

First Lutheran Church
Church Council Meeting
November 10, 2020

Agenda

- A. Opening Prayer and Meditation -Denise Mainquist / 7:00 pm
- B. Approve Agenda / 7:20 pm
- C. Approve October 13, 2020 Minutes
- D. Old Business / 7:23 pm
 - i. Re-opening the Church
 - ii. Call process - Call Committee update, MSP, Seven Reflections
 - iii. Pledge cards - Stewardship Committee
 - iv. Transition Minister Update
- E. New Business / 7:55 pm
 - i. Annual Meeting dates
 - ii. 2021 FLC Budget - Bryan Hanson
- F. Current Budget Report / 8:20 pm
- G. Staff Reports / 8:23 pm
- H. Open Comments / 8:30 pm
- I. Closed Meeting - Staffing Matters / 8:40 pm
 - (see separate email mailings - two mailings will be sent after you receive the Council packet)
- J. Closing Prayer-Denise Mainquist 9:00 pm

Information Items

	Baptized	Confirmed
1. MEMBERSHIP as of October 1, 2020	1177	966
Members received:		
A. by baptism (15 years and under)		
B. by baptism (adult)		
C. transfer from ELCA congregation	1	1
D. other Lutheran		
E. affirmation of faith		
F. transfer from non-Lutheran congregation	7	5
G. other and statistical adjustment		
2. Members Removed		
Members removed:		
A. death	3	3
B. transfer to ELCA congregation	2	2
C. transfer to non-Lutheran congregation		
D. other and statistical adjustment	23	8
MEMBERSHIP as of October 31, 2020	1157	959

Average Attendance

Oct.	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
	433	433	396	420	421	407	386	413	374	346	COVID

Added:

Baptism:

Affirmation:

Transfer: Nicole Treadway, Garrett Kasperbauer, Rayden DeLawter, Jaxon Clouse,
Gordon, Yun, Ellie and Audrey Saksena.

Other:

Removed:

Death: Elva Mares, Howard Johnson, Helen Bartholomew

Transfer: Laurel and Ronald Wick

Dropped Due to Inactivity:

Other: 23 Baptized and 8 confirmed Statistical adjustment to match Shepherds Staff

Notes: See the following Communications Report from Kathleen Simley for online Worship participation due to COVID-19.

COMMUNICATIONS REPORT

October 2020

by Kathleen Simley, Communications Coordinator

One of the biggest movements I saw in all of our communication during the month of October happened with our Facebook page. During the month, we added 59 new followers, for a total of 697. This is the biggest addition of followers in one month than we have ever had historically. We also had 23 additional people "like" our page, for a total of 595. I contribute this jump in followers and likes to our livestream worship services on Facebook. It is interesting to note that about half of the new likes/followers are members of First Lutheran and the other half are not. It's obvious we are reaching people with our worship services other than our own members.

A few more interesting notes about our livestream worship service on Sunday:

- When we first started livestreaming worship on Sunday, September 13, I sent an email 30 minutes prior to the live stream starting or at 7:45 am. I did this for the three remaining Sundays in the month of September to help transition people to our Facebook or website page (www.flclincoln.org/livestream) to watch the livestream. My intention was to discontinue this Sunday email starting the first Sunday in October - of which I did. However, it was interesting to watch our Facebook reach drop with that worship service compared to the three previous services in September. So, I resumed the Sunday worship reminder email the following Sunday and every Sunday after and plan to continue indefinitely as our reach numbers have increased since then.
- Our "reach" with the October 11 livestream worship service was extremely high with 2096 people reached, compared to an average of 413 the other three Sundays in October. The high number on October 11 might be attributed to the worship service being "shared" by 9 people which is more sharing done than with the other services during the month. So, "sharing" the recorded livestream worship service on your Facebook page and with your followers does make a difference in how many people we reach with our worship services. I encourage you to do this if you are a member of Facebook.
- I participated in numerous training sessions with Brian Niebuhr in October and have since taken over the responsibility of setting up the livestream worship every week and actually ran the livestream worship for the first time on Sunday, November 1 (with Brian by my side!). I also ran the livestream for Howard Johnson's funeral on October 19 alone and will continue to do this for all future funerals and weddings, as requested.

Our open rate of our *First Things First* e-newsletter on Wednesday continues to maintain a high average open rate of 62%.

I am currently working with the Gifts of Hope committee in preparing an online catalog for this year's alternative market and with my colleagues in planning for the possibility of pre-recorded Advent and Christmas worship services. December is sure to be a challenging and very busy month, but one I am proactively preparing for.

I am also very aware that all of our means of communication (e.g. social media, website, The Voice) will be researched by prospective pastors as the call process moves forward. I believe our communication has always been high quality, engaging and transparent. But, I am more keenly aware of maintaining quality communication even more so given where we are in the call process. I am committed to continuing to meet high standards for all of our communication.

Congregational Council Meeting

First Lutheran Church

October 13, 2020

MEMBERS PRESENT: Dave Pfister, Rebecca Pfabe, Pastor Justin Eller, Judy Bailey, Brian Niebuhr, Lisa Rauner, Mike McDannel, Denise Mainquist, Natalie Peters, Dawn Brock, Bill Watts, Judy Batterman, Byron Fischer, Scott Seebom, Pastor Steve Griffith, Tony Anderson

MEMBERS ABSENT: Kim Cordonier

STAFF PRESENT: Sharon Hardel

MEETING RECORDER: Ann Carlson

CALL TO ORDER: President Mike McDannel called the meeting to order at 7:01.

