

**National Lutheran Secretariat Executive Committee (NLSEC) Winter Meeting
Sunday, January 27, 2013 to Tuesday, January 29, 2013
St. Andrew's Lutheran Church, Franklin, TN**

The meeting was called to order at 1:45 pm Sunday, January 27th. Present were Ed Broestl, Steve Gielda, Carolyn Hawkins, Steve Barnett, Diane Purcell, Nancy Peterson and Pastor John Bradford. Magdala Ray was excused.

Following devotions, Ed led the group in prayer.

2013 National Lutheran Secretariat Annual Meeting (NLSAM) Planning

The following decisions were reached and action items noted:

- The overarching theme for the meeting is “Streams of living water for our journey.”
- Carolyn will follow-up with the Host Committee (HC) and/or university to get meal times from caterers and confirm additional fees for going outside standard times, if any.
- Keynote:
 - Pastor John will provide Pastor Al clear direction on what we want the keynote to be about.
 - It is a call to discipleship – moving from the experience into discipleship. Discipleship for the journey.
 - Two topics to specifically be brought out are:
 - preparing someone to go on a weekend (e.g., selecting candidates, sponsorship) and
 - mentoring new cursillistas
 - Pastor John will also request Pastor Al to send a copy of his script by June 15th. We need the script to pull questions out and to confirm it is on point.
- Obtaining copies of keynote, forum and seminar scripts should be added as an ongoing procedure. Carolyn will add to NLSAM related procedures.
- Request forum leaders to provide two or three questions related to their presentation for use as small group seed questions. Request that these questions are turned in with their script – by June 15th.
- Forums:
 - Forums may be done with background skits using NLSEC
 - A forum will be a 15-20 minute sharing similar to ultreya sharing. Immediately following each forum, there will be small group time. Forum presenters will be asked to provide possible questions to help guide the small group discussions.
 - Carolyn will talk to Host Committee about having gathering music before each forum (e.g., 2 or 3 familiar songs related to the forum topic)
 - Examples – Sanctuary, Pass It On
 - Friday morning: Living the journey
 - Personal discipleship...how piety, study and action bleeds into discipleship
 - Kate Dickinson – Walk to Emmaus 4th Day Coordinator
 - Steve G. to talk to Greg then Kate
 - Friday afternoon: Sharing the journey

- Sponsorship; how to select candidates, how to prepare them for the weekend
 - Larry Witham
 - Ed to talk to Larry
 - Saturday morning: Strengthening our journey together
 - Post weekend sponsorship; mentoring your new cursillista
 - Randy Mullin
 - Ed to talk to Randy
 - Saturday afternoon: Best practices for our journey
 - Steve G. and Ed will work together to identify three best practice concepts to be presented and considered. Potentially one that relates to each of the forum focuses.
 - Concept and question will be presented by Nancy and/or Steve G.
 - Small groups will be given 10 minutes to discuss each question
 - For each of the three questions, during discussion time, Steve G. will tap three small groups to share their discussion decuria style
 - Total allotted time for each question is 20 minutes
- Dialogues:
 - We agreed to refer to these gatherings simply as Dialogues – dropping the Committee reference in all cases
 - Ed will talk to Rick about changing website references from “Forums” to Dialogues. There will be a Dialogue set-up on the website for each planned 2013 Dialogue.
 - We agreed there will be two Dialogue times – one each Friday & Saturday.
 - Each Dialogue session will occur just once.
 - More Dialogue sessions will be offered than last year, giving other Secretariat leaders an opportunity to discuss topics relevant to their area of service.
 - Where needed a NLSEC member was assigned to speak to each facilitator
 - Ed will talk to Judy & Rick about teaming to facilitate their dialogues and about broadening the thoughts to be shared during the dialogues (e.g., including topics like Constant Contact in both Dialogues).
 - Agreed upon dialogue topics and facilitators (planned or proposed) are:

Friday

<u>Topic</u>	<u>Facilitator</u>	<u>Assigned to</u>
Lay Director Dialogue	Ed & Nancy	n/a
Treasurer/Budget Dialogue	Steve B. & Diane	n/a
Pre-Weekend Dialogue	Larry & Kate	Ed & Steve G.
Outreach Dialogue	Steve G. & VPO Nominees	Steve G.
Leadership Training Dialogue	John Aklund & his choice	Steve G.
Leveraging Technology Dialogue	Rick & Judy	Ed

Saturday

<u>Topic</u>	<u>Facilitator</u>	<u>Assigned to</u>
Rediscover, Recommit Q&A	Regional Coordinators	Steve G.
Fundraising Dialogue	EDTF	Ed
Post-Weekend Dialogue	Randy & Kate	Ed & Steve G.

