

CHRIST THE KING LUTHERAN CHURCH  
Council Meeting Minutes  
May 8, 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: Andy Justman, Cheryl Steinbach

Carol called the meeting to order at 6:35 pm.

Opening Prayer/Refreshments: Mike Hase

Motion to accept meeting agenda. Motion by Barb and seconded by Shari. Motion carried.

Plantings/Garden Club                      Cheryl Steinbach

Cheryl Steinbach spoke about the plans for the gardens around the church. She stated that after discussing with Tom and Marilyn Short about their gardens, it has been decided to move them to the sign area. Sue was asked to write thank you letters to the landscaping companies and persons involved in the proposed designs. There is a plan for a rain garden for 200 some plants. Thanks to Emil Skorik for the meditation garden design. These plans were shown to council members. Cheryl asked for the following items:

- To create a landscape subcommittee that would report to Kirk Carlson on Property & Grounds.
- To ask if the Boy Scouts could help and lay the mulch and clean up the brush pile.
- To get approval for the meditation garden plan around the sign.
- For a letter to be put in the bulletin thanking those that helped with the front loader and donations.

Carol asked Mike H. if there was a memorial fund left for Elizabeth Koosman for the garden. Mike will check. Mike made a subsequent motion to approve to create a landscape subcommittee and to approve the plans for the sign and meditation gardens. Amy seconded. Motion carried.

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

Monthly Reports:

President	Sue Ettmayer
Vice President	Carol White
Pastor	Pastor Jordan

Sue requested Andy Justman as a new member on council. Meredy has officially resigned from the Personnel committee as chair.

Mike Groh is the main contact for the parking lot project. Also, check the website and other written sources for updates on the project.

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

Treasurer's Report      Mike Hase

Mike and Barb have been working to reconcile the checkbooks and have contacted an accountant to resolve. March and April look pretty good. However, there is still a \$13,000 deficit for the year to date. After the parking lot project is paid, there will be approximately 2 years of cash left available for expenses unless there is an increase in regular giving. Mike suggested a task force to increase church giving amounts. Sue stated that we need to advertise our present money situation. PJ said that June 10<sup>th</sup> will be a key day with the adult forum at church. Mike was asked to announce about the forum at church. Carol asked Mike to put a note about the snow storm next to the low attendance Sunday. Mike suggested to put the whole CTK Advocate document within the CTK Connections instead of just a link to it.

Motion to accept the Treasurer's Report and approve the actions of the treasurer by Kirk and seconded by Barb. Motion carried.

Council Committee Reports:

Outreach Committee (Barb) –

There was an event on Anti-Human trafficking on digital safety. There were 3 speakers and approximately 50 – 75 people in attendance. There is also an Oasis project event coming up.

Education Committee (Amy) –

Meeting weekly on plans for Vacation Bible School. There are 22 students registered as of this date.

Membership Committee (Sue) –

No meeting was held.

Stewardship Committee (Jon) –

Bonnie Voskuil has been involved with recordkeeping in addition to Jeri Jones. Please thank Bonnie and Jeri for their work. This is a regular weekly job. There are 60 members in Simply Giving and 36 of those made an annual pledge. It totals to approximately \$11,000 per month or about 20%. Statements for the first quarter have been sent out some with zero amounts. Jon suggested adding texting as a communication for giving. Sue mentioned a task force to be started. There was an appeal letter sent with the statements as well as an electronic giving brochure. Carol asked Jon to look over the reports and track trends. Pastor said that he will help get reports for Jon. PJ looked at statistics that stated approximately 38 to 52% of people open CTK Connections. He suggested that perhaps just use CTK Connections and beef that up. Mike said that Google Analytics can track what people are looking at. Jon and Carol suggested that we consider a presentation in October on current tax laws related to donations. Sue said there is software called Email Chimp that allows companies to see information on tracking accesses. Jon and Pastor will get information on giving amounts on-line and reporting.

Property & Grounds (Kirk) –

Paul Sterneman's daughter is helping with the library. Plan to add lights as well. There has been staining in the office ceiling for some 20 years. Todd Showers helped with some problems last summer. Jill stated that it has started again. Kirk will look into this problem.