- A. **OPENING PRAYER:** Bill led the opening discussion by asking Council members to tell of a time when they were serving another and received an unexpected blessing or to tell the group about an unusual dining experience.

Council members are called to be leaders as well as to be thoughtful. Council members are also expected to be spiritual leaders for the Congregation. Each Council member brings special gifts to the group.

- B. **APPROVE CURRENT AGENDA:** It was moved and seconded to approve the agenda. The motion was approved.
- C. **APPROVE MINUTES OF THE CONGREGATIONAL COUNCIL MEETING OF SEPTEMBER 8, 2020:** It was moved and seconded to approve the minutes. They were approved.

D. **NEW BUSINESS:**

- i. **Pastor Eller's Celebration – October 18, 2020**

The farewell celebration for Pastor Eller, Kari and Everette will be a drive through event under the portico from 12:00-1:00 pm on October 18.

- ii. **Stewardship Update – Church Council response**

- To date, the church has received 74 Discipleship Plans and 83 Commitment Cards
- Council members were asked to get their Commitment Cards submitted within the next two weeks.
- Since we have not been meeting in person, the idea of sending out a mass e-mail asking for Discipleship Plans and Commitment Cards was discussed. A comment was made that spam folder issues are more prevalent as companies are upgrading their systems. Kathleen is aware of these issues. It was determined that if there is a deficiency in pledges into November and December

that direct contacts could be made. Bryan Hanson could also write something for *The Voice*.

- The quarterly statement will thank contributors for their support.
- When the call teams connect with their list of church members during this pandemic, would it be appropriate for the caller to ask about the financial commitment to the church? It was determined that the callers should not do this as the purpose of the calls is for the care of members.
- The church office would be glad to assist members with completing their Discipleship Plans and/or Commitment Cards.
- The Budget Committee meets tomorrow night.

iii. MSP – Comment Period, Reference Person

- The Congregational comment period has ended.
- Seven Reflections provides a narrative. Denise is in the process of looking at it.
- Bill suggested that we move forward with accepting the MSP at this time. The Call Committee can then start working and the Seven Reflections, video and any other information can be provided upon request.
- Natalie asked if it would be appropriate to reach out to StoryHook to create a video for the website as well as for the MSP. Due to COVID-19, the video would not have people in it now. Pastor Justin stated that by the time the candidate reads the MSP, they will begin their own checking such as by using Facebook or YouTube. A potential candidate would rather see this unfiltered information rather than a shiny commercial. Potential candidates also read Council reports.
- We can make an emergency motion to accept the MSP for purposes of having it filed prior to the November meeting. It was moved and seconded to accept the MSP. There was no further discussion and the motion passed.
- Mike thanked everyone for their work on the MSP.

iv. Call Committee

The members of the Call Committee have been selected. They will need to elect a chairperson.

v. Lutheran Family Services (“LFS”)

- LFS is looking for congregations that may want to offer a satellite location for client needs. There is not a formula for doing this.
- A computer would be available during office hours if the client would need to have a virtual meeting. LFS would provide the laptop.
- LFS emphasized that a lot of on-site staff time would not be needed at a satellite location.
- Is a telephone needed in the designated room?
- The Wi-Fi of the church would be used.
- The area that was used would need to be sanitized due to COVID-19.

- If Council is interested in proceeding, additional information could be gathered such that a formal motion could be drafted.

E. OLD BUSINESS:

i. Nominating Committee

Currently, there are candidates for approximately one-half of the positions.

ii. Other Committee Reports

- The Fellowship Committee will create an online scavenger hunt in October.
- Advent calendars will be available to distribute on November 22.
- Gifts of Hope will be online this year.
- Kicks for Kids - \$4,940 of cash donations has been received to date. As requests come in throughout the year, we will have funds available to purchase shoes. Kudos were given to Donice and others involved in this Ministry.
- The Property Committee met on October 1. The engineers will be sending us a complete report as to the damage on the roof.

F. BUDGET REPORT:

The internal audit has been completed and everything looks good.

YTD receipts through September 30 are \$34,387 under budget; YTD expenses through September 30 are \$75,746 under budget. YTD surplus through September 30 is \$41,359.

G. STAFF REPORTS:

Building Superintendent, Greg Fisher, submitted his resignation effective October 9 such that he can devote full time to his appliance business. The Property Committee will review and revise the job description for this position. Pastor Steve has requested a 2-3-month cleaning bid by the same company that cleans for Dimensions.

The COVID-19/Crisis Management Task Force will meet tomorrow morning. The task force has reached out to other large congregations to see what they are doing with in person worship. Currently, we have two sign-in stations for those entering the building. This will be reduced to one sign-in per family.

Pastor Justin thanked everyone for the ministries shared together.

A blood drive was held at First Lutheran. Sixteen pints of blood were collected. Each pint helps three people.

Pastor Justin completed a grant request to the Immanuel Vision Foundation for funds to cover some of the cost of the materials and installations for the Nature Explore outdoor classroom for Dimensions.

Mary Kay Griffith was exposed to COVID-19. She is in quarantine for fourteen days at a hotel.

H. OPEN COMMENTS:

We have been Live Streaming our church services for a month now. Brian and Kathleen Simley have been working on a part time job description. Kathleen has been considering the expansion of her current position to include what she is currently doing plus live streaming. We are not ready for a proposal or formal motion as this time.

