

**SHEPHERD OF THE VALLEY LUTHERAN CHURCH**  
**12650 JOHNNY CAKE RIDGE ROAD, APPLE VALLEY, MN 55124**  
**Minutes of Church Council Meeting**  
**Date: 11/16/2023**  
**On-Site Community Room**

**Attendees:**

Melissa Taphorn, President	Pastor Rick Summy (absent)
Paul Moyer, Vice President (absent)	Rachel Wermerskirchen
Dick Rank, Treasurer	Robin Robinson
Carleen Melin, Secretary*	Shirl Alojado (absent)
Amber Kocemba	Merilu Narum
Bernie Zimmermann	Jennifer Davidson*
Jon Hohenstein	Alyssa Isaacs*
Melissa Tapper	Kelsey Young*
*denotes non-voting member	Pastor Julie Wright

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

**Book Study:** Pastor Julie Wright guided the council through a discussion of Chapter 2 of the book *Growing Young: Six Essential Strategies to Help Young People Discover and Love Your Church*. Council will discuss chapter 3 in January.

**Vision and Leadership Teams Reports:** Kelsey Young shared that CYF is down a full-time role (PreK/K), so grateful for CYF staff to fill in and help. Fall has been a busy season for CYF staff. Open Nurse Lead role, currently evaluating how nursery is being used and frequency. Survey will go out after Thanksgiving to young families regarding the nursery's use. Having conversations with groups that utilize the space as well. Trunk Or Treat in October, weather played a factor and impacted attendance. Looking to make connections with other ministries to grow the event next year. Starting a practice of gratitude within staff. Alyssa Isaacs shared they have shifted the Growing Hope campaign to video messages and narratives. Stewardship and General Fund info is included in annual report in News for the Flock. Group clean ups happening in Realm. Trying some new tactics on social media, reach and interaction on Facebook and Instagram are up. Jennifer Davidson shared she is working on the call process behind-the-scenes. Routine maintenance and staffing with facilities. Christmas Craft Boutique brought in \$5,575 (net cost), down from last year. About the same number of vendors as last year. Typically have three volunteer coordinators, one will not be returning next year. Had a debrief and looking at viability of having the event in 2024. Money goes to visual arts, kitchen maintenance support and youth WAPO scholarships. Facilities has a few dedicated volunteers in the area: one helping with lawn/snow and another volunteer cleaning windows on Mondays. Shared information with staff about safe and sick time and PTO balances. Waiting on info from employment attorney for deployment in December. No Thanksgiving Eve worship this year. Attendance was down last year. Doing Thanksgiving engagement this weekend.

**New Business:** December meeting moved to December 14<sup>th</sup> (not December 21<sup>st</sup>) at 6:00 PM (30 minute council meeting) and then farewell for Rick afterwards. Congregation celebration is January 14<sup>th</sup> after worship.

**Secretary's Report:** The council reviewed the minutes to the October 19, 2023 Council Meeting. Jon Hohenstein moved to approve the secretary's report of the Church Council meeting of October 19, 2023. Dick Rank seconded the motion, and the council voted unanimously, 9-0, to approve the minutes of the October 19, 2023 Church Council meeting.

**Call Process Update:** Melissa Taphorn shared interim job description has been sent to the Bishop. Will likely have someone in place in February. Officers and Executive Leadership will do interviews, they will meet with Pastoral team. A special meeting would be called for Council to approve (does not need congregational approval since it's employment). Will decide if the application deadline needs to be extended as the November 30<sup>th</sup> deadline approaches. Paul Moyer will be the council representative on the Call Committee. 4 applications have been received to-date. Will hopefully be able to approve Call Committee membership at December meeting, work to start in January. Working on Ministry Site Profile (MSP) behind-the-scenes, draft will be provided to the Call Committee. Finalized MSP will come to Council for approval.

**Finance Report:** Dick Rank provided an overview of the September and October financials. August ended in the positive. In September, came up short \$22,693 between income and expenses. October came up short by \$6,803 between income and expenses. \$586K income, \$596K expenses, short \$10K YTD, planned to be behind by \$49K. Received about \$350K last year in December, Christmas is a big time for giving and counting on a big month. Planting Hope pledged at \$240K, have received \$172K, still have \$67K outstanding, reminder is going out after Thanksgiving. Mortgage balance is at \$691K. Finance Leadership Team decided to wait to reassess at end of Q2 for additional mortgage payment. Jon Hohenstein moved to approve the September and October finance reports. Bernie Zimmermann seconded the motion, and the council voted unanimously, 9-0, to approve the September and October finance reports.

Council discussed HR and Finance Leadership Team COLA recommendation.

Bernie Zimmermann moved to approve the HR and Finance Leadership Team COLA recommendation. Robin Robinson seconded the motion, and the council voted unanimously, 9-0, to approve the HR and Finance Leadership Team COLA recommendation.

