

FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

July 13th, 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.

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

-
-
-

New Business

-
-
-

Adjourn with The Lord's Prayer

Leonard Hatzenbueller gave an update on the FLC Foundation

Boy Scouts — Keary Toso Steve Leitte,

Pr. Gretchen was contacted by a girl boyscout troop in Jamestown making the request for a troop trailer.

The boyscouts cannot own any property. It is the church's property, it hasn't been used for 5 years. 6 canoes (alumnecraft), and various other items, canoe trailer. The troop has \$600 to donate.

Missy made the motion and Tara seconded to allow the Jamestown troop to have some of the scout belongings.

5 acres (Fosson woods) Paul Meyer now owns the property? We need to establish whether or lease agreement is in effect.

Financial report was given by Suzanne. We are behind in envelope offer and we are also below budget on expenses. Financial report was approved by Michael and seconded by Tedd

Pr. Gretchen's report

- Vicar Lyn is working on confirmation curriculum — that is her forte,
- New member orientation—July 7th Leslie is available, JoAn may be available July 11th; July 18th new member Sunday
- Continuing Ed — workshop “Stepping up to Supervision”
- Starting June 14th, Pr. Gretchen's day off will be Monday going forth rather than Fridays.
- Women's book study coming up this fall
- Thursday bible study — manna & mercy —starts the first Thursday in July
- Brian Becker will be doing sound tech. \$40 per week. Paul Dimke \$40 per week.
- July 15th will be doing virtual annual assembly God creates amidst the chaos: The Radical Hop of the Gospel.

JoAn's committee has met

Tara's education committee has met. They set up the VBS day camp and Butterflies are set up. Coupling with Augustana Lutheran Church.

Church directory is needed an update, we need someone to take charge

Bethlehem, Federated, FLC and the city of Fergus are celebrating our 150th anniversary. Have the bishop come and be with us on the day of our service? A budget is needed for advertising, planning, etc.

Jennifer's Outreach committee is asking for \$50 for the Saturday summeriest, George made the motion and JoAn seconded the motion. Asking for a June 24th, July 15th covid vaccination clinic through public health. Jennifer made the motion, Leslie seconded.

Missy's personnel committee updated us on bookkeeping position still being pursued. Made the motion to have the temporary Adam Baker, JoAn seconded. Approval for Anne Taylor to resume her position as worship leader (end of June), \$3100/10 month schedule, Missy made the motion, Michael seconded. Missy is clarifying the position of video and audio assistants \$20 for each position.

Tedd reported the sanctuary lights have been replaced and someone complained that they are too bright. Tedd is talking with Josh Shol of Straightline Roofing. Finalizing the completion of the LED lights, Tedd made the motion to replace all the tube LED lights; it is a \$15,000 bill, that is being cut in half by Otter Tail Power. Harriet seconded the motion.

Harriet reported that for communion we will currently use our supply of pre-packaged wine and will go back to the regular communion style when we use our supply.

SMART team meeting reported that we are holding steady. Decided that there is not a need to meet on a regular basis right now.

OLD BUSINESS— discretionary fund document is being cleaned up and will be discussed at the next meeting. Office Manager position is being edited currently. Personnel will meet next Thursday to discuss. Tedd reported that FLC that an action group through Thrivent donated \$250 of toilet paper.

NEW BUSINESS — Lori Whitehead would like to stay working for 20 hrs. Per month work from home to keep working on the messenger at current hourly rate, Suzanne approved, Harriet seconded. Discussion of retirement gift occurred.

Cooperative effort underway is with Augustana to share a youth position and discussion occurred about the YoungLife group.