Currently, there is no update on a second transitional minister.

There will be a virtual prayer vigil for the election held from 8:00 pm October 31 through 8:00 pm on November 1.

I. MOTION HOUSING ALLOWANCE – PASTOR ELLER:

It was moved by the Executive Committee and seconded to amend the July 2016 Church Council Motion to provide for repayment on the Eller loan to the earlier of March 1, 2021, or within thirty days of the closing of the sale of the Ellers' Lincoln, Nebraska, residence. Discussion followed.

The FLC Church Council in July 2016 approved a loan to Pastor Eller from the First Lutheran Housing Fund. The loan was for \$15,000.00. Monthly payments on the loan were to be made at a rate of \$125.00. Loan payments are current. The current balance of the loan is \$8,750.00. The loan was to be paid off in ten years or thirty days of Pastor Eller's departure from FLC.

There will be no payments on the loan during this interim period. Expectations will be laid out in an agreement to be signed.

A motion was made to amend the original motion to include an addition that a new agreement will be drafted to be signed by the parties. The motion to amend was seconded and the motion passed with Pastor Steve not voting and Mike voting against.

The motion as amended passed with Mike voting against.

J. PASTOR STEVE GRIFFITH – MOTION: Discussion was held in closed session with Council members only.

K. CLOSING PRAYER:

**First Lutheran Church Council
Report for October 2020
November 10, 2020
Rev. Stephen Griffith**

Call Process

The Ministry Site Profile has been submitted, along with a supplemental document, "Seven Reflections." The Call Committee has selected Steve Eicher as chair. The Committee has been trained and has begun preparing for their work of interviewing candidates.

We said farewell to Pastor Justin Eller, Kari and Everette on October 18, and pray God's blessings as he begins his new ministry in Atlanta, GA.

The Council is working with Pastor Megan Morrow to secure a transition minister to assist me.

Property Committee

The Property Committee has been very helpful in reviewing the necessary tasks of a building superintendent and custodial services. In the interim I have contracted with a staffing agency for temporary cleaning help, and I am in the process of finalizing an initial agreement with a cleaning service. The security system and the fire detection system both gave several false alarms during October. Technicians from Electronic Contracting and Johnson Controls were called to correct problems. Special thanks to Steve Lenzen who has agreed to clear sidewalks in the event of light snows.

Dinner+Learning

Seven 9th Grade youth affirmed their faith on Reformation Sunday, October 25. We welcome Nicholas Bushard, Dari Knezevic, Alexander Niebuhr, Grace Niebuhr, William Niebuhr, Liz Scharton, and Abby Yates.

The Dinner+Learning program is well under way with the 7th & 8th graders, with a focus this month on worship and the sacraments.

Stewardship

The Stewardship Committee is doing excellent work following up on Commitment Cards and Discipleship Plans. Fewer have been returned than at this point last year. This is not surprising, considering the unusual circumstances of the pandemic. The Committee is planning how best to contact those who have not yet sent their commitment cards.

Advent Planning

Staff is working to finalize plans for Advent and Christmas, with online options for Wednesday services, family devotionals, and special activities for Christmas Eve and Day.

COVID/Crisis Management Task Force

The task force comprises Dr. Bob Rauner, Bill Watts, and Judy Batterman from the congregation, along with staff members Bryan Hanson, Sharon Hardel, and Masako Bacon. They have met several times by Zoom and have exchanged numerous emails. The risk mitigation procedures of requiring masks, maintaining distance, and limiting the size of groups to 12 make it possible for small groups and committees to meet in the building. They continue to monitor the situation in the community and gather pertinent information so they can advise the Council and me. They had initially thought that it would be possible to begin holding worship services in

person, but the number of new cases of COVID-19 has increased in late October and they now recommend delaying such action.

Reflection

These are difficult times for any congregation. The isolation that members experience because of the pandemic, and our inability to gather strain the well-being of members and the congregation as a whole. Still, the congregation continues to participate through electronic methods and a few small gatherings. Giving remains surprisingly strong, and people seem committed to sustaining one another through this time. This comes during our own time of pastoral transitions when uncertainty and anxiety are natural responses, as well as a time of significant social and political discord as we approach the national election. In the midst of this, we are not alone. God is with us. Thanks be to God!

With much love,
Pastor Steve

Director of Worship and Music

Masako Bacon

October, 2020

Musicians: Thanks to these people who enriched our worship experiences.

October 4 Spirit Ringers, David Pitts, Sharon Hardel

October 11 Erin & Will Nieburh, Bennett Bacon

October 18 Christine Carman, Anna Kruse, Becca Simley

October 25 Erin Pfister, Brass (Luke Anderson, Alex Hinton, Spencer Janssen, Steve Janssen, RJ Metteer,

Matt Reckmeyer)

Overview

A. Live Streaming Worship Service

The live streaming services continue. Brian Niebuhr trained Kathleen Simley. Brian started incorporating pre-recorded elements into the live streaming, which made it possible for ensembles to participate, such as Spirit Ringers, Brass Ensemble, and Chorister Orff Ensemble.

B. Rehearsal for Music Groups

Adult Choir and Cherub Choir continue to meet via Zoom. Chorister Choir and Spirit Ringer continue meeting in-person, observing the COVID-19 protocols with distancing and wearing masks. Brass group was also able to rehearse in person. All these groups will share their music through video recording to live streaming.

