

**Shepherd of the Hills Lutheran Church, Inc.**  
**Regular Council Meeting, April 23, 2024**

President Erich Korsten called the meeting to order at 6:05 pm on April 23, 2024 in the Education Building, Rooms 5/6. Those in attendance were Erich Korsten, Dwaine Abbe, Pastor Jeff Teeples, Daryl Stemm, Donna Hawkinson, Sue Terlecki and Dan Beck. Caroline Meyer was absent. Debbie Vinopal was present as a guest.

Pastor Jeff opened the meeting with a devotion and prayer after reading Ezekial 37 which uses the analogy of dry bones coming to life, but only after God breathes breath into them. Pastor encouraged us to pray and listen for the Holy Spirit telling us what He wants to bring fresh, new life to the church, and for spiritual healing and growth.

Donna Hawkinson reviewed the March minutes. Dan Beck made a motion to approve the minutes. Daryl Stemm seconded the motion. All were in favor. The minutes were approved as written.

Pastor Jeff Teeples gave the following update:

1. The prayer room carpet has been selected. Some donations have come in for a bench, lamp and altar. The next step is to develop the ministry of prayer.
2. The Will Graham “Look Up” event has an office in Fountain Hills now and are looking for staff members. They are looking for local and regional leaders. Their focus is developing a game plan day to be held on September 24. This will be when churches come together to plan for the March 2025 event.
3. Pastor has had conversations with the Music Support Network contact who shared that 3 people from the Phoenix area have shown interest in our Music Minister position. The MSN contact will share more information gathered from Pastor Jeff with the interested parties giving them a better understanding of the position and church. In the meantime, Pastor Jeff received a call from a music leader from Wisconsin who saw our ad on the LCMC website and is interested. The Music committee will meet again to discuss the candidates and wait for official word from any of them.
4. Pastor had an informal dinner meeting with the Praise Team thanking them for their time, talents and support of their Sunday assistance.
5. A music appreciation Sunday will be held on May 19<sup>th</sup> with a cake following at Fellowship.
6. National Day of Prayer is Thursday, May 2<sup>nd</sup>. Pastor will be participating and encourages the congregation to also participate.
7. Pastor is spending this Thursday as a time of prayer and meditation, so will not be in the office.
8. Pastor and Kris leave on May 6 through the 17<sup>th</sup> for a vacation visiting their son, Eric. Pastor Jeff Johnson will provide pulpit backfill on May 12<sup>th</sup>.

Daryl Stemm reviewed the March Financial Summary and the highlights which are included below in the Financial Highlights attachment. He also reviewed the First Quarter Congregation communication which he will present on Sunday, April 28<sup>th</sup>. The updated Investment Policy was reviewed. Dwaine Abbe made a motion to approve the Investment Policy as presented, with Sue Terlecki seconding the motion. All were in favor. The Investment Policy was approved.

Caroline Meyer was absent from the meeting. Her Missions/Outreach report is attached below. No approvals were needed.

Sue Terlecki shared the Worship & Ministry report. Her report is attached below. No approvals were needed.

Dan Beck reviewed the Property report. No approvals were needed. The full report is attached below.

Debbie Vinopal brought 3 items to the table. They are as follows:

1. An expanded job description for the Worship Tech position, which also came with a request for subscribing to the Planning Center website. The Planning Center software provides the ability to communicate with volunteers for Sunday or special events, primarily needed for sharing music with the musicians and singers. It provides music in different keys and mp3s in the key chosen allowing the music team to practice prior to their weekly practice. After much discussion, Dwaine Abbe made a motion made a motion to approve the changes to the job description as noted below in the attachment, and to subscribe to the Planning Center for use with our music ministry. Daryl Stemm seconded the motion. All were in favor. The motion passed unanimously.
2. The building phone system with Cox Communications is up for renewal this October. Debbie asked for a team to gather to discuss and review other possible providers. Erich Korsten and Donna Hawkinson volunteered, with a request for Aaron Frable to manage the project given the updated job description discussed above. Lloyd Tarr will also be asked to participate. If any other church members can be identified that might provide good input, please contact Erich or Donna.
3. The Inspiration Academy (TIA) director, Lisa Ristuccia, will join the Council in May to give an update on the 2024-2025 school year. Debbie requested feedback from the Council as to whether we were interested in providing space for the next school year and if there were any concerns that she could take back to Lisa. In general, the Council was willing to look at another year with TIA. A couple concerns were noted with overuse of the main kitchen, allowing students to access the main kitchen on a daily basis, and not reporting to the church when things are broken such as door stops.

