

**Word of Peace Executive Team
Meeting Minutes
April 11, 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

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

Agenda Items:

Financial Update	All/Linda Thomas	
YTD through February, 2017: Regular Offerings to date \$188,344 Regular offerings are ahead of budgeted offerings by \$5,356 Total Church Operations Income to date \$264,203 Total Church Operation Income ahead of budgeted income by \$39,312 Total Church Expenses to date \$242,074 Total Church Expenses are below budgeted expenses by \$1,539 Total Income against expenses is \$22,129; Budgeted Income against expenses is (\$18,722) General Fund Loan from Dedicated \$9,462 End of February mortgages are at \$1,597,655		
YTD through March, 2017: Regular Offerings to date \$299,176 Regular offerings are ahead of budgeted offerings by \$9,342 Total Church Operations Income to date \$389,421 Total Church Operation Income ahead of budgeted income by \$36,471 Total Church Expenses to date \$352,570 Total Church Expenses are below budgeted expenses by \$28,345 Total Income against expenses is \$36,851; Budgeted Income against expenses is (\$27,965) General Fund Loan from Dedicated \$9,462 End of March mortgages are at \$1,595,711		
<ul style="list-style-type: none">• The Executive Team wants to continue to be transparent with the church finances and report this information to the congregation on a quarterly basis. The team decided to put the information into the church bulletin and do an announcement in church with questions to be referred to Linda Thomas. They also discussed putting a video together for E-View.• The excess funds from the building refinancing will be handled by the following: One month the excess will go towards paying down the mortgage and the next month it will be put in the Building Money Market.• Linda will contact those that expressed an interest in helping finance the staff salary increases. To date, the group has not come forward with their suggestions for financing or any financial contributions.• Spring Fundraisers: Peace Market, Dragonfly and CYF Envelope Matching Fundraiser.		

Update on Giving Task Force	Michelle Andersen	
<ul style="list-style-type: none"> Michelle reports that the first meeting went very well. They discussed having each team nominate a member to “thank” for their contribution to WOPLC. Another idea was having a “Gratitude Moment” where a person would be publically thanked in church or by video for their work at WOPLC. The group discussed providing the congregation with a quarterly statement of how/where the offerings are spent. Another idea was to have a visual chart like a thermometer to see how close we are to a goal. The group wants to encourage teams to write down the accomplishments and “happy” moments of each group to be shared with the congregation. 		
Staff Updates	Pastor Rick	
<ul style="list-style-type: none"> The CYF staffing proposal for a 30 hour/week CYF Administrator and for a 30 hour/week Director of Middle School was approved via e-mail by the Executive Team. Sheldon is already moving into the 40 hour/week position of Director of High School Youth. The church has already received applications for the 2-30 hour positions and for 2 Summer Internships. Kari Osmek, Pastor Rick and Linda Thomas will be on the interviewing committee for the CYF Administrator and then Sheldon will be added to this group to interview for the Middle School Director. Midwest Crisis Ministry – The CYF team agreed to give a “work station” in one of the back classrooms that will also allow access to an outside door. The staff was not in agreement with the \$100 credit card approval and asked to have the limit raised for purchases. The Executive Team will discuss this issue with Jim who was not present at this meeting. To date, 19 credit cards have been issued with various limits. The staff must submit a receipt with each credit card purchase. The credit cards are closely monitored by the Director of Administration. This fall, the pastors will rotate between the Executive Team and the Strategic Planning Team meetings at 6:30 so each team will access to a pastor. Study Leaves - Pastor Rick’s study leave is scheduled for June 9-September 1. If Tyler’s situation is not solidified by this time, he will he revise his study leave. Kristen’s study leave is scheduled for June 26-September 1 which allows her to attend Vacation Bible School. Michael Sahlen will provide the dates that he will be out on his study leave. Michael has been talking with Dain about assisting with the music program in his absence. The Executive Team has asked each of the study leave participants to provide a chart of who people will report to in their absences. See Pastor Rick’s and Pastor Keith’s Monthly Report for more Staff Updates and details! 		
Call Committee	Pastor Rick	
<ul style="list-style-type: none"> Kristin’s Call Committee – There are 4 applicants plus Rae Ann Hallberg to sit on her Call Committee. Pastor Rick will get the call committee started, but will then pull out. Tyler’s Call Committee – The original call committee will be used. At this point, Tyler is waiting for a release from the Bishop in South Dakota so he can be called to WOPLC. 		
Strategic Planning Team Update	SPT Team	
<ul style="list-style-type: none"> They were not present since they met on Tuesday, April 4th. 		
Miscellaneous	All	
<ul style="list-style-type: none"> Tyler and Tracy will be updating the bylaws this fall to better align the bylaws to what is really happening at the church now. These will need to be approved by the Executive Team when they are complete. 		

