

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
November 13, 2018

Membership Roll:

Present: Carol White, Andy Justman, LeeAnn Quinlan, Mike Hase, Shari Showers, Kirk Carlson, Jan Guetzke, Sue Ettmayer, Amy Bonesho, and Bob Wierichs

Absent: Barb Hamann, Meredy Hase

Carol called the meeting to order at 6:34 pm in the Bells room.

Opening Prayer/Refreshments: Jon Kilmer

Motion to accept meeting agenda. Motion by Sue and seconded by Andy. Motion carried.

Motion to approve the October, 2018 Council Meeting Minutes moved by Shari and seconded by Andy. Motion carried.

Motion to approve the November 1, 2018 Special Council Meeting Minutes moved by Amy and seconded by Jon. Motion carried.

Monthly Reports:

President Carol White

Attended various meetings, financial, credit card, etc. with Pastor Jordan

Vice President Andy Justman

Life Safety Planning; Finalizing drawings for building access and signage. Please be patient with MET. Will be meeting with AGC. Give any ideas or updates for Nominating Committee.

Treasurer's Report Mike Hase

Changed attendance table to include average number of Sundays in month.

Motion to approve the Executive Reports moved by Sue and seconded by Jan. Motion carried.

Sue Ettmayer announced that our new parking lot received a Business Asphalt Award (plaque). The presentation will be in Madison. It was given for our innovative storm water controls and rain garden.

Council Committee Reports:

Membership (Jan) – The committee created gifts to give during the Gingerbread making event that will promote Christmas services.

Youth (Shari) – Received \$300 from Sentry receipts for the youth.

Mike stated that Kwik Trip has rewards and through which gives the church money. Jon will look into it and promote and advertise it. A member may give through Amazon Smile too.

Discussed possible candidates to serve on the MET and the Call committees. The MET team is for those who are process minded while the Call committee process is more emotional. Approximately eight people will serve on each team.

A form was passed out with questions on needs for an interim pastor from the Greater Milwaukee Synod. Kristen from the synod asked us for a recommendation on what the church can pay for an interim pastor. Much discussion followed.

Motion – by Sue to allow us to offer \$85,000 for total compensation for a full-time interim pastor with changes made to the form. Motion seconded by Shari. Motion carried.

Motion for Adjournment by Mike and Shari. Council

Closing Prayer – Lord’s prayer

Meeting adjourned at 8:42 pm.

Respectfully submitted by,

LeeAnn Quinlan
Council Secretary

November meeting devotion and refreshments:

REPORTS TO FOLLOW

CTK President Report November 2018

In October, with the news of Pastor Jordan’s resignation, I have been in regular contact with the synod.

I attended a number of exec team meetings and have remained in regular communication with Sue Ettmayer and Andy Justman. Andy and I met with Pastor Jordan the week after his announcement to review all business aspects of his departure – passwords, VBS, financial documents, etc.

Andy, Sue and I were a part of the synods exit interview process.

I have spoken with several members that have reached out to me to share their thoughts on Pastor Jordan’s departure.

Submitted by: Carol White

Christ The King Lutheran Church
Vice President's Report
November 2018

- **Pastoral Change:** Executive Committee has been working on the completion of departure tasks process of Pastor Jordan as well as beginning the process of MET Team and Call Committee formulation. Be patient with the process. Let us all work together to move forward. We are very fortunate to have Pastor Gerry step forward to be our Bridge Pastor. Please feel free to direct any comments and/or questions to the Executive Committee.
- **All God's Children:** Will be attending the All God's Children monthly board meeting on Friday November 30, 2018. Please let me know by Friday November 23, 2018 if there are any topics you would like discussed at the meeting.
- **Life Safety:** A walk-thru at CTK with the City of Delafield Police Chaplain was completed Thursday September 13, 2018 starting at 6:00pm. We reviewed the building as well as property. Results of the walk-thru are in review and will be incorporated into future life safety training, procedures and policies.
- **Building Access and Exterior Signage Project:** Attended a planning session on July 26, 2018 and a planning session on September 15, 2018. The project entails modifying an additional existing entrance door and framing system at current exterior doors and vestibule double doors location. This entrance location specifically is adjacent current mailboxes and coat rack area. The project also entails adding an ADA Automatic Door Opener System similar to the systems installed this year at the other key entrances to our building.

