

## Our Savior's Lutheran Church

### Staff Report

Name: Pastor Karna

Program/Ministry: Senior Pastor

Date: September 17th, 2019

#### Activities Last Month

##### August:

- Worship planned sermon series from September 15th-January 5th
- Met with Worship Music Committee
- Chaired the Choral/Instrumental Search Team that met twice (and drafted job description and interview questions between meetings)
- Attended the last day of VBS on August 2nd
- Responded to staff and board e-mails & phone calls to stay connected in preparation to my arrival

##### September:

- Delighted in the welcome Sunday on September 8th
- Attended & Participated in meetings:
  - Giving team
  - Property & Grounds
  - Ministerial at Trinity in Stillwater
  - East Central Conference meeting for SPAS
  - Finance Team
  - Worship & Music Committee
- Staff management:
  - Led two staff all-staff meetings
  - Had a staff outing for ice cream at Leo's to celebrate my letter of call arrival
  - Weekly program planning meetings:
    - CYF with Chad and Darla
    - VBS review with Darla
    - Third grade Bible faith marker prep with Darla
    - Weekly coffee check-ins with Jon
    - Daily informal check-ins with Kathy, Chad & Darla
    - Worship planning with Jane, Peter & Chad
    - Learned a setting 2 (a new liturgy for me) with Jane

- Sermon preparation
  - Lectio/prayer, writing message
  - Creating visuals and finding a video to pass onto Peter & Joel for delivery
  - Wrote a theme song
- Youth:
  - Created a lesson/youth group time for 10th graders on gifts
  - Attended Burger Bash & walked through the 10th graders and parents on the schedule
- Pastoral Care:
  - 1 hospital and 1 home visit with delivery of prayer shawls and communion
  - 2 calls to ailing/recovering parishioners
  - Met with Orv and Kathy Johnson regarding the Anuak concert coming in November

#### Upcoming Activities/important dates

- Confirmation service October 13th
- Installation service October 27th
- Fall Harvest festival October 27th

## Our Savior's Lutheran Church

### Staff Report

Name: Chad Larson

Program/Ministry: Youth and Family Ministry

Date: 9/19/19

#### **Activities Last Month:**

- 1.) **Sr. High Gathering-** Met with Sr. High students for a game of volleyball, dinner, and a bonfire. It was a great opportunity to connect and talk about the year to come!
- 2.) **Individual Meetings-** I have had meeting with about 15 students to catch up on how they are doing and to discuss visioning for the next year.
- 3.) **Youth and Family Committee Meeting-** We had a great meeting to discuss events from last year as well as the year to come. Committee Members in attendance included Kyle Johnson, Jeff Johnson, Amy Stoffer, Nichi Miller, and Chad Larson.
- 4.) **Burger Bash-** This is the kick-off to our Confirmation year! The night was a success! We had 7 volunteers helping with grilling, dinner prep, and program prep and we are so grateful for their help. There were quite a few families who didn't attend the BB especially 9<sup>th</sup> grade families. Pastor Karna took the 10<sup>th</sup> graders, following the large group gathering, to discuss the detail of their remaining gatherings leading up to the Rite of Confirmation day while Chad discussed the program details of the year to the 8<sup>th</sup> and 9<sup>th</sup> graders and parents.

#### **Upcoming Activities/important dates**

- 1.) Confirmation starts on Wednesday Sept 18<sup>th</sup>. Small Groups have been chosen and small group leaders are ready! Large group presenters this year will be Chad Larson, Pastor Karna, and Dave Shaw.
- 2.) Youth Groups begin Wednesday Sept 18<sup>th</sup> and Sunday Sept 22<sup>nd</sup>. On Wednesdays, Jr. High students meet at 6:10p in the youth room/CLC. On Sundays, Jr. High Students meet from 11:30a to 1p and High School Students meet from 4:30p to 6p. The students are excited to get youth group started again!

## Our Savior's Lutheran Church

### Staff Report

Name: Darla Goble

Program/Ministry: Children's Ministry

Date: 9/12/19

#### Activities Last Month

- Met with teachers separately by grade for training and building relationships- we have many new teachers this year
- I spent a lot of time recruiting teachers this year as some of our longtime teachers have decided to take a much needed break.
- Met with Nicole Hegerness several times to complete the new Children's Ministry Bulletin Board in the Children's worship area in the CLC. Nicole is on the Art Committee and on my committee. The board adds aesthetically to the Children's worship area and also provides information for parents.
- Writing lessons, preparing classrooms and supplies for Faith Formation
- I met with the 5<sup>th</sup> and 6<sup>th</sup> grade teachers to brainstorm new ideas for the 5<sup>th</sup> and 6<sup>th</sup> graders.
- I am recruiting volunteers to lead lessons for the 5/6<sup>th</sup> graders. They will be learning about the church and why we do what we do. They will be doing service learning and hands on lessons along with some Connect lessons.
- Met with the Children's Ministry Committee. We talked extensively about ideas for VBS next year.
- Chad and I have started planning for the Harvest Festival. We have been recruiting volunteers. We will have some new activities and a Salsa Contest along with the chili cook off.
- Planning the 3<sup>rd</sup> Grade FaithMarker and ordering supplies. Communication with parents
- Connected with the Gustafson's during the week that their son had surgery
- Ordered preschool Christmas Program book
- Met with the Skit students and made a sign-up board for younger students to sign up to be in the skits this year.
- Planned Rally day games and ordered bounce house

