

# **FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA**

July 14<sup>th</sup>, 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 – Vicar Lynn**

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

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

## **Pastor's Report**

## **Vicar Lynn Report**

### **Committee Reports**

Executive	Mutual Ministry
Discipleship	Outreach
Education	Personnel
Fellowship	Property
Finance	Worship
Internship (FIT Team)	Youth
Membership	

### **Old Business:**

- The Five Dysfunctions of a Team Ron Spangler
- Constitution update- George, Leslie
- Smart Team

### **New Business:**

- None



**First Lutheran Church**  
**Church Council Meeting Minutes**  
**June 9, 2020**

**Council members Present:** Steve Guttormson, George Mathison, Suzanne Demuth, Jennifer Frank, Harriet Wicklund, Missy Mattson, Michael Wicklund, Abbey Kwapinski, Jennifer Woore, Leslie Flugstad, JoAn Whitlock, Ron Spangler, Sara Koch, Debbie Opatz, Pr. Gretchen Enoch

**Council Members Absent:**

**Guests Present:** Pastor Stan

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.

Presentation: Pastor Stan discussed his interactions with homebound members. His goal is “to keep them from being lonely”. He is a representation of both Jesus and First Lutheran Church. His work is done mostly through phone calls at this time. He talks to them, sings hymns with them, and prays with them. Pastor Stan told us he is the only visitation pastor in Fergus Falls right now. He visits with approximately 45 individuals a month. First Lutheran is very lucky to have Pastor Stan.

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

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

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

**Pastor’s Report**

- See Pastor Gretchen’s report for additional summary of monthly activities
- First gravesite funeral with communion.
- Baptism held
- Services closed through July

**Old Business**

- Inactive member letter – 286 letters sent out, 41 responses so far. Some changes will be made to the letter in the future, including better targeting of the member in question, and assurance that member will remain a concern of FL either they choose to continue.
- **Spending Freeze – Motion made to approve, seconded, motion carried.** Committees asked to come before council with any spending that goes beyond normal budget
- Constitution Update – some minor issues where our constitution does not match that of the ALC.
- Five Disfunctions of a Team – Missy reviewed; the principles in this book can relate to any relationship; getting to know each other is key

**New Business**

- Smart Team: Task force created to develop a detailed plan on how First Lutheran will function in this pandemic. Pr. Gretchen has a template to start the process. Member so far are Steve Guttormson, Missy Mattson, Kristi Wentworth, Tara Wagner, Harriet Wicklund, Dr. Joe Dinsmore, Dan Lembke.
- Spending Freeze – Discussion to continue spending freeze with additional guidance for staff. Motion made, seconded, carried to set \$300 limit for purchases that do not require authorization from executive committee.
- Virtual Coffee Time: Will be considered

**Committee Reports:**

- See website for complete committee reports

**Adjournment: Motion made to adjourn meeting at 8:13 p.m., seconded, meeting adjourned. Spoke the Lord's Prayer together.**

Respectfully submitted,  
Debbie Opatz, First Lutheran Church Council Secretary



# First Lutheran Church

Change In Net Assets for Period: 01/01/2020 to 06/30/2020

Fund	Starting Balance	Receipts	Disbursements	Transfers	Ending Balance
ALTAR GUILD FUND (U)	169.30	0.00	128.67	0.00	40.63
BUDGET RESERVE FUND (U)	16,594.85	0.00	29,000.00	-1,594.85	-14,000.00
BUILDING RESERVE FUND (U)	5,000.00	0.00	0.00	-5,000.00	0.00
BUW Bible Study (U)	0.00	689.00	358.29	30.00	360.71
CHILDRENS BIBLES (U)	0.00	0.00	0.00	0.00	0.00
CHILDRENS CHOIR FUND (U)	467.00	0.00	0.00	-467.00	0.00
CHRISTCARE (U)	500.00	0.00	0.00	0.00	500.00
CLEARING ACCOUNT FUND (U)	-6,154.52	17,900.00	4,460.00	0.00	7,285.48
COOKBOOKS FUND (U)	1,265.25	0.00	0.00	0.00	1,265.25
DURNER CASH (U)	34,183.73	1,270.83	0.00	0.00	35,454.56
DURNER INVESTMENTS (R)	94,130.52	3,410.32	0.00	0.00	97,540.84
EASTER PLANTS POINSETTIAS FUND (U)	302.85	1,105.00	1,240.00	0.00	167.85
EDUCATION FUND (U)	1,653.67	921.74	125.00	467.00	2,917.41
ESCROW ACCOUNT FUND (U)	315.22	35.21	0.00	0.00	350.43
FAMILY MINISTRY FUND (U)	3,788.56	0.00	0.00	0.00	3,788.56
FELLOWSHIP FUND (U)	0.00	0.00	0.00	427.11	427.11
GENERAL FUND (U)	989.93	271,490.92	241,200.46	4,930.86	36,211.25
GOOD SAMARITAN FUND (U)	4,232.54	0.00	2,350.00	0.00	1,882.54
GRAD FLEECE QUILTS FUND (U)	157.90	0.00	179.00	0.00	-21.10
HAITI DRESSES (U)	591.13	0.00	0.00	0.00	591.13
HANDBELLS FUND (U)	2,502.45	0.00	130.19	0.00	2,372.26
HYMNAL REPLACEMENT FUND (U)	310.34	0.00	0.00	-310.34	0.00
JEAN DAHLING ESTATE FUND (U)	18,319.86	0.00	0.00	-1,682.68	16,637.18
LIBRARY FUND (U)	959.29	0.00	100.24	0.00	859.05
MDivX Stipend (U)	0.00	0.00	932.54	2,797.62	1,865.08
MEMORIAL UNDESIGNATED FUND (U)	29,099.15	900.00	0.00	0.00	29,999.15
MISSION COMM COFFEE FUND (U)	427.11	0.00	0.00	-427.11	0.00
NURSERY FUND (U)	164.59	0.00	0.00	0.00	164.59
ORGAN FUND (U)	54,275.06	4,020.00	82,388.00	262.39	-23,830.55
OWLS FUND (U)	2,809.94	3,453.30	552.06	0.00	5,711.18
PARKING LOT FUND (U)	10,703.67	2,394.00	1,151.25	0.00	11,946.42
PROPERTY FUND (U)	-148.33	1,254.40	0.00	0.00	1,106.07
RADIO BROADCAST FUND (U)	-6,173.26	3,620.00	1,274.00	100.00	-3,727.26
SENIOR CHOIR FUND (U)	5,309.88	0.00	0.00	0.00	5,309.88
SPECIAL FRIENDS FUND (U)	185.23	100.00	0.00	0.00	285.23
THRIVENT CHOICE DOLLARS (U)	0.00	1,123.00	0.00	0.00	1,123.00
Thrivent Interest (U)	6.79	0.00	0.00	-6.79	0.00
WORSHIP FUND (U)	0.00	0.00	0.00	310.34	310.34
YOUTH FUND (U)	12,683.87	1,470.90	1,426.90	0.00	12,727.87
YOUTH MISSION TRIP SUPPORT (U)	4,934.29	0.00	0.00	163.45	5,097.74
<b>Total</b>	<b>294,557.86</b>	<b>315,158.62</b>	<b>366,996.60</b>	<b>0.00</b>	<b>242,719.88</b>
	=====	=====	=====	=====	=====
Total Receipts	315,158.62				
Total Disbursements	366,996.60				
Net Increase(Decrease)	-51,837.98				
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# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (June)			Year To Date (June FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Revenues</b>						
General Revenues	150.00	0.00	0.00	3,273.61	0.00	42.88
Budget Reserve	0.00	1,250.00	0.00	29,000.00	7,500.00	9,000.00
Building Offerings	350.00	167.00	170.00	1,600.00	1,002.00	1,020.00
Confirmation Revs	0.00	42.00	0.00	4.00	252.00	145.00
Day Camp/VBS Revs	0.00	8.00	0.00	0.00	52.00	60.00
Envelope Offering	32,713.33	39,096.00	38,671.18	225,052.76	234,578.00	223,769.99
Fellowship Revenues	0.00	392.00	32.00	855.46	2,352.00	2,887.41
Initial Offering	0.00	17.00	0.00	275.00	102.00	180.00
Interest Revs	13.37	1.00	1.09	32.44	6.00	6.53
Local Expense Only	400.00	667.00	650.00	3,600.00	4,002.00	3,602.00
Loose Offering	0.00	375.00	427.51	497.07	2,250.00	2,966.66
Miscellaneous Income	150.00	100.00	0.00	1,014.03	600.00	450.00
Wedding Deposits	0.00	21.00	0.00	0.00	126.00	200.00
SubTotal Miscellaneous Income	150.00	121.00	0.00	1,014.03	728.00	650.00
Outreach Revs/Offering	0.00	0.00	0.00	0.00	0.00	0.00
Benevolence Offering	0.00	208.00	90.00	3,195.00	1,252.00	1,931.00
ELCA Disaster Relief	0.00	83.00	0.00	0.00	502.00	0.00
Good Samaritan	100.00	125.00	100.00	750.00	750.00	650.00
SubTotal Outreach Revs/Offering	100.00	416.00	190.00	3,945.00	2,604.00	2,681.00
Special Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Advent	0.00	21.00	0.00	0.00	126.00	0.00
Christmas	0.00	833.00	0.00	0.00	5,002.00	0.00
Easter	0.00	583.00	0.00	325.00	3,502.00	6,977.00
Lent	0.00	375.00	0.00	1,837.00	2,250.00	4,543.00
Thanksgiving	0.00	83.00	0.00	0.00	502.00	0.00
SubTotal Special Offerings	0.00	1,895.00	0.00	2,162.00	11,382.00	11,520.00
Sunday School Offerings	0.00	83.00	0.00	98.96	502.00	596.49
SubTotal General Revenues	33,876.70	44,530.00	40,141.78	271,410.33	267,210.00	259,017.96
<b>Total Revenues</b>	<b>33,876.70</b>	<b>44,530.00</b>	<b>40,141.78</b>	<b>271,410.33</b>	<b>267,210.00</b>	<b>259,017.96</b>
<b>Cost of Sales</b>						
Sales Discounts Taken	-1.80	0.00	0.00	-1.80	0.00	0.00
<b>Total Cost of Sales</b>	<b>-1.80</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.80</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures</b>						
General Expenses	0.00	0.00	0.00	0.00	0.00	300.00
Education Exp	0.00	0.00	0.00	0.00	0.00	0.00
Adult Ed	0.00	25.00	10.86	198.27	150.00	173.93
Confirmation	59.91	125.00	0.00	137.69	750.00	160.68
Day Camp/VBS	358.16	25.00	0.00	358.16	150.00	0.00
Library Books/Supplies	0.00	8.00	0.00	0.00	52.00	0.00
Sunday School/FLY K6	0.00	208.00	133.41	764.90	1,252.00	785.56
SubTotal Education Exp	418.07	391.00	144.27	1,459.02	2,354.00	1,120.17
Fellowship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Fellowship	0.00	333.00	540.63	960.14	2,002.00	2,350.25
SubTotal Fellowship Exp	0.00	333.00	540.63	960.14	2,002.00	2,350.25
General	0.00	0.00	0.00	0.00	0.00	0.00
Annual Mtg	0.00	2.00	0.00	0.00	13.00	0.00
Budget Reserve	0.00	1,250.00	0.00	0.00	7,500.00	0.00
Council Retreat	0.00	188.00	0.00	2,700.36	1,128.00	0.00

