

**RICHLAND LUTHERAN CHURCH
CONGREGATION COUNCIL MEETING MINUTES
July 09, 2013**

Members Present: Ben Barr, Rob Barr, Dave Brandes, Scott Hardman, Mot Hedges, Kathy Killand, Dave Larkin, and Sandy Steele

Members Absent:

Advisory Members Present: Pastor Ernst

Guests: Pastor Corey Smith, Debbie Stankovich, Darrell Puls, Rick Budzeck

The Regular monthly meeting of the Richland Lutheran Church Congregation Council was held on Tuesday, July 9, 2013, at 7:00 p.m., President Mot Hedges being in the chair and the secretary being present. The meeting was opened with a devotional by Rob Barr and prayer by Mot Hedges.

Salary Management Plan – The Salary Management Task Force of Sandy Steele, Kathy Killand and Rick Budzeck answered questions on their draft plan for 2014. Following that Rob Barr presented additional data from a compensation compilation by Christianity Today.

- **Council approved the Salary Management Plan for 2014, as presented [See attached].**

Lead Pastor's Report - Pastor Ernst presented the Lead Pastor's Report:

1. Attendance - The average weekly attendance at worship services through June, 2013 was 343 compared to 356 for the same period during 2012
2. Pastoral acts included performing weddings for David Henry to Constance Johnson and Josh Woehle to Theresa Langevin.
3. Staff will be going on a retreat during August. The theme of the retreat will be on steps to equipping lay people for ministry.
4. The first digital broadcast in high definition of our church services on KVEW was aired on June 30, 2013. Within a couple of months we should be able to stream our service on the internet. The plan is to air the early service on KVEW and live stream the second service over the internet.
5. This year's Vacation Bible School had very good attendance with some 30% of the participants not currently affiliated with any church.

- **Council approved providing \$300 for the remainder of 2013 for quarterly staff appreciation gift cards to be presented at the discretion of the Lead Pastor.**

Financial Officer's Report – A financial report from Lisa Wiegand showing that income through June 2013, was \$353,782. Expenditures to-date totaled \$405,196 for a net cash-flow deficit for the year so far of **\$51,414**. The budget for 2013 is based on an assumed income of \$800,000.

Common Consent: Council approved the following common consent agenda items:

- **Approved the minutes of the Regular Council meeting of June 11, 2013.**
- **Recorded the results of the E-mail vote in which Council concurred in the proposed plan by the Property Board and Adjacent Property Task Force to turn management of the 1515 Kimball Property over to Everstar and to implement a phased rental agreement with Seth Peterson and his family, the current occupants.**

Old Business

Personnel Policy – Discussed revised version. Additional revisions to be drafted and presented for action in August. Rob Barr has the action for revisions.

New Business

Director of Administration Job Description

- **Council approved the Director of Administration Job Description with revisions as discussed [See attached].**

The meeting was closed with praying the Lord's Prayer and adjourned at 9:30 pm.

Dave Larkin,
Secretary

**RICHLAND LUTHERAN CHURCH
SALARY PLAN
2014**

SUMMARY

Richland Lutheran Church's (RLC) Council formed a Task Force to study the benefits of establishing a Merit-based salary plan for its staff. The Task Force met and, after thorough discussion, determined that a merit-based plan would not be the best approach for RLC. A merit-based salary plan requires setting goals that are measurable which is very difficult to do in a church environment, is too subjective, and has the potential to discourage staff if the experience is not a pleasant one. This team recommended a more structured salary plan which would include establishing salary ranges based on a market review of similar organizations. Additionally, an incentive-type reward program would also be considered. Council agreed and gave their approval to proceed as recommended.

The Task Force selected a Sub-team, consisting of one member each of the Task Force, Council and the Congregation to conduct salary surveys of church staff positions similar to RLC staff positions and return a recommended plan to the Task Force. Based on this survey, a recommended salary range guideline was established for each position. The ranges, and levels inclusive to the range, are based on the number of years' experience worked in the respective position at RLC and/or elsewhere.

BIBLICAL BASIS FOR STAFF COMPENSATION

1 Timothy 5:17 & 18

"The elders who direct the affairs of the church well are worthy of double honor, especially those whose work is preaching and teaching. For Scripture says, 'Do not muzzle an ox while it is treading out the grain,' and 'The worker deserves his wages.'"

Commentary:

"Attention is next focused on the officials of the church with special advice about their remuneration. (This) proposition is supported by two citations. The first citation is from Deuteronomy 25:4, and the second is exactly paralleled by Luke 10:7, where the words are attributed to Jesus. (Paul) intends Timothy to understand that a divine sanction underlies the principle of fair provisions for those who serve the church. The apostle has already deplored money-grubbing (3:3), but he equally deplores inadequate remuneration. If God ordained ample provision for oxen treading out corn, it is incumbent upon Christian communities to see that those who devote time and energy to their service are adequately rewarded."

