

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

**MINUTES: Board of Administration Meeting     September 26, 2011 6:30 P.M.**

**Call to Order:** 6:30

**Members Present:** Bob Becker, Gina Paton, Carol Anderson, Matt Johnson, Margo Tech, Dick Kruse, Leif Ronken, Tim Hardy, Pastor John Hierlinger and Pastor Jan Hartsook.

**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:** Bob Becker

**2. Checking In:** Joys and Concerns

**3. Consent Agenda:** Minutes of August 22, 2011 Board Mtg. & All-Committee Report September 12, 2011    **Moved/Second/Carried** to accept the minutes and all-committee report.

Transferred or Released: None

**4. Committee Report** – Worship, Music and Arts – Byron Schmid spent half hour with the Board talking about the Standing Committee members, the WMA responsibilities, and how they interact with the Ministry Teams. Ministry Teams include acolytes, ushers, lectors, assisting ministers, communion servers, pew maintenance, sacristy assistants to name a few. Going forward the WMA committee would like to focus on interaction with the worship planning team and their role in the budget process. Specific items considered by WMA: organ repair, bluegrass service, Augsburg Fortress website review of worship planning resources, procedure for handling worship song suggestions and a Music Sunday brunch scheduled for May 6, 2012. The Board thanked Byron for revitalizing this important committee within the congregation.

**5. Financial Reports:** August 31, 2011    Bob Becker sent reports for July and August to each Board member. Jason Karsten will take over for Wylie Klawitter while she is on maternity leave and will be forwarding month end reports.

**6. Old Business:**

- a) Report on progress of Financial Accounttemp: Frustration exists for all parties because of lack of training but improvement has been made as the temp learns to operate Shepherd Staff and learns the accounting of the church.

It was **M/S/C** that Pastor John Hierlinger will assume the supervisory responsibilities for the Accounttemp until further notice and will pursue other help as needed.

b) Update Office Manager/Business Administrator position: The Board reviewed the last document from HR, discussed the hours and **M/S/C** to post the position for Office Manager at 32 hours per week/ 5 days per week/ with benefits. Gina will work with HR and Pastor John to post this position as soon as possible.

## **7. New Business:**

a) Custodial Review – Bob Becker moved discussion to a future meeting.

b) Discussion on welcoming preparation for Pastor Joel; Proposal to create a Transition Committee: It was **M/S/C** to form a Transition Committee to work with Pastor Joel and his family after their arrival. Matt Johnson will contact Miriam Jensen and Val Sperry of the Call Committee to seek their help in forming this committee. A Thank You to the Call Committee during church service was discussed.

c) New Worship Band Director –Increase time for Brian Schroeder: Pastor John presented two proposals to increase time for Brian Schroeder as well as benefit the congregation. First proposal involves work with the Youth Band, 6 hours/month for 6 months (October-April, not to include March because of Lent). This proposal was **M/S/C**. Second proposal was to involve Brian in putting together the Power Point for the Contemporary Service. This proposal was **M/S/C**.

d) Rental Policy update: This was not discussed at the Board meeting. President Bob Becker asked that Board members email him or the pastors with questions or comments to a document sent to all Board members about Renters agreements.

e) IRA contributions: Bob Becker has had several members email him in regard to their IRA contributions to St. Philip's. All Board members felt this subject needed legal assistance so Bob plans to contact member Howard Helgen to see how we can handle these concerns.

f) Camp Wapogasset Lutheran Bible Camp: St. Philip's received a letter questioning our support for this camp. Pastor John informed the Board that he had written a letter to inform them of our change to Green Lake Bible Camp. Pastor John will follow up with Camp Wapogasset.

g) Bob Becker asked the Board to be thinking about additional members to the Nominating Committee and also asked for volunteers to the Budget Committee.

**8. Pastors and Administrator Reports:** Pastor Jan added that she will be on vacation October 1-8. Pastor John brought up for consideration that the Minneapolis Area

Convention will be earlier than usual, Feb.17/18 2012, and that we should start to look for delegates prior to the Annual Meeting in February.

**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, October 10, 2011 7:00 P.M.

**EXECUTIVE COMMITTEE**

Monday, October 17, 2011 6:30 P.M.

**BOARD of ADMINISTRATION**

Monday, October 24, 2011 6:30 P.M.

OPEN MIKE – 6:30 P.M.

**TOWN HALL MEETING**

Sunday, November 6, 2011 9:30-10:20 A.M.