

## Agenda

### *Congregation Council*

St. John's Lutheran Church

April 26, 2016 + 7:00 p.m.

#### **1. Prayer** – *We begin our meeting centered in the presence of God.*

*Silence*, then opening prayer led by Alyssa Ness. *A time of silence for prayer and for gathering our hearts and minds together will precede the prayer.*

#### **2. Future dates**

a. Boards – **Tuesday, May 10<sup>th</sup>**, Fellowship and Treats at 6:30 p.m., Benevolence and Social Concerns Board provides treats and Devotion. Meeting at 7:00 p.m.

b. Council – **Tuesday, May 24<sup>th</sup>** 7:00pm; prayer – Jane Rinehart to lead.

#### **3. Consent Agenda Items for Council**

- a. Treasurer's Report; March 2016
- b. Minutes from the March 23, 2016 meeting

#### **4. Pastors' Reports**

#### **5. Congregational Mission Visioning Discussion**

*A generative discussion about our congregational mission, long term goals, and the role we serve.*

- a. Volunteer succession planning. Address volunteer needs for St. Johns as we move forward. Christy Hall-Holt, guest.

#### **6. Council Action Items and Updates**

- a. Benevolence Board - Decisions for discretionary spending:
  - >\$500 to Operation Bootstrap Africa to fund Upendo's last year of school at the Maasai Girl's School in Tanzania.
  - >\$250 to Winona and Mankato Campus Ministries for May SE MN Synod Assembly offering.
  - >\$250 to Mwangaza.
  - >\$2000 remains in the mission fund. It will be designated to SE MN Synod for the Tanzania Undesignated fund, to go to commitments to health care and education in the Central Diocese.
- b. Update: New St. John's logo – Andrea Hoff
- c. Update: Emergency Facility Action Plan – Faith and Health discussion. Current discussion has includes recommendation for an announcement/PA system as a potential addition.
- d. St. John's 150<sup>th</sup> Anniversary: Preliminary discussion about observance of this anniversary.
- e. Refugee partnership update and discussion of funding possibilities
- f. RIC Welcome Statement Update: upcoming forums to discuss and develop the Welcome Statement.

**7. Other business**

- a. Continuing dialogue between Council and Staff

**8. Prayer** – *The president leads a prayer asking God's grace and help on our ministry. Items could include specific congregation needs / issues / items for thanksgiving; specific ministry areas of the congregation needing to be lifted to God; and/or any individual needs or requests council members would like to share in prayer.*

**Lord's Prayer:** *After the president's prayer is concluded, we finish the meeting praying the prayer Jesus taught us.*

**9. Adjournment**

## Appendix: St. John's Logo and Board Minutes from April

### St. John's Logo

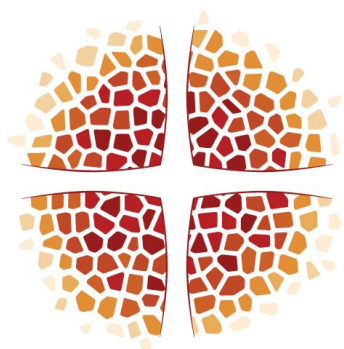
#### Familiar and New

In the weeks and months to come, you will notice a distinctive, new graphic identity in St. John's communications and throughout our church home. It will include many recognizable elements, grounded in our almost 150 year history together.

Central to the design is the Greek cross. This ancient symbol is most likely attributed to the Greek letter Chi – the initial of Christ – turned 45 degrees. Familiar to the congregation, the Greek cross is silhouetted in front of an abstract interpretation of St. John's unique stained-glass chancel window.

Gathered together, the individual elements of this abstraction form a circle – symbolic of the earth and the coming together of community. These same elements move out beyond the edges of the circle, representing our call to embrace and extend God's beauty in the world.

A serif font was specifically chosen for "St. John's", as it acknowledges our historical roots, but does so in a distinctive manner.



