

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
September 13, 2016

Membership Roll:

Present: Toni Palmer, LeeAnn Quinlan, Kirk Carlson, Meredy Hase, Pastor Jordan, Carol White, Shari Showers, Sue Ettmayer, Jon Kilmer, Amy Bonesho, Norb Steinbach, and John Guetzke.

Absent: Bev Waltz, Amy Meier.

Guests: Mike Groh, Chuck Jorgensen, and Jack Zimmer.

Toni called the meeting to order in the bells room at 6:36 p.m.

Opening Prayer/Refreshments: Shari Showers

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

Acceptance of last month's council meeting minutes. Carol moved and Sue seconded to accept the minutes as amended. Motion carried.

MONTHLY REPORTS

Pastor's Report: Pastor Lindsay Jordan (see attached)

President's Report: Toni Palmer (see attached)

Vice President's Report: Sue Ettmayer (see attached)

Motion to accept the reports and approve the actions of the Executive Committee by Kirk and seconded by Norb. Motion carried.

Treasurer's Report: Norb Steinbach (see attached)

Motion to accept the treasurer's report and approve the actions of the treasurer by Jon and seconded by Shari. Motion carried.

Old Business:

Leadership Retreat – Toni Palmer

Toni announced that the Leadership retreat originally planned for September will be moved to the last weekend of February (25th). If you know you have a conflict with this date, please let Toni know.

A/V Progress – Carol stated that they haven't met yet and will give an update at the next meeting.

Commercial refrigerator/freezer update – Discussion by Pastor and Shari looking at spending under \$5,000. John G. will look into also.

Parking lot replacement – Jack Zimmer/Sue Ettmayer
Jack presented slides on proposed parking lot plan. Much discussion ensued.

The council recommendations for Exterior Renovations (ERTF):

1. Explore relocating driveway along West Shore Dr., further east. Check with city and confirm easement restrictions.
2. Move garbage dumpster away from the building to the east.
3. Reduce/minimize the dedicated green space within the confines of the parking lot.
4. Revisit ADA requirements and optimum locations including on south side of the building. Increase number of spaces.
5. Do a feasibility study of interior remodel so portico plan works even if it means additional time before presentation to congregation can be made.

Other items for team to reevaluate based upon council discussion:

6. Explore the use of speed tables and dedicated walkways in order to ensure safety for all pedestrians, especially AGC.
7. Ensure lanes are wide enough by portico area so people can pull around cars that are standing still.
8. Watch out for back up of cars due to portico drop off.
9. Final design should include an overlay of old lot and new lot so people can visualize the difference between the two.
10. Relook at protection of planters in front to portico.
11. Keeping entrance at its present location.
12. Possibly not having the portico.

New Business:

Personnel Manual - Meredy

Motion by Meredy to adopt the Personnel Policy Manual Final v2 to rename it Personnel Policy Manual September 2016 (version dated 9/13/2016), and to give the Personnel Committee the charge to distribute to and provide education to the CTK paid staff with regard to the policy, to enforce the policy, and to make minor corrections provided they do not change the content of the policy.

Carol seconded above motion. Motion carried.

Heating/Cooling (Motion from Gift Acceptance Committee) – Sue Ettmayer

Motion to approve the recommendations of the gift acceptance committee to use up to \$20,000 in restricted funds for the purpose of repairing and replacing upgrading the heating/air conditioning controls and buying a computer to control the system and miscellaneous items associated with repair/replacement.

The current system will be upgraded with new technology. New controls will allow office to program the system in advance, not weekly. This upgrade should keep the system running for another 10 years, has been 18 years with some repairs.

North American Mechanical Inc. in Madison is the dealer. Been in business over 20 years. Parts will be installed by volunteers.

Motion made by Carol and seconded by John G. Motion carried.

Budget Process – John Guetzke/Norb Steinbach

Norb passed out committee expense numbers to each committee. He asks each committee to sign up for a meeting with John, Toni, and himself to review proposed budget numbers.

