

# **FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA**

April 14, 2020 6:00pm

## **Call to Order**

Assembling in God's Name: Opening Prayer and Devotions

**Mission Statement:** As faithful disciples, we serve God and welcome all people with open hearts.

**Learning Moment – Director of Children's Ministry K-6- Kristy Wicklund**

## **Conducting the Business of the Church:**

- Review and Approval of the Agenda
- Review and Approval of March 2020 Meeting Minutes
- Review and Approval of the Treasurer's Report

## **Pastor's Report**

### **Old Business:**

- Strategic Planning- Jon Olson or Blair Anderson-Put on hold until Fall 2021
- Core Values document- Vicki Update
- Inactive member letter, April assembly- Jennifer Woore, Abbey
- The Five Disfunctions of a Team- George
- Constitution update- George, Leslie
- 2020 Organizational Chart updates- In revision

### **New Business:**

- Blood Drive
- PPP-Payroll Protection Plan
- 2 year intern through Luther Seminary.

## **Committee Reports:**

Executive- Steve Guttormson

Vice President- George Mathison

Finance – Leslie Flugstad

Education – Abbey Kwapinski

Fellowship – JoAn Whitlock

Worship – Harriet Wicklund

Youth- Sara Koch

Stewardship/Discipleship- Michael Wicklund

Personnel – Missy Mattson

Property – Ron Spangler

Membership – Jennifer Woore

Outreach- Jennifer Frank

## **Other Items / Announcements:**

**Adjournment** Closing Prayer: "The Lord's Prayer"

**First Lutheran Church  
Church Council Meeting Minutes  
March 10, 2020**

**Council members Present:** Steve Guttormson, Suzanne Demuth, Jennifer Frank, Harriet Wicklund, Missy Mattson, Michael Wicklund, Abbey Kwapinski, Sara Koch, Jo An Whitlock, Jennifer Woore, Debbie Opatz, Pr. Gretchen Enoch

**Council Members Absent:** Ron Spangler, George Mathison, Leslie Flugstad

**Guests Present:** Judy Mouritsen, from WELCA, Calie Anderson

President Steve Guttormson called the meeting to order at 6:00 pm. Pastor Gretchen read a devotion and led a prayer. Mission statement was read by all.

Presentation by Judy Mouritsen gave a brief overview of WELCA. Members welcome!

**Review and approval of the agenda: Motion made to approve, seconded, motion carried.**

**Review and approval of the February 11, 2020 meeting minutes: Motion made to approve, seconded, motion carried.**

**Review and approval of the February 2020 Treasurer's report: Motion made to approve, seconded, motion carried.**

**Pastor's Report**

- Wedding brochure has been updated
- Church council flowchart
- 150<sup>th</sup> Anniversary of First Lutheran in 2022; would like a committee to plan. Forward possible committee members to Calie
- See Pastor Gretchen's report for additional comments

**Old Business**

- Strategic Planning – Jon Olson or Blair Anderson
- Core Values document
- Inactive member letter; Assembly in April - Jennifer W., Abbey
- Five Disfunctions of a Team – Harriet discussed book

**New Business**

- 2020 Constitution Chart updates
- Resignation of Katrina Johnson: recognition of her service on March 14 during service

**Committee Reports:**

- Personnel: Missy Mattson – staff meetings with Pastor Blair Anderson; ½ time for financial office position
- Membership: Jennifer Woore – postcard mailings for directory
- Stewardship/Discipleship: Michael Wicklund – met with Pastor Blair – very impressed. Would like to secure contract with him for on capital fundraising; will discuss at next meeting
- See website for complete committee reports

