

ELCC Advisory Board
St. Luke's Lutheran
April 11, 2025

- Refresh on what we're doing and why – Jane Prestbye and Jim Myers facilitated the discussion
 - Each participant wrote 1-2 benefits of their congregation (or any congregation) participating in the ELCC
 - Many common themes emerged, for example: shared resources, expanding reach
 - What's missing – thinking of stewarding our resources, how do we identify our resources communally and using those for our benefit?
 - What's our mission going forward?
 - Because of ELCC, what are 1-2 benefits for the World beyond the ELCC (local or global)?
 - The group determined the existing mission statement still resonates
- Discussion around sharing of resources
 - Mt Si – three positions
 - Money out / current Treasurer – ready to step down as soon as possible - \$2400/year , ~ 5 hours a week
 - Custodian – sweeping, mopping, cleaning \$18/hr, 8 hours per week
 - St. Luke's
 - Bookkeeping – 15 hrs/month, 1 day for 3 weeks \$42/hr budget of \$10k/year
 - Admin – Current office administrator has spare capacity. Could assist other churches. 20 hrs/week, could add more to encompass more \$25/hr
 - St. Andrews
 - Financial work is done w/volunteers
 - Would like to turn over to a bookkeeper,
 - Bill at St Andrews is working with Sammamish Hills to develop a set of processes for common language
 - reasonable to expect for a bookkeeper who doesn't want to travel to several churches, how can it be done remotely? what should be done locally within congregations?
 - Currently documenting who is doing what at St Andrews, St Luke's and Sammamish Hills;
 - Our Saviors is working with a CPA to transition to QuickBooks online, will want to participate eventually. Holy Trinity would be in the same situation, currently using same bookkeeper as St. Lukes
 - Q: Pr Krista asked if the processes will include a basic audit. A: It will be part of best practices expectations
 - Cross of Christ
 - Immediate need for Office Administrator, about 20 hrs/week, \$25/hr
 - Facility Monitor and Support, for rentals and hospitality, 15-20 hrs/week, \$25/hr
 - Custodial and landscaping are contracted services, could look at scaling this to cover all/many congregations
 - SHLC
 - Desire for a Property Manager
 - Sound Tech for worship
- The discussion continued with ideas of additional ideas/areas to share resources

- Common bulletins? Could be common format for newsletter
 - Could add facility rentals to St. Luke's admin's responsibilities to take on CoC rentals
 - Admin at St. Luke's could potentially manage phones at all churches, Outlook accounts, etc.
 - Cross of Christ contracted w/SHLC for a body of work, could do something similar w/St. Luke's on office support, etc.
 - Music and Music Coordination role could grow music organization for churches, could grow a roster of subs across musicians in Bellevue/Seattle. Would be open to expanding role.
 - Those churches who have resources that would be open to expanding, please write up a resource map
 - Mt Si needs a facility assessment, looking for someone to determine what needs replacement
- Discussion on if we were to create/hire a lead position for the ELCC what would that be?
 - The role would provide global coordination and oversight
 - What services would we want them to provide? What type of person are we looking for in a role like that?
 - Conversation continued about clarity of this role
 - Does not need to be an ordained role, Project Coordinator/Manager; Managing Director, Operations Coordinator
 - Convenes and coordinates the group
 - Does facilitation, Communications, Sponsorships and grant writing
 - Resource coordinator,
 - Collective coordinator for activities and collaborative events, ensure things aren't in conflict
 - Intentional curation of cross-congregational collaboration
 - Could be the person who understands where all the assets lie across the congregations and can make connections
 - Q: What authority lies in this position? Roles and responsibilities? A: ELCC Board retains authority – org structure
 - Executive committee will come back with a first draft of the job description
 - Discussion around whether this person would be “above or below” the structure of the congregations – We know we don't want to recreate the synod structure
 - Carolynn recognizes that we will need this role in order to sustain this work. Her volunteer position is not sustainable. We need to understand role of the Chair of the Advisory Board vs this new role
 - Carolynn will make a list of what she's doing today and what she would like someone in this role do in the future
- The Advisory Board will continue meeting monthly on Zoom, at 4pm on the last Thursday of the month, and in person quarterly