

ST. JOHN'S LUTHERAN CHURCH
KASSON, MN

COUNCIL PACKET

December 12, 2018

CONTENTS

- 2018 Council Covenant
- Agenda
- Council Minutes
- Pastor's Report
- Director's Report
- Commission Reports
- Financial Reports



Random Acts of Christmas Kindness 2018

"No act of kindness, no matter how small is ever wasted." -Aesop

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Join the kindness conversation! *24RACKs on twitter and Instagram						¹ Make cookies for a neighbor
² Donate toys to your favorite charity	³ Tell silly jokes to make someone laugh	⁴ Make a hug coupon for someone	⁵ Donate food to your local food pantry	⁶ Make a card for a soldier	⁷ Thank your teacher	⁸ Candy cane bomb a parking lot
⁹ Tape change to a vending machine	¹⁰ Call a faraway friend or relative to say hello	¹¹ Take supplies to the animal shelter	¹² Do a chore for someone in your family	¹³ Give a compliment to a friend	¹⁴ Take treats to the fire or police station	¹⁵ Leave a popcorn surprise on a DVD rental machine
¹⁶ Pay for a stranger's coffee	¹⁷ Let someone go ahead of you in line	¹⁸ Leave a happy note for someone to find	¹⁹ Pass out stickers to kids in line	²⁰ Give treats to the mail carrier	²¹ Smile at everyone you see today	²² Pick up litter
²³ Do a secret act of kindness for someone	²⁴ Feed the birds	²⁵ Merry Christmas!				

2018 Council Covenant

God
Open/Committed to Change
Open Minded
Honest
Timely
Respect
Support
Focus on a Common Goal!
Cohesiveness
Energized when we leave
Confidentiality
Conscious Seeking
Relevant
Leaders
Love our neighbors
Live our Faith so others want what we have.
Ask and they will come but thank them.

Council Members

Pastor John Allen
Pastor Nirmala Reinschmidt
Jen Smith
Marlo Bungum
Kim Allen
Kelly Utesch
Kyle Howell
Al Flickinger
Sharyn French
Joel Mindermann
John Klein
Dan Paulsen
Lindsay Colwell
Amanda Sabelko

St John's Lutheran Church - Council Meeting Agenda

"We are disciples of God, living in his grace as an inclusive community, worshiping together, growing in faith, serving others, and living as witnesses of Jesus Christ."

Council Meeting Agenda

Tuesday, December 11, 2018 7:00 p.m. - Conference Room

1. Call to order – Jen (10 minutes)
 - a. Approval of Agenda
 - b. Welcome any guests
 - i. Renae Solberg (Lutefisk information/donations)
 - c. Review any "Thank You" notes or correspondence sent to Council or St. John's
2. Devotions – Joel (5 minutes)
3. Reports – Jen (10 minutes)
 - a. Discuss/Approve staff and commission reports
 - b. Discuss/Approve previous meeting minutes
4. Financials – Kim (15 min)
 - a. Summary of the past month's financials
 - b. 2019 budget
 - c. 2019 Narrative budget (Exec Council)
5. Old Business – (15 min)
 - a. Call Committee update (Al)
 - b. Commercial property insurance update (Kelly)
 - c. Roundtable
6. New Business – (30 min)
 - a. 2019 Council nominating committee
 - b. Parental leave policy (Jen)
 - c. Accountable reimbursement policy (Kim)
 - d. Closed Session – elected council
7. "God Sightings" – All (5 minutes)
8. Motion to Adjourn
9. Lord's Prayer
10. Upcoming events/ meetings:
 - a. Next council meeting – Tuesday, January 8 , 2019 at 7:00 pm (Conference Room)
 - i. Devotions – Kim
 - b. Other Important Dates
 - i. Annual Meeting Sunday, January 20th 2019 at 11:30am (Fellowship Hall)
 - c. Parking Lot Items
 1. Branding
 2. Fundraising Policy

November 2018 Council Minutes

St. John's council met on Tuesday, November 13th at 7:00 pm in the Conference Room. Present members included Jen, Marlo Kim, Dan, Kyle, Joel, Al, John, and Kelly. Pastor John, Deacon Amanda, and Lindsay were also present. Sharyn was absent. Sam Marsland and Dennis Foster attended as special guests.

