

First Lutheran Church Congregational Council

Meeting Agenda

Tuesday, June 11, 2024

Meeting in Upper Room or by Zoom

<https://us02web.zoom.us/j/84168009362?pwd=ZUpEQWFwaXF2bmZlVFlvVnl3Nko0dz09>

- A. Opening devotions and prayer – Pastor Erin
  
- B. Approve Consent Agenda
  - 1. Meeting agenda
  - 2. Congregational Council Minutes – May 14, 2024
  - 3. Parochial report
  - 4. Staff reports
  - 5. Committee reports
  
- C. Building facility budget impact – Discussion  
Bryan Hanson and Wyatt Swanson
  
- D. *Growing Young* video presentation and discussion
  
- E. Action Agenda
  - 1. Congregational Council Membership Size – Constitution Proposal
  - 2. Sabbatical Policy
  
- F. Discussion Agenda
  - 1. Building automation system – Rod Johnson and Brandon Wiebelhaus
  - 2. June 2 worship service evaluation
  - 3. Congregational Committees FY2025 program requests
  - 4. July 14 Town Hall
  - 5. October 27 Town Hall
  
- G. Financial report
  
- H. Open comments
  
- I. Closing prayer
  
- J. Adjournment

Executive Committee Meeting  
First Lutheran Church  
June 4, 2024

Present: Judy, Pastor Erin, Scott, Lee, Pastor Andrew

Opening Prayer: Pastor Erin

Topics for discussion:

1. Transitional Fund discussion  
Bryan & Wyatt were there to go over the state of the transitional fund. Bryan presented several scenarios of directions we can go. They will present these to the Council on Tuesday.
2. Congregational committees 2025 program requests  
Pastor Erin presented a form that will be given to all church committees for them to evaluate their programs with which to base their budget requests for 2025.
3. Reduction of membership on Council from 15 to 12  
A motion will be presented to Council to consider this reduction. Since it requires a change in the Constitution, it would have to be voted on and approved by the Congregation. Considering calling a special meeting possibly in conjunction with the October Town Hall so that it could take effect at the next election.
4. Nomination process  
Executive Committee recommends that the nomination process includes submissions of candidates from the congregation as a first step.
5. Sabbatical policy  
Pastor Erin will submit a motion to approve the updated policy for inclusion in the Personnel Policy Manual.
6. REALM introduction to Council  
Mandy will attend the July Council meeting to get members of the Council up to speed on the app.
7. Fall Town Hall meeting  
Proposed date of the meeting is October 27 with one church service that day. Confirmation has been moved to the first Sunday in November.
8. Property Committee issues  
We anticipate a proposal from Property Committee concerning updating the HVAC controls.

Submitted by Judy Batterman, Council Vice-President

## Parochial Report

	Baptized	Confirmed
1. MEMBERSHIP as of May 1, 2024	1101	913

Members received:

- A. by baptism (15 years and under)
- B. by baptism (adult)
- C. transfer from ELCA congregation
- D. other Lutheran
- E. affirmation of faith
- F. transfer from non-Lutheran congregation
- G. other and statistical adjustment

Members removed:

A. death	2	2
B. transfer to ELCA congregation		
C. transfer to other Lutheran congregation		
D. transfer to non-Lutheran congregation		
E. other and statistical adjustment		

MEMBERSHIP as of May 31, 2024	1099	911
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Average Attendance for May

<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
386	373	371	348	358	330	online	154	216	221	222

Added:

- Baptism:
- Affirmation:
- Transfer:
- Other:

Removed:

- Death: Margaret Fahrnbruch, Tom Schmitter
- Transfer:
- Dropped Due to Inactivity:
- Other:

Notes: [Live Stream average for May 2024 is:](#)

Congregational Council Meeting

First Lutheran Church

May 14, 2024

MEMBERS PRESENT: Pastor Erin Heidelberger, Lee Rockwell, Rod Johnson, Dave Pfister, Judy Batterman, Emily Sears, Pastor Andrew Kitzing, Brandon Wiebelhaus, Bev White, Kari Hoeft, Karen Statham, John Bonaiuto, Scott Williamson, Jennifer Wemhoff

MEMBERS ABSENT: Amy Harrison, Jenna Troutman, Patrick Hayden-Roy

GUESTS PRESENT: Mark Wemhoff, Stewardship Committee

MEETING RECORDER: Ann Carlson

A. OPENING PRAYER AND BIBLE STUDY:

The meeting was called to order by Council President Lee Rockwell at 7:02. Pastor Erin led the opening prayer and Bible Study.

