

**Peace United Church of Christ**  
**Coordinating Council Meeting Minutes**  
**April 19, 2022 — 6:30 pm via Room and Zoom**

Present: Moderator, Tom Hystead; Vice-Moderator, Joan Peterson; Treasurer, Dick Goese; Secretary, Diane Swanoski; Spiritual Life Representative, Susan Larson Kidd, Education Representative, Penny Cragun; Stewardship Representative: Dave Courtright, Acting for Justice Representative, Monica Liddle; At Large members; Jessica Olson, Mary Adams, Bud Trnka, and Interim Minister, Rev. Jim Mitulski; Faith Formation Minister, Nathan Holst; Interim Pastoral Associate, Charlotte Frantz

Absent: Matt Ryan, Member at large

Guest: Marsha Hystead, Chair of 150 Anniversary Celebration Committee

Call to Order at 6:35 p.m. by Tom Hystead

Opening Meditation: Prayer by Pastor Jim ([Sign up for future devotion](#))

Agenda Additions and Approval - Tom Hystead requests to move the report by Marsha Hystead for the 150th Anniversary Committee up first on the agenda. There is a motion by Jessica Olson to table a couple of agenda items and discuss them at another meeting in a couple of weeks - the SCC report and Interim Objectives. The motion is seconded and unanimously approved. The Coordinating Council will meet again on May 10th.

**150th Anniversary Committee Update** - Marsha Hystead

- Gail Blum has designed a commemorative pendant for the 150th anniversary. There will be 50 pendants available for a \$35 donation each.
- Member interviews are being scheduled. They will be both in person and by Zoom. The interviews will be compiled into a video and archived.
- Former pastors are being contacted. Pastor Greg Flint sent a beautiful memory piece. Pastor Kathy will be interviewed and is compiling short stories of those whose funerals she has officiated.
- The church cornerstone time capsule will be opened. What should we add to it now?
- Bud Trnka and Dave Courtright are working on new lighting for the Bell Tower. A Bell Tower Lighting Event is being planned for August 20th 6-9 p.m.
- An anniversary Dinner Celebration is being planned around an Oktoberfest theme.
- *Celebrating Peace*, an original drama production by Tom Isbell to celebrate the 125th anniversary, will be brought up to date. The committee is looking for someone to add the last 25 years to the script..
- A *Rally for Peace* community event featuring David Hogg is being planned. The event will require raising \$15,000-\$20,000. The committee is talking to other churches, foundations, League of Women Voters, and other groups for sponsorships.
- There will be informational/historical Peace Bell Articles each month from the committee.
- A communications subcommittee is developing a publicity plan.
- It is suggested to inquire into grants and possible Peace and Witness Team involvement from the Conference.

Approval of Consent Agenda with discussion if needed (including written committee representative reports, Faith Formation Minister and Interim Pastoral Associate reports, and COVID Safety Task Force report). It is moved by Joan Peterson and seconded by Dave Courtright to approve the Consent Agenda as emailed. The motion passes unanimously.

## **Reports of Standing Committees**

**Finance Committee:** March 31, 2022 Financial Reports emailed.

Additional notes by Dick Goese:

- According to Peace bylaws, finance reports are recorded as being received, but do not need to be approved.
- As of March 31st, income exceeds expenses, however there were additional expenses that were not paid (recorded) by that time.
- The Gabriel Fund received \$3,065.85 and gave out \$290.
- A Council sub-committee has created purpose and vision statements for the designated funds - PK Fund, Sanctuary Fund, Building Repair Fund, Scholarship Funds, and the Jubilee Fund (Attachment #1), as well as requirements for and application for the Jubilee Fund (Attachments #2 and #3). Fund purpose and vision statements were emailed to Council members.
- A Fund Oversight Committee (FOC) will be formed to review Jubilee Fund applications as they are received, and to make recommendations for approval to the Coordinating Council (Attachment #4). The review committee will have five members, two current or past Coordinating Council members, two Acting for Justice Hub members, and a staff member involved with youth. A motion to approve the formation of a Jubilee Fund Review Committee as discussed is made by Dick Goese and seconded by Dave Courtright. The motion passes unanimously. Committee members will be discussed during the nominating process.

**Human Resources Committee:** Attachment #5. Comments by Joan Peterson:

- Action item - The HR Committee proposes the following change in the Employee Manual:
  - Current language: If the complaint involves the Moderator, the individual should immediately report it to the Vice Moderator of the Coordinating Council.
  - Proposed change: If the complaint involves a member of the Coordinating Council, the individual should immediately report it to the Moderator of the Council. If the complaint involves the Moderator, the individual should immediately report it to the Vice Moderator of the Coordinating Council. If the Vice Moderator cannot or does not act on the complaint, the complaint should go to the Executive Council.
  - Motion to accept the Employee Manual change brought by the HR Committee passes unanimously.
  - Further questions about the Employee Manual wording will be discussed by a subgroup of the Council and will be brought forward to ask the HR Committee to look into.
- The HR committee discussed several security issues, including outstanding keys for the church (as well as the possibility of keyless entry), a locking cabinet for Pastor Jim's office, and a safebox for checks or cash when Rose Feriancek, bookkeeper, is not in the office.

