

FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

February 9, 2021 6:00 pm to 7:30 pm

Call to Order

Assembling in God's Name: Opening Prayer and Devotions

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

Learning Moment – Vicar Lynn “Lamenting”

Conducting the Business of the Church

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

Vote Totals from Ballots

Pastor Gretchen's Report

Vicar Lynn's Report

Committee Reports – THANK YOU ALL FOR WRITTEN REPORTS

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

Old Business

- Stained Glass window repair update

New Business

- American Flag in Church
- 150th Anniversary
- Personnel Manual- Christmas day Holiday
- Update Account Signers – Motion needed
- Membership Chair- Kris Werner
- Should we dissolve the Altar Guild and move its functions into the responsibilities of the Worship Committee?
- Should we formally merge the Outreach and Stewardship Committees into one committee: Discipleship?

- Considering a council position is eliminated because of the above change, should some committee responsibility currently on the VP be moved to a new, added council person's role-such as the Memorials and Special Gifts Committee.
- Wedding Booklet updated.

Adjourn with The Lord's Prayer

FIRST LUTHERAN CHURCH COUNCIL MEETING MINUTES

January 12, 2021

Council Members Present: Pastor Gretchen, Steve Guttormson, George Mathison, Missy Mattson, Harriet Wicklund, Michael Wicklund, Suzanne Demuth, Abbey Kwapinski, Leslie Flugstad, Ron Spangler, Sara Koch, Jennifer Frank

Council Members Absent: JoAn Whitlock, Vicar Lynn, Deb Opatz

President Steve Guttormson called the meeting to order at 6 p.m. Pastor Gretchen led a prayer and asked members to share a word to describe how each of us has felt God's presence during the COVID-19 pandemic and Christmas-Epiphany season.

Learning Moment – Altar Guild

- Presently the Altar Guild is in need of a chairperson. A few people have been contacted, but no one has accepted the position at this time.

Agenda: Motion made to approve; seconded. Motion passed.

Previous Meeting Minutes: Motion made to approve; seconded. Motion passed.

Treasurer's Report: Motion made to approve; seconded. Motion passed.

2021 Budget: Following highlights from Paul Haarstick, motion was made to approve the 2021 budget. Motion seconded; passed.

- Of note, a staffing task force is being assembled with plans to meet. Task force will determine the greatest need (associate pastor, office staff, youth director) as funds have been added to the budget for this anticipated increase in payroll expense.

Annual Meeting: January 31, 2021 at 12:30 pm. Discipleship/Fellowship/Outreach will distribute drive-thru dinner between church service and annual meeting. Will include information on how to log into Zoom meeting. There will be a proposed update to the Constitution in the meeting to change our quorum from 50 voting members to 3%.

Pastor's Report: See January 2021 Council Reports for activity detail. Upcoming Continuing Ed opportunity.

Vicar Lynn's Report: See January 2021 Council Reports.



Committee Reports: See January 2021 Council Reports for detail with the following highlights:
Nominating Committee: Working to fill openings for Vice-President, Education, Membership, Youth, Property
Property Committee: Narthex window to be installed soon
SMART Team: Will move to restricted (max 50 ppl) in-person worship Feb. 7, 2021

Old Business:

- Staffing Task Force -- see notes above
- Personnel Handbook – After thoughtful input and a few past revisions, motion was made to approve changes as presented. Motion seconded, passed.

New Business:

- Pastor David Strom of Augustana to retire at the end of May.

Adjournment: Spoke the Lord's Prayer together. Motion made to adjourn at 7:15 p.m. Motion seconded, passed.

Respectfully submitted, Jennifer Frank, acting secretary for Deb Opatz

FIRST LUTHERAN CHURCH

MEMORANDUM

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

DATE: 2/7/21

January giving is at about 85% of budget. This is good considering we are needing a 12% overall increase to support the 2021 budget. In April, I will work on a projection of our giving based on the performance of our first three months. This will give us a better idea of how the year will finish and if any extra interventions are needed.

Expenses are slightly down from budget, at only 77% of budget. This decrease is due to timing of expenses because our budget was approved on 1/31, so any larger projects have not started.

Our benevolence payments are on track. We will have issued two checks to local missions and 1/12 of our NW MN Synod payments. Our Good Samaritan Fund has a balance of \$11,782 available to help families in need.

The Radio fund only needed \$75 from the General Fund to be solvent this month. I will continue to monitor donations to ensure that the fund does not go into the negative as it has for several years.

Last month, I worked on these tasks:

- Received the new laptops from Lenovo and will be deploying to the rest of the staff.
- Upgraded our office network equipment
- Helped with Annual Report preparations
- Hosted Finance Open Forum and attended Annual Meeting
- Investigating status of Balcony stained glass window repair finances

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First Lutheran Church January 2021 Financial Summary

	Year-to-Date		Year-to-Date		Year-to-Date	
	Month Jan	Jan - Jan	Budget	% of YTD Budget	Annual Budget	% of YTD Budget
REVENUE						
Building Offerings	170	170	167	102%	2,000	
Envelope Offerings	33,262	33,262	39,175	85%	534,504	
Local Expense Offerings	400	400	400	100%	4,800	
Special Offerings	-	-	-	0%	22,750	
Confirmation/VBS/Sunday School	-	-	-	0%	700	
Outreach Offerings	-	-	-	0%	-	
Fellowship Offerings	1,079	1,079	500	216%	1,500	
Initial Offerings	75	75	200	38%	200	
Loose Offering	-	-	-	0%	-	
Total Contributed Support	34,986	34,986	40,442	87%	566,454	
Facility Revenue	357	357	-	0%	7,102	
Interest Revenue	14	14	5	279%	60	
Misc Income	135	135	100	135%	4,000	
Total Income	35,492	35,492	40,547	88%	577,616	
EXPENDITURES						
Education	24	24	50	47%	5,236	
Fellowship	1,720	1,720	1,750	98%	9,000	
Governance	-	-	-	0%	4,550	
Membership	-	-	-	0%	2,655	
Outreach	2,300	2,300	2,300	100%	28,000	
Personnel	26,437	26,437	32,049	82%	379,657	
Property & Management	7,064	7,064	12,011	59%	82,855	
Stewardship	508	508	620	82%	2,440	
Worship	103	103	621	17%	8,975	
Youth	-	-	195	0%	2,750	
Total Expenses	38,156	38,156	49,596	77%	526,118	
Net Revenue	(2,664)	(2,664)	(9,049)			
Transfer In	-	-	-			
Transfer Out						
Good Sam	(1,365)	(1,365)	(1,365)	100%	(22,000)	
Property	(1,118)	(1,118)	(1,118)	100%	(14,602)	
Radio	(175)	(175)	-	0%	-	
Total Transfer Out	(2,658)	(2,658)	(2,483)		(36,602)	
Change in Net Assets	(5,322)	(5,322)	(11,532)		51,498	
Unrestricted net assets 1/1/21			95,595			
Unrestricted net assets 1/31/21			90,273			

