

CHRIST THE KING LUTHERAN CHURCH

Council Meeting Minutes

April 9, 2019

Membership Roll:

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

Absent: Shari Showers

President Carol White called the meeting to order in bells room at 6:34 p.m.

Opening Prayer/Refreshments: Bob Wierichs

Acceptance of Meeting Agenda: Amy moved and Sue seconded to accept the agenda. Motion carried.

Motion to accept all of February's Committee Reports. (No February meeting was held due to weather.) Amy moved and Kirk seconded. Motion carried.

President Report - Carol

Carol asked that we thank the members of the MET team for their participation.

Vice President Report - Andy

1. IT Group
 - List all systems in the building.
 - Guidelines being developed.
 - Special projects, ie. door, etc.

Carol said she would like to see a responsibilities list of the group moving forward.

Kirk stated that for the sign committee that there are hand drawn signs and is modifying as going along.

Treasurer's Report – Mike

Has yet to give the \$5,000 committed to the synod this year. Unlike the \$10,000 deficit shown, our real deficit is \$18,000 with the synod donation and the snow plowing this year.

Attendance has been good.

Question about monies in the Community Support account, "Should we put it in Equity account instead?" Barb answered that they can be put as an in and out of equity account.

Barb asked about a quarterly giving report.

Pastor's Report – Jim Holmberg

There is an addendum to his report including vacation dates July 1st to the 7th and August 5th to the 11th. Pastor Goodrich will fill in.

Motion for approval of the March Executive Reports. Kirk moved and Andy seconded. Motion carried.

Committee Reports:

Personnel - Meredy

From now on, the Worship & Music service assistants will schedule by teams. Please go to your team if you are unavailable to volunteer that Sunday instead of the office.

Faith Formation position has been vacant since Teri B. left. The position has been budgeted for this year's budget for approximately 20 hours per week. (It was for 30 hours.)

Amy B. moves to direct the Personnel Committee to fulfill the Faith Formation position by the third quarter at 20 hours per week with a reduced job description. Kirk seconded the motion.

Much discussion followed. Our Sunday School attendance has decreased about 1/3 each year over the last few years. The Education committee has been filling this hole and has been limping along without someone in this position. We need someone dedicated to this task. Having this position helps our church be more attractive to young families. We are currently in the deficit. If we plan for no new students, then no one will come. We should promote helping to contribute to this position. (ie. Bringing a child through this church.) We could work with Stewardship committee to help fund this position. This position was budgeted for this year. VBS is so successful. We need to have a mission and move forward. The MET team is on board with this position. We need to get it rolling and sell it!

Vote taken: Nos – 2, 1 abstention
The Ayes have it. Motion carried.

Property and Grounds – Kirk

The trailer used by the Boy Scout Troop used to be parked at the north end of the church. During the parking lot reconstruction, Mike Groh wanted to relocate their parking spot. The Boy Scout Troop now states that it is currently not working well there. It is hard to maneuver and has bumped into the fence. Sue stated that everyone involved agreed to moving it during parking lot process. If they move back to the north end, it will take up space and possibly damage the new parking lot. Kirk said that there are bushes by the current spot as well. A recommendation was made to help trim and pull weeds around some bushes to help. The consensus of the council was to defer to the prior agreements made when the parking lot process took place.

Downspouts have been relocated.

Membership – Jan

The mailers have been sent out and the committee will try to visit people in the coming weeks. Jan said that they could reach out to VBS attendees with treats and advertising like they did with the Gingerbread Houses event.

Education – Amy

The committee will be asking again for donations to help with VBS.

Outreach – Barb

St. Anthony had a keynote speaker with Human Trafficking and approximately 800 people attended. There was standing room only. Many people from CTK and government officials were there too. There are currently bills in legislation regarding this.

There will be a soap project day in June. The word on human trafficking is getting out.

Membership - Jan

There were paving bricks left over from the parking lot project. Jan asked if they could be donated. Carol answered yes.

Motion for the acceptance of the Council Committee Reports. Kirk moved and Andy seconded. Motion carried.

OLD Business:

Placement of Boy Scout Trailer
Kirk Carlson
After discussion above, consensus by council to leave it in current spot.

MET update
Carol White
They have already had a meeting.

NEW Business:

Personnel - Motion for approval to move forward with the Faith Formation position approved above.

