

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

MINUTES: Board of Administration Meeting August 22, 2011 6:30 P.M.

Call to Order: 6:30

Members Present: Bob Becker, Wylie Klawitter, Gina Paton, Carol Anderson, Matt Johnson, Margo Tech, Dick Kruse, Leif Ronken, Tim Hardy & 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: Stories from Minot DR trip.

2. Checking In:

3. Consent Agenda: Minutes of July 25th, 2011 Board Mtg. & All-Committee Report August 8, 2011 **Moved/Seconded/Carried**

Transferred or Released:

Terry Wedwick requested transfer to Hope Lutheran Church, Ladysmith, WI 7/11/2011
Helen Larson requested transfer to Messiah Lutheran Church, Mounds View, MN
7/22/2011

4. Stewardship Committee Report: Jerry Jensen, Stewardship Chairperson reviewed for the Board the fall stewardship campaign entitled "God's Work...Our Hands". Various letters will be going to the congregation along with a Generosity Daily Planner, Stewardship Brochure and pledge cards. The kickoff will begin with skits on Oct. 9th and 16th. On Oct. 23rd a 'celebration' brunch will be served as a culmination to Stewardship Drive and to welcome Pastor Joel and his family. A coffee reception will be held after service Saturday night and also after the second service on the 23rd to welcome Pastor Joel and his family. No Time and Talent sheets will go out this year.

5. Financial Reports: July 31, 2011 Treasurer, Wylie Klawitter

No Financial Report was available. Bob Becker and Pastor John will work with the Accountemp to ascertain her needs for timely generation of these reports.

6. Old Business:

a) Church Communications Update – Discuss 'Communication Strategy Draft' to include discussion about the Friend and e-Devotions: Much time was spent

talking about the need for a Communications person at St. Philip's but the Board did not directly discuss the strategy draft. Currently Heather Koshiol is preparing The Friend and Pastor John the e-Devotions.

b) Dick Lekang will set up training on Shepherd's Staff:
Bob explained to the Board that Dick is willing to train staff on Shepherd's Staff software used by the church office. We may call on Dick to train appropriate staff.

c) Update Office Manager/Business Administrator position:
Board will send job description ideas to Gina, chair of HR committee. The HR committee will write up draft job description to send to Board for their review.

7. New Business:

a) Custodial Review

Some time was spent talking about the current situation of hiring a cleaning crew for cleaning and then part time custodial 25 hours for the other tasks. There are some complaints about the cleanliness from the cleaning crew that Pastor John will follow up with. He will also get staff input about current custodial situation.

b) Discussion on Pastor Joel's start date and welcoming. This will include discussion on website Bob sent to the Board by email – please review.

<http://www.nwtxconf.org/View-document/?gid=244>

This was tabled for review in September. Each Board member should look at this document and we will put a plan in place at that time.

c) New Worship Band Director - Brian Schroeder

A motion was made, on behalf of Pastor John's recommendation, to hire Brian Schroeder as the next Worship Band Director. Pastor John and others who interviewed Brian were very excited about his abilities, his enthusiasm and his love for Jesus. **M/S/C.** Brian's first Sunday will be Labor Day weekend.. one service.

d) Time & Talent Sheet discussion – There will be no Time & Talent sheets distributed this year. This will allow time to review the process and the forms to see what better ways exist to get this information. Currently only 14% of the members fill out these sheets.

e) Discussion on how to 'thank' the Garage Sale Committee. Several items were discussed and will be implemented in the next month.

8. Pastors and Administrator Reports:

9. Reflection Time

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 9:30

DATES:

ALL COMMITTEES

Monday, September 12, 2011 7:00 P.M.

EXECUTIVE COMMITTEE

Tuesday, September 20, 2011 5:00 P.M.

BOARD of ADMINISTRATION

Monday, September 26, 2011 6:30 P.M.

Submitted by Carol Anderson, Board Secretary