% of Year Remaining 92%

Cash Position	
Undesignated	Designated
Checking	86,490
Money Market	21,235
Investments	148,412
Total cash	\$ 256,137
# of days undesignated cash on hand	68

Summary Giving this Period Across all Funds	
Electronic	29% \$ 10,178
Cash/Check	71% 24,682
These totals are only for known donors.	

-1.49%

Yr Over Last
Yr General
Fund Giving

76.9%

% of General
Fund Spent
(YTD)

Radio Broadcast Fund	
Contributions Received YTD	\$ 425
Radio Expenses YTD	\$ 500
Transfers from General YTD	\$ 175
Net Balance	\$ 100

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Payment Log - 2021 Benevolences

Organization	2021 Budget	Payments as of 1/31/21	Remaining Amount
	\$ 50,000.00		
Christmas Baskets	\$ 1,000.00		1,000.00
ELCA	\$ 18,000.00	1,500.00	16,500.00
Fergus Falls Food Shelf	\$ 1,000.00		1,000.00
Good Samaritan Fund	\$ 22,000.00	1,365.00	20,635.00
Habitat for Humanity	\$ 800.00	400.00	400.00
Hospice	\$ 800.00	400.00	400.00
Jail Ministry	\$ 800.00		800.00
Luther Seminary	\$ 800.00		800.00
Lutheran Campus Ministry	\$ 800.00		800.00
Meals by Wheels	\$ 800.00		800.00
Rural Internship	\$ 800.00		800.00
Salvation Army	\$ 800.00		800.00
Pioneer Care	\$ 800.00		800.00
Lutheran Deaconess Association	\$ 800.00		800.00
TOTAL	\$ 50,000.00	\$ 3,665.00	\$ 46,335.00
Percent Spent		7.3%	
Percent of Year		8.3%	

Good Samaritan Fund Balance		\$ 11,782.10
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1/31/2021	GENERAL CHK	SPECIAL CHK	THRIVENT	DORN & CO*	TOTAL FUND	
ADULT BIBLE STUDY	(821.50)	1,226.00			404.50	404.50
ALTAR GUILD	(128.67)	169.30			40.63	40.63
BUDGET RESERVE		(14,000.00)			(14,000.00)	(14,000.00)
BUILDING RESERVE		-			-	
CHILDREN'S BIBLES		-			-	
CHRISTCARE		500.00			500.00	500.00
CLEARING ACCOUNT		6,485.48			6,485.48	6,485.48
COOKBOOKS		1,270.25			1,270.25	1,270.25
Durner Trust Cash				39,476.94	39,476.94	39,476.94
Durner Trust Investments				108,935.27	108,935.27	108,935.27
EASTER PLANT/POINSETTIAS		787.85			787.85	787.85
EDUCATION	153.14	2,556.11			2,709.25	2,709.25
ESCROW ACCOUNT		350.43			350.43	350.43
FAMILY MINISTRY		3,788.56			3,788.56	3,788.56
FELLOWSHIP		537.11			537.11	537.11
GENERAL FUND	91,889.58	5,529.47	87.38		97,506.43	96,478.77
GIVING TREE	(1,569.49)	1,640.00			70.51	-
GOOD SAMARITAN	11,174.60	607.50			11,782.10	11,467.10
GRAD FLEECE QUILTS		(21.10)			(21.10)	(21.10)
HAITI DRESSES		591.13			591.13	591.13
HANDBELLS	(174.34)	2,372.26			2,197.92	2,197.92
JEAN DAHLING ESTATE		500.00	16,137.18		16,637.18	16,637.18
LIBRARY	(14.25)	873.30			859.05	859.05
MDivX Stipend	1,123.66				1,123.66	1,865.08
MEMORIALS		33,624.15			33,624.15	33,319.15
MEETING DOOR ACCESSIBILITY		700.00			700.00	700.00
NURSERY FUND		164.59			164.59	164.59
ORGAN FUND	(1,961.78)	(19,830.55)			(21,792.33)	(25,792.33)
OWLS FUND		5,711.18			5,711.18	5,711.18
PARKING LOT	5,118.00	10,986.42			16,104.42	16,104.42
PASTOR BOOK ALLOW		-			-	
PROPERTY	9,379.00	1,345.07			10,724.07	9,606.07
RADIO BROADCAST	1,412.26	(812.26)			600.00	-
Resilient Comm Grant	-				-	0.01
SENIOR CHOIR		5,979.88			5,979.88	5,979.88
SPECIAL FRIENDS		285.23			285.23	285.23
STAINED GLASS REPAIR	250.00				250.00	
THRIVENT CHOICE DOLLARS		1,123.00			1,123.00	1,123.00
WORSHIP		310.34			310.34	310.34
YOUTH		12,727.87			12,727.87	12,727.87
YOUTH MISSION TRIP SUPPORT		-	5,097.74		5,097.74	5,097.74
	115,830.21	68,078.57	21,322.30	148,412.21	353,643.29	346,698.55

* Balance as of 1/1/21

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FLC General Cash Flow Projection FY21

