

Church Handbook

2023

Norman Lutheran Church

16803 52nd St SE

PO Box 96

Kindred, ND 58051

NDparish.net

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| Church Contact List | | |
| **Pastor\*** | Katie Kringstad | 701.429.3374  [pastorkatiend@gmail.com](mailto:pastorkatiend@gmail.com) |
| **President** | Lucas Croaker | 701.212.5304 |
| **Vice President** | Jim Hoy | 701.261.0438 |
| **Secretary** | Kia Richard | 701.373.1584 |
| **Treasurer** | Sarah Baumgarten | 218.790.5260 |
| **Financial Secretary** | Erin Westby | 701.730.0779 |
| **Parish Secretary** (bulletins & newsletter) | Joan Pratt | 701.428.9839  [ndparishnews@gmail.com](mailto:ndparishnews@gmail.com) |
| **Wedding Coordinator** | Angie Swenson | 701.740.4270 |
| **Church Property Contact** | Sandy Haux | 701.428.3622 |
|  |  |  |
| **Deacons** | Eric Berg (2023)  Dawn Thompson (2023) Nicole Rohrbeck (2024) | MaryJane Nipstad (2024)  Stephanie Mitchell (2025) |
| **Trustees** | Joey Sauvageau (2023)  Missy Braaten (2023)  Matt Swenson (2024) | Cade Mitchell (2024)  Tyler Odegaard (2025)  Kyle Ostenson (2025) |
| **Board of Education** | Michelle Kuznia (2023) Rachel Mitchell (2024) | Lindsey Botnen (2025)  Kris Lindemann (2026) |
| **Altar Committee** | Liz Baker  Susan Boreen  Carol Fjelstad | Sandy Haux  Cindy Norberg  Julie Mitchell |
| **Youth Group Leaders** | Joleene Savageau | MaryJane Nipstad (treasurer) |

\*Please contact the Pastor for weddings, funerals, prayer chain, church calendar, Facebook posts, etc.

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| Connect & Serve Contact List | | |
| **Co-Chairperson** | Jen Swenson | 701.371.5537 |
| **Co-Chairperson** | Stacy Swenson | 701.799.1196 |
| **Treasurer** | Jessica Lindemann | 701.730.1462 |
|  |  |  |
| **Coffee Hour Coordinators** | Erin Westby  Heidi Hoy  Gail Tobkin | 701.730.0779  701.371.2913  701.373.5019 |
| **Meal Ministry Coordinator** | Alicia Howes | 701.238.1253 |
| **Kitchen Supplies Contact** | Cindy Norberg | 701.238.5207 |
| **Quilting Contact** | Elaine Swenson | 701.371.0884 |

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| Year at a Glance | |
| JANUARY | Take down Christmas Decor  Annual meeting & Meal (Third Sunday) |
| FEBRUARY | Connect & Serve Meeting |
| MARCH/APRIL | Lenten Services  Palm Sunday Breakfast (usually served by the men)  Church Cleaning |
| MAY | Graduate Potluck (Third Sunday) |
| JUNE/JULY/AUGUST |  |
| SEPTEMBER | Rally Sunday & Meal  Connect & Serve Meeting |
| OCTOBER |  |
| NOVEMBER | Confirmand/3rd grade Bible/New Member Celebration Potluck (Second Sunday) |
| DECEMBER | Decorate for Christmas  Christmas Program |

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| General Information |

**Church Communication/Notifications**

* Norman Church Email: normanlutheranchurch@gmail.com
* Norman Davenport Parish Website: www.ndparish.net
* Facebook Page: [www.facebook.com/NormanAndDavenportLutheranChurch](http://www.facebook.com/NormanAndDavenportLutheranChurch)

**Borrowing Church Property**

* Please contact the Kitchen Property Contact for permission to borrow serving dishes, cooking utensil, tables, chairs, etc.

**Fellowship Hall Contract**

* Please contact Kitchen Property Contact or pastor to reserve the fellowship hall for an event. Fill out fellowship hall contract with pastor.

**Events**

If you are passionate about doing an event or activity, please work with the Connect & Serve co-chairpersons to form a committee to coordinate the event.



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| Connect & Serve Information |

At Norman Lutheran Church, all members are encouraged to serve. Service opportunities include serving at potlucks or funerals, annual church cleaning, quilting, special events or decorating for Christmas.