Spiritual Director Dialogue	Pastor John & tbd	Pastor John
Newsletter Dialogue	Judy & Rick	Ed
Hosting the NLSAM	Carolyn & a Witham?	Carolyn

- We talked about accepting the NLSAM meeting locations for 2015 at Living Water and 2016 at Good News.
- The secretariats that did not attend the 2012 NLSAM: Prairie Sunshine IL, Taste of Grace IL, Heart of America KS, Lutheran VdC MI, Yellowstone MT, Nebraska Lutheran VdC, Damascus Road NY, Lutheran Secretariat of South Dakota, Wisconsin Sunrise, Northern Light WI
- Standard mid-year agenda should be defined and should clearly indicate that the primary focus should be planning for the upcoming NLSAM. Expectation is that all planning, including all of the above, will be hammered out before other topics are addressed during the mid-year meeting. There was also discussion of extending the mid-year meeting by having the attendees depart late Monday afternoon or evening.

Constitution

- Proposed Constitution changes were reviewed and discussed.
- In his next Musings message, Ed will include notes about the distribution of assets in the event of dissolution of National Lutheran Secretariat.

By-Laws

- Proposed By-Law changes were reviewed and discussed.
- Update to always say Officers – not Directors.
- Update to always say Executive Committee – not Board of Directors and not NLSEB.
- Discussed how to implement 3 year terms. The result of the discussion was:

NLSAM	Positions Elected	Years in Term (x)	
2013:	President (2)	VP-Outreach (2)	Secretary (2)
2014:	VP-Admin (3)	Treasurer (3)	Spiritual Director (2)
2015:	President (3)	VP-Outreach (1)	Secretary (3)
2016:		VP-Outreach (3)	Spiritual Director (3)
2017:	VP-Admin (3)	Treasurer (3)	
2018:	President (3)		Secretary (3)
2019:		VP-Outreach (3)	Spiritual Director (3)

Executive Director Task Force (EDTF)

We discussed documents prepared by the EDTF and made the following recommendations:

- Scan for secretariat and clarify if reference is to National Lutheran Secretariat (NLS) or affiliated secretariats
- Color code responsibilities listed in the job description to show what is being done now by a 10 hours a week volunteer vs. expectations of a full-time Executive Director (ED)
- The NLSEC needs to understand the difference between a Foundation and an Endowment Fund. Which is it that we really need or want? Diane will research this in relation to

Minnesota law. Steve B. and Diane will then work together and bring a recommendation to the NLSEC March conference call on what type of fund and how to establish it.

- Agreed that a one page tri-fold brochure is needed that explains the purpose of Via de Cristo and National Lutheran Secretariat. This is *not* another brochure describing a Via de Cristo weekend. It is a brochure highlighting the goal of discipleship. Steve G. will ask Dottie and Penny to draft this brochure. The brochure can use previously written material like: <http://www.natl-cursillo.org/whatis.html>.
- At the 2013 NLSAM, the NLSEC will recommend that we continue the 10 hour volunteer ED position and that Nancy stay in role. Through the proposed budget, we will request that the body approve financial support for travel and expenses until we have funds to hire someone. Our intent is to continue the 10 hour volunteer position one more year until we have funds to hire someone part-time. The goal is to then increase the workload of the position to full-time within the third year.
- The fund raising program will be kicked off at the 2013 NLSAM.
 - A campaign theme/slogan is needed. This should be identified by March.
 - Professional looking campaign materials are needed by April or May: pledge card, cover letter, talking points, and posters.
 - NLSEC, lay directors, and prior NLSEC members will be asked to provide a leadership pledge. This request will go out in May and leadership pledges will be gathered by the end of June.
 - Posters should be up on campus – hype it up.

Other decisions and action items related to the Executive Director position discussion:

- Carolyn will ask Beth and Larry Bowman to consider being part of this task force.
- Need to identify how and why it is working. Highlight the successes. Gather testimonies on how Nancy's presence has positively impacted them. Greg Stano (Northern Light), Minnesota, Steve G., other NLSEC members are among those who can provide testimonies.
- A new task force is needed. Members to be identified at 2013 NLSAM. Do legwork in preparation for hiring. Bring recommendations to NLSEC then 2014 NLSAM with respect to: critically required skills/behaviors, questions to be asked during interviews, selection criteria, and pay. Also need to determine how to actually pay an employee.
- We discussed each position starting and maintaining a Continuity Folder. Ed is to pull together thoughts and provide a draft of such a folder that would be updated on a quarterly basis.
- We discussed the need to formalize our Nomination process. This is to be a subject for a future monthly teleconference.

Vice President of Outreach Update

- Rediscover, Recommit Workshop
 - 4 hour workshop
 - Facilitator guide and workbooks (spiral bound) are being printed
 - Pilot
 - March 2 – Colorado
 - March 16 – Columbus, OH

- Call to action is for each Regional Coordinator to run at least one workshop before the 2013 NLSAM.
- Regional Coordinator is an appointed position for one year term.
- Will accept new applications for Regional Coordinator at 2013 NLSAM. This is to be put it in Musings and Conexiones
- Virginia Beach Update
 - Feb 24th temple talk
 - hand out brochure
 - ultreya hosted by Rainbow VdC
 - Emmaus, Presbyterian Pilgrimage, and Tres Dias will also be at the ultreya
 - Steve G. may reach out to Chris R. about getting some folks from Eastern NC there.
- Steve G. shared with the NLSEC names of cursillistas currently considering VPO

Spiritual Director Update

- Discussed role of SD on NLSEC
- Bullets listed under SD on agenda are not within SD job description

Executive Director Update

- Nancy will reach out to Magdala to confirm packets were sent to those who did not attend last year's NLSAM.
- Surveys are out. Nancy will begin making contacts to those not responding...starting with those that did not attend the 2012 NLSAM. Nancy will be encouraging attendance to NLSAM. She will also discover if financial need was a reason for their non-attendance.
- Nancy will be speaking at the MN council meeting on February 9th.