In November, we will attempt to bring normalcy into worship services: hybrid recording (live recording and Zoom recording) and a virtual choir.

C. Planning Advent and Christmas Season

The Advent theme has set, and the speakers have been contacted. Responding to the current spikes in COVID numbers, online worship plans (which requires more advanced planning) are discussed.

D. Worship & Music Committee

See the minutes from the committee. However, the opening view has been changed as the Covid Task Force met a few days after the committee meeting. There are some concerned conversations to respond to the people who strongly wish to be together with church family and to have in-person worship opportunities.

Respectfully submitted,

Soli Deo Gloria

Masako Bacon

Sharon Hardel's Report to Council Oct. 14, 2020 – Nov. 10, 2020

Activities This Month:

Sunday Morning lessons for Middle and High School are being sent out weekly. The same lessons are being used for both groups. Weekly mealtime conversation starters are being sent to both age groups. The Middle School and High School group met on October 25 in person in the commons due to cold and snowy weather. We summarized the weekly lessons and used the NE Synod Generosity Project faith 5 steps including the story of the Widow's mite to review our word of the month – Gift and reminded the youth we all have gifts to give and no gift is too small. We also looked back on the Feeding of the 5,000 story where the boy shares his lunch. We gave out Jesus Fish stickers to participants that said "All ate and were satisfied". We encouraged them to use their gifts so all could "eat and be satisfied".

The High School Youth group has been meeting in person weekly for various activities and discussions. We met for Holy Yoga and to say goodbye to Pastor Justin on Oct. 18. We cancelled on Oct. 25 due to weather and family celebrations of our Confirmation students. Chris Yates and Alexis Sandman led minute to win it games and getting to know you activities on Nov. 1 while I was on vacation.

Middle and High School Youth are both going to Camp Carol Joy Holling on Nov. 8 to do outdoor team building activities led by camp staff.

The Dinner Plus Learning youth met in person Oct. 21 and Nov. 4. We concluded the lesson on Worship and Liturgy on the 21st and started the lesson on Prayer on Nov. 4. Since Pastor Justin is no longer with us, Tiara Kuhlmann and Miles Ruch joined the group so we were able to have more than one adult with the youth. Pastor Steve will help out as he is able to in the future and parent or other adult volunteers will be asked to be present as well to maintain our child safety policy.

The Affirmation of Baptism on Oct. 25 went well. Families social distanced from each other and the service was beautiful.

Thrivent is once again offering the 500 Can Challenge during the month of November. If we can collect 500 food items for the Food Pantry, Thrivent will give an additional \$500 for the food pantry. I have challenged the youth and their families to bring in donations. Last year we collected 672 cans. Steve Lenzen would like to see 1,000 this year. He and Judy Batterman are also working on the collection efforts. Steve said the pantry shelves are bare, so they really need the food. There is a table in the gathering area to put donations.

The Harbor Group has changed their name to Coffee Talk since they are not currently meeting at The Harbor. They have met a few times outside but are now back to Zoom due to cold weather. Faith to Go and Gather and Gab continue to meet and have good discussions.

Pastor Steve and I began alternate leading the Tuesday and Wednesday Bible Study groups starting with Wednesday Nov. 4.

As staff we did more Advent and Christmas planning and Kathleen led a training session on our Website, how to upload videos to Vimeo, and some other platforms and presentation building tools that we may begin to use.

The Next Move: Tools For Interculturality and Anti-Racism online class led by David Scherer and Joe Davis continuing education class I am taking is going well. There have been some difficult conversations that have challenged all of us and I am realizing how much my privilege has allowed me to be unaware of so many things.

The 24 hour prayer vigil went well. We had several comments left on the event page and filled all but 2 slots in the late afternoon of Nov. 1 Thanks to Denise Mainquist, Carol Olson, and Kathleen Simley for all their help putting this together.

Kent and I were able to get away for a relaxing week with his parents in Montana. We had a great week playing games, sharing devotions, eating meals, and being family together.

Projects Working On:

1. Youth Group activities and Sunday Morning lessons. Also getting ready for a 3rd Walking Wet Video
2. Confirmation Dinner + Learning Program
3. Advent and Christmas ideas for families and our Congregation Christmas celebration.

Keeping you all in prayer,

Sharon Hardel

Council Report

October 2020

Lindsey Boyle

Our FaithTrek (and church wide) word of the month for October was *gifts*. We focused on our spiritual gifts. FaithTrek guides shared their gifts in videos linked to from the learning app. Families also had the opportunity to learn about the fruits of the spirit and do other activities posted in the app.

We had an in-person gathering on Sunday, October 11. We gathered in the West parking lot, which seemed to work well as a place to spread out and get away from the noise of traffic. At our gathering we heard from one of the organizers of the blood drive about what a gift it is when people donate blood. Kids also had the opportunity to share their own gifts in small groups. We enjoyed a skit written by Audrey Boyle and performed by Pastor Justin and Pastor Steve. <https://vimeo.com/468585492/4245d76271>

During the month of October FaithTrek guides connected with students by sending postcards to check in. There seem to be several FaithTrek families who are committed to participating in-person, and there are also several families who are more comfortable participating remotely. Our once-a-month gatherings, along with content posted on the app, allows us to meet both needs.

