

**Word of Peace Executive Team
Meeting Minutes
February 13, 2018**

In Attendance:

Rick Skare, *Senior Pastor*
Kristin Skare, *Pastor of Spiritual Care*
Linda Thomas, *Director of Administration*
Michelle Andersen, *President*
Mike Van De Riet, *Vice President*
Josh Holland, *Treasurer*
Lori Perna, *Secretary*
Mark Walstrom, *Member-At-Large*
Rae Ann Hallberg, *Member-At-Large*
Kari Osmek, *Director of Children, Youth and Family Ministry*
Michael Sahlen, *Minister of Worship and Music*

Introductions: Group

Devotion: Pastor Rick

Core Value: "Grace"

Opening Prayer: Pastor Rick

Approval of December 2017 Executive Team Minutes:

Motion to approve: Mark Walstrom

Second: Pastor Rick

Discussion: None

Motion carried

Approval of January 2018 Executive Team Minutes:

Motion to approve: Mike Van De Riet

Second: Mark Walstrom

Discussion: None

Motion carried

Miscellaneous Action Item:

Need to add Kari Osmek and Michael Sahlen to the Executive Team email distribution list

Miscellaneous:

Thank you for providing the Pastoral notes in advance of meeting

Recommendation to send in advance of meeting moving forward; ideal 1-5 days in advance

Include all attachments with the meeting minute draft

Pastor Rick will send Annual Meeting notes to Linda; forward onto Jennie for finalization

Agenda Items:

Financial Update	All/Linda Thomas	
<p>January 2018 Balance Sheet</p> <p>Pre-pay gifts 2018 given in 2017; these funds were moved out of the 2017 income and placed in 2018</p> <p>P+L Total Income \$112,409 Expenses \$131,923 Actual Loss (-19,514) Budgeted Loss for January \$6300</p> <ul style="list-style-type: none">• Snow removal (3)• Energy costs increased <p>Comparison to last year</p> <ul style="list-style-type: none">• 5 Sundays in January 2017 compared to 4 in 2018• Average giving is \$11-12K per week <p>Loans \$0- Profit at end of December helped with this effort</p> <p>Pastor salaries: Budgeted salary for Pastor Keith only through January Pastor Tyler and Pastor Kristen begin full time positions budgeted beginning February 2018</p>		

Strategic Planning Team Update	Pastor Rick	
<p>Leadership Summit February 9th and 10th</p> <ul style="list-style-type: none">• Provided copies of the Annual Road Map• Great participation with 26 in attendance over the 2 days• Values to lead us to develop strategic initiatives for the next 1-2 years• Stakeholders identified• Strengths, opportunities, aspirations and results identified• Strategic Leadership team to finalize leadership and timelines• Strategic Leadership team meeting on February 20, 2018• Recommendation to have Strategic Leadership team attend our March Executive Team meeting		

Staff Updates	Pastor Rick Kari Osmek Linda Thomas	
<ul style="list-style-type: none"> • Lydia Svendsen effective in new role • First focus on volunteer coordinator role; transition to small group ministry • Recommend thank you/ recognition letters to be sent to: Ben Hultman and Tracy Rowe and Strategic Leadership team for attending retreat • Event Coordinator position filled: Jill Smith / expected start date February 26 • Youth Director position has been filled: confidential until notice provided to current congregation/ expected start date March 18 • Excellent candidate pool for both positions 		
Recap of Vision/ Mission Meeting	Pastor Rick Michelle Andersen Linda Thomas	
<ul style="list-style-type: none"> • Held pre meeting with approximately 20 members prior to meeting held on February 4 • Thank you to the 2017 Execution Team • Ideas shared to improve attendance at the Annual Meeting` 		
Recap of I-94 Chamber of Commerce Meeting	Pastor Rick Linda	
<ul style="list-style-type: none"> • Tremendous growth in Rogers/ Dayton area • Brockton exchange is a top priority in 2018/ 500 residential development • Publication from Minneapolis Synod has full details on demographical data for the area 		
Miscellaneous	All	

Respectfully submitted,
Lori Perna, *Secretary*

**EXECUTIVE TEAM UPDATES
JANUARY/FEBRUARY 2018**

Kristin Skare

Pastor Report

January 10-February 12

Teaching

- Thursday Morning Bible Study – every Thursday at 10 am
- 9-12th grade Women's Leadership group – Four Wednesdays at 7:30 pm
- Confirmation
- Prayer Rotation Sunday for Church School
- Preschool Pancake Breakfast

Worship

- Grab Bag Worship Planning and Participation
- Preached January 14
- Engel House Assisted Living Service
- Funeral leadership for Robert Jendro funeral

Pastoral Care

- I made 10 conversations/visits and 20 parishioner contacts
- Coordinated grief ministry with Melissa Gregg and Shirley Corliss

Events

- Attended required Synodical First Call Retreat February 5 and 6
- Planning Listening Retreat for March 2 and 3
- Strategic Planning Retreat

- Holy Week Walk to take a rest this year and return next year. This year we will expand Maundy Thursday worship service.