**Adjournment: Motion made to adjourn meeting at 8:20 p.m., seconded, meeting adjourned.** Closing prayer.

Respectfully submitted,  
Debbie Opatz, First Lutheran Church Council Secretary

# First Lutheran Church

## Budget Comparison for General Fund

Account	-----Current Month (March)-----			-----Year To Date (March FY 2020)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Revenues</b>						
General Revenues	0.90	0.00	0.00	0.90	0.00	42.88
Budget Reserve	15,000.00	1,250.00	0.00	29,000.00	3,750.00	9,000.00
Building Offerings	270.00	167.00	10.00	610.00	501.00	510.00
Confirmation Revs	0.00	42.00	0.00	4.00	126.00	145.00
Day Camp/VBS Revs	0.00	9.00	0.00	0.00	27.00	0.00
Envelope Offering	38,897.81	39,096.00	57,770.51	99,389.82	117,290.00	118,544.17
Fellowship Revenues	264.91	392.00	1,247.00	855.46	1,176.00	2,124.93
Initial Offering	5.00	17.00	20.00	275.00	51.00	180.00
Interest Revs	0.00	1.00	0.95	1.59	2.00	2.48
Local Expense Only	800.00	667.00	438.00	2,400.00	2,001.00	1,676.00
Loose Offering	87.00	375.00	458.00	497.07	1,125.00	1,089.00
Miscellaneous Income	1,310.00	100.00	20.00	1,385.00	300.00	250.00
Wedding Deposits	0.00	21.00	0.00	0.00	63.00	100.00
SubTotal Miscellaneous Income	1,310.00	121.00	20.00	1,385.00	363.00	350.00
Outreach Revs/Offering	0.00	0.00	0.00	0.00	0.00	0.00
Benevolence Offering	290.00	209.00	420.00	470.00	627.00	590.00
ELCA Disaster Relief	0.00	84.00	0.00	0.00	252.00	0.00
Good Samaritan	100.00	125.00	50.00	300.00	375.00	350.00
SubTotal Outreach Revs/Offering	390.00	418.00	470.00	770.00	1,254.00	940.00
Special Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Advent	0.00	21.00	0.00	0.00	63.00	0.00
Christmas	0.00	834.00	0.00	0.00	2,502.00	0.00
Easter	0.00	584.00	0.00	0.00	1,752.00	0.00
Lent	1,397.00	375.00	1,707.00	1,397.00	1,125.00	1,707.00
Thanksgiving	0.00	84.00	0.00	0.00	252.00	0.00
SubTotal Special Offerings	1,397.00	1,898.00	1,707.00	1,397.00	5,694.00	1,707.00
Sunday School Offerings	51.00	84.00	28.49	98.96	252.00	550.63
SubTotal General Revenues	58,273.62	44,537.00	62,169.95	136,684.80	133,612.00	136,862.09
<b>Total Revenues</b>	<b>58,273.62</b>	<b>44,537.00</b>	<b>62,169.95</b>	<b>136,684.80</b>	<b>133,612.00</b>	<b>136,862.09</b>
<b>Expenditures</b>						
General Expenses	0.00	0.00	300.00	0.00	0.00	300.00
Education Exp	0.00	0.00	0.00	0.00	0.00	0.00
Adult Ed	182.10	25.00	135.39	182.10	75.00	146.04
Confirmation	9.70	125.00	0.00	77.78	375.00	0.00
Day Camp/VBS	0.00	25.00	0.00	0.00	75.00	0.00
Library Books/Supplies	0.00	9.00	0.00	0.00	27.00	0.00
Sunday School/FLY K6	544.65	209.00	47.36	587.97	627.00	219.77
SubTotal Education Exp	736.45	393.00	182.75	847.85	1,179.00	365.81
Fellowship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Fellowship	237.69	334.00	170.00	508.46	1,002.00	575.03
SubTotal Fellowship Exp	237.69	334.00	170.00	508.46	1,002.00	575.03
General	0.00	0.00	0.00	0.00	0.00	0.00
Annual Mtg	0.00	2.00	0.00	0.00	7.00	0.00
Budget Reserve	0.00	1,250.00	0.00	0.00	3,750.00	0.00
Council Retreat	2,550.36	188.00	0.00	2,550.36	564.00	0.00
Synod Assembly Exp	0.00	192.00	0.00	0.00	576.00	0.00
SubTotal General	2,550.36	1,632.00	0.00	2,550.36	4,897.00	0.00
Membership Exp	0.00	0.00	0.00	0.00	0.00	0.00
Devotions Christ Home	0.00	50.00	0.00	148.50	150.00	148.50
Member bus passes	0.00	5.00	0.00	0.00	15.00	0.00

