

ADMINISTRATIVE COUNCIL – MINUTES
Friday November 20, 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 (12): Bonnie Berglund, Lucy Diesslin, Rich Floyd, Craig Haberman, Linda Hane, Bev & Dan Johnson, Carol Linneman, Margie & Mark Olson, Jay & Jeanne Tomlinson.

Special Meeting Agenda: Determine changes required for our church because of the MN Governor's newly announced restrictions and our subsequent conference change of the "COVID-19 response phase" from Orange to Red.

- **Sunday Worship:** We are not to have anyone in the church except those required for production of the live-stream broadcast. Jeanne will contact the congregants who had already been invited to attend the November 22 service. We determined that we need a minimum of 5 people for the service: (1) pastor, (2) organist/pianist/CD player, (3) song leader/singer, (4) usher to serve as acolyte & ring the bell, and (5) someone to monitor/move the laptop used for "filming" & open the front door when the usher rings the bell. Persons for these roles for the Nov 22 service would be Pastor Craig, Jeanne Tomlinson, Bev Johnson, Dan Johnson and Jay Tomlinson.
- **Hanging of the Greens:** After some discussion it was decided that we would limit who would be doing this to just a few at a time for the different "parts". We would not be doing a tree in the Fellowship Hall since we won't be having anyone there with the new restrictions. Jay, Jeanne & Dan will take care of moving the needed items from the garage to the church on Saturday morning. (This wasn't done on Friday morning as originally planned because of the need to first discuss what we would be doing). Jeanne & Jay & Pastor Craig will take care of putting up & decorating the big tree right after the Sunday service. Bev & Dan Johnson will handle the Advent wreath and garlands at the front of the sanctuary at a time that is convenient for them. Same for the Creche – Linda Hane will take care of having that done at another time during the week.
- **Thank You Notes Outreach Project:** It was decided to not recruit a number of people to do this project. Linda Hane will contact Trish Schreffler to see if she is interested in doing them and if not then Linda would do them. (Note: Bonnie Berglund later offered to do these).
- **Christmas Cards:** Marge & Mark Olson will just take care of the mailing at their home.
- **Apartment Trees:** Jay will check with the housing authority to make sure we will still be allowed to come in and set them up. It was suggested we just do one tree at the Pioneer building entrance instead of one on each floor.
- **Our church conference on Dec 16:** If we are still at Red phase, this meeting will need to be strictly a Zoom event instead of the planned hybrid meeting which would have allowed some people to attend in-house.

The meeting adjourned at 7:40 PM.

Respectfully submitted,
Jeanne Tomlinson, Ad Council Secretary