B. APPROVE CONSENT AGENDA:

1. Meeting agenda
2. Congregational Council Minutes – April 9, 2024
3. Parochial Report
4. Staff Reports
5. Committee Reports

It was moved by Emily and seconded by Kari to approve the consent agenda. The motion carried.

C. STEWARDSHIP COMMITTEE PRESENTATION AND DISCUSSION – MARK WEMHOFF:

Selected comments from the presentation and discussion:

- This is Mark's sixth year on the Stewardship Committee.
- The Committee will have its first meeting for the upcoming stewardship campaign during the second week of June.
- The Building Campaign ends this year.
- Covid 19 impacted stewardship.
- The group discussed the Stewardship-Fall Festival tie in. It is not hurting anything to have them together. Both the Stewardship campaign and the Fall Festival may be hurt if they are not tied together.
- We should be looking at the programs we want and strive to get funding for those programs. One example of a program we want is the Director of Discipleship.
- Early Temple Talks can present what we want to do. Their timing should be considered.
- Discussed taking the discussion back to the Committees – what do they want?
- What comes out of the Committees could be included in the Temple Talks.
- The next Town Hall (July 14) would be a good time to mention goals from the Committees.

- Ideally, the Congregation would take ownership of some of the goals by having dialog rather than a presentation.
- Pastor Erin can develop a template for the Committees to use to list their goals.
- The council needs to be a part of the discussion.

D. *GROWING YOUNG* VIDEO PRESENTATION AND DISCUSSION:

The council watched part of a video presentation of *Growing Young*, led by Dr. Kara Powell. Council members were asked to find a quote in the video that struck them.

E. ACTION AGENDA:

1. ELCA Guidelines for congregations – Internal controls best practices – Tabled from April 9, 2024, meeting.

It was moved by John and seconded by Kari to move this item from the table to the action agenda. The motion carried.

It was moved by Scott and seconded by Judy to adopt the Evangelical Lutheran Church in America's *Guidelines for Congregations – Internal Controls Best Practices*, and as a part of that, have authorized account signers to be the officers of the Executive Committee (President, Lee Rockwell; Vice President, Judy Batterman; Secretary, Emily Sears; and Treasurer, Scott Williamson).

The motion carried.

For purposes of updating the records at the bank, the First Evangelical Lutheran Church of Lincoln, Nebraska was established December 30, 1955.

2. It was moved by Pastor Erin and seconded by Emily to add an emergency item to today's agenda. The motion carried.

It was moved by John and seconded by Dave to approve the use of additional classroom space in the Upper Room area for Las Abejitas to offer additional preschool programming. Discussion followed.

- The space expansion would include one additional room for the near future.
- The Las Abejitas space expansion will not interfere with FaithTrek.
- The lease agreement with Las Abejitas would be amended to include a lease rate for the additional space.

The motion carried.

F. DISCUSSION AGENDA:

1. First Lutheran Sabbatical Policy

Council members discussed the draft Sabbatical Policy that was included in the Council packet. There will be a motion to approve the finalized Sabbatical Policy next month.

