



National Lutheran Secretariat

Executive Committee Meeting

Minutes of January 23, 2024 Meeting

Present: Steve Barnett, Brian Comeno (BC), Pastor G. Karl Gaston, Amanda Hunter, Brian Schwarz, Karen Weires, Jane Winge, Carolyn Witham

Not Present: none

Call to Order and Opening Prayer: BC called the meeting of National Lutheran Secretariat (NLS) executive committee (NLSEC) to order and Pastor G. Karl opened the meeting with prayer.

Old Business

Approval of Minutes

Minutes of the November 28, 2023 NLSEC meeting were accepted by acclamation.

New Business

Communications Director - Amanda

Amanda will stay on as the Communications Director while the responsibilities of the position are solidified and a thorough transition is executed. Heather Muga has expressed an interest in taking on this position BC gave Amanda approval to begin training Heather for the role. Amanda requested clearer documentation with regard to what individuals in appointed roles are eligible for regarding NLS Annual Gathering (NLSAG) registration and travel. BC asked Brian to incorporate this in the job description work he is currently doing. Amanda reminded all that articles for the next Conexiones are due to her in early March.

Zoom Meetings

BC noted that there was an issue with individuals joining the January Lay Director meeting. He requested that Karen and Amanda review how the meeting details are sent to make it easier for individuals to join NLS meetings.

Fourth Day Community

A lay director reached out to Jane with the requests listed below. NLSEC responses are italicized beside each request:

1. Details on how to access the rollos - *The rollos are posted here: [For Weekends – Via de Cristo](#)*
2. Details on what consideration is being given to shorten weekends – *There has been no discussion about shortening weekends in any NLSEC led meetings (until now). The NLSEC strongly supports holding true to the seventy-two (72) hour essential.*
3. Details on how to set up prayer vigils – *Karen will connect directly with the lay director to find out what assistance is needed.*

Spiritual Director Qualifications

BC asked for clarification of qualifications for an individual to serve as an SD. Specifically, does the SD need to be Lutheran? The answer depends on which SD role the question is being asked about.

- To serve as the SD on the NLSEC, the SD shall be an ordained and rostered Lutheran Pastor (NLS bylaw 5.2).
- To serve as the SD on an affiliated secretariat, The Essentials of the Via de Cristo states that the spiritual director/advisor is to be an ordained clergyperson (middle of page 18).
- Per The Essentials of the Via de Cristo (I. C. on page 59) the lead/head SD for a Via de Cristo

- weekend must be Lutheran.
- The Essentials of the Via de Cristo (page 58) indicates the SDs for a weekend should be ordained clergy. The Spiritual Director Manual states that each affiliated secretariat's elected governing body sets the criteria for clergy that qualify for serving as SDs for their own weekends and goes on to suggest a few potential criteria like ordained and in good standing with their credentialing body (page 63).

Upcoming NLS led meetings

Spiritual Director roundtable – January 24th at noon EST
Regional Coordinator meeting – February 4th

Old Business

Rollo revisions

As there continue to be questions raised about the long-promised rollo revisions, the NLSEC reviewed the activity of the most recent rollo revision work that began in 2018. Brian confirmed that the NLSEC completed a thorough review of the outlines during the 2020 or 2021 mid-year meeting (the meeting was online, during Covid) and the approved revised outlines were then shared. As the Journey in Faith Treasurer, Steve recalls receiving the revised outlines.

Treasurer items

Steve is working to transfer funds into a CD.

Closing Prayer – Pastor G. Karl closed the meeting with prayer.

Next Meeting – February 27, 2024 at 7:30pm EST for NLSEC

Summary of Action Items

1. All to read chapters two and three of Mark's book, The Gospel of Grace, in preparation for the next meeting.
2. Brian to clearly document that NLSAG registration for appointed roles is covered by NLS. If the position is required to attend the NLSAG, the NLS will also reimburse travel expenses, upon request.
3. All to begin March Conexiones articles now so they are sent to Amanda no later than early March.
4. Karen and Amanda to refine the way roundtable meeting details are shared with invitees through the Constant Contact invitation.
5. Brian to find out more about <https://www.prayervigils.net> at the Fourth Day Leaders meeting. Is there a way to post 4th Day palanca on this site now?
6. In the monthly update, Amanda will include the following:
 - a. NLSAG registration link, dates and prices, as well as a note that the same room rate is available directly through The Plaza for the two nights leading up to and two nights following the NLSAG – contact the hotel directly and mention you are attending the NLSAG
 - b. links about palanca: 1-upcoming weekends, 2-how to list your community weekends, and 3-tools to use for palanca vigils
 - c. reminder that the \$300 annual dues are payable by May 31st to the NLS Treasurer
7. Unless already done, all to register for NLSAG through NLSAG registration form.
8. Pastor G. Karl to ask Jeanne about revised rollos.
9. Carolyn to search through past minutes to find memorialized evidence of revised rollo status and share findings with the NLSEC.

Respectfully submitted,

Carolyn Witham