

# FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

November 9, 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 Pastor David Strom**

## **Pastor Gretchen's Report**

## **Vicar Lynn's Report**

## **Pastor David's Report**

## **Committee Reports – THANK YOU ALL FOR WRITTEN REPORTS**

Education

Personnel

Fellowship

Worship (Oct & Nov min enclosed)

150th Anniversary

Property

## **Old Business**

- Youth committee chairperson
- Visionary Team
- Outreach/Discipleship committee
- Constitution change
- Meals on Wheels – Dec 13-17, Augustana will take route 1 again

## **New Business**

- Bookkeeper. Doreen Olyphant
- Nominating committee
- Budget
- Volunteers needed for office, Sunday services, etc. Maybe coordinator?
- Vote on moving away from Youth position with Augustana
- Vote of Confidence
- Food basket update from Michael Wicklund

## **Adjourn with The Lord's Prayer**

## **First Lutheran Church Council Meeting**

Minutes 09-14-21

The conducting of the business of the church (agenda, meeting minutes, treasurer's report) was approved by Tara and seconded by Steve.

Gretchen: worshiped in Colorado asked what's working in terms of stewardship, fellowship  
Committee reports:

Discipleship: meeting tomorrow

Education: Tara said they re-grouped after Rally Sunday. Classified as a success. Good energy with the kids. Weather permitting planning for another outdoor Sunday school gathering.

During Sunday school and planning for a parent connect (conversation, devotion)

Fellowship: fall bazaar is being handled differently due to Covid numbers. The fall event will be a fundraiser in the kitchen. Needing a hot water heater in the dual sinks, also looking for a garbage disposal. The first 3 Sundays in Oct. — items out in the Narthex for sale. Generosity dinner will be a drive up event.

Membership: picture directory is being planned for this fall. 150th Anniversary: Keith has secured Daniel Aune as the organist, Linda Mellon has secured Pastor Curt Rotto.

Library committee is meeting Thursday at 1:00

Property: our largest tree on the property is going to be taken down at a charge of \$900. The safety deposit box agreement needs an update—property manager will be the person to access the box at Security State (now FM Bank). 2 AC units will be replaced through Bjorn's.

Worship: changing liturgy on Sept. 19th until Advent, then changing in Ephinany.

SMART team: communicated via email. Kristi Wentworth informed the committee that there are no state Covid rulings within the past month. The church's position is that we recommend masks, but not mandated. The choir will be practicing in the Narthex to ensure better ventilation and social distance.

Personnel: the youth position is posted with Augustana Pastor Discretionary Fund amount will be published once a month in the bulletin. Michael made the motion to approve the Pastor Discretionary Fund, the motion was seconded by Tedd.

—— NEW BUSINESS: Angela Winter to be offered the position of bookkeeper/office assistant. Tara made the motion to approve this, Suzanne seconded. Meals by Wheels will need to be addressed to ensure there is coverage for this responsibility. Pr. Blair will be here in October for the council meeting to discuss some church council designs. The regular meeting will not take place. This is planned to be a 60 minute meeting. Outreach and Discipleship to meld committees.

The motion was made by Leslie and seconded by Harriet. The constitution shall be adjusted to reflect this change.

Wendy Billie of Phatty Nattie's is holding yoga classes here weekly on Tuesday twice per day. Thursday, Sept. 30th 5-7:30 Pioneer Foundation annual fundraiser to be held in the Narthex, hors d'oeuvres to be served. An open house with video playing every half hour.

Sunday, Sept. 26th 5-6:30 Young Life dinner to be held. Meeting adjourned at 7:14 PM

## **Church council meeting 10-12-21**

Pr. Blair Anderson posed the question, how does this current governing structure work for you all? Blair went on to say you will have to as a group decide what works best for your church

Blair posed some questions our council will want to ask ourselves:

- At the core, are we intentionally addressing the wholly longing for the vital spiritual experience in our church
- Is our goal for everyone that walks through our door helping to do their inner work? Information, education doesn't transform
- Are we developing the next generation of leadership? The key to power: influence
- Are we operating strategically? This involves the capacity to monitor progress (holding leaders accountable)
- Are we adequately funding our visions?