**Nominating Committee** – Tom Hystead

- The Nominating Committee is made up of Tom Hystead, Joan Peterson, Jessica Olson, Matt Ryan, and Pastor Jim.
- Committee members have received some name suggestions and are in the process of contacting those folks. Forward any additional name suggestions to a committee member. They hope to present a slate of officers at the next Council meeting.
- There is an additional vacancy for an at-large position (Bud Trnka asked to come off).
- Pastor Jim shares how other churches have a Council nomination process that includes congregation members expressing interest and applying. This process provides more transparency and involvement of the congregation. There is agreement about this process and an announcement will be made in worship on Sunday, as well as an announcement in the Peace Bell to contact a Nominating Committee member if interested.
- There is discussion about the vetting process and making Council members known to the congregation, including publishing a short bio of current and proposed Council members in the Peace Bell.

### **Written Committee Representative Reports**

**Christian Education:** Attachment #6 . Comments by Penny Cragun:

- Combining Adult Education and Faith Formation committees is good.
- Having monthly themes provides more framework to work from.
- The Parent Connect sessions are helpful.
- The first Children's Church (once a month) was successful.

**Christian Spiritual Life:** Attachment #7.

**Acting for Justice Hub:** Attachment #8. Monica Liddle adds:

- Monday, April 24, Peace Church will host "Peace Church: Stepping Up for the Homeless". Joe Kilgore, Loaves and Fishes volunteer and director of the warming center, will tell us about CHUM and local collaborators' efforts to address the homelessness situation in Duluth. Church Council members are encouraged to attend the 6:30 p.m. meeting.
- Peace Church does not have a team working specifically on homelessness in Duluth. Monica Liddle makes a motion to form a new team under the Acting for Justice Hub to address homelessness and work on continued housing issues in the city. The motion is seconded by Joan Peterson and passes unanimously.

**Christian Stewardship:** Attachment #9. Dave Courtright reports:

- A new tent for spring/summer/fall outdoor activities and meetings needs to get ordered. Dave Courtright researched tents and found one that would be appropriate. There is a motion from the Property Committee to purchase the tent with Building Funds money, in addition to funds already raised specifically for the new tent. The motion passes unanimously.

### **Minister's Reports**

**Reverend Jim Mitulski, Interim Minister ,**

- Holy week consisted of nine services, involving three churches and two other locations. Nathan Holst and Charlotte Frantz stepped up and provided innovative contributions. Thank you to Susan Larson Kidd for technology assistance. Thank you also to Elise Courtright and Dan Shepard for their contributions during this busy time.

- April had an incredible *National Poetry Month* theme.
- There will be an Earth Day event on Sunday, April 24th being planned by Bud Trnka.
- May will be theme based *Asian American Month*.
- Additional upcoming events include confirmation, and women's and men's retreats.
- The theme for June worship will be *Pride Month*, along with *Gun Violence Prevention* and *Juneteenth*, with St. Mark's AME.
- Three spiritual healing events are also being planned for May/June. The events will be on Saturday mornings from 9-11 a.m. in the Talk, Listen, and Pray format. The first will be for anyone who was on the church Council in 2020, 2021, and 2022. The next is for all Human Resources Committee members from 2020 and 2021. The final one for anyone affected by COVID.

**Nathan Holst, Faith Formation Minister, Attachment #6.** Highlights by Nathan Holst:

- Nathan has received good feedback from the parent focus group meetings -
  - Parents Connect has had positive feedback.
  - Katey Fornear and Kelli Hallsten Erickson have started working with new Peace Puppets.
- Nathan has been planning Peace Village (in place of VBS), a week-long day camp that focuses on the four core areas of conflict resolution, media literacy, mindfulness movement, and connecting with creation. We're partnering with UUCD and I'm excited to start getting the word out. Dates will be June 13-17.
- The first Sunday of the month is high school youth hangout with pizza.

**Charlotte Frantz, Interim Pastoral Associate, Attachment #7.** Charlotte highlights:

- She has enjoyed working with small groups.
- Charlotte really enjoyed liturgical writing during Holy Week.
- She recognizes the amazing dedication of the Welcoming Circle for the Afghan women refugees - they have been creative, persistent, and compassionate while navigating challenges.
- This Thursday, Charlotte will speak at the spring gathering of Presbyterian Women, Presbytery of Northern Waters.
- In June, Rev. Jill Sanders from First Congregational church in Alexandria, Mn and Charlotte will co-present a workshop on Resettlement Circles at the Minnesota Conference Annual Meeting.
- The resettlement team is advising other groups and learning how to overcome obstacles.
- New Yorker magazine will feature Peace Church's involvement in the Afghan refugee resettlement process through Charlotte Frantz's interview.