St. John's  
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 E L C A N O R T H F I E L D • M N

## Board Minutes from April 12, 2016

### Adult Ministry and Education

Minutes of Adult Ministry & Education Board

St. John's Lutheran Church

12 April 2016

Present: Alyssa Ness (chair), Linda Anderson, Dick Dahlin, Sandra Nyvall, Jon Reid, Jon Rondestvedt

Staff: Pr. Jonathan Davis

Guests: David Sudermann; Christy Hall-Holt

### Political Forum at St. John's

Mr. Sudermann returned to us to provide an update on his idea for a political forum-type presentation at St. John's. Current developments:

- ***We are now looking at early fall for a suitable date.*** Spring Sundays have become too busy, in terms of building use and spring/summer activities.
  - We'll see how the two local experts are doing in the next month or so, and see how a fall date would fit into their schedules.
  - Currently thinking an afternoon/evening event would be best, but we will be mindful of potential conflicts with football season and DJJD.
- ***Potential topics/questions.*** Mr. Sudermann has some questions formulated regarding immigration and current demographics; notes that studies suggest that people are dividing more extremely on politics than religion these days.
  - Mr. Rondestvedt suggests a discussion on other cultures/religions and politics.
  - Ms. Nyvall suggests having questions written and presented to the monitor to read, to allow anonymity and prevent monopolization of the event by a select few audience members.
- ***Goal is to have further details settled by the June meeting.*** We will invite Mr. Sudermann back for an update next month.
  - Mr. Sudermann will have some dates ready, leaning towards Sunday afternoons (after checking Vikings schedule for potential conflicts)

### Adult Ministry & Education: Defining Our Role

Ms. Hall-Holt was invited to our meeting to speak to us about what we might do to support her in her Shared Ministry role, as directed in the Adult Ministry & Education section of the church constitution.

- ***Our Role with Shared Ministry.*** Ms. Nyvall asks, 'What does ministry mean to us?'
  - In terms of fostering intergenerational activity, Ms. Hall-Holt advises that we get in touch with the Intergenerational Committee (WELCA & Julie Bremer) to see how we can best support them
  - Ms. Hall-Holt attends our board as well as the Stewardship Board. She provided us with a copy of her job description, which includes similar charges as the ones found in our part of the constitution.
  - Hospitality at St. John's – it was noted that Accompany is currently the only welcome that we have here at present.
    - Ms. Nyvall wonders if there can be some sort of continuing "follow through" with the Accompany groups, as there isn't one at the current time, and she knows of members including herself who would appreciate a continuing connection.
- ***Monthly Service Groups.*** There are nine service groups, which have recently been rescheduled to serve for nine months of the year instead of twelve (they will not serve over the summer;

communion preparers will not be needed, either, as intinction will be the method used at communion).

- No current plan for how the summer months will go, in terms of the services usually performed by the service groups, including the coffee hour.
- Ms. Hall-Holt notes that instructions for using the online directory (which includes activities for the service groups) are included in this year's physical-copy directories
- Ms. Nyvall wonders if service groups could get together informally, to form bonds outside of the service days at church.
- Ms. Nyvall suggests publishing the monthly service groups in *The Voice*, so that people are more aware of the other members of their group, and the times that they will serve. This might be a way to reach folks who are not as plugged into the online service group resources.
- Ms. Nyvoll and Ms. Hall-Holt will meet outside of this meeting to discuss new ideas for hospitality.

### **Kitchen Coordinator Update**

Ms. Hall-Holt also updated us on the kitchen coordinator position. She provided us with a write-up of the volunteer kitchen coordinator position, which will be advertised to the congregation in coming months.

- ***Do we want to keep Wednesday Night Meals/funerals/etc. going in the way that church members have managed them in the past?***
  - Ted Peterson & Char Nelson have been doing kitchen monitoring and care; Bob & Jane Gelle have been serving as the funeral coordinators. These are invaluable services that have taken much dedication, time, and energy, and many helping hands.
  - Mr. Rondestvedt and others note that the funeral services provided by St. John's are of unique quality, but can only continue if people in the congregation are willing to serve on or otherwise support the funeral teams.
  - Board members have noted at this and previous meetings that they are very aware of how other churches, in light of waning numbers and volunteerism, have had to hire outside funeral vendors and/or Sunday coffee providers in order to keep these services active and going smoothly.
- ***Coordinator position to be placed/advertised in The Voice.***
  - The Board members feel that it is a lot to ask for one person to step up to perform the listed tasks as a volunteer, but there is no harm in advertising the volunteer position as-is, to see if one person feels called to do so; we wonder if the position might be chunked into a few separate positions which may be more appealing to people as smaller, more doable, less time-consuming tasks for a volunteer to take on.
  - Board members appear to unanimously feel that given the importance of this role and how much time it will take a person to do the associated duties, this would be better as a paid position; however, it has been noted that this is not in the budget at this time.
- We will have further meetings with Ms. Hall-Holt in future as the outcomes of the volunteer posting are known.

**NO items for Council action at this time.**

## Benevolence and Social Concerns

Notes from Benevolence and Social Concerns Board April 12, 2016

All members were present: John Gorder, Jo Franklin, Chuck Jacobson, Dave Neuger, Jane Rinehart (chair) and Kathy Shea. Ruthie Neuger and Pastor Pam were present for part of the discussion.

