



APPROVED

St. Luke's ELT Meeting

Monday, September 25, 2017 6:00pm

Members in attendance: Dave Hoag, John Taylor, Barb Erickson, Randy Sloper, Teri Sato (on the phone), Bob Snyder, Pastor Weber, Morgan Griffith (Sec), Gerald Meyr, Guest: Lind Simonsen

Randy opened the meeting in prayer.

New Business / Presentation on Constitution / Bylaws:

Review of some important bylaws/constitution:

Constitution and Bylaws can be ratified and adjusted to meet the needs and values of the congregation.

Annual Meetings/Votes: Voting members are required to register. If there is a discrepancy and someone voted who is not a member, that invalidates the vote process. So, we must confirm membership before an official vote.

The congregation has the right to call an ordained pastor. The congregation has given to the ELT all of the congregation powers except calling and approving an ordained pastor, a budget, purchase/lease/disposition of sale, incurrence of debt for more than 1 year, the election and removal of officers, excommunication of a member of the congregation.

Whoever is in attendance constitutes a quorum. Half of those in attendance or more constitutes a yes vote.

The calling of an official meeting requires public announcement of the meeting two weeks prior to the meeting.

To make an amendment to the constitution, we must have at least 2/3 vote of the present congregational members.

In the case of the vacancy of another called or ordained minister, the senior pastor works with the ELT to call the incoming minister.

The bylaws require that you must be a member of the congregation for at least 2 years prior to becoming a member of the ELT. This requires an annual check in system to follow up with these guidelines for leadership positions.

Committees can consist of congregational members as well as outside members who may add helpful insight to the organization.

The Lay Ministry Team is required to keep a current list of active membership.

Compliance Committee is headed up by the VP of the ELT. Other members of the congregation can be brought in as well to serve as support members.

Nominating committee consists of senior pastor and 4 members-at-large.

Minutes of the ELT should be maintained.

Duties of Officers:

The secretary shall record (written documentation) the written record of all meetings, submit all notes by their next meeting, and maintain all order of Robert's Rules of Order, the constitution/bylaws.

ELT Pres, Senior Pastor, or any 50 members of the congregation can call a congregational meeting for any reason.

There is a 2/3 vote required to pass an amendment to the constitution.

Pastor Responsibilities:

The focus should not be, nor is, on the past, but on the present/future with a clear difference between the pastoral role and the ELT.

The team will not allow an individual to get in the way of meeting a goal.

The ELT will continue to grow in excellence in leadership skills.

ELT job descriptions will be reviewed and discussed annually.

On an annual basis, each member should identify any conflicting organizations that they may participate in outside of this leadership team. Members have the right to excuse themselves from discussion at any given point during a meeting, if necessary.

As a member of a group, you need to speak with one voice. ELT members are required to keep some items confidential.

Annual Review & Revision of all policies: Self-Review of group required annually. Annual education component required for ELT as well.

Senior Pastor Limitations:

Pastor cannot make a single purchase greater than \$25,000 without the consent of ELT.

Pastor cannot exceed \$2500 for emergency repair without ELT approval.

Pastor shall not let the ELT be unaware of any unexpected changes. Senior pastor shall not allow programs that do not support the goals of the constitution and bylaws of the congregation.

The ELT is respectful of the authority of the Senior Pastor.

Monitoring systematic performance of the Senior Pastor: set up goals and objectives at annual meeting, establish measurement tools which will be the only areas in which to evaluate the senior pastor.

The ELT is required to follow up with all annual and monthly goals and objectives of the congregation.

Note: The ELT would like to review the Staff Handbook to help support Dan in keeping that current and holding staff members accountable. Morgan suggested that the Secretary be trained and held accountable for the responsibilities of the constitution/bylaws, as well as Robert's Rules of Orders. Teri suggested that we have an annual review of the constitution/bylaws with the ELT.

LCMS Convention:

One pastor and one layperson can attend upcoming conventions for ongoing education. Dan will select members to attend the convention and follow up with the ELT.

Ministry Applied Practice (MAP): Les received a letter from Pres. Linnemann regarding the MAP program for Pastor Aaron. A congregation member has generously donated the required fee for Pastor Aaron to attend this program. Pastor Dan fully supports the program. John Taylor made a motion that the ELT vote to support this program. Teri seconded the motion. ELT voted unanimously to support Pastor Aaron in attending this program.

Old Business / Budget Review:

July expenses were down. As a result of some budget trimming, we are now in the positive. Overdue bad debt money now collected from over the summer to help the daycare line item, financially. 18 kids in K, 21 kids in hybrid class, 18 kids in 3-day 4 yr old class.

YTD P&L Summary: 4 Those 2 Come funds now go into general fund, to directly pay debt principal. Slavic Baptist Church (Russian) now meeting here from 2-4pm, worshipping in Great Room. Income up 8.3% YTD. Salaries down 12%. Salaries in daycare went up 10%.

Action Steps:

Future Goals: Ratify performance vs budget.

There were some concerns brought up about a drop in giving. Dan commented on some key metrics for ministry outcomes throughout the year. He suggested that some people give to support God's word and others give to support the mission of the church. The staff is looking into acknowledging some programs that are well supported financially, as well as those families that are giving for the first time.

Goals for next ELT Meeting (Oct 16, 6pm); HR Review, Staffing Roles & Responsibilities

There was a request to have the agenda for ELT meetings sent out at least 48 hours prior to the meeting.

Morgan will contact Jan to discuss plans on how to support the Birds in their transition to St. Luke's.

Meeting was adjourned at 8:10pm.

John closed the meeting in prayer.