Respectfully submitted,

Leslie Prischmann Flugstad

July 13th Church Council Update

- *We have welcomed Kattie Meet to the FLC staff as part-time bookkeeper.
- * Working with Harriet and Jennifer on revising the Pastor Discretionary fund guidelines. The document will be ready for Council discussion and approval at the August meeting.
- * I continue to meet with Ps Blair for insights and direction regarding visionary sr. pastor leadership.
- * Hosted Ps. Blair with FLC Executive Committee to consider new paradigms for church council structure.
- * Participated in the FLC float with Summerfest.
- * Alternated with Vicar Lynn for the FLC Morning Watch Thursday time slot.
- * Supported Vicar Lynn with the funeral planning workshop.
- * Conducted weekly staff meetings.
- * Met with my spiritual director.
- * Conducted Bob Lorsung, Eldon **Kracke** and Jerry Elliott's funerals.
- * Made visits at Mill Street, Pioneer Care and home visits.
- * Met with Worship & Music Committee.
- * Met with Ps. Stand and Ps. David Strom regarding visitation responsibilities.
- * Helped conduct interviews for the office manager position.
- * Participated in the FLC Relay For Life Team.
- * Attended the 1st of 4 Emotional Intelligence workshops via zoom.
- * Reflection/Administration with Vicar Lynn.
- * Recruitment of New Members.
- * Prepared members for baptism.

Looking ahead:

- *Meeting with the Bishop on Thursday the 15th at the Synod Office.
- *New Member Sunday is the 18th.
- *Interviews for the office manager position will continue.
- *July 24th: Phyllis Anderson Memorial service and a 3 child baptism at Pebble Lake.
- *Tentative cyst procedure on July 28th. (I may not need it because I am healing)
- *Returning to 'normal distribution' of Holy Communion on August 1st.
- *On Call at LRH this weekend.

Respectively submitted in Christ, Pastor Gretchen

Vicar Lynn Melchior Council Report

June 4, 2021 – July 10, 2021

Overall: Started a tough semester! Enjoying visitations and the Summer Worship on Wednesday Nights. I was on a short break June 4 through June 9th. I had intensives June 11 thru June 19.

Specifics:

*Participated in worship services June 16, 20, 23, 27 & 30th plus July 4, 7th. I preached on June 16, 23, 27 and 30th plus July 7th.

*Continued planning Summer Sermon Series.

*Wrote Messenger article

*Recorded Morning Watch.

*Made several visitations.

*Assisted with VBS – Led two sessions of Bible Dive

*Met with FIT team.

*Attended Chaplin Training

*Held a Funeral Planning Information Meeting. Well attended!

*Attended Youth Event – Sardines.

*Attended Education event Ladies Night at Fergus Brewing.

**Attended Council

*Kept current with First Lutheran emails

*Attended Staff meetings as I was able.

*Attended admin and reflection meetings with Pastor Gretchen.

June 2021

Report by visitation pastor
to First Lutheran Church Council

George Mathison, president

I'm a little late in putting this report together. My apologies.

I sent personal letters to 45 of our homebound members in June. I preached at the June 6th worship services at First Lutheran and assisted at one funeral. I conducted Bible study worship and communion at Mill Street on July 29th . I made several phone contacts and in-person visits to our people, as well.

I am preparing to retire from regular visitation responsibilities at First Lutheran at the end of October. However I will do some final work in November and December.

I have conferred with Pastor Enoch and agreed to make personal visits to all of our homebound in September and October, making notes that will be helpful to the staff as they continue our pastoral care contacts. Beyond October, I have agreed to conduct the First Lutheran Bible study worship at Mill Street in November and December. I will also send my last personal letters in November and December. Compensation for those two "extra" months could, perhaps, be one half of regular salary; - about \$400 a month.

I have also agreed to conduct the midweek service at Augustana on August 25th and to conduct the worship service and preach at First Lutheran on August 29th, while being on call from August 25th to September 1st. These, I expect, will be compensated tasks.

I will continue to make reports to the council for the rest of the year.

Sincerely,

Pastor Stan Satre

Pastor Stan Satre

First Lutheran Church Worship Committee

Minutes from Worship Committee meeting 7/6/21

Participating: Harriet Wicklund, Keith Melberg, Linda Mellon, Jody Hanson, P. Gretchen Enoch, Anne Taylor
Lynn Melchior

Not attending:

Our meeting opened with a devotion and prayer.

