



St. John's Lutheran Church

Council Packet
October 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, October 13, 2020 at 7:00 p.m. – via Zoom

1. Call to order – Sam (5 minutes)
 - a. Approval of agenda
 - b. Review any *thank you* notes or correspondence sent to Council or St. John's
2. Devotions – Kelly (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. CKP Update (Amanda)
 - b. Council Succession Planning (Kelly)
 - c. Budgeting Planning Discussion (David B)
 - d. Worship and Music Update (Pastor Dave)
 - e. Personnel Update (Rayelle)
 - f. Relay for Life pancake breakfast request (Sam)
6. New Business – (40 min)
 - a. COVID-19 Task force recommendations (Sam)
 - i. HEPA fans/filters
 - ii. Crawl space behind organ
 - b. Boiler's license
 - c. WELCA flag request
 - d. Congregational Informational Meetings (Sam)
 - e. Connection with the Global Community (Rayelle)
 - f. Properties Usage and Review (Sam)
 - g. Roundtable discussion
 - h. Closed session – elected council
7. Canoeing in the Mountains Book Study – Part 4: Relationships and Resistance (Chs 12-13) – Kelly (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, November 10th, 2020
 - i. Devotions – TBD
12. Parking lot (Items for future discussion):
 - a. Constitution Update
 - b. Branding Website
 - c. ELCA Flag Pole statement discussion

Council Meeting Minutes: September 8, 2020 at 7:00 PM via Zoom

Present: Sam, Rayelle, David B, Ann, Darcie, Jon, Dan, and Kelly. Deacon Amanda, Lindsay, and Pastor Dave were also present. Dave Z, and Marlo were absent. Bradley Friedrich from Decklever Mechanical was a guest presenter, and Dallas Martin was in attendance as a representative from the Properties Commission.

- 1) Call to Order - Sam called meeting to order at 7:02 pm
 - a) *Approval of Agenda* – Ann made a motion to approve the agenda. Rayelle seconded the motion. Motion carried.
 - b) *Welcome any guests/presenters*: Leadership Council welcomed Brady Friedrich from Decklever Mechanical, who provided a brief presentation on the features and benefits of AtmosAir Bi Polar Ionization Air Purification system. Dallas Martin was in attendance for the presentation as a representative from the Properties Commission, who forwarded the presenter to Council along with a research presentation and an estimate. The purpose of the units would be to increase ventilation by distributing positively- and negatively-charged ions that would help to attract and attach to mold and mildew spores, pollen, and viruses, in order to neutralize such substances that are harmful to breathe. The neutralization process speeds the elimination to roughly 30 minutes. While Air Ionization is becoming more popular due to concerns with Covid, it has several other air purification benefits. The air exchange in the sanctuary is roughly 4-6 cycles per hour. The estimate is roughly \$25,000, with a standard 1-year equipment warranty. There is ongoing maintenance where tubes would have to be replaced every two years (roughly \$3,000-\$5,000 depending on the number of tubes installed). The estimate is under consideration for the Office, Sanctuary, Fireside Room, Narthex, Music Room, Kitchen, Fellowship Hall, north wing of the Sunday School rooms, Library, and Conference Room. If approved, the lead time on the units is approximately six weeks.
 - c) *Review any thank you notes or correspondence sent to Council or St. John's* – Sam read a letter from SEMN Synod Bishop Regina Hassanally, thanking the congregations for their continued generosity and creativity in the midst of the challenges experienced in 2020. She acknowledged that the mission support remains strong and that the synod has been able to carry out and expand global ministry in the midst of a pandemic. Leadership Council and ministry staff also wish to thank the following individuals for sharing their musical gifts during August worship: Greta Wright, vocalist and flute; Ashley Johnson, vocalist and flute; Kimberly Johnson, violin; CJ and the BS Boys: Carrie Heppelmann, Julia Evans, Wes Evans, Chris Hallstrom, and Tom Trihey; Austin Efflandt, trumpet; Nancy Johnson, vocalist; Anna Brennan, vocalist; Amanda Sabelko, vocalist.
- 2) Devotions – Amanda led devotions.
- 3) Reports –
 - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – There was a clarification that Fall Fest, hosted jointly between Education Commission and Youth and Family Commission, will be held on September 26th (there was a conflicting date elsewhere). The Properties Commission had a request in their report to repair the metal eagle sign for a cost of roughly \$500, and possibly another \$500 for a lift. Jon noted that if Josh Fjerstad is doing the painting, that he can use Jon's lift, as he is currently using it for a few of his own jobs. Ann made a motion to move ahead with the sign repair in 2020, weather permitting, or to budget for it in 2021. Darcie seconded the motion. Motion carried. Ann made a motion to approve the previous meeting minutes and staff and commission reports. Darcie seconded the motion. Motion carried.
- 4) Financials
 - a) *Discuss/Approve previous month's financial report* – David reported that August income was \$44,388, and the YTD income is \$340,682, which is \$13,000 over what was budgeted. YTD expenses are at \$384,317 which is roughly 77 percent of what was annually budgeted. There is currently \$28,031 from insurance in the dedicated account, which will be used shortly for the second payment on the Sanctuary roof from the 2019 hail damage claim. David reported that finance recommended an additional principle payment on mortgage in December of \$3700 (in addition to the \$3,408 regular payment), which would satisfy the mortgage obligation and remove that monthly expense from the 2021 budget. Finance is considering a

recommendation to pay down on the line of credit as well in 2020. Leadership Council discussed upcoming large expenses such as the \$300,000 parking lot, and to revisit other loan obligations next month. Jon made a motion to approved the financial reports. Darcie seconded the motion. Motion carried. Jon then made a motion to pay off the mortgage early (Dec 2020) as outlined by Finance. David B. seconded the motion. Motion carried.