Pastor – Approval of the following Discipleship Training students for Affirmation of Baptism:
Caleb Hansen, Emily Ketter, Grace Palmer, Blake Armiger, Peytyn Kier, Tara Chapman
Motion by Mike and seconded by Sue. Motion carried.

Reception of new members Jacob and Katie Berg along with children, Henry and Fredrick (Fredrick to be baptized on May 12th.) Motion by Mike and seconded by Kirk. Motion carried.

Discussion on AA use of Great Hall

There were comments regarding issues with the AA group and use of our facility. Carol stated that the organization can use our space and nothing else. There is a “facilities use agreement” that states they may use the kitchen but not our supplies. They can use the Great Hall Storage Closet. (Our coffee is now locked up.) The Audit and Budget committee is responsible for Facilities Use. There is a Fee Schedule, which charges AA \$125 every 3 to 4 weeks. Does this Fee schedule still make sense? Bob will follow up with this information. Pastor Jordan was their contact in the past.

Motion for Adjournment:

Kirk moved and Mike seconded. The meeting was adjourned at 8:12 pm.

The Council closed with the Lord's Prayer.

Respectfully Submitted,

LeeAnn Quinlan
Council Secretary

Next Meeting: Tuesday, May 14th**Refreshments and Devotions:****REPORTS FOLLOW:****CTK President Report
April 2019**

In March I had a number of conversations with Pat Neudecker regarding the MET process and plans for initial meeting. We are very fortunate to have Pat offer to lead this team of volunteers. The first MET meeting was held on April 2. I joined the meeting to personally thank everyone for their willingness to serve and to be sure to have a solid foundation on the process CTK would take. The team met from 6:30pm – 9:15pm. The first half hour was spent with everyone getting to know a little about each other. At 7pm Kristin Nielsen from Synod arrived and spent approximately an hour reviewing how the process works, next steps, etc. After Kristen left, the team broke down different parts of the initial process and different team members volunteered for different parts. It was decided that there would be small group meetings, meetings with the committees and large group meetings after service during the adult forum time. In addition, there will be a survey to assist in gathering other information necessary to form our profile.

Please take a moment to thank these people for stepping up to serve in this capacity:

Pat Neudecker – Team lead
Pastor Jim Stein – Community Representative
Kathie Ferree
Toni Schnor
Donna Finch
Brooke Muenta
Bill Meyer
Jerry Spencer
Brian Udovich
Pastor Jim Holmberg
Andy Justman (Council representative)

I worked with Mike Groh on the planning of the John Gurda event. We had approximately 60 people in attendance.

I attended the April exec meeting.

Submitted: Carol White

Christ The King Lutheran Church Vice President's Report April 2019

- **Pastoral Change:** The MET Team (Mission Exploration Team) conducted its first meeting Tuesday April 2, 2019. Duties of the MET team are task based. The Executive Committee continues working on gathering participants for the Call Committee group. Please be patient with the process. Again, let us all work together to move forward. MET Team will be gathering feedback from the CTK congregation and CTK family (this includes AGC) through numerous formats and opportunities. Scheduling of these feedback opportunities are in process being locked in. In the interim, feel free to direct any AGC future pastoral desires, comments and/or questions to me.
- **AGC:** The April 2019 AGC Board meeting was conducted Friday April 5, 2019 (re-scheduled date). The next AGC Board meeting is scheduled for Friday April 26, 2019. Please let me know if there are any topics you would like discussed with AGC.
- **CTK - ITG (Christ The King - Information Technology Group):** The CTK-ITG (ITG for group reference) was formally established at the January 2019 CTK Council Meeting. The ITG conducted it's first meeting on Tuesday January 22, 2019. The goal of the first meeting was to tabulate/identify technology related projects and prioritize the projects. Formulation of guidelines for technologies usage within the facility are in process of being developed. Please let me know if there are any topics you would like discussed with ITG.
- **Life Safety:** CTK attended another Life Safety training session hosted by the City of Delafield Police Department on Wednesday January 16, 2019. Additional information was obtained during the session. This additional information will help us to continue to review, build on and incorporate new procedures into our future on-going life safety training, procedures and policies.
- **Building Access and Exterior Signage Project:** I 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

CTK mailboxes and coat rack area. The project also entails adding an ADA Automatic Door Opener System similar to the systems installed last year at the other key entrances to our buildings.

The second portion of the project includes adding exterior directional and reference signage in numerous locations identifying entrance locations to the building. Execution of final bid documents, conceptual drawings and shop drawings are in progress.

