

CHRIST THE KING LUTHERAN CHURCH  
Council Meeting Minutes  
July 12, 2016 – 6:30 pm

Membership Roll:

Present: Toni Palmer, LeeAnn Quinlan, Kirk Carlson, Meredy Hase, Pastor Jordan, Carol White, Bev Waltz, Sue Etmayer, Amy Bonesho, Norb Steinbach, and John Guetzke.

Guests: Dick Rutledge, and Bob Rooney

Absent: Shari Showers, Amy Meier, and Jon Kilmer

Sue called the meeting to order in bells room at 6:37 p.m. (Toni arrived later)

Opening Prayer/Refreshments: Norb Steinbach

Motion to Accept the Agenda:

LeeAnn requested to add additional email meeting minutes and amended minutes to approve on agenda and John Guetzke requested to add Photo Directory under New Business.

Acceptance of Meeting Agenda: Sue moved and Carol seconded to accept the agenda as changed.  
Motion carried.

Motion to approve June 13, 2016 council meeting minutes. Amy B. moved and Norb seconded to accept last month's meeting minutes.

Motion to approve June 27, 2016 special email council minutes moved by Meredy and seconded by Carol.

Motion to approve the amended March 8, 2016 minutes to include the end of Maintenance to Mission campaign moved by Kirk and seconded by Norb.

Motions carried.

**OLD BUSINESS:**

Parking Lot:

Bob Rooney (for Jon Kilmer) and Dick Rutledge gave additional information on possible future parking lot plans.

**MONTHLY REPORTS**

**President's Report: Toni Palmer**

# **CTK Council Report for June 2016**

## **Submitted by Toni Palmer, President, on July 11, 2016**

1. The Executive Committee meeting was held on July 5, 2016.

Minutes from the meeting: Present - Toni Palmer, Pastor Jordan, Sue Ettmayer, Rick Kunstman, LeeAnn Quinlan, Norb Steinbach and Meredy Hase. Toni asked Meredy to be present at the meeting to represent the Stewardship committee regarding the parking lot, since Jon Kilmer was unavailable.

Toni started the meeting with prayer. There was discussion regarding the upcoming Congregational meeting regarding the Council's motion to repair the parking lot. Toni will prepare a power point presentation including pictures of the parking lot. The vote will be by written ballot. After the formal meeting, a discussion will occur regarding possibilities for replacement of the parking lot in the future.

Norb reported that Simply Giving brought in \$10,000 last month.

Since Maintenance to Mission is over, Norb will rename the category for parking lot donations for book keeping purposes.

There was discussion about giving people options if they donated money for pavers. Rick reported that \$3840 was raised by selling the pavers. Since the replacement of the parking lot may take years, Rick will contact donors and give them the following options:

1. Use the brick paver in the church garden now, and later have it moved to a memorial walkway whenever the parking lot is redesigned.
2. Request a refund of your brick paver donation. This option may have an effect on your federal / state income taxes depending on how you chose to use that donation in the year it was given.
3. Have the funds redirected to the parking lot repairs that will be completed in 2016 (if the congregation approves) and a paver will not be ordered.
4. Ask Christ the King to hold the funds until the total reconstruction of the parking is completed.

The mortgage has been reduced by over 50% since 2005. We should celebrate this.

Discussion occurred regarding doing this on Rally Day with a cake cutting.

We will not have leadership training at the Council meeting this month due to lengthy items on the agenda.

2. I volunteered at VBS. It was a fun-filled week with 98 kids registered. The members of CTK really stepped up to support our youth. Thanks to all that volunteered.
3. My family and I rode in the CTK car along with our experienced driver, Kirk Carlson, in Delafield's annual 4<sup>th</sup> of July parade. Nancy, Seanna and Ariel Ganung also participated in the parade. We went through a lot of candy! It was wonderful seeing so many CTK members along the parade route and at the ceremony.

4. I had several meetings and conversations with Pastor Jordan, Christine, council members and parishioners regarding CTK business.

