

## **FROM THE SECRETARY - ACTIONS:**

\* Given 1 April is a Wed, E-Board mtg falls on 7 April ... to avoid Maundy Thursday conflict, our next Council mtg will be 16 April ...please confirm that date on your calendars.

\* Revised staff job descriptions will be sent to Constance for distribution to council: Jane will share e-copies of Office Administrator & Music Director, Jean will send Ministries Coordinator & Custodian, and Rich will send Senior & Associate Pastor.

\* Synod Assembly will be @ Prince of Peace on Friday evening 29 and all day 30 May – please contact Jean before end March if you are interested and available to attend

\* Suggestion has been made that Council show leadership in sponsoring a pipe for the organ repair ... please consider this proposal - we will discuss @ our April meeting to garner input and inform a decision.

Blessings - Constance

## **Senior Pastor's Report to Church Council – March 12, 2009 Bethlehem Lutheran Church, Bayport, MN**

### **1) Staff Retreat and Staff Development**

- February 17, Review and update of job descriptions
- February 20, Staff Retreat, Planning, Team Building
- February 26, Staff Retreat Follow-up

\*\*!!Many thanks go out to Tom Hanson for spending several hours with the staff, clarifying process, facilitating conversation, challenging staff to go deeper together.\*\*!!

### **2) Staff Performance Reviews**

- March 4, 11:00 am Jean Groppoli
- March 4, 1:00 pm Pastor Karen
- March 4, 2:30 pm Jane Henkel
- March 11, Roy Henderson

Review process consisted of the following outline:

- highs and lows of the past year
- learnings from the last year
- review of updated job description
- themes from staff development time
- written goals for the next year

### **3) Koinonia Network**

We are into the third week of the Koinonia sessions on Sunday mornings. Turn out has been quite low. I am quite concerned and puzzled about this. Does this mean that people have lost interest in the concept? Is adult education and spiritual growth a possibility at our church? Will it continue to be something that is considered optional at Bethlehem? I remained convinced that the key to our health and vitality as a congregation into the future rests in the ability of our members to grow in their faith and not remain static. I look to the church council members to be leaders, good role models and encouragers of others in this task. Will you renew your efforts to help the church grow, by growing yourself?

4) **Sabbatical Plans**

I have decided to postpone any sabbatical plans until after I complete my Doctor of Ministry program. This will hopefully be finished with graduation in May of 2010.

5) **Stewardship Action Team**

I am excited that Kristi Mahnke has agreed to lead the effort once again at creating a generous atmosphere for stewardship in our congregation. I believe that we learned a great deal from our efforts to mobilize the congregation in April-May of 2008. Several good ideas were implemented in a short period of time that I believe could be used again, but stretched out over a year round program. We welcome Kristi to the council table tonight to share her ideas for implementation with us.

## March 2009 Council Report

### Associate Pastor

#### What Was:

- Women of Faith Community Education Class: A four - week course covering the Abrahamic faiths of Judaism, Christianity, and Islam. I taught the second week on Christianity and was part of a panel the fourth week.
- Took Kit 2: I attended a Saturday workshop concerning Healthy Congregations in Anxious Times led Peter Steinke, which included a breakout workshop on stewardship called Inspiring Generosity.
- Herberger coupon sales for the National Youth Gathering.
- Cinnamon roll sales for the National Youth Gathering.
- Kids Club ice - skating.
- 30 Hour Famine: 7 churches, 176 people, \$2000 raised for World Vision, 2000 lbs. of food gathered for the food shelf, meals that will feed 110 children for one year through Kids Against Hunger.
- National Youth Gathering training for adult leaders.
- Staff retreat.
- Performance review.

#### What is:

- Sunday School Lenten offering to help raise funds for the organ repairs. Roy spoke with the children about the organ and how it works.
- Confirmation mentors and youth during Lent.
- Confirmation brainstorming with area pastors.
- Continued pastoral care for youth and young adults.
- Women's circle.

#### What is to come:

- More cinnamon rolls!
- Easter breakfast!
- Summer Stretch planning.
- Roller – Dome with senior high youth and young adults.
- VBS planning.
- Women's retreat planning.
- Confirmation field trips.
- 9<sup>th</sup> Grade Confirmation banner making pizza party.
- 9<sup>th</sup> Grade Confirmation retreat.
- April 18<sup>th</sup> Stewardship workshop.
- Sunday School children will participate in Palm Sunday worship.
- GLOW outdoor ministry for youth and young adults.