5) Old Business

- a) *Food For Friends* – Rayelle noted that Food For Friends has an opportunity to apply for funding through the Otto Bremer Trust. This has been done in the past, and has benefitted the ministry and the community tremendously. FFF has asked to utilize St. John’s 501(3)c status ID on the grant application. Ann made a motion to permit FFF to make the grant request as presented. Rayelle seconded the motion. Motion carried.
- b) *CKP Update* – Amanda shared that CKP Little Lambs is on track to reopen on September 21st. The Bridge class is full, and there are 3 openings left for preschool, which begins on October 5th. Open positions are advertised for teacher assistants, aides, and substitutes. Volunteers are being utilized to assist with the hiring process and onboarding. Pastor Dave noted that at this time, CKP is a little short in terms of enrollment numbers to cover the cost of an administrator/director. However, former teacher Kimberly Johnson has agreed to assist in some of the duties on a volunteer basis to help the program reopen.
- c) *Council Succession Planning* – Kelly stated that there is nothing to report, except that at-large council members should indicated if they are interested in the open secretary position. All council members are encouraged to forward names to the nominating committee for follow up conversations.
- d) *2021 Budget Planning* – Individual meetings to be scheduled with commission leads on Sundays, October 11th and 18th to discuss next year’s requests relevant to each area of ministry.
- e) *Worship and Music Update* – Pastor Dave shared some research from the International Coalition of Performing Arts Aerosol study dated 8/6/2020 with recommended guidelines and concerns for best practices. Worship and Music is meeting on Sunday, 13th to discuss what to do when weather turns too poorly to meet outdoors to discuss masks, distance, time, air flow and hygiene. Clark is willing to discuss the details and address at a larger congregational level.
- f) *Personnel Update* – Sam noted that budgeting and benefits analysis will take place next month. There is one opening on the Personnel Committee. Staff reviews to take place shortly. Sam also noted that that there is a recommendation from Gloria for a paid position to coordinate the livestream. This potentially requires three people to coordinate.
- g) *Updated Covid Plan* – There is no change in the state’s plan. Pastor Dave shared some information provided from the state of MN, as well as a comprehensive preparedness plan by Luther College for reference. Leadership Council agreed that it is time to evaluate moving into Step 3 of St. John’s Covid Plan. While the weather was mostly favorable for outdoor worship most of the summer, it was noted that during the few parking lot worship services due to poor weather, that attendance was only about half. Lindsay also inquired about how to handle the upcoming Confirmation milestone schedule for October 4th. Darcie made a motion recommending moving from Step 2 to Step 3, on for before October 4th with the ability to individually assess weather and food requests and review weekly metrics provided by the MN Dept of Health. Ann seconded the motion. Pastor Dave affirmed setting the date (Confirmation Sunday), and recommended contacting commission leads to select a representative from each area of ministry to participate in a Covid task force to help establish recommendations related to their area of ministry. Motion carried. Ann made a motion to create a Covid task force as outlined that will make recommendations to be brought to Leadership Council. David B seconded the motion. Motion carried. Pastor Dave will follow up with Commission leads.

6) New Business

- a) *AED Info* – Sam shared some information on the background of the AED in the hallway, and noted that there has been recalls on the device dating back to 2012. St. John’s was contacted about some rebates on the device that will expire soon. It was also noted that the pads on the device have never been changed, and that the adhesive ages over time and should be maintained annually. Ann made a motion to replace the AED now in order to take advantage of the rebates. Rayelle seconded the motion. Motion carried. David B will work with Sheryl to submit the payments and related rebate forms.

- b) *Food Service Requests* – Council has received the following requests from areas of ministry that include serving food, and are asking for guidance that respects the Covid-preparedness plan.
 - i) *Education/ Youth and Family* – Fall Fest is on Saturday, September 26th, and while they will not serve food directly, are planning to host a drive-in movie along with some socially distant types of outdoor activities. The Commissions’ request was for the ability to invite food trucks onto the premises to handle food preparation and distribution that respect CDC, MDH, and St. John’s Covid Preparedness guidelines. Darcie made a motion to approve the request as presented. Rayelle seconded the motion. Motion carried.
 - ii) *Relay for Life* – The Relay for Life group would like to hold a pancake breakfast in the future to raise money for the cause. This would be an outdoor event, but the parameters needed some clarification (food prep, distribution, eating onsite or strictly drive through, etc.). It was also noted that there was conversation that CKP would like to possibly piggyback on this event. Council recommended evaluating how Fall Fest occurs with outside vendors, and then request an official proposal from Relay for Life and CKP for consideration. Amanda will connect with the group on the details.
- c) *AtmosAir Bi Polar Ionization Air Purification (Air Exchange)* – Leadership Council discussed the proposal, benefits, timing, and investment related to the air exchange system. There were questions related to piecing the project out by rooms, or if cost savings would be realized by doing the entire system at one time. Council will continue to evaluate as they receive clarification on questions.
- d) *Congregational Informational Meetings* – Pastor Dave, Sam, and Rayelle shared correspondence and conversations held with members regarding a variety of concerns from Covid-anxiety to frustration from not meeting indoors; to confusion and uncertainty about the status group meetings, and the re-engagement plan status in general. Some communications have been general inquiries and excited or nervous anticipation, while others have been observed as being aggressive and threatening in tone. Executive Council met with Bishop Hassanally regarding how to address communication from members that falls outside of the realm of mutual respect. Executive Council is planning to craft a letter to the congregation about living into our Mission expectations. Council plans to also hold informational meetings to openly share happenings and future planning for St. John's.
- e) *Roundtable Discussion* – No roundtable discussion was held.
- f) Closed session was not 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 – Darcie made a motion to adjourn. Ann seconded the motion. Motion carried.

