

**Prince of Peace Lutheran Church  
Church Council Meeting Agenda  
November 15, 2016 7 p.m.**

<b>Agenda Item</b>	<b>Presenter</b>	<b>Discussion/Action</b>	<b>Time</b>
<b>Call to Order</b>	T.Traaen	Discussion/Action	10 m
Introductions			
Quorum			
<b>Opening Prayer</b>	R.Sherrill		
<b>Meeting Minutes</b>	T. Traaen	Discussion/Action	2 m
Approval			
October 2016			
<b>Pastor Rick's Report –</b>	R. Sherrill	Discussion/Action	15 m
Eagle Scout			
Xeriscape Project			
Mike Jacobs – Guest			
Tanzania Update/Review			
<b>Youth/Family Ministry Report</b>	A. Cox	Discussion/Action	10 m
<b>Old Business</b>	T. Traaen	Discussion/Action	15 m
<b>Personnel/Finances</b>			
Audit Update			
Missionary Support			
<b>New Business</b>	T. Traaen	Discussion/Action	10 m
Vendor Contracts under consideration	Vendor Committee		
Program Projects			

**EXECUTIVE SESSION**

**Discussion/Action**

Budget/Staffing/Action Items

30 m

Call for Agenda Items T. Traaen

Closing Prayer R. Sherrill

**Note:** *Times listed are estimates and may be adjusted. 'Executive session' allows for the professional discussion of budget and staff compensation matters, as well as matters related to fiscal and strategic planning for the church.*

Prince of Peace Council Meeting Minutes (Approved)  
September 13, 2016

Present: Pastor Rick Sherrill, Terri Traaen, Gail Andrews, Brad Beebe, Anita Thorne, Les Holland, Audrey Cox, and Joy Johnson.

Absent: Greg Welch-Rowland, Steve Edgar, and Carrie Goodman.

Terri called the meeting to order at 6:55 pm.

Pastor Rick asked for prayer requests and said the opening prayer.

Terri asked if there were any corrections on the Meeting Minutes for August 9, 2016.

No corrections were needed.

Pastor Rick's Report:

The Ugandan Kids Choir will be here in two weeks on Sunday September 25, 2016. We will have a short show on Preschool Sunday and a full show at 6:00 pm that evening. Lunch and activities will be taken care of by the Preschool Board.

Pastor has decided to postpone the Navajo Nation trip. A better time may be in the Spring.

The Mission and Vision topic will be put on hold. Pastor will send out an email with his vision for this.

There has been a lot of requests for a New member class. New focus: Kids, Spirit, and a constant message of Grace. Short term ministry is what we are looking to for the future.

Treasurer's Report:

YTD we are lower in both expenses and income numbers, as of the period ending July 31. Our YTD income compared to budget was down about 12k, but our expenses were down 13k...Our YTD budget shows us with a net "up" of 2k less expected than our actual, meaning that our net actual is "up" compared to budget (for the year). The dashboard showed all greens, other than the AMA below. The preschool is operating normally as well at this time, with no material negative changes. AMA is operating at net loss YTD, but less than \$700 total, and this is due to what we discussed at prior meetings, ie, that refunds from prior years were being paid, and these were not done until June.

Personnel changes:

Lynn McGinley would like to shift her focus towards Logistics and Organization of Worship Music.

Gail made a motion that Lynn be Worship Leader for Logistics and Organization, Terri seconded the motion. The motion passed. Pastor Rick wrote a job description for Jonathan. He will change to a part time employee as a paid musician. Verna is off payroll as of August 31, 2016. She has concluded her assignment.

Intern/Leaders:

Terri passed out a one page recap about Intern details. Please see attached: we have an application and handbook. We would get a new Intern every year. They will bring a new perspective.

An anonymous donor has given \$60,000.00 for the Intern program. They also want to subsidize Pastor Paul if he would like to stay longer.

Audrey's report:

Please see attached: She talked about the Milestone Ministry flyer. Youth and Ministry team will run this. The Foundation is fully funding this Ministry. Audrey left after her report.

Executive Meeting was called to order at 8:18pm.

Campus Projects: please see attached: Discussion ensued.

We will start with an Audit the first year. Then do a compilation every three years after that.

