

## **First Lutheran Church Council Meeting Minutes for December 16<sup>th</sup>, 2025**

### **Joyce Thode called the meeting to order on December 16<sup>th</sup>, 2025 at 7:02pm**

**Present:** Rev. Tor Berg (p), Joyce Thode (p), Kendahl Adjorlolo (p), Paul Flatness (p), Sandy Flying Cloud (p), Kristi Pyne (v), Christy Freriks (v), David Berg (v), Rob Baker (v), Ho Brown (v), Jacky Schnarre (p), Kae Peterson (v), Emily Curcio (v)

**Guests:** Roger Steinke (p), Robin Sabin (p)

**Absent:** Noah Berg, Dave Shogren

**Quorum was met.**

### **Devotion**

Pastor Tor opened with Isaiah 41:8, emphasizing God's sovereignty, protection, love, and His promise to deliver His people.

Pastor Tor lead the Council in an opening prayer.

### **Agenda Amendment**

1. Request from Joyce Thode to adopt the agenda following the addition of Roger Steinke and Robin Sabin as guests to speak about the Youth Committee Continuing Resolution C13.06.I24.
2. Paul Flatness moved and Jacky Schnarre seconded to approve. With no discussion, the updated meeting minutes were accepted.

### **Approve the minutes from the October 21<sup>st</sup>, 2025 council meeting.**

- 1 Kendahl Adjorlolo moved to approve with the next Council meeting date amended, Sandy Flying Cloud seconded. Following the changes, the minutes from November 2025 were accepted.

### **Pastor Berg's Report**

- 1 Member Support
  - 1.1 "Busy time", noting 25 events since the last Council meeting.
  - 1.2 Susan Cook passed away on December 12<sup>th</sup>, 2025 at 9:45PM. The memorial service will be in the new year.
  - 1.3 Two baptisms, George and Bennett, this upcoming Sunday.
  - 1.4 Average over 20 attendees over count from last year.
  - 1.5 Income is 15 to 20% over last year.
  - 1.6 Thankful to everyone who helped decorate the church.
  - 1.7 Initially lower than anticipated, Stewardship pledges continue to come in.
- 2 Giving
  - 2.1 FLC is the largest contributor to the Compass Housing project. (in 2024, 3K of 7K raised)

### **Youth Committee Continuing Resolution C13.06.I24 Review (Roger Steinke, Robin Sabin)**

- 1 Required changes to follow the mission statement and any guiding principals of the congregation.
- 2 Three people, between the ages of 18 to 21, Jackie Fairbanks, Isabella Curcio, and Samantha Thomas, expressed they would like to continue their engagement on the committee.
- 3 Kendahl Adjorlolo moved to to accept the CR with the amended changes. Paul Flatness seconded the motion. The motion passed.
- 4 Roger Steinke and Robin Sabin left the meeting.

### **Committee Reports**

- 1 There were no committee report updates.

### **Old Business**

- 1 Water Heater (Pastor Tor)
  - 1.1 The upstairs hot water heater burst, requiring a replacement. A replacement unit, a heat-pump, has been installed.
  - 1.2 The floor in the plaza has been repaired. The floor in the men's restroom is still pending.

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- 1.3 The overall cost is estimated to be over 10K.
- 2 Constitution Amendment, Review and Vote (Joyce Thode)
  - 2.1 The document has been sent via email. No feedback received.
  - 2.2 Questions about the amendment will be discussed at the upcoming Finance Committee Meeting, prior to the Annual Meeting.
- 3 Safe Community Booklets Created (Pastor Berg)
  - 3.1 The booklet contains personal policies against harassment and the protection of vulnerable people.
  - 3.2 Everyone that works with others, especially children, youth, and the elderly, is required to read.
  - 3.3 Content will be produced in printed form and provided to those who work with vulnerable populations.
  - 3.4 Employees or volunteers older than 18 that work with vulnerable people are required to sign the document as soon as possible, targeting to begin distribution by January 1<sup>st</sup>, 2026. The document is then kept on file.
- 4 Challenge to the Congregation (Pastor Tor)
  - 4.1 Raised over 8K, exceeding original goals while maintaining our targeting giving goals.

