

**ST. JOHN'S LUTHERAN CHURCH
KASSON, MN**

COUNCIL PACKET

October 8, 2019

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*There's something about autumn
that wakes up our senses and reminds us to live...*



2019 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 David Efflandt
Pastor Nirmala Reinschmidt
Jen Smith
Marlo Bungum
Kim Allen
Kelly Utesch
Kyle Howell
Al Flickinger
John Klein
Dan Paulsen
Ann Trihey
Rayelle Haase
Lindsay Colwell
Amanda Sabelko

St John's Lutheran Church

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

Council Meeting Agenda

Tuesday, October 8th, 2019 7:00 p.m. - Fireside Room

1. Call to order – Jen (10 minutes)
 - a. Approval of agenda
 - b. Welcome any guests
 - c. Review any *thank you* notes or correspondence sent to Council or St. John's
2. Devotions – Dan (5 minutes)
3. Reports – Jen (5 minutes)
 - a. Discuss/Approve previous meeting minutes, staff reports, and commission reports
4. Financials – (5 min)
 - a. Summary of the past month's financials (Kim)
5. Old Business – (20 min)
 - a. Book Study: Chapters 4 and 5 (Lindsay and Al)
 - b. All Commission meeting recap (Jen)
 - c. Stewardship update (Jon)
6. New Business – (20 min)
 - a. Roundtable discussion
 - b. Closed session – elected council
7. "God Sightings" – All (5 minutes)
8. Motion to Adjourn
9. Lord's Prayer
10. Upcoming events/ meetings:
 - a. Budget meetings with commissions
 - b. Next council meeting – Tuesday, November 12th, 2019
 - i. Devotions – Kelly
11. Parking lot (Items for future discussion):
 - a. Foundation disbursements (Jen)
 - b. Facility usage update (Pastor Dave)
 - c. Constitution and bylaws review update (Pastor Dave/Kyle)
 - d. Personnel handbook update (Jen)
 - e. Procedural audit update (Kim)
 - f. Membership directory (Rayelle)
 - g. CKP (Marlo)

September 2019 Council Minutes

Tuesday, September 10th, 2019 7pm Fireside Room

Present: Jen, Marlo, Kim, Kyle, Dan, Jon, Ann, Rayelle, and Kelly. Pastor Dave was also present. Al was excused.

- 1) Call to Order - Marlo called meeting to order at 7:02pm
 - a) Approval of Agenda – Rayelle made a motion to approve the agenda. Jon seconded the motion. Motion carried.
 - b) Welcome any guests – Katie Livingood from the Communications Commission presented three logo (icon and typeface) concepts, looking for feedback from council, as to help to update the brand identity for the church through various media. Council talked through the concepts and provided Katie with information.
 - c) Review any thank you notes or correspondence sent to Council or St. John’s – Marlo was not aware of any incoming correspondence. Pastor Dave had started thank you notes to the summer musicians, and passed them around for Council to sign.
- 2) Devotions – Ann led devotions
- 3) Reports –
 - a) Previous meeting minutes – No comments on meeting minutes.
 - b) Previous staff/commission reports – Rayelle asked about the limited numbers for youth trips on the Youth and Family report. It was noted that this is likely due to the fact there will be several opportunities, and smaller numbers will be easier to manage. Marlo inquired about using YouthWorks again for back-to-back years, as the last YouthWorks trip, although it provided a wonderful opportunity, it also had a come at a higher cost to the youth and their families. Given the current financial state of the church, we need to carefully consider if and how the giving to these trips may impact the general offerings or giving to other ministries. She also encouraged, as a parent, to ensure that the actual cost is well-known to parents up front, and to ensure safety for all kids, and who comes into contact with them during the trips. Council suggested a follow up meeting with all parents involved on the San Diego trip in order to address any concerns, so that the 2020 trips well understood, even if they take place after the 2020 trip informational meetings. Kyle made a motion to approved the previous council meeting minutes and commission/staff reports. Ann seconded the motion. Motion carried.
- 4) Financials
 - a) Summary of the past month’s financials - Kim reported that the checking account is currently \$-26,000. Kim said that this continued deficit needs to be discussed more opening and in depth with the congregation. The Finance Commission and Exec team is concerned with the patterns of behavior. Budgets decrease each year. The budget was \$100,000 higher in 2016. There is very little left to cut in terms of programming with regards to the next budget cycle. Kim noted that St. Johns has just launched its Stewardship Campaign, and a pledge campaign may help, although we will not realize their benefit, if any, until next year and that they are not items we can factor in as they are new. Over the next 8 weeks, there will be discussions of stewardship, in all aspects, with the book study, positive stories, and open discussions. Kyle shared concern with the church’s cash flow problems being a pattern, and how we simply cannot continue to count on the Christmas to help bail the church out at the end of

