

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
July 11, 2017

Membership Roll:

Present: Kirk Carlson, Meredy Hase, Pastor Jordan, Carol White, Sue Ettmayer, Norb Steinbach, Barb Hamann, Joel Gerth, Shari Showers, and LeeAnn Quinlan

Absent: Jon Kilmer

Sue called the meeting to order in bells room at 6:34 pm.

Opening Prayer/Refreshments: Sue Ettmayer

Motion to accept meeting agenda: Meredy and Shari seconded to accept the agenda. Motion carried.

Motion to approve the June 13, 2017 Council Meeting Minutes by Barb and seconded by Amy. Motion carried.

Motion to approve the May 23, 2017 Confidential Closed Council Meeting Minutes by Meredy and seconded by Barb. Motion carried.

Motion to approve July 5, 2017 Special Email Council Meeting Minutes by Carol and seconded by Shari. Motion carried.

MONTHLY REPORTS

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

Michele is doing great. Reminder about vacation coming up.

President's Report: Sue Ettmayer (see attached)

Sue thanked the Long Range Planning committee, including Dick Rutledge and Jack Zimmerman, for all their hard work on the exterior renovation plans for the church.

Vice President's Report: Carol White (see attached)

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

Treasurer's Report: Norb Steinbach (see attached)

We are \$50,000 under our budget. There is now \$313,000 in bank for the parking lot project. There was a suggestion to add Handicap Accessible front door and side door access on budget for next year and put on wish list. Meredy discussed "Zero Sum budget" proposal. She commented that it is difficult for us because we can't accurately project nor easily affect revenue.

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

COUNCIL COMMITTEE REPORTS

Outreach: Barb Hamann (see attached)

Pam Kroening has put sample for Sonshine bags in back of the church. Serenity Inn on 5th Mondays of months need helpers. Some new people at church have shown interest in helping.

Personnel Committee: Meredy Hase (see attached)

In process of interviewing for custodian position. Two new computers have been acquired as provided for within the budget and thanks to Pastor and Sue. Michele has developed press releases announcing new staff for publication by local media. Council agreed and is supportive of converting Sacristy Storage area to office for Mark and Personnel's plan to make it work. Brought up the schedule for the choir and the date of the Christmas concert. Council decided that Summer Stage requests should go through Worship and Music as well as Fellowship committees.

Building & Grounds Committee Kirk Carlson (see attached)

Will need to rent lift equipment to raise new cross and replacement lighting. Need new lighting contractor as the other one is going on a leave of absence. The dollar amount for the LED lights is unknown at this time. Will keep work on getting quotes (and keep brightness in mind). Thermostat problem is now fixed. Boy Scouts want an extra asphalt area to park trailer. (Suggestion to ask them to clean out garage items first.)

Worship & Music Committee: Vicky Yaeger (see attached)

Discussion and debate on whether to remove and/or move the hymn board in the sanctuary. This point will be brought back up at next meeting. About 20 people participated at communion at the rail when it was offered. It will continue to be offered on the first Sunday of the month. Appropriate communion helper procedures and training will be addressed.

Youth Report: Shari Showers (see attached)

Youth committee did not meet this month. Twelve kids went on Chicago field trip. Future trips planned.

Fellowship Report: Bev Waltz (see attached)

Bread breakers event is coming up.

Education: Amy Bonesho (see attached)

Great VBS program with 97 registered students. There were almost 50 volunteers. Thank you to Laurie Wilson, Meredy and Mark Gould. Looking to schedule it for the same days next year.

Stewardship Committee: Jon Kilmer (no report)

Audit & Budget Report: Joel Gerth (no report)

Joel will meet with Norb soon for an audit. No replacement found for a new treasurer yet.

Membership Committee: Donna Finch (see attached)

Motion for acceptance of the Council Committee Reports and approve the actions of the committees by Kirk and seconded by Norb. Motion carried.

OLD Business:

none

NEW Business:

A motion was made by Shari and seconded by Norb to donate a church refrigerator to a member in need. Motion carried.