## Old Business

### **New Daycare Lease - Tom Hystead**

- The daycare at Peace Church has changed owners. The new owners will rename the daycare to Aurora Borealis.
- Terms of the lease are being reviewed by a subcommittee of the Council, and attorney Tom Hutchinson. The subcommittee is made up of Tom Hystead, Dave Courtright, Joan Peterson, and Monica Liddle.
- Peace Church will still provide janitorial and utilities for the daycare.
- The new owners are asking for shared space for an additional classroom, which we are considering.

- The Council authorizes the subcommittee to proceed with negotiations. The final lease agreement will be emailed to Council members to review. The sooner the new lease is in place the better.
- It is suggested to meet with the new owners on a regular basis to maintain good communication and working relationship with them.

**COVID Task Force Update** - Attachment #8.

**150th Anniversary Committee Update** - Marsha Hystead. See beginning of meeting.

**SSC Update - Review of Interim Objectives** - Tabled until next meeting.

## **New Business**

**Annual Meeting/Election of new Council** - Tabled until next meeting

**Holly Pederson - 4 way Covenant Renewal** - Charlotte Frantz

- Holly Pederson is a chaplain authorized in the United Church of Christ (UCC), and member of Peace UCC. Her previous 4 way Covenant was with a different employer. She is now working as a chaplain for Essentia Health, thus the need for the 4 way Covenant Renewal.
- It is moved and seconded that Tom Hysted sign as Moderator of the Council, on behalf of Peace Church, to partner in the four-way covenant between Holly Pederson, Peace Church, the UCC Conference, and Essentia Health. The motion is unanimously passed.
- It is hoped to have a recognition of all of the congregation chaplains that we are in covenant with in the near future.

**Future meeting agenda items -**

- Money Management strategies
- Troop 44 - Scouting USA request for Sponsorship

Adjourn @ 9:30 p.m.

Next meetings:

May 10, 2022 @ 6:30 p.m.- Council Meeting  
 June 12th - Congregational Annual Meeting following 10:30 a.m. worship  
 June 18th - 9-11 a.m. - Leadership Retreat  
 June 21st - @ 6:30 p.m. Council Meeting

Respectfully submitted,  
 Diane Swanoski, secretary

## **Attachment #1**

PK Fund of Peace UCC

Purpose & Vision

Peace Church Mission Statement: Praising God; Living the Way of Jesus; and Building the Beloved Community of God.

Peace Church Vision Statement: Our vision is to be an accessible, open and affirming

community growing in Christian faith, committed to peace and justice, and reaching out in healing love to all of creation, including all people, respecting and valuing the diversity of people's sexual orientation, race, culture, gender identity, age, opinions, and physical and mental abilities.

#### Background

The PK [Prioritizing Kids] Fund was established by Peace United Church of Christ in 2020. The PK Fund was created as part of celebration of the ministry of Rev. Kathryn Nelson in honor of her nearly 30 years of dedicated service to Peace Church. It is hoped that the initial donations and ongoing pledges will maintain the PK Fund for ten years.

#### Purpose

Recognizing that children and youth were and are a major focus of Peace Church life, the PK Fund will be available to support activities that will provide opportunities and experiences for children and youth to enhance their understanding of our church's mission and vision of the world.

#### PK Fund priorities

- o Peace Church Vacation Bible School [VBS],
- o Peace Church Youth mission trips,
- o Arthur Foy Scholarship.

Rev. 4/7/22

#### Jubilee Fund of Peace UCC

#### Purpose & Vision

Peace Church Mission Statement: Praising God; Living the Way of Jesus; and Building the Beloved Community of God.

Peace Church Vision Statement: Our vision is to be an accessible, open and affirming community growing in Christian faith, committed to peace and justice, and reaching out in healing love to all of creation, including all people, respecting and valuing the diversity of people's sexual orientation, race, culture, gender identity, age, opinions, and physical and mental abilities.

#### Background

The Jubilee Fund was established in 2009 as a way to support efforts to build the beloved community. The information below describes the guiding principles of the Fund and procedures for applying. These procedures were first developed in 2009 and revised in 2015 and 2017

Mission of Jubilee Fund: The Jubilee Fund is a financial resource to enable members and friends of Peace United Church of Christ to be actively engaged in justice issues that affect the Duluth community and the broader region, nation, and world.

Priority Issues for the Jubilee Fund:

- Ending Poverty
- Economic Justice
- Dismantling Racism
- Eliminating Hunger

#### Sanctuary Fund

The Sanctuary Fund was established in 2017, originally to cover the cost of remodeling a portion of Peace to accommodate a person or two seeking sanctuary while their immigration status was resolved. In January of 2020, Peace voted to become an Immigrant Welcoming Congregation. As a part of this initiative, using funds remaining after remodeling, the Council voted on, July 20, 2021, to allow the Sanctuary Fund to be used by the Immigrant Welcoming Team for ministry related to non-citizens, whether that ministry is carried out directly by Peace Church or by networks through whom Peace carries out this ministry. Vouchers for expenditures may be signed by the lead pastor or the designated leader of the Immigrant Welcoming Team. Should there be questions about a specific request for funds, the pastor or team leaders shall consult with the Immigrant Welcoming Team and the Acting for Justice Hub.