1. Call to Order

- a) Jen called the meeting to order at 7:03.
- b) Sam Marsland represented the Media Commission about the aging projector in the Sanctuary, which roughly 10-15 years old. Due to a higher demand for multimedia in worship and other activities, switching over to a television would better meet the needs of users. The cost of an 86" television is roughly \$2500, plus mounting hardware and CAT5 cable. Replacing the existing aging projector is roughly \$5,000-6,000, plus the lens, which is roughly \$500. Media has addressed this problem/proposed solution to many affected commission to seek input. Additionally, the television can be used as electronic banners for seasonal events and funerals. The current money is held in a dedication account. Dennis Foster spoke to council on behalf of the Call Committee, which plans to address the congregation on Sunday, November 18th. An excellent candidate was selected, but declined due to a family issue. While the Call Committee is disappointed by the setback, they are committed to finding the perfect candidate for the church. An email will be sent to the congregation in addition to the Temple Talk to the congregation.
- c) Council received no notes or correspondence, but thanks several individuals and businesses for their diligent help over the last month. Travis Bebee, Al Flickinger, Dave Aakre, and Nelson Gas for their help with obtaining and installing the high efficiency water heater. The water heater was supplied at cost to the Church. Brittany of her work with Mother's Matters was also recognized.

2. Approval of Agenda

Marlo made a motion to approve the agenda. Jon seconded the motion. Motion carried.

3. Devotions

Marlo led devotions.

4. Reports

- a) *Discuss Staff and Commission Reports* –Media is looking to supply a television for the Kindergarteners to accommodate the new curriculum that includes video snippets. Amanda will follow up with Sam about needs and implementations. Pastor John presented council with a policy manual that he had located that had updates to the church constitution. He is working to ensure that the policies included are current and that nothing is missing.
- b) *Approve Previous Meeting Minutes* – Kyle made a motion to approve the submitted reports. Jon seconded the motion. Motion carried.

5. Financials

- a) *Budget* – Kim has started the 2019 budget, and the Finance Commission will continue to build the budget for council to evaluate and approve. Council recognized Adam Richards for sitting in on budget meetings with Kim and offering advice and suggestions for improvement.
- b) *Summary of the past month's financials* – October ended with \$2000 positive, but there is still \$21,000 owed to the dedicated accounts.

- c) *Envelopes* – In an effort to reduce costs and improve the counting process, the labeled giving envelopes/booklets will be eliminated for 2019. Blank envelopes will be available in pews. This will save roughly \$1500 on printing and \$600 on shipping. Jon made a motion to approve the new envelopes. Al seconded the motion. Motion carried.

6. Old Business

- a) *Call Committee Update* – Dennis covered this in the opening.
- b) *Commercial Property Insurance* – Kelly submitted a request for proposal to 4 companies on November 1st, with a due date of Nov 30th. She met with Properties Commission to update the progress, and Dave Aakre offered to visit and tour companies who have requested to take photos in order to build their proposals. A task force of Kelly, Jon, Joel, Kyle and a member of Properties can work together to evaluate the proposals and make a recommendation.
- c) *Council Retreat* – Jen will email Council to determine any dates that people will not be available for a Friday/Saturday in February or March
- d) g) *Roundtable Discussion* – Jon suggested reestablishing a stewardship commission in order to fundraise through church to raise money to support church operations. Jen would like to see a slide to share with the congregations of “this is what we [could do]/[has been done] with everyone’s generous giving.” Jen will send out an email with a policy developed by the Personnel Commission on parental leave for council to vote on.

