

**St. John Evangelical Lutheran Church  
Council & Board Minutes**

**Church Council Meeting, September 8, 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, Shannon Venz, Janet Petefish, Kathy Waldorf, Linda Hughes Business Manager, Executive council members Greg Buenger, Josh Johnson, Karol Carpenter, and Pastor Russ Leeper. Guests present were Gina McClintock.

Pastor Leeper opened with prayer.

Kathy Waldorf asked if we could add to the agenda the possibility of Stephen ministry being allowed to meet in the church as they have been meeting outside and with the weather changing that will not be feasible. President Greg Buenger added it to New Business. Ron James moved to approve the agenda, Janet Petefish second the motion. Motion Carries.

**Pastor's Report:** Pastor Russ reported that he continues with the recording and editing the services to be televised. Along with that he is still continuing with visitation by phone. The outdoor worship had 85 attendees and the drive through communion had 147 people communing. He performed one small baptism, and the church has 2 baptisms scheduled in September and 1 in November. In reflecting on the communion drive through he noted that numerous people shared with him information pertaining to themselves or another member of the congregation. He felt this was beneficial, but will next time keep a small notebook handy to write these items down for future reference. Pastor Mark Anderson from the Synod had called and thanked him for St John's continual support to the synod and reviewed that St John's has fulfilled 62% of their pledge to the Synod. There is also a new Bishop as Steven Ullestad has retired and in the interim Andrea DeGrootte Nesdahl will be filling in for that position.

**OLD BUSINESS:**

**Board Reports:** Ron James reported that Finance Board has been approving the bills however, their chairperson has poor internet reception, so it has been difficult to have a regular meeting. Doug Holm reported that Youth board will be meeting soon. Carol Brahn reported that Stewardship will be meeting Sunday. It was also suggested that the can collection is a great idea, but it would be helpful to include what the money is being used for. Janet will include in the E-Skinny that the money is going to the Youth.

**Financial Report:**

Linda Hughes gave a report on the Financials for August. The church is currently at 56.66% of spending the budget and the income is at 73.84% so we are staying comfortable in our budget. She noted that the first Sunday in September generated a nice large offering so that is much appreciated by parishioners. A donation to the Disaster Relief for the recent Derecho in the amount of \$4000 was recently sent and money continues to come in for that so she will forward it on too. The paperwork for the Sylvester donation has been submitted to Ameriprise. Pastor Russ has visited with the family to determine where they would like the funds to be used and they expressed interest in building and grounds, so he contacted Greg Heidebrink to discuss needs. A list was formed and has been forwarded to the family to decide. Carol Brahn made a motion to approve the Financials, Doug Holm second the motion. Motion Carries.

**Monthly Benevolence:**

Carol Brahn made a motion to donate the funds to Coats for Kids, Janet Petefish second the motion. Motion Carries. Linda Hughes will contact Lisa Kreger the chairperson for that project and inform her of the donation.

**Reopening:**

St John Preschool has been in attendance for 2 weeks and director Whitney Franke has reported things seem to be working well. As previously reported the church in the parking lot had 85 attendees and the drive through communion had 147 participants. Pastor felt both services went well.

## **NEW BUSINESS**

### **Reopening Church:**

The council reviewed the draft for the reopening, it was discussed how do we know if we should not reopen on September 27<sup>th</sup>. It was suggested to go by the school guideline that if they close the school to inhouse schooling then the church should probably not be open. It was decided to proceed with opening on September 27<sup>th</sup>, and Janet Petefish will reference the reopening plan in the E-Skinny and also highlight it with bullet points, so people are aware of the stipulation of attending. There will be a reservation list to attend and Kathy Hoeft will monitor this, with reservation to open on Monday morning for the next Sunday worship. There will be a 50-person limit to allow for social distancing. After the first Sunday then Kathy will again open up the Monday morning reservation only to people who did not attend the previous Sunday. If the person had previously attended the Sunday worship in house, then they will not be allowed to make another reservation until Wednesday morning. This hopefully will allow everyone a chance to attend that desires in house worship. Pastor Russ will continue to record the sermons for social media and the radio broadcast. The question arose if we would have nursery available, it was decided that in light of all the Covid-19 concerns it is best to not have the nursery available. Ron James made a motion to approve the guidelines for reopening, Kathy Waldorf second the motion. Motion Carries.

### **In Church Committee Meeting:**

Kathy Waldorf had requested a discussion for the Stephen Ministry if they would be allowed to meet in the church with the weather turning cold. It was decided that council will wait and watch after the first two Sunday services and decide after that if they could open the church back up for committees.

### **Coats for Kids:**

The date for this is scheduled for October 10, 2020 and Lisa Kreger the chairperson has devised a plan for an appointment only for utilizing this service. She will be in charge of scheduling appointments. This will only be held on a weekend or night so not to interfere with preschool children being present. Ron James made a motion to approve, Kathy Waldorf second the motion. Motion Carries.

