

ADVENT COUNCIL MINUTES

May 9, 2023

<p>1. Call to Order</p>	<p>The meeting was held at the Advent Fireside Room Jesse Hammer called the meeting to order at 7:04 PM. Present were Council members Jesse Hammer, Ryan Beach, Maren Blair-Scarborough, Sandi Bordner (Zoom), Paul Cook, Tom LaRose, Christina Meier (Zoom), Karen Trinidad, Jill Hartmann, Mary Ann Bradley, and Pr. Sara Wirth. Excused were Council members Warren Blair, Al Muniz and Deacon Linda Bobbitt Visitor: Mark Moyer</p>
<p>2. Monthly Devotion</p>	<p>Led by Ryan Beach</p>
<p>3. Opening Prayer with supportive concerns</p>	<p>Led by Pr. Sara</p>
<p>4. Reading of Minutes</p>	<p>Comments/changes/corrections/additions to the minutes of the April 11^h Council meeting were solicited. The minutes of the April 11th Council meeting were accepted with no changes.</p>
<p>5. Reading of Behavioral Covenant</p>	<p>Paul Cook read Section 3 of the Advent Council Behavioral Covenant: “We demonstrate our leadership and commitment to our congregation by our example.”</p>
<p>6. Approval of Agenda</p>	<p>No changes to the agenda were made.</p>
<p>7. Reports of Officers & Committees</p>	<p>a. Pastor’s Report & Deacon’s Report ◇ Deacon Linda will attend Council meetings when there is an agenda item that needs her input; the Council welcomes her presence at any time, but monthly attendance is not required. ◇ Deacon Linda will be on summer hiatus June 4 to August 12. ◇ Pastor Sara will be on vacation Memorial Day weekend and Independence Day weekend, Pastor Ron will preside at services at both Advent and St. Andrew. ◇ A series of lessons for <i>Cultivating Vital Congregations</i> will be presented for the whole congregation in the fall. The Parish Council will use the feedback given during the lessons to formulate ‘next steps’ for future direction of the parish. ◇ Pr. Sara will take over Care Team duties/coordination from Deacon Linda for the summer.</p> <p>b. Treasurer’s Report – see attached written report</p> <p>c. Parish Council Report -- Parish council has set up a <i>Mutual Ministry Committee</i> with 3 members from Advent (Warren Blair, Denny Thompson, and Teresa Manshardt) and 3 members from St. Andrew.</p> <p>d. Update on Worship & Music motion to remove 2 pews -- Bell Choir will set up in the back of the sanctuary as a test on Mothers’ Day</p>

	<p>e. Property committee updates --</p> <p>i. New estimates are being prepared for sanctuary carpet installation. Approximately \$8K remains of the funds approved at 11/2021 Council meeting (funding from CDs designated for property improvement). Property will bring a supplemental funding request back to Council if needed.</p> <p>ii. A panel-sided platform area in the back of the sanctuary has been requested for audio-visual equipment & operators. Property is seeking congregational input in support of the addition and a funding source.</p> <p>◊ An OLTC to discuss proposed changes to the sanctuary will be held after worship on June 4.</p> <p>f. Youth and Education --</p> <p>◊ BBQ for 12YO and up on the evening of June 4</p> <p>◊ Sunday School children will “teach” the Contemporary Lord’s Prayer during worship on May 21</p> <p>◊ Discussion of incorporating a “prayground” in the front of the sanctuary will be included along with the other changes happening in the sanctuary at the June 4 OLTC</p> <p>g. Other committee reports – see attached</p>
<p>8. Old/Unfinished Business</p>	<p>a. Motions to fill Councilmember/Treasurer roles.</p> <p><u>Motion</u> by Jill Hartmann to appoint Mark Moyer to fill the remainder of her term as Treasurer (Council can re-elect Mark for up to 6 additional full-year terms).</p> <p><u>2nd</u> by Ryan Beach</p> <p><u>Motion passed</u> by unanimous acclamation.</p> <p><u>Motion</u> by Jill Hartmann to appoint Mark Moyer to fill the remainder of Jill Hartmann’s term on Council, through January 2024 (Mark will be eligible to run for an additional 1-year term, plus two 3-year terms after that).</p> <p><u>2nd</u> by Mary Ann Bradley</p> <p><u>Motion passed</u> by unanimous acclamation</p> <p>b. Motion to change authorized signers on Advent’s bank accounts</p> <p><u>Motion</u> by Jill Hartmann to update the signers for Advent bank accounts with Vectra Bank as follows:</p> <p>Bank account ending in <u>6985</u> Current signers are: Jill Hartmann, Judith Warhola, Vicki Voth Remove: Jill Hartmann, Judith Warhola, Vicki Voth Add: Joan LaRose, Mark Moyer New signers to be: Mark Moyer, Joan LaRose Effective 06/01/2023</p> <p>Bank account ending in <u>9651</u> Current signers are: Jill Hartmann, Vicki Voth Remove: Jill Hartmann & Vicki Voth Add: Joan LaRose, Mark Moyer New signers to be: Mark Moyer, Joan LaRose Effective 06/01/2023</p>

