

# Agenda

## *Congregation Council*

St. John's Lutheran Church  
October 25, 2016 + 7:00 p.m.

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

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

### **2. Future dates**

*Note - Meetings are the 3<sup>rd</sup> and 5<sup>th</sup> Tuesdays of November to avoid Election Day on the 8<sup>th</sup> and Thanksgiving week.*

- a. Boards – **November 15, 2016**, Fellowship and treats at 6:45 pm, meeting begins at 7:00 pm. Youth Ministry and Education to provide treats and devotion.
- b. Council – **November 29, 2016**, 7:00pm;

Reminder: Please call or e-mail your board members prior to the meeting and remind them.

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

- a. Treasurer's Report, October 2016
- b. Operating Reserve Policy and Year End Cash Policy
- c. Minutes from the September 27, 2016 meeting

### **4. Pastors' Report**

### **5. Mission and Visioning Discussion**

- a. Needs vs Wants; Budgeting vs Borrowing - Prioritizing what we should borrow for and potential income sources for other projects.
  - This discussion involves and combines a lot of the items we have been discussing over the past months: the Capital Project list, our 2017 Budget Planning the current Stewardship Drive and 150<sup>th</sup> Anniversary Planning.

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

- a. January Board and Council meeting schedule
  - i. Council is Jan. 10<sup>th</sup> and Boards are Jan. 24<sup>th</sup>
  - ii. Annual Meeting date proposal – January 22<sup>nd</sup>
  - iii. Annual Report Submission – Let's get this done early! Board chairs to prepare and submit Annual reports for inclusion in the congregational Annual Report document.
- b. RIC update
- c. Evangelism & Communications: Monitors for Commons and Southwest entrance
- d. Youth Board: designation of funds for students attending Lutheran colleges

### **7. Other business**

- a. Monthly review of St. John's Foundation Funds

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 follows**

## Appendix:

### 1. ST. JOHN'S FOUNDATION UPDATE

<b>2016 Budgeted Dispersals</b>			
St. John's Fund	16,812.52		
World Mission Fund	172.32		
Youth Fund	1,041.19		
Music Fund	760.51		
Building and Property Fund	1,547.31		
Media Fund	939.31		
Community / Social Fund	392.26		
Soli Seminary Fund	1,019.38		
ELCA Scholarship Fund	2,315.20		
<b>Total</b>	<b>25,000.00</b>		
		<b>Council</b>	
		<b>Approval</b>	
<b>2016 Approved Expenditures</b>			note
refugee funds	4,000.00	06/07/2016	SJF
Pajama project	5,000.00	12/2015	SJF
pastoral leadership program	1,400.00	5/24/2016	SJF
Gift to the Klines	500.00	06/07/2016	172.32 world mission fund; 327.68 from SJF
Stewardship for All Seasons	1,000.00	6/28/16	SJF
Stewardship for All Seasons - Materials	600.00	6/28/16	SJF
Logo design for the Voice & Outdoor signage	500.00	6/28/16	Media Fund
Seminary Scholarships Fall 2016	1,000.00	7/26/2016	Soli Seminary Fund
<b>2016 Remaining Balances</b>			
St. John's Fund	4,812.52		
World Mission Fund	0.00		
Youth Fund	1,041.19		
Music Fund	760.51		
Building and Property Fund	1,547.31		
Media Fund	439.31		
Community / Social Fund	392.26		
Soli Seminary Fund	19.38		
ELCA Scholarship Fund	2,315.20		
<b>Total</b>	<b>11,327.68</b>		

# 1. BOARD MINUTES/NOTES FROM OCTOBER 8, 2016

## ADULT MINISTRY AND EDUCATION

### MINUTES OF ADULT MINISTRY & EDUCATION BOARD

St. John's Lutheran Church

11 Oct 2016

Present: Dick Dahlin, Alyssa Ness (chair), Jon Reid, Martin Thorsheim

#### Budget

We completed our budget sheet, including funds for Adult Forum and the library, as suggested by Pr. Davis and Norma Gilbertson, respectively.

#### Adult Forum

Pr. Davis was unable to attend the meeting, but had requested that we discuss the Adult Forum, its current status and future projections in order to help determine future plans.