General Ministry Responsibilities

- Prayers of the Church and E-mail Prayer Chain
- Worship planning with worship leaders
- Staff meetings

Executive Team Monthly Report

Pastor Tyler Strom, Faith in Action

Jan – Feb

General Pastoral Duties – in addition to preaching, planning and leading worship, teaching, presiding at baptisms, weddings, and funerals, pastoral care and visitation, communication, administration, and overseeing my ministry areas, noteworthy activities from the past month include:

- The 10 Word of Peace missionaries leave for Jamaica this Saturday, Feb 17. Please keep them in your prayers!
- Attended the State of the Cities in St. Michael where city administrators and mayors gave updates on our communities.
- Three mental health forums are planned for April.
- It has been a busy month for staffing and new hires! We have been analyzing our staffing needs in the areas of volunteer management, small groups, adult education, and event coordination. Happy to welcome Lydia Svendsen, Director of Adult Ministry, to the staff to oversee volunteers, small groups and adult ed. We are also in the final stages of hiring a part-time Event Coordinator to begin at the end of the month. Many thanks to Linda Thomas who helped to manage interviews, background checks, and new staff set-up!
- Grab Bag Series – sermon series and fun adult education.
- Christmas Staff Party
- Worship Visioning with pastors and staff
- Communion services at Wellsted and Diamondcrest care facilities.
- Leadership Retreat under the guidance of the Strategic Planning Team

In Christ,
Pastor Tyler Strom

Kari Osmek
January 9- February 13, 2018

CHILDREN'S MINISTRY, Dawn Saxton

Church School continues to meet every week. We are adding new families each month, and have a wonderful pool of volunteer teachers, coordinators and at-home help. During the season of Advent, Church School kids, along with our congregation, donated \$3054 towards God's Global Barnyard. In January, the kids voted on their favorite barnyard animal which could be purchased with this offering, to help make this initiative more real, and feel like they are making a difference. This past weekend, Church School kids participated in activity stations based on prayer and Lent during their Church School hour.

We are in the early stages of Vacation Bible School planning, and for the first time, have made available online registration. Families are taking advantage of this option, about 2/3 of the registrations we have received are online, the remainder in paper form.

CONFIRMATION, Megan Moen

The confirmation department has wrapped up the confirmation of the 124 9th graders last month. We had a wonderful week (Jan 8-11) of blessing the confirmands during our 4 Rite of Passage evenings followed by the 4 confirmation services (Jan 13-14). A new addition to our confirmation week was the display of all the Confirmation Projects. The kids were so proud to show off what they had done.

We are moving ahead with preparing the 133 8th graders for their confirmation next January. I am working with the 8th grade students (and their parents) to guide them through choosing which Confirmation Project they will complete to dive deeper into their faith. I am also working with the 8th graders as they prepare for their confirmation conversations this summer, choose their jobs for the confirmation service, etc. This all has to be completed by the end of Lent.

During Lent we will take a break from The Ten Commandments. The Confirmation lessons during Lent will focus on the message of the worship service each week.

We are purchasing materials and getting ready for volunteers to start prepping student materials for Fall.

We are in the process of planning Servant/Fellowship events for the 2018-19 confirmation year and securing reservations. I continue to look for new destinations and opportunities for kids!

Our confirmation students collected approximately 650 items (full sized shampoo, conditioner, body wash) for Open Doors for Youth in Elk River! Deliveries were made periodically by confirmation groups. Our confirmation groups also got to tour the facility and participate in hands-on learning activities to become more aware of teen hunger and homelessness in our communities.

MIDDLE SCHOOL MINISTRY, Lauren Skare

January was a busy month for middle school ministry! Assisting our confirmation coordinator, I helped plan, coordinate and execute Rite of Passage and Confirmation. On January 21st, I hosted our first 5th grade bridging event of the year. Roughly 40 5th graders participated in a mock msm.am so they could get a feel for what youth ministry will be like for them next year! At the end of January, I hosted msm.am for 6th-8th grade youth. 25 youth attended for a devotion on Luke 4: 16-19, games, and of course donuts! I am excited to see what my last month of middle school ministry brings this February!

YOUTH MINISTRY, Kari Osmek

- The weekend of Jan. 21 was Camp Sunday (and Monday and Wednesday). Worship focused around our camping ministries, and a representative from Luther Crest spoke to our confirmation students on Wednesday. Sign ups are now available for Summer Stretch, Wapo, Luther Crest, and VBS.
- Super Bowl Subs fundraiser on Feb. 4 raised \$1000 for youth participants.
- Parent's Night Out, Saturday, Feb. 10, brought 29 children and 13 youth helpers for a great night of activity. Over half of the children were 5 and under, and families were thrilled with this outreach.
- On Sunday, Feb. 11, we had a meeting with the 25 people traveling to Houston. We are in the midst of finalizing travel arrangements and planning for upcoming fundraisers.

FAMILY MINISTRY, Rachel Smith

- Prayer Church School Event—continue to look at different options for quarterly rotation events
- Fat Tuesday/Ash Wednesday Pancake Breakfast for toddlers—Feb. 13
- Looking forward to two large Celebrate Communion classes in the spring
- Easter Egg Harvest (Hunt) will be March 25

GENERAL, Kari Osmek, CYF Director

- On Wednesday, Jan. 24, we had a farewell celebration for Sheldon Way. His final day with Word of Peace was Jan. 31.
- We had a number of highly qualified applicants apply for the 40 hour Director of Youth Ministry position. We interviewed three of them, and did second interviews with two. We have offered the position to a candidate and she will be starting on Sunday, March 18. At this time we cannot release her name, as she is currently in a congregation. She brings 10 years of youth ministry experience, and fresh enthusiasm and energy to the role.
- On January 25-29, I attended the ELCA Youth Ministry Network's Extravaganza in Houston. These events are always held in the National Gathering city on the years prior to a Gathering.

This allowed us an opportunity to explore the city, learn our way around on public transportation, visit the large group meeting areas, and experience some of the Service Learning Day opportunities, as well as participate in continuing education opportunities on a variety of ministry subjects.

- Megan Moen, aka The Confirmation Lady, will be out of the office for knee surgery beginning Feb. 14 for one week to ten days due to the infamous dancing elf injury. Please keep her in your prayers.