

FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

August 10th, 2021, 6:00 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

Learning Moment

Katie Kaderbahi -Office Manager

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

- Youth Worker Position Job Description
- Accept Missy's Resignation as Personnel Chair
- Vote Steve Fitz in as Personnel Chair

New Business

- Bookkeeper Position Posted on Indeed, Chamber, and Church Website
- Meals on Wheels Coverage
- Pastor Blair October 12th Council Meeting
- Accept Stan's Resignation for October 31st
- Accept David Strom hire date October 1st

Adjourn with The Lord's Prayer

First Lutheran Church Council Meeting

July 13, 2021

6:00pm, Held at President George Mathison's lake cabin.

Call to order by President George Mathison.

Pastor Gretchen Enoch did devotions and a prayer.

Review and Approval of the Agenda – David Holt made a motion to approve, Ted Steenbock 2nd, vote and passed.

Review and Approval of the Meeting Minutes from last month – Tara Wagner made a motion to approve, Lorri Holt 2nd, vote and passed.

The Treasurers Report was gone over by new bookkeeper Kattie Meek. The system for the bookkeeping is called Icon. Kattie is not very familiar with it. A motion by Lorri Holt was made to see if they have a training program for the Icon Program and FLC will pay for her training. 2nd was made by Michael Wicklund, vote and passed.

Pastor Gretchen, Vicar Lynn, Committee Chair reports are available to read.

Pastor Gretchen added that the Office Manager interviews continue. Two more applications have come in. There were no questions on her report.

Vicar Lynn added to her report that 51 kids were in VBS and 30+ in Butterflies. Wednesday nights at Augustana are going well.

Membership Committee chair Kris Werner and his wife Robin have committed to organizing the Pictorial Directory. Pictures will be taken on October 11-13 and November 4-6. This does not cost the church anything to have the Directory made.

Personal Committee has a new chair person, Steve Fitz. Steve praised Missy Mattson on her report for this month to council and notes she has shared with him. He said she was very organized and he will be caught up to current date very soon.

Old Business

Pastor Gretchen said the pastors discretionary fund is ready but since Jennifer Frank was unable to attend the meeting tonight, we will wait until next month to present it.

We are able to camp at Fossen Woods. We would like to organize a congregational camp out the weekend of Rally Sunday.

New Business

Pastor Stan who is the Visitation Pastor here at FLC is retiring as of October 31, 2021. Pastor David Strom has agreed to become our Visitation Pastor on October 1, 2021. See more information on this in Pastor Gretchen's report.

We have a lock box at Security State Bank. All those who are on the council have authority to go into the lock box per Pastor Gretchen.

President George Mathison met on zoom with the other Presidents of church councils around the state of Minnesota to update things with the Bishop. They now meet once a month.

We all said the Lords Prayer together and were adjourned.

Substituting Secretary, Lorri Holt

First Lutheran Church

Statement of Financial Position For All Funds as of 07/31/2021

Assets

Bank

General SSB Checking	88,915.74
SPECIAL SSB CHECKING	80,797.14
Thrivent Money Market	21,322.30

Total Bank 191,035.18

Accounts Receivable

Accounts Receivable	1,985.27
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Total Accounts Receivable 1,985.27

Other Current Assets

Dorn & Co Durner Cash	41,745.57
Dorn & Co Durner Investments	114,717.50
Expenses to be Reimbursed	-221.50
Prepaid Expenses	1,118.10

Total Other Current Assets 157,359.67

Total Assets 350,380.12
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Liabilities

Current Liabilities

Credit Card Payable	
SSB Community Credit Card	44.93
Total Credit Card Payable	<u>44.93</u>

Total Current Liabilities 44.93

Other Current Liabilities

Payroll Withholding & Taxes	
Federal Withholding Tax Payable	838.23
FICA Tax Payable--Employer	718.37
FICA Tax Withholding--Employee	718.37
Flexible Spending Account	458.32
Medicare Tax Payable--Employer	168.02
Medicare Tax Withholding--Employee	168.02
State Withholding Tax Payable	390.36
Total Payroll Withholding & Taxes	<u>3,459.69</u>
Pre-Tax TSA	2,228.08
Accrued Expenses	389.82
Facility Deposits	100.00

