

## **ADMINISTRATIVE COUNCIL – MINUTES**

**Wednesday, November 18, 2020 - Virtual meeting via Zoom**

**Ely United Methodist Church**

**Call To Order:** Chair Dan Johnson called the meeting to order at 7:07 PM.

**Attendees (10):** Lucy Diesslin, Craig Haberman, Linda Hane, Bev & Dan Johnson, Carol Linneman, Margie & Mark Olson, Jay & Jeanne Tomlinson.

**Opening:** Pastor Craig read Isaiah 43:1-7 about the promise of restoration & protection that is meaningful for us during this pandemic. He then opened the meeting with a prayer.

**Minutes:** The October 21 and November 5, 2020 Ad Council minutes were approved as previously distributed to Ad Council members. Motion to approve by Margie Olson; second by Linda Hane.

**Treasurer's Report:** Mark Olson had previously sent out a copy of the October 2020 Treasurer's report. He pointed out a few key items, particularly that our income for the month was notably lower than normal - only half of the expenses. The account balances as of the end of October are General Fund \$32,841.83; Memorial Fund \$11,854.70; Building Fund \$4,372.85. Jay Tomlinson moved that we accept the Treasurer's Reports as submitted, second by Lucy Diesslin. Motion passed.

### **COMMITTEE REPORTS**

- **Trustees:** Margie Olson reported that Mark will be handling the snow shoveling for November & December but we'll need to get other volunteers for January through April.
- **Worship:** Linda Hane asked Pastor Craig to report the results of the November 16<sup>th</sup> Worship Committee meeting. A summary of the meeting had been distributed to Ad Council members with the meeting Agenda. The following were discussed:
  - **Communion:** Our next communion will be on December 6. We discussed various options and decided that the most practical and safest was to have the "personal communion" cups on the altar for the blessing and the usher, wearing gloves, would then distribute them to the attendees. They could partake in place at that time or take them home to have later if they don't want to remove their masks for that. People watching on-line would be instructed prior to the service in the *Parish News*, that if they want to join in the ceremony at home, they need to have grape juice and bread prepared and with them at the beginning of the service, for the "virtual blessing" of the elements before they partake.
  - **Sue Germek Organ Practice:** When someone commented this past Sunday how enjoyable it was to listen to Sue playing the organ, she suggested that she could set up a fixed time to practice and people could come in and listen. This would require an usher to be present to ensure folks are following the guidelines as they arrive and seat them, and control the numbers, asking earlier attendees to leave if that number gets over 8. It might also require sanitizing the pews. Even though we don't expect large numbers for this, it was decided that it was too risky and best to wait until after we move back to "yellow".

- **Hanging of the Greens:** The committee had recommended that we decorate the indoors with our usual tree & garlands except to just do the front since the majority of people would not see the back anyway. We would have assigned small groups for the various tasks: (1) Sanctuary tree, (2) Sanctuary garlands, (3) Advent Candles and Creche, (4) Fellowship Hall tree, and (5) Railing garland for the front steps. Groups would take turns so that it would never be more than one small group working in the same area. In addition, we would have an outdoor tree this year with just white lights and an angel on top to bring light visibly to the community. Patty & Bryan Rusco had offered to take care of this. We decided to do the indoor decorating right after church this coming Sunday, November 22 since Advent starts on November 29. Jay & Jeanne & Dan agreed to get the items from the garage on Friday, November 20 at 10 AM to have them in the church for the Sunday decorating. Margie & Mark Olson offered to take care of the Fellowship Hall tree. Bev Johnson offered to work on the Sanctuary garlands. Linda Hane agreed to take care of the Creche. Jay Tomlinson offered to do the front steps garland. Linda Hane agreed to take care of purchasing it. Jeanne will help with the Sanctuary tree and will call Liddy Sheppard to see if she can help, too.
- **Poinsettias:** The committee recommended we order 10 poinsettias from Ely Flower & Seed and let people know they can send in a check for \$13.99 for each one they want to have in memory or honor of someone. If we get more than 10 orders, Jay Tomlinson offered to pick up additional ones from Menard's. Orders have to be in by December 1. Lucy moved that we allocate \$140 to cover the cost of the 10 poinsettias we'll be ordering. Second by Bev Johnson. Motion passed.
- **Christmas Eve Service(s):** The committee had discussed having two Christmas Eve services. One being an outdoor one with a bonfire in the lower parking lot and folks invited to come and socially distance to hear the Christmas message and sing the first verse of a number of Christmas carols. The second being a normal Christmas Eve service broadcast through Facebook Live and limited to the usual 10 up/10 down people. It would be held at 5:30 PM. All agreed on the latter. For the outdoor service there were many concerns about how safe it would be. It was decided to table the topic to the December 16 Ad Council meeting when we'd have more current information about pandemic restrictions.
- **December 27<sup>th</sup> Worship Service:** Pastor Craig will be out of town for the last Sunday of the year. The Conference will be preparing a pre-recorded service for congregations to use on that Sunday. Pastor Craig can send the link to the service in the *Parish News* prior to that. We will not have any in-house service that Sunday. All agreed this was a good idea.
- **Finance:** Bev Johnson reported that after the Finance Committee had met on Monday, November 16 and prepared the 2021 Budget. See New Business below.
- **Pastor-Parish:** Jeanne Tomlinson reported that the committee had met with our DS, Laurie Kantonen, on Wednesday, Nov 11 in another "hybrid" virtual/in-house meeting

using an app called 'Bluejeans' instead of Zoom. It was a good meeting. She gave some good outreach ideas which Linda Hane passed on to Jay Tomlinson.