- Discussion on structure: Mr. Thorsheim wondered if we have any current information on the congregation demographics, as that might be helpful in ascertaining future topics of interest, as well as what sort of structure might work for events like Forum (whether we should continue to structure it as-is, or if we might explore a refiguring of it), as some people might be looking for more space and time to socialize and engage in more casual gatherings. Mr. Reid mentioned that in previous years, the Forums have been built around a theme or emphasis for the year, and would bring together different parts of the congregation (youth, musically-inclined, professor types, etc., for activities such as the youth musical, music recitals, etc.). Mr. Thorsheim noted that the timing of the Forum and Sunday School may be a perceived barrier to some parents, who would have to leave early to get their children. We wondered what it might look like to either not have the Forum as often, or to hold two simultaneous events in its place. Mr. Dahlin noted that if we chose to have two separate events during the same time slot, they should be distinctly different offerings that would appeal to different, not-likely-to-overlap groups of people. Mr. Thorsheim suggested the possibility of a lecture format offering and a small group discussion type of offering; perhaps something that supports or assists people/families (ex: a group who does something like cooperative cooking that would provide each participant with at least one meal for the coming week...something that promotes fellowship and also fills a "productive time" need). Mr. Reid remembered parenting classes at church in the past in which a new or very good book on parenting-related issues would be summarized or presented to a group of parents by someone who felt interested or excited by it; marketing for the events could be distributed through the Sunday Schools, perhaps?
- Discussion on Forum past and present: I noted that I wish we had more information about the time between when Forum appeared to be a central, integral part of the church, and now, when attendance and interest seems to have waned a bit. I suspect that some of these issues are connected with a change in culture and demographics, but it would be nice to know more specifics. Mr. Dahlin noted that Forum didn't seem to go as well in St. John's Hall as it had when it was held in the old Fellowship Hall downstairs, which was an interesting observation, since it was not the first time I had heard that assessment expressed. We noted that Fellowship Hall, while it worked at the time, might not work nowadays, given how out-of-the-way it is and because it's used for Sunday School-related gatherings now, but a few of us agreed that it had been a nice, "close"

space for gathering more intimately in the days when it was used for Forum and other activities.

#### General Discussion

Given that Pr. Davis and other members were absent, we decided to postpone discussion of recent events (Manna & Mercy retreat, Austen Hartke presentation, etc.) until the next meeting, but did spend some time talking about our board's role and some activities that were available at St. John's in the past:

- I noted that I wondered how active we should be in actually planning and executing events at the church; recently, we have more or less maintained a role of distant observation and/or "giving our blessing" to events, not actually planning them or putting them in place. Should this laissez-faire approach be continued, or is it our responsibility to be more actively involved in creating events?
- We discussed how much we missed old Sunday rituals, mostly connected to raising (or being) children: a sort of structure to Sunday mornings, followed by a somewhat structured or patterned Sunday afternoon/evening (ex: father making dinner, then getting cozy and listening to the compline service on the old St. Olaf radio station; supervising children's study time, etc.). There is a sense now of the absence of ritual.
- Mr. Reid reminded us that in previous years, the adults had a group called "Connections," which was composed of 20+ people, mostly couples, who would gather at homes year-round for 1.5 to 2 hours for book studies, an occasional movie once or twice per year with discussions, light refreshments, etc. This seemed to taper off as children grew up and times changed, but it might be worth remembering some of these previous programs/groups and what they were able to provide for the congregation at the time.

#### Additional Notes & Upcoming Events

- No upcoming events; we will discuss more about the fall events and Forum at the next board meeting in November.

NO items for Council action at this time.

## **BENEVOLENCE AND SOCIAL CONCERNS**

### **NOTES FOR BENEVOLENCE AND SOCIAL CONCERNS BOARD, OCT. 11, 2016**

Present: Jo Franklin, Chuck Jacobson, Dave Neuger, Kathy Shea, Jane Rinehart

Guests: Ruthie Neuger, Pastor Pam

#### **1. Proposal to send St John's member on the March 2017 Synod trip to Tanzania.**

##### **Tanzania Visit: March 10-23, 2017 (this notice was in the Synod newsletter)**

Bishop Steven Delzer, Rev. Bob Stover and members of Messiah Lutheran Church (Mankato), and Kathy Chatelaine (Director of Global Mission/Companion Synods) are visiting our Tanzanian partners in ministry and education from March 10-23, 2017! **Currently, there are 5 additional spots open.** The cost of the 2 week trip, including trips to Ngorongoro Crater and Tarangire National Park, is approximately \$4,000. Contact Kathy Chatelaine by Oct. 15.

