

# FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

November 10, 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 – Luthernan Deaconess Association** 05 Min.

**Conducting the Business of the Church** 15 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**

**Vicar Lynn's Report**

**Committee Reports – THANK YOU ALL FOR WRITTEN REPORTS** 20 Min.

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

**Old Business** 25 Min.

- Staffing Task Force
- Personnel Handbook

**New Business**

- Infection notification policy/resolution – ACTION 15 Min.

**Adjourn with The Lord's Prayer**

①

**First Lutheran Church  
Church Council Meeting Minutes  
October 13, 2020**

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

**Council Members Absent:** Jennifer Woore, George Mathison, Sara Koch

**Guests Present:** Paul Haarstick

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

Learning Moment: Paul went over a rough draft of the 2021 budget. He asked for input from the committee chairs. The chairs need to review the budget for their area and let Paul know of any known changes. As part of the budget review, a **motion was made to approve staying with the current Gold plan. The motion was seconded, motion carried.**

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

**Review and approval of the September 2020 meeting minutes: Motion made to approve minutes with correction of ALCA to ELCA, seconded, motion carried.**

**Review and approval of the September 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
- Pastor Gretchen laid out a vision for First Lutheran Church. This vision focuses on worship, relationships, and services. This vision is predicated upon proper staffing – placing the right people in the right places at the right time.

**Vicar Lynn's Report**

- See Vicar Lynn's report for summary of activities

**Committee Reports:**

- See website for complete committee reports
- Outreach: possible change to Giving Trees – 1 requested item per person; may ask for special donations for this. Paul will look into setting up a Venmo and/or Paypal account.
- Personnel Committee: **motion to place Anne Taylor on temporary leave, motion seconded, motion approved. Motion made to accept resignation of Janel Trosvig, motion seconded, motion carried.**

**Old Business**

- COVID-19 Plan for return to services: 50 individuals will be allowed at live stream; will need to pre-register, masks will be required. This will begin November 1. SMART Team will continue to meet every 2 weeks. Video will be created and posted regarding requirements for attending services.
- Staffing Task Force – Zoom meeting on Thursday; all council members are welcome.

**New Business**

**Adjournment: Motion made to adjourn meeting at 7:28 p.m., seconded, meeting adjourned.**

Respectfully submitted,  
Debbie Opatz, First Lutheran Church Council Secretary

②

# FIRST LUTHERAN CHURCH

## MEMORANDUM

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

DATE: 11/5/20

---

October looks better than September! Although giving wasn't as strong as the middle of the year, we are in a good position for the end of the year. In the spirit of Thanksgiving, I want to make the Council aware that we have fully funded and paid our local missions! That's \$8,500 to local organizations. After meeting with Nancy Diiro with the Salvation Army, we are streamlining our process here to efficiently get monetary assistance to people who need it.

I will be working on our PPP Loan forgiveness application this week. It appears that we have fully met the qualifications to get the loan completely forgiven.

Our 2021 Budget is still being tweaked and reviewed. The final budget should be ready to present to the Council by the December meeting. Currently, we are just waiting to see how the end of the year will shape up and if we can save money in 2020 for major projects in 2021.

Remember, for gifts to be recognized for 2020, they must be received by the Church Office on or before Monday, December 28. You can donate online up to the 31<sup>st</sup>.

Last month, I worked on these tasks:

- Finance Committee met and discussed the budget, we will meet again on November 19.
- Setup funds for: a grant we received from NWMN Synod and a specific memorial project
- Doing a monthly transfer to the Good Samaritan Fund to meet our benevolence budget and provide funds to meet our commitments.
- Mailed out 3<sup>rd</sup> Quarter Pledge and Giving Statements.
- Worked with Worship and Music to help facilitate in-person worship registration.
- Continuing work on documenting processes and policies to bring more accountability and transparency to my position.
- Continue regular meetings with Pastor Gretchen and Vicar Lynn

# First Lutheran Church

## October 2020 Financial Summary

% of Year Remaining 17%

REVENUE	Year-to-Date		Year-to-Date		% of YTD	
	Month Oct	Jan - Oct	Budget	Budget	Budget	Budget
Building Offerings	170	2,280	1,668	137%	2,000	
Envelope Offerings	34,835	360,930	390,962	92%	467,965	
Local Expense Offerings	400	5,200	6,668	78%	8,000	
Special Offerings	-	2,162	18,962	11%	22,750	
Confirmation/VBS/Sunday School	35	138	1,336	10%	1,600	
Outreach Offerings	160	5,720	4,168	137%	5,000	
Fellowship Offerings	1,624	2,529	3,918	65%	4,700	
Initial Offerings	-	275	168	164%	200	
Loose Offering	-	735	3,750	20%	4,500	
<b>Total Contributed Support</b>	<b>37,224</b>	<b>379,969</b>	<b>431,600</b>	<b>88%</b>	<b>516,715</b>	
Facility Revenue	50	50	-	0%	250	
Interest Revenue	13	86	10	864%	1,200	
Misc Income	690	5,712	1,210	472%	1,200	
<b>Total Income</b>	<b>37,977</b>	<b>385,817</b>	<b>432,820</b>	<b>89%</b>	<b>519,365</b>	

<b>EXPENDITURES</b>					
Education	309	3,949	3,918	101%	4,700
Fellowship	1,089	2,120	3,334	64%	4,000
General	-	2,700	16,315	17%	4,575
Membership	72	1,236	2,299	54%	2,755
Outreach	-	21,135	40,418	52%	48,500
Personnel	26,151	275,545	308,522	89%	370,205
Property & Management	5,230	61,614	60,908	101%	73,080
Stewardship	174	1,859	1,504	124%	950
Worship	75	4,870	5,424	90%	7,350
Youth	1,168	1,717	2,710	63%	3,250
Radio Broadcasting	392	3,090	-		
<b>Total Expenses</b>	<b>34,659</b>	<b>379,837</b>	<b>445,352</b>	<b>85%</b>	<b>519,365</b>
<b>Net Revenue</b>	<b>3,318</b>	<b>5,980</b>	<b>(12,532)</b>		
Transfer In	-	38,959	7,500		
Transfer Out	4,505	8,381			
<b>Change in Net Assets</b>	<b>(1,187)</b>	<b>36,558</b>	<b>(5,032)</b>		<b>0</b>
Unrestricted net assets 1/1/20		989			
Unrestricted net assets 10/31/20		37,547			

	Cash Position	
	Undesignated	Designated
Checking	102,213	58,915
Money Market	87	21,235
Investments	-	138,163
<b>Total cash</b>	<b>\$ 102,300</b>	<b>\$ 218,313</b>
# of days undesignated cash on hand	72	

Summary Giving this Period Across all Funds	
Electronic	33%     \$ 11,908
Cash/Check	67%     24,652

These totals are only for known donors.

