



St. John's Lutheran Church

Council Packet
December / 2021

St John's Lutheran Church, Kasson MN

"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: December 14th, 2021

1. Call to order – Sam
 - a. Approval of agenda
 - b. Bring forward any correspondence

2. Devotions – Grace

Dec	Grace
Jan 2022	Darcie

3. Report(s) – Heather
 - a. Approve previous meeting minutes, staff reports, commission reports
4. Finances – Dave
 - a. Discuss previous month's financials (November)
5. Get Down to Business
 - a. Covid19 – Sam
 - b. CKP – Amanda
 - c. Personnel – Rayelle
 - Annual reviews will soon be completed
 - d. Succession planning – Sam
 - Please let nomination commission know of any interest in serving on the council
 - Still need 1 nomination committee, several Synod Assembly members
 - e. Stewardship commission – Jim or Lindsay
 - Stewardship drive
 - Please contact Lindsay or Jim Evenson with interest to serve on the Stewardship commission
 - f. Call process – Pastor Cheryl
 - g. Annual Meeting Agenda and ballot – Sam
 - Make available virtually? Voting ability? Too messy?
 - h. Budget
 - i. Roundtable
6. Closed Session if needed. Elected Council Only.
7. God Sightings to share
8. Motion to Adjourn. Lord's Prayer

Upcoming Events:

- Annual meeting: Wednesday January 26th, 2022 after worship
- Next council meeting January 11, 2022 @7pm

Parking Lot (items for future consideration):

- Council book study; 'Growing Young'
- Properties usage and review
- Audit Report
 - ✓ Documentation of revision history to policies/procedures/forms
 - ✓ Include 'Inventory of Fire Safe' to secretary job description
 - ✓ Include 'Oversees insurance photos taken of property every five years or with big projects or purchases' to administrative assistant job description
 - ✓ IT security project

St John's Lutheran Church, Kasson MN

Present: Rayelle Haase, Heather Hilgart, Dave Bornfleth, Lindsay Colwell, Pastor Cheryl Inderhar, Emily Carling, Ann Trihey, Pastor Mary Kaye Ashley, Michelle Coy, Jim Evenson

Absent: Sam Marsland, Deacon Amanda Sabelko, Grace Marsland, Darcie Moehnke

Council Meeting Agenda: November 9th, 2021

9. Call to order – Heather 7:03
 - a. Approval of agenda – Rayelle/Michelle/carried
 - b. Bring forward any correspondence

10. Devotions – Michelle

Nov	Michelle
Dec	Grace
Jan 2022	Darcie

11. Report(s) – Rayelle
 - a. Approve previous meeting minutes, staff reports, commission reports – Ann/Emily/carried
12. Finances – Dave
 - a. Discuss previous month's financials (October)
 - Approve finances: Rayelle/Heather/carried
 - Our YTD expenses are more than income
13. Get Down to Business –
 - a. Covid19 – no updates
 - b. CKP – Rayelle
 - Looking to hire Teaching Assistant
 - DHS site visit pending
 - Pancake Breakfast fundraiser Jan 23, 2022
 - During winter inclement weather and school is called off, LL will still be open 7a-4p. Late start would be 10a.
 - c. Personnel – Rayelle
 - Annette (SJK secretary) qualifies as a teaching assistant for CKP/LL. Approve Annette as parttime teaching assistant for CKP/LL: Michelle/Pastor Mary Kaye/carried
 - Covid19 leave for hourly staff; paid or unpaid? Answer: Unpaid
Hourly staff do not historically get sick pay
 - Annual reviews will soon be scheduled for staff
 - Personnel handbook adaptation will come back to council in December
 - d. Succession planning – Rayelle
 - Please let nomination commission know of any interest in serving on the council
 - Synod Assembly information will be available at the annual meeting

- According to constitution at least 2 members of outgoing council should serve on nominating committee
- e. Stewardship commission – Jim or Lindsay
 - Stewardship drive for November
 - 2022 Pledges: ‘save the date’ postcard for 12/12 and 12/15 thank you meals
 - 3 weeks of temple talks in month of November
 - Communication to congregation on stewardship with clear and accessible ways to contribute. Will lay out upcoming big expenses
 - Connect with Lutefisk committee (Amy Weaver)
 - Strategic planner consult
 - Please contact Lindsay or Jim Evenson with interest to serve on the Stewardship commission
- f. Constitution update – Rayelle
 - Council discussion on changes
 - Updates have to be available to congregation before/on December 26th, 2021 (30 days according to constitution)
 - Council will meet for a special session on Tuesday 11/16 at 7p via Zoom to vote on revisions
- g. Call process – Rayelle
 - Council will vote on call committee members and voting members
 - Ron Albright – voting member
 - Julia Evans – voting member
 - Mindy Knutson
 - Debbie Martin – voting member
 - LaVonne Miller
 - Verda Pape
 - Tim Tjosaas – voting member
 - Jodie Tvedt
 - Ariana Wright – voting member
 - Allie Egger
 - Hanna Herfindahl-Quint – voting member
 - Isaac Hruska
 - Cresta Melcher
 - Approve 13 member call committee with 6 voting members as listed above – Michelle/Ann/carried
 - First call committee meeting to be held Monday November 29th 6p
- h. Roundtable – Lindsay brought forward community wellness engagement idea similar to Monkey Junction. Many conversations to continue to plan if utilizing space at SJK is achievable

