

FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

December 14, 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

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

- Bookkeeper. Doreen Oliphant
- Nominating committee
- Budget
- Volunteers needed for office, Sunday services, etc. Maybe coordinator?
- Review and approve recommended guidelines for youth volunteers per Kristi Wicklund.

New Business

- Call committee update and recommendations
- Annual Meeting will be Jan 30

December 10. General Acct: \$50,402.84. Special Acct: \$91,176.36

Adjourn with The Lord's Prayer

11-09-21 Council Minutes

Pr. Gretchen conducted the opening prayer

The minutes were approved by Tedd, seconded by Tara

The treasurers report was absent; Doreen is to be doing a training with Icon software company. Icon is being hired to do a general clean up currently.

Learning Moment from Pastor Dave Strom: Dave Strom introduced himself as our new visitation pastor, giving us some personal details about his life, family. Dave discussed his teaching, music teaching, before returning to pastoral ministry in 2014.

Pr. Gretchen discussed her report and goals for upcoming month—visionary team, performing reviews for staff, set year goals, plan and execute retreat with Vicar Lynn, preparing for Christmas Eve worship, oversight of Christmas baskets.

Vicar Lynn gave her report and will be doing her clinical pastoral training at First Lutheran Church.

Pr. Dave gave his report and discussed his time today at Mill Street residence.

Tara gave the education report, talked about Christmas program, adult education on how to pray, ladies night, Kristy is thrilled to do a Christmas movie/cookie bake. With the Christmas program on Dec. 9th discussing the zoo animals back and having a bit of a campfire.

JoAn was not present, the council looked over the report of the funds her committee raised.

150th Anniversary report was discussed

Tedd discussed the chairs for donation, Tedd is having people help to pick furniture and will consult the decorating committee for future choices.

Personnel committee met, Steve was not in attendance due to total knee replacement. Staff salaries were to be raised at 2.5% across the board. The bylaws dictate that the pension be adjusted for our employees.

George made the motion to start the search for an associate pastor with a focus on youth. Harriet seconded.

Worship committee discussion was focused on microphones, and communion.

Membership committee discussed the conclusion of the church photos.

OLD BUSINESS:

Discussed possible youth committee chairperson, discussion of the creation and disbursement Christmas baskets, review of various church constitutions.

NEW BUSINESS:

Doreen in her new role as the bookkeeper, the nominating committee organization, the budgeting process to be tackled in December once we have current numbers, volunteer coordination for some of the service helpers.

Pastor Gretchen December 2021 Council Report

*Throughout the past month I have provided pastoral acts including hospital visits and individual & couples counseling. We had funeral requests which I deferred to Ps. Stan per. families request and a 3 child baptism that will be rescheduled due to a covid outbreak.

*The Thursday noon women's book study continues to meet in person.

*I participated and completed a Leaderwise Boundary Training

*FLC hosted a most beautiful ELCA Thanksgiving Eve worship including a video and music by collaborative efforts under the direction of our very own leader, Harriet. I encourage you to check out the U-tube recording as able. Total raised for United Way was \$716. Thank you all for your generosity.

*If you have not had a chance to attend an Advent Holden Evening service..there is still time. Wednesday the 15th I will be speaking (Ps. David will be canting) and the 22nd Vicar Lynn will speak.

*Vicar Lynn and I continue to alternate Morning Watch on Thursday mornings 8:45-9am. Ps David has offered to fill in beginning Jan. Thank you Pastor David!

*A shout out of thanks to the decorating committee under the leadership of Jody Hanson for their holiday decor. Purely stunning.

*Thank you to all who participated in the Christmas Food Baskets under the leadership of Michael Wicklund. 21 families were gifted.

The Christmas tree gift giving was a grand success under the leadership of Tara Wagner and the Education Committee. 45 gifts were purchased and given to Someplace Safe and A Place to Belong.

*Under the super organized leadership efforts of Kris and Robin Werner the church picture directory is in process. If you haven't had a chance to submit a photo, there still is time. Please send pictures directly to Katie in the church office.