The second portion of the project includes adding exterior directional and reference signage in numerous locations identifying entrance locations to the building.
Final bid documents, conceptual drawings and shop drawings are in progress.
- **Nominating Committee:** All Council Members please see Andy to discuss council roster positions for 2019.
- **Experienced Carpenters/Skilled Workers:** Please reach out to persons in the CTK community that would be interested in assisting with CTK building projects in the future.

Treasurer's Summary of Financial Activity, Oct. 2018

Cash Availability

Expenditures includes everything the Church spent during the month. In October expenditures were higher than September due to costs outside operating expenses. The invoice for door openers and tree trimming were paid. Restricted donations had been made to cover these items.

Checking Account Statement	
Beginning Balance	\$216,005
Credits	\$41,736
Debits	\$67,487
Ending Balance	\$190,254.3

General and Administrative Income and Expense

Our deficit increased in October by about \$12,000. Giving was down lower than anticipated and we made two mortgage payments in October because the September payment was withdrawn on October 1.

July Year to Date Unrestricted Income and G&A Expenses	
Unrestricted Contributions	\$325,563
General and Administrative Expense	\$387,980
GAIN (LOSS)	(\$62,417)

Unrestricted Giving

Unrestricted giving for 2018 YTD is slightly higher than 2017. However, there was a deficit in 2017 as our expenses exceeded our income. Last month I made an estimate of what our deficit would be by year end. With the lower level of giving in October I no longer believe my estimate was accurate.

Month	Year				% OF ANNUAL TOTAL
	2015	2016	2017	2018	
Jan	\$33,174	\$32,183	\$34,456	\$33,725	7.9%
Feb	\$28,341	\$28,866	\$23,215	\$25,338	6.4%
Mar	\$32,207	\$39,553	\$48,160	\$32,661	9.5%
Apr	\$34,397	\$31,814	\$34,428	\$45,343	8.0%
May	\$30,715	\$47,740	\$29,499	\$25,008	8.5%
Jun	\$26,924	\$22,592	\$22,116	\$32,501	5.7%
Jul	\$27,956	\$31,109	\$27,185	\$45,642	6.8%
Aug	\$29,870	\$26,311	\$32,904	\$27,572	7.0%
Sep	\$33,927	\$33,787	\$23,079	\$27,918	7.2%
Oct	\$40,836	\$38,893	\$35,373	\$30,860	9.1%
Nov	\$46,205	\$27,474	\$37,231		8.8%
Dec	\$61,499	\$61,976	\$69,650		15.3%
Total	\$426,050	\$422,297	\$417,296	\$325,563	
YTD	\$318,347	\$332,847	\$310,416	\$325,563	

Attendance

Pastor Gerry had a great suggestion to avoid having to think about 4 or 5 Sundays in a month. Going forward I will report the average attendance for the month. This will allow a more accurate reference to prior years.

Month	Average Sunday Attendance		
	2016	2017	2018
1	156	142	126
2	138	139	115
3	206	141	147
4	176	209	177
5	167	164	144
6	131	159	129
7	121	116	133
8	119	145	124
9	133	163	143
10	149	168	160
YTD	149	155	140

Submitted by Mike Hase, Treasurer

Community Outreach Meeting Minutes – October 11, 2018

Attendees: Sylvia Kreutzmann, Ellen Dowd, Shelly Fuller, Karen Huser, Alex Paral, Barb Hamann

Opening Reflection- Sylvia shared a passage called “Prayer is life” from the book Angels Sing in Me by James Dillet Freedom

