

CHRIST THE KING LUTHERAN CHURCH  
Council Meeting Minutes  
March 13, 2018

Membership Roll:

Present: Pastor Jordan, Carol White, Jon Kilmer, Barb Hamann, Sue Ettmayer, LeeAnn Quinlan, Amy Bonesho, Mike Hase, Shari Showers, and Kirk Carlson  
Guests: Donna Finch, Andy Justman, and Mike Groh

Carol called the meeting to order at 6:38 pm.

Opening Prayer/Refreshments: Sue/Shari

Motion to accept meeting agenda (as amended w/Parking Lot). Motion by Carol and seconded by Shari.  
Motion carried.

**Guests:**

Oasis Project presentation/Welcome before service - Donna Finch

It's been hard to get volunteers to do the Welcome before church service and plan on discontinuing the welcome at this time because of that. She asked if a council member could volunteer to step up. She also asked the committee for a retractable banner that can be used at the welcome center area, which would cost about \$150.00.

Oasis Program will be held in the sanctuary as an adult forum. A retired teacher started it to help students who do not qualify for grants. There have been approximately 100 students since 9/2015. It needs community support. Kettle Moraine schools are involved. Envelopes will be available in the pews for donations. Ask that all come and fill the pews as it will be recorded. There are flyers available to distribute as well as an electronic copy for printing.

Recap of Shooter/Safety Training from ELCA Synod - Andy Justman

Showed a slide presentation (see attachment). The training was approximately 90 minutes long. He met with other churches too. Recommend "thinking time". The cameras at our church do not save recordings right now. It is a closed line feed only. There are cameras at the main and the AGC entrances. The first main defense would probably be the IT desk and the second would be the choir loft or pastor.

Can you add or delete pass codes on the key pad for Family Promise volunteers, etc.? Carol suggested that the church practice fire drills. Sue mentioned that Andy could continue the education with 1 or 2- day courses. The church needs to create a plan.

Motion to approve the February, 2018 Council Meeting Minutes moved by Amy and seconded by Shari.  
Motion carried.

Monthly Reports:

President

Sue Ettmayer

Vice President  
Pastor

Carol White  
Pastor Jordan

Amy asked if there are some incorrect dates on the Pastor report. Pastor agreed.

Sue asked if there will be room for the art projects display in the upper sanctuary. Pastor said yes.

PJ asked if council could help serve the confirmation banquet on Wednesday, May 2<sup>nd</sup> because of budget cuts. There will be 9 families so approximately 35 to 40 people. The meal will be at 6:30 pm. Last year it cost approximately \$500 for food, flowers, teachers, etc. This item is tabled until the Committee reports.

Motion to accept the reports and approve the actions of the Executive Committee moved by Carol and seconded by Mike H. Motion carried.

Treasurer's Report      Mike Hase

There are now four accounts:

Institutional accounts, Restricted funds – checkbook, In-out Funds (ie. Houston trip) and General Administration Funds which are operating funds. On the report, "Giving" is a % of historical average. Giving amounts are down.

Suggestion by Barb to add a letter by Sue and send out with the quarterly giving statements.

#### **OLD BUSINESS:**

Parking Lot Update - Sue

#### Motion made by Carol regarding youth funds:

Motion that we grant authority to the treasurer and president to move funds totaling (at the time of the March council meeting) \$53,573 to our general account at the time they deem necessary. The specific accounts are the Vanguard Youth Program, Vanguard Youth Ed, and the Vanguard Undesignated. (Refer to folder 12 -Gift Acceptance -Ananamous Gift 2006 document in Drop box.)

Carol stated that the Vanguard funds for youth could have been used previously for a variety of youth activities.

As we have previously discussed, when the youth funds were discussed, it was noted that we have gone back 10+ years to talk with prior treasurers and those that would know more of what the funds would be used for. The information provided was that the purpose of use was very loose, to be used for youth focused ministry. As we have over the years, spent considerable dollars from the general fund for supporting youth activities, we are replenishing the general account with these monies that should have been spent on these activities.

Motion seconded by Shari.

Shari asked if the money will be moved to a general account. Sue said that we would take out for 4 months of working capital.

Carol amended above motion: "we allow access to" in place of "we grant authority"

Mike Groh – Looking at financial chart, should we move “designated” youth programs to capital projects without communicating to the congregation? Sue stated that it was not designated. It was an anonymous gift given 10 years ago. (See document in Gift Acceptance folder -Ananamous Gift 2006.) The money should have been used for Christine’s position, etc.

Mike G. suggested then to give this information out to the congregation. Mike G. asked what will be the balance in the Memorial Fund. Mike H. said he was not sure.

Mike G. said that we need to give message if our actions are affecting the Memorial Fund. And to communicate the specific monies and where they are. (ie. If we are cashing other funds in order to pay for the parking lot.)

Barb stated that if it wasn’t for the gift of \$89,000, then we couldn’t pay for the parking lot. Mike G. suggested that the trend of low giving could come back at us later. Mike H. suggested that specific stakeholders need to be told. PJ said that the CTK Connections are read by 40% of congregation. Carol said that we will message through CTK Connections and move ahead with project.

