

King of Kings Lutheran Church Church Council Minutes

November 16, 2021

Attendance

Members in Person

Jen McKinnon, Vice President
Jason Livingston, Vice President
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

Molly Schultz, President
Brian Gager, Member at Large
Angie Olson, Treasurer

The meeting was called to order at **7:04 p.m.** by Jen McKinnon, presiding.

Opening Prayer – Pastor Jon

Approval of Agenda

Jason moved to accept the agenda.
Todd seconded the motion.

Motion passed (CC.21.11.38)

Approval of Prior Months Minutes

Jason moved to accept the minutes of the last regular meeting.
Todd seconded the motion.

Motion passed (CC.21.11.39)

Celebrate Our Culture

- What do you appreciate about the change of seasons?
 - ◆ Everyone shared what they appreciate about the change of seasons.

Guest Presentation - none

Old Business

1. LED lighting in parking lot
 - a. Parts are on order.
2. Role of Council – tabled until December?
 - a. Dianne suggested to table until February after annual meeting and new council members.
3. Organizational chart

- a. Finalized
- 4. Job descriptions and priority in hiring:
 - a. Dianne: Position A and Position B job descriptions are completed and waiting Pastor Jon's review. These would be the two FT priority hires for 2022.
- 5. Finances reviewed – immediate hiring options before year end?
 - a. Dianne said we need to review benefit packages for full time employees. Council had discussion on benefits packages and possible options.

New Business

- 1. Staff Values Survey / Recap
 - a. Pastor Jon said had meeting today, going through document. Will get buttoned up by next week. Things are going very well, working through concerns.
- 2. Add dates to Org Chart / Hiring Timeline
 - a. Where are we on getting the timeline updated? Define interview and process. Dianne said push out to new year. Jen said between #5/6 on timeline. Dianne would like Council as part of announcements. 2nd week in December, Pastor Jon said December 7th layout next steps. Jen asked if December 7th would be the target date. Pastor Jon said staff meetings at 10:00 a.m. Pastor Jon said he will keep council updated with possible with roll-out.
- 3. Hiring / Interview Panel – who will be involved? Timeline to begin advertising.
 - a. Dianne thanked the Council members who have volunteered to be part of the interviewing panel for hires.
- 4. Finance Policy Review (as noted in "Future Topics" from October meeting)
 - a. Jim said to table until the first of the year.

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. Jen said move ahead with flooring and paint. Jim has already approved, waiting for final paint bid.
- 3. Strategic Update on Vanderbloemen – Molly
 - a. No meetings since the last time we met.

Reports

- 1. Lead Pastor's Report (Jon Larson)
 - a. Submitted my report
 - b. Nominating team looking for member at large or part of President VP team suggestions welcome.
 - c. Bulletin needs to be revisited, maybe December launch after checking with staff.
 - d. Dianne asked Pastor Jon for Volunteer board.
 - e. Looking to improve online transition to not switch between preaching and presentation.
 - f. See appendix A for detailed report.
- 2. Intentional Interim Pastor's Report (Scott Jakel)
 - a. I have my report submitted

- b. Picking up a lot of what Sue was doing, doing Pastor care and calls.
 - c. See appendix B for detailed report.
3. Finance and Treasurer’s Report
- a. October was not a great.
 - b. Trying to keep expenses down.
 - c. Last quarter of the year we usually bring in 45% of the annual revenue yet we have found that has changed in the last few years.
 - d. Waiting to get pledge cards back.
 - e. Solid cash balance.
 - f. Working on 2022 budget.
 - g. Jason said he would like to stick with a higher budget for 2022 to create excitement about ministry growth.
 - h. Council talked about as we get into 2022, we will get back to things the way they were and see new things.
 - i. Jason asked what we are doing to engage our members.
 - j. Dianne said the future hires will bring in new ideas and challenge us.
 - k. Jim added that the bottom line we have a good cash flow.

	<u>August 2021</u>	<u>Year-to-date</u>
Contributions	140,654	1,579,250
Expenses	154,909	1,243,628
Net	(10,586)	335,622
Attendance		

4. Executive Director Report (Dianne Johnson)
- a. Report sent out.
 - b. Web site to launch in December, happy with the new design and a huge thank you to Jane Halbert for all her work on this project!
 - c. Jason asked will we have on web site to download the App? Dianne replied Yes.
 - d. Dianne said we would like to highlight the children’s messages within this new site.
 - e. We will need to look at updating the security system for the building adding additional cameras and electronic access for the entrances.
 - f. Looking at Solar panels for the roof, potential for 2022.
 - g. See appendix C for detailed report.
5. Staff Report Review
- a. See appendix D for detailed report.