The following motion passed by written ballot at the Congregational Meeting held on Sunday, July 10.

Motion: That the congregation of Christ the King authorize the repair of the parking lot for a cost not to exceed \$15,000, using current funds in the Maintenance to Mission fund.

It is anticipated that the repair will take place before the end of the summer. After the formal meeting, there was a lot of discussion relating to options for repairing and options for replacing the parking lot. The general consensus was that the parking lot needs to be replaced. The repair will allow us time to work on the details for replacement.

The three major issues related to replacing the parking lot are:

1. The design (Should we include a portico, landscaping, new lighting, etc.?)
2. The composition (Should we use asphalt or concrete?)
3. The funding (Should we add to our mortgage or fund raise?)

In addition, we discussed the use of volunteers for both the repair and the replacement to save on costs.

Thank you to all that attended the meeting and for those of you that gave your input by phone or by email. Everyone's input is important and appreciated.

#### **Vice President's Report: Sue Ettmayer**

Vice President Report  
July 2016

The Long Range Planning team did not meet this month as we are awaiting direction for the parking lot following the congregational meeting to be held July 10.

The Gift Acceptance team did not meet this month.

Time was spend in June/July in matters regarding the July congregational meeting, including putting together a resolution, having it printed and distributed, and working with outside vendors on matters related to the quotes for repairing the parking lot.

Respectfully submitted,

Sue Ettmayer

#### **Pastor's Report: Pastor Jordan**

### **Pastor's Report**

Pastor Lindsay Jordan  
July 2016

## **A few highlights to celebrate:**

### Worship Committee

I am very proud of the way in which they have led our congregation in conversation. They have held conversations related to worship times and AV proposals, sharing information, listening carefully and acting based on what they are hearing. They have modeled healthy communal discernment processes that will serve us well.

### Education Committee

I am very proud of the incredible week of VBS that we just experienced. Nearly 100 kids were involved and dozens of volunteers. Families and children were very appreciative of the ministry. There was a lot of excitement. Certainly, there are always areas for improvement and the committee has been evaluating a few laces that were rough. Kudos to the committee, Christine, and others who led the ministry!

### Personnel Committee

I am proud of the strong personnel committee that is serving our congregation. In the past four months they have updated files, focused on supporting our staff, and written a proposed Personnel Policy Manual to update the 2008 policy.

### Fellowship Committee

I am very proud of the work done by Bev and her team. They are planning outstanding fellowship events and are helping our congregational community grow!

## **Email and The Advocate**

We are at the point where we have emails for all homes in the congregation, except for 50. In the past two years, through the use of constant contact, we have grown our email address list by more than 50% - We started with 309 emails. Now we have about 480 in our email system.

Because of a change at the Post Office, we are going to rely more heavily on email for distribution of the newsletter. We will only print and mail to those who don't have email and can't pick up a copy on Sunday morning. There will be a savings.

Of course, to keep growing in our ability to communicate well, it is very important for us to communicate through a central system. This allows us to maintain only one email database through which individual lists can be made depending upon interests. We keep working toward this goal.

The practical side of this for leaders is that leaders wanting to communicate with people in the congregation and others who are connected to the church, will find Constant Contact to be the best way to reach the most people. It also gives opportunity for leaders to see how well the email is communicating, response rates, etc.

## **PJ's Upcoming Schedule**

### **Vacation**

July 25-31, including 1 Sunday

August 22 - September 4, including 2 Sundays

Motion to accept the reports and approve the actions of the Executive Committee moved by Amy B. and seconded by Sue.

