

FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

May 11th, 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 – Laurie Whitehead

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

Pastor Gretchen's Report

Vicar Lynn's Report

Committee Reports – THANK YOU ALL FOR WRITTEN REPORTS

Discipleship	Outreach
Education	Personnel
Fellowship	Property
Finance	Worship
Membership	SMART Team
150th Anniversary	Youth

Old Business

- Stained Glass window repair update
- Discretionary Fund

New Business

- 150th Anniversary motion to the date of celebration.
- Vicar Lynn assisting Augustana.
- Bookkeeper update.
- Office Coordinator update.

Adjourn with The Lord's Prayer

FIRST LUTHERAN CHURCH COUNCIL MEETING MINUTES

April 13, 2021

Council Members Present: Jennifer Frank, Steve Guttormson, Lorri and David Holte, George Mathison, Missy Mattson, Tedd Steenbock, Tara Wagner, Harriet Wicklund, Michael Wicklund. Staff Present: Pastor Gretchen, Vicar Lynn, and Paul Haarstick. Absent: Suzanne Demuth, Leslie Flugstad, Alison Koch, Kris Werner, JoAn Whitlock. Guest: Cora Backstrom representing the Welcome House.

George Mathison called the meeting to order at 6:00 pm. Pastor Gretchen led the council in devotion and prayer.

Learning Moment: Cora Backstrom presented information about the Welcome House, an organization serving the community for the past ten years. While they sell clothing in their store, they also give clothing to people in need. Welcome House has recently undergone many changes in leadership, organization, and its mission is evolving.

Motion by H Wicklund and seconded by Frank to approve the agenda as presented – Carried.

Motion by D. Holt and seconded by Wagner to approve the previous meeting's minutes – Carried.

The treasurer's report was not presented beyond what was distributed in the packet. Revenue is ahead of budget. Motion by Wagner, seconded by Frank, to approve the financial report - Carried.

Pastor Gretchen referred to her written report. She would like to meet with each council member three times annually. Pastor Gretchen will set aside Thursday afternoons for sermon preparation. Her vacation plans for early May were noted.

Vicar Lynn referred to her written report.

Committee Reports: Written reports were distributed. Worship committee has volunteer training planned for video and audio operators for services. Livestream worship will continue into the foreseeable future. The SMART Team invites committees to submit requests for activities people want to "bring back" or add.

Old Business

Stained Glass Repair – no further action at this time. It is not known when the next phase of work will begin.

Strategic Planning – Staffing changes and reorganizing: the staffing task force and personnel committee is discussing the option of hiring an office coordinator. We need to look at the overall structure of staffing the office.

150th Anniversary – A meeting will be held on May 3 at 6:00 p.m., including each committee chair, for planning anniversary activities and events. The meeting will be held in the narthex.

New Business

Discretionary Fund – Pastor Gretchen asked to establish a fund that she could access to respond to specific community needs such as a personal emergency. She said a donor came forward with interest in giving to such a fund. If a discretionary fund isn't created, Pastor Gretchen said she'd advise the donor to give elsewhere.

Personnel Check In – The Personnel Committee met with each staff person to check on the work environment. Weekly staff meetings continue and are appreciated. Exhaustion is one thing shared by all staff as they have navigated through the pandemic. Still working on how the office works together.

Special Congregational Meeting – Planned for this Sunday, April 18 immediately after the 9:30 a.m. service. The voting will be by those who attend in person.

NWMN Synod Easter Appeal for India Lutheran Churches – Mathison brought forth information about the appeal. Related sermons are available online.

Meeting adjourned at 7:11 pm.

Respectfully Submitted,

Steve Guttormson, Secretary

May Church Council Report 2021

A few thoughts for consideration:

We are in the final weeks of the Easter Season and it truly has been a homecoming for many in the life of our congregation. Welcome back, welcome home!! Last Sunday attendance was a high for the year; we even ran out of bulletins! We had a new family visiting seeking a home congregation in addition to 3 other visitors. Hooray!

