

# FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

August 11, 2020 6:00 pm to 7:30 pm

Call to Order

**Assembling in God's Name: Opening Prayer and Devotions** 05 Min.

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

**Learning Moment – “What if we could...?”** 20 Min.

**Conducting the Business of the Church** 10 Min.

- 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** 05 Min.

**Committee Reports** 10 Min.

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

**Old Business** 10 Min.

- Constitution Update

**New Business** 30 Min.

- COVID-19 Plan
- Personnel Handbook Changes
- Insurance Renewal

**Adjourn with The Lord's Prayer**

**First Lutheran Church  
Church Council Meeting Minutes  
July 14, 2020**

**Council members Present:** Steve Guttormson, George Mathison, Jennifer Frank, Harriet Wicklund, Missy Mattson, Michael Wicklund, Abbey Kwapinski, Leslie Flugstad, JoAn Whitlock, Ron Spangler, Debbie Opatz, Pr. Gretchen Enoch, Vicar Lynn Melchior

**Council Members Absent:** Suzanne Demuth, Jennifer Woore, Sara Koch

**Guests Present:**

President Steve Guttormson called the meeting to order at 6:06 pm. Pastor Gretchen read a devotion and led a prayer. Mission statement was read.

Presentation: Vicar Lynn Melchior discussed the program she attends through Luther Seminary. It is a of two year program instead of four and is generally geared for older students. However, there are students between the ages of 22 and 65 years that are enrolled. Students are spread across the entire country. Lynn as a BA and an MBA and has 2 children.

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

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

**Review and approval of the June 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
- Discussion on upcoming funeral. **Motion made to not hold funeral/lunch at First Lutheran, seconded, motion carried.**
- Linda Mellon discussed Bell Choir coming back; will discuss with SMART team.
- Laurie retiring in August but will continue to do bulletin.
- Working with Vicar Lynn is a blessing; asking for continued prayers.

**Old Business**

- SMART Team – Missy discussed plan. Will have guidance around events. Using a template from Ottertail County.
- Constitution Update – some minor issues where our constitution does not match that of the ALC.
- Five Disfunctions of a Team – Ron reviewed;

**New Business**

**Committee Reports:**

- See website for complete committee reports

**Adjournment: Motion made to adjourn meeting at 7:54 p.m., seconded, meeting adjourned.** Spoke the Lord's Prayer together.

Respectfully submitted,  
Debbie Opatz, First Lutheran Church Council Secretary

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**First Lutheran Church**  
**July 2020 Financial Summary**

		42%	
		Cash Position	
		Undesignated	Designated
Checking	118,699	51,645	
Money Market	87	21,235	
Investments	-	132,995	
<b>Total cash</b>	<b>\$ 118,786</b>	<b>\$ 205,875</b>	
# of days undesignated cash on hand	57		

REVENUE	Year-to-Date		Year-to-Date		% of YTD	
	Month Jul	Jan - Jul	Budget	Budget	Budget	Budget
Building Offerings	170	1,770	1,169	151%	2,000	
Envelope Offerings	40,113	265,166	273,674	97%	467,965	
Local Expense Offerings	400	4,000	4,669	86%	8,000	
Special Offerings	-	2,162	13,277	16%	22,750	
Confirmation/VBS/Sunday School	-	103	939	11%	1,600	
Outreach Offerings	1,550	5,495	2,920	188%	5,000	
Fellowship Offerings	50	905	2,744	33%	4,700	
Initial Offerings	-	275	119	231%	200	
Loose Offering	-	497	2,625	19%	4,500	
<b>Total Contributed Support</b>	<b>42,283</b>	<b>280,374</b>	<b>302,136</b>	<b>93%</b>	<b>516,715</b>	
Facility Revenue	-	-	-		250	
Interest Revenue	14	46	7	660%	1,200	
Misc Income	160	4,448	847	525%	1,200	
<b>Total Income</b>	<b>42,457</b>	<b>284,867</b>	<b>302,990</b>	<b>94%</b>	<b>519,365</b>	

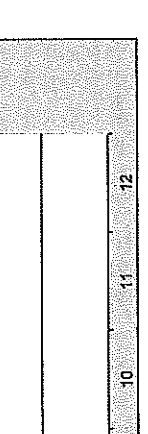
Donor Giving this Period	
Electronic	\$ 13,058
Cash/Check	27,475

EXPENDITURES	
Education	4,700
Fellowship	4,000
General	4,575
Memberships	2,755
Outreach	48,500
Personnel	370,205
Property & Management	73,080
Stewardship	950
Worship	7,350
Youth	3,250
Radio Broadcasting	20,800
<b>Total Expenses</b>	<b>519,365</b>

Program Statistics	
Net Revenue	(8,804)
Transfer In	7,500
Transfer Out	-
<b>Change in Net Assets</b>	<b>(1,304)</b>
Unrestricted net assets 1/1/20	989
Unrestricted net assets 7/31/20	49,658

Month Jul	Jan - Jul	Budget	Budget	% of YTD	Annual Budget
170	1,770	1,169	151%	2,000	
40,113	265,166	273,674	97%	467,965	
400	4,000	4,669	86%	8,000	
-	2,162	13,277	16%	22,750	
-	103	939	11%	1,600	
1,550	5,495	2,920	188%	5,000	
50	905	2,744	33%	4,700	
-	275	119	231%	200	
-	497	2,625	19%	4,500	
<b>42,283</b>	<b>280,374</b>	<b>302,136</b>	<b>93%</b>	<b>516,715</b>	
-	-	-		250	
14	46	7	660%	1,200	
160	4,448	847	525%	1,200	
<b>42,457</b>	<b>284,867</b>	<b>302,990</b>	<b>94%</b>	<b>519,365</b>	