Old Business:

- 1) Review of last month's meeting minutes and report on assignments
 - a. Video and 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 specific date has been set. Currently, Brian Becker and Darius Locket are training during services.
 - *P. Gretchen contacted Kevin Heck's wife but have not heard back from Kevin.
 - *We will continue to advertise for volunteers for these positions.
 - *We are now paying \$20 for sound and \$20 for video operators. The schedule for who is running it each Sunday is now being given to P. Gretchen regularly.
 - b. Organ Project and concerts:
 - *Some labeling of stops are on order and not yet installed. No discussion on this at our meeting.
 - *Keith informed the committee that some issues continue with the organ involving the Crescendo pedal not working and a trumpet that doesn't sound - Alan Moe has been contacted.
 - *Planning an organ dedication concert has been postponed but will now be added back onto the agenda:
 - *Daniel Aune has been contacted and was happy to be invited to play a concert. He has put the weekend of October 9th on his calendar. We will be working on more specifics for his concert after the council members have met again in September and more details are known. The organ dedication concert, can hopefully be done in conjunction with the 150th anniversary, preferably on Friday, October 7th, or Saturday, October 8th, 2022.
 - c. Liturgy setting – continue current or change?
 - * setting 8 will be used through the summer months.
 - d. Development of the role of Sacristan to assist with Sunday morning details.
 - *Sacristan role is still on hold for the time being.
 - *Our committee will make plans to relieve pastors of specific pre/post service tasks as requested. Currently, P. Gretchen is okay with taking care of pre-service tasks.
 - e. 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.
 - *Communion will continue with the individual cups at least through the month of July with a plan to return to our previous communion distribution practice beginning the first Sunday in August. Altar Guild members will be contacted via e-mail requesting volunteers for communion set-up beginning in August.
 - *Organization change 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.
 - *Discipleship Sunday is being planned for October 10. Paster Blair will be preaching. The theme will be 'the Wilderness' as found in Philippians 4:12-13.
 - *Pastor Stan will be preaching on Sunday, August 29, as both Gretchen and Lynn will be gone that day.
 - *Rally Sunday is set for September 12. Jody will be notified when a theme has been selected for the day in case a few decorating ideas could be added to make the day special.
 - *Christmas services will be held on Christmas Eve at 3pm and 5pm. No service on Christmas Day this year.

- 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 date would be our choice for a special worship service. Our committee will likely be tapped to work on this special worship service.
 - *Bishop Tesch is not available to preach for our anniversary service.
 - * Linda will contact former Bishop Wohlrobe to see if he’s available and willing.
- h. Anne reported that she will be working toward having the Worship Team lead service again in August. May be changing their regular Sunday from the 2nd Sunday to the 3rd Sunday of each month.
- i. No further discussion today regarding remaining choir robes.
- j. The congregational “Camp Out” (potentially September 12) on the weekend of Rally Sunday is still pending. There would 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. Plans for this are pending/still ‘in the works.’
- k. Harriet will be contacting some people about adding members to our committee.
- l. Janel has declined to resume the position directing our adult choir in the fall. Harriet will be directing.

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.

4) Agenda Items tabled will be addressed again in the Fall:

- a. 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.

- b. 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.

*Lynn M. will be asked if she would like to work with the youth on this.

New Business:

- 1) Men of Note are resuming rehearsals soon and may be available for Special Music.

**Next Worship Committee meeting: Tuesday, August 3, at noon in the conference room.
(regularly scheduled monthly, 1st Tuesday@ Noon)**

First Lutheran Church Personnel Committee Report
July 2021

Council Action Items -

- Accept the resignation of Missy Mattson as Personnel Chair and from the Personnel Committee.

General

- The Personnel Committee met via Zoom on June 17. Agenda: 1. Updates from Pastor Gretchen 2. Approval of job descriptions 3. Discussion on proposed Office Manager position - job description and salary 4. Discussion of future staffing (youth position, associate pastor) 5. Committee Chair 6. Other
- As approved by the Council via email vote, Kattie Meek has joined FLC as the part-time bookkeeper: The Personnel Committee is asking for a vote by email of the Council. We are asking for approval to hire Kattie Meek for the part-time bookkeeper position at a rate of \$18.00/hour for 15-18 hours/week. The hiring is contingent on passing a background check. Kattie is able to begin immediately.

A note for Council:

Kattie's bookkeeping experience is minimal, but the consensus from the interview group was that she is the best fit for the position and the office. Kattie does the bookkeeping for her husband's realty business and is about to complete her Accounting AAS degree. The Council will need to support her learning and help her grow into the job. Suzanne has said she could help some and it may make sense to continue to contract with Adam for a few months to help with the transition. Pastor Gretchen has been in contact with Adam regarding the timeline and cost of training Kattie.