It is my hope that we as leaders of First, re-engage within the life of the ministry as though our lives depend on it. What does this mean?

For me, I plan secure additional leadership within the church office for the health and success of the church. In addition to investing in our current staff, affirming them and encouraging continued growth and development. I will focus on providing sound and relevant preaching and pastoral care for our membership. This includes but is not limited to, reaching out to those who have dis-engaged during the time of the pandemic, as well as ensuring Holy Communion is distributed to our homebound and compromised membership.

What does this mean for you as the leadership of First? Your response is personal while some thoughts may include: attending worship in-person as you feel safe doing so, providing active leadership for your particular area of ministry, evaluating your discipleship and financial commitment to the church, and to pray daily for First Lutheran and its presence in the FF community.

I plan to continue to reach out to church council members for one-on-one conversations. I am interested to hear about your faith stories and how I might provide pastoral care to you personally, in addition to moving the church forward in-faith as a whole.

Please review the attached document composed by Kim Ward, who is a previous office staffer. I believe her insights and reflections are integral for us to consider as we consider hiring additional staff for our church office. Thank you, Kim, for your love for your church, expressed through sharing your experience as a valued member of the church staff.

Sharing Christ's Service-Pastor Gretchen

First Lutheran Church Secretary/Office Manager – what does it mean?

As the First Lutheran Church Secretary/ Office Manager, your duty is to serve the church to your very best ability. Be proud of the church and the people you serve; they will depend on you more than you can possibly know. Utilize your office volunteers, make them feel important and a part of your everyday success. Support your pastor, remember she or he is a regular person just as you are, they are flawed and imperfect just as you are. Sometimes when we come to work in a church, we expect more from the people/place we work with. Remember this is an office, just like a legal office, a school office, or a clinic office – this place is not perfect and when you can accept that the church office is not a place of perfection and just expect the everyday and the good in the people that you work with, that office will be a much better place or environment for all.

As the leader in that office, all things should go through you. Ultimately YOU are the person responsible for what goes in and what comes out. The other office staff should take their cues from you. Remember the attitude you present, will bleed into how they follow you and to others. Your pastor is there to serve the congregation and that should be their main focus, such as church on Sunday, visits to home/hospitals, nurturing of the congregation to make them united and other pastoral duties. As the lead office person your job is to assist with that as directed, but the day to day – you OWN that! Is there a group meeting in the church, you should know where and when, is there a function that is coming up, you should know where and when. Work closely with the custodian, he hears and knows more than all of us – people LOVE him.

CONFIDENTIALITY – this is so important. People want to talk to you, they want to confide – but they do not want you to share with others, not even your spouse. What is shared with you within the hallowed walls of the church, is meant to be left there. Sometimes we need to make that judgement call is this something that I NEED to share with pastor or did they just needed to talk? That is a decision you must make, but it doesn't mean that you have to share with the whole staff. And there are always those members that think they know best 😊 – sometimes it might be a mistake in the bulletin or the Messenger, just listen and tell them thank you for pointing it out, there is no win for anyone if you are dismissive. In their own way, they think they are helping, even though we all know they are just pointing out an imperfection to something that you may have worked really hard on – I personally always just say “God please give me grace”!

The congregant that might not be the pastor's biggest fan... (I know it's hard to believe, but they are out there, hahaha). Sometimes they want to stop in the office to let the pastor know something

that has made them unhappy or to simply criticize something from Sunday morning service or a meeting that happened. Sometimes, the pastor doesn't need to know. If it is a "regular customer" sometimes you just need to listen, tell them you hear what they are saying" and then move on. Our pastors come under a lot of criticism at times. Just ask yourself before you maybe share that person's words, do they really need to know this? Or should I just file this away in my mental rolodex and let them know at a later time if this persists. Remember none of us like to be judged and wouldn't it be great if someone could shield us from that judgement from time to time... your pastors sometimes needs that shield, so try to be that person for them.