the year. Kim shared a brief budget narrative showing the impact of tithe.ly e-giving, even during the week, which helps with everyday cashflow needs. Tithe.ly has produced roughly \$400 in processing fees, \$150 have been covered by the church and \$250 have been paid by members through covering the administrative processing costs with their donations. Pastor Dave shared that he will reintroduce the \$5 bucket, and encouraged leadership council to consider a type of match (i.e. \$100 per council member if the congregation can raise the same over the specified time period). Kim presented a Cash Management Policy that was presented by Finance and reviewed by the executive team. It outlines guidelines for purchases over \$100 to seek permission prior to permission. Council discussed and noted that this would be good practice to curb expenses that are not “essential” for the short term, until cash flow is more manageable. Dan raised the question on how it will affect CKP’s start up. Kim noted that Finance continues to search for solutions. Many also noted that a purchase order requisition policy is implemented in many institutions to manage cash flow. Jen asked leadership council to represent the interest of the congregation, and to allow CKP to represent CKP. Kyle made a motion to adopt the proposed cash management policy. Ann seconded the motion. Motion carried with one opposed. Jen noted that she will follow up with Jessica on CKP regarding expenses. Marlo recommended including Justin (CKP Treasurer) into the requests since he is familiar with their budget.

b) Tithe.ly E-giving update – See discussion in 4a.

5) Old Business

a) Book Study – Kelly led Part 2 Introduction “Our Duty and Delight” and Chapter 4 “Faithful Living” and the group discussed how we acquires, regard, manage, and spend our money in all aspects of our lives.

b) Stewardship update – Pastor Dave reported that the stewardship committee discussed some ideas for additional for fundraising, such as a Coffeehouse Fundraiser in March 7 from 6-9. Details to come. The stewardship committee is also planning a golf outing fundraiser on May 16th. Pastor Dave and the committee will continue the ongoing stewardship conversations, culminating in pledge cards on Reformation Sunday. Pastor Dave suggested updating offering envelopes with QR codes and text-to-give information as it becomes available.

c) CKP – Marlo reported that CKP had just launched its program year the day before. The Sunday School office has been cleaned out and reorganized, and is to share space with Sunday School. CKP staff spent extra hours reorganizing the office, and is seeking payment for extra hours worked. This is currently under review with the Personnel Commission.

d) Membership Directory update – Rayelle has tried to contact another vendor for comparison. She will launch demographic cards in church bulletins to gather updated information. Rayell and Katie Freerkson will enter data into Shepherds’ Staff software.

e) Hail Damage/Roof Update – Kelly noted that the contractor is working with insurance on any supplements for the roof. Thrivent returned the endorsed check, and the contractor will be paid as soon as the check is cut and signed from St. Johns. Construction should be able to start shortly after that. Kelly will keep office staff and CKP updated to the schedule, as noise and equipment will likely affect operations.

6) New Business

a) All Commission Meeting – Jen sent out the meeting notification, and will follow up next week with the previous meeting minutes and questions for each commission to address

prior to the meeting. Marlo recommended to include Mindy Knutson, CKP administrator, on all-commission meeting information.

- b) Wednesday Worship Update – Pastor Dave update worship music leaders for the program year, and wishes to involve and invite more youth and adults to participate. Youth will start to practice next Wednesday. Wednesday worship will remain on October 23rd (day prior to Lutefisk). No Wednesday worship on October 16th (MEA, no school) and November 27th (day before Thanksgiving).
 - c) Fall Fest – Kelly reminded council of the second annual Fall Fest at St. John’s on Sunday, September 29th from 11-1. Council is encouraged to assist with serving lunch, and being present to enjoy fellowship and assist as needed.
 - d) Roundtable Discussion – Pastor Dave suggested drafting a donation letter for services that are rendered to benefit the church. It would include a thank you as well as acknowledgment of services received that organizations can use for tax reporting. The letter should be signed by an executive officer. The questions was raised about not including a monetary amount of work equivalent on the letter, but rather simply acknowledging what services that church received. It was suggested to implement a policy with tax ID information included.
 - e) Elected council members held a closed session. Pastor Dave will be gone Sunday, September 22nd.
- 7) Council shared God Sightings that they encountered.
 - 8) Motion to Adjourn – Dan made a motion to adjourn. Rayelle seconded the motion. Motion carried.
 - 9) Council closed the meeting by reciting the Lord’s Prayer.
 - 10) Upcoming event/meetings
 - a) Next council meeting – Tuesday, October 8th 7pm in the Fireside room. Dan will lead devotions. Lindsay leads Chapter 5; Al leads Chapter 6.
 - b) All-Commission meeting – Sunday, September 29th 6-7:30pm in the Fellowship Hall

Respectfully Submitted,
Kelly Utesch

Pastor’s Reports

Pastor Dave's Report, September 2019

Upcoming Synod and Other Church-Related Events

I will be leading two "Power and Boundaries" workshops in October

- East Central WI Synod: October 2nd and 3rd, 2019 in Appleton, WI
- Wartburg Theological Seminary: Monday, October 7th, 2019 in Dubuque, IA

New Members Received

We will be receiving new members on Sunday, October 27 and Wednesday, October 30 during worship. We will be hosting the New Members Class after worship on Sunday, October 13.