### **Visitation Pastor:**

Pastor Leeper shared that Pastor Steve Brackett from the Synod has contacted him and there is a female pastor from Mason City that would be available and interested in becoming a Visitation Pastor for St John's. Concerns for the budget were expressed. It was noted that when Pastor Leeper was hired it was expressed to him that a visitation Pastor would also be needed. The church has put into the budget a \$20,000 budget for this need. We still currently have over \$18,000 left in that budget. The position would only be a 30% time or approximately 15 hours per week. The council felt this is a much-needed assistance for Pastor Russ so would like to move forward in the process of visiting with this pastor. Concern was raised on the process if it needs to be a call and if a call committee needs to be formed. Pastor Russ stated that under recommendation from Pastor Brackett, there does not need to be a call committee and a congregational vote can be taken at a later date due to Covid-19. It was decided to have Pastor Russ visit more with her regarding the needs of our congregation and if this would be something she is interested in.

### **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.

**Next Council Meeting:** Tuesday October 13, 2020 at 6:00 PM and how we meet will be determined closer to the date.

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

Closed with The Lord's Prayer.

Respectfully Submitted,  
Karol Carpenter, Council Secretary

## **St John Finance Board Minutes September 8, 2020**

*“God’s Love in Action” managing our financial well-being*

**Agenda:** Tuesday September 8th, 4:15 2020.

**Location:** Zoom Meeting

Attendance: Ron James, Gloria Carr, Greig Grimm, Tammy Quade, Linda Hughes, and Russ Leeper

**Started at 4:17 with Tammy saying opening prayer**

**Approval of Agenda** Gloria motioned to approve, Greig Second, motion carry

**Minutes from August Board Meeting:** Greig motioned to approve, Gloria second, motion carried

### **Bills /Financial Update/Approve Bills**

Linda gave us a financial breakdown, we had a good week this last Sunday with offerings, and obviously expenses are down. One other bill had come in from Laurie on Credit Card, smaller items. ACH fee is monthly, all members wanted automatic payroll.

Gloria motioned to approve bills, Greig Second, motion carried.

### **Old Business:**

- 1) St. John’s Ministry Board Exercise-Tabled until October
- 2) Sylvester Estate-Linda Working on-Linda is unsure what to do with money after it finalizes in our name, we have several suggestions made, will wait until the switch to us has been finalized.

### **New Business:**

- 1) 3 People for the “Budget” Board in October/November Tammy, Mike and Carol were last years, need 3 new ones.
- 2) Need to request Budgets from other Boards, Linda usually does this, when she sends them their budget statement for the current year. She will do this at the end of September beginning of October with a request to have it done by mid-October if possible so Finance committee can start to meet.
- 3) Other Items-Greig was wondering if Church was going to be taxed on the grant given for payroll, and because we are tax exempt it was deemed not an issue.

No other topics were discussed

**Next meeting date is Tuesday October 13<sup>th</sup> at 5:15 to be done by 6PM for Council Meeting**

**Closing Prayer-Lord’s Prayer was led by Pastor Russ**

**Faithfully submitted by Tammy Quade**

## **St. John Communication Board Minutes, September 10, 2020**

Members in Attendance: Lydia Johnson, Angel McKenzie, Kierstin Heim, Yolanda Van Ausdall, Linda Lindaman

The committee reviewed and approved the agenda. There were only 2 committee members in attendance to the June meeting, so April meeting minutes were approved by Yolanda and seconded by Kierstin. The June meeting minutes were approved by Kierstin and seconded by Yolanda.

Lydia opened the September 10<sup>th</sup> meeting.

### **Old Business**

- The communication board brainstormed a few ideas on how to track guests that have reached out to the church and different ways to welcome them. Janet had recommended that we make a homemade bread or something along the lines for these new guests along with a welcome card. Kierstin had mentioned a gift card to a local shop. We also talked about personalizing welcome cards as well as hand delivering. We feel new guests will feel “at home” with something personable. The committee will continue to get a final plan of action in place, as communication and contact will be at a minimum during this time.
- Our main goal as a communication committee is to improve our lines of communication that we currently have. Example: Website, Eskinny, Facebook. Kierstin and Linda are working to come up with new ideas for the website, as Lydia and Yolanda will be continuing to brainstorm ideas for our Facebook page. Janet & Angel will be taking care of the Eskinny.

### **New Business**

- Lydia has shown the communication board several new ways to communicate virtually. Zoom, Google “Drive” sharing documents, agendas etc., and recently the “Remind App”. This app will be a great tool for our board. We spent time in our virtual meeting working through quirks. This app is a “texting app” that goes through your cell phone. We hope to continue to brainstorm and communication aside from our meetings with this.

The meeting was adjourned by Lydia.

Our next meeting will be October 15, 2020 at 6:00.

