

King of Kings Lutheran Church Church Council Minutes

January 18, 2022

Attendance

Members in Person

Molly Schultz, President
Jen McKinnon, Vice President
Brian Gager, Member at Large
Jason Livingston, Vice President
Pastor Jon Larson, Lead Pastor
Angie Olson, Treasurer arrived at 7:07
Jim Docken, Finance
Dianne Johnson, Executive Director arrived at 7:07
Tami Olson, Secretary

Members Excused

Todd Dexheimer, Member at Large

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

Opening Prayer – Pastor Jon

Approval of Agenda

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

Motion passed (CC.22.01.01)

Approval of November Minutes

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

Motion passed (CC.22.01.02)

Celebrate Our Culture

- Favorite Winter Olympic Sport?
 - ◆ Everyone shared their favorite winter Olympic sport.

Guest Presentation - none

Old Business

1. Benefits Package
 - a. Dianne and council had general discussion on Benefit packages going forward.

New Business

1. Annual Meeting Date vote.

Molly moved to approve the annual meeting date of February 27th, 2022, at 12:30pm.
Tami seconded the motion.

Motion passed (CC.22.01.03)

2. Benevolence – vote on approval for 10% Net Surplus of 2021 \$175,000 excess of bottom-line excess, Finance has already approved.

Molly moved to approve Benevolence as presented.

Jen seconded the motion.

Motion passed (CC.22.01.04)

3. Monetary service recognition to staff from surplus, Finance agreed on some incentive for staff. Council had a discussion on what that looks like and to approve service recognition.

Tami moved to approve a service recognition as discussed.

Jim seconded the motion.

Motion passed (CC.22.01.05)

5. Budget vote for 2022 - Finance Committee approved.
 - a. Council had a general discussion on the 2022 budget.
 - b. Dianne recommends next year to have a digital pledge card, prior years we send out pledge card with a prepaid stamp – this year we did not.
 - c. The 217 pledge cards that were returned, 14 cards decreased giving, 12 new pledges, 170 had increased cards. 147 on push pay that did not return a card. Nobody decreased giving from push pay. Dianne said we have \$ 107,000 net over 2021.
 - d. If we look at budget line the mortgage stays the same.
 - e. Reduced mortgage rate to 4%.
- f. We need to get two main positions hired to help lead and motivate staff.

Jen moved to approve Budget as presented.

Brian seconded the motion.

Motion passed (CC.22.01.06)

6. Discussion and vote on current candidate for position of Managing Director of Congregation Education.
 - a. Discussion on interview process that council and leadership were involved in interview process and this position will report to Pastor Jon.

Jen moved to approve offer for the Managing Director of Congregation Education to current candidate.

Molly seconded the motion.

Motion passed (CC.22.01.07)

7. Council had discussion on job A hiring options and requirements. Dianne recommends a search committee together for future hires.

2021 Strategic Focus Area Updates & Goal Statements

1. Worship Production – Jason (hold)
 - a. Jason will be providing some direction
2. Facilities Committee – Jen, Todd (on hold)

- a. Jen said have not met, will look at paint and carpet. Looking to make final selection for carpet and flooring and painting for Church. Will be updating lighting in MPR and Fellowship Hall. Have bids on updating bathrooms and other spaces. Need to look at 5-year plan. Looking at new furniture for Café.
 - b. Jason asked what dollar amount is allocated for projects that have been on hold.
 - c. Jim – once we get all the bids, we will know what we can move forward on updating.
 - d. Jason asked Jen – if they have a timeline breakdown or project plan on projects. Can you bring to council to review and approve? Jen said yes.
3. Strategic Update on Vanderbloemen – Molly
- a. No meetings since the last time we met.
 - b. Position B is moving forward
 - c. On timeline – did staff have one on ones to review updates.
 - d. Dianne – a lot of discussion on can we apply for these jobs in org charts. Once they are posted. Having conversations with staff on process.
 - e. Council had conversations on options for hiring and supporting staff?