Personnel Matter (Closed Session)

Carol moved and John G. seconded to go into closed session. Closed session began at 8:55 pm.

Move to leave closed session by John G. and seconded by Kirk. Closed session ended at 9:10 pm.

COUNCIL COMMITTEE REPORTS

Personnel Committee: Meredy Hase (see attached)

Building & Grounds Committee: Kirk Carlson (see attached)

Worship and Music Committee: Carol White
No written report.

Youth Report: Shari Showers (see attached)

Fellowship Report: Bev Waltz (see attached)

Audit & Budget: John Guetzke
No written report.

Education: Amy Bonesho (see attached)

Membership Ministry: Amy Meier
No written report.

Stewardship Committee: Jon Kilmer (see attached)

Motion for Acceptance of the Council Committee Reports and approve the actions of the committees by Sue and seconded by Carol. Motion carried.

Motion for Adjournment:

Sue moved and John seconded. The meeting was adjourned at 9:30 pm.

The Council closed with the Lord's Prayer.

Respectfully Submitted,

LeeAnn Quinlan
Council Secretary

Next Meeting: October 11, 2016

Refreshments and Devotions: Bev Waltz

Pastor's Report

September 2016

Places of Pride

- ☐ Rally Day – It was an incredible Day! Thank you, Worship Committee for setting up and coordinating worship outside. Thank you, Fellowship Committee for the Carnival and Food! Thank You, Education Committee for supporting the fellowship Committee!
- ☑ Monday Mavens – Another great evening of ministry, throwing clay and making projects.
- ☑ Choir and Bell Choir – Our musicians began their season, last week.
- ☑ The CTK community, Sylvia, the Choir and others – For the great ministry being done among and for the Shorts.

Oktoberfest

Plans are underway for Oktoberfest. The event will be held Sunday, October 2. Worship will be outside. There will be activities for families. We will again have food and Entertainment

Installation of Bishop-Elect Paul Erickson

The Synod will install our newly elected bishop Saturday, October 8, at 2:00 p.m. The installation service will be held at St. Matthew's Lutheran Church in Wauwatosa, WI. I'll be a part of the clergy processional and participate as requested. This is an important event in the life of our synod. Our congregation needs to have a delegation of our leaders at the installation, especially officers and council members. An RSVP is requested, so advanced planning is necessary. RSVP can be made via the synod website.

Delafield Presbyterian

Our neighboring Church has a new pastor. She began this summer. She is Pastor Nikki Blanks. We have met four times. I welcomed her to the community by giving her a tour of places important to ministry in this community. I've also been helping her connect with other groups. We have been talking about how to develop partnership between the two congregations and she is very receptive to increasing our cooperative ministry. On Sunday, October 2, I will be presiding at their table for Holy Communion. Ask me about this at the meeting...

500th Anniversary of the Reformation

We are entering into the 500th Anniversary of the reformation. Of course, the reformation unfolded over many years, but it is widely recognized to have begun October 31, 1517.

The big news of this anniversary is what is happening now in Lutheran-Catholic Dialogues. The 2016 Churchwide Assembly approved a document that came out of Lutheran-Catholic Dialogues in the United States, entitled *Declaration on the Way: Church, Ministry and Eucharist*. This monumental document draws together a litany of 32 consensus statements where Lutherans and Catholics and

already said there are not church-dividing differences between us. Then, it identifies some “remaining differences” while suggesting some possible ways forward toward greater unity. This document, adopted by the ELCA Churchwide Assembly has been shared with the Lutheran World Federation, in hopes that it might be adopted by the global Lutheran Community. The Community on Ecumenical and Interreligious Affairs of the US Conference of Catholic Bishops unanimously affirmed the 32 Agreements and has forwarded the document to Cardinal Kurt Koch, president of the Pontifical Council for Promoting Christian Unity in Rome.

I continue to reach out to St. Joan of Arc to see how we might partner with them in commemorating the season and celebrating the distance we have come. So far, there’s been no response from Father Mike. Last week, I again touched base with one of his pastoral assistants. I’ll continue to pursue this, as I have for more than a year. I remain hopeful that a day will come when we can again share the meal with our Catholic Brothers and Sisters.