The SignUpGenius links will be emailed to members and also are located on the www.ndparish.net website. The co-chairpersons help coordinate the meal or event and act as a contact for members for any questions about a function.

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| Member List |

| **Family** | **H Phone** | **C Phone** |
| --- | --- | --- |
| Rick & Traci Anderson | 428-0114 | 866-0470 |
| Warren & Judy Ausk | 428-3701 | 371-7891 |
| Gordon & Liz Baker |  | 799-4581 |
| Jeremy & Sarah Baumgarten | 428-0131 | 218-790-5260 |
| Paul & Shirley Berg | 237-4057 |  |
| Eric & Erika Berg | 298-2942 | 799-6338 |
| Dean & Susan Boreen |  | 730-4744 |
| Zach & Ashley Bosh |  | 680-3719 |
| James & Lindsey Botnen |  | 361-8003 |
| Dan & Missy Braaten |  | 212-3345 |
| Lynn Braaten |  |  |
| Terry Braaten | 428-3158 | 730-2352 |
| Dave & Shannon Campbell |  | 866-2755 |
| Keith & Lois Chase |  | 361-6469 |
| Bruce & Lannette Christmann | 428-3745 | 306-4024 |
| Lukas & Morgan Croaker |  | 212-5304 |
| Dean & Paula Duval |  | 552-2036 |
| Jim & Kathy Eggmann |  | 541-1146 |
| Clay & Rachel Erdmann |  | 630-2113 |
| Jesse & Samantha Erickson |  |  |
| Jerome & Carol Fjelstad | 428-3785 | 446-7036 |
| Cal & Lori Fosse |  | 866-8346 |
| Jonathan Haux |  | 799-3250 |
| Aaron & Emma Haux |  | 640-7972 |
| Steve & Sandy Haux |  | 428-3622 |
| Mark & Kristinn Hiatt | 428-9977 |  |
| Alicia Howes |  | 238-1253 |
| Jim & Heidi Hoy |  | 371-2913 |
| Ed & JoAnn Jameson | 428-3871 | 866-4220 |
| Scott Jacobson | 428-3760 |  |
| Jesse & Jocelyn Johnson |  | 306-1080 |
| Phyllis Johnson | 588-4507 |  |
| Dawn Johnson |  | 866-8453 |
| Ron Johnson |  |  |
| Bob Jostad |  | 730-1639 |
| Jared & Lisa Keller |  | 367-0412 |
| Brad & Sonja Kjar |  | 371-3399 |
| James & Diane Kjelstrup |  | 261-7153 |
| Chris & Katie Kringstad |  | 429-3374 |
| Mark & Michelle Kuznia |  | 793-0038 |
| Brian & Kim Lammers |  | 799-6576 |
| Francis & Linda Larson | 428-3859 |  |
| Kelly & Darin Laverdure |  | 715-0520 |
| Grant & Jessica Lindemann |  | 730-1462 |
| Brett & Kristina Lindemann |  | 218-790-1982 |
| Brody & Sarah Maack |  | 612-396-2432 |
| Rob & Tamra Maddock | 428-9914 | 212-5235 |
| Ryan & Amanda McDowell |  | 680-0145 |
| Bob & Julie Mitchell |  | 261-3583 |
| Kade & Rachael Mitchell |  | 866-2585 |
| Jace & Stephanie Mitchell |  | 306-8281 |
| Matt & Mary Niemeyer |  | 866-2526 |
| Scott & MaryJane Nipstad |  | 361-5191 |
| Keith & Bonnie Nelson | 428-3491 | 799-4492 |
| Brien & Kristi Nelson | 428-3242 |  |
| Cindy Norberg |  | 238-5207 |
| Tom & Bonnie Odegaard | 428-3215 | 388-1770 |
| Nate & Deanna Opgrand | 428-9135 | 561-8488 |
| Kyle & Stevie Ostensen |  | 218-770-0112 |
| Greg & Bonnie Plath |  | 261-3432 |
| Mark & Kia Richard |  | 373-1584 |
| John & Brenda Robinson | 428-9159 | 212-6155 |
| Kelly & Nicole Rohrbeck | 428-9821 | 361-0282 |
| Scott & Sara Rossow | 428-3058 | 361-0722 |
| Beulah Rustad | 428-3732 | 371-6656 |
| Harlan & Toots Smeby | 428-3244 | 866-8790 |
| Joe & Jolene Sauvageau |  | 361-6953 |
| Jim & Callie Schlieman |  | 238-1364 |
| Derek & Jen Swenson | 428-3100 | 371-5537 |
| Matt & Stacy Swenson | 469-2515 | 799-1196 |
| Elaine Swenson | 428-3286 | 371-0884 |
| Kent & Angie Swenson |  | 740-4270 |
| Paul & Carolyn Thoen | 428-3225 | 238-4520 |
| Erik Thoen | 428-9992 | 799-9188 |
| Mike & Dawn Thompson | 428-3486 | 238-7753 |
| Doug & Gail Tobkin |  | 373-5019 |
| Arlys Torgerson | 277-0075 | 261-2518 |
| Dale & Trudy Torgerson | 428-3801 | 200-6106 |
| Devin & Kenzie Torgerson |  | 893-5893 |
| Hank & Joyce Trangsrud | 532-0445 | 361-3021 |
| Jon & Penny Vikander |  | 730-3860 |
| Andy & Erin Westby | 428-0180 | 730-0779 |
| Brien & Jess Wieser |  | 361-2478 |
| Rick & Allison Wilson |  | 781-4171 |
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| Kitchen Service(Potlucks, Meals, Funerals, Coffee Hour) |