7. New Business

- a) *Safety Task Force* – Marlo was approached about starting a safety task force. Amanda indicated that some relevant content is included in a safe space policy. However, there is a need to educate leaders on proper procedures in event of severe weather, medical emergencies, and other safety/protection issues that may affect worshippers/students.
- b) *Membership* – Marlo has been working with staff on the membership roster. She has been developing a consistent procedure and classification for members and visitors.
- c) *Closed Session* – Elected council held a closed session.

8. God Sightings

Participants shared God sightings they had recently witnessed.

9. Motion to Adjourn

Kyle made a motion to adjourn. Jon seconded the motion. Motion carried.

10. Lord’s Prayer

Council closed the meeting with the Lord’s Prayer.

11. Upcoming events/meetings

Next council meeting is Tuesday, December 11, 2018 7:00 pm in the Conference Room. December devotions will be led by Joel.

Respectfully Submitted,
Kelly Utesch

Pastor Nirmala Council Report

Visitation continues to our shut-ins

I attended staff meetings.

Visitation team met on Nov. 12th to co-ordinate the visitation.

I have a visitation log now to enter my visitations.

Prayer team met on Mondays.

I preached two Sundays on November

I conducted worship service at both Fairview and Sun wood.

Planned for Senior Christmas service and Grief support Program

Children, Youth, and Family Ministry Development Director Report to Council - December 2018

SE Theological Conference

At the beginning of November, the ministry staff all went to our SE MN Synod Bishop's Theological conference in Onalaska, WI. The theme was *Dismantling White Supremacy: Building Beloved Community*. The speakers we listened to talked about systematic racism in their own lives and how we as (mostly) white, public Christian leaders can stand up to racism in our own communities. We were also highly encouraged to take the Intercultural Development Inventory (IDI) through LeaderWise as we talked about intercultural/intergenerational issues within our congregations. I would be willing to share more information about this synod-wide survey if you are interested!

Spiritual Direction

This fall, the Bishop's office has started to offer Spiritual Direction groups for all Rostered Ministry Leaders in our Synod. I started with a group in October, which has been meeting at Our Saviors Lutheran in Faribault. The purpose of these groups is to take time for spiritual self-care - moments of silence, intentional breathing, and meditating on scripture. We also take some time to check in on our lives and ministries with the guidance of our group leader.

Quarterly Weekend, November 25th

Each quarter, the ministry staff is expected to take off a weekend to visit another congregation. In November, I visited Homestead Church in Rochester. This is a United Methodist congregation which re-established itself in 2013 as a community congregation. The reason I wanted to visit Homestead was to check out their contemporary service and see if we could grab ideas from them. It was a really relaxed environment, they highly encouraged bringing coffee into worship and grabbing something to munch on during the service. One specific thing I brought back was the energy of the worship leader and how she led music in a way that inspired a worshipful experience.

Ministry Updates

Advent Learning

This Advent, Club 56 will be participating in a study called the "Advent Conspiracy." They would like to invite other generations to gather with them as they learn about Advent and the real reason for Christmas. This will take place on Sunday mornings during the Education hour starting at 9:10 AM. We invite others to join us in the Youth Room, coffee and treats will be provided.

Christmas Program

On December 16th, our Sunday School and Oasis kids will be sharing the Christmas story with us in the form of worship. This year, we've given each class a reading to share which they have prepared as spoken text or a skit. We've had 2 dress rehearsals so far which have both went very well! This was the first year that we've tried out a Wednesday afterschool rehearsal, on December 5th. I know all the classes are very excited to present what they have been working on! :)

Parental Leave Plans

Throughout the last month, I have been preparing things for while I am away in the early part of the year. I have also been visiting with people to be point-persons for certain areas of the ministries I lead so it's not all concentrated on one person or group. As of right now, I am planning to be away from mid-February to mid-April which is tentative based on when the baby decides to come. As I am working on things, my plans will be submitted to Personnel and Pastor John.

