

Woodlake Lutheran Church Leadership Board Meeting Minutes
February 8, 2018

Present: Pr. Micah Pearson, Scott Dahlquist, Anne Romstad, Paul Olson, Anne Schmiege, Wayne Schmiege, Ed Morrow, Deb Heinecke, Barb Halsne Guests: Julie Windler and Jean Kass Open Forum Guest: Betty Hassenstab

The meeting convened at 6:35 with devotions by Paul Olson. Thank you for the devotions which tied in to the treat tonight of the "King's Cake" which is traditionally to celebrate Mardi Gras and the beginning of the Lenten season.

Open Forum: Betty Hassenstab was present to request that the church consider having a time of healing at the church services. Previously we practiced this in connection with the regular service approximately once a month and it gave people a chance to come forward for themselves or for another and ask for healing, comfort, and strength. It was a semi-private word of blessing and prayer and the physical gesture of healing through laying on of hands. Betty felt this was appreciated and missed. Pastor Micah felt this is something he would consider doing and appreciated this request.

1. The agenda was presented for additions or corrections. Jean Kass requested that her information be moved to the top of the meeting. A gift acceptance policy (tabled from the last meeting) was added to the Old Business.
2. Jean Kass was present to discuss the position descriptions that she has defined for Office Coordinator, Finance Coordinator, and Building and Grounds. For each category she identified what needs to be done, why we do it and how it is done. At this time, she feels they are ready for review by those that actually do the position and in-put from others that the area may pertain to. Questions remain what functions are missing or are needed to change and the hours required to do the duties.

Jean also has been working on updating the data base for membership. Anne S. mentioned than information from an up-to-date list would help funeral callers for helpers. As Congregational Care commissioner she would like to see the information to contact non-active members or those that have recently left.

3. Leadership Board minutes from January 11, 2018 and the special meeting on January 21, 2018 were approved as written.
4. Julie Windler was present to discuss the treasurer's report. Although January's current actual was less than anticipated, the year-to-date is good. She went through each category of the treasurer's report and explained any questions we had.

She commented on the "advertising" dollars and mentioned that in the most recent local Sun Newspaper the Catholic churches combined their Lenten services into a large ad whereas our ad was very small. As a collaborative idea for the three Richfield ELCA churches we could combine our information to make a more pronounced advertisement.

The Treasurer's report was approved although Julie was going to look at the Properties section for Property and Building Maintenance and verify the numbers.

5. Staff reports had been submitted via email previously for review.

6. Old Business:

- Joint Intern Update: Pastor Micah has spoken with Pastor Zarth and they will be doing joint interviews for an intern in approximately two weeks. Pastor Micah will participate.
- Collaboration Update: The Intercultural Development Inventory (IDI) went out to members and should be completed. This assessment measures how individuals relate with people of different cultural backgrounds. There will be a pancake meal on February 13th at Oak Grove from 6-8 pm to review the results.
- Gift Policy: We do not have a gifting policy for the church and previously it has been handled individually. Julie Windler will do some research and report back information regarding a policy.

7. New business:

- Holy Week and Easter Services: A lengthy discussion on Lenten and Holy Week services covering what we have done previously and what will work this year. It was decided:
 - Ash Wednesday 12 noon (Chapel) and 6:30pm (Sanctuary)
 - Lenten Wednesdays (Feb. 21,28, Mar. 7,14,21) at 6:30-7pm (Sanctuary)
 - Palm Sunday – March 25, 10 am. with palms handed out by the youth
 - Maundy Thursday – March 29, 7 pm (no collaborative service)
 - Good Friday – March 30 3pm and 7 pm
 - Saturday, March 31 - No Saturday chapel service
 - Easter Sunday – April 1, two services, times to be determined.
- Installation date of Pastor Micah will be dependent on when the Synod Bishop or Assistant can be present. It will probably be during March. Pastor Micah will communicate with the Synod.
- Families Moving Forward host week is March 4-11. Sign up begins February 18th.
- Pastor Micah addressed the concerns Hyeon Jeong Lee has brought forward. She signed a contract in 2014 and then apparently another contract was done later with additional duties. She is willing to stick with the original contract which means she will no longer lead the children's choir or create the larger service events and that a part-time organist will be hired to assist when needed. A children's choir director will also need to be hired. The board discussed the additional funding needed, the hope that she would assist in finding the children's choir director and organist, and that the children are just not dropped.

A motion was made, seconded, and approved to have Hyeon Jeong Lee follow the original contract and to assist with finding a children's choir director, and assistant organist.

- Ed reported that the AA group that meets at the church did some origin history and they will be celebrating their 75th year and will have a larger group attend the meeting on April 13th to celebrate and will require use of the Fellowship Hall.
- The meeting adjourned at 8:37 pm with the Lord's Prayer.

Reminders:

March Messenger Article – due February 12 - Paul Olson

March 8th Leadership Meeting Devotions and Treats - Anne Schmieg

April Messenger Article - due March 12 - Wayne Schmieg

Respectfully submitted,

Barbara Halsne