

<p><b>December 20, 2018 -Our Savior's Lutheran Church</b>  <b>Board of Directors Meeting</b>  <b>Mission Statement:</b> Our Savior's Lutheran Church is a caring community called by Christ to serve and live in faith.  <b>MEMBERS PRESENT</b>  <b>Voting:</b> Marci Gaertner, Ray Valley, Joel Frost, Amy Stoffer, Greg Otsuka, Pastor Christine Wenzel, Meredith Caskey (via phone conference)  <b>Ex-Officio/ Visitors:</b>  <b>MEMBERS ABSENT:</b></p>	<p><b>Time Called To Order:</b> 6:34 pm  <b>Time Adjourned:</b> 9:18pm  <b>Location:</b> Family Room- OSLC  <b>Meeting Lead:</b> Ray Valley  <b>Recording Secretary:</b> Marci Gaertner</p>
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DISCUSSION	RECOMMENDATIONS/ ACTIONS/ MOTIONS	RESPONSIBLE PARTY	
		Staff	Board
<p><b>Reading of OSLC Mission Statement</b></p> <p><b>Devotions</b></p>	<p>Greg presented devotional incorporating reflections from "It's a Wonderful Life" with discussion following on what is important in life and what matters most.</p>		
<p><b>Additions/Approval of November Minutes</b>  <b>Approval of December Meeting Agenda</b></p>	<p>November minutes approved electronically via email.</p> <p>Agenda: Ministry Site Profile not available electronically due to a late computer glitch. Transition team will forward as soon as able. Marci motioned to approve agenda, Amy seconded, approved .</p>		
<p><b>Pastor Report</b></p>	<p>See attached.</p>		
<p><b>Staff Report</b></p>	<p>Those reports available are attached below.</p>		
<p><b>Committee Report</b></p>	<p><b>HR Committee:</b> continues to provide feedback on timeline for job descriptions, performance reviews for</p>		

<p><b>*Human Resources</b>  --calendar  --job descriptions  --performance reviews  <b>*Property and Grounds</b>  --Christmas decorations</p> <p><b>*Nominations (M&amp;O, Board, Nominating Committee)</b></p>	<p>2018.  <b>Property and Grounds:</b> will likely “own” Christmas decorating activity from this point. Encourage to include conversations with outreach and fellowship committees.</p> <p><b>Nominations:</b> continue to discuss nominations for 2019 board, Mission and Outreach, Arts Fund, Legacy Funds. May need to ask for nominations from the floor.</p>		
<p><b>Treasurer Report</b>  <b>*2018 End of Year Report</b>  <b>*2019 Budget Homestretch</b>  --VBS and Children’s Ministry  <b>Budget</b></p>	<p>Joel estimates that giving will be near or slightly exceed budgeted number by end of the year. Encouraging taking a “leap” for 2019 budget and recommend 4-5 % increase as our operational reserves are the best in 10 years, attendance has continued to hold steady. Discussion followed with motion made by Joel that we accept 5% v11 proposal provisionally with final discussion to be made at January 2019 board meeting pending feedback from informal congregational meeting on 1/6/19. Seconded by Amy, all in favor. Approved.</p> <p>VBS transition from volunteer ( with stipend) led model to eventual children’s ministry led model discussed with regards to impact on budgetary numbers.</p>		



	meeting ballot. Bishop Lull to be at OSLC January 13, 2019.		
<b>Member Concerns</b>	None		
<b>Adjournment Next Meeting Concluding Prayer</b>	Next meeting January 17, 2019 6:30 pm		



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December Worship  
Staff Report.docx



Maintenance Staff  
report --December 2



December Parish  
Nurse Report.docx



December 2018  
Pastor Report.docx

## Pastor's Report—December 2018

### STAFF

- \*New Calendar Tool is working very well!
- \*Thank you for a very nice Christmas lunch at Lake Elmo Inn

### HR TEAM

- \*Summer S. met with the whole staff to go over the newly completed Employee Handbook. Still need signatures from a couple of hourly staff.
- \*Working on job description for Director of Youth and Family Ministries.
- \*Director of Children and Family Ministry job description is completed Shari Ohland  
Asked if serving on the LADC Board should be added to this position. I said yes!

### FINANCE TEAM

- \*Sent out a reminder letter to people who pledged in 2018 , but not for 2019.

### TRANSITION TEAM

- \*Ministry Site Profile should be finished as of 12/20. We will celebrate their hard  
After the holidays!
- \*Bishop Lull will come to go over the profile with congregation on January 13, 2019.

### WORSHIP

- \*Worship meeting on 12/13—reviewed the charter. Gave updates on Worship  
Services.
- \*Working with Jane to plan all the special services in December and in to January.

### GIVING TEAM

- \*Met 12/11—debrief the Stewardship Dinner which was held in November.
- \*Thought it went well. Made some recommendations for next year.

