

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
August 18, 2015

Membership Roll:

Present: Toni Palmer, Bev Waltz, LeeAnn Quinlan, Rick Kunstmann, Kirk Carlson, Pastor Jordan, Robin Weiss, Jeff Roth, and Norb Steinbach

Rick called the meeting to order at Pastor Jordan's house at 7:35 p.m.

Devotions: Pastor Jordan

Acceptance of revised Meeting Agenda: Norb moved and Kirk seconded to accept the agenda. Motion carried.

Acceptance of last month's council meeting minutes. Toni moved and Robin seconded to accept the minutes. Motion carried.

MONTHLY REPORTS

Pastor's Report: Pastor Lindsay Jordan

No written report.

Pastor gave his thanks to the council and congregation for his vacation time. And he announced the funeral for Richard Ferree on Friday.

President's Report: Rick Kunstmann

Executive Committee / Council Report for August, 2015

President's Report

Submitted by Rick Kunstmann – August 14, 2015

Chaired the Executive Committee, Council and Long Range Planning meetings.

Met with Pastor Jordan for our weekly meetings.

Met with representatives of the Personnel Committee and Pastor Jordan to discuss some members who are considering leaving our church.

I'm organizing the Brewers outing event that is taking place on August 29th. This year, All Saints and Our Saviors Lutheran Churches and St. Joan of Arc Catholic Church are joining us.

As mentioned last month, the Trinity House was sold. Since then, the Waukesha State Bank has reamortized our monthly payments and reduced them by about \$2,200 per month. At this time, because of our finances, Norb and I have agreed that we will make the smaller payments. When offerings pick up and our financial situation is in better shape, we will revert back to the higher payments in an attempt to shorten the remaining term of the mortgage as promised to the congregation.

The LRP committee is continuing work on additional projects in conjunction with the Stewardship Committee's fund raising plans. These plans will be presented to the Stewardship Committee as soon as all the details are in place.

We have to prepare for the upcoming Council Feedback Forum. Every Council member should be there to be available to interact with the congregation. This forum will be held on Sunday, August 23rd following the Sunday service.

I would like to commend Pastor Jordan, Christine Shander and Amy Bonesho for their participation in the ELCA Youth Gathering in Detroit. They all spent many hours in preparation and during the week long event. The youth were fantastic and enthusiastic in their Sunday presentation to the congregation. This was time and money well spent for our teens.

In Christine's short time with CTK, she is doing outstanding work. They kids seem to love her and so do we. When we you a chance, corner her, pat her on the back and ask her what she is working on – you will be amazed.

Our contemporary musician, Stephanie Luedtke has resigned with only one week's notice. Her last day will be Sunday, August 16th. I asked the Worship & Music and Personnel Committees to convene in a joint meeting to discuss moving forward, with or without a replacement for Stephanie.

Given our financial situation, the Executive Committee was quite adamant in stating that at this time we cannot afford to fill that position.

Treasurer's Report: Norb Steinbach

CHRIST THE KING INCOME & EXPENSES 2015						
				ANNUAL	COMPARED	Difference
		JULY	YTD 2015	BUDGET	LAST YEAR	2014 vs 2015
INCOME						
REGULAR CONTRIBUTIONS		27,956	200,567		208,523	(7,956)
MISSION CONTRIBUTIONS		319	7,675		6,209	1,468
DESIGNATED CTK		340	20,127		14,097	6,030
MAINTENANCE TO MISSION		499	8,230		38,483	(30,253)
YOUTH INCOME		350	12,212		5,201	7,011
OTHER INCOME		0	13,147		11,939	2,098
	TOTAL INCOME	29,464	261,958		284,452	(22,494)
EXPENSES						
MISSION SUPPORT		781	12,865	34,150	21,544	-8,679
CAPITAL PROJECTS		0	1,813	9,400	12,841	-11,028
MAINTENANCE TO MISSION		0	13,869		45,519	-31,650
EDUCATION		981	8,762	14,625	10,737	-1,975
FELLOWSHIP		49	2,326	7,500	2,097	229
INSURANCE		0	5,963	13,500	5,736	227
MAINTENANCE		1,535	16,834	33,250	22,198	-5,364
MEMBER MINISTRIES		215	7,005	8,550	3,282	3,723
MISCELLANEOUS		133	6,198	1,715	3,218	2,980
MORTGAGE PAYMENTS		8,136	49,360	75,800	48,095	1,265
OFFICE		790	9,143	14,700	9,380	-237
SALARIES		11,972	62,510	149,133	44,221	18,289
SALARY PASTOR		7,401	51,668	88,808	45,197	6,471
PASTOR BENEFITS		2,514	18,489	43,167	24,979	-6,490

