

Our Savior's Lutheran Church

Staff Report

Name: Darla Goble

Program/Ministry: Children's Ministry

Date: 8- 14-19

Activities Last Month

- Planned and led VBS training for all volunteers for 2 dates
- Recruited volunteers for VBS
- Recruited teachers for VBS, Nursery, and Faith Formation
- Planned celebration for Lori Olson
- Met with Station leaders to go over curriculum for VBS- needed to make changes to Group Curriculum that was offensive
- Worked 10-14 hour days the weeks leading up to VBS and the week of VBS- decorating and prepping
- We had 205 children attend VBS- I will also be sending a separate VBS report to the board
- Planned going away luncheon for Shannon Goldstein and LADC and OSLC staff
- Have been in contact with Stacy Miller the new director of LADC
- Working with LADC and Property Committee on plans for new playground- We have a meeting scheduled for September 4 at 1:00 to go over plans and questions for playground
- Working with Nicole Heggernes on a new bulletin board for the Children's Worship Area
- In communication with Meredith Noggle about schedule for volunteers for nursery for the fall- Also trying to recruit more volunteers for Nursery
- Took staff on our boat for our staff retreat
- Recruited Women's group volunteers to bring special treats for VBS volunteers this year
- Worked on getting background checks completed for VBS volunteers
- Called for an additional pick up for trash the week of VBS
- Ordered Bounce house for first day of Faith Formation
- Met with Skit students about the plan for the coming year for Family Worship
- Gave out surveys to parents and volunteers for VBS
- Communicating with families about registering for Faith Formation
- Communicated with Nurses for the week of VBS

Upcoming Activities/important dates

- August 21- Children's Committee meeting- I will be giving an update to the committee, planning for the year including VBS for next year.
- September 4- Playground meeting with LADC
- September 6- Mom's Night Out
- Right now I have Teacher training scheduled for Sept. 8 & 11 but may just meet with groups of teachers separately.
- September 15 – Teacher installation and first Sunday of Faith Formation
- September 18- Teacher installation and first night of Faith Formation
- September 29- 3rd Grade FaithMarker

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Staff Report Jane Gay, Worship & Music Ministry, 8/15/2019

Activities July

July 7 9:30 Sanctuary Independence Day Blended Worship

July 9 10:00 - 3:00 Staff Retreat Bayport Lakeside Park Beach House

July 20 Staff Brunch 9:30 with Pastor Karna & Brian

July 22 Augsburg Fortress Summer 2019 Music Clinic

July Musical Offerings

Rolf Larson

Levi Gregg

Quartet - Keith Lentz, Joel Ortman, David Plante, Joe Rosell

The Four Altos - Nancy Appel, Sue Hedlund, Gwen Johnson, Marilyn Meier

Praise Team

Upcoming Activities/Important Dates August

August 2 6:30 2019-20 Program Year Music Planning Meeting with Music Directors & Pr. Karna

August 14 6:15 Choir Director Search Committee Meeting

August 14 7:00 Kingdom Choir Rehearsal

August 18 8:00 & 9:30 CLC Michael Bloem's last Direction of Kingdom Choir + Croix Chordsmen

August 25 9:30 CLC Pastor Christine's last day at OSLC with Potluck following Worship

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

Date: August 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. Posted Board Minutes, staff reports, treasurer's report, and attendance chart on website.
- **Special office tasks:**
 - a. Sent VBS payment reminders to households which opted to pay by check and were overdue.
 - b. Generated final list of registered VBS students with buddy requests, age/grade, special needs for VBS director(s) to divide into crews.
 - c. Added crew assignment to VBS students on Excel and completed tasks for VBS postcard mailing the week before program began.
 - d. Generated attendance sheets for all VBS crews along with contact & medical sheet on kids in each crew. Also posted a list of allergies for kitchen snack volunteers.
 - e. Created Master Crew assignments in alpha & crew order for VBS director(s) and volunteer greeters on first day.
 - f. Made name tags for all VBS students and volunteers.
 - g. Emails sent to volunteers & students as requested by VBS director.
 - h. Worked ahead on all Sunday bulletins through September 1 because of upcoming PTO time being taken by staff and Pastor Christine's departure.

Upcoming Activities/Important Dates:

- Job review/discussion with Pastor Christine before her departure.
- Fall programming begins mid-September. First two weeks in September will concentrate on programming and Pastor Karna's arrival.

**Our Savior's Lutheran Church
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Date: August 15, 2019

Name: Jon Burke

Program/Ministry: Maintenance Manager

Last Month Activities:

- One saver switch was installed. One yet to go. Roof furnace and air conditioner.
- Young & Sons have installed 4 new furnaces & air conditioners. One left to go.
- Parking lot stripes have been painted for both East & West lots.
- Painted over the graffiti on the Ga-Ga Pit. Cleaned out the trash.
- Refurbishing the rooms in the preschool area by cleaning the carpets, painting the walls, and polishing the floors for the coming school year.

Upcoming Activities/Important Dates:

- Gillo will be working on refurbishing the East hallway tile. Floors to be stripped and polished.