Kitchen service for a function (potlucks, funerals, snacks, etc.) will be coordinated by the Co-Chairpersons or Coffee Hour Coordinators.

## Member Responsibilities when Using Kitchen

* The Dining Room should be left in good order after serving an event. Check carpet for soil and vacuum if necessary.
* Do not serve red drinks because it stains the carpet if spilled.
* If additional chairs and tables are set up for serving, the service group is responsible for putting them away.
* Dishcloths and dishtowels used for an event should be laundered by someone who served and returned to the kitchen clean.
* Coffee, lemonade, paper products, and other kitchen supplies are purchased by the Kitchen Coordinator. Please notify them if they are used up or put your request on the whiteboard in the kitchen message cabinet.
* If a Service Group member is unable to contribute food or work for an event, an optional $10 donation can be made and either mailed or given to the Connect & Serve Treasurer (if by check please make it payable to Norman Lutheran Church).

## Coffee Hour Snacks

Families with kids in grades 3-12 are encouraged to serve snacks a minimum of one Sunday a year; however, anyone is welcome bring snacks for coffee hour after church. You can sign up to help with coffee hour snacks through the Usher/Snack Signup Genius link found at <www.ndparish.net>.

### Guidelines for Coffee Hour after Church

Arrive at church 15 minutes before service begins to do the following:

* Put goodies on large service trays and cover with plastic wrap until they are put out to serve. Sometimes there are extra snacks kept frozen in the freezers or in the cupboards (i.e. Oreos) for extras if needed.
* Make coffee with Bunn machine (instructions are posted on the front)
  + Make 2 pots of coffee and put in carafes to keep warm. Decaffeinated coffee is available to make by the cup with the Keurig.
* Make 3 pitchers of lemonade and put in fridge during service; also good to fill one pitcher of water
  + 5 scoops of lemonade mix per pitcher
* Put out cups, napkins, sugar, creamer.
* A free will offering container is located on the kitchen counter. Envelopes for the collected free will offering are in kitchen message cabinet in the bottom slots. Put the collected funds in envelope and fill out information (date/amount) and place envelope back in the kitchen message cabinet in labeled slot. Free will offering will go to Connect and Serve unless a special offering is being taken.
* Clean up after everyone is served. Make sure to wipe off tables and counter and take home any dishcloths and towels to wash and return. Empty coffee pots and wash pitchers and utensils.
* Look over the supplies that remain at the church. Is there enough lemonade mix, cups, etc.? Please put any needed supplies on the supply list on the whiteboard located in the message cabinet.

## Meal Ministry

Please contact the pastor or co-chairpersons if there is someone who needs some extra cheer (new members or frequent visitors, recent death of loved one, recent surgery, illness, new baby, etc.). A meal will be provided to them by church members, coordinated through the Meal Ministry coordinator.