Her first day was on Tuesday, June 22.

- As approved by the Council via email vote, an Office Manager position has been approved: The Personnel Committee met yesterday to review and discuss the Office Manager position and salary. The Personnel Committee is recommending hiring an Office Manager in the salary range of \$40,000 - \$50,000 plus full benefits. The entire cost would be approximately \$60,000 - \$70,000. The job description is attached. Please vote "yay" or "no" on the above recommendation. If anyone has questions, please use 'reply all.'

In preparation for my resignation, I shared the below with the Personnel and Executive Committees regarding the annual and upcoming work for Personnel:

Annual Tasks

- Late July/Early August: Pastor Gretchen presents suggested increases and/or wage adjustments, if any, for all FLC employees. Pastor Gretchen also presents requests related to her position as Senior Pastor.
- July & August: Personnel discusses the proposals and decides on recommendations to Council. The Treasurer and Finance Chair have asked to be a part of the process to help determine if the budget allows for any increases.
- September: Final recommendation regarding compensation goes to the budget committee to be included in the Personnel portion of the budget. The recommendation for salaries is approved by Council as part of the budget.
- Summer/Fall: Pastor Gretchen conducts annual performance discussions and presents an overview to Personnel. Job descriptions could also be reviewed/updated at this time.
- Fall: Council President conducts the annual performance discussion of Pastor Gretchen. Others may participate if requested. The structure of review is set up by the Council President.
- December: Review of the Personnel Manual for updates and presented to Council at the January meeting. If an office manager is hired, some wording may need to change regarding staff reporting structure.
- OnGoing: Connecting with the Mutual Ministry Team. The Personnel Chair attends a Mutual Ministry meeting to provide an update and vice versa. We've been trying to work more as a team & at least be aware of what each other is doing.

MM notes:

- There is a form completed for Pastor Gretchen that details her compensation and how it is divided between housing and salary. She decides on the split as allowed by the IRS. This is signed by Pastor Gretchen. Past year examples should be in her file.
- Pastor Gretchen, Calie, and Laurie have been emailed the Word version of the Personnel Manual. Latest version is May 2021.

- There is money in the budget for professional development for staff members.

Future Planning Work/Outstanding Discussions

- It may be time to do a compensation review of the worship leaders (worship team, handbell choir, adult choir director, etc.) to ensure we are competitive with other 'like' churches and internally amongst the positions.
- The shared youth position with Augustana for 7-12. Considerations: which church will be the employer, defining the work, and deciding who supervises the position. FLC needs to also consider that Calie currently has half of her position as 7-12 youth.
- With the hiring of a full-time Office Manager and Laurie Whitehead's retirement, office staffing should be reviewed. We currently have a bookkeeper at 15 - 18 hours/week and doesn't do any office-related work (answering phones, mailings, etc.). Laurie was at 20 hours/week and will reduce to 5 hours/week doing the messenger and weekly email blasts from home. Calie is at 20 hours/week office and 20 hours/week youth; her hours weigh heavier towards office work. Calie has indicated interest in full-time office work.
- Consideration of an adult choir director.
- Next up for the staffing task force is to discuss an Associate Pastor. Pastor Gretchen's initial call indicated there would be an associate pastor. Note: Pastor Gretchen shared at the Personnel Committee meeting that Pastor Blair recommended waiting on an Associate Pastor since an Office Manager was being hired.
- Finally, the above comes with budget consequences. For 2021, \$50,000 was added in the Personnel lines for an Associate Pastor but the office manager salary/benefit cost will likely exceed that amount. There may need to be a significant ask of the congregation to support these important staffing needs as outlined above. Suzanne Demuth as Treasurer has asked to be part of the salary conversations.

You will be in my prayers as you work with Pastor Gretchen and on behalf of First Lutheran Church.

