



# St. John's Lutheran Church

Council Packet  
September 2020

# **St John's Lutheran Church**

*"Living in God's Grace, St. John's Lutheran Church is an inclusive community worshipping together, growing in faith, serving others, and living as witnesses of Jesus Christ."*

## **Council Meeting Agenda**

***Tuesday, September 8, 2020 at 7:00 p.m. – via Zoom***

1. Call to order – Sam (5 minutes)
  - a. Approval of agenda
  - b. Guest Presentation (Bradley Friedrich from Decklever Mechanical)
  - c. Review any *thank you* notes or correspondence sent to Council or St. John's
2. Devotions – Amanda (5 minutes)
3. Reports – Sam (5 minutes)
  - a. Discuss/Approve previous meeting minutes, staff reports, and commission reports (all)
4. Financials – (10 min)
  - a. Discuss/Approve previous month's financial reports (David B)
5. Old Business – (20 min)
  - a. Food For Friends (Sam)
  - b. CKP Update (Marlo)
  - c. Council Succession Planning (Kelly)
  - d. Budgeting Planning Discussion (David B)
  - e. Worship and Music Update (Pastor Dave)
  - f. Personnel Update (Sam)
  - g. Updated Covid Plan (Pastor Dave)
6. New Business – (30 min)
  - a. AED Info (Sam)
  - b. Food Service
    - i. Education/Youth And Family Fall Fest Food Truck (Sam)
    - ii. Relay for Life Pancake Fundraiser Proposal (Sam)
  - c. AtmosAir Bi Polar Ionization Air Purification (Sam)
  - d. Congregational Informational Meetings (Sam)
  - e. Roundtable discussion
  - f. Closed session – elected council
7. Canoeing in the Mountains Book Study – Part 4: Relationships and Resistance (Chs 12-13) – Marlo (10 minutes)
8. "God Sightings" – All (5 minutes)
9. Motion to Adjourn
10. Lord's Prayer
11. Upcoming events/ meetings:
  - a. Next council meeting – Tuesday, October 13<sup>th</sup>, 2020
    - i. Devotions – Marlo
12. Parking lot (Items for future discussion):
  - a. Constitution Update
  - b. Branding Website
  - c. ELCA Flag Pole statement discussion

## **Council Meeting Minutes: August 11, 2020 at 7:00 PM via Zoom**

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Present: Sam, Rayelle, David B, Marlo, Ann, Darcie, Dan, Jon, and Kelly. Deacon Amanda, Lindsay, and Pastor Dave were also present. Dan and Dave Z. were absent.

- 1) Call to Order - Sam called meeting to order at 7:00 pm
  - a) *Approval of Agenda* – Jon made a motion to approve the agenda. Ann seconded the motion. Motion carried.
  - b) *Review any thank you notes or correspondence sent to Council or St. John's* – Pastor Dave had forwarded Leadership Council a thank you email from Rev Emily Carson, thanking St. John's for donating what would've been their registration fees for Synod Assembly to the ongoing Mission of the Church. Sam shared an email he had received from Daryl and Sharon Melquist, thanking St. John's for the multi-format worship opportunities, including the online worship option.
- 2) Devotions – David B. led devotions.
- 3) Reports –
  - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – Sam added that not in Properties report, but important to note that no staff has a boiler's license, and currently the ongoing weekly maintenance checks are used under a member's license. The cost to have a professional company perform the periodic evaluation of the system would be \$100 per visit, roughly \$400/month. Sam also shared some information from Properties including sterilization procedures for HVAC systems. The procedure is roughly \$10,000 for the Sanctuary, \$5,000 each for the Fellowship Hall and Sunday School wing, \$4,000 for the office, and there are tubes that need regular scheduled replacement for roughly \$1,500 each. Properties asked Council if they should pursue either option regarding hiring a professional for the boiler maintenance or HVAC sterilization process. Council discussed the options for the boiler license and will continue the conversation with Properties, and Council suggested the HVAC sterilization process was a substantial investment, and may not be needed at this time, but will document and revisit the conversation if needed. The conversation was further recapped under New Business. Lindsay encouraged Leadership Council to sit in on conversations with Confirmands on the 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup> of September at 1:00pm to listen to Confirmands share their faith statements and discuss their relationship with Christ. Kelly supported Lindsay's statement, reiterating that it is important to show the youth that Council Leadership supports their faith formation as they achieve this important milestone in their lives. Rayelle made a motion to approve the previous meeting minutes and staff and commission reports. David B seconded the motion. Motion carried.
- 4) Financials
  - a) *Discuss/Approve previous month's financial report* – David B noted that the dedicated account was at \$52,013, with \$22,734 allocated from insurance for the ongoing roof repair to the Sanctuary. The line of credit is at \$34,208 and one payment of \$1000 was recently made. The checking account is at \$64,190. There are a few open bills to pay, such as \$600 for a window replacement, and \$1250 to rekey the building. A member graciously donated to cover the cost to rekey the building. Roughly \$7,000 will be due to Portico (health insurance). The Payroll Protection Plan funds received in second quarter have been disbursed as outlined in the program's guidelines, and were utilized to assist with payroll and utilities. Leadership Council is committed to give the balance of \$10,000 to the Synod (\$10,000 has already been given), which would have been otherwise raised through the 2020 lutefisk supper that will not be able to take place due to Covid-19. \$500 each for third and fourth quarter are committed to the Mission in Haiti. \$3,000 was donated by the Foundation to cover the cost of new technology. \$2,000 is committed for Karen Anderson's missionary work in Chile. David B believes that the mortgage should be able to be paid off by December 2020, and that savings for resurfacing the parking lot should commence, as that estimate is roughly \$300,000. David B. noted that the interest rate on the mortgage is 3.5% and the line of credit is 6%. St. John's also has the Foundation loan to pay back. Sam noted that the Finance commission would made a recommendation on how to best handle paying down the three debts. There were a few misplaced items in the budget that David B will follow up with McKern's on correcting, including a payment to the Synod and copier/lease

equipment. Rayelle made a motion to approve the financial reports pending the noted line item changes. Darcie seconded the motion. Motion carried.

