

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
January 9, 2018

Membership Roll:

Present: Pastor Jordan, Carol White, Norb Steinbach, Jon Kilmer, Barb Hamann, Sue Ettmayer, LeeAnn Quinlan, Mike Hase, Kirk Carlson and Shari Showers

Absent: Meredy Hase (sick)

Sue called the meeting to order at 6:35 pm.

Opening Prayer/Refreshments: LeeAnn

Motion to accept meeting agenda (as changed by Sue to add Stu Tentoni). Motion by Carol and seconded by Barb. Motion carried.

Motion to approve the December 13, 2017 Council Meeting Minutes moved by Norb and seconded by Shari. Motion carried.

Monthly Reports:

President Sue Ettmayer

Sue announced Teri Bergendahl's letter of resignation. She said that Teri stated she will help with the transition. Her resignation is effective on February 14th. The congregation will be notified. Personnel Committee will meet and look at the position.

Vice President Carol White
Pastor's Report Pastor Jordan

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

Treasurer's Report Norb Steinbach

Norb stated that December was the 2nd highest income for a month in the last 10 years. The deficit is the difference between the checking and restricted balances. The deficit of about \$26,000. Is there a way that we can pay off this deficit?

Motion to accept the Treasurer's report and approve the actions of the treasurer by Kirk and seconded by Barb. Motion carried.

Motion to accept the committee reports and approve the actions of the Committees as stated in all reports by Carol and seconded by Amy. Motion carried.

OLD Business:

2018 Budget Sue/Mike

The 2018 Budget was changed from the original one (salary changes were made). It was reviewed and discussed again about making additional cost cuts. It was suggested to Mike to add offsets that pay program expenses at the bottom of the budget. Pastor suggested that we give this issue to Executive Committee to resolve and restructure the budget. Carol suggested to pull out categories that have an income to offset the cost. Jon suggested that council proposes and presents only one budget to the congregation. LeeAnn suggested that we keep Mark at the original plan of working 28 hours a week.

Annual Meeting Sue Ettmayer

The Annual Meeting is planned for January 21st. There will be a 20-minute break between church service and the meeting. Sue asked that cheese and sausage be brought as well as usual coffee hour treats.

Place for donations/handicap seating Pastor Jordan

Sue talked to a church member that would use the handicap space.

New Business:

Stu Tentoni – stained glass panels

Stu talked about the stained-glass panels and where to put them. Part of them are currently in the Cry Room. There are more of them. Stu suggested that there be a lighting consultant brought in to determine lighting needed in the cry room so that it shines through. Stu stated that he would donate this cost to the church. The determination for the use of the rest of the panels will be forwarded back to the Worship and Music Committee. Jon suggested perhaps using them when we change the Narthex in the future. Stu can go forward through the Worship & Music Committee.

Election of 2018 Council President Sue Ettmayer

Motion to elect 2018 council positions by Sue and seconded by Jon.

Sue Ettmayer, President and Carol White, Vice President will split their positions for the next 2 years. Carol moved for Sue Ettmayer as president and Mike seconded. Motion carried. Norb moved that Carol White be vice president and Kirk seconded. Motion carried.

Council officer appointments 2018 President

Carol moved that LeeAnn Quinlan continue as secretary. Norb seconded. Motion carried. Sue appointed Mike Hase as treasurer for a 1-year term with council approval. So moved by Carol and seconded by Shari. Motion carried.

Council committee appointments: 2018 President

Jon Kilmer – Stewardship
Kirk Carlson – Property and Grounds
Amy Bonesho – Education
Shari Showers – Youth and Family
Barb Hamann – Outreach

The above council positions have been appointed by Sue.

Vacant positions:

- Audit and Budget (determine position and needs)
- Personnel (Will be led by committee until a chairman is appointed.)

Appointment of non-council chairman:

Vicky Jaeger – Worship chair person
Bev Waltz – Fellowship chair person
Donna Finch – Membership chair person

January 28th will be installation of new council members.