# Ministries Coordinator, MPR

## March 12, 2009

### Communications

- **Web Site** Easter and Holy Week schedule and the Lenten themes have been added to the homepage. A new page with instructions for scheduling a photo session has been added. Audible sermons are added as they become available. Hits for the BethlehemStar.org web site for the month of

Month	Unique visitors	Number of visits	Hits
Jan 2009	527	843	30334
Feb 2009	312	474	12448

\* Unique Visitor counts each individual once in that month regardless how many times that month the individual goes to the site.

- **Weekly Reminder Emails** I've been sending out weekly broadcast emails with volunteer opportunities.
- **Press Releases** Submitted weekly calendar event items to the newspapers. Plus this month I sent article and photo regarding Creation Care Recycling with Andersen Elementary.
- **March Newsletter** –
  - o Jared & Jordan Stow and I keylined this month's newsletter. March's publication includes the first 12 days of April in order to announce Easter and Holy week events. Our regular office volunteer team met to fold the newsletter. We did not have lunch, however, as they have become so proficient in their work that they finished long before lunch hour and went home early.
  - o Stows will be unavailable to keyline the April newsletter. I will do so with the invitation that anyone who would like to help me are encouraged and welcomed to do so. Since the first part of April has already been promoted, the April newsletter will be distributed after April 1<sup>st</sup>. For this month ALL submissions to the newsletter must be sent directly to me at Stable@bethlehemstar.org.

**DEADLINE FOR THE MARCH NEWSLETTER: March 27th – to be printed/distributed on April 2<sup>nd</sup>.**

### **ACTION TEAM – Community Outreach**

The Community Outreach Team gave their “roll out” on Sunday, March 8<sup>th</sup>. After worship, we handed out hand-stamped invitation-to-worship cards with Easter and Holy Week schedules and a refrigerator magnet with our regular worship schedule. Members who took a card or two are asked to mail or hand them out to people in the community. Linda Forcier is mailing invitations to new homeowners listed in the real estate sections of the newspaper. Linda is also persuing avenues to find the names of families with children aged 3&4 to mail them invitations. Shelly White is persuing our presence in the local Chamber of Commerce literature, website and welcome baskets. We will meet again after Easter to continue our work.

### **Membership Database**

- I will be working with the Pastors to update our member database information this month with particular emphasis on contacting inactives and changing the database as needed. We are also updating the information involving members who are no longer dependants of their parents and making such members as independent and active members.
- I will be using our database to download basic member information (i.e., address, phone, email, etc.) for publishing in our Member Pictorial Directory.

### **Audio/Video Team**

I met with two AV companies to assess our needs, and spoke on the phone to a volunteer who upgraded his church about their AV capabilities. The estimates we received to upgrade the quality of our sound system and to add AV capabilities to the Connection were either too expensive or the estimates were incomplete. Therefore, at the March 5<sup>th</sup> Worship&Music meeting, Pastor Rich asked the AV team to focus on recommendations to bring audio/visual capabilities to the Connection and to have team members manage the sound with our existing equipment. The AV team met 3/10 to begin the process and will meet again 3/17 to continue the work. Mike Knox, John Dahl, and Jean Gropoli attended the WaMat meeting.

## Member Pictorial Directory

Olan Mills photographers will be at Bethlehem April 10 (3-9:30pm), April 11 (10am-5pm), April 28 & 29 (3-9:30pm). Members may schedule an appointment either by sign-up sheet in the Connection or online. The easiest way to go to the online site is to click on the link found on the BethlehemStar website. Each participating household will receive a free 8x10 photo and a free directory.

## Custodial

- Blair and I met for his one year performance review, Friday, February 27<sup>th</sup>.
- I met with Officer Jay Jackson and his Bayport Police Canine, Kilo. Officer Jackson and Kilo trained in our building with Blair's assistance, March 4<sup>th</sup>. When Kilo is ready, Officer Jackson will allow us to photograph them in "action" and write an article about them.

