



PLC Leadership Mission Team: Meeting Agenda

Date: 10 - 19 - 21


Location: Fireside room

Mission: "Called to make disciples, sent to share Christ."

Beliefs: Peace Lutheran Church is a gathering of diverse people united through the love of Jesus and His command to make disciples.

Invited: Heidi Nelson-- President (Zoom), Dirk Kagerbauer -- Vice President, Heather Miller, Matthew Pfluger--Treasurer, Lucinda Porter (Zoom), Kira Labby - Secretary, Amy Lee, Jenny Dehn (Zoom), Karen Kieper, Steve Berholtz, Pastor Brad Dokken

Not Present:

Time	Agenda	Results/Next Steps
	Call to Order: Devotion	John 13
<b>CONSENT AGENDA</b>		
	Last Month's Meeting Minutes	<a href="#">HERE</a>
	Treasurer's Report: <a href="#">CLICK HERE</a>	<ul style="list-style-type: none"> <li>• Staff payroll system migration from IconCMO to Gusto</li> <li>• Will be setting up direct deposit for staff paychecks going forward</li> </ul>
	President's Report: <a href="#">HERE</a>  President Report October 2021	<ul style="list-style-type: none"> <li>• No leads for Parish Admin position yet               <ul style="list-style-type: none"> <li>○ Few cancelled interviews, benefits possibly an issue</li> </ul> </li> <li>• Call Committee -- will come together / form during transition period</li> </ul>
	Pastor's Report: <a href="#">CLICK HERE</a>	
	Curator Reports <ul style="list-style-type: none"> <li>• Congregational Life <a href="#">CLICK HERE</a></li> <li>• Music <a href="#">CLICK HERE</a></li> <li>• Technology <a href="#">CLICK HERE</a></li> <li>• Youth and Family <a href="#">CLICK HERE</a></li> </ul>	
	Liaison Reports: (Reports should be created <a href="#">using this information</a> and linked to each team) <ul style="list-style-type: none"> <li>• Care of Congregation (Jenny) <a href="#">CLICK HERE</a></li> </ul>	

	<ul style="list-style-type: none"> <li>● Cemetery (Dirk) <a href="#">CLICK HERE</a> --- will be looking for third worker for \$15/hr cemetery maintenance job, 8-10h/w</li> <li>● Endowment (Heidi) <a href="#">CLICK HERE</a> --- annual meeting / application season approaching</li> <li>● Hospitality (Heidi) <a href="#">CLICK HERE</a></li> <li>● Mission and Outreach (Karen) <a href="#">CLICK HERE</a></li> <li>● Preschool (Heather)</li> <li>● Promotions (Heather) <a href="#">CLICK HERE</a></li> <li>● Property (Amy) <a href="#">CLICK HERE</a></li> <li>● Worship (Steve) <a href="#">CLICK HERE</a></li> <li>● Youth (Kira) <a href="#">CLICK HERE</a></li> </ul>	
<b>OLD BUSINESS</b>		
	Parsonage	<ul style="list-style-type: none"> <li>● Congregational approval for as-is sale on open market achieved</li> <li>● Dumpster/ beautification project -- working to organize ASAP</li> <li>● Current maintenance needs (to be completed by Property) <ul style="list-style-type: none"> <li>○ Remediate the mold in the basement using a professional contractor.</li> <li>○ Clean the gutters &amp; downspouts to prevent further water in the basement.</li> <li>○ Install a continuously running dehumidifier in the basement.</li> </ul> </li> </ul>
	Parish Admin position	<ul style="list-style-type: none"> <li>● See president's report, no firm leads yet</li> <li>● Hiring / interview team in place</li> </ul>
	Music Curator position	<ul style="list-style-type: none"> <li>● No leads yet</li> <li>● Hiring team will need to be formed to lead search <ul style="list-style-type: none"> <li>○ Steve to spearhead team assemblage</li> </ul> </li> </ul>
	PB resignation	<ul style="list-style-type: none"> <li>● ELCA synod aware <ul style="list-style-type: none"> <li>○ Next step: exit interview Tuesday Nov 9th 18:30, Room 201</li> <li>○ Pastor Asher O'Callaghan - contact</li> </ul> </li> </ul>
	New storage shed for maintenance equipment	<ul style="list-style-type: none"> <li>● Shed <ul style="list-style-type: none"> <li>○ Needs to be 10ft from main building per city codes</li> <li>○ Electrical concerns - how to wire properly?</li> <li>○ Property team involvement / oversight necessary ie: detailed plans and applicable code requirements</li> </ul> </li> </ul>
	Dumpster Project	

