Thanksgiving Service, so we get to choose the music. Advent Services are also right around the corner, starting the first Wednesday in December. Busy, busy, busy! (But, hey—this time of year this is normal.)

LIFT October 2023 Council Report from Cindy Beck

- 15 women attended the Oct. meeting
- This year's devotion theme is Jesus and the I am statements.
- Marcia Caribardi led the devotion this month.
- Planning continues for the Fellowship event of Nov. 18<sup>th</sup>
- We filled out the congregational care cards for Nov.
- Oct's visit to Eddie Basha's Gallery is planned for Oct. 25<sup>th</sup>

- LIFT's funds + \$864.61

### **CHURCH ADMINISTRATOR REPORT – OCTOBER 24, 2023**

ONLINE DIRECTORY - I removed 209 old/out of date people from the online directory. This reduced our subscription fee from \$204/yr. to \$114/yr.

Servant Keeper Online Directory still pending.

OFFERING ENVELOPES - Normally ordered in September. Last year I reduced the number of envelopes available by ½ because we had 90% never claimed. I ordered 51 at \$285 and only 13 people requested. The remainder stayed in the shipping boxes unclaimed. Guidance requested. Order for 2024 – YES? NO?

If ordering I would like suggestions on how to get the word out.

CAMERA QUOTE FOR SOTH CAMPUS - Attached - - Separated by School Cameras and Office Entry Intercom and Camera. Request Council response. School costs are all but front courtyard and office security. TOPIC STILL PENDING

GRANTS - SAFETY GRANTS – Interesting reading – Admin requests volunteer to assist in applying for grants.

Here are some links that were forwarded to me about grants for churches for security improvements:

<https://azdohs.gov/nsgp>

<https://www.fema.gov/grants/preparedness/nonprofit-security>

<https://www.cisa.gov/topics/physical-security/protecting-houses-worship>

<https://callmc.com/nonprofit-security-grant-program/>

FOUNTAIN HILLS “WORKFORCE INTERNSHIP PROGRAM” - Debbie Attended a Best Practices Seminar at the Chamber of Commerce as it pertains to the Workforce Internship Program. UPDATE: FHUSD is still processing students through the assignments to Employers. We have not yet received ours. Aaron has agreed to provide time for training an intern on the sound board. I gave him permission to bill those hours spent (max 40) to SOTH. It is my opinion we are investing in a backup position for Aaron when he is not available.

EMAIL MIGRATION - Dan Ivie of Robertson Consulting saved us what will soon be \$1,887 in fees per year from Go Daddy and Microsoft. This was accomplished by applying to Microsoft for Non-Profit status; a savings of \$865 on MS365 and reducing our unused emails, as well as suggestions for setting distributions lists (\$0) instead of paying for another email. I am asking permission to spend an additional \$1200-\$1500 for Dan to migrate all of SOTH emails over to Microsoft emails. This is a range as it is unknown how long it will take to accomplish. This would save us \$1,022 per year.

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SOUND UPGRADE – NOW COMPLETE

### Finance Report through September 2023 – Daryl Stemm

Shepherd of the Hills Monthly Financial Review		September 30, 2023							
		Current Month			Year-to-Date				
		Actual	Budget	Difference	Actual	Budget	Difference		
INCOME									
	Offerings	\$26,346	\$40,100	(\$13,754)	\$410,890	\$430,500	(\$19,610)		
	<b>Total Income</b>	\$31,786	\$45,940	(\$14,154)	\$455,330	\$480,461	(\$25,131)		
	Missions	\$2,635	\$4,010	\$1,375	\$40,963	\$43,050	\$2,087		
	<b>Operating Income</b>	\$29,151	\$41,930	(\$12,779)	\$414,367	\$437,411	(\$23,044)		
EXPENSE	Total Expense	\$43,487	\$54,048	\$10,561	\$446,815	\$458,096	\$11,281		
NET INCOME	Net Income	(\$14,336)	(\$12,118)	(\$2,218)	(\$32,448)	(\$20,685)	(\$11,763)		
Stress Test									
		9/30/2023							
	Current Assets	\$506,808							
	Minus Current Liabilities	\$319,446							
	Net	\$187,362							
	Expense per week	\$11,457	Based on 2023 actuals		\$11,457				
	# of weeks	16.4							
		Current							
	Major Maintenance	\$39,366							
	5 Project Fund	\$24,196							
	Fidelity Investment	\$459,711	Approximately 73% Cash (\$333,224)						

		Notes:		Notes:	
-19600		Giving < budget ~\$13,800		Giving < budget ~\$19,600	
10400		Mission Benevolence < budget ~\$1,400		Other income > budget ~\$10,400	
-15900		Expenses versus budget:		Loss on investments ~\$15,900	
		Property (maintenance) < budget ~\$2,700		Expenses versus budget:	
-7200		Outreach (LCMC/Scholarships) < budget ~\$3,500		Comp/benefits > budget ~\$7,200	
18400		Marketing < budget ~\$2,300		Property (maintenance) < budget ~\$18,400	
3100				Music < budget ~\$3,100	