

CHRIST THE KING LUTHERAN CHURCH  
Council Meeting Minutes  
February 2, 2016

Membership Roll:

Present: Toni Palmer, LeeAnn Quinlan, Kirk Carlson, Meredy Hase, Pastor Jordan, Carol White, Bev Waltz, Shari Showers, Sue Ettmayer, Amy Meier, Jon Kilmer, and Norb Steinbach. Absent: Amy Bonesho. Bob Rooney was present as a guest to speak about Robert's Rules.

Toni called the meeting to order in bells room at 6:39 p.m.

Devotions: Toni Palmer

Acceptance of Meeting Agenda: Meredy moved and Sue seconded to accept the agenda. Motion carried.

I

Acceptance of last month's council meeting minutes. Jon moved and Norb seconded to accept the minutes. Motion carried.

**MONTHLY REPORTS**

**Pastor's Report: Pastor Lindsay Jordan**

**Pastor's Report**

February 9, 2016

**The Importance of Participatory Leadership**

I want to applaud the ways you demonstrate participatory leadership through active involvement in the ministries of our congregation. Worship is the center of our community and Christian Education programs are second. As you worship and involve yourselves in the Christian Education programs of the church, you lead through your witness and involvement.

**Lenten Services Planned**

Ash Wednesday is tomorrow night. We'll worship at 7:00. Midweek services start the following week. Meals begin with the Midweek services. They will be at 5:30. Encourage people to attend and participate.

**Transformational Ministry Training**

I've been invited by our synod to participate in a two day train the trainer event in Middleton. The purpose of this is to equip congregations with tools to help "transform" their ministry through evaluation, critical reflection and meaningful action. I'll be attending this Friday and Saturday, March 4 and 5. The synod is paying for my costs.

**Anti-Racism Training**

Each pastor of the synod is required to do a two-and-a-half-day anti-racism training within the first two years of their ministry in the synod. I've just completed two years of ministry and haven't been able to attend either of the local events held because of weddings that conflicted with the schedule. I'll be attending a training event in Des Plaines, IL, next week. This is one of those required events for pastors, like synod assembly and fall theological event. A portion of the training cost will be covered by the synod.

**The Ministry of the 2017 Germany Trip**

As you are helping to promote the Germany trip, please keep in mind the importance of this ministry to our congregation. This ministry is much the same as we do for the youth of the congregation. We lead trips with youth to participate in an event for the sake of Christian growth, education and community development among the youth. These are the same purposes of leading a study trip for adults. It will be a time of learning, fellowship, and growth.

There are hints of questions about the appropriateness of this trip. These seem to be rooted in concerns about the pastor "getting a free vacation." This trip will be a lot of work for me. Therefore, it is neither vacation or continuing education. It is ministry for the sake of our congregation, just as youth trips are ministry for the sake the congregation.

To the question of the pastor "going free": When I do youth ministry, I do not bear the costs of traveling with the youth nor do I take vacation days. I go as a convener and leader. This trip will be the same. I will go as a leader. I will convene, host, and lead. My roles on the Germany trip will be many: I will be the organizer of the trip who keeps everything headed in planned directions. I will also be leading as a teacher, worship-leader, care-taker, helper and companion. I will be the liaison between the groups and the tour company. I will use the time to help connect the congregations traveling together for meaningful interaction. Certainly, there will be benefit to me: This trip will deepen relationships between me and participants. I will learn, as I lead.

About finances: When we have about twelve (I believe) people signed up from our congregation, my costs will be covered. This is the common way in which pastoral costs are covered for such trips. It is how we do it for youth. We factor pastoral and chaperon costs into registration/participation fees. So, I have planned the costs of pastoral involvement into the trip, just as we do when preparing for youth trips. If we have 24 participants, Kim could also travel free, as my spouse. Again, this would be a huge benefit to participants.

I understand that this became a real issue with a former pastor of the congregation. I'm sorry to hear that this happened. I can't comment on the past, but remind us that comments such as this are very polarizing and undermine noble ministry goals congregational travel. At the same time, such comments foster a culture of distrust within the congregation.

So, I'm concerned about these dynamics and call on you as leaders to help us make sure that this kind of unhealthy behavior doesn't keep us from doing ministry that will help us grow. Please speak to this issue when you hear it creep up.