One more thought comes to mind with that last paragraph. It doesn't have to be an open walkway straight into the pastor's office. Stop them at the door, ask them if YOU can help them with something (sometimes they just want to schedule a room). Encourage them to make an appt, try to find out kindly what they need to see pastor about (Pastors like that head's up as well). If they tell you it's confidential, that's okay roll with it, but many times they will give you a quick answer. That is being respectful of everyone's time... that congregant maybe won't have to wait and pastor maybe won't be held up from getting where she/he needs to be. AND yes, sometimes you can just pop your head into the pastor's office and ask if they have a minute for someone. BUT in my opinion, it should never just ben an open highway, meaning I shouldn't be able to just walk in and march straight back. People knock when they come to your house, so think of it that way.

Conflict in the office is inevitable... all conflict should be addressed in the proper order. If the office staff has an issue, they should come to you as the leader, if they can't come to you then to pastor (or even maybe someone else in the church paid work pool if you feel comfortable with that person to help bridge whatever issue is there) – Personnel Committee is a last stop. Try to take care of the problems within the office, those people are volunteers.

And last enjoy your job, enjoy the people (and all of their different personalities) – the church is a wonderful and blessed place to work. I always say go to work, enjoy what you do and with that note if you start waking up every morning and dreading to go – maybe it's time to look deep. Is this what I want? Is this what I need? I will say have patience, God always has a plan for us and if you are there at that moment that plan is in place. I look back at my years at the church and know God put me there, it gave our family the time it needed to have more time together, to learn to treasure each day and to bring me closer to God in my faith. Would I go back and change that time? Not a chance, it helped to make me who I am today, treat every day as a blessing and thank God for it.

Vicar Lynn Melchior Council Report

April 7, 2021 – May 4, 2021

Overall: Enjoying the people of First Lutheran due to increased in person events, visitations and 50% capacity of worship. Grateful for the opportunity to Intern at First Lutheran

Specifics:

*Participated in worship services April 11, 18 & 25th. Also May 2nd. I preached on April 11 & May 2nd. Participated in leading Confirmation service on April 25th.

*Did a gravesite service for the Oas family.

*Wrote Messenger article

*Recorded Morning Watch.

*Met with a confirmation student to chat about confirmation. Created worship service and instructional games for 4/14 confirmation class.

*Developed, co-lead & participated in Confirmation retreat.

*Interviewed Confirmation students regarding their faith, questions and futures.

*Met with FIT team members regarding Intern goals.

*Attended a personnel staff force meeting.

*Attended Youth Group meeting.

*Created Vicar's Moment for Youth

*Supported Empty Bowls community fundraiser (own time and \$)

*Led Senior Bible Study on Being Mortal each Thursday.

*Attended Education Team Meeting

*Met with a community member who needed to talk to a pastor.

*Attended Council

*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.



April 2021
Report by visitation pastor
to First Lutheran Church Council

George Mathison, president

I sent 48 personal letters to our homebound members in this Easter month. I tried to help them feel God's presence, - and mine, - through word images. His "gentle touch" was what I tried to convey.

I've misplaced, can't find, or lost the file I've been keeping! The sample letter is not available. Enclosed is what was the first draft. Sorry.

I made 17 good solid phone contacts, - and quite a few unsuccessful attempts. I look forward to personal visits soon.

I plan to begin nursing home visits in May. I will do a Bible study at Mill Street on May 11th.

I consider these contacts on behalf of our members an important and useful Ministry. Thanks again for using me in this way.

Pastor Stan

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April 2021 Letter

The light at the end of the tunnel is growing brighter.

Some have asked me how my wife and I are doing in these dangerous times. We're both well, all vaccinated and beginning to visit our children and grandchildren. What a relief!

As the Sun of "What's Normal" climbs higher, - we may wonder if we've learned anything from our experience.