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| Usher/Acolyte/Reader Responsibilities |

**You can sign up to help ushering and acolyte duties through the Usher/Snack Signup Genius link found at** [**www.ndparish.net**](www.ndparish.net)**.**

**Confirmation students are asked to help usher/read during the school year.**

### Guidelines for Ushers During Worship on Sundays

As an usher your responsibility is to help the service run smoothly and efficiently. You should arrive about 30 minutes prior to the service. Your duties include:

* Reading scriptures printed in bulletin during the service.
* Turning on the lights in the sanctuary including the Altar area.
* Passing out worship bulletins as you greet guests at the bottom of the stairs.
* Light the candles on the altar if there are no acolytes.
* Receiving the offering plates from the pastor at the front of the church and taking the offering, including those seated in the balcony
* Ushering and directing the congregation to the altar when there is communion. Count off ~16 individuals to go to the altar for each group.
* Shutting off the lights in the sanctuary after the service is over.
* Letting the pastor or speaker know if the speaker system in not working or if they can’t be heard.
* Ring the large rope of bell three times at call to worship and the small rope three times after the last hymn.
* CHRISTMAS EVE – Set out candles in prayer box at entrance to sanctuary for guests to take for Silent Night. Light large taper candles from altar and light each guest’s small candle.

### Guidelines for Acolytes During Worship on Sundays

Students in grades 5-8 will be expected to help the deacons as acolytes. If you have questions about acolyte duties, please ask the Pastor.

* Arrive 10-15 minutes before worship.
* Make sure your partner is also there. If not, please ask another student who is at church to help you.
* Robes are optional to wear. There are different lengths of robes, please chose one that is the best length for you even if you must adjust it using the belt. Ask your parent to help you if you’re not sure how to adjust it.
* Make sure there are matches and that the candle wicks (tapers) are long enough to light. Ask your parent or another adult to help if you have questions.
* During the first hymn, you will light your torches and go down the aisle with the bell part pointed back at you. When you are done lighting the candles, pull the taper into the stem of the torch to snuff out the flame.
* Be sure to turn on the lights behind the altar and above the chancel area (area in front of the church).
* Sit in the front pew. If you are still in Sunday school you can leave service when kids are dismissed for Sunday school and take your torch and robe and put away before going to class.
* Assist with communion. When Communion is at the “table” (by the altar) acolytes will need to help take the communion cups. When we have “continuous” Communion, the acolytes will each take one of the cups (one with wine and one with the grape juice). When someone dips the wafer or bread in the cup, you say “the Blood of Christ, shed for you”.
* During the final hymn, go to the front and turn off the lights in the chancel area, the lights behind the altar, and extinguish the candles. Before extinguishing the candle closest to the cross, light your torch, then extinguish the candle. Proceed back out of the church with your torch lit.
* Please return everything to where you found it. Put everything away neatly (the gowns, candle lighters, matches, etc.).

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| Connect & Serve Officers/Other Coordinator Duties |

## Connect & Serve Co-Chairpersons

* One-year term minimum (alternate terms so one stays on to mentor new co-chair)
* Call Connect & Serve Group meetings (usually at least one in February and September), form agenda
* Direct questions to appropriate coordinator or committee
* ELCA representative (conferences, Thank Offering)
* Present information & upcoming events as necessary to the church council, Pastor, & newsletter/announcement contact
* Check mail and distribute it to other officers/coordinators as needed
* Coordinate other annual duties (church cleaning & Christmas decorating)
* Update & print Norman Church Handbook annually
* Prepare a report of activities for the Annual Meeting Report
* Update website with relevant information
* Serve as contact for members
* Coordinate sign-ups in Signup Genius for all meals/potlucks and ensure that all items are accounted for prior to the meal. (See Potluck/Meal section under Kitchen Service)
  + Remind church secretary to send out an email prior to the potluck reminding members to come and to bring salads/sides.
  + For funeral meals, coordinate with the Pastor to receive the menu requested for the funeral and the expected number of guests. Purchase the needed food items and submit bill to Treasurer. Collect the check from the funeral home or family and give to the Service Group Treasurer.

## Service Group Treasurer

* One-year term minimum
* Financial Reports for Service Group meeting and church annual meeting
* Collect income and pay bills for events/activities
* Keep credit card

## Coffee Hour Coordinators

* Coordinate sign-ups in Signup Genius for all coffee and snacks after early church services for the year and ensure that all items are accounted for prior to church service (see Coffee Hour section under Kitchen Service).