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# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	-----Current Month (June)-----			-----Year To Date (June FY 2020)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Synod Assembly Exp	0.00	192.00	422.73	0.00	1,152.00	1,467.73
SubTotal General	0.00	1,632.00	422.73	2,700.36	9,793.00	1,467.73
Membership Exp	0.00	0.00	0.00	0.00	0.00	0.00
Devotions Christ Home	0.00	50.00	0.00	297.00	300.00	297.00
Member bus passes	0.00	5.00	0.00	0.00	30.00	0.00
New Member Reception	0.00	8.00	0.00	0.00	52.00	10.50
Publicity/Advertising	152.00	167.00	0.00	208.00	1,002.00	399.00
SubTotal Membership Exp	152.00	230.00	0.00	505.00	1,384.00	706.50
Outreach Exp	0.00	0.00	0.00	0.00	0.00	0.00
Benevolences	4,980.59	4,042.00	500.00	6,885.12	24,252.00	13,905.62
SubTotal Outreach Exp	4,980.59	4,042.00	500.00	6,885.12	24,252.00	13,905.62
Personnel Exp	0.00	19,047.00	0.00	452.40	114,286.00	230.46
Background checks	0.00	17.00	47.50	59.90	102.00	116.00
Continuing Ed (Senior Pastor)	0.00	83.00	44.22	2,086.49	502.00	1,094.22
Employers FICA Contribution	636.21	821.00	730.84	4,745.51	4,928.00	5,001.11
Employers Medicare Contribution	148.78	192.00	170.94	1,109.88	1,152.00	1,169.65
Housing Allowance	2,000.00	2,000.00	2,000.00	12,000.00	12,000.00	12,000.00
Medical Insurance	3,680.77	5,000.00	4,515.29	25,103.25	30,000.00	26,686.69
Pastor Professional Exp	0.00	208.00	42.51	214.89	1,252.00	296.49
Pastor Social Security	538.66	539.00	538.66	3,231.96	3,234.00	2,259.96
Pastor Travel Allowance	189.75	292.00	829.40	1,193.12	1,752.00	2,402.36
Pension	1,566.87	1,881.00	1,856.09	10,343.13	11,286.00	9,714.19
Salary Bell Choir Director	0.00	0.00	0.00	3,115.75	0.00	3,025.00
Salary Bookkeeper	1,282.50	0.00	0.00	2,529.00	0.00	0.00
Salary Camera Operator	0.00	167.00	0.00	0.00	1,002.00	0.00
Salary Custodian	2,526.94	0.00	2,453.34	15,161.64	0.00	14,720.04
Salary Director of Childrens Ministry	1,390.50	0.00	1,350.00	8,343.00	0.00	8,100.00
Salary Director of Operations	0.00	0.00	3,048.26	11,198.25	0.00	18,289.56
Salary Office Assitant	1,360.68	0.00	1,186.07	9,211.26	0.00	8,316.80
Salary Organist	618.00	0.00	750.00	4,533.50	0.00	4,850.00
Salary PA	0.00	104.00	120.00	80.00	626.00	540.00
Salary Pastor/Organ Sub	0.00	292.00	400.00	350.00	1,752.00	850.00
Salary Senior Choir Director	0.00	0.00	0.00	3,215.85	0.00	3,122.20
Salary Senior Pastor	5,041.66	0.00	5,041.66	30,249.96	0.00	24,807.96
Salary Sr. Choir Accompanist	0.00	0.00	0.00	392.55	0.00	635.20
Salary Visitation Pastor	766.49	0.00	744.17	4,598.94	0.00	4,465.02
Salary Worship Team	0.00	0.00	0.00	1,467.75	0.00	1,425.00
Salary Worship Team Drummer	0.00	42.00	0.00	150.00	252.00	200.00
Salary Worship Team Guitlar	0.00	42.00	0.00	100.00	252.00	250.00
Salary Youth Director	2,832.50	0.00	3,000.00	17,120.00	0.00	17,500.00
Staff Continuing Ed Training	0.00	83.00	0.00	15.00	502.00	197.33
Staff discretionary	203.00	42.00	0.00	618.00	252.00	0.00
SubTotal Personnel Exp	24,783.31	30,852.00	28,868.95	172,990.78	185,130.00	172,265.24
Property & Management Exp	0.00	0.00	0.00	216.10	0.00	0.00
Building/Equipment Maintenance	1,558.51	667.00	185.75	4,128.23	4,002.00	2,183.57
Copier	648.22	692.00	683.55	4,106.40	4,152.00	4,333.06
Insurance	1,026.27	1,083.00	985.93	7,183.89	6,502.00	5,915.58
Office Expenses/Supplies	111.16	333.00	156.26	1,863.26	2,002.00	2,011.23
Postage	197.85	250.00	444.50	3,042.20	1,500.00	1,327.15
Taxes	0.00	23.00	0.00	280.00	142.00	280.00
Technology replace/maint	112.50	83.00	0.00	860.42	502.00	722.57
Telephone/Network Security	414.01	417.00	773.98	3,475.58	2,502.00	4,272.64





# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (June)			Year To Date (June FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Utilities	987.83	2,600.00	1,414.63	16,530.03	15,000.00	20,343.54
Vehicle Maintenance	0.00	42.00	0.00	107.78	252.00	373.61
SubTotal Property & Management Exp	5,056.35	6,090.00	4,644.60	41,593.89	36,556.00	41,762.95
Stewardship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Online Giving/Web Hosting	147.09	71.00	58.60	813.27	426.00	371.79
Stewardship Offer Envelopes	0.00	38.00	0.00	425.43	228.00	0.00
Stewardship Sunday	0.00	42.00	0.00	0.00	252.00	0.00
SubTotal Stewardship Exp	147.09	151.00	58.60	1,238.70	906.00	371.79
Worship Exp	0.00	0.00	0.00	61.78	0.00	0.00
Handbell Choir Music	0.00	42.00	0.00	500.00	252.00	20.00
Instrument Maintenance	0.00	125.00	0.00	375.00	750.00	765.00
Senior Choir Music	0.00	42.00	0.00	0.00	252.00	222.22
Special Music	0.00	21.00	0.00	50.00	126.00	50.00
Worship Broadcasting	392.00	0.00	0.00	392.00	0.00	0.00
Worship Supplies & Decorating	180.00	292.00	77.72	2,105.27	1,752.00	2,152.46
Worship Team Music	0.00	21.00	0.00	0.00	126.00	58.94
SubTotal Worship Exp	572.00	543.00	77.72	3,484.05	3,258.00	3,268.62
Youth Exp	39.30	271.00	0.00	160.00	1,626.00	0.00
College Ministry	0.00	0.00	77.69	0.00	0.00	77.69
Relational Ministry	0.00	0.00	5.00	0.00	0.00	5.00
Youth Activities & Trips	0.00	0.00	-156.02	341.51	0.00	950.69
SubTotal Youth Exp	39.30	271.00	-73.33	501.51	1,626.00	1,033.38
SubTotal General Expenses	36,148.71	44,535.00	35,184.17	232,318.57	267,261.00	238,552.25
SPECIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
RADIO BROADCAST EXP	0.00	0.00	0.00	1,032.00	0.00	0.00
SubTotal SPECIAL EXPENSES	0.00	0.00	0.00	1,032.00	0.00	0.00
<b>Total Expenditures</b>	<b>36,148.71</b>	<b>44,535.00</b>	<b>35,184.17</b>	<b>233,350.57</b>	<b>267,261.00</b>	<b>238,552.25</b>
<b>Other Revenues</b>						
Divident Revenue	0.00	0.00	0.00	80.59	0.00	0.00
<b>Total Other Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.59</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Expenditures</b>						
Accounting Correction	0.00	0.00	0.00	7,851.69	0.00	0.00
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,851.69</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Financial Sources-Uses</b>						
Transfers In	0.00	0.00	0.00	8,800.85	0.00	0.00
Transfers Out	-100.00	0.00	0.00	-3,876.78	0.00	0.00
<b>Total Other Financial Sources-Uses</b>	<b>-100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,924.07</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>33,876.70</b>	<b>44,530.00</b>	<b>40,141.78</b>	<b>271,410.33</b>	<b>267,210.00</b>	<b>259,017.96</b>
<b>Total Cost of Sales</b>	<b>-1.80</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.80</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>36,148.71</b>	<b>44,535.00</b>	<b>35,184.17</b>	<b>233,350.57</b>	<b>267,261.00</b>	<b>238,552.25</b>
<b>Total Other Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>80.59</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,851.69</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Financial Sources-Uses</b>	<b>-100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,924.07</b>	<b>0.00</b>	<b>0.00</b>



# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (June)			Year To Date (June FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<i>Net Revenues</i>	<i>-2,370.21</i>	<i>-5.00</i>	<i>4,957.61</i>	<i>35,214.53</i>	<i>-51.00</i>	<i>20,465.71</i>