2. Justice in Action May Gathering Report  
Thirty-four members from First Lutheran attended the Nehemiah Assembly on May 2. The Lincoln Journal Star did a nice write-up of the event. Our pledge form for Justice in Action needs to be completed.
3. April 14 Town Hall Reactions  
There was a positive response to the gathering.  
The Vitality Initiative film was well done.  
The July Town Hall could include responses from the Committees and their goals (see Stewardship Committee discussion).
4. Star City Pride – June 7 and 8, 2024  
The organizers are no longer taking reservations for a space.  
Star City Pride should be included in our budget for next year so we can expand our reach.  
Should Star City Pride be a part of a new Outreach Committee, or should it be a Council activity?
5. June 2 Worship Service  
There will not be a Saturday service on June 1 or an 8:15 Sunday service on June 2. The single service will be at 11:00 in the Activity Center. Fellowship will provide the coffee.
6. July 14 Single Service and Town Hall  
There will not be a Saturday service on July 13 or an 8:15 Sunday service on July 14.  
There will be a single service on July 14 at 10:45.

G. FINANCIAL REPORT:

1. April 2024 Financials  
YTD receipts through April 30, 2024, are \$17,727 over budget; YTD disbursements through April 30, 2024, are \$274 under budget; YTD surplus through April 30, 2024, are \$18 001.

It was mentioned that an anonymous donor gave \$9,000 for repairs and maintenance. It was moved by John and seconded by Judy to accept the financial report.

The motion carried.

2. 2023 Audit Committee Report  
Tera Beermann, Lanny Carlson, and Steve Doolittle took part in the audit of the First Lutheran books. There were no findings.

It was moved by Scott and seconded by Kari to accept the audit report.

The motion carried.

H. OPEN COMMENTS:

Judy reported that July 12 will be Fireworks Friday at the Salt Dogs. Tickets will be \$15. Ticket sales will begin on June 23.

I. CLOSING PRAYER:

Pastor Andrew led the closing prayer.

J. ADJOURNMENT:

The meeting adjourned.

MEETING DATE: June 11, 2024

SUBJECT: Congregational Council Membership Size

PROPOSED ACTION: Recommend to the Congregation an amendment to the FLC Constitution Chapter 12.01 (Congregational Council) to reduce membership from 15 to 12 members of the congregation. Specific language in the first sentence of 12.01 would be as follows: "The voting membership of the Congregational Council shall consist of the full-time, regularly called pastors and 12 members of this congregation."

BACKGROUND: The 15 member Congregational Council was established at a time when FLC membership was approximately double the current membership. The Congregational Nominating Committee has experienced difficulty in securing two individuals willing to run for election to each open Council position. Reduction in Council size will lessen this difficulty.

COST: There is no cost expense to the FLC Constitution modification.

SPONSOR: Executive Committee



MEETING DATE: June 11, 2024

SUBJECT: FLC Sabbatical Policy Update

PROPOSED ACTION: Approve the updated FLC sabbatical policy (attached)

BACKGROUND: The current sabbatical policy, which is included in the FLC personnel policy manual, is as follows: "Sabbatical time will be included in a letter of call. At the time of the initial adoption of this manual (August 2012), the recent practice has been to award three months of sabbatical leave upon the completion of five years of service to FLC."

The Executive Committee recognized the need for an updated and expanded sabbatical policy to address rationale, eligibility, and planning.

SPONSOR: Executive Committee

## **First Lutheran Church Sabbatical Policy Update 2024** (to be included in FLC personnel policy manual)

### *Background:*

The annual compensation guidelines of the Nebraska Synod, ELCA, strongly recommend and encourage congregations to offer sabbaticals for rostered persons. Sabbatical leave is intended to provide a system and structure for extended study and time for renewal. This time is designed to better equip rostered clergy to serve the congregation's mission and ministry. Sabbatical leave shall be used for studying and learning, renewal, and reflection.

A sabbatical leave is an extended period of time (usually about three months) for study, spiritual growth, skill development, research, refreshment, and renewal for the purpose of enrichment for continued service in the same ministry setting.

The distinct benefits of a sabbatical are twofold:

- 1.) The mission of the congregation benefits from the rostered leader who returns to ministry with new experiences and abilities, as well as being refreshed and renewed.
- 2.) The rostered leader benefits from the personal and spiritual growth and renewal that comes from participation in an intentionally structured time away.