## 5) Old Business

- a) *CKP Update* – Marlo shared that CKP has developed a COVID-19 preparedness plan that follows DHS, MDH, and CDC guidelines, and honors St. John’s existing plan. There will be two groups for preschool/childcare who will remain isolated from each other. Families will commit to 3 or 5 set days. There may be one additional multi age group added. The CKP budget allows for an admin for 20 hours per week. The CKP executive board has been working on succession planning, and three new parents have stepped into the officer positions. Marlo shared that a staff teacher had to recently resign due to family reasons, and that there is an open teach position to fill prior to filling the administrator role. Jon made a motion to approve the CKP program to proceed pending finances allow, David B seconded the motion. Rayelle recused herself from the vote. More discussion was held and Marlo explained that the preschool and Little Lambs childcare operate under the same license, in case changes had to be made due to COVID-19 restrictions (reduction in preschool operations, for example). Leadership Council discussed how to offer structure and thoughts on how CKP can move forward in the midst of changes in leadership, staffing, finances, and volatility in operations due to a global pandemic. Darcie made a motion to table the original motion until the new CKP leadership is able to develop a plan to move forward regarding the various noted issues. Jon seconded the motion. Motion carried.

## 6) New Business

- a) *Council Succession Planning* – Kelly emailed the nominating committee to start a discussion on how to commence filling the open 2021 Council positions. Leadership is encouraged to help write up a brief job description to help potential council members understand the roles they would be filling.
- b) *Budgeting Planning Discussion* – David B and the Finance Commission plan to meet with commission contacts to discuss needs and planning for 2021 budget items.
- c) *Properties Items* –
  - i) *Flag pole* – A flag pole was sent to St. Johns by a member. Council had not been aware of the donation prior to reception and asked Properties and Memorials and Interiors to evaluate possible placement. Both groups researched and said it would be logistically possible to place the flag on the property. Leadership Council discussed how to determine how to handle flag protocols and maintenance, and who would be responsible, and what else needs to be considered. Pastor Dave shared an ELCA document designed to aid with local congregational discussion. Leadership Council is encouraged to review the document and come with questions next month.
  - ii) *Plexi-glass for the Altar* – Properties responded to a request that was seen regarding placing Plexi-glass at the altar to protect worship leaders, musicians, and members. Leadership Council felt there was likely enough distance from worship leaders, musicians, and members given the layout of the Sanctuary. Council discussed other PPE options such as face shields being more accommodating to leaders who may want to move about. The discussion was tabled at that point and can be revisited should the need arise.
  - iii) *Properties Use* – Council picked up from the earlier discussion on the boiler license. Sam will follow up with Properties about a few ideas such as compensation toward utilizing someone’s license, or forming a task force to collect names of some who may be willing to assist. Leadership Council felt that the sterilization of the air handling system may be costly at this time.
- d) *Worship and Music Update* – Pastor Dave said that Worship and Music will be discussing placement of musicians in the Sanctuary. They meet on Sunday. Pastor Dave noted that online attendance has ranged from 200-700 participants.
- e) *Personnel Update* – Kaye started on Monday in the Office Administrator role. Sam suggested Leadership Council and Personnel may want to consider a paid position for media support for livestreaming and online

services operations. Darcie suggested checking with the K-M drama department to see if perhaps someone would be interested in an internship basis.

- f) *Updated COVID-19 Plan* – Pastor Dave emailed Leadership Council an updated plan that included the mask mandate from the Governor, and also updated language generated from ELCA guidelines outline exceptions for worship leaders, end of life situations, and preschool operations. Ann made a motion to approve the updated language of the COVID-19 Preparedness Plan. Darcie seconded the motion. Motion carried.
- g) *Mission Support* – Mission and Outreach has Globe Offerings for various groups, including Lutheran Campus Ministries (see discussion below), CKP, and Good Earth Village. Volunteers are needed to deliver meals on wheels.
  - i) *Campus Ministries* – Lindsay shared that Mt. Olive currently has an open challenge/match opportunity to benefit Lutheran Campus Ministries in Winona and Mankato. David B. made a motion to donate \$500 each to both locations. Ann seconded the motion. Motion carried. Rayelle noted the Globe Offerings may also include Campus Ministries’ gifts (both online and cash donations), and that all funds should be pooled and donated in one check.
- h) *Food for Friends* – Rayelle reminded Council of a question that came up on the status of Food For Friends as they had an opportunity to apply for a grant that had a very tight deadline that Council was unable to assist with due to timing. At the time it was unclear if FFF operates under their own EIN or under St. John’s. It was later determined that FFF operates under St. John’s EIN. Leadership Council requests that FFF report on a quarterly basis so that there is accountability should an audit occur. A document of understanding should be developed as it was for CKP. Rayelle will communicate to FFF.
- i) *Roundtable Discussion* – Jon asked about the approved CKP plan to operate inside the building, but not holding worship services inside. Sam noted that the church is taking advantage of summer weather at this time and the ability to utilize safer options, but that next month will be time for more discussion on how to proceed. Rayelle has been in contact with other local churches who either have not yet met indoors or who may hold indoor worship at half-capacity but with no children. Amanda shared that she has been in contact with Ariana Wright with K-M schools, Jenny Carrier with Community Education, and Marlo with CKP/JLH and how St. Johns can partner with their COVID-19 preparedness plans and adopt a similar plan for youth education (Sunday School and OASIS education). Amanda and the Education Commission have developed a plan that includes small groups for Sunday school, possibly offering two times, and meeting outside when able. She also noted that there are fewer education volunteers this year since many work in healthcare and need to limit contact.
- j) Closed session was held.

