Minutes - October MVLC Council Meeting
Tuesday October 20, 2026, 6:30 PM to 8:00 PM in the MVLC Library

As a community following Christ, we **LOVE** with an open heart, **GROW** with a curious mind and **SHARE** with a generous spirit.

ATTENDANCE

Present: Karla Briggs, Julie Williams, Monica Baker, Eileen Newton, Sam Jones, Angela Olson, Gerry Philipsen, Chris Schaefer, Dan Neptun, Joel Dewitt and Jason Cornell

Teams: John Meagher

Staff: Pastor Eric, Pastor Andrew

Guest: Craig Murray

CALL TO ORDER AND SEPTEMBER BUSINESS

- The meeting was called to order by Council President Karla Briggs at 6:33 PM
- The council participated in an icebreaker where council members named their favorite place to have breakfast and their favorite things to eat there.
- Gerry Philipsen led the opening devotion and prayer. He shared an epiphany he experienced where Jesus reminded him of his calling which enabled him to navigate disappointment with grace.
- A motion was made to approve the minutes of the September 15, 2026 meeting.
  Made by: Chris Schaefer
  Second: Julie Williams
  Ayes: All
  Nays: None
  Action: the motion passed unanimously
- President Karla Briggs reminded council members to review meeting minutes, read the agenda and meeting package to familiarize themselves with the business that will be conducted at upcoming meetings.

TREASURER'S REPORT

MVLC Treasurer Jason Cornell stated that tithes and offerings for the month came to $66,134 with the amount anticipated to be received 68, 558. Activity income was $2, 621, which was primarily payment of deposits by those youth planning to go to the national

youth gathering. Jason stated that we are still tracking in the black for the year despite the 2k shortfall for the month.

The fascia project and the automobile accident damage repairs have been completed and have been billed. Jason stated that payment will be made later this week. There are still some funds to be recouped from the auto accident, and he stated it may be sometime next month before they are received.

The 2027 spending guideline is nearly complete. We have significantly increased expenses in the following categories:

- Personnel expenses:
  - wages as represented by the projected costs of hiring a church administrator and paying our youth director a monthly stipend.
  - a higher than anticipated cost of living raise for staff as mandated by the synod
  - increased benefit costs of nearly 15%
- the commitment to pay up to 1/3 of the amount required to send 18 youth to the National Youth Gathering
- Increased property insurance premiums
- Increased real estate taxes
- Increased utility expenses

The council will be meeting via Teams on Tuesday, October 27 at 6:30 to approve the 2027 Spending Guideline. We are grateful to Jason, Andrea Paarnanen and the Finance Committee for their hard work.

PASTORS' REPORTS (pages 11 and 12)

Pastor Eric is very grateful to have Daniel Schreiner on board as our new music director. Working with him has been a joy and a blessing.

Pastor Andrew has been discerning the best means of connecting and collaboratively planning events with youth and their families.

PSA COMMITTEE REPORT (pages 5 and 6)

Some of the low hanging easily accomplished victories have been implemented, specifically the 90-minute monthly council meeting. The three bullet standing committee liaison reporting requirement has been communicated to council members before the October meeting with four of eight reports filed.

CHURCH ADMINISTRATOR DRAFT JOB DESCRIPTION (pages 7 and 8)

PSA Committee member Craig Murray presented the draft Church Administrator Job Description. The description is very comprehensive and includes detailed responsibilities for things including non-routine tasks associated with special projects. The office has business hours four days a week and the plan for the administrator is that he/she will work 32 hours a week.

ACKNOWLEDGING GIVERS OF RECORD

The Stewardship committee and the council have been tasked with writing thank you notes to each of the giving units at MVLC. Packets of notes, envelopes and mailing labels are being put together and will be ready for pick up at Sunday service. The goal is to write your notes and mail them by October 31, 2026.

SAFE CHURCH POLICY

While Pastor Andrew had hoped to be able to move ahead with the Safe Church Policy and be able to list it as a significant accomplishment very soon, the PSA brought to the Executive Committee's attention a significant list of comments generated by AI. Since Jim Hushagen was on the committee and participated in drafting the policy as it exists today, it was determined that we should pass the comments to Jim to review and identify any necessary changes before the council discusses the policy.

STANDING COMMITTEE LIAISON REPORTS

In addition to the four liaison reports filed (see pages 9 and 10 of the minutes), Property Committee Chairman Dan Neptun gave a short verbal report stating that now that the accident repair project has been completed that he is researching the costs of installing bollards to protect the Administration Building. He states that the Honey Doers can install the bollards every four to five feet in the parking spaces abutting the sidewalk outside the Administration Building. Research into the costs to install parking stops in the lot adjoining the Education Building is being done with the intent to discourage drivers from the mischief that has been taking place there.