**-0.1%**

Yr Over Last  
Yr General  
Fund Giving

**85.7%**

% of General  
Fund Spent  
(YTD)

**125**

Am Legion Rib  
Meals Served

**95**

Theses  
written by  
Martin Luther  
in 1517

⑦

# First Lutheran Church

Change in Net Assets for Period: 10/01/2020 to 10/31/2020

Fund	Starting Balance	Receipts	Disbursements	Transfers	Ending Balance
ADULT BIBLE STUDY (U)	32.52	0.00	140.02	0.00	-107.50
ALTAR GUILD FUND (U)	40.63	0.00	0.00	0.00	40.63
BUDGET RESERVE FUND (U)	-14,000.00	0.00	0.00	0.00	-14,000.00
BUILDING RESERVE FUND (U)	0.00	0.00	0.00	0.00	0.00
CHILDRENS BIBLES (U)	0.00	0.00	0.00	0.00	0.00
CHRISTCARE (U)	500.00	0.00	0.00	0.00	500.00
CLEARING ACCOUNT FUND (U)	6,485.48	0.00	0.00	0.00	6,485.48
COOKBOOKS FUND (U)	1,270.25	0.00	0.00	0.00	1,270.25
DURNER CASH (U)	37,108.73	0.00	0.00	0.00	37,108.73
DURNER INVESTMENTS (R)	103,128.41	0.00	0.00	0.00	103,128.41
EASTER PLANTS POINSETTIAS FUND (U)	787.85	0.00	0.00	0.00	787.85
EDUCATION FUND (U)	2,609.25	100.00	0.00	0.00	2,709.25
ESCROW ACCOUNT FUND (U)	350.43	0.00	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)	477.11	0.00	0.00	0.00	477.11
GENERAL FUND (U)	30,972.19	37,977.39	34,659.42	-4,504.67	29,785.49
GOOD SAMARITAN FUND (U)	2,073.54	100.00	635.04	4,504.67	6,043.17
GRAD FLEECE QUILTS FUND (U)	-21.10	0.00	0.00	0.00	-21.10
HAITI DRESSES (U)	591.13	0.00	0.00	0.00	591.13
HANDBELLS FUND (U)	2,197.92	0.00	0.00	0.00	2,197.92
JEAN DAHLING ESTATE FUND (U)	16,637.18	0.00	0.00	0.00	16,637.18
LIBRARY FUND (U)	859.05	0.00	0.00	0.00	859.05
MDivX Stipend (U)	1,865.08	0.00	932.54	0.00	932.54
MEETING DOOR ACCESSIBILITY (U)	0.00	700.00	0.00	0.00	700.00
MEMORIAL UNDESIGNATED FUND (U)	30,899.15	290.00	0.00	0.00	31,189.15
NURSERY FUND (U)	164.59	0.00	0.00	0.00	164.59
ORGAN FUND (U)	-23,805.55	0.00	1,986.78	0.00	-25,792.33
OWLS FUND (U)	5,711.18	0.00	0.00	0.00	5,711.18
PARKING LOT FUND (U)	11,946.42	0.00	0.00	0.00	11,946.42
PROPERTY FUND (U)	1,106.07	0.00	0.00	0.00	1,106.07
RADIO BROADCAST FUND (U)	-2,527.26	600.00	0.00	0.00	-1,927.26
RADIO MINISTRY (U)	0.00	0.00	0.00	0.00	0.00
Resilient Comm Grant (R)	0.00	185.00	184.99	0.00	0.01
SENIOR CHOIR FUND (U)	5,314.88	665.00	0.00	0.00	5,979.88
SPECIAL FRIENDS FUND (U)	285.23	0.00	0.00	0.00	285.23
THRIVENT CHOICE DOLLARS (U)	1,123.00	0.00	0.00	0.00	1,123.00
WORSHIP FUND (U)	310.34	0.00	0.00	0.00	310.34
YOUTH FUND (U)	12,727.87	0.00	0.00	0.00	12,727.87
YOUTH MISSION TRIP SUPPORT (U)	5,097.74	0.00	0.00	0.00	5,097.74
<b>Total</b>	<b>246,107.87</b>	<b>40,617.39</b>	<b>38,538.79</b>	<b>0.00</b>	<b>248,186.47</b>
	=====	=====	=====	=====	=====
Total Receipts	40,617.39				
Total Disbursements	38,538.79				
Net Increase(Decrease)	2,078.60				
	=====				



# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (October)			Year To Date (October FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
<b>Revenues</b>						
General Revenues	0.00	0.00	0.00	3,368.61	0.00	42.88
Budget Reserve	0.00	1,250.00	6,200.00	29,000.00	12,500.00	15,200.00
Building Offerings	170.00	166.00	170.00	2,280.00	1,668.00	1,700.00
Confirmation Revs	35.00	41.00	538.62	39.00	418.00	683.62
Day Camp/VBS Revs	0.00	8.00	0.00	0.00	84.00	60.00
Envelope Offering	34,835.33	39,096.00	28,026.06	360,929.66	390,962.00	345,407.81
Facility Rental Revenue	50.00	0.00	0.00	50.00	0.00	0.00
Fellowship Revenues	1,624.00	391.00	318.75	2,529.46	3,918.00	3,966.89
Initial Offering	0.00	16.00	0.00	275.00	168.00	180.00
Interest Revs	12.81	1.00	0.78	86.44	10.00	10.23
Local Expense Only	400.00	666.00	400.00	5,200.00	6,668.00	6,502.00
Loose Offering	0.00	375.00	271.30	734.55	3,750.00	4,163.26
Miscellaneous Income	690.25	100.00	0.00	2,343.60	1,000.00	850.00
Wedding Deposits	0.00	21.00	0.00	0.00	210.00	250.00
SubTotal Miscellaneous Income	690.25	121.00	0.00	2,343.60	1,210.00	1,100.00
Outreach Revs/Offering	0.00	0.00	0.00	0.00	0.00	0.00
Benevolence Offering	60.00	208.00	290.00	4,545.00	2,084.00	2,311.00
ELCA Disaster Relief	0.00	83.00	0.00	0.00	834.00	1,220.00
Good Samaritan	100.00	125.00	100.00	1,175.00	1,250.00	1,780.00
SubTotal Outreach Revs/Offering	160.00	416.00	390.00	5,720.00	4,168.00	5,311.00
Special Offerings	0.00	0.00	0.00	0.00	0.00	0.00
Advent	0.00	21.00	0.00	0.00	210.00	0.00
Christmas	0.00	833.00	0.00	0.00	8,334.00	0.00
Easter	0.00	583.00	0.00	325.00	5,834.00	6,977.00
Lent	0.00	375.00	0.00	1,837.00	3,750.00	4,543.00
Thanksgiving	0.00	83.00	0.00	0.00	834.00	0.00
SubTotal Special Offerings	0.00	1,895.00	0.00	2,162.00	18,962.00	11,520.00
Sunday School Offerings	0.00	83.00	47.64	98.96	834.00	735.65
SubTotal General Revenues	37,977.39	44,525.00	36,363.15	414,817.28	445,320.00	396,583.34
Reimbursed Expense Revenue	0.00	0.00	0.00	0.03	0.00	0.00
<b>Total Revenues</b>	<b>37,977.39</b>	<b>44,525.00</b>	<b>36,363.15</b>	<b>414,817.31</b>	<b>445,320.00</b>	<b>396,583.34</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	533.02
Education Exp	0.00	0.00	0.00	0.00	0.00	0.00
Adult Ed	1.50	25.00	54.26	494.53	250.00	344.71
Confirmation	138.32	125.00	440.16	927.75	1,250.00	1,052.59
Day Camp/VBS	0.00	25.00	0.00	375.15	250.00	325.70
Library Books/Supplies	0.00	8.00	0.00	0.00	84.00	182.57
Sunday School/FLY K6	169.27	208.00	275.86	2,151.63	2,084.00	1,181.15
SubTotal Education Exp	309.09	391.00	770.28	3,949.06	3,918.00	3,086.72
Fellowship Exp	0.00	0.00	0.00	0.00	0.00	0.00
Fellowship	1,088.92	333.00	281.33	2,119.67	3,334.00	3,556.93
SubTotal Fellowship Exp	1,088.92	333.00	281.33	2,119.67	3,334.00	3,556.93
General	0.00	0.00	0.00	0.00	0.00	0.00
Annual Mtg	0.00	2.00	0.00	0.00	21.00	0.00



# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (October)			Year To Date (October FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Budget Reserve	0.00	1,250.00	0.00	0.00	12,500.00	0.00
Council Retreat	0.00	187.00	0.00	2,700.36	1,876.00	0.00
Synod Assembly Exp	0.00	191.00	0.00	0.00	1,918.00	2,313.21
SubTotal General	0.00	1,630.00	0.00	2,700.36	16,315.00	2,313.21
Membership Exp	39.54	0.00	0.00	99.67	0.00	0.00
Devotions Christ Home	0.00	50.00	0.00	445.50	500.00	445.50
Member bus passes	0.00	4.00	0.00	0.00	47.00	0.00
New Member Reception	0.00	8.00	0.00	0.00	84.00	10.50
Publicity/Advertising	32.04	166.00	929.00	691.18	1,668.00	1,634.00
SubTotal Membership Exp	71.58	228.00	929.00	1,236.35	2,299.00	2,090.00
Outreach Exp	0.00	0.00	0.00	0.00	0.00	0.00
Benevolences	0.00	4,041.00	0.00	21,135.12	40,418.00	18,505.62
SubTotal Outreach Exp	0.00	4,041.00	0.00	21,135.12	40,418.00	18,505.62
Personnel Exp	0.00	19,047.00	8,300.00	452.40	190,474.00	8,530.46
Background checks	0.00	16.00	97.50	59.90	168.00	221.00
Continuing Ed (Senior Pastor)	0.00	83.00	50.00	2,111.49	834.00	1,399.22
Employers FICA Contribution	689.86	821.00	842.81	7,501.89	8,210.00	8,234.14
Employers Medicare Contribution	161.34	192.00	197.11	1,754.51	1,920.00	1,925.81
Housing Allowance	2,000.00	2,000.00	2,000.00	20,000.00	20,000.00	20,000.00
Medical Insurance	3,332.68	5,000.00	4,515.29	38,433.97	50,000.00	44,747.85
Pastor Professional Exp	26.17	208.00	35.00	408.23	2,084.00	447.61
Pastor Social Security	538.66	538.00	538.66	5,386.60	5,388.00	4,414.60
Pastor Travel Allowance	124.78	291.00	154.86	2,421.35	2,918.00	3,334.42
Pension	1,566.87	1,881.00	1,856.09	16,610.61	18,810.00	17,138.55
Recruiting & Management	1,024.99	0.00	0.00	1,123.99	0.00	0.00
Salary Bell Choir Director	623.15	0.00	605.00	4,985.20	0.00	4,840.00
Salary Bookkeeper	1,417.50	0.00	0.00	8,446.50	0.00	0.00
Salary Camera Operator	0.00	166.00	0.00	0.00	1,668.00	0.00
Salary Custodian	2,526.94	0.00	2,453.34	25,269.40	0.00	24,533.40
Salary Director of Childrens Ministry	1,563.83	0.00	1,350.00	14,424.99	0.00	13,500.00
Salary Director of Operations	0.00	0.00	3,048.26	11,198.25	0.00	30,482.60
Salary Office Assitant	1,294.49	0.00	1,500.44	14,595.14	0.00	13,882.75
Salary Organist	618.00	0.00	600.00	7,005.50	0.00	7,850.00
Salary PA	0.00	104.00	40.00	80.00	1,042.00	780.00
Salary Pastor/Organ Sub	0.00	291.00	500.00	350.00	2,918.00	2,450.00
Salary Senior Choir Director	0.00	0.00	624.44	3,215.85	0.00	4,371.08
Salary Senior Pastor	5,041.66	0.00	5,041.66	50,416.60	0.00	44,974.60
Salary Sr. Choir Accompanist	0.00	0.00	127.04	392.55	0.00	889.28
Salary Visitation Pastor	766.49	0.00	744.17	7,664.90	0.00	7,441.70
Salary Worship Team	0.00	0.00	285.00	1,761.30	0.00	2,280.00
Salary Worship Team Drummer	0.00	41.00	0.00	150.00	418.00	250.00
Salary Worship Team Guitar	0.00	41.00	50.00	100.00	418.00	350.00
Salary Youth Director	2,832.50	0.00	3,000.00	28,450.00	0.00	29,500.00
Staff Continuing Ed Training	0.00	83.00	0.00	15.00	834.00	697.33
Staff discretionary	1.08	41.00	0.00	759.08	418.00	0.00
SubTotal Personnel Exp	26,150.99	30,844.00	38,556.67	275,545.20	308,522.00	299,466.40
Property & Management Exp	0.00	0.00	0.00	216.10	0.00	0.00
Building/Equipment Maintenance	552.67	666.00	294.76	6,991.23	6,668.00	4,165.34
Copier	648.22	691.00	621.41	6,699.28	6,918.00	6,818.70
Insurance	881.13	1,083.00	787.10	10,161.60	10,834.00	9,466.20
Office Expenses/Supplies	433.04	333.00	358.90	3,249.00	3,334.00	3,105.69
Postage	770.78	250.00	813.45	4,782.07	2,500.00	2,719.85



# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	Current Month (October)			Year To Date (October FY 2020)		
	Actual	Budget	Last Year	Actual	Budget	Last Year
Taxes	0.00	23.00	0.00	280.00	234.00	280.00
Technology replace/maint	25.94	83.00	0.00	1,019.98	834.00	949.22
Telephone/Network Security	603.66	416.00	780.11	5,989.65	4,168.00	7,340.01
Utilities	1,314.17	2,500.00	1,104.20	21,318.30	25,000.00	24,140.18
Vehicle Maintenance	0.00	41.00	0.00	808.05	418.00	468.00
<b>SubTotal Property &amp; Management Exp</b>	<b>5,229.61</b>	<b>6,086.00</b>	<b>4,759.93</b>	<b>61,515.26</b>	<b>60,908.00</b>	<b>59,453.19</b>
Stewardship Exp	0.00	0.00	0.00	0.00	0.00	275.00
Online Giving/Web Hosting	173.51	71.00	57.06	1,433.74	710.00	604.43
Stewardship Offer Envelopes	0.00	37.00	0.00	425.43	376.00	0.00
Stewardship Sunday	0.00	41.00	0.00	0.00	418.00	0.00
<b>SubTotal Stewardship Exp</b>	<b>173.51</b>	<b>149.00</b>	<b>57.06</b>	<b>1,859.17</b>	<b>1,504.00</b>	<b>879.43</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	0.00	0.00	0.00	693.34	0.00	0.00
Childrens Choir	0.00	0.00	0.00	0.00	0.00	44.00
Handbell Choir Music	0.00	41.00	0.00	705.51	418.00	208.79
Instrument Maintenance	0.00	125.00	0.00	724.47	1,250.00	1,015.00
Licensing	0.00	0.00	0.00	880.00	0.00	0.00
Senior Choir Music	0.00	41.00	0.00	0.00	418.00	789.20
Special Music	0.00	21.00	0.00	114.90	210.00	50.00
Worship Broadcasting	0.00	0.00	0.00	883.00	0.00	0.00
Worship Decorating	27.16	0.00	0.00	717.65	0.00	0.00
Worship Supplies	48.10	291.00	397.77	925.34	2,918.00	3,621.65
Worship Team Music	0.00	21.00	0.00	0.00	210.00	58.94
<b>SubTotal Worship Exp</b>	<b>75.26</b>	<b>540.00</b>	<b>397.77</b>	<b>5,654.15</b>	<b>5,424.00</b>	<b>5,787.58</b>
Youth Exp	0.00	271.00	0.00	160.00	2,710.00	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	150.50
Youth Activities & Trips	1,168.46	0.00	350.80	1,557.46	0.00	1,869.87
<b>SubTotal Youth Exp</b>	<b>1,168.46</b>	<b>271.00</b>	<b>350.80</b>	<b>1,717.46</b>	<b>2,710.00</b>	<b>2,098.06</b>
<b>SubTotal General Expenses</b>	<b>34,267.42</b>	<b>44,513.00</b>	<b>46,102.84</b>	<b>377,431.80</b>	<b>445,352.00</b>	<b>397,770.16</b>
SPECIAL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
RADIO BROADCAST EXP	392.00	0.00	0.00	2,306.00	0.00	0.00
<b>SubTotal SPECIAL EXPENSES</b>	<b>392.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,306.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenditures</b>	<b>34,659.42</b>	<b>44,513.00</b>	<b>46,102.84</b>	<b>379,737.80</b>	<b>445,352.00</b>	<b>397,770.16</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
Credit Card Charges	0.00	0.00	0.00	99.00	0.00	0.00
<b>Total Other Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,950.69</b>	<b>0.00</b>	<b>0.00</b>
<b>Other Financial Sources-Uses</b>						
Transfers In	0.00	0.00	0.00	9,959.01	0.00	0.00
Transfers Out	0.00	0.00	0.00	-3,876.78	0.00	0.00
Good Sam Fund	-4,504.67	0.00	0.00	-4,504.67	0.00	0.00

8



# First Lutheran Church

## Budget Comparison for GENERAL FUND

Account	-----Current Month (October)-----			-----Year To Date (October FY 2020)-----		
	Actual	Budget	Last Year	Actual	Budget	Last Year
SubTotal Transfers Out	-4,504.67	0.00	0.00	-8,381.45	0.00	0.00
<b>Total Other Financial Sources-Uses</b>	<b>-4,504.67</b>	<b>0.00</b>	<b>0.00</b>	<b>1,577.56</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenues</b>	<b>37,977.39</b>	<b>44,525.00</b>	<b>36,363.15</b>	<b>414,817.31</b>	<b>445,320.00</b>	<b>396,583.34</b>
<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>Total Expenditures</b>	<b>34,659.42</b>	<b>44,513.00</b>	<b>46,102.84</b>	<b>379,737.80</b>	<b>445,352.00</b>	<b>397,770.16</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>7,950.69</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Financial Sources-Uses</b>	<b>-4,504.67</b>	<b>0.00</b>	<b>0.00</b>	<b>1,577.56</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Revenues</b>	<b>-1,186.70</b>	<b>12.00</b>	<b>-9,739.69</b>	<b>28,788.77</b>	<b>-32.00</b>	<b>-1,186.82</b>

