

**Word of Peace Executive Team  
Meeting Minutes  
November 14, 2017**

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In Attendance:

**Rick Skare, Senior Pastor**  
**Keith Long, Pastor of Congregational Life and Growth**  
**Tyler Strom, Pastor of Faith in Action**  
**Jim Peterson, President**  
**Michelle Andersen, Vice-President**  
**Josh Holland, Treasurer**  
**Lori Rankila, Secretary**  
**Rae Ann Hallberg, Member-At-Large**  
**Mike Van De Riet, Member-At-Large**  
**Michael Sahlem, Minister of Worship and Music**  
**Kari Osmek, Director of Children, Youth and Family Ministry**  
**Teri Frain, Member of Strategic Planning Team**

**Devotion: Jim Peterson**

**Opening Prayer: Pastor Rick**

**Approval of October 2017 Executive Team Minutes:** Motion to approve the October Executive Team Meeting Minutes made by Michelle Andersen and seconded by Pastor Rick. Discussion – none. Vote – motion carried.

**Agenda Items:**

Financial Update	All/Linda Thomas
<p>YTD through October, 2017:</p> <p>Regular Offerings to date \$938,911</p> <p>Regular offerings are ahead of budgeted offerings by \$16,599 and last year by \$50,996</p> <p>Total Church Operations Income to date \$1,159,147 (Includes \$40.5K repayment of 2016 Financial Loss)</p> <p>Total Church Operation Income ahead of budgeted income by \$12,026 (without including the \$40.5K in debt repayment, the church is <b>behind budget by \$28,512</b>)</p> <p>Total Church Expenses to date \$1,222,185</p> <p>Total Church Expenses are below budgeted expenses by \$27,771</p> <p>Total Income against expenses is <b>\$(63,038)</b>; without including the \$41.3K in debt repayment, Total Income against Expenses is <b>\$(103,576)</b>. Budgeted Income against expenses is <b>\$(102,835)</b>;</p> <p>General Fund Loan from Dedicated \$62,000 and Bank Line of Credit \$45,000 = \$107,000</p> <p>End of October mortgages are at \$1,565,210</p> <ul style="list-style-type: none"> <li>• The income/expense from the Charity Gala and the proceeds from the CYF Envelope Matching Fundraiser are not included in the October financials.</li> <li>• Credit Card fees from the Push Pay program are increasing “Administration” expenses above the budgeted expenses.</li> <li>• Kari Osmek requested that Lauren Skare’s position as an Interim MSM director be extended until the end of January 2018 to help with the Rite of Passage and planning spring/summer programming. A motion to extend the Lauren Skare as Interim MSM Director until the end of January 2018 was made by Michelle Andersen and seconded by Josh Holland. Discussion – none. Vote – motion carried.</li> </ul>	