Continuing Ed/Synod Activities/Vacation

December 17: Spiritual Direction

Dec 23: Continuing Education:

Dec 26 - 29: Holiday/Vacation

Submitted by Deacon Amanda Sabelko

Youth Ministry Coordinator's Report to Council December 2018

High School Ministry

High school youth group continues to have an average of 20-25 students every week. The students have been attending worship together when they are able, but several students also teach Oasis education classes or have other commitments after school, so they are not always able to come to worship. With this in mind I have added a devotion and short worship time together for youth group most weeks so that we are able to provide that spiritual care for our students while they keep current with their school responsibilities (homework). The youth group schedule will be changing somewhat in content beginning in January as the original schedule was written for 10 students, rather than twice that number. Luckinger Hilaire, who is leading the group with me, and I will be sitting down this month to revise the schedule. Luckinger has extensive experience working with youth in Haiti and I want to be able to utilize that experience to the students' advantage.

In an attempt to touch base with the students who are unable to attend youth group or if youth group is just not their thing I will be adding weekly trips to the high school on Mondays for lunch with students in an attempt to see them more often. This will also be a good way to talk with them in a casual setting and for other students to become more familiar with me.

Middle School Ministry

This past month our students in confirmation met with their mentors for the first time. It is wonderful to see adults investing in the lives of our students. More on the importance of these relationships in a second document regarding Sticky Faith research.

In addition to a meeting with their mentors students spent the past month learning about the Gospels through conversation, Bible reading, and viewing portions of The Bible: The Miniseries. Following the break for Thanksgiving they also spent time decorating trees for the Advent Tree Festival auction. Their work can be viewed in the Fellowship Hall through Dec. 19 when the auction ends at 7:30pm. All proceeds from this auction will benefit the summer youth trips including bible camp at Sugar Creek and our service trip to San Diego.

The first week of December students engaged with the Lord's Prayer through a multi-step prayer station in their small groups. The prayers and reflections that came out of this activity will be saved along with the materials from the All Saints Day celebration to be used in our Good Friday service during Holy Week when we burn prayers at the end of the service sending them to the heavens.

Beginning in January I will also be going to lunch with the middle school students on Wednesdays. This will likely be an every other week event as I get things started, but my hope is to move it to an every week sort of thing.

Important Dates and Other Items

Fundraising for our summer trips also means that a wide variety of fellowship events will be coming up here at St. John's. Please keep your eye on the calendar, screens, and announcements for details. Our holiday bake sale will kick us off on Sunday, Dec. 9 and Wednesday, Dec. 12.

- Guest speaker Allison Loftus of Flourish Counseling will be here on Wednesday, Dec. 12 after worship to talk about emotional well-being and mental health first aid. She will be speaking to the 7th-12th grade youth and their families, but this event is open to all.
- Confirmation students will be Christmas caroling to our shut-ins and at senior living centers on Sun., Dec. 16 and Wed., Dec. 19.
- Moms' Group resumes this month. Meeting times will be on Sunday at 9:10am and Thursday at 12:30pm. There will also be an online component this year with a Google classroom.
- I will be out of the office from Dec. 26-Jan. 6 for reading, family time, and rest.
- Beginning in January, due to Patty Foster's upcoming shoulder surgery (Patty cares for Oliver on Tuesday and Thursday afternoons following preschool at CKP), I will be only taking Saturdays off. I will be in the office for a full day on Monday and shortened time on Tuesday and Thursday. I will be in the office the following times, the remainder of my hours will be taken up by evening meetings and working from Rochester:
 - Monday 9:30am-4pm
 - Tuesday 8:30am-12pm
 - Wednesday 9:30am-9pm
 - Thursday 8:30am-12pm
 - Friday 9:30am-2:30pm
 - Sunday 7am-12pm

Submitted by: Lindsay Colwell, Youth Ministry Coordinator

**Memorial/Interior Design Commission Meeting
Tuesday, November 20, 2018**

Members present: Barb Alberts, Cindy Franke, Barb Hackenmiller, Gail Jensen, Deb Smith
Guest: Chris Abel, Dave Aakre, Fred Asche, Paul Burkart, Wayne Hendrickson, Daryl Melquist