Changed motion was read by Carol:

Motion that we allow access to the treasurer and president to move funds totaling (at the time of the March council meeting) \$53,573 to our general account at the time they deem necessary. The specific accounts are the Vanguard Youth Program, Vanguard Youth Ed, and the Vanguard Undesignated. (Refer to Gift Acceptance -Ananamous Gift 2006 document.)

Vote: All ayes. Motion carried.

Carol – motion for parking lot:

Motion is to give the parking lot committee authority to use an amount not to exceed \$353,916 for the contractor for the parking lot construction and a total not to exceed of \$367,900 for the entire project.

Jon K. seconded motion. Vote: All ayes. Motion carried.

Mike Groh said that the parking lot project was to be scheduled after AGC (All God’s Children) and avoid VBS (Vacation Bible School) timing. Mike G. asked if we had contract documents available? Not at this time. Council gave Mike G. a list of possible attorneys.

Sue asked about budget cuts and whether to approve \$150 for Barb for outreach speaker and Amy for \$500 for confirmation banquet and gifts. These two items are not in-out funds.

Barb asked if we should continue table time? She thought we had trouble getting volunteers. It was mentioned that Teri Bergendahl had it scheduled until May.

Sue asked if we do a potluck instead. Could everyone bring food for Confirmation banquet. Sue and Amy and Shari will talk after the meeting. Rick Hanson was mentioned as a possible volunteer.

Pastor said there was an email regarding candlelight service and that it was very positive. P.J. also said that the anti-trafficking group was on fire. Barb said that they were getting a coalition with Waukesha county too.

Beer Hymns at Beer Snobs was packed. There was a guitarist, piano, etc. Pastor talked about a June event possibly at Skorik's barn.

Council Committee Reports –

Barb can spend \$150 for the Outreach speaker. Will pass baskets during the event for donations.

As far as the \$149 for a Welcome banner, Sue will talk to Donna about possible donation.

Motion to accept the Council Committee reports and approve the actions of the Committees as stated in all reports by Shari and seconded by Amy. Motion carried.

**New Business:**

Forum – April 22

Why Give? Pastor and Mike Hase

Easter Breakfast Sue Ettmayer

Need more egg bakes – sign up

Motion for Adjournment by Mike and Carol seconded.

Closing Prayer – Lord's prayer

April 10th meeting devotion and refreshments: Kirk Carlson

Meeting adjourned at 8:45 pm.

Respectfully submitted by,

LeeAnn Quinlan  
Council Secretary

**REPORTS TO FOLLOW**

## **President's Report**

President's Report  
March 2018

As I was unable to attend the synod conference in February, and to get more involvement outside of council, several members were asked to attend. Char Hall attended with a focus of the stewardship workshops. Thank you to Char for her great message in the March Advocate. Andy Justman attended on behalf of the AV team and attended the shooter workshop focused on safety training. We will hear Andy's message at the March council meeting.

Mike Groh attended exec committee and reviewed the project updates with exec committee. The parking lots bids are in and we are ready to move forward with the lowest bidder. We are most likely looking at summer for the parking lot project to be completed.

After withdrawing funds for the parking lot, our checkbook balance will be at approximately 4 months' worth of expenses. Messaging with a focus on giving to the operational funds was given on March 11 at service and will continue in bulletins and Advocate articles and the general stewardship messages in the near future.

Thank you to Mike Hase, Treasurer, for all his work in getting a new system up and going, preparing new reports that are being shared with the congregation monthly and to Barb Hamann who has assisted Mike in some of the processes that have been done in the last couple of months.

Respectfully submitted,  
Sue Ettmayer

## **CTK Vice President Report March 2018**

I attended the March Worship & Music committee meeting. Minutes from that meeting will be available for the April council meeting. We have completed the committee responsibilities document – there are a few minor tweaks and then it will be presented.

I attended the March Exec meeting where we reviewed next steps on the parking lot project which will be presented at the council meeting. In addition, we spent much time discussing church finances and stewardship.

Submitted by: Carol White

# Pastor's Report

March 2018

**We are *Followers of Jesus gathered at the table, to worship, grow and serve.***

## Worship

### Lent is Underway

We are in our forty-day journey (not counting Sundays) through the lengthening days of spring, toward the observances of Christ's death and resurrection. We are singing Holden Evening Prayer during midweek services. The focus of our worship gatherings in Lent continue: "Following Jesus, with Paul the Apostle." As leaders, please be active participants in these services and encourage people to be involved. Lent and Easter are the most important seasons of the church year.

### The Vestry Continues to Take Shape

Many thanks to Joel and Vicky Jaeger. The vestry has been resurrected to be a place for worship leaders. Many of the instructions for Worship Leaders are posted on the bulletin board in there. A whiteboard is being hung soon. The walls still need repair work and repainting. The carpet in there is quite bad. However, the room has become a functioning space in support of our weekly worship.

### Worship Leader Seminars

We had our first worship leader seminar March 4. There were about 30 people in attendance. We spent time learning as a group about worship. Then, we split into individual groups to learn about different tracks of ministry. Our next one will be May 6. It will begin at 10:30 and at about noon. There won't be a meal served at it. We are asking everybody serving to attend a worship leadership seminar. The goal is to make sure that our primary worship leaders all know what's happening. So, we're having this important times with Ushers, Assisting Ministers, Communion Assistants, and lectors.