This will help create greater efficiencies. Projects 2, 3, and 5 are priorities.

We need to be able to assure staff their wages are secure. We are currently competitive with the market on wages.

Anita made a motion to go forward with projects 2, 3, 4a and 5, and the Audit. Brad seconded the motion. The motion passed.

Gail made a motion to begin a formal search for an Intern amongst the eight Seminaries. Brad seconded the motion. The motion passed.

Pastor Rick said the closing prayer.

The meeting was adjourned at 9:03pm.

Respectfully Submitted,

Joy Johnson, Secretary

## Prince of Peace Council Meeting Minutes (unapproved)

October 11, 2016 7pm – 9pm

Present: Pastor Rick Sherrill, Teri Traaen, Gail Andrews, Anita Thorne, Les Holland, Audrey Cox, Carrie Goodman, Jim Schmidlin (congregational member)

Absent: Greg Welch-Rowland, Steve Edgar, Brad Beebe

Teri called the meeting to order at 7pm

Pastor Rick asked for prayer requests and said the opening prayer.

Teri asked if there were any corrections on the meeting minutes for September 13, 2016. No corrections were needed. Anita approved; Teri seconded.

Jim Schmidlin, a congregational member who is on the vendor selection committee, spoke regarding the church campus lighting update. GNS electric was the lowest bidder and received the contract to do the Pre-school lighting. They will also do lighting for the parking lot and Gangsie Hall. Pre-school lighting was the main priority and they paid for their project at a cost of \$24,000. The South parking lot and Gangsie Hall will cost \$12,000 and will be paid for by a Congregational donor. A motion was made to accept the congregational donor money for lighting. Carrie moved; Les seconded. Motion carried. The East and North lot will cost \$6,000 and it not a priority at this time.

In Brad Beebe's absence (Brad is also on the vendor selection committee) Jim mentioned that the computer server is out and that Brad was getting an additional quote to re-price. The new server will go in on October 13.

Next the alarm system was discussed. The panels will be changed out to a Wi-Fi system so we can control the alarm remotely. Bonds was chosen due to ease of use and pricing. Installation cost is a little over \$500 and the ongoing maintenance cost will be \$30/mo. A motion was made to move forward with the alarm system. Les moved; Gail seconded. Motion carried.

Next Jim discussed that the vendor selection committee is looking at re-keying the campus since it's been 5 years of "keys floating around". Therefore, rather than giving out keys we would install for code access for various individuals.

Next the replacement of 2 stolen microphones was discussed at a cost of \$400 each = \$800 total. We are receiving a discount of \$200 per mic. Bob Pachman will replace them. A motion was made to go forward with the replacement of the 2 mics. Anita moved; Carrie seconded. Motion carried.

Following these reports, Jim was thanked and kindly dismissed from the meeting.

Pastor Rick informed us that the 56<sup>th</sup> street main busted because the flow regulator went out. \$550 was paid for an emergency call and the flow regulator was \$2900.

Audrey gave her report next (see handout). She discussed the Mom's Book Club. There are 5 to 10 Moms meeting for a period of 6 weeks to work with a 40-day devotional journey. Audrey is pleased with the turnout and progress. Regarding Peer Ministry, she questioned whether we should have a youth representative and is considering how we can involve youth because "Youth are either leading the church or leaving the church." Audrey mentioned that she can only connect so much. Her goal is to spread a welcoming presence among all members. Teri's idea – give kids that are shy the opportunity to share about themselves. Another wards, "What do we need to know from the kids?"

The October service will center around The Rite of Confirmation for 4 of our youth: Lara VanderBeischel, Cristina Mitchell, David Martinez and Hannah Cox.

Following her report, Audrey was dismissed.

Pastor Rick was next and said he'd forward notes to me. He touched on the Internship Initiative and that having completed our application packet for ELCA seminaries to establish Prince of Peace as an official internship site, we will begin the process of interviewing potential candidates. The goal is to have one arrive in August of 2017. Staff reviews will be completed by the end of October. There will be a church picnic at Chaparral park November 13<sup>th</sup> from 2pm – 5pm. New members numbered 8 including an additional 8 that are potentially interested in becoming members. Pastor Rick is investigating leading a future trip to Tanzania. The preschool will soon be celebrating its 50<sup>th</sup> anniversary – which will be a big deal. Therefore, they are discussing how to morph it into a community event.