Resolution A/V Fund

2018 President

Motion to approve the Resolution of A/V Fund (attached at end of reports) by Carol and seconded by Norb.
Motion carried.

Motion for Adjournment by Carol.

Closing Prayer – Lord’s Prayer

Meeting adjourned at 8:25 pm.

Respectfully submitted by,

LeeAnn Quinlan
Council Secretary

REPORTS TO FOLLOW

President Report January 2018

The annual report was prepared and is currently being printed. Thank you all for submitting reports promptly. It was much appreciated by office staff as the procedure went very smoothly this year.

At my request of the Worship and Music Committee, a resolution regarding an AV fund has been brought forth to council for approval this month.

Thank you to Joel Gerth and Pastor for cleaning up and rearranging the upper sanctuary. The location of items, including handicapped seating, will be reviewed by council this month.

Several false fire alarms occurred the first week in January due to a problem with one of the alarms which has now been replaced. Procedures and those on the call list for responding to alarms has been updated with the Alarm Company and city of Delafield. These procedures are also located in the council dropbox.

CTK Vice President Report January 2018

Our major focus continues to be on the 2018 budget.

As there are no other matters to report from December 2017 activities I would like to comment on the wonderful work that both Teri Bergendahl and Mark Gould did with our children for their Christmas program this year. Those that were in attendance that Sunday shared in a wonderful message that engaged our children. Thank you Teri and Mark for your hard work!

Submitted by: Carol White

Pastor's Report

January 2018

We are Followers of Jesus gathered at the table, to worship, grow and serve.

Receiving New Members

This Sunday we received new members into the congregation. We use the rite of Affirmation of Baptism to do so. The following were received: Tim and Libbi Howe, John and Toni Schnorr, and Alex and Josh Paral. We are blessed by their inclusion. As leaders, please seek them out and help them become a part of our community. Watch for them regularly and visit with them. Introduce them to others.

Worship

Lent is Soon to Begin

Ash Wednesday is February 14. As is normally the case, we will worship together in the evening, with the imposition of Ashes. This begins our forty-day journey (not counting Sundays) through the lengthening days of spring, toward the observances of Christ's death and resurrection. We will be singing Holden Evening Prayer during midweek services. The focus of our worship gatherings in Lent will be: "Following Jesus, with

Paul the Apostle.” As leaders, please be active participants in these services and encourage people to be involved. Lent and Easter are the most important seasons of the church year.

Worship Services and Growth in the Church

Recently, Sue alerted me to statistical growth seen in worship attendance this year. I’ve taken a look at the numbers and see it as well. I compared attendance according to four categories: January to May; June to August; September to December; and Complete Year.

January to May, this year, we saw a 6% decrease over 2016. That amounts to an average of 10 fewer people. That we only saw a 6% decrease over the year before surprises me on two levels. First, I am surprised because for many years, pastors were advised that churches normally experience about a 25% drop in attendance when they move from two services to one. This leaves me to wonder what would have happened if we had stayed at two services... Second, these are the months in 2017 when we were in the midst of painful conflict. I would have expected to see a larger drop during that time. Again, I wonder, what might have happened if we hadn’t had that time of pain.

In the summer months, we saw a 13% increase in worship attendance over the summer months of 2016. This amounts to an increase of an average of 16 people per Sunday. This is something to celebrate.

We also saw an increase in the fall months of September to December. We had 10% more worshippers present on average over 2016. In real numbers, this amounts to an increase of 14 people on average.

For the entire year, our worship growth was 3%. The drag of the first part of the year held us back.

	2016	2017	% over 2016
Jan-May Total	3693	3473	
Sun w/ values	22	22	
Average	167.9	157.9	94.0
	1605	1674	
Jun-Aug Total			
Sun w/ values	13	12	
Average	123.5	139.5	113.0
	2465	2875	
Sept-Dec Total			
Sun w/ values	17	18	
Average	145	159.7	110.2
	7763	8022	
Complete Year total			
Suns w/ values	52	52	
Average	149.3	154.3	103.3

Number of Worship Services

I believe it is important for us to begin talking about a second Sunday morning worship experience. I brought this to table of last month’s executive committee and would like to keep the conversation going. My rationale for talking about this is related to this congregation’s desire to grow numerically.