Total Other Current Liabilities 6,177.59

Total Liabilities 6,222.52
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Net Assets

Unrestricted

ADULT BIBLE STUDY	404.50
ALTAR GUILD FUND	40.63
BUDGET RESERVE FUND	-14,000.00
BUILDING RESERVE FUND	300.00
CHRISTCARE	500.00

Pastor Gretchen's August Council Report

- *Preached and led worship weekly
- *Coaching with Ps. Blair
- *Premarital work with couple
- *Baptism prep with families
- *Led Thursday morning Bible Study
- *Reflection and Administration with Vicar Lynn
- *Funeral and Memorial services
- *EQHR continuing education course
- *Interviewed & hired Office Manager
- *Fellowship Committee meeting
- *Worship & Music Committee meeting
- *Education Meeting
- *Personnel Committee Meeting
- *Joined NP Park play day
- *Bells Burger Bash
- *Executive Committee Meeting
- *Youth Committee Meeting
- *Securing Ps. David Strom as Visitation Pastor beginning October 1st

Vacation time scheduled for August 26-September 8th

Sharing Christ's Service,
Pastor Gretchen

Vicar Lynn Melchior Council Report

July 10, 2021 – Aug 9, 2021

Overall: Two more weeks of a tough semester at seminary. Enjoying visitations and the Summer Worship on Wednesday Nights. Wedding is 19 days away and counting!!

Specifics:

*Participated in worship services July 7,11, 14,18, 21, 25, 28 and August 1,4, 8. I preached and presided at 5 of these worship services.

*Continued planning Summer Sermon Series.

*Wrote Messenger article

*Recorded Morning Watch.

*Made several visitations.

*Met with FIT team.

*Held Mission Jamaica information session. No attendance but we did get two people who stated they were interested in attending. Awaiting deposits.

*Attended Bell Choir Gathering

*Attended Education Team Meeting

*Attended Chaplin visitations at Lake Region for ½ day.

*Led two Baptismal Instruction meetings.

*Attended FLY Lemonade Stand Even.

*Researched Confirmation ideas for this coming year covering Catechism.

*Attended Fellowship Team Meeting.

**Attended Council

*Kept current with First Lutheran emails

*Attended Staff meetings as I was able.

*Attended admin and reflection meetings with Pastor Gretchen.

Report to First Lutheran Church Council
by Visitation Pastor
July, 2021

President, George Mathison

I wrote and mailed 46 personal letters and made 20 personal visits, all of which were very rewarding to me.

I plan to send letters again in August and to continue with personal visits. I will try to keep helpful notes for whoever assumes responsibility when I finish up in October.

I conducted the Bible Study communion service at Mill Street on July 13 with 25 people in attendance. I will conduct the same service in August.

We lost one of our loved ones this week. Barb Underwood died. She was a lovely person and will be much missed.

Thanks for everything.

Pastor Stan Satre



SAMPLE
A note from Pastor Stan

July 7

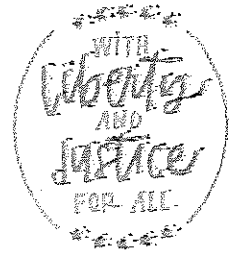
My dearest friend, *Jane*

Summer time! You know what I wish for each and every one of us? I wish that at least once this summer we may taste the unique sweetness of a perfectly ripened peach. (I hope everyone likes peaches. I sure do.)

I also like pickled herring. I mostly like it because of its taste, but also because I heard that eating pickled herring makes you smarter, makes you live longer, and makes you better looking. (So much for that.)

My heart goes out to you, *Jane*, in this most luxurious season of the year. All growing things are at their best. Blessings are multiplied.

In July I think of our country, the United States. It's troubled by divisions now. Psalm 133 says, "How pleasant it is to live together in unity." I think of what one of our former presidents once said. "As the world grows smaller, our common humanity shall reveal itself." The world is growing smaller. Our hope is, - Liberty and Justice for all.



We place our trust in the Spirit of Christ, let loose in this world. May you know the peace and contentment he brings, - and joy in your relationship with each other. May the Lord bless and keep the families and other caregivers who support you in your daily walk.