**Treasurer's Report: Norb Steinbach**

CHRIST THE KING INCOME & EXPENSES 2016						
				ANNUAL	COMPARED	Difference YTD
		JUNE	YTD 2016	BUDGET	LAST YEAR	2016 vs 2015
<b>INCOME</b>						
	REGULAR CONTRIBUTIONS	22,477	194,989		172,611	22,378
	MISSION CONTRIBUTIONS	382	2,774		7,357	(4,583)
	DESIGNATED CTK	2,434	66,604		19,787	46,817
	YOUTH INCOME	2,447	5,288		9,537	(4,249)
	OTHER INCOME	115	7,758		13,147	-5,389
	<b>TOTAL INCOME</b>	<b>27,855</b>	<b>277,413</b>		<b>222,439</b>	54,974
<b>EXPENDITURES</b>						
	MISSION SUPPORT	2,200	12,377	31,000	12,084	293
	CAPITAL PROJECTS	0	0	7,800	1,813	-1,813
	EDUCATION	5,974	9,433	16,100	7,555	1,878
	FELLOWSHIP	1,087	3,490	9,750	2,277	1,213
	INSURANCE	3,707	6,488	13,500	5,963	525
	MAINTENANCE	1,367	14,458	30,000	15,299	-841
	MEMBER MINISTRIES	421	3,122	6,800	6,790	3,668
	MEMORIAL FUND	100	6,499	0	0	6,499
	MISCELLANEOUS	319	715	1,540	5,390	-4,675
	MORTGAGE PAYMENTS	4,068	24,408	48,816	41,224	-16,816
	OFFICE	1,019	7,253	14,800	8,353	-1,100
	SALARIES	10,538	71,718	150,508	50,537	21,181
	SALARY PASTOR	7,580	45,302	90,964	44,267	1,035
	PASTOR BENEFITS	3,692	17,848	48,617	15,090	2,758
	STEWARDSHIP	87	789	7,250	1,333	-544
	UTILITIES	2,341	17,679	41,300	20,227	-2,548
	WOMENS MINISTRIES	2,350	3,025	0	90	2,935
	WORSHIP	5,290	10,582	20,550	6,294	4,288
	YOUTH & FAMILY	2,457	4,081	12,500	10,571	-6,490
	<b>TOTAL EXPENSES</b>	<b>54,597</b>	<b>259,267</b>	<b>551,795</b>	<b>255,157</b>	4,110
	<b>NET INCOME VS EXPENSES</b>	<b>(26,742)</b>	<b>18,146</b>		<b>(32,718)</b>	
	<b>Maintenance to Mission Income</b>	414	2,896		7,731	
	<b>Maintenance to Mission Expenditures</b>	0	0		13,869	
<b>NOTES:</b>						
	----- Regular Contributions through June 30 are \$22,378 higher compared to last year. That is encouraging. Total Income is up almost \$55,000, but when subtracting the \$56,418 which came from Memorials, we are down about \$1,500 in Total Income compared to last year.					
	----- Expenditures continue to exceed income despite having spent nothing for capital improvements this year. The Education expenses include \$4,600 paid for scholarships. Workmans Compensation Insurance premiums were adjusted higher this year, and organ tuning/repair expenses of over \$4,500 constituted the majority of the Worship expenses last month. Other expenses remain in line with our budget					
	----- Mission Support of \$2,000 was paid to the Greater Milwaukee Synod, \$100 for Reformation Gift cards, and \$50 each to World Hunger and Indian Missions. We are about \$7,100 behind on our 10% goal.					
	----- Maintenance to Mission fund balance is \$15,104, of which \$4,932 is designated for Mission Support. leaving \$10,172 for the parking lot. Change to Change the World contributions total \$12,307.					
	----- Checking Account Balance on June 30 was \$128,886. Our Restricted Funds total \$155,364, of which \$116,801 are Memorial funds. As of June 30 we have used \$26,478 in Restricted funds for normal operating expenses.					
	Norb Steinbach <b>Treasurer</b>					

Motion to accept the treasurer's report and approve the actions of the treasurer moved by Sue and seconded by Amy B.

### **Old Business:**

Service time listening session update/Recommendation of W & M Committee: Carol White

Motion made by Carol to continue one Sunday worship service at 9:00 am after the summer is over. Norb seconded. Motion carried.

