

Sierra Evangelical Lutheran Church
Congregation Council Meeting
Jan 18, 2024, 5:00 p.m. Music Room, SELC

1. CALL TO ORDER
 - A. Called to order at 5:00 pm.
 - B. In attendance: Dave Dechant, Carissa Bratlein, Jim Thompson, Becky Randall, Sandy Hall, Anna Bratlein, Pastor Patsy Koeneke, Monte Brandes, CJ Abraham, Jim Cleven, Lynn Light
2. OPENING DEVOTIONAL – January – Jim Cleven
3. APPROVAL OF MINUTES – December 14 & 21, 2023 Council meeting minutes
 - A. No corrections and the minutes of both meetings were accepted by acclamation.
4. ACTION/DISCUSSION ITEMS - Unfinished Business
 - A. None at this time.
5. ACTION/DISCUSSION ITEMS - New Business
 - A. Discussion on delegates to attend our Grand Canyon Synod Assembly, 13-15 June, 2024 at Love of Christ Lutheran Church in Mesa Arizona.
 - a. Discussion only.
 - B. Discussion and vote on the three paint colors for the exterior of our entire church campus building. The project was approved and funded last month allowing us time to select the best colors this month.
 - a. Jim Thompson motioned and Carissa Bratlein seconded the motion to use the White color for the bottom, the Sand dollar for the middle color and the Java color for the upper accent/trim color. All in favor, motion passed.
 - C. Updated news about Pastor Patsy's departure:

After the service on 21 January we'll have snacks and beverages for a farewell reception in the fellowship hall. During the service on 28 January a Thanksgiving and Farewell script will be read by the Lynn, Pastor Patsy, myself and the Congregation. Pastor Patsy will stay for the annual meeting and offer the opening prayer. After that she will be packing up and returning to Gilbert.

 - a. Information only. No actions,
 - D. Updated news about Pastor Kurt's arrival:

Pastor Kurt is planning on arriving at SELC on 1 February with his first worship service on 4 February. Bishop Hutterer will be in town briefly on 10 February and will preside at Pastor Kurt's Installation service at 11:00 a.m. that day. We plan on having a potluck starting around noon, after the service. Bishop Hutterer has to leave our church by 2:30 p.m. to make it to her next appointment that day. The council's first meeting with Pastor Kurt most likely will be 15 February.

 - a. Information only. No action.
 - E. Request to be elected project coordinator for the exterior painting by Montano Painting contract and the fellowship hall kitchen cabinets and countertops by Cochise Cabinets & Countertops contract – Jim Cleven.
 - a. Dave Dechant motioned that Jim Cleven be the point of contact and coordinator of these ongoing projects since he is already the current point of contact and willing to continue to see these projects through. Seconded by Monte Brandes. All in favor, motion passed.
 1. Sandy Hall is going to do some additional research regarding the kitchen cabinets and coordinate with Jim on any additional information she finds.
6. COUNCIL REPORTS - Treasurer's Report.
 - A. Attached

7. STAFF REPORTS -

- A. Pastor
 - a. Attachment A
- B. Director of Faith Formation.
 - a. None this month

8. COMMITTEE REPORTS - (to be discussed by exception or if there are questions).

- A. Executive Committee – Jim Cleven
- B. Evangelism Team Liaison – Dave Dechant
- C. Faith Formation Team Liaison – Kalyn Kelly
- D. Fellowship Team Liaison – Becky Randall
- E. Property/Trustees – Monty Brandes
 - a. Work in the kitchen has begun.
- F. Service Team Liaison – Jim Thompson
- G. Shepherd's Fold Advisory Board – Larry Rewis
 - a. Attachment C
- H. Worship and Music – Carissa Bratlien
 - a. Attachment B

9. OTHER BUSINESS

- A. Regarding appointing Connie Kelher to Shepherds Fold Advisory board: Beck Randall motioned; Sandy Hall seconded the motion to approve Connie Kelher as a Shepherds Fold Advisory Board member.
 - a. All in favor, motion passed.
- B. Regarding use of the Judy Huffman fund:
 - a. Sandy Hall motioned; Becky Randall seconded; that \$476.00 from the Judy Huffman fund be used to aid Cindy Allen with her expenses for medical treatment.
 - 1. All in favor, motion passed.