## Engaging Members

- **Saturday Night Worship Volunteers**
  - o Thank you to Mike Knox for creating the worship slides and emailing them to the Pastors and myself, after which I download them to the Saturday laptop and insure the projector/laptop cart is ready for Saturday night.
  - o Thank you to Madison Davis for her time in setting up the projector & Fireside Room.
  - o Thank you to Chuck Davis and Susan Neilsen for their faithful service in providing music each week.
- **Ash Wednesday Luncheon** – Thank you to Wilma McGowan and Rod Marschke for helping to set-up/serve/clean up the luncheon for Ash Wednesday. Although the main dish was catered by Brines, I shopped for some of the items and Wilma brought a dish.
- **Sunday Morning Hospitality Volunteers** Thank you to the volunteers who continue to work at the registration desk and as door greeters. Michelle Atkins and Helen Strong are calling volunteers on a weekly basis to be our door greeters.
- **Fellowship Activities –Bowling** – while covered under the Social Activities Action Team, I would like to thank Val & Jim Boettcher for making this fellowship event possible.
- **Connection set up** – Thank you to Janet Radtke for helping to organize the Connection traffic flow during the Sunday morning activities.
- **Connection and office closets** Thank you to Nancy Larson, Julie Grams, and Jackie Pedersen for the beautiful Easter decorations in the Connection and for the thorough cleaning of office closets.
- **Website Registration Expired** – Thank you to Roger Knuteson for responding so quickly to renew our domain registration on February 18<sup>th</sup>. He renewed the registration for five years.

## Other Areas of service:

- **Office Support** – I take turns at answering phones, make additions and changes to weekly Sunday Morning Bulletin Announcements, create an announcement sheet for the Children's bulletins, type up "worship opportunity" door signs and usher's instructions. Was on hand to insure the office and building was open for Bob Rayburn (organ repair), Croixdale Communion Chaplain, and members of the congregation.
- **Organ Fundraiser** – I monitor and update the donations to the organ fundraiser on the bulletin board.
- **Thank You for Worshipping With Us** – No cards were sent this month as no visitors names were submitted.
- **Graphics Services** – 1) worked with Pastor Rich and Jane Henkel to create a Visitor/Communing Pew Card. I will ask volunteers to collate the sheets with the chipboard and have OfficeMax make into pads, 2) created a very rough "Quilting Day" poster, 3) created Valley Outreach Volunteers poster, 4) set out sign-up board and all posters for scheduling photos for the directory, 4) formatted and set out Lenten Theme sheets 5) Forms: Easter Memorial garden, Cranberry Hymnals
- **Staff Meetings** – Attended all staff and council meetings.
- **Facilities Team** – met with the team for support.
- **Performance Review** – Pastor Rich and Pastor Karen both discussed my performance progress.
- **Mentoring** – I met with my mentors, Mary Olson and Wilma McGowan to discuss my work progress.
- **Village** – assisted Village Leaders in contacting member volunteers.

- **BSA Troop 113 - Chartered Organization Representative**

I attended Court of Honor, which was held in our building February 24<sup>th</sup>.

- **Funeral Coordination (non clergy)**

- Henry Thompson's funeral. I met with the family, ordered the luncheon food, worked with Karen McCloud to find volunteers and served along with Karen at the luncheon. Other volunteers were, Margie Seim, Linda Wilcox (not a member, but her husband Russ Havir is a member), and Bob Olson. Other members baked bars.

- Thank you to Connie Carlson for her additional janitorial help at the funeral.

- **Fall Fest** – Geri Tresselt, Pastor Karen and I met regarding this year's date for Fall Fest as that date relates to the date of Derby Days (Sept. 19, 09). We will not hold Fall Fest on the same day as Derby Days this year. A wedding (non-member) at Bethlehem is now scheduled for that day. We will have further discussions regarding Fall Fest after the Women's Retreat.

