

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

Church Council Meeting, December 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, Janet Petefish, Dennis Sande, Shannon Venz, Kathy Waldorf, Linda Hughes Business Manager, Kurt Hoeft Finance Board, Executive council members Greg Buenger, Josh Johnson, Karol Carpenter and Pastor Russ Leeper.

Pastor Leeper opened with prayer.

Carol Brahn made a motion to approve the agenda, Ron James second the motion. Motion Carries.

November 10, 2020 Council Minutes were reviewed by council and Ron James made a motion to approve, Dennis Sande second the motion. Motion Carries.

Pastor's Report: Pastor Russ reported that Pastor Anita Nuetzman has begun work at St. John. She has already had numerous phone contacts, made some door visits while practicing the 6-foot distance. She has visited with Sue Ayers and discussed options for visiting with care facility residents, as well has been making cards for shut-ins and recorded a video greeting to the congregation. She also participated in drive through communion this last Sunday and gave the blessing to attendees. January 3, 2021 will be her first sermon. Pastor also reminded the council how church this Christmas season will look very different than previous. He has been working on numerous videos to present with different age groups all through video. He has continued to preside at numerous baptisms.

OLD BUSINESS:

Board Reports: Building and Grounds had no report, Communication board has filled their open positions for the coming year. Deacons have shortened the drive through communion time by 30 minutes. There will be drive through communion from 3:30-5:00 PM on Christmas Eve. Family Board has distributed Advent calendars to kids, they will also be starting a thread through Facebook for Christmas cards to be shared. No reports for Parish Ed., Stewardship or Youth. Finance had approved the bills for the month to be paid and will present the 2021 ministry support plan later in the meeting. Also noted that the staff have decorated the church for the holiday season to be more festive with the video recordings that are being broadcast weekly.

Financial Report:

Linda Hughes gave a report on the financials for November, the church continues to stay close to the budget for the year. It was also mentioned it would be helpful if more of the congregation would participate in the Simply Giving to have a consistent offering. Kathy Waldorf made a motion to approve the November Financials, Carol Brahn second the motion. Motion carries.

Monthly Benevolence:

Janet Petefish has made 25 quilts for the patients at the hospital for the holiday season. Currently another community group is gathering donations to be given to all the residents of the local care facilities. Ron James made a motion to reimburse Janet Petefish \$205.00 for expenses for the quilts. Dennis Sande second the motion. Motion carries. They will be distributed to the hospital, and Janet will also contact the Charles City Press to see if they could take a picture and possibly include an article in the newspaper showing the church's theme "God's Love in Action". Janet made a motion to send the remaining balance to the Food Pantry. Ron James second the motion. Motion carries.

NEW BUSINESS

2021 Ministry Support Plan Approval

Kurt Hoeft from the Finance Board reviewed the 2021 Ministry Support Plan with the council. Most boards held their expenditures at the same level as the previous year or decreased. Building & Grounds did increase a couple expenditures to include repair on the Air Conditioning in the office and work area as well as the parsonage will be needing a new roof. Also increased funding for Epic grants as per stipulation from the bequest we are only allowed to use the interest which does not cover the funds being distributed. A pay raise for the staff was included to cover the 1.3% cost of living expense. As a cost saving measure the church secretary will no longer order bulletins but will instead design a cover for bulletins at a substantial cost saving to the church. Discussion was given to the budget for the Preschool. In years past the church Council has not been active in that budget but with a substantial shortfall the last few years a committee will meet with Whitney Franke the Preschool Director to determine how to best proceed to balance that budget. Ron James made a motion to approve only the Church 2021 Ministry Support Plan, Kathy Waldorf second the motion. Motion Carries.

Nominating committee 2021:

The nominating committee reported that most of the council and board positions have been filled but they will continue to contact parishioners to fill the remaining openings.

Annual Meeting

President Greg Buenger will contact the synod office to visit with them and their recommendations for the church annual meeting. At this time, we will plan to postpone the meeting to a later date due to the Covid-19.

Next Council Meeting: Tuesday January 12, 2021 at 6:00 PM and will meet by Zoom.

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 December 3, 2020

Zoom Finance Meeting called to order by Tami Quade at 5:30 PM.

Present: Al Brandau, Tammy Quade, Gloria Carr, Greig Grimm, Ron James, Linda Hughes, Pastor Leeper and Kurt Hoeft.

Pastor Leeper opened with a Prayer.

Hoeft **moved** to approve agenda. Seconded by Carr. Motion carried.

Old Business

1. Bills/Financial Updates/Approve Bills: Linda Hughes, Business Manager reviewed the Church Financial report including the Sunday offering for 2020. We are ahead only because expenses are down. There is a Board concern that the Christmas offering will be less than normal if there is no church services. All current bills were reviewed. Carr **moved** to pay the presented bills plus recurring normal bills be paid. Seconded by Hoeft. Motion carried.
2. Quade reported a list of potential Finance Board members was given to the Nominating Board. We also need to recommend a replacement for Mike Brown who is moving out of Charles City.
3. The approved 2021 Ministry Support Plan was sent to Council for their review and approval. Hoeft volunteered to attend their meeting to answer any questions. Pre-school budget was reviewed, and clarification is needed on some items. Committee to assist Pre-school Board in February of Quade, Grimm, James, Hughes, and Pastor Leeper with their budget was formed.

New Business

1. 4th Quarter Benevolence—will designate dollars in January 2021.
2. Sylvester Estate-- Hoeft **moved** to transfer the Sylvester Estate funds to Ameriprise Financial in Charles City from Rochester Ameriprise Financial. Brandau seconded. Motion carried.

