

King of Kings Lutheran Church
Church Council Minutes
April 21, 2026

Attendance

Members in Person:

Jen McKinnon, Executive Council
Jason Livingston, Executive Council
Chris Gandhi, Executive Council
Meisha Berg, Member-at-Large
Rebecca Kurtz Schwanke, Member at Large
Kevin Schwartz, Finance
Jen Krumrie, Treasurer
Pastor Jon Larson, Lead Pastor
Pastor Amelia Houdek, Associate Pastor
Dianne Johnson, Executive Director
Tami Olson, Secretary

Members Absent/Excused:

Guests:

John Wadie, Member-at-Large - Elect
Kevin Rosemann, Executive Team - Elect
Scott Borchert, Church Member

The meeting was called to order at **6:35** by Jen McKinnon, presiding.

Opening Prayer – Pastor Jon

Approval of prior months Meeting Minutes

Chris moved to accept the meeting minutes.

Jason seconded the motion.

Motion passed (CC.26.04.10)

Approval of Agenda

Jen moved to accept the meeting agenda.

Rebecca seconded the motion.

Motion passed (CC.26.04.11)

Role of Council: Jen reviewed with council and guests.

We empower staff, committees and volunteers to make the necessary day-to-day operational ministry decisions. The role of Church Council therefore is to focus on more strategic visioning that will seek to further enhance and move the ministry forward.

Guest Presentation: None

Celebrations and Thanks:

1. Jen M. thanked Jason and Rebecca's for completed two two-year terms and had parting gifts.
2. Jen M. welcomed new Council Members Kevin Rosemann, Executive Team and John Wadie, Member at Large and everyone did introductions.

(Note: Newly elected Council members are invited to attend the April meeting with their first official meeting in May)

Old Business:

1. Financial Report with walkthrough explanation: Dianne Johnson

- a. Dianne handed out financial reports and went through items and format in detail for the benefit of our new members.
- b. This is our first quarter January to March, 665,770, visitors, 6,323, total 672,093, budget 596,172.
- c. Dianne said the budget is prorated from the year before.
- d. Benevolence is paid quarterly.
- e. Other revenue and expenses, because we take credit cards, and fees. If a person gives stocks, we do not hang on to stocks we sell as soon as we get. But sometimes we take a loss.
- f. Chris asked do you have a percent of stock vs giving.
- g. Dianne, I have about 25 that give stock, used to be higher, remaining people reached 73 using other contributions.
- h. Excess cash received, 2026 budget 93,000 extra cash at this time we are better.
- i. Loan from Thrivent will be paid off in 2037. It will always be at four percent, paying more in principle than interest.
- j. On the last page, one time our investment income we pulled out on a separate line, because it does not impact on operating expenses.
- k. Dianne, we went through this very quickly, stop by anytime with questions.
- l. If we look at second page, look at March 2025 to March 2026, you can see in March 2025 a deficit, March of this year, surplus of 50,000. Money Market is making three to four percent.
- m. Spreadsheets have ratios for the last ten years, giving an idea where we might end the year. What does that mean for year to date, spreadsheet is telling us that we will come in over our budget.
- n. When we look at the audit briefly, we will get into it.
- o. Kevin, RSG and Holy Grounds are separate.

2. Organ Update (Waiting for the arrival of the pipes)

- a. Jen, updates are in Dianne's report.
- b. Jen M., pipes are scheduled to arrive at the end of summer.
- c. Rebecca, I know I am not on council, I am happy to work with Jim to carry this through. I know it will be nice to get it down.

3. Columbarium Phase #2 (Installed – see executive report for pictures and details)

4. Garage Storage project (See executive report for details)

- a. The work on the garage, this was a donor's wish to have this garage.
- b. The trenching photos on this in report.
- c. We will have 18 inches deep trench for electrical, block coming in, trusses are here and construction with Larry Hagen and a couple guys.
- d. Putting in a keypad for the garage instead of using keys.

5. LED Screen Project (See executive report for details)

- a. LED still getting quotes, should have screens mid-July, will install ourselves.
- b. Jen asked how many pieces.
- c. Dianne, 52 screens, all electrical planned. Last thing is the constructions, three quotes.
- d. Jen asked what is involved in construction.
- e. Dianne, it will support the screen. Need to put support to attach screens to.
- f. Kevin, is there fine tuning that needs to be done?
- g. Dianne, Ryan Sieler (member) will be taking the lead with installing along with Jake Pickett.