Motion for Adjournment was moved by Norb and seconded by Kirk.

Closing prayer – Lord’s prayer

Meeting adjourned at 7:59 pm.

Respectfully submitted,

LeeAnn Quinlan
Secretary

Next Meeting: Tuesday, August 8, 2017

Devotions/Refreshments: Open

COUNCIL REPORTS FOLLOW

President’s Report
July 2017

My gratitude to all those who worked hard over the last few years on a vision and design of a new parking lot for CTK. As of July 9, the congregation passed a motion to pursue a design which will allow for future growth of the parking lot, add more spaces on the south side of the building which is used by many groups, provide for additional handicap parking and a design that has the ability to incorporate a future portico. While there have been changes to the original design, the vision and the planning started by the long range planning committee in 2013, and then by a team dedicated to the parking lot in 2016, has produced a great design which also provides for future growth and enhancements. Many thanks to all who have worked on this project in some form over the years.

CTK is blessed with many supporters of this capital project and we have raised the money needed to move forward. No loans will be taken for the project!

The parking lot committee members are Mike Groh, Mark Ellena, Kirk Carlson, Conrad Ettmayer, and Jerry Spencer. This group will be working over the next few weeks to get this project in motion!

CTK Vice President Report
July 2017 Council Meeting

1. Video System -- I have left two messages with Chuck on dates for a dedication ceremony for the video system.

Submitted by: Carol White

Pastor's Report

Pastor Jordan

July 2017

Places of Pride

- The tech team – Under the very capable leadership of Paul Neumiller, our tech team has been learning to use the screen and cameras. They have met many times in the past two months for training and practice. Each week techs prepare for Sunday morning by coming in and working through the service. They are doing an outstanding job!
- Mark Gould – I continue to be in awe of the incredible music Mark has been bringing to our congregation. I am proud to work with such an incredible musician. Most notable is the way in which he is developing younger members of the congregation to provide music.

Welcome Michelle Scherer

The Personnel Committee extended an offer to Michelle Scherer to serve as our half-time Media and Communications Coordinator. She began her ministry among us this past month. She is in the midst of training, focusing first on Sunday morning's worship service. Michelle is becoming proficient in Mediashout. She is turning her attention to our website, bringing it up to date and eliminating old material. In the next couple of weeks, Michelle and I will be working on publicity for fall programming. Already, her presence has moved a significant amount of work off my desk, making it possible for me to be more focused on pastoral duties: meeting with members of the congregation, preparing sermons, being more present for those in times of difficulty.

Computers Updated and Office Rearranged

Bringing new staff presented technological challenges for us: How to support their ministries with computers. We were two computers short for what is needed. As a result, office computers have been upgraded on two desks. First, a computer was purchased for Michelle, our new Media and Communications Coordinator. Next, an updated computer was purchased for Jill, our Office Coordinator. The "volunteer computer" was moved from the desk to a table we moved into the office. The computer that was in use by Jill, is now on Mark Gould's desk. I continue to use my own personal laptop. I am exploring ways to more easily share files within the office.

VBS a "Super" Success

Vacation Bible School was June 12-15. We had about 100 super heroes celebrating God's good work for us through Jesus Christ. Teri was the super star of the week. She successfully led volunteers, arranged rooms and developed the week's theme. I love the way she interacts with kids. She's a real asset to our community. I participated each day. I led the opening, each day and sat with all the kids as the Bible

Story teller. I visited with almost every family each day, as they waited to pick up their kids, making personal invitations to worship with our community.

