

CHRIST THE KING LUTHERAN CHURCH  
Council Meeting Minutes  
December 11, 2018

Membership Roll:

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

Carol called the meeting to order at 6:30 pm in the Bells room.

Opening Prayer/Refreshments: Carol White

Motion to go into closed session for the purpose of interviewing a candidate for an interim pastor moved by Mike and seconded by Sue at 6:40.

Motion to exit closed session by Sue and seconded by Amy. Motion carried.

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

Motion to approve November 13, 2018 council meeting minutes moved by Barb and seconded by Sue. Motion carried.

Motion to approve the Special Council Meeting of Nov. 19, 2018 minutes moved by Sue and seconded by Jon. Discussion: add Andy as seconded on number 3. Motion carried.

Monthly Reports:

President	Carol White
Vice President	Andy Justman
Treasurer's Report	Mike Hase

The checking account balance decreased from \$190,000 to \$174,000. Our deficit increased. July was strong and giving in December shows promise.

Motion to approve the Executive Reports moved by Shari and seconded by Barb. Motion carried.

Council Committee Reports:

Stewardship - Jon

Jon distributed a handout on crowdfunding. Jon requested that a letter be sent out by the council president. (Carol had already drafted a proposed letter.) The information suggested asking for a specific amount and asking everyone by a letter. Can put in CTK Connections as well as bulletins, and screens. Goal should be defined. Carol will tweak the letter and mail out. Discussion followed.

Jon said that pledges are 2 weeks behind this year. 68 people or 54% have pledged so far.

Personnel – Meredy

Staff reviews are done. Reviewed 2018 to 2019 goals. The same three stressors were indicated for all employees: Limited hours, Interruptions, and Communication. Meredy suggested brainstorming ideas: more volunteer help and job aid for copier use?

Education – Amy

This is the last year for the current VBS workers.

Motion for the Acceptance of the Council Committee Reports by Jon and seconded by Amy. Motion carried.

**OLD BUSINESS:**

Budget 2019 - updates

Audit & Budget

Mike said there are Music & Worship changes.

Committee updates to CTK website

Council

There are still pictures of P.J. on the site. Michele knows and will delete as time allows.

MET names/review/appoint

Council

Additional names were discussed.

MET survey – for MET team

Andy

Andy received a previous survey that was used last time and can be tweaked and used again.

**NEW BUSINESS:**

Reading of the budget – Sunday, January 13, 2019

Sue said that we need to start promoting it.

**Mike H., treasurer, requests a motion to change our accounting of a cash base system to a modified cash base system (as long as the bank approves of this change.) Jon K. seconded. Discussion below followed. Motion carried.**

Barb distributed a Restricted Fund Balances handout. Barb said that she received information from an expert on a website and a power point presentation. The information said that small churches do not need to practice accrual accounting. Instead, they can do a modified cash balance set up and get rid of fixed assets on balance sheet. A modified cash balance includes investments and payables/receivables only. Equity assets include general fund and designated funds. A statement of financial position with unrestricted amounts. Designated funds create complexity.

The changes would include using the final Hoffman money to cover restricted funds, and to wipe out fixed asset accounts and old equity accounts. Then go to a modified cash basis. New balance sheet will be different. (Mike H. will check with Waukesha State Bank as to necessary balance sheet for them (using small church method)). Need to do this year. Our bank has a church client that uses this method (and no cost for upgrade).

Need a resolution to get access to account at Town Bank. Currently, it is Karen Huser and Laura Melby. Give Andy and Mike H. access to account at Town Bank.

**Treasurer requests a motion to provide access to the Town bank account to Andy Justmann and Mike Hase. Barb seconded. Motion carried.**

Distribution of excess funds (\$3,000) from adult mission trip to Houston in 2018. Mike Hase  
Postponed a motion on this for later after more information is gathered.

Motion for Adjournment by Mike and Shari. Council

Closing Prayer – Lord’s prayer

Meeting adjourned at 8:55 pm.