Most Lutheran churches are low expectation churches—and they are dying like flies.

Be a high expectation church

The major observations were covered—

The model of the “committee of committees” doesn't work well for larger congregations.

Needing people navigating the future, the council shouldn't run the committees

Clarity of expectation—morale will be higher

Respectfully Submitted,

Leslie Flugstad

## **November Council Report-Pastor Gretchen**

In reflection of our time together with Pastor Blair, I thank you for your openness to hearing new learning regarding Visioning, Governing, Leading, Managing and Ministering. It is clear that we have much to consider as FLC leadership. I have asked Vicki Hanneman, Tara Wagner, George Mathison, David Holt and Leslie Flugstad to serve as a Strategic Advisory Team to begin the process of asking the question of, "What is our commission as a team?" In addition to serving as overseers of the strategic planning process. The following is a template of the plan.

- 1) Seeking congregational input. To serve as listening posts.
- 2) Evaluating all forms of input.
- 3) Identifying key strategic initiatives.
- 4) Fleshing out each narrative with clear goals, objectives, tactics and measurement standards.
- 5) Writing the final draft of the strategic plan.
- 6) Approval by church staff, and church council.
- 7) Vote of blessing by congregation

Proposed outcomes: Renewed governance and constitutional changes

This past month I have devoted time to:

- \* preparation and leadership of the women's book study held on Thursdays at noon entitled In the Middle of the Mess
- \* Supervision of Vicar Lynn including Administration and Reflection time
- \* Closure for Pastor Stan and onboarding Pastor David Strom as Visitation Pastor
- \* Planning for the ELCA Thanksgiving worship to be held at FLC on Nov. 24th at 6:30pm
- \* Confirmation class/Intensive
- \* Baptism preparations
- \* Meetings with the Mutual Ministry Team, Personnel Committee, Worship Committee, Executive Committee, Strategic Advisory team and weekly staff meetings
- \* Planning for the FLC Prayer Ministry
- \* Advent planning
- \* Onboarding Doreen
- \* Met with Pastor Blair and my Spiritual Director

Goals for this coming month include but are not limited to:

- \*Perform reviews for staff
- \*Set year goals for myself as Sr. Pastor
- \*Plan and execute retreat with Vicar Lynn
- \*Prepare for Christmas Eve worship
- \*Oversee Christmas Baskets

Faithfully Submitted,  
Pastor Gretchen

## **Vicar Lynn Melchior Council Report**

Oct 5, 2021 – Nov 2, 2021

### **Accomplishments:**

- \*Participated in worship services Oct 10, 17, 31. I preached 1 time in October; presiding over Communion as well.
- \* Led Bible Study for Circle.
- \*Assisted in planning Advent Services
- \*Assisted in planning Thanksgiving Eve service with other ELCA churches
- \*Write Messenger article
- \*Recorded two Morning Watch radio shows.
- \*Made several visitations.
- \*Met with FIT team.
- \*Led two Baptismal Instruction meetings and assisted with three Baptisms.
- \*Planned Confirmation with Pastor Gretchen. Taught Confirmation.
- \*Assisted with a make work for one confirmand.
- \*Planned a Confirmation Intensive
- \*Planned for FLY 6 – 12 but no students attended.
- \*Taught Sunday School
- \*Trained 2<sup>nd</sup> graders on using their new Bibles
- \*Attended Worship team meeting.
- \*Attended Synod Conference Goodbye Lunch for Pastor Skogen
- \*Attended Council
- \*Kept current with First Lutheran emails
- \*Attended Staff meetings as I was able.
- \*Attended admin and reflection meetings with Pastor Gretchen.