Coordination meetings for these projects are continuing in April 2019.

- **Property & Grounds Projects List:** I am working with the Property & Grounds team to continue walk-throughs of the CTK property. This includes the AGC areas. The continuation of the walk-throughs will build on and refine the CTK Projects List begun in 2018. The CTK Projects List will continue to be a reference and prioritization tool for projects at CTK facilities.

Submitted by Andy Justman

Treasurer’s Summary of Financial Activity, March 2019

General and Administrative Income and Expense

The loss for March grew from -\$9689 in February to -\$10,381 in March.

Year to Date Unrestricted Income and G&A Expenses	
Unrestricted Contributions	\$89,093
General and Administrative Expense	\$99,474
GAIN (LOSS)	(\$10,381)

Unrestricted Giving

While there were 5 Sundays in March but the final Sunday was on the last day of the month which caused the bank deposit to fall in April. Easter is in April and Easter is typically a strong month for giving.

Month	Year					% OF ANNUAL TOTAL
	2015	2016	2017	2018	2019	
Jan	\$33,174	\$32,183	\$34,456	\$33,100	\$31,387	7.8%
Feb	\$28,341	\$28,866	\$23,215	\$25,338	\$26,771	6.2%

Mar	\$32,207	\$39,553	\$48,160	\$32,661	\$30,975	8.9%
Apr	\$34,397	\$31,814	\$34,428	\$45,343		8.5%
May	\$30,715	\$47,740	\$29,499	\$25,008		7.8%
Jun	\$26,924	\$22,592	\$22,116	\$31,979		6.0%
Jul	\$27,956	\$31,109	\$27,185	\$45,428		7.7%
Aug	\$29,870	\$26,311	\$32,904	\$27,572		6.8%
Sep	\$33,927	\$33,787	\$23,079	\$26,728		6.9%
Oct	\$40,836	\$38,893	\$35,373	\$32,360		8.6%
Nov	\$46,205	\$27,474	\$37,231	\$25,869		8.0%
Dec	\$61,499	\$61,976	\$69,650	\$96,608		16.9%
Total	\$426,050	\$422,297	\$417,296	\$447,993		
YTD	\$93,723	\$100,602	\$105,832	\$91,099	\$89,133	

Attendance

Attendance is up significantly from 2018. Our average attendance in 2018 was 129 for the first 3 months of the year and in 2019 bounced back to 143, a level not seen since 2017. The weekly attendance for March was 155, 107, 173, 148, 136

Average Sunday Attendance

Month	2016	2017	2018	2019
1	156	142	126	147
2	138	139	115	140
3	206	141	147	144
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	
12	161	157	168	
AVERAGE YTD	165	140	129	143

Mortgage

Our mortgage began in 2005 with a balance of \$1.1 million. We pay \$4110 each month and at this point approximately 65% of the payment goes toward principal.

Mortgage	
Jan 1, 2019 Balance	\$373,655
April 1, 2019 Balance	\$365,541

Submitted by Mike Hase, Treasurer

Pastor's Report

March 12 – April 8, 2019

Summary and Special Items

On March 19th I formally ended my work with LSS for Lutheran Disaster Response. My responsibilities only amounted to a few hours since January 7th. It feels good to be able to turn that over to someone else, but I know that the recovery work will continue for many months to come.

The MET group is made up of a wonderful group of members and will also benefit from the addition of Pr. Jim Stein as a community representative. Pr. Stein is retired after nearly thirty years at Church of the Resurrection in Pewaukee. I look forward to working with this group over the next several months.

I will be off on Easter Monday and taking one vacation day Tuesday April 23rd.

We will receive Jacob and Katie Berg along with their children Fredrick and Henry on April 28.

I recommend the following individuals for Affirmation of Baptism on May 5th:

Caleb Hansen, Emily Ketter, Grace Palmer, Blake Armiger, Peytyn Kier, and Tara Chapman.

Emily and Blake may have a conflict on the scheduled day, so we are working to find an alternative for them.