## Member Care Coordinator

* Coordinate with the Pastor to welcome new members with church information and a gift.
* Coordinate sign-ups for meal requested. Usually the following items are requested: Main dish, Vegetable dish or side, Bread (take n bake works well), Dessert – bars or something
  + Disposable containers are available in the kitchen cupboard.
  + Deliver the meal with a card from Norman Lutheran Church.

## Kitchen Supplies Contact

* Keep stock of kitchen supplies and purchase needed supplies. Submit all receipts to the Connect & Serve Treasurer to be reimbursed.
* A list of needed supplies is kept on the whiteboard in the kitchen message center.

## Potluck/Meals Information

In general, there will be two main potlucks for the year (one in the fall for Confirmands/3rd Graders Receiving Bibles and one in the spring for Graduates). However, there may be other meals/potlucks requested such as for the annual meeting, new member Sunday, Rally Sunday, or Lenten services. Sign-ups will vary for these meals and will be for whatever the committee hosting the event requests. Meal services for funerals are served as requested by the family.

* Potlucks usually include:
  + 8-10 Casseroles
  + 4 dozen cookies or bars
  + 2 salads (one sweet and one savory)
  + 3-4 Dozen buns (served buttered, and/or with meat) or can also serve small dinner rolls served with butter packets
  + Set Up-minimum of 4 people
  + Serve-minimum of 4 people
  + Clean Up-minimum of 4 people
  + Annual Meeting Potluck: serve pizza, salad, bars/cookies

* Funeral Menu Options for Family
  + Funeral Dinner (noon):
    - Scalloped Potatoes & Ham or Hotdishes
    - Hot Vegetable, Coleslaw, fruit tray, vegetable tray or Relish (pickles, etc.)
    - Buttered buns, Cake or Bars
  + Funeral Lunch (afternoon):
    - Sandwiches, sweet salad, cake or bars
* Sign-ups for coffee hour after church (early services only) usually include:
  + Serve Snacks and Clean Up (1-2 families)
  + Eight Dozen Goodies (bars, cookies, yogurt, fruit, muffins, donuts, etc.)
  + Confirmation Sunday: serve Sandy’s donuts

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| Other Service Opportunities |

## CHURCH CLEANING

Members can assist with church cleaning in April. The custodians (Sandy Haux) will decide if the entire church needs to be cleaned or just certain areas and will coordinate that information with the co-chairpersons in order to make a cleaning to do list. Sometimes church cleaning involves outdoor work as well. If desired, a “work night” can be planned to include a meal or members can come over a certain time period and cross off what they accomplish on the cleaning list.

Cleaning supplies are provided by the church, but members should bring rags and buckets

* Cleaning supplies are in basement kitchen & upstairs utility room
* Wood floors are cleaned with vinegar and water
* Woodwork is cleaned with Murphy’s oil soap
* Pews are washed with warm water only

Areas to consider for cleaning:

* Narthex & Entryway: wash inside & outside of windows, wash woodwork, vacuum
* Kitchen: clean stoves refrigerators, microwaves, counter, inside & outside of cabinets, curtains, inside & outside of windows
* Dining Room: vacuum, wash woodwork, doors, inside & outside of windows
* Pastor’s Office & Library: vacuum, wash woodwork, doors, inside & outside of windows
* Balcony: clean window sills, clean woodwork, chairs, railing
* Basement Kitchen: clean stoves, refrigerators, microwaves, counter, inside & outside of cabinets, inside & outside of windows
* Basement SS Area: vacuum, wash woodwork, doors, inside & outside of windows
* Back Stairway: dust woodwork
* Pews: wash
* Floors: wash, vacuum all carpeting
* Alter/Choir area: wash woodwork, dust window sills
* Sacristy by altar: wash woodwork, clean window sills, table, cabinet
* Sanctuary: clean window sills
* Acolyte & Cry Room: wash inside window, wash table and chairs, wash woodwork

## ADVENT/CHRISTMAS DECORATING

Decorations should be put up for the 1st Sunday of Advent and then taken down before the 1st Sunday after New Year’s Day. Ideas: decorate the Wednesday before the first Sunday of Advent with a meal, decorate before or after church on the Sunday of Thanksgiving weekend.