### **Meeting Grid**

Last week I emailed to you a copy of the 2016 meeting grid. The goal is to stay informed of when each committee is meeting so that you can better cross pollinate ideas through easier communication. This also assists me in my scheduling. When you look at it, you'll notice that I have a high number of meetings every month. I don't attend all meetings of every group, but hit as many as possible, if I know of them and if it is important for me to be there. As you work with your committees, keep me informed if dates and/patterns shift.

### **Dates and Calendars**

As your committees plan events in the congregation, please remember the importance of keeping me in that conversation. The master calendar, posted on our website does not reflect developing plans.

Therefore, a date chosen by your committee might be bumping up with events of another group. Don't assume a date is clear just because it doesn't appear on the Master Calendar.

### **Bishop Elizabeth Eaton Event**

Bishop Eaton, the presiding bishop of the ELCA, will be in our Synod, Sunday, February 28. She will be preaching at services at St. Matthew's Lutheran in Wauwatosa and speaking at a 1:00 event. This is a HUGE opportunity for us to engage in the ministries we do beyond our wall. I've registered to be at the afternoon event and would love it if you'd think about it too! Check out the website at St. Matthew's Lutheran for more information and to reserve a spot for you.

### **Larry Westfield in Worship**

Pastor Larry Westfield, of Lutheran Planned Giving of Wisconsin will join us in worship, Sunday, March 13. He will preach and lead adult forum that day. He will encourage our members to consider leaving a lasting legacy to Christ the King through planned giving. His presence is through the ministry of our Stewardship Committee.

### **Outreach Sunday**

February 28 is Outreach Sunday. Our Outreach Committee will share during worship about the ministry we do in the name of Jesus Christ. Between services a speaker will be in adult forum, talking about needed reforms in the prison system to curb the abuses of administrative revocations of parole.

### **Lead and Learn Event**

The 2016 Lead and Learn event, held in February at Our Savior's Lutheran in Milwaukee was an awesome event. It was designed to strengthen councils and officers of the congregation. I was very impressed by the high level of conversation and information. Please keep your eyes out for next year's event so that you can attend. I was the only one from CTK who attended.

### **GMS Stewardship Fair**

I attended the Stewardship Fair of our Synod with Jon Kilmer, last weekend. Mike Groh was also able to be there for Friday evening's presentation. It was an outstanding event and I learned a lot from it. Thanks to Jon and Mike for their time! Watch for next year's event.

### **Bishop's Election**

The 2016 Synod Assembly is still a few months away, but the process for electing our next bishop is underway. Currently, nominations are being solicited. I provided you with the nomination form last month. More information and a pdf version of the form can be found on the synod's website: [milwaukeesynod.org](http://milwaukeesynod.org).