Website Updates- With discussion and input from the committee, Barb is continuing to update the “Outreach Ministry” section for the church website

Family promise

- Final week this year: 11/11/18-11/18/18. There are still a lot of openings so Jenni will send out a sign-up again
- Family Promise Day Center supplies- Eagle Project collection ended 10/7

- 2019 Host weeks:
 1. Feb. 3-10
 2. May 12-19
 3. Sept. 8-15
 4. Nov. 3-10

Reformation

- Neighborhood store-No change that we know of-still not in operation
- Partner Council 9/22/18 Neil and Bonnie were unable to attend but Neil will do a summary of the meeting from the “Gleaning” for the congregation the next time he is the lector at church (October 21st)
- Blessing Sunday is 10/14
- Sonshine gift bags are an ongoing project.

Human Trafficking

- The first graduate from Clare Community was honored at the “Celebrating the Journey Dinner” on Oct. 10 at Good Shepherd Parish in Menomonee Falls.
- Almost \$450 worth of “Gifts for the Journey products” were sold at Rally Day to help support Clare Community. Clare Community is a Franciscan Peacemaker trauma care facility that provides rent-free housing for two years to women trying to leave prostitution and/or drug addiction.
- We Back the Badge Law Enforcement Blessings Drive is a drive that Krista Hull of Redeem and Restore is spearheading. The goal is threefold: to show appreciation of local law enforcement, to build a stronger relationship and to possibly provide training on human trafficking. Each care package will include Redeem and Restore contact information. The drive at our church runs thru 10/30.
- Next STTLC meeting is Nov. 7 at 10:00 at Delafield Presbyterian Church
- Next WCATA meeting is 10/22 from 6:30-8:00 at the Jack Russell Memorial Library in Hartford. The guest speaker will be special agent Raymond Taylor from the WIDJ-Human Trafficking Bureau
Update 10/19/18: The location of the meeting has been changed to Hartford Senior Center, 730 Highland Avenue, Hartford, WI 53027
- Serenity Inn- Next dates are 10/23/18 and 10/29/18
- Milwaukee 53206 Video
 1. The date we chose 2/3/19 to show the video will conflict with the superbowl, so we are looking at a different date.
 2. Sylvia might be able to flip-flop her forum on 2/10/19 with us.
 3. Since this is an adult forum, suggestions were made to show it at night or in a closed setting at the church starting at 10:45.
 4. Barb will send us a link to preview the video beforehand. We are looking to possibly shortening the video to save time for discussion at the end.
 5. We considered inviting the Delafield Presbyterian Church, St. Catherines, St. Joan of Arc and the Nashotah House.

- Suicide Prevention

1. Barb saw the film "Suicide-The Ripple Effect" Faith at the Oconomowoc Arts Center. She said it was very powerful!
 2. NAMI is offering free Suicide Prevention Gatekeeper Training sessions at their office 217 Wisconsin Ave Suite 300 in Waukesha from 12:00-1:00 on Nov. 9th and Dec. 7th Individuals will learn three simple steps needed to know to help prevent suicide. There is no cost.
 3. Sylvia shared an article from the Milwaukee/Journal called Listening: a powerful tool for suicide prevention by John Schneider. He shares 5 simple steps to save lives: 1. Ask/Talk about their stresses in life. 2. Keep them safe: Reduce the person's access to highly lethal items, means, or places. 3. Be there. Be present. Listen and validate. 4. Help them connect: Call a County Behavioral Health Division crisis line. 5. Follow up: Stay connected
- Leukemia & Lymphoma Society Light the Night Walk- Oct. 4th. Shelly, Jenni, Kent and Kelly attended.
 - Blood Drive- No new information when or where it will be held.
 - Articles for church- Submit good and positive things happening at our church to Michelle and Jill.
 - Calendar review- Christmas Gathering 12/3/18
 - Barb suggested using Smile.Amazon.com when you are ordering things from Amazon. You can designate an eligible 501(c)(3) public charitable organization like Outreach for Hope or a charity of your choice. The designated charity receives .5%. Update 10/19/18: for more information go to https://smile.amazon.com/gp/chpf/about/ref=smi_aas_redirect?ie=UTF8&pd_rd_r=bcc1ccbe-5a4a-4a8a-a200-2020c726b2d1&pd_rd_w=0jp3T&pd_rd_wg=G8oGS&qid=1539959520&ref=sxts_snpl_3_1_0b596098-cf3d-4210-979d-8f685ba0f011 .
 - Closing prayer- "Jesus Prayer"