Strategic Planning Update (If Applicable):

(Outline Structure and Identify initiatives and potential drivers as they relate to Strategic Planning)

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1. Engagement
 - o E4 Strategy (Encourage, Engage, Equip and Empower)

- Building Connection(s), Growing Community (2026-2027 Strategy)
- Gospel Hospitality – Transforming Ordinary Interactions into Extraordinary Experiences)
 - a. Jen, Pastor Jon talked about meeting, as time has changed, we have added community engagement and Security as one of our strategic planning
 - b. Dianne has been digging into that as well.
 - c. Kevin R., asked where does our outreach for Tanzania fall.
 - d. Pastor Amila, community engagement.
 - e. Chris, if you look at Pam’s report you will see Tanzania
- 2. Growth
 - Congregational Engagement
 - Children and Student Engagement
Education
 - Community Engagement
- 3. Giving (Seeking to leverage current giving baseline)
 - Stewardship / Legacy (Faith forward: Building Today and Investing in Tomorrow Team to be identified
- 4. Community Engagement – Chris
- 5. Security
 - Grant Process – On hold due to Federal funding
 - Staff and Congregation Training (Playbook)
 - Staff and Congregation Training (Playbook)

New Business:**1) Policies and Procedures Onboarding of New Council (April-May)****a) Council Notebooks**

- i) Dianne talked about contents of notebooks, and a good snapshot of what we have going on.
- ii) Jen M. what we discussed, maybe go through a bit of notebook each meeting. Speaking of roles, look at job descriptions and give feedback, Rebecca and Jason.
- iii) Dianne, I thought I would go through Financial Policies, not much happened when COVID hit. This has 19 screens, Dianne did overview.

b) Budget Preparation Review

- i) Dianne reviewed, we are no longer with Brotherhood Mutual.

c) Audit Review

- i) Kevin asked we don’t pay for audit?
- ii) Dianne, no built into premiums.
- iii) Audit 2023, received May 31 of 2024 and building audit one year,
- iv) Financial audit, what financial accounts reviewed, holy grounds RSG, columbarium.
- v) 99.99 accuracy, stock transfers compliant with IRS Visa accounts.
- vi) Dianne, I appreciate the staff, if a personal they write me a check immediately.
- vii) Jen reviews all bank transfers. The money marketing we can move money into checking as needed, Jen, transferring between King of Kings accounts.
- viii) Pay Pal get transferred, we eat the fees.
- ix) Thrivent, any changes need two approvals must be a phone call.
- x) Audit rating, superior.
- xi) Record retention is pertinent.
- xii) Kevin, do we have a records retention manual. Dianne, yes, we do.
- xiii) Background checks are done annually.
- xiv) Cash is handling at least 2 people.
- xv) No cash on premise

xvi) Chris, a quick question, do we do a night drop on Sundays? Yes

xvii) Dianne monthly reconciliations prepared timely.

- xviii) Holy Grounds has Square to reconcile.
- xix) Kevin, any Minnesota based tax.
- xx) Financial underwriting Audit, all accounts passwords need to be changed, they bring three to four members of team during the audit. I love to show them what we do. I will continue to do this to show how your money is being used.
- xxi) Jen, thank you for your diligence and time.
- xxii) Dianne, that is a very good point, I would look to budget, I would not want an audit done by members I would love to have 3rd party come in.
- xxiii) Scott asked, has there been discuss in the past?
- xxiv) Dianne, churches are not mandated to do an audit.
- xxv) Chris, how much does it cost?
- xxvi) Dianne, in corporate world 30,000 to 40,000,
- xxvii) Jen, if you did one every 3 years, more data to be looked at.
- xxviii) Jen M. if someone is to donate and audit is 5 years old; a snapshot is a period of time.
- xxix) Dianne, I think there is value to it., what they look at, policy and procedure and review checks.
- xxx) Maybe they have something else we can look at. 5013c, FIN# articles of operations. I have not received a gift of 1M.
- xxxi) Jen M. my questions, what is the difference between the insurance company, what more would you provide for us?
- xxxii) Dianne, I have seen corporate audits, I like seeing them. One loophole we have here is when someone asks for gift cards, they through in a basket, they don't give credit for them, when we give to an organization
- xxxiii) If we ask for gift cards used here, we need receipts
- xxxiv) John, if we wanted to see audit, if we were not using an insurance audit, we could use if were not leaving the current insurance company we would have access to data.
- xxxv) Jen, a financial audit will not help us with passwords, the financial audit will say if our accounts correct, will not talk about day-to-day operations. They will do a sample to get statistical guess. To me the financial audit is more helpful, we don't need to be
- xxxvi) Jen M. review the google doc for the status reports, I encourage you to update and review.
- xxxvii) Jen, Dianne, I see in your report you need help serving cake.
- xxxviii) Dianne, I have 2 retirements coming up, I need help. If you know of someone let me know.