### **Looking Ahead:**

February 10 Ash Wednesday

14 Cross-Generational Sunday School Event

17 First Midweek Lenten Service (5:30 meal, 7:00 worship)

17-19 PJ at Anti-Racism Training Event – Will be here, though, for MW Worship

21 Christine Preaching in Worship – PJ at Cross Lutheran, Ixonia, during 2<sup>nd</sup> Service

28 Outreach Ministries Sunday

28 Bishop Eaton at St. Matthew's, Wauwatosa

March 4-5 PJ at Transformational Ministry 2.0

12 Lake Country Community Fest, KMHS

13 Pastor Larry Westfield in Worship/Adult Forum, Lutheran Planned Giving of WI.

20 Sunday of the Passion (formerly known as Palm Sunday)

20 Choir Cantata, 6:30 p.m.

24 Maundy Thursday

25 Good Friday

27 Easter Sunday

April 3 Holy Humor Sunday

10 DT Youth Lead Worship

17 DT Youth Present Faith Statements in Adult Forum

27 Affirmation Banquet

May 1 Affirmation of Baptism

### **President's Report: Toni Palmer**

#### **Executive Committee / Council Report for January 2016**

Submitted by Toni Palmer, President, on February 8, 2016

1. I attended the Executive meeting and Council meeting.
2. I prepared the Power Point for the annual meeting.
3. I ran the Annual Congregational meeting. Barb Hamann and Mike Groh were elected as voting members to the ELCA's Greater Milwaukee Synod Assembly to be held June 2 – June 4, 2016, at Carthage College in Kenosha. Jule Groh was elected as an alternate.
4. I had several meetings and phone calls with Pastor Jordan, Christine, Rick and other council members and parishioners regarding CTK business.
5. I attended the Stewardship meeting. This dedicated team is doing a great job!
6. I attended the AGC staff/board outing at Petit Chef in Dousman. We participated in a "Chopped" competition. After the competition we shared the dinner that we made. The food was wonderful. It was a great team-building exercise.
7. I coordinated and attended a Chinese/American luncheon with Kettle Moraine's High School's Chinese foreign exchange students and host families in the upper sanctuary. The high school was not available, due to testing, so we were fortunate to be able to use the church. All that attended were very thankful for the use of CTK. Many of the students from China had never been in a church.
8. I spoke with Bob Rooney about the need to appoint an Endowment Committee. He has agreed to chair the committee.
9. I worked on practices (rules) for Council and Committee meetings.

**Treasurer's Report: Norb Steinbach**

**CHRIST THE KING INCOME & EXPENSES 2016**

	<u>JANUARY</u>	<u>YTD 2016</u>	<u>ANNUAL BUDGET</u>	<u>COMPARED LAST YEAR</u>	<u>Difference YTD 2016 vs 2015</u>
<b>INCOME</b>					
REGULAR CONTRIBUTIONS	32,123	32,123		30,821	1,302
MISSION CONTRIBUTIONS	299	299		444	(145)
DESIGNATED CTK	42,472	42,472		1,190	41,282
YOUTH INCOME	843	843		1,707	(864)
OTHER INCOME	60	60		2,353	-2,293
<b>TOTAL INCOME</b>	<b>75,797</b>	<b>75,797</b>		<b>36,515</b>	<b>39,282</b>
<b>EXPENDITURES</b>					
MISSION SUPPORT	2,000	2,000	31,000	2,000	0
CAPITAL PROJECTS	0	0	7,800	0	0
EDUCATION	1,221	1,221	16,100	842	379
FELLOWSHIP	201	201	9,750	701	-500
INSURANCE	0	0	13,500	0	0
MAINTENANCE	2,513	2,513	30,000	2,995	-482

MEMBER MINISTRIES	400	400	6,800	144	256
MEMORIAL FUND	0	0	0	0	0
MISCELLANEOUS	-124	-124	1,540	80	-204
MORTGAGE PAYMENTS	4,068	4,068	48,816	0	4,068
OFFICE	1,694	1,694	14,800	2,164	-470
SALARIES	13,072	13,072	150,508	2,499	10,573
SALARY PASTOR	7,401	7,401	90,964	7,264	137
PASTOR BENEFITS	2,688	2,688	48,617	3,800	-1,112
STEWARDSHIP	30	30	7,250	289	-259
UTILITIES	3,844	3,844	41,300	643	3,201
WOMENS MINISTRIES	0	0	0	90	-90
WORSHIP	1,360	1,360	20,550	877	483
YOUTH & FAMILY	39	39	12,500	2,710	-2,671
<b>TOTAL EXPENSES</b>	<b>40,407</b>	<b>40,407</b>	<b>551,795</b>	<b>27,796</b>	<b>12,611</b>
<b>NET INCOME VS EXPENSES</b>	<b>35,390</b>	<b>35,390</b>		<b>8,719</b>	
<b>Maintenance to Mission Income</b>	458	458		2,923	
<b>Maintenance to Mission Expenditures</b>	0	0		699	

**NOTES:**

- Total Income includes \$42,028 in memorials. Undesignated memorials from the Hoffmann family now exceed \$84,000! Our Gift Acceptance Committee has already met once and will meet again to make proposals on how to best utilize these funds in our ministry.
- Some expense comparisons to last year appear out of line because bills are paid as they are received and sometimes a current monthly expense shows up as an expense the following month, or vice versa. Last year's January mortgage payment was deducted by the bank on February 2, and February's payment on March 2. The March payment was deducted the end of March, so we ended up with two mortgage payments in March last year. Another anomaly is the \$124 Miscellaneous credit. It resulted from my requesting a rewards check for \$616 from our Chase credit card purchases over the past three or so years. I was told we could not get a check, but could apply the \$616 as a credit on our January bill. I credited Miscellaneous because it would be impossible to credit various units over a 3-4 year period.
- Mission Support of \$2,000 went to the Synod. Change to Change the World contributions total \$299. Available M-M Funds total \$7,977.
- Checking Account Balance on January 31 was \$143,462. Our Restricted Funds total \$142,992.