STEWARDSHIP		0	1,333	2,500	689	644
UTILITIES		2,466	22,694	44,100	26,982	-4,298
WOMENS MINISTRIES		128	3,448	0	705	2,743
WORSHIP		803	7,147	13,425	12,773	-5,626
YOUTH & FAMILY		7,481	20,376	6,000	4,942	15,434
	TOTAL EXPENSES	45,385	321,803	560,323	345,135	
NET INCOME		(15,921)	(59,845)		(60,683)	

NOTES:																			
-----	Total Income does not include the \$7,024 transfer from Vanguard. It is, however, included in our Checking Account balance which on July 31 was only \$1,123. With it we were able to meet our month-end payroll.																		
-----	Because of our financial situation, the only Mission Support we paid was to purchase Diapers for Detroit and a \$40 donation for Family Promise.																		
-----	Year-to-date our average monthly expenses were \$45,972 vs average monthly income of \$37,423. We need to suspend any unnecessary purchases unless we are willing to access our line of credit with WSB at 4.25 minimum interest rate. I also recommend refinancing our mortgage to lower our monthly payment.																		
-----	We have spent \$35,610 of our \$36,773 Restricted Funds for normal operating expenses leaving none of those funds available, including the Maintenance to Mission funds of \$12,258. This is not good.																		

Norb Steinbach
Treasurer

FINANCIAL UPDATE AS OF AUGUST 15, 2015

After paying employees and all other expenses that HAD to be paid by the middle of August, our Checking Account balance is a **MINUS \$1,432**. The largest payment of \$7,460 won't be cashed until Tuesday, which will allow the August 16 offering to be deposited and putting our account on the plus side. Following is a summary of current and known expenses due by month-end.

Current Bills Due Now Various \$ 2,206 (Sontag, Xerox, Sentry, Coffee, Just Service, Fertili zer)

Bills Due by Month-End

Salaries & Benefits (Portico)	\$ 9,305
Utilities (estimate)	\$ 3,000
Mortgage	\$ 4,089
Mission Support to the Synod	\$????
TOTAL Known Expenses	\$18,600

Current Checking Acct Balance - \$ 1,432 This means we need a total minimum of \$20,432 in offerings August 16, the 23rd, and 30th just to break even! Total deposits the first two Sundays in August were \$9,825. We can expect an additional \$2,300 in Simply Giving by month-end. Also keep in mind that we paid no Mission Support to the Synod in July, and does not look like we will be able to do so in August. month-end. Also, the figures above do not include bills that I don't know about.

BOTTOM LINE = Unless we have an increase in offerings, we will need to consider using our Line of Credit with WSB at an interest rate of "bank prime loan rate as listed in the Wall Street Journal" with a minimum of 4.25%. We should try very hard to avoid that. Instead of automatically committing to an expenditure, we need to ask how to get the job done without the expenditure. Expenses are not paid just because it is budgeted. The cash has to be in the checking account, and right now there isn't any.

And by the way, we don't have a printing press.