New Business: Reserved Surplus Fund usage was on the agenda for discussion. It was determined we would hold off on making any decisions until after we have completed the SOTH Visioning task.

Pastor Jeff asked that we delay discussion on the Vision until May, allowing him more time to put together input from the Council retreat in February and discussions with Strategic Planning Committee. Come, Holy Spirit, direct and guide our discussions and thoughts over the next few months.

The next Executive Officer meeting will be held at 10 a.m. on May 22<sup>nd</sup>, with the next Regular Council meeting being held at 6 p.m. on May 28<sup>th</sup>.

President Erich adjourned the meeting at 7:45 pm. We closed the meeting with the Lord's Prayer.

Respectfully submitted,

*Donna Hawkinson*

Recording Secretary

Approved May 28, 2024

## Missions/Outreach Report – Caroline Meyer

**Missions Report by Eileen Doench:** Roger and I sat down last week and we are in agreement with our mission dollars.

1. January 1, 2024 we started with a Surplus of \$59,080.02
  2. March 2024 tithings = \$9053.90. (March tithings 2023=\$3952.50)
  3. **YTD Tithings as of March 31,2024=\$18,142.49.** ( Jan-March 2023 tithings=\$15,929.54)
  4. **YTD expenditures =\$26,927.00**
  5. **YTD Benevolence money March 31, 2024=\$55,320.95**
    - a. February report noted that \$25,800 was dedicated to projects discussed at the March 6<sup>th</sup> meeting.
- Our next meeting will be held on April 25, 2024 in the Education Building 5/6 at 1pm.
  - Our discussions will include those dedicated projects. (Postponed)
  - \$1000 was given to Amazing Grace in honor of Pastor Robert Lorenzano sharing time in the pulpit and in Christ Connect class.
  - The 300 Blankets that was approved in 2023 were given to Paz de Cristo. Don Wirth reported they really needed them. Even though the weather is getting warmer, they can be used to sit on and not get burnt. These blankets that can easily be washed, are warm, easy to pack and protective against rain. They have the word **HOPE** on the back of the blanket.

### Memorial Update – Judy Konop

I met with Roger Miller earlier this month to ensure my records and SOTH financials reconciled on memorials (amounts, donors, designated contacts, and ministry account). Our records match.

- An amount of \$755.85 was donated by Marlene Hinkley for the lighting of the Jesus and Children mural has not yet been used but is being recorded correctly. An additional amount was used for the rose garden and had been distributed accordingly, per Roger.
- An amount of \$3070.00 is still designated for a Youth Music Program. I plan to meet with Rose on this in the near future.

**Scholarship** – The Talent Show brought in \$3,950.

**Columbarium** – Arn Hampel has completed adding flag stone around the spreading garden and cleaned up overgrown shrubs. Arn has also willingly accepted a position on the Columbarium team! Two niches were sold this month.

### Worship & Ministry – Sue Terlecki

Stephen Ministry - We had our regular supervision meeting on the first Tuesday of April. Excellent meeting with 1 In Depth Report and 2 Check In Statements. Also, Piglet & Pooh story brought by Elaine that seemed funny when reading but very poignant when put in context with care giving. We also had a Christian Meditation by Jackie Trottman on people having a loved one suffering from dementia or Alzheimer's that was very meaningful. We did not have Continuing Education the past month as Ruby, Pastor and myself will be coming up with a new study from Right Now Media. A good month with many care visits by our Stephen Ministers. Don Wirth

## Property – Dan Beck

**Roof drain leak on east side of the Sanctuary.:** The roof drain repair is now complete.

**Tree Removal:** The 3 trees are now removed from the East side of the ED building.

**Sanctuary Glass Doors:** The installation of the new glass Sanctuary doors is scheduled for Monday, April 29<sup>th</sup>.

**Room 8 Door:** The bottom of the outside door in Room 8 is in bad shape and needs to be replaced soon. As a temporary aesthetic fix a kick plate has been installed and the doorstop has been repaired.