More information: http://www.elca.org/Declaration-on-the-Way?_ga=1.32678199.80698302.1473720988

New Roster

In other news from the Churchwide Assembly, a new roster has been created within the ELCA. This roster, for Ministers of Word and Service, will combine three existing rosters within the church into one. Those who are now rostered as Deacons/Deaconness, Diaconal Ministers, and Associates in Ministry will, at the end of the year, be unified on this new roster.

This change is more than an administrative one. It changes the titles of those who were rostered in the three predecessor rosters while sharpening our understanding of ministry. Those choosing to become rostered on the new roster will be “Deacons.” This new roster reflects an elevation of Lay Professionals in the Church. By the end of 2016 we will be a church with two professional rosters. Pastors will be on the Roster of Word and Sacrament. Deacons will be on the Roster of Word and Service.

More information: http://www.elca.org/en/Our-Work/Leadership/Vocation-Become-a-Leader/Lay-Rosters?_ga=1.258179459.80698302.1473720988

Coming up for PJ

September 18 – 22, Sunday through Wednesday: Fall Theological Conference, Green Lake Bible Camp.

October 12 – 18, PJ doing Continuing Education, studying “Rethinking Sunday Morning” Lectures from Luther Seminary, videos from an event held this past Summer, includes one Sunday

CTK Council Report for August 2016

Submitted by Toni Palmer, President, on September 10, 2016

1. The Executive Committee meeting was held on August 9, 2016.

[Minutes from the meeting: Present - Toni Palmer, Pastor Jordan, Sue Ettmayer, Rick Kunstman, LeeAnn Quinlan, Norb Steinbach and Meredy Hase.](#)

[Norb 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. The Executive Committee meeting was held on September 6, 2016.

Minutes from the meeting: Present - Toni Palmer, Pastor Jordan, Sue Ettmayer and Norb Steinbach.

Toni started the meeting with prayer. Only five people plan on attending the Leadership Retreat in Green Lake, so there was discussion regarding changing the date. Sue recommended that the Leadership Retreat be an annual event that occurs the same weekend each year. The committee agreed to cancel the upcoming retreat and to schedule future retreats the 4th weekend of February each year.

Sue and Toni gave an update about the parking lot meeting that was held at Mike Groh's office on August 28th. Present at the meeting were Mike Groh, Sue and Conrad Ettmayer, Kirk Carlson, Dick Rutledge, Toni Palmer and Jack Zimmer. Jack will present proposals to Council at the September meeting.

3. 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.
4. My family and I rode in the CTK car along with our experienced driver, Kirk Carlson, in Delafield's annual 4th 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.

5. 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 Presidents Report

September 2016

The Ad Hoc Parking Lot committee met in August. Minutes are included in this report.

Preliminary work has been done by the nominating committee and a meeting of this committee will be held in September. Our goal is to have positions filled by October.

As of right now, the LRP committee will not continue to meet while exterior renovation task force (ERTF) is wrapping up the project. (New name for the Ad Hoc parking lot committee)

Gift acceptance committee will be reviewing new requests in September once amounts are attached to the items. Those items include a popcorn machine, freezer and refrigerator.

Continuing projects include council handbook revision along with a plan for future council training.

Submitted by Sue Ettmayer

Parking Lot meeting
August 28, Office of Mike Groh

Present: Sue Ettmayer, Toni Palmer, Jack Zimmer, Architect, Mike Groh, Conrad Ettmayer, Dick Rutledge, and Kirk Carlson. Absent: Mark Ellena

Should we modify the layout for maximum parking space with least amount of pavement? Yes. This will save dollars. Plan shows approximately 53,000 sq ft of pavement.

Current number of stalls is 118. Do we need more or less? What are our future needs? Our current size has served us well. We were stretched when our church size was doubled what it is today. Therefore, keeping it the same size will let us grow. We can never have enough for the 2 days in the year when our lot is full. Per the city, we need 90 spaces. We can also take out spaces on south end. North end needs to stay as planned due to AGC. Parking stalls are safer at 60 degrees rather than 90 degrees. Committee agrees to the 60 degree diagonal parking. Ellena to check on current code requirements for water retention for the size of the impervious pavement.

