

St. John Evangelical Lutheran Church
Council & Board Minutes

Church Council Meeting, October 13, 2020 via Teleconference

Meeting was called to order by President Greg Buenger via remote call in for council members due to the guidelines involving the Coronavirus regulations at 6:00 PM

Present via call: Carol Brahn, Doug Holm, Ron James, Janet Petefish, Kathy Waldorf, Linda Hughes Business Manager, Executive council members Greg Buenger, Karol Carpenter, and Pastor Russ Leeper. Guests present were Reverend Anita Nuetzman

Pastor Leeper opened with prayer.

Carol Brahn asked if we could add to the agenda discussion on the reservation system for the church attendance. Janet Petefish asked if we could add the discussion of the upcoming 150-year Celebration in 2022. Kathy Waldorf asked if we could add to the agenda the possibility of Stephen ministry being allowed to meet in the church. President Greg Buenger added it to New Business. Carol Brahn moved to approve the agenda, Ron James second the motion. Motion Carries.

September 8, 2020 Minutes were reviewed by council and Ron James made a motion to approve, Kathy Waldorf second the motion. Motion Carries.

Pastor's Report: Pastor Russ reported that since the opening of church for Sunday services the attendance has been low. The first week attendance was the highest but still much lower than our 50-person capacity. Drive through communion has been performed twice with numbers being good for participation. We will continue to offer drive through communion the first Sunday of every month. Pastor Russ announced that Whitney Franke had come to him to inform that her daughter has been exposed to Covid 19 at her daycare provider. She has already implemented to do preschool remotely for the rest of the current week and will have her daughter tested this week and if she tests positive will quarantine and make arrangements for preschool.

OLD BUSINESS:

Board Reports: Ron James reported that Finance Board has been approving the bills however, at their meeting this month they did not have a quorum to conduct new business. Janet Petefish reported that Communication board has been checking into sending out welcome baskets to new church or activities attendees. Carol Brahn reported for Deacons that they are reducing to one Deacon at each service on Sunday morning due to the low attendance. They also are reviewing what Christmas will look like for services. It was decided that guidelines need to be informed to parishioners by Thanksgiving. Kathy Waldorf reported that Family board hosted a Blessings of the backpacks on a drive through communion Sunday.

Financial Report:

Linda Hughes gave a report on the Financials for September. The church is currently standing at a good position financially. We continue to be blessed by members continuing with their financial gifts. She has still not heard anything on the forgiveness of the Payment Protection Plan loan, but the deadline has been moved to a later date. She feels confident the loan will be forgiven. The Sylvester Estate has been received and is in an investment fund with Ameriprise until the family decides the use for the funds. Kathy Waldorf made a motion to approve the Financials, Janet Petefish second the motion. Motion Carries.

Monthly Benevolence:

Janet Petefish made a motion to designate the monthly benevolence to Messiah Food Pantry, not to be confused with Messiah Lutheran Church. Ron James second the motion. Motion Carries.

Activities Reviewed:

Coats for Kids was reported to once again be a success. There were just a few left over items but deemed a much-needed community service.

NEW BUSINESS

Visitation Pastor

President Greg Buenger reviewed that the church had been contacted by Pastor Steve Brackett from the North East Iowa Synod office that there is a Pastor Anita Nuetzman now residing in Mason City that is seeking a part time position. Executive Council meet by zoom with Rev. Anita Nuetzman and had a chance to get to know her and her preaching methods. They decided to go ahead and invite her to be included on the Zoom meeting for church council. Rev Anita joined the Zoom and the council had the opportunity to meet and ask her questions. She gave a brief summary of her background and her experience in the two different church settings she has presided in.

Covid 19:

We will be discussing this later in the agenda.

Nominating committee:

A nominating committee needs to be designated for the upcoming church year to replace members who will be leaving the boards after serving their terms. It includes two outgoing council members which will be Janet Petefish and Shannon Venz. It will also include 3 congregation members of which names were suggested and Greg Buenger will be contacting to see if they will serve on the committee.

2021 Budget:

Discussion ensued for the 2021 budget including the payroll for a visitation pastor. In previous years \$20,000 has been budgeted for that expense but after discussion we may need to increase to accommodate for the expenses of the Visitation pastor. Linda has been working with the various boards to get their budgets included.

Future Planning:

President Greg noted that we will need to begin planning for our next fiscal year with the budget as well as new committee members for the boards and council. Linda will distribute to each board their budget spent for this year.