Net Revenue	Transfer In	Transfer Out	Change in Net Assets
11,080	19,669	(8,804)	0
-	29,000	7,500	
-			
11,080	48,669	(1,304)	0
-	989		
-	49,658		



Cash Flow Projection

1 2 3 4 5 6 7 8 9 10 11 12

150,000  
100,000  
50,000  
0

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# First Lutheran Church

Change in Net Assets for Period: 01/01/2020 to 07/31/2020

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	390.48	30.00	328.52
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)	1,653.87	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	313,948.03	273,047.86	4,930.86	46,820.96
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	1,865.08	2,797.62	932.54
MEMORIAL UNDESIGNATED FUND (U)	29,099.15	1,050.00	0.00	0.00	30,149.15
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	4,045.00	82,388.00	262.39	-23,805.55
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	3,820.00	1,274.00	100.00	-3,527.26
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>357,990.73</b>	<b>399,808.73</b>	<b>0.00</b>	<b>252,739.86</b>
Total Receipts	357,990.73				
Total Disbursements	399,808.73				
Net Increase(Decrease)	-41,818.00				

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# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (July)			Year To Date (July FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Revenues</b>						
General Revenues	95.00	0.00	0.00	3,368.61	0.00	42.88
Budget Reserve	0.00	1,250.00	0.00	29,000.00	8,750.00	9,000.00
Building Offerings	170.00	167.00	170.00	1,770.00	1,169.00	1,190.00
Confirmation Revs	0.00	42.00	0.00	4.00	294.00	145.00
Day Camp/VBS Revs	0.00	8.00	0.00	0.00	60.00	60.00
Envelope Offering	40,113.33	39,096.00	30,914.08	265,166.09	273,674.00	254,674.07
Fellowship Revenues	50.00	392.00	238.45	905.46	2,744.00	3,125.86
Initial Offering	0.00	17.00	0.00	275.00	119.00	180.00
Interest Revs	13.75	1.00	1.28	46.19	7.00	7.81
Local Expense Only	400.00	667.00	700.00	4,000.00	4,669.00	4,302.00
Loose Offering	0.00	375.00	346.89	497.07	2,625.00	3,313.55
Miscellaneous Income	65.00	100.00	255.00	1,079.03	700.00	705.00
Wedding Deposits	0.00	21.00	0.00	0.00	147.00	200.00
SubTotal Miscellaneous Income	65.00	121.00	255.00	1,079.03	847.00	905.00
Outreach Revs/Offering	0.00	0.00	0.00	0.00	0.00	0.00
Benevolence Offering	1,450.00	208.00	90.00	4,645.00	1,460.00	2,021.00
ELCA Disaster Relief	0.00	83.00	0.00	0.00	585.00	0.00
Good Samaritan	100.00	125.00	830.00	850.00	875.00	1,480.00
SubTotal Outreach Revs/Offering	1,550.00	416.00	920.00	5,495.00	2,920.00	3,501.00
Special Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Advent	0.00	21.00	0.00	0.00	147.00	0.00
Christmas	0.00	833.00	0.00	0.00	5,835.00	0.00
Easter	0.00	583.00	0.00	325.00	4,085.00	6,977.00
Lent	0.00	375.00	0.00	1,837.00	2,625.00	4,543.00
Thanksgiving	0.00	83.00	0.00	0.00	585.00	0.00
SubTotal Special Offerings	0.00	1,895.00	0.00	2,162.00	13,277.00	11,520.00
Sunday School Offerings	0.00	83.00	0.00	98.96	585.00	596.49
SubTotal General Revenues	42,457.08	44,530.00	33,545.70	313,867.41	311,740.00	292,563.66
Reimbursed Expense Revenue	0.03	0.00	0.00	0.03	0.00	0.00
<b>Total Revenues</b>	<b>42,457.11</b>	<b>44,530.00</b>	<b>33,545.70</b>	<b>313,867.44</b>	<b>311,740.00</b>	<b>292,563.66</b>
<b>Cost of Sales</b>						
Sales Discounts Taken	0.00	0.00	0.00	-1.80	0.00	0.00
<b>Total Cost of Sales</b>	<b>0.00</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	59.85	25.00	0.00	258.12	175.00	173.93
Confirmation	128.03	125.00	320.80	270.67	875.00	481.48
Day Camp/VBS	16.99	25.00	0.00	375.15	175.00	0.00
Library Books/Supplies	0.00	8.00	0.00	0.00	60.00	0.00
Sunday School/FLY K6	16.98	208.00	0.00	781.88	1,460.00	785.56
SubTotal Education Exp	221.85	391.00	320.80	1,685.82	2,745.00	1,440.97
Fellowship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Fellowship	0.00	333.00	138.80	976.24	2,335.00	2,489.05
SubTotal Fellowship Exp	0.00	333.00	138.80	976.24	2,335.00	2,489.05
General	0.00	0.00	0.00	0.00	0.00	0.00
Annual Mtg	0.00	2.00	0.00	0.00	15.00	0.00
Budget Reserve	0.00	1,250.00	0.00	0.00	8,750.00	0.00



# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	-----Current Month (July)-----			-----Year To Date (July FY 2020)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Council Retreat	0.00	187.00	0.00	2,700.36	1,315.00	0.00
Synod Assembly Exp	0.00	192.00	412.81	0.00	1,344.00	1,880.54
SubTotal General	0.00	1,631.00	412.81	2,700.36	11,424.00	1,880.54
Membership Exp	10.33	0.00	0.00	10.33	0.00	0.00
Devotions Christ Home	0.00	50.00	0.00	297.00	350.00	297.00
Member bus passes	0.00	5.00	0.00	0.00	35.00	0.00
New Member Reception	0.00	8.00	0.00	0.00	60.00	10.50
Publicity/Advertising	154.14	167.00	0.00	362.14	1,169.00	399.00
SubTotal Membership Exp	164.47	230.00	0.00	669.47	1,614.00	706.50
Outreach Exp	0.00	0.00	0.00	0.00	0.00	0.00
Benevolences	0.00	4,042.00	4,600.00	6,885.12	28,294.00	18,505.62
SubTotal Outreach Exp	0.00	4,042.00	4,600.00	6,885.12	28,294.00	18,505.62
Personnel Exp	0.00	19,047.00	0.00	452.40	133,333.00	230.46
Background checks	0.00	17.00	0.00	59.90	119.00	116.00
Continuing Ed (Senior Pastor)	0.00	83.00	0.00	2,086.49	585.00	1,094.22
Employers FICA Contribution	652.77	821.00	744.57	5,398.28	5,747.00	5,745.68
Employers Medicare Contribution	152.66	192.00	174.15	1,262.54	1,344.00	1,343.80
Housing Allowance	2,000.00	2,000.00	2,000.00	14,000.00	14,000.00	14,000.00
Medical Insurance	3,332.68	5,000.00	4,515.29	28,435.93	35,000.00	31,201.98
Pastor Professional Exp	98.14	208.00	80.40	312.83	1,460.00	376.89
Pastor Social Security	538.66	539.00	538.66	3,770.62	3,773.00	2,798.62
Pastor Travel Allowance	162.73	292.00	122.96	1,437.50	2,044.00	2,525.32
Pension	1,566.87	1,881.00	1,856.09	11,910.00	13,167.00	11,570.28
Salary Bell Choir Director	0.00	0.00	0.00	3,115.75	0.00	3,025.00
Salary Bookkeeper	1,557.00	0.00	0.00	4,086.00	0.00	0.00
Salary Camera Operator	0.00	167.00	0.00	0.00	1,169.00	0.00
Salary Custodian	2,526.94	0.00	2,453.34	17,688.58	0.00	17,173.38
Salary Director of Childrens Ministry	1,390.50	0.00	1,350.00	9,733.50	0.00	9,450.00
Salary Director of Operations	0.00	0.00	3,048.26	11,198.25	0.00	21,337.82
Salary Office Assitant	1,353.33	0.00	1,407.56	10,564.59	0.00	9,724.36
Salary Organist	618.00	0.00	750.00	5,151.50	0.00	5,600.00
Salary PA	0.00	104.00	80.00	80.00	730.00	620.00
Salary Pastor/Organ Sub	0.00	292.00	450.00	350.00	2,044.00	1,300.00
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	35,291.62	0.00	29,849.62
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	5,365.43	0.00	5,209.19
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	294.00	200.00
Salary Worship Team Guitar	0.00	42.00	0.00	100.00	294.00	250.00
Salary Youth Director	2,832.50	0.00	3,000.00	19,952.50	0.00	20,500.00
Staff Continuing Ed Training	0.00	83.00	0.00	15.00	585.00	197.33
Staff discretionary	20.00	42.00	0.00	638.00	294.00	0.00
SubTotal Personnel Exp	24,610.93	30,852.00	28,357.11	197,683.36	215,982.00	200,622.35
Property & Management Exp	0.00	0.00	0.00	216.10	0.00	0.00
Building/Equipment Maintenance	1,702.44	667.00	780.56	5,866.41	4,669.00	2,964.13
Copier	648.22	692.00	621.41	4,754.62	4,844.00	4,954.47
Insurance	1,026.27	1,083.00	985.93	8,210.16	7,585.00	6,901.51
Office Expenses/Supplies	204.60	333.00	289.47	2,067.86	2,335.00	2,300.70
Postage	55.00	250.00	0.00	3,097.20	1,750.00	1,327.15
Taxes	0.00	23.00	0.00	280.00	165.00	280.00
Technology replace/maint	0.00	83.00	173.65	660.42	585.00	896.22



# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (July)			Year To Date (July FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Telephone/Network Security	726.79	417.00	772.03	4,378.53	2,919.00	5,044.67
Utilities	1,040.06	2,500.00	1,063.63	17,570.09	17,500.00	21,407.17
Vehicle Maintenance	0.00	42.00	94.39	107.78	294.00	468.00
<b>SubTotal Property &amp; Management Exp</b>	<b>5,403.38</b>	<b>6,090.00</b>	<b>4,781.07</b>	<b>47,209.17</b>	<b>42,646.00</b>	<b>46,544.02</b>
Stewardship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Online Giving/Web Hosting	172.51	71.00	57.28	985.78	497.00	429.07
Stewardship Offer Envelopes	0.00	37.00	0.00	425.43	265.00	0.00
Stewardship Sunday	0.00	42.00	0.00	0.00	294.00	0.00
<b>SubTotal Stewardship Exp</b>	<b>172.51</b>	<b>150.00</b>	<b>57.28</b>	<b>1,411.21</b>	<b>1,056.00</b>	<b>429.07</b>
Worship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Adult Choir Music	0.00	0.00	0.00	9.94	0.00	0.00
Altar Guild	82.99	0.00	0.00	303.37	0.00	0.00
Childrens Choir	0.00	0.00	0.00	0.00	0.00	44.00
Handbell Choir Music	0.00	42.00	0.00	500.00	294.00	20.00
Instrument Maintenance	144.46	125.00	0.00	519.46	875.00	765.00
Licensing	0.00	0.00	0.00	880.00	0.00	0.00
Senior Choir Music	0.00	42.00	0.00	0.00	294.00	222.22
Special Music	0.00	21.00	0.00	50.00	147.00	50.00
Worship Broadcasting	491.00	0.00	0.00	883.00	0.00	0.00
Worship Decorating	0.00	0.00	0.00	593.07	0.00	0.00
Worship Supplies	37.53	292.00	466.22	657.38	2,044.00	2,618.68
Worship Team Music	0.00	21.00	0.00	0.00	147.00	58.94
<b>SubTotal Worship Exp</b>	<b>755.98</b>	<b>543.00</b>	<b>466.22</b>	<b>4,396.22</b>	<b>3,801.00</b>	<b>3,778.84</b>
Youth Exp	0.00	271.00	0.00	160.00	1,897.00	0.00
College Ministry	0.00	0.00	0.00	0.00	0.00	77.69
Relational Ministry	0.00	0.00	0.00	0.00	0.00	5.00
Youth Activities & Trips	47.49	0.00	117.46	389.00	0.00	1,068.15
<b>SubTotal Youth Exp</b>	<b>47.49</b>	<b>271.00</b>	<b>117.46</b>	<b>549.00</b>	<b>1,897.00</b>	<b>1,150.84</b>
<b>SubTotal General Expenses</b>	<b>31,376.61</b>	<b>44,533.00</b>	<b>39,251.55</b>	<b>264,165.97</b>	<b>311,794.00</b>	<b>277,847.80</b>
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
<b>SubTotal SPECIAL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,032.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>31,376.61</b>	<b>44,533.00</b>	<b>39,251.55</b>	<b>265,197.97</b>	<b>311,794.00</b>	<b>277,847.80</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	0.00	0.00	0.00	-3,876.78	0.00	0.00
<b>Total Other Financial Sources-Uses</b>	<b>0.00</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 (July)			Year To Date (July FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<i>Total Revenues</i>	42,457.11	44,530.00	33,545.70	313,867.44	311,740.00	292,563.66
<i>Total Cost of Sales</i>	0.00	0.00	0.00	-1.80	0.00	0.00
<i>Total Expenditures</i>	31,376.61	44,533.00	39,251.55	265,197.97	311,794.00	277,847.80
<i>Total Other Revenues</i>	0.00	0.00	0.00	80.59	0.00	0.00
<i>Total Other Expenditures</i>	0.00	0.00	0.00	7,851.69	0.00	0.00
<i>Total Other Financial Sources-Uses</i>	0.00	0.00	0.00	4,924.07	0.00	0.00
<b>Net Revenues</b>	<b>11,080.50</b>	<b>-3.00</b>	<b>-5,705.85</b>	<b>45,824.24</b>	<b>-54.00</b>	<b>14,715.86</b>