One of our hymns says, "Great is thy faithfulness. Morning by morning, new mercies I see. All I have needed, Thy love has provided. Great is Thy Faithfulness, Lord, unto me."

My prayer for you, *Jane*, (never mind peaches or herring) is that God will bless you richly with his peace and joy.

Pastor Stan
Pastor Stan

*I think I can see you smiling.
Stay well.*

One more smile.

*"Age is an issue of mind over matter."
I don't know if it is or not, but it matters."*

First Lutheran Church Personnel Committee Report July/Aug 2021

General: The Personnel Committee met at FLC on Wednesday, July 28th. Agenda: 1. Update from Pastor Gretchen 2..Discussion approval for new Office Manager position (Katie Kaderbhai) The council did approve via e-mail on July 24th. Her first day was August 9th. Pastor Gretchen will prepare letter of agreement with updated job description. 3. Discussed and approved Pastor David Strom as Visitation Pastor starting October 1st, 2021. Pastor Stan will be retiring October 31st, 2021 but will continue to do the Mill Street Residence Bible Study in Nov. and Dec. Pastor Gretchen will prepare a letter of agreement with updated job description. 4. Discussed future Staff for Youth. This would be a full time "shared" position split between FLC and Augustana Lutheran. There was a joint meeting held on August 5th between FLC and Augustana to continue how this process could work and to keep the process moving forward. There was also some discussion on how this could impact Calie Anderson as she is currently half time office and half time youth. 5. Initiate compensation review for all FLC staff. (this was suggested in June by Missy Watson so we are moving forward with this). FLC subscribes to a data base of this information so Pastor Gretchen will ask Calie to research and prepare a report for our review. 6. Setting clearer definitions of Job Duties for office staff. Reviewed all updated job descriptions. With a new bookkeeper (Kattie Meek) who started June 22nd, and a new office manager who started August 9th and with possible changes to Calie's role and hours this was felt necessary at this time.

Laurie Whitehead will be retiring August 15th. With the hiring of a full time Office Manager and Laurie's impending retirement, discussion of future office staffing should be reviewed. Kattie Meek (new bookkeeper) effective June 22nd, works 15-18 hours per week and doesn't do any office related work (answering phones, mailings etc.) Laurie was at 20 hours per week and will reduce to 5 hours per week doing the messenger and weekly e-mail blast from home. Calie is at 20 hours per week office and 20 hours per week youth. She has indicated for the past year that she would like to transition out of the youth work but is hoping that she would be able to stay full time in the office. Augustana Lutheran has told us they have \$20,000 to help pay for the full time "shared" youth position between our two churches. We will have to discuss our resources to determine if we can match those dollars. We will also have to review in 30-60 day what duties our new office manager has taken on in order to determine what additional staffing needs we have in the office.

We will need to consider an adult choir director. No interviews have been held for this position. Harriet Wicklund is currently interim director.

Steve Fitz
Personnel Chair

First Lutheran Church Worship Committee

Minutes from Worship Committee meeting 8/3/21

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

Not attending: Lynn Melchior

Linda opened our meeting 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. Brian Becker has had training and is assisting during services.
 - *We will continue to advertise for volunteers for these positions.
 - *Linda suggested that for funeral services, the funeral directors could be asked to run the live streams.
 - *To avoid the need to share wireless mics, the committee is recommending the Cantor use the lectern mic.
 - b. Organ Project and concerts:
 - *Some labeling of stops are on order and not yet installed. There has been no change.
 - *Planning an organ dedication concert:
 - *Daniel Aune has put the weekend of October 9th, 2022, 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 is planned to be done in conjunction with the 150th anniversary, possibly on Friday, October 7th, or Saturday, October 8th, 2022.
 - *Keith has not discussed fees with Daniel at this point – we will possibly seek sponsorships to cover costs.
 - c. Liturgy setting – continue current or change?
 - * setting 8 will be used through the summer months. We will discuss possible change at our September meeting.
 - 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. P. Gretchen is still okay with taking care of pre-service tasks.
 - e. Altar Guild Update:
 - *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.
 - *ProceSSIONAL Communion began on August 1st - Altar Guild members were contacted via e-mail requesting volunteers for communion set-up beginning in August.
 - *Harriet will make some contacts, hoping to increase the number of persons to volunteer for this task.
 - *Organization change for communion in our worship service: all communion assistants are to meet in the altar guild room during the offering so that they 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.
 - *Rally Sunday is set for September 12. The theme for this school year is “let the children come to me.” The theme for the day is “Pop” in to church. Popcorn box colors and a popcorn bar for fellowship time. The Worship Team will lead the service that day. Jody will work with decorators to support the theme.
 - *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. Decorators have been asked to assist with the Fellowship Committee’s Bazaar on Saturday, October 9, and the same decorations will be used for the dinner, catered by the Legion.
 - *Reformation is October 31 – the color is red; both Choir and Bells will be part of the service.
 - *November 7 is All Saints Sunday – the color is changed to white. A table of candles for members who have passed away in the past year needs to be set up. The Worship Team will lead the service.
 - *Gretchen will communicate with other ELCA churches regarding a joint Thanksgiving Eve service – offering