## Grow

### DT Youth to Present Faith Statements

Sunday, April 29, Discipleship Training Youth will present faith statements in Adult Forum. This is a culminating Project for them. Please support them with your presence.

### DT Youth Leading Worship Sunday, April 15.

#### Council: Feed DT students for their banquet?

May 2: 6:30 p.m.? Participate? Are you game?

### Notice About This Section

You'll notice that the section about growth in worship attendance is not included under the topic "Grow." When we speak of growth, the first and foremost question in our minds is whether or not our ministry is helping to cultivate Faith Formation and Christian Growth. It is concerned with practices of forming disciples who follow Jesus. That is because this section is about growing in faith. Worship attendance is an administrative function of our worship ministry. It does not necessarily correlate to faith formation.

## Coming Up

### March

25 Sunday of the Passion

29 Maundy Thursday

30 Good Friday

### April

1 Easter Sunday

7 Holy Humor Sunday

14-21 Adult Service Trip to Houston – Saturday to Saturday – I will be gone 1 Sunday

April 15: Pastor Steve Wohlfeil, pulpit supply at CTK

22 Youth-led worship service

29 DT Youth Present Faith Statements in Adult Forum

### **May**

6 Affirmation Sunday – DT Youth Affirm God's Work for them in Holy Baptism

21-27 PJ doing Continuing Education: Festival of Homiletics – Gone one Sunday

May 27: Pastor John W. Eyster, pulpit Supply at CTK **Cancelled**

20 Pentecost Sunday

### **June**

Blessing of Graduates

11-14 VBS at CTK

25-July 2 Youth Gathering

### **July**

16-20 Nash. Hse, Church Musicians Workshop at CTK; concert, Friday, 7/20, 7:00 p.m. at CTK

August

12-23 PJ on two weeks vacation, gone two Sundays

August 12: Pastor Karl Otto, Pulpit Supply

August 19: Pastor Karl Otto, Pulpit Supply

### **September**

### **October**

1-7 PJ on Continuing Education – Missing one Sunday, October 7

### **November**

26-Dec. 2 PJ on Vacation one week, includes one Sunday, December 2.

## **Treasurer's Summary of Financial Activity, February 2018**

March 6, 2018

In February there were no unusual expenses incurred which is unusual in a building as old as ours. The changes to the accounting system have been completed. There are 4 levels of accounts that make up our financial system.

1. Accounts held in CTK's name at various institutions. The largest is the checking account at Waukesha State Bank
2. Restricted Funds are sub accounts in the checking account. These are typically long term funds that exist for more than a single fiscal year. They are generally established by the Gift Acceptance Committee and dispersed with the approval of the Church Council. Change to Change the World is an example of a restricted fund
3. In and Out funds. These are typically short term in nature and related to specific committees or activities where it is necessary to track income and expenses. The Adult Houston Trip is an example of an In and Out fund.
4. General and Administrative funds are used to operate the church. All unrestricted contributions become part of the G&A fund. Expenses such as salaries, mortgage utilities and maintenance are part of this. The Annual Budget which is approved by the Congregation sets the fiscal plan for the year. When giving does not keep up with expenses we operate at a deficit by borrowing from restricted funds.

Historically all of the above accounts were documented in the annual report. The new accounting software installed at the beginning of the year allows for a consolidated view of all the accounts on an ongoing basis.

### Giving

Unrestricted giving varies throughout the year but in a predictable way. Historically, February is the second worst month followed by June. At the same time expenses are nearly constant month to month. Giving this month was up from 2017 but down from 2015 and 2016. In order to smooth out the bumps the treasurer tries to keep a balance of working capital equal to 3 months of expenses.

Month	Year				% OF ANNUAL TOTAL
	2015	2016	2017	2018	
Jan	30,821	32,123	32,424	31,169	7.9%
Feb	25,616	26,564	21,298	25,537	6.1%
Mar	28,287	37,055	42,849		9.0%
Apr	33,002	31,188	31,908		8.0%
May	28,637	45,583	27,402		8.5%
Jun	26,249	22,477	21,496		5.9%
Jul	27,956	30,091	26,426		7.0%
Aug	28,385	25,859	32,794		7.3%
Sep	30,103	31,707	22,799		7.0%
Oct	40,442	35,500	30,324		8.9%
Nov	44,168	27,269	36,321		9.0%
Dec	57,325	61,590	66,106		15.4%
<b>Total</b>	<b>400,990</b>	<b>407,006</b>	<b>392,146</b>		

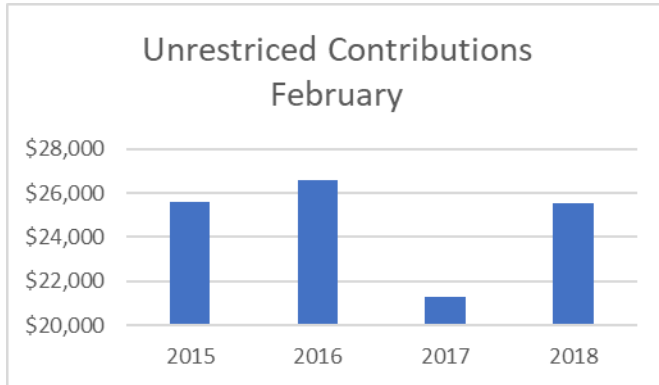
### Weekly Attendance

Week	2016	2017	2018
2	156	125	130
3	156	207	111
4	141	158	140
5	157	127	121
6	168	127	114
7	135	137	90
8	135	148	128
9	143	143	128
10	140	133	124
<b>Total</b>	<b>1331</b>	<b>1305</b>	<b>1086</b>

It is difficult to discern a trend looking at week-to-week attendance. However, the totals through the first ten weeks of the year indicate that there is a clear decrease in attendance when compared to the previous two years.