– Donald Guthrie, Tyndale New Testament Commentaries

“Those called elders were to be supported financially (or perhaps “materially,” since we do not know what form this support would have taken) by the church for their service. Double honor, therefore, brings together respectful submission to authority and remuneration. God’s choice of the elder and the work of the ministry are to be specially honored by God’s people. Those who labor faithfully in this ministry deserve and need to be supported both by the congregation’s respect and submission and by its financial contribution.”

-Philip Towner, The IVP New Testament Commentary Series

1 Corinthians 9:7-14

“Who serves as a soldier at his own expense? Who plants a vineyard and does not eat its grapes? Who tends a flock and does not drink the milk? Do I say this merely on human authority? Doesn’t the Law say the same thing? For it is written in the Law of Moses: ‘Do not muzzle an ox while it is treading out the grain.’ Is it about oxen that God is concerned? Surely he says this for us, doesn’t he? Yes, this was written for us, because whoever plows and threshes should be able to do so in the hope of sharing in the harvest. If we have sown spiritual seed among you, is it too much if we reap a material harvest from you? If others have this right of support from you, shouldn’t we have it all the more? But we did not use this right. On the contrary, we put up with anything rather than hinder the gospel of Christ. Don’t you know that those who serve in the temple get their food from the temple, and that those who serve at the altar share in what is offered on the altar? In the same way, the Lord has commanded that those who preach the gospel should receive their living from the gospel.”

Commentary:

“(This passage) serves as one of the key passages that make it clear that those who give themselves to the ‘work of the ministry’ are deserving of material support. The whole reason for the argument is to assert that his giving up of these rights does not mean that he is not entitled to them. In a day like ours such rights usually mean a salary and ‘benefits.’”

-Gordon Fee, The New International Commentary on the New Testament

“First, it (this passage) says in general to the plowman and to the thresher that they should be thought worthy of sharing in the harvest and thus have hope. Second, the text speaks more particularly about the ministry of the gospel for us. The argument is from the greater, spiritual sowing, to the lesser, material sowing. (He) is instructing the Corinthians to give money to the apostles.”

-Alan Johnson, The IVP New Testament Commentary Series

Galatians 6:6

“The one who receives instruction in the word should share all good things with their instructor.”

Commentary:

“Paul’s challenge to fulfill one’s God-given mission in life is now balanced by a recognition that some who are fulfilling their God-given mission in the church by teaching the Word need special support from the whole church. Here we see an extremely practical application of the fruit of the Spirit. The love empowered by the Spirit is expressed in ‘goodness.’ In practice, that means sharing good things with our teachers. If churches were to be united and strong again, there had to be a full-time teaching ministry in the church. Gifted teachers needed to devote themselves to an accurate interpretation and application of the ‘truth of the gospel.’ In order for them to do that, they needed to receive enthusiastic, generous support for their work of teaching. The same is true today.”

-G. Walter Hansen, The IVP New Testament Commentary Series

SALARY REVIEW GUIDELINES

RLC Council will establish a Salary Plan to be used as a guideline in determining salaries. The plan should be reviewed and adjusted on a bi-annual basis by conducting a market survey of staff positions similar to that of RLC staff positions.

The Council shall review all church staff salaries on an annual basis using the approved Salary Plan as a guideline. In the salary review process, the Council will consider in their recommendation: 1) cost of living based on the Consumer Price Index (CPI-W) as published by the United States government (<http://www.bls.gov/cpi/>), 2) length of service, and 3) merit. All salary upgrading shall be within RLC and national guidelines.

Salaries and benefits should be administered in a manner that will attract, retain, and motivate highly qualified and competent staff members as required to achieve the mission and purposes of RLC. Every reasonable effort is to be made to provide an equitable, consistent relationship with regard to level of performance, position, responsibility and value to RLC.

(NOTE: RLC’s personnel policy will be revised to reflect this recommended salary review guideline.)

SALARY SURVEY RESOURCES

Resources for the market research were:

- National Association of Church Business Administration’s Survey Program (NACBA) – averaged based on Denomination, Worship Attendance, Annual Budget*
- A web-based salary survey – Salary.com (Richland, WA)*

- LCMC Churches – Washington, Oregon, Idaho
- ELCA – Eastern Washington/Idaho (EWAID) and Northwest Washington (NWWA)
- US Bureau of Labor Statistics, Washington State, May 2011

*Market data used to develop RLC staff salary structure/ranges.