We certainly have missed singing and praying together, - and getting together for communion. But, - do you remember what we were all taught in Sunday School? That God is everywhere and you don't have to be in a certain place, - or even to be with certain people, - to get in touch with him.

That's true. We may have been reminded of that, but, we were also reminded of something else. None of us can live a fulfilled life without being in contact with other people.

That's what Jesus is all about. He came (Christmas) to show us what God's love is like. He became one of us, - and entered into the everyday lives of ordinary people. He is still with us, - we who are ordinary people, (Easter,) "I am with you always."
Matthew 28:20

He came near to us in his Spirit, - and gave us the fruits of the Spirit (Galatians 5:22): "love, joy, peace, kindness, generosity, gentleness and self-control."

Gentleness is what I feel for you, my friend . Do you remember that old Glen Campbell song? "You're moving on the back roads, - by the rivers of my memory, - and it keeps you ever gentle on my mind."

A hymn puts it this way. "Spirit, Spirit of gentleness, Calling and free." ELW 396

May you feel God's gentle touch through such a one, - as me.

①

Education Committee Meeting Minutes

May 3rd, 2021 4:45-5:30 in person and by zoom

- Open with a prayer
- Last month and day of Sunday School discussed. Kristy will be doing a worship sing along to "This Little Light of Mine". The last Sunday school kit was mailed out, postage cost more out of our budget. Feedback has been positive though about the invisible pen and decoding messages.
- Luther Crest Vacation Bible School, so far 30 kids are signed up. The group divided up a list of Sunday school families to reach out to and check in.
- Butterflies Vacation Bible School. Ms. Vicki has the Butterflies doing the ABC's of the Bible.
- Last day of FLY K-6, May 26th and Kristy is looking into the bowling alley to celebrate. Also discussed Otter Cove. She will approach the SMART team about the plan. We feel that this would be safe.
- Summer gathering ideas? Talked all about making connections again and keeping it fun. Trying hard over the summer to reconnect. Such as a gathering at Out State Brewing, a morning coffee bar and paint. Outside yoga. Park gatherings. Start small with the hope of growth.
- Other additions? Discussed Confirmation 13 out of 14 were present at confirmation.
-Discussed fall Sunday School, what will that look like? Uncertain at this time- maybe time to re-evaluate program, timing, would a survey monkey be appropriate. In our small gatherings of reconnections, asking feedback about what families will be needing/wanting. Need to make a decision by the end of July in order to get teachers lined up and curriculum.
- Close in prayer

First Lutheran Church Worship Committee

Minutes from Worship Committee meeting 5/4/21

Participating: Harriet Wicklund, Keith Melberg, Linda Mellon (via zoom), Jody Hanson, Lynn Melchoir

