

**Word of Peace Executive Team  
Meeting Minutes  
February 21, 2017**

---

In Attendance:

**Pastor Rick Skare, Senior Pastor**  
**Pastor Keith Long, Pastor of Congregational Life and Growth**  
**Linda Thomas, Director of Administration**  
**Michelle Andersen, Vice-President**  
**Josh Holland, Treasurer**  
**Lori Rankila, Secretary**  
**Rae Ann Hallberg, Member-At-Large**  
**Mike Van De Riet, Member-At-Large**

**Devotion and Opening Prayer: Michelle Andersen – 1 Corinthians 13:4**

**Approval of January 2017 Executive Team Minutes:** Motion to approve the January Executive Team Minutes made by Pastor Rick and seconded by Josh Holland. Discussion – none. Vote – motion carried.

**Agenda Items:**

<b>Financial Review</b>	<b>All/Linda Thomas</b>	
<ul style="list-style-type: none"> <li>• The January financial data was not available as the accounting system is being converted to a new system. Linda reports that the conversion is almost complete and then she will close out 2016 and update the January 2017 financial information.</li> <li>• Linda passed out the final 2017 budget.</li> </ul>		
<b>Financial Update</b>	<b>All/Pastor Rick</b>	
<ul style="list-style-type: none"> <li>• <b>Special Task Force</b> - Michelle Andersen and Mark Walstrom would like to get in contact with a few people in regard to discussing options on income issues and new ways to spread out the income. They plan to meet 3 times within the next month and come back to the Executive Committee with a plan of action. Pastor Rick would like someone from CYF team to be a part of the task force so they can help get parents involved once the ideas are finalized.</li> <li>• <b>\$5000.00 Matching Gift</b> - A member of the congregation stepped forward with a \$5000.00 matching gift to help offset education fee increases. The CYF team will come up with a plan to match the \$5000.00 gift and present the Executive Team for approval.</li> <li>• <b>\$10.00 Increase in Educational Fees</b> – The CYF team proposed to have a \$10.00 increase to the fees charged for Church School, Confirmation and 9<sup>th</sup> Grade Confirmation. Summer Vacation Bible School is <i>excluded</i> from the increase. The CYF team felt the \$10 increase was more viable than increasing church school \$5.00 and Confirmation \$25.00 as planned in the 2017 budget. Once they finalize the proposal, it will come back to the Executive team for approval.</li> </ul>		

- **Benefits** – Once the accounting system has been converted and the financials are updated, Linda will comparison shop for benefit packages and/or new benefit provider for WOP staff.
- **Shared Staff with Elk River Lutheran Church (ERLC)** - Pastor Rick has been meeting with Pastor Nathan Mugaas from ERLC about a CYF staff partnership between the two churches. They tentatively have worked out that Marcus will work 20 hours a week for WOPLC and 20 hours a week for ERLC. Sheldon will assist on Wednesday nights and Marcus will work the Sunday programs. The plan is to start at the end of March. It will be difficult to share Marcus during the summer months as he is very busy with WOPLC programs at that time. It was also discussed that ERLC may come here for some summer programs. ERLC will pay up to \$23,000 for WOPLC CYF help.
- **2017 Budget Regarding Shared Staff with Elk River Lutheran Church (ERLC)** – During the 2017 annual meeting, it was discussed that ERLC would pay for \$36,000 for shared staff with WOPLC. After further discussion between the churches, it was decided that the best fit would be to split Marcus’ time between the two churches. Unfortunately, this arrangement will cause a shortfall in the 2017 budget. As agreed at the Annual Meeting, if we could not make up the \$36,000, we would have to make cuts to staff and/or benefits. After much discussion and heavy hearts, a motion was made to cut the medical and dental benefits for one staff member, but the pension would remain in place. This change would go into effect April 1, 2017. The motion was made by Josh Holland and seconded by Rae Ann Hallberg. The vote was carried, but with Mike Van De Riet abstaining from the vote since he is new to the team and felt he did not have enough background information to cast a vote.
- **Fundraising Update** – Tracy Rowe and Diane Peters have been working to come up with new fundraising events for 2017. Peace Market will be added back in to take place the first week of June. The Corn Feed is cancelled, but a dinner with entertainment will be added in October. They want to have a Craft Sale that will coincide with the St. Michael Women of Today Craft Sale in November. Concern was raised of how this event might affect the Fair Trade Fair at WOPLC. Diane has also been meeting with Kristin about a “Dragonfly” fundraiser as a part of the Women’s Spring Luncheon.

