

Our Savior's Lutheran Church

Staff Report

Name: Pastor Karna

Program/Ministry: Senior Pastor

Date: September 20th-October 24th

Activities Last Month

- Attended & Participated in meetings:
 - Giving team
 - Property & Grounds
 - Ministerial at Trinity in Stillwater
 - East Central Conference meeting for SPAS
 - Weekly pastor text study (for sermon preparation)
 - Met with Life touch: on church directory. Congregational photos taken in February 2020
 - HR team
 - Pastoral Care group: two coffee conversation check-ins
 - Bishop's Fall theological conference
 - Ecumen/Zvago: three meetings
 - LADC playground meeting on design & finance
 - Choir director interview (two interviews, still searching)
 - Wilderness Canoe base: re-connecting and establishing our partnership with them
 - Met with the Bishop about Installation service details
 - Health and Caring Ministries
 - Met with Joel Frost on business of the church, and bylaws
 - Met with Joel Frost and Ray Valley on stewardship/giving patterns
 - Met with Ray Valley, Kathy Newton and Kathy Frost on increasing membership engagement
 - Finance Team
 - Met with chair of Care of Creation team
 - Worship & Music Committee
 - Women's team brunch
 - LADC special guest for community helper week
- Worship:
 - Weekly preaching
 - Working with Brian Moskalik and Joel Frost for a permanent computer work station in the sanctuary
 - Will take over Peter Conery's volunteering of creating visuals for worship
 - Taught the OSLC theme song to the Worship Team
 - Mentored an 8th grade student to sing a solo for the OSLC theme song
 - Connected with Charlotte Schuld on the choral arrangement of the OSLC theme song
 - Working on sermon series January – May
- Stewardship
 - Creating two stewardship videos to create greater inspiration
 - Working on finishing touches to letter and info packet
- Staff management:
 - Weekly all-staff meetings
 - Weekly program planning meetings:
 - CYF with Chad and Darla
 - Weekly coffee check-ins with Jon
 - Daily informal check-ins with Kathy, Chad & Darla

- Worship planning with Jane
- Youth:
 - Taught confirmation
 - Led worship at a youth group night
 - Spoke at 10th grade confirmation retreat
 - Confirmed 25 10th graders, 4 more will be confirmed on Nov. 3rd
- Pastoral Care:
 - Officiated for a funeral (Chuck Nelson)
 - Six hospital calls
 - Three senior living visits
 - Two home visits
 - Multiple phone calls
 - New member outreach: phone calls, lunch up-coming
 - Baptismal family—interested in baptism
 - Up-coming pre-marital class for a couple to be married in 2020

Upcoming Activities/important dates

- Installation service October 27th
- Fall Harvest festival October 27th
- November 13th Concert on Wednesday night featuring Andy Potsko
- November 17th: Financial commitment Sunday
- January/February: Compassion retreat for the church
- New Member/Hospitality: new faces want to join, will connect with Kathy Frost and Kathy Newton next week on evangelism and outreach
- Baptism class on the horizon

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Staff Report

Name: Chad Larson

Program/Ministry: Youth and Family Ministry

Date: 10/15/19

Activities Last Month:

1.) Youth Groups

a. Jr. High Evolve

- i. Our program year has gotten off to a great start! Both Sunday and Wednesday Groups have come with a lot of excitement and energy. Numbers for each group are promising and students are inviting friends who are now coming consistently as well. It is also promising to see a new group of 7th graders getting so involved. Students are excited about upcoming events as well which is promising for future involvement

b. Sr. High Youth Group

- i. To start, this group of students is very involved in many different areas of OSLC's ministry. We see most of these students two sometimes three times a week at church. As far as youth group meetings are concerned, our attendance started off a bit small but has since picked up. This was due to the busyness of the season. That said, our Sunday night offerings have been filled with the Holy Spirit for sure. Worship has been central. These students strongly value the music we offer as well as the messages I give. This paired with our dinner and games has proven to be a meaningful time for them.

2.) Confirmation

- a. This year we are going through the small catechism and have covered topics such as Baptism, Martin Luther, and Stewardship of Money. Students and small group leaders have also planned and implemented their annual service night as well. I am excited to see what the rest of the year has in store.

