

**Community of Christ - St. Luke's  
Executive Leadership Team (ELT)  
Meeting Minutes  
January 14, 2008 - 6:30 pm**

**In Attendance:** Lind Simonsen, Ky Hopewell, Pastor Vic, Glen Smith, Tim Engman, Gayle Bean, Kari Costanza and Steve Greiger; Randy Sloper was unable to attend.

**Preliminaries**

**Opening Prayer:** "Around the Table" prayer

**Approval of Agenda:** Senior Pastor Call report, Facilities Development Committee Report, Capital Campaign Plan, and ELT Business. Revisions to the ELT Policies was moved to the next regular meeting of the ELT  
Lind

**Call Team Report -** Glen Smith reported on the progress to date of the Senior Pastor Call Team (SPCT). The list of nominations has been submitted and the list of candidates is expected back from District about the middle of January. Approximately 110 members attended the Call Information Meeting held on January 13. The plan was well received and the Q&A Session answered most of the questions of the congregation. A "Readers Digest" version of the Q&A was prepared and will be posted on the Bulletin Board and published in the Newsletter.

Glen Smith was asked to begin preparation a Vacancy Plan and selection of an Interim Pastor to cover during the Vacancy created by Pastor Vic's retirement.

**Facilities Development Committee Report –** **Tim Engman**

The committee has contracted with the architect to prepare the needed documents to support the Capital Campaign. The architect requested that we complete a survey of the current site as a part of the preparation for the facilities development effort. It was moved that the Facilities Improvement Committee be authorized to contract for the survey with the Survey Company presenting the lowest of three bids, at or below \$20,000. The motion was passed.

**Capital Campaign Committee Report -** The Capital Campaign plan was discussed in detail and the ELT members were encouraged to take an active role in the Capital Campaign, visiting with small groups and supporting the numerous campaign activities. The Case Statement for the Campaign is attached as (Attachment 1). The ELT appointed Teri

Sato and Howard Britt to co-chair the Stewardship/Capital Campaign Committee, as required by ELT policy.

**ELT Business:**

ELT Annual Calendar revision. Several changes were proposed to streamline the plan for the annual policy requirements to spread the activities out more evenly during the year and address items that have not been included in the annual timeline.

**Adjournment**

The meeting was closed with prayer.

Next scheduled ELT Meeting is February 11, 2008 at 6:30PM in room 310. The agenda for the next meeting will include the normal house keeping items and:

Compliance Committee Audit activities

Revision of ELT Policy to involve ELT members more closely with St. Luke's ministries and missions

An additional ELT meeting(s) may be called in the near future to support the Senior Pastor Call Team Activities, Facilities and/or Campaign activities.

Respectfully Submitted,



Glen Smith, Secretary

## Case Statement

### The Dream

St. Luke's campus would be a place of hope and healing for our community in order to further our mission "to seek out and bring people into a personal relationship with Jesus Christ as their Savior and Lord."

### The Preparation

Back in 2006, St. Luke's worked with a consultant to gather a wide range of information. Church members, staff, community and business leaders helped identify St. Luke's strengths and weaknesses as well as our opportunities for additional ministries. In June 2007 our congregation identified families and children as our key area of focus and becoming a missional church as our priority. Expanding our facilities became part of our strategic plan.

### The Reality

- ❖ Classrooms are completely filled on Sunday morning, during events and during weekly programs.
- ❖ Nursery facilities are inadequate to accommodate the young families we are seeking to reach.
- ❖ Lobby is uncomfortably crowded and guests are lost in the shuffle.
- ❖ Multiple staff share offices that compromise efficient work.
- ❖ On-site counselor lacks an appropriate, confidential space.
- ❖ Storage is needed.
- ❖ Potential ministries have no available space to function.

### The Vision

Approximately 14,000 square foot addition addressing the needs above. The addition will likely include filling in the space between the existing church and Malkow Hall to make better use of the upstairs space in Malkow Hall. It will create a larger lobby area, a place for an expanded bookstore (with latte cart), more classrooms, a larger office area, an expanded nursery, and storage. This build increases our capacity to do ministry and paves the way for future builds (on the Cahill property or possible purchase and remodel of Korean Mission Church).

### The Impact

This build increases our ability to open our doors to invite more and more people into our community and into a relationship with Jesus Christ. It provides space for staffing changes, outreach opportunities, family programs, and deeper education in the Christian faith.

### The Truth

St. Luke's has been here before. In the 1990's we took a great step of faith by remodeling and doubling the size of our facilities through a \$4 million building project. At that time we were not as crowded as we are today, but in faith we stepped forward trusting that God had a larger plan for our ministry here in Federal Way. We were blessed in the process and many people have come to know Christ and become a part of our community because of it. The sacrifice of so many at that time seems minimal compared to the growth and blessings of God through it.

### The Cost

The projected cost of this 14,000 square foot addition is anticipated to be between \$3 and \$3.5 million including hard and soft costs such as sales tax, permits, fees, furniture, fixtures, etc...

### The Timeline

- ❖ Conduct an intensive Capital Stewardship Campaign in winter 2008
  1. Receive and review architectural schematic design plans mid-February
  2. Commitment weekend March 8-9, 2008 for 3-year "over and above" commitments
  3. Congregation votes on building plans in spring 2008 or Fall 2009
    - ❑ If approved, prepare permit and construction documents, permit review, and bidding by Fall 2008 or Spring 2009.
      1. Ground-breaking Fall 2008 or spring 2009
      2. Dedication Christmas 2009

Isaiah 54:2 "Enlarge the place of your tent, stretch your tent curtains wide, do not hold back; lengthen your cords, strengthen your stakes, for you will spread out..."