

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
January 12, 2016

Membership Roll:

Present: Toni Palmer, Linda Hamilton, LeeAnn Quinlan, Rick Kunstmann, Kirk Carlson, Pastor Jordan, Robin Weiss, Jeff Roth, Amy Meier, Sue Ettmayer, Shari Showers, Bev Waltz, Jon Kilmer, Amy Bonesho, Carol White, and Meredy Hase. Absent: Norb Steinbach, John Guetzke, Ruth Beiler, Joanna Ravaris, Kristi Chesny, John Ravaris, Len Caccese, and Samantha Mans.

Rick called the meeting to order in bells room at 7:15 p.m.

Devotions: LeeAnn Quinlan

Acceptance of Meeting Agenda: Linda moved and Robin seconded to accept the agenda. Motion carried.

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

MONTHLY REPORTS

Pastor's Report: Pastor Lindsay Jordan

No written report. Handed out Lead and Learn and Stewardship Fair flyer.

President's Report: Rick Kunstmann

Executive Committee / Council Report for January, 2016
President's Report

Submitted by Rick Kunstmann – December 31, 2015

Due to a 6-day hospital stay, followed by recovery and another medical issue, this was a relatively quiet month for me.

Chaired the Executive Committee and Council.

With the assistance and guidance of the Executive Committee and Council, we developed the 2016 budget. It will be presented to the congregation for approval at the Annual Meeting on January 31st.

Working on the Council's 2015 Annual Report. It will be ready for distribution to the congregation on January 17th.

Coordinated the Summer Stage organization with their Christmas Concert. The 8 piece bluegrass / gospel musical group was called Narrow Road. The concert was outstanding. We hosted 205 people from the Delafield area and surrounding Waukesha County communities. Christ the King reaped the benefit of the funds collected at the concession bar.

Working on the presentation for the Annual Meeting to be held on January 31, 2016.

Treasurer's Report: Norb Steinbach

CHRIST THE KING INCOME & EXPENSES 2015

| | <u>DECEMBER</u> | <u>YTD 2015</u> | <u>ANNUAL BUDGET</u> | <u>COMPARED LAST YEAR</u> | Difference YTD <u>2015 vs 2014</u> |
|--|-----------------|-----------------|----------------------|---------------------------|---------------------------------------|
| INCOME | | | | | |
| REGULAR CONTRIBUTIONS | 57,325 | 400,990 | | 415,262 | (14,272) |
| MISSION CONTRIBUTIONS | 1,648 | 11,512 | | 13,575 | (2,063) |
| DESIGNATED CTK | 46,637 | 96,753 | | 42,522 | 54,231 |
| YOUTH INCOME | 345 | 11,383 | | 15,678 | (4,295) |
| OTHER INCOME | 4,174 | 25,060 | | 19,742 | 5,318 |
| CTK GENERATED | 110,129 | 545,698 | | 506,779 | 38,919 |
| TRANSFER from Vanguard | | 13,850 | | | |
| TOTAL INCOME | 110,129 | 559,548 | | 506,779 | 52,769 |
| EXPENDITURES | | | | | |
| MISSION SUPPORT | 10,650 | 31,552 | 27,200 | 33,640 | -2,088 |
| CAPITAL PROJECTS | 0 | 4,848 | 9,400 | 18,650 | -13,802 |
| EDUCATION | 1,410 | 13,376 | 14,625 | 15,089 | -1,713 |
| FELLOWSHIP | 4,445 | 10,175 | 7,500 | 7,839 | 2,336 |
| INSURANCE | 3,177 | 12,317 | 13,500 | 12,305 | 12 |
| MAINTENANCE | 867 | 21,552 | 33,250 | 34,152 | -12,600 |
| MEMBER MINISTRIES | 523 | 8,886 | 8,550 | 4,841 | 4,045 |
| MEMORIAL FUND | 1,450 | 1,720 | 0 | 0 | 1,720 |
| MISCELLANEOUS | 147 | 6,010 | 1,715 | 3,930 | 2,080 |
| MORTGAGE PAYMENTS | 7,068 | 68,632 | 75,800 | 68,707 | -75 |
| OFFICE | 1,243 | 14,038 | 14,700 | 15,640 | -1,602 |
| SALARIES | 10,354 | 115,250 | 149,133 | 75,048 | 40,202 |
| SALARY PASTOR | 7,401 | 88,671 | 88,808 | 81,515 | 7,156 |
| PASTOR BENEFITS | 3,612 | 32,053 | 43,167 | 38,959 | -6,906 |
| STEWARDSHIP | 30 | 4,684 | 2,500 | 3,009 | 1,675 |
| UTILITIES | 2,910 | 35,009 | 44,100 | 43,778 | -8,769 |
| WOMENS MINISTRIES | 168 | 3,616 | 0 | 1,052 | 2,564 |
| WORSHIP | 506 | 10,178 | 13,425 | 27,051 | -16,873 |
| YOUTH & FAMILY | -127 | 20,497 | 6,000 | 27,051 | -6,554 |
| TOTAL EXPENSES | 55,834 | 503,064 | 553,373 | 637,649 | -134,585 |
| NET INCOME VS EXPENSES | 54,295 | 42,634 | | (130,870) | |
| Maintenance to Mission Income | 2,139 | 12,887 | | 52,544 | (37,584) |
| Maintenance to Mission Expenditures | 1,000 | 18,575 | | 107,392 | (70,823) |