### 1. Decisions for discretionary spending:

\$500 to Operation Bootstrap Africa to fund Upendo's last year of school at the Maasai Girl's School in Tanzania. Jane will send a graduation card.

\$250 to Winona and Mankato Campus Ministries for May Synod Assembly offering.

\$250 to Mwangaza. This is their 20th anniversary year.

2. \$2000 remains in the mission fund. Kathy Bolin suggests: designate it to SE MN Synod Tanzania Undesignated fund for commitments in both health care and education. We agreed.

3. John Gorder suggested donating to a nonprofit, Charity:Water (<http://www.charitywater.org>), that brings clean drinking water to undeveloped countries. He will ask Julie Bremer if the SS would be interested in this as their mission next year. Our board could match what they raise up to a certain amount. We will discuss at our next meeting after getting more information.

4. Chuck and John raised the idea of raising the contribution given to seminarians from St. John's Foundation. At present \$500 is given per semester to seminarians from St. John's. Chuck has been on a synod committee in the past and met with recent graduates from the seminary. He learned that many are in great financial need, due to low salaries and high college/seminary debt. We will check into the possibility of having the amount increased. Pr Pam suggested that the amount given to HS students going to Lutheran colleges could also be reconsidered.

5. Article about LWR for May Voice (due by April 15). Jo Franklin

6. An idea was briefly floated in council last year to promote the Wed. night meal for those in need in the community. Funds for more food, and maybe a bus for kids, could be requested from St. John's Fund. Pr Pam said there is currently a bus that brings school kids to the Wed. afternoon programs. It would not be practical to have other unsupervised kids in the building. We decided not to pursue the idea further at this time.

### 7. Update on peace, justice and social concerns issues:

- Bread for the World: Paul Peterson emailed P&J group to contact Rep Kline about Global Food Security Act (H.R. 1567) this week. Contact Paul if you want to be on the email list
- Reconciling in Christ: Forums on May 1 & 15 to develop a Welcome statement
- Refugee Committee: led by Sharon Flaten and Solveig Zempel. Partnering with Christ Church Lutheran in Mpls. Council voted \$4000 from St. John's fund to support this. Contact Sharon or Solveig if you want to join a committee.

6. Next meeting: Tuesday, May 10 We give devotions and provide treats. John Gorder will lead devotions. Others will bring food.

## **Business Management**

## **Children's Education and Ministry Board Minutes from April 21, 2016**

**Present:** Sara Redetzke (Chair), Julie Brehmer (staff liaison), Mary Hoff, Todd Menssen, Keri Peterson, Rachel Skunes, Katherine Norrie

### **Nursery/Early Childhood:**

Julie informed us of this summer's nursery hours (for the 10 AM service ONLY). About 9-12 Middle and High School students have expressed interest in helping out with the nursery more often.

### **Sunday School:**

Our last day of Sunday School will be May 15th. Just like other years, we will have a celebration for the children. This year's theme is, "Upside-down Sunday". We will have the celebration take place downstairs for all the congregation to take part in that day. We talked of serving upside-down sundaes, putting personal prayers into helium balloons, etc. It was suggested that we let the balloons go outside at the end of the celebration.

### **Wednesday Programming:**

Our Prayer Buddies wrap-up gathering was on April 6th. Once again the program went very well. We received wonderful comments about the experience from both the adult and child buddies. We will definitely continue this for Lent again next year.

Our last day of Wednesday Programming will be on May 18th. Julie is planning on taking all the children to the local YMCA for fun and games to celebrate the year we had together.

### **Fellowship Activities:**

Our Children's Choir Musical is planned for May 11th.

### **Summer:**

Green Lake Camp and Andy's Gang at Shores of St. Andrews will run from June 19-24.

VBS will run from June 13-16, about 40 children have signed up so far.

Our Youth Fundraiser raised about \$6,000 to help with our summer camps for kids. We noticed our idea to include "personalized" auction items brought in more money this year than our usual basket type donations.

Our Children's Board auction item brought in \$120. Four people signed up for wine/appetizers and watercolor instructions from Katherine Norrie. We are working on setting up a time/place for this fun gathering.

### **Other:**

Julie indicated that there is about \$3,000 worth of memorial money for the Children's Board to use. We will go over suggested ways to use the money for our children's programming for the year 2016-2017.

