

ST. PHILIP'S LUTHERAN CHURCH
6180 HIGHWAY 65 NE
FRIDLEY, MINNESOTA 55432
"Love Your Neighbor....."

MINUTES: Board of Administration Meeting April, 18, 2011 6:30 P.M.

Call to Order: 6:30

Members Present: Bob Becker, Wylie Klawitter, Gina Paton, Carol Anderson, Jeff Overlie, Tim Hardy, Margo Tech, Dick Kruse, Leif Ronken, Becky Leicher, Pastor Chris Hagen, Pastor Jan Hartsook & Pastor John Hierlinger.

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: "Power Surge" - Michael Foss Chapter 8

2. Checking In: Joys and Concerns

3. Consent Agenda: Minutes of March 28, 2011 Board Mtg. & All-Committee Report April 11, 2011. A motion to accept both reports was made, seconded and carried **M/S/C** Transferred or Released:

Christopher, Shawna & McKayla Chandonnet – Moved no transfer 3/3/11

Les & Niki Wilsey – released 3/4/11 – moved to Sarasota FL

Burt, Leigh & Zara Peterson, Jace & Ross Fugl – released 3/4/11 – return mail, no participation

Pat Saxvik – released 3/4/11 – moved no transfer

Steve, Allison & Jacob Ahcan – released 3/24/11 – moved no transfer – moved to Grand Rapids, MN in 2008

Michael & Rebecca Trancheff requested a letter of transfer to Christ Lutheran Church, Blaine, MN 3/28/11

4. Committee Reports: Human Resources – Gina Paton reviewed for the Board that in addition to working on the job description for the Business Administrator, the committee is also looking at the compensation package for the new Senior Pastor. Items to consider are salary, moving expenses, benefits, vacation, continuing education, auto allowance and professional ministry. The Board will look at this more closely next month. Gina and the committee will look to the Synod for recommendations.

5. Financial Reports: March 31, 2011 Treasurer, Wylie Klawitter reviewed the month end report. **M/S/C.** Wylie prepared a spreadsheet for the Board to track the monthly changes in pledged vs. unpledged money. Becky Leicher and Wylie reported that they

had explored the 'Bank Reconciliation' portion of the Finance Module in Shepherd's Staff.

6. Old Business:

a) Organ Review- WMA Chairperson - Byron Schmid reported to the Board information regarding the first installment of funds for organ repair. The Committee approved the use of \$2,495 – \$1,000 from the WMA general operating fund line for organ repair, \$95 from an organ restricted fund, and \$1,400 from the WMA undesignated restricted fund for Music/Fine Arts. The staff worship team had recommended these amounts.

Byron also provided for the Board a report with his observations of Board-Committee-Staff Operating Relationships. In this report he listed what he saw was the role of the 1) Board of Administration, 2) the standing committee, 3) ministry teams that work with the standing committee and 4) the staff. These roles are also delineated in the By-Laws of the congregation and would apply to all committees. We talked about the importance of passing on information and possibly training of members as they become involved in committee/ministry team work. The Board acknowledged the need to look at this carefully and also the possibilities of restructuring of the committees and the process. The Board thanked Byron for his valuable input.

b) St. Philip's can have their name displayed on a float or wherever (Disaster Relief Trailer) for the Fridley and Spring Lake Park parades. This has been checked out by Earl Hatten!

7. New Business:

a) Special Appeal Update: Training for callers who have consented to make phone calls for the Special Appeal will be Monday, April 25th at 7 P.M. or Saturday, April 30th at 9:30 A.M. These calls will be made as a follow-up to a letter that will be sent to members by Pastor Chris in May. Specific dates of the letter will be determined by April 25th.

b) Review Boy Scout Policy on use of the church – Tim Hardy reported that he has updated Mike Tipler as to Board investigation into this matter. He will work with Andrew Tjader, Youth Chairperson, to look at the possibility of hosting a troop at St. Philip's. Jon Retzer will also be contacted.