## QUILTING

* Make quilts for graduates
* Currently are quilting on Tuesdays, from approximately 9am-2pm
* Nearly all material is donated. Batting is ordered from Oklee Quilting Supply in Oklee, MN (roll costs $82.00 and that is enough batting for 20-25 quilts)
* Quilts are given to Sister’s Path, Y Shelter, Dorothy Day House, New Life Center, Churches United for the Homeless, Cooper House, Center for New Americans, Ronald McDonald House, Luther Hall, Lutheran World Relief, Norman high school graduates, Jeremiah Project and Habitat for Humanity

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| Misc. Church Leader Duties |

## Wedding Coordinator

* Coordinate with Pastor to assist with weddings (Pastor has Wedding Coordinator handbook)

## Church Property Contact

* Provide form to fill out to anyone wishing to use church property (tables, chairs, etc.)

## Altar Committee

* Parish secretary and/or pastor will stock baptism candles and cloths, fill fount for baptisms
* Stock wafers, wine, grape juice, oil (order wafers & oil from Melbergs, wine from Happy Harry’s)
* Replacement round advent candles available at Stabo
* Prepare communion each Sunday
* Change linens for season (altar, cross draping, pulpit)
* Have 2 poinsettias at Christmas Eve service and 2 Easter lilies for Easter service on the altar (Use credit card to order flowers for alter from account at Osgood Hornbacher’s)
* Check acolyte robes for soil and get cleaned each May.
* Have confirmation robes cleaned after confirmation, the last Sunday of October (located in brown metal cabinet in basement kitchen next to refrigerators)
* Coordinate with organist or custodians to put up hymn numbers (located in organ bench)

## Deacons

* Serve and Connect chairpersons will update the Usher Signup Genius annually and post on website. Deacons will coordinate ushers for Sunday worship service by checking on the Signup. Deacons will help the pastor and meal ministry coordinator welcome new members (full list of duties are outlined in church bylaws)

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| YOUTH EDUCATION (PreK-Grade 12) |

## SUNDAY SCHOOL (PreK-Grade 6)

Sunday School classes are provided for children in PreK to Grade 6. PreK children should be four years old as of August 1 to enroll in the Sunday School program (parents/guardians are welcome to attend class to help with this transition). Children attend family worship for ~15 minutes and then are excused for Sunday School class during the remainder of the worship service.

PreK- 4th grade students will focus on learning Bible stories. Students in 5th-6th grade learn Bible stories as well as the 10 Commandments, Lord’s Prayer, and Apostles’ Creed.

SUNDAY MORNING SCHEDULE

|  |  |
| --- | --- |
| Grades PreK-4 | Grades 5-6\* |
| Attendance/Bible Bucks  Song  Lord’s Prayer  Rotation | Attendance/Bible Bucks  Song  Lord’s Prayer  Curriculum |

\*Grades 5-6 start class in the basement for attendance and singing and then move up to the fellowship hall for class time.

Bible Bucks are a reward system for children in Sunday/Wednesday school. Children receive Bible bucks for coming to class, being a good role model, random acts of kindness and bringing friends. Two times a year we will have the Bible bucks store open for children to spend the Bible bucks they have earned.

Offering is currently collecting snack donations for the elementary school. Kids can bring prepackaged snacks and drop them in the basket in the narthex.

CHRISTMAS PROGRAM  
The Christmas program for the Sunday School (grades PreK-6) is usually scheduled on the 2nd Sunday in December. All children are encouraged to attend and participate. Youth in grades 7-12 can also assist with the program as needed. Teachers are expected to assist with Christmas Program Practice. Usually, the church will host a potluck with a cake for Jesus’ Birthday following the program or have Christmas goodies with coffee/hot chocolate before or after the program.

BIBLES  
Children will receive a Bible at the following times:

* Infants- Jesus Storybook Bible, given at Baptism
* 3rd Grade students-usually given the first week of November during a church service
* 9th Grade students - given as a Confirmation gift

If you have a new student please contact the Board of Education about obtaining a Bible for the student. Encourage students to bring their Bibles to class with them.

### FIRST COMMUNION (Grade 5)

Norman Lutheran Church allows all ages to commune on Sunday at whatever age their parents allow. However, all students in 5th grade will receive their First Communion during a church service (this may or may not be their actual “first” Communion). An educational class regarding Communion will be held annually by the Pastor (suggested time is the Maundy Thursday service) and all ages will be welcome to attend.

