

## Pastor's Report – May 2019

### STAFF

- Staff was pleased with Chris Buse's visit to the staff. It makes me wonder if each board member could meet with staff for conversation and answer questions.
- Planning a summer outing for staff in July – ½ day calendar plan and ½ day fun!
- Thank you to Darla for helping to update background check policy.

### HR TEAM

- Still need to perform reviews for Custodian, musician, and office admin.
- Job description for volunteer Business Manager
- Summer S. will receive the results of background checks.

### FINANCE TEAM

- Update Policy and Procedures – Job responsibilities were delegated to the whole team. Will meet again with Orv Johnson and Susan Smith to prioritize policy updates for the Finance Team.

### WORSHIP

- Getting positive feedback from slides created by Peter Conery.
- Chad contracted with a company to work on sound boards in sanctuary and CLC.
- Several worship equipment requests. Team is pricing items and will present to board following the May mtg.

### GIVING TEAM

### WELLNESS TEAM

- Working with Sue Hedlund and Kathy Newton to get a Patient Information System set up to record every contact with a member by the Parish Nurse and Pastor. The Stephen Ministry Visitors will also be added. T

### OTHER

- Darla's father died on 5/14/19. Funeral pending.

You are in my prayers. Please keep me in yours! Pastor Christine Wenzel

**Name: Stacy Meyer**

**Program/Ministry: Parish Nurse and Stephen Ministry**

Date: May 2019

Activities Last Month:

\*Stepping On Class Began on Tuesday May 7th. It is a 7 week session to prevent falls in people ages 60 and up. It teaches balance and strength training along with education to support healthy living. It is held at Lakeview Hospital from 10am-12pm and is free to OSLC members. 2 members from OSLC were going to attend, but unfortunately one of them had an injury and the other had a loss. I will continue to promote this to our members as it is an evidence-based class with a high satisfaction rating from those who have taken all 7 sessions in the past.

\*Senior Faith and Health Day was on April 30th. We had 215 people in attendance, many from the community who are not members of OSLC. It was a huge success based on the feedback I received from our members and the feedback we received on the evaluation forms each participant was given. This is a great event sponsored by the Lakeview Foundation and all of the 8 Parish Nurses and our director. We put a lot of time and effort into this event to make sure it runs smoothly. Very important to keep this event a success here at OSLC!

\*We have now formed an Emergency Procedure Task Force leadership team. It currently consists of 4 people. I will be setting up an initial meeting with the 4 of us plus the parish nurse from St. Andrews to discuss how they have created their team, what barriers came up, and how to best initiate these policies into action.

\*We have been promoting and asking for "friendly visitors" to help visit members and bring meals. On May 5th, we had a table set up before and after service and 6 people signed up to do this! One new volunteer has already made and delivered a meal to an OSLC family in need.

\*We have been added to the list of churches that will open their doors to the community for a community meal for the homeless and others who are in need. This is organized by the St. Croix Family Resource Center. We will recruit 6 volunteers to help run this event which includes a meal and an activity. Catherine Solheim has offered to volunteer to lead the activity and Stacy Meyer will be coordinating the event. Our day this year to serve is November 22 from 5:30-7:30 pm.

\*We had our Health and Caring Leadership Team meeting on Wed. May 15th. We discussed doing a retreat of some type as a group to facilitate relationships and bonds among our group. Will do this in July. Date to be determined. We will continue to meet monthly over the summer.

\*We created an orientation plan for the new pastor. It contains information on what our ministry does and covers our goals and mission of the Health and Caring Leadership Team. A copy of this is available to you upon request.

\*Continuing to make visits and contacts to those in need. We have had several people hospitalized this past month and a couple of individuals are now in hospice. Caring for their needs is of highest priority to me.

\*We are planning for "Dementia Friendly Sunday" which is Sunday June 9th this year. We will have a worship service dedicated to this topic and will have a table of resources set up as well so members and visitors can take information home with them. We will also include a bulletin insert that gives information on the music event in Hudson that will be occurring later that day to support those with dementia and their caregivers. Many other churches in the valley are also holding this service on June 9th as well.

\*I attended the affordable housing presentation that was held at the Lake Elmo Inn Event Center on May 15th. The speaker discussed the need for and lack of affordable housing in the St. Croix Valley and the barriers to developing it in our community. The speaker also discussed the role of churches in providing services to the poor and its importance. 5 parish nurses from our community were in attendance.

\*New AED adult pads needed to be ordered and will arrive this Friday.

\*Blood pressure clinic continues on the third Sunday of each month between services.

\*Coffee and Conversation continues on the first Wednesday of the month at 1pm at Boutwells. We have added new OSLC members to the group and we are now opening it to the community of Boutwells as well. Pastor Ed Schmidt will be recruiting those he knows whom are without a church to join us each month. This is a great opportunity for us to reach out further to others outside our church doors.

\*Stephen Ministry continues to be thriving! I have spoken to the care receivers and they are very satisfied with the care they are receiving from their Stephen Ministers. We continue to meet the second and fourth Thursday of the month from 6:30-8:30.