<b>Staff Updates</b>	<b>Pastor Rick</b>	
----------------------	--------------------	--

- **Staff Support Model** – Wendy Neu, Carrie Fischer and possibly someone else with Human Resource experience will look at models from other churches and businesses for supporting the WOPLC staff beyond immediate supervisors.
- **Call Process:** Rae Ann Hallberg made a motion to form two call committees; one for Tyler Strom and one for Kristin Skare, to start the call process to become pastors at WOPLC. The motion was seconded by Josh Holland. Motion carried.  
**Tyler Strom**, Minister of Faith in Action – The same call committee that called Tyler to WOPLC last year will be asked to be the call committee for his call to Pastor.  
**Kristin Skare**, Minister of Spiritual Care – An announcement will be put in the bulletin within the next few weeks to form a new call committee for her call to Pastor.
- **Mobile Hope** – A new and exciting ministry is coming to WOPLC for the Dayton Trailer Park. Tyler Strom is leading and coordinating this new ministry. Look for more

information on how you can get involved in this new community ministry.

- **Staff Wish List** – A staff wish list will be posted for items that are needed for the church but were not able to fit into the budget. The first trial of the Staff Wish List will be for the church kitchen that is in need of a few new items.
- See Pastor Rick’s and Pastor Keith’s Monthly Report for more Staff Updates and News.

<b>Building Committee Update</b>	<b>Pastor Rick</b>	
----------------------------------	--------------------	--

- Dan Schultz, Jason Skinner and Bud Osmundson gave a short presentation on the 3 focus areas of the church to remodel or add on. They would like direction in the very near future as to how to proceed with the Architect and a budget to work with. The Executive Team has asked for copies of the proposed plan(s) and approximate costs. The team would also like to meet with Mitch Stolba to discuss the financial aspect of the proposed plan(s).
- **Building Fund Refinancing Strategy** – Once the refinancing package is in place, the Executive Team will discuss how the refinancing savings will be used. The savings are anticipated to be approximately \$3,500.00 a month. The money could be used to pay off the existing building or go toward new/remodel plan(s).

<b>Strategic Planning Team Update</b>	<b>Pastor Rick</b>	
---------------------------------------	--------------------	--

- Tim Erickson gave the SPT’s Vision and Mission 5 Strategic goals for the WOPLC ministry. These goals were a result of congregational input and other various resources. These goals will be presented at the All Team Meeting on April 4, 2017. See the list below.

<b>Miscellaneous</b>	<b>All</b>	
----------------------	------------	--

- **Seventh Day Adventist Church of Rogers** – approached Pastor Keith about the possibility of using our facility on Saturdays. Pastor Rick and Pastor Keith need to do more research on the theological differences between the two churches and present to them to the Executive Team for further discussion.

--	--	--

## **Executive Summary – Vision and Mission for Word of Peace**

The Strategic Planning Team, as a result of input from the congregation compiled from various sources, has developed five strategic goals for the Word of Peace Ministry:

1. Word of Peace will have adequate, appropriate physical space to be an asset to the community and enable congregational fellowship.
2. Word of Peace will be a safe, welcoming space for all people.
3. We aim to increase volunteer participation and ministry team structure to actively improve the lives of those in our local community through hunger relief, emergency assistance, and community service.
4. Word of Peace Lutheran church will work to foster a greater discipleship culture and the giving of resources, time and talents.
5. Word of Peace will deliberately celebrate that God is present and at work in our daily lives from the ministries in this church.

They are the common, repeated themes from the 2012 Long range Planning Report, the 2014 Worship survey, and the facility survey from 2015, as well as the more recent Kairos surveys and congregational listening sessions as part of our facility expansion planning. Indeed, the Holy Spirit spoke through all of us to arrive to such similar themes for the Word of Peace congregation.