Minutes prepared by Ellen Dowd

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach on 11/9/18

Education Committee

November 7, 2018

In attendance: Sherie Trafton, Mary Hollister, Toni Palmer, Teri Bergendahl, Amy Bonesho
 Sunday School:

Barb, Elizabeth and Amy met to discuss the December 16th children's Christmas Program. We have found a play to use and will be modifying it to fit our needs. (Initially, Pastor Jordan had passed along a play that we thought Mark had suggested. However, that was a misunderstanding.) Amy has emailed the Sunday school families, Barb has emailed Pastor Gerry and Elizabeth has put the document on Google docs. We will continue to work on this over the next few weeks. Practice to begin 12/2.

Sherie and Mary will inventory the costumes. Ruth and Mary will coordinate the birthday party for Jesus.

Discipleship Training:

Teri Bergendahl will be teaching discipleship training on a part-time/temporary basis. We are very grateful to have Teri working with our youth. Teri is willing to stay with this group through May if she is needed to.

We talked about having the group participate in some kind community outreach as a way to integrate service into their faith formation. We will discuss again at next month's meeting.

VBS:

We will be selecting the curriculum/theme for the 2019 VBS at our next meeting in December. Everyone should look online at Cokesbury prior to the meeting.

The VBS documents from this year are stored on the church computers that Jill and Michele use. Amy has a hard copy of the documents.

Other:

Five children celebrated their First Communion on October 28th (Brea B., Evan B., Chase H., Mya K., Wyatt C.)

Respectfully Submitted,
Amy Bonesho

MEMBERSHIP COMMITTEE MEETING MINUTES NOVEMBER 6, 2018 AT CHURCH

CHAIRPERSON: Jan Guetzke

ATTENDING WERE: Donna Finch, Bev Waltz, Kirk Carlson, Jeri Bonadurer, and Bill Meyers

EXCUSED: Toni Schnorr, Pam Behrend, and John Guetzke

Jan opened with prayer.

NEW NEIGHBOR LEADERS PROGRAM

Bev reported that the Delafield leaders were trained. They are starting the program and will have a meeting on Nov 14 to report on their progress and fine tune as needed.

WELCOME BEFORE SERVICE

Donna reported it is difficult to get people to do the welcome before service. The Pastor and the Assistant Pastor do not want to do it. We will try to use people on our committee to make the announcement. The Pastor will do it only in an emergency.

MEMBERSHIP DIRECTORY

Three sample directories have been out the last three Sundays and people have been making the necessary changes. It is planned to finish in January.

COFFEE HOUR

Jan and John will serve the open Sundays in November and December. Donna offered to take January and Bev will ask Sue Braunschweig if she would do February with her. It was suggested we have coffee hour only once a month because no one is signing up to help.

ALL GOD'S CHILDREN ENTRANCE MONITOR AND LITERATURE

The committee is planning on putting a monitor in the hallway by All God's Children's Entrance. It will be like the one in the upper sanctuary, which will advertise all the events at Christ the King. A used computer was donated and a 50" TV/monitor with wall brackets was purchased. We plan on having it operational in two weeks. Bill Myers will maintain a literature rack which will be installed below the monitor.

GIFT FOR GINGERBREAD HOUSE EVENT FAMILIES

The gift will consist of a church ornament with a tag, advertising our Christmas services and concert.

