

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
June 13, 2016 – 6:30 pm

Membership Roll:

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

Absent: Carol White and Jon Kilmer

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

Opening Prayer/Refreshments: Sue Etmayer

Acceptance of Meeting Agenda

Meredy moved and Bev seconded to accept the agenda. Motion carried. Kirk moved to add "Garage" to agenda under New Business. Norb seconded agenda change. All approved. Motion carried.

Acceptance of last month's (May 10, 2016) council meeting minutes. Norb moved and Shari seconded to accept the minutes. Motion carried.

Motion to accept council email meeting by Meredy and seconded by Amy M. Motion carried.

Leadership Training: Pastor Jordan

Matthew 28: How do you show Jesus? Mission/God's Presence (handouts given on Congregational Life Stages)

MONTHLY REPORTS

Pastor's Report: Pastor Lindsay Jordan

Pastor's Report

Church Council

June 2016

I've Been Away

In the month since our last meeting, I've been away from the parish for three weeks. First, I attended a continuing education event in Atlanta. I also took two weeks of much-needed vacation.

Continuing Education Week

I traveled to Atlanta, GA, to attend the 2016 Festival of Homiletics. It's a gathering for preachers that features preachers. The event was five full days of learning, morning to night. Each day there three or four worship services provided opportunities to hear sermons preached by leading preachers in the church today. Between services were workshops and lectures. I listened to four lectures a day. Each centered on topics critical to preaching: method, poetry, cultural issues, mission, etc. I can easily say that this was one of the best events I've attended. It definitely lived up to the hype it receives from other clergy.

Vacation Time

Much of my time off was spent doing yard work and preparing for Paul's graduation. I am grateful for the time and have returned more rested.

Synod Assembly

Between my two weeks of vacation I attended Synod Assembly. I always enjoy Synod Assemblies because they help us see the bigger picture of the ministry that we are part of. As a church of the ELCA, we participate with 129 other congregation in our area in ministries that we could never do alone. We feed the poor, we walk with the homeless, we strengthen congregations that struggle. We provide student ministries at UWM and Marquette and so much more.

The big news in our synod is the election of The Rev. Paul Erickson to succeed The Rev. Jeff Barrow as bishop of the Greater Milwaukee Synod. Bishop-Elect Erickson is well-steeped in congregational development and has a passion for God's mission. He is an outstanding pastor and will be a gift to our synod. I look forward to getting to know him more.

Of course, Pastor Erickson's election meant that I was not selected as bishop. For this, I'm grateful. The decision to allow my name to be put into nomination was a very difficult one for me. I struggled with whether or not I was called. I did not sense the call, but others felt my name should be among those lifted up. They believed that I may be called to be bishop. Of course, the only way to know for sure, is to go through with the process and to let the Holy Spirit lead the discernment. The Lutheran understanding of "the Call" is that the call always comes from the outside and that we do not manufacture it from within. For this reason, I needed to enter into the discernment/election process. I am neither surprised nor disappointed that I was not elected. I am, however, grateful for the affirmation that I am called to this congregation. I am also thankful to have stood with other strong pastors who were going through the same process as I.

Little Lutheran's Playroom and the Quiet Bags

Yesterday, I saw in my email notice that Linda Neumiller has resigned from two ministries she has led among us. She stepped down from serving as the coordinator of Little Lutheran's Playroom and the lead person taking care of our Quiet Bags for worship. Her resignation is effective immediately. Her departure from these posts do not come as a surprise, as she's told us for quite a while that she was nearing the end of her time in these roles. We did not, however, know when she would step down, whether it would be soon or sometime in the distant future.

I called and spoke to Linda, yesterday. My main purpose was to thank her for her for the seven years of service she gave in this position. She said she enjoyed her time in the room and that she loves the children she has been with. I've seen her deep dedication in the ways she has maintained the room and provided activities for the kids in attendance.

Linda says that she has been discouraged in this ministry by the lack of children taking part in it. She regularly has one or two children: Peyton and Savannah. Peyton is now at the age where he will be able to take part in Godly Play. Savannah's dad usually accompanies her when she is in the playroom. For this reason, she feels that her departure at this time will not negatively impact the role this room plays in our community.