In lieu of Treasurer, Greg Rowland, not being present, we skipped to Teri's report. Regarding our audit, she mentioned that Metz and Associates, Certified Public

Accountants, have a heavy background with regard to churches of multiple denominations. They will be doing a deep valuation for 2014, 2015 and 2016. The report should be completed by 12/01/16 in time to review for the congregational meeting. The audit cost is \$6025.

Council then went into Executive Session to discuss budget and staff compensation matters, as well as related fiscal and strategic planning for the church.

Pastor Rick brought up our ever-increasing water bill. As a partial solution, Mike Jacobs has graciously agreed to lead 3 to 4 boy scouts working on their Eagle scout badge, to convert the space between the Northern door and the Sanctuary and office door into zero scape landscaping. The change would result in less use of water and make the area more "social" with the addition of benches, etc.

For now, we will go dormant on the grass with the exception of the preschool grounds for which we will get competitive bids for over seeding. A motion was made to enter into bids for over seeding. Teri moved; Anita seconded. Motion carried.

Teri mentioned that our office manager, Maria, references and tracks church vendors.

Our following Council meeting was moved to November 15<sup>th</sup>.

Pastor Rick said the closing prayer.

The meeting was adjourned at 8:50pm

Respectfully Submitted,

Gail Andrews, EVP, substituting for Joy Johnson, Secretary

Treasurer's Report  
Prince of Peace Lutheran Church  
Period ending September 30, 2016