NOTES:

----- Regular Contributions for December were the lowest December we have had in the past 8 years. On the other hand, the \$110,129 in Total Income was the highest December income we have had for the past 8

years, due to the generous over \$41,700 undesignated Memorials for Ed Hoffmann. What a blessing!

- The Transfer from Savings represents two withdrawals from the Vanguard account: \$6,826 for last years' organ and youth expenses, and \$7,024 to guarantee adequate funds for the Detroit trip.
- We paid an additional \$3,000 on our mortgage, bring the balance down to \$472,935.74. We were blessed with warmer weather allowing us to save over \$21,300 in Maintenance and Utilities expenses. We saved over \$16,000 in our Worship budget, primarily due to Roland Broberg doing organ repairs. Last year organ repairs alone exceeded \$11,400. Other expenditures were kept pretty much within budgets.
- Exec Council decided to use \$1,450 undesignated Memorial Funds and \$2,500 of Thanksgiving Funds for Mission Support, allowing us to meet and exceed all budgeted Mission Support items.
- Our Checking Account balance on December 31 was \$106,665.76. Our Restricted Funds balances are \$99,166, leaving us a carryover balance of \$7,500 going into 2016. Over \$66,700 of the Restricted Funds are Memorial Funds.

Norb Steinbach
Treasurer

Vice President's Report: Toni Palmer

Executive Committee / Council Report for December 2015

Submitted by Toni Palmer, Vice President, on January 11, 2016

1. I attended the January Executive meeting and December Council meeting.
2. I attended the LRP meeting. Dick Rutledge will have figures regarding the parking lot by the end of January and will share those numbers with the Stewardship Committee.
3. I met with the Nominating Committee and had several phone conversations regarding potential council members. We filled all eight spots. We still need to find two people to attend the Synod Assembly.
4. I had several meetings and phone calls with Pastor Jordan, Rick and other council members regarding CTK business.
5. I attended a dinner at the home of Paul and Linda Neumiller for the AGC staff and board. It was a lovely evening. Thanks to the Neumillers for their hospitality!
6. I attended the AGC board meeting. 2016 marks the 40th anniversary of AGC. Events will be planned to commemorate this milestone. A fundraiser/cook-out is planned for May.

The playground (\$30,000 +) has been almost completely paid off with fundraising. I recognized Laurie Wilson, on behalf of the congregation, for her leadership of this wonderful ministry at the January 10th 10:45 worship service.

7. I chaperoned the youth event we did with Our Saviors Lutheran Church at Skyzone. We

had over 20 youth participate. Thanks to Christine for her hard work organizing youth events and for partnering with Our Saviors.

8. I am continuing to work on updating the CTK manual. I am asking that all committee chairs send me an update on the duties of their committees.

9. I made binders with important CTK information for each council member.

COUNCIL COMMITTEE REPORTS

Personnel Committee: Linda Hamilton

Personnel Committee – January 4, 2016

Present – Cheryl Steinbach, Dick Reul, Bev Waltz, Linda Hamilton

Volunteers have been scheduled for Friday mornings 9 a.m. – 12 noon through February, 2016.

Discussed evaluations for Juanita, Kathie and Art. We need to receive signed evaluations by these employees from Pastor Jordan.