	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
	actual	projected	projected	projected	projected	projected	projected	projected	projected	projected	projected	projected
Cash on Hand (beginning cash)	95,595	90,273	76,680	82,529	93,802	96,957	100,450	96,360	116,280	117,016	114,141	111,438
RECEIPTS from Support												
Building Offering	170	167	167	167	167	167	167	167	167	167	167	167
Confirmation/VBS/Sun School	-	-	200	-	-	-	-	-	500	-	-	-
Envelope Offering	33,262	34,974	51,016	49,013	49,709	42,726	35,960	35,345	40,598	42,606	42,588	70,792
Fellowship Offering	1,079	-	-	-	-	500	-	-	-	500	-	-
Initial Offering	75	-	-	-	-	-	-	-	-	-	-	-
Local Expense Offering	400	400	400	400	400	400	400	400	400	400	400	400
Loose Offering	-	-	-	-	-	-	-	-	-	-	-	-
Outreach Offering	-	-	-	-	-	-	-	-	-	-	-	-
Special Offering	-	-	1,500	8,500	1,500	-	-	-	-	-	-	-
Total Contributed Support	34,986	35,540	53,282	58,080	51,776	43,793	36,527	35,912	41,665	43,672	44,205	81,559
RECEIPTS from Other Sources												
Interest & Dividend Revenue	14	5	5	5	5	5	5	5	5	5	5	5
Facility Rental Revenue	357	75	1,638	-	75	1,638	-	325	1,638	-	75	1,638
Misc Revenue	135	100	100	100	100	2,900	100	100	100	100	100	100
Total Other Sources	506	180	1,743	105	180	4,543	105	430	1,743	105	180	1,743
TOTAL RECEIPTS	35,492	35,720	55,025	58,185	51,956	48,336	36,632	36,342	43,408	43,777	44,385	83,302
DISBURSEMENTS for Operations												
Education	24	228	200	200	938	1,500	-	828	866	-	428	-
Fellowship	1,720	-	750	250	500	1,750	250	-	250	2,000	1,500	-
Governance	-	-	2,250	700	400	400	400	400	-	-	-	-
Membership	-	400	-	500	150	-	-	400	250	-	350	605
Outreach	2,300	2,300	2,800	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,500	2,000
Personnel	26,437	32,049	32,049	32,049	32,049	30,067	30,067	31,083	32,049	32,049	32,049	32,049
Property	7,064	10,918	8,179	6,669	6,744	4,029	3,889	6,677	3,966	6,726	5,429	7,616
Stewardship	508	120	120	120	120	120	120	120	120	120	620	120
Worship	103	621	621	621	1,621	621	621	621	621	621	1,146	621
Youth	-	195	195	195	395	395	195	195	195	195	200	200
TOTAL OPERATING DISBURSEMENTS	38,156	46,630	47,164	43,604	45,217	41,182	37,842	42,623	40,617	44,011	44,221	43,211
Transfers In	-	-	-	-	-	-	-	-	-	-	-	-
Transfers Out	2,658	2,483	2,013	3,308	3,584	3,662	2,880	2,123	2,055	2,642	2,867	17,665
NET CASH FOR THE PERIOD	(5,322)	(13,593)	5,848	11,273	3,156	3,493	(4,090)	(8,404)	736	(2,876)	(2,703)	22,426
TOTAL ENDING CASH	90,273	76,680	82,529	93,802	96,957	100,450	96,360	87,955	117,016	114,141	111,438	133,863
CUMULATIVE NET CHANGE	(5,322)	(18,915)	(13,066)	(1,793)	1,362	4,855	765	(7,640)	(6,903)	(9,779)	(12,482)	9,944
Pct Days of Cash	63	53	57	65	67	70	67	61	81	79	77	93

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First Lutheran Church

RADIO BROADCAST FUND: Statement of Activities January 01, 2021 to January 31, 2021

01/01/21-01/31/21

Revenues

Contribution Revenues			
General Revenues			
Envelope Offering	425.00		
Total General Revenues		<u>425.00</u>	
Total Contribution Revenues			<u>425.00</u>
Total Revenues			<u>425.00</u> =====

Expenditures

Operating Expenses			
General Expenses			
Outreach Exp			
Radio Ministry	500.00		
Total Outreach Exp		<u>500.00</u>	
Total General Expenses			<u>500.00</u>
Total Operating Expenses			<u>500.00</u>
Total Expenditures			<u>500.00</u> =====

Other Financial Sources-Uses

Operating Transfers			
Transfers In			
Radio Ministry	175.00		
Total Transfers In		<u>175.00</u>	
Total Operating Transfers			<u>175.00</u>
Total Other Financial Sources-Uses			<u>175.00</u> =====
Net Revenue			<u>100.00</u> =====

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Stained Glass	\$ (4,467.73)
Rose Window	\$ 10,565.43
Roof	\$ 400.00
Sound Sys	\$ -
Network	\$ -
Kitchen	\$ -
Dishwasher	\$ -
Mission Quilts	\$ 2.67
Living Lutheran	\$ (0.30)
Love Days Quilters	\$ (1.97)
Streaming computer	\$ -
Bible Study	\$ (29.44)
Scholarship	\$ -
Luther Crest	\$ -
Christ in Recovery	\$ 30.34
Coaching Session	\$ -
Pastor Cont Ed	\$ -
Unknown	\$ (57.65)
Thanksgiving	\$ -
Advent Loose Offering	\$ -
Angels of hope	\$ -
edu Computer	\$ -
Steve	\$ -
Camera	\$ 44.53
Chase Card	\$ -
BALANCE	\$ 6,485.88

Stained Glass / Balcony

Date	Description	Amount
3/18/2020	Studio Renaissance-balcony	\$ (3,860)
2/19/2020	Contribution	\$ 100
2/19/2020	Contribution	\$ 1,000
2/3/2020	Contribution	\$ 100
2/3/2020	Foundation	\$ 15,000
1/27/2020	Contribution	\$ 250
1/6/2020	Contribution	\$ 50
12/31/2019	Contribution	\$ 1,000
12/31/2019	Studio Renaissance - balcony	\$ (8,000)
12/24/2019	Foundation	\$ 3,641
12/24/2019	Contribution	\$ 2,501
12/22/2019	Contribution	\$ 1,000
12/12/2019	Studio Renaissance - balcony	\$ (8,000)
12/12/2019	Durner	\$ 13,240
12/5/2019	Contribution	\$ 2,000
11/6/2019	Studio Renaissance- balcony	\$ (13,240)
10/9/2019	Contribution	\$ 100
6/3/2019	Contribution	\$ 100
3/25/2019	Contribution	\$ 50
8/2/2018	Studio Renaissance - final windo payment	\$ (5,750)
6/18/2018	Studio Renaissance- stain glass window	\$ (5,750)
	Total	\$ (4,468)

