

CHRIST THE KING LUTHERAN CHURCH  
Council Meeting Minutes  
August 14, 2018

Membership Roll:

Present: Carol White, Barb Hamann, Sue Ettmayer, Andy Justman, LeeAnn Quinlan, Mike Hase, Shari Showers, Kirk Carlson, Jon Kilmer, Jan Guetzke, and Bob Wierichs

Excused: Pastor Jordan

Carol called the meeting to order at 6:31 pm.

Opening Prayer/Refreshments: Bob Weirichs

Motion to accept meeting agenda. Motion by Kirk and seconded by Sue. Motion carried.

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

Monthly Reports:

President	Carol White
Vice President	Andy Justman
Pastor (missing)	Pastor Jordan

Treasurer's Report                      Mike Hase

Parking lot "punch" list still to be done. The bill will be coming this week. Unrestricted giving is up this month because of a donation made early. We still have a \$30,000 deficit. Attendance was up in July. Mike produced a Statement of Activity for each committee and the monies spent. Amy asked about the Houston trip being listed under Education. It was decided that it should be under Outreach instead. She also asked about VBS being shown as a loss. Is that because of the budget amount available to spend? Yes. Carol asked if Mike could run the report on a quarterly basis. We can look at it for next month. Barb commented that with "one" view by class you still see only part of the picture. Carol suggested that it might be confusing and asked Barb to educate council on the report first. Mike can show us on the big screen with a P&L for every class. Carol asked that he provide it to all the chairs of the committees.

Motion for approval of the monthly Executive Committee Reports by Kirk and seconded by Shari. Motion carried.

Council Committee Reports:

Property & Grounds – Kirk

Asked about starting a fund for the air conditioner system as it will need to be replaced in the future. It was suggested that that might be hard as we are currently in the deficit. Barb suggested showing videos on giving to encourage people to give.

Stewardship – Jon

There is a plan to create and show videos on Sundays in November showing giving money as well as time and talent. There is a financial forum planned for October 21<sup>st</sup> on tax laws and giving. On November 18<sup>th</sup>, there will be a speaker from ELCA foundation on legacy estate planning. On December 2<sup>nd</sup> there will be a pledge drive and forum on pre-retirement planning. There is a plan to allow to pledge on-line too. Jon suggested that there only be an offering only for outreach ministries instead of for the church. Others felt that the regular offerings were needed to help the church's deficit at the end of the year.

Carol suggested having an email reminder or special CTK Connections for catching up on pledge amounts not met over the summer. Carol would like a separate standalone reminder. Jon commented that we should focus on mission and not the budget. Carol agreed that the church service that had members talk about their committees and accomplishments was moving. And that the 2019 should show anticipated income as the budget. Barb has been reading the book, "From Surviving to Thriving" by John Krohn and said that it has a lot of good ideas for churches that have worked. Bob suggest that we must market our church and missions. Jon believed that everyone on council could talk about their programs. Sue suggested that the ELCA synod does planned giving well and that we may be missing out in that area. Carol suggested that all on council obtain a copy of the above book and start reading it. All on council agreed.

#### Youth – Shari

Carol asked Shari what "Lit" stood for and she said "cool". And Shari said that the committee is trying to have more youth events meet at the church. (The events are listed on her report.)

#### Outreach - Barb

Barb asked if she could have a table at Rally Day and have soaps and candles available for sale to support "Human-trafficking". All agreed yes. She also said she has been moved by the latest families in family promise and a dad offered to do the dishes and a little girl pointed to our cross and said "God".

#### Membership – Jan

John Guetzke has made an aggressive plan to use the membership map and look at new home sales in the newspaper to identify new families in the neighborhood to give packets of information on Christ the King and invite them to visit. She said they are also working on changing the welcome center at church so that it is more visible. She said that Jill is already working on creating an updated (non-photo) directory for the church. Carol suggested that the new directory be included in the packets for distribution. Shari added that she could provide picture from a youth activity to include and possible pictures of the Christmas concert too? Jan said that she could ask Jill to put pictures of the newest church members as well.

#### Education – Amy

Focusing on Sunday School. Looking at two possible volunteers to help lead it. They have added another Sunday school teacher and are up to 6 now. Carol asked about parent volunteers. Amy said she send out a sign-up sheet soon. Eight children are signed up so far. Sue asked if there were any concerns from parents over no superintendent for Sunday school yet. Amy said that one supportive parent seemed concerned.