Teaching for Diakonia

Once again, I have been asked to teach for Diakonia, the lay education program of the Greater Milwaukee Synod and other synods around the ELCA. Diakonia provides a spiritual journey for those who wish to understand more fully their call to minister in the church and in the world. Diakonia™ meets once each week for two years during the school year. Classes cover such topics as the Bible, Christian Doctrine, Christian Ethics, Church and Society, and others. Together, students and teachers discover the richness and depth of God’s word as revealed through these different disciplines. I’ll be

CHRIST THE KING INCOME & EXPENSES SUMMARY 2017

	<u>JUNE</u>	<u>YTD 2017</u>		<u>2016</u>		
OPERATING INCOME						
REGULAR CONTRIBUTIONS	21,646	174,476		194,989		
MISSION CONTRIBUTIONS	581	8,381		2,774		
DESIGNATED CTK	1,331	9,382		9,987		
YOUTH INCOME	0	2,554		5,288		
OTHER INCOME	620	14,552		7,958		
Total Operating Income	24,178	209,345		220,996		
OPERATING EXPENSES			<u>YTD Budget</u>	<u>Over/Under</u>	<u>Actual 2016</u>	<u>vs 2017</u>
MISSION SUPPORT	2,200	16,384	16,400	-16	18,477	-2,093
CAPITAL PROJECTS	0	0	11,000	-11,000	399	399
EDUCATION	6,780	9,003	4,375	4,628	9,433	-430
FELLOWSHIP	856	1,875	4,800	-2,925	3,490	-1,615
INSURANCE	3,398	6,795	6,900	-105	6,488	297
MAINTENANCE	4,590	17,283	16,700	583	14,458	2,825
MEMBER MINISTRIES	610	2,567	3,150	-583	3,122	-555
MISCELLANEOUS	112	1,551	823	728	1,332	219
MORTGAGE PAYMENTS	4,111	27,644	24,408	3,236	24,408	3,236
OFFICE	556	6,433	8,250	-1,817	6,636	260
SALARIES	6,678	55,216	79,487	-24,271	71,718	-16,502
SALARY PASTOR	7,827	46,715	46,961	-246	45,302	1413
PASTOR BENEFITS	3,418	16,872	24,914	-8,042	17,848	-976
STEWARDSHIP	452	1,058	2,960	-1,902	789	269
UTILITIES	1,128	17,120	17,650	-530	17,679	-559
WORSHIP	1,655	7,447	12,200	-4,753	10,582	-3,135
YOUTH & FAMILY	0	1,666	6,250	-4,584	4,081	-2,415
Total Operating Expenses	44,371	235,629	287,228	-51,599	256,242	-20,613

NET OPERATING INCOME VS EXPENSES

(20,193) (26,284) (37,872)

Exterior Renovation Fund Income 54,440 78,391
Exterior Renovation Expenditures 107 3,507
EXT REN FUND Balance **241,884**

Memorial Funds Summary Month Total
 Undesignated Funds received 2120 8,760
 Approved funds dispersed 4,872 154,718 (AV Screen Materials)
 Undispersed Designated funds 56,167 (46,501 of this is the balance remaining of the
 Balance of Undesignated Funds 61,967 95,000 Hoffman memorials designated for the AV
Total Memorials in Check. Acct **118,134** system, and \$43,163 is still owed on the system)

Checking Account Balance June 30, 2017 **335,911**
Total Restricted/Designated Funds **382,758**
Current deficit **-46,847** (trending in wrong direction)

Notes:

- **Regular Contributions** remain about \$20,000 below last year. Our **Operating Expenses** were \$20,193 more than our **Operating Income** in June which leaves us with a deficit of \$26,284 through June 30. Scholarships for \$4,500, Insurance for almost \$3,400, and a \$3,200 maintenance bill accounted for a substantial portion of expenses. The bottom line, however, is that we are spending more than our income, despite being under budget.
- **Mission Support** included \$2,000 to the Synod and \$100 to Lutherdale tree replacement project
- **Change to Change** donations are now \$2,436. **Katie Beiler's Living Waters fund** is \$1,645.

Norb Steinbach, Treasurer

Community Outreach Report - July 2017

No "report" is being submitted, as our monthly meeting doesn't occur until this coming Thursday, July 13. (We generally meet on the 2nd Thursday of the month.)