Treasurer Update

- Dues have been paid by two communities as of now: MN and Indian River.
- One community donated an additional 10% of their checking account balance.
- Let Steve B. know if we will buy tickets to NLSAM before or after end of year?
- Steve B. wants to help struggling secretariats more by sharing fundraising ideas and information.
- Nancy and Steve B will work together to develop a draft budget for the ED position that is defensible.
- Steve B will have the Quarterly financial report ready after March 1st. Members were encouraged to talk with him about their accounts.

Financial Advisor Update

- Diane will develop a format for policies and guidelines. She will share one policy in the format drafted with the NLSEC before proceeding to pull together other policies.

- Diane recommended that the 2010 Standing Resolution allowing the EC to use excess funds for the Executive Director stay in place and be brought to the attention of those attending the 2013 NLSAM.

Newsletter Discussion

- Musings to include note about how to get back on email list for finding out when the newsletter has been posted. Same information is on the website and should be included in the upcoming newsletter.
- Should there be a theme for each newsletter? No theme. Write what you are doing.
- Discussed changing the presentation so that there are articles first then meeting minutes being at the end of the newsletter. Ed will talk to Judy about this.
- When sending newsletter articles, send it to all 6 NLSEC, cc to Judy, by the 1st of the month. Final copy for print will be sent to Judy and cc to NLSEC. Ed will talk to Judy about this.
- We might want to consider sending out “Tid Bits” to the Secretariats monthly – this would be information that the Secretariat may find useful regarding happenings within VdC that should not be delayed waiting for the next issue of Conexiones.
- We need to move to using Constant Contact like Walk to Emmaus and Tres Dias.

Technology Update

- Ed will talk to Rick about changing the website forums to mirror the dialogues for the 2013 NLSAM
- SD Blog to be replaced by SD Dialogue
- Need to be able to import data from Access and Excel
- At bottom of first page and at bottom of Newsletter page there is a link that allows an individual to add themselves back to the email distribution database
- Ed will ask Rick to put together detailed procedures, with screenshots:
 - “How to Send an Email to the Newsletter Distribution List”
 - “How to Reply to Email from .org Email Address”

Distribution Center Update

- Pilgrim’s Guide
 - make inputs electronic no later than Thursday
 - all documents need to be checked to confirm that Diane’s name is not included

Palanca Update

- Ed will connect Rick and Paul so they can talk about using technology to increase palanca exchange between secretariats

Historian Update

- Ed will talk to Ron about candidates for his position

Fourth Day Meeting Highlights

- Technology challenge – pilgrim wants to carry cell phone on them

- Right of pilgrim's self-determination
- This is what we would prefer and this is why...
- If they insist, then ask them to please be respectful – just as you would in church, please do not take calls during talks; don't take pictures
- Write-downs – put them in PowerPoints or giving them handouts
 - We are manipulating their thinking by telling them to write this down
- Catholic Cursillo and Walk to Emmaus only ones that have paid staff
- Walk to Emmaus items:
 - There is a watch dog on each of their secretariats – brought together as a group twice a year
 - 21 Regional Coordinators - \$500 stipend to each
 - Every publication purchased for every weekend held
 - The Upper Room Devotional is published every other month and provides needed funds for their efforts
 - They strongly believe, “We've harvested from a field of comfort” – we need to move outside our comfort zone
- Don't go invite just one young person to a weekend – invite five! Same is true for other groups so those invited don't feel they are “tokens.”
- Have your kids gone?
- If you manipulate the pilgrim, you're saying you are smarter than the Holy Spirit

Miscellaneous Items

- Ed will do more 1:1 follow-up or accountability phone calls with NLSEC members
- We need to look at and consider re-working any/all of our documents to emphasize discipleship.
- Diane will send Steve B. the Minnesota VdC fund raising information.
- Pastor Doug Givan prepared a Pastor to Pastor video. Steve G. sent an email to follow-up on what was done and where it is.
- Ed will contact Tracy Schmidlin to find out what happened to the interview with Eduardo Bonnin that was given to her by Victor Lugo.
- Nominations for NLSEC
 - Nominating committee needed
 - Musings, Conexiones, Website - Let it be known what positions are available, make forms available, submit nominations to nominating committee
- All present agreed that a \$100 honorarium will be presented to St. Andrew's Lutheran Church for use of their facilities for these three days.

The next teleconference meeting will be on Sunday, February 10th, at 7:00pm eastern time.

The meeting was adjourned with prayer at 2:00 pm Central time, Tuesday January 29th.

Respectfully submitted,
Carolyn Hawkins