**Statement Register for: General SSB Checking Dated 07/31/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			116,869.97
06/25/2020	35420	ApPmt 365	Enoch, Gretchen	32.19		116,837.78
06/25/2020	35421	ApPmt 358	Fergus Falls Food Shelf	500.00		116,337.78
06/25/2020	35422	ApPmt 359	Great America Financial Svcs.	648.22		115,689.56
06/25/2020	35424	ApPmt 355	Jail Ministry	375.00		115,314.56
06/25/2020	35425	ApPmt 357	JK Sports Inc.	55.00		115,259.56
06/25/2020	35426	ApPmt 360	Lakeland Hospice	375.00		114,884.56
06/25/2020	35427	ApPmt 350	Luther Seminary	375.00		114,509.56
06/25/2020	35428	ApPmt 351	Lutheran Campus Ministry	375.00		114,134.56
06/25/2020	35429	ApPmt 362	Lutheran Deaconess Association	375.00		113,759.56
06/25/2020	35430	ApPmt 354	Meals by Wheels	375.00		113,384.56
06/25/2020	35432	ApPmt 363	Pro Sweep, Inc	300.00		113,084.56
06/25/2020	35433	ApPmt 353	Rural Internship	375.00		112,709.56
06/25/2020	35436	ApPmt 364	Verizon	20.00		112,689.56
06/25/2020	35437	Check 7893	Fergus Falls Optometric Center	204.59		112,484.97
06/25/2020	35438	Check 7894	R & J Rental, LLC	300.00		112,184.97
06/25/2020	35439	Check 7895	River Bend (Schuett) Apts	226.00		111,958.97
06/25/2020	35440	ApPmt 367	Enoch, Gretchen	287.60		111,671.37
06/29/2020	EFT	PrTax 409	MN Dept of Revenue	478.33		111,193.04
07/04/2020		GJrnl 2226	Church Contribution Posting		402.49	111,595.53
07/04/2020		GJrnl 2227	Church Contribution Posting		3895.00	115,490.53
07/06/2020		GJrnl 2219	Church Contribution Posting		4530.00	120,020.53
07/06/2020		ArDep 57	Ar Deposit		53.14	120,073.67
07/06/2020		BkDep 1316	PG Reimbursed Expense		7.00	120,080.67
07/06/2020		BkDep 1310	Voided 07/16/2020 by pauldh -		0.00	120,080.67
07/09/2020	35441	ApPmt 368	City of Fergus Falls	348.83		119,731.84
07/09/2020	35442	ApPmt 372	Cole Papers Inc	80.37		119,651.47
07/09/2020	35443	ApPmt 376	Fergus Falls Chamber of Commerce	152.00		119,499.47
07/09/2020	35444	ApPmt 370	Great Plains Natural Gas Co.	52.55		119,446.92
07/09/2020	35445	ApPmt 374	JK Sports Inc.	275.00		119,171.92
07/09/2020	35446	ApPmt 369	Leighton Enterprises, Inc	392.00		118,779.92
07/09/2020	35447	ApPmt 375	NetCenter Technologies	250.95		118,528.97
07/09/2020	35448	ApPmt 371	Otter Tail Power Co.	641.10		117,887.87
07/09/2020	35449	ApPmt 373	Otter Tail Telcom	153.95		117,733.92
07/09/2020	35450	ApPmt 377	Tag-Up	13.00		117,720.92
07/09/2020	35451	CCPmt 1	Cardmember Service	927.78		116,793.14
07/11/2020		GJrnl 2231	Church Contribution Posting		520.00	117,313.14
07/11/2020		GJrnl 2232	Church Contribution Posting		825.96	118,139.10
07/12/2020	EFT	ApPmt 391	GuideOne Mutual Insurance	1026.27		117,112.83
07/14/2020		GJrnl 2230	Church Contribution Posting		6520.00	123,632.83
07/15/2020		BkDep 1314	Shirts		40.00	123,672.83
07/15/2020		BkDep 1313	Organ		25.00	123,697.83
07/15/2020	EFT	ApPmt 392	Vanco Services	70.39		123,627.44
07/15/2020	EFT	PrChk 2795	Check No. EFT - Batch: 2020 07 15 Payroll	602.80		123,024.64
07/15/2020	EFT	PrChk 2794	Check No. EFT - Batch: 2020 07 15 Payroll	370.61		122,654.03
07/15/2020	EFT	PrChk 2793	Check No. EFT - Batch: 2020 07 15 Payroll	285.36		122,368.67
07/15/2020	EFT	PrChk 2792	Check No. EFT - Batch: 2020 07 15 Payroll	983.30		121,385.37
07/15/2020	EFT	PrChk 2791	Check No. EFT - Batch: 2020 07 15 Payroll	684.63		120,700.74
07/15/2020	EFT	PrChk 2790	Check No. EFT - Batch: 2020 07 15 Payroll	3245.58		117,455.16
07/15/2020	EFT	PrChk 2789	Check No. EFT - Batch: 2020 07 15 Payroll	1302.55		116,152.61
07/18/2020		GJrnl 2235	Church Contribution Posting		776.53	116,929.14
07/18/2020		GJrnl 2234	Church Contribution Posting		3973.33	120,902.47
07/22/2020		GJrnl 2233	Church Contribution Posting		14795.00	135,697.47



**Statement Register for: General SSB Checking Dated 07/31/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
07/22/2020		BkDep 1317	Wed AA Meeting , Staff?		75.00	135,772.47
07/22/2020		BkDep 1318	Pastor Gretchen Prepaid Exps		149.24	135,921.71
07/23/2020	35452	ApPmt 386	Anderson, CalieAnn	47.49		135,874.22
07/23/2020	35454	ApPmt 382	Enoch, Gretchen	548.55		135,325.67
07/23/2020	35455	ApPmt 379	Great America Financial Svcs.	648.22		134,677.45
07/23/2020	35456	ApPmt 385	Haarstick, Paul	68.00		134,609.45
07/23/2020	35460	ApPmt 383	Tag-Up	320.00		134,289.45
07/23/2020	35461	ApPmt 384	Wicklund, Kristy	67.94		134,221.51
07/23/2020	35463	ApPmt 393	OneLicense	125.00		134,096.51
07/23/2020	EFT	ApPmt 390	Portico	5823.69		128,272.82
07/25/2020		GJrnl 2237	Church Contribution Posting		232.11	128,504.93
07/25/2020		GJrnl 2236	Church Contribution Posting		220.00	128,724.93
07/30/2020		GJrnl 2238	Church Contribution Posting		1530.00	130,254.93
07/31/2020		GJrnl 2245	Church Contribution Posting		1214.96	131,469.89
07/31/2020		GJrnl 2244	Church Contribution Posting		1245.00	132,714.89
07/31/2020		GJrnl 2246	GJrnl 2246 - July 2020 Interest		10.65	132,725.54
07/31/2020	EFT	PrTax 410	EFTPS	2625.73		130,099.81
07/31/2020	EFT	PrChk 2804	Check No. EFT - Batch: 2020 07 31 Payroll	1114.28		128,985.53
07/31/2020	EFT	PrChk 2803	Check No. EFT - Batch: 2020 07 31 Payroll	591.48		128,394.05
07/31/2020	EFT	PrChk 2802	Check No. EFT - Batch: 2020 07 31 Payroll	366.49		128,027.56
07/31/2020	EFT	PrChk 2801	Check No. EFT - Batch: 2020 07 31 Payroll	370.61		127,656.95
07/31/2020	EFT	PrChk 2800	Check No. EFT - Batch: 2020 07 31 Payroll	285.36		127,371.59
07/31/2020	EFT	PrChk 2798	Check No. EFT - Batch: 2020 07 31 Payroll	594.54		126,777.05
07/31/2020	EFT	PrChk 2797	Check No. EFT - Batch: 2020 07 31 Payroll	3245.58		123,531.47
07/31/2020	EFT	PrChk 2796	Check No. EFT - Batch: 2020 07 31 Payroll	1302.55		122,228.92
07/31/2020	EFT	PrChk 2799	Check No. EFT - Batch: 2020 07 31 Payroll	983.30		121,245.62
			Checkbook Balance	36,664.76	41,040.41	121,245.62
			Statement and checkbook balance			