Norb Steinbach  
**Treasurer**

**Vice President's Report: Sue Etmayer**  
Vice President Report  
February 2016

#### Gift Acceptance Committee:

The committee, Jon Kilmer, Norb Steinbach, Sue Ettmayer and Pastor met on January 25 for the purpose of accepting gifts that have been received in December and January. The amount of \$\$84,457, excluding the \$20,000 of monies received for a projection system, were discussed. At this time the committee has agreed to present to council a motion that 10% be given to missions, and specific missions will be presented. The designating of the rest of the monies will be presented to council in March.

#### All God's Children

AGC Board did not meet in January, however an event, the AGC Iron Chef Competition was held on January 24.

#### Long Range Planning

LRP did not meet in January, however I have been working with sub committees in organizing projects concerning the parking lot and governance committees. I have also met with various members of the LRP committee in getting thoughts together for future projects to look into in 2016. Donna Finch will be joining the committee and other nonmembers of the committee have been asked to help on the governance committee.

#### Parking Lot

In the next couple of weeks, Dick Rutledge and John Ravaris will be working on the final presentation of the parking lot project. It is our hopes that they will be able to do a presentation to the LRP committee during the week of February 22 and then take it to the Stewardship committee. As me move forward, both Dick on John will remain on the parking lot subcommittee. Others may be added to the committee.

#### Governance Committee

At this time I am pulling together those people who were on the governance committee in 2011 when we revised the bylaws and constitution. The people who were on this committee are all willing to served again and include Gerry Goodrich, Paul Neumiller, Meredy Hase, Roland Broberg and myself. I hope to have one or two other people who are interested in governance and may have an interest in future leadership at CTK as this will be a very interesting project and a great learning opportunity for anyone involved. I also hope that the outcome of this project will improve people's knowledge of the governance of CTK and make it easier for all to understand and follow our governing documents.

The task for this committee will be to review the constitution, bylaws and council handbook. Then we will align the bylaws under the different areas of the constitution. We would then go one step farther by adding portions of the council handbook to these various areas. This would not change the constitution or bylaws, but would allow easier understanding and a clearer understanding of responsibilities of council and committees. (Instead of looking in three places, you would look in one place.) Also during this process the committee will review all documents and advise the Council if any changes are needed to the constitution or bylaws as neither has been reviewed for 5 years. We are looking at starting this committee toward the middle to end of February and hope to complete our task by the end of March.

Submitted by Sue Ettmayer, Vice President

**COUNCIL COMMITTEE REPORTS – Toni and council agreed to require all committee reports to be in the dropbox by Saturday at midnight before the next council meeting on Tuesday.**

#### **Personnel Committee: Meredy Hase**

Personnel Committee Report February 2016

Council and Staff Appreciation dinner, January 12, 2016 – I had the pleasure of introducing/re-introducing myself to most of the CTK lay staff and AGC Executive Director. I let them know I was returning to the Council as chairperson of the Personnel Committee and invited their feedback as needed.

CTK staff meeting, January 18, 2016 –

I had the pleasure of attending the CTK Staff meeting led by Pastor Jordan. In addition to the CTK paid lay staff, our Care Ministry coordinator and the AGC Executive Director attended. After listening to their reflections on their ministries, I shared with them my knowledge and appreciation of their work.

I reaffirmed given past practice and in concurrence with the 2015 Executive Committee that day-to-day management of the CTK Staff was done by the Pastor, including but not limited to programming, changes in work-day tasks and scheduling, vacation/sick leave, etc. This is most logical and effective as the Pastor works directly and daily with the CTK staff and is a member of the Personnel Committee.

