

**Word of Peace Executive Team
Meeting Minutes
December 20, 2017**

In Attendance:

Rick Skare, Senior Pastor
Keith Long, Pastor of Congregational Life and Growth
Tyler Strom, Pastor of Faith in Action
Kristin Skare, Pastor of Spiritual Care
Linda Thomas, Director of Administration
Jim Peterson, President
Michelle Andersen, Vice-President
Josh Holland, Treasurer
Lori Rankila, Secretary
Mike Van De Riet, Member-At-Large
Kari Osmek, Director of Children, Youth and Family Ministry

Devotion: Jim Peterson

Opening Prayer: Pastor Tyler

Approval of November 2017 Executive Team Minutes: Motion to approve the November Executive Team Meeting Minutes made by Michelle Andersen and seconded by Mike Van De Riet. Discussion – none. Vote – motion carried.

Agenda Items:

Financial Update	All/Linda Thomas	
<p>YTD through November, 2017: Regular Offerings to date \$1,076,037 Regular offerings are ahead of budgeted offerings by \$32,967 and last year by \$81,279 Total Church Operations Income to date \$1,345,160 (Includes \$40.5K repayment of 2016 Financial Loss) Total Church Operation Income ahead of budgeted income by \$51,098 (without including the \$40.5K in debt repayment, the church is ahead of budget by \$10,560) Total Church Expenses to date \$1354,147 Total Church Expenses are below budgeted expenses by \$22,248 Total Income against expenses is \$(8,987); without including the \$40.5K in debt repayment, Total Income against Expenses is \$(49,525). Budgeted Income against expenses is \$(82,333) General Fund Loan from Dedicated \$62,000 and Bank Line of Credit \$20,000 = \$82,000 End of November mortgages are at \$1,562,874</p> <ul style="list-style-type: none"> The Matching Gift for CYF is not reflected in the November Financials; it will appear in the December Financials. 		

2018 Budget	Pastor Rick	
Strategic Planning Team Update	Pastor Rick	
<ul style="list-style-type: none"> • A reminder that the Leadership Retreat is February 9th and 10th. All leadership are encouraged to submit the Vitality Check survey prior to the meeting. • There is only one member from the Strategic Planning Team that will remain on the team for the coming year. All past members will attend the Leadership Retreat. 		
Staff Updates	Pastor, Programming Staff	
<ul style="list-style-type: none"> • Pastor Rick worked with the Personnel Committee to revise the Employee Handbook. The changes comply with changes in the law concerning employees. It will be launched in January 2018 after approval. A motion was made to accept the revision of the Employee Handbook by Pastor Rick and seconded by Josh Holland. Discussion – none. Vote – motion carried. • Pastor Rick will continue to work with the Personnel Committee to review and revise Employee Annual Reviews as needed. • Pastor Rick worked with the Personnel Committee to write a Staff Covenant. In summary, it states that the staff is committed to working together, working for the congregation while demonstrating the core values of the congregation. The Personnel Committee approved the Staff Covenant; it will be presented to the staff to sign. • Resignations: Tracy Rowe has resigned as Volunteer Coordinator. She wants to spend more time with her family. Her last day will be Friday, December 22. Thank you Tracy for your service to our congregation! Sheldon Way has also resigned to look for a job that is a better fit for him. His last day will be Wednesday, January 31st. Thank you Sheldon for your service to our youth! • The 40hr/week Volunteer Coordinator and the 10hr/week Worship Volunteer Coordinator positions will be replaced with a 30hr/week Volunteer Coordinator (will include coordinating worship volunteers) and a 20hr/week Event Coordinator. The current worship coordinator will go thru January. • The High School and Middle School positions will be combined to a 40hr/week Director of Youth Ministry. • The interim Volunteer Coordinator position is currently being filled by Ben Hultman. 		
Miscellaneous	All	
<ul style="list-style-type: none"> • Pastor Rick is busy recruiting volunteers for the Executive Team to replace team members exiting this year. 		

Pastor Rick's Report:

**EXECUTIVE TEAM REPORT
PASTOR RICK SKARE
11/15/17 – 12/20/17**

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. Pastor Tyler, Pastor Keith, and I led the **New Member Orientation** on November 18th. As usual, it was great to get to know the wonderful new members we have joining our congregation.
3. On Nov. 19th I attended the **National ELCA Youth Gathering meeting** for the youth who are going from our church. We have an excited group of kids of about 20 youth.
4. Along with Pastor Tyler and Pastor Kristin, I helped lead the **Thanksgiving Eve Worship Service** on Nov. 22nd. We had a good turnout and just about everyone stayed for the pie social afterwards, so it was a good time of fellowship.
5. Our **Sunday Night Men's Group** is winding down for the year. We finished the book, *Lutheran Questions, Lutheran Answers: Exploring the Christian Faith* by Martin Marty. I am looking forward to our next study from the *Master Builders Bible for Men* entitled, Whol-i-ness with Myself, Others, and God. We start up again on January 14th.
6. We as pastors are planning our **January preaching and adult study series** entitled, "Grab-Bag". We will be having some fun with such experiences as Holy Humor Sunday, choose a sermon topic, camp Sunday, skits, panel discussion, the weirdness of scripture, grab-bag children's messages, etc., but the congregation will not know what is planned for each Sunday/Monday.
7. I continue to work with the **Personnel Committee**. We have completed our revision of the Employee Handbook and it is also attached to this Executive Team email for approval. Also the Committee approved the Staff Covenant I put together which is also attached to this email for approval. The Committee is now continuing to help me with an annual review process for our employees.
8. I have been working with Linda Thomas and the Ministry Area Representatives on our **budget for 2018**. It looks like we will be able to accomplish our ministry priorities for 2018 while holding to a projected 3.5% increase in 2018 offerings. Of course, our stronger 2017 end-of-year giving is really helping our budgeting process.

9. We continue to make plans for the 2018-2019 programming year, utilizing the **Narrative Lectionary** (basically a walk thru the Bible in 9 months). I am now working with the CYF staff to align their 2018-2019 curriculum, so that we can make it a congregation-wide study.
10. I helped serve at the **Women's Christmas Luncheon** on Dec. 2nd. What an inspiring, well-attended, event. The women had a great time of dining and fellowship as well. Thank you to Pastor Kristin and the committee for organizing the event.
11. I attended a **lunch with Bishop** Ann Svennungsen at the Minneapolis Area Synod office for senior pastors of large congregations in our synod on Dec. 7th. It was a great chance to connect with other senior pastors in our synod. We had an interesting conversation on safety and security concerns and emergency procedures in congregations. The synod is planning to host some events on these topics in the future.
12. I have been busy **recruiting** for the leadership teams of our congregation for 2018. I just have one more position to fill for the Executive Team and I have the Strategic Planning Team about half-filled.
13. We hosted the **Northwest Conference Pastors Gathering** at our church on Dec. 13th. Pastor Kristin planned for us a wonderful worship of "Prayers Around the Cross" and we enjoyed lunch and fellowship together, as well as keeping updated on conference and synod events.
14. We will have the **Confirmation Rehearsal** on Dec. 17th. We will be working with our largest confirmation class of about 130 confirmands.
15. Unfortunately, we have had **two staff members resign** in the past month. Tracy Rowe, Volunteer Coordinator, resigned because of the work schedule and wanting to focus more on her family and other interests. Sheldon Way, Director of Youth Ministries, resigned to seek a job that is a better fit for him. Tracy's full-time position will be replaced with a 30 hr/wk Volunteer Coordinator (who will also coordinate the worship volunteers so we have terminated the 10 hr/wk worship volunteer coordinator positions to make this possible) and a 20 hr/wk Event Coordinator. Sheldon's position will remain as Director of Youth Ministries, but we are combining both middle school and high school positions into this one position and eliminating the Director of Middle School position. Tracy's resignation is effective Dec. 22nd and Sheldon's resignation is effective January 31st. We thank Tracy and Sheldon for their ministry these past years. We will miss them and wish them well in their endeavors.
16. I am continuing to work 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 30-40 church leaders in attendance including: program staff, the strategic planning team, the executive team, and two representatives from each ministry team.

Pastor Keith's Report:

Pastor Keith Long
Monthly Report
11/15/2017– 12/20/2017

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

- Christ in Cinema (“Wonder” & “The Star”)
- PeaceKast (weekly recordings—check it out on iTunes if you haven’t already!)
- Topics on Tap (“God’s Wrath”)
- Winter/Spring planning
- New Member Class

Children, Youth and Family Ministry

- Confirmation 9th Group Learning Event – “Religion & Science” (Nov 19th)
- Confirmation Large Group Learning Event (Dec 6)
- Preschool Chapel (Dec 6 & 7)
- Confirmation Rehearsal (Dec 17)

Preaching

- November 20 & 21 (Enemies of Gratitude: Worry)
- December 10 & 11 (Advent #2: Linked in Struggle and Spirit)
- Upcoming Dates: December 24th @ 6pm & 11pm, December 31st and January 14th & 15th

Stewardship

- 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. We challenged the congregation to give \$40 more than they are currently giving, which is equivalent to how much we pay on average the monthly garbage bill *#betterthantrash #fearlessgenerosity*
- First time Givers/Pledgers: **8**
- Total Amount Pledged by First Time Givers: **\$20,540**
- As of today, the pledge drive has been **70% successful**. Approximately **100 fewer** households have pledged compared to last year at this time. In 2017 pledged giving was approximately **\$750,000**. The pledged amount to date for 2018 = **\$563,101**.

