

Sherwood Park Lutheran Church  
Leadership Meeting Agenda  
Wednesday January 23, 2019

Date: January 23, 2019

Time: 7:03 pm

Present: Pastor Erik, Megan Schwartz, Cheryl Hemmett, Byron van Dijk, Tim Friesen, Laurie Baushke, Russ Malkoske (Treasurer)

Regrets: Dallas Ganske

- 1.0 Welcome and Call to Order
- 2.0 Opening prayer and devotions
  - Pastor Erik led Leadership Team in devotion
- 3.0 Adopt Meeting Minutes from November 19, 2018 **MSC LT 1-19**
- 4.0 Treasurer Report
  - Russ Malkoske updated leadership team
  - See below for report
- 5.0 Ministry Items
  - AGM Agenda
    - Leadership Nominations – Laurie Baushke will take the lead
      - Bill Johnson will join the leadership team in 2019
    - Tabernacle Discussion – Byron van Dijk will take the lead
- 5.1 Model Constitution and Bylaws – Cheryl Hemmett will take the lead
  - Constitution was sent back to SPLC by the Governance board of the Synod. Leadership will meet and discuss the suggested changes. Once changes are made the document will be sent back to the Governance Board for approval.
- 5.2 Rental request from new congregation
  - Cheryl to contact Pastor Catherine to discuss options for Tabernacle to only use building every other Friday a month, to help accommodate the possibility of a new renter.
  - If the rental can be agreed upon, Cheryl will draft a contract for the congregation to use SPLC two Friday evenings a month at the cost of \$250.
- 5.3 Policy/Statement for what goes into the Messenger
  - A policy will be made for the messenger at the next leadership meeting.
- 5.4 Evacuation of St Amant children from Munroe Shopping Center to SPLC
  - SPLC will be a location for the St. Amant children's centre if they needed to evacuate.
- 6.0 New Business
  - Property Management report
    - One quote for duct cleaning was \$2000, waiting to hear back from other businesses
    - Byron to talk to Ad about getting a quote for the flat roof
    - Tim is working on a property management manual
    - Barb Friesen will reupholster the sanctuary chairs

- Pastors Report
  - Who is doing set up for AGM and is there need of the projector?
    - Leadership will set up AGM and Tim will assist with the projector
  - Has there been thoughts about an Easter Breakfast led by youth?
    - Youth will provide Easter breakfast
  - Do we have a WiFi policy (as in who gets the password?)
    - No, a policy will be looked into.
  - What is the budget/fund/possibility of purchase of offices supplies (office chairs and printers specifically)?
    - Pastor Erik will look at chairs and printer and submit request to leadership. Funds for the expenses will come out of the Building fund.

7.0 Round Table

8.0 Next meeting is February 12, 2019

9.0 Adjournment at 9:00pm

### **January 2019 Pastor's Report to Council**

Dear friends Grace and Peace to you from our Lord Jesus Christ,

It is with much excitement that I write my first report to you for our Leadership Team meeting. The past few weeks have been a flurry of activity, as was to be expected as I started here in the middle of some of the busiest time of year in the life of a congregation. Never the less, things have been off to a good start - at least in my estimation.

#### **Looking Behind,**

In this part of my monthly report, I usually take time to look at some of the significant things that have taken place in the life of the congregation and the major focuses of my time and energy.

#### **Looking back further,**

I come to Sherwood Park having spent the past 6 years serving Good Shepherd in Selkirk (Messiah, Camrose and St. John of Golden Spike, Spruce Grove before that). My last two years at Selkirk were spent moving the congregation into Shared Ministry with four other congregations in the Interlake. I am hopeful these experiences will be useful to SPLC as undertake the task of doing ministry together.

My first few weeks have been devoted to getting the lay of the land, meeting with congregational leaders, worship leaders, with staff individually and as a whole staff team. I have had the opportunity to attend confirmation and even teach. I have been to Prairie Fire with the youth, met with our resident seminary student to make some plans, I have made some pastoral calls and visits, as well as been planning a funeral (for Effie Dase on January 26th). This is all in the midst of leading worship and getting to know the congregation on my first three Sundays. So yes, busy indeed!

### **Looking Around,**

In this part of my monthly report, I usually take the time to talk about the things that are occupying my time currently and events that are about to take place. As well, this section is often a spot for bringing questions to Leadership.

Right now is the flurry of planning for the Installation and for the AGM. The installation in particular has a lot of congregational involvement, but things seem to be under control.

I have also planned to attend a youth event and family ministry event to get to know those ministries and the particular demographic they serve.

And then before we know it, Lent will be upon us and I have already been talking with worship planners and as well with Andrea Grozli about incorporating some of her seminary contextual Ed components into Lenten study series.

Some odds and ends questions for the Leadership Team (many from staff):

- Who is doing set up for AGM and is there need of the projector?
- Has there been thoughts about an Easter Breakfast led by youth?
- Do we have a WiFi policy (as in who gets the password?)
- What is the budget/fund/possibility of purchase of office supplies (office chairs and printers specifically)?
- I need some Leadership folks for the installation to fill some roles.

### **Looking ahead,**

this section is often about short and medium range planning, looking ahead to what is coming up for the congregation and where I will be spending my time and energy in priority. As you may have figured out, things will start in this section and over time move up the report as they happen and then as they are reflected and reported upon.

Over the next few months most focus will be on Lent, Holy Week and Easter, and beyond that late spring and summer will begin longer term planning for the upcoming program and liturgical year.

That being said, my plan setting out is not to have too many plans. My hope is to continue developing working relationships with staff and getting a sense for their ministry areas. To begin working with you (Leadership Team) to get a sense of the areas of priority and focus for the congregation. I would like to continue bringing consistency and structure to worship planning and worship.

Beyond that over the coming months I will also begin setting up some systems for visitation and possibly for some adult education (which might not take fruition until the fall).

I also know there is some governance work to be done, particularly in relation to policies. But also there is the task of picking up the existing vision work for SPCL and seeing how much of that needs to be resumed or needs to be adapted.

Of course, everything begins with grand plans and excitement. And so I am tempering my expectations, as wise seminary classmate once said, "Expectations are simply premeditated resentment."

Upcoming Events:

January 27th - Installation  
February 3<sup>rd</sup> - Annual General Meeting  
March 3rd - Transfiguration  
Sunday March 6th - Ash Wednesday  
March 10th - First Sunday in Lent  
April 14th - Palm Sunda  
April 18th - Maundy Thursday  
April 19th - Good Friday  
April 21st - Easter Sunday

In Christ,  
Pastor Erik +

**Financial Report**

Annual detail is contained in the Treasurer and Financial Reports but just to refence our December actual please note:

- Offering Revenue	\$22,300
- Other Revenue	\$4,675
(Rent/\$2,020, Shared /\$2,563 Coffee/\$77 and Interest/\$14)	
REVENUE	\$26,975
- General Expense	\$16,600

Revenue is always up in December compared to the rest of the year because Offering is higher Unfortunately Offering did not match December 2017 which came in at \$23,600. Also, our 2018 Budget predicted Offering would hit \$175,000. Our Actual offerings totaled \$170,508.

Rental Income was up for the month as Tabernacle paid 3 rents. 2 were in arrears.

General Expense came in at a rounded \$16,600. This reflects higher expense then the past few months because Youth Budget Expenses for the last half of the year were paid at \$463, Pulpit Supply was \$2018, Hydro was \$515 and there is expense for the move of the Kitchen at just under \$600.

At year end General Expense was significantly lower then Budget, primarily the consequence of not having a full time Pastor for half of the year.

Submitted by Russ Malkoske