#### Building Repair Fund

Using dollars remaining after capital fund drives and from individual donations, these funds are to be used at the discretion of the Property Committee for projects not included in the annual budget, subject to approval by the church council.

#### Scholarship Funds

Two ongoing scholarship funds have been established to allow Peace members and friends to participate in church activities regardless of their ability to pay. The Nugent Fund is to benefit youth, the Hennen Funds for adults. Funds are to be used at the discretion of the staff.

### **Attachment #2**

#### **Requirements for Projects Supported by the Jubilee Fund:**

- Each project must have the initial support and engagement of at least 3 Peace Church members.
- Each project must be implemented in cooperation with a group or entity that is outside of Peace Church. (Examples are: CHUM, our sister congregations in the Philippines, Witness for Peace, the Clayton Jackson McGhie Memorial Committee). Priority partners are those that are organized as a nonprofit, with a 501(c) (3) status, or have a fiscal agent that is a 501 (c) (3). Exceptions may be made by the Jubilee Fund review committee for groups that are not formally organized as nonprofits, after a review of organizational governance and financial management capacity.

- Each project should seek to educate and engage members of the congregation through activities such as: Adult Forums, presentations during worship, volunteer opportunities, special events, newsletter and/or website articles.
- All projects will be required to report back on their progress and accomplishments as part of the church's annual program report in June
- All Jubilee fund grants need to be used within 12 months of award.
- In general, grants are anticipated to be in the range of \$500 – \$5,000 though special consideration can be given to requests outside of that range. Grants will be awarded throughout the year, as applications come in.
- All Jubilee fund expenditures will require documentation of actual expenses. Upon request by the Review Committee or Coordinating Council, applicants and partner organizations must agree to participate in a more thorough review of actual project expenses and disbursements.

## **Application Process**

A brief application form will need to be completed. Questions will include:

- Peace Church Person/Group responsible for the application and project
- Partner organization(s)
- Project goals and specific activities
- Project timeframe
- Plans for engaging Peace Church members and friends in the project or issue
- Project budget

The Fund Oversight Committee will review applications as they are received and make recommendations for approval to the Coordinating Council. Applications will be reviewed as they are received based on the ability of the Committee to meet. The Fund Oversight Committee will make a recommendation to the Coordinating Council by the first of the month before the next Council meeting. The Coordinating Council will then vote on the proposal at their next meeting.

The Fund Oversight Committee shall be responsible for making sure progress reports are submitted by the appropriate deadline for inclusion in the Church's annual program report in June and submitting updates so that recent projects are featured on the Peace Church web site.



Members of the Fund Oversight Committee can be part of a group that brings forward an application, but they must recuse themselves from reviewing and making a recommendation regarding the application. As needed, the Committee may request an in-person meeting with the applicant(s) to get further information on the proposed project.

### **Attachment #3**

#### Application Form for Jubilee Fund

In order to provide more guidance for people applying for the Jubilee fund, we have developed these questions to address in the application process. For complete information, please view the web site: <http://www.peaceucc.org/acting-for-justice-hub/jubilee-fund/>

Vision of the Jubilee Fund: Peace Church members live out their Christian faith in ways that increase social and economic justice.

Mission of Jubilee Fund: The Jubilee Fund is a financial resource to enable members and friends of Peace United Church of Christ to be actively engaged in justice issues that affect the Duluth community and the broader region, nation, and world.

Priorities Issues for the Jubilee Fund:

- Ending Poverty
- Economic Justice
- Dismantling Racism
- Eliminating Hunger

Primary Contact for Questions (Email and Phone #):

Project Description: (Include your goals, timelines, and specific activities)

How does this project address the priorities of the Jubilee Fund?

What Peace Church members are supporting this project and in what capacity? (Please share contact information for these individuals.)

What organizations in the community does this project engage Peace Church in partnering with?

What is the budget for the project? How much are you asking for from the Jubilee Fund?

Who is the check written out to?

Plans for engaging Peace Church members and friends in the project or issue:

## **Attachment #4**

### Fund Oversight Committee Peace United Church of Christ, Duluth, MN

#### Description:

In order to manage certain discretionary funds received by Peace Church, a Fund Oversight Committee (FOC) is initiated to oversee the use of such funds with good accountability. This committee, appointed by the Coordinating Council, shall consist of a minimum of five members of Peace Church, and shall include two past or current Coordinating Council members, two active members of the Acting for Justice teams, and one staff or lay member involved with youth ministries. The Coordinating Council will annually review its membership.

The Fund Oversight Committee will oversee the use of the Jubilee Fund and PK Fund. They will meet as needed to address requests for such funds throughout the year. The Fund Oversight Committee will be responsible to receive and review applications for the funds. The FOC will follow the guidelines established for each separate fund when reviewing applications and for making recommendations for the disbursement of monies from said funds. Recommendations for the disbursement of monies will be presented to the Coordinating Council at a regular council meeting for approval. While the FOC reviews applications and recommends disbursement of funds, the Coordinating Council serves as the decision-making body for all disbursements. A member of the current FOC will request payment of grants using the Peace Church voucher system and deliver them to Peace Church Treasurer for authorization once funds are approved for disbursement.