		<ul style="list-style-type: none"> <li>● Staff discussion</li> <li>● Dumpster <ul style="list-style-type: none"> <li>○ Heather to reach out to stoneworker</li> <li>○ Would like to expedite as much as able</li> </ul> </li> </ul>
<b>NEW BUSINESS</b>		
	Office duties / odds and ends	<ul style="list-style-type: none"> <li>● Home communion -- will need more distributors to pick up Sommer's and PB's visits <ul style="list-style-type: none"> <li>○ Currently have 14 recipients (once monthly visits)</li> <li>○ Currently Kim providing visits -- would be willing to do this work as part time lay minister <ul style="list-style-type: none"> <li>■ May have to revisit once new minister on board</li> <li>■ ? compensation, mileage, etc -- Heather to clarify and arrange with Kim (<b>majority voted</b>)</li> </ul> </li> </ul> </li> <li>● Giving counters needed <ul style="list-style-type: none"> <li>○ Suggest rotating duties to maintain privacy of donors (per ELCA guidelines - 2 non related counters needed weekly) <ul style="list-style-type: none"> <li>■ Will reach out to past counters for interest -- Matthew to investigate</li> </ul> </li> </ul> </li> </ul>
	PB resignation / payroll	<ul style="list-style-type: none"> <li>● Owed vacation/ PTO calculated, to be paid out</li> <li>● Policies should be clarified for future staff and next pastor <ul style="list-style-type: none"> <li>○ PB creating clarifying documentation regarding PTO use vs payout</li> <li>○ Continuing education time and allowance use vs loss</li> <li>○ ELCA guidelines for compensation and benefits 2021 <a href="#">HERE</a> <ul style="list-style-type: none"> <li>■ ? end-of-call budget concerns for payouts ?</li> </ul> </li> </ul> </li> <li>● Send-off celebration <ul style="list-style-type: none"> <li>○ ? brunch after service Nov 14th ?</li> </ul> </li> </ul>
	Giving	<ul style="list-style-type: none"> <li>● Down in recent months <ul style="list-style-type: none"> <li>○ Historically, anticipate further fall during interim pastor period</li> <li>○ ? would demonstrating online giving portal via bulletin and treasurer's updates in newsletter, or during service be helpful to inform congregation and prompt giving?</li> <li>○ Most pertinent data: month-to-date vs prior month compared to monthly budget</li> </ul> </li> </ul>
	Process for calling new pastor	<ul style="list-style-type: none"> <li>● Pastor Asher O'Callaghan is contact person</li> </ul>

		<ul style="list-style-type: none"> <li>● Call / Transition process (short overview <a href="#">HERE</a>) -- FOLLOW IN PRESCRIBED ORDER <ul style="list-style-type: none"> <li>○ Ministry Site Profile to be created first</li> <li>○ Call committee - already have interested congregants, CAN'T FORM YET</li> <li>○ Congregational vote later</li> </ul> </li> <li>● Will need to clarify supervisor / chain of command for PLC staff during interim <ul style="list-style-type: none"> <li>○ ? arrange for a meeting between staff and leadership to clarify supervisory processes ? <ul style="list-style-type: none"> <li>■ Possibly during Nov staff meeting -- Heidi will look at coordinating</li> </ul> </li> </ul> </li> </ul>
	Interim worship coverage	<ul style="list-style-type: none"> <li>● Interim worship: <ul style="list-style-type: none"> <li>○ Involvement of congregants</li> <li>○ Pulpit supply ministers - list is available on ELCA Synod site with candidates <ul style="list-style-type: none"> <li>■ Will ask office staff to help arrange schedule</li> <li>■ ? would 8:00 Facebook Live service continue ?</li> </ul> </li> <li>○ Music: planned / in place through end of 2021</li> </ul> </li> </ul>
<b>ADJOURN</b>		
	Next Meeting Date: Nov 16th, 2021 18:00	