Sincerely,

Lindsey Boyle

**Adult Forum Committee Meeting
Notes from Tuesday, October 13, 2020**

Present: Jim Kisling, Brian Niebuhr, Lyle Peterson, Amy Tipton and Connie Kisling. Absent: Gene Brass, Patrick Hayden-Roy, and Kay Rockwell. (Meeting via Zoom)

Outstanding items and older topics - :

Institutional or Systemic Racism – Connie reported Lee Rockwell continues to make contacts.

Remaining October/November 2020 Schedule

October 18 – *Vets Moral Injury: The Invisible Wounds of War* – Dr. Jerry Bockoven, VA Nebraska Western Iowa Health Care Systems (via Zoom)

October 25 – *Eastern Nebraska's Unique Saline Wetlands: Past, Present, and Future* – Tom Riley, FLC member (via Zoom)

November 1 – *God's Guiding Light* – Zach Schafer (via Zoom)

November 8 – *Transition Plans, Call Committee Updates and Time for Questions* – Pastor Stephen Griffith and Mike McDannel (via Zoom)

November 15 – *UNL Lutheran Center: Covid and Building Update* – Pastor Adam White (via Zoom)

November 22 – *About Gifts of Hope and Ministries We Accompany Through the Market* – Barb Johnson-Frank, FLC member (via Zoom)

November 29 – *Recycling & Alternative Products*, Heather Creevan with the Nebraska Recycling Council (via Zoom)

2020 Calendar and Scheduling –

- *Conceive Nebraska* – Kassandra Mayo. Connie invited Committee discussion on this topic. It was decided this is the next topic to schedule.
- *Benedictine Oblates of Nebraska* – Carol Olson, FLC member. Scheduled for December 13th.
- *Global experiences - life in the Northern Diocese of Tanzania and her Mt. Kilimanjaro climb and medical mission work in Peru* – Dr. Amy Pinkall. Brian is going to communicate more with Amy.
- *Aging Population – need for health and happiness to fulfill needs* – The Committee discussed the directions this topic might take. Lyle will research a presenter.

Ideas for Presentations/Other Topics/Comments

Kay emailed the following two suggestions:

- Professor shares perspective on pandemic, family communication
- Faculty 101, Soliz talk multiracial experiences in U.S.

The Committee will continue discussion of these topics.

Connie reported she'd met with Pastor Justin Eller in regard to making the Confirmation materials available for use by the Adult Forum as needed. Connie presented the listing of topics and informed the Committee that she has materials for the "Doubt & Skepticism" lesson in hand. Any other lessons can be obtained from Sharon Hardel when needed.

The Committee discussed a listing of possible Christmas topics obtained from Pastor Justin for use in a December offering. After Committee discussion, Connie offered to contact Patrick to see if he might be willing to choose a topic to present.

The Committee also discussed possible questions to present to Heather Creevan with the Nebraska Recycling Council in regard to our November 29th Adult Forum on *Recycling & Alternative Products*.

Adjourn

First Lutheran Church
Crisis Management Task Force
October 14, 2020

Participating: B. Rauner, B. Watts, J. Batterman, M. Bacon, B. Hanson, S. Hardel, J. Eller, S Griffith

Bob reported that the rate of new cases in Lincoln is hovering around 25-30 per 100,000. The city/county COVID Risk Dial is set high in the Orange-High Risk range.

Still, the key risks are large groups of people gathering in closed spaces, at close range, without masks, for longer periods of time. Bob noted our First Lutheran protocols: hand gel, masks required, seating at distance. He is fairly confident that these mitigation practices are sufficient to allow for in-person worship to resume, so long as we keep to these standards rigorously, limit the number of people attending, and wipe down surfaces between services.

The group discussed this at length, and recommends we plan for resuming in-person worship services in the Sanctuary, and schedule the 2 Sunday services to begin with, perhaps beginning November 8 or 15. (Note: with the FLC Church Council scheduled to meet November 10, I suggest aiming toward November 15. – Pr. Steve) Attendance capacity with appropriate distancing is probably 75-100. We will evaluate the experience and then consider adding the Saturday evening service and the mid-day Sunday Nuer service. Ushers and greeters who are willing to serve in these conditions will be trained, and can help wipe down pews following services.

We discussed whether to hold services on Christmas Eve and Christmas Day. Numbers are a concern, but the group believes we are ready to plan for services. We did not arrive at a decision on a specific schedule, but believe we can reasonably plan for multiple services for the holiday. It might be necessary to implement pre-registration for these services to ensure we don't exceed capacity. The Commons could be used for overflow, and the Activity Center could also be a potential space.

We did not discuss mid-week services during Advent (e.g. Wednesdays at noon and evening). However, these services are historically smaller than the usual Sunday services. Justin and Steve believe we can hold these services with similar confidence as the Sunday services. Another possible occasion would be the Thanksgiving Eve Service shared with Holy Trinity Episcopal Church on November 25. While the TF did not discuss this service, Pastor Steve will explore this possibility with Fr. Clay Lein.

The Task Force will meet again October 28.

Meeting of the Congregation
Executive Committee
November 3, 2020

Present: Mike McDannel, Judy Bailey, Pastor Steve, Denise Mainquist, Kim Cordonier

Mike opened the Zoom meeting with prayer.

Reopening church- the task force will have a recommendation for whether or not we re-open for in-person worship on November 15 at the November 10 council meeting.

Annual meeting will be held remotely on January 31. Adult forums will be held on January 17 and 24 to go over the budget and other pertinent information prior to the meeting. Forms of voting will be determined.