c) Approve all appointees to Youth Committee – Andrew Tjader, Chairperson, Pamela Schwint, LaRae Kazmierkoski, Deb Leibfried & Jamie Leibfried. **M/S/C**

8. Pastors and Administrator Reports: M/S/C In addition to the prepared reports – Pastor John reported there is a hurdle with the city of Fridley and the proposed Farmer's Market. John will work with members of the congregation for options and strategy. Becky Leicher asked the Board to approve the use of the chapel by a group she will be meeting with on Friday. They would use the chapel on Sundays starting at 12:30pm. More details to follow after Becky's meeting. The church would start out with an escalating rent schedule to St. Philip's as they have the time to grow. **M/S/C**

9. Reflection Time 8:20-8:30...The Board was ON TIME at this point in the meeting!
Good work, passion & laughter were present tonight.

How did our conduct reflect Christ?

What decisions/discussions seem to be God's will?

How did we contribute to building this community of faith at St. Philip's?

10. Adjournment: The Lord's Prayer 8:30

DATES:

ALL COMMITTEES

Monday, May 9, 2011 7:00 P.M.

EXECUTIVE COMMITTEE

Tuesday, May 17, 2011 5:00 P.M.

BOARD of ADMINISTRATION

Monday, May 23, 2011 6:30 P.M.

Minutes Submitted by Carol Anderson, Board Secretary

**ST. PHILIP'S LUTHERAN CHURCH
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FRIDLEY, MINNESOTA 55432**

EXECUTIVE COMMITTEE (April 11, 2011)

1. Discussed the agenda for the 4/18/11 Board meeting.
2. Discussed the financial reports ending 3/31/2011.

BENEVOLENCE AND SOCIAL CONCERNS

Present: Sue Kempf, Sue Davis, Judy Beine, Karen Teska, Kirsten Johnson, Lucinda Marshik, Karla Ackerman, Margo Tech

1. Portable sound system (for adult forums)
2. Wind Shelter for outside music area?

BUSINESS MANAGEMENT

EDUCATION

Present: Pastor John, Allison Sukalski, Beth Wackman, Chris Boettcher, Mary Melissa Haugan, Patti Fabian, Connie Yerigan

1. Determine Meeting Schedule through September
May 15th – During Sunday School
June 14th – 5:30pm
July 26th – 5:30pm
August 16th – 5:30pm
2. End of the year gift ideas for teachers on May 22nd
 - Melissa will take pictures of the classes, Allison will purchase picture frames
 - Allison will purchase flowers from plant sale and pot for teachers, need to confirm with Pastor John on the number needed. Will also add tag "Thanks for helping me grow!"
 - Will get bagels and coffee for last day
3. Fun "extra" activities during the church picnic on the 22nd.
 - Patty will look into cost of Bounce House
 - Ask Pastor John to have youth volunteer to DJ a dance area
 - Face painting (need new paints)
 - Cotton Candy Machine
 - Popcorn Machine
 - Committee Members to take pictures for website
 - Chalk, Bubbles, Hula Hoops, ect for them to do outside
4. Evaluate the Easter egg hunt. What went well, what could we have done better?

- **The Easter egg Hunt was a HUGE SUCCESS, THANK YOU EVERYONE!!!!!!!!!!**

- Everyone loved the face painting

Next Year

- Need to work on a sign for better advertising
 - Ask Congregation for raffle or prize egg donations
 - Ask Congregation for treats for eggs
 - Buy our own Bunny Costume
 - Buy more eggs on Clearance after Easter Sale
 - More games
5. Brainstorm one fun family activity for our committee to sponsor this summer.
What should we do? (Picnic, day at Como zoo, ect.)
- Picnic, need to research cost at Commons Park, Blaine Beach and Long Lake
 - Should have date and location determined prior to last day of Sunday School (5/22/11)
 - Water games
- When should we do it?
- End of July

Upcoming events:

- Committee Meeting - May 15th – During Sunday School
- Church Picnic – May 22nd
- Greeters at Sunday Worship - June 5th
- Committee Meeting - June 14th – 5:30pm
- Committee Meeting - July 26th – 5:30pm
- Summer Family Picnic - TBD
- Brunch – August 7th
- Committee Meeting - August 16th – 5:30pm
- Rally Sunday

EVANGELISM AND COMMUNICATIONS

Present: Judy Ferrier, Arlene Hamernik, DaMaris Nelson, Kathy Pullen, Betty Schweppe, Pastor Jan Hartsook, Earl Hatten

1. Pastor(s) to let Earl know names of new members. Earl to identify sponsors. He would like to know if new member know someone in congregation.
2. Our committee will lead the effort to have St. Philip's represented in the Fridley & Spring Lake Park parades.

HUMAN RESOURCES

Present: Committee Members Present: Gina Paton, Pastor Chris, Harold Kurtz, Mavis Hauge

1. Job description for Business Administrator Harold to get names and numbers for Gina to call other congregations to get descriptions for us to compare. We will continue this discussion at the next meeting.
2. Compensation Packages for a new Pastor

Pastor Chris printed out the compensation package recommended from the Synod.

We reviewed the current suggestions. Gina will get a copy to Joel and Michelle so that they can be up to speed by the next committee meeting.

The team will read over the suggestions so we can have a more in depth conversation next month.

Gina will bring some initial information to the board meeting to update the board on things that we might need to consider when hiring a new pastor and their requests. The board and HR will need to decide on what is the most that can be offered to a new pastor and what we are willing to negotiate on.

The following areas are what we will be looking at:

1-Salary

This is based on years of experience.

Pastor Chris feels that we cannot go much above \$2000 more than what we are already paying

2-Moving expenses-

Pastor Chris feels that they are going to be looking at asking the garage sale for the money to cover that if needed

3-housing costs are built in to salary base

4-benefits

single, family or more

if not needing medical, then they sometimes take the extra money and put it into a pension plan

5-Auto allowance

we currently pay \$.40 but Pastor Chris is suggesting that we up the amount to the recommended \$.55 a mile.

6-Vacation or PTO

-Pastor Chris is recommending that we start with 4 weeks.

7-Continuing Education

-\$800 is current recommendation, but Pastor Chris feels that it is low. He has no other recommendation at this point. The expectation is that the pastor would pay about half of something that they would like to attend.

8-Professional Ministry

-Harold added that if we are asking them to be a part of the community then we need some money to cover other costs i.e.-Rotary Dues, etc. Pastor Chris recommends \$500.

Harold will get the letter of call from the Synod so that we have further information.

The above information was quickly gathered in our meeting. We will have a more detailed report and recommendation for the board following our next meeting.

PARISH FELLOWSHIP (met April 9th)

Present: Julie Small, Kathy Swenson, Bev Roback, Vaness Menard, Kara Ruwart, Linda Benson, Wanda Benson

1. Discussed Festival of Tables
2. Planned menu for Sunday School Picnic on May 22nd. Menu: Sloppy Joes, chips, peanut butter sandwiches, lemonade, coffee, and ice cream bars
3. Planned menu for New Member lunch on June 4th
4. Discussed this year's brunches – first brunch May 29th

PROPERTY AND GROUNDS:

Present:

1. May 21st Clean-up Day
2. Senior Pastor Office
3. Carpet
4. Kick Plates
5. LED lights for Exits
 - Replacement of Globe
6. Mike Tipler – floors – stripper/neutralizer/waxer
7. Car Show – fall?

STEWARDSHIP – did not meet

WORSHIP, MUSIC AND ARTS

Present: Byron Schmid, Nila Carpenter, Paul Foth, Mike Holmberg, Celeste Prairie, Jeny Ronken, Judy Simko and Pastor Jan Hartsook.