	Monthly			Year To Date		
	Sep-15	September 16 Budget	September 16-Actual	2015 YTD Actual	2016 YTD Budget	2016 Actual
<b>Receipts</b>						
Envelope Pledged	35,012	31,417	19,407	238,435	248,766	221,385
Envelope Unpledged	4,484	4,500	3,763	37,853	37,800	36,851
Offerings - Loose	336	500	697	6,566	6,700	12,882
Other Source of Income	0	693	693	0	6,236	6,236
Special Offerings	78	50	49	6,150	5,450	4,175
Preschool Facility Cont.	13,273	14,087	14,087	119,460	126,787	126,787
Other Income	2,260	3,400	6,050	34,259	36,400	37,773
Youth and Family Ministry	0	0	0	0	0	0
Children's Ministry	0	0	0	7,165	6,500	5,270
Dedictaed Benevolence	0	0	0	1,000	725	897
Parish Education	0	0	0	265	0	0
<b>Total Receipts</b>	<b>55,442</b>	<b>54,647</b>	<b>44,746</b>	<b>451,153</b>	<b>475,364</b>	<b>452,256</b>
<b>Expenses</b>						
C. Council	0	0	0	396	600	1,459
Benevolence	2,050	2,050	2,050	18,762	19,650	19,650
Dedicated Benevolence	0	0	0	1,000	725	897
Outreach	0	264	464	1,300	2,376	2,496
Parish Education	0	35	0	216	315	39
Youth and Family Ministry	30	250	0	8	2,250	323
Children's Ministry	213	375	0	8,825	9,175	7,814
Worship	256	1,090	85	6,979	8,935	6,291
Digital & Media Minstry	153	220	126	1,726	2,440	2,370
Operations	14,120	12,195	8,502	94,697	101,175	94,935
Admin.	2,998	3,302	2,433	30,162	32,393	28,823
Long Term Debt	3,452	3,452	3,452	31,068	31,068	31,068
Pastor	10,265	9,912	9,877	88,021	89,211	88,782
Asst. Pastor	3,000	3,000	3,000	11,000	24,000	24,000
Youth & Family Director	0	3,833	3,833	40,393	34,500	34,500
Staff Education	0	100	0	469	1,280	475
Other Pastoral	0	0	0	200	300	200
Staff Compensation	11,263	12,494	10,402	106,017	112,646	104,921
<b>Total Expenses</b>	<b>47,800</b>	<b>52,572</b>	<b>44,224</b>	<b>441,238</b>	<b>473,039</b>	<b>449,044</b>
Net Receipts of Expenses	7,642	2,075	522	9,915	2,325	3,212
<b>Preschool</b>						
	Sep-15	September 16 Budget	September 16-Actual	2015 YTD Actual	2016 YTD Budget	2016 Actual
Tuitions and Fees	118,191	114,164	122,982	1,003,121	989,477	1,028,984
<b>Expenses</b>						
Salaries	90,349	87,773	90,118	711,528	737,652	715,198
Administrative	(1,610)	500	1,260	873	5,800	4,457
Cost Share	7,109	7,923	7,923	64,099	71,307	71,307
Discounts/Scholarship	402	3,618	2,780	20,311	28,405	24,101
Oper, Main & Other	12,688	11,591	6,354	67,741	75,146	81,024
Classroom Expense	1,029	1,350	840	11,258	14,200	9,597
Facilities Contr.	6,164	6,164	6,164	55,479	55,480	55,480
<b>Total Expenses</b>	<b>116,131</b>	<b>118,920</b>	<b>115,439</b>	<b>931,289</b>	<b>987,991</b>	<b>961,163</b>
Net Receipts of Expenses	2,060	(4,756)	7,543	71,832	1,486	67,821
<b>Arcadia Music Academy</b>						
	Sep-15	September 16 Budget	September 16-Actual	2015 YTD Actual	2016 YTD Budget	2016 Actual
Tuitions and Fees	5,859	4,300	5,945	38,886	39,700	45,333
<b>Expenses</b>						
Instructors	3,138	3,122	3,069	28,350	28,528	32,462
Director	592	592	592	5,302	5,328	5,329
Operating Expenses	52	648	0	554	1,686	135
Cost Share	550	550	550	4,950	4,950	4,950
<b>Total Expenses</b>	<b>4,332</b>	<b>4,912</b>	<b>4,211</b>	<b>39,156</b>	<b>40,492</b>	<b>42,876</b>
Net Receipts of Expenses	1,527	(612)	1,733	(270)	(792)	2,458
<b>Combined Receipts</b>	<b>179,492</b>	<b>173,111</b>	<b>173,672</b>	<b>1,493,160</b>	<b>1,504,541</b>	<b>1,526,573</b>
<b>Combined Expenses</b>	<b>168,263</b>	<b>176,404</b>	<b>163,874</b>	<b>1,411,683</b>	<b>1,501,522</b>	<b>1,453,083</b>
<b>Surplus / Deficit</b>	<b>11,229</b>	<b>(3,293)</b>	<b>9,798</b>	<b>81,477</b>	<b>3,019</b>	<b>73,490</b>



## Monthly Attendance and Revenue Report

As of September 30, 2016

Date	Service	Attendance '16	Prior Year '15	Offering '16	Prior Year '15
<b>9/4/2016</b>	1st Service	127	107	2,697	12,715
	2nd Service	0	0	-	-
	Other Service				
	Credit Card/Office			810	5,545
	<b>Total</b>	<b>127</b>	<b>107</b>	<b>3,507</b>	<b>18,260</b>
<b>9/11/2016</b>	1st Service	161	135	2,432	5,793
	2nd Service	0	0	-	-
	Other Service			-	-
	Credit Card/Office			5,103	700
	<b>Total</b>	<b>161</b>	<b>135</b>	<b>7,535</b>	<b>6,493</b>
<b>9/18/2016</b>	1st Service	164	116	3,704	5,190
	2nd Service		0	-	-
	Other Service				
	Credit Card/Office			763	1,540
	<b>Total</b>	<b>164</b>	<b>116</b>	<b>4,467</b>	<b>6,730</b>
<b>9/25/2016</b>	1st Service	275	95	5,956	7,023
	2nd Service		185	-	-
	Other Service			-	-
	Credit Card/Office			1,706	990
	<b>Total</b>	<b>275</b>	<b>280</b>	<b>7,662</b>	<b>8,013</b>
<b>Total for month</b>		<b>727</b>	<b>638</b>	<b>23,170</b>	<b>39,496</b>