Meetings and Events

March	12	Meeting with a member for coffee
	12	Lunch meeting with Cluster Dean
	12	Council Meeting
	13	SOPHIA Meeting
	13	Counseling visit
	13	Meal and Lenten Worship
	13	Discipleship Training
	14	Bible Study and Meeting at Reformation Lutheran Milwaukee
	14	Visit at Three Pillars
	17	Worship and Adult Forum
	18	Staff Meeting
	19	Meeting at LSS Offices to end my Lutheran Disaster Response work
	19	Refugee and Immigration Committee at GMS offices

	19	Meet with representative from Lutheran World Relief
	19	Attend presentation on human trafficking at St. Anthony on the Lake
	20	Meal and Lenten Worship
	21	Continuing Education Event with Prof. Barbara Rossing – GMS
	21	Visits
	23	Visit to Community Resource Fair at Arrowhead HS
	24	Worship and Adult Forum
	24	John Gurda Event – Sunday PM
	25	Staff Meeting
	27	Lunch with Pr. Stein
	27	Meal and Lenten Worship
	28	Training in Suicide Prevention – Delafield Presbyterian
	31	Worship and Adult Forum
	31	Memorial Service for Esther Schuman
April	1	Staff Meeting
	1	Personnel Meeting
	2	Played Guitar and sang with AGC
	2	Executive Committee
	2	MET Team Initial Meeting
April	3	Education Committee
	3	Meal and Lenten Worship
	3	Discipleship Training
	4	Phone calls to homebound members
	4	Lake Country Cluster meeting
	4	Visit to Lake Country Rehab
	7	Worship and Adult Forum
	8	Staff Meeting
	8	Worship and Music Committee
	9	Worship at Shorehaven Community

Pastor's Report Addendum:
April 10, 2019

Proposed Vacation Dates:

Monday July 1 – Sunday July 7
Monday August 5 - Sunday August 11

Pr. Gerald Goodrich will be the pulpit supply for both Sundays I will be gone.

CTK WORSHIP AND MUSIC COMMITTEE MINUTES – Draft
April 8, 2019

Present: Vicky Jaeger, chr. Elaine Broberg, Roland Broberg, Sue Ettmayer, Pr, Gerald Goodrich, Mark Gould, Pr. Jim Holmberg, Paul Neumiller

The meeting was called to order at 6:30 p.m. Vicky led an opening prayer.

Volunteer schedules: Sue spoke to the problem of overlap on the schedules, when one person is scheduled in two different roles. Co-ordinators in the various serving roles related to worship:

Acolytes: Pastor and Discipleship Training leader

Assisting Ministers: Vicky

Lectors: Steve Hinkens

Communion Assistants: Jayne Hinkens

Ushers: Conrad and Sue Ettmayer—will be giving up this responsibility in a few months.

Greeters: Pat Neudecker – We are unsure if Pat will continue in this role; Vicky will check.

Also we seem to have an outdated contact list.

It was decided that we should try Sign Up Genius as a solution to the overlap problem. Vicky will set up.

Paul moved, Roland seconded adoption of the March 4 Minutes, with the correction in spelling Heath and Grindeland. Adopted.

April 28 Easter Concert: Mark gave details of the concert. While he has received donations of \$400, approximately \$550 is still needed to fund the concert. Discussion of whether to have a reception following the concert. Mark will ask Sanctuary Choir and Bells to furnish finger foods. Vicky will furnish lemonade and cookies, and contact kitchen chair to help serve.

Responsibilities for the Worship and Music Committee: The draft document which was distributed last month was discussed, along with suggestions for change. Gerry moved, Roland seconded adoption of the Responsibilities. Adopted. Attached as Appendix A.

AV Tech Equipment Guidelines: Paul moved, Roland seconded revision of the AV Tech Equipment Guidelines. Adopted. Vicky will send as Appendix B.

Pastor Jim's vacation: Pastor Jim will be gone on July 7 and Aug. 11, and the weeks preceding. Pastor Gerry will be in the pulpit on those days.

Worship with Reformation Church: Initial discussions have been held between Pastor Jim and Pastor Marilyn regarding shared worship experience, possible pulpit exchange.

Scholarship presentation and graduate recognition will be on June 2.

Mark's Report: Mark indicated that VBS Students and Jubilate Chorale will be singing on June 16. July 28 will be observed as Church Music Sunday. We will possibly change to another setting of the liturgy after Pentecost, June 9. Mark is contacting children for possible

participation in the mass youth choir which will be singing for worship at the ELCA Churchwide Assembly in Milwaukee, Aug. 5-10. He said we are making very little use of the CCLI license, and possibly consider dropping it. Vicky will contact Jill regarding cost and when our license expires.

Good Friday: Logistics of the service using candles was discussed. Roland will be responsible for seeing that the sanctuary is back in order.

