

Our Savior's Lutheran Church

Staff Report

Name: Darla Goble

Program/Ministry: Children's Ministry

Date: 6-12-19

Activities Last Month

- I met with Shannon and Janet for our LADC partnership meeting. Concerns were mentioned about the playground. I worked with Property & Grounds and Jon to get repairs done on the playground. See attached meeting notes from the partnership meeting. I attended the Property & Grounds meeting and met with LADC's maintenance man to make a plan for repairs.
- Cleaned out the back closet in the nursery so that LADC would have more space for storage.
- Greeted and welcomed people for the LADC graduation night.
- Helped at VBS decorating night on May 31 from 4-9 pm.
- Contacted Valley Outreach to schedule service day for 5th & 6th graders for VBS week
- Recruited VBS volunteers
- Ordered VBS supplies
- Gathered VBS supplies
- Served breakfast to LADC teachers
- Planned and implemented 6th grade lock in for 7 students. Chad and I led the event.
- Working on background checks for VBS
- Made a draft calendar for the coming year for staff to use in our planning meeting
- Talked with Abby Scheel about leading youth bells for the coming year and Natalie Larson about leading preschool music
- Recruiting teacher for the coming year
- Met with Dale Newton about plans for the Christmas Program- We will practice during Faith Formation this year so that all students can participate
- We canceled the 5th & 6th Fishing Outing. My dad's visitation was scheduled for the same day. Weather would have been a concern so we probably would have canceled.

Upcoming Activities/important dates

- June 21-28- I will be at Wapo with our students
- July 10 & 14- I will lead VBS training
- July 28-Aug 2- VBS

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Staff Report Jane Gay, Worship & Music Ministry, 6/15/2019

Activities May

5/1 Wednesday 5:30 Worship in CLC - Volunteer Appreciation

5/5 Sunday

9:30 Worship in CLC - Volunteer Appreciation

10:45 Worship & Music Meeting

4:30 Senior High Activate Worship

5/15 Wednesday 6:00 Kingdom Choir Party at Schuld's

5/26 Sunday 9:30 Worship in Sanctuary - Praise Team off

Musical Offerings

JuBellate, Kingdom Choir, Praise Team, Proclaim!, Charlotte Schuld, Don Schuld

Upcoming Activities/Important Dates June

6/2 Sunday

8:00 in Sanctuary

9:30 in CLC with Worshipers facing Garden Window

Praise Team behind Worshipers

Worshipers invited to turn to face Praise Team and Screens for singing

6/6 Thursday 6:30 Worship & Music Meeting

6/9 Dementia Friendly Sunday 8:00 & 9:30 in Sanctuary - Praise Team off

6/10 Monday 11:00 Program Staff Planning 2019-20

Pr. Christine, Darla Goble, Chad Larson, Jane Gay

6/16 Sunday

8:00 in Sanctuary

9:30 in CLC with Worshipers facing Garden Window

Praise Team behind Worshipers

Words in Bulletin - No Screens

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Staff Report

Date: June 15, 2019

Name: Jon Burke

Program/Ministry: Maintenance Manager

Last Month Activities:

- New wood chips in the playground. Split cost with LADC.
- Round black pipe gutter installed to divert water away from playground. Should help with wood chip wash out.
- Touched up paint on the playhouse.

Upcoming Activities/Important Dates:

- Playground swing set, slide, and rope ladder will be refurbished by Rainbow Midwest. We will split the cost with LADC.
- The irrigation zone controller has failed. The irrigation system won't run. I have ordered a new zone controller from Schmidt Irrigation and am waiting to have it installed.
- I will have the parking lot stripes repainted some time this summer. The stripes are very faded.
- Young & Sons should be installing the new furnaces and air conditioners sometime late June.

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Staff Report

Date: June 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 playground wood chips.
 - b. Worked ahead on June bulletins and printed both June 16 & 23 bulletins due to my vacation June 14-23.
 - c. Updated the PTO rate for Darla Goble & Jon Burke so they would receive the correct amount of PTO time on their pay stubs.
 - d. Processed paperwork and checks to reserve Beach House in Bayport for July 9 staff retreat.
 - e. Evaluated the 3 copier proposals we received from Coordinated Business Systems, Loffler, and Toshiba. After discussion with Joel Frost who brought it forward to the Finance Committee, I decided to renew with Toshiba. They matched the lowest bid and since all staff are familiar with their product and we have a long history with them, it made the most sense to continue with their product. Our current copier will be swapped out for a newer one either the last week in June or sometime during the first part of July.
- **Program Work:**
 - Children & Family Ministry**
 - a. VBS registration follow-ups: Let people know if their registration or payment did not complete correctly. Sent reminders to people who's payments were due.
 - b. Generated lists for Darla a few times so she could start ordering t-shirts & supplies.
 - Youth & Family Ministry:**
 - a. Completed collection of Mission Trip Funds.
 - b. Verified and completed collecting YouthWorks paperwork from participants.
 - c. Sent out a couple of Summer Stretch email messages.
 - 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:

- I will be on vacation from June 14-23. Consequently, the general church office will not be staffed during that time.