### NEW MEMBER ORIENTATION

- \*Orientation will be held on Sunday, 1/6/19.
- \*New members to be received on 1/13/19.

## Our Savior's Lutheran Church

### Staff Report

Name: Darla Goble

Program/Ministry: Children and Family

Date: 12/10/18

#### Activities Last Month

- Mom's Night out was at the Valley's. We had a great evening with some new moms attending
- Practicing during Faith Formation for the Preschool program
- Lauren Guinee and Chloe Knuteson are teaching the Elementary students Silent Night in Sign Language for the Christmas program. They are practicing with students and Sundays and Wednesdays
- Planned and implemented the Intergenerational Activity for December. We made ornaments and decorated cookies. Many people of all ages stayed after the Comfort and Joy service to participate and have fellowship after the service.
- Helped with finding students to participate in the Comfort and Joy Service
- Met with the Kit students to discuss upcoming skits and evaluate how it has been going so far
- Working with Dale Newton on the Christmas Program. We had to cancel one of the two planned practices as students weren't able to attend. Dale is rewriting the play so that we can do the program with one dress rehearsal.
- Writing lessons
- Planning Baptism Party
- Buying supplies for Christmas gifts for children and appreciation for volunteers
- Talking with Nursery staff and volunteers about the needs for more help
- Ordered VBS materials
- Coordinated with Gloria Guinee about Time For Parents
- Talking with a couple of parents and a student who are needing support

#### Upcoming Activities/important dates

- December 16- Christmas Program and Cookies to follow
- I am taking Vacation over the Christmas Break
- January 26- Baptism Party
- Feb 1- Tubing and Tailgating

## Our Savior's Lutheran Church

### Staff Report

Name: Chad Larson

Program/Ministry: Youth and Family Ministry

Date: 12/13/18

#### Activities Last Month

- **Confirmation**
  - o We were blessed to have Dave Shaw speak twice during our large group session time. He will be speaking once more in Dec. 19<sup>th</sup>.
  - o Small Group Activity Night Dec. 12<sup>th</sup>- All Confirmation Small Groups did some sort of activity together with their small group. Some went bowling, some went to play laser tag, and some went to dinner. This is a great opportunity for group to grow in fellowship together!
- **Jr. High Lock-in**
  - o We had about 25 students attend the lock-in. It went from 7p to 9a. We had 9 high school volunteers and 3 adults. Everything went smooth but next we will go back to having it in Nov, so we won't have to worry about all the Christmas decorations getting damaged.
- **Mission Activate to Brittany's Place Dec. 2nd**
  - o 8 students and 2 adults went to Brittany's Place in St. Paul which is a shelter for sexually exploited girls.
  - o We gave them the donations collected by our congregation and also served them by helping to organize their current donations.
  - o We were given a tour of their facility and education on the services they provide.
  - o Following our service work we went out for pizza.
- **Weekly Youth Group Meetings**

#### Upcoming Activities/important dates

- Mission Trip Informational Meeting Dec. 20<sup>th</sup>
- Mission Activate- Warm clothes drive in Jan.
  - o Students will be collecting hat, gloves, sock, etc. from the congregation to bring to the homeless in St. Paul.
- Confirmation Parent/Student Night Jan 16<sup>th</sup>

## Parish Nurse Report—December 2018

Name: Stacy Meyer

Program/Ministry: Parish Nurse and Stephen Ministry

Date: Dec 2018

### Activities last month:

- Last delivery of Operation Christmas Child boxes.. Some were dropped off late, but still could turn in at their distribution center in Lakeville. Over 30 boxes distributed. Next year to increase the number of boxes, I will have some already filled and offer community members to either donate \$9 for delivery for those pre-filled boxes or they can fill the boxes themselves like we have always have.
- Delivery of items donated off the giving tree for Community Thread. 70+ items were donated this year!
- Collection and distribution of gift cards to OSLC members in need. I have already distributed over \$400 in gift cards to our members to help them through the holidays.
- Prayer chain updates and distribution as there is a need.
- Healing prayers offered at the 0800 service during communion.
- BP clinic every 3<sup>rd</sup> Sunday of the month
- Advent gifts purchased, assembled and delivered the week of December 2<sup>nd</sup> to our POE group (People over 80)
- Coffee and conversation held on Wed Dec 5<sup>th</sup> at Boutwells. I am inviting more members that live around Boutwells to join us to increase our group size and outreach.
- Continuing with Stephen Ministry Care receiver recruitment. I am happy to announce that all of our 11 Stephen Ministers that will be here for the winter have been assigned a care receiver and many have already started their visits! (4 of our Stephen Ministers will be south the months of Jan and Feb and will be assigned care receivers when they return.
- Continue with giving out the Grief booklets (Set of 4 to be distributed throughout the 11 months following a loss- from Stephen Ministry) to our members who are grieving. I have received amazing feedback on their effectiveness on coping during loss.
- Continue to update the Health Bulletin board and education table with pertinent topics. This month is on Flu vs. Cold... How to tell the difference and 64 tips for coping with grief during the holidays.
- Evening of Holiday Peace was on Dec 2. We had 85 people here for that event. She has never had more than 40. Tami, the harpist, was very pleased about the attendance, the smoothness of operation here at OSLC and stated she would like to return annually to OSLC for this event. We have talked about having it sometime around 2pm so more people who do not like to drive at night could attend. When asking for feedback, I was told by all that they would come again year after year. That it is a great event to reflect, grieve those that have been lost, great for those who are dealing with dementia and a great reminder to slow down and remember that Jesus is the reason for our celebrations at Christmas.
- Visits are continuing and are many. You will receive my statistical report in the middle of January.

