

**Word of Peace Executive Team
Meeting Minutes
October 10, 2017**

In Attendance:

Rick Skare, Senior Pastor
Kristin Skare, Pastor of Spiritual Care
Keith Long, Pastor of Congregational Life and Growth
Tyler Strom, Pastor of Faith In Action
Linda Thomas, Director of Administration
Michael Sahlen, Minister of Worship and Music
Jim Peterson, President
Michelle Andersen, Vice-President
Mike Van De Riet, Member-At-Large
Rae Ann Hallberg, Member-At-Large

Devotion: Jim Peterson

Opening Prayer: Pastor Rick

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

Agenda Items:

Financial Update	All/Linda Thomas	
YTD through August, 2017: Regular Offerings to date \$746,056 Regular offerings are ahead of budgeted offerings by \$19,014 and last year by \$40,909 Total Church Operations Income to date \$908,467 (Includes \$41,338 repayment of 2016 Financial Loss) 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) Total Church Expenses to date \$966,329 Total Church Expenses are below budgeted expenses by \$19,019 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) ; General Fund Loan from Dedicated \$77,000 End of August mortgages are at \$1,573,397		
Building Cmt Updates	Mitch Stolba	
<ul style="list-style-type: none"> • Discussion concerning notice in the bulletin. Team possibly meet with the top 20% givers and/or meet with those who have left Church. 		
Stewardship Updates	Pr. Keith	
<ul style="list-style-type: none"> • Goals: to have 100 new 1st time givers and 800K in pledges, currently at \$757 • #better than trash (give more than garbage bill) starts Nov. 1st Sunday • Statements went out this last week • Gala sponsors/tables are new to giving most, most of the money will go to WOP, other \$ to 		

local benevolence.		
Benefits Discussion/Decision	All - Pr. Rick spokesman	
<ul style="list-style-type: none"> • Benefits packages – Portico still has the least costly benefits. Options within the Portico, possible lessening of the pension percentage. • Currently pension at 10%, Linda to check and see if % can be different for each employee • Pr. Rick to talk with staff would they prefer, lower pension % or no cost of living increase. • 1% decrease has a cost savings of \$5000 <p>Motion to keep the same pension and insurance for all current employees was made by Michelle. Vote Yes All</p>		
Staff Updates	Pr. Rick	
<ul style="list-style-type: none"> • Discussion to fill CYF Admin position, instead of filling Middle School Ministry position. • Creation of new HR Group which will be the initial sounding board for the staff. Names are listed in Pr. Rick's report. • In financial flyer, add building Fund? Answer : Yes • Question from staff, does Executive Team want reports from all 7 staff/Pastors? Answer : Yes, just a quick overview of activities from the previous month, will be a good tool for showcasing the activity going on within and outside of our Church. 		

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

Next Meeting: Tuesday, November 14, 2017 at 6:30pm

Closing – Lord's Prayer

Respectfully submitted,
Rae Ann Hallberg
Secretary for this meeting

EXECUTIVE TEAM REPORT

PASTOR RICK SKARE

9/12/17 – 10/10/17

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. **Preaching and Worship** – The pastors have been excited about preaching on our two themes so far this fall—“All-In” and “Re-Formation of the Church”. Also we have had some wonderful events connected to our worship—Peacefest, Ministry Fair, and Serve Sunday. One great benefit of having four pastors now is our ability to connect with the congregation on Sunday

mornings. We are able to have a pastor at each of our entrances (including the education entrance) before and after worship services, greeting attendees. Also, we are able to have a pastor attend events other than worship (i.e. church school, youth activities, Bible study, events in the gathering area, mission meetings, etc.).