The Fund Oversight Committee shall be responsible for making sure progress reports are submitted by the appropriate deadline for inclusion in the Church's annual program report in June. They shall also submit updates to the Church office so that recent Jubilee Fund projects are added to the website.

## **Attachment #5**

### Minutes of the HR Committee 4/5/22

Present: Jan Nugent, Sue Isernhagen, Pastor Jim, Matt Hunter, and Joan Peterson

1. The committee discussed the Council questions at the March meeting to changes to the Employee Manual. The history of the manual is that it was written to comply with common and legal language years ago and has been updated many times by previous Councils. The SSC suggested that HR consider changes to the manual to respond to some of the misperceptions, perceptions, and problems during the tenure of Pastor Greg Briggs. In addition, changes were needed to the sick and vacation pay to reflect a fairer procedure. Other items changed were minor language changes to make the manual clearer and more concise.
2. Leanne suggested one more change to the manual based on one of the questions asked at the Council meeting-

Current proposed language:

If the complaint involves the Moderator, the individual should immediately report it to the Vice Moderator of the Coordinating Council.

Proposed change

If the complaint involves a member of the Coordinating Council, the individual should immediately report it to the Moderator of the Council. If the complaint involves the Moderator, the individual should immediately report it to the Vice Moderator of the Coordinating Council. If the Vice Moderator cannot or does not act on the complaint, the complaint should go to the Executive Council.

3. The committee discussed procedures for hiring and exiting employees. There are documents in place that we will review at our next committee meeting. There is a current lack of clarity and Pastor Jim had some questions and concerns.
4. The topic of making sure we get keys to the building back from exiting staff prompted a discussion about too many keys to the building with former staff, community members, former council, and committee members. **HR recommends that the building be re-keyed-send the recommendation to the building committee with Council approval.** This is for the safety of staff and the building security. There may be a need for a tighter policy about the distribution of keys to the church.
5. Some personnel files should be in a locked cabinet in the pastor's office. **Pastor Jim will order a locking file cabinet.**
6. We need a slotted safe for cash and checks when Rose is not in the office. We need to assure that cash is safe and as part of the bookkeeper job description, tightening our procedure will be part of the job description of the bookkeeper.
7. **Jan will check on a slotted safe similar to what is used at the DECC. (4/12/22- Jan provided the committee members with that information and asked that Jim order the safe.**
8. Pastor Jim related that he and the staff continue to have ongoing discussions about the changes he has asked of the staff. Jim will determine which changes to leave for the future and which he would like to see happen in the short term. HR will talk to each staff person in their annual performance review about changes during the transition.
9. We are having trouble hiring nursery workers. Pastor Jim raised hourly wage to \$15 an hour but no interest. We may have to wait to open the nursery to members until the fall.

Action needed:

- Vote to approve Employee Manual recommended changes, including the redlined change about complaints about Council/Moderator
- Vote to ask building committee to get estimates for re-keying the church building

Christian Education Report to Coordinating Council  
April 2022

**Faith Formation/Adult Ed**

The team reviewed the forums in March as part of the focus on Women's History month. The team noted that we have had better attendance when we had speakers that address issues that are current and speak to the larger community, and when more outreach has been done, especially on social media. Also, honoring the women presenters at the worship service was an excellent way to inform and involve the larger Peace community. It was noted that the Fellowship Hall does not feel like a welcoming space and often it is hard to hear there. We also want to up our tech game. In the future we may want to move the forums back to the Fireside room.

April is poetry month and on April 3rd Gary Boelhower talked about his newest poetry project, remembering his settler ancestors and their impact on indigenous persons and the land. April 10th Nathan shared his original poetry and song "You Can Let it Go". On April 24th Jodi Slick, founder and CEO of Ecolibrium 3, will lead a discussion on Duluth's Energy Transition, an effort to significantly reduce carbon emissions by 2050.

The focus for May will be on Asian American History month. The plan for the first two Sundays is to feature organizers and members of the Twin Ports APIDA (Asian Pacific Islander Desi Americans) Collective, have them speak about the history and purpose of their group, and also possibly feature some of the art from their recent art exhibit "like me, like you" at the Duluth Art Institute. May 15th will focus on the AA caucus of the UCC. May 22nd is confirmation Sunday and the team will do the recognizing, programmatic part. The congregation will be invited to the 9:30 breakfast and the Food and Fellowship team will be asked to cohost along with this team. May 29th is Memorial Day weekend so considering not scheduling a forum.

The team also is planning a Thursday night book read. Shenell Miller's book "Know My Name" is a possibility. Looking ahead, Since June is Pride month the team discussed a possible forum on Stonewall.

**Children's Ministry**

Feedback from kids who attended Children's Church is that they really liked it. Some older kids were there along with younger ones; all kids who want to come are welcome. It is being offered on the first Sunday of the month, but perhaps at some point it could be increased to twice a month.