Rose Window

Date	Description	Amount
12/12/2019	Durner	\$ 5,430
8/27/2018	Contribution	\$ 500
8/5/2018	Contribution	\$ 2,520
7/30/2018	Contribution	\$ 45
7/23/2018	Contribution	\$ 335
7/16/2018	Contribution	\$ 115
7/9/2018	Contribution	\$ 20
7/3/2018	Contribution	\$ 1,600
	Total	\$ 10,565

Roof

Date	Description	Amount
12/12/2019	Durner	\$ 23,653
12/31/2018	Fund Transfer	\$ 15,035
12/31/2018	Fund Transfer	\$ 4,546
10/31/2018	Bank Deposit	\$ 650
6/12/2018	Straightline Roof	\$ (43,483)
	Total	\$ 400

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11/30/2019	CHECKING	THRIVENT	REESE	DORN & CO	TOTAL FUND
ALTAR GUILD	169.30				169.30
BUDGET RESERVE	-10,000.00				-10,000.00
BUILDING RESERVE	0.00				0.00
CHILDREN'S BIBLES	0.00				-494.53
CHILDREN'S CHOIR	467				467
CHRISTCARE	500				650
CLEARING ACCOUNT	-55,742.48				-55,742.48
COOKBOOKS	1265.25				1265.25
EASTER PLANT/POINSETTIAS	273.85				273.85
EDUCATION	1653.67				1653.67
ESCROW ACCOUNT	311.37				311.37
FAMILY MINISTRY	3788.56				3788.56
GOOD SAMARITAN	-5,471.71				-5,471.71
GRAD FLEECE QUILTS	157.9				157.9
HAITI DRESSES	591.13				591.13
HANDBELLS	2,527.07				2,527.07
HYMNAL REPLACEMENT	310.34				310.34
JEAN DAHLING ESTATE	500.00	15,619.86			16,119.86
LIBRARY	1022.01				1022.01
LUTHERCREST SCHOLARSHIPS					0.00
MEMORIALS	29,069.15				29,069.15
Durner Trust Cash				79,719.77	79,719.77
Durner Trust Investment				137,513.09	137,513.09
MISSION COFFEE FUND	427.11				427.11
NURSERY FUND	164.59				164.59
ORGAN FUND	22,124.06	7,921.00			30,045.06
OWLS FUND	3,446.83				3,446.83
PARKING LOT	11,797.42				11,797.42
PASTOR BOOK ALLOW	0				0
PROPERTY	5047.18				5,047.18
RADIO BROADCAST	-5,491.26				-5,491.26
Reese(Trustee Karen Moxness)			71483.91		71,483.91
SENIOR CHOIR	5,309.88				5,309.88
SPECIAL FRIENDS	185.23				185.23
YOUTH MISSION TRIP SUPPORT	0.00	4,934.29			4,934.29
THRIVENT CHOICE DOLLARS	7.00				7.00
Thrivent Interest		838.32			838.32
YOUTH	11,728.39				11,728.39
	26,138.84	29,313.47	71483.91	217,232.86	343,824.55

clearing breakdown

phones/network @ 12,780.35
 Rose window @ 5,430.43
 Balcony window @ 13,240.00
 Roof @ 23,652.56

12/12/19

Durner "transfer" of \$55,420.69

~~\$55,742.48~~

55,103.34

(13)

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Year	Income	Expense	Transfer In	Transfer Out	Net	Balance
					Starting Balance:	\$ 39,183
2008		\$ 2,065			\$ (2,065)	\$ 37,117
2009	\$ 29,807	\$ 50,793	\$ 52	\$ 100	\$ (21,034)	\$ 16,083
2010	\$ 12,671	\$ 24,184		\$ 5,000	\$ (16,512)	\$ (429)
2011	\$ 24,317	\$ 24,370			\$ (54)	\$ (483)
2012	\$ 49,565	\$ 52,452			\$ (2,886)	\$ (3,369)
2013	\$ 25,317	\$ 24,136			\$ 1,181	\$ (2,188)
2014	\$ 32,224	\$ 32,469			\$ (245)	\$ (2,433)
2015	\$ 51,468	\$ 49,035	\$ 1,250	\$ 1,251	\$ 2,433	\$ (0)
2016	\$ 4,656	\$ 4,004		\$ 450	\$ 202	\$ 202
2017	\$ 5,956	\$ 6,535			\$ (579)	\$ (377)
2018	\$ 19,840	\$ 82,897	\$ 19,580		\$ (43,476)	\$ (43,853)
2019	\$ 75,757	\$ 37,858		\$ 200	\$ 37,699	\$ (6,155)
2020	\$ 17,900	\$ 4,460		\$ 800	\$ 12,640	\$ 6,485

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Pastor Gretchen February Council Report

- Recorded the Morning Watch
- Celebrated my Ordination Anniversary January 18th 2009
- Facilitated PREPARE/ENRICH with a premarital couple
- Co-led Confirmation with Vicar Lynn via Zoom
- Distributed Holy Communion to homebound
- Volunteered as On-Call Chaplain at LRH
- Preached on January 24th
- Met with the Nominating Committee via Zoom
- Facilitated the Monday night BOTM Bible Study via Zoom (ended Feb. 1st)
- Met to plan First Communion
- Hosted Staffing Task Force via Zoom
- Met with Vicar Lynn re: weekly Administration/Reflection
- Participated in a Continuing Education Workshop: Emotional Intelligence
- Weekly check-in with Paul, Calie, Laurie & Kristy
- Private Baptism
- Face time with a member of First who is at Pioneer Care
- Annual Meeting/Pay it Forward Dinner
- Met with Ps. David and Vicar Lynn regarding Confirmation/Lent
- Worship & Music Meeting via Zoom
- Discipleship Meeting via Zoom
- Met with Ps Blair
- Brainstorming for a Sabbatical
- Met with FLC new Vice President
- Joined The Lutheran Deaconess Conference via Zoom
- Weekly Staff Meetings via Zoom

The above is not an exhaustive list of appointments/activities this past month, while it highlights some of the areas of ministry in which I have invested my time and efforts.