7) The Book Study *Canoeing The Mountains Book Study* was not held due to time constraints.

8) God Sightings were not shared due to time constraints.

9) Motion to Adjourn – Ann made a motion to adjourn. David B seconded the motion. Motion carried.

10) Council closed the meeting by reciting the Lord’s Prayer at 10:11pm.

11) Upcoming event/meetings

- a) Next council meeting – Tuesday, September 8 at 7:00 PM via Zoom. Marlo will lead devotions.

Respectfully Submitted,

Kelly Utesch

## **Special Council Meeting Minutes: August 17, 2020 at 7:00 PM via Zoom**

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Present: Sam, Rayelle, David B., Darcie, Ann, and Kelly. Pastor Dave, Deacon Amanda, and Lindsay were also present. Marlo, Jon, Dan, and Dave Z were absent/excused.

### **TOPIC: CKP Readiness Plan**

Sam asked if everyone had received and reviewed the CKP family letter that was sent to Leadership Council the previous day as well as the CKP COVID-19 Preparedness Plan. Darcie asked about clarification on “10 days” and verified that it meant 10 school days, since two weekends (non-school days) would be involved, resulting in the 14 days which adheres to the CDC and MDH guidelines. While it had been previously discussed in Leadership Council’s meeting on Tuesday, August 11<sup>th</sup> that the classes and teachers would remain isolated from each other, due to unforeseen staffing shortages, there is one non-certified teacher who will cross into both classes. Council wanted to ensure that communication to the families included that curriculum be included in the program, but that the teacher is not certified. Sam continued to review the staffing needs: a teacher, administrator and two part-time aides. Amanda noted that there are no substitute teachers on the list at this time. Two high school aides may add virus exposure. Leadership council then discussed concerns with meeting the budget, staffing shortages, and the timing of CKP’s plan to open for the fall.

Darcie made a motion to allow CKP to continue to open with their presented plan, in accordance with MHC and CDC guidelines, and to start with two classes and add a third class in December, if needed.

David B. seconded the motion. Rayelle and Pastor Dave recused themselves. More discussion was shared on concern with the budget, staffing needs, and timeline. The motion was denied by a 3-2 vote.

Leadership Council affirmed that they fully support the CKP ministry and hope to see it re-engage, but the timeline and other factors discussed make the fall opening a rushed decision. Pastor Dave closed in prayer.

## **Special Council Meeting Minutes: August 19, 2020 at 7:30 PM via Zoom**

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Present: Sam, Rayelle, David B., Marlo, Jon, Dan, Ann, and Kelly. Pastor Dave was also present. Darcie and Dave Z. were absent.

### **TOPIC: CKP Fall 2020 Readiness Plan - Revised**

Sam called the meeting to order at 7:32pm, and indicated that Sam, Rayelle, David B. and Pastor Dave met with the CKP board and staff earlier to discuss staffing, provide transparency with credentialed teachers, and high school student helper involvement. He indicated that as a result of that meeting, the Leadership Council should have a greater conversation regarding risk/potential for opening the program during the fall, and that the CKP board is committed to opening the program to families while adhering to CDC and MDH guidelines, and has made updates to the plan to address earlier concerns with staffing and the timeline. The timeline is tight, and CKP needs an administrator at 20 hours/week, 1-2 teaching assistance, and 2 aides, so Leadership Council approval is important to allow for advertising of positions, interviewing, and training staff for a fall opening.

CKP proposes two classes of ten students, and to open Little Lambs with no curricular education on September 21 with the current staff. Then preschool programming with new staff would commence in October.

With Leadership Council's approval, CKP will begin advertising position tomorrow (Director per DHS guidelines), class assistants (1 with DHS credentials), and substitutes. The Director position should meet the teacher requirements.

Jon made a motion to permit CKP to proceed with their recently updated plan and timelines. Ann seconded the motion. Rayelle recused herself from voting. Sam noted that the budget is met with ten kids in each class. Families will not be charged if closed. Staff will not be paid if closed. Marlo asked if staff understand that pay rates will remain constant during the year as the budget is tight.

Sam addressed the current financial situation, and asked that if St. John's would be willing to fund the CKP ministry if money is short for a week or two. Ann noted that Leadership Council should understand this is not the norm, and that the program is self-sustaining, but Council may have to make an exception due to the fact that we are in the midst of a pandemic. David B. asked if there is concern with opening CKP while not holding in-house worship. Pastor Dave noted that St. John's is holding in-house worship, it is currently outdoors since it is summertime and the weather has been accommodating to outdoor worship. Small groups, such as AA, already meets, and the building and office is open to the public.

The motion to open CKP with the updated proposed plan carried unanimously.

## **Properties Commission Meeting Minutes Addendum: August 4, 2020 at 6:15 PM**

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**Attendees:** Dallas Martin, Fred Asche, Wayne Hendrickson, Dan Jensen, Daryl Melquist and Dave Aakre. Also, present briefly was Gail Jensen from Memorials and Interior Design