10) Council closed the meeting by reciting the Lord’s Prayer.

11) Upcoming event/meetings

- a) Next council meeting – Tuesday, October 13th 7pm at TBD. Kelly will lead devotions.

Respectfully Submitted,
Kelly Utesch

Properties Commission Meeting Minutes: October 6, 2020

Attendees: Fred Asche, Dan Jensen, Daryl Melquist, Dallas Martin, Wayne Henrickson, Roger Carlsen, Jackie Longendyke, and Dave Aakre.

Key Discussion Items:

- **Budget:** We worked through our best estimate of how we will end this year and what our needs will be for next year, and included in the cost of doing the sign painting. We anticipate a total increase of about \$1500 for next year. Much of what we include in our budget are non discretionary items, so it is difficult to cut costs.
- **Covid 19 Task Force:** Dave will gave a brief update on our Property's involvement. Jackie Longendyke is a professional HVAC design person, so she will be helping us with the planning needed for any HVAC related changes. Currently, Jackie has determined the safest place to hold any gatherings would be the Fellowship Hall, with ceiling fans on, Air Handling system on and the dishwasher exhaust fan on.
- **Air Recirculation and Cleaning in the CKP rooms:** Daryl built a fan/filtering unit that will be used to move fresh air into the CKP areas and recycle and filter existing air. This, in combination with opening windows while weather permits will give a measure of additional reduced risk of spreading Covid 19 within CKP and Little Lambs. Jackie Longendyke attended our meeting and looked at this design and agreed it will do the job.
- **Periodic Maintenance Items:** Dave has contacted Decklever Mechanical and asked them to do the boiler checks and startup, and maintenance items to the pneumatic air compressor. They will also repair the north bathroom/hallway exhaust fan (has been off for several years) so that we can get more air exchange going in the North SS wing area.
- **Sanctuary Air Handling:** It has been decided that it is not practical to add any additional air purification equipment to the Sanctuary Air Handling unit. Instead, we will optimize the amount of fresh air brought in, turn on the ceiling fans, and possibly repair and restart the exhaust fans under the balcony floor. We have also noted the area under the balcony floor has become a catch all for a lot of items. Property's will coordinate clearing that area out and closing it off. This area cannot be used for storage as it is actually a major part of the air handling system for the sanctuary and the items currently there are working to block that air flow.
- **Snow Removal:** As of last winter, Property's has been asked to take over management of the snow removal contract. Currently we have a contract in hand from IMS (prices have increased) and are looking at a bid from another company that has equipment large enough (and desire to do us) where prices are similar, but not "apples to apples". We intend to wrap up this decision making early next week.
- **Boilers License Requirement:** It should be noted that we are currently "borrowing" a boilers license and that we are required to have someone with a boilers license periodically check our boilers when running. In the past that has been the Custodian's job. Currently we have a permanent part time Custodian that does not have that license. This potential issue can cause us problems in the future. Council needs to decide if they are indeed going to hire another Custodian that will have or get the license or come up with another alternative (contract someone to come in every two or three days, find a member that has a boilers license and will help out, pay for a member to get their boilers license, etc)
NOTE: We currently have one person that is interested in becoming our boiler engineer.
- **The Fire Alarm system needs to be recertified:** Custom Alarm is scheduled to do this on 10/14 at 2:30 pm.
- **The Front entry doors are still hanging up a little, and therefore will not always close on their own:** Daryl will work with the technician to determine next steps.

Updates Items:

- A permanent plug in has been installed for the Kitchen hot water heater, Thanks much, Dan Jensen
- There was a loose piece of soffit on the west end of the Sanctuary. Roger Carlsen has fixed it, Thank you, Roger.
- Office entry door jam damage: Wayne and Dave have installed a protective plate.
- Furnace Filters: Thanks to Wayne Hendrickson who has begun our yearly furnace filter cleaning and replacement process.....we like to have this done early in the heating season. We also will need to replace some of the air filters as the church starts opening up.
- The Leaky relief valve on the master boiler (hot water heating system) has been repaired.
- We've had two air compressor motors fail completely. We think it was due to a faulty circuit breaker. Dan J has replaced the breaker and a 3rd new motor has been installed and has been working for a couple of weeks now. Note: The new motor replaced in 12/2019 failed, then another within days. Decklevers believe the motors will be covered by warranty.
- Mark has noted there was a leaky flusher in the ladies bathroom, a leaking faucet in the north boy's bathroom, and the north water fountain was leaking. The flusher and faucet parts have been replaced by Dave Aakre. The fountain shutoff was closed tighter and seems to have stopped leaking. That fountain is not to be used for Covid reasons, and has been taken out of order. When we restart it, we will need to verify the valve doesn't leak when fully open.
- Wayne has raked and re-groomed the playground wood chips. Thanks!
- We have approved a request for an Eagle Scout to install a "little food pantry", likely next to the little free library.
- We received a memo indicating we might have a "recall" on our boilers. Brad Friedrich (Decklever) has looked into this somewhat and thinks we are OK, and that this is a voluntary thing. He is following up.
- Plant's in front of the St John's sign/wall near the front entry have been removed by Wayne and Dave. The controller for the lights did not have the time set right so lighting was coming on quite late and staying on quite late, hopefully now doing better after I (Dave) changed things.
- Gary K accidentally broke the light mount loose in the front lawn. Dave A fixed it.
- Gloria asked if we could come up with a way to keep the Grand Piano from rolling while she was playing it. Dave A came up with a pretty simple fix that seems to be working.