Sharing Christ's Service,
Pastor Gretchen

Vicar Lynn Melchior Council Report

Jan 5, 2021 – Feb 5, 2021

Overall: Winter term taking much of my time! Winter term is only two months long and I'd two full classes. The first two weeks were intensives – where I was in class anywhere from 6 to 12 hours a day – 6 days a week. Starting Jan 18th, I was back to the regular schedule.

Specifics:

- *Participated in worship services Jan 3, ,10, 17, 24, 31. Preached on Jan 10th.
- *Wrote Messenger article
- *Recorded Morning Watch.
- *Attended Finance forum.
- *Assisted in planning First Communion on Maundy Thursday.
- *Assisted in handing out meals and providing drive thru communion on the 31st.
- *Attended Game night for the youth.
- *Attended Annual Meeting and wrote letter for Annual Report.
- *Determined what of the confirmation curriculum could be taught in an hour over Zoom. Created PowerPoints for Confirmation. Helped lead confirmation classes.
- *Met with Pastors Strom and Enoch about confirmation faith papers.
- *Kept current with First Lutheran emails
- *Attended Staff meetings as I was able.
- *Attended admin and reflection meetings with Pastor Gretchen.
- *Visited with parishioners either in person or by the phone.

SAMPLE

A JANUARY note from Pastor Stan

My dear friend, Arwella and Evelyn, Jan 9, 2021



The days are getting longer. Winter is always followed by Spring. Look to the sky and see how the mist disappears before the rising sun.

The pandemic continues, yet somehow I feel that we are together even when we are apart. One of our Bible Camp songs said, "We are one in the Spirit."

Times are dark, but think of this. President Joe Biden likes to quote a Lutheran theologian named Søren Kierkegaard who said, "Faith sees best in the dark." In our hearts you and I know that's true.

I recently read about a black woman who lived in Minneapolis in the 1890's. She became a social activist and caused the Minnesota legislature to pass anti-lynching legislation in 1921. She gave the commencement speech at her high school graduation from Central High in 1891. At one point she said, "When black citizens are given equal rights and chances, and merit is the standard, the race problem will disappear like mist before the rising sun".

We're still not there, but the mist is disappearing. Spring is coming. I love you.

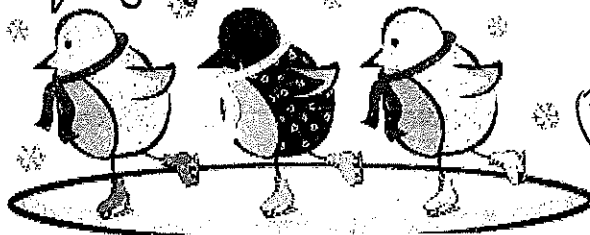
Arwella and Evelyn, I'm thinking of you both. I remember a couple of visits I made to see you Arwella. You spoke so kindly about the people you were with in Madagascar. I'd like to hear more of your stories.

Evelyn, now retired. Take good care of Arwella. Stay well. Maybe we can get together sometime.

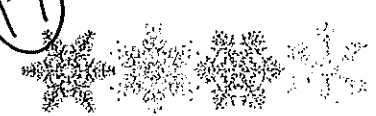
One of my favorite things to do is to stand at the door of the church and shake hands, looking into people's faces, and then - maybe not out loud, but - "I give thanks for you."

Have a Happy January

Pastor Stan



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Youth Director Report

Hello Council! This cold weather is making it hard to do much outside and COVID makes it hard to do stuff inside. Here are a few things that I have been doing with the 7-12 Youth, game days on Zoom 7-9 together and 10-12 together, (Among Us seems to be the favorite). Helping with Confirmation grades 7 and 8. Reaching out to the kids via email, quick letter in the mail, or calling. Monthly ELCA Youth meeting on zoom. My next upcoming activity with them is February 21st, we are going sledding! I have a few upcoming ideas as well, Snowman competition and broom ball.

Calie Anderson

Office

Pastor Gretchen asked me to do a brief Summary of past month's activities that I've done in the office:

- Annual Report – getting all reports and compiling them.
- Counting money
- Sent out contribution statements and answered any calls that came in out them.
- Word processing for Pastor
- Wedding details
- SMART Team requests
- Record Confirmation progress
- Processing Transfers
- Being the face of the church office
- Making weekly deposits
- Greeted people who walk in
- Prepared information for Messenger
- Assist other staff members as requested
- Weekly Staff Meetings
- Answered phones, emails, questions, followed up to find information that people need and anything that is needed of me for congregation members or Council of FLC.

Calie Anderson

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Outreach Report – February 9, 2021 meeting

- February 2, 2021 Discipleship meeting
 - Debrief Pay It Forward Dinner
 - Challenge to order right number of meals after running out the first time and having many extras this time
 - Plan to offer another around Easter (possibly Palm Sunday?)
 - JoAn to ask Mary @ Legion for menu ideas
 - Staffing task force
 - We would like to work with this group to help identify areas of need and support messaging to the congregation.
 - I offered to participate in their group to ensure good communication.
 - Discipleship Sunday
 - Further conversation around theme, guest pastor
- Meals by Wheels week of Feb 8-12 – all routes covered

Discipleship Team Meeting

5:30-6:00pm, Feb. 2nd, 2021

First Lutheran Church

Meeting Was Held Via Zoom

Attendance: Michael Wicklund, Pastor Gretchen, Steve Guttormson, Leonard Hatzenbuhler, Jennifer Frank, JoAn Whitlock

Opening: Pastor Gretchen led an opening devotional

Discussion:

- We discussed the Pay it forward Ham Dinner, and decided to plan another drive up meal for Palm Sunday – March 28th
 - We also thought it would be nice for the church to get some lighter weight tables, which would be easier to move.
- We discussed ways to meet the 2021 budget. We would like to collaborate with the staffing taskforce to get messaging to the congregation about our progress towards our goal.
- We discussed the possibility of doing outdoor worship for Discipleship Sunday – Oct. 10th

We closed with the Lord's Prayer

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Education

Sunday School

- Bo the donkey finished up his visits with the Butterflies families last month. There was some very fun adventures that he went on. One family even took him snowmobiling!
- Ice skating got changed to sledding due to the snow, only two families joined.
- February Sunday School kits have been put together and there was a drive thru pickup last Wednesday for some families to get theirs.
- A 40 days of Lent game board and a pretzel pray activity was sent in the mail to all the Sunday School children this week.