Other Commitments

- Monthly Peer Group
- Minneapolis Synod Peer Group Leadership Board Meeting
- Vacation to South Dakota for Pheasant Hunting (Nov 21-26)

Pastor Tyler's Report:

Executive Team Monthly Report Pastor Tyler Strom, Faith in Action 11/15/17 – 12/20/17

Global Mission

1. The **Fair Trade Fair** had another extremely successful year. The profits from the sales of these handcrafted goods (over \$6000) help disadvantaged artisans, farmers, and their families out of poverty.
2. The **Mission Jamaica** team is excited for the upcoming mission trip. They will be taking medical and building supplies with them on their trip. These items will be collected in January and February and complete lists.

Local Mission

3. In this season of giving, local families with young children were assisted through our **Adopt-A-Family** program. These presents are wonderful reminders that they are not forgotten and that our church cares for them.
4. Our support for **CROSS Services** has been robust this month. Many members of Word of Peace brought in special donations for the food shelf to help those facing food insecurity.
5. We truly are bringing hope and joy to our neighbors through **Mobile Hope**. We regularly see 20 kids a night for Homework Help. Plans to open up Hope House (the double wide brought on site this summer) will come to fruition this spring when our congregation will build a ramp and stairs.
6. We continue to explore a partnership with **Great River Family Promise**. Northridge Fellowship has invited Word of Peace to partner with them to support homeless families during their host week (once every three months). Several families from Word of Peace will be working with Northridge Fellowship the week after Christmas to host families.

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, noteworthy activities from the past month include:

7. Leading worship for our **Thanksgiving Eve Service**.
8. **Christmas Eve** planning, including creating a **Family Worship service** with Pastor Kristin, Michael, Dain, and the CYF staff.
9. Sharing in the joy of a new marriage by officiating a wedding in November.
10. Attending the ordination of an ecumenical colleague.
11. New Member Class on Nov 18.
12. This time of year is full of **pastoral care** for people who are experiencing lost and grief. This includes additional pastoral visits, a funeral this week, and assisting with the **Promises of Hope** service.

13. Staffing – With Tracy Rowe’s resignation as Volunteer Coordinator, we are looking to fill this vacancy with two part time positions: Event Coordinator (20hr/wk) and Volunteer Coordinator (30hr/wk).

In Christ,
Pastor Tyler Strom

Pastor Kristin’s Report:

Pastor Report for Pastor of Spiritual Care, Kristin Skare

November 15 – December 17, 2017

Women’s Christmas Luncheon –

Great joint ministry!

- Seven team members to plan the event
- 200 women attended
- 20 table decorators
- 26 hostesses
- 12 men who served food and waited on tables.
- Pati Kachel, speaker.
- Global Ministry sold their Fair Trade items before and after the luncheon and it was a great way to lift up Global Missions and to provide mutual ministry.

Promises of Hope

- 200 cards personalized and sent to people who are experiencing loss
- Tyler, Dain, Michael and I will all lead this service.
- This service is planned for anyone who experiencing loss of any kind or for anyone who struggles at Christmas.

CARE Team –

- Our team provided hospitality and food for the November 18 New Member Class.
- 95 Christmas cards were mailed to people on our ill, hurt, cancer, and mourning list.
- 200 cards were sent to college students, birthdays of people over 75, and our military.
- Added 10 families to receive the Grief Booklets throughout the year.
- Recruiting for the CARE Team. Three of my members are going off of the team after serving 3 and 5 years.

BeFrienders-

- Group discussion on assigned reading.

- Planning Listening Retreat

Teaching –

- Confirmation - 4th Commandment
- Church School – ministry of presence to teacher, students, for their Christmas celebration and led teaching portion of opening/closing music
- Thursday Morning Bible Study – Great group, great discussions! It's growing!

Grief Group

- Working closely with Shirley to make sure we are inviting people to this group that meets once a month. I have added invitations to cards and Shirley is inviting people as well.

Preaching/ Worship –

- MOPS Christmas Brunch speaker
- Planned Pastor Conference Prayer Service
- Engel House
- Planning Christmas Family Worship with Tyler
- Planning and writing sermon for Christmas Day Service
- Preached on John 1/Isaiah 61
- Prepping confirmation sermon

Pastor Care

- I meet regularly with people in my office or in their homes each week who are struggling, seeking Spiritual Care, or are grieving.
- Manage prayer chain/ prayer of the church

CYF Report:

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

Next Meeting: Tuesday, January 9th, 2017 at 3:00 pm

Closing – Lord's Prayer

Respectfully submitted,
Lori Rankila
Secretary