Liaison reports are mandated per the reorganization. The primary reason for asking that they be filed the day before the executive committee meeting is to ensure that we do not overlook anything that should be included in the agenda for any upcoming meeting. If your committee has not met it is fine to submit a "nothing to report," report.

CALL FOR FINAL DISCUSSION ITEMS

Council member Julie Williams shared that the theme for 2027 is:

"God working here and now." **Ephesians 2:10**

INFORMATIONAL/OPERATIONAL ITEMS

Next meeting is Tuesday, October 27, 2026 at 6:30 PM via Teams to discuss/finalize the 2027 Spending Guideline.
Liaison reports are due Monday, November 9, 2026
Executive Committee Meeting: Tuesday, November 10, 2027
Next Council Meeting: Tuesday, November 17, 2026 at 6:30 PM
November Meeting Host (devotion, prayer and treats): Angela Olson
Closing Prayer: Gerry Phillipsen

CLOSING PRAYER

Julie Williams led the council in closing prayer.

ADJOURNMENT

The meeting adjourned at 8:06

Respectfully submitted,

Monica Baker, Secretary

P.S.A. TEAM MEETING

September 30, 2026

Present: Jesie, Craig, Carol, Julie, and Pastor Eric

Pastor Eric provided the details for the exhibit to Daniel's contract. Carol will review the contract with Daniel in a meeting with him next week.

Jesie provided an update on the report communication to the Executive Team and the Church Council. She said there was an obvious reaction to the overwhelming number of tasks ahead. She said the Council will be building time on their agenda to work on those items. The Church Council is developing a theme for 2027 and there was a committee created to complete that task. She also said that one of the Councilmembers said he was extremely impressed with the work that was completed in the report.

The team discussed the challenges in addressing the technology issues at the church. Pastor Eric communicated that Ben Wadnizak is conducting a technology audit on the current systems and what might be needed for the future.

Jesie said she had an SOP document for technology that would be helpful to work on the Central Digital SOP archive found in Phase One of the roadmap. She will send it to Pastor Eric and Jason to use for this project.

There was discussion surrounding the current technology vendor the church is using and the challenges related to his communication. Pastor Eric will tell him that Jason oversees the project so that communication can improve between the interim administrator as it relates to this project.

The team agreed that Jesie needs to provide an update to the staff on the report and she will do so on October 28 at 10 at the staff meeting.

Julie will communicate to the President (Karla) that she will need to inform Jason that he needs to create the One-page Executive Financial Dashboard that is detailed in the Fall Low Hanging small wins section of the report (page 4).

Julie will create a one-page report document and send it to Monica (Secretary) to send to the Council liaisons addressing the "Activate Mandatory Monthly Committee Liaison Bullets section of the report (page 4). It will be Monica's responsibility to send the document with an expected deadline to include in the monthly council packets for the monthly Council meetings.

The report template will include these details:

- What does Council need to know.

- This is what I need from Council.
- Important Dates

Please send the report from your committee to Monica by (insert date).

The team reviewed all the items in Phase One, "Low Hanging Wins and Immediate Scaffolding" (page 4) of the report using the RASCI model (noted below). The team assigned each item accordingly. Craig will provide that updated document to the team in addition to the minutes.

R-Responsible
A-Accountable
S-Support
C-Consulted
I-Informed

The team discussed the Administrator position and job description. It was agreed to hire the Administrator for 32 hours per week (Monday-Thursday). It was agreed to post the job with a range not to exceed $75,000. It was agreed to advertise the position as soon as the spending guideline has been adopted (December).

Craig agreed to draft a Church Administrator job description for the team to review and have a final draft ready for the next Council meeting on 10.20. Craig will attend that meeting.

To Do:

- Carol finishing Daniel's contract.
- Jesie sending Technology SOP to Jason and Pastor Eric
- Jesie attending staff meeting on 10.20.
- Julie communicates to Karla and Monica their responsibilities relating to the report.
- Craig creating a draft of Church Administrator job description.
- Craig will update the RASCI document for Phase 1 Fall – Low-Haning Small Wins and Immediate Scaffolding (page 4).

Next Meeting: October 26th, 5:30 p.m. at Applebee's

10/20/26 Draft - Mountain View Lutheran Church (MVLC) Administrator
Position Summary

Manages MVLC finances, human resources, vendor contracts, facilities, technology, and office operations. Builds collaboration, supervises staff, and encourages member volunteer involvement. Partners with Personnel Support and Advocacy (PSA) Committee on training recommendations and annual position description and performance reviews.