Three bullet points for Council meeting:

- Current Outreach drive - Reformation Sonshine gift bags are being created to hand out to families in the Reformation neighborhood. Pam Kroening has created a sample bag of 4 small items costing just over \$4 at Dollar Store. Will collect money to buy missing

items to complete bags. May need more “advertising” – will discuss at this week’s meeting.

- EagleScout project to collect books, DVD’s and CD’s – great idea, that I’m personally very much in favor of, however I was surprised that it wasn’t presented to Outreach Committee first
- Serenity Inn. July has a 5th Monday, so CTK has an extra meal to sponsor in July. Need volunteers to make food and also to visit with the men.

Respectfully submitted by Barb Hamann, 7/10/17

CTK Membership Meeting Minutes from June 21, 2017

Attending: Pam Behrend, Kirk Carlson, Jeri Bonadurer, Bill Myers, John and Jan Guetzke, Donna Finch

The meeting started at 6:00 with opening prayer by Jeri Bonadurer

Pam discussed the New Members Reception to be held on Sunday June 25th in the Upper Sanctuary. Name Tags will be put out for this Sunday. Kirk is out of town, so Donna will set up name tags.

Donna said there are two families being received into membership this coming Sunday: Jenny Schick and her sons Joey and John. Also Gary Fluaitt and his daughter Gabriella. Also interested in joining, but unable to attend on June 25th are Alexandra and Joshua Paral. We will receive them on another Sunday. Alexandra is interested in Community Outreach Committee, so Donna forwarded her name and contact information to Barb Hamann. Tim and Libbi Hahn would also like to join, but Libbi wants to attend an orientation meeting in fall before making that commitment.

Jeri is making some minor changes to the surveys and will distribute to the committee before our August meeting for review. We are planning to start using the surveys in September or October. John and Jan updated us with their neighborhood mapping project. The Waukesha County Court House has maps we could use. The map will be placed on the back wall of the upper sanctuary; high enough so children cannot take out the pins, yet low enough for people to read. Each member household will be given a number on their pin which corresponds to their name on a “key” document next to the map. The committee voted for John and Jan to move forward with the project and submit their expenses.

John suggested that we have something regarding “Membership” projected on the screen before and/or after the service. It could include listing our new members with pictures, encouraging people to invite their friends to join us in worship and/or attend one of our events, look for future neighborhood mapping of our members, etc. He said someone has been hired to help with developing graphics/videos for the screen. We agreed this would be good. Donna will discuss with the graphic person.

Jeri suggested that we set up orientation meetings on the church calendar on quarterly basis. We can always cancel if there isn’t a need. The committee liked that idea. Donna will discuss with Pastor.

Jan suggested that we invite the new women members to Monday Mavens on July 10th. The idea was well received. Donna plans to go, so will invite new members.

There was a brief discussion on the book, "Keeping Members in the Church". Donna and Jeri have read and will pass the book along to anyone interested and having time to read. The book said the main reason people leave a church is that they don't feel welcomed, didn't think anyone cared if they stayed or not, and were not asked to help or become involved in any area of the church or events. The book advised that everyone in the church needs to be welcoming to new members and visitors.

July is a very busy month, so we are skipping our July meeting and plan to meet again in August. Meeting ended at 7:00 with prayer: Next Meeting: Wednesday, August 16th, 6:00 in Cry Room.

Submitted by Donna Finch (Chair)

CTK WORSHIP AND MUSIC COMMITTEE MINUTES

June 26, 2017

Present: Vicky Jaeger, Teri Bergendahl, Pr Gerry Goodrich, Mark Gould, Paul Neumiller, Jeff Roth.

The meeting was called to order at 6:47 p.m. by Vicky Jaeger, who also opened with prayer.

Teri moved, Mark seconded, approval of the June 5 meeting minutes. Approved.

Paul was welcomed as a member of the AV Tech Team. Teri was welcomed as a permanent member of the W & M Committee, as Faith Formation happens in worship along with educational events.