SALARY ADMINISTRATION

The following formula is suggested as a method to determine appropriate pay within a given range for current staff, new hires, promotions, or demotions: Minimum rate of range x 3% for each year's experience in current or similar position = annual/hourly rate. (Example: The minimum annual rate for a Lead Pastor is \$68,517.60. Therefore, assuming ten years' experience, this position's salary would be calculated thusly - \$68,517.60 x 1.30 = \$89,072.88.)

It's important to note that other qualifications can and should be factored in when determining appropriate pay for any given staff position; such as, higher education, years experience that would be considered an equivalency to required education, et al.

NON-MONETARY INCENTIVES

It is RLC's intent to recognize the achievements and efforts of its staff and to provide a method to encourage recognition. Deliberate and intentional acts of appreciation and affirmation are considered to be the best forms of incentives offering the most meaningful and lasting effect on an individual and will help those on the receiving end feel valued throughout the year. RLC Council and congregants alike are encouraged to extend to RLC staff their appreciation of a job well done in any form of their choosing as long as love and sincerity is present – cards, notes, invitations for coffee or lunch, or bring in coffee, their favorite candy bar, gift cards, etc.

SALARY RANGES

	<u>Min.</u>	<u>Mid</u>	<u>Max.</u>	
EXEMPT (Annually)				
Lead Pastor	\$68,517.60	\$85,647.00	\$102,776.40	Level 1 (0-10 yrs)
	\$85,647.00	\$107,058.75	\$128,470.50	Level 2 (10+ yrs)
Associate Pastor	\$48,329.60	\$60,412.00	\$72,494.40	Level 1 (0-10 yrs)
	\$60,412.00	\$75,515.00	\$90,618.00	Level 2 (10+ yrs)
Minister of Worship Arts	\$42,033.60	\$52,542.00	\$63,050.40	Level 1 (0-10 yrs)
	\$52,542.00	\$65,677.50	\$78,813.00	Level 2 (10+ yrs)
Director of Administration	\$43,380.00	\$54,225.00	\$65,070.00	Level 1 (0-10 yrs)
	\$54,225.00	\$67,781.25	\$81,337.50	Level 2 (10+ yrs)
NONEXEMPT (Hourly)				
Church Secretary	\$10.94	\$13.67	\$16.40	Level 1 (0-10 yrs)
	\$13.67	\$17.09	\$20.51	Level 2 (10+ yrs)
Pastor's Assistant	\$12.37	\$15.46	\$18.55	Level 1 (0-10 yrs)
	\$15.46	\$19.33	\$23.19	Level 2 (10+ yrs)
Bookkeeper	\$12.54	\$15.67	\$18.80	Level 1 (0-10 yrs)
	\$15.67	\$19.59	\$23.51	Level 2 (10+ yrs)
Property and Grounds Coordinator	\$16.41	\$20.51	\$24.61	Level 1 (0-10 yrs)
	\$20.51	\$25.64	\$30.77	Level 2 (10+ yrs)
Children's Education Assistant	\$13.99	\$17.49	\$20.99	Level 1 (0-10 yrs)
	\$17.49	\$21.86	\$26.24	Level 2 (10+ yrs)
Associate Pastor for Visitation	\$16.26	\$20.33	\$24.40	Level 1 (0-10 yrs)
	\$20.33	\$25.41	\$30.50	Level 2 (10+ yrs)
Nursery Attendant	\$10.00			

Supplemental Musician Fees (Effective 7/1/2012):

Organist/Pianist (sole keyboardist): \$100/service assumes 5 hrs @ \$20/hr
\$150/service assumes 5 hrs @ \$20/hr + incentive for
Christmas Eve, Christmas Day, and Easter

Organist/Pianist (shared responsibility): \$80/service assumes 4 hrs @ \$20/hr
\$120/service assumes 5 hrs @ \$20/hr + incentive for
Christmas Eve, Christmas Day, and Easter

Accompanist: \$60/service assumes 4 hrs @ \$15/hr
\$100/special event assumes 4 hrs @ \$15/hr + incentive per special event
(Cantata, Hymn Festival, Christmas, Easter, etc.)

Choir Director: \$50/service assumes 4 hrs @ \$12.50/hr
\$80/services assumes 4 hrs @ \$12.50/hr + incentive for Christmas Eve,
Christmas, and Easter

Richland Lutheran Church

Job Description

Position Title: Director of Administration

Hired By: Congregation Council

Supervised By: Lead Pastor

Primary Function: The Director of Administration manages the business affairs of RLC and works with members of the congregation and the church staff to achieve the organization's Mission. As a member of the Richland Lutheran Church ministry team, the Director of Administration is responsible for assisting the congregation in its vision, "To make Christ known and advance God's Kingdom," by equipping, empowering, and encouraging biblical stewardship of all God has entrusted to it, including financial resources, facilities, and property. The Director of Administration oversees the area of Biblical Stewardship and the Ministry Teams.