Bryan Hanson will be attending the November, December and January council meetings. Stewardship committee meets next week. The number of people who have returned their pledge cards is lower than expected.

Call Committee – Mike spoke with them about possible resources they might need. They met last Sunday (Nov. 1) and will meet again this Sunday (Nov. 8). Steve Eicher, committee chair, and Pastor Steve will present at adult forum Sunday, November 8. Mike will also be available to answer questions about church reopening.

Staffing bonus recommendations will be sent to council under separate email.

Media position – the contract for this new position will be presented to the church council. Two executive committee members will meet with Pastor Steve and Kathleen.

Pastor Steve will renew and extend Lindsey Boyle's contract.

Custodial duties will be done by a temp agency beginning Wednesday. The same cleaning service that cleans at Southwood has put in a proposal. Bob Batterman has prepared a job description for building superintendent and weekend custodian.

Pastor Megan Morrow doesn't have any candidates for transitional pastor at this time.

Roof – no update from insurance company yet.

Property committee would like to have a council member on the committee.

Council meetings seem to be running long. Open to suggestions for shortening meetings. There has, however, been a lot of business to cover this year.

Senior pastor review is typically conducted at the beginning of each year, but won't be necessary this year.

The staff leave records need to be better documented.

Meeting adjourned at 8:20

Respectfully submitted,

Judy Bailey
Secretary Church Council

Minutes of the Fellowship Committee

October 13, 2020

Attending: LuAnn Snyder (chair), Gordon Wolfe, Pat Dewald, Judy Bailey, Carlene Falos, Carol Tesar, Linda Carlson

Devotions were led by Carlene Falos.

Next month Linda Carlson will give devotions.

Upcoming Events:

1. **"First Lutheran Scavenger Hunt"** – a virtual hunt for all members on **October 25 through October 29**. LuAnn has talked with Kathleen Simley, who said that she could create a "group" on First Lutheran's Facebook page, which people could "Like" to join the scavenger hunt. LuAnn agreed to write an invitation and instructions for Kathleen to include in the weekly "At a Glance" sent by email on Wednesdays. Gordon suggested that instructions be given via a web link, and we hope that Kathleen can also do that as well. For those who are not Facebook users, inclusion in the scavenger hunt is encouraged. They may send their pictures and/or comments to Linda Carlson at llwcarlson@gmail.com, and she will post them on Facebook and also reply to the emailers.

2. **Advent Event** – Judy Bailey suggested that we conduct an Advent "drive-through" at the church. We had already planned to distribute Advent booklets/calendars on **Sunday, November 22, from noon to 1:00 p.m.**, so we talked of how we could expand this into a church-wide activity. The following activities were suggested and discussed:

- **Distribution of Advent calendars** - Judy has ordered six dozen calendars, which she was able to have sent postage-free.
- **Fairtrade sale of coffee and chocolates** – Pat D. will talk with Faye Doolittle to see if she likes the idea and can have items for sale by then. Pat will also ask Faye about the *process* of people buying the items.
- **Giving to each household a kit for making an Advent wreath or Christmas ornament** – LuAnn will talk further to Lindsey Boyle to see if and how Faith Trek would like to be involved.
- **Noisy Offering** – Members of all ages could drive past a metal bowl and give coins. We thought that a children's charity would be a good recipient of the offerings. Judy Bailey agreed to research and determine the charity.
- **Lutheran Food Pantry** – Members will drop off food items as they pass through.
- **Doughnut Holes** – At the end of the drive-through, each car will be given doughnut holes for each person in the car. LuAnn will pre-seal bags of two doughnut holes to give as a surprise ending to the event. **We will NOT advertise this prior to the event.** This is a reminder of our treats each Sunday morning at church. Pat Dewald will call HyVee on Stacy Lane to order 9 dozen doughnut holes for pick-up on Tuesday, November 20st. LuAnn will pick them up. Judy Bailey will make labels for the little bags.

All committee members will be responsible for one of the tables in this event. We will determine the assignments at the November meeting. Further logistics will be decided upon then as well. **Notice about this activity will need to be written for "The Voice" and "At a Glance" prior to then.**

Our next meeting will be on Tuesday, November 10th, at 5:30 at the church.

Devotions will be given by Linda Carlson.

Submitted by Linda Carlson, Secretary

Hunger & Clothing Team
11-05-2020
Summary of Activities
(Not a meeting due to COVID19)
(Action items in red)

Team: Karen Lenzen, Cindy Lilleoien, Donice Kaspar, Sandy Latshaw, Kathy Dickey, Linda Bogenreif

Covid19 has affected the way First Lutheran is doing everything this year. While the Hunger & Clothing Team has not been meeting formally, our work has continued.

Food Bank / Backpack Program – The Food Bank suspended the traditional backpack program through at least the end of 2020. **Kathy continues to monitor this situation to see if we will resume for the Spring semester, but it is not promising at this time.** The Food Bank continues to run food distributions around the city to meet the need in lieu of the backpack program.

CROP Walk– The city-wide CROP Walk hosted by FLC was a virtual event this year. FLC had 15 registered walkers that raised \$2,320. This was the final year for us to host this event. Kudos to Sandy Latshaw who chaired the city-wide team and helped move this group into the modern age in terms of technology use. Covid19 presented many challenges, but the team stepped up and met them.