Norb Steinbach , Treasurer
August 16,2015

Vice President's Report: Toni Palmer
Executive Committee / Council Report for July 2015

Submitted by Toni Palmer, Vice President, on August 11, 2015

1. My family and I helped seed the volleyball pit. Thanks to all that helped!
2. I met with Meredy and Rick. We decided that an informal forum for the congregation and Council would be helpful to promote communication within the church. The Council Feedback Forum will take place in the Great Hall on Sunday, August 23rd after the service.
3. My son, Jack, participated in the National Youth Gathering held in Detroit. It was a wonderful experience for him. PJ and Christine did a great job organizing the event and connecting with the youth.
4. I attended the July Council Meeting. I met with Rick and PJ to discuss concerns regarding membership.
5. I attended the AGC board meeting. Numbers look good for the fall, but there are still some openings. Please spread the word. Summer programming was well received. There was very positive feedback regarding Christine's plans for partnering with AGC on future events.

COUNCIL COMMITTEE REPORTS

Personnel Committee: Linda Hamilton

No written report.

Building & Grounds Committee: Kirk Carlson

No written report.

Worship and Music Committee: Jeff Roth

WORSHIP AND MUSIC COMMITTEE MEETING MINUTES

Christ the King Church – Quiet Room

Thursday, July 30, 2015 – 6:00 p.m.

Present: Jeff Roth, chr., Pastor Jordan, Elaine Broberg, Roland Broberg, Carmen Brammeier, Pr. Gerry

The meeting was called to order at 6:00 p.m. Opening devotions and prayer were given by Pr. Goodrich
Minutes of the April 26 meeting were approved as printed.

Summer Worship Services: Pr. Jordan reported that the Sat. eve. service has been uneven, ranging from 16 to 30 in attendance. If we do a service other than Sun. during summer, the Committee suggests considering Wed. or Thurs. eve. This will be discussed early in 2016. We need to ask the question, “Are we seeing enough people to justify the expense?” In the Sun. morning service, there has been strong singing by the congregation using Setting 8. The question was raised whether we should continue two Sun. services during the summer, as we lose the momentum of the services during the school year by going to one Sunday service during summer. This will be discussed early in 2016.

Use of Pastor Peterson’s Office: Pr. Jordan would like to see this area transformed into a Vestry or Worship Arts room. This would provide an area other than the crowded sacristy or the storeroom for the worship leaders to vest and prepare for worship. A table and chairs could provide a waiting space for worship, and a place to go over details of the service. There should also be a space for hanging robes. This place could double as rehearsal space for the developing worship ensemble.

Robes: Pr. Jordan mentioned that we need to take stock of our robes. On some robes, the Velcro is no longer functional. Also we need to check if we have enough robes in certain sizes; sometimes fitting the youth acolytes is a problem. Some robes need mending. Pastor would like to have hangers/robe cabinet have a color coded system so it would be easier for acolytes and assisting ministers to find their robes. Carmen Brammeier volunteered to be robe mistress, who will check robes for cleaning, mending, etc.

Worship Ensemble: Stephanie has asked the Committee and Council for help in recruiting instrumentalists. Several people have indicated an interest in forming a band. It was hoped this could happen in fall. However, only two or three people have shown up for rehearsals. Especially needed are guitarists and a rhythm person.

Tables for Worship: Pr. Jordan expressed the need for additional tables for use in worship. A quote was received from Dennis Lee Enterprises to build six tables @ \$325 each for a total cost of \$1,950. The Committee did not act on this quote, as there is a possibility of a member building the tables.