**Room 4 lock:** The lock on door 4 is broken and locks itself after two or three openings. Our locksmith checked it out and it cannot be repaired. The locksmith said that being a door on a classroom it needs to be “Grade 1” crash bar and would cost around \$1100 to replace. We did some checking online and with the Fountain Hills Building Inspector. The only requirement that Fountain Hills has is that there is nothing to push or turn when exiting the building other than the crash bar. The locksmith will be given this new information and hopefully it can be replaced for around \$300.

**Sanctuary Air conditioner:** The air handler for the south side of the Sanctuary was making noise and vibrating. A-Savings Air, our air conditioning company found that several screws were loose, and the fan motor was out of alignment. These problems were fixed on April 18th for a cost of \$150.

**Lights in the church buildings:** Thanks to Arn Hampel and Randy Bronner, all the CFL square lights in the counting/robing room, choir changing room, Narthex women’s restroom, office women’s room, office men’s room, Narthex playroom, and the Fellowship Hall hallway are now all rewired for LED bulbs. The 2 E.D. Building women’s room lights that were missing the covers, are now replaced with LED lights with covers. The light in the office janitors’ closet is the only one we couldn’t change because the entire fixture will need to be removed to access the electrical box to remove the ballast and rewire for the LED bulbs.

**Camera:** Dan purchased a second camera and installed it outside the prayer room so anyone walking up to the room, the elevator or to the North stair way will be seen.

**Exit Signs:** The two exit signs in the ED building are now replaced with electrically lit signs with battery backups.

**Room 7 Ceiling:** The ceiling damage was removed, and new drywall was installed and patched over. It just needs to be sprayed with the knockdown finish and painted.

**Water Leaks:** Several more irrigation water leaks were repaired along the North fence area. The metering heads were damaged by people driving over them. More pavers were added to help shield the heads.

**Landscaper:** Fredy’s Landscaping company is not working out. He told us that he is insured and promised to send a copy of his insurance and he hasn’t as of this writing. The agreement with Fredy was that he was to come once a month and before he comes, he is to contact either John Bjornholt or Lloyd Tarr and they will decide what needs to be done. He has never called. Lloyd Tarr called him in January and February, asking about his insurance, then met with him when he did come. Lloyd called him on March 12th, reminded him about his insurance and he said he would be out the next week and he would contact John or Lloyd before he comes. As far as we know he did not show up. He did not call or show up in April. We are getting quotes from other landscapers.

**Water Leaks:** Several more irrigation water leaks were repaired along the North fence area. The metering heads were damaged by people driving over them. I added more pavers to help shield the heads.

**Electrical Box:** The electrical box in front of the Cell Tower was hit several times since they repositioned it. It is now way off position and now there is red paint on the box from the person that hit it. This needs to be repositioned again and a post installed in front of the box, so the box is not hit again.

**Down Spout:** The Downspout relocation is scheduled for April 23rd. (Completed)

**Usher's Cabinet:** One of the doors has been sagging, the door was taken off and new hinges installed.

**Toilet repairs:** Lloyd repaired the narthex toilet and the sacristy toilets; they were both leaking.

**Kickdown Doorstops:** Every door in the Education building had new kickdown doorstops installed last year. Arn replaced 2 this year because they were missing, and several others are now broken. I'm not sure how these keep getting broken off, but we need to figure out a better way to hold the doors open if these kickdowns don't work.