Pastor Pam and members of the St. John's Mission Partner Team (MPT) met with Kathy Chatelaine, who came to St. John's to give us information. The MPT recommends sending and funding Pastor Pam, and encouraging other members to go. Terry Gilbertson, member of MPT, plans to go.

- The board discussed funding options. We decided to use money remaining in the Mission Fund to pay for Pam. We will ask the congregation for donations to provide support for others. We have talked to several members about going, and Pr Pam announced it to the boards tonight.

**2. Plan the Benevolence budget for 2017.** We will request more funding for benevolence, as the Stewardship board announced that they expect to raise more money this year than last. We completed our request and will give to Bernie.

**3. Request for Proposals** for the benevolence portion of the 150th Anniversary fund. At our meeting last month, B&SC board agreed to put out a Request for Proposals to local organizations and ask them to return proposals by Feb 1, 2017. B&SC will review the proposals and recommend to the council what projects to fund.

Kathy Shea will put together a draft of a letter and grant request form that we will send to local organizations. We may fund one large project, or several smaller projects, depending on the proposals we receive. We will ask for proposals up to \$25,000. The letter will go out in November, after our board meeting.

5. November Voice articles: John Gorder wrote on the World Hunger Appeal. I'll write article on the 2016 Benevolence.

December Voice article: Tanzania Mission trip

4. Next meeting: Nov. 15 (3rd Tuesday)

## **BUSINESS MANAGEMENT**

### **10-11-16 BUSINESS MANAGEMENT BOARD MEETING**

**Attendance:** Bill Carlson, Jim Enestvedt, Martha Erickson, Dan Franklin, Brent Nystrom, Bernie Renander, Mark Ulmer

**Discussion:**

- Clarification to the St. John's Operating Reserve Policy.
  - Change title to Council Restricted Reserve Policy.
  - 60k is reserved for use with approval of The Church Council & Pastors for one-time non-recurring expenses.
  - If funds are used, there will be a plan put in place on how balance will be restored.
  - Bernie will revise policy to reflect new title.
- Clarification to the St. John's Cash Flow Policy.
  - Change title to Year End Cash Reserve Policy.
  - 30k is reserved for use in case we don't make the budget at the end of the year.
- Offering Counting errors
  - Wrong accounts are being entered.
  - Wrong people (spouse or child) are being credited for payment.
  - Discussed creating a "cheat" sheet with bullet points of major issues.
    - Look for "Primary" when entering.
    - Review accounts used before closing batch.
    - Visitor checks are pulled out and given to Leah
- Refinance Mortgage
  - Refinance Mortgage from 3.875% to 3.25%.
  - Extend to full 10 year (120 months) and use difference between current payment of \$5,800 to new payment of \$5,100 (?-amount is not finalized) to create a Maintenance Fund.
- Need to review Building Use Policy
  - Open Door rental agreement needs to be revisited as it has been several years since its last review.
  - Who do we let in to "sell" items on Sunday Mornings and Wednesdays (i.e. Girl Scouts, Habitat for Humanity, etc...)
- Need to clean-up Capital Project list

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

### **EVANGELISM & COMMUNICATIONS BOARD**

#### **OCTOBER MEETING, 2016**

Members present: Andrea Hoff, Kristin Partlo, Alan Marks, Daniel Edwins. Staff present: Leah Garlie

##### Meeting content:

Daniel and I updated the Board on the interior signage project and our collaboration with Archetype (Ben Johnson). Daniel and I met with Ben this past month to share with him our proposal for the different signage types around the church for wayfinding and room/space identifying. Ben brought a prototype for a room sign. We approved the design but requested that he provide different background color options. Our next steps are to provide Ben with the specifications for each of the 80+ signs throughout the church. Ben will have his design team develop mock-ups for each sign for our approval as well as a cost estimate.