Signage presentation
Chris Abel joined the meeting to review options for signage for the free-standing wall near the church entrance. The Alberts family would like to use Klaus' memorial money for this signage. Chris shared letter samples showing sizes and material. Chris will submit a final estimate for the project. Once received, this will go to the Council for final approval. Several members of the Properties Commission were in attendance as well and approved going forward with this.
Lift chair discussion
Members of the Properties Commission attended the meeting to share information on the proposed lift chair to be installed in the stairway going to the balcony. Following a lengthy discussion, the groups feel there are very concerning safety issues with this installation. There will need to be City and State inspections before this project can go forward. These are in the works.
Urn table covering
Jeanette Paulson sent a sample of the material that will be used for the urn table covering. The group approved the material and a \$25.00 deposit will be sent to Jeanette to start the project.
Chair approval
Lindsay Colwell previously asked to have her office chairs moved to the Youth Room, which we approved. She would now instead like these chairs moved to the Nursery. We approve this request.
Next Meeting
Our next meeting is scheduled for December 18 at 6:30 pm.

Submitted,

Cindy Franke

Properties Minutes from 12/4/2018 meeting

Attendees: Dale Edgar, Daryl Melquist, Paul Burkart, Wayne Hendrickson, and Dave Aakre

NOTE: Our next meeting will not be held on the first Tuesday, which is the 1st, but rather will be held on 1/8/2019.

Key Discussion Items:

- Church Insurance requote: Kelly Utesch (Council member) is driving this with us helping to show the reps the church. Dave has met with 2 Rep's from insurance company's other than the one we are currently with and they both think they will save us \$\$, bids had not arrived as of this writing.
- There is another window in the Narthax with the film "crinkling" up....looks at first like a crack. Jason Ogilvie (same person that has repaired the other bad films) has given us an estimate of \$180. On hold until Kim Allen gives the "go ahead" as funds are now very tight.
- Dirty Dishes Window: An old idea has resurfaced. Traffic flow and congestion during busy times in the kitchen would be improved by putting a "dirty dish window" in the Kitchen hallway near the west kitchen door entry. This would be fairly expensive because it would need to be finished out with stainless steel, and would need a "fire door" to close it up in case of fire. It will be added to our "want's" section of our Property's Future Repairs and Projects list.
- CKP entry door closer needs to be replaced with our stock of rebuilt closers. Daryl and Dave will handle
- Next LED Project: We (Dave and Paul) will look at redoing the Narthax lights with LED's. There are several options available for the upgrade. We expect the least expensive to be using a similar approach to the upgrades we did in the office area.
- Mud Jacking: We have at least three areas (CKP entry, Front entry, and west Narthax entry) in our outdoor cement that have significant discontinuities and it would be good to get some "mud jacking" done. Roger will check into possible contractors that could do the work. Fred provide the name of a group that did work for Mike Asche and they feel the work was done well at a reasonable price. The name of the company is All-Star Mud Jacking (507) 421-6748 and cell (507) 259-7776 email is info@AllStarBasements.com. On hold until spring.
- We have a fire alarm pull switch near the entry of the Fellowship Hall (behind the open entry door to the hall) that must be moved to a more conspicuous location near the west Narthax Exit. Dan Jensen has offered to move the switch. Other members will assist as needed.
- East entry outdoor light not working: This is a metal halide fixture with no voltage making it through the "ballast" circuitry. We need to replace this with an LED. This will require bypassing the "ballast" circuitry (from the metal halide fixture). Dan Jensen has offered to handle this as soon as time allows.
- Remaining sanctuary light that needs to be replaced. Al Flickinger has offered to obtain an lift and deal with the repair.

- Property's has been asked to provide a list of anticipated major expenses over the next 10 years. We created a list and are working on completing cost estimates.
- Annual Report is due by Jan 3rd....Dave will handle.