OUTDOOR WORSHIP (JULY 16) BUSINESS:

1. Mark distributed an Order of Worship including hymns.
2. Tedd King will be the musician.
3. Teri indicated she would like to see children involved, e.g. handing out bulletins, presenting the Communion gifts, etc.
4. Committee recommends all hymns be printed in bulletin rather than having to take hymnals out.
5. Teri indicated Boy Scouts have been contacted to help set up.

OUTDOOR PICNIC (JULY 16) BUSINESS: Vicky distributed an Outdoor Service and Picnic sheet, detailing the things which need to be done.

Discussion was held about moving the things from the room which is to become Mark's office. Meanwhile, a temporary office will be set up in the Vestry.

We discussed doing something special for the 500th Anniversary of the Reformation on Reformation Sun. Oct. 29. Gerry suggested the possibility of using Luther's Deutsche Messe,

with the words in English. The hymns and music are in ELW, though it would take practice by the choir.

Clarification was asked regarding the assisting minister and acolytes moving to the front pew during the 'Alleluia' and returning during the Hymn of the Day, recommended by the Committee several months ago. It was again reiterated by the Committee, as remaining in the chancel can be distracting, e.g. yesterday when one of the acolytes was sound asleep during the sermon.

Most of the meeting was spent on developing AV Tech Equipment Rules and Guidelines, working from a draft prepared by Vicky, based on the initial discussion at the June 5 W & M meeting. (Attached)

The next meeting will be held on Mon. Aug. 7 at 6:30 p.m.

The meeting was adjourned at 9:03 p.m. following the praying of the Jesus Prayer.

Submitted by:

Gerald V. Goodrich, Secretary

Education Committee July 2017

Present: Amy Bonesho, Sherie Trafton, Mary Hollister

We spent our meeting reviewing this year's Vacation Bible School:

It was another successful year! There were 97 children registered, ranging in age from 3 years through the 5th grade. This was about the same amount we had registered last year.

We had approximately 50 volunteers this year. This includes both adults and youth. VBS would not be possible without this help. We so appreciate everyone that helped us offer a fun, safe and meaningful week. Some of our volunteers were new to the church or are considering joining.

We discussed what worked well and what could be improved upon. Most things that we felt needed improvement were more administrative things. For example, the registration form needs to be revised so parents can more clearly identify their child's age group. We will also be exploring ways to have the consent form and payments completed online for next year. Registration can get very backed up with this type of paperwork. (Parents are asked to send it in ahead of time, but many don't.)

For next year we are considering putting the 3 year olds in their own classroom and not including the group in all of the rotations. While we really enjoy this group, they are very challenging to manage.

The super hero theme was a hit. Instead of tshirts, the children each received a superhero cape. Each day, the children heard about Bible heroes and qualities that make us heroic in God (courage, wisdom, power, etc.)

This year we didn't use any rooms downstairs and we felt it worked out much better keeping everyone on one floor, except for recreation which was outside.

Everyone thought the big screen was a great addition to VBS.

New this year was an after-care music camp. For a fee of \$8/day or \$25/week, children could stay until 5pm and enjoy different music opportunities. It was a very diverse schedule: Mark Gould presented a drumming and percussion workshop, Lois Knutson taught beginning bells/chimes, a KM dance team taught liturgical dance, and there was even karaoke. There were about 15 families that registered for this.

We are in the process of also collecting feedback from other volunteers and team coordinators. A survey to families is in the works as well.

VBS for 2018 tentatively scheduled for June 11-14.

Respectfully submitted by: Amy Bonesho

Fellowship Report - July 2017

Meeting - Wednesday, July 5 at 4:00 PM

Attendees - Linda Hamilton, Vlcky Jaeger, Sheryl Skorik, Cheryl Steinbach, Bev Waltz, Laurie Wilson

MONDAY MAVENS

-The Barn Party will be held on Monday, July 10th. At this point in time, we have 16 signed up for the event.

-August's event will be a yoga session at church. Bev is working on finalizing details.

-September's event will be BUNCO at church planned by Sue B.