A sabbatical leave is not a time to do similar professional work in another setting nor is it an extended vacation. The word *sabbatical* has its roots in the biblical concept of Sabbath ("to rest" or "to cease"). It is a time to be refreshed in body, mind, and spirit and to deepen one's relationship with God.

### *Eligibility*

Full-time (at least 40 hr/week) rostered leaders must be continuously employed at First Lutheran for five years to become eligible for a sabbatical leave. To allow the congregation to benefit fully from the sabbatical, the rostered leader is expected to remain with the congregation for at least a year following the sabbatical.

The maximum length of sabbatical leave is 14 weeks.

A rostered leader can apply for another sabbatical leave after another five years of employment from the end of their first sabbatical, with the same terms described herein. The sabbatical period is expected to be one continuous period of time. In most cases, only one staff member will be approved for a sabbatical in a calendar year.

### *Costs*

The congregation continues to pay the full salary and benefits for the rostered leader who is on sabbatical leave. Accrued continuing education dollars can be used for educational costs of the sabbatical.

Any accumulated continuing education time, and the continuing education allotment for the year, shall be used as part of the sabbatical plan. Continuing education funds both previously accumulated and allotted for that year should be applied to sabbatical expenses (expenses other than salary and benefits). Vacation time should not be reduced because of sabbatical leave.

The cost of providing ongoing ministry during the rostered leader's absence is the responsibility of the congregation. Funding to help offset sabbatical costs is available for rostered leaders in a First Lutheran Sabbatical Fund. Requests for this funding should be included in the sabbatical proposal. Rostered leaders are also encouraged to seek grants (e.g. the Lilly Endowment Clergy Renewal Program), scholarships, or other means to defray the cost of research, education, or other study.

### *Planning and Approval*

A written proposal for the sabbatical should be presented to the Executive Committee for review and recommendation to the Congregation Council for approval or disapproval a minimum of nine months in advance of the sabbatical. The proposal should include a listing of desired outcomes, a description of activities planned during the sabbatical, a summary of travel plans (in general terms), a listing of church tasks that need to be cared for during the person's absence, any proposed events designed to renew the congregation in its ministry during the sabbatical, and a request for funding from the First Lutheran Sabbatical Fund if funding is desired.

In addition, the rostered leader should develop some method to record and share significant key learnings gained during the sabbatical leave to the congregation following the sabbatical (e.g., a presentation or class sharing what was learned and hopes for how this learning can be utilized in ministry).

Rostered leaders shall define the areas where they are most in need of renewal (e.g. spiritual, professional, mental, emotional, social) and the types of activities that would be most renewing to them (e.g. retreat, study, family time, travel, writing). The best sabbaticals usually are more open-ended than rigid, allowing for growth and surprising new directions that may emerge.

Upon return from sabbatical, a written report shall be submitted to the Congregation Council; it is recommended that a report also be given to the bishop's office. The report may cover what was done, who was met, what was read; what impact the experience had personally, including family, vocationally and congregationally; what went well and what was problematic in the sabbatical preparation, experience, or follow-up; what has been discovered about one's self or one's ministry; plans for applying the knowledge and experiences in the person's ministry upon return.

Before a sabbatical begins, the rostered leader, together with the Executive Committee and Congregation Council, shall arrange for worship leadership (supply preachers), pastoral care, education, and special services (e.g. weddings and funerals) coverage during the sabbatical.

**Vitality Initiative:** Our VI team continues its Phase 2 work of listening to our neighbors. The team has developed a list of people in our neighborhood and community to interview and a list of questions for our conversations with these neighbors. As we engage in listening, we are also learning to make certain shifts in our thinking as a church about ministry. One example is shifting from *performative* to *formative* approach: Performative: Leaders perform faith for the congregation, and people focus on supporting the institutional church, vs. Formative: Leaders cultivate discipleship among the whole people of God, and people actively own their spiritual growth.

**Stewardship:** The stewardship committee will meet this week to continue working on goals and planning for our fall stewardship campaign.

**Consultation Committee:** At synod assembly, I was elected to a six-year term on the synod Consultation Committee. This committee serves when there is disagreement between or among congregations on a substantive issue that cannot be resolved by the parties involved and works as a committee to find appropriate solutions.