- Organized a meeting with LADC, Property & Grounds, and those involved with the Ecumen project to discuss the playground. We will be visiting playgrounds in Stillwater that have the playground equipment that we are looking at ordering. We will need to provide a place for LADC to have large motor play in the CLC during construction of the playground area. I gave some options for partitions to the Property Committee and LADC. LADC will pay for the partitions.
- Chad & I met with Gloria Guinee about leading Time For Parents. I gave her ideas for topics for the year. She has made a schedule with the Topics for the year. I prepped the supplies needed for Time For Parents and made new signs for the group. I reminded parents that we will be starting this Sunday.
- Cleaned the Resource room with Stacy Miller (new LADC director)
- Coordinating with LADC on needs for the year
- Coordinating with OSLC nursery staff on needs for the year and bought supplies.
- I am still working on cleaning up VBS supplies
- Ordered Faith Formation Curriculum
- Coordinated with Kristine Olson to update the busy bags for kids
- Had Mom's Night Out at my house
- Planning Preschool Play Day

#### Upcoming Activities/important dates

September 15 & 18- First days of Faith Formation & Teacher Blessing

September 29- 3<sup>rd</sup> Grade FaithMarker

September 24- LADC playground meeting

October 4- Mom's Night Out

October 7- Preschool Playday

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

**Staff Report** Jane Gay, Worship & Music Ministry, 9/15/2019

### **Activities 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 Farewell Worship - Pr. Christine

August 27 6:30 Choir Director Search Committee Meeting

August Musical Offerings

Croix Chordsmen

Praise Team

Don & Charlotte Schuld

Vacation Bible School Kids

Andrea Valley

### **Upcoming Activities/Important Dates September**

September 8 9:30 Welcome Pr. Karna & Brian

Worship Leaders Pr. Keith, OSLC Call Committee, OSLC Board, Pr. Karna (Benediction)

September 12 6:30 Worship & Music Committee Meeting

September 15 8:00 & 10:30 Rally Sunday - Pr. Karna's Opening Sermon Series -

"God's Love for All" - Blessing of Faith Formation & Youth Leaders

September 18 5:30 Rally Wednesday - Pr. Karna's Opening Sermon Series -

"God's Love for All" - Blessing of Faith Formation & Youth Leaders

September 22 Equipped - Mission Trip Sunday

September 22 4:30 Mission Activate Worship - Praise Team Rehearsal at 4:00

September 25 - Equipped - Mission Trip Wednesday

September 29 Energized - Third Grade FaithMarker Blessing

Engaged in October

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

**Date:** September 15, 2019

**Name:** Jon Burke

**Program/Ministry:** Maintenance Manager

**Last Month Activities:**

- Roof Tech was here on Friday, Sept. 13 to repair roof leaks in the CLC and preschool.
- Cleaned carpets in rooms 5, 7-9 and 10 for the start of Faith Formation. Also the Youth Room and pastor's office.
- Working on the East tile hallway – stripping and polishing.
- Final grass fertilizer has been applied for the 2019 season.
- Young & Sons still has one more furnace & air conditioner to install sometime this month.
- Changed burnt out light bulbs (T-8), replace ballast.
- Attended staff meetings.

**Upcoming Activities/Important Dates:**

- Work on Gathering Area carpet

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

**Date:** September 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. Monitored and printed up periodic registration numbers, students, family contact info, etc. for Faith Formation and Confirmation.
  - b. Created name tags, attendance sheets, allergy information sheets and family contact sheets for all Faith Formation students.
  - c. Created hard copy registration form.
  - d. Created name tags and contact information list for all Faith Formation volunteers.
  - e. Updated and duplicated Faith Formation calendar.
  - f. Sent several information emails to families with students in Faith Formation and Confirmation.
  - g. Created sign-in sheets for 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade confirmation students at Burger Bash.
  - h. Duplicated confirmation packets for 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grade confirmation students.
  - i. Responded to several inquiries about 10<sup>th</sup> grade confirmation program and questions on Youth Group meeting dates.
  - j. Processed request for credit card for Pastor Karna and calculated PTO rate and sent to Ahola Mack Accounting firm.

**Upcoming Activities/Important Dates:**

- Generate confirmation bins and attendance sheets for small groups.
- Update and print Women's Ministry booklet.
- Update and print Book Club bookmark.

**Items Needing the Board's Attention:**