14. Closed Session if needed. Elected Council Only – not held

15. God Sightings to share

16. 9:02 Motion to Adjourn – Heather/Dave/carried Lord’s Prayer

Upcoming Events:

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Parking Lot (items for future consideration):

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- Properties usage and review
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 - ✓ Documentation of revision history to policies/procedures/forms
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 - ✓ IT security project

MINUTES OF THE PROPERTY COMMISSION MEETING HELD 12-7-20121

Attendees: Dan Jensen, Daryl Melquist, Fred Asche, and Dave Aakre

Discussion Items:

- Hot Water Heat leak: Decklever Mechanical (MMC) has given us a quote of \$18,895 to do the work. The system is heating with minor work remaining to get the fan controls synchronized with the "call" for heat. One of the light fixtures in the kitchen storage room had to be removed for them to do their work. Dave will work on getting a replacement installed.
- The bricks on the Bell Tower: The contractor has removed the old bricks and is working on getting new bricks shipped in. A member of the congregation pay for the work to do the repairs. This work includes removing and disposing of the old bricks (already completed), and installing new. The contractor, Trent Keller, intends to install them yet this year. Cost will be \$15430 and will be incurred in two phases (phase 1, removing and disposing of the old bricks, and phase 2 will be the installation of the new bricks and top cap). The other key item to be aware of is the bell should no longer be rung as much of the damage was due to vibrations from the bell and water intrusion. As an alternative, we have asked the Worship and Music and the Media Commissions to consider "piping" in a "call to worship" bell sound using the current audio system. Update: Dave talked with Trent on 12/7 and he is working on logistics (getting the bricks delivered) to enable doing the install yet in Dec.
- Narthax Column patched and Painted: The remaining Narthax area should be repainted, so we have set a target of Mid January to do the work. Daryl will work with the Memorial and Interior Design Commission to coordinate on color used.
- Some questions regarding who deals with the "occupied/unoccupied" switching. There was confusion a couple of Sunday's ago because the church was cold. Dallas found the cause to be one of the switches had not been turned to "occupied". In the past, this has been manage by the Staff, and will continue to be done that way. (Note: There are two switches, one right inside the boiler room on the left side of the entry,

and one in the utility room below the balcony entry on the left side just inside the door. Both of these should be switched to "occupied" anytime we want the heat to be brought up to our "normal" set point for having people in the Sanctuary.)

- Possible failing thermostats: Fireside Room, Kitchen entry overhead unit: Dave has asked Mitch from Deckleaver's to check these two units out when they come back to finish the additions to the controls for Fellowship heating system.
- Fire Alarm Inspection (must be done yearly to allow our CKP/Little Lambs programs to be licensed): We have a contract with Custom Alarm to do the inspections 3 more times (yearly). This years is to be done by the end of December. (Cost last year was \$534)
- Parking Lot lighting control: Electrical input to our timer system that runs the parking lot lighting is interrupted by power outages and is very difficult re-program. Dallas is taking the lead in looking at a better alternative, such as using a photocell to trigger the lights.

Updates:

- Fire Extinguishers have been checked on 11/29
- Ansul System: This is the kitchen hood fire suppression system and was inspected this past September, so we are up to date.
- Kitchen Stove and Convection Ovens have been checked for gas leakage: On Monday, 11/29, No gas leaks were found, but there were 6 bad pilot tubes on the stove which have been replaced on that day. On Tuesday, 11/30, there was a strong gas smell in the kitchen area, so we shut the gas off and the repair people were called back out. When they returned, a leaking pipe joint near the floor was found and repaired.
- Air Filter maintenance: The air handling filters have been cleaned or replaced as needed. Thanks Dallas, Daryl and Dave.
- The Shark floor vacuum has failed and a new one purchased for \$230.
- The covid task force continues to meet monthly and Property Commission is represented by Dave
- The Boy Scout trailers in the northwest corner of the parking lot have been moved out.

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

- Adding "wings" to the sides of the piano cutout in the balcony. Daryl is working on it. With the new carpet in place it would be easy for someone's chair or foot to slide over the edge.

