

**Word of Peace Executive Team
Meeting Minutes
January 17th, 2017**

In Attendance Executive Team:

Pastor Rick Skare, *Senior Pastor*
Pastor Keith Long, *Congregational Life and Growth Pastor*
Tyler Strom, *Minister of Faith in Action*
Loren Smith, *President*
Michelle Andersen, *Vice-President*
Linda Thomas, *Director of Administration*
Rae Ann Hallberg, *Secretary*
Josh Holland, *Treasurer*
Lori Reinking, *Member-at-Large*
Jim Peterson, *Member-at-Large*

Opening Devotion, Loren Smith 'Trusting God when I don't understand' (Proverbs 3:5-6)

Agenda Items:

Review/approve prior minutes	Rae Ann/Team	Decision needed
✓ Not ready for review		
Financial Update	Linda	Inform
<p>➤ YTD through Dec 31, 2016 Regular Offerings to date \$1,169,632 Regular offerings are behind budgeted offerings \$1,215,348 by \$45,717 Total Church Operations Income to date \$1,401,246 Total Church Operation Income behind budgeted income \$1,470,029 by \$68,783 Total Church Expenses to date \$1,427,488 Total Church Expenses are behind budgeted expenses \$1,470,029 by \$42,541 Total Income against expenses is (\$26,243).; Budgeted Income against expenses is (\$59,133) Loans – We have no loan from the Dedicated fund and a bank line of credit loan of 37,000. At the end of December both mortgages \$1.610M</p> <p>➤ Need to vote at the Annual meeting next week for line-of-credit. ➤ Reviewed budget.</p>		
Mortgage Refi, update	Linda	Inform
<ul style="list-style-type: none"> • Current 2012 7yr mortgage is \$1,626,655 at 4.2%, current monthly payment of \$11,241 • Executive team voted and approved to move forward with the refinance of our current loan with Century 21 to improve our interest payment, save us money, lower our monthly payment, and enable better affordability. • Agreed upon terms: 3.89% 10 year fixed, 30-year amortized, \$1,000 finance fee. Approximate new monthly payment: \$3,887. Approximate saving per month: \$3,887. • Awaiting final paperwork, approximate a month until finalizing. 		

Leadership Model Definition Request update	Pr. Rick	Inform
<ul style="list-style-type: none"> ➤ Leadership support model research and recommendation exercise for consideration on how best to provide supplement support mechanisms for the Senior Pastor, additional minister/pastors, and staff beyond their respective supervisor if/when needed. ➤ Electronic review of increased support. Pr. Rick to research. (See action Items for further information). 		
2017 Budget	All	Decision needed
<ul style="list-style-type: none"> • 1.5% increase to staff salary & increase of health insurance. • Events not scheduled this year: Rockin' Rogers, Stomp Out Hunger & Peace Market. • Discussed the pledge amounts, reviewed Synod guidelines, etc. • Decided to put the building campaign on hold and revisit in the fall. (See action Items for further steps). 		
Staff & Ministry Updates	Pr. Rick	Highlights
<p><i>See Pastor Rick's & Pastor Keith's Monthly Reports located at the end of the meeting minute.</i></p> <ul style="list-style-type: none"> ➤ Pr. Rick suggesting to hire Kari Osmek directly, increasing her hours from 20 to 30 without any increase in expense. Call for a motion to direct hire, 1st Michelle 2nd Josh. (See action items for follow up) 		
2017 Pastor Call Approach & process	Pr. Rick	Decision needed
<ul style="list-style-type: none"> • Agenda for January: Set up the same call committee for Tyler Strom and form a call committee for Kristin Skare, along with an Executive Team member (Michelle) to meet with staff for vetting process of both Tyler and Kristin. • (See Action Items for specific tasks). 		
Action items	Team	Updates in red
<ul style="list-style-type: none"> ➤ Finish and send out late December minutes via email for review and update to the website. Rae Ann ➤ Look into staff members who are behind synod guidelines and them catch up 10% of what they are behind. Linda ➤ Look into Pushpay, cost/input analysis. Linda ➤ Talk with Kairos about putting the building campaign on hold; possible meeting with Architect on 1/30. Pr. Rick ➤ Notify Teams about putting the building campaign on hold. Pr. Rick ➤ Review salary increase to come up with what increases to make; run separate comparisons. Linda & Michelle ➤ Set up Executive Team meeting on Sunday 12 noon to finalize the budget. Pr. Rick 		

Next Meeting: Sunday, January 21st, 2017 (financial meeting only)

