

King of Kings Lutheran Church
Church Council Minutes
October 17, 2017

Attendance

Members Present

Melani Howard, President
Brandon Nelson, Vice President
Judy Miller, Secretary
Randy Swenson, Member at Large
Jon Rusten, Member at Large
Jim Docken, Finance
Dianne Johnson, Director of Operations
Pastor Jon Larson, Lead Pastor
Pastor Liz Eide, Congregational Life Pastor
Angie Olson, Treasurer

Members Excused

Pat Wyant, Vice President

The meeting was called to order at 7:00 p.m. by Melani Howard, presiding.

Opening Prayer/Devotions – Pastor Jon

Approval of Agenda

Jon R moved to accept the agenda.
Judy seconded the motion.
Motion passed (CC.13.05. 207)

Approval of Minutes

Brandon moved to accept the minutes of the last meeting.
Jim seconded the motion.
Motion passed (CC.13.05.208)

Celebrate our Culture – Conducts and Values

1. The Council shared examples of the conducts and values that are practiced at King of Kings.

Old Business

1. Vision 20/20
 - a. Dianne distributed a copy of the new brochure for 2018.
 - b. Hopefully people will return their pledge cards which helps with budget planning.

2. Legacy Planning Update
 - a. Brandon and Pat have been working on this.
 - b. Brandon will provide an update at the next meeting.
 - c. The plan is to get it up and running in January.
3. Nominating Committee
 - a. We need someone to come forward to fill the member at large position. Someone has already expressed interest in running for the vice president position.
 - b. Dianne reminded Melani that the committee needs to recruit three people for the nominating committee as well.

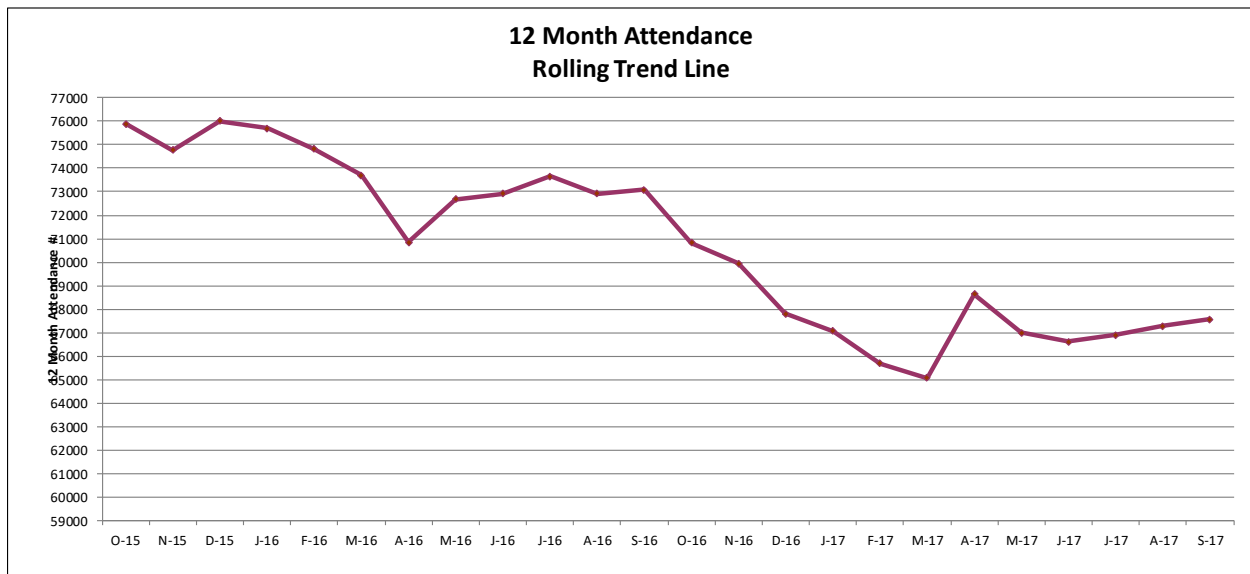
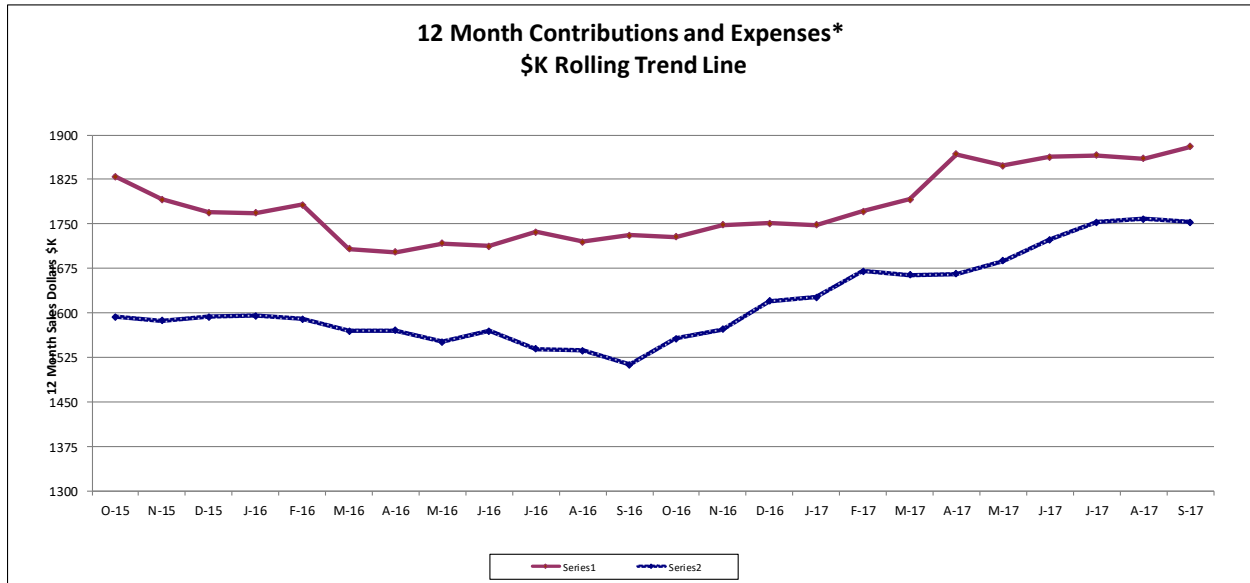
New Business