1. Updates:

- Staff communications – Pastor Jan distributed the summary of the April 11 worship team meeting. She relayed the request that the WMA Committee visit some other churches and observe their contemporary worship in order to help strengthen our own (more below). She also asked the Committee's assistance in securing an additional sacristy assistant because Dan Campeau is concluding five years of service.
- Robe maintenance – Judy said she has looked at the robes (except for the acolyte robes) and found them in quite good condition. She will follow through with regard to their cleaning as needed. She and Celeste will examine the acolyte robes and determine any needs.
- Pew rack maintenance – Nila has volunteered to maintain the pew racks, and also replace Bibles as necessary.

- Communion supplies – The basic need is for someone to pick up and transport the cases of wine supply to the church about four times a year. Mike or Celeste were willing to do this.
 - Capital Replacement Schedule – Dick Kruse is preparing a report that will include all needed capital replacement items in excess of \$1,000 that will likely be needed over the next 20 years. WMA staff is gathering this information.
2. The Committee discussed our **worship services**, based on the 2007 congregational survey and on observations of the Committee members. Most discussion related to the 10:30 contemporary service and to the possible offering of an additional “more interactive and open style” service, similar to the past Wellspring service, which might be attractive to younger participants and those who were away on weekends. Some comments expressed concern over the “loud drums” and sometimes slow pace of the songs that diminished the vibrant flow of worship. Discussion noted the wide-ranging definition of “contemporary” in worship. Appreciation was expressed for the variety of the three worship service styles and for the dedication of worship/music leaders. The group indicated a willingness to visit some other area contemporary services, as suggested by the worship team. Stephanie will provide a listing of the types of information that she would find helpful. The Committee will discuss further at our May meeting.
 3. The Committee decided to **postpone the Fellowship Hall brunch for WMA ministry teams** (which include the choirs), **originally proposed for May 15, Music Sunday**. Committee members were unable to undertake the needed preparation and communication in the short time remaining until that Sunday. There was a strong desire to sponsor such a brunch sometime in the coming year. The Committee chair, however, will publicly recognize and affirm the service of ministry team leaders and members for their contribution to the worship life of St. Philip’s in each of the services on May 14 and 15.
 4. At its meeting on March 28 the Board of Administration asked this committee to consider making \$2,000-3,000 available from WMA funds to help cover the estimated \$8,200 **organ repair needs**. The Board is also asking the Endowment Fund and the garage sale to provide the balance of the needed funds. The Committee approved the use of \$2,495 – \$1,000 from the WMA general operating fund line for organ repair, \$95 from an organ restricted fund, and \$1,400 from the WMA undesignated restricted fund for Music/Fine Arts. The staff worship team had recommended these amounts.
 5. **May 10 agenda** (in Lounge at 7pm)
 - meeting and discussion with ministry team leaders -- Leaders of WMA ministry teams and music staff have been invited to meet with the Committee in order to inform the Committee about the current activity of the various ministry teams and identify ministry team needs that the Committee might be able to address. The meeting will also convey support for the ministry team leaders and teams members.
 - discussion of possible visits to area contemporary worship services

- music honoraria policy(if time permits)
- 6. **June 7 agenda** (in Lounge at 7pm)
 - Augsburg Fortress website presentation – Paul
 - WMA budget review, including music honoraria
 - new fall lectionary

YOUTH COMMITTEE

Present: Andrew Tjader, Ali Haggard, Jaimee Leibfried, Deb Leibfried, Ashley Tangen, Pam Schwint, LaRae Kazmierkoski

1. Fundraising ideas for the youth. These ideas included, tent rental, T-shirt sales, “Kids do Chores” scrips and food testing
2. Upcoming events were discussed. Ways to get kids involved in these were also discussed
3. Past events (like the 30 hour famine) were discussed, Things that worked and things that needed to be changed
4. The direction the youth committee should take was discussed

ENDOWMENT COMMITTEE – did not meet

March 2011 Transferred Released

Christopher, Shawna & McKayla Chandonnet – Moved no transfer 3/3/11

Les & Niki Wilsey – released 3/4/11 – moved to Sarasota FL

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