

**SHEPHERD OF THE VALLEY LUTHERAN CHURCH**  
**12650 JOHNNY CAKE RIDGE ROAD, APPLE VALLEY, MN 55124**  
**Minutes of Church Council Meeting**  
**Date: 10/19/2023**  
**On-Site Community Room**

**Attendees:**

Melissa Taphorn, President  
Paul Moyer, Vice President  
Dick Rank, Treasurer  
Carleen (Crouse) Melin, Secretary\*  
Amber Kocemba (absent)  
Bernie Zimmermann (absent)  
Jon Hohenstein  
Melissa Tapper

Pastor Rick Summy  
Rachel Wermerskirchen (absent)  
Robin Robinson  
Shirl Alojado  
Merilu Narum  
Jennifer Davidson\*  
Alyssa Isaacs\*  
Kelsey Young\*

\*denotes non-voting member

**Call to Order:** President Melissa Taphorn called the meeting to order at 6:32 PM. Jon Hohenstein shared an opening prayer.

**Book Study:** Pastor Rick Summy guided the council through a discussion of Chapter 1 of the book *Growing Young: Six Essential Strategies to Help Young People Discover and Love Your Church*. Next meeting, Pastor Julie Wright will facilitate a discussion of Chapter 2.

**Vision and Leadership Teams Reports:** CYF, Ministries/Communications, Operations/HR sent written summaries to the Council ahead of the meeting. No questions or discussion of what was shared. Some councilmembers expressed enjoying having the information in writing. Alyssa will bring this back to determine feasibility moving forward.

**Secretary's Report:** The council reviewed the minutes to the September 21, 2023 Council Meeting, September 24, 2023 Congregational Meeting and October 5, 2023 meeting with Bishop Lull. Jon Hohenstein moved to approve the secretary's report of the Church Council meeting on September 21, 2023, Congregational Meeting on September 24 and meeting with Bishop Lull on October 5, 2023. Paul Moyer seconded the motion and the council voted unanimously, 9-0, to approve of the September 21, 2023 Council Meeting, September 24, 2023 Congregational Meeting and October 5, 2023 meeting with Bishop Lull.

**Call Process:** The job description for the Interim Senior Pastor Job Description was reviewed and some edits and changes were suggested. Jennifer Davidson took notes of the changes and will make the edits. Melissa Tapper moved to approve the job description for the Interim Senior Pastor. Jon Hohenstein seconded the motion and the council voted unanimously, 9-0, to approve the Interim Senior Pastor Job Description. Jennifer Davidson will work with Bishop Lull to finalize and post. The Call Committee Member Application was reviewed and some edits and changes were suggested. President Melissa Taphorn asked for a motion for the call committee to be made up of 9 members and Director of Operations/HR (as a participating non-voting member). Jon Hohenstein moved to approve the motion; Robin Robinson seconded the motion. The council voted unanimously, 9-0, to approve the motion as stated above. Jennifer Davidson took notes of the changes and will make the edits. Paul Moyer moved to approve the Call Committee Member Application. Shirl Alojado seconded the motion and the council

voted unanimously, 9-0, to approve the motion to approve the Call Committee Member Application. The application will be available online and at the Welcome Center. President Melissa Taphorn recommended to the Council to think of individuals who may not apply to be on the Call Committee but may be inspired to do so if personally asked. The intent of the Call Committee is that it is a good cross-section of the congregation and representative of the church. The timeline for posting for the Call Committee to have applications to review at the next meeting is a short turnaround.

**Finance Report:** September and October financial reports will be shared and reviewed at November meeting.

**Nominations:** No nominations updates to share.

**New Business:** Jennifer Davidson shared and update on MN Legislative changes regarding safe and sick time. This change starts 1/1/2024 and mainly impacts part-time staff. SOTV adjusted their PTO policy (accrual, caps and pay out) and plan for implementation is drafted, will be sharing with employment lawyer for review to ensure compliance. Will be working on Family Medical Leave Act in future years as enacted by state of MN.

**Adjourn:** Dick Rank moved to adjourn the meeting at 8:20 PM. Shirl Alojado seconded the motion and the council voted unanimously, 9-0, to approve the motion to adjourn.