#### Fellowship – Carol

Bev Waltz is stepping down from chairperson at the end of the year. Linda Hamilton and Cheryl Steinbach are also leaving the committee. Everyone needs to help recruit.

#### Worship & Music - Carol

The service schedule for Christmas Eve is the same as previous years; however, there is no children's activity planned for the 7:00 service. The 7:00 service will be more of a "caroling" service with no special music

planned and only a static slide shown on the video screen. Carol said that they are starting a dialogue on adding a second regular church service. There will be no church service on Thanksgiving Eve, but that evening will focus on the meal instead.

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

**OLD BUSINESS:**

Parking Lot Update                      Sue Ettmayer  
Working on the final writeup on the parking lot and have drone pictures too.

Rally Day                                      Sue Ettmayer  
Sue asked who will have tailgating with their cars. It will be with Shari, Jan, Amy & Barb. The church service will be outside at 9:00 with chairs facing the church on the south side. (Members are to bring their own chairs.) There will be a separate game area north. The tailgating should be on the stone areas. Carol said Vicky may also have a car. Fellowship is providing the food. Sue said that they need help cleaning up after. Jon said that he may have a vehicle as well. Looks like there may be 8 vehicles total. Barb suggested getting signs out advertising for Rally Day – in the neighborhood, etc. It was suggested to members to wear their favorite team jersey to Rally Day. Sue said that Michelle has signs to post. There was discussion on having a backup plan in the Great Hall if it rains.

Volunteer Sunday School Superintendent position                      Council & Amy  
Barb Hamann and Elizabeth Mantee

**NEW BUSINESS:**

Approval of expenditure of gift funds for signage                      Council

Motion by Andy to accept a \$10,000 gift for use of indoor and outdoor church signage. Second by Sue. Motion carried.

Budget preparation for 2019                      Council

Carol said that for the next year’s budget process, that they will look at what each committee did last year and what they are looking for in the next year. Sue asked about how the dollar amount will be determined and Mike and Carol said that they will look at previous years’ trends.

Jan asked about the survey results and Carol said that we will talk about that in next month’s meeting.

Motion for Adjournment seconded by Shari.                      Council

Closing Prayer – Lord’s prayer

Meeting adjourned at 8:15 pm.

Respectfully submitted by,

LeeAnn Quinlan  
Council Secretary

September meeting devotion and refreshments: Amy Bonesho

## **REPORTS TO FOLLOW**

### **CTK President Report August 2018**

I have met with various members of the congregation on a variety of topics.

I called and attended the Gift Acceptance Committee meeting in July where we reviewed the current Gift Acceptance Policy/Guidelines. A small change is recommended to council and will be presented at the August council meeting.

Our big focus for the next couple of weeks is Rally Day, Sunday School registration and Discipleship Training registration. A special thank you to Sue Ettmayer for helping with details regarding Rally Day and the Tailgate party.

I had a meeting with Donna Finch on the member survey from last year to gain some added insight into this. This will be discussed in more detail at the council meeting in September with thoughts of having an adult forum time to discuss results with the congregation.

I attended the August executive meeting where we discussed a number of items, including parking lot update, church finances and other business of CTK. One item discussed was creating a policy for handling of any media inquiries that come to the office.

Submitted by: Carol White

### **Christ The King Lutheran Church Vice President's Report August 2018**

- **AGC:** Attended All God's Children Board Meeting for August 2018 on Friday August 10, 2018.

- **Automatic Door Openers:** Installation scheduled to begin Wednesday August 15, 2018 the day after City of Delafield election day August 14, 2018.
- **Life Safety:** Attended a Safety Training Workshop Session held by the City of Delafield Police Department on Thursday July 19, 2018. Churches in the City of Delafield were invited to participate. A walk-thru at CTK with City of Delafield Police Department Chaplain is being scheduled for late August-early September. AGC has requested to be in attendance for walk-thru.

Andy Justman

### **Treasurer’s Summary of Financial Activity, July 2018**

#### **Parking Lot Financials**

With the parking lot nearly complete we are waiting for the final bill from Payne and Dolan. The current plan is to hold back \$5000 for 90 days after the punch list is complete to ensure that any unforeseen problems are taken care of promptly.