### CONFIRMATION (Grades 7-9)

Students in Grades 7-9 take confirmation instruction. Confirmation students are encouraged to help teach Sunday School, regularly attend church, and help with services (i.e. students are asked to help read/usher during the Confirmation year). The Confirmation program is based on curriculum that Pastor Katie has developed. A schedule of class sessions will be sent home every year to inform both students and parents about the classes and topics to be discussed. Students in grade 9

will complete their faith statement and project during the month prior to their Confirmation (last Sunday in October/Reformation Sunday). During that time, they will work with the Pastor on any other requirements to be confirmed.

### ACOLYTES (Grades 5-8)

Students in grades 5-8 will be expected to help the deacons as acolytes. Students can sign up for acolyte duties when their family ushers or can volunteer to help any Sunday that someone else is not signed up to help. Acolyte instructions can be found on page 12 of this booklet.

### BIBLE CAMP (Grades K-12)

Students in grades K-12 are encouraged to attend Bible Camps. If a student attends camp, the Sunday School or Connect & Serve fund usually assists with paying for camp registration. Please have your child give the following information to the Board of Education to be reimbursed for camp registration.

* Child’s Name, Camp Name, Dates of Camp, Cost of Camp
* Have your child write up a short note on why they want to go to camp.

### PARISH YOUTH GROUP (Grades 7-12)

Students in grades 7-12 are encouraged to participate in Parish youth group activities, help teach Sunday School, and be involved in other church activities. Currently, Davenport and Norman have a Parish youth group (Norman provides 2 people to serve as youth group advisors). Youth group activities are usually held on Sundays, but may be held at other scheduled times. The youth group tries to do one activity in the fall and spring.

Some of the activities the youth group may participate in include:

* Service projects
* Ski Trip to Detroit Mountain
* Movie Events or Concerts
* National Youth Gathering
* Helping with Church services
* Bowling
* Youth Dinner at Davenport or Norman

SUPPLIES/CLASSROOMS  
All visual aids, games, pictures, and art supplies are located in the old kitchen cupboards in the basement. Please return all material to their proper place after each use. If teachers need assistance in finding or purchasing resource materials, please check with the Board of Education. TVs & DVD players are available for use.

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| BOARD OF EDUCATION INFORMATION |

## BOARD OF EDUCATION RESPONSIBLITIES

* Work with the Pastor to select and purchase teaching materials and develop annual Sunday School Schedule.
* Select, support and recognize teaching staff.
* Act as a liaison to council (at least one member of the Board of Education should attend all council meetings).
* When a dispute or concern arises, the Board of Education will bring the concern to the Pastor. The Pastor, Board of Education, and those involved will meet as soon as possible to resolve the dispute or concern.
* Plan and coordinate all Sunday School events
* Complete annual evaluation of Sunday School program in conjunction with teachers (report to Council).
* Inform church secretary, newsletter coordinator, and website coordinator about items that should be included in the church newsletter (upcoming SS events, singing in church, etc.)
* Check kids’ church bags (located on hooks as you enter Sanctuary & in balcony on hooks) for pictures to color, crayons, etc.
* Check mail slot in cupboard under the bulletin board and respond to mail as necessary.
* Replenish Bibles in the pews as needed
  + The Bibles in the pews were given from Luther Seminary as part of the [**The Bible Initiative: Pass It On Project**](http://send.luthersem.edu/public/?q=ulink&fn=Link&ssid=13694&id=byzmvkpyling121sn66w85w4l3zbi&id2=48bes4ltxanoala7e69wqa51z6m8s&subscriber_id=bwyrvyemllhlrvmcgvioqwmpcwqtbgd&delivery_id=berjyczbbsxrvdymiamvlgyzixilbfj&tid=3.NX4.BKvW6A.GjTQ.AUI-Tg..AjUerw.b..l.BP3V.a.UaeFkA.UaeFkA.wuVZ5A). This project, funded by a generous donor, promotes biblical literacy by putting Bibles in your pews. They are free for the taking! Anyone is welcome to keep, share or pass them on. Our commitment: We’ll get you started with as many Bibles as your congregation desires. Your congregation’s commitment: To participate in the program, the church council promises to replace the Bibles that are given away.
* Coordinate with Pastor to ensure there is a supply of Bibles for baptisms which are kept in Pastors office.
* If interested, coordinate Parish “Grandparent” projects with Deacons or Pastor (Deacons visit shut-ins throughout the year, but SS can make gifts for them to take if wanted)

## Finances

* There is a Sunday School Fund in the church budget which is used to pay for curriculum and other any other Sunday School supplies that are needed.
* Parish Youth Group Account
  + Currently use a joint checking account and all fundraising that is done goes in this account and then this account is used to pay for their activities. There is a co-treasurer for this account including one Norman member and one Davenport member.

