

**Prince of Peace Lutheran Church
Church Council Meeting Agenda
October 11, 2016 7 p.m. – 9p.m.**

Agenda Item	Presenter	Discussion/Action	Time
Call to Order Introductions Quorum Opening Prayer	T.Traaen R.Sherrill	Discussion/Action	10m
Meeting Minutes Approval September, 2016	T. Traaen	Discussion/Action	2m
Pastor Rick's Report	R. Sherrill	Discussion/Action	15m
Youth/Family Ministry Report	A. Cox	Discussion/Action	10m
Treasurer's Report	G. Welch- Rowland	Discussion/Action	10m
Old Business	T. Traaen Council	Discussion/Action	5m
New Business Vendor Contracts Audit	B. Beebe C. Goodman T. Traaen	Discussion/Action Update	15m

EXECUTIVE SESSION **Discussion/Action**

Budget/Staff Compensation

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 Church Council Meeting (approved)
August 9, 2016, Choir room

Present: Teri Traaen, Pastor Rick Sherrill, Gail Andrews, Les Holland, Steve Edgar, Carrie Goodman, Joy Johnson, Audrey Cox, Youth: Blayke Hammer and Jacob Lara.

On Phone: Greg Welch-Rowland.

Absent: Anita Thorne, Brad Beebe.

Teri opened the meeting at 7:03 p.m. She had Greg give the Treasure's report on the phone. We are where we expected to be with regard to June. We are on track. Slightly down.

Teri spoke about some topics:

1. There is an air conditioner unit that is out and needs to be replaced soon.
2. We should be looking at safety related project items in our budget.
3. We don't budget for major repairs. We use Council Reserve.
4. We need to be proactive.

Audrey Introduced the Youth: Blayke Hammer and Jacob Lara. They came to the Council Meeting to tell us about their Youth trips this summer.

Blake and Jacob told us about their trip to the Navajo Nation.

*They went on a zipline course

*Built a fence at the sweat lodge, and dug post holes by hand.

*Stocked the food pantry.

*The sweat Lodge is used for many different ceremonies.

*The groups went to different houses and gave bags of food and ingredients.

*It is 2 hours to the closest Walmart and Hospital.

*The sweat lodge was built for the school in the community.

*The biggest surprise ? How happy they are. They are very family oriented. They care a LOT about Family.

Thank you to the youth for coming and telling us about their enlightening experiences this summer at the Navajo Rock Point Mission Trip. The Mission will be a hub to the Community.

Audrey asked the Council to volunteer to be a Preschool Prayer Partner with Teachers at the P.O.P Preschool. This Sunday Aug. 14th will be a Celebration of Education Sunday.

Audrey made a 2016-2017 Youth and Family Ministry flier. Please see attached: She went over the different activities planned.

Teri asked for a motion to approve the June 14, 2016 minutes. The motion was seconded. The minutes were approved.

Pastor Rick's Report:

1. Planning a trip to Navajo Nation Friday September 30th to Sunday October 2nd. They will be doing the same activities as the July trip.
2. Planning a meeting on August 21st for people who may want to go to Tanzania in the Summer of 2017.
3. The Ugandan Kids Choir will be at our church on September 25th. The 20 kids in the Choir will sing at the morning service, then have a lunch after in Gangsei Hall donated by the Foundation.

Possibly someone could spearhead a media blitz possibly to do a show Sunday night?
We are also looking for host families.

4. Pastor Rick is still thinking over Mission Statements. Please see attached:
He would like to build a vision of "Who are we?" Pastor Rick would like feedback on this next meeting.

Old Business: Teri spoke about the Internal Audit Scope and Findings Summary by Craig Myrmel, and Don Johnson. Dated August 15, 2014. Discussion ensued.

Teri talked about the Church Vendor Contracts/Bid Solicitation Process. Please see attached:
Add to the list: 8: Pay off Mortgage 9: Parking lot repairs.

If we have a list of vetted vendors, the process will be easier and finished in a more timely manner.
All three: Church, Foundation and Preschool will work on this together. Discussion ensued.

Audrey, Jacob and Blayke were excused.

Teri call to order the Executive Meeting at 8:30p.m.

Teri discussed P.O.P. data on salaries. Discussion ensued about past cost of living raises and bonuses.
Pastor Rick has had two reviews during his tenure here. The Employees are competitively compensated.

Teri spoke about building budgets for the end of the year.

New Business: We need to have an official vote on fixing the air conditioner, costing \$5,000.00 for the Education Building.

Joy made a motion to fix the air conditioner not to exceed \$5,500.00 from MIC savings. (for campus projects.) Carrie seconded the motion, the motion was unanimously passed.

Pastor Paul's contract ends in December 2016. Discussion ensued.