Core Responsibilities

Finance and Bookkeeping

- Oversee bookkeeping; receipt, deposit, and disbursement of funds handled by Ministries Coordinator.
- Oversee contribution records; update pastoral/congregational leadership on request. *Note: Existing Access Gap*
- Collaborate with Treasurer on MVLC bookkeeping methodology and format.
- Monitor cash flow process; report adjustments to Executive Council and Treasurer.
- Plan/promote Stewardship Campaign and capital fund drives with Council.
- Support annual spending guideline budget with Treasurer, Council, staff, and pastors.
- Support audit/review of financial records; provide Council printed executive summary.

Supervision and Human Resources

- Supervise staff, bookkeeper, videographer, custodian.
- Assign tasks; set priorities, deadlines, expectations.
- Provide regular coaching and ongoing skill development; conduct performance reviews.
- Recognize good work; address performance or conduct problems early.
- Escalate to Lead Pastor or PSA Committee as needed.
- Schedule staff; manage workload and coverage.
- Plan/facilitate staff meetings and one-on-ones (with Lead Pastor input).
- Onboard new staff on security, systems, payroll/tax setup, personnel policies.
- Oversee payroll for all staff, including time off (leave, personal, sick).
- Maintain confidential employment, benefit, payroll, and tax records.
- Coordinate background checks for staff and volunteers working with children.
- Review federal and state labor law compliance annually with PSA Committee.

Vendor Contracting

- Oversee purchasing; maintain vendor relationships.
- Obtain/manage competitive bids for operational needs.
- Monitor/maintain Council-approved contracted positions, e.g., Custodian, Videographer, Soundboard Operator.
- Confirm Property Committee ensures onsite vendors/contractors perform to contract.
- Maintain emergency repair and technology vendor lists, shared with staff and committees for Administrator absences.

Property and Facilities

- Partner with Property Committee, architects, and contractors on building and grounds projects.
- Meet with Property Committee quarterly or as needed on current and future projects.
- Develop annual facilities spending plan with Committee; submit to Finance Committee by September 30.
- Maintain prioritized capital improvements list; ensure capital accruals are used well.
- Serve as onsite contact for Property Committee, Custodian, contractors.
- Serve as senior liaison to Mt. View Community Center and Edgewood Nourish Food Bank on facility matters.
- Serve as senior liaison to recurring or large facility users (other congregations, community events, special celebrations).
- Administer facility-use policies for internal and external users; review annually.
- Schedule required annual inspections.
- Manage security protocols; review risk, safety, and security issues; report to Council annually.
- Review insurance coverage annually; recommend changes to Council.
- Represent MVLC to City of Edgewood, Pierce County, and Washington State on compliance, land use, permitting, and tax matters.
- Maintain current drawings/schematics of campus utilities and electrical systems.
- Archive operating guides and warranty information for campus systems.
- Update property and equipment inventory annually, with record of major equipment purchases.

Technology

- Collaborate with Tech team to recommend software updates and tech enhancements to Council.
- Coordinate maintenance of office, videography, and sound equipment and computer systems.
- Schedule periodic replacement/updates of computers, software, phones, copiers.
- Ensure routine computer backups.
- Maintain internal and external network and workstation connectivity.

General

- Plan proactively; anticipate needs; reduce reactive, last-minute responses.
- Understand organization-wide roles and responsibilities; redirect inquiries for efficient outcomes.
- Advise MVLC, staff, and pastors on legal and tax matters.
- Report to Council, congregational meetings, and special meetings on request.
- Keep current turn-over file for each area of responsibility, accessible to Lead Pastor.
- Be available after hours for emergencies.

LIAISON REPORTS (in the order received)

Stewardship Committee Liaison Report

Council Member: Gerry Philipsen
Date of Report: October 6, 2026
What the Church Council Needs to Know: the Stewardship Committee has not met since the report that was filed for the September Council Meeting. However, the plan was to write thank you notes to members who have been faithful givers throughout the year during the month of October. The Stewardship Committee is hoping for assistance in this task from Council Members.
What I need from the Council: Nothing at this time.
Important Dates: Pastor Eric is traveling at this time. It is unlikely that the committee will meet before our next council meeting.

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Council Member: John Meagher
Date of Report: October 8, 2026
What the Church Council Needs to Know: The MEF has distributed applications for fund request. We have received several back and the due date is October 15. Our next step is to set up interviews with all of the candidates which will be planned out at the October 18 11:45am meeting in the church library. We have over **$**35,000 to give away (this represents 10% of the total fund). Beth Ann is sure that we will have enough requests to give away all of this year's allocated amount.
What I need from the Church Council: Help to communicate to church members about this great opportunity in the future. And be sure to thank the members of this committee for all of their hard work and dedication to this really cool part of our church! They are also asking for prayers as they consider all the requests.
Important Dates: October 15 - the due date for 2027 applications
October 16 – Next meeting

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Finance Committee Liaison Report