**Statement Register for: General SSB Checking Dated 06/30/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			124,403.28
03/18/2020	35308	Check 7851	Lori Charest	200.00		124,203.28
04/30/2020	35359	PrChk 2751	Check No. 35359 - Batch: 2020 04 30 Payroll	271.09		123,932.19
05/14/2020	35367	ApPmt 318	BEN- Lind Property Investments	285.00		123,647.19
05/28/2020	35387	ApPmt 325	1517 Medla	343.62		123,303.57
05/28/2020	35388	ApPmt 327	CCLI	375.00		122,928.57
05/28/2020	35389	ApPmt 328	DVS Renewal	64.25		122,864.32
05/28/2020	35390	ApPmt 329	First Lutheran Church Cemetary	500.00		122,364.32
05/28/2020	35391	ApPmt 326	OneLicense	380.00		121,984.32
05/28/2020	35392	ApPmt 330	Schroden, Pamela	150.00		121,834.32
05/28/2020	35393	ApPmt 331	Tag-Up	165.00		121,669.32
05/29/2020	35394	PrChk 2763	Check No. 35394 - Batch: 2020 05 31 Payroll	1302.55		120,366.77
05/29/2020	35395	PrChk 2764	Check No. 35395 - Batch: 2020 05 31 Payroll	3245.58		117,121.19
05/29/2020	35396	PrChk 2765	Check No. 35396 - Batch: 2020 05 31 Payroll	532.16		116,589.03
05/29/2020	35397	PrChk 2766	Check No. 35397 - Batch: 2020 05 31 Payroll	983.30		115,605.73
05/29/2020	35398	PrChk 2767	Check No. 35398 - Batch: 2020 05 31 Payroll	195.79		115,409.94
05/29/2020	35399	PrChk 2768	Check No. 35399 - Batch: 2020 05 31 Payroll	575.47		114,834.47
05/29/2020	35400	PrChk 2769	Check No. 35400 - Batch: 2020 05 31 Payroll	366.49		114,467.98
05/29/2020	35401	PrChk 2770	Check No. 35401 - Batch: 2020 05 31 Payroll	271.09		114,196.89
05/29/2020	35402	PrChk 2771	Check No. 35402 - Batch: 2020 05 31 Payroll	593.96		113,602.93
05/29/2020	35403	PrChk 2772	Check No. 35403 - Batch: 2020 05 31 Payroll	540.50		113,062.43
05/29/2020	35404	PrChk 2773	Check No. 35404 - Batch: 2020 05 31 Payroll	1114.28		111,948.15
06/01/2020		GJrnl 2187	Church Contribution Posting		2225.00	114,173.15
06/01/2020		BkDep 1294	Augustana Lutheran Church		150.00	114,323.15
06/02/2020	EFT	PrTax 406	EFTPS	2611.98		111,711.17
06/02/2020	EFT	PrTax 407	MN Dept of Revenue	429.49		111,281.68
06/06/2020		GJrnl 2203	Church Contribution Posting		3970.00	115,251.68
06/06/2020		GJrnl 2204	Church Contribution Posting		572.09	115,823.77
06/08/2020		GJrnl 2223	GJrnl 2223 - Chk 35366 Double Submitted	63.25		115,760.52
06/10/2020		GJrnl 2201	Church Contribution Posting		8150.00	123,910.52
06/11/2020	35405	ApPmt 343	Card Member Service	2285.73		121,624.79
06/11/2020	35406	ApPmt 334	City of Fergus Falls	429.79		121,195.00
06/11/2020	35407	ApPmt 345	Enoch, Gretchen	27.90		121,167.10
06/11/2020	35408	ApPmt 337	Great Plains Natural Gas Co.	176.85		120,990.25
06/11/2020	35409	ApPmt 340	JK Sports Inc.	210.00		120,780.25
06/11/2020	35410	ApPmt 336	Leighton Enterprises, Inc	490.00		120,290.25
06/11/2020	35411	ApPmt 335	Lux Candle	178.20		120,112.05
06/11/2020	35412	ApPmt 342	NetCenter Technologies	250.95		119,861.10
06/11/2020	35413	ApPmt 338	Otter Tail Power Co.	505.49		119,355.61
06/11/2020	35414	ApPmt 339	Otter Tail Telcom	143.06		119,212.55
06/11/2020	35415	ApPmt 341	Premier Electric, Inc.	565.25		118,647.30

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**Statement Register for: General SSB Checking Dated 06/30/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
06/11/2020	35416	ApPmt 344	Verizon	20.00		118,627.30
06/11/2020	35417	ApPmt 346	Whitehead, Laurie	16.06		118,611.24
06/12/2020	EFT	ApPmt 347	GuideOne Mutual Insurance	1026.27		117,584.97
06/13/2020		GJrnl 2210	Church Contribution Posting		485.00	118,069.97
06/13/2020		GJrnl 2211	Church Contribution Posting		704.27	118,774.24
06/15/2020	EFT	PrChk 2778	Check No. EFT - Batch: 2020 06 15 Payroll	285.36		118,488.88
06/15/2020	EFT	PrChk 2777	Check No. EFT - Batch: 2020 06 15 Payroll	983.30		117,505.58
06/15/2020	EFT	PrChk 2776	Check No. EFT - Batch: 2020 06 15 Payroll	542.56		116,963.02
06/15/2020	EFT	PrChk 2775	Check No. EFT - Batch: 2020 06 15 Payroll	3245.58		113,717.44
06/15/2020	EFT	PrChk 2774	Check No. EFT - Batch: 2020 06 15 Payroll	1302.55		112,414.89
06/15/2020	EFT	ApPmt 333	Vanco Services	71.10		112,343.79
06/15/2020	EFT	PrChk 2779	Check No. EFT - Batch: 2020 06 15 Payroll	591.48		111,752.31
06/16/2020		GJrnl 2207	Church Contribution Posting		6755.00	118,507.31
06/16/2020		GJrnl 2208	GJrnl 2208 - June 2020 Portico Bill	311.51		118,195.80
06/20/2020		GJrnl 2212	Church Contribution Posting		4288.33	122,484.13
06/20/2020		GJrnl 2213	Church Contribution Posting		752.19	123,236.32
06/22/2020		GJrnl 2214	Church Contribution Posting		3810.00	127,046.32
06/23/2020		FndXfr 50	FndXfr 50 - L Mellon Radio	100.00		126,946.32
06/23/2020	EFT	Check 7892	Security State Bank	30.00		126,916.32
06/25/2020	35418	ApPmt 349	Cole Papers Inc	35.91		126,880.41
06/25/2020	35419	ApPmt 348	Cooper's Technology Group	13.23		126,867.18
06/25/2020	35423	ApPmt 356	Habitat for Humanity	375.00		126,492.18
06/25/2020	35434	ApPmt 352	Salvation Army	375.00		126,117.18
06/25/2020	35435	ApPmt 366	Stein's, Inc	885.08		125,232.10
06/27/2020		GJrnl 2215	Church Contribution Posting		435.00	125,667.10
06/27/2020		GJrnl 2216	Church Contribution Posting		232.13	125,899.23
06/29/2020		BkDep 1304	Wed AA Meeting		180.00	126,079.23
06/30/2020		GJrnl 2225	Church Contribution Posting		685.00	126,764.23
06/30/2020		GJrnl 2224	Church Contribution Posting		242.62	127,006.85
06/30/2020		GJrnl 2222	GJrnl 2222 - June 2020 Interest		10.28	127,017.13
06/30/2020		GJrnl 2221	GJrnl 2221 - Reversal of Stop Payment Fee		30.00	127,047.13
06/30/2020	EFT	PrChk 2784	Check No. EFT - Batch: 2020 06 30 Payroll	285.36		126,761.77
06/30/2020	EFT	PrChk 2780	Check No. EFT - Batch: 2020 06 30 Payroll	1302.55		125,459.22
06/30/2020	EFT	PrChk 2781	Check No. EFT - Batch: 2020 06 30 Payroll	3245.58		122,213.64
06/30/2020	EFT	PrChk 2782	Check No. EFT - Batch: 2020 06 30 Payroll	525.24		121,688.40
06/30/2020	EFT	PrChk 2785	Check No. EFT - Batch: 2020 06 30 Payroll	724.26		120,964.14
06/30/2020	EFT	PrTax 408	EFTPS	2566.62		118,397.52
06/30/2020	EFT	PrChk 2788	Check No. EFT - Batch: 2020 06 30 Payroll	1114.28		117,283.24
06/30/2020	EFT	PrChk 2787	Check No. EFT - Batch: 2020 06 30 Payroll	608.48		116,674.76
06/30/2020	EFT	PrChk 2786	Check No. EFT - Batch: 2020 06 30 Payroll	366.49		116,308.27
06/30/2020	EFT	PrChk 2783	Check No. EFT - Batch: 2020 06 30 Payroll	983.30		115,324.97
07/01/2020		GJrnl 2217	Church Contribution Posting		1450.00	116,774.97
07/01/2020		BkDep 1307	Cookie Monster AA		95.00	116,869.97
			Checkbook Balance	42,755.22	35,221.91	116,869.97
			Statement and checkbook balance			

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Statement Register for: SPECIAL SSB CHECKING Dated 06/30/2020