1. Code of Conduct
 - a. They will be used with the staff during their reviews.
2. 2018 Budget Planning Process
 - a. Dianne has asked staff to get their budget requests and needs into her office.
 - b. The finance committee will review the budget before it comes to council.
 - c. We will look at the drafts in November and December and finalize the budget in January.

Reports

1. Pastor's Summary (Pastor Jon & Pastor Liz)
 - a. Pastor Jon – top highlight(s)
 - (1) He is working on ways to create new ways for fostering a sense of community with staff.
 - (2) Jon met with Chris to implement the use of planning resources (Worship Planning and Projection calendar) which staff can access on their phones and make comments and see upcoming events.
 - (3) Jane is taking the lead on updating the King's Messenger.
 - (4) Brandon asked about relief efforts for the numerous disasters. Several people have made donations.
 - (5) See appendix for detailed report
 - b. Pastor Liz – top highlights
 - (1) The new member class welcomed 29 families to KOK.
 - (2) The confirmation celebration was wonderful. The students blessed their parents and visa versa.
 - (3) See appendix for detailed report
2. Finance and Treasurer's Report (Angie Olson)
 - a. Our projections show an end of year total of \$1,963,000 which is \$63,00 over budget.

	<u>2017</u>	<u>Year-to-date</u>
Contributions	137,502	1,345,359
Expenses	119,962	1,112,430
Net	17,540	232,909
Attendance	4507	67,570 (rolling 12 month)



3. Director of Operations Summary (Dianne Johnson)
 - a. The lighting for the new signs will be installed tomorrow.

- b. The amount of revenue required to make budget are:

	<u>2017</u>	<u>2016</u>
October	\$185,000	171,418
November	156,190	143,458
December	238,078	219,024
Total	580,038	533,900

- c. Dianne presented two motions for approval regarding long term investments.

Melani moved that Thrivent Financial is authorized by the Congregational Council to invest funds for King of Kings Lutheran Church.

Judy seconded the motion.

Motion carried (CC.13.05.209)

Melani moved that Charlie Cowman and Dianne Johnson will be listed as authorized officers on the Corporate Investment application for King of Kings understanding that this does not give them power to make decisions solely or together; authorization of decisions to the Fund are by the consensus of the Finance Team as stated in the Investment Fund Policy.

Randy seconded the motion.