Respectfully submitted by Kierstin Heim

## **Board of Deacons, September 13, 2020 via Zoom**

**Present:** Kim Watkins, Pastor Russ, Jodi Reetz, Carol Brahn, Melanie Johanningmeier, Scott Hansen, Ryan Venz, Mike Tracey

Pastor Russ opened the meeting with prayer

### **Business:**

- ✓ In-Person Service: Approved and will begin September 27, 2020
- ✓ Deacon duties: Deacons will arrive at 8:30 a.m. to run the welcome/check-in table. We hand out communion cups and masks as needed.
  - Schedule:
    - 9-27 – Ryan Venz & Kim Watkins
    - 10/4 – Jodi Reetz & Scott Hansen
    - 10/11 – Mike Tracey & Liz?
  - Kim will make a google doc for sign up.
- ✓ Drive Up Communion: October 4<sup>th</sup> from 10:00 a.m. – 12:00 p.m. Scott Hansen & Jodi Reetz will help. We discussed having it the first Sunday of the month for regularity.

The next meeting will be October 11<sup>th</sup> at 10:00 a.m.

Closed with the Lord's Prayer

## **St. John Parish Education Minutes, September 9, 2020 – 5:30 p.m. via Zoom**

**Present:** Michelle Grob, Sarah Kendall, Linda Johnson, and Laurie Heidebrink

Laurie opened with prayer

### **Old Business**

1. Sunday School
  - a. Teachers – (leader) Laurie will lead the online lesson as a pre-recorded video each week
  - b. Materials – ordered Leader's Guide and student packets, should arrive Sept. 14<sup>th</sup>
    - i. Laurie will sort by family and also make copies of activity sheets and coloring pages
    - ii. send home 4 weeks of lessons next week, then will see how many more weeks needed
    - iii. board members may be available to help with drive-thru pick up evenings
    - 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
  - c. Calendar – SS starts September 20<sup>th</sup>
  - d. Discussion about Council tentatively planning worship in the building, by reservation, on September 27<sup>th</sup>
  - e. Discussion about when and how Sunday School may meet in person in the future
2. VBS- BOLT – had 20 participants

### **New Business**

1. Rally Sunday – canceled this year
2. Confirmation – Plan to start October 7<sup>th</sup>, via Zoom, with each grade as a group to check in
  - a. hope to meet in person once building is opened, by grade, no large group opening
  - b. when we begin meeting in the building, each grade will use a different entrance and meet on a different floor of building and use restrooms on their floor, masks required except when seated in assigned seat safely spaced
3. After School Program – canceled this year (social distancing in building and on bus, sanitization, adult volunteers, no choir, or supper yet, etc.)

Closed with Lord's Prayer

**Next meeting** is Wednesday, October 7, 5:15pm, via Zoom

## **Stewardship Board, September 13, 2020**

**Present:** Sandie Quade, Kathy Crooks, Kay Tjaden, Bev Selvig, Pastor Russ Leeper

### **Call Meeting to Order**

Opened with a prayer from Pastor Russ Leeper

### **Old Business**

- Reviewed Simply Giving using Vanco
- Confirmed the Consecration Thank you Sunday meal has been canceled
- Decided not to tint any windows or doors at the church

### **New Business**

- Promote electronic giving
- Kans for Kids keeps growing – Current balance \$1,354.00
  - We are giving Happy Meal gift cards to each preschooler attending St. John's Preschool. Each meal is \$2.75 and 40 cards were purchased. These cards will be given to the teacher and sent home with each child.
  - We are giving each child enrolled in Sunday School a Subway meal gift card. Each meal consists of 6" sub, chips, drink & a cookie. Each meal is \$5.00 and 40 cards were purchased. Lori will add these cards to the Sunday school packets.
  - Kathy Crooks will write an article for Kans for Kids to share in the newsletter and bulletin.

### **Adjourned Meeting with the Lord's Prayer**

**Next Meeting Oct. 11, 2020 @11:00 - Sandie's west wing**

## **Youth Board Meeting Minutes, September 10, 2020 via Zoom**

Present: Laurie Heidebrink, JoAnn Hervert, Jessie Holm, Annabel McDonald (Youth), Doug Holm (Council Liaison)

### **OLD BUSINESS**

- Youth Group - Rosie Baldus set up a zoom youth group meeting, there were few that joined.
- T-Shirts - tabling until we are meeting in person.
- North Dakota Mission Trip - cancelled due to COVID, hopefully next year.
- 2021 Youth Gathering - is postponed next year, due to fundraising/funding.

### **NEW BUSINESS**

- Sunday School - will be online this year. The class will be led by Laurie and then will be emailed out. The students who signed up will receive leaflets for the first 4 weeks of Sunday School. There will be a drive through pickup for the leaflets.
- Confirmation - is set to start October 7th. If not in person, it may be by Zoom and do "Check-In" every Wednesday.
- After School Program - is cancelled this year due to COVID.

The next meeting will be a ZOOM Meeting Thursday, October 8th at 5:30pm.

We ended the meeting with the Lord's Prayer at 6:05pm.

Submitted by Jessie Holm