- We have 3 new (given to St John's) CO detectors that should be hung up as follows: One in the north utility room, one in the fireside room near the fireplace and one in the kitchen utility room near the furnace. Daryl and Dallas have installed.
- LED Upgrades: The next areas to deal with are the CKP hallway and Youth Room. We will replace the fixtures in the old Sunday School wing hallway with new flat panel LED fixtures and put new LED tubes in place of the fluorescent tubes in the youth room, Little Lambs office and the hallway in the north Sunday School wing. There are some dedicated \$\$ to cover the costs, and we are working to take advantage of the Thrivent Grant \$\$ when possible. We plan to pursue these projects yet this fall.
- Roof Leak over the Narthax: There appears to be another leak in the roof near the entry to the main boiler room. Roger Carlsen will investigate.
- St John's sign on the outside front of the Sanctuary: This sign is getting rusty and needs to be cleaned and repainted. Josh Fjerstad Painting has agreed to do this. Anticipated total cost with the lift rental expense should be less than \$1100.
- Boilers License Requirement: Pending. We have a St John's member that has offered to work on getting the appropriate license. In the meantime, we have a licensed boiler Engineer that is monitoring our boilers.
- Burned out bulb in a overhead light in the Sanctuary: Replacement requires borrowing a lift or the use of scaffolding as the fixture is about 24 Ft high in the pew area of the Sanctuary.

"Back Burner" Items:

- Sidewalk repair and maintenance: Over 100 lineal feet of the sidewalk and curbing are broken up and need to be replaced. We also have at least three areas (CKP entry, Front entry, and west Narthax entry) that have significant discontinuities between sections that must be dealt with.
 - (Fred provided the name of a group that did work for them. The name of the company is All-Star Mud Jacking (507) 421-6748 and cell (507) 259-7776 email is info@AllStarBasements.com.)
- Parking Lot Blacktop: The lot is breaking up over the years and will need to be replaced within the next 4 to 8 years. Estimated cost 5 years ago was over \$300000 to tear out, redo base and put down new blacktop.

- Replace the carpet in the fellowship hall (3400 sq ft):
 - Country Carpet ballpark numbers(Estimate is several years old) : 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(total of \$15500 for the better 2x2 tiles...at the old prices) .
 - Another suggestion was made to go with hard surface on the floor and do a sound deadening treatment to the wooden ceiling.
- Flat Roofs and Fascia: Roofing above the narthax (5000 sq ft) , kitchen (2100 sq ft), office, fireside and choir room areas (7000 sq ft) will likely need replacement within 5 to 7 years (14,100 total). Current prices seem to range from \$7 and up per square foot. Assuming \$7, we are looking at over \$98,000. The fascia (~2400 sq ft) on the flat roof portions of the church (1992 vintage) are backed up by materials that are rotting away. The consequence is the fascia is coming loose in a few places and there will be continued water intrusion. Also, some of the fascia along the entry of the church has been damaged by trucks and buses. This work should be done concurrently with the flat roof work because it ties into the flat roof curbing. We do not have a ballpark estimate for this work due to the limited knowledge of what needs replacing.
- 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 electro-mechanical devices. We looked into doing this at the time the new boilers were installed in 2012. At that time the estimate by Jeff Hanson of SCR was over \$35,000.

Dave Aakre for the Property Commission

Worship Commission Meeting Minutes from 9-21-2021

Information was given about bulletins and slides for both services.

How to do communion this fall with covid was discussed. It was decided to do communion on the 1st and 3rd Sunday and Wednesday of the month using the prepackaged communion items.

Worship times and style were discussed. It was decided to try 8:30 and 10:30 to the end of the calendar year. The times can be reviewed and changed if needed. It was decided that on a given Sunday one style will be used for both services. It was decided that the 8:30 am service would be live streamed. Currently, it is edited and is posted.

Wednesday night worship was discussed. It was decided that it would also be live stream and the band would provide the music.

Pastor Mioche is coming on November 3, 2021. He will preach at the worship service and talk about his ministries in Haiti after the service in fellowship hall.

On November 14, WELCA will be doing a Thank Offering Service.

It was decided to have a Thanksgiving Eve worship service at 6:30 pm on 11-24-2021.

There was discussion about having a theme during Advent this year.

Decorating the church for fall and Christmas was discussed, including Poinsettias.

Amanda stated that there will be a videoed Christmas Program this year.

Christmas Eve, Christmas Day, Dec. 26 and Jan 2 service times were discussed. The following recommendation is to go to the Church Council for approval: C. Eve 2:30, 4:30, 6:30 and 9:00 pm; the other 3 days one service at 9:00 am.

Discussion about worship on Oct. 20 and Dec. 29. It was decided to cancel worship on those Wednesdays.

2022 Music Budget was talked about including large expenses. It was suggested to get a new keyboard.

Next meeting is on 11-16-2021 at 5:30 in Fireside Room.

Worship Commission Meeting Minutes from 11-16-2021

Devotions was given by Pastor Cheryl

The 2022 Music budget was reviewed. There is request for \$1000.00 for new keyboard. The altar supplies item was increased due to buying communion supplies.

