



November 18, 2025 Executive Committee Meeting Minutes

Date: 11-18-2025	Time: 5:00 PM	Location: Fellowship Hall
Attendees: Pastor Dan and Deacon Savannah (joining after discussion about the Senior Pastor position), Pastor Steve, Kelly Meyers (Church Administrator), Tom Getchius (President), Julie Maes (VP), Kirsten Stenoien (Treasurer), Rick Ites (Financial Secretary), Kim Whalen (Secretary)		
Call To Order: 5:05 PM (broke for normal council meeting from 6:30-8:18) Adjourned: 9:31 PM		
Approval of October 2025 Meeting Minutes: plan to approve via email as we ran out of time		

Action Item	Who	Status	Expected Completion date
Put together 2026 holiday calendar	Clergy + Kelly	In Progress	Nov 2025
Staff meeting discussions about (1) how to communicate typical "office hours" (2) required working dates by position	Pastor Dan and Julie M.	In Progress	Nov 2025
Write and sign letters to clergy with approved housing allowances	Tom	In Progress	Dec 2025
Detailed proposal for personnel budget	Julie	In Progress	Dec 2025
Consider gradual step-up of FICA benefit for future years (item from 2024 budget meeting and 2025 budget meeting)	Executive Committee	Future	Revisit during budgeting for 2027

Housing Allowances

- Kirsten provided us with the housing allowance numbers requested by clergy.
- Tom moved to approve the housing allowance amounts as submitted in the November 12, 2025 "Approval of 2026 Housing Allowance Amounts" memo from Kirsten Stenoien", Julie seconded, all approved.

Pastor Dan Draft Letter of Call

- Tom provided us with a draft Letter of Call document. Although a congregational vote is required to formally offer a call to Senior Pastor, it is standard practice to negotiate position details with the candidate prior to the congregational vote.
- When we were discussing continuing education, Pastor Steve recommended a specific "Stepping into Leadership" program and will provide the details.
- A handful of edits were suggested to the document.
- Julie moved to approve the amended draft letter of call for discussion with Pastor Dan. Kirsten seconded. Motion passed 4-1.

Personnel Budget Item and Policy Discussion

- We discussed the possibility of a FICA/SECA contribution for clergy, who are classified as self-employed for tax purposes. If we offered this benefit to our clergy in 2026, it would come to about \$14,000 total for the year. Pastor Dan brought up that we have work to do to bring non-clergy salaries in line with synod guidelines. Given both this and the current budget challenges, the committee agreed that we should table this for the 2026 budget, but it is a good thing to raise up to the congregation when discussing stewardship. The hopes are to offer this in a future year.
- Associate/Interim Pastor position budget. Pastor Steve brought up the possibility of ending the interim position early as a way to save funds. Our current interim contract ends in the middle of January, but with the option to extend it. One consideration is having the Associate Pastor position replaced with a Visitation Pastor position. Having a gap during the program year would be concerning, but we might be able to make it work during the summer. The primary role of a Visitation Pastor would involve a lot of home visits and calls, along with preaching about once a month. A pastor in this position would not be expected to go to many church meetings.
- We discussed whether to continue the ladder vacation policy for non-clergy staff and decided to follow synod guideline of offering 4 weeks per FTE.
- Deacon Savannah is classified as an independent contractor for tax purposes, and we believe that to be the correct classification.
- Parental Leave - We would like to follow the synod guidelines to have 12 weeks of fully paid leave, but we need to work out the details.
- Staff designations - Buckets are Clergy, Program, Support. The current Program and Support position descriptions need some attention.