<b>Parking Lot Financials</b>	
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<b>Parking Lot Cost</b>	
Funding Approved by Council March 13, 2018	\$367,900
Additional Expenses approved by the Council 6/12/18	\$43,165
<b>Total Funds Approved by the Council</b>	<b>\$411,065</b>

<b>Parking Lot Contributions</b>	
Parking Lot Fund 12/31/17	\$341,892
2018 Contributions through 6/30/18	\$67,592
Outstanding Pledges	\$5,000
New Pledges	\$0
<b>Potential Funds Available</b>	<b>\$414,484</b>

<b>CTK Cash Availability</b>	
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QBO WSB 2507 BAL AS OF 8/6/2018	\$406,771
Parking Lot Cost	\$411,065
Expenses paid as of 8/6/2018	\$200,207
Working Capital Post Parking Lot	\$195,914
*assumes all reserved funds are part of working capital	

### Unrestricted Giving

Unrestricted giving was up significantly for the month of July and it brings the total year to date above recent years. This coupled with the completion of the parking lot should begin to be reflected in increased unrestricted giving.

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	\$24,101	8.5%
Jun	\$26,249	\$22,477	\$21,496	\$31,481	5.9%
Jul	\$27,956	\$30,091	\$26,426	\$44,918	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%
Total	\$400,990	\$407,006	\$392,146	\$229,522	
YTD	\$200,567	\$225,081	\$203,804	\$229,522	

## General and Administrative Income and Expense

There are several programs that were classified as standalone item in the accounting system. Specifically, Flowers, Houston Youth Trip, VBS and Mt Meru. Any shortfall in these items has always been part of the Church expense. This month the classification was changed so that these items are now subaccounts of the G&A account. The impact is to further improve the accuracy of our operating income and expenses. The phone service has been changed from Century Link to Spectrum. This change will reduce our phone expense from \$350 to \$185 per month. Thanks to Paul Neumiller for coordinating the change!

July Year to Date Unrestricted Income and G&A Expenses	
Unrestricted Contributions	\$235,991
General and Administrative Expense	\$266,552
GAIN (LOSS)	(\$30,561)

## Attendance

Attendance for July was up from previous months this year with the exception of April. This is somewhat unusual in that July attendance is lower than other months. We also set a record for July attendance.

Sum of Count	Column Labels		
Row Labels	2016	2017	2018
1	778	709	502
2	553	555	460
3	823	565	586
4	702	1046	883
5	837	654	577
6	525	636	517
7	603	579	611
<b>Grand Total</b>	<b>4821</b>	<b>4744</b>	<b>4136</b>

Submitted by Mike Hase

## Community Outreach Meeting Minutes – July 12, 2018

Opening reflection: Sylvia read two prayers from “Open Hands” by Henri Nouwan

Food Pantry Needs: Pam asked Rick VonHaden for a list of most needed items. She is waiting for the list.

May Spring Senior Lunch: Sylvia said it was a great success with about 70 people in attendance. Little Bit of Heaven performed.

Family Promise: CTK’s Family Promise weeks

- 8/12/18-8/12/18
- 11/11/18-11/18/18

Human Trafficking:

Delafield group:

- The group developed a mission statement: Our goal is to abolish human trafficking through collaboration, prevention, support and advocacy.
- The group is working with the local school districts to implement student and parent awareness and prevention of human trafficking
- There is discussion of implementing a demerit system “three strikes and you’re out” in local communities to prevent “adult stores and clubs from being able to establish themselves and stay in the community.

Next WCATA meeting 7/17/18

Youth Education sub-community meeting 7/24 at ST. John’s United Church of Christ N67 W28321 Sussex Rd. Merton, WI

FCAST (Faith Coalition Against Sex Trafficking) Waukesha County 8/9/18 6:30-8:30 at St. John’s United Church of Christ N67 W28321 Sussex Rd. Merton, WI

Reformation

- Pam will check to see if CTK needs to continue to collect Toothbrushes and dishwashing liquid for Sonshine Gift Bags
- No updates were available on the status of the Neighborhood Store. Pam and Barb will check on the status.
- Picnic/potluck 8/5/18: Barb will check with Marge on the status of the picnic and how much meat will be needed. It was decided to serve BBQ chicken breasts, brats and hotdogs. Karen, Sylvia, Barb and Pam will bring pre-cooked meat in slow cookers. Buns and condiments will be needed.

Serenity Inn: There are two additional dates: 7/30/18 and 8/28/18

Rally Day:

- Rally Day is 8/9/18 Tailgating Party in the parking lot
- Our display board will need to be updated
- Barb and Karen have ball toss games that can be used in addition to the display board. Perhaps list Outreach’s missions on the game board.