Tasks before us:

1. To thank and honor Linda for her work among us.
 - a. I'd like us to do this on Sunday – or another week, if she's not here this Sunday.
2. To determine which committee this ministry resides under. Its oversight has never been designated, so this is a ministry without a home.
3. To charge that committee with 1) a review of the ministry and 2) the task of discerning this ministry's future.
4. To ask that committee to staff the ministry, based on its determination on #2.

PJ's Upcoming Schedule

Vacation

July 25-31, including 1 Sunday

August 22 - September 4, including 2 Sundays

President's Report: Toni Palmer

Executive Committee / Council Report for May 2016

Submitted by Toni Palmer, President, on June 14, 2016

1. I attended the May Executive Committee meeting and Council meeting.
2. I met with Christine regarding Godly Play several times. Godly Play has been launched and is going well. Thanks to Christine for her efforts on this new ministry for our children. Also, thanks to Council for being so accommodating about changing the Godly Play room to the conference room.
3. Christine and I decided to start another youth fundraiser by selling items purchased from OldLutheran.com. These fun items include t-shirts, coffee mugs, canvas bags, and foam fingers.
4. I assisted in the rummage sale. Thanks to all that donated items. Anything that was not sold was donated to local charities.
5. I had several meetings and conversations with Pastor Jordan, Christine, council members and parishioners regarding CTK business.
6. I attended the listening session regarding services hours. Christine sent an email to Sunday School families to get their input since only 2 families were represented at the listening session. Thanks again to Carol White and the Worship and Music Committee for their efforts in running the session.
7. I attended another lovely Monday Mavens event. We made earrings and/or garden stakes. 25 + ladies attended. Thanks to our Fellowship Committee led by Bev Waltz and to Carol White for being our instructor.
8. Cheryl Steinbach has agreed to be the contact person for the gardens. Thanks Cheryl! Most of the gardens have an "owner." We are still looking for a few more gardeners and weeders.

Vice President's Report: Sue Ettmayer

Vice President Report

June 2016

The Long Range Committee met in May. The congregational vitality survey was briefly discussed and the committee members did the exercise on vitality, the "congregational checkup". In reviewing and discussing the survey results, 2.83 which is considered struggling, the consensus was that we connect to one another well, but are lacking in connecting with God and the world. Our worship service is inconsistent in making a connection to daily life and we don't equip our congregation in how to share their faith with others. We also are very resistant to change and trying to do things differently. We do not share information as well as we should

with the congregation. And while we have several outreach programs, we do not work with local partners within our neighborhood besides giving them a place to meet. We no longer have ties to Rogers Hospital or St. John's. A second part of the vitality survey, factors that impact vitality, was completed and the tallied results and discussion will continue at the next meeting

The current request by council to come up with alternative options for the parking lot was reviewed. The council thinks the parking lot is a safety concern and needs immediate addressing on a smaller, less expensive scale than the 385,000 project put forth.

The committee agreed to have 3 proposals, 2 others than the existing one for \$385,000 and a quote for repair only of the current parking lot.

The first proposal would be ripping up the existing asphalt and putting down a rolled gravel with traffic bond. This could be an end all solution or it could be the base for the prosed \$385,000 project. This proposal would be the size and layout of the current proposed lot and include speed bumps for the safety of children of AGC.

The other proposal would be to rip out the existing lot and put in new asphalt. We would look at hiring a small local contractor. There would be no changes in size or design of the current lot.

Currently three vendors have been contacted for quotes for repair and replacement with asphalt of the parking lot. Once quotes are available we will need a council recommendation on how to proceed with the parking lot before a meeting is held.

Additionally, work has been started on updating the council handbook. All council members will be contacted regarding their respective duties so the revision is current with responsibilities of each area. All other committees not currently reporting to a council position will be detailed in the handbook as well. This revision should be completed this summer.