Kitchen items addressed during the shut down:

- Coffee maker turned off
- Kitchen Refrigerator has been cleared of "perishables".
- Stove gas has been shut off

Work Projects committed but on "Hold" till time allows:

- Loss prevention Report recommendations (from March of 2019): Wayne and Daryl are preparing the required documentation. They will produce 3 to 4 books to be located in strategic areas. The inspector from Hartford asked about this during the most recent inspection (2/20/2020) and we responded that it was a "work in progress".
- LED Upgrades: The next areas to deal with are the CKP hallway and Youth Room. We have concluded we will use tube LED's (like we did in the office area) where possible. The exception is the hallway in the old Sunday School wing, where we will replace the fixtures with LED panels, similar to our approach in the Narthax. We do have some dedicated \$\$ to cover the costs, and we are working to take advantage of the Thrivent Grant \$\$ when possible.
- St John's sign on the outside front of the Sanctuary: This sign is getting rusty and needs to be cleaned and repainted. It appears to be solidly mounted and quite heavy, so this work will need to be done off a

lift. Josh Fjerstad painting has agreed to do this next spring and will be borrowing John Klein's lift which will reduce the cost of doing the work.

- Fire alarm pull switch near the entry of the Fellowship Hall (behind the open entry door to the hall) 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.

"Back Burner" Items:

- Parking Lot Blacktop: The lot will need to be replaced within the next 5 to 10 years (Last estimate was over \$300,000).
- 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 Council 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.
- 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.
- 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. 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.
- Flat Roofs: Roofing about the Narthax, Office and Choir room areas will likely need replacement within 10 years.
- Pneumatic Controls: The pneumatic controls for the boiler system are old and components (thermostats, compressor, piping) fail periodically and are complex. These should be replaced with modern electronics (\$30,000 to \$50,000).

Dave Aakre, recorder for Property's

Worship and Music Commission Minutes: October 11 at 11:00 AM via Zoom

Attendees: Pastor Dave, Lindsay, Gloria, Clark, Jason, Sam, Mona, Jodie, Linda, and Amy

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. Presently, there are eight baptisms scheduled through Thanksgiving

Altar Guild Questions

- Anything needed for fall decorating (inside vs outside decorations)?
 - Decorating chancel and outside of church building soon
- Anything planned for Advent / Christmas decorating? Maybe just wreaths on the doors?

COVID19 Task Force Update

- The task force has been meeting weekly since September 20 and has representation from many industry professionals who are dealing with COVID-19 on a daily basis. The task force is divided into four "focus areas": Data and Metrics, Worship, Building and Property, and Fellowship and Food.
- In the task-force conversations, it was decided that we needed to seek input from our membership about whether or not they plan to attend in-house worship should that be an option. So, A "worship survey" was developed and will be distributed this week, asking for input from members about their intent to worship in the building when we do move to Step 3 of our COVID-19 Plan (Indoor worship and ministry)
- COVID19 task force's recommendations about worship service time(s) based on the current data and our own building needs were presented during this portion of the meeting:
 - Conversation was had about different possibilities for times of worship, and about the possibility of having worship in the Fellowship Hall as an alternative space
 - Questions were raised about the reasoning behind the times of worship listed on the survey, and we discussed the reasoning provided by the "building and property" focus area for the best practice of leaving a room empty for at least two hours before and after a room is occupied for the air to exchange completely prior to any cleaning taking place

Recommendations from the Worship and Music Commission Regarding Indoor Worship (Step 3)

- Based on the current MDH data and the best practices for musicians recommended from the "International Aerosol Study" referenced last month (see below), the Worship and Music commission suggests that any consideration about a move to indoor worship needs to happen with an abundance of caution, the concern about community spread of COVID19 and the overall health and safety of our members first and foremost in our decision making process.
- Mask Wearing for Leaders: Though worship leaders are given an exemption from wearing a mask indoors and out while engaged in leadership, the Worship and Music Commission advises that when we move inside, all musicians, both vocal and instrumental, continue to wear their masks to prevent the spread of aerosols and droplets to help keep our community safe and healthy.
- We will continue to work to provide safe, socially distanced opportunities for our worship leaders indoors when the congregational leadership deems it safe to do so. Worship and Music recommends that, when we move to "Step 3" of our COVID19 plan, we adhere to the recommendations already listed for indoor worship, which would include no corporate hymn singing, no corporate responses to liturgy, among other modifications to our regular worship routine in an effort to limit community spread of COVID19.

Review Current Online and In-Person Worship Attendance Figures (See table on following pages)

Return to the Lectionary: Begins Sunday, November 1, 2020

Confirmation Sunday Discussion

- Many positive comments and feedback from the services
- Sam recommended that we consider two cameras for services such as this in the future

Wednesday Evening Worship Discussion

- "The Messengers" returned in September. Due to limited sunlight and cooler temperatures, this service will be moving to a live-stream format until we move to "Step 3" of our COVID19 plan.