Thanksgiving Eve Service will occur on 11-24-2021 with treats afterward in the Narthex.

Clark talked about Advent Season this year. Lessons and Carols will be done on December 19 at both services. It was discussed and decided not to have communion that Sunday.

Church Council approved the following worship times for Christmas Eve: 2:30, 4:30, 6:30 and 9:00 pm. Also, Christmas Day, December 26, and January 2, 2022 will have one service at 9:00 am. Zoom will be at 8:00 on those 3 days.

Amanda discussed the Christmas Program that she is organizing. It will be videoed.

Christmas decorations will be happening in November. There will be trees decorated in the church. Also, the confirmation students will be decorating trees for a fund raiser.

Discussion about using candles at Christmas Eve Services. There are 400 candle holders with no time to clean between services. It was decided for safety that votive candles will be in the wall for services. Individual candles will be used for the 6:30 and 9:00 pm services only.

There was discussion on the position of the pulpit. There is no hand rail where the pulpit is now. Also, the vocal group has more room on how it is set up now. It was decided to table the discussion at this time.

It was mentioned that Epiphany is 7 Sundays in 2022. What if any planning should go into that Epiphany season.

It was decided that Worship Commission would meet the third Tuesday of the month at 5:30 in January, March, April, August and October in 2022.

The meeting ended with the Lord's Prayer.

St. John's Lutheran Education Commission Meeting Minutes

Monday, November 2021, 7:00 pm (via online)

Present: Kelly, Heidi, Deacon Amanda

1. *Call to Order* - The meeting was called at order at 7:05.
 2. *Deacon of Faith Formation Report*
 1. Deacon Amanda shared an update on Faith Formation classes; things are going well.
 3. *Old Business* -
 1. *Budget Surplus* -
 1. Deacon Amanda will work on getting items other items by the end of 2021.
- b. Fall 2021 Planning
1. Milestones
 1. 3-year-old Prayer Pillows - November 14th & 17th
- c. Inclusion Ministry Updates
1. Small-Group for parents of children with physical, learning, and developmental disabilities
 1. There's been a lot of engagement with parents in the KM community. The KM Ministerial has been sharing information with their congregations as well, so it's been fun to get to know other families too.
 2. Meetings in November
 1. November 16th at 9 AM
 2. November 22 at 5:30 PM
- d. Family Sunday School - October 31
1. On Sunday, October 31st we had Family Sunday School. We had about 50 people who joined us for a short lesson about All Saints Day and then did some activities to remember people in their families who have died. We also had some great costumes, so that was fun too!
- e. Christmas Program
- .We will be recording a Christmas program that can be premiered on Facebook. We are planning for the program to happen on December 12th during Sunday School & Club 56.

f. 2022 Budget

.Deacon Amanda submitted our budget to the Finance Commission.

4. *New Business*

a. Covid Preparedness Plan Updates

i. Deacon Amanda has revised the Covid Preparedness plan based on current MDH & CDC Guidelines. The plan was submitted to the Covid Taskforce.

5. *Roundtable* - Discussion was not held.

6. *Next Meeting* - No December Meeting

Education Commission
Special Email Communication - November 22, 2021

On November 22nd, the Education discussed concerns brought forward by parents and teachers regarding the rising positivity rate of Covid-19 and the increase of positive cases and exposure events within our community.

The Education Commission decided that it would be appropriate to move Sunday School, Wednesday School, and Club 56 to a virtual learning model through December 2021. We will review guidance and information from MDH and CDC at the beginning of January 2022 to make a plan for the rest of winter faith formation.

Creation Kids Preschool Meeting Minutes
December 6, 2021
7:00 p.m.

1. St. Johns Update
 - Currently food is not being served in the fellowship hall. The next COVID task force meets Jan. 9th

2. Administrative Updates
 - All substitute files are complete.
 - CKP printer needs maintenance. Justin will get an estimate. Discussed looking into possibly purchasing a new printer if the repair is too costly.

3. Presidents Report- Michele
 - DHS updates- DHS should be visiting at any time.
 - COVID Webinar Monday- Michele will attend
 - Students need a positive PCR test to return to school after an exposure. A home test will not suffice.

4. Classroom updates
 - 2 new students are starting in January. Currently the 3 year old class is the only class with openings
 - Grandparents Day is December 14th

5. Treasurer's Report
 - Decembers little lambs care will be prorated to account for Christmas break. Statements will be sent out this week.