99

**Statement Register for: General SSB Checking Dated 10/31/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			104,393.50
04/14/2020	35345	Check 7876	Voided 11/04/2020 by pauldh -		0.00	104,393.50
04/29/2020		GJrnl 2303	Reversing entry for jrnl 2162 by pauldh	13335.00		91,058.50
04/29/2020		GJrnl 2304	Church Contribution Posting		13335.00	104,393.50
07/01/2020		GJrnl 2301	Reversing entry for jrnl 2217 by pauldh	1450.00		102,943.50
07/01/2020		GJrnl 2302	Church Contribution Posting		1450.00	104,393.50
09/09/2020	35489	ApPmt 444	American Legion Post 30	218.00		104,175.50
09/09/2020	35510	ApPmt 442	Schroden, Pamela	219.86		103,955.64
09/23/2020	35514	ApPmt 450	1517 Media	1121.21		102,834.43
09/23/2020	35519	ApPmt 457	Haarstick, Paul	8.37		102,826.06
09/23/2020	35520	ApPmt 458	Melchior, Lynn	50.19		102,775.87
09/23/2020	35521	ApPmt 449	Mellon, Linda	52.24		102,723.63
09/23/2020	35523	ApPmt 455	Verizon	20.00		102,703.63
09/30/2020	35527	PrChk 2845	Check No. 35527 - Batch: 2020 09 30	575.47		102,128.16
			Payroll II			
09/30/2020	EFT	PrTax 415	MN Dept of Revenue	493.91		101,634.25
10/01/2020	EFT	CCPmt 4	Cardmember Service	2964.39		98,669.86
10/03/2020		GJrnl 2288	Church Contribution Posting		4033.25	102,703.11
10/05/2020		GJrnl 2284	Church Contribution Posting		955.00	103,658.11
10/06/2020		GJrnl 2283	Church Contribution Posting		5300.00	108,958.11
10/06/2020		BkDep 1329	Oct 5 Deposit		1480.99	110,439.10
10/06/2020		GJrnl 2309	GJrnl 2309 - Edu was deposited in General		50.00	110,489.10
10/07/2020	35528	ApPmt 464	1517 Media	196.48		110,292.62
10/07/2020	35529	ApPmt 463	City of Fergus Falls	355.87		109,936.75
10/07/2020	35530	ApPmt 468	Cole Papers Inc	299.72		109,637.03
10/07/2020	35531	ApPmt 471	Enoch, Gretchen	785.00		108,852.03
10/07/2020	35532	ApPmt 466	Great Plains Natural Gas Co.	47.23		108,804.80
10/07/2020	35533	ApPmt 465	Leighton Enterprises, Inc	392.00		108,412.80
10/07/2020	35534	ApPmt 470	NetCenter Technologies	250.95		108,161.85
10/07/2020	35535	ApPmt 467	Otter Tail Power Co.	623.28		107,538.57
10/07/2020	35536	ApPmt 469	Otter Tail Telcom	155.89		107,382.68
10/07/2020	35537	ApPmt 472	Wicklund, Kristy	35.81		107,346.87
10/10/2020		GJrnl 2289	Church Contribution Posting		1157.04	108,503.91
10/15/2020	EFT	PrChk 2852	Check No. EFT - Batch: 2020 10 15 Payroll	591.48		107,912.43
10/15/2020	EFT	PrChk 2851	Check No. EFT - Batch: 2020 10 15 Payroll	370.61		107,541.82
10/15/2020	EFT	PrChk 2850	Check No. EFT - Batch: 2020 10 15 Payroll	285.36		107,256.46
10/15/2020	EFT	PrChk 2849	Check No. EFT - Batch: 2020 10 15 Payroll	983.30		106,273.16
10/15/2020	EFT	PrChk 2848	Check No. EFT - Batch: 2020 10 15 Payroll	625.72		105,647.44
10/15/2020	EFT	PrChk 2847	Check No. EFT - Batch: 2020 10 15 Payroll	3245.58		102,401.86
10/15/2020	EFT	PrChk 2846	Check No. EFT - Batch: 2020 10 15 Payroll	1302.55		101,099.31
10/15/2020	EFT	ApPmt 462	Vanco Services	65.70		101,033.61
10/17/2020		GJrnl 2292	Church Contribution Posting		3842.81	104,876.42
10/20/2020		GJrnl 2290	Church Contribution Posting		5135.00	110,011.42
10/20/2020		BkDep 1331	Helen Watkins-WELCA		25.00	110,036.42
10/20/2020	EFT	ApPmt 473	Portico	5823.69		104,212.73
10/21/2020		GJrnl 2294	Church Contribution Posting		4950.00	109,162.73
10/21/2020		BkDep 1332	Ribs, guideone insurance		1752.83	110,915.56
10/24/2020		GJrnl 2299	Church Contribution Posting		1926.00	112,841.56
10/28/2020		GJrnl 2300	Church Contribution Posting		5882.00	118,723.56
10/28/2020		BkDep 1333	Ribs meal cashfrom Pastor Stan		30.00	118,753.56
10/30/2020	EFT	PrTax 416	EFTPS	2697.43		116,056.13
10/30/2020	EFT	PrChk 2863	Check No. EFT - Batch: 2020 10 30 Payroll	160.07		115,896.06
10/30/2020	EFT	PrChk 2862	Check No. EFT - Batch: 2020 10 30 Payroll	1114.28		114,781.78

10

**Statement Register for: General SSB Checking Dated 10/31/2020**

---

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
10/30/2020	EFT	PrChk 2861	Check No. EFT - Batch: 2020 10 30 Payroll	557.50		114,224.28
10/30/2020	EFT	PrChk 2860	Check No. EFT - Batch: 2020 10 30 Payroll	366.49		113,857.79
10/30/2020	EFT	PrChk 2859	Check No. EFT - Batch: 2020 10 30 Payroll	370.61		113,487.18
10/30/2020	EFT	PrChk 2858	Check No. EFT - Batch: 2020 10 30 Payroll	285.36		113,201.82
10/30/2020	EFT	PrChk 2857	Check No. EFT - Batch: 2020 10 30 Payroll	983.30		112,218.52
10/30/2020	EFT	PrChk 2856	Check No. EFT - Batch: 2020 10 30 Payroll	546.03		111,672.49
10/30/2020	EFT	PrChk 2855	Check No. EFT - Batch: 2020 10 30 Payroll	3245.58		108,426.91
10/30/2020	EFT	PrChk 2854	Check No. EFT - Batch: 2020 10 30 Payroll	1302.55		107,124.36
10/31/2020		GJrnl 2306	Church Contribution Posting		1250.12	108,374.48
10/31/2020		FndXfr 53	FndXfr 53 - October Transfer		0.00	108,374.48
10/31/2020		GJrnl 2308	GJrnl 2308 - October 2020 Interest		9.48	108,383.96
			Checkbook Balance	48,574.06	52,564.52	108,383.96
			Statement and checkbook balance			



**Statement Register for: SPECIAL SSB CHECKING Dated 10/31/2020**

Date	Doc No.	Journal #	Payee	Payment	Deposit	Balance
			Statement Beginning Balance			54,505.31
09/23/2020		GJrnl 2286	GJrnl 2286 - Move Edu Contribution	50.00		54,455.31
09/24/2020		GJrnl 2278	Church Contribution Posting		50.00	54,505.31
10/05/2020		BkDep 1330	Oct 5 Deposit		258.90	54,764.21
10/06/2020		GJrnl 2283	Church Contribution Posting		50.00	54,814.21
10/06/2020		ArDep 59	Ar Deposit		746.43	55,560.64
10/06/2020		GJrnl 2310	GJrnl 2310 - Thrivent Grant		98.00	55,658.64
10/06/2020		GJrnl 2309	GJrnl 2309 - Edu was deposited in General	50.00		55,608.64
10/20/2020		GJrnl 2291	Church Contribution Posting		100.00	55,708.64
10/21/2020		GJrnl 2298	Church Contribution Posting		550.00	56,258.64
10/29/2020		GJrnl 2307	Church Contribution Posting		1730.00	57,988.64
10/31/2020		GJrnl 2308	GJrnl 2308 - October 2020 Interest		3.33	57,991.97
			Checkbook Balance	100.00	3,586.66	57,991.97
			Statement and checkbook balance			

17

# First Lutheran Church

Statement of Financial Position For All Funds as of 10/31/2020

## Assets

### Bank

General SSB Checking	103,770.90
SPECIAL SSB CHECKING	57,356.93
Thrivent Money Market	21,322.30

**Total Bank** 182,450.13

### Accounts Receivable

Accounts Receivable	1,003.77
---------------------	----------

**Total Accounts Receivable** 1,003.77

### Other Current Assets

Dorn & Co Durner Cash	37,108.73
Dorn & Co Durner Investments	103,128.41
Prepaid Expenses	1,304.29

**Total Other Current Assets** 141,541.43

**Total Assets** 324,995.33

## Liabilities

### Current Liabilities

Accounts Payable	2,780.81
Credit Card Payable	
SSB Community Credit Card	3,803.13

