

**CHRIST THE KING LUTHERAN CHURCH**  
Council Meeting Minutes  
June 11, 2019

Membership Roll:

**Present:** LeeAnn Quinlan, Pastor Jim Holmberg, Carol White, Barb Hamann, Amy Bonesho, Mike Hase, Andy Justman, Vicky Yaeger, Sue Ettmayer, Meredy Hase, and Jan Guetzke.

**Absent:** Shari Showers, Kirk Carlson, and Bob Wierichs

President Carol White called the meeting to order in bells room at 6:30 p.m.

Opening Prayer/Refreshments: Barb Hamann

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

Motion to approve May, 2019 Council Minutes: Mike moved and Jan seconded. Motion carried.

**President Report** - Carol

**Vice President Report** – Andy

**Treasurer's Report** – Mike

Giving amounts have gone up in May. We are currently in a deficit of \$25,000. Attendance is up an average of 8 people on Sundays. A Statement of Activity Report for the quarter was handed out. Sue mentioned that we have a deficit of \$550 for flower purchases. Mike questioned if we need to add more money to the budget. Comment about whether to pay ahead for Christmas and Easter flowers. Mike thanked Jan for looking into the coffee deficit amounts. AA will be charged \$15 more a month for coffee to cover costs. Carol said that we have a large coffee inventory that we have already expensed. Meredy brought up about the music subscription. Vicky said that some licenses are due (CCLI). Vicky will review with Pastor and Mike. Meredy mentioned that there is an option for \$150 more so that you can search for which songs you can purchase.

**Pastor's Report** – Jim Holmberg

Pastor described a family situation with added stress.

Motion for approval of the Executive Reports. Sue moved and Amy seconded. Motion carried.

**Committee Reports:**

**Personnel Report** – Meredy

Thanks to Amy for coordinating VBS.  
Meredy talked with the Executive Committee about hiring a Faith Formation Coordinator. She requested a plea to send out to the congregation that we need ongoing resources to support this position. Perhaps through an endowment chair to cover employee costs. We need to fill this position.

We have \$20,000 budgeted this year for a salary. Is congregation sensitive to this matter? Need fund raising campaign to move forward. Jon Kilmer is working on a letter to pay for this position. What does Sunday School look like for this fall? Do we hire a superintendent for Sunday School? Pastor suggested that the campaign needs to be done over a 2 to 4-year period and start as soon as possible. Stewardship was informed by Education and Personnel committees. We need to have a goal. Pastor said that he can help put a letter together and talk about it during service. We need to create pledge cards.

#### **Membership – Jan**

There are a possible 3 or 4 new families joining the church. One family is for sure. Plan to do door to door visits in the future.

#### **Outreach – Barb**

Redeem and Restore raised \$27,000 for a safe home. Stop Trafficking Together in Lake Country (STTLC) was given a check for printing costs of flyers, etc. A church asked us to talk to them and wants to help with money for this cause.

#### **Worship & Music – Vicky**

Pastor and Sylvia currently visit members who would like to receive communion in their homes. The church would like to expand this program with 8 volunteers. There are currently 103 members who are 75 years or older. An eleven-step checklist for this program was handed out. More eucharist kits and wine would be needed. We currently have 2 kits. It costs about \$70 for a basic kit. Committee allotted \$160 for 2 kits. Would like to also restart offering healing prayers at the rail during communion. It would be on the 3<sup>rd</sup> Sunday of the month. We are in the process of updating communion instruction sheets. Vicky will provide the usher instructions. The committee recommends to leave the fall service schedule the same as it is now. Pastor recommended to wait to consider changing services after a new pastor starts.

#### **Education – Amy**

VBS has about 90 kids registered.

Motion for the acceptance of the Council Committee Reports. Barb moved and Sue seconded. Motion carried.

#### **OLD Business:**

MET update - Andy

The Met team held a third meeting that lasted 3 hours. The team has conducted one on one interviews with staff, etc. Survey due in August prior to the Bishops visit. The survey will be emailed and written on physical forms. The bishop will also be here on June 23<sup>rd</sup> for questions too. Andy said he could do another update on the MET process.

Call Discussion - Carol

Discussion on who will be on the team. Possible names were mentioned. Sue suggested Carol ask for any new volunteers too.