Respectfully submitted by,

LeeAnn Quinlan  
Council Secretary

Refreshments/Devotions for January: LeeAnn

## **REPORTS TO FOLLOW**

### **CTK President Report December 2018**

During November I have had numerous discussions with our synod representative and council exec team. I have been in daily contact with our VP, Andy Justman. In addition I have responded to many emails and phone calls from members who have expressed their thoughts for CTK going forward and those with interest in MET and/or call.

I attended the special council meeting on Nov. 19 with synod representative Kristin Nielsen. I attended the exec meeting with an interim candidate that will be presented to council at the December meeting. I have kept the congregation informed with weekly email updates on our process and progress.

Submitted by: Carol White

**Christ The King Lutheran Church  
Vice President’s Report  
December 2018**

- **Pastoral Change:** Executive Committee is working on the final completion of departure tasks regarding Pastor Jordan. As we begin building the MET Team and Call Committee groups please be patient with the process. Again, let us all work together to move forward. Thank you to everyone who has expressed interest and have shared names of congregation members. We should all be very thankful for Pastor Gerry’s Bridge Pastor guidance and leadership. Please feel free to direct any comments and/or questions to the Executive Committee.
- **All God’s Children:** Due to work commitments, I was unable to attend the AGC Board Meeting on Friday November 30, 2018. Please let me know if there are any topics you would like discussed with AGC.
- **Life Safety:** CTK will be attending another Life Safety training session hosted by the City of Delafield Police Department on Wednesday January 16, 2019. This will help us to continue to review and incorporate into our 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:** Thanks for everyone’s commitments.
- **Experienced Carpenters/Skilled Workers:** Please reach out to persons in the CTK community that would be interested in assisting with CTK property and building projects as we head into 2019.

## Treasurer’s Summary of Financial Activity, November 2018

### Cash Availability

Cash continues do decrease as expenses outpace contributions.

Checking Account Statement	
Beginning Balance	\$190,254

Credits	\$29,425
Debits	\$44,744
Ending Balance	\$174,935

## General and Administrative Income and Expense

The deficit increased in November by \$9,087 from **(\$62,417)** at the end of October.

Year to Date Unrestricted Income and G&A Expenses	
Unrestricted Contributions	\$342,024
General and Administrative Expense	\$413,528
GAIN (LOSS)	<b>(\$71,504)</b>

## Unrestricted Giving

November was a slow month for giving but 2016 was only slightly better. Drivers to the lower level of giving may be the departure of Pastor Jordan. Year to date giving is slightly ahead of 2017 in spite of November due in part to a very strong July.

Giving for December through the 9<sup>th</sup> shows promise.

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	\$25,629	8.8%

Dec	\$61,499	\$61,976	\$69,650		15.3%
Total	\$426,050	\$422,297	\$417,296	\$352,197	
YTD	\$364,552	\$360,321	\$347,646	\$352,197	

## Attendance

November attendance is typically higher than preceding months and 2018 was no exception. For the year we are slightly behind 2016 and 2017. Attendance for the December 9<sup>th</sup> Christmas concert was 288 versus 298 in 2017. I wish I could find a correlation between attendance and giving but so far it is elusive.

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
11	172	163	167
YTD	151	156	143

Submitted by Mike Hase, Treasurer

### STEWARDSHIP REPORT TO COUNCIL

DECEMBER 11, 2018

A series of Stewardship events were conducted in October, November & December as follows:

☑ October 21<sup>st</sup> Forum: Estate End of Life Planning. Attorney Shawn Govern

☑ November 11<sup>th</sup>

Stewardship of Money & Possessions theme

Widow's Mites coins were distributed following the sermon

A video was presented featuring Bonnie Voskuil

☑ November 18<sup>th</sup>

Stewardship of our Environment (creation) theme

Carpenter's pencils were distributed following the sermon

A video was presented featuring Barb Hamann.