TBD: Plans show green space in the middle of the lot with bushes. Would not be able to pull through, would need to back out and go all the way around. Safer. More expensive and more upkeep. Maybe more inconvenient. Would be harder to snowplow. Not needed per Zimmer.

Final plans need to show choices of asphalt and concrete and cost of upkeep for each over the lifespan of the lot.

Portico: Cost approximately \$40,000. If we don't do the portico, lot size will remain the same and green space will take the place of a portico

ADA compliance: We need handicapped parking at all 3 doors, more spaces than less, most likely and 6-10 as our needs will increase. Groh to look at our 1999 plans for which door was deemed to be our ADA door with the ramp in mind.

Our current egress/ingress works well with new lot design in mind. Changing the ingress to the 2 entrance on the east would not work. First view would be the dumpster.

Dumpster:

Jack will design an optional dumpster enclosure that can be installed if enough funds.

Internal remodeling:

This project will entail exterior renovation only, no plans for remodeling the interior will be done in conjunction with this project, other than a new entrance for the portico, if this design is chosen. Any future interior remodeling will be a separate project.

Moving forward:

The committee will move ahead with finalizing the plans, with modifications made by incorporating Mark Ellena's small changes and Jack Zimmer will reproduce the plans. Conrad will work with Dick Rutledge on the lighting; the committee agreed that we should rip out the existing lights.

Landscaping plan

We will need someone to design a landscaping plan for this project and monies will need to be determined for the plan itself and for plants. Most work can be done with volunteers.

Approval: Need to have congregational vote before city approval.

Bidding: Bidding can be done before or after city approval. Can get prequalified bids as estimate before vote for purpose of fundraising plan.

Contractor:

A contractor will be needed once the plan is a go.

Payment for engineering services:

Conrad will also finalize the plans for the portico. Harwood Engineering will bill for labor and time at a reduced cost with the estimate to be between \$4,000-\$6000. Conrad will not bill for his time. Jack Zimmer has been paid. No other engineering work should be needed. Remaining engineering funds will be paid from maintenance to mission funds.

CHRIST THE KING INCOME & EXPENSES 2016

	AUGUST	ANNUAL YTD 2016	COMPARED BUDGET	LAST YEAR
INCOME				
REGULAR CONTRIBUTIONS		25,859	250,940	228,952
MISSION CONTRIBUTIONS		833	3,960	8,012
DESIGNATED CTK		116,034	184,311	23,251
YOUTH INCOME		558	6,021	16,911
OTHER INCOME		452	9,228	14,632
TOTAL INCOME	143,736	454,460		291,758

EXPENDITURES			YTD Budget	
MISSION SUPPORT	2,100	17,489	31,000	20,677
CAPITAL PROJECTS	0	0	7,800	5,203
EDUCATION	524	10,822	16,100	10,739
FELLOWSHIP	553	4,643	9,750	6,503
INSURANCE	0	6,488	13,500	9,005
MAINTENANCE	1,992	18,079	30,000	20,010
MEMBER MINISTRIES	338	3,754	6,800	4,536
MEMORIAL FUND	0	6,499	0	0
MISCELLANEOUS	174	1,055	1,540	1,027

MORTGAGE PAYMENTS			4,068	32,544	48,816	32,560
OFFICE	1,193	9,163	14,800	9,872		
SALARIES		12,747	94,882	150,508		100,389
SALARY PASTOR			7,580	60,463	90,964	60,673
PASTOR BENEFITS			3,013	23,219	48,617	32,428
STEWARDSHIP	0		1,037	7,250	4,836	
UTILITIES		2,796	22,765	41,300	27,547	
WOMENS MINISTRIES			279	3,304	0	0
WORSHIP		1,066	11,401	20,550	13,707	
YOUTH	419	7,470	12,500	8,338		
TOTAL EXPENSES			38,842	335,077	551,795	368,047
NET INCOME VS EXPENSES				104,894	119,383	
Maintenance to Mission Income				0	2,582	9,420
Exterior Renovation Fund Income				1,111	1,111	
Maintenance to Mission Expense				3,500	3,500	12,878