AGC Lease -

It will end in July. A new 5-year lease (calculated per classroom per year) will be created. Sue and Carol agreed to have council approve the new lease. Since council will not meet in July, it was decided that we could complete the motion during an electronic meeting (email). Sue recommended that we include updated information on the faith formation position as well.

#### Construction Projects – Andy

Exterior sign project and painting has funding for up to \$15,000. This includes signage and paint. The budget for the ADA door project is \$42,907 and cost will be approximately \$21,000. Both projects require volunteer labor. The main and the AGC doors probably need replacing also.

Motion - Andy moved to proceed with the exterior signage/way finding project with \$15,000 funded requiring volunteer labor to complete as \$10,000. Sue seconded. Motion carried.

Motion - Andy moved to proceed with the ADA upgrade project with \$42,907 for door opener and exterior doors funds requiring volunteer labor to complete at \$21,500. Sue seconded. Motion carried.

#### **NEW Business:**

Possibly no July meeting

Rally Day – Sue brought this event up for discussion. Vicky per Worship Committee added that there will not be an outside church service held this year on Rally Day. Vicky took notes on the discussion and will talk to Bev about the event and help find volunteers.

#### **Motion for Adjournment:**

Barb moved and Sue seconded. The meeting was adjourned at 8:05 pm.

#### **The Council closed with the Lord's Prayer.**

Respectfully Submitted,

LeeAnn Quinlan  
Council Secretary

**Next Meeting: August 13, 2019 (unless a July meeting is deemed necessary)**

**Refreshments and Devotions: Carol White**

#### **REPORTS FOLLOW:**

**CTK President Report  
June 2019**

I have continued to keep in close communication with Pat Neudecker regarding the MET process, team, and their progress. I attended the meeting on Sunday, May 19, after service in the great hall and appreciate all that joined in the discussion. We had approximately 25 or so members of the congregation participate.

MET Members again are:

Pat Neudecker – Team lead

Pastor Jim Stein – Community Representative

Kathie Ferree

Toni Schnor

Donna Finch

Brooke Muentz

Bill Meyer

Jerry Spencer

Brian Udovich

Pastor Jim Holmberg

Andy Justman (Council representative)

We continue to make announcements after service on the progress of MET to keep the congregation informed.

In addition to attending the June exec team meeting I have had meetings with a number of members of the congregation on different items.

I will be out of town beginning Sunday, June 23 until approximately July 11. During that time, while I will have access to email, if anything urgent arises, please contact Andy Justman.

Submitted: Carol White

### **Christ The King Lutheran Church Vice President's Report June 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 continuing to gather feedback from the CTK congregation and CTK family (this includes AGC) through numerous formats and opportunities. The MET Team conducted its third meeting on Tuesday June 4, 2019.
- **AGC:** The final 2018-2019 AGC Board meeting was conducted Friday May 24, 2019 (I was unable to attend due to work requirements). The next AGC Board meeting will be

scheduled when the school year resumes for 2019-2020. 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 its first meeting on Tuesday January 22, 2019. The goal of the first meeting was to tabulate/identify technology related projects and prioritize the projects. Documentation of systems/operations is in progress. Formulation of guidelines for technologies usage within the facility are continuing. 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. The pursuit of formulating a CTK Life Safety Committee is being discussed.
- **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 continued on April 23, 2019.

- **Property & Grounds Projects List:** I am continuing to work with the Property & Grounds team to complete 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, impact and prioritization tool for projects at CTK facilities.

Submitted by Andy Justman

## Treasurer's Summary of Financial Activity, May 2019

### General and Administrative Income and Expense

Giving was up significantly in May. This is likely not a trend that will continue. The deficit decreased \$10,000 from April. The deficit in May 2018 was **(\$35,000)**. June is historically the slowest month of the year for giving.

| Year to Date Unrestricted Income and G&A Expenses |                   |
|---|-------------------|
| Unrestricted Contributions                        | \$168,231         |
| General and Administrative Expense                | \$193,443         |
| GAIN (LOSS)                                       | <b>(\$25,212)</b> |

### Unrestricted 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  | \$33,595  | 8.5%              |
| May   | \$30,715  | \$47,740  | \$29,499  | \$25,008  | \$45,142  | 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   | \$158,835 | \$180,156 | \$169,759 | \$161,450 | \$167,870 |                   |

## Attendance

Average weekly attendance continues slightly ahead of 2018. There were 112 worshippers on Memorial Day which is consistent with previous years.