<ul style="list-style-type: none"> <li>The updated financial information for next week's bulletin will show a loss of \$107,000 which is needed to repay the two loans from the Dedicated Account and the Bank Line of Credit.</li> <li>Michelle Andersen presented a "Thanks Giving Moment" to be put on the screen during the offering. She also asked that "how to use Push Pay" be put either in the bulletin or on the screen (during the offering) as a reminder to those who forgot how to access it. She also suggested that the church encourage the congregation to take the bulletin home so they have the recent financial information and also a list of upcoming events.</li> </ul>		
<b>2018 Budget</b>	<b>Pastor Rick</b>	
<ul style="list-style-type: none"> <li>Pastor Rick did a preliminary 2018 budget based on the 2017 financial information through October combined with the budgetary information for November and December to project income/expenses for 2018. The Executive Team agreed that it was a good start to the 2018 budget process. He will go back to the staff to continue to work on the details.</li> </ul>		
<b>Strategic Planning Team Update</b>	<b>Teri Frain</b>	
<ul style="list-style-type: none"> <li>The SPT will be hosting a Leadership Summit on February 9<sup>th</sup> and 10<sup>th</sup> at the Elk River Lutheran Church. Attendees will include all Pastors, the Strategic Planning Team, the Executive Team, Programming Staff and 2 representatives from each Ministry Team. The SPT will be sending out a survey for all attendees to complete by December 15<sup>th</sup>.</li> </ul>		
<b>Staff Updates</b>	<b>Pastor, Programming Staff</b>	
<ul style="list-style-type: none"> <li>See the Pastor's reports and the CYF report below for a highlight of the duties and activities they participated in for the past month. October was a busy and exciting month for church programs. <ul style="list-style-type: none"> <li>*The Rogers Police Department will continue to direct traffic on Sundays through Christmas Eve.</li> <li>*Heidi Johnson was hired as our new CYF Administrator.</li> <li>*Diana Anderson was hired as our new organist.</li> <li>*Michael Sahlem wrote new songs for the Festival of Carols while on his sabbatical. He also booked a string quartet for the event.</li> </ul> </li> <li>Pastor Rick brought up the discussion of adding 2 additional paid holidays for the staff. Since the staff receives 9 paid holidays and the business norm is 8 days, the discussion did not advance further. The Synod did not offer any guidelines for paid holidays.</li> <li>The Personnel Committee put together an "Open Door" policy for the employee handbook. The policy includes 4 steps that can be done if an employee has any problem/concern in the work place. The Executive Team made a motion to approve the policy with the inclusion of adding "or a relative of the Senior Pastor" in Step 4. Motion made by Michelle Andersen and seconded by Josh Holland. Discussion – none. Vote - motion carried. The church will have an In-House policy where the Personnel Committee can be brought together by either the President of the Executive Team or the Senior Pastor to hear the concern if all steps have been exhausted and is still not resolved.</li> </ul>		
<b>Miscellaneous</b>	<b>All</b>	
<ul style="list-style-type: none"> <li>Michael Sahlem needs men in the choir!!!</li> </ul>		


Pastor Rick's Report:.

## EXECUTIVE TEAM REPORT

PASTOR RICK SKARE

10/11/17 – 11/14/17

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. Linda Thomas and I met with Rogers Police Chief, Jeff Beahan, and Chief Beahan did inform us that we would be able to have a Rogers Police Officer **direct traffic** at the intersection of Main St. and 129<sup>th</sup> Ave N. on Sunday mornings starting October 29<sup>th</sup>. They will also provide traffic control on Christmas Eve for our larger services.
3. I am working with the Strategic Planning Team to lead our **Leadership Retreat** on Feb. 9-10, 2018 at Elk River Lutheran Church. The purpose of this retreat is to develop four strategic initiatives for 2018-2019. We expect to have 40 church leaders in attendance including: program staff, the strategic planning team, the executive team, and two representatives from each ministry team.
4. I have been sitting in with Kari Osmek and the CYF Team for our interviews for the **CYF Administrator position**. We are pleased to have hired **Heidi Johnson** as our new CYF Administrator.
5. Also, after a great audition and interview, we have hired **Dianna Anderson** as our **8:30am worship organist**.
6. We have had our first meeting of the **Personnel Committee**. It is a very knowledgeable, hard-working committee. Already they have updated most of our Employee Handbook and

organizational chart. They are looking for some direction from the Executive Team on the following matters:

- Approval that the Personnel Committee can only be called together by the Senior Pastor or the President of the congregation.
  - Approval of additional paid holidays for Martin Luther King Jr. Day and President's Day.
7. Along with most of the rest of the staff, I went through **CPR Training** on October 24<sup>th</sup>. This is an excellent training session led by Judy Volkens to keep the staff updated on CPR and emergency practices.
  8. Linda Thomas and I met with representatives from **Portico** to get our questions answered on benefits. We received some good information regarding our benefits.
  9. I worked with Diane Peters and some of the other staff to plan the **Gala** celebration. The evening was a wonderful celebration of our ministry and raised over \$20,000 in gross proceeds (probably \$15,000-\$16,000 net) for our Operations and Ministry Fund. Thank you to the Executive Team members who were on hand to serve as greeters for the event.
  10. We had quite a **Reformation Celebration** on October 28-30. I attended the One Run and Trunk or Treat. We had wonderful worship with beautiful music and activities for all ages throughout the building. Also, I organized a Luther movie night complete with popcorn, refreshments, and engaging discussion.
  11. On October 30-31 we were visited by the **preschoolers** who came around to the staff offices trick or treating. Their costumes were as cute (I mean scary) as can be!
  12. On October 31, all of the Word of Peace Pastors attended the Minneapolis/St. Paul **Ministerium** in celebration of the reformation. This was a great opportunity for us to get together with other ELCA pastors of the Twin Cities area for worship, fellowship, and to hear from a panel of six speakers on the topic of "Turning 501" (how do Lutherans respond to the world in our 501<sup>st</sup> year). We did not forget our own church staff, however, as that afternoon the pastors took out the staff to a local establishment to celebrate the reformation and to say "Thank You" for a job well done in leading our congregation in the reformation celebration.
  13. The pastors tried a "**Meet & Greet**" after the worship services on November 5<sup>th</sup>. The purpose was to introduce ourselves and Word of Peace to prospective members and to answer any questions. There were only a few who were present, but we had a great conversation with those who were there. As pastors, we are continuing to look for ways to modify our New Member Orientation and connect with prospective members.