Training Sessions for Worship Leaders: Pastor suggested training sessions for people who serve as lectors, Communion assistants, Altar Guild, and ushers. Traditionally, assisting ministers sing the Kyrie and lead in to the Canticle of Praise. Since our AMs do not, can we recruit and train cantors to fulfill

Location of Worship Appointments: Pr Jordan indicated that he has never moved the flag, yet it keeps appearing in various places in the building. Committee agreed that national symbols do not belong in the chancel, and spent some time discussing where is the best place for the flag. Committee recommends that the permanent place be on the front of the left side of the upper sanctuary (across from the sound closet). When we find it moved in other places by unknown individuals, Committee and Council should move it back to its permanent location. Pr Jordan commented that it would be nice to have some banners with Scripture verses on them. He also would like to have the altar moved about 3 feet forward so more of the choir could see it, along with the pastor and assisting minister when they stand behind the altar. Committee said OK to the move; it will take about 4 people with strong backs to move it. We should also consider getting some fabric to cover chancel furnishings, including small tables and the keyboard.

Using bread at Holy Communion: Discussion concerned the varied quality of bread in churches that people have visited—some is very “crummy” while some is firm. Also intinction cannot be used when regular bread is used. It was agreed that bread instead of wafers could be used. It is suggested that regular bread be used on a monthly basis, either on the 2nd, 4th, or 5th Sunday. Elaine Broberg indicated that there are too few people on the Altar Guild to take this responsibility. Along with baking bread, people would be needed to pre fill the trays of individual glasses with wine and grape juice, and clean up afterward (disposable glasses would be used). The Committee gives their approval to whoever is willing to move forward with this project.

Christmas Eve/weekend schedule: Last year Christmas Eve services were held at 3:00, 5:00 and 10:00. Committee recommends returning to CTK’s previous schedule of services at 4:00, 7:00 and 10:00. Since the Bell Choir has usually played at 4:00 and the Sanctuary Choir sung at 10:00, it is suggested that it would be nice to have some special music at 7:00. Perhaps, if an ensemble gets organized, Stephanie could coordinate music for the 7:00 service. Pr Jordan indicated the need for a planning committee for the Family Christmas Service at 4:00. Committee recommends that there be one worship service on Sun. Dec. 27 at 9:00.

Nashotah House Church Musicians Workshop: Nashotah House will host a Church Musicians Workshop from June 13-17, 2016, involving about 24 students and 5 teachers. There is a need to use area churches for about 4 hours per day for lessons, as well as requesting using CTK for a closing recital on Fri. eve. because CTK has the largest organ in the area. Recognizing that Vacation Bible School may also be scheduled that week, W & M Committee requests granting Nashotah House’s request. If the lessons are held during the day, there would not necessarily be a conflict with building use for VBS. Or perhaps VBS would be held on another week.

Miscellaneous: Pr Jordan announced a pulpit exchange with Pr Marilyn Miller from Reformation Lutheran Church, Milwaukee, on Sun. Nov. 15. Roland complemented Pastor on the Youth Service following their experience in Detroit. Carmen mentioned that communication between Council and Committees is not always clear. Pr Jordan asked if we might use Genesee Ridge, the folk music band that Ruth Sternemann plays in, sometime in worship. We need to include funds in the 2016 budget for occasional special groups, something that was not done in 2015. Tim Haggett, who had been a member of the Committee, is moving; their last Sun. here was July 26.

Following a closing prayer by Pr Jordan, the meeting was adjourned at 8:15 p.m. No date was set for the next meeting.

Respectfully submitted,
Gerald Goodrich, Secretary Pro Tem

Youth Report: Samantha Sternemann & Kristy Chesny

August Youth Committee Meeting

Thursday, August 6, 2015

In attendance: Christine Shander, Patty Brock, Georgie Krenz, Paul Sternemann
Additionally, Christine Shander and Samantha Sternemann met on August 10th to further solidify youth ministry plans for the fall.

1. Driver's License Milestone

1. Sam will connect one on one (phone calls) with the potential audience of high school students to assess if we will do this event. We will make the decision by September 8. The event would be held after service on Sunday, September 27.