	<p>Bank account ending in <u>5019</u> Current signers are: Jill Hartmann, Judith Warhola, Vicki Voth Remove: Jill Hartmann, Judith Warhola ,Vicki Voth Add: Joan LaRose, Mark Moyer New signers to be: Mark Moyer, Joan LaRose Effective 06/01/2023</p> <p>Bank account ending in <u>0554</u> Current signers are: Jill Hartmann, Judith Warhola, Vicki Voth Remove: Jill Hartmann, Judith Warhola ,Vicki Voth Add: Joan LaRose, Mark Moyer New signers to be: Mark Moyer, Joan LaRose Effective 06/01/2023</p> <p>Bank account ending in <u>1263</u> Current signers are: Jill Hartmann, Judith Warhola, Vicki Voth Remove: Jill Hartmann, Judith Warhola ,Vicki Voth Add: Joan LaRose, Mark Moyer New signers to be: Mark Moyer, Joan LaRose Effective 06/01/2023 <u>2nd by Sandi Bordner</u> <u>Motion passed by unanimous acclamation</u></p> <p>c. Motion to pay interim organist/director of music, if needed.</p> <p>Greg Komma’s paid leave ends June 4. Greg plans to return to the position of organist/director of music on Sunday, June 11. The Personnel Committee presented a motion to fund the function of organist/director of music position going forward if Greg cannot fulfill his duties after June 4. <u>Motion by the Personnel Committee: If Greg Komma cannot assume the role of organist/director of music on July 11th, 2023, an interim organist role shall be funded using regular organist/director of music budget line, beginning June 11, so there will be no effect on the annual budget.</u> <u>Motion passed by acclamation with Paul Cook abstaining.</u></p>
9. General Orders	Communications Discussion – See attached handout from Paul Cook
10. New Business	<p>a. Request from Pastor Sara to increase synod benevolence by the amount budgeted but won’t be spent for Advent’s lay delegates’ travel to synod assembly in El Paso as no lay delegates are attending.</p> <p>Discussion: after discussion, Pr. Sara withdrew the request and will revisit increasing synod benevolence for 2023 at the end of the year.</p>
11. Adjourn with Lord’s Prayer	Paul Cook closed the meeting by leading those assembled in the Lord’s prayer at 8:40 PM.
12. Next Meeting Date/Time	Tuesday, June 13 @ 7 PM in the Advent Fireside Room; Hybrid (in person and Zoom); Devotions by Al Muniz

❖ Future Meetings for 2023 term: July 11, August 8, September 12, October 10, November 14, December 12, January 9, 2024

These are the minutes of the meeting to the best of my recollection and according to the notes taken during the meeting.