### 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  | 179  |
| 5              | 167  | 164  | 144  | 148  |
| 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<br>YTD | 168  | 160  | 143  | 151  |

## 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 |
| May 31, 2019 Balance | \$360,050 |

## VBS

As of June 3, we had 27 paid enrollments in VBS. Net income is \$1236 and expenses are \$711.

Submitted by Mike Hase, Treasurer

## Pastor's Report

May 14, 2019 – June 10, 2019

### Summary and Special Items

The MET is making excellent progress in completing their tasks and working towards finalizing their report. I believe they will be doing another survey to make sure that everyone has an

opportunity to share their thoughts. Bishop Erickson will be coming to officially conduct the town hall meeting with the congregation on September 15<sup>th</sup> at 10:15 am. This is where the Mission Site Profile is presented to the congregation and any final comments may be heard. Following this formal submission of the document the call committee may begin its work. Some of you know by now that my family has been dealing with an extremely challenging situation with my daughter Mears's diagnosis of bipolar disorder. We have had one crisis event after another. Because of these challenges I was unable to attend the synod assembly this year and attendance at some committee meetings have been more hit and miss. The synod is reimbursing the congregation \$75 for my registration (partial) even though the deadline had passed since it was for a family emergency. I am keeping Carol and Andy informed of what is going on so that we are all clear about any work schedule changes or needs. I thank you for keeping my family in prayer during this difficulty time.

### Meetings and Events

|      |    |   |
|------|----|---|
| May  | 14 | Membership Committee/Council Meeting      |
|      | 15 | AGC Program – Education Committee Meeting |
|      | 15 | Home communion visit                      |
|      | 16 | Synod Interim Pastor's Meeting            |
|      | 19 | Worship                                   |
|      | 20 | Staff Meeting                             |
|      | 21 | MET Meeting                               |
|      | 23 | Member home visit                         |
|      | 26 | Worship                                   |
|      | 29 | Nashotah House visit                      |
|      | 29 | VBS meeting                               |
|      | 29 | Member calls                              |
|      | 30 | Member home visit                         |
| June | 2  | Worship/Graduate recognition              |
|      | 4  | Executive Committee                       |
|      | 4  | MET (brief attendance)                    |
| June | 5  | Visit with Carol                          |
|      | 5  | VBS meeting and decorating                |
|      | 6  | Member home visit                         |
|      | 9  | Worship                                   |
|      | 10 | VBS (Monday through Thursday)             |
|      | 10 | Worship and Music Committee               |

**Pastor James Holmberg**



## Community Outreach Meeting – May 9, 2019

### 3 Summary Bullets:

- Redeem & Restore's Ignite Hope fundraising brunch on 5/18 raised \$27,000 for the women and the home! Redeem and Restore that visited CTK in January. Redeem and Restore Center exists to love, restore, and support women escaping from domestic sexual exploitation or trafficking.
- STTLC was given a \$500.00 donation at the Jump for Archie Event in Oconomowoc. We were doing a resource fair at the event. The couple who presented the check had \$500 to give to one charitable organization at the event and they chose STTLC.
- Family who caused the fire alarm on 5/14/19 were removed from the Family Promise program the next day.

Attending: Barb, Shelly and Karen

- Opening Reflection: Barb
- Spring Senior luncheon – May 8th 11am – 1pm
  - Served 76
  - Free will offering collected \$238. Expenses ~\$481 (including a lot of kitchen supplies per Diane Crowley)
  - Pastor Jim encouraged us to continue this ministry.
    - We need to document all the tasks needed to put this on. One step that we forgot this past event was to ask Elaine Broberg to prepare communion for the Senior service. Pastor Jim came to the rescue.
- Street Angels
  - We are signed up for lunch bag preparation on Sunday, August 4th
- Reformation
  - Items for neighborhood store – see boxes in Cry Room!
  - Pine-Sol and detergent collection. Pam has provided samples in the box.
- Family Promise
  - 2019 Host weeks:
    - May 12 -19 Lots of open slots!
    - Sept 8 - 15
    - November 3 -10
- Suicide Prevention.
  - Every Brilliant Thing at the Milwaukee Rep – Karen, Barb, Jeri Rooney and Pam Angst attended the play at The Rep. It was very well done.
- Plant sale pick-up will be May 11th. Need volunteers for sorting.
- Serenity Inn this month is 5/28/19
  - Next month: 6/25/19
- Local needs were discussed
- Anti-sex trafficking
  - STTLC was given a \$500.00 donation at the Jump for Archie Event in Oconomowoc. We were doing a resource fair at the event. The couple