EXECUTIVE TEAM REPORT
PASTOR RICK SKARE
12/14/16 – 1/17/17

1. I continue to do the **Regular Duties** expected of me on a daily and weekly basis including preaching, teaching, worship planning and leading, presiding at baptisms, weddings, and funerals, visiting, counseling, communicating, administrating the areas of ministry I oversee, praying, and studying.
2. The pastoral and CYF staff were very busy with the **confirmation celebrations** in December and January. This included the Rite of Passage as well as the Confirmation Rehearsal and Services. Overall, we celebrated the Affirmation of Baptism (Confirmation) of 115 ninth graders, our largest class ever. It was a very meaningful experience for the confirmands and their prayer partners and parents.
3. Since we have hired Benz/Thompson/Rietow (BTR) as our **architects**, I have been coordinating the meetings between BTR and our staff and Building Committee. We have had two meetings with staff and two meetings with the Building Committee. We are making some good progress as we get a feel for our facility usage, vision, and space arrangements.
4. We had a wonderful **Christmas worship** experience with our largest attendance ever at 3,400. We added a new family Christmas Eve worship experience at 10am. This was our largest attended service and it was well received. My thanks to Pastor Keith who coordinated and led this service.
5. I was on **vacation** for a few days after Christmas. It was good to have some time to celebrate Christmas with my family and recharge a bit.
6. Along with Jason Skinner and Joe Crowther of Kairos, I have continued to lead the **Building On A Strong Foundation Building Fund Appeal**. We have been coordinating the nine appeal teams in making sure they are working on their area of focus.
7. I have been working with Linda Thomas on the **2017 budget**. We have been focusing on cost-of-living raises for the staff as well as looking at Synod Guidelines.
8. Also, we have been working on our **Narrative Budget** for the Vision and Mission Forum. Jennie Priebe has done a wonderful job in pulling together different statistics and working with the visual presentation of our ministry this past year, and Pastor Keith wrote a great narrative celebrating our ministry this past year and looking forward to our vision for 2017.
9. Linda and I interviewed and hired Brandi Snell as our new **Accounting Clerk**. This is a great help to Linda in our administration office. Also, I am excited that Kari Osmek is interested in staying on as our **CYF Director** and we look forward to entering into the interview process with her.

10. Our **Sunday night men's group** has started a new book, *7 Men and the Secrets of Their Success*. We continue to grow the group and now have about 10 men attending on a regular basis.

Executive Team - Monthly Report
Keith Long
Pastor of Congregational Life & Growth
12/14/2016 – 1/17/2017

Word and Sacrament

- Preaching (4) - Christmas Eve @ 10am, Christmas Day, Epiphany, Confirmation
- Presiding at the Lord's Table (2)
- Baptisms (1)
- Wellstead/Diamondcrest service with Holy Communion (1)
- Worship Planning and bulletin review meetings (4)
- Pastoral Visitation (3)
- Funeral planning (None)
- Funerals (None)
- Pre-Marriage Counseling Sessions (None)
- Weddings (None)

Teaching

- Confirmation planning
- Confirmation Large Group (1)
- Sunday Morning Adult Ed planning
- Sunday Morning Adult Ed class ("2 Corinthians" on January 15)
- PeaceKast podcasts (4)

Administration

- Weekly All-Staff Meetings
- Pastors/Ministers weekly meetings
- Life & Growth team meeting (January)
- Executive Team & Strategic Planning Team
- Ministry Area Representatives Meeting
- Writing of the Narrative Budget, newsletter articles, study plans, budget, promotional materials, responding to emails, creating videos, etc.

Other

- Guest Speaker on Children, Youth and Family panel for Luther Seminary class
- Word of Peace Adult Education field trip to MiA for Martin Luther exhibit
- Spiritual Direction (1)
- Peer Support Group (1)
- Minneapolis Synod Peer Group Leadership Board meetings (2)
- Vacation to South Dakota for Pheasant Hunting (Dec 26 – Jan 1)

Top 5 Highlights this month:

1. Preaching

- Grateful for the opportunity to preach on Christmas Eve at the new “Family worship” at 10 a.m service with Dain Swanson. We had a blast!

2. Vacation

- Enjoyed some much needed R & R and family time after Christmas. The weather was great and getting 50 birds in 5 days of hunting was also a major bonus!

3. PeaceKast

- What a blessing PeaceKast is! I receive tremendous joy and satisfaction working with Kelly Kemp on this new podcast venture. Our podcasts are now available on iTunes for subscription. A big thanks to Kelly, Dain, and Jennie for all of their assistance with this ongoing project!

4. Adult Ed Field Trip to Minneapolis Institute of Arts for Martin Luther exhibit

- On January 5th I attended this once-in-a-lifetime exhibit with 13 other members from Word of Peace. It was a great tour and opportunity to get to know one another.

5. Preaching at 4 Confirmation Services

- While the week was long with confirmation activities every almost night, I was grateful for the opportunity to preach and participate at the four Affirmation of Baptism services on the weekend of January 14 & 15.