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**Statement Register for: SPECIAL SSB CHECKING Dated 07/31/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			52,071.20
06/29/2020		BkDep 1306	Voided 07/08/2020 by pauldh -		0.00	52,071.20
07/06/2020		GJml 2220	Church Contribution Posting		100.00	52,171.20
07/30/2020		BkDep 1319	Glenda Meister Memorial		150.00	52,321.20
07/31/2020		GJml 2246	GJml 2246 - July 2020 Interest		3.10	52,324.30
			Checkbook Balance	0.00	253.10	52,324.30
			Statement and checkbook balance			

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# First Lutheran Church

Statement of Financial Position For All Funds as of 07/31/2020

## Assets

### Bank

General SSB Checking	118,019.30
SPECIAL SSB CHECKING	52,324.30
Thrivent Money Market	21,322.30

### Total Bank

191,665.90

### Accounts Receivable

Accounts Receivable	43.92
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### Total Accounts Receivable

43.92

### Other Current Assets

Dorn & Co Durner Cash	35,454.56
Dorn & Co Durner Investments	97,540.84
Prepaid Expenses	9.13

### Total Other Current Assets

133,004.53

## Total Assets

324,714.35

## Liabilities

### Current Liabilities

Accounts Payable	1,667.09
Credit Card Payable	
SSB Community Credit Card	1,207.40

### Total Current Liabilities

2,874.49

### Other Current Liabilities

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

69,100.00

## Total Liabilities

71,974.49

## Net Assets

### Unrestricted

ALTAR GUILD FUND	40.63
BUDGET RESERVE FUND	-14,000.00
BUW Bible Study	328.52
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
ESCROW ACCOUNT FUND	350.43
FAMILY MINISTRY FUND	3,788.56
FELLOWSHIP FUND	427.11
GENERAL FUND	46,820.96



# First Lutheran Church

Statement of Financial Position For All Funds as of 07/31/2020

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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	932.54
MEMORIAL UNDESIGNATED FUND	30,149.15
NURSERY FUND	164.59
ORGAN FUND	-23,805.55
OWLS FUND	5,711.18
PARKING LOT FUND	11,946.42
PROPERTY FUND	1,106.07
RADIO BROADCAST FUND	-3,527.26
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

**Total Unrestricted** 155,199.02

**Restricted**

DURNER INVESTMENTS 97,540.84

**Total Restricted** 97,540.84

**Total Net Assets** 252,739.86

**Total Liabilities + Net Assets** 324,714.35

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7/31/2020	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	(360.48)	689.00			328.52
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	53.14	2,820.35			2,873.49
ESCROW ACCOUNT		350.43			350.43
FAMILY MINISTRY		3,788.56			3,788.56
FELLOWSHIP		427.11			427.11
GENERAL FUND	117,901.02	797.92	87.38		118,786.32
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	932.54				932.54
MEMORIALS		30,149.15			30,149.15
NURSERY FUND		164.59			164.59
ORGAN FUND	25.00	(23,830.55)			(23,805.55)
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)	(3,037.26)			(3,527.26)
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
	<b>118,019.30</b>	<b>52,324.30</b>	<b>21,322.30</b>	<b>132,995.40</b>	<b>324,661.30</b>

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**Payment Log - 2020 Benevolences**

Organization	2020 Budget	Payments as of 7/31/20	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>	\$ 48,500.00	\$ 9,236.00	\$ 39,264.00

(14)

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	actual	projected	projected	projected	projected	projected
Cash on Hand (beginning cash)					109,005	110,905	108,533	119,613	112,028	106,234	102,770	98,616
RECEIPTS from Support												
Building Offering					270	350	170	270	270	270	270	270
Confirmation/VBS/Sun School					-	-	-	-	-	-	-	-
Envelope Offering					35,356	32,713	40,113	26,602	30,764	33,094	32,404	50,586
Fellowship Offering					-	-	50	-	-	-	-	-
Initial Offering					-	-	-	-	-	-	-	-
Local Expense Offering					400	400	400	400	400	400	400	400
Loose Offering					-	-	-	-	-	-	-	-
Outreach Offering					100	100	1,550	100	100	100	100	100
Special Offering					-	-	-	-	-	-	1,000	10,250
Total Contributed Support					36,126	33,563	42,283	27,372	31,534	33,864	34,174	61,606
RECEIPTS from Other Sources												
Interest & Dividend Revenue					14	13	14	10	10	10	10	10
Facility Rental Revenue					-	-	-	-	-	-	-	-
Misc Revenue					3,138	300	160	2,828	-	-	2,828	-
Total Other Sources					3,152	313	174	2,838	10	10	2,838	10
TOTAL RECEIPTS					39,278	33,877	42,457	30,210	31,544	33,874	37,012	61,616
DISBURSEMENTS for Operations												
Education					-	418	222	540	540	540	540	540
Fellowship					16	-	-	-	-	-	-	-
General					-	-	-	-	-	-	1,000	-
Membership					149	152	164	-	-	-	-	-
Outreach					434	4,981	-	2,357	4,928	4,928	4,928	12,777
Personnel					26,006	24,783	24,611	25,000	25,000	25,000	25,000	25,000
Property					5,349	5,056	5,403	6,000	6,000	6,000	6,000	6,000
Radio					1,032	-	392	-	-	-	-	-
Stewardship					175	147	173	200	200	200	200	200
Worship					1,270	572	364	670	670	670	670	670
Youth					121	39	47	200	-	-	-	-
TOTAL OPERATING DISBURSEMENTS					34,551	36,149	31,377	34,967	37,338	37,338	38,338	45,187
PPP Loan												
Transfers in												
Transfers Out					2,828	100		2,828			2,828	
NET CASH FOR THE PERIOD					1,899	(2,372)	11,080	(7,585)	(5,794)	(3,464)	(4,154)	16,429
TOTAL ENDING CASH					110,905	108,533	119,613	112,028	106,234	102,770	98,616	115,045
Pct Days of Cash					79	78	86	80	76	74	71	82