6. Advertising/Fundraising
 - Cards for a cause- Will begin mid January
 - Dodge County Expo- March 26th. Peggy will register for a booth
 - Pancake breakfast and Silent Auction will be deferred until spring

Adjourn

Communication Commission Meeting Minutes

November 18, 2021, 7:00 pm, via Zoom

Present: Ann Brenke, Jodie Tvedt, Ariana Wright, Katie Livingood (staff)

Absent: Wendy Moritz, Laura Seljan

1. Old Business (5 min) - no in-depth discussion needed at this time
 1. Current Priority - member engagement: Nothing to discuss this month, but leaving for future discussion.
 1. Facebook Groups - Disability group has been created
 2. Social posts to encourage engagement - [social analytics report available here](#)
 1. Photos - Katie has been emailing a handful of people to check on availability for taking photos at events, so far Lindsay has done most of them (working on a faster turnaround since a photo dump later in the month isn't much use for social media)
 3. Member videos (in response to prompts) - tabled until there is an AV person to manage and/or pastor to help add direction
 - b. Connection Poster - posted
 - c. Brochure revision - [most recently published brochure \(2018\)](#) - revisions not yet ready
 - d. Growth & Hospitality Welcome Packet - Next step - bring October meeting's list to Growth & Hospitality - waiting to hear from Lindsay about the timeline for this
 - e. Opportunities spotlight - Katie will be creating the online document discussed in October to coincide with the publishing of the Winter Messenger in December

2. New Business (45 min)

a. Annual report - [last two years' are here](#)

i. Redesigning the *Messenger* to be a quarterly publication - point out the benefits of it: telling the story of ministry at St. John's

ii. Working on ways for more people to connect in more ways: providing feedback on existing communication, creating engaging content on social media, creating more connection points in social media, finding new ways for people to access "more information" from our communications (ex. The Connection Poster)

iii. Include images to highlight work

iv. Katie will send the highlights to Ann and she will work up a first draft

b. Advent/Christmas Advertising - DCI and promoted social posts

.Waiting to hear on advertising budget for next year, but do have approval for some funds this year.

i. Does Amanda want the Children's Program included in public advertising?

ii. Advent/Lessons & Carols: some people might be looking for that to help them get into the Christmas spirit

1. In DCI: can we do an Advent invite with “by the way, here are our Christmas services” on the same ad? Will it fit?
2. Social promoted posts, include highlights about virtual options - focus on highlighting Lessons & Carols as part of our Advent celebration (not as much a promo for the whole Advent season)

iii.Christmas

1. In DCI: Run the 23rd for sure, if the “regular” ads they do are the week before, run it twice, otherwise include it as a secondary message in the Advent ad(s) (1-2)
2. Social promoted posts, include highlights about virtual options

c. Advent on social media

.Luther Seminary Devotions - Filled with Hope and Gratitude Advent 2021

1. Graphic Quotes one to two times a week
2. Promote electronic link of devotional on social media too
3. Recommend ministry team reviewing option for seasonal group devotion group on Facebook - Katie will share idea with staff

d. Narrative Budget - need someone to work with finance

.Intended to tell the story of the budget for the upcoming year.

i.Exec Committee prefers two page version but add more pictures

1. Katie will ask Wendy M. to work on this project

e. (If time) Snippets - clarify purpose and audience

3. Planning - Using our talents with efficiency (5 min)

a. Where can the team step in:

i.Collecting Globe Offering videos - someone from Mission & Outreach?

ii.Review individual pages on website

iii.Design “engagement” posts

1. What are you grateful for today?
2. Share something that makes you feel hopeful?
3. Take a photo of....(something now)
4. Share your favorite Christmas song...bonus points for linking a YouTube video.

iv.Help curate a list of “Living as Witnesses” stories for the Snippets/social media

v.Create one (or more throughout the year?) photo challenges.

vi.Overhauling the brochure.

vii.Others?

Next Meeting (5 min) - Not planning to meet in December. Will email about January.

Special Council Meeting to discuss recommendations from COVID task force

7:30pm 11/24/2021

In attendance in person: Sam Marsland, Rayelle Haase, Dave Bornfleth, Michelle Coy, Pastor Cheryl, Pastor Mary Kaye, Lindsay Colwell.

In attendance via zoom: Emily Carling, Ann Trihey, Jim Evenson, Deacon Amanda.

Meeting was called to order by Sam Marsland.

The recommendations from Covid Task force reviewed are:

- Change from masking recommended language to masking required.
- Pause food/drink consumption during fellowship for the congregation and food/drink consumption for outside groups.
- Reinstigate social distancing in the sanctuary marking off every other pew.

These recommendations are based on the high incidence of infections in our community and counties and the number of exposures we have had in our building within the last week or so.

Council discussed the pros and cons of all of the recommendations as well as reviewed data from current COVID case numbers in our area and congregation.

Pastor Mary Kaye motioned to accept COVID Task force recommendations including temporarily stopping food and drink consumption during fellowship as well as outside groups. Rayelle seconded the motion.

Motion passed 6 council votes for and 1 council vote against the motion.

Meeting was adjourned.