The parents attending the in-person Parent Connect session for parents of elementary age kids appreciated having the opportunity to talk to other parents. In general parents are really struggling and this is a space to talk about it. No one came to the zoom session, but the team will continue to offer zoom sessions as well as in-person ones. Katey is willing to help with emailing invitations for the n

The Easter breakfast and egg hunt was able to be held this year! The team gathered on Saturday before Easter at 10:00 for food prep for the breakfast while Nathan met with the youth to rehearse their parts in the worship service. Elaine Schmid will be leading a project on Earth Day.

**Attachment #7**

Council Report for Christian Spiritual Life  
April 2022

**Food and Fellowship**

This group supported the Easter breakfast. They are planning the Earth Day luncheon. They will be serving breakfast for the confirmands and are beginning to plan with the 150<sup>th</sup> celebration committee.

### **Health and Healing**

The team completed a successful Lenten pilgrimage. Earth day is in progress and the next Health and Healing offering begins at the end of April with Tim Peters Wednesdays at 5:00 in the fireside room. The team has a meeting scheduled in May.

### **Shared Ministry**

Main concern of this team now is the shared ministry booklet that is usually collected in May. Tentatively we will have this on-line and pass it out during worship services on 5/15 (pending pastor approval) with time to fill it out & return it that morning. We will use the same booklet as before with a couple of additions.

Next Inquirers class will be 5/4 & 5/11.

They informally spent some time talking about why it might be hard for people to come back to or be involved with church – finding a way to ask ‘what happened? why aren’t you here anymore?’ either individually or in groups. Maybe more feedback sessions would be helpful.

### **Worship and Arts**

Worship and arts did not meet again this month. They are planning to meet in May.

### **Tech Team updates**

The tech team had sound training with Don Schraufnagel on 4/2/22. Another training will be conducted with Don in the fall. New volunteers have been contacted to begin tech training with Susan. Multiple services were streamed during Holy Week. Planning for summer is in process.

Respectfully submitted,

*Susan Larson Kidd 4/19/22*

Susan Larson Kidd

## **Attachment #8**

### **Acting for Justice Report: April 2022**

#### **1. Report—Events and Activities Meeting of Hub April 10:**

- A. Discussion of CHUM and local collaborators’ efforts to address the homelessness situation in Duluth through the Stepping On Up Duluth 3-phase project. **There is immediate need for safe –relatively—outdoor living spaces to exist for homeless people in Duluth.** The City of Duluth will not allow homeless encampments on City property. Chum and organizers of SOU are seeking land to create small tent cities with sanitation, needle containers, and hygiene facilities.
- B. White Privilege Symposium coming to Duluth DECC May 13-14. Dismantling Racism Team is co-sponsor. Partial scholarships available for Peace members (ask Rev. Charlotte).

#### **2. Discussion needed by the Council: Questions, concerns, future plans, etc.**

Peace Church is hosting a meeting to inform and organize on this issue on APRIL 25 at Peace Church, 6:30-7:30pm. Angie Miller and Joel Kilgour (Chum/Loaves and Fishes) will lead the discussion.

All Coordinating Council members are invited and asked to attend.

**3. Action needed by the Council: Motion from the Committee**

Justice hub leaders request the coordinating council make a motion to allow a Peace Church ad hoc committee to be formed to address homelessness in Duluth and in particular to work on the Stepping On Up Duluth agenda including Authorized Outdoor Living Zones.

**Attachment #9  
Christian Stewardship report for April 2022**

**Stewardship Committee**

Stewardship did not have an April meeting, but members of the team have been busy, working with staff to get our membership records updated.

**Property Team**

Property also did not meet, but members of the team have been busy working on planning upcoming events and projects. Bud Trnka has been coordinating the earth day event for 4/24, getting volunteers lined up to make sure we have a full slate of activities and crew to do clean up near the church as well as getting our gardens ready for the year.

Bud has also met with Gail Blum and started planning for replacement of the peace dove sign on the front of the building, potentially with upgraded materials that will last much longer! Rough budget estimate for this is \$5k.

After getting some outside feedback and looking at current systems, it looks like lighting the bell tower is going to require running a new circuit to install lights at the base of the tower pointed straight up. This will not only look better, but avoids bothering our neighbors with spotlights in the current location on the building. Dave will start soliciting bids soon so we can be ready for a lighting ceremony this summer!

Finally, after much research, I found a tent that should fit our needs very well and would like to order it if council could approve the purchase so we can have it in time for summer activities. I've checked several companies, and the best price available also had them in stock to ship around \$6500. Many places had long lead times of 6-8 weeks or more. I tried to order it two weeks ago but apparently the purchase was stopped by Pastor Jim and I haven't had a response yet as to why. With the busy times around easter I understand there was some confusion, but hoping council can give me the go ahead to just get this done. Here are the details of the tent if folks have concerns:

Size: 30' x 45', this is 50% larger than our current tent, which will accommodate the several rows of overflow we sometimes have at outdoor services. We don't have space to go much bigger than this, but it is a universal design used by rental companies, so additional 15' sections could be purchased in the future to expand it if we see significant growth.