Giving to God Series and Stewardship Commission

We will be looking for folks to help out for the November 3 and November 6 "Thank you" meals, the Coffee House Fundraiser on Saturday, March 7, and the Golf Tournament Fundraiser on Saturday, May 16. Our stewardship speakers have been doing an excellent job of inspiring the congregation with their stories. And, our council kicked off the "bucket challenge" with a pledge of over \$800! As of the end of September, we have raised a little more than \$2000 as a congregation. I am so thankful for the generosity of our members. The series will culminate on Sunday, October 27, and Wednesday, October 30, with our congregation making a pledge or commitment to stewarding our time and our finances for the coming year.

Getting out into the Community

This past summer, I began a conversation with the high school band director, and offered to come out and help out in any way that he needed with his high school band program. I am pleased to say that this has begun! I was blessed to go out and work with some mighty fine musicians this past month, and will continue to do so in the months ahead. I also had conversation with the middle school band director, and am hopeful that this might be another avenue through which to connect with our SJK musicians! And, I had the pleasure of attending my first Marigold Days in September...though it was VERY wet on the day I attended. That didn't dampen the enthusiasm of those participating in the parade, though. Thanks to all of you who invited me, and who kept me company!

Continuing Education

The synod has invited me to be a part of a small group of pastors to partake of an adaptive leadership training called SHAPE. I will be attending four retreats in Alexandria, MN on the following dates:

March 31-April 2, 2019 ***May 5-7, 2019*** ***September 22-24, 2019*** ***February 9-11, 2020***

Upcoming Cancer Treatment and Surgery

I am anxiously awaiting my procedure for brachytherapy (radioactive seeds) on Wednesday, October 30, at St. Mary's in Rochester. This is an outpatient procedure, and I should be released that same day. Thank you for your continued prayers for our family, for the doctors and nurses who will be caring for me, and for God to be at work in and through them.

Premarital Counseling: I am providing counseling for one couple at present
Funerals / Baptisms: I did not preside at any funerals in September. I presided at one baptism.
Pastoral Care Visits: I had eleven pastoral care visits in September

Days Off / Vacation Information

Number of Days Off Through 8/30/2019: 31 **Days Off that I worked in 2019:** 6

Number of Comp Days Remaining: 4 **Quarterly Sundays Available:** 4 **Quarterly Sundays Used:** 0

Vacation Days Taken in 2019: 10 **Vacation Days Remaining 2019:** 2 Weeks and 1 Day / 2 Sundays

Upcoming Days Off: I will be taking my first quarterly Sunday on November 17. I may take a couple vacation days in Mid-October, but my next planned vacation is the week of Thanksgiving, 11/25-11/29. This will be four vacation days and one day off.

Pastor Nirmala's Report, September 2019

I continue to minister to the Home bound and to those that are in the Hospital

I was on vacation for two weeks in September

I did the Fairview and Sun wood worship services

I attended staff meetings

I attended prayer meetings on Monday Mornings

Director's Report

Children, Youth, and Family Ministry Development Director Report to Council - October 2019

Faith Formation Updates

This year has started out fantastic - it is by far the best of my last 7 years at St. Johns. We have awesome volunteers and parents who have helped us grow and sustain our programming through the good and tough over the last years. The fruit of that labor is only just beginning to show!

2nd Annual Fall Fest - Sept 15th

- Thank you to everyone who helped make this day great! We will be doing it again next year hopefully partnering with other commissions to create a large fellowship and fundraising opportunity.

Milestones

- During our 3rd week of faith formation, 4-year-olds and 3rd-grade students received bibles during worship.
- During October we will begin our 7-month journey in learning parts of the Small Catechism during our Milestone Lessons.
 - Kindergarten: Worship
 - First Grade: The Lords Prayer
 - Second Grade: The Ten Commandments
 - Third Grade: Bible
 - Fourth Grade: Sacraments
 - First Communion will be during Holy Week
 - Fifth & Sixth Grades: Small Catechism & The Apostles' Creed

Children's Ministries

Registrations as of 10.3.2019

- Sunday School & Club 56 - 75 students
- Oasis Afterschool - 40 students
- Oasis Education & Club 56 - 77 students

Volunteers

We could use some people who are willing to help out with preschool music on Sundays. Right now I'm doing it - but when I'm not available it does become an issue.

Continuing Education

During MEA week, I am planning to use some time to work on my Personal Development Plan for the Practicing Discipleship Cohort I participate in. This development plan will be shared with personnel as it pertains to my annual goals here at St. John's. I am also planning to do some reading in preparation to mentor a small group of newly rostered ministers during their First Call Theological Education. In November, I will be working with Vibrant Faith as I learn more about *Faith Formation for a New Generation*, which is their fancy way of saying Children's faith formation as we move into a more technologically advanced world.

Other Things

- October 3: Tyler Medical Procedure - Cancelled
- Oct 14: Tyler Medical Procedure (rescheduled)
- Oct 17: SEMN Synod Assembly Implementation Committee
- Oct 28: Practicing Discipleship, CYF Cohort

Submitted by Deacon Amanda Sabelko

Youth Ministry Coordinator's Report to Council October 2019

Please note that there has not yet been an Oct. Youth and Family meeting. Sept. meeting minutes were included in the Sept. packet.