Blue cards: It was pointed out that people making announcements did not submit blue cards last Sun. In an effort to minimize and shorten announcements, Committee recommends continuation of the blue cards.

The meeting was adjourned at 8:06 p.m. following the praying of the Jesus Prayer.

Submitted by:
Gerald V. Goodrich
Secretary

Next meeting: Mon. May 6 at 6:30 p.m.

April 2019 Youth meeting

We were scheduled to have a meeting 4-9-2019, however Toni and Brian were unable to attend.

Toni will be sending out a sign up for a day at the Water Park (Ingleside, the old Country Springs) for Saturday April 20th.

We will reschedule our meeting.

Sincerely,

Shari Showers
Youth Committee Member

Community Outreach Meeting – March 7, 2019

3 summary bullets:

- On 4/7/19, twelve people from CTK joined Reformation Lutheran for worship and a fellowship potluck.
- An estimated 800 people attended “A Conversation About Sex Trafficking” on March 19th at St. Anthony on the Lake. Our anti-sex trafficking partnership group with Delafield Presbyterian was responsible for promotions. The event was very well received. The event was described as “awesome.”
- We served 4 families during Family Promise week (March 24 – March 31st)

Meeting Attendees: Barb Hamann, Jenni Marquardt, Karen Huser, Pam Kroening, Shelly Fuller and Toni Schnorr

Opening Reflection: Barb shared a prayer from Bishop Paul Erickson

Soul Shop Event: Suicide Prevention Training, March 28th, Jeri Rooney coordinating for CTK.

Street Angels:

- Jenni signed up for lunch bag preparation on Sunday, August 4th
- Street Angel is in the process of moving to a new location
- We will revisit this topic in June in order to prepare for August

Lenten Supper:

- We are signed up to prepare and serve meatball sub sandwiches for April 10th
- Shelly will purchase the meatballs, cheese and rolls from Costco
- Jenni will purchase the marinara sauce
- Toni will purchase carrots/celery, ranch dip and chips
- Lynn and Ellen will provide the desserts
- Expecting 50 people to attend the Lenten Supper
- Everyone should bring their receipts and then we will share the cost

Reformation Church:

- Scheduled for Sunday, April 7th
- We will prepare the meatball subs for after the service
- Expecting 40 people to attend the Reformation lunch
- We will use some of the items purchased for the Lenten Supper
- Pine-Sol and detergent collection – Pam provided a sample

Family Promise:

- The Family Promise Valentine Swing Dance was successful and will most likely be held again next year
- Our next host week is March 24 – 30
- Jenni reported that the sign-up is going well
- Jenni will send out another reminder
- Future dates are May 12 – 19, September 8 – 15 and November 3 – 10
- Jenni reported that it is difficult for families to find affordable housing in our area. Lack of public transportation is also a concern for families
- Erin the case worker for Family Promise is leaving sometime in April
- There are two families currently in the program
- Rick and Bunny donated food to Family Promise

Plant Sale:

- Order forms are on display
- Orders should be turned in by Sunday, March 24th
- Plant pick-up will be Saturday May 11th
- Set-up 8:00 – 10:00

- Plant pick-up 10:00 – 12:00

Human Trafficking:

- 388 individuals are registered to attend “A Conversation About Sex Trafficking” on March 19th at St. Anthony
- Karen and team have been busy posting flyers regarding the program on the 19th
- Vicky is heading up the STTLC resource table at the Lake Country Community Fest at Arrowhead High School on March 23rd

Blood Drive:

- The blood drive was held on February 21st

Serenity Inn:

- A dinner is scheduled for March 26th

Spring Luncheon:

- Somehow nothing was budgeted this year for the event, so the funds will fall under the Outreach Committee but next year it will return to Fellowship
- Sylvia will be picking a date for us to host
- A free will offering will be collected this year

Change to Change Collection:

- A suggestion was made by George to Barb that a portion of the change to change offering should go to a local organization such as the Oasis Project
- After much discussion, we determined to continue with the change to change offering going to Reformation Church and World Hunger

Other possible events at church per Mike Groh:

- March 24 – John Gurda/historian, we are not planning to do anything for this event
- Bicycle rodeo/bike safety event
- Internet safety for parents

April Meeting: Thursday, April 11th

The meeting ended with The Jesus Prayer

Minutes prepared by Toni Schnorr

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach on 4/7/19

Education Committee

April 3, 2019

Key Points:

- Tables will be set up the end of April for food and monetary donations for VBS.
- Volunteers are needed for VBS. Contact Amy Bonesho or any of the committee members if interested.
- On April 28th, the Discipleship Training students will be shadowing the adult leaders in worship.