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			63,267.67
02/18/2020	40517	Check 7780	Ben Wolden Landscaping	851.25		62,416.42
03/16/2020		BkDep 1276	Voided 06/04/2020 by pauldh -		0.00	62,416.42
05/28/2020	40538	ApPmt 332	Moe Pipe Organ Company	13316.00		49,100.42
06/01/2020		GJrnl 2229	Church Contribution Posting		100.00	49,200.42
06/08/2020		GJrnl 2228	GJrnl 2228 - Check 40537 Double Submitted	85.99		49,114.43
06/10/2020		GJrnl 2202	Church Contribution Posting		300.00	49,414.43
06/10/2020		BkDep 1302	BUW		609.00	50,023.43
06/16/2020		BkDep 1303	BUW		40.00	50,063.43
06/22/2020		BkDep 1312	Parking lot		756.00	50,819.43
06/23/2020		FndXfr 50	FndXfr 50 - L Mellon Radlo		100.00	50,919.43
06/29/2020		ArDep 56	Ar Deposit		58.68	50,978.11
06/29/2020		BkDep 1305	Breathing Under Water		40.00	51,018.11
06/29/2020		BkDep 1308	Memorial deposit		700.00	51,718.11
06/29/2020		BkDep 1309	Augustana		250.00	51,968.11
06/30/2020		GJrnl 2222	GJrnl 2222 - June 2020 Interest		3.09	51,971.20
07/01/2020		GJrnl 2218	Church Contribution Posting		100.00	52,071.20
			Checkbook Balance	14,253.24	3,056.77	52,071.20
			Statement and checkbook balance			



# First Lutheran Church

Statement of Financial Position For All Funds as of 06/30/2020

## Assets

### Bank

General SSB Checking	108,653.04
SPECIAL SSB CHECKING	51,971.20
Thrivent Money Market	21,322.30

**Total Bank** 181,946.54

### Accounts Receivable

Accounts Receivable	155.74
Undeposited	-58.68

**Total Accounts Receivable** 97.06

**Total Accounts Receivable** 97.06

### Other Current Assets

Dorn & Co Durner Cash	35,454.56
Dorn & Co Durner Investments	97,540.84
Prepaid Expenses	149.24

**Total Other Current Assets** 133,144.64

**Total Assets** 315,188.24

## Liabilities

### Current Liabilities

Accounts Payable	2,161.21
Credit Card Payable	
SSB Community Credit Card	1,207.15

**Total Current Liabilities** 3,368.36

### Other Current Liabilities

PPP Loan Payable	69,100.00
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**Total Other Current Liabilities** 69,100.00

**Total Liabilities** 72,468.36

## Net Assets

### Unrestricted

ALTAR GUILD FUND	40.63
BUDGET RESERVE FUND	-14,000.00
BUW Bible Study	360.71
CHRISTCARE	500.00
CLEARING ACCOUNT FUND	7,285.48
COOKBOOKS FUND	1,265.25
DURNER CASH	35,454.56
EASTER PLANTS POINSETTIAS FUND	167.85
EDUCATION FUND	2,917.41

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# First Lutheran Church

Statement of Financial Position For All Funds as of 06/30/2020

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ESCROW ACCOUNT FUND	360.43
FAMILY MINISTRY FUND	3,788.56
FELLOWSHIP FUND	427.11
GENERAL FUND	36,211.25
GOOD SAMARITAN FUND	1,882.54
GRAD FLEECE QUILTS FUND	-21.10
HAITI DRESSES	591.13
HANDBELLS FUND	2,372.26
JEAN DAHLING ESTATE FUND	16,637.18
LIBRARY FUND	859.05
MDivX Stipend	1,865.08
MEMORIAL UNDESIGNATED FUND	29,999.15
NURSERY FUND	164.59
ORGAN FUND	-23,830.55
OWLS FUND	5,711.18
PARKING LOT FUND	11,946.42
PROPERTY FUND	1,106.07
RADIO BROADCAST FUND	-3,727.26
SENIOR CHOIR FUND	5,309.88
SPECIAL FRIENDS FUND	285.23
THRIVENT CHOICE DOLLARS	1,123.00
WORSHIP FUND	310.34
YOUTH FUND	12,727.87
YOUTH MISSION TRIP SUPPORT	5,097.74
	-----
<b>Total Unrestricted</b>	<b>145,179.04</b>
<b>Restricted</b>	
DURNER INVESTMENTS	97,540.84
	-----
<b>Total Restricted</b>	<b>97,540.84</b>
<b>Total Net Assets</b>	<b>242,719.88</b>
	=====
<b>Total Liabilities + Net Assets</b>	<b>315,188.24</b>
	=====

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6/30/2020	GENERAL CHK	SPECIAL CHK	THRIVENT	DORN & CO	TOTAL FUND
ALTAR GUILD	(128.67)	169.30			40.63
BUDGET RESERVE		(14,000.00)			(14,000.00)
BUILDING RESERVE		-			-
BUW Bible Study	(248.29)	689.00			440.71
CHILDREN'S BIBLES		-			-
CHRISTCARE		500.00			500.00
CLEARING ACCOUNT		7,285.48			7,285.48
COOKBOOKS		1,265.25			1,265.25
Durner Trust Cash				35,454.56	35,454.56
Durner Trust Investments				97,540.84	97,540.84
EASTER PLANT/POINSETTIAS	(620.00)	787.85			167.85
EDUCATION		2,820.35			2,820.35
ESCROW ACCOUNT		350.43			350.43
FAMILY MINISTRY		3,788.56			3,788.56
FELLOWSHIP		427.11			427.11
GENERAL FUND	107,568.17	794.82	87.38		108,450.37
GOOD SAMARITAN		1,882.54			1,882.54
GRAD FLEECE QUILTS		(21.10)			(21.10)
HAITI DRESSES		591.13			591.13
HANDBELLS		2,372.26			2,372.26
JEAN DAHLING ESTATE		500.00	16,137.18		16,637.18
LIBRARY	(14.25)	873.30			859.05
MDivX Stipend	1,865.08	2,797.62			4,662.70
MEMORIALS		29,999.15			29,999.15
NURSERY FUND		164.59			164.59
ORGAN FUND		(23,830.55)			(23,830.55)
OWLS FUND		5,711.18			5,711.18
PARKING LOT	960.00	10,986.42			11,946.42
PASTOR BOOK ALLOW		-			-
PROPERTY	(239.00)	1,345.07			1,106.07
RADIO BROADCAST	(490.00)	(3,237.26)			(3,727.26)
SENIOR CHOIR		5,309.88			5,309.88
SPECIAL FRIENDS		285.23			285.23
THRIVENT CHOICE DOLLARS		1,123.00			1,123.00
WORSHIP		310.34			310.34
YOUTH		12,727.87			12,727.87
YOUTH MISSION TRIP SUPPORT		-	5,097.74		5,097.74
	108,653.04	54,768.82	21,322.30	132,995.40	317,739.56



**Payment Log - 2020 Benevolences**

Organization	2020 Budget	Payments as of 6/30/20	Remaining Amount
	\$ 48,500.00		
Christmas Baskets	\$ 1,000.00		1,000.00
ELCA	\$ 18,000.00		18,000.00
Fergus Falls Food Shelf	\$ 1,000.00	500.00	500.00
Good Samaritan Fund	\$ 18,500.00	4,986.00	13,514.00
Habitat for Humanity	\$ 750.00	375.00	375.00
Hospice	\$ 750.00	375.00	375.00
Jail Ministry	\$ 750.00	375.00	375.00
Luther Seminary	\$ 750.00	375.00	375.00
Lutheran Campus Ministry	\$ 750.00	375.00	375.00
Meals by Wheels	\$ 750.00	375.00	375.00
Rural Internship	\$ 750.00	375.00	375.00
Salvation Army	\$ 750.00	375.00	375.00
Pioneer Care	\$ 750.00	375.00	375.00
Lutheran Deaconess Association	\$ 750.00	375.00	375.00
Radio Broadcast	\$ 2,500.00		2,500.00
<b>TOTAL</b>	<b>\$ 48,500.00</b>	<b>\$ 9,236.00</b>	<b>\$ 39,264.00</b>