Motion carried. (CC.13.05.2010)

- d. See appendix for detailed report

Future Topics

November	<ul style="list-style-type: none">• Vision 20/20 Update• Nominating Committee• 2018 Budget Planning• Ministry Team – Michael
December	<ul style="list-style-type: none">• Vision 20/20 Update• 2018 Budget Planning• Ministry Team – Focus Review
January	<ul style="list-style-type: none">• Vision 20/20 Update• 2018 Budget Planning• Ministry Team – Focus Review• Congregation Meeting Planning

Meeting Adjourned

Jon R moved to adjourn the meeting.

Jim seconded the motion.

Motion passed (CC.13.05.2011)

The meeting was adjourned at 7:50 p.m.

Pastor Liz led the closing prayer.

Appendix A: The Report of Pastor Larson

Report as of September 2017

Stewardship/Finance/Vision Appeal:

- The Vision 20/20 Generosity Campaign team will be meeting on Wednesday, October 18. As part of the campaign we will be updating the campaign video on the homepage of our website. I have re-worked the homepage video introduction and will be presenting that to the team for approval.
- While we have typically leveraged the quarterly financial statements to connect with congregation members, we will be creating an additional connection card and note that will be sent to King of Kings households prior to Thanksgiving. The intent of the note is to simply share a word of thanks for being a part of the King of Kings family.

Leadership:

- As the staff meets each week for a time of devotion, connection and sharing, I have been seeking ways to create new space for fostering a sense of community through conversation, engagement and reflection.
- I had an opportunity to meet with the Executive Team to provide an update to the Strategic Plan. I will be connecting with Dianne over the course of this next month to place the document into a more formalized structure. The updated document will then be distributed to staff for further dialogue and identification of key Strategies, Tactics and Measurables.

Worship:

- It was time for an update. Thank you to Kelsey Battleson for updating the Confirmation Service for this upcoming year. We are excited about revisions to the Declaration of Intent and new Congregational Engagement pieces. Chris Vorrie, Pastor Liz and I met with Kelsey to run through the service and offer suggestions.
- For several years we have been trying to implement the use of Planning Resources (Worship Planning Pages and Projection Calendar) to aid in generating discussion surrounding worship and upcoming seasonal events. While these shared documents were intended to spark conversation and input from staff, they have been underutilized. With updates to a web-based planning tool we have shifted our focus to an on-site planning page that can be leveraged anytime and anywhere. These resources can be accessed by staff by their mobile device or computer by going to kingofkingsworship.org. Team members are able to make comments and see upcoming scheduled events.
- New components of our Planning Pages indicate any major weekend announcements (2-3) in order to provide more intentional focus and a Student/Family Engagement

section that encourages us to think in terms of creating opportunities for leadership within the worship service.

- I am in the process of developing a Worship Planning and Reflection Sheet to assist in the planning, implementation and review of special events within worship. This will help us determine best placement and messaging for the congregation. As part of this process we will also be intentional about meeting with staff/team leads prior to the event to outline expectations and to set goals.
- Due to the fourth week of Advent falling on Christmas Eve, we will be having one service on Sunday morning at 9:30 a.m. The goal of the service is to transition from Advent 4 and the lighting of the Advent wreath into the Christmas Eve service that afternoon and evening. The service has been completed and we are in the process of solidifying worship leaders.
- Families will once again be asked to light the Advent Wreath. As prepare our hearts for the coming of Christ into the world at Christmas, a short reflection has been written for each week that ties the candle lighting themes of Peace, Hope, Joy and Love and the story of John the Baptist with the wider Advent/Christmas theme of "The King of My Heart."
- Continue to work on the development of "Spark Spotlight" youth messages. Team has yet to be identified.
- In discussion with Dianne about possible/proposed sanctuary needs/updates. It is great to have her leadership on this project.

Missions:

- Budget proposal was submitted to the Finance Team for 2018.
- Hurricane Relief - Presently encouraging congregation members to donation through ELCA Lutheran Disaster Response and Thrivent Financial which has a match going. Lisa has also been investigating the possibility of sending down a team to work in the area.
- Christian Cupboard Emergency Food Shelf building broke ground Sept 6, completion date scheduled Dec21. King of Kings has committed \$60,000 over the course of three years to support this project.
- Information meetings for both Tanzania and Honduras mission trips.

Evangelism:

- We discussed additional ways to connect with our community. We will focus on increased connection to our retirement communities by leveraging upcoming events (Fall Festival, Holiday Boutique). Discussion was held regarding utilizing the Metro Mobility for certain events.
- Internal Evangelism. In order to create a spirit of engagement, updates were made to the New Member Class connection sheets.
- We discussed the creating and distribution of a Christmas postcard that members can mail to family and friends.
- Television monitors in the gathering space will be turned on during the week in order to communicate upcoming events with Ready, Set Grow Preschool parents.

