

Shepherd of the Hills Lutheran Church Council Special Meeting

February 17, 2024 9:00 am – 2:00 pm

Home of Erich Korsten at 22749 E Pleasant View Rd, Ft. McDowell, AZ 85264

President Erich Korsten called the meeting to order on Saturday, February 17, 2024 at 9:15 a.m. with the following in attendance: Erich Korsten, Pastor Jeff Teeples, Dwaine Abbe, Daryl Stemm, Donna Hawkinson, Sue Terlecki, Caroline Meyer, Dan Beck. No members were absent.

Pastor Jeff opened the meeting with reading Jeremiah 29:11-12, "I know the plans I have for you..." and prayed for our discernment for the future of SOTH.

The meeting began with review of documents to onboard new members and remind the current members of our responsibilities.

We reviewed the Council responsibilities as written in chapter 12 of the Constitution. Erich then followed reviewing areas of the Constitution we need to make ensure we follow as the year progresses. Daryl reminded us of our spending limits: we are approved to enter into contracts up to \$35,000 (5% budgeted revenue), and we shall not exceed spending \$70,000 for non-budgeted expenses. It was noted the constitution states the Nominating Committee elected at the annual meeting is to be installed. That has not been completed, as yet since one of the members voted on submitted his resignation from the committee the week following the annual meeting. The council members were asked to think about who might be a good candidate to add, preferably someone with history at SOTH.

Other documents reviewed were:

- Covenant of Conduct
- What the Congregation Council is About, What we are Not About, What is Senior Pastor Responsible For
- Procedure for Petitions or Request to Congregation Council
- Executive Session Rules & Responsibilities. It was decided that we would not need to sign the Executive Session Rules document as each member indicated they would comply with the confidentiality of discussions at these meetings.
- P&L and Balance Sheet Account Definitions copies were provided to Daryl and Dwaine to assist with their roles on the Finance Committee.
- Handling Contractual Obligations was highlighted for information purposes.
- Congregation and Office Staff organizational structure
- Employee, Contractor Reporting Structure for 2024
- Congregation Council Member At Large (MAL)
- Finance Committee Charter: changes were reviewed by Daryl. Donna made a motion to approve the revised document. Caroline seconded the motion; all were in favor; motion was carried.
- Nominating Committee Policy and Procedure was approved last September. Donna made some visual changes to the document to assist with clarifying the procedure and requirements. Caroline made a motion to approve the changes. Dwaine seconded the motion; all were in favor; motion was carried.

- SOTH Audit Guide created in 2021 was handed out but not reviewed in detail, and the document has never been approved. The Council members are invited to review the document and provide their thoughts at a future meeting.

Erich asked that Daryl and the Finance Committee review the Investments Policy which has never been brought forward for approval at Council.

Dan Beck gave an update on the leak in the soffit in the main building. He has received estimates for the repair which totaled approximately \$3500. The team approved his proceeding with the repair. It didn't need Council vote as it was under the \$5,000 maximum.

Pastor Jeff reviewed the Values document generated last fall by the Strategic Planning Committee and asked the Council to write down our thoughts as to what the vision for SOTH should reflect over the next year. Pastor Jeff will put together the thoughts shared. It was agreed that we would take the last half hour of each Council meeting to continue this discussion.

Ministry Opportunities booklet should be updated. Pastor Jeff indicated the Strategic Planning Committee will be working on that.

Meeting dates and times for 2024 were not formally discussed, but the next meeting times are Executive Officers meeting will be February 21 at 10:00 a.m. in the office conference room, and the regular Council meeting February 27 will meet at 6:00 pm in Room 5/6 in the Education Building.

We closed the meeting at 2:00 pm with popcorn prayers, followed by the Lord's Prayer.

Respectfully submitted,

Donna Hawkinson

Recording Secretary

Approved February 27, 2024