Added Items to Agenda:

Stephen Ministry has asked to meet in the church again. Deacons are requesting to change the reservation rules for church attendance. After discussion it was decided to rename the reservation to registration to attend Sunday morning service, also due to the lower attendance registration will open up Monday morning for everyone. Confirmation and Sunday School were discussed for returning to in church setting. Carol Brahn made a motion to open the church to groups meeting in person 1 group per night with coordinating the night with Kathy Hoeft and social distancing and masks will be a requirement to attend. This will also include Stephen ministry to be allowed to meet in the church. It will strongly be encouraged to include Zoom with meetings so people who are not yet comfortable to be in house settings will still have the opportunity to be included in meetings. Ron James second the motion. Motion Carries.

Confirmation was discussed and agreed that they may begin meeting back in the church with the social distancing guidelines. Pastor Russ and Laurie Heidebrink will work together to devise a plan for the return of Sunday school in the church.

150th Anniversary Celebration was discussed with Janet Petefish organizing the upcoming event. Items were discussed but decided to table to later date due to time being far enough away yet to plan more.

Next Council Meeting: Tuesday November 10, 2020 at 6:00 PM and will meet in church.

Adjourn: Kathy Waldorf made a motion to adjourn the meeting, Carol Brahn second the motion. Motion Carries.

Closed with The Lord's Prayer.

Respectfully Submitted

Karol Carpenter,
Council Secretary

St John Finance Board Minutes October 13, 2020

Zoom Finance workshop meeting was held on October 13 at 5:15 PM.

Present: Tammy Quade, Council Liaison Ron James, Linda Hughes, Pastor Leeper and Kurt Hoeft.

Pastor Leeper opened with a Prayer

Workshop minutes:

1. Hughes reviewed the current bills to pay, the financial statements and the weekly giving. We are doing better than expected this year because of the grant we received and having less expenses than normal. The weekly offerings are still less than the budgeted amount needed each week. Most of the current bills are routine bills that occur each month. We have received the Sylvester Estate with no restrictions on the use of the funds. Finance Board will need to make a recommendation to council on the use of these funds. Scholarships was suggested for some of this funding.
2. Budget Process: Linda has requested an anticipated budget needs from each Church Board. Most are thinking that their 2021 Budget needs will be the same as 2020. Tami indicated we need three members to develop a 2021 Church Budget to submit to Council. Kurt volunteered and recommended Al and Greig. Tami will appoint three Board members.
3. Benevolence: Discussion was held on the use of this quarters Benevolence (\$2048.29). Ideas were Ministerial Fund, Food Pantry, St John Christian Pre-school, and the Chamber Holiday Fund. Linda indicated we do not have to make a recommendation this month. The only recommendation that would need funds sooner than later is the Ministerial fund. Kurt recommended \$1,000 for Ministerial Fund.
4. New Board Members: Nominating committee would appreciate any ideas for two Finance Board members.
5. Tami will send out an email for a motion on Minutes, Pay current Bills and Benevolence.

Email Financial Board Meeting—October 15, 2020

Present: Quade, Brown, Carr, and Hoeft

1. Hoeft **moved** to approve and pay current bills as Presented by Hughes. Seconded by Brown. Motion carried.
2. Third Quarter Benevolence-- Hoeft **moved** to give \$1,000 to the Ministerial Fund. Carr Seconded. Motion carried.
3. Since there was no further to approve on the agenda, Quade adjourned the meeting.

Next Finance Board meeting is scheduled for November 10, 2020.

Respectfully submitted by Kurt Hoeft, Secretary

St John Buildings & Grounds October 13, 2020; Online

Present - Pastor Russ Leeper, Greg Heidebrink, Jeremy Heyer Craig Begemann.

Opening prayer - Pastor Russ.

Agenda and minutes moved to approve by Jeremy. Approved.

Business:

- Keith & Marietta Sylvester estate: Pastor Russ explained that the Sylvester children had money to give to the church. No amount known, possibly around \$50,000. They requested the money be used for something building related.
- No requests for use of building.
- Snow removal: Jason McDonald bid on doing snow removal.
- Leaf pick-up: Jeremy's boys will remove leaves, no charge. Will do the parsonage as well. Pastor said he & Susan would donate funds to the church.
- 2nd St project outside Pastor's residence (2nd St) is done.

Meeting adjourned

St. John Communication Board Minutes, October 15, 2020

Members in Attendance: Lydia Johnson, Angel McKenzie, Yolanda Van Ausdall (part of the time), Linda Lindaman

The committee reviewed and approved the agenda. The motion was moved by Linda and seconded by Angel.

