

## Letter of Agreement

### Introduction

This letter of agreement is between the Oakland and Moscow Lutheran Church Parish (O/M Parish) and the Hayward and Trondhjem Lutheran Church Parish (H/T Parish). Both parishes represent congregations of the ELCA and the Southeastern Minnesota Synod of the ELCA (SEMN Synod). A copy of this letter of agreement will be forwarded to the Bishop of the SEMN Synod.

### Purpose

The purpose of this agreement is to outline how the O/M Parish and the H/T Parish will work together in a cooperative ministry partnership. The parishes will be sharing pastoral staff in two major ministry areas: ministry to youth and family and ministry to seniors and elderly. The goal is to work together to provide ministry that nurtures and strengthens faith and reflects the love of Christ.

### Authority

This agreement has been authorized by at least a 2/3rds majority of members present and voting at duly called meetings of the O/M Parish and the H/T Parish. Each parish (made up of two congregations in each) is recognized as having the final authority to modify, terminate, or extend this agreement.

In the event of disagreement and prior to voting to modify or terminate this agreement it is required that any unresolved issue(s) or dispute(s) be brought before a meeting of both O/M Joint Council and H/T Joint Council three times in order to resolve the disagreement. In the event that a disagreement cannot be resolved this agreement can be modified or terminated by at least a 2/3rds majority of members present and voting at duly called meetings of the O/M Parish and the H/T Parish.

## Second Draft Revised 4.19.07

### **Oakland and Moscow Provide**

O/M Parish agrees to include in the job description and responsibilities for their pastor the following:

- Pastor will have primary responsibility for leadership and the teaching ministry of confirmation. This responsibility will extend to the membership of both the O/M Parish and the H/T Parish.
- Pastor will have primary responsibility for leadership, development, and implementation of ministry to the youth (grades 3 – 12) and young adult (post secondary until marriage). This responsibility will extend to the membership of both the O/M and the H/T parishes.
- Pastor will exercise these responsibilities in partnership with a new Joint Youth Ministry Team. This team will be made up of two representatives from each of the four congregations plus one youth representative from each congregation.

### **Hayward and Trondhjem Provide**

H/T Parish agrees to include in the job description and responsibilities for their pastor the following:

- Pastor will have primary responsibility for leadership and the pastoral care ministry of visitation of the homebound and nursing home members. This responsibility will extend to the membership of both the O/M and the H/T parishes.
- Pastor will have primary responsibility for the leadership, development, and implementation of ministry (Bible studies, fellowship events, special programs) to the senior members of the parish (retirement age and up). This responsibility will extend to the membership of both the O/M Parish and the H/T Parish.

## Second Draft Revised 4.19.07

- Pastor will exercise these responsibilities in partnership with a new Joint Senior Ministry Team. This team will be made up of two representatives from each of the four congregations.

### **What we do together**

The two parishes will join together in forming the ministry teams as outlined above. These ministry teams will work with the pastors to shape the ministry, provide input and feedback to the pastors, work together to plan, facilitate, and to evaluate these ministries. These ministry teams will act as a sounding board for the entire parish and as such will field suggestions and concerns. Each team will meet monthly or as deemed necessary. Teams will elect a chair person to facilitate the meetings and a secretary to keep minutes of the meetings. These minutes will be shared at parish council meetings and published with other meeting minutes.

Together the O/M and the H/T Joint Councils will exercise oversight for this cooperative ministry partnership. They will evaluate the work of the ministry teams and address issues that cannot be resolved by the ministry teams.

Each congregation will seek nominations for ministry team members. After receiving nominations, they will appoint team members according to the guidelines previously outlined. In the case of an unexpected vacancy, they will select a replacement.

### **The pulpit exchange**

In order for all the congregations to develop a familiarity with both pastors in the parishes, there will be a monthly pulpit exchange where the pastors trade places on a Sunday morning. The pastors will work together to determine this schedule.

### **Expectations for all parties**

It is understood and expected that the pastors from both parishes regularly communicate, inform, and coordinate ministry with each other. To this end it is expected that each pastor would be available for ministry in the other's area. This is particularly important in the area of visitation where it is felt that a request for a visit from a particular

## Second Draft Revised 4.19.07

pastor should always be honored. It is also important for the H/T pastor to be available from time to time to teach or otherwise participate in youth events or activities. The balance of the work load between the two parishes needs to be achieved through intentional communication and flexibility on the parts of the pastors and the members.

### **Financial concerns**

The direct expenses which can be attributed to one parish or the other will be born by that parish. These would include but not be limited to mileage, materials, youth registrations/fees, and other incidental costs. Any expense which cannot be attributed to one parish or the other but can be attributed to the cooperative ministry partnership will be shared equally between parishes. These shared expenses should be pre-approved by the joint councils or be included in annual budgets.

### **Liability**

All four congregations agree to purchase and maintain liability insurance to cover members, pastors, and those designated by the congregation to lead in the areas of ministry covered by this agreement. (This is understood to be the type of policy currently owned by each of the four congregations.)

### **Terms**

This agreement will go into effect on June 1, 2007 and remain in effect until June 1, 2009. At that time it will end unless there is a decision to extend or modify this agreement by a 2/3rds majority of members present and voting at duly called meetings of the O/M Parish and the H/T Parish.

*This agreement has been drafted by Pastor Peter Soli and meets the approval of the following congregational representatives, Pastor John Malm and Synod Minister, Larry Iverson.*

**Oakland**  
Lisa Berg  
Sue Berg  
Doug Riskedahl

**Moscow**  
Eldon Gilbertson  
Curt Gnifke  
Cindy Smeby

**Hayward**  
Curt Larson Jr.  
Neal Skaar  
Vickie Storlie  
Steve Tufte

**Tronhjem**  
Mark Brekke  
Steve Kraushaar  
Kiven Lukes

## Second Draft Revised 4.19.07

### Signatures

Guided by the Holy Spirit and after a 2/3rds majority of members present and voting at duly called meetings of the O/M Parish and the H/T Parish and by the authority granted to me as the president of the respective congregations, we enter into this cooperative ministry agreement on this day \_\_\_\_\_ 2007

\_\_\_\_\_ President of Oakland Lutheran Church

\_\_\_\_\_ President of Moscow Lutheran Church

\_\_\_\_\_ President of Hayward Lutheran Church

\_\_\_\_\_ President of Trondhjem Lutheran Church