Evaluations for Jill and Christine need to be completed by Pastor Jordan.

Laurie Wilson will do an evaluation on Jeff (custodian).

Staff appreciation will be Sunday, January 10, 2016. Cheryl will do the presentation.

Discussion on who will pay replacement staff in Art's absence in February. Decided to continue as in the past (Art will pay them).

In-Kind giving and accomplishments were discussed and are included in this report. Personnel Accomplishments for 2015

- Out of traditional mode, we demonstrated the compassionate approach to employee's needs.
- Custodian and Office Administrator were hired.
- Created the Christian Growth Coordinator position and implemented it by hiring Christine Shander.
- Art Jaehnke was hired as the accompanist for the second service.
- Liaisons were assigned to each staff member.
- Respecting the financial condition of CTK, we created a conservative budget based on community research and congregational members.

In-Kind Giving

- Phone calls for scheduling Friday morning volunteers
- Worked in office
- Personnel meetings
- Preparing for meetings
- Meetings with Pastor Jordan
- Council meetings
- Cleaning the church and AGC in custodian absence
- Painting of office and great hall hallway

Total number of hours by personnel committee 308 x \$20.00 per hour = \$6,160.00.

Development plan for Samantha Sternemann needs to be completed by Pastor Jordan as promised to her.

Personnel budget for the annual meeting was discussed.

Submitted by Linda Hamilton

Building & Grounds Committee: Kirk Carlson

Property and Grounds report January 2015

We repaired 2 leaking circulating pumps in the boiler room. We purchased seal kits for \$200 and averted a \$1000 service charge from Just Service Inc. They have been up and running since the first week of January.

P&G set up and took down the outside manger scene, the point seta tree and the Sanctuary Christmas tree. If anyone was paying close attention, Baby Jesus never made the scene due to a miss communication!

We are redesigning the point seta tree for next year following a plan that Pastor Jordan has used in the past. It will fold up for easier storage.

Respectfully submitted,

Kirk Carlson
Property & Grounds

Worship and Music Committee: Jeff Roth

WORSHIP AND MUSIC COMMITTEE MEETING MINUTES

Christ the King Church – Quiet Room

January 4, 2016 – 7:00 p.m.

Present: Jeff Roth, chair, Pastor Jordan, Roland Broberg, Carmen Brammeier, Pr. Gerry Goodrich, Conrad Etmayer, Kathie Ferree, Art Jaehnke, Vicky Brain, Carol White (incoming chair)

Absent: Elaine Broberg

The meeting was called to order at 7:04 p.m. Opening prayer were given by PJ.

Old Business:

A motion to approve the November 2015 Minutes was made by Gerry Goodich and seconded by Kathie Ferree. The motion passed.

Introduction of Carol White as new chair of Worship and Music Committee.

Review of Attendance: Gerry provided a print out of attendance numbers for 2015 and the Christmas Services. The annual numbers are misleading as they include funerals and Lenten services. The service numbers were as follows:

| <u>Services/Year</u> | <u>2014</u> | <u>2105</u> | <u>Reduction</u> |
|----------------------|-------------|-------------|------------------|
| Sunday average | 187 | 167 | About 10% |

Christmas

About 18%

A discussion was held regarding service times for next year when Christmas Eve will be on a Saturday night and the Sunday Service will actually be Christmas Day. Gerry indicated that the trend in the area is to use 3:00, 5:00 and 10:00PM services times. A motion was made by Conrad Etmayer to keep our services at 4:00, 7:00 and 10:00PM for 2016. It was seconded by Roland Broberg and passed unanimously.

Recap of Christmas Services: Several positive comments were made about the angel activity for children ~ parents could listen to the sermon, children were excited and participating, and the raising of the angels was inspiring. Committee members also appreciated the wonderful music and beautiful decorations. Art and others liked it that the choir loft was also decorated this year. We had candles at all services this year. Kudos were given to the many church members who made it all come together!

Summer Stage Concert: Rick coordinated this event. Bev Walsh and several others donated snacks, beer and wine for the concession stand during the intermission. In this way, CTK took in the full profit. Vicky will contact Bev to get more details of the outcome for our next meeting. A decision needs to be made as to which committee is responsible for running this if we do this again next year. In addition, some discussions need to be held to determine our policy regarding the testimonials made by performers between songs. For example, how rigid do we want to be regarding consistency with Lutheran theology. We did have a one day license to sell alcohol.