2021 Budget Discussion

2020 Annual Reviews

- Members of the Worship and Music commission have been invited to participate in 2020 Annual Reviews. Each person will receive a copy of the review document, based on the Mennonite “Appreciative Way” model for evaluation. All members of the Worship and Music commission will also be invited to participate in providing feedback for Pastor Dave’s yearly review as well.

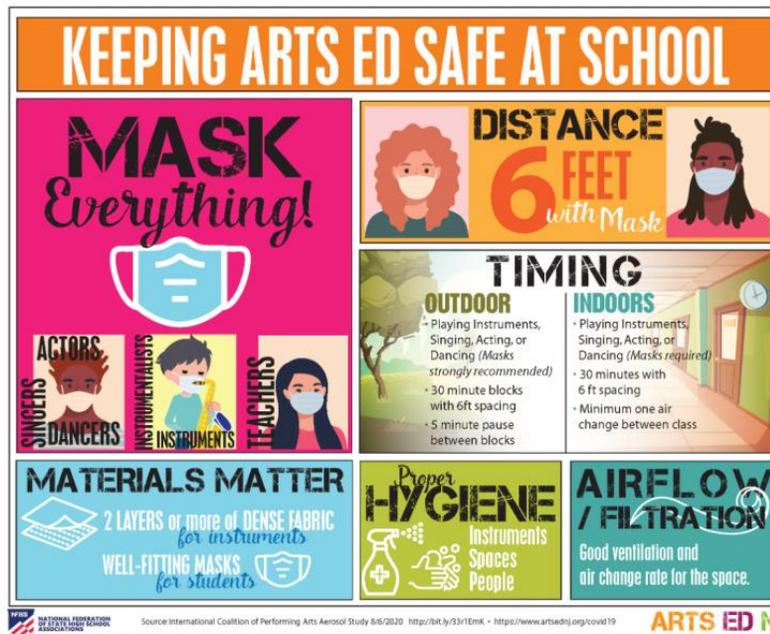
Electric Piano Update

- A new electric keyboard was purchased in September. Worship leaders are very pleased with the new instrument! Thanks to Clark Johnson and the leadership from the Worship and Music commission for your help with researching this instrument as well as others. Thank you to the Lutefisk group and the financial gift from the bake sale last year to make this purchase possible.

Updated Copyright License Availability

Meeting Adjourned

International Coalition of Performing Arts Aerosol Study Summary Recommendations, August 6, 2020



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 Form A 2020: St. John's

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:		Returned To SJK	"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	14
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
8/31/2020			Campfire: 180	440	8
9/7/2020			Campfire: 184	538	9
NOTE:	Monday CKP Chapel	Programming Begins	Returned to SJK Wednesdays "Messengers"	Sunday 9AM Online	Sunday 10 AM Zoom
9/14/2020			358	646	12
9/21/2020	208		320	980	10
9/28/2020	342		574	9AM: 540 11AM Conf: 260 1PM Conf: 256 Comb. Conf: 104 Total: 926	11

Note: Average In-Person Sunday Attendance since June 21, 2020: 73

Mission & Outreach Commission

October 11, 2020

11:30 am

Attendees: Dan Ziebell, Ardis Grovdahl, Tanya Young, Lindsay Colwell, Emilie Hilaire, and Jackie Longendyke.

Meeting Minutes

Agenda item: Covid-19 Task Force

Discussion:

Jackie and Lindsay are participating in the Covid-19 Task Force and provided an update the Mission & Outreach. The task force is still evaluating several items including data metrics, worship, building and facilities use, and Fellowship and Food. The task force will be providing recommendations the council on October 11th.

Action items	Person responsible
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- None

Agenda item: Faith in Action

Discussion:

Jackie reviewed the information provided on their website, but it did not include anything regarding charging for the services or if the services are covered by insurance.

Action items	Person responsible
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- Contact Faith in Action for more information

Jackie

Agenda item: Haiti

Discussion:

St. John's has distributed \$1,500 of our \$2,000 commitment plus a globe offering in 2020. Pastor Mioche is back in Haiti. Dennis Foster and Emilie are looking into a food packing event.

Action items	Person responsible
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- Contact Dave Bornfeth about next \$500
- Provide update on Food Packing Event

Jackie

Emilie

Agenda item: Budget

Discussion:

The 2021 Mission & Outreach budget was discussed. The only budget change will be to the Oasis Meals expenses and income. Jackie and Tanya will be attending the 2021 operating budget meeting at 1:30pm on Sunday, October 11th.

Action items	Person responsible
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- Attend 2021 budget planning meeting

Tanya/Jackie

Agenda item: KM Schools

Discussion:

Ardis provided an update from Shelly Bielen regarding the discontinued Kwik Trip vouchers from Food for Friends and that Erdmans charities is no longer supporting the recipe of the week program. Youth & Family is planning to donate food items to the school to help with the Recipe of the Week program. Tanya is working with the Salvation Army on possibly getting the Kwik Trip vouchers back in the schools or another program. If the Salvation Army is not planning to use the Kwik Trip vouchers, Jackie will contact Kwik Trip and inquire about how Mission & Outreach can set up an account to use the vouchers. Ardis is working on getting the globe offering to KM Schools to use for their needs, including winterwear.

Action items

Person responsible

- Communicate Salvation Army's Plan to help KM Schools Tanya
 - Contact Kwik Trip to set up Vouchers Jackie
-

Agenda item: Compassion International

Discussion:

We received an email explaining that Nelson has changed his name.