- King of Kings is already sponsoring ads through the theatre programs at both Woodbury public high schools. We will be looking at other opportunities.
- Once the Strategic Plan is set, Jane will be working on linking website and handout communications with overall objectives.
- The next installment of the Kings messenger will be re-formatted.

Ready, Set Grow:

- Discussion with Andrea regarding display for art projects.

Additional:

- I was able to take part in a conversation with Brenda Moore (Camp Wapogasset Development Consultant) Pastor Liz and members of the Children's Student and Family Ministry Team on October 11 regarding feedback surrounding Camp Wapo's vision for an expanded and updated facility that will focus on building community and offering hospitality. For the conversation we were provided with a Case Statement and Impact Report. Brenda asked for insight on King of Kings upcoming strategies, congregational initiatives and intent of support as they seek to move forward with the project. No specific financial expectations or needs discussed at this time.

Appendix B: The Report of Pastor Eide

Report as of September 2017

Congregational Life:

- Connection Groups continue to meet and have been a wonderful way to deepen community and grow in faith together. We have eight that are meeting here at church on a regular basis each month and a few that meet "off campus" as well.
- Monday night Reformation Then and Now class has been fun. Lots of good learning and conversation and we hear new pieces of the history of this time and bring the Reformation forward into our own lives. We've had 25-30 people there each week. Three more weeks to go.
- The Visitation Team met on October 5th for support and continued learning. They will meet as a team every quarter to check in and continue developing. Sue is wonderful at following up with that team as well as with those who'd like to have visits, those who don't know they'd like to have visits yet, and keeping it all running smoothly.
- Sue and I attended the Abundance Women of Faith Conference on September 29/30 along with 15 women from King of Kings. Wow! It was awesome and inspiring and so good to have that experience together.
- The BeFriender team continues to meet monthly. We have two new members of the team who are currently participating in an internship time that helps them fine tune their skills as a BeFriender. They will be commissioned and the whole team will be blessed some time in worship in November or early December.
- We have 34 families being received at the end of the New Member class on October 15th. Always great to be part of that day and work with that team. Thanks to Brandon

Nelson of the council executive team who will speak about stewardship to that group and share the Vision 20/20 Campaign video.

Children, Student, and Family Ministry:

- Have had the opportunity to teach confirmation twice so far this fall. It's always good to be with our students as they learn more about their faith. They have so much great energy!
- The 6th grade Lock In was September 29-30th with almost 40 6th graders spending the night at church playing games, learning about their faith, getting to know each other better, and even sleeping a little too.
- 39 third graders received brand new Bibles the weekend of October 7-8th with a blessing in worship and a Bible workshop led by Paula Arland in the afternoon.
- CSF staff and Pastor Jon had the opportunity to meet with Brenda Moore, a strategic planning and financial consultant working with Lake Wapogasset Lutheran Bible Camp on October 11th. We were one of about 40 churches that Brenda is meeting with in a feasibility study for future dining hall plans for the camp.
- Kelsey Battleson, our High School/Young Adult Coordinator was selected to participate in a synod Green Line Cohort. They'll spend 5 weeks riding the Green Line train and getting to know the ministries and partners along that stretch of track. This may be a program that Kelsey will be able to bring back to utilize pieces of with our own high school and young adults.
- A new addition to Confirmation celebration will happen on Sunday, October 15th with a dinner for families of those being confirmed following photos and rehearsal. We're always looking for new ways to make these milestone moments meaningful for students and families.
- New Bible study connection group for High School Seniors started 3 weeks ago. They meet in Kelsey's home and talk about all kinds of issues around the transition out of high school that awaits them and how to live into that time fully and with faith.
- Michael has confirmation classes on Wednesday nights off to a great start. He's been running a short ice breaker/game/interactive something at the beginning of the night that is really engaging students and getting them prepared for the teaching to follow.
- 5th graders had their first of 3 activities for the year: they went geocaching on September 24th – fun was had by all!

Miscellaneous:

- Hosted a table at the 1st Annual Community Breakfast for the CCEFS on September 21st. The breakfast raised almost \$57,000 for the building of the new CCEFS site at Guardian Angels.
- Attended the District 833 School Board meeting with Lisa Engh as a representative of King of Kings. We received a certificate of appreciation for our partnership in the backpack drive.