Respectfully submitted

Rayelle Haase

Deacon of Faith Formation Report

December 2021

Ongoing

- Collaborating with program staff on worship planning
 - Weekly staff meetings with pastoral, program, and office staff
 - Weekly communication with Children's Ministry students and families
 - Weekly ministry connection for preschool families
 - Preschool Connections, Mondays @ 11 AM
 - Coordinate preschool chapel, Wednesdays
 - Working with the Education Commission on continued planning and development of programming
 - Advising the CKP Board and staff with continued programming.
 - Helping to keep program and CKP staff informed about state and local responses to COVID 19, including MDH and CDC guidance
 - Equipping volunteers for Children's Ministries
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Current Planning

Children's Ministry

Faith Formation

At the end of November, after feedback from volunteers and our Education Commission, we decided to move children's faith formation classes online for the remainder of 2021. This is due to the current COVID-19 case level within our community, particularly within children we work with. The Education Commission will re-evaluate where we are at the beginning of January.

On Sundays and Wednesdays, I will provide a short lesson for all ages Prek - 6th grade on Zoom. These learning times will be on Sundays at 9:30 AM and Wednesdays at 5 PM for about 30 minutes. Current Sunday School, Wednesday School, and Club 56 volunteers will be invited to join and host small groups depending on the number of students participating.

Christmas Program

This year our Christmas program will be virtual. We are planning for the program to be premiered live on Facebook & YouTube on December 12th at our regular 9:30 AM Education Time. Participants vary in age from 1st grade to adult -- we are so excited to share our version of the Christmas Story with everyone!

Milestones

In November, we celebrated with our 3-year-olds as they received their Prayer Pillows. All students who participated received a prayer pillow during worship along with a prayer book. It's a fun way to learn new prayers throughout the year! Thank you to arol Cady who created the beautiful prayer pillows for these students!

Adult Education

Pastor Mary Kaye is taking on an adult study in the new year. More information can be found in the new Messenger.

Our Special Needs Parenting Support Group has had a number of new people from the community join us. We are starting to establish a regular schedule. In December we will be meeting on Tuesday, December 14th at 9 AM and Monday, December 20th at 5:30 PM.

Staff Updates

Continuing Education

In October and November, I took days for Continuing Education. During that time I continued my research on disability ministry.

I read *Amplifying Our Witness* by Benjamin Conner. It is about the inclusive nature of God and, simply put, how because we are created in the image of God we look to others who experience life-long disabilities as another dimension of who God is and how God works in this world.

I also started reading *The Disabled God: Toward a Liberation Theology of Disability* by Nancy Eiesland. Like Conner's book, it emphasizes that disability does not equal "sin." Where I am in the book right now, Eiesland speaks about the history of disability and the experience of two women with disabilities.

Later this month, I plan to finish up my reading and have something more to share.

Office Hours - I am currently working at the office Monday through Thursday and Sundays. I am available via email - amanda@stjohnskasson.org or at 507-634-7110 ext. 14

Synod Involvement

- Zumbro River Representative of the SEMN Synod Faith Formation Table
 - What does this mean?
 - I attend regular monthly Faith Formation Network meetings. These are on the 3rd Thursday of each month from 12 - 1 PM.
 - I get to connect with other faith formation leaders in our synod to get new ideas and colleague support.
 - The Faith Formation table meets 3 - 4 times a year and splits up hosting each monthly gathering.
 - I hosted in November providing a space for faith formation leaders to reflect on the last year and pray a blessing over them.
 - I am also helping to plan our annual retreat in January 2022.

- On average, I spend about 2 - 3 hours a month on Faith Formation Network leadership.
 - Rostered Representative on SEMN Synod Council; At-Large member on SEMN Executive Council
 - What does this mean?
 - I attend regular synod council meetings every other month. These are generally on Saturday which is one of my days off.
 - I also attend regular executive council meetings every other month. As one of two “at-large” members, I make a lot of motions and seconds, and also help set the agenda for our regular council meeting. These meetings tend to be on a regular workday and take up about 2 hours of my time every other month.
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Days Off / Vacation Information

Planned continuing education on the following days:

- December 9, 16, & 30 (3 days)
- January 13 - 14, SEMN Faith Formation Network Retreat (1 day)

Planned vacation on the following days:

- January 15 - 20, 2022 (4 days, 1 Sunday from remaining 2021 vacation)

Available Time Away, as of 12.01.2021

Quarterly Sundays: 4 (+3 from 2020)

Vacation: 4 days + 1 Sunday

Continuing Education: 5 days + 1 Sunday

- Because my sabbatical took up so much time, I am planning to forfeit my remaining Continuing Education.

