

King of Kings Lutheran Church Church Council Minutes

September 21, 2021

Attendance

Members in Person

Molly Schultz, President
Jen McKinnon, Vice President
Jason Livingston, Vice President
Brian Gager, Member at Large - arrived at 7:17 p.m.
Todd Dexheimer, Member at Large
Pastor Jon Larson, Lead Pastor
Scott Jakel, Interim Pastor
Jim Docken, Finance
Dianne Johnson, Executive Director
Tami Olson, Secretary

Members Excused

Angie Olson, Treasurer

The meeting was called to order at **7:05 p.m.** by Molly Schultz presiding.

Opening Prayer – Pastor Jon

Approval of Agenda

Tami moved to accept the agenda.
Jen seconded the motion.

Motion passed (CC.21.09.30)

Approval of Prior Months Minutes

Jen moved to accept the minutes of the last regular meeting.
Jim seconded the motion.

Motion passed (CC.21.09.31)

Celebrate Our Culture

- Favorite fall meal or beverage?
 - a. Everyone shared their favorite food and beverages

Guest Presentation - none

Old Business

- None

New Business

1. LED lighting in parking lot
 - a) Molly said “**Thank You**” all for the approval for the parking lot lights that was voted on and approved prior to the meeting.
 - b) Dianne said Joe from Collins Electric will start ordering supplies and try to get the project done before snow flies.

2. Website Rebuild
 - a) Dianne explained that our website was Built in 2015. We started with a themed website that comes with a set number of pages and plug-ins. It is now outdated and no longer supported. The website has been down and has broken links. The website needs to be replaced, either with a pre-built delivered web site or a custom-built site to our specifications. We are looking at two campuses in person and online. The site looks old, too many drop downs, too many words, we need to find things within two clicks and something more flexible. Long term we need to own a custom-built web site to be able to maintain the website going forward. You can see the pros and cons in handout.
 - The council asked questions about development and monthly/annual maintenance costs and functionality that will be delivered.
 - b) Dianne reviewed the pros and cons of theme vs. custom websites and that they will do the hosting and optimizations using key words and content management will be done by Jane. Dianne explained that SEO (Search Engine Optimization) is a big thing, if we search Lutheran churches in Woodbury. The Woodbury Lutheran church comes up first, but we should come up second. The hosting company will help with content for SEO searches. Dianne said these companies do all the backend research; Jane put a list of things to put on the website. We met with Gemini in person and the other vendors by video call. We want this up and running by Christmas.
 - The council asked additional questions about the timing and due diligence.
 - c) Jen asked what are your thoughts about Gemini?
 - Pastor Jon said that he was impressed, and they were very professional.
 - d) Jason asked what was needed?
 - Dianne said getting the \$24,000 approval from the council.
 - e) The council had a discussion to better understand the recommendations to go with Gemini and understood that Jane is recommending them over the other vendors and that Finance has already reviewed and approved.
 - f) Jim said in his motion that we go ahead with the approval.

Approved Web Site Build with Gemini

Jim motioned to approve website build with Gemini.

Molly seconded the motion.

Motion passed (CC.21.09.32)

2021 Strategic Focus Area Updates & Goal Statements

1. Worship Production – Jason (hold) Waiting for org charts.

2. Facilities Committee – Jen, Todd (hold until they meet)
 - a. Meeting tomorrow night

- b. Jason – only thing I would request – if you get into items that spill into other areas to include other members.

3. Strategic Update on Vanderbloemen - Molly

- a. Org chart structure is in its final planning
- b. What do job descriptions look like?

Reports

1. Lead Pastor’s Report (Jon Larson)
 - a. See appendix A for detailed report.
2. Intentional Interim Pastor’s Report (Scott Jakel)
 - a. See appendix B for detailed report.
3. Finance and Treasurer’s Report (Angie Olson) Dianne led review
 - a. August was a good month.
 - b. Offerings between 3,000 to 4,000 per week.
 - i. Group had discussion on options for in person collections.
 - c. Projections good
 - d. Cash balance good

	<u>August 2021</u>	<u>Year-to-date</u>
Contributions	138,300	1,314,272
Expenses	145,242	953,809
Net	(6,942)	360,463
Attendance		

4. Executive Director of Operations Report (Dianne Johnson)
 - a. Report sent out.
 - b. See appendix C for detailed report.
 5. Staff Report Review
 - a. See appendix D for detailed report.
- Council had a discussion on helping the staff and Council better understand operations and budget parameters and the role of the Council versus operations. It was recommended to take time to review the bylaws to make sure we are familiar with them and if they need to be updated to stay current.

Future Topics

October	Maybe facility update with Jill
November	Roll of council

Summary of Meeting Action Items

1. Thank You Notes – anyone on your hearts
 - a. Jim Lindstrom
 - b. Jean Hendrickson
 - c. Scott Borchert helps usher almost every weekend and Judy Carlson is also ushering.
 - d. Jason asked about thanking the Music Teams

Meeting Adjourned

Jen moved to adjourn the meeting.

Brian seconded the motion.