EXECUTIVE TEAM REPORT
PASTOR RICK SKARE
3/15/17 – 4/11/17

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 have had wonderful **Lenten Worship Services** each week. The theme of the “Small Catechism” has been well received as well as the experiential components of the services (small group conversation, written reflections and prayers, affirmation of baptism, and Holy Communion). As with each Lenten season we have been blessed with incredible music by Dain Swanson, Michael Sahlen, Dawn Saxton, and Heather Swason in leading the “Holden Evening Prayer Service”.
3. I have joined other Rogers area church leaders in planning this year’s National Day of Prayer. The **National Day of Prayer Community Worship Service** will be on Thursday, May 4th at the Rogers Community Center.
4. Tim Erickson, Wendy Neu, and I planned the **Leadership Summit** on April 4th. I think it worked really well to have an interactive presentation to communicate the strategic initiatives to the ministry teams. My thanks to Tracy Rowe who did much to set up for the meeting and coordinate the ministry teams. It was a great evening of fellowship, visioning, planning, and worshipping.
5. Kari Osmek and I have been in much conversation with each other and with the CYF staff in **structuring the CYF staff** and the open positions (Director of Middle School Ministry and CYF Administrator). We have finalized job descriptions and have posted these positions.
6. Dawn Saxton and I led **Preschool Worship** this past month on March 22 & 23. We had a Lenten theme and as usual it was wonderful to lead the preschoolers in music, prayer, and a Bible lesson.
7. I am involved with the **Holy Week Walk** rehearsals once again returning in my mean role as Caiaphas. The rehearsals have gone well and my thanks to Kristin Skare for coordinating and leading this event and worship services. It will be a great event for our church once again.
8. We had a really good **Thank You and Farwell Celebration for Marcus Eads**. It was good to get him up in front of the congregation for a couple of standing ovations. We enjoyed a wonderful staff potluck with some farewell speeches (i.e. Roast) and I was really pleased to see the incredible turn out of all of the middle schoolers and youth leaders at the open house we had for him on March 29th. We are planning on a similar celebration for Lisa Buck on April 23/24 (congregation), April 25 (staff) and April 30/May 1 (church school).
9. On March 30th I attended the **Minneapolis Area Synod Ministerium** for rostered leaders. It was a good opportunity for worship, fellowship, and to be inspired for mission in our area.
10. We started off **Holy Week** on Sunday with our Palm Sunday “Journey through Holy Week”. I heard many positive comments about this worship service. Please keep your pastors and staff in your prayers as they lead us in the worship and the events of this week. At last week’s Leadership Summit, Dain commented on just how much the sanctuary will be used in the next week and half—Leadership Summit, MOPs event, Lenten Services, Requiem Rehearsal, Funeral, Palm Sunday Worship, Easter Egg Hunt, Requiem Concert, Monday Worship, Maundy Thursday Worship, Holy Week Walk, Good Friday Worship, Prayer Vigil, Passion Experience, Easter Breakfast, Easter Rehearsals, and Easter Sunday. It shows not only how busy our leaders and staff are, but also how much our building is used and how the need for additional space is ever before us.

Executive Team - Monthly Report

Pastor Keith Long

3/10/2017 – 4/10/2017

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 administrating the areas of ministry I oversee: Adult Education, Small Groups, Stewardship, Life & Growth, and Communications.

Teaching Ministry

Teaching and offering faith formation opportunities of all shapes and sizes is something I take very seriously and derive great joy and satisfaction. This past month I prepared and taught in various capacities: the Sunday morning Adult Ed study on Old Testament Prophets, weekly PeaceKast episodes, Lenten Facebook book study ("Velvet Elvis" by Rob Bell), Baptism class, Topics on Tap ("Expanding Universe"), Christ in Cinema ("Get Out"), and celebrate communion class.

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:

- The Stewardship Team and I continue to discuss our Strategy and Goals for 2017. The team has been coordinating with Dain Swanson in recording video testimonials to teach and inspire healthy giving over the course of the year. The goal of these videos is to educate membership giving and inspire generosity. In May we will be working on the promotion of electronic giving, writing and sending thank you's to givers, and mailing statements to those who've pledged.
- Financial Peace University recently wrapped up its second class offering at the end of March. I am grateful for the leadership of Thomas and Angie Grubbs who are the heart and soul of this opportunity.
- A Word of Peace member would like to start up and facilitate a "Divorce Care/Single Parent" support group/course through Word of Peace. I will be getting in touch with him soon to discuss some options and create a plan together.

Other Commitments

I was nourished through some **continuing education** in March at Shalom Hill Farm in Windom, Minnesota. Professor Craig Koester of Luther Seminary led us in daily Bible Study and I enjoyed some great fellowship with former colleagues and made some new friends as well. I also continue to be involved in the **Minneapolis Synod** as a team member of the Peer Group Leadership Board. We meet monthly (sometimes more) to plan and coordinate events in the synod and promote/oversee peer group participation.

Next Meeting: Tuesday, May 9, 2017 at 6:30pm

Closing – Lord's Prayer

Respectfully submitted,
Lori Rankila
Secretary