3. In our worship we have also started a **"Thanksgiving Moment"**, where each week before the offering we celebrate a ministry that the congregation supports with their offering.
4. And one more worship item--we have strengthened our contemporary **music at the 9:45 service**. Dain Swanson and Steve Ellwein have joined Michael Sahlen in leading the music for this service. The compensation rate remains the same as it did when Julie Nelson was accompanying the service.
5. Speaking of Julie Nelson, we are saddened by her **resignation** (effective Oct. 31) as CYF Administrator and Organist at 8:30am for health reasons. We are posting both of these positions and will be interviewing soon.
6. We now have a **Personnel Committee** assembled. The committee includes: Julie Mork, Terri Frain, Ronda Bayer, Carrie Fischer, Donna Ibe, and Julie Anderson. We will have an organizational meeting within the next two weeks.
7. I attended the **Employee Benefit Meeting** on September 26th as we compared our Portico benefit plan with other benefit packages. Thank you to Stephanie Kilmer of Christensen Group Insurance for putting this comparison together. Discussions with a Portico representative, staff, and Executive Team continue as we further explore the cost of our benefit packages.
8. With recent staff and pastoral transitions, I am privately **checking in with each staff member**, asking how they are doing and how they think things are going as a staff as a whole in terms of working together as a team. I have met with about half of the staff so far.
9. The pastors have been meeting with individuals who signed up for **Coffee with A Pastor** as part of the Ministry Fair. This has been a great opportunity to get people further connected with the life and ministry of Word of Peace.
10. On October 3rd I led the **All-Team Meeting** for the five Ministry Teams meeting on that evening. It was a great opportunity to update these ministry leaders on all of the upcoming events for October and the Gala (Nov. 4), as well as provide a financial update and information on team budgets. Staff liasons will pass this information on to the teams who did not meet that evening.
11. The **100 Envelope Drive** was a success! As of Oct. 9th there were only five envelopes left on the board. Thank you to Rachel Smith, Kari Osmek, and the CYF staff for administering this drive.
12. I am leading the **Sunday Night Men's Group** on the second and fourth Sundays of each month. We are currently discussing Martin Marty's book, *Lutheran Questions, Lutheran Answers: Exploring Christian Faith*. There are about 8-10 men attending.
13. Along with Dawn Saxton, I led the **Children's Chapel** on Sept. 20 & 21 for our Kids of Peace Preschool. It was a wonderful opportunity to connect with our preschool kids.
14. Linda and I will continue to be in conversation with Chief Jeff Beahan of the Rogers Police Department about **Traffic Control** on Sunday mornings. At the Rogers City Council meeting on Sept. 12th, Chief Beahan did address this issue with the council and they were open to having Chief Beahan talk to us about hiring an off-duty officer at \$75 per hour.
15. The pastors have also been working on some items coming up in November. We have been working with Tracy Rowe on putting together our list of participants for **Adopt-A-Family**. Also, we are looking at revamping our New Member Orientation and have put together a **Pastor's Meet & Greet** on November 5th. This will be an opportunity for prospective members (and anyone in the congregation) to meet with the pastors after the Sunday services and hear a brief overview of our vision and mission and ministry structure.

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

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

Kristin Skare

Pastor of Spiritual Care Executive Team Report

It has been a full and wonderful month filled with many ministry highs! The following are a few highlights:

Gathering of Women --115 Women attended the Rachel Kurtz concert that kicked-off our Gathering of Women events. It was a successful evening filled with inspiration and music!

Thursday Morning Bible Study -- 20 people have been attending our Thursday morning Bible study and we are enjoying exploring the upcoming sermon texts and praying for one another.

CARE Team -- 50 people who are on our ill/hurt/and cancer list will receive CARE cards in October from Care Team Member, Diane Kobayashi. This does not include all of the cards the rest of the team is mailing out to other individuals. We are working with the other pastors to reshape our New Member Classes.

The team has decided to invite New Members at every New Member class to coffee with the CARE team at a local coffee establishment to better get to know our new members. This will help them see friendly faces at church and to help them find places where they connect. We also hope to offer tours of the congregation after worship services once a month to welcome visitors and people who have been visiting for a while.

Grief Care --10 families have been added to our grief list that will receive Stephen Ministry grief recovery books. They are also invited to attend our grief support group and receive cards.

The ONE Run – Word of Peace will join Alleluia Lutheran Church and St. Michael Catholic Church in a 5k Walk/Run to raise funds for Feed My Starving Children and celebrate the 500th anniversary of the Reformation.

Women's Christmas Brunch – We booked Pati Kachel, professional storyteller, to be our featured speaker. We have begun soliciting table hostesses and decorators. Tickets are \$15 and registration begins November 5.

The Gala—the team is working hard and already has enough sponsors to cover the cost of the event. Therefore the team is working hard on the silent auction and table sponsorships so that we can raise as much money as possible for the Word of Peace ministry. This team is a blessing and their love for Word of Peace and its ministry is contagious.

Prayer Ministry—We have been addressing the prayer needs of the congregation through the prayer chain, prayers of the church, and staff prayers. We offered a time of silence, candles, and a song prayer on Monday night to remember the victims of the Las Vegas shooting. On Sunday we will offer prayers and candles as well. We are remembering world crisis and natural disasters through the prayers of the church and the prayer chain. We request prayers for our congregation, its ministry, its leaders, and that we may keep focused on the mission and vision of our congregation.

Houston November 2017 – Dawn Saxton and I are hotel ballroom managers for the 2018 ELCA Gathering in June. We are flying to Houston November 2 where we will tour the city and begin our training to work with our Synod Day directors. We will also experience, review and critique the Synod Day Curriculum. Dain has been assigned as the House Band Liaison and will be working and leading the evening worship every night in the stadium. He is an integral part of the Gathering that hosts 30,000

high school students and more than 1,500 volunteers. I encourage all of you to send your 8-12th grade kids and one of their friends on this trip to experience a great week of service, learning, and worship.

General Ministry – Preaching, teaching confirmation, making congregational visits to care centers, leading worship in care centers, home visits, pastoral care in my office with congregation members, leading preschool chapel, and leading worship.

Bishop's Conference – I will attend the Bishop's Conference Sunday, October 8-Tuesday, October 10.

Dreams -- A long term goal is to create a ministry much like the one at Lord of Life Lutheran Church called "Celebrate Recovery." This is a once a month ministry that offers a meal, a speaker, and then people break off into grief recovery, alcohol recovery, divorce care, mental health, and many other forms of support groups.