Motion passed (CC.21.09.33)

The meeting was adjourned at **8:24 p.m.**

Closing Prayer – Pastor Scott

Appendix A: The Report of Pastor Jon Larson
Report as of September 21, 2021

Pastor Jon Larson

Leadership:

- I continue to seek to be intentional about keeping the staff informed in terms of the work that is being done on the Consultant Report by the Executive Team.
- Along with collating staff feedback on Congregational Values and “We Believe” statements, I am in the process identifying key concepts that surfaced in terms of feedback surrounding our Team Values and the culture we seek to establish as we work together. Our next step is to bring this to the staff for further conversation. This work will be the baseline for our commitment of our work together.
- As we celebrate the 40th Anniversary of King of Kings, I have sought to reach out to Pastor Ralph Olsen who was King of King’s founding Pastor and Mission Developer. In light of this significant milestone for the congregation it would be wonderful to be able to uplift his reflections in some way.

Stewardship:

- The baseline narrative for this year’s stewardship campaign has been completed and is now in the revision stages. The campaign will be uplifted during worship on November 14, November 21 with an ingathering on December 5. While the ingathering may look different our hope and prayer is that it will be a time to connect and engage the congregation. We are also hoping that this shortened timeline will keep the campaign at the forefront of people’s hearts and minds.

Worship:

- Currently working on weekend descriptions for our upcoming Advent / Christmas sermons series “Feels like Christmas” that will align with the Advent Wreath lighting.
- Our sermon series for January up to the season of Lent will be focusing on the women of the Bible.

General:

- Pastor Scott has agreed to work with Patty Bishop on the upcoming New Member (connection, orientation) Class. I will have a role in some capacity but truly appreciate Pastor Scott taking working with Patty on this initiative.
- Presided over two funerals: 9/7 and 9/14.
- The video to be used in lieu of Baptism class was filmed on September 2 with follow-up filming during Baptismal services on September 12. The hope is to have the final product done in time for next month’s class.
- I have been in conversation with the new chaplain over at Stonecrest and we will once again be providing service on the fourth Sunday of the month. It will be great to connect once again with the faith community that gathers and those who call King of Kings their church home.

Appendix B: The Report of Intentional Interim Pastor's Pastor Scott Jakel
Report as of September 21 ,2021

Pastor Scott Jakel

Continuing to meet directly with Pr Jon and my 4 direct reports (Paula, Michael, Sue, and Andrea) to elevate and support staff performance. Building relationships with all staff but especially with those I directly supervise - enjoying these partnerships!!

Continuing our staffing team-work as I've been leading staff meetings on Tuesdays. Discussion on The Art of Better Reaching Video/Book resource is helpful. Were working on cultivating collaborative relationships.

Enjoying sermon prep/preaching/doing children's messages. Working at improving presiding at worship/doing announcements. Continuing to reach out on the telephone and in emails/cards as well as face to face counseling/conversations with parishioners. Working to get familiar with members of King of Kings.

Continuing to meet with the executive team to move forward with recommendations from Vanderbloemen in looking at future King of Kings ministry. Listening carefully to what's really great about King of Kings as well as what things are okay and in need of improvement.

Appendix C: Report of Executive Director of Operations, Dianne Johnson
Report as of September 21, 2021

Church Council Report September 2021

Finance:

Although we had a strong August (better than the past 5 past years) we were still roughly \$1000 short of our August budget goal. Not a huge concern and we are still running approximately \$33,000 over our annual budget goal.

September may prove to be a bigger challenge for giving as weekly in person worship offerings are averaging around \$4000 when 2 years ago, the totals were running between \$15,000-\$20,000 when programming returned.

Expenses are running a bit higher as we head into programming and cooler weather. Yet, staff is still conscious of their spending as we go into this 4th quarter.

Finance approved the expenditure of our 3rd quarter benevolence which runs about \$23,000.

Thank you to the Church Council for approval on the LED lighting project for our parking lot. I sent the contract off to Collins and they will be ordering all the supplies. Due to supply shortage of some items, they still feel confident they can complete this project before the snow flies.

The additional proposal that was approved at the Finance meeting was to move forward with our website rebuild project with a cost of \$24,000. In our current and ongoing culture, having a successful website is critical.

We reviewed 3 proposals from 3 different companies:

All these companies are located within the Twin Cities and recognize our demographics and competition. We currently are working with Brandography for our current hosting and SEO work, yet the partnership has been spotty with poor communication.

Gemini \$24,000- no hourly constraints applied.

Brandography \$34,278 -\$37,729 *Brandography also allotted only a certain number of hours for each section and the potential of going over would be charged at their hourly rate over and above the range at \$145/hour.*

plauditt \$23,715- no hourly constraints applied.

I have attached a full report that Jane put together on this proposal along with her recommendation as she would be the main point of contact between King of Kings and the marketing company.

The cost of \$24,000 and we would use the earnings from our investment fund for this project-withdrawing \$26,400 so we honor our policy of any withdrawal adding an additional 10% to be used to support mission (benevolence partners, honoring a tithe gift).

We would then invest \$26,400 from our Money Market back into the Investment Fund as it is imperative that the congregation knows we are utilizing the gain from the Investment Fund for ministry and not hoarding on to it.