Respectfully submitted,  
Carleen Melin, Church Council Secretary

**Next Council Meeting:**

**November 5, 2023 6:30-8:00 PM, Growing Hope Event**

**November 16, 2023 at 6:30 PM, in-person, Community Room**

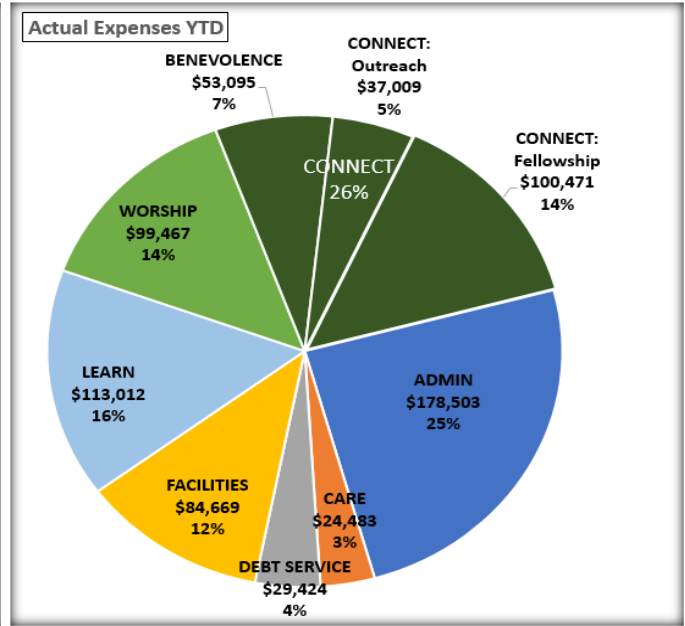
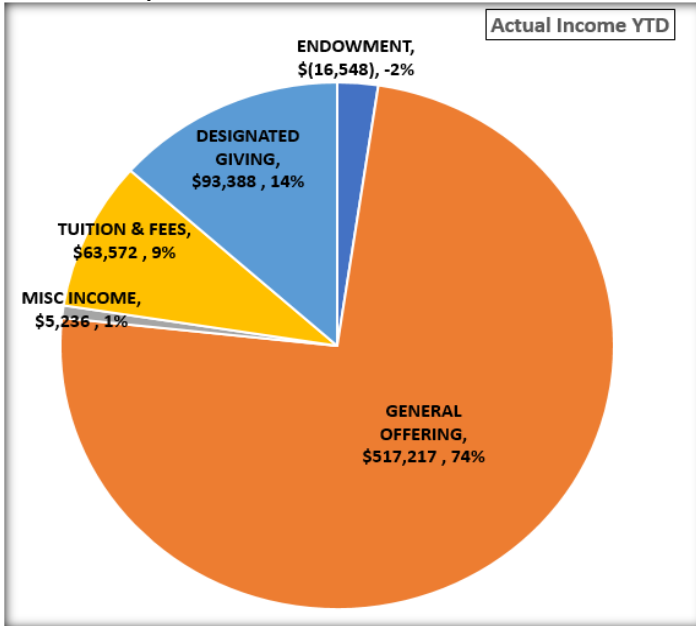
**December 14, 2023 at 6:30 PM, in-person, Community Room** *(changed from December 21<sup>st</sup>)*

# Shepherd of the Valley Lutheran Church

Financial Summary for Church Council  
For the 3 months ending October 31, 2023

This Month					General Fund					Year to Date					
Actual	Prior Year	Variance	Budget	Variance		Actual	Prior Year	Variance	Budget	Variance	Actual	Prior Year	Variance	Budget	Variance
\$184,101	\$196,907	(\$12,806)	\$206,196	(\$22,095)	<b>Income</b>	\$522,452	\$544,980	(\$22,527)	\$564,144	(\$41,692)	\$522,452	\$544,980	(\$22,527)	\$564,144	(\$41,692)
\$11,686	\$13,690	(\$2,004)	\$14,650	(\$2,964)	<b>Tuition/Fees</b>	\$63,572	\$70,767	(\$7,195)	\$74,410	(\$10,838)	\$63,572	\$70,767	(\$7,195)	\$74,410	(\$10,838)
\$202,590	\$217,083	\$14,493	\$229,487	\$26,897	<b>Expenses</b>	\$596,192	\$669,728	\$73,536	\$688,082	\$91,890	\$596,192	\$669,728	\$73,536	\$688,082	\$91,890
(\$6,803)	(\$6,487)	(\$316)	(\$8,641)	\$1,838	<b>Net</b>	(\$10,167)	(\$53,982)	\$43,815	(\$49,528)	\$39,361	(\$10,167)	(\$53,982)	\$43,815	(\$49,528)	\$39,361

## Income & Expenses (all funds) - actual YTD



## Key Metrics

Total Fund Balances	Close of 7/31/2023	Close of 10/31/2023	YTD Increase (Decrease)	Minimum Balance	Above/(Below) Minimum
Designated	\$366,634	\$338,221	(\$28,413)	N/A	
Endowment	\$261,658	\$242,970	(\$18,688)	N/A	
General	\$863,981	\$829,879	(\$34,103)	\$472,000	\$357,879
<b>TOTAL</b>	<b>\$1,492,274</b>	<b>\$1,411,069</b>	<b>(\$81,204)</b>	<b>\$472,000</b>	<b>\$357,879</b>
Months of Cash (general fund)		3.51			

Key Assets & Liabilities	Current				
	Balance on 7/31/2023	Balance end of Prior Month	Balance 10/31/2023	Monthly Incr/(Decr)	YTD Incr/(Decr)
Cash (incl. Endowment)	\$1,492,274	\$1,465,050	\$1,411,069	(\$53,981)	(\$81,204)
Investments (Vanguard)	\$261,658	\$246,954	\$242,970	(\$3,984)	(\$18,688)
Current Liabilities	\$23,866	(\$1,034)	(\$69)	\$966	(\$23,935)
Mortgage Balance	\$710,219	\$697,970	\$691,797	(\$6,173)	(\$18,422)
<b>Current Liabilities Detail</b>					
Accounts Payable	\$0	\$0	\$0	\$0	
FSA/VLI/Vision/Cobra	\$24	(\$1,034)	(\$69)	\$966	
Prepaid Income	\$23,843	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$23,866</b>	<b>(\$1,034)</b>	<b>(\$69)</b>		