- 2) **Pastoral Housing Allowance Declaration** (March) Pastor Jon explained.
 - a. Pastor Jon: \$48,000
 - b. Pastor Amelia: \$44,000

Monthly Staff Updates:

“On our Radar”

- 1. Parking Lot Phase # 2: Getting bids, Dianne, if you go in North parking lot in rough shape. I want to wait until garage is done because big trucks are coming in, not been repaired since 2006. Note Randy Nugent will be out to fill cracks.
- 2. Employment and Staffing Updates

Upcoming Council Meetings

- 1. May 12 – 5:30 PM - Exec. Team Meeting (As needed)
 - a. Discussion and Recommendation for May Council Vote on President Position.
- 2. May 19 – 6:30 PM - Council Meeting

Council In Action

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- 1. Sunday Morning Presence – Communication with Congregation (Who’s there) – Cadence and Location

- a. Kevin R. is there a way to live stream one of their service our way.
- b. Pastor Amila, we don't have that technology, we take clips of our service and email or U-tube link, they can't do in their worship building. Pam is doing a fantastic job fostering relationships, if you want to know anything schedule a meeting with Pam.
- c. Kevin R., I think it is a positive thing.

Adjourn Meeting – Jen

The meeting was adjourned at **8:27 pm** by Jen McKinnon.

Closing Prayer & Prayer Requests by Pastor Amelia

Appendix A: Staff Reports

APRIL 2026 STAFF UPDATES**Pastor Jon****Leadership:**

- **(Vision noted in the March 2026 report)** *Building from our 2026 Faith Forward: Building Today and Investing in Tomorrow Stewardship and Legacy Fund Campaign, we are seeking to develop our working vision for Fall that will further live into the last section of our Mission Statement “Hunger to be (in) Community” as well as our E4 strategy.*

Working concept: Building Connection(s), Growing Community.

Our working vision is to create a vibrant, caring congregation where every person (no matter the age or stage in life) feels known, valued and supported. We do this by focusing on deepening relationships and fostering authentic connections through intentional touchpoints, cards, calls and meaningful ministry engagement. By strengthening these opportunities for care, encouragement and participation, we aim to cultivate a congregation where faith is nurtured, friendships are formed and every member experiences the joy of belonging and contributing to the Body. Together, we will build a church where hearts are connected and hope is shared.

Acts 2:42 - They devoted themselves to the apostles’ teaching and fellowship, to the breaking of bread and the prayers.

Romans 12:4-5 - 4 For as in one body we have many members, and not all the members have the same function, 5 so we, who are many, are one body in Christ, and individually we are members one of another.

Preaching through the Letters of Paul – Sermon Series in development.

- As part of our April Executive Team meeting, we discussed our current Strategic Initiatives and began discerning next steps. As a result, we sought to further expand on these initiatives by providing additional focus areas that align with our vision for Fall 2026 through summer 2027. Please note current agenda for additional bullet points and focus areas/initiatives as well as the above vision.
- As part of our evaluation process, the Executive Team will be reviewing the current Org Chart and job descriptions. Along with this process, Dianne Johnson, Pastor Amelia and I will have an offsite visioning day scheduled for Wednesday, April 22 to discern where God is leading in this next season of ministry and identify key roles and ministry needs.

Stewardship:

- I am looking forward to engaging a Stewardship Team for the 2026/2027 campaign. Summer initiative.

Worship:

- Preaching cadence through August has been finalized.
- August Sermon Series has been created based on the ice cream treats you would find on an ice cream truck. Current working title: “Grace on the Go - Where Cold Treats Refresh the Soul” There are 21 weeks of content so we will be identifying which 4 weeks to preach on and then leverage the additional content for a devotional to keep people engaged throughout August. I am also considering making a student friendly version that parents can do with their children or grandchildren.
- Advent / Christmas theme is “Christmas Cards.”

General:

- Officiated a funeral on April 17 with Committal at King of Kings Columbarium and another scheduled for April 23rd with Committal at Fort Snelling on April 24.