In attendance: Sherie Trafton, Toni Palmer, Mary Hollister, Amy Bonesho, Pastor Holmberg

Vacation Bible School:

We have 20 children registered so far. We expect about 80 to register

Mary is ready to order supplies for decorating. She will contact Jill about using the church credit card.

Bev has all the crafts planned out.

Pastor reviewed the Bible stories for the week. We need to eliminate one story from the curriculum since it is based on 5 days and we only have 4 days of VBS. We are not doing the story of Esther.

We are targeting the last week of April to start collecting food and donations at church.

We continue to seek out volunteers.

Sunday School:

The children will be reciting the first three commandments during the service on 4/7.

Discipleship Training:

The students are getting ready for the affirmation of baptism and finishing up the year studying the Apostles Creed.

On April 28th, the students will be shadowing the adult leaders in worship.

Other:

Meredy and the personnel committee are working on a proposal to fill the Faith Formation Coordinator position. The education committee reviewed the job description and provided updates.

Graduation recognition has been rescheduled for June 2. Scholarships will be handed out that day as well. Jill will be sending a letter/invite to the graduates.

The education committee is all set to provide the treats/coffee on May 21 during the fellowship hour. We will discuss the menu at our meeting in May.

Respectfully Submitted,

Amy Bonesho

MEMBERSHIP COMMITTEE MEETING MINUTES

MARCH 11, 2019 AT CHURCH

Chairperson: Jan Guetzke

Attending were: Pastor Jim Holmberg, Donna Finch, Jeri Bonadurer, Kirk Carlson, Bill Myers, Jan and John Guetzke

Excused: Pam Behrend and Bev Waltz

Pastor Jim opened with prayer

VISITOR FOLLOW UP

Donna continues to respond to the yellow card responses. 7 families have expressed interest, but only one has committed to an orientation invite or membership invite. Donna will continue to pursue these families. It was brought up that we are having a problem identifying visitors. It was suggested we ask the greeters to help and send visitors to the welcome center. We will have someone at the center before the service. Jan will talk to the worship committee and see if the greeters would do this.

RECEIVING NEW MEMBERS AND RECEPTION

The church will take in new members on April 28 and Pam Behrend will do the reception.

WELCOME BEFORE SERVICE

Donna is still having difficulty getting people to do the welcome before service. She works week to week on this, Jeri, John and Jan will help.

COFFEE HOUR

There have been complaints about the kids taking an excessive amount of bakery and making a mess. It was decided we would try setting up a kid's table with treats especially for them. Jan will talk to Sue Rutledge about the washing of tablecloths. The people doing the kitchen laundry should not be required to wash the tablecloths. Jan Guetzke will make sure we have clean tablecloths.

NEW MEMBER PROGRAM

Another mailing will be sent out before the end of March. This will list our Easter services as well as other activities at church. It was decided to send to the new people moving in as well as the ones we sent the first mailer to.

LAKE COUNTRY COMMUNITY FEST

The membership committee will have a booth at the community fest. Everyone was invited to help if they were available.

NEW BUSINESS

MONITOR BY ALL GOD'S CHILDREN ENTRANCE

There is confusion as to who is responsible for programming the monitor by All God's Children entrance. The monitor was placed there to advertise the church functions as well as All God's Children functions. The same info that is on the upper sanctuary monitor could be used. Jan will

talk to Meredy and see if Michelle can program both monitors with the same info at the same time.

RESPECTFULLY SUBMITTED,
Jan Guetzke

Report of Personnel Committee meeting, April 5, 2019

Highlights:

- An on-going problem remains with third parties and congregation members directly assigning tasks to Michelle which can't be done as outside of Job Description or given time constraints of job. The Personnel Committee, with input from Michelle, will publish guidelines for members and third-parties. Members with questions should ask Pr. Jim or Meredy Hase.
 - The Personnel and Executive Committees ask that the Worship and Music committee coordinate then advise the office staff of weekly Communion Assistants, Lectors, Greeters, Acolytes, Ushers and Assisting Ministers by Monday morning of the week prior to the Sunday of serving.
 - **Motion:** Meredy moves to direct the Personnel Committee to fill the **Faith Formation Coordinator** position at 20hrs/week with reduced Job Description duties by 3rd quarter of this year.
- 1) Meredy Opened the April 1, 2019 meeting with prayer; attended by Lynn Hansen, Mary Hansen, Meredy Hase (chair), Pr Jim Holmberg, Sue Seegert, and Toni Schnorr
 - 2) Meetings Review
 - a. Meetings held in March by Meredy and Toni and staff were reviewed and discussed.
 - b. March 22, Meredy Authorized the office closed on Good Friday as we did not have it staffed last year. She also authorized Mark off Easter Monday (Pastor as well but check with President). Jill, Michelle, Joel work Easter Monday as usual unless PTO requested.
 - 3) The committee reviewed the meetings and approved the actions therein.
 - 4) Old Business:
 - a. **Custodian**- The cleaning duties and supply purchases were discussed. No action taken.
 - b. **Media & Communications Coordinator Job Description** - Meredy will present to Exec Committee; see below.
 - c. **Office Coordinator and Media & Communications Coordinator Job Description** – Meredy will bring to Exec Committee; see below.
 - d. New Business: **Faith Formation Coordinator position** – Meredy will present to Exec Committee; see below.
 - 5) Closed with the Lord's Prayer

April 2, 2019, Meredy attended the Executive Committee meeting

- **Media & Communications Coordinator** - Meredy presented the document the *Role of our Media & Communications Coordinator* by Michelle Scherer, particularly the section titled *Christ the King Lutheran Church of Delafield, Communication Guidelines*. The Executive Committee approved the *Communication Guidelines*, changing *submit your press release to: mcc@ctkdelafield.org at least 30 days prior to publication of your event or announcement*. Meredy discussed third parties and members who are directly assigning tasks to Michelle with tight timelines and which can't be done given time constraints. The Personnel Committee, with input from Michelle, will publish guidelines for members and third-parties. Members with questions should ask Pr. Jim or Meredy Hase.

- 1) **Worship Assistants' tasks and schedules** – As the office staff is being asked to serve as Volunteer Coordinator for the Worship Assistants, tasks with which they are not charged, Meredy requests the Executive Committee address the Worship and Music committee in this regard. Jill and Michelle should be advised of weekly Communion Assistants, Lectors, Greeters, Acolytes, Ushers and Assisting Ministers by Monday morning of the week prior to the Sunday each assistant is serving for publication in announcement and worship materials. A member of the Executive Committee will attend Worship and Music committee Monday, April 8.
- 2) **Faith Formation Coordinator position** – Meredy discussed this open staff position. With the wise counsel of Interim Pr. Jim, the committee recommends filling this position by July or August 2019, pending Council approval. The Job Description will again be revised, reducing the work week from 30hrs/week to 20hrs/week as budgeted for 2019. At the request of Carol White, Meredy will bring forward a motion requesting authorization to fill the position of Faith Formation Coordinator in the 3rd quarter of this year, given the current budget deficit. Pr. Jim will attend the Education Committee meeting to solicit recommendations for revisions to the Job Description. **Motion:** Meredy moves to direct the Personnel Committee to fill the **Faith Formation Coordinator** position at 20hrs/week with reduced Job Description duties by 3rd quarter of this year.

Respectfully submitted, Meredy Hase, chair, April 5, 2019

Property and Grounds report April 2019

Bullets

- The Boy Scouts have asked to park their trailer at the location they used prior to the parking lot reconstruction, at the north end of the lot.
- Down Spout replacement and Gutter repair
- Roof Leak over the Church Office

During construction of the new parking lot, the Boy Scouts were given a new location to park their trailer along the fence on the north end of the playground and within the boundaries of the fence. They have had problems maneuvering the trailer in this location and have rubbed the fence at least once.

They have asked to go back to the location they used before the parking lot project. They would like to create a stone and or pavement tile pad at that location. All materials and labor would be provided by the Scouts. Their leaders met with us and we agree with the move. Their Liaison George Finch has also weighed in and agrees in principle with the new location.

We are putting a work crew together to relocate and add downspouts to the building on Saturday March 6th.

We continue to replace fluorescent lights in the Church with LEDs. We are currently working in the Sr. Pastor's office and move next to Terri's office.

No action has been taken on the roof leak.

Respectfully,

Kirk Carlson Property and Grounds

END OF REPORTS