3.) Mission Trip Sunday

- a. Great participation! Students led each service and took on numerous roles in each service.

4.) Confirmation Retreat

- a. This is always a special retreat for our 10th grade students each year. Students and leaders meet at Camp St. Croix where we discuss the question "Why?" when it comes to the church and Jesus. Pastor Karna led the discussion on Why Church and Chad later led a message and discussion on Why Jesus. On this retreat students also made their stoles, played games, and on Saturday, participated in team building initiatives and high ropes courses.

5.) Rite of Confirmation

- a. We confirmed 25 students during the 10:30a service. There will also be 4 students confirmed on November 3rd at the 10:30a service.

Upcoming Activities/important dates

- 1.) High School Valleyscare- Sr. High students will head out to Valley Fair for some scary fun!
- 2.) Lock-Ins- The Jr. High Lock-in will be on November 8th and our Sr. High Lock-in will be on November 22nd. This is a great opportunity for students to come to the church and have fun with friends. It is also an opportunity for students to invite new friends to check out our church

- 3.) Mission Trip Informational Meeting- We will hold an informational meeting for students their parents who might be interested in attending our Mission Trip to Knoxville, TN this coming summer. Following the meeting, students will have a week to formally register for the trip. Fundraising will start in January 2020.

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Staff Report

Name: Darla Goble

Program/Ministry: Children's Ministry

Date: 10-14-2019

Activities Last Month

- Started Faith Formation for Sundays and Wednesdays
- Gathered supplies needed for classes and communicated with teachers about the class plans
- Communicated with parents about the start of Faith Formation, Faith Marker, Harvest Festival etc.
- Recruited volunteers to lead the 5th & 6th grade classes on Sunday and Wednesday. We are doing more hands-on learning with the students this year as they live out their faith and learn about using our gifts, talents and resources. Students are also meeting members from the congregation that they may not have had an opportunity to meet. I recruited Charlotte Schuld to show the students how to make duct tape wallets as they talked about saving, spending and giving their money. Chris Buse talked with students about church finances and giving. Mission Activate shared with the students about their ministry and the 5th and 6th graders brought in items for the homeless. The Sunday 5/6 graders decided they wanted to join with Mission Activate for their next project in collecting coats and warm weather items for those in need.
- I ordered the book to be used for the Preschool Christmas Program and am working on plans for the program
- I am working with Dale Newton as he directs the Elementary Christmas Program. The sign up for parts is in the Gathering Area. Students will practice during Faith Formation this year during Sunday and Wednesday Faith Formation starting on November 6. All students will participate in the program this year and no Saturday practices will be needed.
- I gathered and purchased the supplies for the 3rd Grade FaithMarker. Pastor Karna and I led the FaithMarker. The students received their Connect Bibles.
- Planned and implemented Rally Day with games and bounce house
- Helped Dave and Ken clean out the shed to be moved to its new location during the Ecumen construction-there were mice in the shed!
- Planned a meeting for October 22 for LADC, Property Committee and the playground equipment company to look at options for the new playground
- Cleaned out the old workroom to put the Christmas decorations that were stored in the shed.
- Worked with Nicole Heggernes on the plan for the October Children's Ministry board in the CLC- I have heard a lot of positive comments on the board.
- Planned and implemented the Preschool Playday- We had 9 parents and their children attend.
- I met with Keri Aldridge from Shepherd of the Valley about the plans for VBS next summer. We will partner with them again this year. We will be the only ones partnering this year. They can help with storing some of the decorations until we need them but we will need space at OSLC to store some of the bigger items. We both plan to cut back on decorations this year. The Children's Ministry Committee has decided we will have a 4 day VBS this year with a celebration of VBS on Sunday. Our dates will be August 3-6 2020.
- Chad and I have recruited volunteers and are planning Harvest Festival- I have coordinated with LADC as they participate in Harvest Festival

- I have been adding pictures to our Facebook page from events and Children's Ministry
- The Youth Bells have begun practicing and will play at the Family Worship
- I have been working with the skit team to recruit students for the Family Worship on November 3