Responsibilities: General Duties

- Oversee day-to-day operations of Richland Lutheran Church Office
- Ensure primary functions of Congregation Council-established committees/teams in the area of Biblical Stewardship: Finance, Stewardship, Property, Safety, Communications, and Nominating are performed
- Assist the Lead Pastor and Congregation Council in the development of an annual ministry plan
- Supervise and mentor the congregation administrative staff in accordance with policies of Richland Lutheran Church and applicable state and federal laws
- Perform all duties as assigned or designated to the Director of Administration via policy, Congregation Council action, or delegation of the Lead Pastor
- Attend and participate in required meetings
- Perform other related duties as assigned

Business and Finance Duties

- Work directly with and support the Congregation Finance Officer
- Provide Congregation Council, Lead Pastor, and other staff with timely, accurate financial reports
- Assist the Finance Officer in the recruitment and leadership of the Finance Ministry Team to accomplish its annual ministry plan goals
- Facilitate the budget development process to construct and propose an annual ministry budget to the Congregation Council
- Work closely with the Congregation Council in the development of the general budget proposed to the congregation
- Monitor a congregational-approved budget; evaluate budget compliance and bring potential issues to the Lead Pastor and the Council

- Administer staff benefit programs and ensure compliance with laws and church policies
- Obtain legal and tax counsel as required
- Ensure compliance with all expectations of a tax-exempt 501(c)3 organization
- Ensure compliance with all state and federal employment laws
- Assist with the development of employee policies, and monitors and evaluates compliance and corrects noncompliances, if identified
- Supervise office and facilities staff
- Oversee use of facilities and assists in scheduling building usage in conjunction with the staff
- Oversee development and operation of information technology systems
- Ensure annual risk assessment and insurance reviews are conducted

Stewardship Duties

- Help the people of Richland Lutheran Church grow in life and faith by equipping, empowering, and encouraging them to use their God-given resources of time, gifts and abilities, and finances in a way that honors and glorifies God.

Communications Duties

- Oversee all congregational communication systems and publications including but not limited to facilitating RLC communication networks, bulletin boards, mailboxes, flyers, and maintaining the Master Church Calendar
- Monitor internal and external communications, ensuring timeliness, professionalism, consistency of message and appearance, and in alignment with Richland Lutheran Church's vision and mission
- Identify the communications functions of the congregation, and recruit individuals to assume responsibility for executing the annual ministry plan goals

Skills and Educational Requirements

- Relevant college degree or equivalent experience
- Minimum three years in non-profit management position or closely related field
- Certified Church Administrator (CCA) through National Association of Church Business Administration (preferred or working toward)
- Working knowledge of accounting principles and practices
- Extensive knowledge of RLC governing documents
- Excellent organizational skills with attention to details
- Excellent command of the English language and grammar
- Exceptional interpersonal communication skills
- Above average knowledge of computers and software

	<ul style="list-style-type: none"> • Ability to work on multiple programs/projects at the same time • Ability to work independently with little supervision • Ability to skillfully manage people, property, and money
Relationships	Staff, Committee/Team Leaders, Congregation Council Members, General Public
Conditions	<ul style="list-style-type: none"> • Maintain confidentiality • Occasional overtime required • Must be able to lift 40 lbs unaided and move objects 40 feet • Valid Washington State Driver's License • Must pass a background check
Attributes	<p>Aptitudes: Ability to anticipate situations, problems, and needs; faithfulness; strong desire to serve; continuous improvement attitude; self-starter and ability to work in team setting with Staff and volunteers.</p> <p>Temperament: Natural aptitude for working sensitively, empathetically, and tactfully with people; flexibility and ability to adapt to changing situations; willingness to pitch in to help others.</p> <p>Spiritual Disciplines: Commitment to living a God-honoring life by practicing spiritual disciplines for growth in grace and love for Christ and others.</p>
Classification	Full-Time, Exempt Professional, eligible for benefits as outline in the RLC Employee Handbook

Richland Lutheran Church does not discriminate on the basis of race, color, sex, national origin, age, disability, or prior EEO activity. Under Title VII of the Civil Rights Act of 1964, Richland Lutheran Church is allowed to and does discriminate on the basis of religion. Candidates who are otherwise qualified but require reasonable accommodations to perform essential functions of the job are encouraged to apply.

The Richland Lutheran Church council reserves the right to modify and/or approve modifications of any position descriptions to meet the mission, needs, and responsibilities of Richland Lutheran Church.