

<p><b>October 25, 2018-Our Savior’s Lutheran Church</b>  <b>Board of Directors Meeting</b>  <b>Mission Statement:</b> Our Savior’s Lutheran Church is a caring community called by Christ to serve and live in faith.  <b>Members present:</b>  <b>Voting:</b> Marci Gaertner, Ray Valley, Joel Frost, Amy Stoffer, Pastor Christine Wenzel, Meredith Caskey via teleconference, Greg Otsuka  <b>MEMBERS ABSENT:</b></p>	<p><b>Time Called To Order:</b> 6:36 pm  <b>Time Adjourned:</b> 8:19 pm  <b>Location:</b> Family Room - OSLC  <b>Meeting Lead:</b> Ray Valley  <b>Recording Secretary:</b> Marci Gaertner</p>
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DISCUSSION	RECOMMENDATIONS/ ACTIONS/ MOTIONS	RESPONSIBLE PARTY	
		<b>Staff</b>	<b>Board</b>
<b>Reading of the OSLC Mission Statement Devotions-Meredith</b>	Meredith devotions from Luke 1: “tending the nets” as applicable to our daily lives including board duties		
<b>Approval of September Board Minutes</b>	Approved electronically September 30, 2018.		
<b>Approval of Agenda</b>	Motion by Marci to approve agenda, seconded by Joel. Agenda approved.		
<b>Pastor Report-Christine</b>	See attached. In addition, Christine, lifted up Fall Festival, October 28 <sup>th</sup> Noted staff is very busy but commends them for being supportive of each other.		
<b>Staff Reports</b>	See below for Parish Nurse, Administrator, Youth, Children’s, Worship, Maintenance.		
<b>Committee Reports</b>	<b>Human Resources:</b> HR team finished final copy of employee handbook and presented to board for review. Joel moved, Amy seconded motion to approve the handbook. Aye 5, abstain 1 (Greg arrived later.) Next		

	<p>step, Christine to present to staff and have them sign Signed copy to then be placed in employee file.</p> <p>All expressed appreciation for the HR committee and the work put in to drafting the employee handbook.</p> <p><b>Giving Team:</b> Christine reports sign up has started for congregational dinner November 11. Expecting approx. 100 people. Workup in progress for speaker and special music. Pledge cards will be mailed the week prior to bring to the dinner.</p>		
<p><b>Treasurer Report--Joel</b></p>	<p>Overall, “on target”, numbers slightly behind as in prior years’ trends. Usual pattern is push in giving at end of year to reach budget by December 31. Remains to be seen if this trend will continue.</p> <p>Joel raised question: do we want to keep same pledge card format giving members the option to designate “general fund” vs “mortgage/building fund” –vs-- pledging one sum which would go in to general fund, utilizing as needed to pay mortgage. Decision to continue to use same format as we have previously with both “general fund” and “mortgage/building fund” listed. Joel has clarified memorial fund monies, amount approximately \$24,000. Suggestion by Joel to consider utilize those listed as undesignated for ministry needs as we move forward in to budget for 2019. General agreement to do so.</p>		<p><b>Christine—</b> gather team to review line item entries for changes.</p>
<p><b>Old Business</b></p>	<p><b>Children’s Ministry:</b> with move toward full time/ increased hours for children’s ministry position, a new job description is being written and reviewed. Once</p>		

finalized, this format will be used as “template” to revise job descriptions for all staff positions.

**Transition Team Update:** See attached for full update from Amy. Briefly, transition team met this past week as a follow-up to the October 21<sup>st</sup> adult forum and considered suggestions given by congregational members at that time for changes to the mission, vision, values statements. All suggestions taken and discussed. Outcome was to add the word “senior” to value “supporting children, youth, family, senior and inter-generational ministries.” Amy noted need to communicate to all that having the mission, vision, value statements does not mean the transition team begins implementation of strategies to begin work toward these immediately but that this implementation will begin once our newly “called” pastor is present. Added also that the team’s next step is to focus on the synod recommended processes including completing a ministry site profile and forming the call committee. Target date being the end of 2018 for this to be completed and hopefully call committee to begin work in January 2019.

Additionally, the visuals provided by the transition team to this date in the family room will now be moving out to the gathering area in the near future for greater visibility.

The board recognizes the transition team for all their hard work and service thus far and on the final deliverables.

