

**Word of Peace Council  
Meeting Minutes  
December 8, 2011**

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**In Attendance:**

Pastor Ron Prasek, Senior Pastor	Kristen Huber, Education
Pastor Rick Skare, Executive Pastor	Andy Sjerven, Evangelism & Visitation
Pastor Krista Strum, Faith Formation Pastor	Sheila Swancutt, Life & Growth
Mike Schlegel, Vice President	Eric Finstad, Property
Amy Erickson, Secretary	Patty Chase, Social Ministry
Sheryl Tegtmeier, Visual Ministry	Kim Maas, Youth
Rich Carlson, Music and Worship	

**Opening Prayer** - Pastor Ron

**Devotions** – Eric Finstad

**Financial Report for November 2011** – Mike Schlegel

Checking	\$11,862.79
Building Checking	\$15,937.08
Dedicated Fund	\$65,880.51
Dedicated Loan to General Fund	\$64,959.14
Building Money Market	\$136,429.43

November Offerings	\$76,854.42	Under \$23,481.58
November Income Total	\$90,191.91	Under \$19,500.75
November Expenses	\$90,701.01	Under \$10,251.71
November Income/(Expense)	(\$509.10)	Under (\$9,249.04)
YTD Income/(Expense)	(\$66,459.67)	Under (\$6,049.73)

November Building Fund Income	\$38,459.38	Over \$20,710.94
November Building Fund Expense	\$20,184.76	Over \$6,847.47
November Building Fund Profit/(Loss)	\$18,274.62	Over \$13,863.44
YTD Profit/(Loss)	\$51,065.06	Under \$21,891.61

**Approval of November 2011 Council Minutes** – motion to approve the November 2011 council minutes was made by Rich Carlson and seconded by Eric Finstad. No further discussion. Vote - minutes were approved.

**General Business Topics:**

Topic	Vote	Goal / Outcome
2012 Budget Process	No	Tom will update Council on the budgeting process for 2012.
<p>The budget team met several times over the past several weeks. They have developed a balanced budget but will review again once additional pledges come in. They will also see where we end up at year end for final 2011 numbers. The committee will then bless it and bring it to the council in January for approval. From there, this will go to the</p>		

annual meeting.		
Growing in Grace	No	Mortgage payment, completed drive, survey. Council to be advised on the amount that we will pay back for the mortgage as a result of the campaign.
The "Growing in Grace" campaign ended in November. One of the deliverables was to pay a percentage of the giving to pay down mortgage. \$64,432 will be paid to the mortgage. Now we are in a bridge campaign until the next campaign begins in June. Keith Magnuson from Kairos will be the fundraiser for the next campaign. They will be working to get leadership and committee in place. This will begin in April 2012 with the pledge Sunday in May. Debt retirement will be a focus, mortgage payments another and the third is still being determined. It will either be adding large meeting rooms or divert to staffing so that we can add programming. These discussions still need to be had. We received 86% of our pledges overall. 97% was received if you remove a pledge that was a misunderstanding.		
Inactive Members	Yes	Council will vote on information that E&V will bring to the meeting.
Andy presented the list of names of inactive members. They have been contacted by phone and mail. This helps to maintain our current membership. We use our membership numbers for a number of items. Rich Carlson motioned to remove the inactive members that were presented by Andy and Eric Finstad seconded. Discussion – none further. Vote – all approved.		
Constitution Changes	Yes	Review proposed changes to the Constitution for congregational vote at the Annual.
Pastor Rick presented the proposed changes to the constitution. There are 4 total. The first is the definition of a voting member. The second outlines who can call a special congregation meeting. The third is regarding who can make an amendment to the constitution. The fourth is a bylaw around the absentee ballot process. Discussion – none. Motion to approve the changes to the constitution and bring to the annual meeting for vote made by Rich Carlson and seconded by Andy Sjerven. Discussion - none. Vote – approved. Motion to approve the changes to the bylaws and bring to the annual meeting for vote made by Rich Carlson and seconded by Kim Maas. Discussion – none. Vote – approved.		
Long-Range Plan	No	Long-Range Planning Committee will present plan to Council.
Pastor Rick shared the vision statement and the mission statement that the Long Range Planning has been working to develop. This will be shared at the annual meeting. Motion to present the vision statement and mission statement to the congregation at the annual meeting was made by Kim Maas and seconded by Rich Carlson. Discussion – none. Vote – approved.		
2012 Council	No	Continue discussion around roles/responsibilities of Council in 2012 and beyond.
The back and forth communication needs to go back and forth to and from the ministry teams. The effectiveness of council needs to be addressed. Discussions on the structure of council could be a topic of discussion for the next year. Long Range Planning has been looking at this as well. Al Bienias has been researching the structures of larger churches. An idea that has been generated is to have council involved in visioning for the church. There are times when it is difficult for teams to find a representative for council. An idea that came up was rather than teams		

selecting council reps would be to have the council reps select a team to represent. Communication and accountability are current challenges. Do we look to change the focus of the council, the size of the council? We need to lay out the functions and see where the overlap is. What do we need to do? The constitution will need to be reviewed. What is the role of executive and what should it be? We need to better understand other structures to make an educated structure alignment. What is the role of staff in this? Should a committee be formed to review the constitution? Council could recommend changes and the committee could review the constitution to see if/what constitutional changes. An idea is to have a special congregational meeting in the fall to have the initial vote on changes with final changes to be made at the January 2013 annual meeting. We are looking to expand the executive team. Executive should be managing the timeline. February will be focused on roles and responsibilities of the teams. On the 22<sup>nd</sup>, the all team meeting will be held.

