

**Word of Peace Executive Team
Meeting Minutes
September 12, 2017**

In Attendance:

Rick Skare, Senior Pastor
Kristin Skare, Pastor of Spiritual Care
Keith Long, Pastor of Congregational Life and Growth
Linda Thomas, Director of Administration
Jim Peterson, President
Michelle Andersen, Vice-President
Lori Rankila, Secretary
Mike Van De Riet, Member-At-Large
Rae Ann Hallberg, Member-At-Large
Kari Osmek, Director of Children, Youth and Family Ministry

Devotion: Jim Peterson

Opening Prayer: Pastor Rick

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

Agenda Items:

Financial Update	All/Linda Thomas	
<p>YTD through August, 2017:</p> <p style="padding-left: 20px;">Regular Offerings to date \$746,056</p> <p style="padding-left: 20px;">Regular offerings are ahead of budgeted offerings by \$19,014 and last year by \$40,909</p> <p style="padding-left: 20px;">Total Church Operations Income to date \$908,467 (Includes \$41,338 repayment of 2016 Financial Loss)</p> <p style="padding-left: 20px;">Total Church Operation Income ahead of budgeted income by \$29,770 (without including the \$41.3 in debt repayment, the church is behind budget by \$11,568)</p> <p style="padding-left: 20px;">Total Church Expenses to date \$966,329</p> <p style="padding-left: 20px;">Total Church Expenses are below budgeted expenses by \$19,019</p> <p style="padding-left: 20px;">Total Income against expenses is \$(57,862); without including the \$41.3 in debt repayment, Total Income against Expenses is \$(99,200). Budgeted Income against expenses is \$(106,651);</p> <p style="padding-left: 20px;">General Fund Loan of \$77,000 (\$62,000 from the Dedicated Account and \$15,000 loan from the line of credit).</p> <p style="padding-left: 20px;">End of August mortgages are at \$1,573,397</p> <ul style="list-style-type: none"> • Discussion continues on how to best present the church finances in the bulletin so the congregation has a clearer picture of the true finances. • Diane Peters is planning the Charity Gala and has a goal of \$10,000 net profit. She has been working hard to get many needs met through donations. • 3 Things to get behind this fall to help with “Other Income”: <ol style="list-style-type: none"> 1) The CYF Envelope Campaign to help offset tuition increases. 2) The Word of Peace Charity Gala to help support the ministries of the church. 3) Teams can talk with parents/targeted people to get the message out about the church financial concerns and needs. <p style="padding-left: 20px;">Other Ideas to mention in the bulletin:</p>		

<ol style="list-style-type: none"> 1. Catch up with pledges if behind. 2. New givers are welcomed and encouraged. 3. Thank current givers. 4. Let congregation know that we are 100% self-funded; no financial assistance is received from the Lutheran Synod. 5. Thank you screen during offering to highlight what the money is supporting. <ul style="list-style-type: none"> • 2018 Budget discussions continue. The Executive Team has asked that the staff prioritize all programs as to its importance and the hours needed to plan and execute the program. 		
Staff Updates	All	
<ul style="list-style-type: none"> • Pastor Rick and Linda will contact approximately 4 outside human resource personnel to set up a means for staff to air concerns/grievances to someone other than church personnel. 		
CYF Discussion	All	
<ul style="list-style-type: none"> • An open dialogue between the Executive Team (including the Pastors) and Kari Osmek (CYF representative) regarding the circumstances surrounding the Middle School Director position. The Executive Team asked that emails/concerns be brought up through the chain of command/supervisor. 		
Miscellaneous	All	
<ul style="list-style-type: none"> • On 9/19 Linda will be attending the Rogers Planning Committee regarding Living Hope Church which is located adjacent to the church cemetery. She was not told what the meeting was about. • The Executive Team will meet with Linda on 9/26 to discuss new options for staff benefits. 		

Pastor Rick's Report:

REPORT TO EXECUTIVE TEAM | PASTOR RICK SKARE | 9-12-17

I have been back from Study Leave now for a week and a half, but I have hit the ground running. In my relatively short time back so far I have been involved with the death of Mark Kranz and planning and leading his Memorial Service, helping to lead two Confirmation Guide Training events and the Confirmation Parent Orientation Night, I preached the Sunday services on Sept. 2 & 9/10, and helped preside at the Wedding of Jenna Frain, along with my other pastoral and administrative duties.

Needless to say, I am back at it, and very excited and energized to be here. I am very thankful to the congregation for a wonderful Study Leave. It provided for me exactly what I had hoped it would: time for family, travel, home projects, study, spiritual renewal, and rest. As I alluded to earlier, I am returning to my ministry at Word of Peace renewed and refreshed. I will get out a full report of my Study Leave in the next couple of days.

Pastor Keith's Report:

Pastor Keith Long | Monthly Report | 9/12/2017– 10/10/2017

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, visitation, counseling, communicating (Newsletter, Email, adult ed materials, etc,) being on-call for emergencies, and providing leadership and oversight of the administrative areas of my responsibilities.

Adult Education

- Online book study on Christian Identity in a Multi-Faith World (Brian McLaren),
- Sunday morning study of Romans
- Christ in Cinema (Logan Lucky)
- PeaceKast Live!