Reports

- 1. Lead Pastor’s Report (Jon Larson)
 - a. Submitted my report.
 - b. Brian has put his hat into ring for executive team, in addition to another person, 2 people for other open positions.
 - i. Jason asked if someone is not nominated into a person can they serve in another way? Pastor Jon replied, yes.
 - c. Trying to get handle on Care Team.
 - d. Congregational Learning – great drivers – we are in great hands.
 - e. See appendix A for detailed report.
- 2. Intentional Interim Pastor’s Report (Scott Jakel)
 - a. Report submitted
 - b. See appendix B for detailed report.
- 3. Finance and Treasurer’s Report
 - a. Highlight was giving.
 - b. Working on cash flow statement.

	<u>December 2021</u>	<u>Year-to-date</u>
Contributions	248,655	2,012,341
Expenses	190,342	1,560,073
Net	58,313	452,268
Attendance		

- 4. Executive Director Report (Dianne Johnson)
 - a. Report sent out.
 - b. Claims for roof are in process.

- c. Holy Grounds is currently opened Friday and Sunday, the questions is, do we continue the Sunday Hours with the increase of COVID? Jason asked about the cost margins and staffing costs. Decided to continue as is.
- d. See appendix C for detailed report.

5. Staff Report Review

- a. See appendix D for detailed report.

Future Topics

NEXT MONTH	Role of Council
2 MONTHS OUT	Finance Policy Review (spending limits etc)

Summary of Meeting Action Items

- a. Council Thank you from Council for: Ryan Sieler. AV Tech guy, for Jake, Randy’s Crew, from Christmas.
 - i. Pastor Jon to follow-up with Chris Vorrie on details.
 - b. Molly email on service recognition.
 - c. Holy Grounds Café advertising
- Jason suggested on new business, future topic, can we factor extra time for facilities to present to council.

Meeting Adjourned

Molly moved to adjourn the meeting.

Jason seconded the motion.

Motion passed (CC.22.01.08)

The meeting was adjourned at 9:05 p.m.

Closing Prayer – Jason

Appendix A: The Report of Pastor Jon Larson

Church Council Staff Reports

Pastor Jon

Leadership:

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

Pastor Scott

Transition

- Had been in conversation with Synod staff members and with Pr. Jon / Dianne about a potential new call for me - now confirmed - to be at Salem in W St. Paul starting mid-Jan.
- Working to ensure a smooth "hand-off" of ministry elements I have been charged with so that leaders/staff have what they need to continue the work that needs doing
- Continuing to call parishioners and to assign congregational care team calls to be made to K of Ks membership by the Befrienders and congregational care team visitors
- Preparing final sermon(s) / preparing for elements of presiding over worship/doing announcements

Appendix C: Report of Executive Director of Operations, Dianne Johnson**Church Council Report January 2022****Finance:**

Although preliminary currently, we have made our 2021 budget of \$1,960,000 coming in around \$1,980,481. If we included the funds raised for MN Food Share month, our total actual is \$2,012,341.

Two items for Council approval with the Net Fund Surplus:

- 10% of the total to be provided as benevolence to a ELCA mission partner in need such as Lutheran World Relief or Disaster Response.
- Recognition bonus checks to staff

I have developed 2 different budget options for 2022 which the Finance Committee reviewed on Thursday. Adjustments were made and the proposed budget presented to Council will be \$2,032,500.

- \$2,025,000 Budget 1
- \$2,066,322 Budget 2

- **\$2,032,500 Budget proposal to Church Council.**

The Finance Team recognizes that 2022 may be a rough year financially as we continue to cope with the ongoing virus. They are prepared to use some of our cash savings in order to supplement this budget for momentum in hiring and the technology needs for improving our online worship product.

Our largest increase within these budget lines will be personnel, adding FT leadership position along with significant skilled PT employees. Another large increases will be within our marketing/outreach line as we will be diligent in improving and excelling within our presence online and within worship. Of course, supplies and utilities will increase this year, as well.

Facility:

Roof: I am working with the Insurance Commissioner on our filed complaint with Brotherhood Mutual. I have received word that Brotherhood Mutual has agreed to send out an engineer to follow through with another inspection (properly done). Haag Engineering will be f/u with time and date for inspection depending on weather and snow coverage on the roof.

The LED Parking Lot supplies are in! Yet, Collins has been hit by a wave of COVID-19. Our hope is within the next couple weeks they will have staffing and the weather will cooperate in order to complete this project.