Worship & Music (Carol) –  
No meeting was held.

Motion to accept the reports and approve the actions of the Committees moved by Amy and seconded by Mike. Motion carried.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Parking Lot communication during construction Sue Ettmayer

Council Leadership Changes in June  
Sue moved to appoint Andy Justman as a member of council effective until December, 2018. All ayes.  
Motion carried.

Motion for Adjournment by Carol and Jon. Council

Closing Prayer – Lord’s prayer

Meeting adjourned at 8:00 pm.

Respectfully submitted by,

LeeAnn Quinlan  
Council Secretary

June meeting devotion and refreshments: LeeAnn Quinlan

**REPORTS TO FOLLOW**

**President’s Report**  
May 2018

Thanks to Andy Justman who has answered the call to join council in the capacity of Vice President. Andy will be joining the council in June and therefore we will transition leadership roles at that time. In December at elections, since no one was willing to step into leadership roles, I did say I would stay on as President until someone was ready. Since both Carol and Andy are ready to lead our council, I will be resigning my position as President effective in June 2018. I am committed to working with Andy the rest of the year to get him trained and mentored in all areas of leadership.

The parking lot is moving forward as of May 9 with the start of tree removal. Joe Teglia from Pavement Consulting will be our project manager and a scheduled has been delivered to CTK, weather permitting, and our completion date is June 30. Joe will be working with Laurie Wilson, AGC, VBS team and CTK staff so we can communicate status and anything people need to know regarding using the parking lot during the coming weeks.

Meredy Hase has officially stepped down from the personnel committee. I thank Meredy for staying on a few extra months as committee chair after her term ended in January. I attended the last meeting of personnel in April and Carol and I are currently handling personnel issues until someone steps forward into that role. The committee of Sue Seegert, Lynn Hansen and Mary Hansen will continue to be on the personnel committee.

Sue Ettmayer

#### CTK Vice President Report May 2018

I attended and offered the welcome for the Human Trafficking program CTK held on April 22. This group is doing wonderful work for our community.

I attended the May AGC board meeting. End of year programs, review of enrollment for next year and teacher appreciation programs were discussed.

I have sent an email to those that will serve on the Gift Acceptance Committee to schedule a time to meet and re-visit our process/procedure as it relates to gift acceptance at CTK.

Submitted by: Carol White

## **Pastor's Report**

May 2018

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

## **Worship**

### **Worship Leadership Seminars Conclude**

Thank you to all who participated in our recent worship leadership seminars. They were designed to help equip people so that they might grow as worship leaders. Keep encouraging people to grow in leadership and to engage their ministries well.

## **Pentecost is May 20**

Sunday, May 20, the church celebrates the festival of Pentecost. It commemorates God's outpouring of the Holy Spirit in Jerusalem. We will continue to pray for the Spirit to lead us in ministry and faith while wearing the color red for worship that day.

## **Grow**

### **VBS Plans Coming Together**

The Education Committee and I continue to be working on plans for this year's Vacation Bible School. I invite you to find ways to participate. Perhaps you might volunteer four days of your time to teach kids about Christ. Maybe you can work in the kitchen. Certainly, keep this important ministry in your prayers. It is a good outreach tool, bringing many people into the church for four days in a row.

## **Serve**

### **Family Promise Golf Outing**

Each year, Family Promise benefits from a golf outing held at Paganica Golf Range. This year's will be held July 14. CTK should have at least one group of golfers... Could we do more? It is a fundraiser that benefits work with homeless folks. Different gifts will be raffled off, golfing holes will have interesting and fun activities at them. There will be liquid refreshments available. We need somebody who can organize a couple teams of four. Who can take on the task of find a golfer to do that?