We discussed signage for the bathroom in the hallway near the church office, as this will be identified as both family and an all gender bathroom. Considering the options for symbols of all gender bathrooms, the Board determined that the simple symbol of a toilet was the most appropriate.

We went outside to look at the new sign and were pleased with its' appearance. We also came to a consensus on design for the external banners. I will contact Graphic Mailbox to relate the design concept to Amber for production.

Regarding the request from the Entertainment Guide in Northfield for St. John's to place a monthly ad, we decided as a Board to defer on placing an ad at this time.

We had to postpone our conversation about communications guidelines until next month as Dave Zdenek was unable to attend our meeting and he was going to guide the discussion.

We also began discussion of the website and its' need for updating. Daniel offered to talk with Dave Neuger about feasible next steps. More to come.

Monitors: We, as a Board, would like to be able to act on getting monitors in the Commons and at the southwest entrance (proposed cost is available on CCB Council portal). The estimated cost is ~\$5000. This may be a conversation for the November meeting.



## **FAITH AND HEALTH BOARD MINUTES**

**OCTOBER 11<sup>TH</sup>, 2016**

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

Excused: Laryna Iqbar,

Discussion ideas for the year ahead.

1. Labyrinth. Would like to look at opportunities for a labyrinth walk during advent season.
2. Continue with health information for the congregation.
  - a. Set up a table in commons area for members to obtain an emergency flipchart for home use.
  - b. Provide information on the St. John's Stephen Ministry program.
  - c. Have AED class sign-up sheet and provide these classes to members.
3. Thought/discussion of furthering the Ministry Wheel concept as a flipchart
4. Forum - Potential Emergency scenarios at St. John's
  - a. "What would you do if....."
  - b. Discussion of these scenarios during forum.

## **Properties and Grounds** – Board Minutes Discussion 7:00pm October 11, 2016

Submitted by Bill Malecha – Chair

Members present: Bill (part of meeting), Char, Basil, Pat Members absent: Leif, David, Staff present: Tim

Discussion Topics:

### \* Active Projects List

\* Clean Up Date: changed from October 15th to the 29th due to a conflict on church calendar. Char will do signup table on Sunday, October 16th and Pat on October 23rd.

\* Bushes below the windows need to be cut back short. If they don't recover, then we will replant next year.

\* Pat and Char will not be there on the 29th, but will do some planting on the 15th.

\* Large pots in courtyard should be moved to other entry doors. They are too large for the courtyard. Courtyard committee will replace with more appropriate sized pots.

\* Doug Child will start painting the sanctuary windows next week, weather permitting.

\* Scott Swanson says the soil around the Nursery needs to be removed, a barrier put down and then low planting put there. Next spring project

\* Boiler valves were repaired and are not leaking. Boilers themselves are fine, but should plan on replacing the pneumatic controls and the 30 T air conditioner

\* Viking Sprinkler did the inspection. They submitted a bid to do the entire service (kitchen, range, fire extinguishers, etc.). After brief discussion board decided put all the inspections with Viking, replacing Nordini, to avoid missing anything. Pricing is about the same.

### \* Board Topics

\* Need to take down the hood over the range in the basement. Most likely this will need professional bid. Project for next year.

\* New sign is up on 3rd St side of the building. Request was made to also have one on the 2nd street side, as this is a busy street. Could be placed near the corner.

\* Columbarium should be installed next week.

### \* Discussion Topics for Properties Board

\* None

### \* Topics from Facilities Manager

\* 5 Parking lot lights are now out. Tim can get a lift boom truck for the same

rental cost of a lift to replace the bulbs. Board voted to use LED bulbs, even at the higher cost. Longer life, brighter light and lower operating cost were reason given.

\* Large branches on East side of church are dead. He will cut them down when he has the lift truck.

\* KYMN is going to put a FM antenna on our bell tower. No details were available. This should ground the tower, a topic that has been a concern for us.

\* Tim is working with Don Johnson to get a bid for a speaker in the kitchen. Wires should already be there. Especially needed for funeral servers. Will be useful for anyone working in the kitchen to listen to the service. Volume control and off/on switch are needed.