Shepherd of the Hills		March 31, 2024						
Monthly Financial Review		Current Month			Year-to-Date			
		Actual	Budget	Difference	Actual	Budget	Difference	
<b>INCOME</b>								
	Offerings	\$90,539	\$38,304	\$52,235	\$181,425	\$153,094	\$28,331	
	Total Income	\$100,419	\$45,811	\$54,608	\$214,389	\$173,368	\$41,021	
	Missions/Other	\$9,054	\$6,487	(\$2,567)	\$18,142	\$20,945	\$2,803	
	Operating Income	\$91,365	\$39,324	\$52,041	\$196,247	\$152,423	\$43,824	
<b>EXPENSE</b>								
	Total Expense	\$44,954	\$47,387	\$2,433	\$142,427	\$144,179	\$1,752	
<b>NET INCOME</b>								
	Net Income	\$46,411	(\$8,063)	\$54,474	\$53,820	\$8,244	\$45,576	
<b>Stress Test</b>								
		3/31/2024						
	Current Assets	\$798,014						
	Minus Current Liabilities	\$500,045						
	Net	\$297,969						
	Expense per week	\$10,956	Based on 2024 YTD actuals		\$10,956			
	# of weeks	27.2						
<b>Major Maintenance</b>								
		Current						
		\$32,131						
<b>Reserved Surplus</b>								
		\$180,000						
<b>Fidelity Investment</b>								
		\$733,006	Approximately 94% MMA					
<b>Notes:</b>								
		Giving>budget ~\$52,200			Giving>budget ~\$28,300			
		Facilities<budget ~\$2,300			Facilities>budget ~\$600			
		Cell Tower>budget ~\$3,300			Cell Tower>budget ~\$3,400			
		Interest>budget ~\$1,500			Interest>budget ~\$4,900			
		Missions>budget ~\$2,600			Gains>budget ~\$3,500			
					Missions<budget ~\$2,800			
		Expenses versus budget:			Expenses versus budget:			
		Comp & Benefits<budget ~\$1800 (Dir Music/Organist)			Comp & Benefits<budget ~\$3,300 (Dir Music/Organist)			
		Office Expense<budget ~\$1,900						
		Music>budget ~\$1,700			Music>budget ~\$1,000			

## Investment Policy - approved

The mission of Shepherd of the Hills Lutheran Church is “To Know Christ and to Make Him Known”. Hebrews 13:5 advises us about the stewardship of money as follows, “Keep your life free from love of money, and be content with what you have, for he has said, ‘I will never leave you nor forsake you.’”

Our primary objective in connection with investment of money is principal protection. In other words, we seek to maximize returns without putting any of our principal at risk. From a practical perspective, this means investing primarily in fully-insured certificates of deposits and other commercial banking instruments, and U.S. treasury instruments.

1. Investment recommendations are to be proposed by the Finance Committee members.
2. Such recommendations shall be valid only upon a majority vote by a certified quorum of committee members.
3. Investment recommendations are to be referred to the Church Council for approval.
4. Investment recommendations approved by Church Council are to be executed promptly, not to exceed two weeks.
5. Execution of Church Council approved investment decisions may be made by the Director of Finance or by an authorized signer of the church.
6. Executed investments shall be reported at the next Finance Committee meeting, and results shall be recorded in the minutes of that meeting.
7. Guidelines for investment decisions are to be reviewed at least annually, effective January 1, 2019, by the Finance Committee, and such reviews are to be recorded at a regularly held Finance Committee meeting, and any changes to these guidelines shall be recommended by the committee to the Church Council.
8. Guidelines for investment for the calendar year shall be as follows:
  - a. No more than a 3-month reserve of the church’s current operating funds, not to exceed \$250,000, may be placed in a checking and/or savings account (or similarly liquid deposit account) at a federally insured bank. All other assets to be allocated shall be reviewed on a percentage basis under the definition of “remainder”, which shall be defined as the aggregate cash and investment balances of the church minus \$250,000.
  - b. No more than 15% of the church’s “remainder” balance may be placed in large capitalization equity-oriented exchange traded funds or mutual funds.
  - c. No more than 10% of the church’s “remainder” balance is to be placed in corporate bond-oriented exchange traded funds, mutual funds, or closed-end funds.
  - d. Given the inherently higher risk and volatility of investments in international instruments such as equity, bonds, and foreign currencies, the likelihood of principal loss is higher. Therefore, *no investments should be made in international instruments.*
  - e. Any amount of the church’s “remainder” balance is to be placed in United States Treasury bills, bonds or notes; or in certificates of deposit issued by a federally insured bank with a timed layered maturity (laddering) in order to provide a safeguard against the restricted liabilities of the church.
  - f. In no instance shall any investment be made in any private equity or non-public investment.

- g. In no instance shall any investment be made in an institution or fund where a committee member, Council member, staff member, or any member of the congregation at large holds any direct ownership of that institution, as made aware.

Compliance Guidelines:

1. A quarterly review by the Finance Committee shall be performed as part of a “rebalancing” discussion of the aggregate cash and investment balances of the church, especially a review against FDIC insurance compliance, and report the review to the Church Council.
2. The Finance Committee shall make the appropriate recommendations, if necessary, to allow for the Church Council to review and approve in the event that parameters are not met or to make improvements to the existing portfolio.