### **Looking Forward:**

- \*Planning Youth Service on January 30<sup>th</sup>
- \*Preaching at two advent services
- \*Planning common prayer moments for Advent
- \*Supervisor-Intern retreat Nov 15-17

### **Concerns/Thoughts:**

- \*I will be out of office Nov 20-26

## **Report by Visitation Pastor David Strom**

November 1, 2021

TO: Church Council

FROM: Pastor David

As I reflect on my first month at First Lutheran, I am grateful for the opportunity to get to know those who are on my visitation list, as well as getting acquainted with the rest of the congregation at worship and through interactions in the church office. The support and encouragement of the staff, leadership, and congregation has been especially appreciated as I settle into my role here at First.

Here is an overview of what I have been doing the past four weeks:

- Prepped for and preached Sunday, October 3<sup>rd</sup>
- 25 In Person Visits (Private residences and assisted living and nursing homes).
- 6 Hospital Visits.
- 8 Phone visits.
- 2 Cards/Letters.
- 2 Staff Meetings
- 1 Special Church Council Meeting/Visioning and Governance

Please note that I am in my office on Mondays from 9:00 AM – 12:00 N for walk in visitation.

Respectfully Submitted:

Pastor David

## **The personnel committee minutes Oct. 12th and Oct. 29th.**

A salary review has been completed and where needed, adjustments will be made in our compensations recommendations for 2022

Doreen Oliphant was offered and accepted the 1/2 time bookkeeper and 1/2 time office assistant position. She will be an full time employee with benefits. Her first day was Oct. 4th. Please stop into office and welcome her.

We have updated and completed the job descriptions for Senior Choir Director and the Worship Team Director these two positions will now be ten months (formerly 9 months) to allow planning and music searches similar to the Bell Choir position.

Created Employee Evaluation forms to be used with all staff members in the annual evaluation process. Pastor Gretchen will do all staff evaluations. Council President will do Pastor Gretchen's annual review.

Made recommendation to discontinue the search for joint youth director with Augustana Lutheran. This job had been posted for six weeks and had not gotten us any quality candidates. Personnel Committee felt the dollars required for this position could be better used in sourcing an associate pastor in 2022 for FLC. Hopefully this candidate would have experience with youth work to complement his/her other experience. We recommend that the call process start ASAP with the goal to hire an associate in 2022. Personnel thinks that the council president or executive team should determine if Vicar Lynn has any interest in pursuing this position as she will graduate from the seminary in June of 2022 and has stated that she would like to serve in a rural church near her home area rather than relocating to another part of the region. Pastor Gretchen supports both of these lines of thinking.

Proposed a one time salary adjustment for Katie Shallue (office manager) as she spent her first 60 days working by herself in our office and has held everything together in great fashion. She was told when she accepted her position that her salary would be reviewed after 90 days which will be Nov. 9th. Pastor Gretchen supports this proposal and this was done a few years ago for Katrina Johnson.

Began discussion on process to get 6-10 volunteers for the office. Prior to COVID we had a core group of volunteers that helped in the office. It's especially important to have this group to call on in case either Katie or Doreen have to be out of the office. When Katie and Doreen were introduced to the congregation this past Sunday we made an appeal for volunteers.

Proposed that Katie Shallue and Doreen Oliphant's pension be raised from 6% to 10% annually as stated in our personal manuals since 2002. Portico implemented it at 6% when they both started their employment by mistake and this needs to be corrected. Pastor Gretchen will follow through on this to Portico. FLC has made this commitment to its full time staff in order to recruit and keep high quality employees.

After researching COLA (cost of living adjustments) at the Federal, State, County, City and the Lake Region Medical Center we determined that a fair salary adjustment for the 2022 budget

would be 2.5% This is less than the full 3% given last year but it is higher than what the NW Synod guidelines state. With the 3% COLA adjustment last year our overall budget went up 5.6% when factoring in increases in Taxes, insurance and other expenses. We felt if we were going to do an associate pastor search in 2022 we will need to budget funds not only for this position but also for the expenses needed in the search process.