Next Meeting: Consider August 2<sup>nd</sup>, allowing us to finalize plans for Rally Day and to avoid conflict with FCAST meeting (see above).  
Closing Prayer: The Jesus Prayer

Minutes prepared by Pam Kroening  
Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach 8/14/18

### **Youth committee Report**

PJ, Toni Palmer and Shari met on July 30<sup>th</sup> and planned out the events for the remainder of the year.

August 8	Six Flags
August 26	Lawn Bowl, Milwaukee \$15 each plus eating out
September 9	Rally Day
September 15	Lit Hits the Road: Chicago!
September 30	Lit at CTK – Kubb
October 13-14	Elementary Retreat at Lutherdale
October 13-14	Box Night, serving Breakfast to Cong on Sunday morning
October 21	Donut Sunday
October 28	Lit at CTK – Pumpkin Carving activity
Nov. 2-4	High School Retreat at Lutherdale
Nov. 11	Lit at CTK
Nov. 16-18	Confirmation Retreat at Lutherdale
Nov. 18	Donut Sunday
December 9	Lit Cookie Sale preparation
December 16	Lit Cookie Sale

We have a new person joining our team, Brian Muenta, which will be a great addition to our team.

Sincerely,

Shari Showers Youth Committee Chair

### **Education Committee** August 2018

In attendance: Toni Palmer, Sherie Trafton, Amy Bonesho

Sunday School:

We discussed the Sunday School Superintendent role. This is a volunteer position and will focus on all things related to coordinating weekly Sunday School. This role can be filled by one person or a team of people that would alternate Sunday mornings. An announcement was made in church, an

article has been printed in the weekly CTK Connections and emails have been sent. Two people have inquired about it.

We continue to recruit Sunday School teachers. People have been contacted, announcements made and an Advocate article has been written. So far, 5 teachers are returning.

Online registration is active. To date, 8 children are registered.

Rally Day:

The education committee will have bubbles and sidewalk chalk for entertainment/games. Registration forms for Sunday School will be available for those that haven't registered online.

Other:

Sherie cleaned up the VBS items downstairs to make room for Family Promise.

Amy will follow up with PJ regarding status of VBS credit for curriculum/supplies.

Respectfully submitted,  
Amy Bonesho

**CTK Gift Acceptance Committee  
Meeting Minutes July 23, 2018  
8:00am**

Present: Mike Hase; Jon Kilmer; Carol White; Bob Wierichs

The committee met to review the policy and guidelines of the Acceptance Committee. The current policy was put in place in 2009 with the request to be reviewed again in October 2012.

When a gift comes in, information/letter accompanying the gift will be emailed to the committee.

An email vote will be taken or a meeting called if necessary.

Process to be followed – if a gift comes to the Pastor it is to be forwarded to the chair of the committee. All gifts should be forwarded from the tellers report to the chair of the committee.

Upon review of the current policy, the committee felt it prudent to make one minor change. That is to section II, item C. The change recommended is to remove language provide up to 180 days for a donor to place a designation or restriction on the gift. Due to our current financial position, we felt six months was not in the best interest of all parties. If a gift is given, which is undesignated, the language in the policy reads that the “Gift Acceptance Committee will assist with counseling the donor(s) families on the gift”.

**Meeting Minutes Email Meeting August 7, 2018**

Carol White requested an online meeting to accept a gift in the amount of \$10K from July 23 from Chuck Jorgenson for signage at CTK. The need for signage was discussed as part of the parking lot project. The gift was unanimously approved.

Submitted by: Carol White/Chair

## **MEMBERSHIP COMMITTEE MEETING MINUTES**

July 24, 2018 on Guetzke's Pontoon Boat

Attending were Jan and John Guetzke, Kirk Carlson, Bill Myers, Jeri Bonadurer, and Donna Finch  
Excused: Pam Behrend

Guest: Toni Schnorr, who agreed to join our committee

Donna opened with prayer at 6:30 pm

Donna turned over the chairmanship to Jan Guetzke, who will attend the council meetings.

### **CTK MEMBER SURVEY**

47 families returned surveys

Jeri summarized the surveys and put them in graph form. The committee decided that Donna would give the survey results to Carol White, council president, who would review and possibly assign the various comments to respective committees.

It was our recommendation to the council to have an adult forum to present the findings of the survey to the congregation.

### **NEIGHBORHOOD MAPPING**

John will update the map after each new member Sunday. He will also talk to Pastor and find out what areas the church should be focusing on.

Following up with families that just moved could be done by neighborhood captains. Bill will spearhead the project of finding the captains. He will work with Paul Neumiller to complete this project.