NOTES:

----- We were significantly blessed with additional memorials of \$15,000 from Charles Jorgensen and \$97,400 from the Ed Hoffmann estate. Jorgensen's gifts are designated while the Hoffmann gifts are waiting to be appropriated by our gift committee. These gifts allow us flexibility in covering future expenditures, but we also need to spend those funds wisely to enhance our CTK ministries.

----- A slightly different format shows where expenditures are compared to our YTD budget. Although well within our budget, our overall giving has not kept pace with the budget. Without the \$168,933 in memorials, our Total Income would be \$285,527. That is \$49,550 less than our \$335,077 in expenditures.

----- Mission Support included \$1,500 to Synod, \$500 to Lutheran Social Services, and \$100 to ELCA Disaster.

----- We paid \$3,500 in M-M funds to Jack Zimmer, leaving us a net \$7,487 for the parking lot. This includes the \$1,111 shown above, of which \$640 were Ed Jones memorials designated for the parking lot.

----- Checking Account Balance on August 31 was \$228,152. Our Restricted Funds total \$262,446, of which we used \$1,645 of restricted funds for operating expenses. A substantial improvement from last month! \$229,706 are Memorials

Norb Steinbach
Treasurer

Education Committee Meeting
September 7, 2016

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

Rally Day

All members of the education committee along with some of their family members will be volunteering on Rally Day.

A table will be set up for Sunday School enrollment.

Sunday School

We have received some online enrollment forms for Sunday School, but do expect more families to enroll during Rally Day. (History also tells us that many will enroll last minute or the first day of class.)

Right now, we are looking at 3 groups for Sunday School: Godly Play – ages preschool to kindergarten. 1st/2nd graders using the Whirl curriculum and 3rd – 6th graders using the Holy Moly curriculum. (This may need to be modified depending on final enrollment.)

We have some teachers committed to teach, but are still looking for more.

The first Sunday of the month will be “All in Worship” day. There will not be regular Sunday School. Pastor Jordan will have a children’s sermon on most of these Sundays.

Christine has completed the Sunday School calendar for the year.

Discipleship Training

We talked about having the students be involved in more service projects this year, such as: Shorehaven, Serenity Inn, Family Promise, food pantry, etc.

The first session took place on September 7th with a pizza dinner. Pastor Jordan and Christine reviewed the year’s schedule, expectations, due dates, etc. Pastor Jordan also did acolyte training.

Little Lutheran and Quiet Bags

First, we would like to change the name “Quiet Bags” to Worship Activity Bags, it sends a more welcoming tone to families.

We are concerned that there has not been formal discussion about the status of the Little Lutheran Room and Worship Activity Bags. The room has been locked and Christine periodically opens it, but there is a question as to who maintains and chaperones it. Committee feels that this is not in our scope. We are willing to do the Worship Activity Bags specifically for All in Worship Day.

We would like the greeters to hand out children’s bulletins and offer the Worship Activity Bags on a regular basis. This would be more welcoming to guests and families in general.

Faith Formation Opportunities

Christine put together a booklet with this year's faith formation opportunities. This booklet along with the Adult Forum booklet will be available in church. Mailings also went out to some families.

All God's Children

Christine along with Ruth and Kate Beiler helped greet the families that came to AGC's parent orientation on September 8th.

Copies of the Faith Formation Opportunities will be given to AGC's families, too.

Respectfully submitted by: Amy Bonesho

Fellowship Report - September 2016

Our September meeting has been delayed and will be held on Wednesday, September 13th at 4:00 PM.

Prior Events

SEPTEMBER

WALK THE WAUK - 2nd

- Final walk from the 'Walk to Wauk' program occurred on the 2nd. Very well received and enjoyable. Hiking may continue year throughout the year with members planning future walks.