Personnel also approved a Christmas gift of \$100 (possibly gift card) and a catered meal for all staff members. This is what was done in 2021 also.

Steven Fitz

Personnel Committee Chair

*p.s. there will not be a personnel committee meeting in Nov. Our next meeting will be on Wednesday Dec. 8th at noon in the conference room just off the FLC courtyard.*

## **Property Report October 2021**

Replacing couches & loveseat in Narthex with new furniture. We have a large donation from a donor to get us started?

Replacing chairs in conference chairs like the present ones in the Kairos room. Donations welcome.

If anyone is interested in Conference room chairs, please contact Tedd or the office, Narthex furniture is spoken for.

Removing the large tree in the west upper parking lot as per the city request/demands.

All fluorescent lights to be replaced throughout entire building after Thanksgiving.

Did you notice the "NEW SOUND" of the organ, it has been updated, talk to Keith if not.

The roof has been fixed over the coffee serving area.

-Tedd Steenbock



## **Education Committee Meeting Minutes**

10-10-21

- Christmas program will be Dec. 19<sup>th</sup> at 9:30 am. It will be a spontaneous event, everyone can be involved and this will create intergenerational participation. It will be a simple script, Kristy will be working on this. Another church had tried this last year and it was successful. More discussion next month.
- Smart Team- last discussion was that we would be following school guidelines for teachers and students. As of 10-11-21 students and staff personnel will be required to mask. Sunday school will be the same for our kids and teachers.
- Sunday school- numbers continue to vary, inconsistent with kids that are coming. Looking for an additional teacher for 3-6 grade as Vicki will be holding butterflies every Sunday. Kristy needs to be available to float between classes and be an extra helper if needed.
- Confirmation discussed Approx. 23 kids signed up. 21 showed last Wednesday and went well according to Vicar Lynn.
- Reviewed updated guidance policy that Kristy has made changes to. This will be sent to council for review.

Respectfully Submitted by:

Tara Wagner, Education Chair

## **150<sup>th</sup> Anniversary Committee Meeting**

10-17-21

Present: David Holt, Lorri Holt, Pr. Gretchen Enoch, Vicar Lynn Melcher, Gorge Mathison, Steve Fitz, JoAn Whitlock, and Harriet Wicklund.

Dan Aune has committed to doing an organ concert the weekend of October 1&2, with a reception afterwards.

150<sup>th</sup> Anniversary Church Service will be October 9,2022 with Curt Rotto as the guest preacher. Afterward a pot luck or catered meal. Maybe a sister church would do the serving for us so all FLC members can enjoy. We will need someone to organize a short program after the dinner.

On Saturday October 8<sup>th</sup> it would be good to have a family event. It was suggested we could have a FLC time at Theas Pumpkin Patch. Lorri H will check into this.

In January we should start putting something in the messenger each month on church history 150 years ago. Also, a save the date for the two weekends in October that we are celebrating.

Invite former Pastors and members.

Could we identify the oldest living members and interview them? Maybe Gert Larson, Russ Anderson, Helen Watkins, Gerald Burau (founding family).

Conversation with Chris Schuelke, Exective Director at the Otter Tail County Historicl Society, to come and do some speaking events a couple of times. David H will check into this.

We need to do a letter to the Foundation to ask for funds to help support the events.

Next meeting will be December 5<sup>th</sup>, 2021 after church in the conference room.

Lorri Holt, Secretary

## **Fellowship Report**

November 2021

No committee meeting notes

### **Craft Sale and Canned Auction Results:**

Sales of Auction...\$565.00

Sales of Crafts...\$711.00, after subtraction of seed money (150.00)

Total amount to go to "Special Kitchen Fund...\$1276

\$870.00Cash

\$406.00 In Checks

# First Lutheran Church Worship Committee

## Minutes from Worship Committee meeting 10/8/21

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

**Not attending:** 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. 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.

There haven't been any volunteers to take the training at this point.