# First Lutheran Church

## Budget Comparison for General Fund

Account	-----Current Month (March)-----			-----Year To Date (March FY 2020)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
New Member Reception	0.00	9.00	0.00	0.00	27.00	10.50
Publicity/Advertising	0.00	167.00	0.00	0.00	501.00	249.00
SubTotal Membership Exp	0.00	231.00	0.00	148.50	693.00	408.00
Outreach Exp	0.00	0.00	0.00	0.00	0.00	0.00
Benevolences	0.00	4,042.00	496.49	0.00	12,126.00	496.49
SubTotal Outreach Exp	0.00	4,042.00	496.49	0.00	12,126.00	496.49
Personnel Exp	452.40	19,048.00	0.00	452.40	57,144.00	0.00
Background checks	29.90	17.00	0.00	44.90	51.00	19.50
Continuing Ed (Senior Pastor)	0.00	84.00	50.00	0.00	252.00	50.00
Employers FICA Contribution	986.22	821.00	861.85	2,706.58	2,463.00	2,550.56
Employers Medicare Contribution	230.66	192.00	201.56	633.04	576.00	598.51
Housing Allowance	2,000.00	2,000.00	2,000.00	6,000.00	6,000.00	6,000.00
Medical Insurance	4,936.32	5,000.00	4,471.68	14,683.96	15,000.00	13,228.04
Pastor Professional Exp	135.75	209.00	38.44	193.83	627.00	67.76
Pastor Social Security	538.66	539.00	344.26	1,615.98	1,617.00	1,032.78
Pastor Travel Allowance	110.40	292.00	275.50	676.19	876.00	916.98
Pension	1,880.84	1,881.00	1,681.62	5,642.52	5,643.00	4,494.86
Salary Bell Choir Director	623.15	0.00	605.00	1,869.45	0.00	1,815.00
Salary Camera Operator	0.00	167.00	0.00	0.00	501.00	0.00
Salary Custodian	2,526.94	0.00	2,453.34	7,580.82	0.00	7,360.02
Salary Director of Childrens Ministry	1,390.50	0.00	1,350.00	4,171.50	0.00	4,050.00
Salary Director of Operations	4,918.85	0.00	3,048.26	11,198.25	0.00	9,144.78
Salary Office Assitant	1,632.82	0.00	1,257.53	4,493.93	0.00	4,129.82
Salary Organist	772.50	0.00	1,150.00	2,214.50	0.00	2,350.00
Salary PA	0.00	104.00	85.00	80.00	314.00	205.00
Salary Pastor/Organ Sub	0.00	292.00	0.00	350.00	876.00	150.00
Salary Senior Choir Director	643.17	0.00	624.44	1,929.51	0.00	1,873.32
Salary Senior Pastor	5,041.66	0.00	3,953.26	15,124.98	0.00	11,859.78
Salary Sr. Choir Accompanist	130.85	0.00	127.04	392.55	0.00	381.12
Salary Visitation Pastor	766.49	0.00	744.17	2,299.47	0.00	2,232.51
Salary Worship Team	293.55	0.00	285.00	880.65	0.00	855.00
Salary Worship Team Drummer	50.00	42.00	50.00	150.00	126.00	150.00
Salary Worship Team Guitar	50.00	42.00	50.00	100.00	126.00	150.00
Salary Youth Director	2,832.50	0.00	3,000.00	8,622.50	0.00	8,500.00
Staff Continuing Ed Training	15.00	84.00	0.00	15.00	252.00	0.00
Staff discretionary	20.00	42.00	0.00	205.00	126.00	0.00
SubTotal Personnel Exp	33,009.13	30,856.00	28,707.95	94,327.51	92,570.00	84,163.34
Property & Management Exp	0.00	0.00	0.00	0.00	0.00	0.00
Building/Equipment Maintenance	537.40	667.00	244.14	2,215.37	2,001.00	1,388.11
Copier	648.22	692.00	669.48	2,082.10	2,076.00	2,114.80
Insurance	1,026.27	1,084.00	985.93	3,078.81	3,252.00	2,957.79
Office Expenses/Supplies	74.51	334.00	78.31	1,319.30	1,002.00	1,490.03
Postage	894.75	250.00	414.25	894.75	750.00	742.65
Taxes	0.00	24.00	0.00	0.00	72.00	0.00
Technology replace/maint	0.00	84.00	0.00	0.00	252.00	722.57
Telephone/Network Security	549.36	417.00	703.19	2,058.79	1,251.00	2,118.23
Utilities	3,474.26	2,500.00	6,381.17	10,598.40	7,500.00	13,231.87
Vehicle Maintenance	0.00	42.00	40.19	43.53	126.00	225.94
SubTotal Property & Management Exp	7,204.77	6,094.00	9,516.66	22,291.05	18,282.00	24,991.99
Stewardship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Online Giving/Web Hosting	77.24	71.00	62.62	241.70	213.00	193.09
Stewardship Offer Envelopes	425.43	38.00	0.00	425.43	114.00	0.00