## **Coming Up**

### **May**

2 DT Banquet: 6:00 Affirmation of Baptism Practice; 6:30 Banquet  
6 Affirmation Sunday – DT Youth Affirm God's Work for them in Holy Baptism  
20 Pentecost Sunday  
21-27 PJ doing Continuing Education: Festival of Homiletics – Gone one Sunday  
May 27: Pastor John W. Eyster, pulpit Supply at CTK

### **June**

3 Blessing of Graduates  
3-10 Family Promise Week  
11-14 VBS at CTK  
25-July 2 Youth Gathering  
July 1: Supply Pastor: Steve Wohlfiel

### **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.

## **Community Outreach Committee Meeting Minutes April 12, 2018 in Cry Room**

Opening: Lynn read an inspirational reading

Adult Forum: Sunday, April 14, 2018, Sue Konkel will speak on dementia

Family Promise:

- Medical procedures need to be updated.
- A procedure needs to be implemented for guests needing access to CTK after 10:00 PM.
- Air mattresses are needed for volunteers, since all cots may be used by guests.
- There are 120 trained adult volunteers, but it is still a struggle to fill 40 spots.
- Family Promise rummage sale will be held in Genesee from 4/19-4/21 at Reformation Lutheran Church
- CTK will host Family Promise the weeks of 6/3/13-6/10/18 and 8/12/18-8/19/18

Oasis Project information session was successful

Reformation:

- Dawn dishwashing detergent (9 oz) and toothbrushes will be collected for Reformation's Sonshine bags. Barb will write an article for the bulletin.
- A lunch and Sonshine gift bag distribution will be held on 4/26/18 from 11:00-1:00 Pam, Toni, Shelly and Barb will bring the food and meet at CTK at 10:15 to carpool.
- August 5<sup>th</sup> was discussed as a possible date for Outreach to host a potluck
- It was suggested that the CTK congregation be informed of Reformation's mission. One possibility would be a pulpit exchange between Pastor Marilynn and Pastor Jordan.

VBS: There is a great need for volunteers. Food donations will be needed

Plant Sale: Orders have been slowly coming in to Jenni. Plant pick-up will be Saturday, May 12<sup>th</sup> from 11:00-2:00. Jenni will need volunteers to sort plants the morning of the 12<sup>th</sup>.

WISDOM: An anti-Muslim event was canceled at Country Springs due to a large number of phone calls from community members opposed to this agenda.

Sophel Project: The Spring Dinner Dance will be held on April 21<sup>st</sup> from 6:00-10:00 PM  
Spring Young at Heart: The event will be held at CTK on May 9<sup>th</sup> from 11:00-1:00. Having a free will offering was suggested.

Serenity Inn: dates for Serenity Inn in April and May are Tuesday, April 24<sup>th</sup>, Monday, April 30<sup>th</sup>, Tuesday May 22<sup>nd</sup> and Monday May 28<sup>th</sup>.

#### Human Trafficking:

- On Sunday, April 22<sup>nd</sup>, there will be a program on digital safety at CTK at 2:00PM. Spread the word about this important topic.
- Next WCATA meeting is April 17<sup>th</sup> in Hartford beginning at 6:00PM
- Waukesha Anti-Human Trafficking collaboration meeting is also on April 17<sup>th</sup> at St. James Catholic Church beginning at 6:30
- Stop Trafficking Together in Lake Country meeting on May 3<sup>rd</sup> is at CTK beginning at 10:00

Closing: Jesus Prayer was recited together  
Minutes prepared by Pam Kroening

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach 5/7/18

Education Committee  
May 2, 2018

In attendance: Pastor Jordan, Sherie Trafton, Amy Bonesho, Ruth Beiler, Toni Palmer, Mary Hollister

Toni Palmer has officially joined the education committee. Welcome Toni! We are grateful to have her join us.

#### Sunday School:

We discussed plans for the last day of Sunday School. May 20<sup>th</sup> is the last day. We will be working with the children on their faith milestones and they will also be creating thank you cards for teachers. Pastor Jordan suggested we tell the story of the Leper returning to give thanks. Amy will work on that. Mary will gather supplies needed to make the cards. The children will lead the congregation in the Apostles Creed on this day as well.

Thanks a Latte fellowship hour: The Education Committee is hosting the fellowship time in honor of all those involved with Christian education during the year. We created the menu and who is bringing what items. We will be setting up, serving and cleaning up.