Since there was no further business on the agenda, Quade adjourned the meeting.

Next Finance Board meeting is scheduled for January 7, 2020 at 5:30 PM.

Closed with Lord's Prayer.

Respectfully submitted by Kurt Hoeft, Secretary

Board of Deacons, December 13, 2020 via Zoom

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

Opening: Kim opened the meeting with prayer.

Drive Through Communion: Last month Pastor and Ryan served 138. We should change the hours back to 10-12 to avoid long wait lines. It is possible that Pastor Anita can help in January so we could run 2 lines.

Christmas Eve Communion: Pastor Russ and Susan will do it from 3:30-5:30.

Communion to shut-ins: Pastor Anita is working on ideas to deliver communion to doors and then give the Words of Institution through windows.

Jan. 3 Communion - Scott will serve.

Nominations for Deacons: Kim will give names to Greg.

Next Meeting: Jan 10, 2021 @ 10:00 AM.

Closing: Pastor closed with the Lord's Prayer.

Stewardship Board, November 13, 2020

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

DATE/LOCATION: Sunday, December 13, 2020 11 a.m. at Quade's West Wing

PRESENT: Kay Tjaden, Kathy Crooks, Bev Selvig, Gaylen Hicok by email, Pastor Russ, Sandie Quade

Meeting was opened with a prayer by Pastor Russ.

Old Business:

1. Kans for Kids:
2. Kathy Crooks is finalizing a donation request form and will be shared at our next meeting.
3. Current balance is \$1669.91.
4. Budget:
 - a. Our budget for 2020 was \$2500. We have not used any so far. It was questioned if this rolls over to the next year and it does not.

New Business:

1. Suggestions for donating to the Food Pantry:
 - a. Maybe we could donate from Kans for Kids fund. This will be discussed again later.
2. Suggested to have a Congregational Food Drive was discussed and suggested we could do a drive through maybe during Lent. We will discuss this again later.
3. Looking for a normal 2021, it was mentioned by Pastor Russ to think about planning for Consecration Sunday. Tentative date would be Sunday, November 7, 2021. We will discuss this again later.
4. It was discussed and decided to have a "Share the Love" drive through meal on Sunday, February 14, 2021, beginning at 11 a.m. with a free will donation. Kathy Crooks will write up a short note for the bulletin to keep this date open. We want to share the love for our member's faithfulness to St. John financially and through their actions. We also discussed opening this up to the public, not just to members of St. John. Sandie will contact Doug Hollar with U2BBQ to see if he could cater the meal. More details will be finalized at our January meeting.

Our next meeting will be Sunday, January 10, 2021, 11 a.m. in the West Wing.

Meeting closed with the Lord's Prayer.

Submitted by Sandie Quade

Family Board, December 2020 Via Email

December Meeting (via email)

1. Our committee would normally be hosting the Christmas 25 cent store, but due to Covid-19 that will not be happening.
2. Our board will be posting via Facebook inviting our families to post pictures of their family Christmas cards or Family pictures.
3. Advent Calendars were sent home with Sunday School packets.
4. Next events: Cabin Fever in January and Lent event- Be thinking of virtual events we could do.

Next Meeting: Moving forward our meetings will be held via Zoom on Wednesdays at 7:30 pm. The January meeting will take place on January 6 at 7:30pm.

Respectfully Submitted,
Jenisha Garden

Youth Board Meeting Minutes, December 10, 2020 via Zoom

Opened with prayer at 5:31 pm

Those Present: Lee Hoeft, JoAnn Hervert, Jessie Holm, Doug Holm (Council Liaison) and Laurie Heidebrink

Old Business

Update on Parish Ed and Family Board activities that involve St. John youth

Confirmation is meeting virtually via Zoom

Sunday School approved safety guidelines

Confirmation Food Drive(thru) is December 16th from 5:30 to 7:00pm

New Business

1. Board Chair (Tabled)
2. Board Secretary (Jessie Holm filled the position)
3. The family board is working on a "Cabin Fever" event, maybe youth board can do something, also.

Closed with the Lord's prayer

Next Meeting Date: Thursday, January 7, at 5:30pm via Zoom or email

St. John Parish Education Minutes, December 8, 2020 – 5:30 p.m. via Zoom

Laurie opened with prayer

Present: Linda Johnson, Michelle Grob, Julie Taylor, and Laurie Heidebrink

Old Business

1. Sunday School:
 - a. Materials – ordered Leader's Guide and student packets for 40 students for 1st semester
 - b. For Second Semester – we will need to take registrations, so we know how much curriculum to order
 - c. Discussion about when we should start registering for 2nd semester
 - d. Discussion about Plan B for 2nd semester
 - i. Space – Rooms each will hold 5-9 students plus one teacher
 - ii. Calendar – SS started September 20th; final 5 lessons gets us through December 20th
 - iii. Council meets December 8th and January 12th at 6pm
 - iv. Our tentative plan is to start in-person Sunday School in January. We will plan for at least January 17th, so we have two weeks after New Year's, dependent on when church building reopens
2. Confirmation Classes– Wednesday evenings via Zoom – 6-7pm
3. Safe Reopening Policy- Laurie will turn in to Council before the January meeting
 - a. Green "Plan" for parents
 - b. Blue "Guidelines" for Council
4. Christmas "program"- Going very well so far! Verses have been emailed to those parents who indicated they wanted to participate. Videos have started coming in. Videos due December 13.

New Business

1. Board Chair (tabled)
2. Board Secretary (tabled)
3. Board will assist in finding teachers, sorting student supplies

Closed with Lord's Prayer

Next meeting is Tuesday, January 5, 2021 at 5:30pm via Zoom