

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
March 8, 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, Amy Bonesho, Norb Steinbach, and John Guetzke.

Toni called the meeting to order in bells room at 6:35 p.m.

Devotions/Refreshments: Kirk Carlson

Prayer: Meredy

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

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

MONTHLY REPORTS

Pastor's Report: Pastor Lindsay Jordan

No written report.

Pastor mentioned adding the gift acceptance of audio/visual equipment discussion during a Listening Adult Forum session on April 10th. And having April 24th for a membership discussion.

President's Report: Toni Palmer

Executive Committee / Council Report for February 2016
Submitted by Toni Palmer, President, on March 6, 2016

1. I attended the Executive meeting and Council meeting.
2. I attended the Long Range Planning meeting. It has been decided that we need to acknowledge the accomplishments that were made by the Maintenance to Mission campaign and celebrate them. We will have a celebration and blessing of the projects in the near future between services. More to come!
3. I had conversations with Alex Vojvodich from WE Energies regarding an easement that they are requesting on CTK's property. WE Energies needs to relocate a gas line south of West Shore Dr. due to the upcoming road project. They would like to continue a line on the east side of CTH C to the north side of West Shore then cross 40 feet north of West Shore. The work would be underground, and once it is completed, WE Energies will restore the property to its original condition. I intend to sign the easement unless the Council has any objection.

4. I had several meetings and conversations with Pastor Jordan, council members and parishioners regarding CTK business.
5. I have not heard from anyone regarding changing or adding anything to the Best Practices (rules) for Council and Committee meetings that I talked about at the last Council meeting. Unless anyone has any additions or changes, I would like the Council to adopt these rules for Council and committee meetings.
6. Pastor Jordan has and continues to encourage us to lead prayer at Council and committee meetings. At the Adult Forum today he reiterated the importance of prayer led by us individually as opposed to him. If you would like to lead the prayer on Tuesday, please let me know.

Treasurer's Report: Norb Steinbach

CHRIST THE KING INCOME & EXPENSES 2016

	<u>FEBRUARY</u>	<u>YTD 2016</u>	<u>ANNUAL BUDGET</u>	<u>COMPARED LAST YEAR</u>	Difference YTD <u>2016 vs 2015</u>
INCOME					
REGULAR CONTRIBUTIONS	24,642	56,765		56,437	328
MISSION CONTRIBUTIONS	2,399	2,698		1,672	1,026
DESIGNATED CTK	2,624	45,096		9,421	35,675
YOUTH INCOME	324	1,168		2,787	(1,619)
OTHER INCOME	2,302	2,362		5,078	-2,716
TOTAL INCOME	32,806	108,085		75,395	32,690
EXPENDITURES					
MISSION SUPPORT	2,000	4,000	31,000	4,000	0
CAPITAL PROJECTS	0	0	7,800	0	0
EDUCATION	480	1,701	16,100	1,310	391
FELLOWSHIP	340	425	9,750	756	-331
INSURANCE	0	0	13,500	42	42
MAINTENANCE	2,286	4,799	30,000	6,830	-2,031
MEMBER MINISTRIES	265	655	6,800	1,449	794
MEMORIAL FUND	0	0	0	0	0
MISCELLANEOUS	187	63	1,540	210	-147
MORTGAGE PAYMENTS	4,068	8,136	48,816	6,871	1,265
OFFICE	1,032	2,726	14,800	3,504	-778
SALARIES	12,643	25,715	150,508	10,069	15,646
SALARY PASTOR	7,580	14,981	90,964	14,664	317
PASTOR BENEFITS	3,148	5,834	48,617	6,982	-1,148
STEWARDSHIP	389	419	7,250	289	130
UTILITIES	3,373	7,218	41,300	9,067	-1,849
WOMENS MINISTRIES	0	0	0	90	-90
WORSHIP	273	1,749	20,550	2,375	-626
YOUTH & FAMILY	461	500	12,500	5,284	-4,784

TOTAL EXPENSES	38,525	78,921	551,795	27,796	51,125
NET INCOME VS EXPENSES	(5,719)	29,164		47,599	
Maintenance to Mission Income	488	945		3,654	
Maintenance to Mission Expenditures	0	0		699	

NOTES:

- Regular Contributions in February were about \$8,000 lower than January, leaving us just slightly ahead of last year. Year-to-date Total Income includes the \$43,523 in memorials, therefore we are not as good financially as it may look at first glance.
- We continue to be blessed with a warmer than average winter resulting in lower utility and snow removal expenses.
- Mission Support of \$2,000 was sent to the Synod. A portion of the Hoffmann memorials designated for various charities last month will be sent in March.
- Maintenance to Mission fund balance is \$13,154, of which \$4,738 is designated for Mission Support. Change to Change the World contributions total \$731. Lenten offerings total \$1,922.
- Checking Account Balance on February 29 was \$137,517. Our Restricted Funds total \$145,882, which means we are already using \$8,365 of restricted funds for operating expenses.

Norb Steinbach
Treasurer

Vice President's Report: Sue Ettmayer

VP Report-March 2016

Gift Acceptance Committee

The gift acceptance committee is looking to update the CTK "Wish List". The "wish list" is a listing of wants for the church that are not in the current budget, or there is not enough in the current budget to cover an item. Some examples would include additional money above "seed money" for Godly play, a new heating/cooling system, organ repairs/replacements, new pew cushions, money for a new parking lot, etc.

This list is needed for a couple reasons and should be updated anytime a committee has a need. This list is used for designation of funds for gifts above operational funds and is also provided to people looking to designate memorial funds.

An email request to each committee chair was sent so that each committee can add an item if there is a need to add something to the wish list. If there is an item, an amount, a reason that this item is needed,

and how it impacts the mission of the church should be forwarded to the Vice President. Response should be completed by April 1 and should be discussed at the next committee meeting. Currently, the only committee request I have is from worship committee involving the organ in the amount of \$10,000.

Long Range Planning

Meeting was held March 7. Pastor presented a powerpoint to the team regarding church growth. The focus on the committee moving forward will be to assist membership team in getting their plans finalized and implemented.

Motion to accept the above executive reports and approve the actions of the Executive Committee made by Amy M. and seconded by Bev. Motion carried.

COUNCIL COMMITTEE REPORTS

Personnel Committee: Meredy Hase

Personnel Committee report - March, 2016

Meredy Hase, chair

New members have been added to the Personnel Committee, fully filling those positions listed in the Council Organization Manual. Committee members are members-at-large Mary Hansen, Lynn Hansen, Jayne Hinkens, and Sue Seegert, Council representative and chair Meredy Hase and Pastor Lindsay Jordan.

Gap-analysis by Meredy Hase

1. Reviewed and completed I-9 and W-4 forms in employee records
2. Reviewed Job Description/Agreement forms in employee records with necessary updates prioritized for Personnel Committee.
3. February 29, 2016 lay-staff - Advised staff that CTK is considered a small business employer and therefore is exempt from filing IRS Form 1095-C regarding Employer-provided health insurance plans. Clarified that CTK provides health insurance coverage only for full-time clergy and full-time lay professional program directors.
4. Co-wrote with Pr. Jordan a draft document, "Human Resources Vision for CTK," as a working document in advance of revisions to Policy 2.5 Personnel Policies July 2008.

Agenda - Personnel Committee - Wednesday, March 9 at 5:30pm

1. Review the draft document, "Human Resources Vision for CTK," as a working document in advance of revisions to Policy 2.5 Personnel Policies July 2008.
2. Job Description/Agreement - Review and Update - Christian Education Coordinator
3. Job Description/Agreement - Review and Update - Custodian
4. Job Description/Agreement - Review and Update - Groundskeeper
5. Prioritizing 2016 tasks
 - a. Employee Handbook (revise the Policy 2.5 Personnel Policies July 2008)
 - b. Job Descriptions/Agreements General
 - c. Establish a goal-oriented Employee Review process. Lay-staff reviews are overdue.
 - d. 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.

Respectfully submitted - Meredy Hase, Personnel Committee chair

Building & Grounds Committee: Kirk Carlson

Property Report March 2016

We would like to put up a Lawn shed to store and service our lawn equipment. Previously we used the detached garage at Trinity House. There is not enough room in the garage used by AGC.

We continue to research LED lights. Currently we plan to use up existing inventory of fluorescent tubes and ballasts and replace them with LEDs as they burn out. The Great Hall has 20 compact fluorescent lights. We are working with Dick Rutledge to determine the best LED transition for these lights.