## Summary



Submitted by Mike Hase, Treasurer, March 6, 2018

The General and Administrative expenses average about \$40,000. The deficit widened in February and was driven by lower giving, an early utility payment, and the bill for the new furnace which was installed in January and paid in early February. The Church is operating per the budget. The problem is not expenses, it is giving.

<b>Year to Date Income and Expenses</b>	
Unrestricted Contributions	\$66,998
General and Administrative Expense	\$80,094
GAIN (LOSS)	(\$13,096)

Submitted by Mike Hase

## **Outreach Committee Meeting Minutes February 8, 2018 in Cry Room**

Opening Reflection- Barb opened with 1 Corinthians 13:4-7. This was on a bookmark from a VBS program "SonLight Island" that her daughter, Lisa, attended many years ago at CTK. It was very appropriate for Valentine's Day.

### Blood Drive-

- Lynn reported that Glenda will be willing to do the winter drive in Jan. if someone else will do the other two in May & Nov.
- If no one will step up for these, Lynn will contact Jeri to let the Blood Center know that we are having problems scheduling these. They should then try and schedule someone else for May.
- Post meeting- Glenda Dolphin and Jeri Bonadurer met with Allie Rahn who might chair the Blood Drives and also do the drives in May & Nov.

Kroenings will host our next meeting on March 8<sup>th</sup>. Be there at 6:00 for the meal. The meeting will follow. Please RSVP to Pam so that she knows how many are coming.

### Outreach Storage-

- Vicky Jaeger has done some investigating at local stores but most bins were too small. She will go online to look at possible sites that might carry "overstock" bins.
- She will also ask Roland about left over maple wood to be used for shelves.
- A suggestion was made to approach the Eagle Scouts to pursue this as one of their projects.

### Family Promise-

- Our next week is 4/1/18-4/8/18. Jenni Marquardt will send out a sign up soon on the "Sign-Up Genius"
- Dave T, the executive director of Family Promise will do a training session on March 10<sup>th</sup> in Wales. Time and location to be determined.
- After his training, new people will get an orientation at their local church by current members.

Pastor Gerry update-Vicky reported that he has finished PT and now has OT for his wrist. If you are leaving meals for him in the freezer, please put cooking directions with it. She also said that he might like some entertainment and go to a movie.

### Human Trafficking-

- Documentary "Chosen" Karen Huser reported that the presentation at CTK on 1/28 went well. Our guest speaker was Pastor Mary Jane Huber.

Approximately 31 people came including 10 high school students. Karen will look into getting more of CTK middle school & high school students involved in this important topic.

- Feb. 20<sup>th</sup> at St. James Catholic Church in Menominee Falls at 6:30-8:00. - Debra Schneider will talk about building a coalition in Waukesha County between police, schools, health dept. etc.
- “Human Trafficking is alive” Sun. March 11<sup>th</sup> at 5:00 P.M. A candlelight service of scripture by Pastor Nikki Blanks at Delafield Presbyterian Church.
- April 22<sup>nd</sup> at 2:00 at the Hartford library. Wendy will talk about the influence of social media on human trafficking. Parents are the focal group but everyone is invited.
- The play “Russian Transport” was held on Feb. 4<sup>th</sup> in Milwaukee. There was a “Talk Back” discussion that followed. Rachel Monaco-Wilcox (lawyer) from Lotus Legal Clinic was amazing.

Wednesday Night-Table Time 1/24- The evening went well. They enjoyed our meal.

#### Reformation

- Toni Schnorr and Vicky took down our donations for the store and spent many hours rearranging. Please keep the donations coming thru the end of Feb.
- Vicky will contact Sheri about getting both the youth from Reformation and CTK together for a project or event.

#### Love Boxes-

- The Sunday school students have made cards to put in each box. They will carry the boxes up to the altar on Sunday Feb. 10<sup>th</sup> to be blessed by Pastor Jordan.
- Toni suggested that next year we might want to put the boxes out early with the name of the recipient on it for the congregation to personally put items in the boxes.

Serenity Inn- The two meals in Jan. were well received. We have one meal in Feb.

Calendar Review- We added the Spring Senior Luncheon on May 9<sup>th</sup>.

Closing Prayer- “Jesus Prayer”

Minutes prepared by Ellen Dowd

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach 3/9/18

## **CTK Membership Committee Minutes from Monday, March 12, 2018 meeting**

Present: Jeri Bonadurer, Pam Behrend, John and Jan Guetzke, Donna Finch

Absent: Bill Myers and Kirk Carlson

Donna opened the meeting at 6:00 with a prayer.