1. We would target students who receive their temps this fall through students who have received their driver's license.

2. Paul S and Erik Varrelmann would take care of the car portion

3. Pastor and Christine would be asked have something in worship service (liturgy - blessing)

4. Fellowship portion including a meal would be planned

2. Calendar Planning

1. We discussed the need for youth involvement. We will invite all youth but we will specifically try to recruit some individuals (one on one contact asking them to join us). We will not set a commitment requirement, and we will honor if they can only come once every so often. This will help plan events the youth want and it will encourage them to personally invest in the ministry.

1. There is a desire for more service projects. We would like to have these be youth have received their driver's license.

driven. We need to have personal conversations with the youth to help figure out what kind of service projects would interest them. We think this would be a great way to merge their fellowship/experience with church with their school requirements for volunteer hours.

2. Weekly Sunday morning fellowship for Grades 7-12 will be called Sunday Brunch - it will rotate between Poptarts and Prayers, Bacon and Bible Study and Donut Sundays (3rd Sunday) - we will sustain this through family donations

1. Sam will set up a sign up genius for Donut Sunday adult volunteers

2. At the meeting we discussed a need for 1-2 adults and about seven students per donut Sunday. Adults should be there by 7:30 to get the oil frying

3. Sam and Christine met on August 10th:

1. We are planning second and fourth Sunday evening youth group from 6-8 pm.

3. Fundraising

1. Donut Sundays will begin again in the fall. At the meeting we discussed October, on August 10th, Sam said she would like it to begin on September 20th.

2. Gas Card sales will resume in the fall

3. We will look into the Scrip fundraising program

4. On August 10th, Christine and Sam discussed having another Soup/Cookie Jar sale in November since the previous one was popular. She will look into Thrivent Cards to fund this.
5. Georgie was going to look into Pick'n'Save rewards program (she has since found out that they no longer do that).
6. We need someone to help with the Sentry Receipts.

Samantha will follow up with the committee to schedule the new meeting time since our new fall calendars may conflict with our current meeting time.

Fellowship Report :

No written report.

Audit & Budget: Len Caccesse

No written report.

Education: Ruth Beiler & Joanna Ravaris

No written report.

Membership Ministry: Robin Weiss & John Ravaris

No written report.

Stewardship Committee: Jon Kilmer

STEWARDSHIP REPORT

July, 2015

The Stewardship committee reviewed an attendance trend analysis which was presented to the council by Meredy Hase. The committee will be attempting to pull together trend reports showing the number of giving units, and the amount of giving per unit subject to good data being available.

Our next scheduled meeting will be at noon on Monday, August 24th.

Thank you.

Jon Kilmer, Stewardship.

Motion for Acceptance of the Council Committee Reports by Jeff and seconded by Norb. Motion carried.

Old Business:

Discussed financial status of church.

Council feedback forum will be held informally one on one with council members wearing name tags.

New Business:

Do we have to access our credit line to cover payroll and pay bills? – Discussed that Norb and Rick will utilize their authority to access up to a \$10,000 line of credit (similar to bank overdraft protection) to pay any bills necessary, as per our bylaws.

Sunday services/contemporary musician - Discussed the time of service changes back to the traditional 8:15 and 10:45 and why they were chosen by the Worship committee. Also, discussed Art's willingness

to fill in for Kathie as necessary after the death of her husband. Continuing talks and plans to be held for filling the contemporary musician/music opening.

Weekly bulletin – Feature article, Committee of the week: Rick proposed highlighting the work of all the individual church committees on a rotating basis.

Volunteers on Friday - Discussed that they are still needed. Perhaps more delegating is necessary. Bev will follow up on personnel regarding this item.

Oktoberfest event – We plan to continue but scale it down due to our financial situation. Discussed possibilities to contacting community members to help with beer sales, tents, etc.

Motion for Adjournment:

Jeff moved and Kirk seconded. The meeting was adjourned at 9:12 pm.

The Council closed with a prayer from Pastor Jordan that our partner church uses.

Respectfully Submitted,

LeeAnn Quinlan
Council Secretary

Next Meeting: September 8, 2015

Refreshments and Devotions: Ruth Beiler