\*We will continue to advertise for volunteers for these positions.

\*the 'clip-on' wireless has not worked on an intermittent basis. LeAnne was asked to research and recommend a new headset mic. She provided a quote for the committee which came to around

\$400. The

committee agreed this should be ordered. Linda volunteered to place the order using Ps. Gretchen's credit

card. It should arrive attention LeAnne; she will check it out and get it set up for use once it arrives.

The cost

will come out of the Special Music budget.

##### 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 9<sup>th</sup>, 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 150<sup>th</sup> anniversary, possibly on

Friday, October 7<sup>th</sup>, or Saturday, October 8<sup>th</sup>, 2022.

\*Keith has not discussed fees with Daniel at this point – we will possibly seek sponsorships to cover costs.

\*Keith reported that we are still waiting for Allen Moe to address noted problems noted with the organ.

Allen has said he'll get to it when he is able (currently building an organ in Iowa). The new stop labels have

come in and will be installed when he is here the next time for tuning as well as the above noted issues.

##### c. Liturgy setting – continue current or change?

\*it was decided to change to setting 4 beginning September 19<sup>th</sup> and change again to setting 3 for Advent

beginning November 28<sup>th</sup>.

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:

\*Members of the Altar Guild are carrying on the responsibilities of the committee as needed.

\*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 group through the side door.

The

postcard that is sent to the volunteers has been edited to include this change.

\*The Altar Guild has been asked to resume some tasks in setting up for Baptisms: Warm water in the font,

place the oil vessel, rose on the altar.

\*A meeting of the Altar Guild was held on September 7<sup>th</sup>.

\*Processional Communion continues to be offered. A schedule of volunteers has been made through November.

\*Mary Bjorgum Johnson has been added to the roster.

\*Will add a third station for Communion in the back of the church to serve the balcony and back rows to cut down on the time it adds to the service. Ushers will be asked to refer to the prepared 'map' for flow of people in the back.

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. A meal will be served following the service, catered by the Legion. This will be 'drive-through'.

\*Decorators have done a wonderful job on fall decorations for the church!

\*Reformation is October 31 – the color is red; both Choir and Bells will be part of the service.

\*there will be a sending celebration for P. Stan on 10/31, with presentation of a gift.

\*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 (beginning from All Saints Day 2020) needs to be set up. The Worship Team

will lead the service. This is the Sunday for clock changes 'falling back.'

\*Pastor Strom will be installed as visitation pastor on 11/7.

\*The other ELCA churches in town are planning on a collaboration for a joint Thanksgiving Eve service – we

Host this year. A suggestion was made to travel the location to one of the other churches each year. Singers

from other churches will be invited to sing with our choir. Pastors will be meeting to plan the order of service.

Both Hosanna Handbells and the Adult Choir will be singing with a video shown during the choir anthem.

\*To facilitate bell rehearsal, all evening services be scheduled at 6:30pm rather than 6:00pm as in the past.

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

Katie in \*A question was raised regarding the order of candles for the Advent Wreath. Harriet will check with the office.

\*Advent services: December 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, with Holden Evening Prayer. Will use incense.

\*Sunday School Program will be on Sunday, December 19<sup>th</sup> possibly at the 9:30 service.

\*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 3<sup>rd</sup> to discuss ‘anniversary planning options.’ Sunday, October 9, 2022. Our committee will be working on planning this special worship service.

\*Curt Rotto has accepted the invitation to preach for this service.

\*Council members will be having another meeting in the near future.

h. No further discussion today regarding remaining choir robes.

i. Harriet will try to add another member to our committee.

j. Youth Service –

\*Lynn M. is excited to work with the confirmation students on this. January 30<sup>th</sup> was suggested as a possible Sunday to do the service.

\*In previous discussions regarding a youth service, it was suggested that the Worship Team may play for the service and Anne said she would work to include those interested in the team. Rehearsal date/time will need to be determined. LeAnne will be asked about running sound for the rehearsal as well as the service.