***Next board meeting: Tuesday, May 10 at 6:45 pm for social/7:00 pm for meeting in St. John's Hall***



## Evangelism and Communications

4/12/16: E & C Board Meeting: all members present (Daniel Edwins, Erik Lindell, Alan Marks, Kristin Partlo, Dave Zdenek, Andrea Hoff – Chair)

I introduced the most recent logo concept to the Board for their review and approval. All members were supportive of the concept/image presented. I am attaching the logo as well as brief write-up which explains the symbolism of the logo and how it reflects the Distinctiveness Platform, “Embrace & extend God’s beauty in the world”.

After that, we continued our discussion of identifying the communication needs of the different communication groups within the community of St. John’s. The updated info is in red text.

### Communication Group

### Communication Needs

1-Active members

CCB

2-Visitors/Unfamiliar/Neighbors

Directional signage, sense of welcome, invite curiosity, accessibility-you are welcome, “there is a way in” “there is a lot happening here”

3-Families w/ kids in programming

upcoming events, timely notices, service projects, when & where, celebration of past events

4-Small group connections/ service groups

How to communicate specifics with their small group

5-Homebound/transition/snowbirds

Big picture, pastoral care  
Do we have addresses for snowbirds? Large print version of The Voice, worship bulletin, etc. Consider other adapted versions of text publications (ie. voice recording of The Voice, involve youth in this)

6-Youth

Events/ What’s happening? Who’s coming? Instagram? Email is not preferred form of communication. Texts? Need to talk w/ youth about preferred communication tool. “Christikon Countdown” “Message of the Week”

7-Inactive members

Checking in. “How are you doing? Follow-up w/ hospitality group leads who are doing an informal check-in with inactive members

via monthly service groups. How is information shared with those who can make an impact? Need a focal person/group to manage this info. Stephen Ministry? Community events (ie. funerals, weddings, concerts) need to feel very welcoming.

#### 8-New-members/ seekers

Create sense of welcome, reach out to visitors. During services, perhaps pastors could, periodically, suggest invitation to reach out to someone you don't know. Another idea – periodic “musical chairs” during service to facilitate people moving to a new location/encourage to sit outside of the typical location. Mix it up. Shared ministry – determined new member’s interests and try to get them connected early on. (I am sure this is already happening on some level). Consider making a catalog of small groups/ministries available within the congregation. Information kiosk. Feature one small group per week/small write- up in the worship bulletin?

#### 9- Organizational outreach (ie. NCRC, Boy Scouts, other churches)

#### 10- Staff

## **Faith and Health**

Faith and Health Board Minutes

April 20, 2016

Present: Howard Thorsheim, Jennifer Edwins, Naomi Bartley, Lynette Marks

Excused: Laryena Iqbar, Melissa Berthelson

We met during Wednesday evening meal due to conflicts with the scheduled Board night.

Discussion surrounded our task of designing a policy for St. John's should a "lock down" emergency arise.

Plans and regarding this topic were brought from St. Olaf College, Carleton College and Bethel Lutheran Church in Northfield. Primary focus was on the Bethel Church plan as it seemed to apply more to St. John's needs.

Pastor Jonathan joined us and brought information from a prior St. John's staff discussion with the local police on this topic.

Decision was made to have all board members edit the Bethel policies on the outlined emergencies of:

Bomb threat, Evacuation and relocation, Fire Procedures, Lockdown situations(threat outside the church)and duck-cover situations(threat in the church), Medical Emergencies, Severe Weather, Suspicious persons, and Weapons. We will continue with our discussion at our next board meeting.

A copy of the Bethel Emergency Policies will be provided to Pastor Pam and Pastor Jonathan to view and evaluate for their input.

Plan to meet May 10<sup>th</sup>.

## **Property and Grounds**

### **Minutes of the Stewardship Board, 12 April 2016**

Given that this was Susan's first meeting as our scribe, we exchanged introductions round the table.

After the Minutes of the last meeting and the proposed agenda were approved, we resumed our discussion of the Distinctiveness Platform as a set of potential themes for articles on stewardship, Ralph and Sandi having pioneered the effort with the March and April issues of The Voice. To carry on, for the May issue, Mark will write an article about embracing the world as God's house. Dan will address the topic of stewardship for generations for an article in June. (The deadline for articles is the 15th of the preceding month.)

We are of a mind that it would be good to check with the pastors regarding their feelings on temple talks. How much do they support them? If we were to feature them, we concurred that Temple Talks should be 2-3 minutes and not every month but more often than just the Fall months. Sandi volunteered to address stewardship as dialogue and will have a September article to pull it together.