Old Business

- Kierstin has made a spreadsheet and gave to Kathy to track any guests that are flagged using the attendance slip at church. She has also come up with a cute welcoming gift that we will continue to build upon to ensure our guests feel welcomed.
- We plan to continue developing the Remind App to do what we want for another way to communicate with our congregation. There is a chance that we will outgrow the capabilities of Remind. If that happens, we have budgeted money for the year in case we need to go that route.

New Business

- We discussed the concept of Operation Christmas Child (OCC) and whether or not we wanted to give back in more of a local sense, both with Angel Tree and Holiday Cheer program. Lydia spoke to Shirly Holm and found they have a good handle on Angel Tree with COVID. Lydia has a call into Mark Wicks to discuss the Holiday Cheer program. It is not being done this year unless an organization wants to take it over. Lydia is going to see if this is something our committee would want to spearhead starting next year. Will discuss in November. We will proceed with OCC this year either online or with our 22 leftover boxes.
- The board members discussed recommendations for 2021 new board members. There are three openings, 2 - 3-year positions and 1 - 1-year position. We would love to get a high school student on the board if able. Lydia will send the recommendations to Greg.
- Lastly, we discussed the budget for 2021. Since we have shifted our mission/focus this year, we will remove Communication Events from the budget line. We will need to add some funds for gifts, potential texting program and maybe church pamphlets. Lydia will send changes to Linda and then share the final at November meeting.

The meeting was adjourned by Lydia.

Our next meeting will tentatively be November 19, 2020 at 6:00 via zoom.

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Board of Deacons, October 11, 2020 via Zoom

Present: Pastor Russ, Melanie Johanningmeier, Scott Hansen, Mike Tracey, Carol Brahn, Kim, Watkins, Liz Hamm, Jodi Reetz

Updates: Pastor gave us the updated numbers for in-person service and drive-thru communion.

Pastor still wants to continue the in-person service, even with the low numbers. Drive-thru communion will continue to be the first Sunday of each month.

Restrictions: Mike suggested that we change sign-up restrictions due to low attendance. All people may sign up on Monday. Carol will bring it to council for approval and let Kim know the outcome. Melanie also suggested sending out a letter with attendance numbers so people do not think they are taking someone else's spot.

Deacon Duties: It was decided that we only need one deacon per in-person service and for drive-thru communion until attendance increases.

Oct. 18 - Liz Hamm

Oct. 25 – Mike Tracey

Nov. 1 – Kim Watkins + drive-thru (10-12)

Nov. 8 – Scott Hansen

Nov. 15 – Jodi Reetz

Christmas Eve: Brainstormed ideas for service. Some ideas include:

- 2 services, early and late on Dec. 24th depending on sanitizing timeline.
- 2 services, the 23rd and the 24th.
- 1 large service at an alternate venue. (Youth Enrichment Center)

We do need to send out information with guidelines around Thanksgiving, just to get an estimate of attendance.

Next Meeting: November 8th @ 10:00 via ZOOM

Closed with the Lord's Prayer.

Youth Board Meeting Minutes, October 8, 2020 via Zoom

Present: Laurie Heidebrink, JoAnn Hervert, Lee Hoeft, Jessie Holm

We opened the meeting at 5:32 pm with prayer led by Laurie.

Old Business

1. Youth Group - Laurie is going to contact Rosie Baldus if she would like to continue once church opens.
2. T-Shirts - we are going to hold off on ordering t-shirts until we are back in person.

New Business

1. Parish Ed has 37 kids doing online Sunday School. As of right now, online Sunday school is going to continue. If the school opens back up, then hopefully we can reconsider opening up Sunday school at Church as well. Confirmation started on Thursday, October 8th with a Zoom meeting.
2. Family Board did the Blessing of the Backpacks with 23 backpack keychains given out.
3. A motion was made by Jessie Holm to keep our Ministry Support at \$1000, second by Lee Hoeft.

At 5:50pm we adjourned the meeting with the Lord's Prayer.

Respectfully submitted by Jessie Holm

Stewardship Board, October 11, 2020

Members: Kay Tjaden, Kathy Crooks (replaced Julie Begemann), Bev Selvig, Sandie Quade, Gaylen Hicok, James Grob,

Council Liaison: Josh Johnson

Chairperson: Sandie Quade

Secretary: Bev Selvig

DATE/LOCATION: October 11, 2020, 11 a.m. at Quade's

PRESENT: Kay Tjaden, Bev Selvig, Gaylen Hicok, Pastor Russ, Sandie Quade

Meeting was opened with a prayer by Pastor Russ.