Important Dates

No

Review upcoming dates.

The next meeting will be 1/19/12. This is a week later due to rite of passage. The annual congregational meeting will be held on January 22<sup>nd</sup> at 9:30 AM. There will be music, offering available and Pastor Ron's report will be "sermon-like". An agenda will be developed including voting items, elections. Feb 23<sup>rd</sup> will be the team orientation meeting. Please make sure you adjust your team meetings in January to be a week later. On January 17<sup>th</sup> will be a leadership meeting to go over the online survey 6:30 – 8:30. The 2012 budget will also be reviewed at this time.

#### Team/Staff Reports

- No team reports were received.

- **Beth Brekke**

COUNCIL REPORT December 8, 2011

Beth Brekke, Parish Worker

In addition to the usual weekly meetings and classes, I assisted in the Communion Celebration for 5<sup>th</sup> graders.

The E&V Team is responsible for reviewing the membership roster. The list presented tonight is the result of "no financial giving for 2 years", checking by staff for any involvement, at least two letters and a telephone call that brought no response.

Therefore on behalf of the Evangelism and Visitation Team, I present this list of households to be dropped from membership and shifted to Word of Peace archives. Please examine the list. If you find a reason we should not drop a household from membership, write the reason on the list. We will check it out. Otherwise, please approve the list.

The households of:

Kimberly Anderson (Since there are two--the one who lives at 10076 3<sup>rd</sup> St NE in Hanover)  
 Eric Callander  
 Teri Dammer  
 Jennifer & Jim Deschene  
 Kathleen Dix  
 Jeff Einerson  
 Eric Ervasti  
 Tracy Hannan

Erica & Mark Hanson  
Ron Holm  
Bev Kirk  
Jeff Leet  
Taryn Lehman  
Kimberly Makal  
Sue Markuson  
Joel Peterson  
David Petersen  
Ryan Renstrom  
Ken Schoephoerster  
Kathleen Stevens  
Stacy Tatro

Merry Christmas and a Happy New Year!

Blessings,

Beth

**Pastor Krista**

- Regular pastoral daily and weekly duties – preaching, teaching, worship planning and leading, visiting, counseling, administration the areas of ministry I oversee, praying and studying.
  
- Faith Formation
  - Adult Education
    - Fall Sermon Series
      - Timing scripts and sand-art video
    - Taught Opening Book of Faith
    - Mark – God’s Will For Life Study
    - Planning Adult Education for Winter Programming
    - Met with potential speaker for Women/s Retreat
    - Support Small Groups
    - Via De Cristo Weekends
  - Confirmation
    - Confirmation Learning Events
    - Confirmation Servant Events
    - Camp Okoboji
    - Working on Confirmation and 9<sup>th</sup> Grade KTP Event
    - Private Affirmation of Baptism Service
  - Children’s Education
    - Keeping the Promise Events
      - Celebrate Communion Event
      - Evaluating and revising schedules for KTP to attract a target audience
    - Preschool Worship
  - Baptism Class
    - Taught Baptism Classes
    - Completed Video and integrating into Baptism Classes
  - Nursery
    - Met with director discussing expectations for staff in nursery

- Discussed expectations for confirmation students doing service hours.
  - Hired new nursery position
- Youth Ministry
  - National Youth Gathering
  - Fundraising
- Long Range Planning
  - Met with Youth Team and Christian Education Team working on long-range objectives.