Updates Items:

- Signage near the Main Entry Doors: Memorials and Interior design asked Property's to weigh in on the idea of putting lettering (St John's Lutheran.....etc) on the wall that covers up the AC equipment near the main entry of the church. After meeting with them and reviewing the proposal, we agreed it was a good idea and also offered that if they wanted to order and install lighting for it, we would also approve. Property's has since been asked to facilitate the lighting part of the project, assuming it is decided to go forward with lighting (on hold until the signage is installed to see if lighting is worthwhile).
- Hot water heating system leak: Dave looked into the possibility of getting a rebate for the \$\$ we've spent on this and found there is nothing available.
- West Kitchen entry door (south side). Dave and James Aakre have replaced the closer.
- Lift chair for the Balcony Stairs: Since the visit by the salesman, several concerns have arisen, including the fact that the local City inspector says the state of MN will not approve it. It ends up being very expensive (over \$15000+ by the time we deal with it and the security gate) and the unit would be large enough to cause a significant barrier on the stairway and a trip hazard in the Narthax, and likely would not be used much.
- Dishwashing Improvement Consideration: The north sinks are used on Lutefisk Day (and other busy times) to hand wash bowls, pots, etc. Dave Aakre has bought some shelving that should create a removable false bottom so the people doing the work do not have to bend over so far to get to the bottom of the sink.
- Failing Kitchen Hot Water Heater: Rebate request (\$500) was submitted to Minnesota Energy (MERC), but the wrong amount was returned. Dave has worked with them to get this corrected....\$250 check sent by MERC.... and they agreed to send another \$250 check.
- More LED Lighting: Property's has purchased 103 (\$858) bulbs for the office area and have installed 102 of these. (Thrivent has covered \$250 of this.) A rebate request for \$283 has been sent and if approved will show up as a credit on our electric bill. During one of the work sessions, we also replaced several bad T8's with good ones in the Kitchen and Kitchen hallway area. Folks that helped with this project are: Dale Edgar, Curt Gilbertson, James Aakre, Ron Albright, Paul Burkart, and Dave Aakre.
- Kitchen Hood Fire Retardant System: The person who has previously done the yearly certification (required for insurance purposes) has passed away. Rochester Fire Extinguisher company is working on getting another person qualified to do the certification and it appears that we should be able to get recertified by the end of 2018.
- Water Softener Issues: There were complaints about hard water. It turns out the softener was not working and has been repaired by Culligan. Dave also asked them to replace the water filter while they were onsite.
- Carts for dish washer baskets: The Lutefisk Committee asked if we are OK with them buying two carts to store the dish washer baskets/containers on instead of having them on the floor and we agreed it was a good idea.
- Heat Tape on the roof over the Nursery: Wayne has worked with Evan to get that plugged back in for the winter.

- Fascia around the flat roof areas: Roger has found more “loose” fascia along the kitchen roof. He attempted to force it back in place, however the particle board the fascia is fastened to has expanded and must eventually be replaced.
- And YES, Property’s is aware there is a helium balloon stuck at the top of the decorative tree above the altar in the Sanctuary. So far we have not found anyone who will volunteer to get it down.

Dave Aakre

ALTAR GUILD MEETING MINUTES

Sunday, October 14, 2018

Members in Attendance: Julie Edgar, Sharyn French, Laura Gilbertson, Shelley Gustafson, Barb Nuehring, Jane Struthers, Jodie Tvedt, Tanya Young

*Thank you to **Barb, Carol, Jane** and **Julie** for serving during the month of October.*

Serving the following months:

November: Jane, Tanya, Shelley, Mona

December: Tanya, Barb, Jane, Mona, Carol

January: *We’ll sign up for these months in November.*

February: *Please bring your 2019 calendar to the next meeting!*

ITEMS DISCUSSED:

Dates to remember:

* Sat, Oct 20th @ 9am: Fall decorating, inside the sanctuary and outside the church building, in preparation for Lutefisk. Paraments will stay green for Sun, Oct 21st, then will be changed to the hardanger with red background for Lutefisk on Thu, Oct 25th, as well as Sun, Oct 28, which is Reformation Sunday.