Respectively submitted,

Sue Ettmayer

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

Treasurer's Report: Norb Steinbach

CHRIST THE KING INCOME & EXPENSES 2016						
				ANNUAL	COMPARED	Difference YTD
		MAY	YTD 2016	BUDGET	LAST YEAR	2016 vs 2015
INCOME						
	REGULAR CONTRIBUTIONS	45,583	172,513		146,362	26,151
	MISSION CONTRIBUTIONS	657	2,392		6,525	(4,133)
	DESIGNATED CTK	16,317	64,170		18,462	45,708
	YOUTH INCOME	573	2,841		6,205	(3,364)
	OTHER INCOME	2,157	7,643		12,472	-4,829
	TOTAL INCOME	65,287	249,559		190,026	59,533
EXPENDITURES						
	MISSION SUPPORT	2,000	10,177	31,000	10,425	-248
	CAPITAL PROJECTS	0	0	7,800	12,879	-12,879
	EDUCATION	235	3,459	16,100	8,027	-4,568
	FELLOWSHIP	1,460	2,403	9,750	1,887	516
	INSURANCE	0	2,781	13,500	3,297	516
	MAINTENANCE	2,052	13,091	30,000	14,003	-912
	MEMBER MINISTRIES	719	2,701	6,800	6,372	3,671
	MEMORIAL FUND	0	6,399	0	0	6,399
	MISCELLANEOUS	112	397	5,309	5,309	-4,912
	MORTGAGE PAYMENTS	4,068	20,340	48,816	27,483	-7,143
	OFFICE	1,498	6,234	14,800	7,362	-1,128
	SALARIES	12,329	61,180	150,508	39,185	21,995
	SALARY PASTOR	7,670	37,722	90,964	36,877	845
	PASTOR BENEFITS	3,613	14,155	48,617	13,141	1,014
	STEWARDSHIP	257	702	7,250	1,057	-355
	UTILITIES	2,433	15,338	41,300	17,931	-2,593
	WOMENS MINISTRIES	0	675	0	3,275	-2,600
	WORSHIP	1,093	5,292	20,550	5,527	-235
	YOUTH & FAMILY	585	1,624	12,500	11,475	-9,851
	TOTAL EXPENSES	40,124	204,670	555,564	225,512	-20,842
	NET INCOME VS EXPENSES	25,163	44,889			
	Maintenance to Mission Income	938	2,482		6,541	
	Maintenance to Mission Expenditures	0	0		12,878	
NOTES:						
	---- May was an excellent month financially. Regular Contributions were enhanced with a significant contribution and we received an additional \$12,400 in Memorials; \$10,000 in memory of Dorothea Jorgensen, and an additional \$2,400 from the Hoffmann estate. Memorials for this year exceed \$56,400 which is the reason Total Income is \$249,559 and up \$59,533 compared to last year.					
	---- Expenses are trending pretty much in line with budget. We will be paying out \$4,600 in scholarships early in June and am not aware of any unusual expenses on the horizon. For your information, our Mortgage Balance is \$462,725.					
	---- Mission Support of \$2,000 was paid to the Greater Milwaukee Synod. We are About \$7,000 behind on our 10% of Regular Contributions commitment (172,513 x 10% = 17,251). We have paid only \$10,177 so far. I will continue paying the synod every month, but hold off on our other commitments until the Fall.					
	---- Maintenance to Mission fund balance is \$14,690, of which \$4,891 is designated for Mission Support, leaving \$9,799 for projects. Change to Change the World fund stands at \$2,027.					
	---- Checking Account Balance on May 31 was \$154,479. Our Restricted Funds total \$156,124, which means we used \$1,645 of restricted funds for operating expenses. A substantial improvement from last month!					
	Norb Steinbach Treasurer					

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

Old Business:

Parking lot – Sue Ettmayer

Motion made by John G. to repair church parking lot not to exceed \$15,000.00 using remaining available Maintenance to Mission funds and to take to congregation for approval on July 10, 2016. Seconded by Norb. All approved. Motion carried.

A/V update – Carol White (absent) - Needs more time.

Service time listening session update – Carol White (absent)

Toni stated that since there were only 2 families with young children at the session that more time will be spent polling members with young children.

Godly play – Toni Palmer/Amy Bonesho

Christine demonstrated Godly Play during church service. It went well. Toni thanked all those that allowed Godly play to move forward in the conference room.

New Business:

President Toni Palmer moved the meeting into Closed Session at the request of Personnel committee chair, Meredy Hase.

Closed Session: Personnel – Confidential

President Toni Palmer moved the meeting into Open Session at the close of the discussion led by Personnel committee chair, Meredy Hase.

New Garage (or addition) – Kirk proposed plans to add onto current church garage. All agreed that he could continue with the designing and planning phase. And Garage will be put on next month's council meeting agenda.