**Pastor Rick**

**COUNCIL REPORT**

**PASTOR RICK SKARE**

**12-8-11**

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. Nov. 10-13 I attended a **Via De Cristo Retreat** in New Ulm. Not only was it an enriching experience for me personally, but it was good for me to become familiar with Via De Cristo to promote more in the congregation.
3. I led the invocation and benediction at the **Eagle Scout Court of Honor for Alyx Faust** on Nov. 14. It was wonderful for Pastor Ron and I to see Alyx receive this award and how proud his family was of him. Part of the work he did to earn this award was to build the flag pole and benches at the Word of Peace Cemetery and to clear brush and clean up the cemetery grounds.
4. Pastor Ron and I attended the **Northwest Conference Assembly** at Christ Lutheran Church in Blaine on Nov. 20. It was at this assembly that the process began to elect a new Bishop for our Synod, with each conference making up to three nominations for Bishop.
5. Along with Pastor Ron and Holly Finstad, I began working with and advising the **Budget Committee**. We have a good group to work with who look forward to 2012 with a sense of vision but also with a sense of responsibility.
6. On Nov. 27 I attended a **Benefit for Luke Letellier**. Luke is the 16 year old young man of our congregation who is battling cancer. The benefit at Park Tavern in St. Louis Park was attended by about 500 people and raised nearly \$25,000 for the Letellier family.
7. I continue to meet with the **Long Range Planning Team**. We are in the process of writing up each of the seven objectives to define strategic, measurable goals for the near future. The Pastors, along with the Education and Youth Staff, are working on the Faith Formation Objective. Also, the Staff and Long Range Planning Team are meeting together to define the church's Vision and Mission Statements.
8. I continue to participate in a weekly meeting with Holly Finstad and Susen Kay to accurately update our **Church Management System**. This needs to be done not only to accurately reflect the life and membership of our congregation, but also to be utilized more as a tool for ministry. We are currently

going through our system, family by family, to accurately update our membership records. This is a great group of people to work with and the task before us is challenging but exciting.

9. I finished leading **The Marriage Course**. We had a large group that went through the course with about 20 couples. Thank you to Karen Running and Tami Anderson for coordinating the meals, and to the nursery staff for the child care.
10. Pastor Ron and I continue to be busy working with the Stewardship Team to get out information about our fall **“Grow in Devotion” General Fund Appeal** through letters, emails, newsletters, the bulletin, worship announcements and videos.

### Pastor Ron

- A big thank you to each one of you and to your Team Members for all the great work that is being done in this time of Advent in our congregation. Your energy and time make Christmas at Word of Peace extra special.
- As we prepare for the wonderful celebration of our Savior’s birth, our Staff has also been working very hard. I hope you take time to say “Thank You” to them.
- Our financial support in November dropped a bit. As you know, we will need to catch up during this Advent and Christmas Season. We need to encourage all the folks in our congregation to help keep our budget and our church strong with their generous financial support. So many wonderful things are happening in the lives of our children and adults, as well in our community, as a result of the ministry of Word of Peace. Let’s strive to remind one another of this and encourage all to support their Lord’s Church.
- As the Budget Team finishes the work on our budget for 2012, please keep them in your prayers. As you know, it is a very challenging, but very important job.
- As we plan for our annual meeting on Sunday, January 22, 2012 from 9:30am to 10:45am, remind as many people as possible to take part. We are going to make that Sunday at worship and in our Annual Meeting a “Vision Sunday.” It will be a time when we will focus on our Mission and Vision Statements, as well as our dreams and plans for the next steps in completing much needed building needs and ministry programs.
- Our Ministry Directors have been meeting with the architects from our architectural firm, BTR, to consider plans for the upcoming building fund drive. Those plans will be made available to our Executive Team and Council in the near future. The decision as to what we can do with any kind of building addition will depend on what we feel we can afford as we make our plans to continue mortgage payments and debt retirement. As we prepare for our upcoming building fund drive, decisions will have to be made as we keep one eye on our need for space and one eye on the needs of ministry programming for our children and youth.
- My thanks to Co-Chairmen, Lou Witt and Floyd Broman, as well as the entire Leadership Team of the Growing in Grace Campaign. As you know, except for a large gift that was a misunderstanding, 97% of our pledges were given as of November 30<sup>th</sup>. Thanks, too, to Tom Hess and Dain Swanson for the good presentation of the Bridge Campaign on Sunday, December 4<sup>th</sup> and Monday December 5<sup>th</sup>. The frozen custard at Culvers was great, as well!
- The plans for our next fund drive will be: “Capital Fund Drive Launch,” April 15<sup>th</sup> & 16<sup>th</sup>, “Ask Sunday,” April 29<sup>th</sup> & 30<sup>th</sup>, and “Building Fund Pledge Sunday,” May, 6<sup>th</sup> & 7<sup>th</sup>. A lot of work will have to happen between now and then. Keith Magnusson and Kairos will continue to help us as we develop the plans for the drive. Please be in prayer for this important work.

- Under the leadership of Lois Graham and Sue Groth, our Long Range Planning Team is hard at work developing the details for future plans for mission for our congregation. Those should be available for the congregational meeting.
- I am excited about the possibility of expanding our Executive Team and changing the focus of our Council meetings to make sure we have an effective leadership structure for our large and growing congregation.
- In our preparation for Christmas, Pastor Rick, Pastor Krista, Beth Brekke and I will be taking communion to our shut-ins.
- We have had a wonderful response for the many appeals for those who are in need this Christmas. It has been heartwarming to see the way the people of this congregation step forward to help those in need.
- All other ministry which includes hospital visitation, counseling, study, worship planning, and staff leadership.

A motion to close the meeting was made by Kim Maas and Rich Carlson seconded the motion. Vote - approved.

**Closing – Lord’s Prayer**

**Next Council Meeting – January 19<sup>th</sup> at 7:00 PM (Wendy – devotions)**

Respectfully submitted,  
Amy Erickson  
Secretary