**Outreach and Welcome Ministry Team possibility:** The exterior entryway of First Lutheran is intentionally shaped to look like arms extending in an embrace of our community. I believe we have a need to develop and equip an “Open Arms” ministry team that would oversee both outreach ministry and welcoming ministry. Under the umbrella of this team would be:

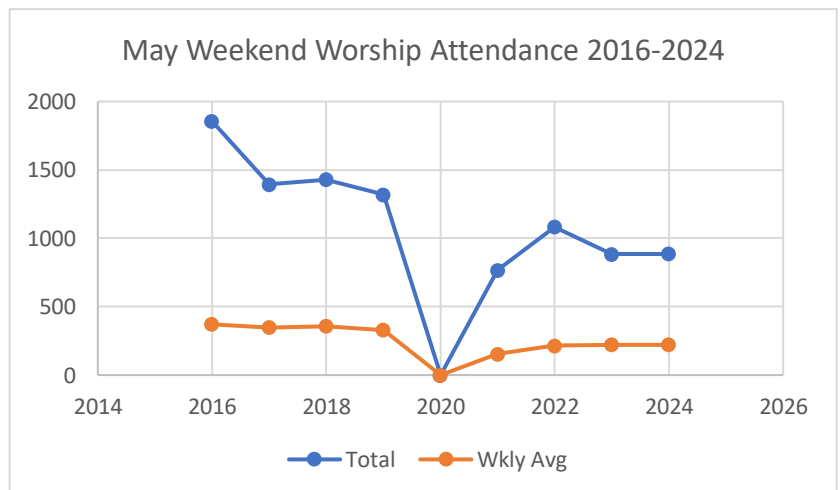
- **Outreach** activity focused on connecting with our community (e.g. our presence at Star City Pride).
- **Hospitality/Welcoming** activity focused on the question, “Is our church a place where people feel comfortable, want to be, and feel that they belong?” This is essentially a continuation of the work of our welcome statement. We haven’t arrived at being a welcoming congregation, but we will always be living into and growing into it. I see a need for us to include in this welcoming work an **accessibility and disabilities ministry team** to continue making First Lutheran a place that is accessible and welcoming to people with disabilities and that celebrates and incorporates their gifts.

**Update on *in-person* worship #s for month of May:**

To give you some perspective on our pre- and post-pandemic worship attendance trends, here’s a comparison of in-person worship numbers for the month of May over several years:

Year	Total	Wkly Avg
2016	1856*	371
2017	1393	348
2018	1430	358
2019	1320	330
2020	-online-	-online-
2021	768*	154
2022	1082*	216
2023	884	221
2024	887	222

\*5-Sunday month



**Calendar:** I plan to take vacation July 1-10 (1 Sunday).

## Associate Pastor Report to Council

May 2024

Events attended & upcoming:

May 13-16 – Festival of Homiletics

22 – Faith to Go

27 – Memorial Day service

June 1-2 – Synod Assembly

7 – Tom Schmitter funeral

10 – Justice in Action

17-21 – VBS

22-23 – Vacation

28-30 – Vacation

July 15-20 – National Youth Gathering

I enjoyed the Festival of Homiletics this year. I attended online instead of going to Pittsburg for the festival. Some of the best preachers in the US presented this year. It was a nice chance to hear some good preaching and excellent lecturing.

I was invited to “present” at Faith to Go. I enjoyed the chance to have informal conversations with folks from First, but it is way too early in the morning to become a regular event on my calendar!

As we all know, synod assembly was over a weekend this year. The keynote addresses were terrific and given by the same pastor who preached on Sunday. Pr. Jeff is gifted. We don't always have such good speakers at events like this.

There are a couple weekends where I'll be gone. One is for a wedding reception for a college friend and the other for a funeral for a family friend. It's an honor to be involved in both.

The youth gathering is just over a month away! I get more excited with each day. New Orleans is such a historic city and will be a memorable experience for all those going. I'm excited for the kids who get to go. The youth gathering is well worth the trip.