2) See the updated schedule for hymn selection assignments. \*Please select two hymns for communion.

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) Looking ahead to using candles on Christmas Eve:

a. Our committee has discussed the need to have ushers aware of location of fire extinguishers when we use open flame candles. Preparing this information for ushers falls under our committee’s domain

b. 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. The batteries have been replaced recently. Our committee is wondering if the 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 since it doesn’t fall under our areas of discussion.

\*This could be brought up at a Council meeting and Ted Steenbock asked about these issues.

**New Business:**

1) Will discuss options for a Prayer Vigil sometime in Advent at our next meeting. Discussed briefly today.

**Next Worship Committee meeting: Tuesday, November 2, 1:00pm, in the conference room.**

**(regularly scheduled monthly, 1<sup>st</sup> Tuesday @ 1:00pm) \*note time change\***

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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 –
    - Discipleship Sunday on 10/10 (wilderness)
    - Reformation 10/31
    - All Saints 11/7
    - Thanksgiving Eve 11/24
    - Advent begins 11/28
    - Possible prayer vigil sometime in Advent
    - Christmas Eve services 3pm and 5pm
  - feedback re: in person worship
  - 150<sup>th</sup> anniversary 2022
  - worship committee membership
  - Discussion regarding worship resources

New Business:

- 1) Additional items:
  - \*any issues related to Hosanna Handbells, Sr. Choir, Worship Team, Children's Choir
  - \* feedback from congregation

**Upcoming Assignments / Plans:**

Hymn selection schedule:

November: Linda      December: Keith      January: Anne      February: Harriet

Plan for Pascal Candle update prior to Easter each year.

Plan for order of Advent Wreath candles

Linda will write Messenger articles on liturgical purpose/history. \*ideas to be discussed.

Suggestion from congregation: patriotic songs on Sundays on weeks of July 4<sup>th</sup>, Memorial Day, Veteran's Day

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.

**First Lutheran Church Worship Committee**

**Minutes from Worship Committee meeting 11/2/21**

**Participating:** Harriet Wicklund, Keith Melberg, Linda Mellon, Jody Hanson, P. Gretchen Enoch, Lynn Melchior, Judy Jensen, Kristy Wicklund

**Not attending:** Anne Taylor

## Our meeting opened with a devotion and prayer.

### Old Business:

#### 5) Review of last month's meeting minutes and report on assignments

##### b. 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.

\*There haven't been any volunteers to take the training at this point.

\*We will continue to advertise for volunteers for these positions.

\*the new mic has arrived.

\*There was a problem with one of the mic's this Sunday. LeAnne will be asked to check all three of them out

and also assist with relabeling them (current labels have worn off)

##### b. Organ Project and concerts:

\*Some labels for stops are on order and not yet installed. There has been no change.

\*Planning an organ dedication concert:

\*Daniel Aune has agreed to do the concert on October 2, 2022, at 2pm. This organ dedication concert, is

planned to be done in conjunction with the 150<sup>th</sup> anniversary.

\*Keith has not discussed fees with Daniel at this point – we will possibly seek sponsorships to cover costs.

\*Keith reported that he has spoken with Allen Moe, but we are still waiting for him to address noted problems

with the organ. Allen has said he'll get to it when he is able. The new stop labels have come in and will be

installed when he is here the next time for tuning as well as the above noted issues.

##### c. Liturgy setting – continue current or change?

\*Using setting 4 beginning since September 19<sup>th</sup> and will change again to setting 3 for Advent beginning November 28<sup>th</sup>. (Harriet will remind Katie of this change for bulletins).

\*Suggestion made for spoken liturgy on December 19<sup>th</sup>, date of 'pop-up' Christmas Program

\*Pastor will determine order of worship for Christmas services

##### f. 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.

##### g. Altar Guild Update:

\*Members of the Altar Guild are carrying on the responsibilities of the committee as needed.

\*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 group through the side door.

