

Ministry Team: Worship

Meeting Date: 8/10/10

ATTENDEES:

Sara Van Beek
Bonnie Johnson
Jamie Parma
Melissa Moll (staff liaison)
Roger Kaser
Jennifer Johnson (council liaison)
Barry Hoff

Excused:

Mary Feller
Owen Berendes,
Jeff Picken
Pete Vandenberg

Items that may require council action:

- None

Items that may require budget/finance coordination:

- None.

New Task Force:

- None

Ministry team minutes:

- June minutes approved as written.

Old Business

- Team membership: Would still like to have one or two more NS attendees. Jeff and Jamie still have a few contact names left on the previous list. Action: Jeff to coordinate with Jamie on making additional contacts.
- **Finance/Budget review:** Melissa did considerable work on this in preparation for 2010/2011 budget planning. She included some recommendations for items in the areas of worship resources, media supplies, and instrument maintenance. She will also forward the excel file to Barry for continued monthly updates as reported from Brenda.
- Equipment updates:
 - Melissa provided recommendations for piano tuning schedules for both DS and NS.
 - Still do not have a date for organ pipe repairs. Ron Wahl is aware that the money is available this year but will not be in next year's budget. Action: Jennifer and/or Barry to follow up with Ron again in September.
 - Monitoring of water level in the humidifier on the NS piano is working well.
- July potluck: Did not happen. Could not find a person to chair the task force. Will consider another attempt at this event next summer.
- Hymn sings – With Melissa's departure, it's up to us whether or not we continue this. Would need to coordinate with interim organist. Suggestion was made to solicit hymn suggestions from different FELC groups (e.g. council, circle, 50+ group, etc). Action: Discuss again at September meeting and plan accordingly.
- Communion bread at DS – 8:00, 9:15. Supply is getting ahead of usage. Also, texture is inconsistent as is portion size. Suggestion was made that we hold a refresher baking course. Also suggested was precutting the loaves. Action: Barry to contact Jean Monson and Joann Moard regarding usage and baking schedule. Barry to contact Cheri Paisar to ask about conducting a refresher course. Barry will also find out what the intended number of servings per loaf is and will coordinate with worship assistants. Should help with more consistent portion size. Discuss again in September.

- Staffing and Planning:
 - Jennifer has arranged for interim DS music staff: Jim Carpenter to lead Parish Choir; Blake Doss to serve as organist at 8:00 and 10:30, plus accompany Parish Choir (need to finalize agreement with Blake).
 - Hand Bells will need a leader if the group is to continue. Melissa suggested that bell quartets could be done instead of a full group. Will have to determine interest from group members before deciding how to proceed.
 - 9:15 Liturgy: Melissa has proposed a schedule for the fall to introduce Lee's new liturgy. Lee will coordinate song leaders. Start date for this is September 12.
 - Media volunteers: Need media & sound people at NS and sound & TV at DS. Jean supplied lists of potential names for each site. Action: Jeff will coordinate with John Dougherty and/or Ross Larson on NS contacts. Barry will coordinate with Gary Haberland on DS contacts.
- Memorials List – No update at this time.
- NS 8:30 bulletins: Jeff's vision is still to get as close as possible to a paperless service. Jamie suggested a trial period where bulletins are available but not handed out. Good way to gauge how many people truly look for them. Sara commented she wants a bulletin and knows others share that feeling. As for announcement sheets, suggestion was made to have them available but not stuff one in each bulletin. Action: Jeff to coordinate with Pastor Mary and office staff as this effort moves forward.
- Altar Guild Handbook: Jennifer will prepare for this in September, time permitting. With a busy fall season coming up, we may table this item at some monthly meetings if the agenda is full.
- Newsletter requests: Melissa prepared an article on choir opportunities at both sites. Thanks Melissa!

New Business

- Rededication service: Pastor Mary is planning this. Projected date is October 10th. WMT will be responsible for coordinating volunteers for the service, and for deciding on appropriate symbols to represent various sections of the service. Action: Barry to coordinate with Pastor Mary on recruiting 4 people to serve as speakers for meditations (3 minutes each). At September meeting, WMT personnel to decide on how to recruit other service leaders, and on appropriate symbols.
- Coffee hour for Melissa on August 15th: Jean asked if WMT personnel would provide cupcakes for the coffee hour in honor of Melissa's service at FELC over the past two years. Suggested we need 10 dozen. Team members were very willing to do this. Action: Barry to coordinate 5 bakers.
- Volunteer absence: A question was raised by Ross Larson (F&YMT) about how we ensure volunteers show up when they are scheduled. There have been absences at the NS, particularly with sound board. Ross has filled in frequently. Current practice is to send a postcard mid-week for the coming Sunday. Some people don't receive these until Saturday. Suggestion to add email reminders too. Also suggested a possible Temple Talk regarding importance of volunteers and scheduling. May need further discussion at September meeting.
- Training for media/sound/TV volunteers: This will be done after volunteers are recruited to serve in these roles. Suggestion was made that this include all tech volunteers, not just those who are new to these jobs. Will discuss further at September meeting.

Submitted by: Barry Hoff