Patty encouraged us to emphasize joy in giving for our pledge drive. And everybody agreed. Patty advocated spreading joy as part of stewardship and making Stewardship Sunday a celebration like Easter Sunday with brass and choirs and marching. Ralph suggested we stress generosity and, especially, teaching children to be generous. Mark mentioned as children of God it should be innate that we want to give, and he suggested perhaps St. John's could be known as the generous church. Sandi spoke to the topic of creating community through generosity. Sandi and Ralph both spoke of the true nature of individual giving as being part of something bigger than the sum of its parts. Pointing out that the words "gene" and "generous" come from the same root, Ralph said wouldn't it be great if we could hand out altruistic genes. Dan will draft a statement expressing the board's vision for the stewardship campaign. We'll collaborate at our next meeting, then share the statement with the pastors and council.

Ralph, Sandi, and Patty all noted that online giving is an option we should advertise in The Voice--perhaps as a tip at the end of an article.

Dan brought up the subject of discontinuing the use of offering envelopes, but it didn't elicit discussion. Perhaps the topic can be treated at a later date.

When Pastor Pam dropped by our table, we asked her for her opinion of the efficacy of temple talks. She feels we shouldn't schedule too many but rather have them when it makes sense to do so and also not all in a row but spread out a bit. She said she thought they had real potential, especially if short and sweet and personally telling. She mentioned the possibility of calling for a noisy offering during which coins would be dropped into a metal can or wooden bowl to register maximum effect of how much is being given. We have a consensus that it would be good to stir up some drama and try new approaches to underscore the purposes of stewardship. Mark described another plan where members write down their pledge and put it in a container and then have a pastor choose one slip

and that member gets back 10 times their pledge. We'll continue to explore different approaches for making stewardship more effective, personal, and dynamic.

Having covered everything on the agenda we adjourned. Minutes taken by Susan Rudser, Scribe, and approved for submittal by Dan Van Tassel, Chair

Worship and Arts

Youth Ministry and Education

## Appendix:

### 1. Board Minutes/Notes from March 8, 2016

#### Adult Ministry and Education

Adult Education & Ministry Board Meeting

March 8, 2016

Present: Linda Anderson, Dick Dahlin, Jon Reid, Jonathan Davis, Jon Rondestvedt, Alyssa Ness

Visiting: David Sudermann

First we discussed the upcoming Youth Fundraiser. Linda Anderson suggested that we stick to our usual baskets, which are delicious and have a personal touch (they include Dick Dahlin's bread paired with a bottle of wine, and another basket holds a set or two of Linda's prize-winning cookies); Linda volunteered to assemble the baskets. Pr. Davis additionally encourages us to make relational donations (he himself will donate instrument lessons, among other possible person-to-person events).

David Sudermann presented his idea for an upcoming Forum-like presentation involving local political science professors from St. Olaf and Carleton, hopefully to be set for a late afternoon (2:00 or 3:00, perhaps) after Easter and before summer begins (late April/early May?). He had run into Dan Hofrenning one day and the two had had a discussion about politics, after which Mr. Sudermann had mused that it would be nice to have some sort of community event at St. John's involving a moderated Q&A about current and ongoing political issues with Mr. Hofrenning and possibly Mr. Schier from Carleton (if he would be interested in participating). The Board notes that there is an interesting overlap between politics and religion/faith that could result in some fascinating discussion, and examined the following concerns:

- Hosting this sort of event would provide St. John's a way to be part of the wider community in a sort of leadership role, but Jon Rondestvedt, Pr. Davis and others wondered what the church would have to gain (or lose) by hosting, as it could lead to some heated and unpleasant exchanges between community attendees, depending on the topics, etc.; Pr. Davis suggested that if we could frame it explicitly through a faith lens, the relevance would be clear and we could urge cooperation in keeping this a "safe space" for civil and thoughtful exchanges.
- Concerns were expressed over the intended scope of a Q&A or discussion; what are we looking to get out of this presentation? Jon Reid suggested that the goals of such an event could be to learn how faith can inform (or transform) our outlook on political and social issues, and help us gain respect for people of differing outlooks
- Refreshments? Linda Anderson said she could handle refreshments for such an event, if desired.

Ultimately, it was decided that the Board is very interested in following up with this project, and we urged Mr. Sudermann to keep in touch with us about any developments regarding the participants, structure of the event, etc.