Action items

Person responsible

- None
-

Agenda item: Ministry of Encouragement

Discussion:

No planned events.

Action items

Person responsible

- None
-

Agenda item: 2021 Globe Offering Recipients

Discussion:

The 2021 Globe Offering Recipients were discussed and scheduled.

Action items

Person responsible

- Update the 2021 Globe Offering Recipients and distribute Jackie
-

Agenda item: Ready, Set, Learn

Discussion:

Tanya provided an update. There were 302 kids enrolled in the program this year (149 families).

Action items

Person responsible

- None
-

Agenda item: Relay for Life

Discussion:

\$6,200 in donations have been collected.

Action items

Person responsible

- None

Agenda item: Meals on Wheels

Discussion:

We are looking for more volunteers to help deliver during the pandemic. Many of our regular participants are vulnerable and we have not been encouraging them to deliver. We will continue to look for additional volunteers to deliver.

Action items

Person responsible

- Look for Additional volunteers to deliver

All

Agenda item: Karen Anderson

Discussion:

Karen has returned to Chili

Action items

Person responsible

- Submit the Payment Authorization for our \$2000 commitment

Jackie

Additional Information

Next Meeting: Not scheduled

Proposed

Globe Offering Recipients 2021

10/12/2020

Date	Name	Amount
Dec 30 & Jan 3 Jan 6 & 10	Ronald McDonald House	
Jan 13 & 17 20 & 24	Food for Friends Backpack Ministry	
Jan 27 & 31 Feb. 3 & 7	SEMCAC Food Shelf *	
Feb. 10 & 14 17 & 21	Friends of Christ Haiti	
Feb 24 & 28 Mar. 3 & 7	Blue Star Mothers of America	
Mar. 10 & 14 17 & 21	CKP* - (CKP Sunday 3/14/21?)	
Mar 24 & 28, 31 & Easter Apr. 4	Fairview Activity Fund	
Apr. 7 & 11 14 & 18	SE MN Synod Assembly Offering*	
Apr. 21 & 25 28 & May 2	MN Adult & Teen Challenge	
May 5 & 9 12 & 16	A Place at the Table	
May 19 & 23 26 & 30	Lutheran Social Services of MN	
June 2 & 6 9 & 13	Gift of Life Transplant House	
June 16 & 20 23 & 27	Next Chapter Ministries	
June 30 & July 4 7 & 11	Relay for Life* (8/7/20?)	
July 14 & 18 21 & 25	Dodge County School Backpacks* Ready, Set, Learn	
July 28 & Aug 1 4 & 8	Open	
Aug. 11 & 15 18 & 22	Jeremiah Program	
Aug 25 & 29 Sept 1 & 5	Lutheran Campus Ministries, Mankato	
Sept. 8 & 12 15 & 19	Lutheran Campus Ministries, Winona	
Sept. 22 & 26 29 & Oct 3	KM Schools - Kids Clothing needs	
Oct. 6 & 10, 13 & 17	Women's Shelter and Support Center	
Oct. 20 & 24 27 & 31	Lutheran Disaster Response	
Nov. 3 & 7 10 & 14	WELCA Thank Offering*	
Nov. 17 & 21 24 & 28	Salvation Army, Dodge County	
Dec. 1 & 5 8 & 12	ELCA Good Gifts	
Dec. 15 & 19 22 & 26	Lifeline Christian Mission	
Total		

* Do not move the date!

Education Commission Report: September 21, 2020 at 7:30 PM via Google Meet

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

1. *Call to Order* – Amanda called the meeting to order at 7:30 pm.
2. *Devotions* – Amanda led devotions. Kelly will lead devotions in October.
3. *Re-Engagement Plan* – Kelly provided an update on how Council was working to determine how to best move inside the building when approved. A Covid task force is forming that represents all areas of the church, and will make recommendations to leadership council.
4. *Old Business*
 - a. *Faith Formation Plan – 2020-2021* – Back to school blessing was held Sept 13th and 16th. All participants received backpack tags, and tags were also available to all during Sunday School and Oasis. First Communion for 5th graders was on Sept 20th and 23rd. 4-year-olds and 3rd graders will receive their Bibles on Oct 11th and 14th. 3-year-olds will receive prayer pillows on Nov 15th and 18th.
 - b. *Small Group Faith Formation* - Volunteer training was held online on Sept 17th and 19th to ensure teachers, leaders, and volunteers are aware of format, and instructions on Covid preparedness.
 - i. *Sunday School* – 7 - 1st and 2nd graders, 7- 3rd and 4th graders, 11 Club 56ers. Amanda will work with 3rd and 4th grade teachers/volunteers, as all of them showed up and not all were needed on one day.
 - ii. *Oasis* – 20 in attendance
 - c. Covid-19 Preparedness Plan - CYF Plan – See discussion under Re-engagement plan and small group faith formation.
 - d. Fall Fest – Mel is picking up the dunk tank. Heidi is organizing Bingo. Owen will assist, and Riley and Chloe will also be available with assisting with cleaning balls for the dunk tank. Amanda and Kelly will source prizes. Pool noodle tag. Heidi has access to music and a blue tooth speaker. The movie will start at 7 (Finding Dory), and Amanda is able to turn off the parking lot lights. There is at least one food truck lined up, possibly two (awaiting confirmation). Due to impending forecast, a rain date of Sunday Sept 27th (following Sunday School) is set.
5. *New Business*
 - a. *Faith Formation Plans* – see previous discussion under Old Business
 - i. Confirmation Day – Oct 4th during 11am and 1pm. Plan to be outside.
6. *Upcoming Events*
 - a. Fall Fest 2020 Sept 26th 5-9pm (see post script about postponement).
 - b. See milestone dates previously noted.