Planning 2016 - My initial goals are, in order of priority, to:

1. Review the CTK governance documents related to Personnel. The CTK's constitution designates responsibility "for the employment and supervision of all lay employees of this congregation" to the church council. The council established the Personnel Committee and charged it with lay staff "support, development, annual performance reviews and administration of all personnel policies, including recruitment and dismissal of paid and unpaid [lay] staff."
2. Review all CTK paid lay-staff's employment letters and personnel files with focus on gap-analysis. Meet individually with each CTK paid lay-staff member.
3. Build the Personnel Committee.
4. Establish with Pastor Lindsay a goal-oriented Employee Review process. Staff reviews are due so this will be a priority.
5. Draft and present to council revisions to the Personnel Committee section of the Council Organizational Manual Nov 2009, the Policy 2.5 Personnel Policies July 2008, and employee job descriptions.

Respectfully submitted, Meredy Hase, Personnel Committee

**Building & Grounds Committee: Kirk Carlson**

No written report.

**Worship and Music Committee: Carol White**

No written report.

**Youth Report: Shari Showers**

February 2016 Youth Report

The Admirals game has been cancelled due to lack of participation.

Shari and Christine met on Monday February 1<sup>st</sup> to check the lists we have for college kids. Christine sent out emails to the students and to the parents of the college kids. We are waiting to hear back to see whose addresses we can update in preparation for the love boxes.

February 14<sup>th</sup>

- Cross-generational event
- Elementary and youth will be assembling on Sunday February 14<sup>th</sup> in the great hall.

#### Membership

- We came across a couple of people who are not members, but participate a lot in the church. Would like to discuss this at the meeting on Tuesday.

The youth group meets on the second Sunday of each month. We will be discussing other activities we are responsible for throughout the year.

Shari Showers  
Youth Council

#### **Fellowship Report: Bev Waltz** Fellowship Report - February 2016

During the month of January, the first focus was to recruit committee members for the Fellowship Committee. Members include Pam Behrend, Linda Hamilton, Cheryl Steinbach, Robin Weis, and Laurie Wilson. We would like to add a few more members representing the younger generation of church members.

We served breads and cookies for the Fellowship meeting. We will plan on serving appetizers or a light meal next year due to the length of the meeting.

We scheduled 5 groups (Outreach, Men's Prayer Group, AGC, Education Committee, Confirmation Families) to provide the Lenten Meals. Many thanks to these groups for volunteering to help.

Our committee will be meeting the first Wednesday of the month from 4:00 PM - 5:30 PM. On February 3rd, we brainstormed to come up with our activities for 2016. We will be meeting again on February 10th to finalize our calendar and will be able to present it at the March council meeting.

Respectfully Submitted, Beverly Waltz, Fellowship

#### **Audit & Budget: John Guetzke** No written report.

#### **Education: Amy Bonesho**

Education Committee Meeting Minutes  
February 2, 2016

The Education Committee will be hosting the following upcoming events:

1. Lenten meal on March 9<sup>th</sup>.
2. Easter Egg Hunt on Easter Sunday – between services. Sherie Trafton will be coordinating this. Considering having the 5<sup>th</sup>/6<sup>th</sup> grade Sunday School students assist with preparation.

3. Year-end education brunch: May 22<sup>nd</sup> between services – all are welcome. This will be to celebrate the education activities of the last year and recognize the teachers/volunteers in all the different education areas. Mary Hollister will coordinate.

The education hour on February 14th will be a cross-generational event. All ages will meet in the Great Hall to work on love boxes and hear a message about Lent. The youth committee will be coordinating the love boxes and Christine will present the message on Lent.

Vacation Bible School will be held June 27-30, M-R. Start Time 12:30-3:00/3:30. Lunch will be provided. Christine will be organizing a VBS Committee. Grade 4-6 students will have Bible study/lesson followed by a daily special event/volunteer opportunity.

The subject of background checks for all church volunteers was discussed. We feel this should be implemented in time for VBS. However, due to the confidential nature of background checks, we are unsure of who should be responsible for coordinating this.

On January 27<sup>th</sup>, the Discipleship Training Students presented their Guiding Word Projects. The projects are on display in the upper sanctuary.

The education committee requests that all sign-up/release forms be available on the website. Ruth Beiler will contact the webmaster and Christine to implement this.

In an attempt to increase participation in the youth (teen) education hour, the Sunday brunch will now be held each week between services.