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# FIRST LUTHERAN CHURCH

## MEMORANDUM

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

DATE: 8/6/20

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July continues a similar pattern of overall meeting budget expectations. July did perform exceptionally well in terms of envelope giving. There was a large donation received this month. As a note, we completely recognize envelope revenue when we receive it.

The dashboard highlights good notes, such as 80 days of undesignated cash (up from 73 days), but electronic giving was about a third of overall giving in July, down from 37% last month. Because of solid performance in July, I am projecting a strong end to the year of 82 days of undesignated cash, compared to 63 days when I last reported.

Remember these key assumptions for cash flow:

- December giving is close to 90% of what we project
- All other months stay at regular giving
- Expenses maintain their current levels
- Benevolences are paid according to schedule

Last month, I worked on these tasks:

- Completed reporting for Discipleship committee
- Updated Chart of Accounts for Worship Committee
- Upgraded all our music licenses to include streaming rights
- Worked with Calie to get the 2021 envelopes ordered
- Met with two insurance agents for quotes for the church
- Created a rudimentary system to track staff vacation and sick time
- Continue regular meetings with Pastor Gretchen regarding my performance, duties, and any financial/reporting questions that come up.

# First Lutheran Church

## Insurance Comparison

	Church Mutual	Lutheran Trust (GuideOne)
Building	11,207,000	8,600,000
Building Contents	1,681,000	1,500,000
Deductible	2,500	2,500
Business Interruption	100,000	100,000
Personal Effects of Others	15,000	25,000
Property Off-Premises	100,000	50,000
General Liability	\$2mm / \$5mm	\$1mm / \$3mm
Counseling	\$2mm / \$5mm	\$1mm / \$3mm
Damaged to Rented Premises	\$2mm / \$5mm	\$1mm / \$3mm
Directors and Officers	\$1mm	\$1mm / \$1mm
Employment Liability	Inc w/ D&O	100,000
Employee Benefits Liability	\$2mm / \$5mm	extra
Catastrophic Violence	\$250k/person \$500k/incident \$1mm aggregate	\$200k/person
Medical Payments	10,000	5,000
Sexual Misconduct	\$500,000 / \$500,000	\$500,000 / \$1mm
Legal Expense	\$100,000 / \$300,000	\$15,000 / \$45,000
Theft of Cash	10,000	2,000/wk
Employee Theft (\$0 Deductible)	45,000	25,000
Forgery & Alteration	45,000	25,000
Cyber Insurance	\$100,000 (aggregate)	Extra
Auto Coverage- Full Coverage	\$500 deductible	\$250 deductible
Umbrella Coverage	n/a	+\$1mm / +\$1mm
Key Person Replacement	10,000	extra
Key Person Identity Recovery	25,000	
<b>Premiums</b>		
Commercial	6,426.00	8,553.73
Auto	649.00	799.00
Workers Comp	3,020.00	3,212.62
Umbrella	n/a	
<b>Total</b>	<b>10,095.00</b>	<b>12,565.35</b>

## August Council Report-Pastor Gretchen

Below you will find an overview of where my energies have been directed this past month. It is not an exhaustive list, rather highlights various specifics.

- \*Funeral of Margaret Stahl & Patricia Ashworth with the assistance of Vicar Lynn
- \*Home communion visits
- \*Hospital visits with communion
- \*Leading of Breathing Under Water book study on Monday nights with one on one visits with participants outside of class time
- \*Co-led 1st Communion zoom class with Vicar Lynn and Kristy
- \*Preparations for 1st Communion and Confirmation services (preached at all services)
- \*Met weekly with staff individually and at staff meetings
- \*Continued coaching sessions with Pastor Blair
- \*Supervision/reflection with Vicar Lynn
- \*Blandin zoom session
- \*Participated in Discipleship Team zoom meeting
- \*Met with Pastor Ali and Pastor David to discuss collaborative worship services
- \*Attended the Education zoom meeting
- \*Met with my spiritual director via phone
- \*Volunteer on- call at the hospital 2 weekends
- \*Met with FLC Executive committee via zoom
- \*Attended Mutual Ministry meeting in person
- \*Took a vacation Sunday and one other day off (vacation days were altered due to Ashworth)

It continues to be a joy to serve and to lead among the faithful people of FLC. Thank you for allowing me to be your pastor in times such as this.

Sharing Christ's Service,  
Pastor Gretchen



First Lutheran Church Council  
July, 2020

I made 25 phone contacts during July - I was unable to make effective contact with those in care facilities.

I sent 43 handwritten letters. A sample of the general wording is included.