Generally, when congregations want to grow they work on increasing worship service options for the congregation. The primary interaction most people have with a congregation happens on Sunday mornings. Having more options will help us grow.

Common wisdom shared among leaders trying to grow churches needs to be considered. There was a time when it was frequently spoken that once a congregation’s primary seating space (not including choir lofts, etc.) exceeds 75% capacity, people feel uneasy. When people feel uneasy in a space, they are less likely to

return regularly. Growing congregations do not typically grow their average attendance over the 75% capacity mark without adding a worship service.

We are approaching the 75% mark of capacity, based on average worship attendance. Our main sanctuary seats about 225. 75% of capacity is 168. This fall, we averaged 154 people on a Sunday. Often some of these folks are in the periphery: the upper sanctuary and the choir loft, so we still have room to grow before hitting the 75% mark. However, it is important to note that if we eliminate two Sundays on which we had uncharacteristically poor worship attendance (Christmas Eve and New Year's Eve) our average attendance is 167. Eight Sundays this fall, we exceeded 168 people in worship.

I have heard from active members that they do not attend worship nearly as often because 9:00 is too early for them. Some of these are elderly folks who do not get going easily in the morning. Others are families who have busy schedules. After eliminating the fall service, we heard from families that they were disappointed. We don't see them, anymore.

These factors encourage me to encourage conversation about a second worship services. So, I'm lifting it up, again, so that we might talk about this in meaningful ways, intentionally inviting input from the congregation, trying hard to listen to voices that aren't regularly present.

Upper Sanctuary Seating Area

Vicky Jaeger has been advocating on behalf of people in the congregation who come in wheelchairs. Up until recently, we had three people regularly worshipping in wheelchairs. Now, we have two. She has rightly observed that our space for wheel chairs was taken away after pews were put along the railing. This wasn't a big issue until we added the AV console into the middle of the area, reducing available space for those in chairs.

We are hearing several voices advocating for different priorities in the upper sanctuary. Joel and I worked together to put together what we considered the best possible solution to the various concerns. Those concerns include: 1) having space for people in wheelchairs and their families, 2) having coffee in the upper sanctuary, 3) keeping the upper sanctuary neat, 4) making sure that chairs, benches, and other fixtures do not impede doorways.

I continue to be concerned about creating too much seating space in the upper sanctuary. The more we have sitting up there, the harder it is for them to be part of what happens on the floor. On Sundays when attendance is lower, we can have half the main sanctuary available and still have ten to twenty people in the upper sanctuary... this division works against a sense of community, wrongly gives a sense that worship is a spectator activity that you watch as an individual, and makes it harder for energy to flow in the sanctuary. Providing seating up above is the same as encouraging people to sit up there. This inhibits our ability to grow and to be a community gathered around the table. What host would willingly advocate for guests of a dinner party to be seated away from the main gathering space?

I am advocating conversation about the following:

- How many seats should we set up in that space?
- How can we be sure that we keep the area clean?
- How do we maintain a space for wheelchairs?
- How do we keep areas near doorways obstacle free for people with special needs, or for many people needing to move quickly in the event of a fire?

Grow

Guiding Word Project Celebration

Wednesday night, February 7, our youth will be presenting their Guiding Word projects to the congregation, beginning at 7:00. The last couple years we only had a few people, outside of parents, come to listen to their reports. I'd like to encourage you, as leaders to help build support for our youth. Come and be a part of their night. Invite others to join you. When our youth do something special, like this, we should surround them with love and excitement.

PJ leading Bible Studies and Adult Forums

We are making slight adjustments the manner in which we do adult education activities in the congregation. Programs will continue as planned, but I am stepping into the leadership of certain ministries.