Submitted by: Amy Bonesho, Education Committee

**Membership Ministry: Amy Meier**

**Membership Committee: Amy Meier**

#### MEMBERSHIP COMMITTEE MEETING MINUTES

Christ the King Church – Quiet Room

January 13, 2016 – 6:00 p.m.

Present: Amy Meier, chair, Pastor Jordan, Robin Weiss, outgoing chair

The meeting was called to order at 6:04 p.m.

#### **Old Business:**

Robin is following up on new members. Several calls have been made, no one is interested in attending membership classes.

1. Two new families were received at the 8:15 service on February 7, 2016 (Sangers and Nelsons)
2. Staff Photos will be taken on February 28 during the staff meeting
3. CTK has registered for a booth for the Lake Country Community Fest on March 12. PJ will staff event, but might like others to join.
4. An 8' banner with the new logo has been ordered for the Chamber Event (and others).
5. Suggested meeting for membership are the 3<sup>rd</sup> Wednesday of the month at CTK.

Respectfully submitted,  
Amy Meier

**Stewardship Committee: Jon Kilmer**  
**STEWARDSHIP COUNCIL REPORT**

**February 8, 2016**

**PLANNED GIVING**

**Sunday, March 13<sup>th</sup>, Larry Westfield and Tim Knutson, Regional Gift Planners for the ELCA will take-over the pulpit and great hall forum with stewardship messages. The event will be advertised in the March Advocate, Sunday bulletins and during service announcements.**

**ELECTRONIC GIVING**

**Coming up will be a method of giving electronically from a credit card, debit card, or e-check transfer via a link on CTK's website that will also include a QR Code connection. The process will incur fees and cash discounts for credit and debit cards, however the benefits should out-weigh the expenses estimated at less than \$200/year.**

**TIME & TALENT**

**Watch for Stewardship's new Time & Talent Survey. The new Survey will replace a previous T & T Survey.**

**CTK'S ENDOWMENT FUND**

**The CTK Advocate in March will include information about the Endowment Fund. The Endowment Fund is not readily understood by members of the church, hence the informational treatise.**

**Jon Kilmer, Chairman**

**Motion for Acceptance of the Council Committee Reports by Jon and seconded by Norb. Motion carried.**

**Old Business:**

January 31, 2016 Congregational Annual Meeting was discussed.

**New Business:**

Council orientation:

Robert's Rules – Bob Rooney spoke about Robert's Rules for meetings.

Pastor Jordan gave a leadership presentation for council members.

Toni mentioned that a list of decorum for meetings are in the Council Dropbox.

Gift Acceptance Committee – 10% for missions – Sue Ettmayer

The Gift Acceptance Committee (Sue, Norb, Jon, and John G.) hereby makes the following motion:

“That the following cash gifts be accepted by Christ The King Lutheran Church:

- 1) Dorothea Jorgensen memorial cash gift in the amount of \$20,000 designated for a high quality audio visual system; and Edward & Arlyn Hoffmann memorial cash gift of \$84,457 with no designated use.
- 2) The Gift Acceptance Committee further moves that the \$20,000 cash gift be held in restricted funds, and subsequently disbursed under the direction of the Audio Visual System Committee for said purpose, and that 10% of the \$84,457 undesignated cash gift be disbursed to the following: (a) \$1,000 to Serenity Inn, (b) \$2,000 to the Lake Area Free Clinic in Oconomowoc, (c) \$1,000 to Lutherdale Bible Camp to financially assist youth attendees, (d) \$2,000 to the following Food Pantries: All Saints in Wales - \$800, Oconomowoc - \$600, Hartland - \$600, and (e) \$2,446 disbursed for missions to be determined by the Community Outreach Committee; and that the remaining funds of \$76,011 be held in restricted funds pending further recommendations by the Gift Acceptance Committee to the church council.”

Motion to approve by Bev and seconded by Shari. Motion carried.

Meredy motioned to approve Pastor Jordan hosting the ministry trip to Germany in 2017 as outlined in the Pastor Report. Second by Carol. Motion carried.

**Motion for Adjournment:**

Norb moved and Amy M. seconded. The meeting was adjourned at 9:00 pm.

**The Council closed with the Jesus Prayer.**

Respectfully Submitted,

LeeAnn Quinlan  
Council Secretary

**Next Meeting: March 8, 2016**

**Refreshments and Devotions: Kirk Carlson**