**Total Current Liabilities** 6,583.94

### Other Current Liabilities

PPP Loan Payable	69,100.00
Accrued Expenses	1,124.92

**Total Other Current Liabilities** 70,224.92

**Total Liabilities** 76,808.86

## Net Assets

### Unrestricted

ADULT BIBLE STUDY	-107.50
ALTAR GUILD FUND	40.63
BUDGET RESERVE FUND	-14,000.00
CHRISTCARE	500.00
CLEARING ACCOUNT FUND	6,485.48
COOKBOOKS FUND	1,270.25
DURNER CASH	37,108.73
EASTER PLANTS POINSETTIAS FUND	787.85
EDUCATION FUND	2,709.25
ESCROW ACCOUNT FUND	350.43
FAMILY MINISTRY FUND	3,788.56
FELLOWSHIP FUND	477.11

# First Lutheran Church

Statement of Financial Position For All Funds as of 10/31/2020

---

GENERAL FUND	29,785.49
GOOD SAMARITAN FUND	6,043.17
GRAD FLEECE QUILTS FUND	-21.10
HAITI DRESSES	591.13
HANDBELLS FUND	2,197.92
JEAN DAHLING ESTATE FUND	16,637.18
LIBRARY FUND	859.05
MDivX Stipend	932.54
MEETING DOOR ACCESSIBILITY	700.00
MEMORIAL UNDESIGNATED FUND	31,189.15
NURSERY FUND	164.59
ORGAN FUND	-25,792.33
OWLS FUND	5,711.18
PARKING LOT FUND	11,946.42
PROPERTY FUND	1,106.07
RADIO BROADCAST FUND	-1,927.26
SENIOR CHOIR FUND	5,979.88
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>145,058.05</b>
<b>Restricted</b>	
DURNER INVESTMENTS	103,128.41
Resilient Comm Grant	0.01
	-----
<b>Total Restricted</b>	<b>103,128.42</b>
<b>Total Net Assets</b>	<b>248,186.47</b>
	=====
<b>Total Liabilities + Net Assets</b>	<b>324,995.33</b>
	=====

10/31/2020	GENERAL CHK	SPECIAL CHK	THRIVENT	DORN & CO	TOTAL FUND
ADULT BIBLE STUDY*	(681.48)	714.00			32.52
ALTAR GUILD	(128.67)	169.30			40.63
BUDGET RESERVE		(14,000.00)			(14,000.00)
BUILDING RESERVE		-			-
CHILDREN'S BIBLES		-			-
CHRISTCARE		500.00			500.00
CLEARING ACCOUNT		6,485.48			6,485.48
COOKBOOKS		1,270.25			1,270.25
Durner Trust Cash				36,686.93	36,686.93
Durner Trust Investments				101,476.26	101,476.26
EASTER PLANT/POINSETTIAS		787.85			787.85
EDUCATION	153.14	2,556.11			2,709.25
ESCROW ACCOUNT		350.43			350.43
FAMILY MINISTRY		3,788.56			3,788.56
FELLOWSHIP		477.11			477.11
GENERAL FUND	98,563.95	3,648.83	87.38		102,300.16
GOOD SAMARITAN	4,504.67	1,538.50			6,043.17
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		31,189.15			31,189.15
MEETING DOOR ACCESSIBILITY		700.00			700.00
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)	(1,937.26)			(2,427.26)
Resilient Comm Grant	185.00				
SENIOR CHOIR		5,979.88			5,979.88
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>103,770.90</b>	<b>57,356.93</b>	<b>21,322.30</b>	<b>138,163.19</b>	<b>320,395.80</b>

\*fka BUW Bible Study

15

**Payment Log - 2020 Benevolences**

Organization	2020 Budget	Payments as of 9/30/20	Remaining Amount
	\$ 48,500.00		
Christmas Baskets	\$ 1,000.00		1,000.00
ELCA	\$ 18,000.00	10,000.00	8,000.00
Fergus Falls Food Shelf	\$ 1,000.00	1,000.00	-
Good Samaritan Fund	\$ 18,500.00	9,490.67	9,009.33
Habitat for Humanity	\$ 750.00	750.00	-
Hospice	\$ 750.00	750.00	-
Jail Ministry	\$ 750.00	750.00	-
Luther Seminary	\$ 750.00	750.00	-
Lutheran Campus Ministry	\$ 750.00	750.00	-
Meals by Wheels	\$ 750.00	750.00	-
Rural Internship	\$ 750.00	750.00	-
Salvation Army	\$ 750.00	750.00	-
Pioneer Care	\$ 750.00	750.00	-
Lutheran Deaconess Association	\$ 750.00	750.00	-
Radio Broadcast	\$ 2,500.00		2,500.00
<b>TOTAL</b>	\$ 48,500.00	\$ 27,990.67	\$ 20,509.33



# 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	actual	actual	actual	projected	projected
Cash on Hand (beginning cash)					109,729	111,454	108,816	120,304	116,280	101,457	100,269	90,118
RECEIPTS from Support												
Building Offering					270	350	170	170	170	170	170	170
Confirmation/VBS/Sun School					-	-	-	-	-	35	-	-
Envelope Offering					35,356	32,713	40,113	35,170	25,598	34,835	32,404	50,586
Fellowship Offering					-	-	50	-	-	1,624	-	-
Initial Offering					-	-	-	-	-	-	-	-
Local Expense Offering					400	400	400	400	400	400	400	400
Loose Offering					-	-	237	-	-	-	-	-
Outreach Offering					100	100	1,550	125	100	160	100	100
Special Offering					-	-	-	-	-	-	1,000	10,250
Total Contributed Support					36,126	33,563	42,283	36,102	26,268	37,224	34,074	61,506
RECEIPTS from Other Sources												
Interest & Dividend Revenue					14	13	14	14	13	13	10	10
Facility Rental Revenue					-	-	-	-	-	50	-	-
Misc Revenue					3,138	300	160	200	374	690	-	-
Total Other Sources					3,152	313	174	214	387	753	10	10
<b>TOTAL RECEIPTS</b>					<b>39,278</b>	<b>33,877</b>	<b>42,457</b>	<b>36,317</b>	<b>26,655</b>	<b>37,977</b>	<b>34,084</b>	<b>61,516</b>
DISBURSEMENTS for Operations												
Education					-	423	222	710	1,123	309	540	540
Fellowship					16	-	-	-	9	1,089	-	-
General					-	-	-	-	-	-	1,000	-
Membership					149	152	164	446	-	72	-	-
Outreach					434	4,961	-	5,000	9,250	-	4,928	12,777
Personnel					26,006	24,865	24,727	25,645	25,758	26,151	26,000	26,000
Property					5,429	5,153	4,881	4,385	5,095	5,230	6,000	6,000
Radio					1,032	392	491	490	392	392	392	490
Stewardship					175	147	173	137	137	174	200	200
Worship					1,395	263	265	311	872	75	670	670
Youth					121	39	47	-	-	1,168	-	-
<b>TOTAL OPERATING DISBURSEMENTS</b>					<b>34,756</b>	<b>36,415</b>	<b>30,969</b>	<b>37,124</b>	<b>42,636</b>	<b>34,660</b>	<b>39,730</b>	<b>46,677</b>
PPP Loan					-	-	-	-	-	-	-	-
Transfers in					-	-	-	-	1,158	-	-	-
Transfers Out					2,798	100	-	-	-	4,505	4,505	4,505
<b>NET CASH FOR THE PERIOD</b>					<b>1,724</b>	<b>(2,638)</b>	<b>11,488</b>	<b>(807)</b>	<b>(14,823)</b>	<b>(1,188)</b>	<b>(10,151)</b>	<b>10,334</b>
<b>TOTAL ENDING CASH</b>					<b>111,454</b>	<b>108,816</b>	<b>120,304</b>	<b>119,496</b>	<b>101,457</b>	<b>100,269</b>	<b>90,118</b>	<b>100,453</b>
Pct Days of Cash					80	78	86	85	73	72	64	72