God's Peace,
Missy Mattson
Personnel Chair

Submitted June 21, 2020

Education Committee Meeting Minutes

June 7, 2021 4:45-5:30 in person and by zoom

- Opened with a prayer
- **Luther Crest Vacation Bible School.** Reviewed number of kids registered at this time. 43 kids for day camp and 28 registered for Butterflies. We have kids signed up from First, Augustana, Bethel and Life Church. Discussed the schedule of events/activities. First Lutheran will donate \$250 to Luther Crest for the VBS program. There was no suggested amount, this was agreed upon our committee. There will be 4 different groups: 1. Bible dive 2. Craft 3. Games 4. Song fest

Luther Crest staff will be assisting as well. Looking for volunteers to help with the different groups and serving lunch. Nikki Drake, from Augustana present and stated that her church ladies may be willing to help with the lunch preparation. Planning to do hotdogs, waiting for public health approval.

- **Yoga Update-** Kristy was waiting to hear. The date has now been set for June 24th from 7-8 pm on the First Lutheran grass. (Only 4 attended)
- **Reviewed Adult event and set one for July.** The last ladies night out event went well with 33 participants. Next date is set for July 8th from 6-9 at Fergus Brewing.
- **Sunday School questions-** we are asking the questions and talking about what next year will look like. The time, schedule, and curriculum. Visiting with other families and inquiring about what parent's want.
- **No July meeting, will resume August 2nd and will need to make decisions for Sunday School for the fall.**
- Close in prayer

Outreach Report – July 13, 2021

- Participated in interviews for bookkeeper position in June
- No July Discipleship meeting
- Meals by Wheels week of July 12-16 – working to line up volunteers
- June 29 Red Cross Blood Drive at FLC from 1-7 pm was cancelled due to a staffing shortage
- Continuing work with Pastor Gretchen and others to fine tune the discretionary fund guidelines

Youth Director

*Youth game night! What a blast that was! Will be planning more!

*Getting ready for Valley Fair Trip for all ELCA Churches in town.

*Meeting with Youth Directors Monthly.

*Summer Fest Parade.

*FLY

*Luther Crest Day camp.

Calie Anderson

First Lutheran Church

150th Anniversary Committee

06.07.2021

Members present: David Holt, Lorri Holt, Kristi Wicklund, Michael Wicklund, Harriet Wicklund, Tara Wagner, Pastor Gretchen Enoch.

Minutes from the previous meeting were reviewed.

We found out that the city of Fergus Falls, also Federated Church and Bethlehem Lutheran Church will be celebrating 150 years in 2022.

The Chamber and the museum were contacted by David Holt but he has not heard back from them yet.

Keith Melberg is planning to reach out to a guest organist for 10.07.22.

We would like to ask the Bishop, with Pastor Gretchen's blessings, to preach on 10.09.22. Pastor Gretchen agreed to reach out to him.

Kristi Wicklund talked with us about participating in the Summer Fest Parade this month. We will be promoting the 150th anniversary coming up in 2022. T-shirts have been ordered for participants and members of FLC.

We will need to plan a budget and have it approved by the council.

Discussed Kristi Wicklund being in charge of the advertising end.

Our next meeting will be in September, 2021.

Adjourned

Secretary, Lorri Holt

Property:

Working with a roof foam contractor trying to find a leak over the Narthex eating prep area? Me & ladders are not friends!

Continuing working with Bjorne's to soon replace 2 AC units that are down.

Trimmed all trees in the upper parking lot that were overhanging parking spots rented by the county. Thanks to Steve L. 4 help.

Checked inventory in the lock box and brought the original lease back to church for the Fossen Wood area for legal inspection.

Got bids on electrical work to be done in Pr. Gretchen's office.

Need someone to water the planter flowers across from the cannon often?

Thanks,

Tedd

This proposed plan to have committees or groups within the church to cover the coffee hour set-up came about because often times, our volunteer roster for the Sunday isn't completely full. Pastor Gretchen is able to cover areas like Communion Assistant or Ushers the morning of worship by asking someone to help out, however the coffee set-up needs to be done ahead of time (by 9:00 a.m.)

Coffee set-up involves picking up the standing order at Service Food, starting the coffee pots (instructions provided) and setting out the cups, donation basket, goodies. All of the steps are outlined on the Instruction Sheet. If a committee or group could take on the responsibility of finding volunteers for one month (doesn't need to be people from your committee, could be a friend or relative), it would be greatly appreciated. The group in charge of the month could be responsible for reminding the people they have lined up for each Sunday (see instruction sheet attached – this could be given to person covering the Sunday), or the names could be provided to the office so that an email reminder could be sent.