Bill Myers researched Pull Up Welcome Banners and found a local resource at Office Max. If we supply our own graphics, the cost would be \$149 for a 2' x 7' retractable banner. The committee suggested a very simple banner with CTK logo and "Welcome" or "Welcome Center". A draped table could be placed at entrance of church with the banner so it is obvious to visitors where to go for information/questions. There would have to be someone manning the Welcome Center before and after service. There are a few people willing to help, but more are needed. Donna will approach Council to ask their assistance in volunteering.

The next New Member orientation is planned for spring. New members will be Brian and Brooke Munte; Cassidy Kraus and Brett Weyers.

There is a need for more volunteers to do the Welcome before service. Donna will ask council for volunteers. John Guetzke asked if there might be people who would be comfortable giving the Welcome indicated on the Time and Talent Sheets. There was a question as to where the Time and Talent sheets are located. Donna will find out.

John and Jan Guetzke said the Neighborhood Mapping should be ready to go up in a couple weeks. John said we need to think about all the ways we can use this mapping resource. One suggestion is to have "gift bags" with information on CTK to hand out to new people moving in our member neighborhoods. There would have to be a "captain" of each neighborhood designated to be the deliverer of a CTK gift bag to new neighbors in their area. In the bag would be a "welcome to the neighborhood, here's a gift bag with information on CTK; we would like you to visit our church".

Donna talked about the April 8<sup>th</sup> OASIS Project presentation at CTK in the Sanctuary and encouraged everyone to attend and send invitation to their network. There will be a cinematographer filming the event for future OASIS publicity. We would like a strong attendance since CTK will be featured and might encourage those watching the video to attend our church if they witness a vibrant congregation. Donna will send the electronic invitation to committee members and is also attending the council meeting to encourage their support. Pam Behrend said she would take charge of the continental breakfast for this program.

We discussed a "Get to know your fellow CTK Member" breakfast. The program would be informal and consist of people at each table sharing something about themselves which others may not know. There would be a Membership committee member or Council member at each table to facilitate the conversation and suggestions of what people could say. The goal is to share something about yourself which others at the table might find intriguing and be the catalyst for future conversation and weaving us closer together. It could be as simple as "I love gardening" or "I'm a woodworker" or "I have lived in five states", or "I was on debate team in high school", etc. nothing lengthy. The committee liked this idea. No date has been set.

Jeri talked about the survey. She will have a summary of the survey results to share with the congregation in the next month. Detailed comments will go to Council.

The committee mentioned that there was great attendance at the Upper Sanctuary coffee hour after church service on Sunday. However, the children's choir was also practicing and Mark asked people in coffee hour to be quiet so the children could practice. This resulted in some people leaving the coffee hour. Donna will talk to Mark to see if he could practice elsewhere with the children's choir since we do not want people to feel restricted in their fellowship. The reason fellowship moved to upper sanctuary is because Adult Forum is in the Great Hall and that area needs to be quiet. We now have many more people enjoying coffee hour/fellowship in upper sanctuary, so do not want our members and visitors to feel restricted in their conversation.

Jan Guetzke expressed appreciation to the Kitchen crew for making the coffee for Upper Sanctuary Fellowship. They always have the pumps ready to go which makes it so much easier for set up. Jan will write a "Thank you" note to Sue Rutledge to share with the others on her committee.

Our committee realizes there is a lack of activities/programs for young couples/families at CTK. Tom and Joelle Sanger said they would be our committee's "young couple" advisors. Donna will ask them for suggestions of how CTK can better respond to young families.

With Easter and Spring break in April, our next meeting is not set. Donna will contact committee members for an agreeable date to hold our next meeting.

The meeting closed at 7:00 with a prayer.

Respectfully submitted by Donna Finch (Chair)

**CTK Worship & Music Committee Meeting Minutes**  
**January 22, 2018**

Present: Vicky Jaeger, chr., Roland Broberg, Elaine Broberg, Mark Gould, Pr. Lindsay Jordan, Paul Neumiller

Meeting Called to Order at 6:37pm

Opening Prayer - started late and forgot to do PJ

Approval of November 6, 2017 minutes - started late and forgot to do

**Old Business**

- a. Vicky thanked the subcommittee for their work to create the AV Fund Creation & Administration document. Kudos to all for the email responses to approve it and send it to the council in a timely fashion. It was approved and congregation was informed of the new fund at the annual meeting.
- b. The AV/Tech Worship Guidelines/Rules document was reviewed. Elaine made a motion to vote on the document as it stands. The motion was seconded by Paul and unanimously passed.
- c. W&M Com. Responsibilities document – tabled to vote until next meeting
- d. Review of Thanksgiving Meal at CTK from 3-6pm/Service and the service @ St. Joan of Arc @7pm on Nov. 22 yielded mixed reviews. The dinner was well attended and fed a record number of people. However, the service at St. Joan's was poorly attended and consisted mostly of choir members and their families. Should we consider dropping the service and only doing the community service??
- e. Review of Dec. 10 Christmas Concert brought only praise. The Free Will Offering brought in \$1,200 toward the expenses.
- f. Review of Christmas Candlelight Services saw a reduction in attendance for the 10 pm service; should we continue with three services next year?  
4:00pm – attendance 240 with a nativity ornament activity  
7:00pm – attendance 120 with a nativity ornament activity  
10:00pm – attendance 136  
Note: 9 am 4<sup>th</sup> Advent service had 107 attendees
- g. Follow-up on Communion Servers Training and other lay ministers is set for March 4<sup>th</sup> and May 6<sup>th</sup>;  
We will be inviting anyone currently or interested in serving as an usher, AM, lector or Com. Assistant to attend the seminar(s). Attend both seminars if serving/interested in serving in two roles. We will be recruiting captains for the lectors and CAs, who will be trainers along with Vicky for AMs and Conrad for ushers. These captains will be invited to join the W&M Committee. PJ provided a format for the training and a possible schedule, along with goals. See attached. The team captains will train with PJ prior to the seminars.
- h. Handicapped Seating Designation discussion met with approval of the signage, use of folding chairs for families and finished with a request for at least one chair with arms for those with canes. The removal of the long pews has helped a great deal and encourages parishioners to seat in the main sanctuary.
- i. Budget – tabled