Blessings,

Pr. Andrew

## **Sharon Hardel's Report to Council May 15, 2024 – June 11, 2024**

### **Highlights of the month:**

The Mother's Day Brunch on May 12 was well received. We served about 70 people and 15 youth and parents helped with prep and clean up. Overall, we raised over \$1000 for our summer trips. All registration fees and flights have been paid for. T-shirts for both trips have been designed / ordered and tours for the Youth Gathering Trip have been scheduled and some paid for already. We have one more fund raiser – Eat at Don and Millies on 56<sup>th</sup> and Pioneers on Wednesday June 12 from 4:00 – 9:00 pm and 20% of your bill will go toward First Lutheran if you mention us when paying. One of our Youth Gathering participants works at Don and Millies and arranged the fundraiser for us.

On June 6 I will be part of a pre-trip Zoom meeting for our trip to Louisville and I have completed the mandatory zoom classes (2) for adult leaders going to the Youth Gathering in July.

On May 19 we recognized 10 High School Graduates and had cake between services. Thanks to all the crocheters who made the afghans (The Stitchers met on May 13 and each volunteered to make an afghan for one of the upcoming 12<sup>th</sup> graders who graduate in 2025). I was able to attend 3 graduation parties on May 25 as well as watch the graduations of the 4 high schools our 10 youth attended. It was a joy to watch the youth walk across the stage and receive their diplomas.

Summer Youth Trip Planning and Prayer Partner Potluck was held on Sunday May 19 at 6:00 pm and we had about 30 people attend. It was great to see youth and adults having one on one conversations and enjoying hearing each other's stories. Thanks to all who are serving as prayer partners.

We have had 3 VBS meetings so far and discussed decorating and needs for the upcoming event on June 17 – 21. We still need some story tellers, game leaders, and some volunteers to be group leaders. If you are interested, please let me know. Thanks to Bev White, Joan Johnson, Erin Pfister, Caitlin Buckwalter, Malcolm Pfister, Anna Wemhoff, Jenna Troutman, Laura Gaulty, Carlene Falos, Tracy Way, Roxy Just, Valentine Schawang, and Beth Wiebelhaus for volunteering. On June 4<sup>th</sup> several volunteers from First and Our Saviour's will be making decorations and enjoying a dessert bar at 6:30 pm at Our Saviour's. All are welcome to help, bring a dessert to share.

Pastors Erin and Andrew, Laura and I met on May 21 to plan the learning year for 2024 – 2025. We have outlined all the big events and start dates for various ministries. We held a staff planning meeting for fall of 2024 on Tuesday May 28.

On June 8 Laura and I will host a movie night at First for all ages. We will begin at 6:30 pm in the Upper Room and provide snacks. Please join us!

We currently have 16 youth from First Lutheran registered for Summer Camp at Carol Joy Holling. This is the highest number of campers that I remember since coming to First Lutheran. Our Summer Camp and Summer Trip Blessing will be held Sunday June 9 at both services. There are 33 students and adults attending one or more of these events.

I continue to meet with the Monday Coffee Talk Group and Gather and Gab group weekly and weekly staff meetings. Gather and Gab is meeting in person at 7:00 pm at Sharon's place (the Villas at Mahoney Club House) and having good conversation on the video series "God after Deconstruction". Carol Olson is co facilitating this series, and we have 5 – 6 meeting in person and 2 – 5 joining via zoom each week.

**Projects Working On:**

1. Youth Gathering and Louisville KY trips and fundraisers (almost finished with planning, and funding is looking good) Thanks to all who have helped!
2. VBS – getting close, still need some helpers please volunteer
3. Doing whatever needs done to make sure things are covered when I'm on sabbatical

Blessings,

Sharon Hardel

FaithTrek Council Report  
May 2024

My children's Sermon this month will be over Houses for Health in Tanzania, an organization designed to give security and shelter for poverty stricken, and to help heal physical and mental health.