Style: White, high top with two center poles. This is a heavy duty commercial tent designed for rental companies, and will last us a very long time if taken care of. Can be setup by a crew of 3 and potentially taken down by 1 in an emergency such as approaching severe weather. The top is in 3 sections making storage much more manageable. The alternative would be a frame style tent without the center poles, but they must be lifted one complete side at a time, requiring at least 6 strong people for setup or takedown, and take up much more storage space which we don't really have.

If the cost is a concern, we could purchase a new top for our current 30x30 tent, and I could repair the poles and upgrade the anchoring systems. This would be about \$2700.

**Action needed by council:** Approve purchasing a new tent using the garage sale funds with the balance to come from the building fund.

Submitted by Dave Courtright

**Attachment #6**  
**Faith Formation Minister Report for April 2022**  
**Nathan Holst**

Events/small groups

-We started our first Peace parent connect this last month, inviting parents of elementary kids to come and connect/vent/give support on the first Sunday of the month. We started small with a few of us, but it was really useful to the parents who came, and I hope more parents will find it useful in the coming months.

-I'm excited to be working with Bud to help plan the Earth Day event, getting youth volunteers to help with kid's activities

-Charlotte and I had a wonderful Lenten journey group, with 5 of us meeting consistently on Tuesday at noon.

-I am currently promoting our summer youth trips, with 4 youth signed up for each so far and most of our adult leaders confirmed. I'll be reaching out to more youth in the coming weeks to invite them.

-I've been working on planning Peace Village (in place of VBS), which is a week long day camp that focuses on the four core areas of conflict resolution, media literacy, mindfulness movement, and connecting with creation. We're partnering with UUCD and I'm excited to start getting the word out. Dates will be June 13-17.

Worship

-I meet with Pastor Jim, music Jim, and Charlotte each week to plan the services

-I continue to lead story for all ages on Sunday morning. This last month I met with 2 parents to play with puppets and we did our first story for all ages together. It was so fun, and it's one of the outcomes of my parent feedback sessions in January. It's also connected to my goal of leadership development and increasing the amount of leaders who could lead in worship and our programming. We're planning to do one more story for all ages with the 3 of us before the end of the school year.

-I continue to provide music for the service as needed.

-Charlotte, Jim, and I have been rotating roles on Sunday mornings in leading the worship

## Youth

-Youth Group for our middle school youth has been fantastic. Based on their feedback, we will be bringing someone from the Olive Branch (Catholic Worker House) to talk to us next week about what the Catholic Worker is about. Then the following week, we plan to bake a bunch of goodies and do a bake sale on a Sunday in May to raise money for Loaves and Fishes. We're also planning a final youth group celebration at "the Edge" waterpark in mid May. Looking ahead, we'll gather for our 3 day trip in August, this year staying at Camp Amnicon (instead of Fenske Lake) because they have better options (like camping hammocks) in case covid cases increase in that time.

-We are nearing the end of confirmation and we have a retreat planned for May 6-7 at Camp Amnicon. On that Friday, May 6th, we will celebrate baptism with 2 of our youth at Peace before we leave for Amnicon. We plan to meet around 4:00 for the baptisms and we would love to have as many council members as possible to be there. We'll also invite the larger church community to come and be a part of the baptisms. In addition, we want to invite our council and larger church community to come for the confirmation breakfast on May 22nd at 9:30, where we'll honor the youth, give gratitude to the confirmation teachers and mentors, etc. Please consider coming to this as well.

-There were a lot of take aways from our feedback session with youth and parents of youth, but here are a couple practical outcomes from the sessions:

1) Middle school youth talked about wanting to do more service work and learning about justice groups in Duluth. Together we determined that we're planning to bring someone in from the Catholic Worker here in Duluth. After we hear about it, we're planning to do a bake sale to raise funds for them.

2) There are high school youth that are eager to connect socially and spiritually. We are planning this month to start a social gathering space for high school youth on the first Sunday of the month after church. This will be a time to eat pizza, play gaga ball, etc. There are adults that are eager to help support these kinds of social activities and I'll be following up this summer and fall with them. I also have a couple youth that are interested in creating a space for youth to connect spiritually and create "youth church". They shared that Sunday services often don't feel like it's their church and I offered to support them in creating a space that felt like it matched their spiritual needs.

3) Almost everyone shared the desire to do service work of some kind together. As covid allows, I will plan to set up regular opportunities for intergenerational service work.

## Children

-We are starting up the nursery again this coming Sunday, beginning with just the 3-5 year old side from 10am-12pm. I've hired the staff and am currently working on finishing the schedule for the rest of the spring.

-We continue in person Sunday School, with numbers that fluctuate each week. I am especially grateful to Diane Swanoski and Pat Nelson for filling in this month.