who presented the check had \$500 to give to one charitable organization at the event and they chose STTLC.

- STTLC will be visiting Acts 2 Community Church (Genesee Depot) services on June 19<sup>th</sup>. Acts 2 plans to do a collection for STTLC.
- Calendar Review
- Other topics?

Plant Sale- pick up will be on Sat. May 11<sup>th</sup> at CTK from 8:00-1:00. Jenni is still looking for volunteers to help sort plants that morning. Be there at 8am.

Closing prayer- "Jesus Prayer"

Minutes prepared by Barb Hamann

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach on 6/10/19

Education Committee  
June 3, 2019

The education committee did not have a regular meeting in June. We spent the time planning for Vacation Bible School. We will be back to our regular meeting schedule next month.

Respectfully Submitted,  
Amy Bonesho

#### **June 2019 Youth Report**

We are still trying to set a time up for meeting, with graduation and end of school, schedules have been busy.

Hopefully we will meet in a week as I have an email trying to get together

I turned in the Sentry receipts. \$94.24 check will be sent to the church.

I will not be at the July meeting as I will be out of the country.

Sincerely,

Shari Showers  
Youth Committee Chair

## MEMBERSHIP COMMITTEE MEETING MINUTES

TUESDAY MAY 14, 2019

ATTENDING WERE: Jeri Bonadurer, Bill Meyers, Donna Finch, Jan Guetzke, and Bev Waltz

EXCUSED WERE: Kirk Carlson, Pam Behrend and John Guetzke

Pastor Jim opened with a prayer.

VISITOR FOLLOW UP: Bev has a possible 3 families interested in joining in September. Donna and Pastor will follow up on these.

SUNDAY MORNING GREETERS: Finding greeters for Sunday morning is the responsibility of the worship committee, however I did ask Joan Scheid if she would call and get the greeters. She said she would and I past this on to the worship committee.

NAME TAG SUNDAY: John suggested we have name tag Sunday more often. I will talk to Kirk and see if he is amenable to this.

UPDATE MAP: Jeri offered to update the map with all the new changes in the directory.

BEV'S INFORMATION: Bev has completed all new home addresses through the first part of June.

UPDATE AND PRINT HANDOUTS: Jeri offered to update the handouts and have them printed. It was decided we do not put dated events on handouts until October then we will list Thanksgiving, The Tea, Christmas concert and the Christmas Services.

MEMBERS NOT ATTENDING FOR A COUPLE OF MONTHS: It was decided we go through our directories and see if we can find members who have stopped attending church.

NEW NEIGHBOR PROGRAMS: John explained his procedure on visiting new neighbors.

COFFEE HOUR: Jeri offered to make new containers for the good will offering, that are safe and easy to use.

RESPECTFULLY SUBMITTED

Jan Guetzke

### Report to Council of Personnel Committee, June 11, 2019

- 1) The committee has not met since the last report to Council.
- 2) Meetings Review
  - a. May 16, 2019, Meredy authorized Joel Gerth, with consent from Michael Hase, Carol White, Jill Vento, to change the Sam's Club membership to a business account. The estimated \$55 increase in membership cost is recouped in the first shipment. Ship-direct versus in-store pick-up in Waukesha is a huge savings in labor.
- 3) Old Business:

- a. Faith Formation Coordinator position –open
  - i. June 4, 2019, Meredy met with the Executive Committee regarding the timing of the Job Posting. After discussion regarding the on-going budget deficit, posting of the job remains on-hold. Carol will address the congregation on this matter.

Respectfully submitted,  
Meredy Hase, chair

**END OF REPORTS**