FLYK-6

- We have been meeting at Roosevelt Park, last week we had a Valentine's Day party in the park. FLY is currently on hold because of the cold weather. We hope to get together again as soon as this cold snap passes.

Confirmation

- Meeting on Zoom
(Pastor Gretchen can expound if needed)

Adult Education

- Wrapping up an adult bible study
(Pastor Gretchen can expound if needed)



First Lutheran Church Worship Committee

Minutes from Worship Committee meeting 2/2/21 via Zoom

Participating: Linda Mellon, Harriet Wicklund, Jody Hanson, Keith Melberg, Nancy Swenson, Anne Taylor, Pamela Schroden, Gretchen Enoch; from Augustana: Dave Strom, Meghan Stringer

Not attending: Lynn Melchoir

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.
 - *There have been some technical problems with streaming but unsure of the root cause. No action taken at today's meeting.
 - *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. This could possibly be planned as part of our 150th anniversary in 2022.
 - *Some labeling of stops are on order and not yet installed. The cost of these will be \$500.
 - *The labels for stops have not yet arrived.
 - *Madeline Herman has taken notes on recent broadcasts and compared problems between radio and live-stream. Copies of notes will be shared – no action taken by the committee.
 - *There has been a problem with a sypher (?spelling) – Steve has plugged it with some fabric.
 - 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 – currently planned through Palm Sunday. Pastors will determine later whether we will continue to worship together or if Augustana will choose to open for Easter and after. Will try to make this decision by the time of our committee's meeting on March 2nd. That will give us ample time to complete and execute plans for the festivals of Holy Week and Easter.
 - *Harriet has contacted known singers from both congregations and has a list of 19 persons who would like to participate in leading congregational singing for services. Of these, some have indicated their willingness to serve as cantor while others choose not to do so. Harriet will make a schedule that will assign each of these singers one or two opportunities to participate. Those who are cantors will be tapped more frequently as there are fewer of these.
 - 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. We have two possible volunteers for this role.
 - e. Altar Guild Update: No specific concerns noted.
 - *Current members of the Altar Guild are carrying on the responsibilities of the committee. Taking minutes of meetings and attending Worship Committee are the main assignments of the chair of this group. Since current committee members have been asked but declined to accept the position, we may need to look outside the current membership to fill this role. This is not a good time to invite a new volunteer as getting together for training, etc., is not advised.
 - *Harriet has agreed to serve as a 'place holder' for position of chairperson for Altar Guild as needed until a volunteer can be found.
 - *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.

*Ash Wednesday and Lent begins on February 17th – there will be drive-through offering of ashes and communion on Ash Wednesday from Noon to 1pm and again from 5-6pm. There will not be a service, but P. Gretchen is planning a medication & music to be recorded for live streaming on that day.

* Paraments will change to purple and a plan for placing a cross (the large one or a smaller one) in the chancel area and other decorating for the season will be made at our March meeting. Jody can offer ideas from the group of decorators and our committee will offer support as needed.

*We will be using the Holden Evening Prayer for Lenten services, with plans at this time to offer ‘in-person’ There will be two persons at separate mics – one in the role of cantor and one as leader of congregation parts. We will also have three singers in the choir area to supplement congregation leader. P. Gretchen will ask for five volunteers from the confirmation class to act as candle and incense barer (one per week).

*will need to ask the Altar Guild about where the incense is and if they will be responsible for lighting it, etc.

*Meghan asked to run through the music with singers prior to the service. – this was set for 4:30 on Feb. 24th.

*First Communion for 5th graders will be on Maundy Thursday. P. Strom has enlisted a family for foot washing at the service. Linda M. volunteered again to sing Psalm 22 during the stripping of the altar. Kristy has submitted a Covid plan to the SMART team to do teaching and making of challises.

*We will focus on plans for Easter Sunday at our March meeting.

g. In-person worship: will resume on February 7th. Volunteers trained as ushers and the Covid plan developed for this remains in place.

*maintaining/filling the listing of participants/volunteers has been handled by the office staff; was going well.

*regarding system 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.

– see notes under ‘c’ above

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.

j. *Agenda item tabled:

*Youth Service – Calie will work with youth on this. December 13th 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) Handbell rehearsal will resume on February 24 with plans to participation in Palm Sunday and Easter services.

3) Harriet will work with interested singers to allow up to a quartet to provide special music in services.

*some of adult choir budget will be used to purchase ‘singer’s masks’ for those leading singing in services.

4) Thanks to Linda for writing the lovely thank you letter to the Augustana congregation for their contributions to our shared services.

5) Harriet will stop in the office to participate in purchase of a new Pascal Candle

6) P. Gretchen asked about unity candle for a wedding. Our established practice has been to provide the stand if they want it and the wedding party has provided the candles.

Next Worship Committee meeting: Tuesday, March 2, 4:00pm (regularly scheduled monthly, 1st Tuesday@ 4pm)

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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 – Lent, Maundy Thursday, Good Friday, Easter Vigil?, and Easter Sunday
 - feedback re: in person worship
 - Discussion regarding worship resources

New Business:

- 1) 150th 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:

February: Linda March: Keith April: Pamela May: Ann June: 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 4th, 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.

Personnel Committee Report
February 9, 2021

Asking for Council to approve Committee membership:

- Missy Mattson, Chair
- Joe Ellig
- Steve Emerson
- Tim Johnson
- Orrie Leabo
- Lorri and David Holt, VP of Council

Missy attended the February virtual staff meeting to review the updated handbook and answer any questions.

Youth

Hello, my name is Alison Koch, I'm 18 years old, and I'm currently attending Mstate here in Fergus Falls. I am completing generals for now, but I plan on getting my teaching degree. First Lutheran has been a great place for me between Confirmation and Youth group, and I'm so excited to be a part of council.