### **Additional Property-Related Items from August 2020:**

- The air compressor for our pneumatic controls system has another burned out motor (last one replaced in Dec, 2019) and Brad from Decklever's told me this should be on warranty. They replaced that motor with a new one and that one burned out within a Day....so either the motors are defective or we have another problem. Brad is concerned that we should not install another new motor (we may have to pay for any additional motors out of pocket, including the one that failed in a day) before we replace the circuit breaker driving it (it should have kicked out before the motor burned up so badly). Dan Jensen has agreed to get that done. Once the new breaker is installed, Decklevers will put in another new motor.
- Air Handling Unit for the Sanctuary: There has been a suggestion by Decklevers that we consider an "air sterilizer" (Bipolar Ionization) and they have given us an estimate of costs to add this feature to all of our forced air systems. Brad from Decklever's will be attending the upcoming Council Meeting to discuss further.
- Decklevers have also been out to recalibrate the Sanctuary Air Handler to ensure we are getting fresh air coming in.
- The leaky valve on top of Boiler 1 has been repaired.
- The handicap door opener was not operating properly: There have been some adjustments made and some improvement noted, but another visit from the Technician (Johnson Hardware) is pending.
- The grass shrubs that were blocking the view of the St John's sign near the front entry have been removed.
- There have been some discussions regarding how to deal with the lack of a Special Engineer's Boilers license holder working for St John's and managing the boilers. The latest idea has been to "advertise" for a volunteer from the congregation. There has been a proposal for an Ad to be sent out.
- The Upper Sanctuary roof repairs are now completed
- The work on the Little Lambs/CKP fence has been completed.
- Property's has noticed that the St John's sign on outside front of the Sanctuary wall (30 plus feet up) is looking somewhat rusty. This is a metal sign that is sturdily anchored to the wall and is impractical to remove for any repairs. We have a bid for a paint contractor to clean and repaint for \$500, but we would have to furnish a lift for them to get access to it. Estimates on renting a lift have not been formally secured, but our "guestimates" run the gamut and we think it could go as high as \$500 or more. So, before Property's does any more with this, we need Council to determine if they want us to pursue this any further, recognizing that we're probably looking at \$500 to \$1000 to get it done.

Dave Aakre, recorder for Property's

## **Worship and Music Commission Minutes: August 16, 2020 at 12:30 PM via Zoom**

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**Attendees:** Pastor Dave, Lindsay, Gloria, Clark, Jason, Sam and Jodie

### ***Update on life passages***

We discussed all upcoming baptisms, funerals and weddings scheduled for Fall 2020. Many of the baptisms will take place outside, though a few of the baptisms have requested private services out of an abundance of caution due to COVID-19 concerns.

### ***Recommendations for Worship in September 2020***

Discussion was had surrounding a recent study by a coalition of university music and physics professors which focused on the spread of aerosol and droplets from instrumental and vocal musicians in a variety of settings. This coalition came together to engage in a scientific study in order to provide direction to music programs, and the data is helpful for congregational settings as well as we make decisions about moving into an enclosed space. The following page includes a summary of the preliminary recommendations.

You can find more information about this study at: <https://www.nfhs.org/articles/unprecedented-international-coalition-led-by-performing-arts-organizations-to-commission-covid-19-study/>

Based on the data from this study, as well as current infection, hospitalization and death rates in our county and state, and after conversations with other congregations, *the Worship and Music Commission recommends that we continue utilize our outdoor worship space through September, following the same schedule we have been since our return to the property in June, 2020.*

Worship and Music will be meeting again in September to reevaluate the data and provide further recommendations to St. John's leadership regarding worship moving into October.

### ***Council Update re: SJK COVID-19 plan***

We discussed the updated COVID-19 plan for the congregation, with the additional mandatory mask order from the governor. Though worship leaders are given an exemption from wearing a mask indoors and out while engaged in leadership, the Worship and Music Commission recommends that when we move inside, all musicians continue to wear their masks to prevent the spread of aerosols and droplets to help keep our community safe and healthy.

### ***Discuss current schedule, including musician needs or concerns***

### ***Altar Guild discussion***

### ***Review Confirmation Sunday schedule***

Confirmation will take place on Sunday, October 4, 2020. These will be "special services" outside the normal worship service on that morning. More information will be available soon regarding times of these services.

### ***2021 Initial Budget Discussion***

***Next Meeting: Sunday, September 13 at 11:00 AM via Zoom***

***Meeting Adjourned***

# KEEPING ARTS ED SAFE AT SCHOOL

## MASK Everything!



### TIMING

OUTDOOR	INDOORS
<ul style="list-style-type: none"> <li>Playing Instruments, Singing, Acting, or Dancing (<i>Masks strongly recommended</i>)</li> <li>30 minute blocks with 6ft spacing</li> <li>5 minute pause between blocks</li> </ul>	<ul style="list-style-type: none"> <li>Playing Instruments, Singing, Acting, or Dancing (<i>Masks required</i>)</li> <li>30 minutes with 6 ft spacing</li> <li>Minimum one air change between class</li> </ul>

### MATERIALS MATTER

2 LAYERS or more of DENSE FABRIC for instruments

WELL-FITTING MASKS for students

### Proper HYGIENE

Instruments  
Spaces  
People

### AIRFLOW / FILTRATION

Good ventilation and air change rate for the space.



Source: International Coalition of Performing Arts Aerosol Study 8/6/2020 <http://bit.ly/33r1EmK> • <https://www.artsednj.org/covid19>



## Masks

- Student
- Instruments
- Materials

## Distance

- 6-foot CDC guidance
- Applies indoors and outdoors
- 9x6 for trombone

## Time

- 30-minute rehearsal
- Clear room for minimum 1 air change before next rehearsal period