14. I attended the **Celebrate Communion Class** on Nov. 5, led by Pastor Tyler Strom and Rachel Smith. The purpose of my attendance was to become more acquainted with the newly modified class to help lead the class in the future. The class was very engaging and informative for the kids and their parents.
  
15. The pastors are beginning to make plans for the 2018-2019 programming year, utilizing the **Narrative Lectionary** (basically a walk thru the Bible in 9 months). We will be working with other staff to make this a congregation-wide emphasis.

**Pastor Keith's Report:**

**Pastor Keith Long**

*Monthly Report*

*10/10/2017– 11/14/2017*

**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 (Brian McLaren) [wrapped up Oct 26<sup>th</sup>]
- Sunday morning study of Romans [wrapped up Oct 29<sup>th</sup>]
- Christ in Cinema (Blade Runner)
- PeaceKast (weekly recordings—check it out on iTunes if you haven't already!)
- Topics on Tap (World Religions)
- Baptism Class
- Adult Ed Field Trip to Jewish Synagogue [Oct 13<sup>th</sup>]
- Pacem in Terris Silent Retreat [November 9-11]

**Children, Youth and Family Ministry**

- Sunday morning Church school lesson (October 29<sup>th</sup>)

- Confirmation Large Group Learning Event

### Preaching

- Memorial for Savannah Leckie [October 21]
- November 5 & 6 (All Saints)
- Wedding (October 14<sup>th</sup> Thomas and Amy Kraft)

### Stewardship

- Monthly Meeting (Pledge Drive Final Details)
- Script writing & Stewardship Video Productions
- Writing Pledge Letters
- Our goal this fall was to pledge half of the Operations & Ministry Budget of \$1.6 Million by targeting the 85% of households giving less than \$1000 a year (approx. \$20 a week). As a team we feel it is imperative to thank our dedicated givers and communicate to them our thanks for their faithfulness by asking them to simply keep doing what they're doing to avoid burning them out. If we are to consistently hit our mark of \$1.6 million this year and every year, it's going to take our faithful givers sustaining us and getting more help from that 85% currently on the sidelines. It's also going to require conservative spending practices, as this \$1.6 million is significantly higher than our offerings and persistent year-end debt suggest we are able to reach comfortably.

### Other Commitments

- Monthly Peer Group
- Minneapolis Synod Peer Group Leadership Board Meeting
- Faith and Clean Energy Advocacy Livestream Workshop [Oct 24<sup>th</sup>]
- St. Paul and Minneapolis Synods Joint Ministerium Worship & Forum October 31

### Pastor Tyler's Report:

## Executive Team Monthly Report Pastor Tyler Strom, Faith in Action 10/11/17 – 11/14/17

### Global Mission

1. Continue to pray for the 12 members from Word of Peace that are joining 20 others for the February 2018 **Mission Jamaica Trip**.
2. **Operation Christmas Child** is one way that we can help children living in poverty. Shoeboxes are filled with personal items and gifts and collected November 13-20.

3. The Global Mission Team is preparing for the annual **Fair Trade Fair** which will be held December 2-11.

#### **Local Mission**

4. Members of Word of Peace continue to become more involved with **Mobile Hope** – a partner organization helping to empower those living in the mobile home park in Dayton. Our main focus has been Homework Help which is a program run by volunteers every Tuesday and Thursday to provide tutoring.
5. I have been exploring the possibility to partner with **Great River Family Promise**. This is a local organization that houses homeless families at churches. We are entertaining a partnership with Northridge Fellowship to help find volunteers for one week every three months.
6. Our congregation will be fulfilling Christmas wishes for five families through our **Adopt-A-Family** program. The gift board is up and gifts will be collected through December 3.
7. This month's CYF report has done a great job in highlighting the success of the **Trunk-or-Treat** event on Oct 28, but I will add that this is a wonderful outreach opportunity to our community and an example of how we give ourselves away in love.