Respectfully submitted,
Jan Guetzke

November Youth report

Our team (Brian Muento, Toni Palmer and I) met on October 30th to discuss our next upcoming youth events.

We will be doing a Skyzone/Point Burger get together on Sunday November 25th, meeting at Skyzone and then heading over to Point Burger for dinner.

We will have Donut Sunday November 18th and we will also sell our donated cookies on December 16th. Hoping to assemble on the Wednesday before during DT.

We will meet in January to plan a ski event.

Sincerely your Youth Committee Member,

Shari Showers

Property & Grounds November 2018 report

We are surveying the entire property and recording areas that need action. The survey will include rooms that need paint, carpeting or other repairs. It will include all HVAC and other mechanical devices with a condition report with recommendations for eventual repair or replacement. It will include outside action items as well.

The Sacristy Vestry is being painted in time for Interim Pastor interviews.

The hall area outside the library will get new lights.

We are working with the technology crew to install a second slide monitor similar to the one in the Upper Sanctuary. It will be installed at the top of the stairs that lead to All God's Children.

We are installing Plexiglas covers over the stained glass panels in the Upper Sanctuary. These panels have already received new back lights.

We are installing a new electrical outlet in the furnace room for more reliable service to the HVAC computer.

We are hosting an all church volunteer work day on Friday November 25, the day after Thanksgiving to complete the above projects.

There are several old tables in the furnace room that cannot be stored there due to fire code.



We will dispose of them unless we get a better idea.

We will re-key the Sr. Pastor office so that the master key will open it.

Report of Personnel Committee to Council, November 13, 2018

- 1) Opened meeting of October 29, 2018 with prayer. Lynn Hansen, Mary Hansen, Meredy Hase (chair), Sue Seegert attended.
- 2) Meetings Review
 - a. October 14, 2018, Meredy authorized early dismissal from Sunday Nov 4 worship service at 10am for Mark.
 - b. October 15, 2018 Pr Lindsay Jordan resigned; letter received by email
 - c. October 18, 2018, President Carol White advised the council that Meredy Hase would serve as Bridge Personnel Committee chair.
 - d. October 24, 2018,
Meredy met with a staff member.
Meredy met with the Executive Committee and discussed transition issues.
 - e. October 29, 2018, Meredy hired Teri Bergendahl as "Bridge (Interim Interim) Discipleship Training (DT) Coordination, part-time temporary and within the 2018 budget guidelines for Faith Formation. Meredy met with Teri at church and mutually received DT materials and laptop from Pastor Jordan.

Teri and Pastor reviewed the materials and discussed the transition as DT leader from him to her. Meredy led the Staff Meeting, discussed transition processes and issues. Jill reviewed the weekly calendar.

- 3) Reviewed the meetings and approved the goals and actions therein.
- 4) 2018 Annual Reviews
 - a. Discussed and agreed that each staff member should have a Staff Review in 2018. The absence of a permanent pastor did not preclude this opportunity for feedback between employee and employer.
 - b. Agreed we'd use the same SMART Goal and Staff Review Plan formats as in 2017. Agreed all committee members would be present for each review, scheduled on Wednesday, Nov 15.
- 5) 2019 Budget preparation preview
 - a. Discussed and agreed that one employee would continue to have access to the Portico Health and Pension plan at own expense through a payroll deduction.
 - b. Discussed the performance of each employee within the context of the job descriptions. Agreed to recommend to the Executive Committee/Budget Team a wage/salary change for each staff member, particularly in light of the self-support that will be required absent a permanent pastor. Meredy will present the 2019 Staff Salary Budget to the Executive Team.
- 6) Adjourned with the Lord's prayer

October 31, 2018, Meredy called Amy Bonesho, Education chair, to answer questions regarding Teri's role as Bridge (Interim Interim) Discipleship Training Coordination and not as Sunday School, Children's Pageant coordinator.