Meeting adjourned 8:30

# MINUTES OF STEWARDSHIP BOARD

## ST. JOHN'S – OCTOBER 11, 2016

Dan opened the meeting with all members present.

1. September giving statements are being sent from church office. In the statement, a letter written by the Stewardship Board is enclosed. This also announces the campaign for 2016. (Will be completed by staff).
2. Pam reviewed the stewardship appeal timeline and we walked through various steps taken or assigned:
  - a. Dan has launched appeal with a temple talk on 10/9.
  - b. Dan updated church leadership on 10/11.
  - c. Stewardship letter #1 is sent from office (see item 1)
  - d. Temple talk #1, scheduled for October 16, was delayed until October 31
  - e. Bulletin #1 will be included in Sunday, 10/16 bulletin (bulletin writing is completed)
  - f. On 10/23 the first temple talk will be given and a bulletin insert #2 will be in bulletin
  - g. On 10/30 we will have the second temple talk and bulletin insert #3
  - h. On 10/31 board members will meet at 1 PM to mail letter # 2 – the commitment letter requesting intentions
  - i. 11/6 – may have third temple talk if appropriate; challenge grant reminder
  - j. 11/13 – Commitment Sunday; committee and pastors will develop an appropriate way to receive commitments during the service such as part of children's message, use of giving baskets, etc. (TBD)
  - k. 11/14 – Follow up strategy to begin
  - l. 11/20 – Dan to give appeal update at both services
  - m. 12/1 – giving statements mailed with instructions for year-end giving
  - n. 12/13 – deadline for hitting target number of intentions for challenge grant
3. A discussion was held on the follow up program. Among ideas were newsletter articles, News Blast notes, email communication, phone scripts and printed announcements. Ralph will draw up a sample follow up strategy for the board members to review.
4. Things to do:
  - a. Ralph to email Mark the newly formatted intention letter that includes mail merge indicators
  - b. Mark to adapt the intention letter with suggestions made by Board (including placing amount of giving from past 12 months in letter)
  - c. Pastor Pam to provide stewardship letter she wrote to Leah for November Newsletter
  - d. Ralph to put together follow up strategy for board consideration
  - e. Sandy and Patty want all board members to think creatively about visual posters or indication of success toward goal of 275 intentions – share immediately please
  - f. Board members invited to help with mailing on 10/31
  - g. Board to place on future agenda idea of promoting stewardship quarterly, perhaps with displays or in some other fashion

Ralph Yernberg

## **Worship and Arts Board**

### **Tuesday, Oct. 11, 2016**

**Attendees:** Joan Koester, Barb Knaak, Carolyn Jennings, Tony Becker, Nathan Proctor, Jennie Sorensen (Chair)

#### **Agenda:**

1. Gathering and Opening Prayer (St. John's Hall)
2. Discussion:
  - a. Member terms of service: *Need to find 4 total new members including a chairperson*
  - b. Finalize and Submit Budget Proposal: *The budget was finalized and submitted to Ruthie Neuger*
  - c. 500<sup>th</sup> Anniversary of the reformation in (2017)- Next steps  
*This year on the evening before Thanksgiving we will share a service with St. Dominic's at St. Dominic's. Our staff is planning the service with their staff and will include shared music. In addition, our youth will be having a couple join confirmation classes with the youth at St. Dominic's.*
  - d. St. John's 150<sup>th</sup> Anniversary Planning-in 2019- dates? (All Saints Day?)  
*Jennie will ask for clarification about our board's role in the planning. Are we to help choose dates and if so, should we be collaborating with those on the planning committee. Perhaps we should have them come to one of our next meetings.*
  - e. Update from Council Meeting  
*Jennie shared a summary of council discussions (Reconciling in Christ, Anniversary planning)*
  - f. Report from Nathan Proctor-  
*All musical groups are up and running and have shared music in worship this fall. A director was found to fill in for Jubilate Choir until December and a new director will be hired to begin in January for the second half of the year. Nathan shared a job description that we reviewed. There are five interns singing with the adult choir-they will also be sharing their musical gifts in worship by playing the organ or performing solos. The bell choir is in need of bell ringers-especially for the larger bells so keep this in mind and send name to Nathan or Zack Pelletier.*
  - g. Other?

#### **Youth Ministry and Education**