COUNCIL COMMITTEE REPORTS

Personnel Committee: Meredy Hase

Personnel Committee Minutes – May 31, 2016

1. Members attending: Lynn Hansen, Mary Hansen, Jayne Hinkens, Pr. Jordan, Sue Seegert, and Meredy Hase (chair).

2. Position Agreement Christian Education Coordinator – The Committee finalized the Position Agreement for Christine Shander in accordance with the 2016 budget and the Council approval of paid time-off.
3. Budget Review - at the request of Audit and Budget chair at the May 2016 Council Meeting, the Personnel Committee began a review of the tasks and budget for cleaning, grounds keeping, and snow removal. Mary Hansen reported on the cleaning tasks for the church proper and for All God’s Children (AGC0 pre-school. The cleaning tasks outlined in the AGC Lease 2015 were also reviewed. Meredy was directed to present options to the Executive Committee and then the Council.
4. Personnel Policy Manual, April 2016, Draft – Review of the draft Version 1 Personnel Policy Manual. Tabled discussion because of time.
5. 2016 tasks
 - a. Draft and present to council a revised Policy 2.5 Personnel Policies July 2008 – pending
 - b. Review all Job Descriptions and Position Agreements and revise and replace as needed – in order of priority are Custodian, Groundskeeper
 - c. Draft and present to council a revised Policy Personnel Committee section of the Council Organizational Manual Nov 2009. – Tabled.
 - d. Establish a goal-oriented Employee Review process. – Tabled.
 - e. New positions for consideration – Music Coordinator and Communications Coordinator

Executive Committee Meeting, Tue, June 7, 3:30pm

Meredy met with the Executive Committee to discuss the hire of a temporary cleaning service for vacation coverage during the week of June 13, 2016 and to discuss the overall 2016 budget for cleaning, grounds keeping, and snow removal. She was authorized to hire Coverall cleaning service up to a maximum price limit that stays within our 2016 budgeted costs. She will also request of the President, a Closed Session regarding Personnel under New Business during the Tuesday, June 14, 2016 Council Meeting.

Respectfully submitted by Meredy Hase, Personnel Committee chairperson, June 11, 2016

Building & Grounds Committee: Kirk Carlson
Property & Grounds Report May 2016

Thank you to Janet and John Guetzke for weeding the gardens and Spreading mulch around the plants. These areas look great!

Thank you to Todd Showers for repairing the roof above the Church office. After he finished, we had one of the hardest rains in recent memory and the office was dry!

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

Preliminary plans for the proposed 22' by 26" garage will cost about \$3,200 dollars for materials. It would have a 32" X 80" service door 9' X 7' overhead door. We believe that we can build the garage with volunteers from the congregation. We were quoted \$5,500 for a floating concrete slab. We only have one bid at this point for the concrete.

We will need to apply for a building permit.

Our proposal is to build the new garage directly to the north of the existing AGC garage. This would allow us to tap into the electric service from the existing garage.

We had the AC in the Vestry office checked out by Just Service. They indicated that the unit was functioning but suggested that we close the vents in the old office and storage closet to get enough cooling in the meeting space. We are spending \$150 to upgrade the lighting in this office to LED which will be brighter and cheaper to operate.

God's Blessings,

Kirk Carlson
Property and Grounds

Worship and Music Committee: Carol White

No written report.

Youth Report: Shari Showers

June Youth Report

Rummage Sale

We had the rummage sale on June 4, 2016. Total made was \$875. No one volunteered to help clean up via sign up genius. Luckily we had Rich Quinlan and Katie McCarley to help pack up and the Showers family. Todd Showers picked up the bill for area rental for \$75 of charges for the rolling racks. Not a lot of youth volunteered for this, so we will have to keep that into consideration for the future.

Thoughts on the rummage and lack of attendance from the community

- Construction
- Weather (rained from noon to 2pm)
- Possibly have for 2 days vs. only one day for 6 hours (Friday-Saturday)

Christine and I will be meeting this week to discuss upcoming things. No one could make the meeting on Sunday but Christine and Shari, another issue with our group.

Six Flags may be postponed due to losing a driver that was supposed to happen Tuesday June 14th.

Sincerely
Shari Showers Youth Committee

Fellowship Report: Bev Waltz

Fellowship Report - June 2016

No meeting held this month due to scheduling conflicts. Communication via email.

