



Executive Council – Special Meeting

February 10, 2015

President – Joe Jorgensen	P	Vice-President - Andrew Wilkins	A	Secretary – Linda Bauer	P
Paula Anderson	P	Sharon Buckley	P	Christian Donovan	P
Lucky Rimpila	P	Alan Ritchie	P		
Pastor David Mesaros	P	Treasurer – Rachel Fausch	P		

1. **Call to Order:** President Joe Jorgensen called the meeting to order at 7:05 p.m.
2. **Devotions:** Pastor Dave presented the Executive Council with a devotional booklet *Grace and Peace - Devotions For Lent 2015* use for devotions for all meetings.
3. **Receive Agenda for February 10, 2015: Motion made by Sharon Buckley and seconded by Paula Anderson to receive the agenda as distributed at the meeting.** Motion passed by unanimous voice vote.
4. **Council Action Agenda**
 - A. Greeting New Executive Council – President Joe Jorgensen welcomed the New Executive Council
 - B. Orientation February 21 – The New Executive Council Orientation is set for Saturday, February 21, 2105 at 8:00 am at Christiania Lutheran Church. The New Ministry Board and Ministry Teams will be invited to attend. Agenda for the meeting will be set this week. Sharon Buckley requested childcare for the Orientation and for Executive Council Meetings.
 - C. Office Manager Job Description parameters and pay:
 - * Due to Linda Bauer's interest in the position she will abstain from discussion and voting.
 - * The Job Description for the Church Office Manager position was presented and reviewed. Editorial changes, hours, salary, and benefit offset were discussed.
 1. Hours were discussed – 35 hours were based on average
 2. Salary will be based on St. Paul Area Synod Guidelines and years of experience.
 3. Benefit offset necessity and explanation were discussed. Calculations were made base on St. Paul Area Synod guidelines of salary – estimating salary at \$35,000 then benefit offset calculates to minimum of \$3200.
 - * **Motion to approve Office Manager Job Description (with editorial changes and benefit offset change) made by Sharon Buckley and seconded by Paula Anderson. Motion passed – Linda Bauer abstained.**
 - D. One more member needed on interview committee from council – the Interview Committee was set as Pastor Dave, Joe Jorgensen, Alan Ritchie, Lucky Rimpila and Rachel Fausch. Resume will be sent to Pastor Dave and he will pass on to the Interview Committee. Alan Ritchie will post the Job to the St. Paul Area Synod Website.
5. **The Executive Council closed with joining in the Lord's Prayer.**
6. **Motion to adjourn was made by Sharon Buckley and seconded by Paula Anderson.**
Meeting adjourned at 8:10 pm.

Respectfully submitted
Linda Bauer
Secretary

Christiania... We start with Christ - In our caring; In our serving; In our growing.