Lent: Ash Wednesday service will be at 7 PM lasting 50 minutes to allow for the scheduled musical practices. The Lenten Wednesday meals will continue at 5:30 PM. We will be using the Holden Evening Prayer setting that is in the cranberry hymnal as the theme for the season. Good Friday and Maundy Thursday will follow the liturgy. If the choir does the Cantata it will be on another night, perhaps Palm Sunday evening. If a Seder Meal is planned it will be another night, not on Maundy Thursday.

Easter Service Schedule: We did a sunrise 6:00 AM service for three years (2011 had 40, 2012 had 21, 2013 had 40 attend). We decided on keeping our regular service times and having the breakfast served in between those services.

Music at Second Service: We need a strong voice to lead the group. It was suggested that PJ leave his mic on for this purpose and/or that Art sing. Carmen suggested we ask members who might want to do this.

Concert Schedule: The Nashotah House Church Musicians Workshop is scheduled. CTK will host a Church Musicians Workshop from June 13-17, 2016, involving about 24 students and 5 teachers. CTK will be used for a closing recital on Friday evening because CTK has the largest organ in the area. Vacation Bible School may also be scheduled that week but we are committed to make this event happen. We also have the Milwaukee Handbell Concert May 22nd at 2 pm. A free will offering will be collected. We are considering a concert by Richard Colligan who is a singer, songwriter and worship leader come to CTK. The cost would be \$500 plus travel expenses. Dates were discussed and PJ will follow up on this to see if it is possible.

New Business:

Valuation of time and services request: Rick asked us to count hours etc. for the annual report. A motion was made by Roland to state that we were uncomfortable with quantifying our work in such a way and will provide the word “priceless” because we are unable and uncomfortable with attempting to do so. The motion was seconded by Vicky Brain and passed unanimously.

Gift to CTK: PJ informed the team that money was gifted to the church with the intention of providing an AV screen for worship. This committee has been chosen to oversee this effort. A subcommittee will be formed to design and implement the AV screen. This subcommittee will report directly to the Worship and Music committee and PJ. It will include individuals with knowledge regarding interior design/aesthetics and technology. It is important that the screen be used to make the worship more accessible and functional for members of the congregation. It is not intended to be an entertainment feature. The subcommittee must include members who are interested in the project and those who are strongly in favor and strongly opposed. The congregation is to be asked for input and to be well informed as the project progresses.

Important Dates to remember: Confirmation Service is May 15th at the second service. Dates that we will have only one service at 9:00AM include Rally Day Sept 11th, October? Stewardship Sunday, Christmas Day Dec. 25th and January 1st 2017. Worship and Music committee meetings will be held in the conference room the first Monday of the month at 6:30 PM in the future.

Committee Reports:

Music – Covered items in previous discussions

Organ – Roland would like to plant the seed that we could use a zimbelstern and a sequencer for the organ. The cost would be about \$10,000. We should think about different ways to pay for them.

Ushers – Trainig is needed for new ushers, especially regarding communion at the rail.

Robes – Vestry is being used. She is working on tables and shelving next.

Altar Guild – No report

Assistant Ministers –The AMs will meet with PJ at noon on January 10th for training. Sarah Caccese will be in Sweden for the next 6 months and will be unable to serve.

The group used The Jesus Prayer for the closing prayer led by Jeff. The meeting closed at 9:33 PM.

The next meeting will be on February 1st at 6:30 pm.

Respectfully submitted,

Vicky Brain, Secretary

Youth Report: Samantha Sternemann & Kristy Chesny

January 2016

Youth Committee Meeting

In attendance: Georgie Krenz, Rich Quinlan, Shari Showers and Christine Shander. Pastor Jordan, Toni Palmer and Joanna Ravaris also made a presence.