Meals On Wheels – FLC members continue to deliver the Sunday morning routes faithfully as well as others done during the week. **Sandy will continue to monitor the availability of FLC members to fill our MOW routes, both for the Sunday and weekday routes.**

Kicks For Kids – Due to Covid19 the team modified the format for 2020. Instead of members taking a tag and buying shoes, we requested financial contributions. Several volunteers and/or teams from FLC did the actual shopping. This allowed members to avoid shopping they might not have been comfortable doing this year. **MANY THANKS** to Donice and her great team for being flexible and creative!

We distributed 201 pairs of shoes and 1,005 pairs of socks to nine schools. The schools were so grateful that we continued this ministry despite Covid19. The financial response from FLC member brought in enough money to cover all the shoes/socks distributed so far with a remaining balance of \$1,802. This allows us to continue filling requests that come in (and they will) as well as reaching out to a couple of preschools that have participated in the past. **Donice will continue to monitor this situation and fulfill any additional requests.**

Lutheran Food Pantry – During July – September, FLC conducted a drive-through food donation on Saturday afternoons for the pantry. Although this was not coordinated by the Hunger and Clothing Team, some members participated in different ways.

The AMAZING response resulted in over 14,000 pounds of food directly donated by members or purchased by a team of volunteers from FLC using financial contributions. We continue to fill the food cart every week and that is delivered to the pantry on Wednesday mornings. A team of four from FLC work at the pantry on Wednesday mornings to pack the week's orders for the City Mission. They volunteered at the beginning of the pandemic as the pantry lost some of their regulars due to Covid19 concerns and they continue today. First Lutheran's support of the Lutheran Food Pantry has kept them going in more ways than one.

Matt Talbot Kitchen - Beginning in April, MTK moved to a takeout format for meals and that has continued through October. They also requested only two or three volunteers be used to serve the meal. We respected their request and a team of two took care of the meals for April – June. In July and August that was expanded to three and in September, MTK loosened the restrictions further and an FLC team of five is now serving the meals. (We used to have eight or nine involved.) Our team captain, Steve Lenzen, continues to monitor this situation with our contact person at MTK. Takeout format is likely to continue for a while. It has worked well and we are able to provide our well liked meatloaf with all the trimmings meal for about 125 folks each month.

**Respectfully submitted,
Karen Lenzen**

**Next Meeting: TO BE DETERMINED
(Normally would be Dec 1, 2020)**

**First Lutheran Church
Property Committee
Meeting Minutes October 6, 2020**

In attendance: Chair Norman Kempf, Steve Dickey, Bob Batterman, Steve Lenzen, Greg Fisher, Rod Johnson, Les Carlson, Richard Draper

Opening prayer: Norm

Minute taker: begun by Bob, finished by Les

Most of the meeting was devoted to discussion of the Building Superintendent and Weekend Custodian job descriptions distributed prior to the meeting by Norman. Bob noted that these job descriptions had been developed in 2014 and needed updating given changes in the church property since then such as the recent renovations. Several Property Committee members cited specific examples of the Building Superintendent job description that required updating and/or clarification. Norman asked committee members to forward their ideas for changes to these documents to Les. Documents received by preparation of these minutes (10/7/2020) are attached. Others will follow in the format as received by Les.

Greg was asked and agreed to review these suggestions and provide commentary on their compatibility with the Building Superintendent and Weekend Custodian job descriptions. Steve Lenzen and Greg and perhaps another member of the Property Committee will tour the church property and Greg will provide commentary on what he does regarding his job responsibilities in specific areas of the church and its surrounding property. This will give a picture of what Greg accomplishes on a day to day basis as well as additional perspective on what his duties actually entail. Members of the Property Committee also noted that there is a need for preparation of an operational manual. This manual would detail job responsibilities for the Building Superintendent and Weekend Custodian positions as well as provide contact information for the church's HVAC, plumbing, electrical, security, and alarm systems. Revision of the job responsibility documents as well as results from the tour of the building and grounds by Greg and Steve will provide input for development of an operational manual, though, Greg is not being asked to prepare such a manual in his remaining time with the church.

Greg has offered to help train whoever is hired for these positions and the Property Committee thanks him for his generosity.

Steve Dickey reported on estimates to extend gutters on South side of church and installation of gutter guards. Norman noted accomplishing this work will be in the Property Committee work proposal for next year. Steve also mentioned how the sliding door issue in the sacristy might be resolved.

Norman provided the results of the roof inspection meeting recently held. His report is included.

Haag Engineering completed and onsite inspection of the church roof on October 1st. Toby Duncan was also present. Toby reported that the inspection went as he expected and that they had found hail damage to the tiles and flashings. A complete report to Brotherhood insurance was promised in two weeks. Brotherhood insurance contacted Bryan Hanson this week and gave him a short report. They promised a complete report in 3 weeks. They also promised a copy of the report to the church.

**First Lutheran Church
Property Committee
Meeting Minutes October 27, 2020**

In attendance: Chair Norman Kempf, Pastor Steve Griffith, Bob Batterman, Steve Lenzen, Rod Johnson, Les Carlson, Richard Draper, Steve Doolittle

Opening prayer: Steve Lenzen

Minute taker: Les

Minutes from the September meeting and special meeting of the committee were approved.

Pastor Griffith began the meeting by citing and updating several items. Pastor Griffith thanked Steve Lenzen for snow removal on 10/26 and noted that services for continued snow removal and temporary cleaning of the church are being reviewed. Pastor Griffith also indicated that other "big churches" in the area do not have building superintendent job descriptions which we are in the process of writing. Finally, Pastor Griffith reported that several false alarms had occurred regarding church security systems.