Submitted by Deacon Amanda Sabelko

December 2021 Council Report

Director of Youth and Family Ministry

Ongoing

- Collaborating with program staff on Wednesday worship
- Preaching on Sunday mornings as needed
- Staff Meetings on Monday mornings at noon
- Weekly ministry connection for preschool families
 - Preschool Connections, Mondays @ 11 AM
 - Creation Kids Preschool Chapel time on Wednesdays 10:40am and 2:20pm (rotate with staff)
- Schedule and plan for 2021-2022 program year for confirmation program
- Serving as the chair of the SE MN Synod Minimum Compensation Guidelines taskforce; serving as the Zumbro River Conference representative and chair of the SE MN Synod Faith Formation Table.
- Working with the Youth and Family Commission on continued planning and development of programming and milestones for our older students
- Curriculum writing for middle school and high school ministry
- Youth Ministry communication and social media schedule, 2022
- Prep for 2022 ELCA National Youth Gathering, webinars and recruitment planning. Budgeting for this and other youth ministry needs. Serving as the SE MN Synod coordinator for this event.
- Equipping and recruiting adult volunteers for ministry
- COVID taskforce at St. John's.
- Supporting Mission and Outreach Commission as staff liaison. Staff liaison to Youth and Family Commission. Attending Worship and Music Commission as needed.

Current Ministry Focus

Middle School/Confirmation Ministry

- Currently we have 37 students in confirmation attending on Sunday and Wednesday. This is very similar to pre-COVID numbers for our programming. The majority of our students are attending on Wednesday evenings.
- Due to the rise in COVID numbers in our county, within our school district, and half a dozen cases within our St. John's community Deacon Amanda and I made the decision to take a pause on in person programming for the month of December.
- With the in-person pause, confirmation programming plans have changed. Over the next six weeks or so I have asked families to put an emphasis on attending worship together, finding a way to give or help others, and Advent devotions. An Advent package will be available to students in the second week of December.

- Youth Ministry will be utilizing the Illustrated Ministry Advent Devotional for this year called, God With Us.
- Safe activities such as an outdoor Christmas party, online movie days, scavenger hunts, and take home activities will be made available to students.
- At this time confirmation will have a break for the holiday December 26-January 5. The second session with students and their mentors will be the week of January 9. We also have a break the week of January 16 due to students having Monday off from school. I hope to resume in person class the week of January 23.

High School Ministry

- Youth group will resume in person outdoors in the early part of December. Our group is small enough that we should be safe meeting in that setting. We have a portable fire pit for the courtyard, as well as a patio heater to help keep us warm.
- At this time, we have 9 students who are registered to attend the ELCA National Youth Gathering in July 2022. Students have until mid-January to register. Danica Thornburg and I will be leading this group.
- Our Advent tree auction was cancelled due to the pause in programming. Please look for information regarding ways you can support our youth for the many opportunities in the summer ahead.

Director of Youth and Family Ministry

- My regular office hours for the winter will be Monday and Tuesday 10:00am-3:30pm, Wednesday 10:00am-8:30pm, and Sunday morning 7:30am-noon. I will be working from home on Thursdays. Some of the hours on Tuesdays are subject to change based on evening meetings, specifically the council meeting on the second Tuesday of the month. My regular days off will be Friday and Saturday. I have been swapping my work from home days on Tuesday and Thursdays based on meetings and events for the week. I am available beyond these stated hours, but I will for certain be in my office or in the building at these listed times.
- I am working on using up my remaining time away for 2021 in the month of December. I will be away on continuing education December 7, 9, 14, 16, 21, and 26. I will be out of the office on December 23, swapping my day off that I will be working December 24. I will be on vacation December 27-January 1.

Days Off/Vacation Information

2021 Available Time Away (after the above notes)

- Quarterly Sundays=will not be using
- Continuing Education= all used
- Vacation= all used
- Days off worked in 2021=17 Comp days taken in 2021(as of August 3, 2021)=17 (the remainder of what I had left I took as half days.)

The Youth and Family Commission did not meet during November. Submitted by Lindsay Colwell,
Director of Youth and Family Ministry

November 2021 Monthly Report for Pastor Cheryl

Meetings: I attended the following: Personnel, Executive Council, Council, three times with Covid Task Force, Stewardship, AV, Nominating Committee, Worship and Music, Memorial and Interiors, Program Staff, Salvation Army.

I had 5 weekly staff meetings and meet with staff during the week.

Worship: Lead 2 Zoom worship services and Lead 2 in person Services on Sunday. I preached 2 on Zoom and 2 in person on Sundays. I attended 4 Wednesday night services where I lead 3 and preached at one.

Services: There were four worship services with communion. I presided at two funerals at St. John's, Donna Head and Karin Carlson.

Pastoral Care: Visited with 8 persons and called on 2 persons.

Personnel: Wrote up reviews for church staff and met with church staff for reviews with Personnel Committee members.

Continuing Education: I attended SEMN Synod Fall Theological Retreat. I have 6 contact hours on Discerning God's Leading via Zoom.

Interim associate pastor – Mary Kaye Ashley –November 2021

I will continue to be grateful as I am trying to learn names, catch up on visiting folks, learning about your systems, procedures, expectations. Please feel free to keep telling me if I don't seem to know something, or if I call you the wrong name

😞 And thanks to all wearing their name tags-it helps!