RALLY DAY - 11th

- Carnival Games with Fried Chicken Dinner, Potluck Sides and Desserts, Kona Icees.
- 117 Plates Served.
- 116 out of 150 Snow cones used. (Cooler weather may have affected count)300 pieces of chicken order; extra chicken sold
- Collected \$461 in free-will donations and chicken sale.
- Only open expense in prizes from Carnival Company.

MONDAY MAVENS - 12th

- Approximately 12 signed up for clay project to be held at Karen's Creative Outlet. Idea Suggested by Sandy Sugden.

Future Events

No updates as our committee has not met since the last report.

Respectfully Submitted, Beverly Waltz, Fellowship

Minutes and Report to Council Personnel Committee - August and September 2016

- 1) Meetings Report and Review
 - a) August 10, 2016 – Meredy Hase met with Pr Jordan regarding the custodial job description. Also discussed the certain need for *thank you* letters from CTK staff when gifts for program support are received.
 - b) August 23, 2016 – Meredy met with Laurie Wilson of AGC regarding the temp cleaning schedule.
- 2) Personnel Policy Manual - 8/25/2016 posted *Personnel Policy Manual final 09/13/2016* for Council review. Committee reviewed via email on 9/7/2016 corrections and revisions by Atty. Chuck Palmer. Created and approved *Personnel Policy Manual Final v2* for Presentation and Approval 09-13-2016 by Council on September 13, 2016. Meredy posted *Personnel Policy Manual Final v2* for the Council (in Council Dropbox under Meeting Materials) on September 12, 2016. Corrections and revisions of substance by Atty. Chuck Palmer as follows:
 - a) **Attendance and Work Schedules** - The normal office hours for the church are Monday through Thursday, 9:00am – 3:00pm and Friday 9:00am - Noon. Those staff members who are expected to participate in or direct worship, Sunday School, or other functions on Sunday may elect to have Friday or Monday as a day off in lieu of Sunday. Time away from the church for visitation, conference assignments/meetings, youth trips, etc. will be considered as time worked. If these occur on an employee's regularly scheduled day off, the employee's supervisor may grant equivalent time off during the following week. This time may not be accumulated. Employees who have scheduled ministerial events outside of normal office hours (board meetings, rehearsals, etc.) may, with their supervisor's prior approval, adjust their work schedule for that day.
 - b) **Investigation of Harassment** - Upon a complaint being made, CTK will investigate the complaint. Upon conclusion of the investigation, CTK will impose discipline as warranted by the findings of the investigation. CTK will not retaliate in any way against anyone who makes a good faith complaint. Likewise, we will not permit any employee to engage in any type of retaliatory conduct. Retaliation is a serious violation of this anti-harassment policy and should also be reported immediately. This policy does not waive the ministerial exception or any other exceptions to any federal, state or local legislation, including, but not limited to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.
 - c) **Weapons in the Workplace Policy** - CTK is committed to providing a workplace that promotes the safety and health for all personnel. As such, CTK prohibits employees, contract or temporary staff, or any other individuals associated with CTK (“personnel”) from possessing, transferring, selling, using or threatening to use an unauthorized weapon or dangerous instrument as defined below in the workplace or property owned by the CTK. CTK personnel are further prohibited from being in the possession of weapons off CTK or church property when involved in any activity of or for CTK. For purposes of this policy, weapons include but are not limited to any firearm (including loaded or unloaded BB guns), knife, police baton or nightstick, any other martial arts weapon, explosives, and any electronic defense weapon. A dangerous instrument is defined as any instrument, article or substance that, under immediate circumstances, is capable of causing death or physical injury. Law enforcement officials are excluded from coverage under this policy.
 - d) **Computers and Electronic Information Systems Use** - This policy provides guidelines for the acceptable use of CTK’s Internet, voice mail, electronic mail, word processing, and other electronic communication applications, which are referred to collectively as “electronic information systems.” Employees are responsible for reading and abiding by the policies and

