**ST. PHILIP’S LUTHERAN CHURCH**

**6180 HIGHWAY 65 NE**

**FRIDLEY, MINNESOTA 55432**

**Official Minutes**

**Board of Administration Meeting**

**April 24, 2017, 6:45 PM**

Meeting was called to order by board President Mike Youngberg at 6:51pm.

**Members in attendance**:

Mike Youngberg, Valerie Sperry, Kathy Pullen, Dawn Hansen, Betty Schweppe,

Bryant Holmstrom, Barbara Cooper, Leif Ronken, and Carol Anderson

**Staff in attendance:**

Interim Senior Pastor Christine Wenzel, Pastor Mollie Dvorak, and Jeannine Arcand (Office Manager), and Sara Quarberg, Director of Youth and Young Adult Ministries.

**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:** Jeannine Arcand led the Board in devotions.

**2. Consent Approval:**

**A.** March, 2017 Minutes – Minutes were approved after a discussion on whether or not the Board had approved a Room 3 remodel. Minutes were changed to reflect a discussion but not a vote to approve. A few other changes were made. M/S/C

B. April, 2017 Agenda

M/S/C.

C. April Committee Reports – The Committee Chairs also received copies of the minutes.

D. Minutes of annual meeting…Valerie Sperry and Mike Youngberg will write up minutes.

**3. Checking In / Introductions - Sara** Quarberg was introduced as our visiting staff person. Several Board members chatted about upcoming weddings, vacation, and Habitat for Humanity trip.

**4. Membership – New/Transferred** – Transferred – Linda and Roger LaFond; New Members in April/May – Sarah Lovgren, Mary Paul, Michelle Enstad & Nick Payton (engaged to be married this fall).

**5. Financial Reports**: Treasurer, Leif Ronken presented the monthly financial report for March, 2017 to the Board. Giving is down but expenses were in check.

**6. Pastors and Administrator Reports and Committee Reports:**

1. Pastor Christine – See below in discussions about the Visitation Ministry and the Transition Team.
2. Pastor Mollie – Mollie handed out a flyer about a summer worship proposal. She addressed one service for Sunday morning and a more casual lakeside worship service for Wednesday evenings. The Board voted in support of alternative summer worship schedule and format May 28-September 3, 2017. M/S/C.

Pastor Mollie also brought to the attention of the Board a meeting she and Pastor Christine had with the funeral committee and Jeannine. They would like to drop the facility fee for members as well as non members. A custodial fee would be applied if a funeral home is not involved in the funeral, as is with cremation. There is no cost for printing. The Board voted to support the proposal that we discontinue the facility fee and offer one form for members and non- members where all fees would be the same. M/S/C

1. Jeannine (SPLC Office Manager) – Counting team … Jason Karsten has stepped down as the head counter. The schedule is in place for counters going forward. It was noted that there are specific rules for all counters to read and follow.
2. Sara Quarberg – Director of Youth and Young Adult Ministries Updates: Sara presented a handout with ministry updates. Sara is starting her 3rd year and she is feeling good about her relationships with the youth.

Sara spoke to the Board about Relational Ministry, the Chicago Mission Trip July 9-14, 2017, the National Youth Gathering in Houston June of 2018, a High School Leadership Team, WAPO Bible Camp, the Sunday Morning Dream Team, a Fridley Middle/High School Connection and Young Adult Ministry. Her hopes, dreams and goals include Cross-generational ministry; Increased outreach in the immediate community; Increased and new adult leader involvement (growing from cross-generational ministry opportunities); Increased children and youth leadership in worship (communion servers?, creative/new leadership ideas); Would like to see Fellowship Hall used for children and youth activities; Discernment team where individuals discern the CYF/Adult ministry vs simply reporting what is planned; Would like funding for the annual ELCA Youth Workers Extravaganza (investment varies due to location each year). Thank you Sara for all of your good work.

1. Liaisons to Committee: The only report was the excitement expressed by Barbara Cooper (Benevolence committee) that a Hedgehog may come to the ‘Blessing of the Animals’ on June 14th, 2017!