## Air Flow

- Outdoors is best
- HEPA Filtration
- ACH Rates

## Hygiene

- Spit Valves
- Handwashing
- Storage Areas

## 5 Principal Takeaways

# Online Attendance ELCA Form A 2020

Week	Monday: CKP Chapel	Tuesday: Holden E.P.	Wednesday: Interactive	Sunday: 9AM Service	Notes
3/16/2020	N/A	N/A	N/A	1170	
3/23/2020	528	N/A	385	1232	
3/30/2020	366	538	302	914-See Below	
Holy Week	Palm Sunday	Maundy Thurs Noon	Maundy Thurs 7:00 PM	Good Friday	Easter Sunday
4/6/2020	914	102	342	406	844
Week	Monday CKP Chapel	Tuesday Holden E.P.	Wednesday Interactive	Sunday 9AM Service	Notes
4/13/2020	184	376	496	662	
4/20/2020	162	266	358	722	
4/27/2020	142	284	398	802	
5/4/2020	216	262	280	670	
5/11/2020	146	202	622	800	Baccalaureate FB: 140
5/18/2020	292	298	410	1134	
5/25/2020		292	520	674	
6/1/2020		272		842	
6/8/2020		372		568	
NOTE:	We Returned	To SJK	Sunday Worship On the Lawn	Sunday 9AM Online	Sunday 10 AM Zoom
6/15/2020	312	140	Zoom: 14	330	20
6/22/2020	216	108	Worship at SJK	214	18
6/29/2020	452	198	No Worship	188	20
7/6/2020	162	154	Zoom: 8	290	17
7/13/2020	156	116	Zoom: 8	384	12
7/20/2020	164	164	Worship at SJK	562	
7/27/2020	122	184	Zoom: 10	674	12
8/3/2020	516		Zoom: 9	544	11
8/10/2020	166		NA-On Property	448	8
8/17/2020	402		NA-On Property	476	7
8/24/2020	NA		Campfire: 204	378	15

- Determine the number of live connections.** If you livestream your service, the application you are using should give you a count or a list of all devices that connected to the broadcast. (If that number is not stored by the application, you might assign one of your regular ushers/greeters to write down the count, or to take a screenshot of the participant list a few minutes into the broadcast.) Your application may also provide a detailed analysis of how many clicked in to join, how long they stayed, etc. For tracking purposes, though, simply count how many devices were connected. Don't worry about how long individual viewers stayed connected.
- Determine the number of views or downloads of any recorded service for one week.** If you post a recording of your service, keep a count of how many views or downloads it receives for the seven days following the service.
- Add together the number of connections to any livestream of the service and the number of views/downloads of any recording of the service, then multiply by 2.** We recognize it's difficult to know how many people are watching from a given household, but we feel this multiplier will give a good average in most cases.
- Record that figure as your weekly online attendance.**

## Media Commission Report: September 2020

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Volunteers: Samuel Marsland, Randy Johnson, Dennis Foster, Katie Livingood

The Media Commission has been busy throughout the summer researching and putting together sound and video solutions to support alternative worship venues and formats. This has been a challenge and a learning experience for everyone involved. We are now “comfortable” with production and live streaming of worship service from the East lawn, the sanctuary, and the [parking lot. At the request of family, we have also provided recorded funeral services. These new options have been received positively and have provided new opportunities to support St. John’s mission.

It should be noted that our capabilities are not that of a professional broadcast crew and systems. We have been very budget conscious with a goal of utilizing our existing equipment as much as possible.

It should also be noted that the addition of video/live streaming requires additional volunteers during the worship service. We continue to struggle finding volunteers to help with worship service.

See below for details of our accomplishments.

FM Broadcast - Purchased and installed a short-range FM transmitter that can broadcast services throughout the parking lot. The transmitter works with the sanctuary sound system and with the portable sound system. The transmitter was purchased using Media dedicated account funds.

Portable Sound System – Purchased and installed a portable sound system. The portable sound system is intended to be used primarily for outside worship services. It can also be used for events in the fellowship hall, or anywhere a PA or sound system is needed. The system includes a 16 channel mixer with amplifier, speakers, speaker stands, wireless mics, storage/transport case, and associated cables. The system has been used the past several Sundays for worship on the East lawn. The portable sound system was purchased using Media dedicated account funds.

Camera – Purchased and installed a digital video camera and tablet to support live stream video. The camera (designed by Mevo) features integrated connectivity and software support for live streaming. This has greatly simplified the process to live stream. The camera has been used the past several Sundays to live stream worship service. The camera and tablet were purchased using general account funds.

Wifi – Installed an additional WIFI access point to St. John’s network to support worship on the East lawn. WIFI access is needed for live stream capability. The access point device was donated by a member of the congregation.

Sanctuary Microphones – Purchased and installed to additional wireless microphone systems in the sanctuary. We are thankful for the generous funding from Foundation for these microphone systems. One of the headsets will be dedicated for use by Pastor Nirmala.

Respectfully submitted by Dennis Foster.

## Education Commission Report: September 2020

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Present: Deacon Amanda, Mel, Carol, Heidi, Kelly, and Lindsay.

1. *Call to Order* – Amanda called the meeting to order at 7:35 p.m.
2. *Summer Programming Recap* – Amanda noted that for VBS we had 78 participants (29 families). All went well except Zoom family time as it was difficult connecting due to the possible times not working. CKP had a lot of interaction and higher engagements for service. The Saturday morning Bible Study (currently Lamentations) is wrapping up its study and will pause to see where we are going.
3. *Old Business* –
  - a. 2020-2021 School Year [Faith Formation Plan -- 2020-2021](#) – If KM Schools decide a hybrid or in-person learning we still plan to meet in person. We will utilize outdoor space as much as possible until the weather turns. If bad weather we would go virtual. If KM schools decide to distance learn we will also do virtual.
  - b. Sunday school - Will remain Sundays @ 9:10 AM but may need another time if classes are too large to socially distance.
    - i. Preschoolers – Looking at using hula hoops to help distance when inside. For outside will look at coloring on tables and chalk on the sidewalk.
  - c. Oasis – There will be no afterschool Oasis. Evening Oasis will be like Sunday school on Wednesdays @ 5 PM (This is a time change from previous years, due to the temporary suggested change in afterschool programming.)
  - d. Milestones – We will continue to do milestones. Lindsay ordered bibles and is hoping to give them out in September.
  - e. Adults – looking for interest in small groups. There will be an “interest meeting” on September 12<sup>th</sup> at 10am on Google meet. Another Saturday study will start up in late September – send ideas to Amanda and Kelly.
  - f. Fellowship Opportunities – Fall Fest is planned for September 26<sup>th</sup> and we are working alongside Youth and Family to make this a success. We are working with council on how to hold this safely in adherence to CDC guidelines. Likely a drive-in movie. Working on other opportunities throughout the year.
4. *Council Update* – Re-engage Plan
  - a. [Updated CV-19 Preparedness Plan](#) . The plan was updated with the mask mandate and worship leader language. The plan is constantly being re-evaluated.
5. *New Business* – Amanda discussed community Faith Formation Plans.
6. *Upcoming Events* – Fall Fest is tentatively set for Saturday, Sept. 19<sup>th</sup> from 5:30-7:30 p.m. with drive-in movie to start at 7:30 p.m. We will co-host with Youth & Family Ministry. We are not able to provide food as in past years but are looking in to alternative. We are looking into the following:
  - a. Drive-in Movie via Youth & Ministry Land Quarantine Services that provides a full-service drive-in experience including a 40' diagonal inflatable outdoor movie screen, projector, radio transmitter, and technician along with helping with licensing a movie