Discussion regarding Sunday School service times for the fall. (This would be determined by the Education Committee.) Also, a discussion about volunteers for the nursery. It is currently "committee-less" right now. Toni said we could use "Sign-up Genius" for the time being.

### **New Business:**

Photo Directory – Jan Guetzke and Marilyn Short have volunteered to work on a new Church Photo Directory. This process will start at the end of July through August. Pastor mentioned that there may be a way to create an on-line directory as well.

Peace rallies/Vigils – Toni

Toni mentioned the possible opportunity of our church inviting the community to participate in vigils for local and/or national events. Bob suggested that the idea be forwarded to the Outreach Committee.

Celebrate mortgage reduction at Rally Day – with a cake after service

Leadership Retreat – Toni asked if others would be interested in an overnight either at Green Lake or Nashotah House in the fall.

## **COUNCIL COMMITTEE REPORTS**

### **Personnel Committee: Meredy Hase**

#### **Report of Personnel Committee to Council – July 12, 2016**

1. June 29, 2016 - Personnel Committee meeting –
  - a. Meetings Reported, Reviewed, and Accepted: Summary  
June 7, 2016 - Meredy Hase met with the Executive Committee to discuss the hire of a temporary cleaning service for vacation coverage.  
June 14, 2016 – Meredy reported to the Council in Closed Session regarding Personnel.  
June 15, 2016 - Meredy greeted and instructed the crew from Coverall Cleaning who did a one-time cleaning of the church proper during a vacation absence.

June 15, 2016 - Meredy distributed to Personnel Committee for review and approval the Personnel Policy Manual, Draft, ver. 2. Following committee review and approval, Pr Jordan will brief the staff in July using PowerPoint in advance of finalization by Council, distribution, and acknowledgement.

June 15, 2016 - Meredy and Pr Jordan met with Christine Shander to establish set meeting times.

June 19, 2016 – Background Checks - Meredy requested of the Executive Committee and received from President Toni Palmer permission, as Personnel Chair, to represent Christ the King in applying for and signing a Service Agreement with Trusted Employees, endorsed by Church Mutual Insurance Company (our carrier), for the purpose of employee and volunteer Background Checks. At the request of Education Chair Amy Bonesho and Christian Education Coordinator Christine Shander, Meredy initiated Background Checks for VBS volunteers through Trusted Employees.

June 23, 2016 – At the request and with consent of an inactive employee, Meredy mailed a copy of said employee's personnel file and payroll records as requested.

June 23, 2016 – Background check for Pr Jordan initiated.

- b. Continued the discussion regarding our needs for Cleaning/Maintenance/Janitorial, Grounds keeping, and Snow Removal needs.
  - c. Reviewed and modified Personnel Policy Manual, Draft.
2. July 6, 2016 - Personnel Committee meeting – Our committee reviewed and processed new information regarding an employee. Resolution assignments were made.
  3. July 7, 2016 – Staff Resignation - Jeff Kozminski resigned his custodian position with Christ the King. Meredy immediately advised the Personnel Committee and Pr Jordan immediately advised all staff. Jeff and his parents cleaned our 25,000 sq ft facility for a year and a half and we surely do appreciate the challenges of the work. We thank Jeff and wish him all the best. On July 9, 2016, the Personnel Committee advised the Council and then the congregation. Meredy will contact Coverall Cleaning and send another RFQ for a competitive bid for a short-term solution. Long-term solutions will be addressed after a thorough review of our needs for Maintenance/Janitorial, Grounds keeping, and Snow Removal needs.
  4. July 11, 2016 Staff Meeting - PJ presented an excellent summary of the Personnel Policy Manual, Draft, vs 6 to the CTK staff, soliciting their input.
  5. July 12, 2016 - Personnel Policy Manual, Draft, vs 6 posted for the Council (in Council Dropbox under Meeting Materials) for distribution. Input from Council members is requested by July 31, 2016 with the desire of final adoption at the August 2016 Council meeting.
  6. Future staffing needs - AV system project - Future staffing needs is a communications coordinator or director, to be defined; we currently do not have time or talent budgeted to fill this need.