Post Script: On Friday, Sept 25th 7pm, Youth and Family and Education Commissions, including Amanda, Lindsay, Mindy, Heather, Heidi, and Kelly met with Sam Marsland about an earlier notification of exposures affecting all three schools in the district. Roughly 150 students were notified to isolate for two weeks, including students and volunteers who planned to participate and assist with Fall Fest. Due to the sudden drop in volunteer availability, and to support the efforts of isolation within the district and area child care providers, it was determined to postpone Fall Fest at this time. Notifications of cancellations were immediately released following the meeting. It was also determined at that time that Sunday School and OASIS education would move to an online/home format for the time being.

Parking Lot:

Women's Retreat/Christmas Program

Respectfully submitted, Kelly Utesch

Creation Kids Preschool (CKP) Report: October 5, 2020 at 7:00 PM via Zoom

Present: Deacon Amanda, Tessa, Justin, Jen, Kimberly, Michelle, Patty, Pastor Dave, Judy and Anne

1. Director of Youth and Family- Deacon Amanda
 - Faith formation classes are currently meeting online
2. Classroom Updates – Anne/Tanya
 - a. Current classes
 - Orange Otters-online 3 year old class currently at 13 students
 - Purple Parrots- Bridge/Pre-K class currently full with 10 students
 - Teal Turtles- Mixed age class – currently full with 10 students
3. Administrative
 - a. COVID updates form MN children’s cabinet
 - Michelle will keep up on latest info coming out
 - b. Jen will follow up with Katie Schrodin regarding the grant that was approved with community ed
4. Welcome new board members
 - a. New board members were introduced
5. Pancake breakfast updates
 - a. Tanya Young is awaiting approval from council on Oct 13th
 - b. Silent Auction
 - We will plan to hold the silent auction at a later date
6. Miscellaneous
7. Adjourn
8. Closed Agenda

Memorials/Interior Design Commission: September 9, 2020

Members Present: Gail Jensen and JoAnn Roth

- Landscaping: The 4 planters will be moved to the designated places by John Kline. The grasses are removed as planned in front of the church sign. We plan to get receipts from Family Tree to move forward in the spring with replacement of coral bells, other plants that didn't work. We are working on removal of the shrubs on the east side along the sidewalk.
- Flag pole: The Building Committee is taking take care of the project.
- Members: We made a list of people to contact to become members with the goal to be a total of 5 members for the Memorial/Interior Commission.
- Wish book: We plan to email commission heads to update needs and wants for the wish book. The book will be updated once we have the requests.
- Notification Center: There are plans to replace the free-standing message board in the entry area of the church. This will be replaced for a board on one of the pillars.
- Couch for church office: We are investigating what type of coach for church office and will be shopping to purchase.
- Next meeting: Our next meeting is scheduled for Tuesday, 10/6 at 6:30PM at the church.

Memorial/Interior Commission Meeting: October 6, 2020

Members present: Gail Jenson, JoAnn Roth Visitor: Dave Bornfleth

- Landscaping: The 4 planters have been moved to the requested places by John Kline.
- Wish Book: Calls have been made to commissions to update the list to present in the Wish Book. We are working on updating the book to be shared with families when making memorials to St. John's Lutheran Church.
- Couch for church office: Plans are in place to purchase the couch.
- Funds: We discussed with Dave Bornfleth, church treasure, the specific categories for the Memorial Commission.
- Members: We are calling people to search who would be interested in joining the Memorial Commission.
- Next meeting: Our next meeting is scheduled Tuesday, 11/3/20, 6:30pm. The meeting will be at the church.

Submitted,

JoAnn Roth

Council Report from Pastor Nirmala Reinschmidt: October 2020

I preached once here including Zoom worship

I conducted communion service for our members at Fairview outside.

Prayer meeting continues on Mondays.

8 Home visits (who requested) 20 phone visits

Special phone ministry with Jan Burkhardt, Auggie Eggert, Janice Deyo

I had face time with our members at Prairie Meadows.

Deacon of Faith Formation, Amanda Sabelko's Council Report: October 2020

Ongoing

- Collaborating with program staff on worship planning
- 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 - middle school families
 - Preschool Connections, Mondays @ 11 AM
 - Elementary & Middle School - weekly family faith activity
- Continuing to coach a small group of Youth and Family pastors and leaders as part of 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 September, this continued to average about 10 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
- Creating curriculum content for home-based faith formation at St. John's
- Equipping volunteers for Children's Ministries

Current Planning

Fall Fest 2020: Our 3rd annual Fall Fest was cancelled due to rising cases of Covid-19 Cases in Dodge County. We will look like doing something similar in the spring.

Children's Ministry

In August, the Education Commission had established that our learning model would depend on current KM School District Plans as well. As of October 5th, the model for 7th - 12 grades changed to a hybrid model. Due to this, we are currently offering Sunday School, Oasis Education, and Club 56 through home-based learning. Planning will continue to follow along the KM School District and the guidance of St. John's Leadership.

Staff Updates

Faith Formation Network Meeting - October 22nd, 12 PM

- Lindsay and I will be doing a presentation on Digital Storytelling for the SEMN Synod Faith Formation Network.

I have been spending a lot of time over the last 3 weeks working with the COVID19 Task Force and the Worship break-out team. It's been helpful to have an insight on metrics that go into the recommendations the task-force will offer to our council.