Finance also agreed that, at this time, we should move the funds we moved into a Thrivent Maturity Bond Fund (\$35,000) back into the Money Market account due to the uncertainty of the market and the effect inflation and interest rates going up would have on a bond fund.

Facility:

The retaining wall is complete. Josh will be back to put the additional grass seed down and will submit the final invoice which will include the cost of permits. I am expecting a total from \$24,000-\$26,000.

I did receive a quote for updating our last two "old" (1992) HVAC units located in Room 302. The cost would be \$18,950 and we may be able to budget for this in 2022.

We were honored to have 2 of our students complete their Eagle Scout projects here at King of Kings!

Congratulations to Nick Starkey (Courtyard project) and Chase McArthur (outside Worship space) and to their families! Wonderful job and we are proud of you!

A huge thank you to our Garden Ministry team who have and continue to take such wonderful care of our landscaping. We are truly blessed by their gifts!! The annual mum sale was a huge success topping last year's sales by \$400.00

Personnel:

Becky Hagen and I interviewed 4 possible candidates for the Holy Grounds Cafe. What a wonderful experience to hear the excitement and joy in their demeanor when asked why they wanted a job there. Many referenced how much they loved coming to the Cafe as youngsters during Sunday School and how much they loved coming to church at King of Kings.

Although we currently only have openings for 2, we will keep the other two as backups for future openings.

Continued work with the Executive Team on the organization structure and beginning some research and work on job descriptions.

Andrea and Natalie Villanueva will be covering the Nursery for this season until we can locate someone that would be willing to take this over. We are blessed that Andrea, as our RSG Director, has an opportunity to connect with families within the congregation and possibly create a connection for these little ones to attend RSG in the future. Natalie is currently a student at St. Thomas with an emphasis in child development. She has also worked at other large preschools in the area.

Thank you to Andrea and Natalie!!

Appendix D: King of King Staff Reports
Report as of September 21, 2021

Jane Halbert

Marketing

- Redesigned and created all programming brochures (7 brochures)
- Creating all marketing pieces for 11 upcoming events to work ahead in preparation for vacation.
- ongoing work with staff and their needs / creating-posting-responding to social media content / tracking attendance from all points

Website & App

- Made a RFP to 3 website companies for comparison
- prepared website presentation for Finance and Council
- creating multiple registrations and associated pages; ongoing updates to both platforms; working ahead
- continue to work with Brandography on SEO work and improving site

Evangelism:

- Discussed status of website
- Review Fall Postcard mailing stats
- Discussed the app, a few additions, and upcoming plans

Chris Vorrie

Michael Carmack

- Recruiting small group leaders for confirmation - we have had 30 volunteers step up to fill these roles!
- Prepping and preparing for confirmation kicking off this fall - we have 140 students signed up for confirmation programming!
- Preparing for High school ministry kicking off again...I have recruited 4-5 young adults to volunteer with this piece of ministry
- Preparing for Confirmation services in Oct. We are confirming 105 students between 4 services this fall
- Working to rearrange and work the youth room to make it more user friendly and comfortable to those using that space
- Just had a MS welcome back bonfire! We had about 30 students come hang out for the evening. Continuing to implement a full year of MS programming outside of confirmation.

Elizabeth Hendrickson

- The School Supplies went well. We collected more than 2,786 items, and we exceeded our goal of collecting 150 of each item. The school district was very appreciative of our donation. They began distributing supplies to students a few days after we dropped off our donation.
- I have been working with the Missions Event Team to deliver all of the Summer Sock Hop donations to the identified mission partners. We gave in-kind donations to Lutheran Social Services, Loaves & Fishes, St. Croix Family Resource Center, St. Andrews Community Resource Center, and Christian Cupboard Emergency Food Shelf. Additionally, we gave a monetary donation from the freewill offering to each of those partners, plus Shobi's Table.
- I have been researching and evaluating our current mission partners and potential new benevolence partners, in preparation for preparing the 2022 benevolence budget.

Sue Oberg

- Advent devotional – writers are signed up! Those will be due Oct 20th.
- Updated leader training. Had two leader trainings for God's GALS. Still working out one with the MOPS leaders.
- Meeting with Sunday Forum leaders to plan calendar for the year.
- God's GALS Galatians group is having both online and in-person groups. It has been a fair amount of work to get that all figured out and get lap tops to use and microphone/speakers to use for those small groups. Praying it all works well – that group starts on Wednesday!
- Total of 35 women in MOPS/MOMSnext group. God's GALS has 92 women. Registrations for God's Dwelling place continues but 18 so far. Also working with the Christian moms of littles - 12 in that group. Man Up started meeting – unsure of the number at this time.
- Working on education for the Congregational Care Team and also redefining some roles in the Befriender group with the help of Rose Swenson and Tami Olson. So grateful for them!
- Visitation is doing calls to parents of kids who graduated from high school this past spring. Made a script and worked with Michael and Paula to figure out who to call.
- Discussing ideas for All Saints Day and how to make it a meaningful experience for all with Chris and Pastor Scott.

Paula Arland

Andrea Villanueva