## MONTHLY BOARD OF EDUCATION DUTIES

**JANUARY**

* New board member comes on after annual meeting

**MARCH/APRIL**

* Palm Sunday - order palm leaves for service-get from floral shop in Fargo or Sweet Stems in Davenport, plan to sing in church
* Easter - Easter egg hunt before or after church
  + Buy treats to fill eggs which are in SS supply room
  + Hide them-usually outside in oak trees or if weather is bad hide them inside church
  + Have bags for kids to collect eggs (located in SS supply room)
  + Have kids empty their treats into a small bag they can take home with them, and return plastic eggs to SS supply room
* First Communion on Maundy Thursday for 5th Graders
* Consider having someone from Red Willow Bible Camp or other Bible camps to come and encourage kids to come to camp
* Plan Graduates Potluck
* Set up a date for potluck with Connect & Serve (put in newsletter) and send invite to graduates
* Work with quilters to pick out a quilt for each graduate. Put Iron-on Cross and Name on corner of each quilt. Also, fill out a card from the church (cards located in SS supply cupboard).

**MAY**

* Consider making a gift (or giving carnation) for Mothers/Father’s Day
* Choose last day of Sunday School - Celebration Sunday & Teacher Appreciation
* Host Graduate Potluck 3rd week of May
* Prepare for next year-plan VBS, choose curriculum and schedule for next SS year, inventory supplies

**AUGUST**

* Find teachers and subs, meet with them if needed
* Send out email to parents on plans for the year, invite to Rally Sunday
* Plan Rally Sunday

**SEPTEMBER**

* Rally Sunday (2nd Sunday in September)
  + Install teachers on this Sunday (make sure to let Pastor & teachers know)
  + Have fun activities planned for kids
* Set up an acolyte training with the Pastor to occur in September or early October.

**OCTOBER**

* Plan Confirmation on Reformation Sunday (last Sunday in October) and 3rd Graders Getting Their Bibles
  + Set up a date for Confirmand/3rd Grade Bible potluck with Connect & Serve (put in newsletter) for first week of November and send invite to these students
  + Purchase Bibles for confirmands and 3rd graders and have their names engraved on front cover
    - 3rd Grade students- SparkHouse Connect Bible
    - 9th Grade students -NIV Quest Bible -give at Confirmation with a card from the church (cards located in SS supply cupboard)
  + Arrange for someone to take pictures of the Confirmation Students. Order red carnations for students and a flower arrangement for the altar from Hornbacher’s or Jessica’s Sweet Stems in Davenport (218.791.4321).
    - Email a digital copy of the confirmation student picture to [ndparishnews@gmail.com](mailto:ndparishnews@gmail.com) to be included in the online confirmation picture album.
* Plan Fall Festival and usually host it the last week of October
  + Supplies for this are located in the downstairs kitchen and under the stairs
  + Let Connect and Serve know if they need to help with the meal
* Choose Christmas Program
  + Decide if there will be a potluck or hot cocoa/Christmas goodies (let Connect & Serve know, put in newsletter)
  + SS can buy a cake to celebrate Jesus’ Birthday
  + Decide on what you are giving out for kids
    - Candy bags, ornaments, candy canes, etc.
    - Currently have been ordering ornaments and labeling with “Norman Church YEAR” and giving one to each family after the Christmas program

**NOVEMBER**

* 3rd Graders receive their Bibles (first weekend)
* Host Confirmand/3rd Grade Bible Celebration Potluck the first weekend of November (order “Congratulations” cake, coordinate with Connect and Serve on this and meal)
* No Sunday School the Sunday after Thanksgiving
* Begin Christmas program practice

**DECEMBER**

* No Sunday School on the week of Christmas or New Years
* Christmas Program