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FLC General Cash Flow Projection FY20

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
	actual	actual	actual	actual	actual	actual	projected	projected	projected	projected	projected	projected
Cash on Hand (beginning cash)					109,005	110,905	108,533	93,144	85,558	79,764	76,300	72,146
<b>RECEIPTS from Support</b>												
Building Offering					270	350	270	270	270	270	270	270
Confirmation/VBS/Sun School												
Envelope Offering					35,356	32,713	26,311	26,602	30,764	33,094	32,404	50,586
Fellowship Offering												
Initial Offering												
Local Expense Offering					400	400	400	400	400	400	400	400
Loose Offering												
Outreach Offering					100	100	100	100	100	100	100	100
Special Offering											1,000	10,250
Total Contributed Support					36,126	33,563	27,081	27,372	31,534	33,864	34,174	61,606
<b>RECEIPTS from Other Sources</b>												
Interest & Dividend Revenue					14	13	10	10	10	10	10	10
Facility Rental Revenue								2,828			2,828	
Misc Revenue					3,138	300		2,838			2,838	
Total Other Sources					3,152	313	10	2,838	10	10	2,838	10
<b>TOTAL RECEIPTS</b>					39,278	33,877	27,091	30,210	31,544	33,874	37,012	61,616
<b>DISBURSEMENTS for Operations</b>												
Education						418	540	540	540	540	540	540
Fellowship					16							
General											1,000	
Membership					149	152						
Outreach					434	4,981	10,070	2,357	4,928	4,928	4,928	12,777
Personnel					26,006	24,783	25,000	25,000	25,000	25,000	25,000	25,000
Property					5,349	5,056	6,000	6,000	6,000	6,000	6,000	6,000
Radio					1,032							
Stewardship					175	147	200	200	200	200	200	200
Worship					1,270	672	670	670	670	670	670	670
Youth					121	39		200				
<b>TOTAL OPERATING DISBURSEMENTS</b>					34,551	36,149	42,480	34,967	37,338	37,338	38,338	45,187
PPP Loan												
Transfers in					2,828	100		2,828			2,828	
Transfers Out					1,899	(2,372)	(15,389)	(7,585)	(5,794)	(3,464)	(4,154)	16,429
<b>NET CASH FOR THE PERIOD</b>					110,905	108,533	93,144	85,558	79,764	76,300	72,146	88,575
<b>TOTAL ENDING CASH</b>					79	78	67	61	57	55	52	63
Pct Days of Cash												

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# FIRST LUTHERAN CHURCH

## MEMORANDUM

TO: Church Council  
FROM: Paul Haarstick  
SUBJECT: July Financial Reports

DATE: 7/12/20

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Members of the Church Council, please see my notes to accompany June's financials. We have progressed through half of the year already, and in short, the good news is that we are about on budget, which means that we are about where we thought we would be last year. I have included 2 new reports in this packet, the dashboard (June 2020 Financial Summary) and a cash flow projection.

The dashboard will show you, at a glance, the broad budget categories that we have and how they have performed to our budget. Envelope offerings are at 96% of YTD budget, which is very good! Overall, some revenue is up while some are obviously down, e.g., loose offerings, Sunday School offerings. On the expense side, we are close by under budget! Some expenses are higher: property, stewardship, and worship, but the largest category, personnel, is down.

The dashboard will also highlight our "days of undesignated cash on hand," this is a measurement of our undesignated cash divided by the daily needs of our expenses. So far, we are sitting at 73 days. I do project that we will get as low as 52 days later this year. Please keep an eye on this number. Also, I have included a breakdown of how our giving is received by us—electronic or non-electronic.

Going through the rest of the packet, the large property expenses have to do with cleaning and sanitization products that we purchased this month. Radio will now be accounted for differently, more on that later. Stewardship is very above budget because that is where we track the transaction fees for our online giving. It is not that we are paying too much, in fact our gross profit is over 99%, it is that our budget must not have included those fees in the projection.

Radio needs to be accounted for differently. Because the Radio Broadcast fund is currently in a negative fund balance that is a result of previous years' spending, it is very hard to track the performance of this fund clearly. The most recent months' radio expenses are paid out of the general fund, because I did not want to further continue the negative fund balance. I will be working on a clearer presentation of this program in future reports.

Special balances as well as the benevolence logs have been updated. Durner Trust Accounts have a balance as of May 31. The Reese fund is no longer reported as I have no ability to see and report its balance.

The cash flow project is a rough estimate of the church's cash balance up until December 31. Key assumptions with this projection:

- December giving is close to 90% of what we project
- All other months stay at their regular giving
- Expenses maintain their current levels
- Benevolences are paid per the suggested schedule from last meeting

Last month, I have done:

- Various reporting tasks for church leaders
- Researched our relationship with NetCenter to learn more about it so I can recommend any changes.
- Scheduled 2 monthly check signing days to streamline the process and minimize impact on signers' schedules.
- Updated 2020 pledge cards in ICON and, as a courtesy, updated a donor's online giving
- Continue regular meetings with Pastor Gretchen regarding my performance, duties, and any financial/report questions that come up
- Continue work on streamlining and updating processes and reporting

## Pastor Gretchen July Church Council Report 2020

- Weekly Staff Meetings on Wednesday at 11:00
- Weekly supervision with Vicar Lynn
- Met with pastoral colleague
- Met with internship colleague via zoom twice
- Met with FIT (Formation Internship Team)
- Preparation for Confirmation 2020-2021
- Planning for Confirmation 2020-August 9th -8th grade-11:00am in upper church parking lot, August 23rd-9th grade-11:00am in upper church parking lot
- Preparation for 5th grade-1st Communion Sunday August 16th at 11:00am in upper church parking lot—Zoom Class on Wednesday July 29th at 6 pm
- Weekly meeting with Paul regarding bookkeeping/website
- Met twice with Pastor Blair for coaching
- Facilitated first meeting with the Smart Team
- Led Breathing Under Water Class each Monday night
- Met one on one for Breathing Under Water participants
- Recorded Morning Watch with Vicar Lynn
- Met for pastoral care visits with individuals
- Attended high school graduation party
- Preached on June 21st & 28th
- Met with Hope and Augustana Lutheran churches for worship planning
- Met with a banker regarding changing church accounts
- Distributed home communion to 2 families with Vicar Lynn
- Videoed section for FLC communications with Kristy/Michael
- Met with Executive Committee via Zoom
- Communicated with Helen Watkins regarding the death of Bill Watkins-funeral on July 7th at 3:00 at Olson's Funeral Home
- Stopped in at the blood drive to lend support
- Supported a woman in grief during an in-person appointment
- Met with Discipleship Team via Zoom
- Met with Mutual Ministry in person
- Met with Baptismal family in person
- Met with Worship & Music Committee in person
- Worked on updating staff job descriptions

This clearly is not an exhaustive list, but does outline where some of my time and energies have been distributed this past month.