Thanks for the chance to minister.

Pastor Stan

Each - Handwritten Sample <sup>young</sup> July 2020

Dear Mary/John

I always enjoy our phone conversation  
but I hope we can get together soon.

These days of isolation pass slowly but  
we continue to hope - and wait patiently.

(That's what Paul writes in Romans 8:25.)

The most important thing to remember -  
no matter what - is - that You Are Loved

God calls us his own children. (John 3:1)

You Mary/John are God's own daughter/son:  
children.

One of our hymns says, "Love divine,  
all love exelling, - enter every trembling  
heart." Many hearts are trembling  
these days, but you Mary/John are  
deeply loved.

Never Forget That!

As a pastor - and - your friend, - I  
bring that love to you.

Stay well.

Pastor Stan

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## Vicar Lynn Melchior Council Report

July 8 – Aug 2, 2020

Overall: Enjoyed getting more into the rhythm of First Lutheran.

- \*Participated in five worship services; preached at two services July 19<sup>th</sup> and August 2<sup>nd</sup>.
- \*Participated in Funeral service at Olson Funeral home and Graveside Service on 7/29.
- \*Continued making phone calls to congregation members to introduce myself.
- \*Met with FIT Team; completed internship confirmation placement forms and began writing intern goals.
- \*Attended Music and Worship Meeting.
- \*Attended SMART Team meetings.
- \*Attended Baptismal Prep meeting with Pastor Gretchen
- \*Shadowed Pastor Gretchen on home communion visits
- \*Attended Zoom Synod Meeting about worshipping online.
- \*Attended FLY K-6 Talent Show.
- \*Participated in VBS Scavenger Hunt. Continued to post 'Flat Jesus goes to' posts to Facebook.
- \*Attended a portion of the Personnel meeting. (Had to attend class!)
- \*Attended Discipleship Team meetings plus watched generosity video. Provided feedback on Discipleship in COVID.
- \*Attended planning meetings for First Communion and Confirmation Services.
- \*Attended weekly staff meetings
- \*Recorded two Morning Watch programs for 7/16 & 7/31.
- \*Wrote and submitted Internship goals. Thanks to FIT team and Pastor Gretchen for feedback!
- \*Wrote Messenger article
- \*Attended several evening Bible Studies – Breathing Under Water
- \*Attended Executive Council Meeting & Council Meeting



## Outreach Report – August 11, 2020 meeting

- August 4 Discipleship meeting
  - Conversation about Generosity Sunday in October
    - How will we handle this if we're still worshipping remotely?
    - Could this date—or another—be an opportunity to plan an outdoor worship?
    - Discussion of offering drive-thru rolls to congregation—idea would need Smart Team approval/input
  - Follow up to email shared by Vicar Lynn suggesting a survey of the congregation on how they are impacted by COVID
    - Will allow us to better understand the impact among our members and seek means of helping them
    - Opportunity to gauge comfort with future return to in-person worship
    - Plan to deliver survey electronically to most, but will also need a letter to reach those who don't have/use electronic communications
    - Looking for folks who'd be willing to help with including a personal greeting to mail letter recipients – would some older youth be willing to assist? Michael to contact Calie.
- Meals by Wheels upcoming September 8-11
  - Reached out to MBW coordinator to ask if there is a recipient who would allow me to ask them a few questions to highlight the importance of this service to them, and/or statistics about added interest due to COVID—No reply





## Discipleship Team Meeting

5:30-6:30pm, August 4th, 2020

First Lutheran Church

Meeting Was Held Via Zoom

**Attendance:** Michael Wicklund, Pastor Gretchen, Vicar Lynn, Leonard Hatzenbuhler, Jennifer Frank, JoAn Whitlock, Jeani Trosvig

Opening: Michael lead the group in prayer.

### Discussion:

- Michael shared weekly giving information provided my Paul. He noted our weekly giving was pretty close to what our average should be compared to our budget. Also, we've seen an increase in online giving up from 21.75% of total giving in Jan.-Jun. of 2019 to 27.06% so far in 2020.
- We discussed Generosity Sunday: Vicar Lynn agreed to be the contact person for Pastor Keith Zeh from the synod office who will be our guest speaker for that day. Since we cannot have a pot luck we thought it would be nice if we had some kind of outdoor event with caramel rolls for the congregation. The question came up that if we can do that outdoors, could we do worship outdoors (specifically for Generosity Sunday)? Michael agreed to write a proposal for the Smart Team to see what criteria would need to be met in order to make this possible.
- We discussed in general terms the purpose/goal of the Discipleship team and what steps we need to take to accomplish that goal. This led to discussing the importance of relationships both with God and with each other. We decided we would like to do a survey of the congregation to see how they have been impacted by the pandemic and what the church can do to address their needs. Vicar Lynn knows of a church that has done something similar and volunteered to reach out to them for guidance. We also thought it would be nice to send the congregation hand written letters to reinforce our sense of community. Michael volunteered to reach out to Calie to see if we could get the youth to write the letters.

We Closed with the Lord's Prayer



## Youth Director Report for August 11<sup>th</sup>, 2020

- \*Attended Youth Northwestern Minnesota Synod Meeting. (zoom)
- \* Calling/messaging 5 kids a week.
- \*Getting everything ready for both Confirmation Services in August.
- \*Delivered Senior blankets/gifts.
- \*Confirmation Sunday August 9<sup>th</sup> we ended up moving it to inside, so we limited it to 2 people per Confirmand. Separated families "social distanced" in the pews.

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