Office Hours - I am currently working in the church office on Sunday, Tuesday, and Wednesday. I am working from my home office on Monday and Thursday. I am available on those days via email - amanda@stjohnskasson.org or by cell - 701.770.0360

Days Off / Vacation Information

Quarterly Sundays Available: 3

Quarterly Sundays Used: 1

Vacation Days Taken in 2020: 7 days, 2 Sundays

Vacation Days Remaining 2020: 9 days, 2 Sundays

Continuing Education Taken in 2020: 4 days, 1 Sunday

Continuing Education Remaining 2020: 4 days, 1 Sunday

Submitted by Deacon Amanda Sabelko

Director of Youth and Family Ministry, Lindsay Colwell's Report: October 2020

Confirmation Ministry

- Affirmation of Baptism took place on Sunday, Oct. 4, 2020. We were able to split our students into 2 groups for an 11am and 1pm worship service. We had 29 students who affirmed their faith.
 - Rather than a sermon, I wrote a short reflection for each of our student's chosen bible verses. This made the service very personal and also allowed for a demonstration of the length and breadth of scripture to be read.
 - Attendance numbers can be found in the attendance numbers.
- We have twenty-one 8th grade students this year and nineteen 7th grade students.
- After meeting during the first week of programming (week of Sept. 20) we have moved our learning model to online. We are utilizing Class Dojo as our classroom platform to post information for families and for students to turn in assignments.

High school Ministry

- Due to spikes in coronavirus cases and so many families being a part of the quarantine our plans for updating rooms 8 and 9 have been pushed back. This will be an ongoing project for this program year.
- Youth Troop gathering times have been pushed back until after the MEA break. We will regroup on Wednesday, Oct. 21.
- Information regarding the YouthWorks trip to Duluth will hopefully go out later this month. YouthWorks has offered a COVID protection plan free of charge. This will help us retain those funds even if we have to cancel our trip.

Youth and Family Commission

- Our next meeting will be Wednesday, Oct. 14.
- We will meet for budget conversations for 2021 with Finance on Sunday, Oct. 18.
- We have been distributing funds to a variety of mission partners throughout the SE MN synod, including Good Earth Village and campus ministries.

Director of Youth and Family Ministry

- I continue to meet with program staff, reach out to families, and meet with commissions (Youth and Family, Mission and Outreach). I am also working on assisting Food for Friends in any way that I can as they are seeing a bigger need in the community.
- I am serving on the COVID taskforce, doing a variety of different things to help facilitate our safe return to the building.
- A local Eagle Scout candidate as approached us to put up a little pantry next to our little library. This will go up in the next few months and will be stocked as a service project by our youth.
- 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.

Submitted by Lindsay Colwell, Director of Youth and Family Ministry

Pastor Dave Efflandt's Council Report: October 2020

- 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
 - K-M Ministerial Monthly Meeting-Attended in September for the annual KM Schools meeting
 - Rochester Area Senior Pastor Weekly Meeting-Attended in September
 - Other Various Weekly Meetings – 14 Additional Meetings in September
 - COVID19 Task Force: Leadership convened a COVID19 Task force in September to help provide recommendations for how and when to move to “Step 3” of our COVID19 plan. This task force has been meeting weekly to discuss items pertaining to worship, health department data, best practices for building usage, as well as fellowship and food. I am grateful for the expertise and professional experience of those who are a part of this important group of people.
- Mitigating a Confirmed Positive Test Result on Staff for COVID19: We had one confirmed case of a staff member in September. Working closely with the Dodge County Dept of Health, other staff and lay leaders, and in conjunction with our COVID19 policy, we were able to keep this only to one positive case, and they have fully recovered, all of which we are grateful for. We continue to monitor our health and abide by our COVID19 policy. We continue to evaluate the effectiveness of our plan each month as well.
- Leading online Tuesday and Thursday Bible Studies and Bible and Brew on Thursday evening, and attending the Wartburg Theological Seminary's Thursday evening theological conversation with students
- Facilitating three “Power and Boundaries” workshops in October/November
 - Wartburg Theological Seminary, SEMN Synod of the ELCA, Eastern North Dakota Synod of the ELCA
- Planning, producing and attending online and in-person worship services
 - Preschool Connections: Monday at 11:00 AM via Facebook / Live CKP Chapel via Zoom
 - Wednesday Worship Services
 - Worship on the Lawn: 6:30 PM Weekly
 - Sunday Morning Worship
 - 9:00 AM Worship on the Lawn and 10:00 AM via Zoom
 - Editing Sunday and Wednesday 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
- Checking in with members during the closure
- 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
- Pastoral Care and Emergency Visits / Life Passages:
 - Pastoral Care Visits in August: Thirteen
 - Funeral: September 19, 2020 for Caroline Hanson
 - Baptisms: Brooks Wiste, Preston Ruehmann and Elliot Bernard
 - Presently eight baptisms scheduled between now and Thanksgiving weekend

Days Off / Vacation Information

- **Number of Days Off Through 9/30/2020:** 38 **Days Off that I Worked in 2020:** 15
- **Number of Comp Days Remaining:** 6 **Quarterly Sundays Available:** 4 **Quarterly Sundays Used:** 0
- **Vacation Days Taken in 2020:** 9 **Vacation Days Remaining 2020:** 2.5 Weeks / 2 Sundays

I am planning to take off the week of Thanksgiving from Sunday, November 22 - Saturday, November 28. This will include three vacation days (or comp days) and one Sunday.