* Sat, Nov 24th @ 9am (**tentative**): Fall decorations come down after Thanksgiving (which is Thu, Nov 22nd). Note there is an ‘extra’ week at the end of November, so the church will be ‘bare’ for a week before the Christmas decorations go up.

* Fri, Nov 30th @ 6:30pm .. OR .. Sat, Dec 1st @ 9am (**tentative**): Put up the Christmas trees, other Christmas decorations and Advent paraments. The First Sunday of Advent is Sun, Dec 2nd. If Fri evening, we might have a potluck after. Tanya and Carol to discuss and get back to the group.

* Sun, Dec 23rd @ 11:30am (or after the second service ends) (tentative): Blue Advent paraments come down and white Christmas paraments go up. Communion will also be prepared for Christmas Eve and baskets of candles will be set out, etc.

* Sat, Jan 12, 2019 @ 9am (tentative): Take Christmas decorations down.

Selling Poinsettias: Altar Guild is proposing to offer poinsettias for sale, as a service to those that wish to purchase them for the Advent / Christmas seasons. Shelley will talk to Houstons to see what their schedule is. We would likely need the poinsettias delivered on Fri, Nov 30. As a 'worst case scenario', we are assuming that Houstons would need to a final count by Mon, Nov 19th.

We are tentatively proposing to sell poinsettias for four Sundays (Oct 28, Nov 4, 11 & 18) and three Wednesdays (Oct 31, Nov 7 & 14). Once Shelley has talked with Houstons, we will send a "selling signup" via email.

We are also assuming that prices are the same as last year; that poinsettias will be \$10 each, or \$9 each if 50 or more are purchased (we usually are just over 50 plants). We would likely charge the same prices; \$15 for one plant, or \$25 for two.

Next meeting is Sunday, November 11 from 9:15 to 10:00 AM

Members IN / OUT			
Date	Name	IN	OUT
11/19/2018	Matthew Cassem	Transfer	



St. John's Lutheran Church

301 8th Avenue NW Kasson, MN 55944

General Offering

from: _____



St. John's Lutheran Church

301 8th Avenue NW Kasson, MN 55944

Special Offering

for: _____

from: _____

Envelope Proofs for St John's Offering in 2019. Very basic, one color – black, size 3.5 X 6". Quote states 3.9375 x 7.5 White but in speaking with Dave Evans he can do the smaller 3.5 x 6 and even in a colored envelope. There would likely be no change in pricing as the difference in size is not much. Please see the quote for the quantity and pricing. Dave said he may even have some colored envelopes that he would like to liquidate so he could use those in place of plain white. The envelopes will not have a number, Members will need to donate by check with name printed on it or be sure to write their name on the envelope in order to obtain tax credit for their contribution. I will assign number to each envelope holder in my records to keep the process of keying in the contributions smoother. At this time, all members who participate in the Planned Stewardship/Automatic giving presently will also receive "member numbers" – these will be for Office use only. This change should help us in moving forward with the process of e-giving and not so

Estimate

The Printers
 4481 North Frontage Road NW,
 Suite 8
 Rochester, MN 55901



507-288-5200

#52470

301

Shelly Gemundson
 St. Johns Lutheran Church
 301 8th Avenue NW
 Kasson MN 55944
 Phone: 634-7110
 E-mail: shelly@stjohnskasson.org

Date: 2/27/2018

Customer P.O. No.

QUANTITY	DESCRIPTION	AMOUNT
1,250	Standard "General Offering Envelopes" (2000) and "Special Offering Envelopes" (500), 3.9375 x 7.5 White 24# Western Sulphite 7 1/2 Regular, 2 sheets, printed 1 color front in Black ink Archiving Existing Files/Preflight	235.87
		Customer Discount -117.94
Taken by: Dave This estimate is good for 30 days. Please call us if you have any questions. Thank you!		Wanted: Thu 12/6 Printed Reg Envelopes SUBTOTAL 117.93 TAX SHIPPING TOTAL 117.93
		AMOUNT DUE 117.93