NEXT COUNCIL MEETING – Feb 15, 2024 at 5:00 p.m., Music Room, SELC.

10. ADJOURNMENT

- A. ADJOURNED AT 5:48PM

Respectfully submitted,

Lynn light

SELC Congregational Council Secretary

Attachment A:

This is my last report as your interim pastor. I'm delighted that the transition time has gone relatively smoothly and quickly. I'm sure you will enjoy having Pr Kurt serve Jesus with you!

Thank you for your welcome, patience, grace and kindness to me and to Jazmin! You have helped her come out of her shell a bit, and I hold on to the hope that she may make a good therapy dog one day.

I will miss everyone at SELC and promise to stay in touch... not as a pastor... but as a friend. I'll let you know where God leads me next!

My prayers will be with you always.

Peace!

The Rev Patsy Koeneke
Transition Pastor
ELCA/Grand Canyon Synod

Worship and Music Minutes

Monday, January 8, 2024

MEMBES PRESENT Pastor Patsy, Becky Randall, Anna Bratlien, Carrisa Bratlien, Cindy Wiste, and Council President, Jim Clevens

UNFINISHED BUSINESS

1. **Christmas Services** – The general consensus is that both services on Christmas Eve were well attended and went smoothly. It was also recommended that we should continue to use the LED candles in the future.

The “Lessons and Carols for Christmas” service on January 31st was also well accepted with the suggestion that the readings were a little long, and that the congregation stand only on the first and last Carols to be sung instead of all of them.

NEW BUSINESS

1. **Lent** – Ash Wednesday will be February 14th with two services, one at 10:00 a.m. and 6:30p.m.

The choir will sing at the 7:00 service and Sunny will check on an ensemble for the 10:00 service.

The midweek Lenten soup suppers will be recommended to the congregation at 5:30 but will depend on the congregation’s interest. Service at 6:30. Choir at 7:00.

The Cantata, “Who Is That King” by Lloyd Larson and Joseph Martin will be presented on Sunday, March 17th.

Ideas for the Palm Sunday service were discussed with the possibility of “The Passion According to Mark”. Cindy will research the availability of a script which would be presented by members of the congregation.

The Ecumenical Easter Sunrise Service will be checked into

Setting One was recommended for the liturgy during Lent.

All of the above will be with the approval of Pastor Kurt.

REPORTS

Altar Guild – Becky Randall Holiday and Festival Sundays are always a very busy time for the Altar Guild. Becky reports that there are enough ashes for the Ash Wednesday services and she will be checking on the availability of palm fronds for Palm Sunday. There

was a question concerning the Pascal Candle, since they come with a date/year on them. Could the date be changed or removed from the candle so it could continue to be used. Banners to be hung behind the choir are being looked into. Both seasonal and ones that could be there all the time.

Acolytes – Kalyn Kelly Kalyn reports that Acolytes have been selected through January.

Council Liaison – Carrisa Bratlien The Council has been busy with end of the year activities and the selection of a new Pastor.

Faith Formations – Cindy Wiste Cindy asked if it would be okay to include all grades to join the Youth Choir. Sunny said they would be welcome.

Lectors – James Brunk Using Youth as lectors was recommended for James to use.

Music – Sunny Fichtl Billie will not be here on Palm Sunday so the Cantata is being moved to March 17th and we will sing a special anthem on that day with Paul accompanying. We will begin on Saturday, February 3rd with a read through of the cantata.

Pastor – Pastor Patsy recommended that we e-mail Pastor Kurt to let him know of our plans and ask for recommendations and suggestions. Sunny will be in touch with him.

Ushers – Anna Bratlien More ushers are needed and Anna will try to recruit. It was noted that ushers do not have to be members of the church.