We had a boiler outage on Wed March 2nd. Just Service Inc. responded quickly and we were able to keep AGC warm enough so as not to cancel classes.

We are helping out Membership Ministries and the Sign Committee as Tom Kreklow recovers.

God's Blessings,
Kirk Carlson

Worship and Music Committee: Carol White

No written report.

Carol stated that the committee agreed to leave church service times as is until summer. She also stated that she was not aware of the ongoing service time discussion.

Toni asked that the committee discuss the possibility of having contemporary music in their next meeting.

Youth Report: Shari Showers

Youth committee met on February 14th. Christine, Shari, Rich Quinlan, Stephanie M. and Georgie Krenz were present

Topics discussed were Easter Brunch. No one in the youth group is going to be in town for Easter, so Christine reached out to the Fellowship committee, and we ran into the same issue. So Christine with Sherie T. are going to have a smaller "lighter" version of the brunch due to so many people being out of town. Sherie T. will also coordinate the Easter Egg hunt on Easter Sunday.

We will continue to have donut Sunday the 3rd Sunday of each month through May, however, none will be made in April since that is Easter Sunday. It will begin again in the fall. We did increase our bag number to 50 and sold all.

February 14th the Love Boxes were assembled in the Great Hall and mailed off to our college and military members that we were able to get addresses for.

Rummage sale-still a topic of discussion on whether or not to have.

May 1st will be confirmation.
We also discussed a summer trip

Shari Showers
Youth Committee

Fellowship Report: Bev Waltz

Fellowship Report March, 2016

Many thanks to Outreach, the Men's Prayer Group, and All God's Children for providing our Lenten suppers thus far. Approximately 50 people attended each supper. Two more meals will be provided in March sponsored by the Education committee and Confirmation families. Andrew Kath has joined our committee.

In April, we will be sponsoring our first Monday Mavens activity. Monday, April 11th, we'll be playing Mexican Trains. Monday Mavens is the name for our Women's group which will meet the 2nd Monday of each month. Events are planned throughout the year and will vary hoping to include all women of all ages and interests.

We also hope to host a Pickleball class on Sunday, April 17th. Pickleball may be held at CTK in conjunction with Hartland Recreation Department. We are in the midst of planning and addressing feasibility.

We have a draft of our fellowship plans for the year. Jill will add them to the calendar. The Fellowship committee would like to make a motion that we can serve alcoholic beverages at our events. "I move to permit the Fellowship committee to serve alcoholic beverages at their events."

Respectfully Submitted, Beverly Waltz, Fellowship

Audit & Budget: John Guetzke

No written report.

John and Norb agreed to get together to discuss the bookkeeping being more centralized.

Education: Amy Bonesho

Education Committee Meeting Minutes
March 2, 2016

The Education Committee finalized plans for the Lenten Meal on March 9th. We will be preparing and serving a taco bar and desserts.

We discussed the issue of spring break falling over Easter Sunday. In the past, the youth committee prepared a brunch between services and the education committee held an Easter egg hunt. The problem we are running into is that there are only a couple people between the two committees that

will be here for Easter Sunday. We would still like to celebrate the day, so it has been decided that we will do a light brunch and some type of Easter activity with centerpieces. Christine and Sherie Trafton will be coordinating this.

We had further discussion about background checks. We want to establish a policy that anyone who has regular interaction with youth, will have a background check done. Amy is working on the policy and will bring it to the April meeting. We want to have this in place for VBS and then continue to implement for Sunday School teachers, nursery volunteers, chaperones, etc.

Christine has reached out to former VBS volunteers along with current Sunday School families about helping out this year. The first VBS meeting for volunteers is going to be held the week of March 13th. Delafield Presbyterian church will be joining us for VBS this year. We will be checking with All Saints in Wales as well to see if they are interested again this year.

Christine continues to move forward with the Godly Play program. (Godly Play consists of interactive lessons as a way for younger children to learn Bible stories. This would take place during the church service in a room away from the sanctuary.) The next step is the financial proposal. Also discussed was the possibility of having some type of fundraiser to offset the cost.

Continued planning for the May 22nd education volunteer/teacher appreciation brunch was discussed.