- j. Beer & Hymns worship event - (Vicky is working with Sue Daniels from Church of the Resurrection)  
Date March 4<sup>th</sup> 2018 at 4pm at Beer Snobs in Hartland; Sue has musicians, instruments and song lyrics printed. We are to provide name tags and can bring additional musicians if we let her know in advance. Sue will send us a draft flyer and Michelle will update that for us. We will send the updated flyer back to Sue for her use. Roland and Vicky will hang a few posters around Delafield.
- k. Mark's office situation will be handled by Mark, PJ and Joel.
- l. Safety discussion – tabled; Paul sent out some links for people to watch and consider.
- m. Additional agenda items for future meetings?

**New Business:**

- a. We have been charged by council to create format for a Listening Session to be led by Carol with the congregation regarding suggestions for a second service to be held in before mid-May, most likely in April if our attendance is consistently at 200; Volunteers for this subcommittee include Conrad, Vicky, Carol and Carmen; PJ also provided some information on attendance, when and why to consider adding another service, etc. See attached document.
- b. Dedication of the new cross – Set for Passion Sunday, March 25. Paul Neumiller will make sure that we have a good list of those who participated in this project. He will also contact each of them to invite them to be present. Paul will speak about the work they did. I will do the dedication. Passion Sunday is an appropriate day for this, as it marks the beginning of Holy Week with a complete reading of the Passion Story... The cross is central.
- c. Lent & Easter Planning - Holden Evening Prayer
  - Ash Wednesday is 2.14; AV use Media Shout; AM needed
  - Lenten Wednesday Dinners begin the 21<sup>st</sup> at 5:15 pm; Clean up at 7:15pm
  - Wednesday schedule: Bells 5:30pm; Choir 7:15pm; Discipleship Training 6-8pm; the Table Time Small Group Bible Study led by Andy can meet from 7:15pm to 8:00pm
  - Lenten Wednesday Services at 6:30pm; AV – no slides/cameras; just a backdrop; No AMs needed
  - Maundy Thursday Service 3.29.18 at 7pm AV use Media Shout; AM needed
  - Good Friday Service 3.30.18 at 7pm Am needed
  - Wednesday dinner
  - Easter Sunday services 4.1.18 at 8:15am & 10:45am with breakfast from 9:15-10:30am; Bev Waltz will chair the breakfast
- d. Holy Humor Sunday 4.8.18 in great hall at 10:30 am
- e. Summer Services – request for mid-week service? - tabled
- f. Previously Tabled Items
  1. Organ Lumber/Mike Hase - make hooks for candle lighters? - tabled
  2. Family Involvement during Service -
    - Feb. 11th Lead Lord's Prayer
    - March 18<sup>th</sup> Special Music and Commandments 1-3
    - May 13<sup>th</sup> Special Music and Commandments 1-10

- Change for Change at 9:45am
- Bring Gifts? Prayers of Intercession? - tabled

3. Leadership Apparel – Elaine ordered the shorter Albs for acolytes which have now arrived

g. Sub-committee reports

Music Coordinator (Mark)

Currently working on Easter music; Roland will move the Zimbelstern toe stud up to a tab; Crumhorn issue to be looked at; put the summer music camp on the Feb. agenda

Organ (Roland)

Everyone loves the Zimbelstern; Sequencer is still on the wish list because we can't afford it right now; Roland requested that Carol find out the date when council approved the request to fund the above items from the Organ Fund; Roland drafted a Thank You letter to Heinrich Family for the enhancements to the organ which will be signed by Mark, PJ and the council president ASAP; starting to plan the organ work for this summer

Altar Guild (Elaine) – needs volunteers

Ushers (Conrad) - not present

Assistant Minister (Vicky)

The submitted AM Schedule for 2018 will need modification with Teri's resignation; Vestry needs a mirror

AV/Tech (Paul)

Needs more volunteers with loss of Bruce from the AV/Tech team

Family/Children (Teri) - not present

h. Set next meeting date as March 5th @ 6:30 pm

i. Meeting Adjourned at 9:05pm

j. Closing Prayer – Jesus Prayer

All

Respectfully Submitted

Vicky Jaeger

Substitute Secretary

*Jesus Prayer*

*O Jesus, grant that today we may be able to see you in the people we meet, and that by offering them our care, we may serve you.*

*Grant that, even if you are hidden under the unattractive disguise of anger, or crime, or mental illness or addiction, or just plain nastiness, we may recognize you and say, "Jesus, you who suffer, how sweet it is to serve you."*

*Grant us, Lord, this vision of faith and our work will never be boring. Amen.*



**Suggested Bi-Monthly Meeting Topics:**

**Jan.:** Lent and Easter planning; Summer service times

**Mar.:** Tweaking Easter plans; special events for spring, e.g. Confirmation, end of school year celebrations; ark's Music Camp

**May:** Keeping worship vital during the 'down' summer months; Summer Worship Ideas (Special Music, Themes, Outdoor Services, Cook-Outs etc.)