High School Ministry

- We have had 5-10 students each week at Youth Troop. Upper classmen are getting back into the swing of school and 9th graders are showing interest as we approach our affirmation of baptism service on Sunday, Oct. 6.
- Fellowship and getting to know some new faces, as well as getting used to our space as it is shared with the Little Lambs program are taking up most of our time together.
- Exploring the possibility of offering a Sunday morning option as well, which would not start until probably early November.
- We have 17 ninth grade students being confirmed on Sunday, Oct. 16. We have about half that are already talking about doing the summer riverboat program together at Sugar Creek this year. Several of them teach Sunday school, help out with Oasis, and are involved in a variety of ways around St. John's.
- Information regarding our summer service trip options are available to 7th-12th graders. That information will be available on the website or from the office. Families may also connect with me. Information packets include all dates for payments and all fundraiser information.

Middle School Ministry

- Confirmation is off to a good start. We have 30 eighth graders and 22 seventh graders this school year.
- We are still in need of small group leaders for our 7th grade group on Sunday morning. Morgan Coy, who is a high school senior is currently helping me lead that group. I will be setting up a rotation of parents to help out with our 7th grade boys group on Wednesday evenings. I only have one small group leader who is the grandfather of one of the students.
- Our middle school students continue to help serve the Wednesday night meal. I have a Sign-Up Genius set up to help ensure that we have enough parent help in the kitchen for clean-up. I am also planning to make this available to the wider congregation.
- Information meetings about summer camp options at Sugar Creek will be happening on Wed., Oct. 9 and Sun., Oct. 13.

Lindsay away

- Continuing Education=Oct. 16-23, with Sunday, Oct. 20 a vacation day.
 - I am putting together a presentation for the October SE MN Synod Faith Formation Network meeting on welcoming all to worship and faith communities, specifically those with physical disabilities and those with neurodiverse challenges such as ADHD, autism, and apraxia.
- I will be on vacation and my 4th quarter weekend away Nov. 27-Dec. 3.

Respectfully submitted by,
Lindsay Colwell
Youth Ministry Coordinator

Commission Reports

Communication Commission Meeting Agenda

September 19, 2019, 7:00 pm

Present: Ann Brenke, Michelle Coy, Ariana Wright, Katie Livingood (staff) Absent: Patty Foster

1. Old Business (20 min.)
 - a. Branding Update
 - i. Sent to consultant for 3rd edit
 - ii. Timeline - **next round expected the end of next week**
 - b. Website
 - i. Katie will be sending screenshots for the team to review and provide feedback - **first round expected by first week of October**
 - c. Goal rollout deadline – Advent
2. New Business (40 min.)
 - a. Preparing for All Commissions Meeting
 - i. Questions from the Council
 1. What is most important right now? Please answer this question as it pertains to YOUR Commission.
Rebranding & new website.
 2. What resources do you need to actualize what you identify?
Time.
 3. What is your strategy?
Monthly meetings. Email reviews of website (public rollout ETA Advent 2019) and branding revisions. Awaiting final design of branding ideas from designer to be approved by commission and then council (ETA hopefully end of September, possibly beginning of October).
 - ii. Review of last year's [All Commissions Proposal](#)
 1. Ariana will make edits in yellow - team can review and edit - **reviewed and approved with one edit**
 - iii. [Communication Channels Working Document](#)

3. Planning - Using our talents with efficiency (20 min.)

- a. Request by Ariana to adjust the agenda and minutes to include commission and individual member “action steps” - **discussed some options, specifically some ideas for increased social media engagement (see action steps below)**
- b. Ideas for members to lead with:
 - i. Curate a “social theme” – talk to stewardship about some quotes for this upcoming series, pick your own quotes from the Giving to God book, weekly sermon quotes (listen online or “in person”), meet a member, ministry highlights, quick video answers on what people are excited about at St. John’s, something else creative! (You can completely create, or just send me content.)
 - ii. Help curate a list of “Living as Witnesses” stories for the Snippets/social media
 - iii. Work with council/finance members on the next Narrative Budget.
 - iv. Create one (or more throughout the year?) photo challenges.
 - v. Start leading the “intro to our congregation” video project.
 - vi. Work with Growth & Hospitality on updating the Welcome Packet.
 - vii. Taking a lead on overhauling the brochure.

4. Team Actions

- a. **Send Bible verses for Sermon themes to Katie - Ann**
- b. **Send questions for social media prompts to Katie - Michelle**
- c. **Contact Council regarding Narrative Budget & create timeline - Ariana**
- d. **Adding to our stock photography - Patty**
- e. **Share out branding designs take 3 - Katie**
- f. **Send screenshots of website redesign to team - Katie**

Creation Kids Preschool Meeting Minutes

September 9, 2019, 5:30 p.m.

1. Director of Youth and Family- Amanda

- Oasis starts Wednesday Sept. 11th Sunday school starts Sunday September 15th
- We will need forms for Little Lambs children if they are going to participate in Oasis.
- Need to discuss with Amanda what preschool rooms Oasis will use on Wednesdays.