**7. Old Business**:

1. **Ministry Booklet update –** Jeannine/Pastor Mollie – sent to Amada for formatting and then will be approved and put to print.
2. **Worship Life Task Force update –** Dawn/Pastor Mollie **–**Task force is starting to have the Worship Life Cottage meetings. Scribes at each meeting will be taking notes and information will be published for all to see when meetings are complete. The FB live meeting is May 11th.

1. **Transition Team update-** Pastor Christine **–** The Transition Team had its first meeting on April 25th. On Sunday, May 21st the team will ask the congregation to take part in a short survey by the ELCA. The viability/sustainability survey will be included in the bulletins, and time will be given in the service for everyone to complete. May 9th is a tentative meeting set to start looking at our heritage time line.
2. **Daycare update –** Jeannine – ‘Seeds of Love’… 7th Day Adventist Church**.** A tour was given and the daycare provider is very interested. They want to begin in September. Fees are acceptable. We are waiting for the state inspection. Our insurance coverage would be a secondary to the daycare coverage who holds the insurance on the daycare. The daycare would use the whole education wing, Rooms 16, 17A,B,C and 18. They will have their own refrigerator and microwave. The daycare would use the outside area and this shouldn’t affect the gardening area. In fact they might like a little garden space! 9 children currently are in the program but the daycare is licensed for up to 30 children. Smoke detectors will be installed by P/G in the education wing.
3. **Visitation Ministry update – Pastor Christine –**Pastor Margie will be installed into her new 30 hour/month position this coming Sunday, April 30, 2017. She is excited about the job and she will also work to bring lay ministry together again.

**8. New Business**:

1. **Stained Glass Windows for Sanctuary – Dick Kruse/Property & Ground (P/G)**

Stained Glass Window project started out as a calking project. P/G looked at it and it was decided that the windows needed to be glazed. Glazing is holding in the panes on the outside. Southside is especially bad with possible leakage. Weather stripping is coming down. One window showed stained glass damage. Dick provided pictures of all the problem windows.

Estimate the P/G liked is from Al Palmer (Gaytee-Palmer Stained Glass) and the one the committee liked the best. He is very reputable. His estimate for the whole project was reduced to $53,000. Funds are available from Building For The Future. Project could start next week and should take 3 to 4 weeks approximately.

Another project with Building for the Future money is the west corner holding pond. Need a new weir that is rotted away. Rice Creek watershed gives grants and St.P. has applied and we’ll find out next week. $4,000 project and hopefully we pay $1,000. These projects do not need Board approval, but the Board wants to know and add their support.

1. **Stewardship/Budget – Mike –** 1 out 5 people who pledged no longer do. People give but they don’t pledge. The financial contributions have dropped 13%. The Board discussed the status of the Stewardship Committee and how they anticipate the committee going forward this fall.
2. **Prioritization Discussion –** Stained Glass Windows – going forward with this project in May; Organ Repair, Storage Facility, Room 3 renovation are on hold for now. Music staff ongoing discussion.
3. **Office for Jerry** – looking at giving Jerry the music room with a door so that he has privacy and a confidential and quiet environment.
4. **Fund raisers**….The question was asked as to whether fund raisers need to be approved by the Board. A particular request has been made, and it was discussed that it didn’t need Board approval but it is a good idea to share the information with the Board.
5. **Move May Meeting to May 30th instead of May 23rd.**

**9. Reflection Time**: What have we done to further the ministry of St. Philip’s tonight?

Many decisions were made and many people are busy making St. Philip’s a good place to be.

**10. Adjournment:** Meeting was adjourned at 9:56pm by President Mike Youngberg followed by The Lord’s Prayer.

**Upcoming Dates:**

**ALL COMMITTEES Meeting**

Monday, May 8, 2017 7:00 P.M. in the Chapel

**EXECUTIVE COMMITTEE**

Thursday, May 18, 2017 6:45 P.M.

**BOARD Meeting**

Tuesday, May 30, 2017 6:45 P.M.

**GARAGE SALE**

July 26- July 29

Minutes submitted by Carol Anderson, St. Philip’s Board of Administration Secretary