- Attended the Synod's Local Mission Celebration with Lisa Engh on September 23rd at Christ the King in New Brighton. What a great celebration of missions right here in our wider community!
- Woodbury Area Clergy Organization met on October 5th for our first fall gathering of pastors. Woodbury Lutheran will host the Thanksgiving service this year on November 22nd at 7:00p.m. We've moved the time back half an hour in hopes that people with kids will be better able to attend.
- Presided over 8 baptisms at noon on October 8th.
- Was the speaker for our Retired Men's group on the 10th of October. Such a wonderful bunch of gentlemen! As part of that time I invited Kelsey Battleson to share about exciting things happening in High School and Young Adult ministry as well as had Michael Carmack stop in to say hello and meet the guys.

Appendix C: Director of Operations report

Report as of September 2017

Building:

- Researching and getting quotes for Sanctuary updates in Audio; Bob Jackson, our main sound AV technician, has provided valuable information as we look at what we need versus what we want.
- I have found that the priorities are as follows:
 1. Update the wireless transmitter/receivers that are frequency agile due to FCC changes; yet, I have been informed that reprogramming our current system is easy and requires only a minute or two a piece- so, I am still researching this as there seems to be a miscommunication on what is needed.
 2. Sound allocation consistent throughout the Sanctuary; currently, our speakers are hung from ceiling and are one-directional not allowing for consistency throughout the Sanctuary. If you notice, we have one speaker hung that is directly down the front center aisle really providing audio to no one and one hung right in the back of the Sanctuary, once again providing audio to no one.
- *In addition, it was determined that the current speakers have not been tuned for the room since 2006- this may be our starting point and see what difference occurs in the room.*
- 3. Possible enclosed drum cage.
- I will be meeting with another contact AV on Wednesday to review their recommendations and costs.
- Lighting for road signs will be completed this Wednesday, the 18th.
- A special thank you to David and Elena Cowan who provided a gift in order for King of Kings to purchase a new gas grill (just in time for the Fall Festival)!!
- The projector in the MPR will need to be replaced; the model that we have has been discontinued but may have an opportunity to find a replacement at a discounted price. The price on the original projector was \$16,500; we replaced in 2015 with a used projector at \$700. Yet, the reason to try and find the same projector is the space in the

attic for which it was formed to best project for distance and lumens. Continuing the research on the repairs on this current projector and the cost involved.

Finance:

- September was an okay month; we are ahead of budgeted receipts. As we look at this final quarter of 2017- below is the required amount for each month in order for us to reach 1.9 million; second column shows the actual for each month received in 2016.

2017 Revenue Needed		2016 Actual Revenue Received
October	\$185,770	\$171,418
November	\$156,190	\$143,458
December	\$238,078	\$219,024
Totals	\$580,038	\$533,900

- As you can see, we need to bring an additional \$46,138 than last year receipts in this final quarter.
- Processing three stock transactions that are coming through for the first half of October; setting up a matching fund through Ecolab and Target employees.
- The \$5000 budgeted amount for contribution to the Endowment Fund was decided to invest in a 5-year bond through Thrivent at the Finance Meeting on 10/12/17. I will work with Thrivent on determining the type of bond and bring back to the Finance Team in November.
- The Finance Team approved moving forward with Corporate Investment application through Thrivent with a \$250,000 deposit.
- We will need the following motions voted upon, approved and documented by the Congregational Council:
MOTION: I so move that Thrivent Financial is authorized by the Congregational Council to invest funds for King of Kings Lutheran Church.
- Application calls for two authorized officers, Finance Team recommends Dianne Johnson and Charlie Cowman- need approval documented in Congregational Council meeting.
MOTION: I so move that Charlie Cowman and Dianne Johnson will be listed as authorized officers on the Corporate Investment application for King of Kings understanding that this does not give them power to make decisions solely or together; authorization of decisions to the Fund are by the consensus of the Finance Team as stated in the Investment Fund Policy.
- Completed the preliminary budget for 2018 based upon a budgeted revenue of \$1,940,000; this budget will be reviewed at the next Finance meeting prior to presenting to Council.

Personnel:

- We have hired two new employees for Holy Grounds Café. Keegan and Charlie Eng have been volunteering at the Café for the summer and with the departure of Jordan Oleson and Claire Holton it was a seamless transition. They are both a wonderful addition to the team!