## Vicar Lynn Melchior Council Report

June 15-July 7, 2020

Overall: Felt welcomed by everyone. Received instruction on Icon, bulletins, and other First Lutheran traditions/culture.

\*Started June 15<sup>th</sup>. Office hours for this semester are MTW 9 am to 1 pm

\*Participated in three worship services

\*Set up calling system to connect with congregational members. Calling from Roster to introduce myself, learn about the family and ask for any prayer requests. After chatting, I follow up with a handwritten note. I will periodically update ICON with any information learned. Also let staff know about comments as appropriate.

\*Met with FIT Team; completed internship confirmation placement forms and began writing intern goals.

\*Shadowed Pastor Gretchen on home communion calls

\*Handled a pastoral call regarding Bill Watkins death over 4<sup>th</sup> of July weekend while on call with Pastor Gretchen was off.

\*Attended planning meeting for online worship with Pr Ali, Pr Dave and Pr Gretchen.

\*Volunteered at Blood Mobile drive. Chatted with Sara Koch about youth group activities.

\* Attended weekly staff meetings

\*Assisted with VBS bag stuffing.

\*Participated in Morning Watch with Pastor Gretchen. Recorded another Morning Watch by myself (aired July 2<sup>nd</sup>).

\*Wrote Messenger article

\*Attended several evening Bible Studies – Breathing Under Water

\*Attended Executive Council Meeting



## First Lutheran Church Worship Committee

### **Minutes from Worship Committee meeting 7/10/20**

**Present:** Keith Melberg, Gretchen Enoch, Pamela Schroden, Harriet Wicklund, Linda Mellon, Marjean Hanson, Anne Taylor, Lynn Melchior

**Not attending:** Nancy Swenson, Jody Hanson

### **Our meeting opened with Prayer.**

### **Old Business:**

- 1) Review of last month's meeting minutes and report on assignments
  - a. Special instructions for sound operators.
    - \*Committee members should continue to document notes regarding issues noted with sound so we have documentation of problems. – sound not working on first minutes of on-line service Sunday 7/5
    - \*Live stream is set up and generally working well, with no cost incurred.
    - \*Items tabled:
      - \*there has not been another training; no date has been set for this session.
      - \*The need for more sound operators. LeAnne has declined to seek volunteers for this job.
      - \*Suggestion was made that the Council consider making a paid position of Volunteer Coordinator to do things like these calls for volunteer sound operators, etc., as this responsibility shouldn't fall to the Pastor. These are growing pains of a growing church. [H brought this up at the April council mtg w/ no action taken]
  - b. Organ Project and concerts:
    - \*Keith will contact John Behnke regarding the confirmed concert date of 10/11/20 at 3pm. The committee decided the event should be rescheduled and will offer April 18<sup>th</sup>, and April 25<sup>th</sup> as potential dates.
    - \* previous e-mail communication with John Behnke regarding program information indicated that John will contact us in the spring to work on details of his program, adding of our choirs, etc.
    - \*There are some pieces for labeling of stops that are on order, so not yet installed. The cost of these will be \$500. Other than that expense, the project has been paid. Keith will be in contact with Allen Moe as needed to assure project completion.
  - c. Liturgy setting – continue current or change?
    - \*during this time of joint services, the presiding pastor is planning the order of service, liturgy, etc.
    - \*joint services with Augustana and Hope will continue on-line through September 6<sup>th</sup>. From that point forward, we will 'go solo' so that services streamed will follow traditions of First Lutheran.
    - \*in-person worship will not happen until all five Lutheran churches re-open
    - \*First Lutheran will lead services on August 2<sup>nd</sup> and August 23<sup>rd</sup>
  - d. Development of the role of Sacristan to assist with Sunday morning details.
    - \*Agenda item tabled: Harriet has worked with Laurie to send out an e-mail invitation to serve as sacristan to the list of names that was created. Of the 8 or 9 emails sent out, we have one and possibly two new volunteers for this role.
  - e. Altar Guild Update:
    - \*Agenda item tabled: In an attempt to be more organized for communion in our worship service, all communion assistants are to meet in the altar guild room with the sacristan during the offering so that the correct number of persons can be prepared (wash hands) and enter as a unit through the side door. Laurie has edited the postcard that is sent to the volunteers to include this change.
  - g. Look ahead 3 months for Festival/special Sundays.
    - Planning underway for parking lot services, with Leanne running sound and Ann playing:**
    - \*Confirmation for 8<sup>th</sup> grade: Sunday August 9, 11:00am
    - \*First Communion for 5<sup>th</sup> graders (17): Sunday, August 16, 11:00am
    - \*Confirmation for 9<sup>th</sup> grade: Sunday, August 23, 11:00am
  - h. Harriet will work with Paul regarding additional sorting capabilities of the accounting software so that tracking worship expenses will be easier.
    - \*discussion regarding suggested revision of "Worship Committee" entry in, Guidebook for the Church Council and Standing Committees. A first draft of the revision is attached to these minutes.

\*Committee members were asked to make suggestions to complete listings of responsibilities and expense items via e-mail to Harriet. Revisions will be made and she will meet with Paul to discuss options available in the churches accounting software.

\*Gretchen has asked that the 'Council Guidebook' be updated to include the Altar Guild. This will be accomplished in the new format for the Worship Committee entry, as Altar Guild will be listed as one of its subcommittees.

\*Marjean will provide details for the Altar Guild section of the page.

\*it was discovered that the most recent version of the Worship Committee document has not been added to the "Guidebook". Which begs the question, whether the other committee updates requested last year had made it into the Guidebook... Gretchen will check it out.

- j. \*Agenda Item tabled: Our committee has discussed the need to have ushers aware of location of fire extinguishers when we use open flame candles. This transitioned to a discussion of the required monthly checks of the extinguishers, etc. We also talked about the need for a refresher course on the AED, and wondering if that is ever checked for charge, etc. Preparing information for ushers falls under our committee's domain, but maintenance of the fire extinguishers and AED is perhaps more appropriately handled by the Properties Committee. It's possible they are already meeting the requirements and no one on our committee is aware of it.

\*Harriet will call Ron Spangler to let him know of our discussion. Discussed briefly at Council.

k. Youth Service –

\*Calie will work with youth on this. December 13<sup>th</sup> was suggested as a date for the service. Worship Team will be playing that day and Anne will work include those interested in the Team. Rehearsal will be on Thursday, December 10 at 5pm. LeAnne will be asked about running sound for the rehearsal.

l. The new Pascal Candle has been decorated and is in place.

2) See the updated schedule for hymn selection assignments.

3) Discussion regarding resources on worship planning and leadership with the purpose of education for the committee: There was no discussion today.

\*Committee members will bring thoughts from resources mentioned above for discussion/learning at future meetings.

### New Business:

1) 150 Anniversary in 2022

\*Gretchen will bring this up at council – do they want to establish an 'anniversary committee' to work on this?

4) Suggestion came from a congregant that a song leader be enlisted when new hymns are introduced. This was discussed but no action taken at this time.

5) Pastor Gretchen shared two hand-outs with the committee: 'White Banners' and 'Pascal Candle'

**Next Worship Committee meeting: August, 2020 (date/time/location TBD)**

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### WORSHIP COMMITTEE AGENDA for next meeting:

#### Old Business:

1) Review last month's minutes and report on assignments:

-Sound operator training – more sound operators

-Organ Project and upcoming concert

-Liturgy setting plans

-Sacristans added

-Altar Guild update

-Look ahead 3 months for festival/special Sundays – reformation (October)

-Council Guidebook: Worship Committee page and sorting capabilities for budget

-song leader?