OLD BUSINESS:

1. VANCO is up and running. We reviewed information emailed to us from Pastor Russ regarding setting up an account with VANCO and giving through your computer or mobile phone. There was a question; if someone has already filled out the Simply Giving form and is having their offering taken out of their checking/savings account, what happens when they set up an account through VANCO? Will the dollar amount be taken out twice from the person's checking/savings account? Pastor Russ suggested you contact Linda and advise her you set up an account with VANCO, just to make sure your amount is not taken out twice. The two-video links were GivePlus Mobile and GivePlus Online to help promote online and mobile giving.
2. KANS FOR KIDS total as of September 22, 2020, was \$1613.35. We purchased 60 Happy Meals for the St. John Christian Preschool at a cost of \$165. We also purchased 40 Subway meals for the St. John on-line Sunday School for \$200. Balance was then \$1248.35. On October 8, a check for \$207.60 was given to Linda. Our current balance is \$1455.95.

NEW BUSINESS:

1. KANS FOR KIDS: It was decided to purchase two (2) Step2 All Around Easels and chalk and dry-erase markers for the St John Christian Preschool. Bev will order and submit invoice to Linda to get reimbursed. (Each easel is approximately \$50.) Bev will assemble the easels and take them to church. She will ask Whittney to take a picture of the kids using the easels so we can include this in the Newsletter and Bulletin with an article that we volunteered Kathy Crooks to write up.
2. We are also purchasing Subway Meal Coupons for the Confirmation Classes. Sandie will be in charge of contacting Laurie for total number of kids and get with Donna Koebrick at Subway. Again, we volunteered Kathy to write up an article on this.
 - a. October 12: Per Laurie: 13 – 7th grade, 12 – 8th grade, 6 – 9th grade, 12 – 10th grade = 43
 - b. October 12: Per Donna, Subway: 43 at \$5 = \$210 (Donna will print "Donated by St. John Kans for Kids" on the coupons.
 - c. October 12: Left message with Kathy Hoeft to tell Linda Hughes we need check for \$215 payable to Subway. Sandie will pick up Friday, October 16.
3. We will be donating \$100 to the Angel Tree. Money can be used as they see fit. Sandie will contact Linda Hughes. (Linda was notified October 12th, and she will let Shirley Holmes know.)
4. We will be donating \$100 to the Christmas Shoe Boxes. Money can be used as they see fit. Sandie will contact Linda Hughes. (Linda was notified October 12th, and she will let Lydia Johnson know.)
5. We volunteered Kathy Crooks again to write up a note on these donations to be added to the bulletin and Newsletter to keep the congregation updated on what their generous contributions of the 5-cent cans and bottles are being spent on.
 - a. THANK YOU, KATHY CROOKS!

6. KANS FOR KIDS CONTINUED: More suggestions were:
 - a. Donate to the Coats for Kids drive next year.
 - b. For Christmas, give kids a brown paper gift bag that would include apples, etc.
 - c. Criteria for future requests for money...Gaylen has a donation form he uses at his place of business and will bring that next month to share.
7. At the end of December 2020, Kathy Crooks and Kay Tjaden will be at the end of their term and will be leaving the Stewardship Board. All members are asked to faithfully consider replacements and bring the names to our next meeting.

We ended the meeting with the Lord's Prayer, led by Pastor Russ.

NEXT MEETING: Sunday, November 8, 2020, Quade's West Wing

Submitted by: Sandie Quade

St. John Parish Education Minutes, October 7, 2020 – 5:30 p.m. via Zoom

Present: Sarah Kendall, Stacey Vance, Michelle Grob and Laurie Heidebrink

Laurie opened with prayer

Old Business

1. Sunday School
 - a. Materials – ordered Leader's Guide and student packets for 40 students
 - i. Laurie sorted by family and also made copies of activity sheets and coloring pages
 - ii. send home 4 weeks of lessons again next week, then will see how many more needed
 - iii. drive-thru pick-ups on Wednesday and Thursday, 3:30-5:30pm
 - iv. any unused materials will be saved for if we need to go back to remote learning in the winter or spring, OR will be saved for After School Program next year
 - b. Calendar – SS started September 20th; next 4 lessons gets us through November 8th
 - c. Council has not approved in-person meeting of any groups yet. They will discuss that at the October 13th Council meeting
2. CONFIRMATION CLASSES– October 7 (Wednesday evenings via Zoom) – 6-7pm
 - a. 15-minute time blocks for each grade
 - b. Will meet online probably until middle/high schools put everyone back together full-time

New Business

1. Christmas Program – this will need to be done differently, if done
2. Ministry Support Plan – Laurie recommended we keep the amounts the same as last year since it hasn't changed for a while, board members present agreed

Closed with Lord's Prayer

Next meeting is Tuesday, November 10, at 5:30pm via Zoom