The Board held a wider discussion of our current and future role(s); Alyssa Ness brought up topics discussed at the previous meeting, including Pr. Davis' suggestion that each board member take on the role of being a contact for a specific group/person/etc. that our board oversees. Dick Dahlin said that he liked the idea, and that accountability leads to good things; he wasn't sure that the Council could offer much guidance for us at this point in time. Linda Anderson concurred in feeling that this board should try to tackle some of our uncertainties before bringing anything to the Council. It was decided that Alyssa will type up a list of our duties from the Constitution and we will get in touch with various connected groups/people to assess their need of this board (ie, how much oversight they would require/want, etc.).

Pr. Davis updated us on ongoing matters:

- Light control matter: Properties & Grounds board is creating a priorities list, on which the lighting issue may appear; yet to be seen.
- Kitchen coordinator position: Christy Hall-Holt has been meeting with the Gelles, Char Nelson, etc. to get more information that can be used in defining this position (paid/volunteer, duties involved, etc.). Research is ongoing.

- Refugee outreach: it has been suggested that our board might host or co-host a study on a seven part series called "My Neighbor is a Muslim" in order to foster further understanding of incoming refugees from Somalia/Iraq/others. The Board members had a general discussion with Pr. Davis regarding what sort of involvement is being planned or researched by the refugee committee (what sort of responsibilities St. John's would have, how much hands-on assistance would be expected, among other things), and expressed interest in partnering with the committee in whatever ways might be helpful to assist with the suggested series (providing treats, welcome, etc.). A few Board members expressed a desire to have more in-depth coverage of Islam at some point, as it's a very broad subject. It was decided that we are in favor of going forward with this series and contacting the committee to find out how we can best support them in this endeavor.
- Cohort small groups: Pr. Davis and Pr. Fickenschier are considering starting up a few cohort small groups, in order to assist people in meeting each other and also gauge what needs are and aren't being met at St. John's. The Board is mostly supportive of this (though Linda Anderson wondered if the target individuals would truly be interested in giving up their current between-service activities for a small group event), and ultimately all agreed that it seemed like a form of outreach that should be attempted, if nothing else. Alyssa Ness and others indicated that they would be willing to sit in on some of the gatherings as needed/desired.

No Council actions were recommended at this meeting.



**Benevolence and Social Concerns**

Benevolence and Social Concerns Board, March 8, 2016

Present: Chuck Jacobson, Dave Neuger, Jane Rinehart

1. We discussed some distributions of the benevolence discretionary fund, and decided:
  - \$500 to Bread for the World
  - \$1000 to the Lutheran Disaster Response
2. We discussed donations to the youth fund raiser. John has made an oak table.
3. Jane will contact the refugee committee about writing an article for the April Voice.

## **Business Management Board**

### **Meeting Minutes**

March 8, 2016

Board members present: Jim Enestved, Amy Boxrud, Bill Carlson, Dan Franklin, Mark Ulmer, Adam Solyst

Staff: Bernie Renander

The business board met at 6 pm instead of our regular meeting time. Bill Carlson called the meeting to order. The main item of business was a discussion of St. John's insurance policy. Bill reported that the building and its contents had been appraised. Most of property had been documented (on paper and using video) and a record of this will be kept in two off-site locations, as well as a copy at the church.

Only a few items remained in need of appraisal:

- Choral music library
- Hand bells
- A couple of ovens

The group discussed raising the church's deductible from 10K to 25K. This would result in a savings of \$1500/year if no claims were made.

The final premium quote will be available from our agent by Thursday, March 10. If the premium is less than 20K/year, the board voted to:

- Raise the deductible from 10K to 25K
- Maintain an operating reserve of 60K
- Maintain an insurance deductible reserve of 10K, and add this year's savings (\$1500) to the reserve. What we do with the savings will be decided on a year-to-year basis.

The board also discussed:

**YOUTH FUNDRAISER:** Board members shared what they plan to contribute.

**HOLY WEEK:** The group determined who would be at which services to deal with the offering.

- Thursday noon: Adam Solyst
- Thursday evening: Bill Carlson
- Saturday Vigil: Mark Ulmer

The meeting was adjourned at 7 pm.

## **Children's Ministry and Education**

Inclusion pending receipt

## **Evangelism and Communications**

2/29/16: E & C Board Meeting – all members present (Dave Zdenek, Kristin Partlo, Alan Marks, Erik Lindell, Daniel Edwins, Andrea Hoff)

My notes are fairly brief this month as we are in the middle of a process to be continued next month. We started the process of identifying and defining different audiences with whom we/St. John's communicate. We began by brainstorming all of the different people and groups we reach out to and then consolidated those groups into ten primary demographic groups (or what we, at this time, determined to be 10 primary groups).