Closed with Lord's Prayer

Next Meeting – February 5th, 2024 11:00am

From: sunnyf@cox.net

Date: January 17, 2024 at 2:04:03 PM MST

Subject: correction

There is a correction to the minutes under New Business.

Setting One was recommended for the liturgy during Lent **leaving out the Canticle of Praise.**

Thank you, Cindy, for pointing it out.

Sunny

January 16, 2024 Shepherd's Fold Board Meeting Minutes

DEVOTION: Larry opened the meeting with prayer at 6:30 p.m.

ROLL CALL:

Board members: Larry Rewis, Chair; Connie Kelher,
Diana Wilcox, Barb Williams

From the Church: Sandy Urlie

From Shepherd's Fold: Jessica Hursh, and James Anderson

LAST MONTH'S MINUTES: It was moved by Diana and seconded by Barb to approve the most recent minutes, correcting the date to November 29. The vote was unanimous.

DIRECTOR'S REPORT:

- Jessica reported that they did have to close the One-Year-Old class today since both teachers were ill and no sub was available.
- A gate to the playground was recently broken by javelinas; Staff are working on repairs to the gate. The Maintenance Trustees will be asked for assistance as needed.
- The Center is planning a Valetine's Day event for the students, tentatively set for the afternoon on February 14. It will be an outdoor event to provide safe distancing and families will be invited to play games and have snacks.
- Jessica learned that some guidelines on salaries have been changed. We are no longer exempted from paying overtime for employees. Appropriate adjustments were immediately made to comply with the law.
- Connie asked how slots are computed for children who are .5 attendees in the enrollment statistics. James and Jessica explained that we are the only childcare facility in Sierra Vista that offers partial week enrollment. Any child enrolled for less than all five days is considered a .5 enrollment.
- Jessica and James met with the personnel from First West to express concern that the kitchen stove and fire suppression system have still not been installed. Communication with employees there has been poor. The head of First West apologized for poor communication and explained that they have had multiple issues with getting qualified contractors to install the fire suppression system. They have found a new company to work with and hope that our system will be installed in the near future. Jessica and James will continue to follow up with First West.

FINANCIAL REPORT:

All reports attached to this document. Note that because December was a three pay day month, there appears to be negative cash flow; however, they ended the year with a positive \$115,000 balance.

Diana asked for clarification as to what her duties and responsibilities are as Treasurer of the Shepherd's Fold Advisory Board. After discussion it was decided that she is to be a liaison

between Shepherd's Fold and facilitate information flow between them and the Church Council and the congregation as needed.

OLD BUSINESS:

SF Child Care Center Continuing Resolution changes

- He also suggested one addition, that there needs to be a set procedure of coordinating information on repairs and maintenance issues between the Shepherd's Fold and the Maintenance Trustees.
- The additions will be part of a broader constitutional update sometime later this year.

NEW BUSINESS:

- A draft form for the Annual Evaluation for Director was discussed. The evaluation will be conducted during the first quarter of this calendar year.

Next Meeting: 6:30 pm, February 20.

ADJOURN: The meeting was adjourned at 7:33 p.m.

January Directors Report

Jan 12, 2024

We currently have 46 children enrolled.

- Infants have 6 children enrolled taking 6 slots and leaving 3 slot open. We have one child on the waitlist who is due this month and looking to start in April or May.
- Ones has 10 children enrolled taking 8.5 slots and leaving 1.5 slots open.
- Twos has 12 children enrolled taking 10.5 slots and leaving 1.5 slots open.
- Three and Fours have 12 children enrolled taking 10 slots leaving 2.5 slots open..
- Pre-K has 8 children enrolled taking 6.5 slots are taken and there are 1.5 slots available.