November 1, 2018, Meredy attended a Council meeting. She clarified Teri's role as Bridge (Interim Interim) Discipleship Training Coordination and not as Sunday School, Children's Pageant coordinator, etc. She will be present only on Wednesday evenings.

November 6, 2018, Meredy presented the 2019 Staff Salary Budget to the Executive Team.

November 12, 2018, Team members Lynn Hansen, Mary Hansen, Sue Seegert, and Toni Schnorr attended the weekly Staff Meeting.

Respectfully submitted, Meredy Hase, chairperson

STEWARDSHIP REPORT TO COUNCIL

11/13/2018

STEWARDSHIP PLANNING:

- **NOVEMBER 18, 2018 FORUM:**
 - Income Taxes and Retirement presented by Thomas Massnick.
Tom is a financial consultant for Thrivent Financial. Tom was/is a member of Christ The King where he served as church treasurer for about ten years. Many members are well acquainted with Tom through his CTK affiliation and Thrivent Financial.
- **NOVEMBER 20 – 23, 2018:**
 - Stewardship pledge forms will be mailed to all CTK addresses. Pledge forms will be asked for on or before December 2, 2018.

- DECEMBER 2, 2018:
 - Stewardship Sunday with pledge forms.

Pastor Matt Short, Assistant to the Bishop of the Greater Milwaukee Synod will give a stewardship sermon.

Pledge forms will be returned during the service.

A light brunch will be served in the great hall.

- DECEMBER 3 - 10

Addressees not pledging will be mailed a follow-up letter.

Addressees pledging will be mailed a “thank you”

- STEWARDSHIP SERMONS:

Sunday 11/18 - “Stewardship of our Environment”

Sunday 11/25 - “Stewardship of our time”

OTHER:

TEXT giving is up and running thanks to Meredy Hase. It will be advertised in the bulletins, and in an “Online Giving” brochure.

Council Minutes of Special Council Meeting on November 1, 2018

Members Present: Carol White, Andy Justman, Sue Ettmayer, Mike Hase, Sheri Showers, Amy Bonesho, Barb Hamann, Jon Kilmer, Kirk Carlson
 Members Absent: LeeAnn Quinlan, Bob Weirichs
 Guest: Meredy Hase

President Carol White called the meeting to order at 6:01pm.

Jon Kilmer motioned and Shari Showers seconded the motion to accept the agenda.

Carol White gave an update on major items:

Pastor Goodrich will be our “bridge” Pastor until an interim is hired. He will be responsible for conducting the Sunday services, hospital visits within the local area, Milwaukee not included; and

funerals. Teri Bergandahl will be a temporary part time interim teaching DT, and Christmas services will remain at 4pm, 7pm and 10pm with Pastor Goodrich leading the 4pm and 7pm service and a supply Pastor (Wohlfel) for 10pm. Since Pastor Goodrich will be taking on more responsibility than a supply Pastor, Mike Hase motioned and Jan Guetzke seconded the motion for pay Pastor Goodrich \$300 a week for his services. Motion carried.

Council discussed the needs for an interim pastor and a motion made by Shari Showers and seconded by Kirk Carlson to hire a full-time interim Pastor passed.

Discussion regarding involvement of council in the interviewing process was had. The exec team will be responsible for the initial interviews of interim Pastors, candidates that will move forward in the interview process will be brought to the full council and selection will be by the full council.

Our next steps will be filling out a Profile for the Synod along with job duties for an interim Pastor.

At the council meeting in November we will build a list of people for the MET and Call committees. All council members should come prepared with names of potential members to be on these committees. MET is very process driven, Call is emotional. MET team will be responsible for listening sessions, surveys and trend analysis. Call committee members must be willing to travel, follow MET guidelines and work collaboratively. Members of each team must be diverse in representation, open minded work as a team with no personal agenda.

Shari Showers motioned to adjourn the meeting at 7:45pm.

Respectfully submitted,

Sue Ettmayer, note taker

END OF REPORTS