-We had a fantastic start to "children's church" this last month. We had about 10 kids that joined me in the fireside room for stories and songs. Pat Nelson assisted and so did Kate Dean. We



got lots of good feedback from kids and adults how much they appreciated it. We'll plan to keep doing it on the 1st Sunday of the month.

#### OWL

-I helped give support to our facilitators this last month when they did a double session to make up for lost time when we had to pause for covid earlier this year. We're on track to finish in mid-May. There is a large facilitator training in late August, where I hope to join a number of new, interested facilitators. My hope is to get 4-5 more facilitators trained so we have a large pool of facilitators, and then have a couple experienced facilitators work with new ones. I'm also hoping we can get a young adult program going this fall, where we could do outreach at the colleges and attract young adults to the program.

#### Adults

-All my work around leadership with adults is included in your other reports (Faith Formation Team, Adult Ed, Worship and Arts, etc.)

#### Administrative/Other

-I recently participated on a panel of Interfaith Dialogue, offering a perspective as a millennial and asking questions about challenges to religion in our time.

-Now that we're through Holy Week, I plan to reach back out to Gabriel involved clergy to meet again. I met with Pastor Jim, Elise, and Patricia (from St. Paul's) recently to talk about ways we could decrease the capacity stress on our staff while still holding true to the spirit of Gabriel Fund. We have mostly focused on offering gas vouchers and food cards, giving out 20 of each per month as a way of supporting people in need right now. We have also received a lot of requests for rent assistance as funding is drying up. Patricia from St. Paul's has agreed to field any initial calls about rent assistance to decrease the amount of time Peace staff is engaged in calls of that nature. We continue to receive donations for the fund and this last month helped at least 4 people avoid eviction through rent assistance.

-I am continuing to go down to Stillwater prison every Thursday for CPE. It has been an incredible, rich experience and continues to help me grow in my leadership.

-I have been in touch with the committee on ministry and they have asked me to take one more class this summer on biblical studies. After I complete that, they have indicated I may be ready sometime in the early fall to go through the final stages of the ordination process.

-I continue to write birthday cards for youth and children.

-Continuing to meet with staff on a weekly basis.

-Nathan Holst

### **Attachment #7**

In the past month I've had the opportunity to help plan and facilitate some programs offered at Peace. I've worked with Nathan to secure and host Forum speakers—the series on Women who Change the World was particularly well attended. Along with Pastor Jim, I planned and facilitated the Day of Rest and Refreshment at St. Scholastica and I am currently working with Pastor Rachel Bauman, Cindy Macaulay and Gudrun Witrak in planning the Women's Retreat. Nathan and I co-facilitated one of the Lenten Journey groups and I substituted for Pastor Jim in several Lenten activities when he was out of town.

I crafted two Holy Week services: Maundy Thursday and the Easter vigil held here at Peace. It is a little hard to gauge interest and attendance at services, but the live stream of Maundy Thursday has had 66 views. We did not livestream the Easter vigil because it is a highly participatory service and included personal stories from congregants and visitors. In addition, I continue to provide support for worship services: assisting with planning and writing liturgy, ensuring that we have ushers, providing elements for communion, and seeing that the sanctuary is ready for worship services.

Our resettlement work continues: since our last Council meeting, all four women are working at Benedictine Living Center. After weeks of waiting and seeking assistance from Senator Tina Smith's office, the fourth woman received her Social Security card and authorization to work. The resettlement program that made it possible for the women to come to Duluth is new, not only for us, but for governmental agencies that provide services to refugees. This has required patience and persistence as we figure out who to contact and how to apply for various benefits. I can't say enough about the Peace Church Duluth Welcome Support Circle members—they have been creative, persistent, and compassionate as we have navigated such challenges. We meet weekly to monitor progress, identify difficulties, and brainstorm solutions. The generosity of this church and community have made it possible for us to extend support beyond the initial three months required of the Circle program. We are in the process of developing a plan that allows for a longer transition period, probably about 6 months. All of the women have had initial intake interviews with the Advocates for Human Rights and are scheduled for initial consultations with immigration attorneys on May 19.

My perception of Peace Church is that we are in a period of "sifting and sorting" that is natural during times of pastoral transition. We are not the church we have been, and we are not yet sure who we will become. Transitions are difficult work for communities, and covid has complicated that work. Yet—we continue, even in this time of uncertainty, to offer varieties of worship, educational and small group experiences as well as significant service to the community.

### **Attachment #8**

Peace Church Covid Safety Task Force Guidelines    April 3, 2022

**Here are the latest Covid-19 Guidelines for Peace Church:**

1. Masking is optional in our building. We will continue to provide disposable masks, which can be found in the narthex, for anyone who prefers to wear one.
2. Peace committee meetings/groups are welcome to take place in person or by zoom. Committees, teams and groups can determine whether masking is preferred or not.
3. Wednesday evening meals are still on hold at this time. The nursery will be open and staffed beginning April 17.
4. Food and drink are allowed. Food will be served rather than people serving themselves. Food servers will be masked and wearing disposable gloves.
5. We will continue to provide live-streaming for folks who prefer to worship at home rather than in-person.