Shepherd of the Hills						
First Quarter Financial Update						
January through March 2024						
		Actual	Budget	Difference	%	
<b>INCOME</b>						
	Offerings	\$181,425	\$153,094	\$28,331	19%	GOOD
	Total Income	\$214,389	\$173,368	\$41,021	24%	GOOD
	Missions	\$18,142	\$20,945	\$2,803	13%	GOOD
	Operating Income	\$196,247	\$152,423	\$43,824	29%	GOOD
<b>EXPENSE</b>						
	Expenses	\$142,427	\$144,179	\$1,752	1%	GOOD
<b>NET INCOME</b>						
	Net Income YTD	\$53,820	\$8,244	\$45,576	553%	GOOD
<b>Stress Test</b>	Measure of our reserves -How long we can operate without income?					
	# of weeks	27.2	GOOD	<---up from 21.8 in Dec. Objective is to stay above 13.		
<b>Cash and investments</b>		\$798,014	GOOD	<---up from \$748K in Dec.		
	Fidelity investments	\$733,006		<---94% in cash (up from 85% in Dec)		
<b>Major Maintenance</b>		\$32,131	CAUTION	<---down from \$39K in Dec. Goal is to build this up to \$100K.		
<b>Reserved Surplus</b>		\$180,000	GOOD	<---No change from Dec.		

## **Audio/Visual Coordinator Job Description (Proposal)**

Shepherd of the Hills Lutheran Church

“To Know Christ and Make Him Known”

**Overall purpose of position:** This contract position will be the point person for all worship technology (sound, video, recording, streaming, projection, etc.) providing the best possible experience for all in-person and remote services. *Position will have secondary responsibilities to coordinate worship planning meetings and to manage implementation of Planning Center.*

### **Primary Responsibilities:**

- Serve as primary sound technician for worship services and special events including funerals, weddings & concerts
- Understand all technical worship systems in their entirety: camera, video, streaming, projection, slide, and sound board systems and their interconnectivity
- Troubleshoot real-time and ongoing system issues
- Serve as a training resource for staff and volunteers who work with the worship technology systems
- Create reference documentation and training materials as needed for staff and volunteers
- Maintain technical systems to align with industry standard practices:
  - Configure, reroute, and program sound board for efficiency and ease of use
  - Configure and reroute soundboard inputs as needed
  - Eliminate potential for sound feedback
  - Update firmware
  - Assess needs and make recommendations for additional or upgraded audio, visual and technical equipment
  - Continually seek to improve technology systems

### *Secondary Responsibilities:*

- *Initiate communications to start weekly worship planning meetings by coordinating primary participants. Maintain continual management, coordination, and organization for worship planning meetings.*
- *Serve in a Project Manager capacity for the implementation of Planning Center:*
  - *Become point of contact for communications with Planning Center*
  - *Coordinate SOTH staff and volunteers for any necessary information gathering and training*
  - *Obtain approval from SOTH staff for any financial commitments before authorizing*
  - *Evaluate and implement the various systems of Planning Center as appropriate and approved by SOTH staff*

### **Other duties:**

- Identify and complete projects to improve the experience for all worship services
- Setup systems and eliminate obstacles affecting worship: music ensembles, speakers, Pastor, Music Minister, etc.
- Improve workflow of technical processes
- Organize, order and maintain audio and video hardware and supplies

### **Position expectations:**

- *On-site for an average of 10-25 hours per week*
- Review and evaluate weekly stream file
- Be available for additional hours and projects as needed



- Respond to staff and volunteer questions and concerns in a timely manner when not on site
- Works with and understands ProPresenter, Facebook linking with SOTH Website streaming, microphones, camera and video recording, sound board
- Self-motivated, attention to detail, articulate
- Works well with others

**Education and Experience:**

- High school diploma/GED with college or technical school coursework, preferred
- [Experience in People Management or Project Management, preferred](#)
- Experience in audio/sound/video technology setup and management
- Interpersonal skills suitable for training and communicating with volunteers

This is an hourly contract position reporting to the Shepherd of the Hills Minister of Music.

Council approved 1/24/2023