(5)

## November Church Council-Pastor Gretchen

- Conducted annual staff reviews
- Distributed Holy Communion to Homebound
- Led Confirmation
- Mentored Vicar Lynn
- Led Monday nights Battlefield of the Mind Bible Study
- Oversee Michael Wicklund's seminary formation
- Recorded Morning Watch
- Met with Worship and Music Committee
- Met with Mutual Ministry Team
- Preparations for Staffing Meeting
- Met with Spiritual Director
- Met with Pastor Blair, for coaching
- Attended FLY/Trunk or Treat
- Attended youth S'mores event
- Usher training
- Preached and led worship
- Had one on one visits with member
- Hosted Sunday Zoom Fellowship
- Met with Youth Committee



## Vicar Lynn Melchior Council Report

Oct 5 – Nov 3, 2020

Overall: Grateful. Learning. Joy.

### Specifics:

- \*Participated in worship services; participated in one baptism.
- \*Assisted with Member Appreciation Meals – provided home delivery service.
- \*Was on call Oct 9 -12
- \*Participated in drive thru communion on All Saints Day
- \*Visited a shut in and provided home communion.
- \*Continued making phone calls to congregation members to introduce myself.
- \*Met with Pastor Gretchen regularly regarding administration and reflection
- \* Attended meetings, follow-up with emails with the following teams:
  - Music and Worship
  - Discipleship & Generosity Sunday
  - Fellowship
  - Smart
- \* Attended FLY Movie Night event. Assisted in 2 Fly K-6 events.
- \*Joined in Youth Group Bonfire and Charades event.
- \*Met with office staff individually to provide ideas and input on admin items I am familiar with
- \*Attended planning meetings for Confirmation and Worship with Hope & Augustana
- \*Attended weekly staff meetings as possible
- \*Wrote Messenger article
- \*Attended Executive Council Meeting & Council Meeting
- \*Recorded Morning Watch.

First Lutheran Church Council  
Fergus Falls, Minnesota

October, 2020

I successfully completed  
32 phone contacts during October  
and had excellent meaningful  
conversations on all occasions.  
Care facilities are still most  
difficult to include in phone  
contacts.

In addition I wrote and sent  
49 personal letters to our people.  
A sample of the letter is included.

I believe our work with these,  
our members — and friends, — is  
welcome and effective. I look  
forward to continuing this ministry.

Pastor Stan  
⑩

OCTOBER SAMPLE Oct. 13. 2020



Hello from Pastor Stan!

Clarice, Hope to see you soon.  
"In quietness and trust shall be your strength."

Isaiah 30:15 - one of my favorite Bible Verses. I have it - in small print - on all my Calling Card

OCTOBER IS A QUIET TIME. THE LEAVES ARE PILING UP. THERES TIME TO THINK. AND THEN - THERE'S HALLOWEEN. IT'S NOT JUST CANDY AND COSTUMES.

THERE IS AN INTRIGUING AND REFRESHINGLY HONEST SPIRIT THAT GOES WITH US ALL THROUGH THIS MONTH; A SPIRIT THAT HELPS US TO PUT OUR TRUST IN MUCH MORE THAN ONLY THAT WHICH WE CAN SEE.

THE WORD HALLOW-EEN MEANS THE NIGHT BEFORE - SOMETHING HOLY.

NOV. 1 IS ALL-SAINTS DAY. WE REMEMBER ALL OF OUR LOVED ONES WHO HAVE DIED - AND WE SEE THEM, IN OUR MIND'S EYE, IN THE LORD'S LOVING ARMS.

IT'S A GRAND CLIMAX TO A BEAUTIFUL MONTH.

Clarice - You are in my prayers and definitely close to my heart. May you always enjoy being a person who trusts.

PLEASE BE SURE TO VOTE. MAKE PLANS

② Pastor Stan



## First Lutheran Church Worship Committee

### **Minutes from Worship Committee meeting 11/3/20**

**Present:** Gretchen Enoch, Lynn Melchior, Pamela Schroden, Linda Mellon, Harriet Wicklund, Marjean Hanson, Jody Hanson, Anne Taylor, Keith Melberg; from Augustana: Dave Strom, Meghan Stringer

**Not attending:** Nancy Swenson

### **Our meeting opened with a devotion and 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 note issues with sound/streaming so we can be proactive in providing the highest possible quality service for our congregation.
    - \*Marjean reported that there is still no sound for the service on PEG access channel. P. Gretchen will call them again.
    - \*Items tabled:
      - \*there has not been another training; no date has been set for this session.
      - \*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:
    - \*Due to the current restrictions, planning a celebration concert will be postponed.
    - \*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 reported that the circuit board to replace the one that was damaged (probably by lightening) has been installed; at a cost higher than anticipated. The monies can be taken from instrument maintenance budget. Both Keith and Meghan said the repair has improved the function of the instrument
    - \*The labels for stops have not yet arrived.
  - 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 will continue with Augustana.
  - 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: No specific concerns noted.
    - \*Marjean has asked members of the Altar Guild if anyone would accept the position of chairperson; taking minutes of meetings and attending Worship Committee. No one has been willing to take on the assignment at this time. Suggestion was made to place a request in the December Messenger for a volunteer to take this assignment.
    - \*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.
  - f. Look ahead 3 months for Festival/special Sundays.
    - \*First Lutheran and Augustana have been invited to share the Thanksgiving eve service that Bethlehem will be having
    - \*Advent Services: Wednesdays, December 2, 9, 16, at 6:30pm. Plans are being made to use the Holden Evening Prayer with leadership/participation by the Confirmation students. In-person attendance will be limited to students, parents, pastors/teachers, ushers, accompanist. SMART Team has been asked about increasing allowed attendance to 75 total. We may have an answer to that request when they meet later this week. P. Strom and Michael W. will work together on logistics and rehearsal for the services. Augustana is set for the 9<sup>th</sup> and First Lutheran the 2<sup>nd</sup> and 16<sup>th</sup>.



