

**ST. PHILIP'S LUTHERAN CHURCH
6180 HIGHWAY 65 NE
FRIDLEY, MINNESOTA 55432**

**Board of Administration Minutes
November 25, 2014
6:45pm**

Opening Prayer

Almighty God, draw our hearts to you, guide our minds, fill our imaginations, control our wills, so that we may be wholly yours. Use us as you will, always to your glory and the welfare of your people; through our Lord and Savior Jesus Christ. Amen

1. Devotions – Val Sperry: Reflections on being thankful for the recent generosity of the congregation

Members present: Brad Heitland, Dick Blair, Phyllis Ehlers, Arlene Retzer, Gary Blomster, Ron Ackerman, Jerry Jensen, Val Sperry, Todd Schellenberg, Pastor Joel

2. Approve November Agenda and October Minutes

- October Minutes – **M/S/C**
- November Agenda amended – **M/S/C**
 - o Added 5B: Nominating Committee
 - o Added 5C: Nancy Lilja-Nerheim Exit Interview

3. New Member/transfers

- Transfers:
 - o Pastor Jan Hartsook and Phil Gotsch, transferred to Christ Lutheran in Blaine, MN – **M/S/C**
- New Members:
 - o Jorge and Kellie Bernal, Noah
 - o Mark and Kayla Kruse, Lyla
 - o Dee Tande
- Discussion about how many active members St. Philip's has (around 900) versus the number on the roster with the ELCA (around 2000)
- Possibilities discussed of reaching out to inactive members to update the roster count

4. All Committee Reports (Todd forwarded)

5. New Business

- A. Financial Report – Ron Ackerman – **M/S/C**
 - YTD: Income is at 99.9%, Expenses are at 103.7% of budget

- Expenses are slightly up due to a few committees spending large portions of their budget which all hit this month
- Offering is still slightly ahead compared to the last two years at this point
- Building For the Future is going great - \$152,000 pledged/\$90,000 received thus far

B. Nominating Committee

- Committee has been formed
- Looking to determine which folks are staying/leaving for the upcoming year on the Board and various Committees, whose terms are up
- Will approach and recruit to fill open spots as needed
- Discussion on how to fill the Board positions (and Executive Committee) for the future, possible governance restructure

C. Nancy Lilja-Nerheim Exit Interview

- Carol Anderson, Ron Ackerman, Dick Blair performed exit interview with Nancy on November 14
- She expressed difficulties when she first started at SPLC not feeling accommodated, communications with committees and who ultimately had decision making authority, staffing inefficiencies
- Overall she had nothing but positive things to say
- Information was presented to Pastor Joel on November 24
- She recommended new office manager to have church experience and felt her salary was fair with great benefits and pension
- Next steps will be to determine salary range based on market value

6. Old Business

A. NCD Update

- Chili cook off is January 18
- Any and all are welcome
- This is to highlight the NCD team's work thus far

B. Capital Funds update

- Building For the Future is going great, \$152,000 pledged/\$90,000 received thus far
- Roof repair has begun
- Electric door opener has been installed at Library entrance

C. Staffing update

- Office Manager position received 50 applicants, posting has closed, looking to narrow down to top 3
- Desired qualifications: previous church experience, familiar with the software we use, supervisory experience
- Looking to interview top 3 candidates in December
- Continuing to analyze if another part time office staff position will be needed or possibly increase Megan Bender's hours/move to full time

- Pastor Joel's workload has increased 2-3 hours per day with the staffing shortage

D. Columbarium Project update

- Presented at the Adult Forum on November 23
- Many questions were asked
- Survey has been mailed out to gauge interest in moving forward

E. Call Process update

- Committee met for the first time on November 17
- Blog has been setup with the first post summarizing their first meeting
- Check the blog, bulletin and friend for updates
- Looking to meet every other Monday moving forward
- This Associate Pastor position will more than likely be full time
- Ministry Site Profile will be worked on in December, used to help prepare a list of candidates
- Looking to have a new pastor in place within 6-8 months

F. Benevolence Committee Funds Allocation

- More discussion and continuing to think about
- Keeping tabled for now, this will be a point for the new Board to clarify for next year before the next Garage Sale
- Should be a clear plan on how/if the Board is involved in determining how funds are allocated

7. Upcoming Dates:

- Saturday evening service dinner – December 13, 2014 6:00pm
- Christmas Concert – December 14, 2014 4:00pm
- Service of Light – December 14, 7:00pm
- Christmas Pageant – December 21, 2014
- All Committees Meeting – January 12, 2015 7:00pm
- NCD Chili Cook Off – January 18, 2015

8. Next Board Meeting: Has been changed/moved to December 16, 2014 - 6:45pm

- Devotions: Pastor Joel