Pastor Rick said the closing prayer and the meeting was adjourned at 9:02 p.m.

Respectfully Submitted,
Joy Johnson, Secretary

Prince of Peace Council Meeting Minutes (unapproved)
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 have 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

Treasurer's Report
 Prince of Peace Lutheran Church
 Period ending August 31, 2016

	Monthly			Year To Date		
	Aug-15	August 16 Budget	August 16-Actual	2015 YTD Actual	2016 YTD Budget	2016 Actual
Receipts						
Envelope Pledged	32,320	22,467	21,175	203,423	217,349	201,978
Envelope Unpledged	4,319	4,300	3,831	33,369	33,300	33,088
Offerings - Loose	684	550	1,364	6,230	6,200	12,185
Other Source of Income	0	693	693	0	5,543	5,543
Special Offerings	121	100	82	6,073	5,400	4,126
Preschool Facility Cont.	13,273	14,087	14,087	106,187	112,700	112,700
Other Income	4,250	3,400	2,420	31,999	33,000	31,723
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
Total Receipts	54,967	45,597	43,652	395,711	420,717	407,510
Expenses						
C. Council	0	0	0	396	600	1,459
Benevolence	2,050	2,050	2,050	16,712	17,600	17,600
Dedicated Benevolence	0	0	0	1,000	725	897
Outreach	264	264	264	1,300	2,112	2,033
Parish Education	0	35	0	216	280	39
Youth and Family Ministry	108	250	215	(22)	2,000	323
Children's Ministry	(617)	625	198	8,611	8,800	7,814
Worship	226	540	411	6,724	7,845	6,206
Digital & Media Minstry	504	500	263	1,573	2,220	2,244
Operations	10,889	13,185	14,683	80,576	88,980	86,433
Admin.	3,505	4,152	2,449	27,164	29,091	26,390
Long Term Debt	3,452	3,452	3,452	27,616	27,616	27,616
Pastor	9,422	9,915	10,097	77,756	79,299	78,905
Asst. Pastor	1,500	1,500	1,500	8,000	21,000	21,000
Youth & Family Director	2,189	3,833	3,833	40,393	30,667	30,667
Staff Education	0	0	325	469	1,180	475
Other Pastoral	0	0	0	200	300	200
Staff Compensation	10,470	11,679	9,855	94,754	100,152	94,520
Total Expenses	43,963	51,980	49,594	393,438	420,467	404,820
Net Receipts of Expenses	11,004	(6,383)	(5,942)	2,273	251	2,690
Preschool						
	Aug-15	August 16 Budget	August 16-Actual	2015 YTD Actual	2016 YTD Budget	2016 Actual
Tuitions and Fees	110,560	111,164	118,227	884,930	875,313	906,002
Expenses						
Salaries	64,136	87,773	67,529	621,179	649,879	625,080
Administrative	384	300	500	2,483	5,300	3,197
Cost Share	7,109	7,923	7,923	56,990	63,384	63,384
Discounts/Scholarship	1,817	3,618	3,549	19,909	24,787	21,321
Oper, Main & Other	9,503	12,125	21,622	55,053	63,555	74,670
Classroom Expense	2,902	2,500	2,682	10,229	12,850	8,756
Facilities Contr.	6,164	6,164	6,164	49,315	49,315	49,315
Total Expenses	92,016	120,404	109,969	815,158	869,071	845,724
Net Receipts of Expenses	18,544	(9,240)	8,258	69,772	6,242	60,278
Arcadia Music Academy						
	Aug-15	August 16 Budget	August 16-Actual	2015 YTD Actual	2016 YTD Budget	2016 Actual
Tuitions and Fees	2,501	2,500	3,555	33,028	35,400	39,389
Expenses						
Instructors	1,558	1,615	990	25,213	25,406	29,393
Director	592	592	592	4,710	4,736	4,737
Operating Expenses	0	95	0	502	1,038	135
Cost Share	550	550	550	4,400	4,400	4,400
Total Expenses	2,701	2,852	2,132	34,825	35,580	38,664
Net Receipts of Expenses	(199)	(352)	1,423	(1,797)	(180)	724
Combined Receipts	168,029	159,261	165,434	1,313,668	1,331,430	1,352,901
Combined Expenses	138,679	175,236	161,696	1,243,420	1,325,117	1,289,209
Surplus / Deficit	29,349	(15,975)	3,739	70,248	6,313	63,692