#### **Mental Health**

8. The **Veterans Event**, "Serving Those Who Serve", was held Oct 29. The event supports veterans, first responders, and trauma survivors. A highlight was two quilts presentations for Lyle Jordon and Lou Oberdeck.
9. Attended an **Interfaith Conference on Mental Health** at Mt. Olivet on Oct 23. It was sponsored by the Jewish Family and Children's Service of Minneapolis and the guest speaker was a Muslim woman who shared about her own experience of faith and mental illness.

**General Pastoral Duties** – in addition to preaching, planning and leading worship, teaching, presiding at baptisms, weddings, and funerals, pastoral care and visitation, communication, and administration, highlights from the past month include:

10. Planning **Thanksgiving Eve** and **Christmas Eve** Family services.
11. Word of Peace **Gala** on November 4.
12. Pastor **Meet & Greet** on November 5.
13. Working with Rachel Smith to redevelop our communion class, and taught **Celebrate Communion** on November 5.

In Christ,  
Pastor Tyler Strom

**Pastor Kristin's Report:**

**Pastor Kristin Skare**

**Pastor Report**

**November 2017 Executive Team Meeting**

## Teaching

I have prepared lessons and taught Thursday Morning Bible Study, Confirmation, Baptism Class, Church School “Ask the Pastor” Day, Led one session of the Adult Forum on Romans, and Preschool Chapel

## CYF Ministry

- **Traveled to Houston**—Dawn Saxton and I were trained for three days as Property Managers who serve Synod Day Directors for Synod Day for the 2018 ELCA Youth Gathering. This was an amazing time spent with 80 leaders and 110 Youth. The thought and planning by the national directors is wonderful. The theme of the Gathering is This Changes Everything and kids will gather with 25,000 other youth learning and serving so that they leave the week growing in faith and walk away trusting that *Love Changes Everything, Grace Change Everything, Hope Changes Everything, and Jesus Changes Everything*. All curriculum, events, and worship center around these ideas based on youth research in a book called *Woo*, All youth desire:
  - Someone to become
  - Somewhere to belong
  - Something to do [that changes the world]
- **8<sup>th</sup> Grade Confirmation Retreat**—Attending 8<sup>th</sup> grade confirmation retreat at Luthercrest Bible Camp
- **Trunk or Treat**—I enjoyed a night of decorating our car trunk, dressing up as “Skarecrows” and greeting kids and parents.
- **Church School**—I spent Sunday morning and Monday evening in church school large group time for “Ask the Pastor” and answered questions the kids submitted on Reformation Sunday.

## Women’s Ministry

**Christmas Luncheon**—I am meeting with a team of 6 women planning and executing details for the December 2 Christmas Luncheon. Pati Kachel, professional storyteller, is our featured guest speaker.



## Events

- **All Saints Day Service at the Word of Peace Cemetery**-Wrote and led a service for people at the Word of Peace cemetery. Distributed pine seedlings to all who gathered to plant in memory of their loved one. This imagery was tied to the imagery of the Biblical texts I selected.
- **All Saints Prayer in Worship** – Constructed three areas in our worship space using candles, a large cross, and paraments for people to light a candle in memory of the saints in their lives that have joined God in the Kingdom of Heaven.
- **The Word of Peace Gala** – I served along with Tracy Rowe as a staff liaison to the Gala committee. This group of people (including Tracy Rowe and Jennie Priebe) worked endless hours and boy does this group of people love this church and its mission and vision.
- **Leadership Class for 9-12<sup>th</sup> Grade Girls** – I am working with Pam Johnston who will lead a four week class in January and February for girls to empower them to lead with the gifts God has given them for the sake of God's world.

## Pastoral Care

I made 35 pastoral visits and/or contacts for people who are ill, hurt, grieving or need support. The highlight of which was hearing the good news that Pat Backhaus received a new heart and returned home just this past Monday.