Future Topics

December	Covent review staff and council
January	

Summary of Meeting Action Items

- a. Volunteer board
- b. Nominating committee and nominations
- c. Move forward process on values

Meeting Adjourned

Jason moved to adjourn the meeting.

Jen seconded the motion.

Motion passed (CC.21.11.40)

The meeting was adjourned at 8:31 **p.m.**

Closing Prayer – Pastor Scott

Appendix A: The Report of Pastor Jon Larson**Church Council Staff Reports
November 16, 2021**

Pastor Jon

Leadership:

- One of the initiatives that came out of the Consultant report from Vanderbloumen was that we would be working on staff culture and values. This work sets the foundation of our work together. By leveraging feedback that was provided from the staff a narrative was developed that sought to capture our hopes, desires and expectations of one another as we live into this next phase of ministry. From this narrative we will develop bullet point statements that will become the basis for our relational covenant. We had our first working session on Tuesday, November 16 during our regular staff meeting with our second taking place on the 23rd of November.

Stewardship:

- The stewardship campaign videos are being leveraged during worship each week. Jane Halbert did a fantastic job on putting together the campaign brochure which is now in the hands of the congregation. We are asking that commitment/pledge cards be returned by December 12.
- Our hope is to begin to highlight end of year giving.

Worship:

- Due to the number of Confirmation students we had services at 3:00 and 4:30 on 10/30 and 10/31. Approximately 27 students were confirmed per service. Due to timing issues I had to adjust my message between the 3:00 and 4:30 worship and prior to the 9:30 on Sunday morning. While singing broke up the laying on of hands portion of the service it did utilize more time. When it came down to it, there was only about 12 minutes allotted for preaching. We will have to weigh options on how to create more breathing room next year while uplifting a meaningful worship experience. .
- Advent themes and candle lighting buttoned up. Due to the need for more flexibility in worship the candle lighting will be incorporated into the reading for the day.
- Continue to work on our Women of the Bible sermon series.
- Lent we are poised to finish up the Gospel of Mark as Mark takes his time depicting the events of Holy Week.
- I will be meeting with Chris Vorrie and Jim Lindstrom on November 18 to go over Christmas Eve plans

General:

- Presided over a funeral 10/25 wedding 10/23

- Led worship at Stonecrest Senior living 10/24. It was good to connect with this community and was wonderful to see several of our members who have not been able to get to worship at King of Kings due to a variety of reasons.
- I took off the weekend of November 5-7 for Parents weekend.
- Presided over 10 baptisms on 11/14.

Nominating Committee

- During this time of year we typically begin to hear about the work of the Nominating Team and open leadership positions on Church Council. We are looking for 1 member at large to serve a two year term, 1 Finance Chair to serve a 2 year term and 1 Vice President to serve a 3 year term and 3 members fo the nominating team to hold a 1 year term.

Appendix B: The Report of Intentional Interim Pastor's Pastor Scott Jakel

Pastor Scott

- meeting weekly with Pr Jon to guide ministry I'm doing
- touching base with my 3 direct reports (Paula, Michael, and Andrea) on how to support them
- working with leaders in the area of ministry Sue Oberg once covered to support them
- completed Art of Better Reaching resource review with staff
- continue to lead staff meetings
- preaching, leading worship/announcements, and did one memorial/funeral service
- many phone calls and a few more in-person visits to care centers/hospice
- continuing to meet with the executive team each month

Appendix C: Report of Executive Director of Operations, Dianne Johnson

Finance:

October revenue is the 2nd lowest we have seen in 5 years at \$140,379 yet it is higher than last year at \$137,030. Our predictors indicate a year result of \$1,955,282 which is \$4718 less than budget.

Currently, as of today, we are sitting at \$1,649,593 in revenue and with our goal of \$1,960,000, we need to bring in an additional \$310,407 to reach this goal.

Seeing a lack of involvement within the Christmas memorial envelopes and the Spirit of Giving event- usually these have a large return by this time.

Beginning to get pledge cards back and analyzing the data.

Budget planning for 2022 and how we end this year could change it. We are at \$1,960,000 in 2021- can we increase to \$2,022,000?

Facility:

The LED Parking Lot light project will be completed this week.

Looking at a couple options for updating the security system at King of Kings. I have attached a proposal from Collins for additional cameras and remote access.

Proposal for replacing our last two HVAC units from 1991 is also attached.

Requesting that Brotherhood Mutual sends out another inspector for the evaluation of the possible hail damage to our roof. I was informed that the last inspector did not go on the roof because there was no padding on her boots and hence, not appropriate evaluations and testing took place.