Teachers:

- Infant's – Nannette, Daniela, and Betty
- One's – Elisa and Kiera
- Two's – Frankie, and Kalyn
- 3 and 4's – Tasha and Julianna
- Pre-K – Crystal, and Fran
- Office – Jessica, James
- Floater – Letty and Makayla
- Sub –
- Cook – Melissa Lind

We have filled all our 12 awarded scholarships for FY24. We have 2 children on the waitlist for the scholarships.

We had some visitors last night on the playground. Seems some curious javelina pushed their way into the playground. They snuffed around some but didn't do any damage. I am not sure if we can reinforce the gates or need to change the type of clasp it has. The clasp currently on it can be twisted around the pole, making it possible to push the gate open, even with a lock on the gate.

I spoke with Zach from First West last Monday and he is working on picking up the pieces that John let fall through the cracks. I spoke with Frank (the boss) this afternoon, and he apologized for the miscommunications. He filled me in on the issues they are having with the companies that do the ansul systems (ours is the fire suppression system) and even had to get a lawyer involved. They have a new company on board and will be seeing in the next few days if they will show up to work. They will be asking this company to do our kitchen.

I am planning on having a Valentines get together this year. Instead of the normal "Teddy Bear Luncheon", we would prefer to spread everyone apart a bit more and have some snacks and games with the families. This way we can still get together and have some fun, but are spaced out more and able to be outside as well. We are planning on Feb. 14th, @ 3pm, I just need to book the Fellowship Hall.

While researching policies, I found an article that states the overtime (OT) laws. It shows that there was a change in the law and we are no longer exempt from paying the staff overtime. At one point we were because we were under the church, however, now any school or preschool, even affiliated with a church are required to pay OT. Here is one of the sources I used to

confirm.

<http://www.churchadminpros.com/overtime.htm#:~:text=The%20DOL%20only%20includes%20schools%20in%20its%20definition,other%20conditions%20may%20provide%20them%20with%20an%20exemption>

James and I got the new infant changing table and sink installed with Larry's help. The teachers can now change diapers without turning their backs to the classroom. The previous changing table had a broken lock and we could no longer use it. When purchasing the new changing table, we used funds from one of the grants and had limited options. This ended up being a better option.

Jessica Hursh and James Anderson

Director, Shepherd's Fold Childcare Center

December 2023 Balance Sheet

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
100 · Well Fargo Bank Checking	237,913.56
105 · Wells Fargo Savings	<u>484.03</u>
Total Checking/Savings	238,397.59
Accounts Receivable	
1200 · Accounts Receivable	<u>1,412.07</u>
Total Accounts Receivable	1,412.07
Other Current Assets	
1300 · Allowance for doubtful accounts	<u>-611.31</u>
Total Other Current Assets	<u>-611.31</u>
Total Current Assets	<u>239,198.35</u>
TOTAL ASSETS	<u>239,198.35</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>807.30</u>
Total Accounts Payable	807.30
Other Current Liabilities	
2400 · Deferred Revenue	<u>8,118.97</u>
Total Other Current Liabilities	<u>8,118.97</u>
Total Current Liabilities	<u>8,926.27</u>
Total Liabilities	8,926.27
Equity	
30000 · Opening Balance Equity	6,697.06
390 · Retained Earnings	107,581.30
Net Income	<u>115,993.72</u>
Total Equity	<u>230,272.08</u>
TOTAL LIABILITIES & EQUITY	<u>239,198.35</u>