Council Member: Angela Olson
Date of Report: October 13, 2026

What the Church Council Needs to Know: We are looking at a 7% increase over 2026. The pastor guidelines were higher at 4.4% + "bump" for years of service. We are still looking to find some places to cut costs.
What I need from the Council: Review the Spending Guideline when received and provide feedback.
Important Dates: 10/22 – Finance Committee review of any go-backs from the Council via Zoom (if needed)
10/27 Council Zoom to approve Spending Guideline prior to the Congregational Meeting in November.
Future SG Activity:
11/8 – Spending Guideline review during adult education (9:30 am in the Life Together Hall)
11/15 – Consecration Sunday (Pledge Cards turned in for 2027)
11/22 – Congregational Meeting to approve 2027 Spending Guideline

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Safe Church Policy Liaison Report

Council Member: Joel DeWitt
Date of Report: October 13, 2026
What the Church Council Needs to Know: Since we're reviewing the Safe Church Policy in our next meeting there isn't an update until that happens. Once we finalize the policy that will determine the shape and future of the committee
What I need from the Church Council: Read the report and come to the next council meeting prepared to discuss it.
Important Dates: to be determined.

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Property Committee Liaison Report – a quick verbal report for this month's meeting

Council Member: Dan Neptun

PASTORS' REPORTS

Pastor Eric's Report to the Oct Council:

- Daniel Schreiner started as a Music Director on Oct 1. Hooray!!! Please personally introduce yourself as a Councilperson at MVLC and welcome Daniel to our staff team.
- The Edgewood foodbank is in need of more volunteers. I've made a goal of MVLC providing 6 new volunteers for the foodbank before the end of the year.
- The Edgewood foodbank is also adding an extra day of food distribution: Wednesdays from 2-5pm.
- Organizational Review Accomplishments:
  - Sunday worship folder & Sunday worship announcements by the pastors will be increased and organized with longer-term planning.
  - Working on a plan to publish staff availability.
  - Working with our IT person, Tony, to move our digital information to exclusive cloud storage.
  - Instituted 90-minute Council meetings.
  - Working with Jason to provide monthly one-page executive financial dashboard for Council.
  - Clarifying the role of Council Liaisons and monthly three bullet point reports.
  - Getting close to a first draft of a job description for the church administrator.
- 12 people are traveling to Greece with me to follow the footsteps of Paul: Janice & Skip Harrison, Kim & Sharon Latterell, Paul & Jeanne Hoseth, Mary Beth Dahl, Connie McCrossin, Terry Jensen, Neil Jerstad, Steven Pahre, and Pastor Eric. We are traveling Oct 3-13, and we will present to the congregation at 9:30am Sunday, Oct 18.
- I am interacting with many individuals, couples, and families who have been regular visitors and are interested in exploring membership at MVLC. Wendy and I are tracking these families, and I am personally reaching out to each.
- As of Oct 1, Jason Cornell and I are still organizing the list of giving units in the congregation. When I return from Greece, we will finish this work and assign 5-6 giving units to each of you to write a hand-written thank you note expressing gratitude for their giving and the affirming the impact they are making on our growth and mission as a congregation. The plan is to sync these thank you notes with the Season of Generosity, Nov 8 & 15.

Pastor Andrew's Report to the Council

September/October Big Rocks:

1) Solidified MVLC Youth Council, functioning as a team
2) Registrations for National Youth Gathering and Synod Retreat completed
3) Worship themes through Lent mapped out
4) Designed and led 3-5 Acolyte Class and K-2 Worship Retreat
5) ADVENTures planned, preparations begun

Growing Edges:

1) Prepare 2 Year Coordinated Curriculum Plan for CYF, including Discipleship Hour rotation for myself and vision for 20/30 and 40/50 curriculums
2) Recruit volunteers to support MS Discipleship Hour
3) (Re)Create retreats for K-2, 3-5, 6-8, and 9-12 Discipleship Hour
4) Coordinate NYG Steering Committee roles and responsibilities
5) Prepare material for Synod Educational program re: White churches and racial identity

Specific Actions:

-Weekly meetings w/ Deborah, Pastor Eric, and Staff
-2 CYF Stakeholder 1-1 -1 Congregant 1-1
-3 Leader 1-1 -3 Ministry Colleague 1-1
-2x Youth Council Meetings
- Parent and Participant Lunch & Interest Session re: NYG
-Edgewood City Council Meeting visits in support of MVCC
-NYG MEF Grant application submitted
-Attended Communities of Practice clergy group
-Prepped Elsa Lysne for her Discipleship Hour presentation 10/11
-CYF Lunch & Outing to Pumpkin Patch
-Attended MVCC Auction
-Progress towards completion of Doctorate of Ministry