As a result of Pastor Goodrich’s accident, I am now teaching the weekly Bible Study he regularly taught. I love teaching and am glad to be doing this in his place. However, I hope to be doing so only until he is able to be back on his feet and present to teach. He is quite a gift to our congregation and has been an important part of our community. We are studying the book of Galatians. Classes meet Thursdays, 9:30 a.m. in Room 2017.

I will be taking a more active role in Adult Forum each week, regularly teaching and again coordinating what is happening from week to week. If you are hoping to use a week for a ministry project in your purview, please let me know those dates, right away, as the schedule for the coming months is coming together.

Notice About This Section

You’ll notice that the section about growth in worship attendance is not included under the topic “Grow.” When we speak of growth, the first and foremost question in our minds is whether or not our ministry is helping to cultivate Faith Formation and Christian Growth. It is concerned with practices of forming disciples who follow Jesus. That is because this section is about growing in faith. Worship attendance is an administrative function of our worship ministry. It does not necessarily correlate to faith formation.

Coming Up

February

1-3 PJ away for a few days. Thursday night through Saturday, not vacation time
 7 Guiding Word Celebration – Upper Sanctuary
 14 Ash Wednesday

March

25 Sunday of the Passion
 29 Maundy Thursday
 30 Good Friday

April

1 Easter Sunday
 7 Holy Humor Sunday
 14-21 Adult Service Trip to Houston – Saturday to Saturday – I will be gone 1 Sunday

May

6 Affirmation Sunday – DT Youth Affirm God’s Work for them in Holy Baptism
 14-21 PJ doing Continuing Education: Festival of Homiletics – Gone one Sunday (21st)
 20 Pentecost Sunday

June

5 Blessing of Graduates
 12-17 ? VBS
 25-July 2 Youth Gathering

CTK INCOME & EXPENSES SUMMARY 2017

	<u>December</u>	<u>YTD 2017</u>	<u>2016</u>
<u>OPERATING INCOME</u>			
REG CONTRIBUTIONS	65,639	391,680	407,006
MISSION CONTRIBUTIONS	5,915	28,554	9,382
DESIGNATED INCOME CTK	9627	43,516	30,763

YOUTH INCOME	0	3,803	6,645	
OTHER INCOME	4030	25,636	15,291	
TOTAL OPR INCOME	85,212	493,189	469,087	
OPERATING EXPENSES				YTD BUDGET
MISSION SUPPORT	3,623	44,440	38,780	32,800
CAPITAL PROJECTS	0	11,203	1,139	22,000
EDUCATION	339	10,575	11,130	8,750
FELLOWSHIP	1,728	10,674	13,700	9,600
INSURANCE	3,400	13,653	13,351	13,800
MAINTENANCE	4,429	29,548	26,202	33,400
MEMBER MINISTRIES	265	4,157	6,902	6,300
MISCELLANEOUS	-600	609	1,492	1,645
MORTGAGE	5,395	53,592	50,698	48,816
OFFICE	1,202	14,837	16,874	16,500
SALARIES	12,871	132,453	136,634	158,973
SALARY PASTOR	7,827	93,676	90,784	93,923
PASTOR BENEFITS	3,552	32,670	30,914	49,828
STEWARDSHIP	131	3,502	6,229	5,920
UTILITIES	4,040	37,870	31,794	35,300
WORSHIP	10,215	21,512	15,058	24,400
YOUTH	<u>40</u>	<u>4,254</u>	<u>7,671</u>	<u>12,500</u>
TOTAL OPR EXPENSES	58,646	519,225	499,352	574,455
PARKING LOT INCOME	21,133	181,761		
EXPENSES	0	10,505		
TOTAL BALANCE		341,892		
MEMORIAL FUNDS SUMMARY				
MEMORIALS RECEIVED	3,240	20,165		
APPROVED FUNDS SPENT	1,262	202,562	(AV System & Cross materials)	
UNSPENT DESIG'N'T FUNDS		18,507	(7,144 from Hoffmann)	
BAL UNDESIGNATED FUNDS		67,877	(66,082 of this from Hoffmann)	
TOTAL MEMORIALS IN CHECKING ACCOUNT		86,384		
CHECKING ACCOUNT BALANCE DECEMBER 31, 2017			381,119	
RESTRICTED/DESIGNATED FUNDS IN CHECKING ACCOUNT			450,262	
		DEFICIT	69,143	