These goals will better equip us for living our vision: to be a community where everyone knows Christ's Love, and shares Christ's Love with all people. We believe and recommend these goals serve as guidance:

- To the Word of Peace leadership to help steer strategic direction
- To ministry teams to help ensure we are successful fulfilling the wishes of the Holy Spirit and the congregation
- To our congregation and community program themes and/or curriculum
- To the Building Appeal, that we may have a facility that helps ensure our success

It is the recommendation of the Strategic Planning Team these five goals are adopted as the Vision and Mission for the Word of Peace ministry.

**Pastor Rick's Report:**

**EXECUTIVE TEAM REPORT  
PASTOR RICK SKARE  
1/18/17 – 2/21/17**

- 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.
- In the latter part of January I was very busy with **budget and Vision and Mission Forum preparations**. This included meetings with staff, Executive Team, and donors to help out with the 2016 shortfall.
- We celebrated our **Staff Holiday Party** on Jan. 27 at the home of Dawn Saxton. It was wonderful for the staff to be together and to celebrate their ministry, as well as to thank them for their incredible work.
- We did have a wonderful **Vision and Mission Sunday/Monday** on Jan. 29 & 30. With the narrative budget (annual report), video, and worship, it was a great way to celebrate all that God has done in and through Word of Peace in 2016, and to look forward to our vision for ministry in 2017.
- I have continued to work with the **Building Committee** and our architects, Benz/Thompson/Rietow. We continue to narrow our focus for building needs and designs, and we are looking for some direction from the Executive Team in terms of revamping our project and appeal timeline.
- Our confirmation ministry leaders (Megan Moen, Marcus Eads, Kari Osmek), and myself, met with three confirmation students and their parents and guides about some **behavior issues**. Our confirmation staff and guides handled this situation and meeting extremely well and worked with the students and their parents to resolve these issues.
- I met with Diane Peters and Tracy Rowe to explore some options for **congregation fundraisers** in 2017. We decided on three main fundraisers: Peace Market in June, Dinner and Entertainment in October, and a Craft Sale in November. Since our meeting, Diane has also been meeting with Kristin about a "Dragonfly" fundraiser as a part of the Women's Spring Luncheon.
- I have also been meeting and coordinating with Pastor Nathan Mugaas about a **CYF staff partnership** between Elk River Lutheran Church and Word of Peace. This is an opportunity for Word of Peace to share our ministry with another congregation while receiving some additional income support.
- Another exciting partnership is developing between Word of Peace and **Mobile Hope** (Dayton trailer park ministry). On Feb. 7 the entire Word of Peace staff had the opportunity to visit with

the leaders of Mobile Hope and hear how we can participate in this ministry. Tyler Strom is leading and coordinating this ministry.

- I have been working with the Strategic Planning Team to develop our **strategic initiatives**. These initiatives will be a part of our Leadership Summit on April 4th as the ministry teams will have an opportunity to coordinate with these initiatives.
- Megan Moen, Marcus Eads, Kari Osmek and I led the **Confirmation Guide Huddle** on Feb. 8. This was an opportunity for the guides to come together for support, planning, and to join in a meal thanking them for their ministry.
- Pastor Keith, Tracy Rowe and I led the **New Member Orientation** on Feb. 11. Once again we are blessed with a great group of new members who are very interested in discussing the faith and being a part of Word of Peace.
- On Feb. 16 I attended the first planning meeting at Northridge Fellowship Church for the ecumenical **National Day of Prayer**. This annual event will be on May 4<sup>th</sup> and is facilitated by our area churches to pray for our government, schools, families, businesses, military and emergency personnel, and churches.

We did hire **Kari Osmek** as our permanent, part-time Children, Youth, and Family Director. Also, we hired **Brandi Snell** as our part-time Accounting Clerk. It is wonderful to have these positions filled!