- i. Lindsay contacting Youth & Ministry Land about services
    - ii. Amanda looking into a movie title
  - b. Food trucks – Mel will check into Food trucks
  - c. Dunk Tank – Mel will look into
  - d. Treat Walk – Like cake walk but provide store bought cookies or treats
  - e. Bingo
  - f. Giant Jenga
  - g. Cornhole
  - h. Basketball Shooting games/contest
  - i. Sidewalk chalk contest
7. *Devotions* – The meeting ended with devotions to include those that were late due to other meetings. Amanda read a passage from To Bless the Space Between Us: A Book of Blessings by John O'Donohue.
8. *Next Meeting* – September 21, 2020 @ 7 p.m.

Respectfully Submitted,

Heidi Durland

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## **Deacon of Faith Formation, Amanda Sabelko's Council Report: September 2020**

### **Ongoing**

- Collaborating with program staff on Wednesday interactive worship services
- Meeting with Pastor Dave and Lindsay twice weekly; other staff as needed
- Weekly communication with Children's Ministry students and families
- Weekly ministry connection for preschool families
  - Preschool Connections, Mondays @ 11 AM
- Developing an online, weekly contact point for elementary & middle school students for fall 2020
  - Weekly check-in utilizing Flipgrid.
- Currently coaching a small group of Youth and Family pastors and leaders in a year-long cohort through the Discipling Cohort Initiative with the ELCA Youth Ministry Network; Staying connected to other leaders in the synod through the Faith Formation Network
- Providing guidance for First Call Rostered Word & Service leaders as well as TEEM Candidates through the SEMN Synod Office of the Bishop
- Working with the Education Commission on continued planning and development of programming
- Assisting the CKP Board and staff with the launch of a new school year. In August, this averaged about 12 hours per week away from my regular work.
- Helping to keep program and CKP staff informed about state and local responses to COVID 19, including MDH and CDC guidance
- Developing curriculum content for Fall 2020 home-based learning
- Recruiting volunteers for Children's Ministries

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*Continued on the next page*

# Fall Planning

## Children's Ministry

We will be offering Sunday School, Oasis Education, and Club 56, per the chart below.

Throughout any change in the learning model, there will continue to be an online or home-based learning opportunity for anyone who feels most comfortable at home.

### SJK Children's Ministry Plan - Fall 2020

KM Learning Model	Sunday School/Club 56	Oasis Education/Club 56
In-Person	Sundays @ 9:10 AM	Wednesdays @ 5 PM
Hybrid	Sundays @ 9:10 AM	Wednesdays @ 5 PM and Thursdays @ 5 PM (Zoom)
Distance Learning	Live Lesson released on Sunday morning	Live Lesson released on Wednesday afternoon

## Adult Ministries

- On-going - Women of Faith, Thursdays at 9:30 AM
- Connecting with WELCA circles for on-going bible studies
- Leader and co-creator of Well Worth It
  - Currently leading a book study on "The Year of Biblical Womanhood" by Rachel Held Evans, Thursday evenings at 8 PM
- Small-Group Info Meeting
  - September 12 at 10 AM
    - The purpose is to gain an idea of people who are interested in connecting with other people over shared interests and faith.
- Book study to start toward the end of September, Saturday mornings
  - Book - to be determined

**Fall Fest 2020:** Our 3rd annual Fall Fest will be on September 26, 2020, from 5:00 - 9:30 PM

Here is the tentative schedule:

5:00 - 7 PM: Food Trucks

- We are planning to invite food trucks to come to our parking lot.
  - They would just show up and have food available for purchase. It would be understood that we could not provide a minimum purchase but would make sure to advertise their presence.
  - **NEED, from Council:** A clear yes or no, so that we can move forward with planning.
  - Concern: we aren't serving food/drink at our building right now. Is this setting a bad precedent??

5 - 7:15 PM: Bingo & Socially Distant Activities. (Masks will be required)

7:30 - 9:30 PM: Drive-In Movie

- We are utilizing a company - [Youth Ministry Land](#) - to provide all the equipment and technician.
- This service has already been reserved as their available times were filling up fast.

Submitted by Deacon Amanda Sabelko

## Fall Schedule 2020

### **Sundays**

- Sunday School & Club 56
  - At 9:10 students will gather at the bell tower on the west lawn. Students will have a temperature check at that time and go into small groups.

### **Wednesdays**

- 5 PM - Oasis Education & Club 56
  - *Please note: this is a time change to accommodate working families if we find this time to be too early we will adjust.*

### **Home-based Learning**

- Families will receive a weekly email with the same lesson and activities we'll be doing on-site.
  - There will be an opportunity to pick up craft items for home-based learning families. Please watch for a separate email for pick up times!