Respectfully submitted by Jean Groppoli

**WORSHIP & MUSIC TASK FORCE MEETING**  
**THURSDAY, MARCH 5, 2009**  
**MINUTES**

**PRESENT:** Rich Larson, Roy Henderson, Mary Olson, John Dahl, Jean Groppoli, Karen Williams, Mike Knox, Chuck Davis

**1. Organ Repair**

- Bob Rayburn from Fenris Pipe Organs attended to discuss a letter he sent to Roy a week earlier. The company, from which he was ordering the plastic spring-loaded replacement slider seals, does not carry oblong shaped seals, which the BLC organ uses. Bob has been in contact with the organ manufacturer (Walker) and has gotten Walker's recommendation to use a "foam type" slider seal with a "card surface". The other option is to send the organ parts to the organ manufacturer (in England) and have the parts retro fitted with the plastic seals. This option would be extremely more expensive.
- The original repair cost was nearly \$11,000 (\$10,800). Using the foam type seals the repair cost will be less.
- **To Do:** Roy to get new estimate from Bob.
- There is concern about the lifespan of the foam seals. Per Walker, provided the playing environment stays stable, we can expect these seals to last 20 years and beyond. Walker has several foam seals that have been in use over 30 years. Bob mentioned that keeping the room conditions (temperature and humidity) consistent will go a long way to prolonging the life of the foam.
- Bob hopes to have the "grate" and "pedal" portions of the organ repaired, installed, and tuned by 3/13. He hopes to have the "swell" done by 3/20. At this point, the organ repairs will be complete!
- Bob stated that final payment can be made on Bethlehem's schedule (after the May 15<sup>th</sup> fundraising concert).
- **To Do:** Chuck to contact Jane to determine if we have a current service contract for tunings. Each year, the organ should get a "major" and "minor" tuning. Bob recommends the "major" tuning occur right before the "heating" season begins. All tuning service contracts are 3 years, however, we would only pay for a tuning if it actually occurs.

**2. Organ Repair fundraising**

- Jean has created a "pick a pipe" poster to track the amount of money being raised to pay for the repairs. Several pipes have already been "picked"!
- While the plan coming out of the 1/29 WaMAT meeting was to have a series of 3 concerts to raise money for the organ repairs. Because of time constraints and musician availability, we have decided to only hold 2 concerts.
- The first concert is scheduled for Friday, April 17<sup>th</sup>. This will be a jazz/blues themed show. Pastor Rich is coordinating musicians. Jacki Pederson is planning the "look and feel" of the show. A chili dinner and desert bar is also planned.
- Larry Wilson from Pilgrim Lutheran attended part of this meeting and has agreed to perform a "concert of organ music". This concert will be held Friday May 15<sup>th</sup> at 7pm at BLC. The program will be very similar to the concert he performed for Prince of Peace Lutheran Church.
- **To Do:** Pastor Rich to contact Hannah Choir about accompanying Larry for portions of this concert.
- This team approved a \$200 honorarium to Larry for his time.
- **To Do:** Chuck to contact Bob Olson/Hope Pederson to determine where honorarium money will come from.

**WORSHIP & MUSIC TASK FORCE MEETING**  
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**3. Audio/Visual update**

- Based on feedback from the 1/29 WaMAT meeting, Jean contacted a few professional AV companies to get estimates for the modification we would like made in the Sanctuary and the Connection. The bids were anywhere from an incomplete estimate for \$3,000 to \$44,000. One company did not return Jean's call.
- Mike Knox has indicated that the audio issues can be solved by investing in a new lapel mic for Pastor Karen and additional training/experience for the sound board operators.
- Based on this, Pastor Rich asked Jean's team to focus on recommendations to bring audio/visual capabilities to the Connection.

**4. Communion**

- Pastor Rich has been working with Jean and Jane to develop a new "pew" pad to record those taking communion.
- These would be used every week there is communion.
- Current approach is to "create" the pad in the BLC office. The pages would be created and printed in the BLC. The pages would bound together with binding material purchased at Office Max for approx \$14.

**5. Sanctuary updates**

- Pastor Rich has voiced concerns about condition of the carpet as you enter the Sanctuary. John Dahl taking this as part of the "facilities" team.
- Pastor Rich is looking for ideas to make the Sanctuary more "welcoming" to those in wheelchairs. Recently, there have been people in wheelchairs who have been "stuck" in the main church aisle. Current thoughts are to take a four-foot section out of the front pew in front of the pulpit. Also to take four-foot sections out of the left and right of the pew directly in front of the sound. This would solve two problems, providing a spot in the back of the church for wheelchair and it would clear the "traffic jam" issue that is occurring as people enter the church and go up the side aisle on the lectern side.
- **To Do:** Memorial money has recently been donated specifically for pew repair. Jean to contact benefactor to see if appropriate to use this money for these pew modifications.

**NEXT MEETING: June 4th, 2009 7pm**

Meeting adjourned  
Chairperson, Charles Davis