-October's event was changed to velveteen pumpkins planned by Laurie W.

Bev will soon set up a December tea planning session. Tea is December 4th. Terri B will be the emcee, and Bev has briefly discussed music with Mark.

CONGREGATIONAL EVENTS

Details for the July 16th picnic were discussed. Bev will have the sign-up genius at church on Sunday to give members a final chance to sign-up. Help is especially needed for set-up and clean-up. Bev and Linda will do the shopping for the event.

Bread Breakers will be held on Saturday, July 22nd at Bev and Bill Waltz's home. At this point in time, 3 other couples have signed up. (Sign-up is not necessary but helpful)

A fall hiking planning session will be held after church on July 30th for all interested.

August 11th is the get-together at Summerstage's "A Night at the Toni's".

Menu for the September Re-Formation (Rally Day) event was discussed. Fellowship will provide brats, chips, and baked beans. Congregants will be asked to bring their favorite potato salad recipe and/or a dessert.

The Carthage Christmas outing will be on Friday, December 1st. Tickets go on sale on October 2nd. We will promote the event in September so we can purchase tickets on October 2nd before they sell out.

Respectfully Submitted, Beverly Waltz, Fellowship

Property and Grounds July 2017 report.

Mark Gould has moved into the Vestry temporarily until the Sacristy Storage room can be converted into an office. Paul Sternemann is building shelves in the Great Hall storage room to store all the Christmas items that are currently in the Sacristy storage. There is a lot of work that needs to be done before this space can be acceptable as an office again.

We are still running the old furnace and A/C in this space. At present, it is keeping Mark cool on hot days.

Pastor Jordan has been helping out P&G by lining up volunteers to cut the grass and maintain the garden areas around the property while we are between custodians. Thank you, Pastor!

We are consulting with lighting engineers to design new LED lights for the Sanctuary. When the lights are installed, we will co-ordinate with the AV wall committee to use the same lift to hang the new cross above the altar. We will assist with the installation of the electric hoist that will allow the cross to be lowered to place seasonal veils on it.

We are working with the ERTF committee to build the new parking lot and lights.

The Boy Scouts have asked that a small piece pavement be added to the north end of the parking lot for parking their trailer.

Submitted by Kirk Carlson

Report to Council of Personnel Committee, July 8, 2017

- 1) Personnel Committee meeting, June 28, 2017. Attended: Meredy Hase (chair), Lynn Hansen, Mary Hansen, Jayne Hinkens, and Sue Seegert, Pr Jordan. Meredy called the meeting to order and opened with prayer.
- 2) Meetings Report and Review
 - a) Media and Communications Coordinator