Ongoing –Here's what I was up to in October:

Visiting with groups – *won't be able to be/or plan to be at every meeting ongoing, but at the beginning, helps me to know things faster.*

Did 2 funerals (1 member/1 non-member when called by a funeral home) + a committal with a visitation, (have another funeral next week), (funeral planning & support took up significant time.) Pulled the details together for the service for Women's Thankoffering Sunday. Spent 2 days learning at the SE MN Synod theological conference, (expected for all rostered leaders), met with program staff, afterschool program once or twice, Wed school, Club 56, worship & music commission, 5 staff meetings, 3 council meetings, 6 visits with people at home or in facilities, substitute taught Sunday preschool class, confirmation classes once, 2 mtgs. of Covid response team, led CKP chapel. Also participated in 1 pastors' text study, participated in Advent worship with synod staff & rostered leaders here.

Office hours – I am currently in the office Tuesday, Wed, Fridays, and here Sundays, work into evening many days. I am here Sunday mornings & often here Sunday afternoons to do prep work for sermons coming or other upcoming work. Available via email at PMK@stjohnskasson.org, or by calling church office at (507) 634-7110 and also by cell (612) 532-7083

Can we talk? I have an article in our upcoming Messenger with that same invitation. It would be a great gift to me to visit with some of you reading this 1-1 for a half hour before or after a mtg. or after worship. And a variety of other people, as well. I would love to sit down for some time & talk with you! (Can be in person or by Zoom or FB live, or Google Duo. You can help me learn some of the things that are not written down. 😊)

Ushers, readers welcoming desk attendant: One of the things I've been working on, without much success, is recruiting folks for these roles. Anyone who reads well can be a reader of Scripture. If you have a willingness to recruit for a Sunday, a month, or any other way of contributing to these tasks being done, please let me know, or call me or Annette in the office to know what's currently still open. Thanks!

I am especially interested in things you'd like to do that no one has asked you to do. Really!

days off/ vacation info in November.

My contract says I have a week of vacation for every 10 weeks served, up to 5/year. Since I had some commitments in September before I arrived, I have taken some of those days already out of my first 10 weeks serving. Because of a situation in which I am especially able to be helpful to some friends, I am taking not ½ days off on Thursdays, but whole days until my school's winter break. Thanks for your flexibility & generosity.

Days off used: September 1, 2, November 5, 11, 18

Sunday off used: September 5

Planned vacation on the following days: Thursdays, December 4, 11, 18

continuing education used: ½ day, Sunday, November 7 and November 9 (SE MN Synod Theological Conference)

Available time away, as of 12/1/21

Vacation days through January 19: (20 weeks): 2 days + 1 Sunday

Continuing Ed : 1 1/2 days remaining through 12/31/21 + 4 days in next quarter

Plan to go to ELCA Youth Ministry Network Extravaganza Feb 11-14: already registered

In God's grace, as you all are,

Pr. Mary Kaye

2021 - Attendance at St. John's Lutheran Church											
Week Starting on Monday	Preschool Connections	CKP Chapel	Wednesday Worship	In-Person Worship	9 AM Virtual	10 AM Zoom	Person Worship	Person Worship	Other Worship	Totals	Notes
9/6/2021				10	566	5	82			663	
9/13/2021	126			10	298	5	62	64		565	5:30 Baptism 15 guests
9/20/2021	94		286	49	556	5	63	23		1076	Confirmation Sunday - 260 virtually; Wednesday worship was not edited and re-uploaded so only one Facebook upload
9/27/2021	86		206	55	334	6	68	31		786	
TOTAL	306	0	492	124	1754	21	275		0	2972	
10/4/2021	102		172	68	350	6	75	62		835	
10/11/2021	68	40	224	85	632	5	50	30		1134	
10/18/2021	112				214	5	54	19		404	MEA Week - no Wednesday worship, Sunday worship started not posting an edited version, just leaving the live version up
10/25/2021	102		340	37	258	4	69	45		855	
TOTAL	384	40	736	190	1454	20	248		0	3072	
11/1/2021	102		238	75	284	5	76	53		833	There was a glitch in Facebook reporting for Preschool Connections so I used a different metric. / Sunday morning virtual worship was no longer expired and re-uploaded, so only one Facebook post.
11/8/2021	84	36	240	40	348		52	34		834	WELCA Thankoffering
11/15/2021	6	32	190	44	448	5	65	20		810	
11/22/2021			220	59	302	5	58	28		672	Thanksgiving 11/25
11/29/2021	74		232	30	392		68	37		833	12/1 & 12/5 reported early for council report - numbers may be updated
TOTAL	266	68	1120	248	1774	15	319		0	3810	
Full attendance at https://bit.ly/SJK-2021-attendance											