2. Director's Report

- DHS updates. We were approved for 25 more children for a total of 65 children. Mindy updated the policy and procedure manuals. There is a copy in each classroom.
- Kaysie the licenser from DHS will make unannounced visit between October and December
- Properties would like to stamp all of the keys with numbers. Jessica has an updated list of everyone with keys.

3. Treasurer's Report

- We need to get an extra payment box for Daniels payments so they are separate from CKP. Tessa will touch base with Amanda and Lindsay to see if there is another box available. The current CKP payment box is now located in the coat room and will be secured to the wall by properties ***UPDATE** 09/21/2019- Justin will put the Daniel's checks in the CKP drawer on a weekly basis. Sheryl has added a folder for Danielle in the drawer
- A general email will be sent to all parents reminding them tuition is due.

4. Classroom Updates

- The first aid kits in the classrooms need to be updated ***UPDATE** 09/21/2019 Mindy has purchased updated first aid kits for each room.
- For meet the teacher next year it was suggested to have individual times slots with the parents.
- Mindy is working on updating the field trip process. Creation kids preschool has money budgeted for the field trips. Parents do need to pay for the field trips if they participate.
- There will be a posting in the DCI this week for a teacher assistant ***UPDATE** 09/21/2019: Jessica and Mindy have been interviewing. A candidate has been chosen and offered the position. Mindy will work on the background check and Jessica submitted the recommendation to Personnel and Council. New candidate cannot start until both background passes and Council approves.

5. Update on registration numbers/finalization

- Have had a few parents state that their child loved Peggy's 3's class and have requested to move from the 2 day class to the 3 day class
- Had a few new inquires of new students. Teachers have worked with the families and have 2 families who will meet with teachers and tour.

6. Fundraising ideas

- Justin currently has all of the car wash cards. Direct anyone that is inquiring about them to the St. John's email address. We will continue to sell them at fundraisers.
- Additional fundraiser ideas:
 - **USBORNE Cards for a Cause**- Jessica will get the details **UPDATE** 09/21/2019. Fundraiser was sent Pastor Dave to ensure we are not stepping on toes of other commissions who sell the church box cards. It was approved to proceed. Fundraiser will run 09/30/19-10/31/19. Each box of cards nets \$13/box and monies will be allocated for CKPs wish list (outdoor equipment/sandbox, carpet, billing, door security)
 - **Selling mums**- Tessa will get the details
 - Hosting a date night babysitting service for a few hours on an evening.
 - Hosting classes such as canvas painting, rock painting, cooking, dancing.
 - Selling trash bags
 - Spray painting driveways with Komet logo

7. Grant Opportunities-

- Rachael is looking into Families First grants and other grants to help raise money for the big ticket items on CKP wish list (carpet, billing software)

8. Action items

- The substitute list needs to be updated. All substitutes need to have a background check which cost \$50. Will check if Katie Freerksen would like to continue to be a substitute.

9. Pancake Breakfast

- Committee: Lindy and Theresa are working on organizing the pancake breakfast. Jessica asked will ask Tanya Young if she would also like to help. **UPDATE** 09/21/2019 Tanya Young has agreed to help with fundraiser. She will be an excellent resource as she runs Relay for Life fundraiser. Anne was sent email to ask if she'd help as well. With her creativity she'd be an excellent resource.
- Mark and Justin will cook. Will also ask Al, Joel, and Dan if they would be able to help in the kitchen.
- Committee will begin working on requesting donations. **UPDATE** 09/21/2019 Rachel had a small blurb added to the Snippets requesting donations. Have had one donation email come in already.
- Teachers can start to think of basket ideas for their classrooms

St. John's Lutheran Education Commission Meeting Minutes

Monday, September 16th, 2019 7:00pm (Meeting Room)

Present: Deacon Amanda, Carol, Heidi, and Kelly

1. Amanda called the meeting to order at 7:03 pm.
2. Amanda led devotions. Kelly will lead devotions in October.
3. Old Business
 - a. *Fall Fest*
 - i. Kelly emailed council and others who volunteered for feedback on their feedback on Fall Fest. Several indicated that they preferred Sunday over Saturday (from last year). The event was held 11-1, and would've been nice to have tied in a tailgating style party since there was a big Viking/Packer game. Food/volunteers were great, perhaps if combined with a game next year to enhance the offering of the food to include smoked meats and BBQ. The dunk tank was a hit. 200 water balloons were a fine quantity – fill them at church and not at home next year. Face painter was a hit again this year. Great choice of a long table that offered several choices (people could come up at different times for different treats (hot dogs, chips, ice cream, cotton candy, popcorn). Set out more tables and chairs for guests to visit/eat. Good idea to block off parking. Yard signs at church boulevard (and perhaps elsewhere?) next year the week before). Perhaps offer a charge to throw for the dunk tank? Music (live or CD or DJ) is needed. Volleyball was not used, and is a pain to set up and put away. 2 gallons of slime was made this year, make 3 for next year and start slime making process earlier. Perhaps add cones to ice cream station. There was a lot of effort in the photo booth, but many did not see it – recommend moving it near courtyard or near face painting so that it is used more. Also, recommend decorating with more fall décor for family photos, such as a bales of hay, mums, pumpkins, etc. Free will offering for event was incredibly generous at \$320. Amanda will write out thank you notes for education commission to sign and distribute to those who helped with event.
 - b. *Children's Ministries* –
 - i. Teaching positions are filled. Could still use some help with preschool music. It would be helpful to have a teacher in on Sundays in Club 56. Wednesday also has enough adults. Barb Alberts will be helping to arrange snack helpers. Amanda will double check that all volunteers have received background checks – required every three years. There are currently 67 for Sunday School (76 last year), and 63 Wednesday (71 last year). There are usually a few who trickle in over the first couple weeks as well.