**Nominations:** No updates. Holding on promotions until after the New Year.

**Adjourn:** Melissa Taphorn adjourned the meeting at 8:07 PM.

Respectfully submitted,  
Carleen Melin, Church Council Secretary

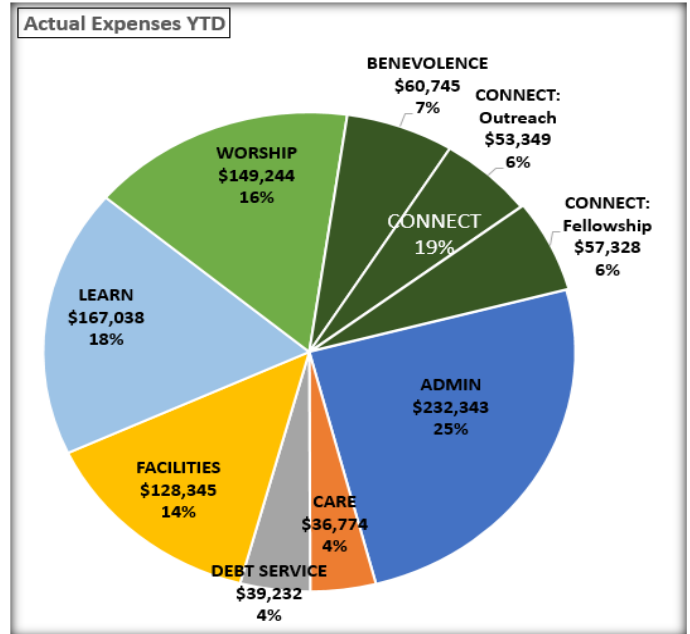
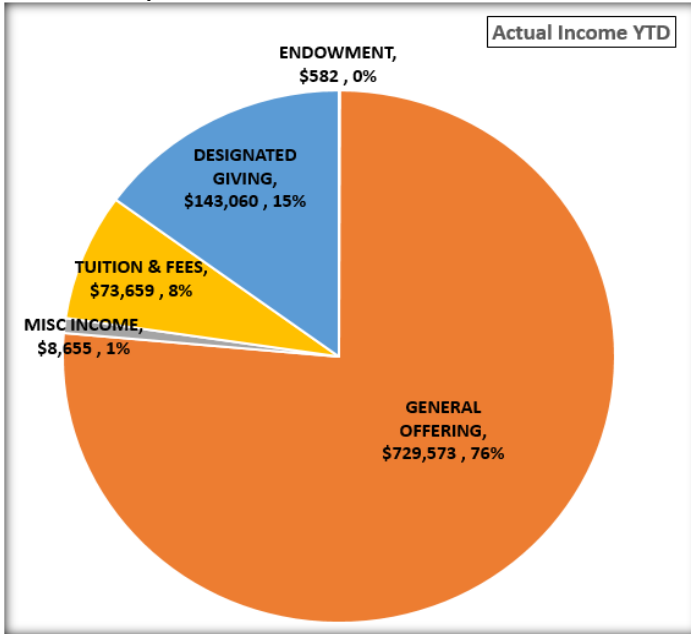
**Next Council Meeting:**  
**December 15, 2022 at 6:00 PM, in-person, Community Room**

# Shepherd of the Valley Lutheran Church

Financial Summary for Church Council  
For the 4 months ending November 30, 2023

This Month					<i>General Fund</i>	Year to Date				
Actual	Prior Year	Variance	Budget	Variance		Actual	Prior Year	Variance	Budget	Variance
\$215,776	\$637,273	(\$421,496)	\$210,146	\$5,630	<b>Income</b>	\$738,229	\$1,182,252	(\$444,024)	\$774,290	(\$36,061)
\$10,087	\$12,493	(\$2,406)	\$14,650	(\$4,563)	Tuition/Fees	\$73,659	\$83,260	(\$9,601)	\$89,060	(\$15,401)
\$250,236	\$313,563	(\$63,327)	\$285,361	\$35,125	<b>Expenses</b>	\$846,427	\$983,291	(\$136,864)	\$973,443	\$127,015
(\$24,372)	\$336,203	(\$360,575)	(\$60,565)	\$36,192	<b>Net</b>	(\$34,540)	\$282,221	(\$316,760)	(\$110,093)	\$75,553

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



## Key Metrics

Total Fund Balances	Close of 7/31/2023	Close of 11/30/2023	YTD Increase (Decrease)	Minimum Balance	Above/(Below) Minimum
Designated	\$366,634	\$433,865	\$67,230	N/A	
Endowment	\$261,658	\$260,099	(\$1,559)	N/A	
General	\$863,981	\$805,622	(\$58,360)	\$472,000	\$333,622
<b>TOTAL</b>	<b>\$1,492,274</b>	<b>\$1,499,585</b>	<b>\$7,311</b>	<b>\$472,000</b>	<b>\$333,622</b>
Months of Cash (general fund)		3.41			

Key Assets & Liabilities	Current				
	Balance on 7/31/2023	Balance end of Prior Month	Balance 11/30/2023	Monthly Incr/(Decr)	YTD Incr/(Decr)
Cash (incl. Endowment)	\$1,492,274	\$1,411,069	\$1,499,585	\$88,516	\$7,311
Investments (Vanguard)	\$261,658	\$242,970	\$260,099	\$17,129	(\$1,559)
Current Liabilities	\$23,866	(\$69)	\$46	\$115	(\$23,820)
Mortgage Balance	\$710,219	\$691,797	\$685,592	(\$6,205)	(\$24,627)
<b>Current Liabilities Detail</b>					
Accounts Payable	\$0	\$0	\$0	\$0	
FSA/VLI/Vision/Cobra	\$24	(\$69)	\$46	\$115	
Prepaid Income	\$23,843	\$0	\$0	\$0	
<b>TOTAL</b>	<b>\$23,866</b>	<b style="color: red;">(\$69)</b>	<b>\$46</b>		