Upcoming Activities/important dates

- No Faith Formation October 16, 20 & 27
- Skit practices will 2-4pm on October 20 & 27
- Playground meeting October 22 at 1:00
- Harvest Festival- October 27 5-7pm
- Mom's Night Out November 1 5-7pm
- Family Worship Service November 3 at 10:30 service
- Christmas Program practice starts November 6 & 10 during the Faith Formation hour

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Staff Report Jane Gay, Worship & Music Ministry, 10/15/2019

Activities September

September 1 9:30 Traditional Worship in Sanctuary - Liturgy ELW Setting 2
September 8 9:30 Welcome Pr. Karna & Brian, 10:30 Congregational Potluck
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 8:00 & 10:30 "Equipped to Love the Community" - Mission Trip Sunday
September 25 5:30 "Equipped to Love the Community" - Mission Trip Wednesday
September 29 8:00 & 10:30 "Energized by the Love of Christ"
Third Grade FaithMarker Blessing

September Musical Offerings

Good News!
JuBellate
Kingdom Choir
Holly Newton
Praise Team Sunday
Praise Team Wednesday

We are learning the OSLC Theme Song crafted by Pr. Karna and based on OSLC's Mission, Vision, & Values Statement

*Love, Love, Love - The world needs Love - Our Savior's Love
This is Our Calling to share God's Love to All*

*We look up and what do we see?
God's Love for you and for me
We lean in and what do we feel?
A place where you can be real
We reach out to serve and live in faith*

Upcoming Activities/Important Dates October

October 2 5:30 "Energized by the Love of Christ"
October 6 8:00 & 10:30 "Engaged in the Love from the Church"
6:15 Vocal/Instrumental Director Search Committee Meeting
7:00 Interview Vocal/Instrumental Director Candidate
October 9 5:30 "Engaged in the Love from the Church"
October 10 6:30 Worship & Music Committee Meeting
October 13 8:00 Traditional Worship
10:30 Affirmation of Baptism
4:00 High School Activate Worship Rehearsal
4:30 High School Activate Worship
October 16 5:30
October 20 8:00 & 10:30 "Power of Prayer in Our Lives"
October 23 5:30 "Power of Prayer in Our Lives"
October 27 9:30 Reformation Sunday - Pr. Karna's Installation
October 30 5:30

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Staff Report

Date: October 15, 2019

Name: Jon Burke

Program/Ministry: Maintenance Manager

Last Month Activities:

- Furnace & Air Conditioner installation complete. City of Stillwater building official was here and inspected the installation. It "Passed."
- Working on new 2 year snow plowing contract with Schmig's Land Maintenance.
- Winter shut down of irrigation system will be done in October.
- Roof furnace broke down. Schwantes Heating and Air repaired it.
- Changed more T8 light bulbs. Replaced ballast.
- Bought roof furnace filters for winter.
- Doing set-up & tear-downs for events held here at OSLC.
- Bought maintenance supplies.
- Attended staff meetings.
- Called Roof Tech back to repair a missed leak in the CLC.
- Roof Tech's repair bill came in under \$1,462.64 of estimate.
- Changed the 3 outside key box codes.

Upcoming Activities/Important Dates:

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Staff Report

Date: October 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. Updated and printed the Women's Ministry booklets.
 - b. Updated and printed the Book Club bookmarks.
 - c. Created confirmation bins and attendance sheets.
 - d. Created confirmation small group contact sheets.
 - e. Collected 10th grade confirmation certificate, robe, picture & retreat forms and money.
 - f. Created confirmation certificates & envelopes.
 - g. Arranged for Pastor Keith to be placed on the payroll.
 - h. Met with Conlow wedding party for use of the building in April 2020.
 - i. Increased Pastor Karna's credit card limit so it would cover their moving costs.
 - j. Several tasks for 3rd grade FaithMarker: Bible labels, blessing cards, sign-in sheet, emails, etc.
 - k. Handled numerous Harvest Festival requests from Darla (postcards, signage, emails, voting slips, etc.)
 - l. Ordered changes on giving envelopes for 2020.
 - m. Contacted individuals using outdoor key box with new code.

Upcoming Activities/Important Dates:

- Worship and reception details for Oct. 27 installation of Pastor Karna
- Mail out Stewardship letter.
- Update Pledge Card for 2020