#### Vacation Bible School:

We are very busy planning VBS. Toni has agreed to be the kitchen coordinator. A few more volunteers have signed up. We will continue to recruit more.

PJ will talk to a church member about taking on the puppet role. He will also order the booklets that go along with the Bible stories and make sure that the take-home sheets are printed.

Ruth will order the bucket hats.

Amy will look over the curriculum for the 3-year olds.

Mary continues to plan the decorations.

Sherie has touched base with Laurie Wilson and continues to work on registration.

To keep on top of VBS things, we will be meeting at least weekly from now on.

**Discipleship Training:**

This has been a very busy month for the DT students. On April 29<sup>th</sup>, the students presented their faith statements during the education hour after church. (Two students shared their statements during the sermon on April 22<sup>nd</sup> since they were unable to attend on the 29<sup>th</sup>.)

The year-end banquet was held on May 2<sup>nd</sup>. This was a wonderful evening! A delicious meal was provided by a group of council members. The families really enjoyed it and appreciated it very much. Thanks to all that helped. Pastor Jordan then emceed a “roast” of all the students. This was a very fun, yet thoughtful way to recognize each student. Dan Bonesho and Sue Etmayer also spoke to the students. Dan was given a signed picture frame from the students. Rehearsal for the Affirmation of Baptism service was held before the dinner.

May 6<sup>th</sup> was the Affirmation of Baptism for Kate Beiler and Jacob Bonesho.

**Other:**

Sherie once again organized the supply room downstairs.

Respectfully submitted,  
Amy Bonesho

## **Fellowship Report - January/February 2018**

Meeting - Wednesday, April 3 at 4:00 PM

Attendees - Linda Hamilton, Sheryl Skorik, Cheryl Steinbach, Bev Waltz

### **Lenten Meals**

Lenten meals were organized and served by the following committees/groups - Education, Men's Bible Study, All God's Children, Fellowship, Worship & Music. All delicious - many thanks for their service. About 45 people were served at each meal.

### **Easter Brunch**

Below are the summary notes sent to the Fellowship Committee members.

Approx 95 people attended and ate. Majority came from first service but we did get some towards the end that attended 2nd service. \$289 donated in Free will offering



## FOOD

- Egg/French Toast Casseroles - 14 donated and a portion of 1 remaining. Would request 14 for next year.
- Orange Juice - 10 donated - only 4 used. Request 5 containers next year
- Milk - 3 gallons donated - only 1 used. Request 1 gallon next year
- Large Vanilla Creamer - 3 donated, unsure of use. Can we just use the little creamers that church already has?
- Kringles - 8 donated - use same quantity next year or maybe fewer if new foods added
- 4 dozen donut holes - could use 2 dozen next year
- 4 dozen mini muffins - could use 3 dozen next year
- 2 packages of small boxes of cereal - could go with one or a box of Cheerios?
- Grapes (3 red, 3 green), Strawberries (3 containers), Pineapple (3), Blueberries (3 packs)
- same quantities
- Candy - Just a bag or 2 of jelly beans and a bag or 2 of Hershey kisses to put at Welcome table. A lot of candy left on tables.
- Could use one or two more tables set up.
- ADD - croissants from Sam's Club/Costco along with jellies
- Add - bagels and cream cheese
- Flowers were perfect and can be used again next year - in Juanita's closet. We also saved all plastic table clothes - can be used next year if still there.

## Monday Mavens

December Gathering meeting on Tuesday, April 24th

April 9th - Manicure & Pedicure organized by Linda Hamilton

May - Garden Clean-up sponsored by Monday Mavens - all invited - organized by Cheryl Steinbach

June 11th - Euchere Night - organized by Bev Waltz

July 9th - Barn Party at Sheryl Skorik's

August 13th - Nagawicka Boat Tour by Char Hall

**Fireside Outing A Second Helping** on June 6th - 30 people signed up thus far.

**HIKING** - Spring Hiking meeting soon will be planned.

## May 2018 Youth Committee Report

Meeting Monday April 30, 2018, Toni Palmer, Shari Showers and Pastor present

We discussed getting more people on our committee, Toni to follow up by sending out an email to DT families.