## Fall Milestones

**Back to School Blessing!** - September 13th & 16th

**Volunteer Blessing** - September 13th & 16th

**5th Grade First Communion** - September 20th & 23rd

**9th Grade Affirmation of Baptism** - October 4th

**4 year old & 3rd Grade Bibles** - October 11th & 21st

**3 year old Prayer Pillows** - November 15th & 18th

**FALL 2020  
MILESTONES**

## **Director of Youth and Family Ministry, Lindsay Colwell's Report: September 2020**

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### **Confirmation Ministry**

- Affirmation of Baptism will take place on Sunday, Oct. 4, 2020. With approval from Worship and Music at their August 16 meeting we will be putting forward the plan to split up our 30 confirmands into 3 worship services that will take place at 11am, 1pm, and 3pm. This way we can accommodate our numbers and still keep social distance.
  - A survey has gone out to families of those being confirmed to see which times work for them.
  - Students will be doing short videos on Flipgrid to share their choice of bible verse, song, and symbol. Students were also given questions to prep for a conversation together in the early part of September. Whether that will be on Zoom or in person will be decided closer to the date. These videos are coming in and they are fantastic. I am looking for a way to splice them together to share online.
- Registration has gone out for the 2020-2021 program year through a Google Form as well as in the mail. Registrations are trickling in slowly as families I am sure are concentrating on the changes that they are facing with the school year and the plans that need to be made due to the pandemic.
- This year as a part of our hybrid curriculum I will be working to give our students a variety of “elective” choices that they may complete in order to fulfill requirements. I will be inviting students to take part in the many offerings available to our faith community such as the bible studies on Thursday evenings and Saturday mornings.
- Our students will also be taking the role of leader in assisting with faith formation of our elementary students. This is something they have expressed interest in over the last several years and teaching is one of the best ways to learn.

### **High school Ministry**

- See the Youth and Family Commission report regarding decisions made about the summer trips for 2021.
- Work on the new youth space in rooms 8 and 9 will begin in the late part of September.
- Learning opportunities
  - We will be doing a 4 week study on Faith in an Anxious World from Fuller Youth Institute this fall. There is also a companion podcast for parents that goes along with each session.
  - Our meeting time each week will include a devotion from Pastor Emily Carson's book Holy Everything.
- Timing for our fellowship gatherings is still in the works as I get more details from our school administrators regarding details about after school activities, practices for sporting events, and other details.

### **Goals as we go forward into 2020-2021**

1. Work to help students and families build resiliency, steadfastness, endurance, and persistence in life and faith. Do this through mental health wellness and resources, build multi-generational relationships, and age/life appropriate faith materials.
2. Create engaging faith curriculum for our 7th-12th grade students that helps them connect their faith to life, and help them grow into well rounded vocational Christian leaders and people, in line with the promises made at affirmation of baptism.
3. Build supportive community groups so that all members of our faith community have connections to support one another in life and faith.

*Continued on the next page*

### **Lindsay's time off and plans for the school year**

- I was able to take the better part of 2 weeks off at the end of August which was very helpful as I prepare for the new program year, as Oliver begins kindergarten, and as my husband Terry's job makes changes. Thank you for this time away.
- Beginning the week of September 13 I will be transitioning my day off to Mondays. I will be physically present in the office on Thursdays from 10am-1:30pm. I will also be physically present in the office on the 1st and 3rd Fridays of each month from 10am-1:30pm, though the office is currently closed. If anyone needs to meet with me please connect with me so we can arrange a meeting. The remainder of the week I continue to work from home available by phone, email, and video conferencing. I am present for worship on Sunday mornings and Wednesday evenings, either in person or online in line with the leadership's COVID-19 plan for staff. Deacon Amanda and I have also been producing online Preschool Connections time for the FB page.
- I continue to meet with Deacon Amanda and Pastor Dave twice a week, as well as with other members of staff when they are available. I am currently serving as the Zumbro River Conference representative on the Faith Formation Table of the SE MN Synod. I am continuing as the chair of the Minimum Compensation Guidelines Taskforce of the SE MN Synod.
- Of my 8 weekdays and 2 Sundays available for continuing education I have 5 weekdays left and 1 Sunday left to use. Of my 12 vacation weekdays and 3 Sundays I have 4 weekdays and 0 Sundays left. I have not used any of my quarterly weekends for 2020, though I have been able to check out many other congregations via online, which has been wonderful.

Submitted by Lindsay Colwell, Director of Youth and Family Ministry

### **Communication Commission Report: September 2020**

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Katie Livingood, our communication specialist at St. John's, went on maternity leave in August.

Anticipating her absence, and working with members of the communication commission, as well as other individuals, she has developed a plan to keep the communications flowing smoothly during her absence.

In sum, these are the areas in which Katie has arranged for continued attention during her absence:

- Printed Announcements
- E-News
- Emergency Email Messages
- Advertisements for Programming and Worship
- Social Media Accounts
- Website Administration

If you have any questions pertaining to any of these items, please direct them to: [office@stjohnskasson.org](mailto:office@stjohnskasson.org)

We are happy to say that Katie and Levi have since welcomed into their homes their second son, Caleb, on August 27. Many blessings to Katie and her family, and we rejoice and give thanks to God for this newest member of the body of Christ!

## Youth and Family Commission Report: September 2020

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Katie Freerksen (chair), Heather Hilgart, Mindy Knutson, Patty Foster, Erin Quam, and Lindsay Colwell

Beginning with the September meeting the St. John's Youth and Family Commission will be meeting regularly on the 3rd Wednesday of the month at 7:30pm following worship. This will add consistency to our work and hopefully help to recruit a few more volunteers for our commission.

The decision was made to offer a YouthWorks trip to Duluth July 25-30, 2021 as a service trip in light of the ELCA National Youth Gathering being postponed to the summer of 2022, as well as the \$2400 credit we have with YouthWorks from our canceled 2020 trips. This way we can be fiscally responsible with the resources we have been given by the congregation and still offer a meaningful experience to our students. With the unknowns of the current pandemic we will be able to navigate the guidelines in our own state better than if we traveled outside of it, and the total amount needed to cover the cost of the 10 spots purchased is only \$910 which will serve us well as we do not know what our fundraising situation will look like this year.