procedures set forth below. Ownership and Control. All users have the responsibility to use electronic information systems in a professional, ethical and lawful manner. Users are given access to electronic information systems to assist them in the performance of their jobs. The systems belong to CTK and are intended for use for authorized business purposes only. The use of all electronic information systems is a privilege, not a right, and CTK reserves the right to terminate any user's access to electronic information systems and to take other appropriate disciplinary action, up to and including termination of employment, in the event the use of those systems is not in accordance with this policy or other policies of CTK. No Privacy. CTK considers all electronic information systems and communication stored or transmitted with the use of its computer network and software to be the property of CTK and reserves the right to access, review, disclose, disseminate, archive, and delete any and all such electronic information and communication. Users do not have a right of privacy or confidentiality relating to electronic communications. Users waive any right to privacy in anything they create, store, send, or receive. Although CTK has the right, but not the duty, to inspect, monitor, or disclose all electronic communication, it does not routinely inspect, monitor, or disclose the contents of electronic communication. However, the church will inspect, monitor, or disclose electronic information and communication when necessary to ensure the proper functioning of CTK's electronic information systems, to ensure user compliance with this policy, or for any other reason deemed to be in CTK's best interests. Use of CTK's electronic information systems constitutes consent to inspection, monitoring, and/or disclosure of information created, stored, sent, or received by the user. Compliance with Applicable Laws and Licenses. - Copying software, using shareware without proper registration, copying graphics for use as screen savers or wallpaper, and forwarding or copying e-mail messages all may constitute copyright infringement. Users must comply with all software licenses, copyrights, and state and federal laws governing intellectual property and online activity. Communicating Information. - Users should exercise the same care in drafting email, communicating in chat groups and posting items to newsgroups as for any other more formal written communication. Electronic communications tend to be less formal, but can, and likely will, be reviewed and/or used by others. Virus Protection. - Users must abide by any security guidelines established by CTK in the use of email and Internet access and should guard against computer viruses and security breaches. Employees who use the Internet may not transfer or install any software or files from the Internet to any CTK computers (i.e., no downloading of software, programs, games, etc.) except in consultation with appropriate technical staff. Prohibited Uses. - Because electronic information is global in nature, users may encounter material that is inappropriate, offensive, and, in instances, illegal. CTK cannot control the availability of this information or restrict access to it, but users should be aware that they are responsible for the material they review. Storing, sending, receiving, displaying, printing, or otherwise disseminating electronic communication is strictly prohibited if the communication exhibits any one of the following criteria: (1) Fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, racist, sexist, defamatory or derogatory. Users encountering such material should report abuses to the Pastor, the Council President, or the Personnel Committee chair. (2) Contains attachments that have not been subjected to virus checking. o Non-business. o Negatively affects network performance. (3) Contains copyrighted material (images or text) without the permission of the owner. (4) Commercial or personal advertisements, solicitations, promotions, destructive programs (that is, viruses, worms, and/or self-replicating code), political material, or any other unauthorized material for personal use. Telephone and Facsimile (Fax) Policy -Telephone Fax machines owned by CTK are provided for use by employees as business tools. CTK has the right to monitor communications on this equipment for purposes of time and content. Personal use

of CTK's telephones or Fax machines for long-distance or toll calls is prohibited; and employees are expected to reimburse CTK for any charges resulting from their personal use of church telephones or Fax machines.

- e) **Motion request** – Move to adopt the *Personnel Policy Manual Final v2*, to rename it *Personnel Policy Manual September 2016*, and to give the Personnel Committee the charge to distribute to and provide education to the CTK paid staff with regard to the policy, to enforce the policy, and to make minor corrections provided they do not change the content of the policy.
- 3) Reviewed by email August 27 and finalized August 29, 2016 the Job Description and Budget for the hire of a new Custodian to be presented to the Council by Meredy in Executive Session on September 13, 2016. Agreed and recommended the title *Custodian* as is historically used at CTK, he/she is "in custody" of the physical plant, and is broad enough to include maintenance and cleaning of inside/outside, scheduling of heat/cool and door locks, etc.
- 4) Background checks schedule