Our hope is that by identifying and defining these primary communication groups, we can better meet their needs. Thus far, the groups are as follows:

<u>Communication Group</u>	<u>Communication Needs</u>
1-Active members	CCB
2-Visitors/Unfamiliar/Neighbors	Directional signage, sense of welcome, invite curiosity, accessibility-you are welcome, "there is a way in" "there is a lot happening here"
3-Families w/ kids in programming	upcoming events, timely notices, service projects, when & where, celebration of past events
4-Small group connections/ service groups	How to communicate specifics with their small group
5-Homebound/transition/snowbirds	Big picture, pastoral care
6-Youth	
7-Inactive members	
8-New-members/ seekers	
9- Organizational outreach (ie. NCRC, Boy Scouts, other churches)	
10- Staff	
Gaps to be filled in next month. Andrea Hoff, Chair	

## Faith and Health

Faith and Health Board Minutes- March 8<sup>th</sup>, 2016

Present: Melissa Berthelson, Jennifer Edwins, Lareyna Iqbar, Howard Thorsheim, Lynette Marks

Excused: Naomi Bartley

Guest: Pam Fickenscher

1. A quick discussion with Julie Bremer prior to our meeting regarding the need to replenish the first aid kits. Lynette will get the necessary supplies for the kits.
2. The majority of our meeting surrounded discussion with Pam about potential medical emergencies that have or could occur at church. After discussion of occurrences that had actually happened within the last month at St. John's, our group decided to devise a preliminary plan for our congregation as a reference for a variety of emergencies that could arise.
  - a. We are planning to bring to our next meeting examples from a variety of public institutions in Northfield that have such plans already.
    - i. Jennifer-Carleton Library
    - ii. Howard- St. Olaf Labs
    - iii. Lynette-Bethel Lutheran Church
    - iv. Melissa-Northfield Hospital
  - b. Need to train or retrain the ushers on their responsibilities during an emergency.
    - i. AED training-Lynette
    - ii. Plan for usher assistance during a medical emergency during a Sunday Service.
  - c. Staff and congregation AED training plan-Lynette will check in with EMT's.
  - d. Police are coming in this week to visit with the staff on suggestions during a "lock down" emergency from a threat outside.
  - e. Currently, Sunday school and VBS kids do turn in a health form to staff regarding their health concerns.
  - f. Thought for a board night, a board/council/staff retreat or a Sunday forum to discuss "situational events" that could occur in our church and how we would respond to such events. Potential guest speaker/facilitator; Elisabeth Haase.
3. Continue concern with our elderly and their need for visitors/companionship.
  - a. How do we find those that have slowly fallen off the radar due to spouse death or slow physical decline limiting their attendance on Sundays?
  - b. Pam will check with Christy Hall Holt on members interested in acting as a visitor to shut-ins.
  - c. How do we find those members needing/requesting a "friendly visitor"?
  - d. Plan to address these continued concerns after our focus on #2 above...medical emergencies.

## Properties and Grounds

Properties and Grounds – Board Minutes Discussion  
Submitted by Bill Malecha – Chair

7:00pm

March 8, 2016

Members present: Bill, Char, Leif, Basil, David, Pat

Members absent:

Staff present: Tim

Discussion Topics:

- **Active Projects List**

- Solar Project –This project is still on the “radar.” We will be revisiting this in the summer/fall. We will still need to keep informed on this so we don’t lose out on rebates or tax incentives.
- Maintenance Shed – Power to building?
- Woodwork Maintenance Program (this project started last month, we will keep track of progress.) Tim update?
- All main entrances to building will be getting assigned a number, so the location can be more easily identified in emergency situations.
- Snow removal may be done for the year. We need to start thinking about the annual Spring Clean Up, and other spring projects. We’ll need to advertise for help in the church bulletin.

- **Board Topics**

- Budget and long term maintenance planning. We will partner with the business management board. We will be responsible for updating a list of recommendations and priorities. The business management board will be responsible for the budgeting and final recommendations. We will get feedback from St. Johns staff. Property and Grounds board: Feedback, Recommendations for new ABC list? (start making list)
- Police Department suggests we install panic/call switches in a few locations in the church. Tim, Update?
- AED needs to be checked. Batteries, test operations, training in how to use?