# First Lutheran Church

## Budget Comparison for General Fund

Account	-----Current Month (March)-----			-----Year To Date (March FY 2020)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Stewardship Sunday	0.00	42.00	0.00	0.00	126.00	0.00
SubTotal Stewardship Exp	502.67	151.00	62.62	667.13	453.00	193.09
Worship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Handbell Choir Music	0.00	42.00	0.00	500.00	126.00	20.00
Instrument Maintenance	0.00	125.00	0.00	0.00	375.00	0.00
Senior Choir Music	0.00	42.00	0.00	0.00	126.00	89.74
Special Music	0.00	21.00	0.00	50.00	63.00	0.00
Worship Supplies & Decorating	467.57	292.00	494.38	467.57	876.00	989.07
Worship Team Music	0.00	21.00	0.00	0.00	63.00	0.00
SubTotal Worship Exp	467.57	543.00	494.38	1,017.57	1,629.00	1,098.81
Youth Exp	0.00	271.00	0.00	0.00	813.00	0.00
Youth Activities & Trips	133.75	0.00	353.12	183.75	0.00	488.11
SubTotal Youth Exp	133.75	271.00	353.12	183.75	813.00	488.11
SubTotal General Expenses	44,842.39	44,547.00	40,283.97	122,540.18	133,644.00	113,080.67
<b>Total Expenditures</b>	<b>44,842.39</b>	<b>44,547.00</b>	<b>40,283.97</b>	<b>122,540.18</b>	<b>133,644.00</b>	<b>113,080.67</b>
<b>Total Revenues</b>	<b>58,273.62</b>	<b>44,537.00</b>	<b>62,169.95</b>	<b>136,684.80</b>	<b>133,612.00</b>	<b>136,862.09</b>
<b>Total Expenditures</b>	<b>44,842.39</b>	<b>44,547.00</b>	<b>40,283.97</b>	<b>122,540.18</b>	<b>133,644.00</b>	<b>113,080.67</b>
<b>Net Revenues</b>	<b>13,431.23</b>	<b>-10.00</b>	<b>21,885.98</b>	<b>14,144.62</b>	<b>-32.00</b>	<b>23,781.42</b>

# First Lutheran Church

Statement of Financial Position For All Funds as of 03/31/2020

## Assets

### Bank

General SSB Checking	15,134.55
SPECIAL SSB CHECKING	55,572.40
Thrivent Money Market	37,276.79

**Total Bank** 107,983.74

### Accounts Receivable

Accounts Receivable	1,260.00
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**Total Accounts Receivable** 1,260.00

**Total Assets** 109,243.74

## Net Assets

### Unrestricted

ALTAR GUILD FUND	169.30
BUDGET RESERVE FUND	-12,405.15
BUILDING RESERVE FUND	5,000.00
CHILDRENS CHOIR FUND	467.00
CHRISTCARE	500.00
CLEARING ACCOUNT FUND	6,485.48
COOKBOOKS FUND	1,265.25
EASTER PLANTS POINSETTIAS FUND	662.85
EDUCATION FUND	2,294.67
ESCROW ACCOUNT FUND	340.44
FAMILY MINISTRY FUND	3,788.56
General Fund	15,134.55
GOOD SAMARITAN FUND	1,882.54
GRAD FLEECE QUILTS FUND	-21.10
HAITI DRESSES	591.13
HANDBELLS FUND	2,372.26
HYMNAL REPLACEMENT FUND	310.34
JEAN DAHLING ESTATE FUND	18,319.86
LIBRARY FUND	959.29
MEMORIAL UNDESIGNATED FUND	29,099.15
MISSION COMM COFFEE FUND	427.11
NURSERY FUND	164.59
ORGAN FUND	-2,593.55
OWLS FUND	5,711.18
PARKING LOT FUND	11,490.42
PROPERTY FUND	-148.33
RADIO BROADCAST FUND	-5,057.26
SENIOR CHOIR FUND	5,309.88
SPECIAL FRIENDS FUND	285.23
TANZANIA TRIP FUND	4,934.29
THRIVENT CHOICE DOLLARS	196.00
Thrivent Interest	6.79
YOUTH FUND	11,300.97

**Total Unrestricted** 109,243.74

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# First Lutheran Church

Statement of Financial Position For All Funds as of 03/31/2020

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*Total Net Assets*

109,243.74  
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*Total + Net Assets*