Not attending: P. Gretchen Enoch, Anne Taylor

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.
 - *LeAnne J. is willing to hold training sessions for sound/camera/bell operators. No date has been set for a session.
 - *Kevin Heck has indicated he may be willing to take training after he has been fully vaccinated.
 - *no one has heard from Kevin prior to this meeting.
 - *Linda picked up Fergus Bucks (\$100) to give to Paul and LeAnne and wrote a Thank You card signed from the Worship Committee. Pastor Gretchen delivered them.
 - b. Organ Project and concerts:
 - *Some labeling of stops are on order and not yet installed. The cost of these will be \$500.
 - *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. Church council has potentially set this service for October 9, 2022.
 - *Keith reported he has not made contacts to book an organist for the dedication concert, if it can be done in conjunction with the 150th anniversary, it would be preferably on Friday, October 7th, or Saturday, October 8th, 2022; Hoping to secure a commitment before their performance dates fill up.
 - *tuning of organ is scheduled for later this month and perhaps the labels for stops will be available by that time. Other instruments are on track for required tuning.
 - Liturgy setting – continue current or change?
 - *Setting 3 will be used, with “This is the Feast” as hymn of praise through the season of Easter.
 - *Beginning on Pentecost, May 23rd, we'll change to setting 8 (the one we used last summer.)
 - c. Development of the role of Sacristan to assist with Sunday morning details.
 - *Sacristan role is still on hold for the time being.
 - *assignment changes: Pastor has been responsible for unlocking doors – ushers will now be assigned to removing wood blocks from north and east narthex doors as well as turning on lights as needed. An Altar Guild member has volunteered to place flowers on the altar each Sunday (notifying office only if not able to attend on a Sunday), Pastor retains task of setting communion elements on altar. Our committee will make plans to relieve pastors of specific pre/post service tasks as requested.
 - d. Altar Guild Update: No specific concerns noted.
 - *Current members of the Altar Guild are carrying on the responsibilities of the committee as needed.
 - *A meeting of the Altar Guild was held May 4.
 - f. Look ahead 3 months for Festival/special Sundays.
 - *In-person worship: a Covid plan approved by the SMART Team is currently in place with some difficulties for compliance noted. The SMART Team will meet the week of May 10th to consider recommendations for safe gathering. Any changes made at that time will be communicated to the congregation. Volunteers trained as ushers have been updated with a revised Usher Instructions sheet. Michael Wicklund has been assigned as part of his seminary required volunteer time to arrange for the participants/volunteers required for each worship service.
 - *We have had 140 attendees at the Confirmation service on April 25th. – largest attendance at a service to this point.
 - *Pentecost is May 23rd, Jody will work with other volunteers for decorating with red. Bulletin the week prior will suggest worshipers wear red on Pentecost Sunday.
 - *Pastor Stan's 63rd anniversary of ordination celebrated Sunday, June 6th. He will preach that day.

g. 150 Anniversary in 2022

*council members met May 3rd to discuss 'anniversary planning options.' Sunday, October 9, 2022, is the date closest to the anniversary of the first service held 150 years ago. Council members were in agreement that this would be a good date to target for a special worship service. Our committee will likely be tapped to work on this special worship service.

h. Anne wasn't available to report on efforts to try to get the Worship Team going again. She is still filling in as organist at Bethlehem while their organist is out for health concerns.

i. There was no discussion on the suggestion to retire/donate choir robes.

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) The date for a congregational "Camp Out" has been changed to September 12, on the weekend of Rally Sunday. There will be a regular service offered at church as well as an outdoor worship service at the 'camp.' Our committee would be working on that service as needed.

2) Linda would welcome suggestions for Messenger articles.

**Next Worship Committee meeting: Tuesday, June 1, at Noon *note time change
(regularly scheduled monthly, 1st Tuesday@ Noon)**

Discipleship Team Meeting

5:30-6:30pm, May 5th, 2021

First Lutheran Church

Meeting Was Held Via Zoom

Attendance: Michael Wicklund, Vicar Lynn, JoAn Whitlock, Jennifer Frank

Discussion:

- We discussed the upcoming meal on May 23rd. We will be doing pulled beef sandwiches. Pending Smart Team approval, we would like to set up some tables in the parking lot for people to eat the meal if they choose (sanitized and spaced 6ft apart). Otherwise, it will still be available as a drive-up meal with prepacked meals prepared by the American Legion. Jennifer was going to stop in the office to see about getting an announcement in this week's bulletin (May 9th) and constant contact.
- Michael gave an update about the devotional books for Medical Professionals. So far, there have been about 7 requests for this gift.
- We discussed whether or not it would be possible to do a meal for Discipleship Sunday, and whether it would be better to have it catered or pot luck. We decided we could wait and see how things are going for a little longer before we make a decisive plan.
- We discussed other ways that First Lutheran could engage with the community. Some of the ideas we came up with were:
 - Having a walk-through carnival with a food truck in the parking lot.
 - Getting Pastor Strom's band to perform in the parking lot.
 - Opening up future drive-through rolls to the whole community, and putting the information on the Union Ave sign.
 - A service activity, possibly involving Lake Region's community garden.