<p><b>New Business</b></p>	<p><b>Budget 2019, first draft:</b> Recommended by Joel, general agreement by board members that all budget discussions/communication be done with our new values statements and results of the 2017 CAT survey as guidelines. Recommendation we increase our budget slightly for 2019 in faith that members here will come along with us as new ministries are introduced along those guidelines. With this in mind, discussion ensued of first draft, current ministries, new ministries desired, staff input/wish lists. Joel will incorporate changes for further proposed 2019 budget review at November meeting.</p> <p><b>Call Process:</b> Nomination process outlined in bylaws. Board vice president is convenor of call process including overseeing nominations, communication processes, formation of team, timelines. Karen Miller is also on the nomination committee. Agreement to include 1-2 people from transition team. Ideal number 7-9 people on committee. Christine presented form which could be used for anyone wishing to volunteer for call committee. Discussion ensued weighing pros/cons of inviting volunteers for committee versus appointing members. Consensus to try dual process gathering names for appointment as well as communication to congregation for volunteers to contact office. Board will review/make final decision from all names gathered. Tentative timeline for December board meeting.</p>	<p>Board nominations</p>	<p><b>Ray</b>—forward call process packet from synod to Meredith</p>
<p><b>Member Concerns</b></p>	<p>None</p>		

<b>Adjournment Lord's Prayer</b>	Motion by Joel, second by Amy to adjourn. Adjourned with Lord's prayer.		
<b>Next Meeting</b>	Next meeting November 15, 6:30 pm		

## TRANSITION TEAM REPORT

The following statements include relevant feedback from members during the 10/21 presentation of mission, vision, values (MVV) statements. The transition team considers these final and approved and we're moving forward with these versions (onto Ministry Site Profile, etc, for the call prep).

**Mission Statement:** Our Savior's Lutheran Church is a caring community called by Christ to serve and live in faith.

**Vision Statement:** We will be energized, engaged and equipped to demonstrate God's love to all.

**Values:** With guidance from these core values, we will deliver our mission and aspire to our vision:

- Supporting children, youth, family, senior and inter-generational ministries.
- Providing meaningful worship and spiritual growth.
- Welcoming all people into our faith community and nurturing caring relationships.
- Reaching out to share God's gifts with those in need in our community and the world.

Based on discussion during the 10/21 adult ed forum and on needed next steps, here's how we'll approach near-term communications:

### **Tools needed (in process):**

- Broad overview of charge/deliverables for Transition Team, including indication of baton pass to Call Committee
- Brief overview of process completed to get to MVV statements (May to current day)
- Refreshed go-forward timeline (high level) indicating approximations for remaining transition work, committee governance decisions, call committee appointment, call committee work, calling of next pastor, strategic planning/program review
- Updated Transition Team page on OSLC web site and in Transition Room (updated with info above)
- E-blast article that includes confirmed MVV statements and summary of new info that's on web page with link to that page (TT deliverables, process summary, timeline)
- Aligned verbal announcement on Sunday/Wed following e-blast article - likely early/mid November, which aligns with initial timeline that we plotted out last May

## Pastor's Report – October 2018

### STAFF

- Confirmation Ministry – Affirmation of Baptism on Reformation Sunday, 10/28.

### HR TEAM

- Met with HR team members – We are putting together a staff organization chart.
- Julene and I have to finish staff files.
- Director of Children and Family Ministry job description is completed.
- Looking at formats for job descriptions.

### FINANCE TEAM

- Updating the OSLC Internal Financial Controls.
- Chris Buse has been asked to take the Treasurer position on the Board.

### TRANSITION TEAM

- Mission/Vision/Values retreat, included Staff, Transition Team and Board members. It was a success. Shared the results with the congregation on Oct. 21<sup>st</sup>. Good turnout. Good feedback.

### WORSHIP:

- The first “All-Worship Service” followed by a pot-luck hosted by PEP Group was a success! We will continue this on November 4<sup>th</sup> (All-Saints) with service projects to be completed by members along with treats. Sponsored by the Health and Caring Leadership Team.

### GIVING TEAM

- The following dates will include mission moments in worship: 10/21, 10/28, 11/4, 11/11.
- Everyone has been invited to a “Complimentary Stewardship Celebration Dinner” on Sunday, 11/11 at 5:30. We will have a program, music, and a time to receive pledge cards.
- Partnering with “Come and See” team, so we can include the Meals with a Heart packing event the week before and a mission moment the next day – “Abundant Joy”

### OBSERVATIONS

- A lot is happening at OSLC. Busy time in the church. Staff feels overwhelmed!