\*Options for services on Christmas Eve were discussed. The order of worship, etc., plan will remain with the pastors.

\*Would like to offer two services, at 3pm and 6pm.

\*The covid plan for in-person worship would be followed, with a need to plan for disinfecting of the space since the second service would directly follow the first. Changing times from the usual 3pm and 5pm will allow an additional hour for disinfecting the space. Additionally, the possibility of having only one service with a larger attendance limit was discussed. Harriet will bring these items to the SMART Team for discussion when they meet on Thursday this week.

\*There will not be a service on Christmas Day.

g. \*Harriet submitted Worship Committee's 2021 Budget to Paul H.

\*Linda asked to increase the handbell budget to \$650 from \$500.

h. \*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 has called Ron Spangler to let him know of our discussion. Discussed briefly at Council.

i. \*Agenda item tabled:

\*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.

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/resources 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?

2) Discussion regarding in-person worship was held. The first in-person worship service was held this past Sunday. The plan seemed to work well, with about 35 persons present. Pamela provided feedback that her experience at Service was a positive one. We have overlooked the need for trash receptacles for depositing used containers for communion elements, so some will be placed prior to next Sunday's service. 15 volunteers have been trained as ushers and a worksheet has been designed to list participants/attendees for use in the office.

\*Plans for maintaining/filling the listing of participants/volunteers will need to be discussed to avoid any great burden for the office staff.

\*Calie is making an e-mail distribution group for trained ushers. Hopefully, this will work for filling the roster on a monthly basis. These volunteers will also be provided with contact information of other trained ushers so they can find a replacement for themselves if necessary. Augustana has been invited to supply volunteers for this opportunity also.

\*Would like to make a system like this for singers from both First Lutheran and Augustana as well, to assist in streamlining the process and giving all interested singers an opportunity to participate.

3) Kristy submitted a suggestion to produce a Christmas Talent Show. (attached) Great idea!

\*This video could replace the service on December 27<sup>th</sup> in place of doing a Sunday School program.

\*anyone interested in presenting a live talent offering could be used as 'Special Music' in any of the Sunday Services. Nobody on the committee could see any way to incorporate a recorded item into the live service.

**Next Worship Committee meeting: Tuesday, December 1, 4:00pm (regularly scheduled monthly, 1<sup>st</sup> Tuesday@ 4pm)**



---

WORSHIP COMMITTEE AGENDA for next meeting:

Old Business:

- 1) Review last month's minutes and report on assignments:
  - Sound/streaming issues?
  - Organ Project and concert
  - Liturgy setting plans
  - Altar Guild update
  - Look ahead 3 months for festival/special Sundays – Advent/Christmas (Dec)
  - feedback re: in person worship
  - Discussion regarding worship resources

New Business:

- 1) 150 anniversary in 2022
- 2) Additional items:
  - \*plans for Hosanna Handbells, Sr. Choir, Worship Team, Children's Choir during limited activities
  - \* feedback from congregation

**Upcoming Assignments / Plans:**

Hymn selection schedule:

November: Pamela    December: Ann    January: Harriet

Plan for new Pascal Candle prior to Easter each year.

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.



November 4th, 2020

First Lutheran Church Property Committee Report for November 2020

Follow up items...

1. As a result of the Church Council giving approval in September, we met with Bjorn's Heating and Air Conditioning with Steve and one committee member on the two ductless units to be replaced in the sanctuary. They will replace them in the spring and we will be able to get the rebate on said units with partial payment this year. I have been in contact with Otter Tail Power to confirm this for us.
2. Also, I have been in contact with OTP on a possible change over to LED lighting in the church which also has a large rebate for said project. A representative from OTP will visit with us to give us an idea of the future savings we could receive on this possible change.
3. It has been brought to my attention that there is a leak in the roof in the choir area, so we will be getting more details of what is going on there and a solution to this situation. Contractor has been contacted to view this situation.
4. Glass window replacement in the Narthex.

New items

Lighting in the basement of the Narthex to be considered for the work and arrangement area.

Tech changes in the office, per Paul.

A donation of \$700.00 has been given to the Church for the possible handicap exterior door at the west end of the office.

Two couches have been donated to the Church for the Narthex.

Ron L. Spangler Sr. Property Chair



## Outreach Report – November 10, 2020 meeting

- November 3, 2020 Discipleship meeting
  - Budget discussion
  - planning for another congregation drive thru dinner in December
    - will offer means to pre-order to have a better idea how many to plan for
    - meal will be from the American Legion; may include a Christmas cookie (check with Service Food?)
- Giving Trees
  - Information in November Messenger about how to contribute
  - Have received some of the gift item requests from AP2B; more to come
- Christmas gift baskets
  - Planning has begun for delivery date (December 19)
  - Will reach out to Tim Johnson at Service Food for further coordination
  - Will need volunteers for receipt of groceries and assembling of non-perishables Dec 18 and route drivers Dec 19
- Red Cross Blood Drive November 10, 2020 at FLC
  - COVID protocols in place (no walk-ins, temp screening at door)
  - 3 of 4 volunteer slots filled at of 11 am 11/4/20
- Meals by Wheels
  - Next obligation week of November 23-27
  - Routes are starting to fill in with volunteers



## Discipleship Team Meeting

5:30-6:00pm, November 3rd, 2020

First Lutheran Church

Meeting Was Held Via Zoom

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

Opening: Pastor Gretchen lead an opening devotional

### Discussion:

In light of the success of the Member Appreciation rib dinner, we discussed doing another drive through meal for the congregation.

- The meal would be a ham dinner, purchased from the American Legion
- It would also include Christmas cookies purchased from Service Food
- The date for the event will be Sunday, Dec. 13<sup>th</sup>
- We are tentatively planning to order 200 meals
- Since we ran out of rib meals so quickly, we decided to allow congregation members to reserve their meals ahead of time.

We discussed what to do in the event that the church doesn't meet its budget for 2020. In the past, benevolences went unpaid, but this year most have already been met. If we do end up being short, some bills may end up having to be paid after January 1<sup>st</sup>.



## Youth Director Report

Hello Council! The 7-12 FLY has been different this month with COVID making it hard to do things. I have been trying to come up with things we can still do together. We had a bonfire in the church parking lot, played charades, had some yummy smores and lots of laughs. I also sent out fun goodie bag including prayer cube, inspirational magnet, missing you card, and some other fun stuff to all 7-12 graders! That ended up being 92 youth all together!!! It was a lot of fun putting together the packages for them all. I also plan on sending out something around Christmas time.

Upcoming so far: Pictionary game night's in November- 18<sup>th</sup> 7-8 graders, 22<sup>nd</sup> 9-12 graders.

Calie Anderson

