

FIRST LUTHERAN CHURCH COUNCIL MEETING AGENDA

February 8, 2022, 6:00 pm

Call to Order

Opening Prayer and Devotions

Mission Statement: As faithful disciples, we serve God and welcome all people with open hearts.

Secretary's Report

Treasurer's Report

Pastor David's Report

Pastor Tiffany's Report

Committee Reports – THANK YOU ALL FOR WRITTEN REPORTS

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

Old Business

- Staffing updates
- Nominating committee: Need to fill finance and youth committee positions
- Volunteers needed for office, Sunday services, etc. Maybe coordinator?

New Business

- Council person on duty each Sunday at Welcome Desk
- Pr Tiffany is looking into systems for keeping track of office staff time off.
- Pastor Gretchen and Kirby's card shower and gift
- Staff/Council Retreat on April 19th from 5 p.m. to 9 p.m.
- Ideas for Lent/Easter
- Check signing list needs to be approved and updated on council minutes and sent to the bank.

Adjourn with The Lord's Prayer

FLC Minutes 01-11-22

- Opened with Pr. Dave's prayer
- Leslie approved the minutes from prior meeting, Tara seconded.
- Suzanne said the financial reports were inaccurate. Discussion ensued regarding Icon helping with the reconciliation of the accounts.
- Harriet made the motion to call Icon to find out the monthly reconciliation. Tedd seconded the motion.
- Pastor Dave's report was submitted, the council thanks Pr. Dave for his help in this interim time.

OLD BUSINESS

- The various committees gave their updates on their individual committee reports:
 - The Personnel committee discussed the change of committee members—Andrea Loomer & Al Jensen
 - Worship committee—Harriet said she is looking for volunteers for Altar Guild
- The council discussed the various committee budget amounts in preparation for the annual meeting.

NEW BUSINESS

- Pastor Gretchen's resignation was discussed; Pr. Gretchen approached the council with her resignation with the goal of Feb. 26th as the last date. Lorri Holt approached Pr. Gretchen and asked her to go home between services on Christmas Eve due to an escalating inner-office conflict. The executive committee asked for the resignation to be effective immediately.
- The bishop recommended Pr. Tiffany Sundeen as our interim and her agreement is being presented and her first worship service would be Jan. 23rd.
- Pr. Gretchen's farewell gathering will take place at FLC at a future yet to be determined date.

Respectfully submitted,

Leslie Prischmann Flugstad

Council Report
Visitation Pastor
Tuesday, February 8, 2022

During January, I experienced a gradual return to the duties of my stated call as your Visitation Pastor. Obviously, after Pastor Gretchen and Vicar Lynn's departure, I assumed the duties associated with their positions to the best of my ability. With Pastor Tiffany's arrival, I have been able to resume a more regular visitation schedule, as I was accustomed to prior to pastoral departures.

Here is a brief summary of my ministry activities for January:

- I led worship and preached on January 9th and 16th.
- Jointly led the Festival of Nine Lessons and Carols with Harriet Wicklund; Linda Mellon; Keith Melberg and others on Sunday, January 2nd.
- I attended one Council meeting on January 11th.
- I met with the Worship Committee on January 11th.
- I led two Bible Studies; one at Mill Street, and a Men's Bible Study which just began on January 31st. We meet every second and fourth Monday; 7:00 AM in the Kairos Room.
- I attended four staff meetings.
- Eight Phone Contacts
- Three Hospital Visits
- Ten In-Person Visits

Please feel free to contact me with questions and/or concerns relative to my ministry here at First.

Respectfully Submitted:

Pastor David

Personnel Committee Report - February 2022

The personnel committee met on Tuesday Feb. 1st. Members attending were: Steve Fitz, Kim Ward, Andrea Loomer and Al Jensen. Pastor Tiffany also attended which gave our committee members an opportunity to meet her and welcome her to FLC. We had a very good discussion concerning staff evaluations, goal setting for each of them and the importance of getting everyone “on board” and focused on our path forward. Setting clear expectations and getting individual “buy in” from all staff members should help to eliminate any misunderstandings on individual responsibilities. Since annual evaluations did not get completed this past fall we decided that they should be done in the next 30-45 day if possible. We looked over the evaluation forms we currently have and will decide if there is a better option that can be used. We also discussed the need for a better process for PTO and Sick Day tracking for each of our full time employees. In the past this has been one of the duties of our bookkeeper but since we had such a high turnover in that position this past year there was very little tracking done. This can cause confusion and concern whenever someone leaves our employment. We will need to help each full time employee track these important benefits so they can be assured our records are accurate. If needed, the personnel committee members will assist Pastor Tiffany in this evaluation/goal setting process with staff. We also discussed ways that could help Pastor Tiffany to “get to know” each staff members thoughts and ideas on how to improve the work environment at FLC. This could also give her the opportunity to make a personal connection with each staff member. We continued the discussion on how to get congregation members to volunteer as we continue to have a great need every week for volunteers. The idea of a volunteer coordinator was once again discussed and we may have to consider paying someone to help us. Any thoughts, suggestions, ideas from the rest of the council would be most welcome. Let me know or let Katie in the office know if you have someone we could contact to be a volunteer coordinator. Thanks in advance for your help.

