

Church

Member

Handbook

2023

Norman Lutheran Church

16803 52nd St SE

PO Box 96

Kindred, ND 58051

NDparish.net

Table of Contents

[Church Contact List 4](#_Toc125654462)

[Connect & Serve Contact List 5](#_Toc125654463)

[Year at a Glance 5](#_Toc125654464)

[General Information 6](#_Toc125654465)

[Connect & Serve Information 6](#_Toc125654466)

[Member List 7](#_Toc125654467)

[Kitchen Service 10](#_Toc125654468)

[(Potlucks, Meals, Funerals, Coffee Hour) 10](#_Toc125654469)

[Member Responsibilities when Using Kitchen 10](#_Toc125654470)

[Coffee Hour Snacks 10](#_Toc125654471)

[Guidelines for Coffee Hour after Church 10](#_Toc125654472)

[Meal Ministry 11](#_Toc125654473)

[Usher/Acolyte/Reader Responsibilities 12](#_Toc125654474)

[Guidelines for Ushers During Worship on Sundays 12](#_Toc125654475)

[Guidelines for Acolytes During Worship on Sundays 13](#_Toc125654476)

**The full church handbook with more information on Connect and Serve information such as officer duties and Board of Education information and duties can be found online at** [**www.ndparish.net**](http://www.ndparish.net)**.**

|  |
| --- |
| Church Contact List |
| **Pastor\*** | Katie Kringstad | 701.429.3374pastorkatiend@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  | 701.428.9839ndparishnews@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 BakerSusan BoreenCarol Fjelstad | Sandy HauxCindy NorbergJulie Mitchell |
| **Youth Group Leaders** | Joleene Savageau | MaryJane Nipstad (treasurer) |

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

|  |
| --- |
| 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 WestbyHeidi HoyGail Tobkin | 701.730.0779701.371.2913701.373.5019 |
| **Meal Ministry Coordinator** | Alicia Howes | 701.238.1253 |
| **Kitchen Supplies Contact** | Cindy Norberg | 701.238.5207 |
| **Quilting Contact** | Elaine Swenson | 701.371.0884 |

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

|  |
| --- |
| 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.



|  |
| --- |
| 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.

|  |
| --- |
| 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 |
|  |  |  |

|  |
| --- |
| 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](file:///C%3A%5CUsers%5Cstacy%5CDesktop%5CStacy%20Docs%5CConnectServe%5Cwww.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.

|  |
| --- |
| 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**](file:///C%3A%5CUsers%5Cstacy%5CDesktop%5CStacy%20Docs%5CConnectServe%5Cwww.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.).