*Vicar Lynn's Godspeed service will be held during worship on Dec. 26th. Her last day with us for this portion of her hands on learning will be Monday Dec. 27th.

*Pastor David will be on call Dec. 31st-Jan. 8th as I will be out of town.

*The FLC staff Christmas party will be a catered lunch. It is scheduled for Dec. 28th at 11 at church. We will have a gift exchange and a collection of monies for the food shelf.

* The church office will be closed Dec. 27th-31st.

Thank you for ALL you do for the body of Christ at FLC. You make a difference!

Carrying on,
Pastor Gretchen

Vicar Lynn Melchior Council Report

Nov 3, 2021 – Dec 2, 2021

Accomplishments:

*Participated in worship services Nov 7, 14, 28. I preached 2 times in November.

* Led Bible Study for Circle.

*Assisted in planning Advent Services

*Wrote Messenger article

*Recorded 1 Morning Watch radio shows.

*Made several visitations.

*Attended Seminary Sponsored Retreat with Pastor Gretchen

- *Met with the newly revised Prayer Team. Wrote tidbits for praying at noon on Wednesdays in Advent.
- *Met with FIT team.
- *Planned Confirmation with Pastor Gretchen. Taught Confirmation.
- *Planned and hosted a Confirmation Intensive
- *Attended Worship team meeting.
- *Attended Education meeting
- *Attended Council
- *Kept current with First Lutheran emails
- *Attended Staff meetings as I was able.
- *Attended admin and reflection meetings with Pastor Gretchen.
- *I was be out of office Nov 20-25.

Looking Forward:

- *Preaching at one advent services and Dec 26th.
- *My internship will be ending early. My last office day will be Dec 27th. My Service of Sending date is pending.

Concerns/Thoughts:

- *How can we best wrap up my internship? What does First Lutheran need from me?

Pastor David's Report

I have enjoyed getting to know the people on the Visitation List that I have been able to visit during November. There are a few who are very hard to reach and a few have been removed or I attempt to contact them less frequently, per their request. One of my care receivers at the Veteran's Home, Kurt Gustin passed away shortly before Thanksgiving. His funeral will be held Thursday, December 9th.

Here is an overview of my pastoral activity for November:

- 20 In Person Visits
- 14 Phone Visits
- 3 cards or letters sent.
- 2 Hospital visits.
- 2 Staff Meetings; one in which I led with devotions.
- 1 Preaching Assignment – November 21.

I suspect that as we draw closer to Christmas, it will be difficult to schedule visits except for those who are in assisted living or nursing homes. I will plan accordingly.

Blessings on you all during this Christmas Season. Hopefully you and I will be able to manage our schedules in such a way so that we don't get too stressed out.

God's Peace:

Pastor David

Personnel Committee, Wed. December 8th

We thanked Orrie Leabo for his dedicated service to the Personnel Committee and to First Lutheran Church. Orrie is retiring on Dec. 31st after serving on the committee for eight plus years. We appreciate his efforts over the years! Andrea Loomer came on to the committee this month and will be an excellent choice to serve on the personnel committee going forward. She has past experience on the church council. George Mathison attended our meeting and gave us an update on many of the timely topics pertaining to personnel. We have decided to wait a couple of months before we nominate candidates for the call committee (for an associate pastor position) as the leadership team has decided to wait until closer to the annual meeting or later to form that committee. David and Lorri Holt also attended and David reminded us that the 150th Anniversary Committee would welcome help in interviewing some of our oldest members and putting their stories together to put in the messenger each month. Your help would be most welcome in these efforts. Doreen and Katie in the office have been steadily working to finish all needed updates to the general accounts and the speciality accounts so year end balances can be run on all accounts and the start of the 2022 budgeting process can start. They hope this is completed in the next week or two. The current only “open” staff position is for the senior Choir director which Harriet Wicklund is filling on an interim basis. Year end reports will begin to be put together for the annual meeting currently set for late January.

The personnel committee will have it’s next meeting on Monday January 3rd in the Kairos Room.

