

## FELC Ministry Team Minutes

**Ministry Team: Worship & Music**

**Meeting Date: November 13, 2012**

**ATTENDEES:**

**Jamie Parma  
Jeff Picken  
Barry Hoff  
Pete Vandenberg  
Karrie Aaseby  
Jennifer Leahy**

**Excused:**

**Mary Feller  
Jennifer Johnson,**

Items that may require council action:

- None

Items that may require budget/finance coordination:

- **2013 budget request reviewed. Two changes. New spreadsheet sent to Brenda and Cindi with changes highlighted.**

New Task Force (see minutes for details):

Ministry team minutes:

- October minutes approved as written.
- Finance/Budget
  1. Reviewed expenses from October and approved
  2. 2013 budget request – After some discussion, two small changes since submitted in October (TV ministry charge to be moved to designated giving fund allocated for same, 2 extra microphones for earpiece added – one for each location).
- Equipment / Software / Training – Recurring item
  1. NS – update
    1. Media enhancements/refresh – Julia Hujet working on this; No update at this time
    2. Equipment replacement – no update this month.
    3. iMac OS upgrade, app upgrade – scheduled for next week
    4. NS lighting – No plans for WMMT funding in 2013. Jeff to provide details to potential capital campaign committee.
  2. DS – update
    1. TV update – Covered in item 3.
    2. New mic – Third headset is in.
  3. Technology Subgroup
    1. TV update budget – Bob Damon said funding is independent of budget year because of coming from undesignated memorial gifts.
    2. Recommendation to have one extra headset (just the earpiece) at each site at all times. Barry to coordinate with Brenda and Cindi to add to budget.
- Worship Service Topics – Recurring item
  1. NS Paschal Candle in place
  2. Service Length – Discuss shortening announcements
    1. When services are *not* going long, don't send people out; ask them to stay
    2. When we do run long, invite the students and parents to leave
    3. Pr Mary to talk with staff about abbreviating announcements to keep the whole thing at 1-2 minutes. Will move back to top of service if we can execute this.
  3. Gluten-free communion wafers – have decided to leave this as it is – those affected seem to deal with this as necessary for themselves
  4. Prayer time at end of services once per month – Pr Mary to continue to work on this. No further discussion necessary.
  5. Using Book of Acts DVD for lessons – agreed that we should give it a try. Cost is low at \$15, including shipping
- NS Chairs – No update from Support. Will add to capital appeal list.

- Advent planning
  1. Volunteers
    1. At DS, Don M will do lights. Others include Laurie Berkedal, Jennifer J ?, Karrie ?
    2. Coverage at NS – several items to cover (tree decorating (Jeff P to coordinate), candles in the windows (Jamie to cover or coordinate), poinsettias (maybe Pete V), wreath on the front of the building (Jeff to talk to Brenda))
    3. NS rearrangement – Burt Blank to take charge in Jeff's absence. Pete V, Dong P, maybe Sara V to help
      1. Pr Mary to check on what became of the sound system purchase and getting that for Advent
    4. Trees – Brenda coordinating. Will need extra hands to bring in. Confirmation boys at least at DS?
    5. Jeff P to work with Brenda for NS – probably Friday morning men's group
  2. Custodial details still TBD. This person, to be hired soon, should be able to assist with some of the tasks on this list
- 2012/2013 achievements and goals – done
- 2012 Annual Report: Barry to compile and submit to Meri Hujet by December 17th.
- Team membership – begin thinking of potential candidates to join the team. Terms roll over for April meeting (no March meeting this year). Invitations for meeting participation should be extended for February meeting (Feb 5<sup>th</sup> – week early). We did not replace Bonnie from last year, now we've lost Owen (moved) already, Barry will be done, Jeff will likely be done, as well.
- Pr Mary looking to make some liturgical changes for DS 9:15 service – shorten a bit and make less liturgical for those not familiar/comfortable with all the liturgy.
- Pr Mary and Steve Ford joined to discuss the Strategic Planning process and the mission statement with us.
- Next meeting is December 4, 6:30 pm, NS

Submitted by: Jeff Picken