-Discussion regarding worship resources

#### New Business:

1) 150 anniversary in 2022

2) Additional items: 1) feedback from congregation re: on-line services



**Upcoming Assignments / Plans:**

Hymn selection schedule:

July: Anne      August: Harriet      September: Linda      October: Keith

Linda will write Messenger articles on liturgical purpose/history. \*ideas discussed.

Suggestion from congregation: patriotic songs on Sundays week of July 4<sup>th</sup>, Memorial Day, Veteran's Day

Tabled: Blessing of animals service

Faith & Fellowship shared mid-week services; Wednesdays through the summer months: Overall, the committee was pleased with how these went and felt these services met the needs of our congregation.

Discipleship Team Meeting

5:30-6:30pm, July 7<sup>th</sup>, 2020

First Lutheran Church

Meeting Was Held Via Zoom

**Attendance:** Michael Wicklund, Pastor Gretchen, Vicar Lynn, Steve Guttormson, Leonard Hatzenbuhler, Jennifer Frank, Jennifer Woore, JoAn Whitlock

**Opening:** Pastor Gretchen lead devotions and Vicar Lynn introduced herself and told us about her background with Stewardship.

**Discussion:**

- The video Kristy Wicklund was working on for us was finished and shared with the team before the meeting via email. The team did think any changes need to be made, so the video will be shared with the congregation.
- Planning for Generosity Sunday is up in the air at the moment due to the uncertainty caused by the pandemic. What will worship look like in October? Will it be feasible to do a brunch?
- Electronic giving is up from 21.75% of Total YTD giving to 27.06% of Total YTD giving.
- We discussed the challenge of keeping the congregation connected to the mission of the church during the pandemic. Jennifer Frank has had difficulty finding volunteers for Meals by Wheels, the blood drive etc. Our video and Steve's letter in the July newsletter are a good start, but updating the congregation on where we are at with benevolences and how our giving has a positive impact on the community may help to encourage more engagement.

We Closed with the Lord's Prayer



## Outreach Report – July 14, 2020 meeting

- July 7 Discipleship meeting
  - Volunteerism discussion
    - Suggestion by Vicar Lynn to create enthusiasm around upcoming opportunities via Messenger, Constant Contact, etc.
    - Question by Leonard H if any of our members receive MBW and would allow us to interview them about the importance of deliveries?
  - Mid-year financial update discussion
    - Should we consider messaging to the congregation about our financial situation? Emphasis on recognizing the overall commitment to financial support and providing some detail about what we're doing with the funds (specifically trying to keep more current with benevolences).
- Meals by Wheels June 22-26
  - challenging again to fill routes
  - COVID concerns/effects of not gathering for in-person worship?
  - Reached out to several people by text and email who never replied
- Red Cross Blood Drive June 30
  - Could only fill 2 of 4 volunteer slots despite a couple of email blasts sent by Laurie
- How to encourage volunteerism as a form of service to the church and community at large? I am happy to fill in as I'm able, but I cannot be the back up for any shifts that aren't covered.

## Youth Report

- \*Game day coming up on July 29<sup>th</sup> 12-2pm. 7-9<sup>th</sup> graders.
- \*Calling and checking in on youth kids.
- \*Bringing Senior's blankets/gifts to them.
- \*Confirmation Worship Service-getting everything ready for them.
- \*Trying to come up with stuff to do with social distancing for all ages.

Calie

## Personnel

We have a meeting scheduled for July 28. Topics include job descriptions, personnel handbook, and an update of work in the time of COVID19.

Missy

## FIT Team

"FIT hopes that they can give Vicar Lynn as much as she gives them. She is already a blessing"

Vicki

## Mutual Ministry

As is provided by our constitution, the Mutual Ministry Team was instituted to support the ministers and ministry of First Lutheran Church.

Members are Michael Wicklund (Term ends December 31, 2020), Leslie Flugstad (Term ends December 31, 2021), Steve Fitz (Term ends December 31, 2022) and Linda Mellon (Term ends December 31, 2023). Two members are to be appointed by council and two serve at the appointment of the pastor. The council will be responsible for replacing Michael Wicklund for the 2021 year.

Our job is to serve as reflectors for the pastor; a place she can bring ideas, concerns and problems as they arise for discussion and feedback. We also serve as reflectors for the congregation, to invite ideas and concerns that can be addressed with the pastor in a constructive way.

Thus far, we have worked with Pastor Gretchen on staffing issues, job coaching, process-oriented thinking, church vision and support as she now mentors Vicar Lynn in her internship. Covid-19 has proven to be a challenge and a blessing as Pastor learns and grows in her understanding of how we can still be church in isolated times. We have all learned that growth is often uncomfortable, but that the rewards can be great. Feedback is always welcome.

Linda

July 8, 2020

My dear ding-a-lings,

How I have missed you! Seeing your smiling faces on Zoom, hearing your voices on the telephone, staying in touch by way of email have all been well and good, but are no substitute for the gathering together and sharing hugs, food, smiles, God's word, prayer and music. I grieve those losses, but am hopeful for a future return to bell ringing as we have always known it.

As I prepare for fall, I have many questions and concerns. I am concerned for your health, first of all. I know that we can make some adjustments in how we function. We will only take out our own bells, we will wear masks at rehearsal, we will return to wearing cotton gloves (each will have their own pair that will be taken home and washed). We will put away only our own bells. Gone are the days of communally working so that all is accomplished.....for now.

I also know that some of you may not feel comfortable coming back to play. You need to know that I accept that, and offer no judgement. We have the ability to play less complicated pieces of music in smaller groups if that becomes necessary. Some of you may be jumping at the chance to play again and I welcome that enthusiasm!

Worship will continue to be online, but it will be a wonderful addition to the service to add back in some music. There will likely NOT be vocal choir for the foreseeable future. In order to facilitate planning, there is a form at the bottom of this letter for you to fill out with your availability and thoughts. You may mail it to me at the church (402 South Court Street), email it to me at [lindamellon@mac.com](mailto:lindamellon@mac.com) or call me to respond. It will be helpful to have your responses by the 21st of July.

Sending you my love and grateful for our relationship!

In Christ,

*Linda*

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### Bell Intentions

I feel that I cannot participate at this time. \_\_\_\_\_

I commit to a return to bells at full strength. \_\_\_\_\_

I am willing to play in small ensembles. \_\_\_\_\_

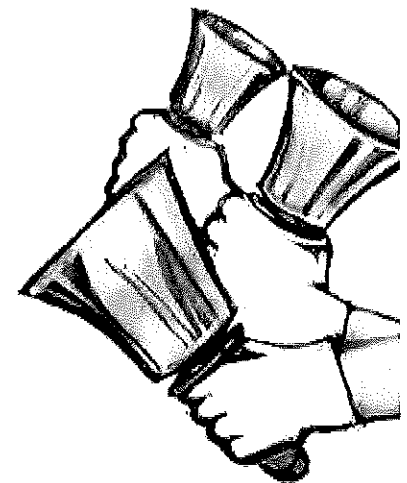
I anticipate rehearsals beginning September 9 at 6:00.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_



It may be possible that we will schedule more than once-a-month participation at worship. I would not anticipate more than twice a month. If you have ANY questions or concerns, please call me! I am so very willing to hear your thoughts and just be in touch with you! Thank you, as always, for your commitment to ministry at First Lutheran Church.

(27)

