

**Word of Peace Executive Team
Meeting Minutes
May 9, 2017**

In Attendance:

Pastor Rick Skare, Senior Pastor
Pastor Keith Long, Pastor of Congregational Life and Growth
Linda Thomas, Director of Administration
Jim Peterson, President
Lori Rankila, Secretary
Rae Ann Hallberg, Member-At-Large
Mike Van De Riet, Member-At-Large

Devotion and Opening Prayer: Jim Peterson

Approval of April 2017 Executive Team Minutes: Motion to approve the April Executive Team Meeting Minutes made by Rick Skare and seconded by Rae Ann Hallberg. Discussion – none. Vote – motion carried.

Agenda Items:

Financial Update	All/Linda Thomas	
<p>YTD through April, 2017:</p> <ul style="list-style-type: none"> Regular Offerings to date \$402,543 Regular offerings are behind the budgeted offerings by \$277.00 Total Church Operations Income to date \$511,200 Total Church Operation Income ahead of budgeted income by \$487,741 (This amount includes repayment of loans from 2016) Total Church Expenses to date \$490,869 Total Church Expenses are below budgeted expenses by \$13,474 Total Income against expenses is \$20,331; Budgeted Income against expenses is (\$16,602) General Fund Loan from Dedicated \$0.00 End of April mortgages are at \$1,589,816 <ul style="list-style-type: none"> • Kristin’s pastoral raise is not in the budget. Kristin said “it was OK not to be up to date in salary at this time.” There is \$3,700 to put towards Kristin’s increase from the changes made in CYF. The difference of \$2,100 needs to be discussed. Tabled until June meeting. 		
Call Committees		
<ul style="list-style-type: none"> • Mark Walstrom spoke on the behalf of Tyler’s Call Committee. All five members of his Call Committee were in agreement to recommend him to be called to Pastor of Faith in Action. Motion to recommend Tyler to be called as Pastor of Faith in Action on 5/21 by the congregation was made by Rae Ann Hallberg and seconded by Mike Van De Riet. Discussion – none. Vote – motion carried. • Five of the six members of Kristin’s call committee spoke about Kristin’s recent interview to be called to Pastor of Spiritual Care. She was specifically asked about the challenge of working with her spouse in the same work place. All members were impressed with her reflection on this matter and were satisfied this would not be an issue. They were excited about her vision and dynamic ideas for future ministries for WOPLC. All six were in agreement to recommend her to be called to Pastor of Spiritual Care. Motion to recommend Kristin to be called as Pastor of Spiritual Care on 5/21 by the congregation was made by Mike Van De Riet and 		

<p>seconded by Jim Peterson. Discussion – none. Vote – motion carried.</p> <ul style="list-style-type: none"> Kristin’s Call Committee consisted of: Linda Thomas, Rae Ann Hallberg, David Andersen, Brenda Blank, Angela Carlson and Julie Laudenbach. 		
Staff Updates	Pastor Rick	
<ul style="list-style-type: none"> The Executive Team would like to see an update on the proposal for the Envelope Drive for the \$5000 matching gift. The feedback from the staff regarding the credit card limit set at \$100.00 for purchases without pre-authorization was viewed as a lack of trust. The Executive Team did not mean it to be perceived this way, but it was an effort to be fiscally responsible. Motion to increase the credit card limit without prior approval from \$100.00 to \$250.00 was made by Rae Ann Hallberg and seconded by Jim Peterson. Discussion – none. Vote – motion carried. Linda Thomas will write a credit card policy for the church. Receipts for all credit card transactions are required to reconcile the credit card statements. WOPLC made an offer to one of the CYF candidates, but were waiting acceptance. Michael’s Study leave is June 2-August 24. He has lined up music for all services. A new Human Resource group is being formed to help the staff with any conflict resolutions that may occur. The group will consist of 5 members. The Employee Handbook will also be revamped in the near future. 		
Building Update		
<ul style="list-style-type: none"> The Building Committee spoke to the Executive Team about finalizing a master building plan and to set a timeline for a building fund drive. They are looking at this fall for a soft opening to re-charge and create awareness for the congregation. It would kick off with meeting all four pastors and speaking about the responsibilities each one has to the church. There would also be a message about giving and the financial commitment and support needed to keep the church a vibrant place of growth and worship. Tentatively they would want a building fund drive in the Spring of 2018 and break ground in the Fall of 2018. The Building Committee wants to continue to meet with the Architect in June to get the plans through the schematic phase. Then they will have the Architect come meet with the Executive Team to have further dialogue about the plans. The committee has already spent \$17,000 out of the \$35,000 that was approved earlier. The motion to approve funds up to \$18,000 to continue to work with the Architect was made by Rae Ann Hallberg and seconded by Rick Skare. Discussion – none. Vote – motion carried. 		
Miscellaneous	All	
<ul style="list-style-type: none"> Linda will take care of getting the criminal background checks done on Kristin and Tyler. It must be “in action” prior to being called to a pastor position. No fees will be charged for Rockin’ Rogers Days parking. 		