I'm planning a movie night in June 8th at the church. I am starting my trek through all the supplies we use to ensure that they are still usable, and then make a list of supplies we will need.

Lastly, the Lego room is up and open all day for anyone who would love to create. Just remember that anyone under 12 needs to be accompanied by an adult. :)



Respectfully submitted,  
Laura Graulty



Director of Worship and Music

May 2024

Sunday Musicians

May 5 8:15 Jazz Team (Bryce Anderson, Alex Hinton, Matt Reckmeyer, Bob Schoettger, Martha Tanner)

10:45 Jazz Team (Kristi & Dakota Fisher, Sophia Johnson, Liz Scharton, Anna Wemhoff)

May 12 8:15 Adult Choir, Erin Pfister

10:45 Dawn & Kaitlyn Brock, Kathy Havelicek-Cook

May 19 both Spirit Ringers, Brass (Bryce Anderson, Tony Anderson, Spencer Janssen, RJ Metteer, Tom Thorpe)

8:15 Nicholas Bushard, Aden, Will, & Xander Niebuhr, Adult Choir

10:45 Amanda Andersen, Bryce Anderson, Spencer Janssen

April 28 both Carol & Matt Reckmeyer

Saturday Musicians

May 4, 18, 25 – Christine Carman

May 11 – Masako Bacon

Overview

**Adult Choir and Spirit Ringers** concluded their regular season. We truly appreciate their consistent ministry through the school year; not only for their music ministries, but also for their ministry to each other and beyond the groups. As I mentioned in the previous report, we will try an intergenerational choir once a month and also plan to have treble choir and men's choir Sundays.

**Jazz Team & Brass** offered their music throughout year. Having Jazz Sunday once a month stretched some player's availability, but we were able to continue once a month with young people's participation. Brass always adds such majestic, festive character to worship services. We received thankfulness of having festive worship with brass. Many adult players serves in the both groups, which take quite bit of their time for rehearsals and often playing for both Sunday morning services. We are grateful for their ministries.

**Worship Assistants** – Like any other years, we struggle with finding people to serve as worship assistants. It seems that we rely on a small group of people to serve. We appreciate those who serve consistently. Pastor Erin has decided not to have Processionals during months of July and August.

**Summer Music Groups:** We have been forming various vocal and instrumental groups throughout the summer. Many of them require only one Sunday commitment to rehearse during education hour and offer their music in the 10:45 worship service.

Respectfully submitted,

Masako Bacon

*solī deo gloria*

# COMMUNICATIONS MINISTRY

May 2024

by Kathleen Simley, Communications Director

## SPECIAL AND COLLABORATIVE PROJECTS

- The implementation of Realm is progressing smoothly, thanks to Mandy West's efforts in assisting many of the ministry groups with setting up and activating their individual accounts. Currently, I am developing a step-by-step guide to facilitate members in logging into Realm independently and navigating the platform effortlessly. The guide will be available for the Council meeting in June, where Mandy and I will help members with their Realm accounts. Throughout the summer, we will actively encourage members to establish and activate their accounts. By the fall, we will arrange personalized consultations for members who require assistance in signing up or are facing any difficulties in doing so.
- I've started organizing digital photos and documents from the last three years. Currently, they're organized by calendar year, but I'm now sorting them even further by ministry group or activity. Once everything is appropriately categorized, I'll transfer them to the church server for all staff to access. This archiving initiative began during my continuing education time in January.
- Regarding ongoing education, I intend to dedicate the week of July 10-14 to continuing education, focusing on updating the website. I value this dedicated time to concentrate on a project that demands attention, problem-solving, and creativity.
- I enjoyed a long weekend in Colorado with my daughter, Rebecca, in early May. She is engaged to be married November 2. I will be gone a good number of weekends between now and then as we plan and prepare for the big day. I value the flexibility to do this and, when necessary, take my work with me while traveling. Thank you!