Tom LaRose, Council Secretary

Attachment 1

May 2023 Committee Report Summaries

Memorials: approved a couple of projects including high-efficiency LED lights installed in the wood slatted troughs along the side walls in the sanctuary and upcoming renovation for the garden outside the south door to be done in June.

Finance: recommended additional funding for supply organist to cover for Greg's absence.

Stewardship: did not meet in April. Putting together an adult forum on Legacy Giving and Advent's Endowment Fund for June 11th.

Property Committee: the sprinkler systems have been turned on for the season, tested, and several non-operational heads in the front lawn have been replaced. The lower lawn area where outside the pastor's office is still a problem. Repair work will be scheduled with a contractor.

Triple E Team: see attached report following

Worship and Music: see attached report following

Memorial Committee Report

Memorial Committee has not officially met this year. We met on the 4th Tuesday of the month up until COVID, but have not started that up again yet.

We have approved a couple projects. New high-efficiency LED lights were installed in the wood slatted troughs along the side walls in the sanctuary. This Spring there are plans for garden renovation outside the south door. A retaining wall is planned along with replanting the garden.

Thank you,
Sandi Bordner
Memorial Treasurer

Triple E Team Minutes 040523

Members Present – Donna H, Joan L, Denny T, Karen T, Cindy L, Virginia F, & Pastor Sara (Deacon Linda was out of town at a conference.)

Denny prayed us into the meeting.

Visitors – Joan had purchased Ads on Facebook for Easter for \$50. Visitor bags were ready for Easter and given out with the revised brochure, pastoral statement, a pen, a devotional and a frisbee. We still may want to get notepads to include. Great turnout at Easter (attendance 117). Postings were done on Nexdoors, Facebook and the website. Karen shared a welcome questionnaire card that Mark found at another church, and it was a consensus that we should pursue doing something similar. We could ask everyone to fill one out each time, which makes it easier for visitors. “Let’s all do it.” Cindy is going to look for some blue, green cards that weds used previously. Cindy, Karen and Joan will work on the message and doing this. Also, putting a QR code on the brochure linking it to the Advent website should be explored. In addition, in the giftbag and on the website some testimonials addressing, “Why Advent?” should be included. Could tweaking on the website possibly could be done to make these more visible? Joan will evaluate. Lastly, Zephyr sent Karen the Instagram account which she will send to Cindy and Joan. Paul C is also reviewing this as well.

Care Team Calls – Karen continues to work with Cindy on this. It is important to give feedback when calls are made. Results from these efforts should be used to update te directory.

Graduation Celebration –May 7th will be the celebration for the 4 graduates at Advent, Kara, Renee, Ruth, and Mary. This will be announced in the bulletin so members could bring cards. Joan will get a half sheet cake. Karen will get flowers. Playing Pomp and Circumstance as well as a special blessing will be done during the children’s sermon. Pastor Sara will let Deacon Linda know since she is preaching. The reception after the service will be in the Fireside Lounge.

Mothers’ Day May 14th – Donna will get Flowers and Karen will get chocolates. No Cake.

BBQ’s – LaRose’s have volunteered to host a BBQ on a Saturday evening in late June. Date TBA. Men of Advent will be asked to assist with the meat and grilling. LaRose’s will ask for RSVPs to determine what side dishes, salads and deserts folks will be brought..

Bike to Work Day – Tom has agreed to coordinate this event. Members will be asked to support with items and working the event. The date is Wednesday, June 28th.

Honoring Hartman Family Day –Cindy will get with Jill to work on getting a date as they are moving to Wyoming in late June.

Neighborhood Family Festival – Will be replaced by a BBQ for Advent members and their guests in the fall on either a Saturday or Sunday afternoon. Some games and activities should be set up. This will be discussed at upcoming Triple E Team meetings.

Garden Day – Joan and Tom are working with the property committee to do a Garden Day on Saturday, June 3rd. The focus would be on refurbishing the area leading to the south door of the church. Advent members will be asked to assist.