## General Pastor Responsibilities

Preaching, worship leading, visitation, baptisms, budget planning, and general daily ministry. I have met with the Care Team and I meet with the BeFriender group where we are reading and discussing, *Legacy of the Heart: The Spiritual Advantages of a Painful Childhood*

Each week I am amazed by the number of people who serve this congregation with heart and passion. It's been a very busy month with our Reformation Celebrations. Hats off to the CYF Team and the teachers for all that they did to celebrate and teach about the Reformation, hats off to our musicians and music groups who led such wonderful music, hats off to Arlan and Jim who did so much to set-up and clean with so many activities, thanks to Jennie, Linda, and Tracy who do so much for so many people – we have a great team of people here! I feel blessed!

Peace,

Pastor Kristin

Kari Osmek, CYF Report:

## **EXECUTIVE TEAM UPDATE NOVEMBER 2017**

### **CHILDREN'S MINISTRY, Dawn Saxton**

- Church School celebrated Reformation Sunday by posting questions on doors and participating in a variety of hands-on activities
- We are beginning to research online registration options for Church School, VBS, and other CYF programs

### **CONFIRMATION, Megan Moen**

We are preparing to send 108 8th graders to Luther Crest Bible Camp for the annual confirmation retreat November 10-12.

We continue to accommodate nearly 400 6th-8th graders (kids are still registering) each week for learning events.

The work of getting ready for the 130 9th grader to be confirmed in January is ramping up. I am working with families to help them meet all of the deadlines, while planning the four Rite of Passage evenings and the four worship services.

On November 8 we sent 29 classes out into the community for servant/fellowship:

- Calling BINGO at Guardian Angels
- Packing food for Feed My Starving Children
- Serving at CROSS
- Collecting food for CROSS
- Packing boxes for Operation Christmas Child
- Assembling Blizzard Bags for Meals on Wheels
- Serving at Open Doors for Youth
- Baking cookies and assembling packages for the troops overseas
- Serving at Wellstead

We had 14 classes in the church building:

- Assembling College Care Kits
- Tying blankets for hospice patients
- Assembling Sweet Cases for Together We Rise (foster care organization)

### **MIDDLE SCHOOL MINISTRY, Lauren Skare**

It's been a busy month for Middle School Ministry! We had our **monthly MSM.AM** with 24 youth in attendance! At MSM.AM, we discussed Martin Luther and the Reformation, in which youth learned that because we are saved by grace through faith, we are freed and equipped to fully love and serve our neighbor. To exemplify this, the youth engaged in a service project called the Wool Sock Initiative. The Wool Sock Initiative is a program run through the Community Action Center of Northfield that provides

wool socks with loving notes in the soles about God's love to homeless men, women, and children in Southern Minnesota. We collected 20 pairs of wool socks and the youth wrote over 40 notes!

To close the month, the youth office hosted the **Holy Ghost Party** for 6th-8th graders! The party was a huge success with 50 youth participating in church-wide night games in the dark!

#### **YOUTH MINISTRY, Sheldon Way**

We've had two **9<sup>th</sup> Grade Confirmation** events in the last month with a combined attendance of over 140 youth, in addition to the **Holy Ghost party** with 50+ youth, and **MSM.AM**, where attendance continues to rise. We're continuing to plan the **Youth Gathering** in Houston next summer, as well as exploring new options for other **summer ministries** including our camp programs and Summer Stretch. **Confirmation** has also been a large focus over the last few weeks, including an energetic weekend on the **8<sup>th</sup> grade retreat**.

#### **FAMILY MINISTRY, Rachel Smith**

PHEW! October has been a crazy month for Family Ministry and there's no sign of slowing as we head into the holiday season.

We kicked off the month with the **100 Envelope Drive**. As of last week, we have successfully raised all of the funds necessary to meet our \$5,000 matching grant. I am working on pulling some statistical information together for the Executive Team in regards to who was part of the giving in this campaign.

