**Special Diocesan Council Meeting**

**via Zoom**

**Sunday Feburary 6, 2022 @ 5:30 pm**

***Present****: Christie Iverson, Robert Fox, Donna Pettit, Tammy Enockson, Steve Godfrey, Bishop Ely, Charlotte Peterson, Stephanie Garcia, Terry Overbo, Mark Strobel, Jason Thoms, John Floberg, Larry Thiele, Leslie Ross, George Abdilnour*

***Missing****: Kim Becker, Helen Lodu, Brandy Watson, John Anderson, Leo Wilking, John Baird, Christi Iron Eyes, Angela Goodhouse-Mauai, Mary Ann Henry, Margaret Zaharia*

* Started the meeting @ 5:40 pm
* Bishop opened with prayer
* Purpose of the meeting to consider the proposal by the working group created in the last Council meeting
* New financial report posted in Realm by Charlotte
* Stephanie gave a report concerning the conversation of the working group
	+ Changing the position from strictly administrative to a managerial position
	+ Flexibility of location: some time in Fargo but with the ability to live outside the Fargo/Moorhead area
	+ With more responsibility; more compensation
	+ Investment in the onboarding process
	+ The group felt the two weeks they spent considering the details of this position were well spent especially concerning the budget and broadening the scope of the position to include support for all congregations
* Motion: to accept the proposal by the working group (following page)
* Second: unnecessary
* Passed Unanimous
* Robert sent us off with a prayer
* Meeting adjorned @ 6:06

February 3, 2022

Resolution for Diocesan Council consideration from the deliberations of the working group Council asked to address questions and concerns related to diocesan Ministry Support Team positions recommended by Steve Godfrey:

Whereas:

* We have learned that we need someone who can take initiative to manage and oversee a range of administrative functions as a full partner in the diocesan Ministry Support Team; and
* A managerial Diocesan Administrator position is the appropriate level of support and responsibility we need to flesh out the circle of leadership as envisioned in the Diocesan Discernment Task Force Report and achieve established goals in critical areas such as communication and administrative support for congregations; and
* We have also learned that more intentional onboarding and orientation is necessary for any new employee no matter what the level of responsibility; and
* We believe there is sufficient capacity and flexibility in the budget for this critical staffing support; therefore  Be it resolved that:
* The Council authorizes the establishment of a full-time position of Diocesan Administrator, along with a part-time position of Bookkeeper; and further that
* The 2022 diocesan budget is amended to provide funding for a Diocesan Administrator ($80,000-95,000) and Bookkeeper ($15,000). These figures **include** salary, benefits, taxes, insurance, and expenses for both positions; and further that
* Posting for the Diocesan Administrator position will include “salary commensurate with skill and experience” and will emphasize benefits & flexibility, including the possibility of not needing to be in the Fargo office every day. This degree of flexibility will expand the geographical search area for potential applicants; and further that
* We will begin to develop a 3-year budget during 2022 to address sustainability.