NOTES:

---Total Income for December was the second best in the past 10 years at \$109,785. Operating Income came in at \$85,212. Operating Expenses were the highest for the year, with Worship, Utilities, Maintenance, and Insurance contributing most of it. On the plus side, most categories ended the year under budget, our Operating Deficit was

reduced to about \$26,000, and we paid \$44,440 in Mission Support, despite not meeting individual budgeted items

----The Parking Lot contributions of \$21,133 increased the fund to \$341,892 but also increased our Restricted Funds to \$450,262. Our Checking Account balance at year end was \$381,119, leaving us a difference of \$69,143.

Norb Steinbach, Treasurer

Outreach Committee Meeting Minutes - Dec. 14, 2017 in Cry Room

Opening Reflection- We had 2 reflections. Barb played a song called "A Strange Way to Save the World" by 4him and Sylvia read a poem called "God's Way" by William Cowper. Both were very thought provoking.

Blood Drive- The blood drive at Christ the King will be Thursday, Jan. 11th. Glenda will still be in charge of this one.

The Kroenings would like to host our group for our meeting in Jan. or March. We set a tentative date of Thurs. March 8th. Barb will check with Pam to see if that is OK with them.

Outreach storage solutions-

- The church council has asked us to look for a solution to store items when we have our various drives during the year.
- We are addressing the issue and will possibly look into getting rolling bins. .
- Funding to purchase these bins might be an issue. *We found a potential site after the meeting was over.*

Veteran's Day Recognition follow-up-

- Donna and George again did a fantastic job planning and organizing the events and displays for the day.
- \$551 was donated that day for the 4-day retreat for veterans suffering from PTSD.

Family Promise follow-up

- We started with 4 families, but one dropped out. All went well with the remaining 3 families.
- Bob Rooney ran extra heat into rooms and it has made a huge difference.
- If you want to make a donation to Family Promise, an anonymous donor has offered to double any donations until Jan. 8th.

Human Trafficking-

- Jan. 23rd meeting at the Hartford library. Meet at CTK at 5:30 to carpool
- Jan. 28th forum at CTK at 2PM The forum will be for Middle and High School students. Pastor Mary Jane Huber will show the movie "Chosen"

- The Redeem and Restore Center in Pewaukee is looking to acquire a few acres of land to build a place for a long term safe home that will provide mental, physical, emotional and spiritual healing for women victims of domestic sex trafficking. Chaplain Krista Hull is in charge.

Wednesday Night Table Time- We have been asked to make a meal and serve on a Wednesday. We came up with Jan. 24th or Feb. 7th. Please look at your calendars. *Since the meeting, Barb checked the sign-up genius calendar and signed up for January 24th. (February 7th wasn't listed on the calendar.)*

Reformation-

- Vicki took the pillows, sheets, slippers, and personal items to Marge. They were greatly appreciated.
- Mark your calendars for Sun. Jan 7th to visit Reformation for a church service and a meal. We would not be responsible for the meat but side dishes. Meet at CTK by 9:15 to carpool.

Shorehaven Gift Tree- Everything went well and was delivered.

Thanksgiving Gathering-

- Our gathering broke all previous records.
- Volunteers provided 503 meals, with leftovers taken to "Just One More" to feed an additional 200 more.
- Thank you to Bunny and Rick and all of the volunteers.