**July:** Rally Day; Octoberfest, Stewardship Sunday

**Sept.:** All Saints service; Reformation Sunday service; Ecumenical/Thanksgiving Dinner; Advent Kick-off Day (Gingerbread House Building/Lunch/Advent Activity), Firsts Communion,

Pastor Appreciation Month, Budget prep/subcommittee; Christmas service children's activity

**Nov.:** Christmas decorations, Christmas Eve/Day Service times; Budget presentation results; committee report for annual meeting; December Summer Stage Concert?

NOTES for the Budget:

Monies are not in budget to cover:

~ Concert reception food for musicians and guests

~ Love Box postage

**EDUCATION COMMITTEE**

**March 7, 2018**

In attendance: Sherie Trafton, Mary Hollister, Amy Bonesho, Pastor Jordan

**SUNDAY SCHOOL**

All Sunday School teachers were sent detailed instructions for using the Spark curriculum along with some general guidelines for Sunday mornings. The job descriptions for Sunday School leaders have been uploaded to the Spark curriculum website.

The children are continuing to work on The Apostle's Creed. Amy will let Pastor Jordan know when they will be ready to present it to the congregation.

**VACATION BIBLE SCHOOL**

Sherie has been working diligently on the online registration form and waiver. Great progress has been made! She is also working closely with Meredy for the online payment through Vanco. There are some fees associated with online payments, but the benefit far exceeds the fees. We have also increased registration this year from \$15 to \$20 so the costs will be covered. (Mastercard/Visa is \$0.91 per registration and the fee for checks is \$0.26 per registration.)

A paper registration form will also be available. We will talk to Jill regarding the best place to set up a box to collect paperwork /payments at church.

Registration will begin on April 8<sup>th</sup>.

Pastor Jordan will be working with Michele on advertising needs.

Volunteer training will be held on June 6 from 6-6:60pm, followed by decorating and pizza.

To promote and celebrate VBS, Sunday June 3<sup>rd</sup> has been declared "Float" Sunday. Ice cream floats will be served after church.

### **OTHER**

On February 21<sup>st</sup>, the education team provided the Lenten meal. We cooked up our annual Mexcian dinner for approximately 48 people.

We discussed the possibility of hiring an interim person to coordinate VBS while the search is on for the regular Sunday School/VBS Coordinator. Everyone is open to this. Amy will continue to work with Personnel and Pastor Jordan on this.

The April Education meeting has been changed to March 28<sup>th</sup> at 1pm, due to a conflict with spring break

Respectfully submitted,  
Amy Bonesho

### **March 2018 Youth Report**

We have not had a meeting since we met with the kids on January 7, 2018. Katie McCarley resigned from the group In February. We tried to get a meeting on the calendar, however with Toni's brother-in-law being ill, we were unable to do so.

Donut Sunday produced \$114 from February.

Sincerely,

Shari Showers Youth committee

### **Property and Grounds March, 2018 Report**

We had a very unusual water leak that took out the phones. The phone line comes into the building underground. Where it comes through the basement wall, it is in a pipe. Water came in through that pipe and spilled onto the main communication control box and ruined it.

The system that we are running is obsolete. We were very fortunate that our technician at Digi Corp saves old equipment. He was able to find a replacement for us and install it for \$1400. We can thank Norm Ream for keeping this cost down. He is a sales engineer at DigiCorp. We have sealed the pipe to prevent re-occurrence.

We would strongly suggest starting a rainy-day fund specifically for replacement of the air conditioning unit. The chiller that sits outside behind the concrete enclosure on the south side of the building uses R-22 Freon. This form of Freon has not been manufactured for several years. It is blamed for causing ozone layer depletion in the upper atmosphere. It is currently being sold by sources that have recovered it from old systems for \$50/Lb. If the system were to lose Freon, we would expect to pay about \$5,000 to replace it and we would still have an obsolete system that would probably need to be recharged again in the future. We should begin socking money away to replace the chiller for about \$100,000.00