Next Triple E Team Meeting – Next Triple E Meeting in May will be on Tuesday, May 23rd at 6 p.m on Zoom.

Advent Lutheran Church
Music & Worship Committee Minutes
March 5, 2023

Meeting called to order at 12:10 pm.

Attending: Lisa Cook, Ruth Cook, Paul Cook, Mark Moyer, Maren Blair Scarborough, Pastor Sara.

1. Pick a Music & Worship Committee Chair

- Committee selected Lisa Cook as chair.

2. Copyright and printing liturgy and hymns in the bulletin

- Info on licenses:

<https://docs.google.com/document/d/1Pm0JW8oNc4k4VpYI0hRV8wy7V4SgtdefNaM5rc74VN0/edit?usp=sharing>

- **Action item 1:** motion to approve the purchase of the podcast/streaming bundle to be in compliance with copyright.
 - Current license: Category B average weekly attendance 26 to 100. A-718094 for Feb. 24, 2023 - Feb. 23, 2024.
 - Ruth made the motion, Mark seconded, committee approved the motion.
 - Lisa will reach out to One License to add the bundle. (*Post-meeting update: bundle was purchased. One License gave us the option to “backdate” the license to cover all of our video and now we are covered dating back to March 2020 when we started posting services online due to the pandemic.*)
- **Action item 2:** decision about whether to include music for liturgy and hymns, or music just for the liturgy, in the bulletin.
 - Currently have two, differently-sized, with different contents. Have heard concern from some in the congregation that we should include all the liturgy portions, or all the hymns, or both, or neither.
 - Desire to put the opening welcoming statement that we had been using back in, along with instructions about communion (who is welcome, how it works).
 - We do have the ability to include the music for the liturgy and hymns—but do we want a long bulletin?
 - The push for a one-page bulletin seems to be a St. Andrew’s concern; Pastor Sara had heard the desire to keep it to one page from that congregation and not from Advent.
 - Decisions: include all the music parts of the liturgy, and the opening statement and instructions about communion, starting at Easter to give staff time to make the changes and figure out appropriate formatting.

3. Liturgy settings and hymns

- Some history:
 - At Advent, changes to liturgy have generally been introduced by the pastor and then discussed at worship and music to facilitate support for the congregation. For example, we’ve had the choir practice the new kyrie and hymn of praise, etc, first and then being ready to lead the congregation. Sometimes we’ve introduced a new setting at an adult forum ahead of the change, with

opportunities to sing through the new music a few times. Sometimes we've had the congregation practice singing the new parts at the beginning of the service in the "welcome to Advent" part before doing the confession, usually with the choir supporting that practice.

- **Action item:** going forward, what might that look like?
 - Pastor Sara would like to change liturgies as the liturgical seasons change, possibly with a "summer Pentecost" and "autumn Pentecost" liturgy change as well.
 - Next change: at Easter, using ELW Setting 3, which Advent used to use several years ago.
 - Will hold an adult forum on Palm Sunday to teach the new setting to any interested congregation members. (Lisa can lead if Greg isn't available.)
- **Action item:** A hymn pickers committee has existed on and off in past years, depending on what supported the pastor desired. Hymn Pickers is open to all, meets monthly, suggests hymns and leaves the sheet with the pastor (with the understanding that the pastor may change some of them). Would Pastor Sara like that support?
 - Answer: yes. (Lisa will facilitate that.)
 - Committee members felt an in-person meeting would work best, rather than an email thread or online meeting.

4. Motion to remove two front pews to make room for handbell tables

- Need a motion that Maren can present at the March Council meeting.
- Property committee has already discussed (and I think approved) the plan last fall.
- **Proposed motion:** To remove two full-length pews in the front of the church and move the shorter pews back one row to accommodate handbell tables when we perform.
 - Explanation: some of our members are getting older and getting up the steps to the choir loft has proved challenging. Keeping the tables on the floor will make access easier for members.
 - Motion made by Maren, seconded by Ruth, approved by committee.