Respectfully Submitted

Steve Fitz

Personnel Chair

Fellowship Report for January 2022:

January 26th, JoAn and Terry met with Pastor Tiffany to discuss the Fellowship committee. We talked about what our committee used to do, What we have been doing lately, and future ideas.

Also we brought up the fact that the budget, and balance for Fellowship is incorrect. Pastor Tiffany said the reports will be looked into.

On February 1, JoAn met with Doreen and went over budget line items we need reported. It was a productive meeting.

JoAn Whitlock
Fellowship Chair

Property January Report:

Working with an exterminator on the Boxelder bug problem in the church facility.

Extending plea for donors/donation for new furniture in Narthex.

Working with a locksmith on the main entrance door problems of locking under the canopy.

Checking out the possibility of replacing the snowblower as the old one is tired.

Checking with insurance carrier as to what is covered like building, contents, etc, as to what values on each.

Tedd Steenbock

SMART Team – Report to Council – February 2022

The smart team has connected via Zoom meetings twice; on Thursday, January 27th and Thursday, February 3rd. Team members who have participated include Kristi Wentworth, Dan Lembcke, Tara Wagner, Harriet Wicklund and Pastor Tiffany.

Actions recommended:

- Pastor Tiffany volunteered to write something for the messenger: “Masking Update While Omicron numbers continue to rise, we are strongly recommending masks be worn in the building. We especially request your masking consideration in the sanctuary as we worship. The intent is to care for our neighbors and for our healthcare community who are facing difficult decisions as hospitalizations rise. Together, we can make a difference on the rising infection rate and look forward to literally breathing easier in the near future. Gratefully, The SMART Team with Pastor Tiffany”
- Worship leaders will be asked to model the use of masks and Kristi volunteered her family to usher on Sunday, January 30, masks worn and offering masks to people arriving for worship. Ushers will be asked to continue this practice.
- Discussed passing of offering plates – at this time it was decided to place the plates in the front of the church where offerings may be placed in the plates while people come forward for communion. The wooden chest will also remain in the narthex at the back of the sanctuary.
- Concern discussed regarding the touching of wafers and hands while distributing bread for communion. Pastor Tiffany described a ‘tray’ a friend had made for a church in Fargo. It is designed for the purpose of allowing people to individually pick up their wafer. The laser tool used to make the tray is not currently working – but when it’s fixed, he will make some of these trays for us. Until we receive those, we will be placing a wafer in individual mini-muffin papers on trays and people will pick up their own. Distribution of wine for communion will not change.
- Pastor Tiffany has ordered 200 KN95 masks that will be made available at the counter just inside the door. They will cost \$1.00. Council members will be asked to take turns being at the counter on Sunday mornings.
- Table with free masks and hand sanitizer have been moved to face the entry door for greater visibility.

Discipleship Team Meeting

5:30-6:30pm February 1st, 2022

First Lutheran Church

Meeting Was Held in the Family Room

Attendance: Michael Wicklund, JoAn Whitlock, Leonard Hatzenbuhler, Pr. Tiffany

Discussion:

- April is our month to serve coffee and treats after the service. Since Easter is on April 17th, we thought it would be nice if we did a special meal for Palm Sunday.
- We would like to add a couple members to our team. JoAn said she could use a couple more committee members for Fellowship as well, so we decided to put out a general call for people to volunteer for committees in the weekly blast.
- Similarly, we decided to distribute Time and Talent sheets to the congregation in the March Messenger. Michael volunteered to check with the office staff to see if there was a copy of an older version we could use.
- Pr. Tiffany shared her idea of doing a “My Cup Floweth Over” appeal, where we would purchase stadium cups with the church’s logo which people could fill with spare change (or bills or checks) and someone with the means could also volunteer to do a matching gift of the total raised.