Respectfully

Steven Fitz

Personnel Committee chair

First Lutheran Church Worship Committee

Minutes from Worship Committee meeting 12/4/21

Participating: Harriet Wicklund, Keith Melberg, Linda Mellon, Jody Hanson, Anne Taylor, P. Dave Strom

Not attending: P. Gretchen Enoch, Lynn Melchior, Judy Jensen

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.

*There have been some problems with mic’s recently. LeAnne has checked them out – uncertain of solution, questioning user error but unable pinpoint a cause.

b. Organ Project and concerts:

*Labels for stops installed. Allen Moe has been here and tuned the organ and addressed the concerns Keith had noted.

*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 150th anniversary.
- *Keith has inquired as to fees with Daniel but hasn't gotten an answer – we will possibly seek sponsorships to cover costs.
- c. Liturgy setting – continue current or change?
- *Using setting 3 for Advent since November 28th.
 - *Suggestion made for spoken liturgy on December 19th, date of 'pop-up' Christmas Program
 - *Pastor will determine order of worship for Christmas services, but probably no liturgy for these services
 - *will use setting 8 through Epiphany
 - *change to setting 3 through Lent
 - *Use setting 4 through the Easter Season
- d. Development of the role of Sacristan to assist with Sunday morning details.
- *Sacristan role is still on hold for the time being.
 - *Will probably reinstate this role to relieve pastors of specific pre/post service tasks as requested in January, when Lynn will be gone, to assist P. Gretchen.
- 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.
 - *There has not been a meeting of the Altar Guild since September 7th.
 - *Processional Communion continues to be offered. Harriet is managing the schedule of volunteers to do the set-up. We have several 'snow birds' so we listed some names to contact as possible volunteers for this role.
 - * a third station for Communion has not proven to be necessary, so will no longer be set up routinely, but can be sent back from the front set up as deemed necessary.
- f. Look ahead 3 months for Festival/special Sundays.
- *Advent began 11/28 with blue paraments. The decorating went well and is beautiful – thanks to all who helped! The Advent wreath is in place.
 - *Advent services continue: December 8th, 15th, 22nd, with Holden Evening Prayer. Will use incense.
 - *Sunday School Program will be on Sunday, December 19th at the 9:30 service. Kristy will arrange for the "Pop-up" program - readings will be selected and assigned. Harriet and Linda will work with Kristy for placement of music, including several Christmas carols.
 - *Christmas services will be held on Christmas Eve at 3pm and 5pm. No service on Christmas Day this year. Our committee discussed the handouts that were shared with us regarding options for the format of these services. Understanding that P. Gretchen is responsible for the order of our public worship, it was the consensus of committee members present that our congregation will be looking for a traditional order of service with a message of the gospel's grace and peace from our Pastor. Communion should also be offered. Committee members are enthusiastic about helping to format the service to relieve time pressures during these busy days.
 - *Since December 26th will be Lynn's last day with us, she will be preaching and there will be a sending service.
 - *A service of Nine Lessons and Carols will be planned for Sunday, January 2nd. P. Dave will be leading the service that morning.
- g. 150 Anniversary in 2022
- *the anniversary will be celebrated on 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.
 - *Harriet shared the following update with the Worship Committee: Council members met again

following Worship this week. The organ dedication concert will kick things off the Sunday prior. We're looking as the possibility of a family/children's event at a local pumpkin patch on Saturday that weekend with Worship Service followed by a catered dinner on the 9th. Some articles from interviews with our oldest members are suggested and adding to the history that has already been compiled. Advertising to inform the public has yet to be discussed.

- h. No further discussion today regarding remaining choir robes.
- i. Youth Service – Since Lynn will no longer be with us on January 30th, P. Gretchen has indicated that she is willing to work with the youth on this project. But perhaps the date will change to the first Sunday in February, the 6th.

*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.

- 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. Harriet found only two fire extinguishers which would serve the sanctuary. One is in the Altar guild area, the other is just outside the church office. will be made available to ushers for our Christmas Eve services. None were found in the old narthex area. The committee recommended that two be added – one in the sacristy area where candle lighters are lit, and the other in the rear narthex area – possibly near the ushers counter. Harriet will talk to Tedd about this at Council next week.
- 5) 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 this, too.