- i) 6/15/2017 Requested Background check by Trusted Employee, ordered Employee Standard Package (PKG #3), 06/17/2017 received and accepted Background check Michelle Scherer.
- ii) 6/19/2017 Michelle Scherer Hire/Start Date, wage and hours as budgeted, WT-4 and I-9 completed and filed; Treasurer Norb Steinbach advised. Position Agreement and Acknowledgement of Understanding Personnel Policy Manual signed and filed.
- iii) 6/20/2017 Reference Checks (4) for Michelle completed and filed.
- b) 6/19/2017 Staff meeting
 - i) Pr Jordan advised staff of July 9 congregational meeting regarding the Parking Lot as timeline dependent on outcome.
 - ii) PJ and Meredy advised staff of Custodian Job Postings, temporary Coverall Cleaning Services bi-weekly, and need for all staff and members to pitch-in temporarily.
- c) 6/19/2017 Mark signed the Payroll Deduction Authorization form for his Portico coverage; copy to Norb and original filed.
- d) June 21, 2017- Temporary Cleaning
 - i) Coverall Cleaning Services. Meredy scheduled clean June 30; Coverall cleaned 6/16/2017.
 - ii) June 15, 2017 – Meredy met with Laurie Wilson re ACG Deep Clean after AGC Summer Camp in August before school starts.
- e) June 21, 2017 - Custodian Job Posting
 - i) Meredy and Pr Jordan have advertised the position within in budget.
 - ii) Craig’s List and Wisconsin TechConnect job posting- Free
 - iii) Monster.com job posting for 14 days, within Staff Salaries/Staff Replacement budget.
- f) 6/23/2017 Received consensus from committee to propose temporary cleaning at church to Audrey Schleich.
- g) June 26, 2017, Meredy met with Property and Grounds team to move desk into Vestry for temporary office for Mark Gould.
- h) June 27, 2017 – Phone conversation, Meredy and PJ, regarding overlapping work schedules of Volunteers and Michelle Scherer.
 - i) Overwhelming need to have a dedicated computer and work station for volunteers.
 - ii) Action: Jill and PJ suggest a work table in place of the desk at the Volunteer work space. PJ and Meredy recommend purchasing the new computer for Jill.
 - iii) Meredy texted Sue Etmayer, President regarding the purchase of a computer for Jill in the office. Sue authorized within budget, \$1000.
- i) June 28, 2017
 - i) Meredy called PJ, authorized purchase of new computer for Jill per President at \$1000. Also purchase 3yr onsite service warranty and monitor.
 - ii) Meredy met with and hired as Independent Contractor Audrey Schleich for temporary cleaning at church; hourly wage within budget.
 - iii) Meredy interviewed and rejected Candidate #1 for Custodian position.
- j) The committee reviewed the Meetings Report and approved the actions therein.

- 3) Staff Updates; Pr Jordan.
 - a) Jill Vento, Job Description, Office Coordinator. Remains pending.
 - b) Michelle Scherer, Media and Communications Coordinator; all new hire paperwork signed and filed, including *Position Agreement*. Pr Jordan on boarding using *New Hire Orientation Form*.
 - c) Mark Gould;
 - i) Sharing office space with Vestry. Immediate need to move volunteer computer to Mark's office; (see update below).
 - ii) Action: Personnel Committee recommends removing and relocating seasonal decorations from the Sacristy Storage room and repurposing for Mark's permanent office. Alternative storage possibilities are the small Sunday school room downstairs across from bathrooms, former Education Coordinator office, others.
 - d) Teri Bergendahl, Position Agreement Faith Formation Coordinator. Signature pending.
- 4) Temporary Cleaning –
 - a) Coverall scheduled June 30, 2017 in church.
 - b) ACG Deep Clean in August. Coverall if no Custodian hired yet.
 - c) Other? Response to call for volunteers? See update below.
- 5) Custodian position – open
 - a) Monster.com ad netted 109 views and 4 resumes.
 - b) Manpower – 2016 quote; Janitorial Support, cost to CTK of \$16.50/hr plus Conversion Fees: based upon and equivalent to the Permanent Placement fee of 20% of the placed Candidate's annual salary. Personnel Committee rejected this option given high cost of conversion fees.
 - c) Coverall Cleaning - 2016 bid; Annual cost of \$15,600 vs 2017 Budget of \$25,500. Personnel Committee rejected this option as missing the component of Custodian/Handyman.
- 6) Council Handbook-Personnel- revisions. Jayne Hinkens has created a draft based on our document *An HR Vision for Lay Staff, May 2016*. Final revisions pending.
- 7) Meredy adjourned the meeting with the Lord's Prayer
- 8) July 4, 2017– Meredy posted free Job Posting- Custodian with Indeed.com. To date: 11 resumes, 2 candidates interviewed
- 9) July 5, 2017 – Meredy met with Pr Jordan
 - a) PJ met with and signed requested confirmation of termination form for Robert Stelter
 - b) PJ confirmed new computer set-up for Jill, new computer and telephone set-up for Mark, volunteer computer and work station relocated in office.
- 10) July 6, 2017, Meredy interviewed 2 candidates for Custodian position. Potential second interviews to include Pr Jordan, Personnel Committee member, and probable Property and Grounds member.

Respectfully submitted, Meredy Hase, Personnel Committee chairperson

END OF REPORTS