Forum: Retirement & Taxes. Tom Massnick, Thrivent Financial

☑ November 25<sup>th</sup>

Stewardship of our Time theme

A religious Calendar bookmark was handed out following the sermon

A video was presented featuring Neil Voskuil

☑ December 2<sup>nd</sup> (Stewardship Sunday)

Matt Short, Assistant to The Bishop, Milwaukee Synod gave the sermon

Pledge Cards (previously mailed on 11/12/18) were collected in front of the church. A video was presented featuring Meredy Hase. A light brunch was served (catered) in the Great Hall. The cost was primarily offset by a Thrivent Action grant (\$250), and a free-will offering.

Pledge Card results to date: Sixty-eight pledges (54% of 2018 total). Pledged amount \$199,266 (63% of 2018 total). Note that some electronic givers may not have pledged for 2019. Pledges will continue to be requested during the remainder of 2018 via bulletins, Connections & screen announcements. A Pledge Card follow-up request and Pledge Card thank-you will be mailed early in 2019. (Note that Stewardship Sunday was two weeks earlier in 2017 vs 2018.)

A “Thank You” card for the Parking Lot Express donations was mailed to 100+ on December 10, 2018.

The Stewardship Committee recognizes the need to repair the cash-flow deficit for 2018.

Respectfully submitted

Jon Kilmer, Stewardship Chair

## **Community Outreach Meeting Minutes – November 8, 2018**

Attendees: Shelly Fuller, Jenni Marquardt, Pam Kroening, Alex Paral and Barb Hamann

Barb opened the meeting with a prayer

Family Promise

- Final week: 11/11/18-11/18/18
- 2019 host weeks: 2/3-2/10, 5/12-5/19, 9/8-9/15 and 11/3-11/10
- There is a desperate need for more volunteers. There are 130 volunteers but 95 never participate. Our coordinators, Shelly, Vicki and Jenni, are having to fill all vacant slots. The volunteers, especially the coordinators, are being overwhelmed.
- The Eagle Scout project collected 103 bags of cleaning supplies and “set up” bags for Family Promise
- We brainstormed ideas to garner more participation
  - A speaker from Family Promise at a church service to bring awareness to the congregation
  - Volunteers from the community. Possibilities include 4H and Scouts
  - Enlisting the aid of Family Promise “graduates”
  - Enlisting more aide from our partner churches
  - Adding another partner church

Shorehaven Christmas Giving Tree: Sylvia will coordinate

Reformation Neighborhood Store:

- Volunteers are assisting in the store every other Monday



- Donations for the store continue to come to CTK on a regular basis
- Items for Sunshine bags will not be collected any more at this time. We will revisit this in 2019

We Back the Badge: 152 fruit snack packs, 140 candy bars, 66 granola bars, 20 bags of trail mix, 10 packs of cookies, 4 packs of gum, 3 packs of lifesavers and a container of Tic Tacs were collected.

Human Trafficking:

- Several members of Outreach and congregation were attending a Human Trafficking forum tonight
- Next WCATA Meeting: 11/29 at 6:30 PM: Street Prostitution and Sex Trafficking: What you need to know. Deacon Steve Przedpeiski Franciscan Peacemakers Street Ministry and Guests

Serenity Inn: Next date is 11/27

Milwaukee 53206: Possibility of showing this movie at CTK along with a forum type discussion. Barb will get further information. Organizing this would be a large undertaking for our Outreach group.

Tent City in Milwaukee: Outreach would like CTK to help the homeless by collecting blessing bag items for our Christmas project. Items could include warm socks, snack bars, hats, hand warmers. We will find out more information before making a final decision on items to include in the bags.

The meeting concluded with the Jesus Prayer.

Minutes prepared by Pam Kroening

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach on 12/10/18.

### **December Youth Committee Report**

We had to cancel our youth event to SkyZone, due to the snow storm that never came!! We have rescheduled for this Sunday 12-16-18 at 3pm to meet at Skyzone with dinner after at Point Burger.

We will be selling cookies this Sunday December 16<sup>th</sup> to our congregation after church to raise money for the youth group.

Our team will be meeting in January to plan our next upcoming events.