Alison Koch

First Lutheran Church-Expectations
February 2021

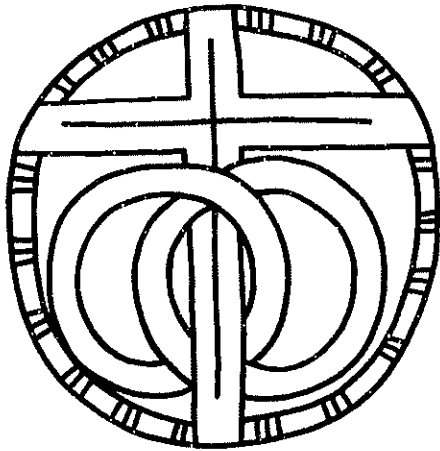
What is the Function of the Church Council?

- Constitution-Lead in accordance with...
- Advisors to the pastors & ministry staff.
- “Cheerleaders” to the pastors & ministry staff. Talk directly to them if you have concerns or disagreements.
- Serve as a united Council once decisions have been made.
- Maintain confidentiality as needed.
- Listen to the congregation. Keep your ears open.
- Regular preparation and participation in Church Council meetings. (2nd Tuesday each month @6pm) If unable to attend communicate directly with Pastor.
- Visibility at worship and church functions.
- Meet regularly with committees, Teams, or the like.
- Commune often & Give generously.



Your Wedding at First Lutheran Church

Don't just pretend to love others. Really love them. Hate what is wrong. Hold tightly to what is good. Love each other with genuine affection, and take delight in honoring each other. Never be lazy, but work hard and serve the Lord enthusiastically. Rejoice in our confident hope. Be patient in trouble, and keep on praying.
Romans 12:9-12 NLT



402 South Court Street
Fergus Falls, Minnesota, 56537
(218) 739-3348
firstlutheranchurchff.org

Revised January 2021

And the greatest of these is love...

“The state of marriage is one that requires more virtue and constancy than any other. It is a perpetual exercise of mortification...from the thyme plant, in spite of the bitter nature of it's juice, you may be able to draw and make the honey of a holy life.” Francis de Sales

We value you as individuals and as a couple. We are interested in investing in the two of you and in your preparation for your marriage ceremony at First Lutheran Church.

“A wedding calls us to our highest and best-in fact, to almost impossible-ideals.” Gary Thomas

Acknowledging this truth, we at First Lutheran are interested in providing the most hospitable and Christ centered environment possible for you and your guests. We hope your wedding day is a ‘day to remember’ in the most life-giving light.

- We invite you to commit to attending worship regularly.
- We encourage you to engage in the life and mission of First Lutheran through faithful stewardship and service.
- We promise to pray for you as ‘a part of’ the faithful membership of this community.

God loves you and so do we!

“Give thanks in all circumstances” *1Thessalonians 1:4*

Pastor Gretchen Enoch
Senior Pastor



GETTING STARTED

Reserve Church with Deposit

- Call the church office 218 739-3348 between 8:00 a.m. and 4:30 p.m., Monday-Thursday (Sept-May) 8:00 am -3:30 pm (June-August), to confirm that the date you want to have your wedding is available.
- The fee schedules for members and for nonmembers of First Lutheran Church are located on the next to the last page of this wedding booklet.

Meet with Pastor

- Call to set up your first meeting with the presiding pastor at least six months prior to your wedding.
- At this initial meeting, you will complete a marriage information form and also a pre-marital inventory called Prepare/Enrich. This inventory is an effective tool in stimulating discussion and looking at the strengths and growth areas of a relationship.
- The publisher of this inventory charges \$65 for processing a couple's responses.

Contact Wedding Coordinator

- Three (3) months prior to your wedding, you need to contact the wedding coordinator, Lorri Holt, to discuss your wedding plans. Her number is 218 731-6579.

Arrange for Music

- Call Keith Melberg, organist, at (218) 205-4619 to see if he is available to play for your wedding or to get his approval for another organist.

POLICIES

Location

- Because the marriage service is first and foremost a worship service, it is expected that your wedding will be held in the church.
- However, if you have obtained the pastor's agreement to perform your wedding at a site other than the church (such as outdoors), be aware that the church building will not be reserved as a backup (such as in the case of inclement weather) unless you have paid the non-refundable reservation fee.

Church Building and Property

- Throwing rice, grain, bird seed, or confetti is not permitted inside or outside the church. Discuss alternate ideas with the wedding coordinator.
- Smoking is not allowed in the church building—only outside, away from the building, by ashtray.
- Lost articles or wedding gifts are not the church's responsibility. Be sure to tell your wedding party that they are responsible for their personal items.
- Arrangements for wedding gifts brought to the church should be discussed with the wedding coordinator.

Pastor

- If you would also like to have a friend or family member who is a pastor involved in your wedding, please speak to the pastor about it when you book your wedding.
- The marriage celebration is a worship service and should be so structured to glorify God in music, word, and liturgy. Thus, any final decisions regarding the music, worship, and liturgy rest with the presiding pastor.
- The wedding coordinator will assist at the rehearsal and at the wedding to keep them running smoothly and on schedule.

- The presiding pastor reserves the right to postpone or refuse to perform a marriage if, in the course of the pre-marital preparation, it is deemed that extra counseling is needed.
- If you would like the pastor to say grace at your rehearsal dinner and/or reception, please make your request in advance so that the pastor can be in attendance and prepared.

Music

- Music must be approved by Keith Melberg, First Lutheran organist, if he is playing for your wedding or by the pastor, if Keith is not playing.
- Please see the music section of this booklet for further details regarding music arrangements and selections.

Photography and Videotaping

- Flash pictures are not allowed during the service (after the processional).
- Non-flash pictures may be taken from the balcony or the rear of the church, or the sides, during the service.
- Video cameras may be used.
- Please inform your guests in your wedding program that First Lutheran does not allow flash pictures during the service (after the processional) and video cameras can only be used in the balcony.
- If you would like a sound recording, provide a flash drive.

WEDDING COORDINATOR

Wedding Service and Rehearsal

- Meet with the couple and/or parent as needed to discuss details of the wedding and the information in this booklet.
- Be present one hour before the beginning of the wedding service to assist as needed. If you desire the coordinator to be present earlier, this may be negotiated in advance.

- Have marriage license to church office at least two weeks in advance.
- Wedding Coordinator will ensure marriage license is signed, sealed, copied, and delivered.