c. *All Commission Meeting/Budget Discussion –*

- i. All members of the commission are encouraged to attend on Sunday September 29th at 6:30pm. We are to pull together information and budget information and answer the question, “What is most important?” Amanda and Kelly will tackle this report, and all are welcome to provide feedback. During the meeting, plan to discuss facility usage and budget usage. Amanda shared the newly approved cash management policy for purchases. Amanda shared the budget to date with the group. Income is slightly higher than projected, mostly due to the increased income from OASIS. There were a few scholarships granted (roughly \$250). A question came up about location of bus fuel, which appears to be fore education, but falls under Properties Commission budget. Budget lines also discussed included Sunday School, OASIS, Bibles, and VBS. There is \$250 left under the library line item, but it will not be spent this year. Kelly has newer books from the last book fair to donate to the library. Amanda noted that there should be \$139.59 returned for Holy Moly curriculum that is unused. The commission will ensure to focus the point of its ministry to provide encouragement and resources for faith formation for children, parents and volunteers. If there is room in the budget to paint the other rooms to match the ones painted for CKP, that would be great.

4. Roundtable Discussion –

- i. The commission officially designated points of contact as Heidi Durland as chair, and Kelly Utesch as recorder of minutes.

Respectfully submitted,
Kelly Utesch

Media Commission Minutes

September 19th, 2019

Present: Samuel Marsland, Katie Livingood, and Randy Johnson

Absent: Dennis Foster, and Pastor Dave

Agenda Items:

- 1) Financials/Budget
 - a) Should be on track
 - b) Done with computer upgrade budget for the year
- 2) Backup Soundboard computer
 - a) Done late last quarter so good for this quarter
- 3) All commission Meeting
 - a) What is most important right now?" as it pertains to your specific commission and the role it plays in fulfilling St. Johns Mission and guiding principles
 - b) As a support commission our most important role is updating and maintaining the tools the congregation uses to complete its mission.
- 4) Training of new volunteers to staff Soundboard and Plan for future
 - a) Seeking new ideas for recruitment
- 5) Webpage
 - a) Is the transition tab still relevant?
 - i) Coming off soon
- 6) TV for Kindergarten room
 - a) On hold
- 7) Equipment Concerns
 - a) Need to install software for sound system processor and get username and password from Sim Sound
 - b) Purchase Mic and Cord for Amanda
 - i) Will do
- 8) Cloud based storage vs Remote access to server
 - a) On hold
 - b) Katie will research option
 - i) How much data we will need
 - ii) What will the cost be
- 9) Podcasting
 - a) Will consider with the new website
 - b) Katie will bring more information as the process continues
- 10) Portable Soundboard Set-up
 - a) Will research
- 11) Computer replacement plan for the church
- 12) Plan for replacing the Mixing board
 - a) Behringer X32 ~ \$2000 (Digital)
 - b) Added to memorial wish list
 - c) Dedicated funds possibly available
- 13) Requested to put a TV in the conference room for council meetings
 - a) On hold
- 14) Narthex Speakers
 - a) ~\$2000-2500 for new speakers
 - b) Could replace a few to see benefit

- c) Could approach lutefisk to fund
- 15) Wish list
 - a) Replace wired mics on stage with wireless option
- 16) Adding announcement in sanctuary before services
 - a) Working on Sunday
 - b) Will add to Wednesday slides

17) Next Meeting: October 17th, 2019

18) Submitted By:

19) Samuel Marsland

Personnel Report

Property Commission Meeting held on 10/1/2019 at 6:15 pm

Attendees: Fred Asche, Roger Carlsen, Wayne Hendrickson, Daryl Melquist, and Dave Aakre

Key Discussion Items:

- Budget for 2020: We have approved our budget input and Daryl and Dave will be attending the budget meeting with the Finance Committee on 10/10/2019 at 5:15 pm. In the meantime Dave has input our data into the spreadsheet Kim Allen has developed for doing the total budget analysis.
- All Commissions Meeting: We have been asked to select a member of our commission to be a representative on the committee being put together to discuss guidelines for the use of St John's facility and borrowing tables and chairs. Wayne Hendrickson will represent Property Commission.
- Status of our hail damage repairs and upper Sanctuary Roof claims: The materials and equipment to get started were put in place early the week of 10/1, but due to the weather and a funeral on Friday, the work is planned to start on 10/7.
- Parking Lot Lighting: We have two bulbs that flash continuously (they are 2 of the 3 that had to be purchased locally because the ones we ordered did not fit the fixtures). We decided to purchase three better quality bulbs and then get someone in to do the install. Dave Aakre has determined what bulbs to purchase and has submitted a Payment Authorization request form for the estimated cost to buy the bulbs and hire someone to install them and will get the bulbs and secure a contractor that can install the bulbs as soon as the request is approved.
- Altar Guild Requests: Jodie Tvedt has sent a note requesting help from Property's on 3 items. Dave met with Jodie and she would like the following:
 1. New counter top in the Altar room: We looked it over and believe it is not practical right now, given our financial situation, to replace the top. Delamination has occurred in the past and has been repaired.
 2. Casters on the large wooden stand: Fred has determined what will work for this and will take care of getting the casters installed.
 3. Easier access to the paraments: The poles for hanging the paraments (different colored altar cloths, etc) are housed in a closet that is about 5 feet wide. They are hung on a angled wooden receiver and stored one behind the next.....difficult to get at the rear paraments. Is there something we can change to make things easier? We have not been able to come up with a reasonable better solution.
- Church Lawn Mower: One of our members has purchased a new Toro Zero Turn lawn mower for St John's. The mower we have is an Ariens (2015) purchased in 2016 with about 450 hrs on it. The plan is to sell the Ariens to the highest bidder who meets our minimum bid requirement (currently set at \$2000). There has been an ad put in the "snippets", the local paper, and on Craigslist. It has not been sold yet, and we will likely need to give up selling it until spring.
- CKP Expanded Service (Little Lambs):

- Fire Marshall Requirements: Custom Alarm has been contracted to test our system and found issues with 8 smoke detectors, a door closer, an alarm horn, and our monitoring system. We are working through these issues. The quoted price to do the repair work is \$1035. Dave has submitted a Payment Authorization request. The estimated time until the work will be done is about 2 weeks after they receive our commitment for the work to be done (and a down payment of \$207).
- Fenced play area: Property's decided it is necessary to put a 10 foot gate in on the south end fence line and will fund it. It will be a two piece gate and will cost \$525. Quality Fence is now planning on installing sometime yet this month give weather cooperates.
- Several items resolved this month include: door locks requested on a couple of doors, phone access required, cash box needed to be secured to the wall, etc.

Church door lock key's: There is concern the key's to the entry doors at church are getting into the wrong hands. Wayne has agreed to do an audit starting with the "old" list that Sunny had created several years ago. So far Wayne has accounted for over 80 keys and has about 1/4 of these in hand. He is pretty close to being done after he nails down which scout leaders have keys. In the meantime Dave has put together a "key management process" that the Commission members have approved and he will send that on to Council for their consideration and eventual implementation. This process calls for numbering every key and timely follow up for "temporarily" borrowed keys, and periodic audits for "permanently" borrowed keys.

We need to start through our yearly process of cleaning/replacing air filters in the HVAC System. Wayne has taken the lead and started the process. We also need to replace AA batteries in two of our thermostats at this time (one mounted in the dish washing area and the one in class room 9).

We may have a leak in the Narthax roof: Roger will do another check of the Narthax roof when things dry up again.

Loss prevention Report recommendations: Wayne is preparing the required documentation. NOTE: Servpro of Cannon Valley has prepared a document for us in 2017 that has some of the information called for and Wayne has been sent the info on how to get at the document.

Narthax area LED Project: Dave has turned in a Payment Authorization request to purchase 4 more LED panels (2 x 4 foot) to be installed in the Narthax ceiling near the Sanctuary. We think this is a good process and plan to replace the Narthax and Hallway area lights between the Narthax and the Fellowship Hall with these new units. The plan is to do a phased install starting this fall. Money has been donated to cover the cost. Daryl and Dave will coordinate the work.

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. We are having difficulty getting anyone to respond. In the meantime, Roger will re-mark the raised areas. **This project is being put on our "back burner list".**

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 a lift and deal with the repair.

Updates Items:

- The Parking lot by the kitchen has been repaired by ELCOR. No other repairs are planned for this year. Bill came in at \$2250 vs the estimated \$3500....great!

Back Burner List:

- 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.
- Narthax floor discontinuity: This isn't a big issue (but would be quite costly to fix) and is on hold for now
- Sunday school room #14 needs carpet.
- Security lighting/cameras on the north and east side of the SS Wings
- Replace the carpet in the fellowship hall (3400 sq ft):
 - Country Carpet ballpark numbers: Removal and disposal is 39 cents per sq ft. Good quality carpet ranges between \$1.50 to \$2.50 per sq ft. 2 ft by 2 ft tiles go from \$3.00 to \$3.50 per sq ft. Installation is about 67 cents a sq foot.
- Another suggestion was made to go with hard surface on the floor and do a sound deadening treatment to the wooden ceiling.
- Radiator holes in tops of bathroom radiators (main Bathrooms) could be closed off
- Damaged heat vent cover in north men's bathroom stall
- 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.
- EXIT sign conversion to LED: Will be done as we have lights burn out.
- North SS wing exhaust fan is not working, not a big issue and may never have to be repaired.
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Dave Aakre