Sincerely,

Shari Showers

Youth Committee Member

Education Committee  
December 5, 2018

In attendance: Sherie Trafton, Ruth Beiler, Toni Palmer, Teri Bergendahl, Amy Bonesho  
Sunday School:

Practice is under way for the Christmas program. The Sunday school kids will be performing “Just a Little Christmas” on December 16<sup>th</sup>. This will be in lieu of the sermon. Barb Hamman has been in contact with Pastor Gerry regarding the details.

Mary has ordered Jesus’ birthday cake. This will be served during fellowship hour. Mary will touch base with Jan Guetzke regarding serving, set-up, etc.

Amy will check on ordering the leaflets for next semester’s Sunday school curriculum.

Discipleship Training:

A change has been made regarding presentation of the student’s Guiding Word Projects. Instead of having the students all present their projects on a week night, they will be presenting the projects to the congregation during the Sunday service. Plans are to have 2 students present each week, beginning sometime in January. Teri is working on this with Pastor Gerry. This will be a great way for the congregation to get to know our youth. In the past, the Guiding Word Project presentations were poorly attended by church members.

VBS:

VBS will be held June 10 – June 13, 2019. Noon to 3pm. Jill has added it to the calendar.

The theme for this year is, To Mars and Beyond!

We discussed the VBS budget. Sherie is going to research what other churches are charging for registration. It is likely that we will be increasing the registration fee to help offset the cost.

The entire education committee also works on the VBS committee. Everyone has done this for many years. We have all decided that this (2019) will be our final year serving on the VBS committee.

Joining us for 2019 will also be Teri Bergendahl and Sue Hougard.

Other:

The overall education budget was discussed. Amy is going to check with the church office regarding fees for Sunday school curriculum and discipleship training curriculum. Amy will be contacting Mike about other questions related to the budget.

Everyone was asked to look at the education pages on the church website and send their feedback to Amy. We have current pictures that can be posted.

Respectfully Submitted,  
Amy Bonesho

**Report of Personnel Committee to Council, December 11, 2018**

- 1) Opened meeting of November 19, 2018 with prayer. Lynn Hansen, Mary Hansen, Meredy Hase (chair), Sue Seegert, and Toni Schnorr attended.
- 2) Meetings Review
  - a. November 7, 2018, Start Date for Teri Bergendahl, Bridge Discipleship Training Coordinator

- b. November 12, 2018, Meredy attended Staff meeting. She confirmed with Laurie Wilson, AGC preschool, that those CTK employees who enrolled in ELEA/ELCA voluntary insurance coverage for life, disability, dental, vision had been renewed for 2019.
  - c. November 13, 2018, Meredy met with Jill and Michelle to discuss the use of the Online Worship Template is appropriately being used by all employees affected in a timely fashion. Will review with employees as needed.
  - d. November 19, 2018, Meredy attended staff meeting and worship planning meeting.
  - e. November 27, 2018, Meredy met with Teri Bergendahl to review DT meetings thus far.
  - f. December 3 and December 10, Meredy attended staff meeting. She updated staff with regard to the process and timeline for hiring an Interim pastor.
  - g. December 4, 2018, After concurrence by email from the Personnel Committee members, Meredy mailed a Position Agreement and a Job Description to Teri Bergendahl for the temporary, part-time Bridge Discipleship Training Coordinator position.
- 3) 2018 Annual Reviews
- a. November 14, 2018 – All members of the Personnel Committee met with Mark Gould, Jill Vento, and Michelle Scherer for Annual Reviews. The committee reviewed with each employee the 2018 Goals, the Staff Review Questions and Needs, and set SMART Goals for 2019.
  - b. November 28, 2018, all members of the Personnel Committee met with Joel Gerth for Annual Review. The committee met with Mark, Jill, and Michelle to review conclusions drawn from and goals set at the November 14, 2018 meetings. Limited work hours, constant interruptions, and communication in general (intra-staff, with leadership, with committee chairs) is the greatest stressor for all employees. The committee will discuss and recommend strategies to improve. The committee recommends acceptance of the 2019 Staff Salary Budgets as presented to the Executive Budget Team.
- 6) Adjourned with the Lord's prayer

Respectfully submitted, Meredy Hase, chairperson

**END OF REPORTS**