We closed with the Lord's Prayer



Outreach Report – May 11, 2021 meeting

- April 12, 2021 Staffing Task Force meeting
- May 3, 2021 150th Anniversary committee meeting
- May 4, 2021 Discipleship-Outreach meeting
 - See Michael's report
- April 20 FLC blood drive
 - 41 units collected
 - Nice note of thanks from Red Cross for our hosting efforts
- April 26-30 Meals by Wheels
 - Great volunteer turnout, as usual 😊

Property:

Got bids for all lights in church to change with LEDs. 646 tubes to change with fixtures. OTPC will refund 1/2 of the cost Huge savings for installation and also extended bulb life as well as huge electrical output cost savings per year..

Got bids to change Nave quartz lights and spots to LEDs. Installed them Wed. Did you notice the brightness on Sundays? We already have a donation committed to cover this cost.

The life of LEDs will be the biggest savings as to not have to change out bulbs as frequently as Steve does now and also the safety standpoint that goes along with that.

Parking lot was cleaned up after winter sand and gravel from snow removal.

Working on finding leaks in minor roof areas.

Tedd Steenbock

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First Lutheran Church Personnel Committee Report
May 2021

Action Item - The Personnel Committee is recommending amending the Personnel Manual to add Christmas Day as a holiday for employees.

Paul Haarstick resigned as bookkeeper.

- The bookkeeper position has been posted for 15-18 hours/week at \$18/hour.
- We have identified five people to interview the week of 5/10.

Youth Director

*Confirmation Retreat day with 8th graders.

*Confirmation Sunday all who were Confirmed got a cake and special gifts.

*Applebee's FLY 7-9.

*Applebee's FLY 10-12.

*Working on getting Senior Sunday put together.

*Planning upcoming activities for the Summer months.

Calie Anderson

150th Anniversary at FLC 2022

05/3/21

Present: Kristi Wicklund, Vicar Lynn Melchior, Harriett Wicklund, Jennifer Frank, George Mathison, Suzanne Demuth, Michael Wicklund, Ted Steenbock, JoAn Whitlock, David Holt and Lorri Holt.

What do we want to do to celebrate our church turning 150 years old?

Ideas:

Jennifer F, who is chair of Outreach, said they had discussed this in their meeting and felt it should be just one big event sometime during the year.

Our first service was held on 10/10/1872. The closest Sunday to that date for 2022 is 10/09/22. We all agreed this would be a good day/weekend to celebrate.

Harriett W thought this would be a good opportunity to reenergize our committees and get them all working together.

A historical display would be nice. Could we hire someone to set up a display that would stay up for several months?

Once a month have a history brief in the Messenger.

Dedication of the organ at this time.

Potluck dinner after the church service.

A family event especially for the kids.

Book a guest speaker, like the Bishop, for the church service.

There is an "Open Door" grant that may be able to be used for this event or towards this theme. Vicar Lynn will check into applying for the grant right away as it closes on 5/19/21. The grants are awarded sometime in June of this year.

Ideas for this grant:

Fossen Woods Church Campout

Reconnecting the past and present and future members.

(14)

Guest organist for our Organ Dedication

Ted S thought maybe Thrivent would do some kind of a match to the grant, he will check into it.

Final thoughts:

Make this a weekend open to the public to celebrate our churches history.

Friday evening – Organ Dedication

Saturday – Family event or service project and choir concert

Sunday – Church service and potluck to follow

We need to bring this idea and date to church council to make a motion that we could set the date for 10/07/22-10/09/22 to celebrate our Churches 150th Anniversary.

David will talk to Chris Schuelke at the OTC Museum about maybe giving a presentation on the history of FLC and also ideas for a display at the church.

Vicar Lynn will apply for the “Open Doors” grant.

We should meet once a month for a while. Next meeting will be on June 7, 2021 at 6:00pm in the Narthex.

Secretary, Lorri Holt