## OTHER

- Baptism 10/21 at 10:30 service.
- Funeral Saturday 10/27 for Pat McCallister, the father of Keelin McCallister, youth group. Chad will be assisting in that service.

You are in my prayers. Please keep me in yours! Pastor Christine Wenzel

## Our Savior's Lutheran Church

### Staff Report

Name: **Chad Larson**

Program/Ministry: **Youth and Family Ministry**

Date: **10/18/18**

#### Activities Last Month

- **Confirmation Retreat-** This retreat went very smooth. This was the first year we had all but one student attend the retreat, 30 total. My adult leaders were Jeff Johnson and Caitlin Delander. The theme of the retreat was the question "why?". My messages given were about why the church and why Jesus. We had some great conversation around these topics and I really look forward to seeing how our students continue to be involved with the ministry in our congregation. The group also made their confirmation stoles for their Affirmation of Baptism Day. The second day of the retreat our students participated in high and low ropes courses at team building activities.
- **Youth Group Meetings**
  - o Jr High Evolve- Meetings have been uplifting and energetic. We are averaging around 10-15 students a week.
  - o Sr. High Activate- Our new model has been working well with worship, dinner, games. Students are responding well to starting our time off with worship and the message. We will try and move worship from the sanctuary to the youth room to see if it offers a more intimate setting for worship. We are at about 15-20 students a week.
  - o Wednesday Night Youth Group- This continues to be a large and energetic group! We average about 30 students a night with this group.

#### Upcoming Activities/important dates

- **Harvest Festival-** Darla and I are working out the details for this annual event. Our High School students will take a big part in volunteering in this event. Stay tuned.
- **Confirmation Service Night- On** Wednesday Oct. 24<sup>th</sup> our confirmation students and their small group leaders will be implementing the service projects they have chosen. These service projects are either on or off campus with the small group leaders being responsible for organizing their activity.

- **Winter Wipe Out Jan. 2019-** We are registered to attend the Winter Wipe Out Retreat at Camp Shamineu in Motley MN Jan 18<sup>th</sup>-20<sup>th</sup>. There is a lot of interest for the retreat this year and I look forward to seeing how many students register. I have us booked for 20 spots but we can add more if needed. It will be for both Jr. High and Sr. High Students.
- **Affirmation of Baptism Day Oct. 28th-** Students will rehearse on Jan 24<sup>th</sup>. I have been in conversation with Pastor Christine in planning this service.

## Our Savior's Lutheran Church

### Staff Report

**Name: Darla Goble**

**Program/Ministry: Children's Ministry**

**Date: 10-16-18**

#### **Activities Last Month**

- Teacher installation
- Start of Faith Formation
- Planned and implemented Rally day games, bounce house and activities done during class time. Seemed to work well.
- Recruited teachers for 5/6<sup>th</sup> grade girl class as the combined class on Sunday was too big. Angela Kyndberg and Vicky Jensen will share teaching the class.
- We had our first Moms Night Out at Mary Knuteson's house. 8 moms attended and I heard positive comments about this new group.
- The Nursery staff is doing well and I am checking in on them about additional items needed for the nursery staff to work efficiently and for security purposes.
- I planned and helped Pastor Christine lead the 3<sup>rd</sup> grade FaithMarker. Students received their Connect Bibles.
- Worked with students/staff and worship volunteers for the All Worship and potluck. I heard many positive comments about the service and the potluck.
- Attended the Mission and vision planning retreat
- Ordered supplies for Harvest Festival
- Ordered books for preschool Christmas Program
- Recruiting volunteers and working on planning for Harvest Festival
- Leading Jesus and Me with 15-20 children attending
- Purchased more things for the Children's Worship Area in CLC
- Writing lessons

- Worked with Staff on Worship planning
- Working on Children's Ministry "Dream List" for Joel Frost

**Upcoming Activities/important dates**

- Harvest Festival October 28
- All Worship-November 4 & 7
- Children's Committee meeting November 8

Items needing the board's attention

## Our Savior's Lutheran Church

### Staff Report

**Name: Stacy Meyer, Parish Nurse**

**Program/Ministry:** Parish Nurse/Stephen Ministry/Health and Caring Leadership Ministry

**Date: 10-16-18**

#### **Activities Last Month:**

- \*Stephen Ministry
- \*Home visits
- \*Monthly bulletin board display- Breast Cancer and Breast Health
- \*Giving Team meetings- planning of the Complimentary Stewardship Celebration Dinner for November 11<sup>th</sup>.
- \*Prepping for room between my office and Chad's office. Jon is currently painting it now.
- \*First Aid Kit/ AED restocked and updated
- \*Temple talk – Parish nurse ministry speech at both services 10/21/18