<u>Employee</u>	<u>Background Check</u>
Jaehnke, Art	8/30/2016 done
Jordan, Pr. Lindsay	6/29/2016
Newman, Juanita	Delay one year to stagger
Wildrick, Todd	Delay one year to stagger
Ferree, Kathy	Delay one year to stagger
Shander, Christine	5/23/2016
Vento, Jill	08/16/2016 done
<u>Volunteer</u>	<u>Background Check</u>
Kreutzman, Sylvia	08/16/2016 done

- 5) 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. - tabled
- 6) Future staffing needs – Musician Coordinator – tabled

Property and Grounds report September 2016

Parking lot crack repair was started on 8-20-16. John Guetzke, Carl Scheid and Stan Justman all participated in the project until rain forced us to end early.

The roof is leaking. A new leak has appeared over the upstairs ladie's rest room off the Great Hall. The leak is in a flat area of roof. This is in addition to the lead in the flat roof over the back stairs. We will have to bring in professionals to repair these roof areas as we do not have anyone in the Congregation that has experience working in this industry.

The leak above the Church office has returned as well. The committee has decided to tear up the shingles in that area to lay down ice and water shield. Matching shingles have been obtained to finish the repair.

God's Blessings,

Kirk Carlson

Property and Grounds

Youth meeting with Christine, Katie McCarley and Shari 9-12-2016

Discussed meeting at Revere's since there was no family to host for 9-14-16 for confirmation class

Donut Sunday- will be ordering supplies for the year

- Will resume 9-18-2016
- Bags of donuts will be \$2 /bag, will make new signing

Discussed youth trip for next year

Discussed youth works trip in Brooklyn NY and dates

Discussed including acolyte to include 5th grades, will look into incorporating next year

Discussed doing a trip to the Dells with Youth and HS

Sunday designations going forward

- 2nd Sunday –HS youth get together
- 3rd Sunday- donut Sunday
- 4th Sunday= Brunch for youth and HS after church

Sincerely

Shari Showers Youth Committee

STEWARDSHIP REPORT

SEPTEMBER 13, 2016

The fall, 2016 Stewardship campaign is being planned around a featured speaker and forum presentation with a brunch (or lunch) on Sunday, November 20, 2016. A speaker has been contacted for a \$2,000 fee plus travel, lodging and meals. (Travel & lodging expenses will be donated from a member's accumulated awards). A food plan will be formulated after the featured program has been booked. The food cost is intended to not exceed \$2,000. Messaging will begin in the CTK Advocate, website, bulletins, news releases, etc. about a month in advance of the event. Also, being planned for the 2016 Stewardship campaign are videos with selected individuals to get their stewardship commitment stories in front of the congregation a couple weeks in advance of Stewardship Sunday. The videos will be produced in an interview fashion, and edited for the best effect.

A Parking lot capital fund drive discussion ensued following a brief phone contact with Baird representative Kurt Brewer. Mr. Brewer handles the Jorgensen accounts that will be providing matching capital towards the new parking lot. Mr. Brewer is a member and stewardship chair of St

Mathews Lutheran Church, Wauwatosa where a one million capital fund raising campaign was just completed. That campaign fund drive is about equal to the annual operating budget of St Mathews, and was conducted with the James Company, a professional capital fundraising firm. CTK's capital funding plan is projected to be significantly smaller, and therefore not conducted with the assistance of a capital fund raising company which can be expensive.

The capital funding campaign is dependent on completion of the planning phases of the parking lot upgrade and portico entry to a point where bidding can commence. We expect that to be completed in 2016, and the capital funding campaign rolled out in the first quarter of 2017. There is a concern that conducting a stewardship campaign and a capital fund campaign without some time separating both campaigns could result in underfunding.

Members of the council are reminded to query the Time and Talent data vault for assistance in carrying on the ministry at CTK. A recent request for bakery was very well received and awarded.

Respectfully submitted

Jon Kilmer, Stewardship chairman