We met and discussed the summer planning for the group.

Dells trip, either Mt. Olympus or Noah's Ark

Six Flags Great America

Lawn Bowl

We also discussed the Houston trip and said we should have another chaperone for the trip.

The council provided dinner for the Confirmation kids on May 2<sup>nd</sup> with a Lasagna dinner

Sincerely,

Shari Showers  
Youth Committee Member

### **Report of Personnel Committee meeting, April 26, 2018**

- 1) Meredy opened the meeting. Attended: Lynn Hansen, Mary Hansen, Meredy Hase (chair), Sue Seegert. Excused: Pr Jordan. Invited guest, Sue Ettmayer, Council President.
- 2) Meredy advised the committee and President of her resignation from the Personnel Committee. The committee thanked Meredy for her work and accepted her resignation. Lynn Hansen, Mary Hansen, and Sue Seegert agreed to continued service on the committee. President Ettmayer agreed to lead the committee until such time as a replacement chair is seated.
- 3) Meetings: March 28 staff Meeting; Meredy met with two staff members. March 29, Meredy called Sue Ettmayer to discuss meeting
- 4) Committee reviewed Mark Gould's Position Agreement, Final 04032017
  - a. Meredy read the following to the committee: "Section 9"
  - b. The committee agreed on the need for revision. Sue Ettmayer will draft language to modify the agreement.
- 5) Meredy thanked the committee members and the president and adjourned the meeting.

Respectfully submitted, Meredy Hase, chairperson

### **STEWARDSHIP REPORT MAY 8, 2018**

- A. Bonnie Voskuil is assuming the primary role of record keeping for charity giving to CTK. She seems to have grasped the data entry well under the tutelage of Jerri Jones. If you see Bonnie, give her an accolade for stepping up to this volunteer position which is huge. It requires, on a weekly basis (usually Mondays), counting at the Waukesha State Bank, and then accurately entering gifts into the data bank. Jerri keeps tabs, and is making sure there are no errors.
- B. Jerri Jones reported the following electronic giving statistics as 3/31/2018:
  - a. Members contributing through Simply Giving and online 60

- b. Pledging members contributing through Simply giving and online 36
- c. Average monthly deposit from Simply Giving and online \$10,888
- d. The unpledged electronic giving has been continuing.

C. First quarter statements were mailed Monday, May 7<sup>th</sup>, 2018  
Total number of statements mailed 238.

Seventy of the statements contained zero amounts given for the first quarter of 2018. A good number of these statements were to members who have been attending and serving the church.

Included in the statement mailing was a letter with a treasurer's report showing a first quarter operating deficit of \$19,879, and an electronic giving brochure.

D. Parking lot amenity funding is being emphasized in front of the congregation as the project is starting. Future "Stewardship Moments" being considered are: (1) Online giving, (2) Time and Talent Giving.

Jon Kilmer  
Stewardship Chairman

## Treasurer’s Summary of Financial Activity, April 2018

May 8, 2018

I have not finished the checkbook reconciliation for March and April due to my lack of expertise with the software. I have engaged an accountant to provide additional expertise. The discrepancy lies with account assignment and not with missing or inaccurate transactions. That said, the financial numbers may be adjusted slightly as we move forward.

### Parking Lot

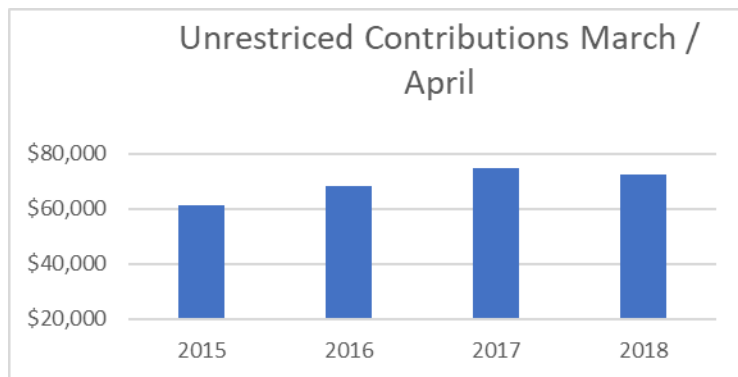
Initial contributions were made to toward the Maintenance to Mission Fund in 2013. This evolved into the Exterior Renovation Fund which began in 2016. Some of the funds were dispersed from the Maintenance to Mission fund for various projects and the remaining amount was combined with the Exterior Renovation Fund. The 2017 annual report showed that the Exterior Renovation Fund had a balance of \$341,892 which is the starting point below. As of this writing we do not have enough cash to complete the entire scope of the project. There will also be “puts and takes” as construction proceeds. For instance, less asphalt may be required than estimated and there may be unanticipated costs that pop up. These will be managed according to the cash available.