Serenity Inn-CTK is responsible for meals on Dec. 26th and Dec. 30th

Calendar Review for Jan.-

- Blood Drive Jan. 11th at CTK
- Human Trafficking Forum for Middle and High School Students Jan. 28th at 2PM at CTK

Closing prayer- "Jesus Prayer"

Minutes prepared by Ellen Dowd

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach
1/4/18

**EDUCATION COMMITTEE
January 2018**

There is no monthly report for education at this time. The Education Committee meeting was cancelled and rescheduled for January 10th.

Amy Bonesho

Property and Grounds January 2018

The sign by highway C is repaired. New LED lights were installed which will save energy and operate maintenance free for many years.

P&G ran three new phone lines so that pastor and the music director can talk with the AV team. In an emergency, these phones will also signal the CTK address to 911 emergency dispatch.

P&G ran a communication line from the furnace that serves the Vestry and Mark Gould's office to the main HVAC computer. This will allow the computer to operate the furnace like the rest of the building including energy saving set back and programming when the rooms are occupied.

Submitted by Kirk Carlson

Report of Personnel Committee, January 8, 2018

Attended: Lynn Hansen, Mary Hansen, Pr Jordan, Meredy Hase (chair), Sue Seegert, Jayne Hinkens

- 1) Opened December 14, 2017 meeting with prayer.
- 2) Meetings Review
 - a) Dec 5, 2017, Meredy presented the Proposed Staff Salaries and Expenses portion during the Reading of the Budget congregational meeting. Meredy thanked Jayne, Lynn, and Mary for attending.
 - b) December 12, 2017 Council meeting
 - i) Meredy attended the meeting and moved to go into Closed Session. Motion seconded.
 - ii) Meredy brought forward one motion (which was seconded) but withdrew the motion after discussion.
 - c) The committee reviewed the Meetings Report and approved of the actions therein.
- 3) Annual Reviews - The committee reviewed and approved of the goals and actions therein. The committee thanked Pr Jordan for his strategic and productive use of goal-oriented Annual Reviews for the CTK paid lay staff.
- 4) The committee thanked Lynn and Mary Hansen for their hospitable hosting of a party for committee members and spouses before and after the meeting!
- 5) Adjourned with Amen.

Addendum:

Jan 3, 2018, Meredy received word from Joel Gerth, Custodian, that he has asked Vic's Carpet to revise the quotes using roll carpet in Mark's office and the Sacristy Storage room. They're unable to quote until Mark cleans his office. Joel is waiting for guidance regarding what can be tossed from the storage room so he can get started de-cluttering that room. Joel reports the 2017 Christmas decorations were stored under the Choir Loft.

Respectfully submitted, Meredy Hase, chairperson

Christ the King Lutheran Church of Delafield, Wisconsin

Resolution for the Creation and Administration of an AV Systems Fund

WHEREAS, significant cash funds were donated to Christ The King Lutheran Church of Delafield, Wisconsin (CTK) designated for the purpose of purchasing a video system to augment the existing audio system in order to provide a unified Audio Video (AV) system, and

WHEREAS, the donor's wish was to enable all members of the congregation to have access to God's Word and to designate funds for an LED screen for the sanctuary, and

WHEREAS, in March 2017, those cash funds were used to purchase and install a Design LED USA 11.81 X 6.89 ft., 2.5mm LED Screen, associated equipment, Camera systems, and services ordered, and

WHEREAS, the above listed equipment was first used for Sunday Worship service on June 4, 2017, and

WHEREAS, the above listed equipment was dedicated in the presence of the Jorgensen Family on October 28, 2017, and

WHEREAS, the congregation has welcomed and spoken very favorably of the new system due to the increased visibility and participation, and

WHEREAS, the cost of maintenance, repairs, improvements and service contracts for the AV systems are on-going, and

NOW, THEREFORE, Be It Resolved:

That an AV Systems Fund be created for the purpose of supporting, enhancing and servicing AV Systems and personnel training, and

That the AV Systems Fund will be created and sustained through donations and other designated funds, and

That the Worship and Music Committee be charged to make decisions regarding the distribution of these funds and forward those decisions to the Council for their approval.

END OF REPORTS