### Upcoming Activities/ Important Dates:

- We are starting to plan our Senior Faith and Health Day in April here at OSLC. We came up with our topic for this year. It will be on living out your legacy through faith and stories. More to come soon.
- Continuance with BP clinic every 3<sup>rd</sup> Sunday of the month.



- Continuance with Healing Prayers during communion.
- Continuance with meeting and expansion of coffee and conversation at Boutwells the first Wed of every month.
- Would like to provide CPR and AED training after the first of the year.
- Our first Stephen Ministry Supervision Group Meeting will be on Jan 10, 2019. We will continue to meet every other Thursday evening after that.
- Continuing to visit and minister to as many people as I can.

**Our Savior's Lutheran Church  
Staff Report**

Jane Gay  
Worship & Music Ministry  
12/15/2018

**Activities November**

Sunday 11/4 All Saints Sunday - 9:30 AM All Worship  
Wednesday 11/7 - 5:30 PM All Worship  
Wednesday 11/21 - 7:00 PM Thanksgiving Worship

Musical Offerings November

Ada Burns  
Good News!  
Joyful Ringers  
JuBellate  
Kingdom Choir  
Little Friends  
Liturgical Singers

Sunday 11/18 11:45 AM Worship Music Arts Committee Meeting - OSLC Family Room

**Upcoming Activities/Important Dates December**

Sunday 12/2 1 Advent - 9:30 AM All Worship - Advent/Christmas Music Worship  
Advent Wednesdays - 12/5, 12/12, 12/19 - 5:30 PM *Holden Evening Prayer*  
Sunday 12/16 3 Advent - 10:30 AM Children's Christmas Program  
Sunday 12/ 23 4 Advent - 9:30 AM Lessons & Carols - Sanctuary  
Monday 12/24 Christmas Eve  
3:00 PM Family Worship in CLC - Praise Team, Joyful Ringers, Matthew Fjestad Trio  
4:30 PM Worship in CLC - Colburn Brothers, JuBellate, Matthew Fjestad Trio  
10:00 PM Worship (Holy Communion) in Sanctuary - Kingdom Choir  
Sunday 12/30 1 Christmas - 9:30 AM Christmas Carols & the Stories Behind Them - Sanctuary  
  
Thursday 12/13 6:30 PM Worship Music Arts Committee Meeting - OSLC Family Room

# Our Savior's Lutheran Church

## Staff Report

**Date:** December 15, 2018

**Name:** Kathy Newton

**Program/Ministry:** Office Administration

### Last Month Activities:

- **Regular office responsibilities:** Tuesday eblasts, Sunday bulletins, email & phone responses to questions and work requests by staff, congregants, committees & church board, submitted bi-weekly staff payroll sheet.
- **Purchases:** Kitchen supplies; 2019 flower chart; 2019 Giving envelopes
- **Program Work:**
  - Children & Family Ministry** –Miscellaneous Faith Formation requests -- emails to Faith Formation families, Christmas Program bulletin & misc. requests.
  - Youth & Family Ministry:**
    - a. Confirmation worship notes, attendance records, sermon notes, copy request, etc.
    - c. Logged in Youth payments for Winter Wipe Out, Mission Activate donations, and numerous misc. items turned in for Youth events.
  - Parish Nurse/Darla** – Collected giving tree gifts & gave to appropriate program staff
  - Committee Requests** –
    - a. PEP – collected funds for Christmas Lunch. Did email & phone reminders to those yet to pay. Requested payment checks to be cut to Lowell Inn & to entertainment.
    - b. Managed Christmas Poinsettia Tasks: Bulletin announcement, payment envelopes, processing payments, ordered plants & arranged date for delivery.
    - c. Numerous bulletin drafts for advent & December special worship services.

### Upcoming Activities/Important Dates:

- December & January: Printing Christmas bulletins, Annual Report

## **Our Savior's Lutheran Church**

### **Staff Report**

**Date:** December 14, 2018

**Name:** Jon Burke

**Program/Ministry:** Maintenance Manager

**Last Month Activities:**

I have nothing new to report.

**Upcoming Activities/Important Dates:**

No new upcoming activities.