Additional Offerings September 2016	
<b>Dedicated Fund Offerings</b>	
Organ Fund	\$ -
Arcaida Cares Packathon	\$ -
Arcaida Cares Brunch	\$ -
Music Fund	\$ 12.00
ELCA - Ellers	\$ -
Youth Ministries	\$ 25.00
Tanzania Mission Project	\$ 200.00
People Serving People	\$ -
<b>Subtotal</b>	<b>\$ 237.00</b>
<b>Special/Other Offerings</b>	
Holiday	
Flowers	\$ -
Souper Bowl	\$ -
Food Pantry	\$ 129.29
Other Designated Gifts	\$ -
<b>Subtotal</b>	<b>\$ 129.29</b>
<b>Total Additional Offerings</b>	<b>\$ 366.29</b>

Year	2016	2015
	4 wk month	4 wk month
Sunday Plate Offering	23,170	39,496
Loose	697	336
Other Source	693	
<b>Subtotal Giving</b>	<b>24,559</b>	<b>39,832</b>
Total Offering	<u>24,559</u>	<u>39,832</u>
Total Budget	<u>37,110</u>	<u>38,738</u>
Differential	(12,550)	1,094

## Prince of Peace Bank Balances and Liabilities

### Bank Balances

Church	1/31/2016	2/29/2016	3/31/2016	4/30/2016	5/31/2016	6/30/2016	7/31/2016	8/31/2016	9/30/2016
General Checking	\$ 39,576.88	\$ 41,299.88	\$ 46,602.14	\$ 43,077.27	\$ 62,639.83	\$ 42,201.09	\$ 41,601.63	\$ 28,872.10	\$ 30,799.97
Dedicated Funds Savings *	\$ 114,965.16	\$ 117,270.33	\$ 116,089.35	\$ 112,327.09	\$ 111,843.38	\$ 102,306.04	\$ 101,915.01	\$ 100,863.59	\$ 162,575.09
Columbarium Checking	\$ 5,881.69	\$ 7,604.33	\$ 7,604.33	\$ 7,604.33	\$ 7,604.33	\$ 7,604.33	\$ 7,604.33	\$ 7,604.33	\$ 7,604.33
MIC Savings	\$ 12,746.32	\$ 12,746.62	\$ 12,746.95	\$ 12,747.26	\$ 12,747.59	\$ 12,747.90	\$ 12,748.23	\$ 14,127.59	\$ 14,128.28
<b>Total Church</b>	<b>\$ 173,170.05</b>	<b>\$ 178,921.16</b>	<b>\$ 183,042.77</b>	<b>\$ 175,755.95</b>	<b>\$ 194,835.13</b>	<b>\$ 164,859.36</b>	<b>\$ 163,869.20</b>	<b>\$ 151,467.61</b>	<b>\$ 215,107.67</b>
<b>Preschool</b>									
General Checking	\$ 102,553.52	\$ 145,055.83	\$ 155,060.87	\$ 156,510.73	\$ 141,053.91	\$ 136,758.33	\$ 144,704.02	\$ 140,807.47	\$ 147,233.53
Savings	\$ 100,958.68	\$ 100,961.09	\$ 100,963.66	\$ 100,966.15	\$ 100,968.72	\$ 100,971.21	\$ 100,973.79	\$ 100,976.36	\$ 100,978.85
<b>Total Preschool</b>	<b>\$ 203,512.20</b>	<b>\$ 246,016.92</b>	<b>\$ 256,024.53</b>	<b>\$ 257,476.88</b>	<b>\$ 242,022.63</b>	<b>\$ 237,729.54</b>	<b>\$ 245,677.81</b>	<b>\$ 241,783.83</b>	<b>\$ 248,212.38</b>
<b>Total at Wells Fargo</b>	<b>\$ 376,682.25</b>	<b>\$ 424,938.08</b>	<b>\$ 439,067.30</b>	<b>\$ 433,232.83</b>	<b>\$ 436,857.76</b>	<b>\$ 402,588.90</b>	<b>\$ 409,547.01</b>	<b>\$ 393,251.44</b>	<b>\$ 463,320.05</b>

Liabilities	Original Amount Owed	Amount Due 9/30/2016
Thrivent for Lutherans Mortgage	\$ 600,000.00	\$339,735.34

\* Note: See the Dedicated Tab for Dedicated Fund Savings Details.