SALEM LETTERHEAD
MINISTRY LEADERSHIP COUNCIL

Submitted by: Susan See

MINUTES

Date:	**September 21, 2015**	**Time:**	**6:42PM – 10:58PM**

Members: Paul Beckman,-, Pam Hansen, Darren Kelso, Skip Raymond, William Sonsma, Susan See

Location: Salem

Regrets: Raul Casillas

Invited Guests: Meredith Arldt, Craig Olson, Pastor Pledger

Meeting called to order by President Skip Raymond at 6:42PM

I. Prayer – Pastor Pledger

II. Approval of Minutes from 08/17/15

MOTION: *A motion was made by Paul Beckman to approve the minutes from the August 17, 2015 meeting. Darren Kelso did second the motion and they were approved unanimously.*

III. Pastor's Report – Pastor Pledger

- **a.** Reviewed Pastor's monthly report to the MLC
- **b.** Discussion regarding Pastor absentee protocol
- **c.** Discussed Service Animals in church services - will revisit this discussion with more information at the next MLC meeting
- **d.** Pastor discussed forming a Transition Team
- **e.** Continued discussion related to Pastor's Organizational Chart suggestions

IV. Presidents Report

a. Dan Ventura accepted the severance offered of one week per year of employment

V. Vice President Report

a. No new information

VI. Secretary Report

a. Format, content, and access for MLC Minutes. Request for Greg Busch to meet with the MLC prior to the start of next month's meeting to assist with Information Technology

VII. Treasurer Report

a. Full financial report given for the Church for the two months ended 8/31/2015

b. Discussed donations made to the church, with donor intent, and whether they are subject to the 10% Mission tithe. The MLC will consider a motion at the next MLC to stipulate that all monies with "donor intent" stipulated, not be subject to the Mission tithe

c. MLC discussed policies and procedures for thanking donors on an annual basis and for special gifts. Pastor Pledger to review, and be discussed at the next MLC meeting. Pastor Pledger to review gifts and donor thank you's and provide recommendation

d. The School financials were not reviewed as the accounting manager is working on some adjustments to better reflect the revenues and expenses. Consideration is being given to the accrual for Missions, and paid in fulls to be earned ratably over the school year. Expected completion is prior to the next MLC meeting

MOTION: *A motion was made by Darren Kelso to approve the submitted Church financials. Paul Beckman did second the motion and they were approved unanimously.*

VIII. Standing Committee Reports

a. Salem School - Meredith Arldt

i. Reviewed Principal's monthly report to the MLC

ii. Policy items:

- Need Parent and Child Confidentiality policy - Craig Olson to research
- Clarification on policy for employee breaks - Craig Olson to research
- Clarification on Sick Time Policy - Craig Olson to provide written clarification to be given to school staff
- Statement of Faith policy - Requesting information from Rachel Klitzing, Executive Director of School Ministries for the Pacific Southwest District

iii. Board of Education

- Reviewed list of potential candidates - candidates to complete profile form and Spiritual Gifts Inventory. Craig Olson to provide profile form

iv. Principal Arldt will be meeting with Orange Lutheran and Crean High Schools to discuss high school preparation for Salem graduates

v. Principal is reviewing Salem's Resource Program

vi. Finalizing information for Accreditation visit in November

* Meredith Arldt excused after school discussion completed.

b. Board of Deacons & Deaconesses – Craig Olson and Pam Hansen

i. Craig Olson discussed alterations made to the Charter.

MOTION: *A motion was made by Darren Kelso to approve the Charter for the Board of Deacons & Deaconesses. William Sonsma did second the motion and it was approved unanimously.*

c. Missions Board

i. Reviewed Missions update

- Decision made for Missions survey to be sent to all Salem Church and school families
- Missions to present the survey, during services on October 4th and October 11th. Susan See to submit survey to MLC members for review
- Timeline: Last day to submit survey October 12th. Missions Board to meet October 13th. After reviewing data from surveys, the Missions plan and budget will be submitted to the MLC on November 16th

ii. Clarification to the status of Missions budget

- Per the MLC, Missions moneys are "frozen" until the Missions plan and budget are approved by the MLC
- MLC recommended that a minimum 10-15% of the Missions moneys be considered as a reserve each year for budgeting purposes.

iii. Request for funding to partner with Charity on Wheels and feed a holiday meal to the homeless again this year - MLC made special approval of $1,500 for this request

IX. Special Report

a. Director of Children's Ministry (Part-Time) and Director of Admissions & Community Outreach job descriptions

i. Position separated between church and school. Descriptions have been reviewed and agreed upon by Leigh Anne Izaguirre, who will fill these positions

MOTION: *A motion was made by William Sonsma to approve the job descriptions for the Director of Children's Ministry and Director of Admission & Community Outreach. Pam Hansen did second the motion and it was approved unanimously.*

X. Special Orders - Craig Olson

a. Human Resources Policy- must comply with the Federal Medical Leave Act. Craig Olson to gain information to ensure compliance

b. Missions tithe (Special Gifts) - see above under Treasurer's Report

c. "*Doing Good Even Better"* - deferred

XI. Additional Business

a. Governance Model Review – Craig Olson (Confidentiality and Conflicts of Interest). Salem currently has for Director of Children's Ministry. Creating for Director of Student Ministries and an assistant

b. Decision to put the creation of a Severance Policy on the agenda by the end of FY15

X. Old Business

a. Meeting between MLC and Gary Underwood to be completed separately from the monthly MLC meeting due to the length of current MLC meetings

b. Salem's 50th Anniversary Celebration discussion

XII. New Business

a. Interim Director of Worship Arts - extensive discussion related to a donation made to Salem specifically to fill this position for two years. Pam Hansen, to provide an update, and a Position Description at the next MLC meeting.

MOTION: *A motion was made by Darren Kelso to accept a private donation to fund an Interim Director of Worship Arts for a two year period. Susan See did second the motion and it was approved unanimously.*

b. MLC objectives for the next 90 days

i. Missions plan and budget

ii. Populate the Board of Education

iii. Director or Worship Arts

iv. Exploratory/Transition Team

v. Revise HR Policy

c. Next Meeting – October 19, 2015 at 6:30. Requesting for Greg Busch to meet with board at 6:15 for assistance with Information Technology

Closing Prayer – Pastor Pledger

Adjournment – Skip Raymond, President, adjourned the meeting at 10:58 PM