- PeaceKast (regular recordings)
- Topics on Tap (God's Plan)
- Baptism Class

Children, Youth and Family Ministry

- Preschool Kickoff prayer service
- Confirmation Large Group Learning Event
- Confirmation Conversations

Preaching

- September 24/25 & October 8/9
- Wedding (October 7th Kristin Wiersgala & Cody Messner)
- Wellstead & Diamondcrest Holy Communion

Stewardship

- Monthly Meeting (Pledge Drive Planning)

Life & Growth

- Men and Women's Pheasant Outing (October 7th Glencoe, MN)

Other Commitments

- Monthly Peer Group
- Minneapolis Synod Peer Group Leadership Board Meeting

Pastor Tyler's Report:

Pastor of Faith in Action Monthly Report | October 10, 2017

Global Mission

There are currently 13 people from Word of Peace who are registered for the Mission Jamaica Trip - over twice the number from last year! It is exciting to see passion people have for this ministry. While a small number of individuals are serving on this trip in person, the entire congregation has the ability to participate through their financial and prayerful support.

Local Outreach

The first *Serve Sunday* at Word of Peace was held Oct 8. Members helped to make a difference through a variety of service projects. These included making infant toys and preparing materials for Bundles of Love, making pictures for Color-A-Smile, creating and writing cards to homebound members and service members, cleaning projects at the St. Michael Senior Center and CROSS Services. We look forward to making *Serve Sunday* a quarterly event and including even more people next time.

Continuing Education

I was able to attend the Bishop's Theological Conference Oct 8-10. The topic of the conference, "Your Next Bold Step", offered skills and strategies from community organizing to strengthen ministry. These principals will be extremely useful as we continue to strengthen our outreach ministry.

Other

A Worship Volunteer Training and Appreciation Event is planned for Oct 15 as we look to strengthen this ministry and invite new volunteers.

In Christ,
Pastor Tyler Strom

Pastor Kristin's Report:

Kristin Skare, Pastor of Spiritual Care | Pastoral Update – September 2017

I returned a little early from my study leave to walk with the Kranz family during Mark's last days of life after a long battle with cancer. I officially returned from my study leave on Tuesday, September 5 and returned to normal pastoral duties. I did not use all of my continuing education time and will be using the remaining time to participate in continuing education events in the Twin Cities this fall. The study leave was a gift to renew, rest, read, and reconnect with family members we are not able to spend time with on a regular basis. The following is a report of my most recent work—

Pastoral Care Update --

From December 2017 – September 8, 2017 the pastors have logged:

- *177 pastoral care contacts in the pastoral care log.
- *50 grieving family contacts.

The Pastoral Care Log and Grief Pastoral Care Log is a Google doc for pastors to record their pastoral care contacts in order that we may communicate the pastoral care needs of the congregation.

Not *all* visits and contacts are recorded here. Visits that involve a family/individual are not recorded in the pastoral care log if the visit is confidential nature. These visits are recorded separately in each pastors' private notes. Therefore, the number of pastoral and grief contacts since December probably exceeds 300 contacts.

Study Leave

I will provide a detailed study leave report by the October meeting. Until then I want you to know that I spent my time reading about grief and grief recovery.

A Gathering of Women

We kick-off the fall with an event for women featuring singer/songwriter Rachel Kurtz on Tuesday, September 26. Women's ministry has been growing. Rachel is a singer/songwriter who has been featured at several ELCA Youth Gatherings, she travels the country as ambassador of the ELCA Hunger Relief Ministry, and she performs across the country for churches, retreats, camps, and the *Why Christian?* Conferences hosted by theologian Rachel Held Evans and Pastor Nadia Bolz-Weber.

Thursday Morning Bible Study

My study that explores the history, context, and meaning behind the upcoming Sunday/Monday sermon texts resumes on Thursday, September 28 at 10 am. Last year we had 20 active members of this group. This year, a Facebook group will be formed and begin October 5 for people who are unable to attend the morning class so that they may participate in a Facebook study alongside the group that gathers on Thursday morning.

Ministry Fair

I am coordinating the efforts of the CARE Team and promoting my ministry at the upcoming ministry fair on Sunday, September 11 and Monday, September 12.

Wedding

I will officiate the wedding of Alyssa Parker and Alek Halvorson on Friday, September 22.

CARE Team

The CARE Team feels good about the way they are gaining a focus of their work. They are happy managing the New Member classes and now contact new members three times by card, call, and e-mail after people participate in the class. We have provided organization for the Card Ministry and 1,500 cards have mailed out since December of 2017. The CARE Team is now looking for more ways to serve the congregation by recruiting more people to participate in our ministries.

BeFrienders

BeFrienders kicks off their monthly meetings in October. We currently have 15 active BeFrienders and 12 of the 15 regularly meet with people in our congregation. A Listening Retreat is being planned and will be held in my home later this fall.

The ONE Run

I am coordinating Word of Peace efforts to be involved in the ONE 5K Run and Walk with Alleluia Lutheran Church and the St. Michael Catholic Church to raise funds for Feed My Starving Children. The run is Saturday, October 28 at 10 am.

General Ministry Duties

I meet with congregation members both inside and outside of my office each week. I am preparing for preaching on October 1 and 2, assisting in worship, leading Engel House Assisted Living Worship, preaching October 1, and teaching confirmation.

Motion to adjourn the meeting was made by Michelle Andersen and seconded by Jim Peterson. Discussion – none. Vote – motion carried.

Next Meeting: Tuesday, October 10, 2017 at 6:30pm

Closing – Lord's Prayer

Respectfully submitted,
Lori Rankila
Secretary