**Pastor Keith's Report:**

**Executive Team - Monthly Report**

**Keith Long**

**Pastor of Congregational Life & Growth**

**1/17/2017 – 2/21/2017**

**Word and Sacrament**

- Sermon preparation & preaching (1)
- Baptisms & Holy Communion
- Wellstead/Diamondcrest service with Holy Communion
- Worship Planning and bulletin review meetings
- Pastoral Visitation
- Funeral planning (None)
- Funerals (None)
- Pre-Marriage Counseling Sessions (None)
- Weddings (None)

**Teaching**

- Baptism Class
- Confirmation planning
- Confirmation Large Group (1)
- Sunday Morning Adult Ed planning
- Sunday Morning Adult Ed class ("Exploring World Religions")
- PeaceKast podcasts (5)

**Administration**

- Weekly All-Staff Meetings
- Pastors/Ministers weekly meetings
- Life & Growth team meeting (February)
- Stewardship Team meeting (February)
- Executive Team & Strategic Planning Team (January)
- Ministry Area Representatives Meeting
- Writing of newsletter articles, study plans, responding to emails, creating videos...
- New Member Orientation
- Vision and Mission Forum (13 Pies!)

## **Other**

- Peer Support Group overnight retreat at St. Paul's Monastery, Maplewood
- Minneapolis Synod Peer Group Leadership Board meetings (2)

\*Page 2 of this report is my proposed plan for **Continuing Education for 2017**. Please take note of "Leading Multi-Staff Ministries: Flourishing in Complexity" a three part training that begins July 31 in Gettysburg, PA and concludes in August of 2018. Given that this is a comprehensive (and therefore more expensive) leadership development opportunity, I seek approval from the Executive Team prior to making the one year participation commitment which includes a total financial cost of \$2,625 (plus travel.)

**Pastor Keith Long**

**Word of Peace Lutheran Church**

**Continuing Education 2017**

### **March 2017**

**What:** "Pitchfork and Hay" with Dr. Craig Koester

**Where:** Shalom Hill Farm, Windom MN

**When:** Sunday, March 12 - Wednesday, March 15

**Cost:** \$325

#### **Description: "Telling the Biblical Story"**

"The Bible tells a dramatic story that takes us into a world of love and betrayal. There are soaring hopes, shattering moments of despair, and repeated experiences of unexpected grace. Some parts of the Bible may seem so familiar that they no longer startle us, while other parts seem utterly strange and inaccessible. People in ministry have both the remarkable opportunity and the daunting challenge of helping people engage the Scriptures as living Word. In our time together, we will explore biblical text and ask how they continue to renew and inspire us and others in the context where we serve."

### **May 2017**

**What:** "Courage to Lead for Young Leaders and Activists" with Parker Palmer

**Where:** Mt. Olivet Retreat Center in Farmington, MN

**When:** Thursday, May 11 - Saturday, May 13

**Cost:** I will cover this out of pocket (\$300)

**Description:**

“This retreat is a rare opportunity for renewal, deeper connection with kindred spirits and committed peers, and the chance to engage questions of importance. Courage & Renewal retreats help attendees become a more self-aware, wholehearted leaders.

**August 2017**

**What:** “Leading Multi-Staff Ministries: Flourishing in Complexity” Part 1 of 3

**Where:** Leadership Academy @ Lutheran Theological Seminary, Gettysburg PA

**When:** Monday, July 31 - Thursday, August 3

**Cost:** \$875 + transportation

**Description:**

“This program, funded through a Lilly Grant, provides training for those who are identified and nominated by their bishops as having gifts to serve in the role of a senior/lead pastor. This unique leadership program is one training in three parts. Each week includes worship, keynote presenters, cohorts, networking and support.”

- Week 1 – Pastoral Identity and Staffing (July 31 – Aug 3, 2017, Gettysburg)
- Week 2 – Governance Models; Communication & Hospitality (Feb 2018, California)
- Week 3 – Money & Ministry and Vision & Planning (Aug 6-9, 2018, Chicago)

**Next Meeting:** Tuesday, March 14, 2017 at 6:30pm

**Closing – Lord’s Prayer**

Respectfully submitted,  
Lori Rankila  
Secretary