Agenda Items/updates from previous meetings:

Norman acknowledged that the last of the trees previously identified for removal have been removed.

Bob stated that the sliding door problem has been resolved.

Steve Doolittle noted the leftover rocks in parking lot have been removed.

Norman provided an update on the roof repair – A letter that was undated was received from Ludowici Tile Company cautioning us that unauthorized people were misrepresenting themselves as certified installers of Ludowici tile installers. I called Steven Pitt, national sales representative, and found that the letter had been mailed in May of 2020. Steven verified that Toby Duncan was recognized as a trusted Crown Roofer of Ludowici tiles.

Bob will develop a building superintendent job description and send to Norman. The job description will then be distributed to other members of the committee for comment and reaction.

Discussion followed regarding tile and construction junk disposal that remains from the church renovation. This includes a marble block that was previously part of the pulpit. Bob reported on estimates for removing this material. Steve Lenzen offered that all of these items might be offered for free to the public. The marble pulpit top is also located there and may have some value. Steve Lenzen agreed to contact businesses that may be interested in marble. No decision was made on how to proceed regarding removal of the construction junk.

Steve Dickey is collecting estimates on eve trough extension and covers. He has not received a bid from White Castle. He is planning to make other contacts.

Norman has compiled a list of activities and accomplishments of the committee for 2020 which will be a component of the committee's annual report. Norman also asked for input on activities of the committee to be considered for 2021. Several items for next year were raised for next year in this discussion, i.e., Rod mentioned sidewalk repair/replacement and Steve Lenzen cited the need for a safety railing on the South side of the church.

A motion by Rod and seconded by Richard resulted in the committee agreeing with Norman that he should meet with the Executive Committee about the need for council representation on the property committee, especially during our committee meetings. The purpose of this liaison would be to facilitate communication among committees and the church council.

Worship & Music Committee

October 26, 2020

Attendees: Boyd, Masako, Pastor Steve, Bonita, Priscilla, Gordon, Martha, Molly, Jan

- 1) Judy Bailey has resigned as Worship Coordinator. Thanks to Judy for all of her great work! Harold Sutter may be interested in taking on the role.
- 2) Status of/plan for re-opening for in-person worship:

Pastor Steve reported on recent discussions. Per info from Health Department & other colleagues, less positive that we can re-open safely. COVID task force meets Wed AM & will consider current info, but unlikely that we will go ahead even in next few months. Committee on board with waiting. As of 2 weeks ago, Dr. Bob Rauner was OK with us moving toward re-opening (but not communion). Need to keep plan updated, but understand we won't use it immediately. Need to think creatively & imagine how we will do Advent and Christmas without being together in person.

Committee shared comments on livestream now that we are several weeks in: Nice to have a few folks in church (e.g., confirmands) to share a fuller view on livestream. Helps to have cantor do responses on mike and have people in room respond also. Confirmation service went well.

Reviewed and made updates to [executive summary of re-opening plan](#):

- Spread people out more, 9 feet
- Leave open possibility of pre-recorded service, emphasize continuing livestream
- Clarify that people should let usher guide you to a seat (add sign out front: please wait to be seated)
- Continue offering communion after dismissal? Task force to decide. Maybe have pick-up communion option on the way out for safety. Want to protect pastors & assisting minister. If continuing communion after dismissal, include more directions in bulletin or restate verbally how it will work.

- 3) Churchwide theme for Advent worship

Sunday Theme & scripture

Advent I (11/29) HOPE - WAITING Mark 13:24-37

Advent II (12/6) PEACE - PREPARE/COMFORT Mark 1:1-8

Advent III (12/13) JOY - ANNUNCIATION Luke 1:26-38

Advent IV (12/20) LOVE - MAGNIFICAT Luke 1:46b-55

Wednesday Midweek Worship (Holden Evening Prayer)

1. HOPE- The Darkness did not Overcome John 1:1-5

Suggested Speaker - Ruby Augstin/Bailey Sandman/ Claire Ehler/ Senior or Youth

2. PEACE - Visitor in the Night Matt 1:18b-24a

Suggested Speakers - Zach Schafer

3. JOY - Overwhelming Light Luke 2:2-14

Suggested Speakers - Jones Koffa

4. LOVE - Readjusting to Dark Luke 2:15-20

Suggested Speakers - Donice Kasper

Idea of light and darkness not being a dichotomy – they co-exist, can find positives in both. Not sure yet how we would do midweek worship if not in person – livestream or pre-recorded? Balance what is possible, safe, effective. Should we offer something on Wednesday at all? If pre-recorded, keep it simple – meditation from 1-2 people.

Maybe special music during Advent – small group singing? Would need to check if ventilation adequate

4) Art Committee report

Pastor Justin sent out summary of past discussion, nothing more to do now. Will plan to hang more art in sanctuary before resuming in-person worship. Not that many large pieces available to hang.

5) Christmas decorations

Do we want to decorate even if we aren't meeting in person? Yes – focus it in gathering space so can be seen from outside. Exterior lights in portico area. Had thought about getting new decorations for new space – hold off for now. Use what we have to decorate front of sanctuary so could be seen in livestream (move tree from chapel to sanctuary). Decorate ~November 29 after Thanksgiving. Molly and Jan will coordinate.

Next meeting as needed