The

postcard that is sent to the volunteers has been edited to include this change.

\*There has not been a meeting of the Altar Guild since September 7<sup>th</sup>.

\*ProceSSIONAL Communion continues to be offered. A schedule of volunteers to do the set-up has been made through November.

\* a third station for Communion has been added in the back of the church to serve the balcony and back rows to cut down on the time it adds to the service. Ushers will be asked to refer to the prepared 'map' for flow of people in the back.

\*Last Sunday, the back station was short two wine servings. A few more cups could be added to those trays in case that trend continues. Normally, we have had 20-30 extra cups filled but it's difficult to know if people will go to the front two stations or to the back.

f. Look ahead 3 months for Festival/special Sundays.

\*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 (beginning from All Saints Day 2020) will be set up. The decorating committee

has also ordered a red rose for each of these saints' families. The Worship Team will lead the service. This is

the Sunday for clock changes 'falling back.'

\*Pastor Strom will be installed as visitation pastor on 11/7.

\*A Thanksgiving Eve service is planned, collaborating with the other ELCA churches in town – we Host this year. A schedule has been made to travel the other churches in future years. Singers from other churches have been invited to sing with our choir. Pastors have met with Ps. Gretchen and Lynn

to plan the service. Hosanna Handbells and Senior Choir will be singing; a video shown during the anthem.

\*To facilitate bell rehearsal, all evening services be scheduled at 6:30pm rather than 6:00pm as in the past.

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

\*Mark Hermes has located candles for the Advent Wreath.

\*Ps. Gretchen shared Advent materials that she has ordered – to be handed out on November 21<sup>st</sup>.

\*Advent services: December 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, with Holden Evening Prayer. Will use incense.

\*Sunday School Program will be on Sunday, December 19<sup>th</sup> at the 9:30 service. Kristy described the

way a

“Pop-up” program will work and asked decorating to work on a “back drop” for use that morning.

Readings

will be selected and assigned. Harriet and Linda will work with Kristy for placement of music,

including

several Christmas carols. This will be discussed again at our December meeting.

\*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 3<sup>rd</sup> to discuss 'anniversary planning options.' Sunday, October 9, 2022. Our committee will be working on planning this special worship service.

\*Curt Rotto has accepted the invitation to preach for this service.

\*Council members met following worship recently. Several suggestions were offered without any specific assignments for our committee at this time.

k. No further discussion today regarding remaining choir robes.

l. Judy Jensen has graciously agreed to serve on our committee and was welcomed today.

m. Youth Service – nothing new reported today. Past discussion included:



\*Lynn M. is excited to work with the confirmation students on this. January 30<sup>th</sup> was suggested as a possible Sunday to do the service.

\*In previous discussions regarding a youth service, it was suggested that the Worship Team may play for the service and Anne said at that time that she would work to include those interested in the team. Rehearsal date/time will need to be determined. LeAnne will be asked about running sound for the rehearsal, too.

- 6) See the updated schedule for hymn selection assignments. \*Please select two hymns for communion.
- 7) 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.
- 8) Looking ahead to using candles on Christmas Eve:
  - c. Our committee has discussed the need to have ushers aware of location of fire extinguishers when we use open flame candles. Preparing this information for ushers falls under our committee's domain.  
Harriet will create a memo indicating the location of fire extinguishers which will be made available to ushers for our Christmas Eve services.
- 9) Discussion of the required monthly checks of the extinguishers, etc., along with the need for a refresher course on the AED. It was noted that the batteries have been replaced recently. Our committee is wondering if the 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 since it doesn't fall under our areas of discussion.  
\*This could be brought up at a Council meeting and Ted Steenbock asked about these issues.

**New Business:**

- 2) No new items were brought for discussion.

**Next Worship Committee meeting: Tuesday, December 7, 1:00pm, in the conference room.**

**(regularly scheduled monthly, 1<sup>st</sup> Tuesday @ 1:00pm) \*note time change\***