Pastor Amelia

- **Congregational Care:** visitation team continues to be an asset in providing care for our homebound. Connie Dagford is connecting in deep and meaningful ways with our Stonecrest members meeting with them for coffee, conversation, and devotions. I'm not sure who benefit more, Connie or the group! I'm sure it is mutual. I will be evaluating our visitation ministry in the next month or so to determine where this ministry might expand and invite others to be part of the team.
- **Worship:** March/April have been incredibly busy but we are looking into May and are excited about the special things being celebrated in worship as a community. We have Mother's Day, Music Ministry Sunday, and Baccalaureate. We are adding a worship planning meeting to our regular schedule in order to strengthen our worship services and bring a collaborative and creative effort for our worshipping community. One of the goals is to begin a rhythm of working ahead so each member of the team is able to contribute at their best. I am excited to see how this time together will shape our services.
- **Prayer Ministry:** The prayer ministry team meets 1x per month at church to pray for our church community. This includes praying for all staff, pastors, and leadership as well as provision for finances and for our congregation to be community not just in a community. Please join them. Watch for the date in the bulletin. The prayer team will also offer Blessing Stations for April 26 worship services to provide an opportunity to bless people and families as they enter into the late Spring and Summer activities. The team is looking forward to this! Plan to stop by and receive your blessing. It's free! On May 7 the Prayer Ministry will provide "Drive Thru Prayer" for the national day of prayer. Also, we have 5 spots available to attend the Mayor's Prayer Breqakfast at 7:00a-9:00a on May 7. Please let me know if you would like to represent King of Kings!
- **Congregation engagement:** We are having our last Equipping Event April 29th and 31st. We are exploring Equipping for Everyday Faith. These events have proven to be a wonderful way to grow in Gospel Hospitality and to be community. I am working on a similar format for next year in order to engage our congregation deeper. I'll keep you posted on the direction for 2026/2027. We had an Explore King of Kings last Sunday and we had 20 people join us. People are wanting to be part of what God is doing at King of Kings!
- **Leadership:** See Pastor Jon's report.

Dianne Johnson

- **Organ pipes arrival remains on track for shipping from Italy in June and set to be at King of Kings in August.**
- **Phase 2 of the Columbarium is now complete, adding an additional 154 niches; hoping to bring awareness of this project and promote sales this summer or early fall.**

- **Shred and Share event will be June 27, Saturday, -bring your documents to shred and share a donation to Basic Needs.**



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- **Garage project is underway and truly, Larry Hagen, has been a blessing with all his knowledge and work!**









Trusses have arrived, trenching for electrical, cement block for foundation will be completed this week. Construction supplies arriving on May 4th.

- PCI Compliance scanning of system to ensure security
- Reviewing applications for our Marketing Intern position
- Working on the opportunities for future hires and structure with the retirement of Becky Hagen on June 1st (celebration reception for Becky will be Sunday, June 7th and would love some help serving cake that morning during worship hours; 9:30-noon) and Laurel in October of this year.
- Interviewed and hired PT summer office help and Noah Pettey for the Holy Grounds Café.

Laurel Bornholtz

- God’s GALS is hosting their annual spring tea at Stonecrest tomorrow, April 22.
- RefreshHER is set for Saturday, April 25. Registrations are going very well!

- Partnering with Michael on the garage sale. A good number of students and parents have already signed up to work/earn money for either Wapo or Idaho Mission. Drop off begins next Thursday. The sale is May 7-8.
- The Gertens Online Fundraisers was particularly successful this year with over \$8k in sales. Students received 15% on gift cards and 30% on plans. Two students will do extremely well with money toward camp. Our delivery date is May 5.
- Working on recruiting a summer staff member for CSF. Mason Abrahamson is not returning. The job is posted online and I have reached out to friends who can help spread the word. This position is extremely important to our summer programming. Any assistance from Council in recruiting is welcome.

Paula Arland

Michael Carmack

1. Working on baccalaureate
2. Working on details for Idaho mission trip
3. Working on garage sale
4. Launched early bird registration for next fall programming
5. Wrapping up programming for the year

Isabelle Hammond

Jake Pickett

Pam Hoeffel

- We wrapped up March Minnesota Food Share month. We delivered 2,105 pounds = over one ton of non-perishable food along with \$2,621. 40. From Antonio Franklin Jr at Basic Needs “ this has to be the largest food donation that we’ve received during this year’s campaign. I love King of Kings and your congregation so much! We’re very blessed and proud to have you as a partner in this work together.
- Communicating with our partner parish in Kilolo Tanzania. Yesterday, they received the \$8,000 funds that we had requested to be given to their bank account from Bega kwa Bega. Bega kwa Bega holds the money until approval for projects. We had \$17,000 in the account for projects. We approved \$8,000 for projects. These funds will be used to complete the home for the evangelist. While visiting Kilolo, we were able to see the beginning of this home. This week, they also successfully received sand for their project.

We are looking forward to seeing more photos of this project in the upcoming weeks from Kirsten Levorson while she is in Iringa.

- March 26th, 19 people from King of Kings attended the Basic Needs Gala. Our partnership with the School Food Rescue was highlighted at the event. We collect food from 23 schools each week. We

have 6 “regular” drivers with other volunteers that step up when needed. Our quilt ministry donated 2 quilts for their auction.

- Community Dinner - we have moved to the fellowship hall to accommodate our growing community of guests.
- Working on sharing the Skoolie story - why Skoolie? Free Meals 4 nights a week along with community building activities: games, crafts, to bring people together. Hoping for more volunteers - this year we plan to provide a meal at atleast one Skoolie event, hopefully two.

Andrea Villanueva