

**MINUTES OF MEETING  
ELK RIVER LUTHERAN CHURCH  
Officer's Meeting**

The ERLC Officers held a special meeting on Wednesday, October 5, 2016, at Elk River Lutheran Church

**Call to Order**

President Brad Tesdahl called the meeting to order at 6:30 p.m.

Roll Call: President Brad Tesdahl, Vice President Kim Hauger, Treasure Adam Horner, Secretary Erin Roppe and Pastor Nathan.

Devotion and Prayer

Romans 8:39

**Personnel**

I. Benefits

- a. We have until Oct. 28 to choose options to present to Staff
- b. Staff has until Nov. to decide which option they would like
- c. Need to decide if we will be reimbursing staff that decline ERLC Health Insurance
- d. How many working hours to be eligible for Health Insurance?
- e. Vacation time and sick time adjustment needed
- f. Weekend Retreat hours defined
- g. Overtime defined
- h. FSLA Law handbook

II. Time Cards

a. Web-based program \$42/mo. Report sent to “designated person” to Approve  
Motion by Kim Hauger to switch from paper time cards to ADP Automated time attendance. Adam Horner Seconded. Motion Carries. Sign up for ADP Automated time attendance by Oct. 20<sup>th</sup> and Pastor Nathan will inform staff at next staff meeting.

III. Director of Music Ministry

- a. Will ask Taylor to write up a proposal of what can be done with 25hrs/week and 30hrs/week to present to council.

IV. Office/Communications Specialist Job Posting

- a. Title? Office Specialist
- b. Updated Job Description to be Monday-Thursday 9am-4:00pm. \$16-20/hr. dependent on experience. 25-30hrs/week.
- c. To be posted on Indeed, MN Council for Non-Profits, Synod and Facebook.
- d. Deadline is 2weeks.
- e. Create an email for resumes to be sent to.
- f. Karen Sjobeck-Mahon will sort through
- g. 1<sup>st</sup> round interviews w/ officers, 2<sup>nd</sup> round with Pastor Nathan

## Vision

- V. Pictorial Directory
  - a. Pam Johnson and Sue Hales questions
  - b. Pictures will include Staff and Members-only
  - c. Mass Mailing? Email Members-Mail to those that do not email. Posted on bulletins. Stations set up to help those that need it.
- VI. Social Media
  - a. Facebook-Pastor Nathan and Erin will discuss further at a later time
  - b. Google Aps to tie to the website w/google?
  - c. Sanctuary Screen-Donated. Group to take care of installing. Will be installed by Nov. 1<sup>st</sup>. Taylor took initiative to reach out to those involved to get details and ensure using correct info.
  - d. Oct. 16-Speaker from Islamic Resource Group-Church donating \$100
- VII. Pastor Nathan's Installation
  - a. 23<sup>rd</sup> of October
  - b. Special Services for both services
  - c. Pastor Nathan and Taylor to walk through sanctuary Thursday

*Next Meeting October 17, 2016 @ 6:30pm*

*Adjourn 8:14pm*