Working with a member in evaluating the potential of solar panels and what the benefits could be for King of Kings.

Personnel:

Priority job descriptions are completed, final touches will be applied after meeting with Pastor Jon that I have captured the responsibilities accurately.

Financial budgeting for next year shows the availability of 2 FT hires and 2 PT hires.

Where do we find good people for these positions? Within the congregation to begin and then working with outside companies to locate. hiring process could take longer than anticipated.

Need to review and update benefit package options for FT future staffing.

Assisted in 2 funerals as sound/camera technician

Church Council Report November 2021

Jane Halbert

Marketing

- Finalized all the Stewardship graphics, slides, and booklet
- Edited, built and printed the Advent Devotional
- Working on Christmas promotions
- ongoing work with staff and their needs / creating-posting-responding to social media content / tracking attendance from all points
- filmed at the CCEFS Produce Fair; will be creating a volunteer video specific to CCEFS.

Website & App

- Working with Gemini on our new website; finalized design and am reviewing/editing/approving designs and text content; and am finding/creating all new imagery.
- Added multiple items to the website and app, including all holiday events and everything through early Dec.
- creating multiple registrations and associated pages; ongoing updates to both platforms; working ahead

Evangelism:

- Did not meet in person in October as the entire team was out of town on that date...did everything via email.

Misc./Personal

- Attended the 3-day First Impressions Conference *Dream, Inspire, Lead*
- Attending the Hootsuite *Social Trends 2022: A Dispatch From the Future of Social*

Michael Carmack

1. On Oct. 31st we confirmed 106 students across 4 worship services. It was awesome!
2. Our High School youth group is a smaller group, but has been consistent and a great group of students. I am working to create other opportunities for our High School students to be connected and involved - these are what I would call 'one-off' events for our high schoolers.
3. There are 2 high school small groups that have been meeting regularly and are continuing to strengthen and grow..
4. We had 22 students come last Friday for a fun game night! This was a middle school only event, it was great!
5. Confirmation has been off and running and is going really well! We have a fantastic group of students - but the program is only so good because of our phenomenal small group leaders!

6. I have started to explore what options there might be for us to have a gaga pit here at church - totally at the beginning of the exploration of what might work for our situation and what would work best for us.

Paula Arland

- Michael and I have started to dream about summer. We are working with Jane on creating a theme which ties all of our programming together for our summer brochure and kick-off in January.
- Starting to plan Beach Bash in January. This is geared towards 3rd and 4th graders with fun activities and some reps from Wapo sharing information about camp Wapo opportunities.
- PreK shift in Kids of the Kingdom has been well received by the volunteers. More activities have been welcomed to help with the busy-ness of our little ones. Hoping to work ahead and get winter/spring lessons created in the next several weeks.
- Volunteers are amazing! So grateful for all that they do. We have had to find last minute subs (as late as 9:25 Sunday morning) and combine classes a bit more than usual. Volunteers are being very respectful and not coming in to teach when their household has a recent exposure until they can be tested.
- Be Bold 5th grade curriculum continues to be well received by the 5th graders. The teachers frequently comment how fun class was.
- 2nd grade students are collecting a special offering as part of the Kids and Money Faith Milestone that will go towards the Community Thread and Christian Cupboard Food Shelf collection. Their current total is 81.60

Elizabeth Hendrickson

- We've started our Spirit of Giving – Christmas collection. We'll be collecting items for Community Thread and Christian Cupboard Emergency Food Shelf. The collection will conclude on Nov 21.
- I am beginning to develop a Mission of the Month communication plan. We will highlight one mission partner each month, through a variety of communication tools – signs, e-blast, announcements, prayers, etc. This will begin in January 2022.

Andrea Villanueva

Chris Vorrie

- Working on Christmas Eve worship services and building worship content and music components. Also working on design of worship space to enhance the look and feel of the space for that day.
- Continuing to prepare Lessons & Carols service for November 29th. Choirs, brass, bells, and Gospel quartet will participate in addition to singing Christmas/Advent carols. Readers have been recruited as well to share the lessons.
- Connections have been made and components have been installed to allow for the use of a TV on the chancel to be used during sermons and enhance the way pastors can use

visuals during their messages. All that remains is getting the TV and then working with the pastors on implementation.

- Had a busy month with Confirmation services, All Saints weekend, Veterans tribute and lots of other things going on over the past few weeks.
- Getting a few additional names after last weekend's announcements for usher/greeter volunteers. It's nice to see some new people stepping forward to get involved.