Respectfully submitted, Meredy Hase, Personnel Chairperson

**Meredy asked that the council review the Personnel Guidelines (in Meeting Materials in the drop box) before the next council meeting. Also, Toni will ask Chuck to look at it as well.**

**Building & Grounds Committee: Kirk Carlson**

Property & Grounds Report July 2016

As reported previously, Property and grounds needs space to store and maintain our lawn keeping equipment. This equipment was previously kept in the garage on the Trinity House property.

Todd showers put together a proposed addition to the existing AGC garage. See attached. Since that drawing was created, we have modified it somewhat to instead add a second garage to the south of the current one. It would be separated from the current one by a few feet. See attached. There is plenty of room there which is currently an uncut area covered with weed trees.

It would be preferable to have a separate garage so that maintenance to the equipment could be performed without interfering with AGC activities. There is electric power available which could be tapped into easily.

Cost would be under \$9,000 if we used a bid submitted by an outside concrete contractor and built the garage with volunteers. The concrete bid is for \$5,500. If we can get volunteers for the concrete, the cost would be much less. Probably \$6,500 total.

God's Blessings,  
Kirk Carlson  
Property and Grounds

**Sue suggested that Kirk put the garage plan in the budget for next year.**

**Also, currently we don't have a church liason with the Boy Scouts. This item will be tabled to the Executive Committee Meeting.**

**Worship and Music Committee: Carol White**

### **CTK Worship & Music Committee Meeting MINUTES for Monday, July 11, 2016**

**Present:** Carol White (chair), , Roland & Elaine Broberg, Vicky Jaeger, Kathie Ferree, Gerry Goodrich, Pastor Jordan, Carmen Brammeier, Conrad Etmayer, Art Jaehnke

**Absent:** Jeff Roth

1. Opening Prayer at 6:40 by Pastor Jordan

2. Discussion Items

Old Business

a. Review of listening session feedback on worship times

A summary of all table discussions from the listening session and a copy of all emails received from those that were unable to attend the session were distributed to all committee members. (copies in drop box)

Discussion, over an hour, was held on the feedback received at the meeting as well as many emails that were received. After careful and thoughtful

discussion it was determined that the majority of the congregation would like to see one service on Sunday's, at 9:00am. If we are to say we wanted a listening session to hear people's opinions, then we must listen to what we hear. Sunday School would be held immediately following service during the adult forum time.

**Motion:** By Roland Broberg for one service on Sunday at 9:00am. Motion was seconded by Conrad Ettmayer.

**Motion carried** – 1 nay; 2 abstentions

New Business

- a. Pastor Jordan asked the committee to start thinking about Rally Day, Sept. 11. Weather permitting, we will hold service outside. The committee will be charged with coordinating all pieces of the service to be ready to go. We will discuss details, responsibilities, etc. at our next meeting.

3. Sub-committee reports

None

4. Closing Prayer – Vicky Jaeger led us in the Jesus Prayer

5. Meeting adjourned 8:05 pm

Next meeting August 1 , 2016 at 6:30 pm

Respectfully submitted,  
Carol White

**CTK Worship Support Task Force Update  
July 12, 2016 Council Meeting**

**The task force has been meeting and will be listening to presentations from three vendors on July 12. We will not have an opportunity to meet and review and discuss feedback of this meeting prior to the July Council Meeting.**

**A report with recommendations from the task force will be presented for the August Council Meeting.**

**Respectfully Submitted,  
Carol White**

**Youth Report: Shari Showers**

## **July Report for Youth Committee**

No news to report this month. Will be meeting when Christine comes back from Colorado.