Kirk Carlson – Property and Grounds

#### **Report of Personnel Committee meeting, March 7, 2018**

- 1) Opened with prayer. Attended: Lynn Hansen, Mary Hansen, Pr Jordan, Meredy Hase (chair), Sue Seegert and invited guest, Amy Bonesho, Education Committee chair
- 2) The committee thanked Jayne Hinkins for her two years of very hard work on the Personnel Committee and prayerfully accepted her resignation from the team.
- 3) Review of Job Description: Sunday School/VBS Coordinator with Amy Bonesho, Education Committee chair
  - a) After discussion, the committee and Amy Bonesho agreed the current Job Description *Sunday School/VBS Coordinator* is appropriate. The Job Description and Job Opening is posted to CTK website and synod list serve; no response as yet. PJ will post at AGC and Meredy at local colleges/universities.
  - b) Discussed immediate needs, e.g. VBS Coordinator now, Interim now, Permanent hire in Summer. Agreed to interview for VBS 2018, perhaps SS/VBS 2018; Amy will contact. The committee thanked Amy for attending
- 4) Meetings Review and Discussion
  - i) February 14, 2018, Meredy met with Sue Seegert and Sue Etmayer.
  - ii) February 15, 2018, Meredy met with PJ.
- 5) Reviewed the meetings and approve the goals and actions therein.
- 6) Vacation Policy redraft: Review of Personnel Policy Manual Final 09-13-2016 rev1 09302016. Reviewed *Putting At-Will Employment at Risk* article from Payroll Data Systems which Meredy distributed to the team by email on March 1. See *Personnel Policy Possible Revisions, January 2018*, handout.
  - a) Paid Vacation: Committee discussed and agreed:
    - i) No change: Level I employees are granted two weeks paid vacation days following the completion of twelve months of employment and three weeks after sixty months of employment.
    - ii) Discussed and agreed draft language for accrual and spend-down process.

- b) Discussed and agreed to ask Treasurer to have CTK's payroll agency, Payroll Data Systems in Hartland, WI, track employee's Paid Time Off. Meredy agreed to discuss with the Treasurer.
- 7) Volunteering policy, Meredy to seek language from other resources to add to the Personnel Policy Manual.
- 8) Adjourned with the Lord's prayer

Respectfully submitted, Meredy Hase, Personnel Committee

**STEWARDSHIP REPORT  
FOR COUNCIL  
MARCH 13, 2018**

Stewardship meetings were held on February 16<sup>th</sup> & Monday, March 12<sup>th</sup>, 2018

Stewardship will do a monthly "Stewardship Minutes" presentation during worship services for the purpose of encouraging members to increase their giving. The concept was introduced to the members during the worship service on Sunday, February 25<sup>th</sup>. The next presentation will be in March, then April, etc. A possible theme for March was the Parking Lot Express campaign, however that was cancelled and replaced with a presentation by President Sue Ettmayer calling for increased giving. Her speech is also being published in CTK's Advocate for April. A possible theme for May is a message regarding electronic regarding on-line giving that would include a member's testimonial.

Updated pledge status with the non-pledged electronic giving membership:

NUMBER OF 2018 PLEDGES RECEIVED = 126

TOTAL AMOUNT PLEDGED FOR 2018 =  
\$307,502

STATEMENT GIFTS RECEIVED IN 2017 BY 17 ELECTRONIC GIVING  
NON-PLEDGED = \$48,560

EST. TOTAL 2018 PLEDGE INCLUDING ELECT NON-PLEDGE =  
\$356,062

EST. PLEDGE INCREASE 2018 VS 2017 = 16%

PLEDGES RECEIVED FOR 2017 =  
\$306,868

NUMBER OF PLEDGES FOR 2017 =  
125\*

INCLUDES ELECTRONIC GIVING MEMBERS WHETHER OR  
NOT PLEDGED

Respectfully submitted  
Jon Kilmer, Stewardship

**END OF REPORTS**

## Active Shooter Discussion

3.13.18

### General Options:

- RUN
- HIDE
- FIGHT

### Prevention Measures Currently in Place:

- On Hours (General Business Office Hours):
  - Security System
  - Voice In
  - Key Pad and Card Access
    - Need to revisit open door policy vs. accepted entrance of visitors by office staff during working hours
  - Cameras
  
- Off Hours (Office Closed):
  - Security System
  - Voice In
  - Key Pad and Card Access
  - Cameras
  
- On Hours (During Service):
  - IT Team
    - IT Team has most visual vantage of Main Entrance and Sanctuary during Service
    - Phone system at IT Desk is active
    - Phone at IT Desk now live and has direct dial to 911, Choir Loft (Mark) and Pastor
    - Phone at IT Desk is directly connected to phone in Choir Loft. Choir Loft phone has call capabilities to IT Desk and direct dial to 911 (Mark)
    - Phone at IT Desk is directly connected to phone behind Pulpit in hall/stair to Vestry (Pastor) and direct dial to 911
    - Phone at Choir Loft (Mark) and Pastor (at hall/stair to Vestry) can direct dial IT Desk if needed
  
- On Hours (All God's Children):
  - Maintain current measures
    - Security System

- Voice In
- Key Pad and Card Access
- Cameras
  
- Non-Church Related Events:
  - Elections
  - Boy Scouts
  - AA Meetings
  - Others

**Prevention Measures Proposed:**

- **Develop Active Shooter Plan**
  - Continue to educate leaders
  
- **Angel Team and Spotters**
  - IT Team
  - Choir Loft (Mark)
  - Select Congregation Members
  - Pastor
  
- **Metal Detectors at Entrances**
  - Post No Firearms Allowed Signage
  
- **Arm Angel Team and Spotters**
  - Training required