#### **Upcoming Activities/Important dates:**

- \*Coffee and conversation at Boutwell's moving to the first Wed each month at 1pm.
- \*Next Health and Caring Leadership meeting Wed. Oct. 24<sup>th</sup>
- \*Blood Pressure clinic every 3<sup>rd</sup> Sunday of the month.
- \*Service project for All Worship on November 4<sup>th</sup> will be organized by Health and Caring team. We will be putting care packages with toiletries and other items together to give to those serving the homeless in the St. Croix Valley. We will also be providing snacks as well.
- \*Complimentary Stewardship Celebration Dinner Nov 11<sup>th</sup>, 2018.
- \*Giving tree plans will be discussed on Wed. Oct 24<sup>th</sup>.
- \*Operation Christmas Child in Nov 2018.
- \*An Evening of Holiday Peace will be held at OSLC on Sunday Dec 2<sup>nd</sup> (First Day of Advent)
- \*Will be discussing gifts to give for the Advent season on Wed. Oct. 24<sup>th</sup>

Items needing Board's attention: None at this time.

## Our Savior's Lutheran Church

### Staff Report

**Date:** October 17, 2018

**Name:** Kathy Newton

**Program/Ministry:** Office Administration

#### **Last Month Activities:**

- **Regular office responsibilities:** Tuesday eblasts, Sunday bulletins, email & phone responses to questions and work requests by staff, congregants, committees & church board, submit bi-weekly staff payroll sheet, created Gillo's work calendar for Sept-Dec.
- **Purchases:** ordered 2019 offering envelopes, ordered 2 new bank deposit stamps
- **Program Work:**
  - Children & Family Ministry** – Printed and put together materials for 3<sup>rd</sup> grade FaithMarker: Sign-in sheet, reminder emails, Bible labels, handouts, etc. Harvest Festival materials: posters, announcements, postcards, voting slips for chili & pumpkin contests, sign-up poster, etc. Miscellaneous Faith Formation requests -- emails to Faith Formation families, name tags, copying requests.
  - Youth & Family Ministry** – Collected funds for confirmation retreat, sent email reminders to turn in missing forms & reminders to households where 10<sup>th</sup> grade class would be meeting each week. Set-up attendance sheets for 8<sup>th</sup> & 9<sup>th</sup> grade small groups, created attendance excel sheet for the year, created small group bins, table signs, and other misc. items.
  - Committee Requests** – Meals from the Heart sign-up, announcements, and process payments to participate. Africa Missions requests for scholarship letters, appetizer invites, announcement, and misc. Giving Team requests for Stewardship dinner announcements, create invitation for mailing, created RSVP sign-up and processing RSVP's coming in via email or phone. Quilter's boutique announcement.

#### **Upcoming Activities/Important Dates:**

- Oct. 28: Rite of Confirmation – Certificates to be generated, name tags made, special bulletin, order and pick up confirmation cake, updates to church database
- Create 2019 Pledge Cards

**Items Needing the Board's Attention:** Nothing I can think of at this time.

**Our Savior's Lutheran Church  
Staff Report**

Jane Gay  
Worship & Music Ministry  
10/15/2018

**Activities September 2018**

Sunday 9/23/18 & Sunday 9/30/18 4:30 PM Worship with Praise Team  
Senior High Activate Grades 10-12

**Musical Offerings September**

Andrea Valley  
Kingdom Choir  
JuBellate  
Proclaim!  
Matthew Fjestad

**Upcoming Activities/Important Dates October**

Wednesday 10/3/18 5:30 PM All Worship

Sunday 10/7/18 9:30 AM All Worship with Potluck (PEP Leadership)

Wednesday 10/24/18 1:00 PM Review of January-May 2019 Music Ministry Calendar  
Pastor Christine Wenzel, Darla Goble, Chad Larson, Jane Gay

Sunday 10/28/18 10:30 AM Affirmation of Baptism

**Items needing the board's attention**

## **Our Savior's Lutheran Church**

### **Staff Report**

**Date:** October 22, 2018

**Name:** Jon Burke

**Program/Ministry:** Maintenance Manager

#### **Last Month Activities:**

1. Summit Companies inspected the fire alarm system and panel. Checked out fine.

#### **Upcoming Activities/Important Dates:**

1. Irrigation will be winterized in October.

#### **Items Needing the Board's Attention:**