### New Business

- 1 Need for an Audit Committee Members (Pastor Tor)
  - 1.1 The Audit Committee Member process is one person per year, rotating to another person each year. Process is one member per year. However, some members have moved away.
  - 1.2 Two new committee members need to be appointed by the Council.
  - 1.3 2023 audit complete. 2024 and 2025 is required.
  - 1.4 Suggested names were provided to the Pastor and he will follow up.
- 2 Downtown Ambassador to Bothell (Joyce Thode)
  - 2.1 Joyce received and read an email from Ann Aagaard asking to be part First Lutheran Church's representative. The goal is to help guide downtown development, providing greater input to the city on future changes.
  - 2.2 Ann Aagaard is required to meet with Council before speaking on behalf of FLC and report back to the Council on a regular occurrence.
  - 2.3 Kendahl Adjorlolo mentioned to accept. Paul Flatness seconded for Ann Aagaard to be a downtown ambassador. The motion was passed.
- 3 Salary Update 2026 (Pastor Tor, Ho Brown)
  - 3.1 Representing the Personal Committee, Ho Brown, reported a review of non-profits was performed to calibrate salary expectations for First Lutheran's current bookkeeper, office administrator, and organist positions.
  - 3.2 Based on a review of non-profits, it was determined the projected salary treatment for 2026 was 3.7%. COLA would be (Cost of Living Allowance) 2.8%.
  - 3.3 Without a review of the 2026 budget, the Personal Committee recommends 3.8% salary increase.
  - 3.4 The Youth Minister's position is overtime exempt, requiring specific Washington State Department of Labor thresholds to be met.
    - 3.4.1 The Personal Committee reviewed Roger Steinkee's current compensation to determine the differences between continuing the current overtime exemption status or a new hourly rated.
    - 3.4.2 An hourly rate would require the Youth Minister to be paid for all hours, noting overnight retreats.
  - 3.5 Moving forward Personal Committee guidelines are to ensure an annual and fair COLA.
  - 3.6 Pastor Tor reminded all this is a proposal that goes into the budget to then be voted on by the congregation.
  - 3.7 Joyce Thode received and read a letter from Kristin Smith, Office Administrator, dated December 11<sup>th</sup>, 2025, requesting compensation adjustment above the Personal Committee's recommendation, increasing it to match the synod's suggestion for comparable roles.
  - 3.8 The Personal Committee performed a review to determine the present salary increase.
  - 3.9 Ho Brown recommended stronger communication to Kristin Smith about the process to determine the 3.8% salary increase. Kendall Adjorlolo suggested during this meeting deeper discussion occur, requesting Kristin Smith provide her thoughts about compensation.

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- 3.10 No motion required. Joyce Thode will reach out to Kristin Smith to inform her of the Council discussion and prompt her to provide her own salary recommendation. The Finance Committee will only consider a salary change after it has been confirmed by the Personal Committee and Council.
- 4 140<sup>th</sup> Anniversary Planning (Joyce Thode)
  - 4.1 Occurring March 7<sup>th</sup>, 2026.
  - 4.2 A map will be provided in January, requesting members identify the location of birth.
  - 4.3 Joyce Thode requested all Council members ask their committees for suggestions.
  - 4.4 The use of compostable products when possible is requested.
- 5 Reminder for Committee Reports before Annual Meeting
  - 5.1 Reports are due by January 4<sup>th</sup>, 2026.
- 6 Names of candidates to backfill soon-to-be Council seats are being collected.

### **Walk-On Topics**

- 1 No walk-on topics.

### **Action Items**

- 1 Pastor Tor will make the proposed changes to C13.06.I24.
- 2 Bus drivers need to sign the Safe Communities polices to be considered staff.
- 3 The Constitutional Amendment will be placed on the website and Joyce Thode will send out a link to the congregation by the end of November.
- 4 Pastor Tor will follow-up with potential future Audit Committee Members.
- 5 Joyce Thode will meet with Kristin Smith, requesting Kristin Smith provide salary recommendations.

### **In Closing**

- 1 With no additional action items the meeting was adjourned at 8:26PM.
- 2 The next Council meeting is scheduled for January 20<sup>th</sup>, 2026 at 7:00PM.