Shari Showers  
Youth Council

**Fellowship Report: Bev Waltz**

## **Fellowship Report - July 2016**

Meeting Held on Wednesday, July 6th at 4:00 PM

Attendance Included: Linda Hamilton, Cheryl Steinbach, Bev Waltz, Robin Weis, Laurie Wilson, Pastor Jordan

### **JUNE ACTIVITIES**

Approximately 25 attendees (2 guests) joined us to make beaded earrings and garden stakes.

5 people attended Summerstage's 'Importance of Being Earnst'.

Approximately 9 attendees for each session of the "Walk the Wauk".

### **JULY ACTIVITIES**

Maven's Splish Splash will be held on July 11th at Jane Robinson's home.

Ravinia Outing planned for Saturday, July 30th. (Music of Titanic)

Wauk the Walk continues.

### **AUGUST**

Maven's will be a Dominoes night instead of a movie as members enjoy time to chat.

### **FUTURE EVENTS**

Rally Day - September 11th - Carnival with catered fried chicken and dishes to pass. Time and Talent contacts were emailed with details.

Oktoberfest - Pastor Jordan will be taking the lead and planning an organizational meeting.

Respectfully Submitted, Beverly Waltz, Fellowship

**Audit & Budget: John Guetzke**

No written report.

**Education: Amy Meier**

Education Committee Meeting  
July 6, 2016

In attendance: Christine Shander, Sherie Trafton, Mary Hollister, Amy Bonesho, Ruth Beiler

The main focus of this meeting was to discuss and evaluate this year's Vacation Bible School. The overall consensus is that it was a very successful event.

We had an excellent turnout this year! 98 children registered, compared to 65 registered last year. This may be due to several reasons:

- We held it in the afternoon, instead of the evening.
- It was a week later in June.
- Longer registration period.
- The addition of Delafield Presbyterian Church.

Almost 50 people volunteered. This includes both adults and teen helpers. Thanks to help from Meredy, the adult volunteers completed background checks.

We talked about things we could improve next year, including registration, volunteer coordination, improving rotation transition, etc.

Our first planning meeting for next year's VBS will held in October.

Christine will be writing thank you notes to all volunteers during her "down" time on the youth trip to Colorado.

A bonfire was held midweek during VBS. About 20 people attended.

Rally Day (9/11) was also discussed. The Education Committee will help the Fellowship Committee with plans for the day. There will be a carnival event for the kids. We all think this is a great plan. (The only concern is that the Packers play at noon and many people may leave early.)

Submitted by: Amy Bonesho

**Membership Ministry: Amy Bonesho**

No written report.

**Stewardship Committee: Jon Kilmer**

**Stewardship Report to Council**

**July 12, 2016**

**Meeting date 7/11/2016**

**STEWARDSHIP'S FALL COMMITMENT TIME EMPHASIS**

**A theme for the fall Stewardship emphasis was discussed. One theme idea would be to recognize the more senior "pillar" membership of the church through lessons and sermons, forums, and other activities. That idea will be explored and developed further over the ensuing months.**

**A speaker for the fall Stewardship emphasis was also discussed and a possible well qualified individual will be contacted for the November 20<sup>th</sup> Sunday emphasis.**

**ON-LINE GIVING**

**Stewardship is required to develop a Security Policy, and has begun looking into a boiler-plate policy developed by Vanco to see how it might be developed for CTK. The policy when completed and approved by Stewardship will be brought to the church council for approval.**

**SECOND QUARTERLY GIVING RECORDS**

**In the mail shortly will be the second quarter statements along with a short letter from a Stewardship committee member.**

**Respectfully submitted**

**Jon Kilmer, Chairman**

**Motion for Acceptance of the Council Committee Reports as amended and approve the actions of the committees by Norb and seconded by Carol.**

**Motion for Adjournment:**

Norb moved and Amy B. seconded. The meeting was adjourned at 8:35 pm.

**The Council closed with the Lord's Prayer.**

Respectfully Submitted,

LeeAnn Quinlan  
Council Secretary

**Next Meeting: August 9, 2016**

**Refreshments and Devotions: Amy Bonesho**