We hosted 2 of 4 sessions of the **Celebrate Communion** class, which received a complete re-write earlier this fall to streamline the learning objectives for our families as well as make the concepts easier for children to comprehend. We have had 40 students participate in our first two sessions, and are accepting students in Grades 3-6, as a few students have not participated in the class prior to Confirmation. Two challenges we have uncovered in the past couple of sessions are the need for education materials that can be kept by students for future use as well as the potential need for a 5<sup>th</sup> week of class. In the past, we have found the class to be most effective for groups with 35 students or less. With an average of 120 students enrolling each year, this puts our class sizes closer to 40, and when (despite our best efforts) students delay registration until the spring, we often see classes that can increase to almost 45. Not only is it difficult to articulate some of these concepts to a large lecture-style class rather than a small group, but we have physical constraints that keep us from hosting classes larger than 40. This leads to wait lists and sometimes discouraged families. The other challenge we have encountered is truly the need for some sort of print or reference material for children to use to help them retain concepts being taught during class. We have proposed in the 2018 budget the purchase of the print material, "A Place for Me" which is a beautifully illustrated book by Daniel Erlander. The hope is not only that it will help increase student's focus during class, but that it can serve as a reference for students moving forward; any time they have questions about communion or whether or not God has a "place for them" at home, they can look back to this book and remember God's love includes them always.

**Frolic** continues to grow and receive positive feedback from parents. Unfortunately, our free 1-year-trial ended at the end of the month, so it will be \$250 for the eNewsletters moving forward. However, this is a significant savings compared to the mailed newsletters and the automated process also saves many staff/volunteer hours. The Bibles being presented at Baptism are loved. We are working on increasing our turnover for the birthday board book distribution (we've only had 1 little one turn in their ticket so far!). This does mean some temporary savings for the church though, which may be positive at this time. However, these are not savings we should anticipate moving forward.

On October 28, **Trunk or Treat** welcomed more than 100 additional people this year from our community at large. We increased from 759 guests to 892 (children increased from 421 to 485). Our trunk registration stayed at just shy of 30 trunk hosts. We also had an additional 30+ students from Confirmation as volunteers. We passed out more than 11,500 pieces of candy and prizes (in addition to the 100+ that each trunk contributes) and ended up running out of candy at the very end of the event. Due to our shortened time-frame, we did not see as much revenue return on concessions, but have a plan moving into next year to have more "snack" based items rather than meal. However, the time frame was welcomed by volunteers and trunk hosts as the event ended right as the sun dipped behind the church and things started to get really cold. Main concerns moving forward include securing contributions of candy from the congregation or corporate sponsors. Should the event continue to grow, we will need to be able to provide more candy to distribute and the question falls to whether or not the church should provide the candy, supplement candy to the trunks, or should the trunks provide their own? Anticipating that 500 children will come thru next year, this means that trunks would need to provide nearly \$30-\$50 worth of candy on top of already volunteering their time. We did receive corporate donations from CUB Foods and Target, but that was not enough when coupled with prizes both donated and purchased by Word of Peace. Highlights include the increased number of guests as well as our growing relationship with Rogers Rotary.

The next morning, we rolled straight into the **500<sup>th</sup> Anniversary of the Reformation**. We had 5 (technically 6) activity stations that were enjoyed by our church school teachers and students. While we had hoped for more family participation, we noticed that many families are still confined to the 1-hr-Sunday-morning-window. We hope to continue to offer Sunday morning opportunities as well as at-home exercises to help break families out of this habit.

#### **GENERAL, Kari Osmek, CYF Director**

- I would like to request that Lauren Skare remain as Interim Director of Middle School Ministry at least through the end of January, and preferably through the end of May.
- Heidi Johnson started her time as CYF Administrator on November 6
- CYF budgets are completed. Most were held to 2017 numbers with the exception of Family Ministry expenses as we grow and experiment in new areas with families, and Youth Ministry as we dream about providing financial assistance for more of our youth and chaperones to attend these life-changing summer opportunities.
- Plans are underway for summer camps and ministries, including the National Youth Gathering in Houston. We are also considering our long-term summer calendar as we continue to grow.

Work on risk management policies continues.

Motion to adjourn the November Executive Team Meeting Minutes made by Michelle Andersen and seconded by Pastor Rick. Discussion – none. Vote – motion carried.

**Next Meeting:** Tuesday, December 20, 2017 at 6:30pm

**Closing – Lord's Prayer**

Respectfully submitted,  
Lori Rankila  
Secretary