Monthly Attendance and Revenue Report

As of August 31, 2016

Date	Service	Attendance '16	Prior Year '15	Offering '16	Prior Year '15
8/7/2016	1st Service	115	187	4,917	4,558
	2nd Service	0	0	-	-
	Other Service				
	Credit Card/Office			5,448	-
	Total	115	187	10,365	4,558
8/14/2016	1st Service	183	129	2,742	3,449
	2nd Service	0	0	-	-
	Other Service			-	-
	Credit Card/Office			718	5,342
	Total	183	129	3,460	8,791
8/21/2016	1st Service	141	121	4,256	3,337
	2nd Service		0	-	-
	Other Service				
	Credit Card/Office			783	700
	Total	141	121	5,039	4,037
8/28/2016	1st Service	117	126	5,078	4,643
	2nd Service		0	-	-
	Other Service			-	-
	Credit Card/Office			1,066	1,335
	Total	117	126	6,144	5,978
	1st Service		116		12,475
	2nd Service				
	Other Service				
	Credit Card/Office				800
	Total	0	116	-	13,275
Total for month		556	679	25,006	36,639

Additional Offerings August 2016	
Dedicated Fund Offerings	
Organ Fund	\$ -
Arcaida Cares Packathon	\$ -
Arcaida Cares Brunch	\$ -
Music Fund	\$ 12.00
ELCA - Ellers	\$ -
Youth Ministries	\$ -
Tanzania Mission Project	\$ 160.00
People Serving People	\$ -
Subtotal	\$ 172.00
Special/Other Offerings	
Holiday	
Flowers	\$ 90.00
Souper Bowl	\$ -
Food Pantry	\$ -
Other Designated Gifts	\$ -
Subtotal	\$ 90.00
Total Additional Offerings	\$ 262.00

Year	2016	2015
	4 wk month	4 wk month
Sunday Plate Offering	25,006	36,639
Loose	1,364	684
Other Source	693	
Subtotal Giving	27,063	37,323
Total Offering	<u>27,063</u>	<u>37,323</u>
Total Budget	<u>28,010</u>	<u>29,450</u>
Differential	(946)	7,873

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
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
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
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
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
Total Church	\$ 173,170.05	\$ 178,921.16	\$ 183,042.77	\$ 175,755.95	\$ 194,835.13	\$ 164,859.36	\$ 163,869.20	\$ 151,467.61
Preschool								
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
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
Total Preschool	\$ 203,512.20	\$ 246,016.92	\$ 256,024.53	\$ 257,476.88	\$ 242,022.63	\$ 237,729.54	\$ 245,677.81	\$ 241,783.83
Total at Wells Fargo	\$ 376,682.25	\$ 424,938.08	\$ 439,067.30	\$ 433,232.83	\$ 436,857.76	\$ 402,588.90	\$ 409,547.01	\$ 393,251.44

Liabilities	Original Amount Owed	Amount Due 8/31/2016
Thrivent for Lutherans Mortgage	\$ 600,000.00	\$341,692.44

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

Youth and Family Ministry

Council Report – October

Ministry Moment!

September we had a chance to visit UMOM and hear about the amazing work they do. I think for me the ministry moment in this was seeing the way the youth were engaged with the tour as well as the many parents who also came along. Great questions and even some new connections forming on an individual basis between those from PoP and UMOM's mission and volunteer needs. Sometimes all it takes is reaching out with love and compassion to serve...and faith is inspired and grows from that.

Confirmation

On October 30th, four 9th grade youth will be confirmed and share their faith statements. Please take time to pray for them as they prepare for this journey. We want to make this a very special day for our confirmands and could use help with a few aspects of that morning. Please let me know if you can lend a hand.

Youth Ministry Team

I am excited to share that we have had our first Youth Ministry Team meeting and have started to read the book "Taking Theology to Youth Ministry" by Andrew Root. Deb Nelson, Susan Robinson and Trisha Hammer are jumping into this with me and I am so thankful for their passion and dedication to our young people.

Mom's Book Club

Our Mom's Book Club has kicked off and I am so pleased to share we have a great group of 6 women who are embarking on this 40 Day Devotional Journey. We are reading "Hope for the Weary Mom" and meeting on Tuesdays from 9:30-10:30am. I appreciate your prayers for this great group of moms from the preschool and PoP church.

Peer Ministry

We continue to work on ways to strengthen our Peer Ministers in their leadership ability and passion to be leaders within the youth group and church. Most recently, we worked with our PMLs (Peer Ministry Leaders) to explore what it means to be welcoming at school, church and everywhere we go. After our recent meeting, they had a chance to practice what we talked about as we welcomed our 5/6th grade youth group with games and activities. We also talked about who in the congregation is a great example of being welcoming. They all mentioned Ben and Kathy...<3

FMSC Ornaments

Feed My Starving Children reached out to Prince of Peace to see if we could be Hope Ambassadors this holiday season and sell ornaments to raise funds needed to provide meals to starving children around the world. We will be selling these ornaments in November and December (the left overs need to be returned December 15). I appreciate your help in promoting this effort and opportunity to share God's love.