109,243.74  
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**Statement Register for: General SSB Checking Dated 03/31/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			15,558.92
02/05/2020	35253	Check 7774	Sandy Kvern	9.94		15,548.98
02/24/2020	35268	Check 7796	Jeffers Handbell Supply, Inc.	500.00		15,048.98
02/24/2020	35269	Check 7799	Gary Preston	10.00		15,038.98
02/24/2020	35270	Check 7800	1517 Media	148.50		14,890.48
02/24/2020	35271	Check 7801	The Flower Mill	50.00		14,840.48
02/24/2020	35272	Check 7802	Stumbeano's Coffee	89.50		14,750.98
02/24/2020	35273	Check 7803	Brandon Hinsverk	20.00		14,730.98
02/24/2020	35274	Check 7804	David Strom	175.00		14,555.98
02/24/2020	35275	Check 7805	Verizon	20.00		14,535.98
02/24/2020	35277	Check 7806	Joel Myhre	50.00		14,485.98
02/24/2020	35278	Check 7807	Gretchen Enoch	300.00		14,185.98
02/26/2020	35279	Check 7808	Tedd Steenbock	20.00		14,165.98
02/26/2020	35280	Check 7809	Paul Dimke	20.00		14,145.98
02/26/2020	35281	Check 7810	Gretchen Enoch	255.37		13,890.61
02/28/2020	35267	PrChk 2709	Check No. 35267 - Batch: Feb 28 2020	575.47		13,315.14
02/28/2020	EFT	Check 7813	Portico	8006.60		5,308.54
02/29/2020	EFT	PrTax 398	MN Dept of Revenue	489.35		4,819.19
02/29/2020	EFT	PrTax 401	EFTPS	3115.87		1,703.32
03/01/2020	EFT	Check 7818	Protect My Ministry	29.90		1,673.42
03/02/2020		GJrnl 2140	Church Contribution Posting		2805.00	4,478.42
03/02/2020		GJrnl 2141	Church Contribution Posting		5898.28	10,376.70
03/02/2020		BkDep 1268	coffee		38.91	10,415.61
03/02/2020	35282	Check 7815	New Horizons Congregational Consulting	2676.65		7,738.96
03/10/2020		GJrnl 2143	Church Contribution Posting		731.72	8,470.68
03/10/2020		GJrnl 2144	Church Contribution Posting		11395.90	19,866.58
03/10/2020		BkDep 1273	al, anon, funeral, coffee		276.00	20,142.58
03/10/2020	35283	Check 7819	Cooper's Technology Group	53.26		20,089.32
03/10/2020	35284	Check 7820	Otter Tail Telcom	137.91		19,951.41
03/10/2020	35285	Check 7821	City of Fergus Falls	383.20		19,568.21
03/10/2020	35286	Check 7822	Church budget	425.43		19,142.78
03/10/2020	35287	Check 7823	Cole Papers Inc.	342.53		18,800.25
03/10/2020	35288	Check 7824	Network Center Technologies	246.45		18,553.80
03/10/2020	35289	Check 7825	Great Plains Natural Gas Co.	1630.69		16,923.11
03/10/2020	35290	Check 7826	Otter Tail Power Co.	1460.37		15,462.74
03/10/2020	35291	Check 7827	1517 Media	237.64		15,225.10
03/10/2020	35292	Check 7828	Service Food Market	191.29		15,033.81
03/12/2020	EFT	Check 7816	GuideOne Mutual Ins.	1026.27		14,007.54
03/15/2020	EFT	PrChk 2728	Check No. EFT - Batch: March 15 2020	738.73		13,268.81
03/15/2020	EFT	PrChk 2727	Check No. EFT - Batch: March 15 2020	428.04		12,840.77
03/15/2020	EFT	PrChk 2726	Check No. EFT - Batch: March 15 2020	1105.35		11,735.42
03/15/2020	EFT	PrChk 2725	Check No. EFT - Batch: March 15 2020	983.30		10,752.12
03/15/2020	EFT	PrChk 2724	Check No. EFT - Batch: March 15 2020	3245.58		7,506.54
03/15/2020	EFT	PrChk 2723	Check No. EFT - Batch: March 15 2020	1302.55		6,203.99
03/16/2020		GJrnl 2146	Church Contribution Posting		1050.00	7,253.99
03/16/2020		GJrnl 2145	Church Contribution Posting		4075.95	11,329.94
03/16/2020		BkDep 1277	Nordic ski		100.00	11,429.94
03/16/2020	EFT	Check 7817	Vanco Services	56.28		11,373.66
03/18/2020		BkDep 1279	budget reserve		15000.00	26,373.66
03/18/2020	35301	Check 7844	NetCenter Technologies	65.00		26,308.66
03/18/2020	35302	Check 7845	Hurley's Religious Goods	7.48		26,301.18
03/18/2020	35303	Check 7846	Cole Papers Inc.	222.16		26,079.02
03/18/2020	35306	Check 7849	JoAn Whitlock	37.08		26,041.94