- I. January items in the works:
 - A. 1/10 Sky Zone (chaperones: Christine Shander & Toni Palmer)

- B. 1/17 Donut Sunday
 - 1. Showers Family will either take the lead or this event will be cancelled.
- C. 1/24 Youth Group (chaperones: Christine Shander & Joanna Ravaris)
- D. Advertising for Love boxes has started. The list of items will be in the next bulletin and newsletter. Shari Showers is working on updating the database of names; Christine is also receiving address updates.
- E. Note: second and fourth Sunday youth events are in partnership with OSLC in Hartland and this is continuing to grow in a positive direction. There is a possibility that All Saints in Wales will have their youth join.
- F. Trip plans are still in the works. We are working with families to assess dates, interest
- II. February
 - A. 2/14 Cross+Generational Sunday School (Lent and Love boxes) and evening Youth group 2/21
 - B. 2/21 Admirals game
 - 1. Christine and Shari are working on the costs and budget; we are also working with Bev Waltz who will be on Fellowship Committee, to advertise the event.
 - C. 2/28 Youth Group
- III. Synod Retreat March 4-6
- IV. March would have youth group on second Sunday (3/13), but cancel on fourth Sunday due to Easter.
- V. We have designated Second Sunday's at 12 pm for our monthly meeting time. The next three meetings are: 2/14, 3/13, 4/10.

Fellowship Report:

No Committee. No written report.

Audit & Budget: Len Caccese

No written report.

Education: Ruth Beiler & Joanna Ravaris

No written report.

Membership Ministry: Robin Weiss & John Ravaris

Membership Ministry Committee Report
December 2015

The committee did not meet in December.

- Attended December council meeting
- Prepared Membership Ministry Annual Report
- Met with John Ravaris to discuss committee transition
- Scheduled meeting with Amy Meier

Submitted by,

Robin Weiss
Committee Co-Chair
January 11, 2016

Stewardship Committee: Jon Kilmer

STEWARDSHIP COUNCIL REPORT

January 12, 2016

PLEDGE UPDATE

More members have pledged for 2016 than in the past two years, and more has been pledged per Giving Unit resulting in a 26% increase in pledged amounts compared to 2015. To date, there is a total of \$311,464 from 115 pledges, or \$2,708/Giving Unit, VS \$246,965 from 100 pledges, or \$2,470/Giving Unit in 2015. We are still welcoming pledges of any amount, and have forms available from the church office.

PLANNED GIVING

Plans are underway for a “Planned Giving” emphasis on March 13th that will include Larry Westfield, Regional Gift Planner, ELCA Foundation. Larry (an ordained ELCA pastor) will preach and present a forum in the Great Hall that Sunday.

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. Plans may also include a QR Code connection for mobile devices. The goal is to provide convenience for all members to give when-ever and where-ever. There is an annual software and set-up expense of about \$200 which will be debited to Stewardship’s budget.

TIME & TALENT

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

Jon Kilmer, Chairman

Motion for Acceptance of the Council Committee Reports by Jeff and seconded by Toni. Motion carried.

Old Business:

Milwaukee Synod Assembly Representatives discussed. Please let Toni know if you are interested or know anyone who might be interested in attending conference in June.

In-kind giving and 3 major committee achievements - Rick

New Business:

Election of 2016 Council President – The election of Toni Palmer as 2016 Council President was motioned by Jon and seconded by Linda. Motion carried.

Council officer appointments – Toni called for the following election of council officer appointments:

Vice President – Sue Ettmayer
Secretary – LeeAnn Quinlan

Kirk motioned and Robin seconded. Motion carried.

Motion for approval of Norb Steinbach (absent) as Treasurer by Jon and seconded by Kirk. Motion carried.

Council committee elections by the council:

Meredy Hase – Personnel
Shari Showers - Youth
Bev Waltz – Fellowship
Amy Bonesho - Education
Amy Meier – Membership
Carol White – Worship and Music
John Geutzke – Audit and Budget (absent)

Motioned by Jon and seconded by Linda. Motion carried.

Motion to approve appointment of Jerri Jones (absent) as Financial Secretary by Toni and seconded by Kirk. Motion carried.

Motion by Meredy and seconded by Shari to create a Gift Acceptance Committee with Council Vice President as committee chairperson, and including the Stewardship chairperson, Treasurer, Audit/Budget chairperson and others as deemed necessary by the committee chairperson. Motion carried.

Pastor Jordan requested that committees please include him on emails regarding upcoming committee meeting dates.

Designation of funds (\$42,729) from the Hoffmann family discussed.

Motion for Adjournment:

Jon moved and Bev and Amy seconded. The meeting was adjourned at 8:30 pm.

The Council closed with the Jesus Prayer.

Respectfully Submitted,

LeeAnn Quinlan
Council Secretary

Next Meeting: February 9, 2016

Refreshments and Devotions: Toni Palmer