Wedding Reception at First Lutheran

- Meet with you to arrange and plan the reception.
- Make arrangements with the custodian for placement of tables and chairs.
- Supervise and assist in the kitchen and with clean-up.
- Be on hand to answer any questions the caterers and waiters/waitresses may have.
- Needs to be catered and wait staff provided.

WEDDING SERVICE

Things to Consider

- Plan and write your own vows, liturgy, and prayers if you so desire.
- Use family and friends to be lectors (readers) or intercessors (prayer leaders).
- Invite your parents to lay on hands in a blessing.
- Unity Candle
- Celebrate Holy Communion as part of the wedding feast; options should be discussed with the presiding pastor.

Customary Order of Service

(optional items are in parentheses)

- Prelude
- Processional
- (Family and Community Blessing)
- Apostolic Greeting (In your bulletin be sure to print the following congregational response: "and also with you.")
- Prayer
- (Parental Blessing)
- Scriptures



- (Music)
- Sermon
- Marriage Vows
- Exchange of Rings
- Announcement of Marriage
- (Unity Candle)
- (Music)
- Marriage Blessing
- Prayers
- (Communion)
- Lord's Prayer
- Benediction
- (Introduction of Couple)
- Recessional
- Postlude

Bulletin

- First Lutheran does not print wedding bulletins.
- If you are planning to have a bulletin printed for your wedding, you should have it approved by the presiding pastor prior to printing.

MUSIC

The music you select should contribute to the spirit of worship and express God's love and your response in praise and thanksgiving. Therefore, music selections must be approved by the First Lutheran Church organist.

- If you are in need of a soloist, you may contact the church office or wedding coordinator for suggestions. However, it will be up to you to contact the soloists and to discuss their fees with them.
- Keith Melberg, organist for First Lutheran, has numerous compositions suitable for processions and recessions. It will be up to you to contact him for his services or to get his approval for another organist.

DECORATING

Sanctuary

- The sanctuary seats approximately 350 people.
- The aisle length is 75 feet from the entry into the sanctuary to the bottom of the steps leading to the chancel, or altar, area.
- Tacks or tape of any kind should not be used to hold decorations on the pews. Fish line works great.

Chancel (or Altar) Area

- Flowers, candles, and candelabras must be placed in their designated locations on the altar, on pedestals, and at the bottom of the chancel steps.
- Only fresh flowers, not artificial flowers, are allowed on the altar.
- Altar rail is available.
- The Unity Candle may be in front of the pulpit or the lectern.
- The colors of the paraments cannot be changed specifically for a wedding but must follow the color dictated by the church calendar. However, they could be taken down.
- Decorating may be done the day before your wedding, or after the rehearsal, or the day of your wedding.

WEDDING RECEPTION

Fellowship Hall and Kitchen Information

- The Fellowship Hall has a maximum seating capacity of 250 for all guests to be seated at one time.
- For more than 250 guests, additional separate rooms would need to be opened.
- Round tables, which can each comfortably seat eight people, will be provided by the church.
- Rectangular tables, which can be used as serving tables or a head table, will be provided by the church.

- Folding chairs will be provided by the church.
- The custodian will be responsible for setting up the tables and chairs to your specifications and for removing them after your reception.
- All paper products, napkins and decorations, will be your responsibility to provide.
- Use of the Fellowship Hall and kitchen includes all dishes, cups, glasses, silverware, serving pieces (bowls, platters, salt and pepper shakers, sugar and creamers, coffee servers, water pitchers, etc.), pot holders, dish cloths, dish towels, and paper towels.
- Kitchen equipment includes dishwasher, stoves, refrigerators, and coffee pots.

Catering

- The church is not able to cater wedding receptions.
- You will need to make your own arrangements for catering the food for your reception.
- You or your caterer will be responsible for setting up, serving, and cleaning up.

Pastor

- If you want the presiding pastor and pastor's spouse to attend your reception, please extend them an invitation at least a month in advance so that they can plan to attend.
- If you would like the presiding pastor to say grace before you and your guests eat, please make your request at least a month in advance so that the pastor can be in attendance and prepared.



DEPOSIT AND FEE SCHEDULE
For First Lutheran Church – Fergus Falls, MN

The church will be reserved for your wedding when the non-refundable deposit is received.

- The deposit for the wedding is \$100.00 for members of First Lutheran Church and \$200.00 for non-members of First Lutheran Church.
- The deposit(s) will go towards the following fees as set by the First Lutheran Church Council:

SERVICE	CHURCH MEMBER	NON-MEMBER
Use of Sanctuary & Narthex	\$300.00	\$600.00
Use of Chapel	\$100.00	\$200.00
Use of Fellowship Hall	\$300.00	\$600.00
CUSTODIAN		
Wedding Service	\$150.00	\$300.00
Wedding Reception	\$200.00	\$400.00
Sound Operator Wedding Service	\$ 75.00	\$150.00
WEDDING COORDINATOR		
Wedding Service	\$250.00	\$350.00
Wedding Reception	\$200.00	\$400.00
Organist	\$225.00	\$350.00
Pastoral Services	\$250.00	\$500.00
Prepare/Enrich	\$ 65.00	\$65.00 and \$100 per hour counseling service

Make checks payable to First Lutheran Church except for the sound operator, wedding coordinator, organist, custodian and pastor. Checks for these people should be made out directly to the individuals involved and then given to the Wedding Coordinator.

(30)

CHECK LIST
For First Lutheran Church
Fergus Falls, MN

- ___ Fill out WEDDING INFORMATION FORM
- ___ Reserve church (date, time, and deposit fee).
- ___ Secure reception site.
 - ___ If reception is at the church, be sure Fellowship Hall and kitchen are reserved and pay deposit fee.
 - ___ If reception is at the church, secure a caterer.
- ___ Six months prior to wedding, make appointment to meet with pastor and pay Prepare fee.
- ___ **Contact wedding coordinator 3 months in advance.**
- ___ Five months prior to wedding, contact organist, Keith Melberg, for his availability and for music suggestions (cell 218 205-4619).
 - ___ If another organist is to be used, contact Keith for his approval.
- ___ Have wedding bulletin approved by pastor prior to printing it (one month is advance).
- ___ Two weeks prior to wedding or sooner, bring marriage license to church office.
- ___ One week prior to wedding, make final payment of fees.