<b>INCOME AND EXPENSES FOR PARKING LOT</b>	
Funding Approved by Council	\$367,900.00
Expenses Billed 1/1/18 - 5/30/18	-\$1,100.00
2018 Contributions through 5/2/18	\$5,287.02
Outstanding Pledges	\$17,000.00
Potential Funds Available	\$389,087.02

## Giving

Giving in March and April is historically dependent on the month in which Easter occurs. Unrestricted giving in 2018 recovered from February and was up in March. Palm Sunday contributed significantly to the increase. Easter was very good, and the two months combined were nearly as strong as 2017 which was a recent record

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	\$30,109	9.0%
Apr	\$33,002	\$31,188	\$31,908	\$42,207	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>	<b>\$129,022</b>	
<b>MAR / APRIL</b>	<b>\$61,289</b>	<b>\$68,243</b>	<b>\$74,758</b>	<b>\$72,316</b>	



## Deficit

The deficit narrowed in April to \$13,626 down from \$19,000 at the end of March. This is good news and follows the predictive pattern of monthly giving. We should celebrate the success but be mindful of the lean summer months ahead.

Year to Date Unrestricted Income and G&A Expenses	
Unrestricted Contributions	\$130,403
General and Administrative Expense	\$144,029
<b>GAIN (LOSS)</b>	<b>(\$13,626)</b>

## Attendance

The data used below is Sunday attendance and is normalized with the Church calendar. Attendance is tied to Palm Sunday and Easter. Because the date of Easter can be as early as March 22 or as late as April 25 it makes sense when comparing attendance from year to year to adjust the calendars, so we compare Easter and Palm Sunday attendance across years. Overall attendance is improving from earlier in the year but is lagging 2016 and 2017.

	SUNDAY Worship		
SUNDAY	2016	2017	2018
Lent 1	135	133	128
Lent 2	143	151	128
Lent 3	140	135	124
Lent 4	177	146	117
Lent 5	135	143	145
Palm Sunday	162	135	200
Easter	349	409	348
Easter 2	147	56	145
Easter 3	220	124	56
Easter 4	162	179	177
Total	1943	1611	1568

## Cash Reserves

The complexity of funds and contributions to specific projects or memorials can sometimes cloud the financial picture. The impact of the parking lot is now well understood and from that comes clarity of the cash available to run the Church. With the parking lot accounted for we will have a cash reserve of about \$129,000. This includes the Memorial Fund and all restricted funds included in the 2017 Annual Report. This would be sufficient if our deficit were not reducing our cash reserves every month. If the deficit runs at \$5000 per month we will be out of money in two years. The solution is, immediately increase giving to support the budget that the congregation approved in January. We have run out of time for discussion of additional Sunday services or increasing youth activity to draw in younger members. Earnest Hemingway said bankruptcy happens slowly at first and then all of a sudden. Right now, we are in the “slowly” stage and it is time to take action.

CTK CASH AVAILABILITY	
WSB 2507 BAL AS OF 5/30/2018	\$461,000.00
Vanguard less organ fund	\$50,000.00
Total Cash Available	\$511,000.00
Parking Lot Cost	\$382,000.00
Working Capital Post Parking Lot	\$129,000.00

\*assumes all reserved funds are part of working capital

Submitted by Mike Hase, Treasurer, May 8, 2018