- **Outreach:** Jay Tomlinson brought up the following:
  - **Apartment Trees:** Jay had checked with the housing authority about our doing the trees again this year and they would definitely like to have them. Jay will set up crews and schedule it for the first week of December.
  - **Thank you notes to front-line workers:** An outreach program Laurie Kantonen had described from another church in our conference was to send Thank you notes to nursing homes & hospital staff, police department, fire departments, etc. for express our appreciation and our continued prayers for them as they work & sacrifice during this pandemic. It was suggested we recruit some non-Ad Council members of our church who have helped with outreach programs in the past, such as Trish Schreffler, Carolyn Fendt, Evelyn Wallendar, Carol Laine etc. to write these notes since it's something that can be done at home. Linda Hane said she had cards with a picture of the church and would donate those. Jeanne Tomlinson moved that we do this project and allocate the necessary funds for the stamps. Second by Linda Hane. Motion approved. Jay will coordinate this.
- **Visioning:** Rich Floyd had sent in a report that the "directory listing" calls should all be done although 3 of the callers had not entered their results into the shared document yet. He said they would discuss the results at the next Visioning Committee meeting.
- **Parish Care:** Donna Rusco had sent an email letting us know she'd given out two prayer shawls, one to Marge Forsberg and one to Emma Smrekar (Carolyn Fendt's great granddaughter battling stomach cancer). She has not done any visits because of Covid but has been making regular phone calls.
- **Memorial Fund Task Force:** Carol Linneman reported that the \$3,000 check to Custom Theaters had been sent.

## **OLD BUSINESS**

1. **Ongoing assessment of live streaming our Sunday Service:** This topic had been discussed by the Worship Committee earlier which had resulted in some changes this past Sunday. We briefly discussed the issue of people still having problems hearing Pastor Craig even with the changes that were made. We decided to try having him use a face-shield instead of a mask. Jay will pick one up later this week and Pastor Craig will use it this next Sunday to see if that helps.
2. **Our Annual Church Conference:** This will be held on December 16, 2020 at 6:30 PM as a virtual event through Zoom. Pastor Craig re-iterated the Nominating Committee's plan to keep everyone in place in their current positions unless they specifically request to be removed. The conference will be reviewing and approving the 2021 Budget and the various Nominations. Pastor Craig will compile a Membership Report which is part of the document that is distributed but is not voted on.

## NEW BUSINESS

1. **2021 Budget:** The 2021 Budget, which had been distributed previously by email, was presented for review. The only question was about why our church apportionments had dropped by almost \$1,350 from the previous year. Pastor Craig reported that the formula for determining the figure is complicated but primarily uses a percentage of our membership with the conference total and may also include church budget information. This lower figure along with Pastor Craig's salary remaining the same by his request and the adjustment of a few figures based on 2020 actuals resulted in a total budget for 2021 of \$106,504.22 which is almost \$2500 less than the 2020 Budget. Jay Tomlinson moved we approve the 2021 Budget to be submitted for full church approval at the December 16th Church Conference. Second by Lucy Diesslin. Motion passed.
2. **Adult Sunday School (Bible Study) day & time:** Pastor Craig wanted to know if we should change the time for the Bible Study from Wednesdays at 2 PM but it was generally agreed that the current time is just fine as long as it's ok with him. So it will stay the same for now.
3. **Small group work groups to assist with Christmas Cards:** Pastor Craig had designed and had printed special Church Christmas Cards to send to everyone in our newsletter mailing list. He is planning to sign each one but thought it would be nice if he could get some help with the actual mailing. Mark & Margie Olson and Linda Hane agreed to help. It was decided to meet on December 7 at 10 AM in the church basement for anyone wanting to help.
4. **Andy Baker Fund:** We had received a \$100 donation to be spent on Andy Baker for his needs in the Carefree Living facility. Just a little over half of that had been spent but now Andy Baker has moved to Ohio. After some discussion, Jay Tomlinson moved that we just send Andy the remaining amount of \$47.83. Second by Lucy Diesslin. Motion passed. Mark will take care of it.
5. **Frontier Termination Fee:** Mark reported that his appeal for forgiveness or reduction of the \$1,586 termination fee had been declined. He recommended we just go ahead and pay it. Jeanne Tomlinson moved that we do that; second by Jay Tomlinson. Motion passed.

## Items of Information

1. **Next Ad Council meeting:** Wednesday of December 16, 2020 at 7 PM, after the Church Conference.

The meeting adjourned at 9:00 PM with Pastor Craig leading a recitation of the *The Lord's Prayer*.

Respectfully submitted,  
Jeanne Tomlinson, Ad Council Secretary