A bulletin board has been started outside of the kitchen. Decorating will finish this month.

MAY ACTIVITIES

17 Mavens enjoyed a manicure or pedicure during our outing.

1 person (Bev) attended the CTK Square Dancing get-together prior to the Hartland Hoedowner's anniversary party.

JUNE

Bevy of Beads will be held on June 13th. 22 Mavens joined us to make garden stakes and earrings.

In June, CTK members and friends are invited to join us "The Importance of Being Earnst" at Lapham Peak. Tickets can be purchased at the venue. (The event will be canceled for weather based on decisions made by Summerstage.)

Wauk the Walk kicks off on Friday, June 17th.

JULY

Mavens will meet on July 11th for a pool party at Jane Robinson's home.

Congregation will be invited to attend Mary Poppin's at the matinee showing at KM. RSVP and payment will be required soon so we can purchase group tickets. Those interested can join us for lunch at Buzz Cafe.

FUTURE EVENTS

We will have a Ravinia Night (IL) later this summer. More details to follow.

Respectfully Submitted, Beverly Waltz, Fellowship

Audit & Budget: John Guetzke

No written report.

Education: Amy Meier

Education Committee Meeting Minutes June 8, 2016

Present: Mary Hollister, Sherie Trafton, Christine Shander

Godly Play kicked off on June 5th with a great start! We had 11 children participate. On Sunday, June 12th, Godly Play will take place in service to showcase it to the congregation. It will resume in the regular room the following week.

We had a large turnout for the teacher recognition brunch on May 22nd. We will add this to the calendar again for next year.

Lego night was held for the first time. We had 4 children from two families participate. We are going to hold off on further Lego nights until later this summer or fall.

Christine and PJ are discussing the possibility of an elementary faith builders group in the fall. The "Travelling Paul" project is underway. This is similar to "Flat Stanley." Families are encouraged to take Paul along on their summer travels and send in pictures of the different places they go. This will help to keep families connected and thinking about church during the summer months. The pictures will be shared with the congregation during church service.

Surveys were sent out to the Sunday school families the last week of May. So far, there has been very little response. Hopefully, more surveys will come in.

We are well into Vacation Bible School mode:

- Mary Hollister has created much of the decorations. Some set up will begin this Sunday and continue through the next two weeks.
- There are currently 67 children registered. Children can also register the day of.
- Christine continues to recruit volunteers.

Submitted by: Amy Bonesho

Membership Ministry: Amy Bonesho

No written report.

Stewardship Committee: Jon Kilmer

STEWARDSHIP REPORT

JUNE 14, 2016

T&T has high priority. For our November Stewardship event, I am hoping for a reply from Brad Hewitt about speaking, and that event could be discussed some. I asked Pastor Gerry Goodrich to write an article on stewardship for the Advocate this month, and he agreed. I think it well to get input on the subject from others, and Pastor Goodrich has some strong feelings about stewardship. We should have received some blank giving envelopes in the office to provide those that use simply giving, etc. Need to get the second quarter giving summaries out shortly after the end of the month with a letter.

Attached and also placed in the electronic Council Drop Box under 01-Council Procedures is the 2016 Final Time and Talent (Form) (Responses) 06142016 results in Excel.

Once you open the Excel file, tab across each area of interest at the bottom of the workbook, e.g. Giving, Worship, Worship Support, etc. Within each worksheet, as you page down, you'll find specific tasks within each area of interest. Under each specific task you'll find you're volunteers.

Search across all worksheets even remotely related to your committee or program. A volunteer might have skipped an area and commented about an area of interest in another.

Here is the the link you can use for "real-time updated" view-only access.

<https://drive.google.com/open?id=1FnGhmj0thaMOT8a1Yu0Y9WdviiJpeBjX2IPwJ2PTFM>

All volunteers for your committee or program should be contacted and thanked in the very near future. This is your opportunity to enlist them and also to ask if they can help in another way as well.

Let me know if you have a question.

We are blessed at CTK by so many willing hearts.

Thank you.

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

Motion for Adjournment:

Amy M. moved and John G. seconded. The meeting was adjourned at 9:15 pm.

The Council closed with the Lord's Prayer.

Respectfully Submitted,

LeeAnn Quinlan
Council Secretary

Next Meeting: July 12, 2016

Refreshments and Devotions: Norb Steinbach