We closed with the Lord’s Prayer

Education Committee Meeting Minutes, 2-6-22

In attendance: Kristy, Kirsten, Michelle, Erin, Pastor Tiffany, and Tara

***Introductions**

- Confirmation schedule reviewed by Pastor Tiffany. The schedule continues with 2 sessions 4:30 and 6:30. From 5:30-6:30 there is hang time and a meal for the kids and parents. This is every other week. Confirmation date has been set for May 15th. Pastor Tiffany is encouraging confirmands to read during the Sunday service.
- VBS- Kristy will be checking with Luther Crest about their summer plans. Not sure if it will be 1 day or more this year. Pastor Tiffany will send out a message to the other ELCA churches inquiring about their interest in collaboration for VBS.
- Sunday school curriculum going well, 3 age groups for classes. Discussion about the 30 minutes in length. Opinions vary on the length that teachers and kids can handle. Will discuss further as the school year comes to an end for preparation for next fall if changes need to be made.
- Adult ladies' events discussed.

Next event is set for Feb. 15th at 6pm- Sip & See- meet Pastor Tiffany, coffee and tea along with a painting craft. This will be held in fellowship hall.

March- We hope to team with the WOW group to do a craft, maybe gnomes. Kristy will reach out to Cindy Larson.

April- Cookie/cupcake decorating class, Michelle will do some checking (Andrea Loomer)

May- Mother/Daughter Tea, Tara will reach out to Jen Enstad Peterson

- **First Communion-** date is set for Maundy Thursday, April 14th. Baking bread, kids can participate on April 13th. The pottery and instruction has not yet been set.
- **Palm Sunday, April 10th** What should we do? Reviewed past events, will be discussing new ideas at our next meeting.

**** Next meeting is set for Sunday, February 27th after Sunday School in the conference room.**

Respectfully Submitted by:

Tara Wagner, Education Chair

First Lutheran Church Worship Committee

Minutes from Worship Committee meeting 2/8/2022

Participating: Harriet Wicklund, Keith Melberg, Linda Mellon, Jody Hanson, Anne Taylor, Judy Jensen,
P. Tiffany

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.
 - *Two persons have volunteered to take the training and will arrange a time with LeAnne.
 - *We will continue to advertise for volunteers for these positions.
 - *Now enough volunteers so that each one needs to do just one Sunday per month.
 - b. Organ Project and concerts:
 - *Labels for stops have not yet been installed.
 - *Allen Moe will be returning to repair trumpets and install the labels.
 - *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.
 - *Trouble with boxelder bugs in pipes continues – Moe will remove when he comes to tune.
 - c. Liturgy setting – continue current or change?
 - *will continue to use setting 8 through Epiphany
 - *will change to Listen, God is Calling for the Sundays in 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 attach a copy of the previous task listing with these minutes. Committee members will review and be ready to discuss at our next meeting. May choose to reinstate this role to assist our pastor with specific

pre/post service tasks as requested.

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 will be meeting again in March.

*Processional Communion continues to be offered. Harriet is managing the schedule of volunteers to do the set-up. Two volunteers have been added. The schedule for set-up is complete through March.

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

*paraments change to white for Sunday, February 27, and then to purple for Ash Wednesday, March 2.

*the next festival Sunday is Transfiguration, February 27 – paraments change to white and the Alleluia banner

will be recessed at the end of the service.

*First Lutheran will host the Lenten services on the first Wednesday of Lent, March 9. Times of the services

will be 12:10 and 6:30pm. The Holden Evening Prayer will be used that evening.

12:10 service format TBD.

*The Ash Wednesday service will be on our own, service format TBD.

*Maundy Thursday – will include First Communion for 5th graders, with only one service at 6:30pm. The altar

will be stripped at the end of the service.

*Good Friday – plans discussed be are yet to be determined.

*Palm Sunday and Easter plans will be discussed at our next meeting. Decorating ideas/theme were discussed.

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.

*Suggestion has been made to the reunion committee to invite children of the congregation to be here some

time during the anniversary year. Pastors include Russ Anderson's son, Liz (Mathison) Eide, Jeff Fitz-

Kappes. Organists: Bruce Jacobs and Susan (Smith) Clamby.

Susan Clamby suggested we use her anthem, Come and Sing, Sing Unto the Lord!, for a service in conjunction

with the anniversary. It combines Organ, Choir and Handbells. Harriet will communicate with Susan and let

her know we are including it in our planning and also, ask her to play organ for the anthem.

Will also consider presenting Bernice Royslands composition again in the anniversary year, too.

h. No further discussion today regarding remaining choir robes.

i. Youth Service – tabled. Pastor Tiffany will work on this but would like to get to know the students better first.

*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 three 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) Discussion regarding the need for a refresher course on the AED.

*This was brought up at a Council meeting – no action taken on this yet.

*It was agreed that staff should all have the training as well as any who may serve as ushers. Harriet will make some contacts regarding the training and coordinate with the office for date/time.

New Business:

- 1) Worship Committee and Worship Team are assigned coffee serving for February – these Sundays have been taken care of.

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