December Profit and Loss Statement

	<u>Dec 23</u>
Income	
401 · Bank Interest	0.06
402 · Child Care Income	
402-1 · DES Payment	22,326.74
402-2 · Tuition, DES Client Income	941.00
402-3 · FTF Income	15,000.00
402-4 · Tuition, FTF Client Income	258.00
402-5 · Tuition, Regular Income	<u>12,553.86</u>
Total 402 · Child Care Income	51,079.60
403 · Donations & Gifts	
403-1 · Fundraiser	<u>1,335.00</u>
Total 403 · Donations & Gifts	<u>1,335.00</u>
Total Income	52,414.66
Expense	
600 · Administrative	
600-03 · Computer Maintenance/Software	269.93
600-04 · Printer Ink/Maintenance	367.96
600-07 · Office supplies	89.32
600-09 · Telephone	178.15
600-15 · Workman's Comp liability insur	240.30
600-16 · Sales Tax	152.64
600-20 · Miscellaneous Expenses	<u>20.94</u>
Total 600 · Administrative	1,319.24
615 · Advertising	
615-1 · DEX (Phone Book)	<u>140.28</u>
Total 615 · Advertising	140.28
616 · Curriculum	89.64
621 · Food	
621-1 · CACFP	1,259.46
621-2 · CACFP Food Service Supplies	<u>118.15</u>
Total 621 · Food	1,377.61
623 · Supplies	
623-1 · Cleaning/Sanitation Supplies	562.91
623-3 · Medical and Hygiene Supplies	318.13
623-4 · Miscellaneous Supplies	<u>4.78</u>
Total 623 · Supplies	885.82
740 · Payroll Wages (Gross Wages)	47,307.43
760 · Payroll Expenses (SFCC Portion)	<u>5,050.99</u>
Total Expense	<u>56,171.01</u>
Net Income	<u><u>-3,756.35</u></u>

End of year Profit and Loss 2023

	Jan - Dec 23
Income	
401 · Bank Interest	0.73
402-8 · Grants	185,000.00
402 · Child Care Income	
402-1 · DES Payment	332,302.30
402-2 · Tuition, DES Client Income	9,998.33
402-3 · FTF Income	177,593.00
402-4 · Tuition, FTF Client Income	844.60
402-5 · Tuition, Regular Income	212,789.46
402-6 · CACFP Reimbursement Income	23,256.42
Total 402 · Child Care Income	756,784.11
403 · Donations & Gifts	
403-1 · Fundraiser	1,490.00
403-3 · Free Will Offering	1,623.25
Total 403 · Donations & Gifts	3,113.25
408 · Reimbursements and returns	48.58
Total Income	944,946.67
Expense	
600 · Administrative	
600-03 · Computer Maintenance/Software	4,803.51
600-04 · Printer Ink/Maintenance	1,804.18
600-05 · Fingerprinting	306.36
600-06 · Licensing	1.00
600-07 · Office supplies	1,049.42
600-09 · Telephone	1,038.00
600-10 · Training	504.00
600-15 · Workman's Comp liability insur	6,065.16
600-16 · Sales Tax	2,979.90
600-17 · Expenses against Fund Raiser	831.00
600-18 · Staff Meeting Expenses	322.51
600-19 · Mailing	57.06
600-20 · Miscellaneous Expenses	773.91
600-25 · Reimbursements	840.55
600-35 · Milage	401.02
600 · Administrative - Other	46.81
Total 600 · Administrative	21,824.39
615 · Advertising	
615-1 · DEX (Phone Book)	835.68
Total 615 · Advertising	835.68
616 · Curriculum	1,499.44
617 · Equipment	
617-1 · Playground Equipment	29,211.94
617 · Equipment - Other	11,792.10

Total 617 · Equipment	41,004.04
620 · Facility Cost	
620-2 · Bldg Maintenance/Repairs	14,676.52
620-3 · Playground Maintenance	120,278.00
620 · Facility Cost - Other	<u>210.00</u>
Total 620 · Facility Cost	135,164.52
621 · Food	
621-1 · CACFP	19,333.09
621-2 · CACFP Food Service Supplies	<u>1,969.55</u>
Total 621 · Food	21,302.64
623 · Supplies	
623-1 · Cleaning/Sanitation Supplies	7,958.70
623-3 · Medical and Hygiene Supplies	3,189.25
623-4 · Miscellaneous Supplies	<u>128.58</u>
Total 623 · Supplies	11,276.53
740 · Payroll Wages (Gross Wages)	428,861.60
760 · Payroll Expenses (SFCC Portion)	<u>167,184.11</u>
Total Expense	<u>828,952.95</u>
Net Income	<u><u>115,993.72</u></u>