**Statement Register for: General SSB Checking Dated 03/31/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
03/18/2020	35307	Check 7850	Terry Gervais	145.00		25,896.94
03/18/2020	35311	Check 7852	Gretchen Enoch	520.18		25,376.76
03/19/2020	35312	Check 7854	Great America Financial Services	648.22		24,728.54
03/19/2020	EFT	Check 7853	Portico	8006.60		16,721.94
03/19/2020	EFT	Check 7855	Card Member Service	1458.93		15,263.01
03/31/2020		GJrnl 2147	Church Contribution Posting		15620.00	80,883.01
03/31/2020		GJrnl 2151	Church Contribution Posting		7474.16	38,357.17
03/31/2020		GJrnl 2152	Reversing entry for Jrnl 2151 by ckadam	7474.16		30,883.01
03/31/2020		GJrnl 2154	GJrnl 2154 - 2020 03 31 Interest Earned		0.90	30,883.91
03/31/2020		BkDep 1280	Ottertail County Parking lot		1260.00	32,143.91
03/31/2020	35293	Check 7829	Treyor Gervais	50.00		32,093.91
03/31/2020	35294	Check 7830	Joel Myhre	50.00		32,043.91
03/31/2020	35295	Check 7831	Rainbow Cleaners	59.80		31,984.11
03/31/2020	35296	Check 7832	Cindy Larson	159.57		31,824.54
03/31/2020	35297	Check 7833	Jody Hanson	53.70		31,770.84
03/31/2020	35298	PrChk 2721	Check No. 35298 - Batch: March 30 2020	575.47		31,195.37
03/31/2020	35317	PrChk 2733	Check No. 35317 - Batch: March 31 2020	366.49		30,828.86
04/11/2020		GJrnl 2153	Church Contribution Posting		3476.51	34,305.39
			Checkbook Balance	50,456.86	69,203.33	34,305.39
			Statement and checkbook balance			

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Regarding financial commitments, no others directly related to MDivX costs. A quick recap of important MDivX information:

- the student interns receive a living stipend which Luther pays them directly.
- the student interns receive an internship stipend, including FICA, which Luther will send to the congregation, and the congregation then disburses this to the intern.
- the student receives a technology allowance (books, computer, etc...) from the MDivX gift. The student does need to have access to high speed internet to do their coursework, either at home or at their internship site.
- the students will experience an international immersion trip during January of their second year. This trip is covered by MDivX.
- the student's travel/mileage to Luther for intensive courses is covered by MDivX.

Any mileage related to specific internship ministry work is reimbursed by the congregation. Examples would be visitation, attending synod conference events, travel to attend church camps, etc...the same ministry which you as the pastor receive.

The student interns are responsible for their own medical insurance. This is not funded by MDivX nor is it expected the internship congregation will supply this. Some internship congregations choose on their own to contribute to the intern's medical insurance, but this is not an expectation.

This may be more information than you were seeking but sometimes council members want to learn about all the details, so this information combined with the Financial Guidelines ( link is below) offers a full picture of the MDivX pilot program...often referred to as a holy experiment!

<https://www.luthersem.edu/context/mdivx-partner-sites/financial-guidelines-for-partner-sites/>

## Core Ideology = Mission + Core Values

### What are core values/ qualities/ attributes?

They are about what we are being like or striving to be like on even a greater level.

Desired descriptions of the congregation. We want to be able to say, "This is who we are".

Reminders to the leadership and congregation of what is good and right and praiseworthy.

Are to be understood and accepted so they can be the basis for how the church moves forward. (This will ease any small conflicts that may come about over change.)

Will keep the mission alive.

Are like guiding principles.

An identity that is larger than any of our past successes and failures.

Can be like our church's DNA or our church's code.



Core values are what make us unique and help us and others to survive and thrive.

They are essential to the congregation.

### **What is a mission?**

A church's mission is to act as an apostle to share God's Word.

A mission statement is not a vision or a wish or a marketing statement. It is a clear purpose and reason for being that comes out of the core values and summarizes the core ideology of the church.