## MY WEEKLY TASKS

- First Glance Insert
- First Things First E-Newsletter
- FaithTrek E-Newsletter
- Sunday Worship Livestream
- TV Slides
- Facebook, Instagram and News posts
- Publish Sermon Online
- Publish Adult Forum Session Online
- Greeters and Readers for Sunday Worship

## MY MONTHLY TASKS

- Digital Sign
- Website Updates
- First Friday Jazz Concert
- First Look E-Newsletter

## Fellowship Committee Meeting Minutes

Tuesday, May 14, 2024

**Attending:** Verla Youngquist, Judy Bailey, Gordon Wolfe, Judy Batterman, Cindy Schuster, Carlene Falos, Linda Bogenreif, Ann Allen, Pat DeWald, Carol Tesar, Karen Moser, Linda Carlson

**Devotions** were given by Judy Bailey

Next month's devotions: Carlene Falos

**Special Guest:** **Mandy West** gave the group initial training for accessing REALM, First Lutheran's new online communications program. Judy Bailey was knowledgeable as well and assisted. We learned to access Wi-Fi, to create our own passwords, and how to select from the menu, with special focus on our committee communications and the church membership directory. Mandy offered help to anyone at any time she is in the office. She reassured us by telling us that her journey into REALM was a learning process, and that we would soon be comfortable with it. She is convinced that this program will help the congregation's communication.

**Review of Event:** The Town Hall potluck went well. Our next Town Hall meeting and potluck will occur on July 14. There will be the 10:45 service only that Sunday.

### **Upcoming Events:**

1. **Worship on June 2<sup>nd</sup> will be at 11:00 only.** We will worship simultaneously with Synod Assembly, as broadcast to our Activity Center from Kearney. Our committee has offered to help by serving coffee, etc. from 9:30 to 11:00 a.m. We will see if there are leftover treats from the May 19<sup>th</sup> receptions for Joan Carlson and the high school graduates before determining what we need to make or buy.
2. **Saltdogs Tailgate and Game** – It was important that we determine a date for this event so that Judy Bailey can purchase 40 tickets for our group for the game. We settled on Friday, July 12. Tickets will go on sale on June 23, 30, and July 7. Judy Bailey will talk with the person in ticket sales regarding the process for our group to receive their tickets instead of waiting in line at the "Call" window. Further planning will occur at our June and July meetings.

Our next meeting will be on Tuesday, June 11, at 5:30 p.m.

Carlene Falos will give the devotions.

Submitted by Linda Carlson, Secretary

**First Lutheran Church  
Property Committee Minutes May 28, 2024**

Attending: Steve Doolittle, Rod Johnson, Richard Draper, Steve Lenzen, Brandon Wiebelhaus, Bob Batterman, Cole Troutman, Janis Strautkalns, Joel Nelson

Meeting time: 7:00 PM

Steve Lenzen Acting Chairman

Opening prayer: Cole

Minute taker: Rod Johnson (acting recorder)

Minutes of the April meeting was approved.

Agenda:

1. The new Facilities Manager Janis Strautkalns was introduced
2. We discussed the sale/disposal of janitorial equipment and supplies stored in the subbasement, the storage shed and in the boiler room, as items identified by Janis as unneeded. This will allow for a general cleanup and organization of these areas. It was moved, seconded and carried that Janis should proceed with advice from Steve and Mandy.
3. The sidewalk along the west end of the building needs to be leveled and sealed. 3 bids were reviewed in the range of \$2800 – \$3600. It was decided to seal the area to prevent water seepage. This item will be added to a general list of projects, for short term and long-term consideration, to be presented to the Council.
4. Steve shared a recap of activity center and commons area HVAC expenses to this point, along with a discussion of 2 bids received and waiting for a 3<sup>rd</sup>, for software and overall condition of the boilers and controls. This continues to be a major concern and project needing action.
5. There was a wiring and thermostat issue discovered in the office and north hall area, related to the remodeling project, which has now been corrected.
6. The parking lot surface was discussed. Steve and volunteers will proceed to seal portions to help extend the useful life of the existing surface.
7. Other items discussed included:
  - Stump removal and mulch on west end of parking lot
  - Preschool use of chairs in activity center and student safety

Prayer for June, Richard Draper