- **Topics from Facilities Manager**

- 3 lights that were out have been removed from St. John’s hall, Tim ordered and Bill can help when they come in. Light have been received, Bill, and Tim will coordinate a time to install them.
- Electrical changes in Kitchen? Need to install breakers in the panel and switch out outlets to 110 outlets – This project has been completed
- Dimmer Switches for Sanctuary Lighting? Waiting on Bid from Electrician and compatible Lutron dimmer switches and remote control. Tim received bid. Tim, update?
- Insurance Audit is complete. Need to add emergency lighting in theater. Need to get rid of extension cords in balcony, they want floor outlets instead. These items have been completed. Electrician will be installing one more light in theater stairway. Heaved and cracked sections of sidewalk along Third Street need to be replaced. Schedule for this spring? They also are encouraging us to ground the bell tower in case of a lightning strike. (Thompson Lightning Protection is going to give us a bid for grounding the bell tower.) Tim, Update?
- Insurance Co for Vault or Security System for Bells –The board decided on the security system. Tim, Update?

- Drain check valve will be installed to prevent flooding of courtyard stairs – this will be pursued this spring and is estimated at \$1250. Tim discussed with Bernie – considered maintenance. Schedule? Tim, update?
  - Stained glass wood windows (Sanctuary) need to be painted.
  - Main entrance doors to St. Johns Hall need to be refinished. ASAP
  - Two large clay pots in front of St. Johns Hall entrance need to be replaced. Suggestions, ideas?
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- AC units for Upper offices, Choir room, and Theatre –Tim is getting a bid for one unit that will do the whole upstairs. Tim, Update?
  - Adopt a corner of the Church Property – Sign-up for the care and keeping of our grounds. Sign-up sheet and a rules sheet went to the Ministry fair last fall. A few spots are signed up for and being taken care of. Need to advertise more and have a table set up in the commons area a few Sundays in spring/fall Information needs to be posted in the April edition of The Voice. Board discussed using mulch from Knecht's nursery only (it is all the same.) What is the best way to handle this? We will have a table set up in the commons the Sunday after Easter advertising this. We need board members to volunteer to tend the table after each service. (April 3<sup>rd</sup> and 10<sup>th</sup>)
  - We need new clarification of chemicals and fertilizers we can use for weed control and fertilization on church grounds.
  - Fence along parking/Otterness property – Fence is removed on fall clean-up day. Leif stopped by to look at what type of shrubs could be used there. Leif, Update?
  - Tim obtained a bid for a large ceiling fan in St. Johns hall – we will add this to the capital improvements list. (Priority?) This is still in the works. Tim, Update?

Close meeting in prayer

## **Stewardship**

Minutes\_8\_March\_2016

Stewardship Board Minutes – March 8, 2016

St. John's Lutheran Church, Northfield

Members present: Dan Van Tassel, Ralph Yernberg, Sandi Gerdes, Patty Lindell, Dave Kelvie, Mark Rydberg, all.

Dan appointed Ralph Yernberg to serve as scribe for the meeting. It was reported that Susan Rudser has agreed to serve as scribe for the board beginning with the next meeting. Dan shared highlights of his discussion with the ministerial staff about the need for a volunteer secretary.

- The agenda which was previously sent in an email was approved.

Dan shared highlights of the Church Council Retreat that he attended at Highview Christiana. The retreat helped church leaders get acquainted, discover common interests of attendees, and explore the distinctiveness platform which will shape future work at St. John's. Dan told us his most memorable moment was eating quiche.

Ralph led a discussion on the assigned task of the board to create a message for The Voice and line up speakers for Sunday morning temple talks. Themes for potential articles were posted on the website space available to board members. The themes were drawn from points found in the "distinctiveness platform" that was shared with all board members at the orientation meeting in January. Various ideas as expressed in the document were discussed: the importance of advocacy, celebrative worship, the value in all generations, support for the broader church, etc.

- The Board agreed to build on the ideas presented in the document and to focus on six over the course of the rest of the year.
- Each stewardship theme will be presented in an article for The Voice and a corresponding speaker will be found to focus on the same theme during the Temple Talk.
- Timing for articles and speakers will be worked out with the ministerial staff in order to avoid conflicts with worship planning.
- Sandi Gerdes will write the next article on "Stewardship as Advocacy" and submit it to the church for publication by March 15. Sandi will also locate and coach the corresponding speaker.
- Mark Rydberg has agreed to take the topic of worship and celebration.
- The board felt it was a good idea to develop guidelines for the speakers re: length, focus on the theme, appropriate Bible verse, etc.
- Other members of the board will consider the topic themes and discuss roles at our next meeting.
- It was agreed that the topic of "sustainability" will be one of the topics.
- The board asks Dan to allow 20-25 minutes at the next meeting to jointly work on the articles and ideas for speakers.

The meeting was adjourned by the Chair.

Ralph Yernberg

**Worship and Arts**

Inclusion pending receipt

**Youth Ministry and Education**

Inclusion pending receipt