A mission statement tells anyone who needs to make a decision the purpose, goal, and desired end state, the church is committed to achieving.

### **What is a missional church?**

Missional churches' have a conviction, "the mission trumps". Always. Every time. In every conflict. The mission and core values determine how the money is spent, who will be hired, who will be let go, which ministries are started and which are let go. Always ask, "Does it further our mission?"

A missional church understands that the best decisions come out of the Blue Zone. The Blue Zone is about serving the mission with calmness and patience. Will the decisions support the mission? What core values are we expressing? How will we support those who will have difficulty with the change? In the Blue Zone the mission trumps. (The Red Zone is emotionally charged and can have personalized conflict. Emotional example: Want the church to be a happy family.)

Missional churches move out, extending themselves into the world, witnessing, teaching, and crossing boundaries.

Missional churches have a pastor and a leadership team. The leadership group has conviction, can stay calm, can stay connected and can stay the course. Metaphor: They keep the wagon train moving, even while the scouts are out looking for a new pass through the mountains.

**At the present time First Lutheran's Mission Statement is:**

As faithful disciples, we welcome all people with open hearts.

**But...**

Is our mission strong enough?

Does it sound like we just wait for the people to come to us?

**Suggestions For Another Mission Statement:**

As a community of disciples we proclaim the Kingdom of God to the church and unchurched.

**Missional Core Values**

**Uncommon Generosity-**

We are grateful to God for our gifts and talents, and we are willing to share our many blessings within our church and on the streets of the world. We dedicate ourselves to putting others' needs before our own.

### Apostolic Love-

We are passionate about sharing the power and love of God so others will see God's goodness in what we say and do.

### Prophetic Spirituality-

We are a sign of the ONE who calls all of us to oneness. We passionately commit to moving throughout our world with the Gospel. We enfold people of all cultures holistically, with unconditional love and faithful connections. We work for justice. We accept that for the sake of the children and the sake of the world and for the sake of the Gospel, we will do something.

### Relationships-

We commit to understanding and valuing all generations within our church so that our members feel essential to our church's identity. We faithfully communicate the necessity of change so they experience a sense of safety in the midst of transformations.

## Pastor Gretchen April Council Report

- ALL 19 of the prayer spots were filled for the Prayer Vigil offered on Maundy Thursday from 12-6pm. Individuals prayed from the solace of their homes for 30 minute time periods. My hope is to have future opportunities for intentional prayer periods at such a time as this.
- Laurie in the church office has been creating creative, informative and current updates for the weekly Constant Contact e-mail for FLC. Please read your Constant Contact and share suggestions of how we can improve communications.
- The Leadership Retreat participants met via zoom to discuss next steps. Actions taken: The FLC directory was shared among leaders to make general check-in calls to every household. Pastor Blair recommended 6 leadership books which have been ordered for the church library through the generosity of the library committee. The Leadership Retreat participants plan to meet again next month via Zoom to continue progress.
- Efforts continue for combined worship planning for May including: Augustana, Hope, and First Lutheran, Battle Lake.
- I have chosen to use my continuing education monies through FLC to continue coaching sessions with Pastor Blair. We will meet weekly over the phone for the next 12 weeks. Thank you for this opportunity to grow my skills.
- *Breathing Under Water* by Richard Rohr is the title of the 13 weeks book study that I had hoped to begin in May. I am considering providing the book study via Zoom for the 30 participant slots available. This Adult continuing education opportunity is open to FLC membership and the Fergus Falls community. The study pays for itself through the registration cost of \$40.00.
- Confirmation Sunday will be rescheduled following the 'stay at home' order.
- I have completed the expectation of the Personnel Committee for me to participate in the Leadership Circle Profile. I found it to be an affirming exercise in which I was able to identify my strengths and growing areas.

For example: The facilitator commented that as a pastor I am a diamond in the rough; in that I am proficient in getting things done which sets me up to be a good leader. While my area of growth rests in what is referred to as the skill of attunement. This suggests that I need to get in touch with my feelings as to provide a more balanced approach to leadership. I function primarily from my mind, thinking and head. It is believed a balanced leaders function out of a balance of mind, emotions, and body. I share this with you in hope that you can be helpful in my growth to a practice a more balanced approach to ministry. My ask is that you let me know if you notice that I am stuck in my head so that I can risk to develop a connection to emotion and body.