If the person covering is unable to stay the entire time (we have found that many like to stay and visit for quite a while) they can just unplug the coffee pots, put the money in the safe, and put leftover goodies in containers and the office staff will finish clean-up on Monday morning.

If a group wishes to provide homemade goodies as a special treat, that is fine. We need to notify Service Food the week before to cancel our order. For example, Relay for Life makes their own treats, and then they keep the donations and give them to the Relay.

If another group would like to use the coffee hour as a fundraiser (Youth has done this in past years), they could provide their own treats or use the treats from the standing order. A decision could be made as to whether they would need to reimburse the church if they use the treats from the standing order of goodies.

Let the office know if you have any questions, or have suggestions for changes.

F:Volunteers/Proposed Coffee Service by Groups 2021

PROPOSED COMMITTEE/GROUPS ASSIGNED MONTHLY COFFEE SERVING

These are proposed assignments of groups. The groups would need to be contacted to see if they are willing to take a month.

Committee/Group will be responsible for finding someone to pick up treats (standing order at Service) and make coffee each Sunday for their assigned month.

MONTH	COMMITTEE	CONTACT PERSON	PHONE NUMBER
SEPTEMBER 2021	EDUCATION	Kristy Wicklund	
OCTOBER 2021	HOSANNA HANDBELLS	Linda Mellon	
NOVEMBER 2021	WELCA & QUILTERS	Donna Quam & Gayle Fitz Katie Haugrud	
DECEMBER 2021	FELLOWSHIP & FOUNDATION	JoAn Whitlock	
JANUARY 2022	SENIOR CHOIR	Harriet Wicklund	
FEBRUARY 2022	WORSHIP COMMITTEE & WORSHIP TEAM	Harriet Wicklund Anne Taylor	
MARCH 2022	EXECUTIVE COMMITTEE	George Mathison	
APRIL 2022	OUTREACH & PERSONNEL	Jennifer Frank Steve Fitz	
MAY 2022	DISCIPLESHIP & PROPERTY	Michael Wicklund Tedd Steenbock	
JUNE 2022	RELAY FOR LIFE?	Sue Toso	
JULY 2022	YOUTH COMMITTEE	Calie Anderson Alison Koch	
AUGUST 2022	FINANCE & MEMBERHIP	Leslie Flugstad and Kris Werner	



First Lutheran Church

Coffee Serving Instructions

Thank you for volunteering your time to set-up the coffee area in the Narthex before the 9:30 am Worship on Sunday _____.

- Please pick-up treats from the Service Food bakery by 9 am. There is a standing order, and they have already been paid for, so no need to go through the checkout line. Leave the receipt from the box in the church office or put it in the offering bag.
- Plug in the coffee pots by 9 am.
 - **Wet the baskets** to help prevent small particles of coffee from sifting through.
 - 2 ½ to 3 cups of Stumbeano Workhorse coffee grounds = 60 cups of water for the large pot. Place Regular label on top of large pot.
 - 1 ¼ to 1 ½ cups of Stumbeano decaf coffee grounds = 30 cups of water for the small pot. Place Decaf label on top of small pot.
- Fill two or three pitchers with water. There is ice in the freezer in the basement kitchen to put in the water pitcher. Please refill the ice containers and place back in the freezer.
- Set up the serving area with napkins and coffee cups, clear plastic water cups, and the bin filled with stir sticks, cream and sugar. (if supplies are short, there are more in the cupboard by the entry door to the Narthex).
- Set out rectangular serving trays with lids, fill with the treats.
- Set out a basket for donations with a sign saying, "Free Will Offering"
- After everyone has gone through the line, place the offering in the money bag (found in the first cupboard door) and put it in the safe under the counter in the office.

The coffee urns and water pitchers can be cleaned up at the Narthex sink and put back under the counter or left on the counter to dry. There are towels in the first cupboard. Extra treats can be placed in plastic bags (found under the counter) and brought into the office for use during the week.

NOTE: If you are unable to stay the entire coffee time, please let the Pastor know so she can unplug the coffee pots. The office can clean up the coffee area on Monday morning.

Thanks SO much for helping!!!