Members of our commission are looking at some new ideas for fundraising as many of the regular fundraising we have done in the past has been based around serving food and having large in person fellowship events, which are very difficult or impossible to take on in the current pandemic situation. We are looking at an online shop via Bonfire as well as a few other options.

There is still the possibility of offering a hiking trip as well during the summer of 2021, but this will be decided after the new year. We are keeping our options open regarding Flathead Lutheran Bible Camp in Montana or the possibility of a trip on the Superior Hiking Trail of MN.

Planning for 2020-2021 school year for confirmation and high school youth troop please see staff report by Lindsay. Our plan for a new youth space in rooms 8 and 9 was approved by Properties and Memorials/Interiors. Work on that will begin this fall.

Finally, because of the generosity of the congregation and community in giving to our youth and the efforts our youth put into fundraisers last program year our commission made the decision to make the following donations to ministry partners:

- \$500 to Sugar Creek Bible Camp
- \$500 (\$250 of which comes from the globe offering) to Good Earth Village
- \$200 to each Lutheran Campus Ministry in Mankato and in Winona (this will be supplemented by \$500 to each from the general fund designated by the council and whatever is raised in our globe offering)

Respectfully submitted by the Youth and Family Commission  
Next meeting Wednesday, September 16 at 7:30pm, on the lawn

## Pastor Dave Efflandt's Council Report: September 2020

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- Continuing to meet with program staff twice weekly, and checking in with staff regularly
  - PD's Office Hours: Mondays from 10 AM – 2 PM and Wednesdays from 2 PM – 9 PM
- Meeting with the following commissions, committees, and groups:
  - Executive Board and Council, Personnel, Finance and CKP
  - Worship and Music Commission and Stewardship Commission
  - K-M Ministerial Monthly Meeting-Did not attend in August
  - Rochester Area Senior Pastor Weekly Meeting-Attended in August
  - Other Various Weekly Meetings – 12 Additional Meetings in August
    - Six meetings were for the purposes of working with CKP leadership as they developed their plan for 2020-2021, as well as with SJK leadership to meet and discuss their proposals. I am grateful for the hard work and dedication of CKP leadership and staff, as they dedicated enormous amounts of time and energy to providing a viable plan for the coming school year, even in the face of change, a pandemic, and uncertainty. Thank you as well to the SJK leadership team for your extra meeting time this month!
- Leading online Tuesday Bible Study and Bible and Brew on Thursday: Resume the week of 9/14/2020
- Planning, producing and attending online and in-person worship services
  - Preschool Connections: Monday at 11:00 AM via Facebook (Program Staff produces)
  - Wednesday Worship Services
    - Worship on the Lawn: 6:30 PM Weekly
    - Digital Campfire Worship: 7:30 PM, August 26 – September 9, 2020
  - Sunday Morning Worship
    - 9:00 AM Worship on the Lawn and 10:00 AM via Zoom
    - Editing live-stream content and reposting with readings, prayers, etc.
  - Contacting members to request their participation in services
  - Coordinating with the Worship and Music Commission to schedule worship leaders
  - Prepare weekly bulletins for digital distribution for Sunday worship services
- Sermon Series
  - “We Are the Church”: Our final week will be September 6, 2020
  - “Marks of Discipleship” (See next page): Runs from September 13 - October 25, 2020
- Checking in with members during the closure
- Following up with pastoral emergency needs
  - Pastoral Care Visits in August: Fifteen (Twelve via zoom, two via phone call)
  - Baptisms, funerals and weddings
    - Upcoming Funeral: September 19, 2020 for Caroline Hanson
    - Both of our August weddings have been cancelled
    - We presently have seven baptisms scheduled
- Staying connected to other ministry leaders for support and guidance: other pastors, deacons, and members of the SEMN Office of the Bishop, including our Bishop, Regina Hassanally

### Days Off / Vacation Information

- Number of Days Off Through 8/31/2020: 34 Days Off that I Worked in 2020: 12
- Number of Comp Days Remaining: 3 Quarterly Sundays Available: 4 Quarterly Sundays Used: 0
- Vacation Days Taken in 2020: 9 Vacation Days Remaining 2020: 2.5 Weeks / 2 Sundays

I took time off July 21-August 1 (see last month's report for details about comp and vacation days used)

I took another Sunday off to move Austin into college on August 30

## The Marks of Discipleship Sermon Series

Beginning Sunday, September 13 we will delve into the themes of Michael Foss' book *Real Faith for Real Life: Living the Six Marks of Discipleship* and how they are lived in a community of faith. We'll also have two extra chances to engage with this discussion in Zoom studies on Tuesdays at 11:00 am and Thursdays at 6:00 pm beginning September 15 and 17. Everyone is encouraged to purchase a copy of the book, which is available on [Amazon](#) or from [Augsburg Fortress](#).

- Week 1: Introduction
- Week 2: Practicing the Good in Daily Life: Daily Prayer
- Week 3: Our Habit of Weekly Renewal: Weekly Worship Attendance
- Week 4: Hearing God's Voice: Daily Devotion
- Week 5: The Call to Christlike Living: Discipleship Through Service (Faith Active in love)
- Week 6: Our Call to Relationship with Spirit: Nurturing Relationships
- Week 7: Generosity: A Reflection of God's Heart in Our Lives: Giving a Tithe and Beyond

Our baptisms prepare us for a life of discipleship. Maybe you have been wondering what this means, even and especially now during these uncertain times. Come join us for one of the weekly studies and explore these topics with others. Bring your thoughts, questions and reflections about the readings from the Bible and Michael Foss' book, *Real Faith for Real Life: Living the Six Marks of Discipleship*, and be ready to be inspired in your life of faith through the Spirit-filled discussion each week.

**Finance Committee Reports: June 2020 Finances (See Separate Document)**

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