Thank you for your commitment to the life and ministry of FLC. It is a privilege to serve and to lead among you. Pastor Gretchen





## Discipleship Team Meeting

5:30 pm – 6:30pm, April 7th, 2020

First Lutheran Church

Meeting was held via Zoom

**Attendance:** Michael Wicklund, Steve Guttormson, Rick West, Jeani Trosvig, Leonard Hatzenbuehler, Jennifer Frank, Pastor Gretchen

**Opening Remarks:** Pastor Gretchen lead a devotion.

### **Discussion:**

- It was announced to the committee that the planned capital campaign has been postponed for the time being due to the COVID-19 situation. The committee all agreed that this was the right decision.
- Steve Guttormson briefed the committee on how the budget has been impacted by COVID-19 and on plans to hire a part time bookkeeper.
- Michael wrote a letter to the congregation reminding them of the importance of their offerings and encouraging them to either mail their offerings or give electronically. Included in the mailing were an electronic giving authorization form, discipleship card and return envelope.
- Michael and Steve have been part of a group making calls to congregation members to check in with them during our isolation per the Zoom meeting with attendees of Pastor Blair Anderson's leadership retreat. Jeani and Leonard volunteered to help with this so that calls may be made more regularly.
- April 5th would have been Gratitude Sunday but this did not happen because of the changes we've had to make to how we do worship. Pastor

Gretchen said that when it's First Lutheran's turn to plan the service we could still have someone do a temple talk, provided we don't have to reduce the number of people at the service any further.

**Closing:** We prayed the Lord's Prayer

## April 2020 Education Update for Church Council

- All on-site programs (Sunday School, FLY K-6, First Communion instruction) have been put on hold.

### Sunday School

- Kristy has been in touch with Sunday School teachers and some of them have reached out to their students through the mail with cards or notes.
- Kristy has been working on contacting all the Sunday School families just to check-in.
- A short virtual Sunday School lesson is being prepared weekly and posted on the First Lutheran YouTube channel.
- An email with a link to the virtual lesson, plus the Spark Family Page which contains family discussion questions and activities to go with the lesson, and the lesson coloring page are sent to Sunday School families weekly.

### FLY K-6

- Kristy has been in touch with all the FLY students through the mail with a letter and a kindness outreach project (cards for Mill Street residents).
- After reaching out through Remind to FLY parents, there was interest in holding a meeting on Zoom with the students. Wednesday, April 8<sup>th</sup>, FLY K-6 had their first Zoom meeting. Hoping this will be successful and we can have more in the future.

### Vacation Bible School

- As of April 7, Luther Crest is closed and is postponing all programs including their summer programs until further notice. They will be contacting Kristy with more information regarding this.
- Butterflies Vacation Bible School has been opened up to Augustana, Hope, and Zion congregations. It will be held at First Lutheran July 6-9 from 9:00-10:30. The theme will be Noah's Ark. As of right now, we are still planning for this to go ahead.

## Worship

### Report:

The Worship Committee did not meet this month. In lieu of meeting, an email was sent to committee members asking them to review the most recent agenda and reply with any updates they were aware of.

During this time of combining services with Augustana and Hope, the pastors have taken the responsibility for planning. P. Gretchen has reached out for assistance/participation as required, maintaining presence of 10 or fewer at any time.

Decorating for Holy Week has been arranged and Live Streaming of services has been done.

Harriet

## Youth Director

Youth committee and youth director decided to cancel the Summer trip as of right now. If possible, will do something smaller and closer to home. There will not be any activities until everything is clear to go.

I have been reaching out and checking in on the youth through phone or emails.

Calie

## **Outreach Report - April 14, 2020 meeting**

- Participated in April 7 joint stewardship-outreach zoom meeting
- FLC delivered MBW week of April 6-10. Great response to volunteer requests!
- Red Cross Blood Drive scheduled for April 28 has been cancelled. Red Cross has seen a reduced need for blood due to the postponement of elective surgeries and lower incidence of accidents with many states under "stay at home orders". Next drive is June 30.
  - When attempting to explore additional precautions surrounding hosting a drive during the COVID-19 pandemic, it was suggested we explore the liability release on file to ensure our interests are protected for any drive. Will follow up on this ahead of the next drive.

## **Personnel Committee Report**

Pr Gretchen is not recommending a reduction in staff hours or staff. All full and part time staff will be paid as usual.

Bookkeeper: Pr Gretchen, Leslie Flugstad, and Missy Mattson reviewed the current bookkeeper applications and selected six for phone screenings. We'll conduct the screenings on Wednesday afternoon. The position remains open until filled.

Submitted by Missy Mattson