to host.

*To facilitate bell rehearsal, Linda has asked that all evening services be scheduled at 6:30pm this year rather than 6:00pm. Pastor Gretchen agreed.

*Advent begins 11/28 with blue paraments. Jody will work to arrange for decorating with trees, etc.

*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.

Our committee will be working on planning this special worship service.

*Linda will contact former Bishop Wohlrobe to see if he's available/willing. (no report at today's meeting)

h. The Worship Team has changed the Sunday they will be leading services to the first Sunday of each month.

i. No further discussion today regarding remaining choir robes.

j. The congregational "Camp Out" has been cancelled. There will not be an outdoor service this year.

k. Harriet has made one contact about adding members to our committee but has not received an answer at this time.

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) Training for youth volunteering to be acolytes is scheduled for August 12th and September 26th.

2) Kristy W. attended our meeting and we discussed suggestions for making worship more friendly and appealing for all ages, including youth more routinely. See attached handout.



Kristy's suggestions
for worship.pdf

**Next Worship Committee meeting: Tuesday, September 7, at noon in the conference room.
(regularly scheduled monthly, 1st Tuesday@ Noon)**

Discipleship Team Meeting

5:30-6:00pm August 3rd, 2021

First Lutheran Church

Meeting Was Held in the Narthex

Attendance: Michael Wicklund, JoAn Whitlock, Leonard Hatzenbuhler

Discussion:

- We discussed doing a mailing to promote awareness of the Generosity Sunday meal. Included would be a budget update, pledge card and a brochure for the meal as well as for the Fall Bazar which will take place the Saturday before. The goal of the Bazar will be to raise money for improvements to the kitchen.
- Since Jennifer Frank is no longer the chair of the Outreach Committee, we discussed finding one or two more people to be members of the Discipleship Committee. In a prior conversation with Pastor Gretchen, Dawn Danielson was brought up as a possible replacement for Jennifer's position.
- Michael wondered if 2022 would be a good time to restart our capital campaign. Hopefully the excitement around the 150th anniversary would make people more generous. Leonard raised concerns around the uncertainty of the delta variant, but also brought up the idea of doing a congregational survey to see what they would like to put the money towards.

We closed with the Lord's Prayer

Youth Director Report

- *Valley Fair
- *ELCA Youth Meetings
- *Youth Director Meetings
- *Meeting with Young Life
- *Game night's
- *Getting ready for Confirmation to start and sent out letters to parents
- *Upcoming outdoor movie night and game night!
- *Getting ready for Rally Sunday-Thunder Road
- *Working on FLY 7-12 Schedule
- *National Youth Gathering Scheduling meeting-getting details figured out

SMART Team Will Be meeting Thursday 8/12/21 at 4:30pm

Calie Anderson

CERTIFICATE OF COMPLETION

This Certifies that

Gretchen Enoch

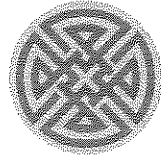
*Has successfully completed the Workshop Series offered by the
Center for Emotional Intelligence and Human Relations Skills:*

**DISCOVER THE POWER OF EMOTIONAL
INTELLIGENCE IN MINISTRY**

FACILITATORS: ROBERT WALLACE & ANDREA MYERS

August 5, 2021

DATE



**EQHR
CENTER**

Jenelle R. D'Alessandro

EXECUTIVE DIRECTOR