#### Upcoming Activities/Important Dates:

\*Stepping On Session 3-7 on Tuesdays from 10-12

\*Blood Pressure Clinic on May 19th at 9am

\*Coffee and Conversation on June 5th

\*Dementia Friendly Sunday on June 9th

\*I will be attending the Guatemala Mission Trip in June with 2 others representing mission work from OSLC.

\*Community meal for homeless at OSLC will be November 22nd

\*Next Health and Caring Leadership Team meeting will be held on June 19<sup>th</sup>

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

**Staff Report** Jane Gay, Worship & Music Ministry, 5/15/2019

### **Activities April**

4/3, 4/10 Wednesday Holden Evening Prayer 11:30 & 6:30

4/4 Thursday 6:00 - 8:00 Kingdom Choir Rehearsal with John Ferguson - See Good Friday

4/7 Sunday 5 Lent 9:30 All Worship

4/14 Sunday Passion/Palm Sunday 8:00 & 10:30

*The Cry of the Whole Congregation* - Worship for the Way of the Cross

Developed by Walter Wangerin, Jr.

4/18 Maundy Thursday 11:30 & 6:30

4/19 Good Friday 6:30

*St. John Passion* - Readings and Responses

Developed by John Ferguson

4/21 Sunday Easter Day Worship 8:00, 9:15, 10:30

Holy Communion - 4 Intinction Stations

### Musical Offerings

Keith Anderson, Amber Buresh, Dave Fabio, JuBellate, Kingdom Choir, Rolf Larson

Pr. Keith Lentz, Little Friends, Ray Lundgren, Karen Miller, Dan Olson, Seth Olson, Joel Ortman

Dave Plante, Praise Team, Joe Rosell, Pr. Ed Schmidt, Charlotte Schuld, Don Schuld

Andrea Valley

### **Upcoming Activities/Important Dates May**

5/1 Wednesday 5:30 Volunteer Appreciation

5/5 Sunday 3 Easter 9:30 Volunteer Appreciation

10:45 Worship & Music Committee Meeting

4:30 Senior High Activate Worship

5/26 Sunday 6 Easter 9:30 Worship in Sanctuary

June - 8:00 in Sanctuary - 9:30 in CLC

Worship in CLC space will be evaluated throughout June - Summer 2018 9:30 was in Sanctuary

Pr. Christine & Staff will consider ways to render CLC space more user-friendly for Summer Worship

Attendance

### **Items needing the board's attention**

# **Our Savior's Lutheran Church**

## **Staff Report**

**Date:** May 15, 2019

**Name:** Jon Burke

**Program/Ministry:** Maintenance Manager

### **Last Month Activities:**

- Bunn Coffee maker needed a service call. Repaired and works fine now.
- Abandoned SUV removed.
- Irrigation system on for the summer.
- First application of grass fertilizer down.
- Lawn mowers ready to go for the summer.
- Touched up paint in rooms 7-9.
- Many set-ups for church events.

### **Upcoming Activities/Important Dates:**

# Our Savior's Lutheran Church

## Staff Report

**Date:** May 15, 2019

**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 sheets.
- **Special office tasks:**
  - a. Billed LADC for their portion of the new refrigerator & ECOLAB invoice.
  - b. Billed LADC for their Jan. 4-May 7 copier usage.
  - c. Sent out graduate recognition invitations for the quilters & women's ministry. Also printed up personalized cards for the quilters to pin on each quilt.
  - d. Set-up credit card account for Stacy Meyer.
  - e. Met with Toshiba and Coordinated Business Systems regarding copier proposals.
  - f. Corresponded with Loffler Companies and received their copier proposal
  - g. Worked with staff at reception for "Volunteer Appreciation Sunday"
  - h. Populated Health & Caring Ministry Tracker Spreadsheet
- **Program Work:**
  - Children & Family Ministry**
    - a. Reset pricing on VBS for May 1.
    - b. Updated and printed materials for Age two/three FaithMarker.
    - c. Multiple emails sent to different Faith Formation groups. (Grade 6 Lock-in, Fishing event for Grades 5/6, VBS reminders, etc.)
  - Youth & Family Ministry:**
    - a. Processed Youth paperwork & payments: 2019 Mission Trip.
    - b. Logged in confirmation Worship Notes.
    - c. Sent Summer Stretch form and email to all Jr. High households.
    - d. Processed completed Summer Stretch forms & payments.
    - e. Mission Trip: Sent payment statements and Youthworks forms to all Mission Trip youth and their parents.
  - Pastor & Board**
    - a. Posted Board Minutes, staff reports, treasurer's report, and attendance chart on website. Printed a copy of these reports and posted on Board bulletin board.

### Upcoming Activities/Important Dates:

- Evaluate copier lease proposals and determine which ones to pursue further. Work on this with Joel Frost to make determine technology requirements.

- Put together a small group of documents from OSLC files to use as sample print documents for comparison between vendors.
- See demonstrations at vendors sites.
- Put together proposals and recommendation for June 20 board meeting for final decision of new copier lease.