Pastor Rick's Report:

EXECUTIVE TEAM REPORT
PASTOR RICK SKARE
4/12/17 – 5/9/17

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. We had an amazing **Holy Week** experience with 15 worship services. We received several positive comments about our “Journey through Holy Week” experience that was a part of the Palm Sunday services. The Maundy Thursday, Holy Week Walk, and Good Friday services were all very meaningful. Especially powerful were the reflections from members of the congregation on the Seven Last Words of Jesus from the cross that were a part of the Good Friday Tenebrae Service. And to top off the week, we had our largest Easter attendance ever with 2,849 worshippers (917 worshippers at the 10:15am service alone). We are talking about moving the youth breakfast to Palm Sunday to free up the Brekke Room so that we can broadcast the Easter service into the Brekke Room in order to accommodate all of the Easter Sunday worshippers.
3. I coordinated and met with both pastoral **Call Committees** for Tyler Strom and Kristin Skare. We re-assembled the committee that hired Tyler to reaffirm both his desire and Word of Peace’s desire to Call him as Pastor of Faith in Action at Word of Peace. A Call Committee was formed to interview Kristin as Pastor of Spiritual Care at Word of Peace. I met with them at their initial meeting to help them get organized and started and since then I have removed myself from their process.
4. I have been a part of the **interview process** for the Middle School Director and the Children, Youth, and Family Administrator. We have had some very good candidates to interview and hope to announce these positions soon. My thanks to Kari Osmek for coordinating these interviews and to the CYF staff for their participation in this process.
5. I helped plan and lead the **Rogers Area National Day of Prayer Service** on May 4th. It was a meaningful service and changing it to the venue of the Rogers Community room was a good move.
6. Pastor Keith, Tracy Rowe and I led the **New Member Orientation** on April 25th. We hosted another great group of new members who enjoyed the fellowship and learning. Thanks to Kristin Skare and the Care Team for their involvement with the New Member Orientation as well.

7. On May 1st, Pastor Keith, Tyler, Kristin, and I met offsite for a **Pastors Pretreat** planning session in preparation for our Staff Retreat on May 23-24. We planned out our preaching themes for 2017-2018, as well as the agenda and ministry items we want to have as part of the retreat.
8. I met with the **Building Committee and Appeal Advisory Team** for an update on where things are at and to make some plans for the future. There will be a report given at the Executive Team meeting.

On May 5th & 6th, Pastor Keith and I attended the **Minneapolis Area Synod Assembly** at Lord of Life Lutheran Church in Ramsey. It was a good opportunity to be updated on the ministry of the Synod and the greater church, as well as hear from good speakers and connect with other pastors and lay leaders from our Synod.

Pastor Keith's Report:

Executive Team - Monthly Report

Pastor Keith Long

4/10/2017 – 5/9/2017

Word and Sacrament Ministry

I continue to do the regular duties expected of me on a daily and weekly basis including: preaching, teaching, worship planning and leading, praying, and studying, presiding at baptisms and Holy Communion, weddings, and funerals, visiting, counseling, communicating, being on-call for emergencies, and providing leadership and oversight of the administrative areas of my responsibilities: **Adult Education, Small Groups, Stewardship, Life & Growth, and Communications.**

Teaching Ministry

Teaching in all of its many capacities at Word of Peace continues to be where I spend most of my energy month to month. With Pastor Rick's sabbatical looming large over the summer months, I have been trying to work ahead to get as much of the fall adult curriculum planned and prepared as possible. When I am not reading, writing, networking or crunching dates onto the calendar, I am doing what I love even more: spending time growing in faith alongside disciples of all ages, such as:

- *Pre-school chapel,*
- *Wednesday night confirmation large group,*
- *Sunday/Monday church school lesson,*
- *weekly PeaceKast episodes,*
- *the Lenten Facebook study debriefing ("Velvet Elvis" by Rob Bell),*
- *the Silent Retreat at Pacem in Terris (we doubled our previous attendance!),*
- *Topics on Tap ("Death & Dying"),*
- *Christ in Cinema ("The Circle"),*
- *and with a group of 17 adults on a World Religions field trip to a Buddhist temple (Minneapolis) and Hindu temple (Maple Grove.)*

Administration & Leadership

A significant amount of my time and energy is spent writing, attending meetings, reading and preparing study materials and/or videos and social media content, checking in with co-workers and supervisees, responding to email, overseeing committees and providing leadership. Some highlights of the past month:

- Recruiting Good Friday reflection writers and speakers for our 6:30 pm service (who collectively did an awesome job!)

- Preaching and presiding at Easter services on Saturday and Sunday April 15 & 16
- Assisting with leading New Member Orientation on 4/25/2017
- Continuing my work with The Stewardship Team as we continue to discuss our Strategy and Goals for 2017. The team completed their video testimonials with Dain Swanson; I designed and crafted these interviews to teach and inspire healthy giving over the course of the year. This video aired in worship on April 30th.
- Participated in an all-day planning retreat with the pastoral team for our upcoming Staff Retreat and mapping out ideas for our sermons in the fall of 2017- spring 2018

Other Commitments

I continue to be involved in the Minneapolis Synod as a team member of the **Peer Group Leadership Board**. Recently I helped coordinate a Lunch and Learn event held at the Black Forest Inn in Minneapolis. The speaker was Hans Wiersma who taught on “Luther the Reformer: Preaching and Teaching the Man and His Career for 2017.” I also attended the **National Day of Prayer** ecumenical service in Rogers and the Minneapolis Area **Synod Assembly** May 5 & 6 in Ramsey.

Motion to adjourn the May Executive Team Meeting was made by Rick Skare and seconded by Jim Peterson.
Discussion – none. Vote – motion carried.

Next Meeting: Tuesday, June 13, 2017 at 6:30pm

Closing – Lord’s Prayer

Respectfully submitted,
Lori Rankila
Secretary