The following up of new families could be done by information found in the home sale section of Sundays paper.

The CTK gift bags could be passed out to new neighborhood families by the area captains and would contain information about the church and current activities. The gift bags would be assemble by Toni Schnorr and Donna Finch.

### **WELCOME BEFORE SERVICE**

Donna has a list of people who would do the welcome message. She will follow thru to make sure there is someone to deliver the welcome message every Sunday.

### **WELCOME BANNER**

Donna presented a picture of a banner. However, it was decided this banner would not meet our needs.

The committee decided the banner should be changed to read: Christ The King Lutheran Church Welcome Center. Donna will talk to Michelle to make the change.

### **VISTOR FOLLOW UP**

Donna indicated she sends a thank you note to visitors who complete the yellow card thanking them for visiting, asking them to join us again and giving them her contact information for questions.

### **NEW MEMBER ORIENTATION, RECEIVING NEW MEMBERS AND NEW MEMBER RECEPTION**

This very important function is presently done by Donna. She requested that we find a replacement to take over for her.

### **NEW MEMBER SUNDAY**

Kirk will continue to make (first Sunday of the month) name tag Sunday.

### **SIGNAGE INSIDE CHURCH**

It was decided the property and grounds committee should take over this project.

### **VBS FOLLOW UP**

Donna said she emailed all the families that participated in Vacation Bible School and invited them to worship.

### **MEMBERSHIP DIRECTORY**

It was decided a supplementary page of our new member's pictures and contact information be printed out and made available to the congregation.

### **FUTURE MEETING DATE**

Wednesday, August 15 at 6:00

Meeting was adjourned at 8:30pm

Meetings respectfully submitted by Jan Guetzke

## **Property and Grounds August 2018 report**

The Bobcat lawn mower needed repair. We used our trailer to haul it to Waupun Equipment which is the closest Kawasaki service center. The motor is a Kawasaki. They replace a crank case position sensor and charged us \$218 which we consider a great deal for the way the unit has been running.

P&G needs volunteers to help replace downspouts recommended by the Parking Lot committee and Jerry Spencer August 25

We are finishing the back light project of the stained glass windows that are in the crying room windows. We have purchased plexiglass sheeting to protect the delicate colored plastic sheets. We are creating wood trim to hold the plexiglass in place. We are installing track lights with 4 flood lights to back light the panels.

We put the finishing touches on the landscape wall built several weeks ago by back filling it with dirt.

We are in communication with the landscape committee that is doing excellent work around the new parking lot.

The Boy Scouts will be building a 4' by 4' storage locker made out of a wood frame and chicken wire fence to isolate their items from the other items stored in the AGC garage that they share.

Kirk Carlson – Property and Grounds

## **STEWARDSHIP REPORT TO COUNCIL 08/14/2018**

Stewardship planning for the fall of 2018 is as follows:

1. A “Stewardship Moment” will be presented during worship on August 19th. It will emphasize “catching up” on pledges that may have become delinquent due to summer absences, etc.
2. There will also be a “Stewardship Moment” on September 30th. It will emphasize electronic giving via internet accounts, cell phone text, etc.
3. “Parking Lot Express” donors will be receiving thank you letters and statements in the next couple of weeks. This was originally planned to coincide with second quarter giving statements, but delayed because of final fundraising still ongoing.
4. Third quarter giving statements and a letter will be mailed during October, 2018.
5. Stewardship will host financial informational forums following our worship services of October 21st and November 18th, and December 2nd. Proposed forums will deal with the 2018 income tax legislation and how that might affect us personally, legacy (planned) giving, and pre-retirement planning. More information to follow.
6. During November we hope to be able to present video recordings of member’s stories about giving their time and talents, and financial resources. The purpose will be to nourishing generosity within the congregation.
7. Stewardship “Pledge” Sunday will be December 2nd, 2018. The theme for the 2019 financial pledge drive will be “Setting The Table Through Generosity”. The theme will be supported by biblical lessons and sermons. There will be visual depictions of the Stewardship theme as well. The sermon/speaker that sunday will be Pastor Matt Short of the Greater Milwaukee ELCA Synod.
8. Being proposed for Christmas Eve is a free-will cash offering for Family Promise, or another outreach. The designated offering will be advertised about two weeks prior, and designated envelopes provided. This will be a Christmas offering when many occasional members and guests attend, and will be collected in the plate only on Christmas Eve. It is not intended to replace general fund giving which will be emphasized as well.

Jon M Kilmer,  
Stewardship Chairman

**END OF REPORTS**