5. Worship servants

- Need updated process for scheduling acolytes, assisting ministers, lectors, and ushers.
- Also need to set up times and training to invite people to become assisting ministers, lectors, and ushers.
- **Action item:** when to schedule, who will run them?
 - Lisa will send monthly scheduling group emails and copy Cindy.
 - Trainings: in April (after Easter). Lisa or Ann can train assisting ministers, Ryan or Mary Lamarato can train ushers (need to ask one of them), Lisa and Ruth will train acolytes, and we'll ask someone to train lectors (Tom LaRose said he would on April 30).

6. Additional music-related plans for Easter and Pentecost

- Palm Sunday - April 2

- Will try to process with palms to begin service, either around the church or from the fireside lounge. Won't start the first hymn until people start coming into the sanctuary.
- Easter - April 9
 - One service this year, at the new 9 am time so as not to confuse things.
 - Easter lilies - is that a Worship and Music Committee thing? (Lisa will talk with Cindy.)
- Pentecost - May 28

7. Summer services

- Will we have outdoor services? If so, how many?
- Committee explained to Pastor Sara what we've done in the past. Item was tabled, as it was only on agenda for future reference and decisions can wait until later.

Committee adjourned at 1:48 pm.

Attachment 2

5/2023 Notes for Recurring Communication Item

Possible avenues to communicate with members and increase engagement:

- (1) website – Joan and Cindy made additional updates this month, including updated Radio Players information, Can Can Sunday information, calendar updates, a new page for Bike to Work, and the removal of old pages on COVID and community dinners. A new page to post newsletters, and a new “Why Advent?” page suggested by Deacon Linda are all forthcoming. Managed by the church office (Cindy, with Joan’s support)
- (2) business cards for ministry team – any progress?
- (3) weekly email – still our most effective and frequent communication mechanism; managed by the church office. Question for this month: How to notify the congregation about Deacon Linda’s summer hiatus and when she will be back?
- (4) signage, banners, etc. – Easter banner still up with new worship time; Property manages this
- (5) bulletin format, insert announcements, welcome statement, etc. – seems to be in a final format, at least until we change worship formats for the summer; managed by Worship & Music
- (6) scheduling acolytes, ushers, greeters – Worship & Music held several trainings for new worship servants and is managing schedules; it seems like we have good coverage and are getting more people involved
- (7) personal invitations to volunteer – coordinating through Stewardship committee. Relatively few responses to Time & Talent, but we do seem to have people stepping up to volunteer to a greater degree than we have seen since the start of COVID
- (8) youth group – Pastor Sara and Education/Youth committee held an event this month with good participation, and the committee is working on plans for some summer events
- (9) adult education/OLTC – Paul investigated (I’m the de facto Adult Ed committee for right now), but there were several events scheduled between now and June already; Deacon Linda wants to start a once/month discussion on VRSM priorities, but can’t do this until fall because she is off for 10 weeks in the summer. On balance, it made more sense to wait and plan for fall instead.
- (10) coffee hour after church – EEET manages these; do we need more volunteers?
- (11) church directory update?
- (12) **other post-COVID community building?** – this month I have had several conversations with groups about the importance of in-person connections to rebuild strong relationships. This seems more possible with COVID numbers remaining low and the possibility of outdoor events; even people who still feel cautious might be willing to come to an event. (Those who live further away are more of a challenge). Any ideas from Council on how to rebuild community?

Ongoing organizational structures to increase communication: (these all seem to be working well?)

- (13) Executive Committee meetings to plan Council agenda each month
- (14) Pastor’s report to Council (verbal, monthly)
- (15) Parish Committee report to Council (verbal, monthly)
- (16) Committee reports to Council (written, monthly, with opportunity to present if requested)

More communication is always better! Let’s keep looking for ways to get more complete and more accurate information to more people, which promotes positive feelings and better decision-making.