New Business:

- 1) No new items were brought for discussion.

**Next Worship Committee meeting: Tuesday, January 4, 1:00pm, in the conference room.
(regularly scheduled monthly, 1st Tuesday @ 1:00pm)**

150th Anniversary Committee

12.05.2021

Present: Steve Fitz, Harriet Wicklund, Pastor Gretchen Enoch, and David Holt

David Holt has put in a request to the Foundation Board for \$4,000 to help with the expenses for our celebration. They meet this month and will let us know how much funding they can provide.

David Holt will meet with Kristy Wicklund to organize historical items and work on Messenger articles. We will interview older members and tell their stories.

Laurie Whitehead was mentioned as someone who would be good at writing the articles.

We should get our events organized and get some advertising started.

This is an idea of how our celebration will happen:

Historical displays in the Narthex and articles in the Messenger

Pumpkin Patch for First Lutheran Families

Organ dedication Sunday before worship

Anniversary service with Curt Roto as guest preacher

Our next meeting will be held on January 23, 2022 after the church service.

David Holt

Education Committee Meeting Minutes 11-9-21

- Christmas Pop Up program, it's going to be spontaneous. Kristy is continuing to work on the details for script and props/costumes. Discussed other details as Kristy is working with Keith on music and the decorations will already be taken care of.
 - Zoo animals- we discussed it would be great to have them back. Kirsten- would you mind checking with them to see if they would be available December 19th? Thank you!! 😊
 - Outside fire
 - Christmas cookies by service food. We need to make a decision on kind and Katie will order from the office. With coffee and cider
 - Kristy will be talking to the adult choir about leading some Christmas Carols outside by the fire and if too cold, we'll be in the narthex.
 - Sounds like it should be a really fun event.
- Service Project
 - Hunger theme was the vote to do at this time. Would like to focus on supporting our local community and food shelf. Global barnyard also discussed.
- Giving Christmas Tree, Michelle offered to take the lead on checking with Jennifer Frank about this and getting this going. Thank you!! 😊
- Cookie bake with the kids- I missed the end of this conversation....more info to come.
- Advent Study calendar will be handed out to everyone.
- Prayer Chain- Adult Education on how to pray (prayer angels formerly the prayer warriors) This had been brought up, Pastor Gretchen and Vicar Lynn are working on details to provide.
- Ladies Night- we had such a great turn at these events, Kristy has reached out to Seeded Designs and has a date set for Dec. 7th. Tell your friends and get signed up!
- Christmas Movie and PJ's. Kristy's favorite thing to do, watch for a date on that.

-Tara Wagner

Education Committee Meeting Minutes 12-5-21

Ladies Night- Seeded Design, 25 people signed up.

Sunday December 19th Christmas Pop up pageant

-reviewed the script that Kristy has put together

-zoo animals, outdoor fire, Christmas cookies all after the program

-all are invited to participate in the program.

Sunday School- curriculum is going well, that will continue throughout the remainder of this school year.

Vicar Lynn's last day in office is December 27th, she will be greatly missed. Pastor Gretchen along with Mrs. Vicki will be leading confirmation groups. The small intensive groups are working well and keeping kids caught up.

PJ and Movie afternoon Sunday December 12th

Kristy working to make contact with the Food Shelf and the FLY kids for outreach follow up.

January 9th Sunday School resumes, will plan a New Years celebration for kids.

February ladies event- brainstormed ideas such as cake/cookie decorating

Respectfully submitted by:

Tara Wagner

Membership Report

Work is continuing on the Church Directory. Those Families or individuals who were unable to have Photos Taken. We have given them the opportunity to submit their own photos to be included in the Directory. We have given them up to December 25th to get us the photos. We are also continuing to work on the Layout, and other artwork of the Directory. New Member Sunday will be in the Fall of 2022 – sometime In October.

Kris Werner

Property:

Property still working on updating Narthex furniture.

The Conference room has 14 brand new chairs. Some of the old chairs are still available to anyone that can use them for a donation?

Fluorescent lights are being changed throughout the building.

Tedd Steenbock