Stewardship Commission Meeting

September 17, 2019

Coffee House: March 7, 2020, 6:00 – 9:00 PM

Last month we talked about possibilities of where to host this event:

- Opera House in Mantorville (small venue), State Theatre (constraints with schedules of movies), and if it gets big enough, consider the HS theatre.
- Also, might be a good idea to host our first year here in Fellowship Hall
- Discussion about reaching out to “The Coffee House” in town as a potential partner for this event

Golf Tournament: Saturday, May 16, 2020

Key Volunteer Positions for the Tournament

Event Organizer: We will need one person who is the ultimate point person for all activities, to work with each of the three different areas on the day itself, and to be the person who works with program staff. We found this person to be critical in the way that information flowed, and having one point-person made it communication much easier between program staff and volunteers. If we’re interested in doing this, we need to contact a golf course next month.

Hole Sponsorships and Other Donations: Relying on our connections to local business and organizations, invite them to purchase a sponsorship for a hole. We would advertise it on the hole. There are different amounts that they can purchase, with each amount providing a different level of advertising per whole. This was a highly profitable portion of our proceeds. We would need one volunteer to coordinate these efforts, but invite as many people into the mix as possible to reach out to the community. We also accepted other donated items for businesses, such as free golf balls with logos, water bottles with logos, etc.

Advertising: We would need someone to be the point person to work with Katie Livingood in regards to preparing materials for advertising in the community and beyond.

Silent Auction Organizer: We will need to have one person responsible for creating materials to be used to solicit items for the silent auction. That person would then work with the advertising group to get word out that we’re looking for items for the silent auction. This job is bigger than one person for sure, but we do need one person to be responsible for this aspect of the event.

Last night we talked about viability and other issues pertaining to the tournament:

- We discussed other golf tournaments that are happening for a variety of other groups as potential detractors from this fundraiser
- We also discussed the possibility of where to host this event, whether here in Mantorville or in Dodge Center or Byron. If the venue isn’t big enough to host the dinner, we might consider having the dinner here at church.
- We do have two sponsors already for this event:
 - Sessions BBQ will provide the food for the dinner as a donation
 - Thrivent has agreed to partner with us for this event as well

Thank You Dinner for Stewardship: November 3 and November 6, 2019

Thank you all for your conversation surrounding this event. I enjoyed how things blossomed from a very specific slice of our congregation out to include everyone who considers themselves to be “faithful stewards”. And, I think placing this right after the conclusion of the stewardship campaign is a good place indeed.

Try a Tithe Sunday: Date?

I see a great benefit in trying this out for the coming program year. I have attached another document to this message from the ELCA which outlines this particular endeavor. However, basically you would calculate your weekly income and try giving 10% of that income over and above your regular giving habit for the year. I can get behind this, and would find an opportunity to preach on the biblical principle of tithing, connecting it closely with the attached “try a tithe Sunday” document.

We didn’t talk about this, but this would happen sometime in the early winter, possibly at the return of programming after winter break in early January.

Fall Stewardship Drive: Giving to God

- We will be using the book “Giving to God” by Mark Allan Powell as the main resource
- There will be a stewardship theme for each week in the series, which will be preached during the service, and then taught during the Bible studies on Sundays during fellowship time, and on the following Wednesday evenings after worship.
- There will also be a two minute stewardship message (from someone other than program staff if possible) where we will be inviting a guest speaker to the pulpit to talk about that same theme at work in the ways that they steward their gifts as well. This message will happen right before the offering is collected. Program Staff will be available to help with preparing for this message if needed.
- The series will culminate on Sunday, October 27, and Wednesday, October 30 where will be asking for a stewardship pledge of time, talents and finances for the coming year.
- Check out pledge cards and offering envelopes

Letter-Writing Campaign for the Newsletter: Monthly at conclusion of the stewardship drive

We will be inviting members of our congregation to share their stewardship stories and experiences with the congregation in a short (200 words or so) article for the monthly newsletter. Here are the recommended themes:

- November: Regular Giving Habit (1 Corinthians 16:2)
- December: Giving in Secret (Matthew 6:1-2)
- January: Sacrificial Giving (Luke 21:1-4)
- February: How Much to Give. Based on Earnings (1 Corinthians 16:2)
- March: Giving Purposefully (2 Corinthians 9:7)
- April: Giving Cheerfully (2 Corinthians 9:7)
- May: Giving Generously (2 Corinthians 9:6)

Next Steps

- Short-Term Action Items
 - Thank You Dinner: Need someone to coordinate this from our group
 - Coffee House: Need someone to coordinate from our group
 - Letter-Writing Campaign: Discuss at next meeting
- Mid-Range Action Items
 - Try a Tithe Sunday (Pastor Dave Will Handle This)
 - Golf Tournament: Key Volunteers Need to be Selected by November/December

Members IN / OUT			
Date	Name	IN	OUT
9/21/2019	Anna Finger		Death
9/22/2019	Garrett Allyn Pagel	Baptism	

Financial Reports