We will be having a potluck and teachers will be recognized at both services.

Christine briefly discussed the recent conferences she attended. We will follow up on this next month as time permits.

Submitted by: Amy Bonesho, Education Committee

Membership Committee: Amy Meier

MEMBERSHIP COMMITTEE MEETING MINUTES

Christ the King Church – Quiet Room

February 10, 2016 – 6:00 p.m.

Present: Amy Meier

The meeting was called to order at 6:00p.m.

Old Business:

None

New Business:

1. The new Welcome Center has arrived. It has yet to be located and cleaned.
2. Amy will attend the Long Range Planning Team on March 7. Until a viable Membership Committee can be established, this committee connection will remain.
3. The logoed banner, mugs and notecards have arrived!
4. Notice was included in the CTK mailing asking for any members to join the Membership Committee.

Respectfully submitted,

Amy Meier

Stewardship Committee: Jon Kilmer

STEWARDSHIP COMMITTEE REPORT - MARCH 8, 2016

A.) TIME AND TALENT SURVEY PROGRESS REPORT:

Thanks to Rich Quinlan!! Rich has setup up the new T & T on Google Docs rather than Survey Monkey. The outcome analytics of Survey Monkey using the Multiple Choice/Multiple Answers format were not satisfactory. The new T & T is presently being tested.

B.) ONLINE GIVING (Meredy Hase)

We're "live" with Online Giving via the big, red *Donate Here* button, lower right on the CTK website! Thanks to Pr. Lindsay, CTK webmaster, for design and placement of the Donate Here button and linking our website to Vanco, our electronic giving administrator.

Thanks to Jerri Jones, CTK financial secretary, for graciously saying, "Sure we can do that." Jerri will receive additional donation reports, the same as *Simply Giving*, with this new giving option. If you are already giving by *Simply Giving*, click on Donate Here, set up your password-protected login (upper right). You'll find your *Simply Giving* details with your checking acct, credit card, etc. You now can alter your own *Simply Giving*, eliminating the need for a signed authorization through Jerri Jones. Those new to electronic giving will be prompted to set-up their password-protected login at the time of their first donation.

We also have an active QR code for use in our publications, e.g. bulletin, Advocate, etc; attached as jpg file. From Vanco, "Quick Response (QR) code - When you scan this barcode-like QR code image with a smartphone's QR decoder, it will instantly connect you to the mobile version of your web page. To boost transactions, place this image in letters, bulletins and other communications with a message such as "Scan to pay or give."

A next step for the Stewardship Team is to develop our messaging to the congregation.

C.) PLANNED GIVING

This coming Sunday, March 13th there will be a Planned Giving emphasis from the pulpit, and a forum in the great hall by Larry Westfield and Tim Knutson, ELCA Foundation representatives.
Jon Kilmer, Stewardship Chair

Motion to accept the above council reports and approve the actions of the Council Committees made by Norb and seconded by Sue. Motion carried.

Old Business:

Best practices for Council and Committees: Toni Palmer
Motion made by LeeAnn to adopt the best practices outlined in Toni's file (see "Best Practices for Council and Committee Meetings") and seconded by Meredy. Motion carried.

New Business:

Lenten Offering Designation: Toni Palmer

Norb made a motion to use the offerings from Lenten services for the general operating expenses of the church (with 10% taken out for mission support). John G. seconded. Motion carried.

Gift Acceptance Committee: Sue Ettmayer

Sue requested that any council committee let her know if you have a want or need for your committee as this committee moves forward regarding the gifts given to the church. Kirk requested to add HVAC.

Maintenance to Mission Celebration and Blessing will be held during April 17th worship.

Leadership Development: Pastor Jordan

Toni asked the council if they would be interested in a leadership development retreat. She mentioned one in Greenlake. Discussion followed. She will gather more information and relay it to us.

Bev made a motion that would allow the Fellowship committee to serve wine and/or beer at any event held on the church grounds. Kirk seconded. Motion carried.

Motion for Adjournment:

John G. moved and Jon K. seconded. The meeting was adjourned at 9:00 pm.

The Council closed with the Jesus Prayer.

Respectfully Submitted,

LeeAnn Quinlan
Council Secretary

Next Meeting: April 12, 2016

Refreshments and Devotions: Meredy Hase