Personnel:

Posted the position of Managing Director of Congregational Life through all outreach at King of Kings, the ELCA Synod offices in St. Paul and Minneapolis, and Indeed. We have one contact through King of Kings and another possible candidate from Indeed. The candidate from Indeed

does not have supervisory experience so is not a strong candidate for this position yet feel it is worth a phone interview for a possible different position within the org chart.

Our King of Kings candidate is Laurel Bornholtz which I have sent out resume, cover letter and application previously to Council. Her interview will be on Saturday, January 15th. Jen has had an opportunity to speak with Laurel and will provide feedback.

I sent out the proposal through Vanderbloemen in regard to their pastoral search process and will be having a meeting on Tuesday, January 18th with another company called Slingshot. I did reach out to NL Moore (a search company for churches) and they referred me to Slingshot as the position we are looking at is more directed towards worship. Nancy Moore also mentioned that they really do more work with non-denominational churches and LCMC than churches within the ELCA.

I know that one of our priority hires in this year is for a Contemporary Worship Leader. In regard to this type of position, it is recommended to establish a Search Committee- this committee could prove to be valuable for other positions, as well.

Form a search team.

Many churches use their personnel team for this function, but I would suggest you either augment this team with a few people active in the worship/music ministry or create another team that has people from both the personnel team and several musicians.

Work very closely with your pastor.

The pastor must work very closely with this candidate and probably has a clear vision of what qualifications are needed in the candidate.

Pray.

I cannot stress this point enough. Spend much time seeking God's heart on what worship should look like in your church and how to staff to reach that vision. Pray for the journey of finding the right person for the ministry.

Determine what worship should look like in your church.

Maybe our church already has the "style" of worship that is right for us. As we seek God's heart, we may determine that alterations are needed for worship renewal. Now is the time to get a clear picture of what worship should look like in your local setting.

Determine what qualities are needed in the candidates for the position.

This should be done only after we have a clear picture of what worship should look like. Of course, the candidate's spiritual maturity and character are foundations that must be in tact first (mature Christian, student of God's Word, person of character, etc.) Here are some of the **musical considerations**:

Does the person need to know how to work with a band?

Does the person need choral conducting skills?

Does the person need to play an instrument?

Does the person need to read music? While this would normally be assumed, in some cases, a person with little reading skills can learn enough with aid from a competent pianist or other musician to provide needed direction depending on the other needs. In other words, if the person is only leading congregational singing, the person may only need to have a good singing voice, good platform presence, and good people skills. However, if choral leading is important, depending upon the level of musicianship of the choir, someone would need to read music and have a certain level of choral technique. If the person does not lead a choir, but does lead a

band, just being able to read chord charts and understand band technique (along with platform and people skills) may be all that is needed.

Realize that many of these skills can be learned if the candidate has the passion, desire, and time to develop these skills.

I have seen this in other churches as someone in the church with musical skills and a good singing voice has a passion to lead, and they find ways to improve their skills. Today, there are numerous resources to help people improve their skills – online classes, blogs, YouTube/Vimeo, community colleges, seminary extension, etc.

Church Council Report December 2021

Jane Halbert

Marketing

- working on Summer Activities logo, booklet and other needs for Summer Kick Off in January
- designing a series of large posters to be used in 2022 for Mission of the Month
- creating Christmas bulletins
- completed the Spring Newsletter and got it to press
- beginning to build all materials for upcoming spring events
- designing layout for Annual Report
- created several funeral bulletins
- creating mock ups of wall graphics to be used for building update
- ongoing work with staff and their needs / creating-posting-responding to social media content / tracking attendance from all points / creating, printing and uploading bulletins

Website & App

- working with Gemini on our new website: finding/creating new imagery, reviewing and updating content
- creating all the marketing materials to promote the launch of the new website
- doing last minute updates to the newly launched site
- learning the new software for the website
- developing content ideas for our blog
- screen capturing all old registration questions to redo in new site
- adding multiple items to the website and app, in addition to all the newsletter content
- creating multiple registrations and associated pages; ongoing updates to both platforms; working ahead

Evangelism:

- We do not meet in December

Misc./Personal

- Attended the WEBINAR: *Identifying Practical Steps to Drive Growth Through Digital Tools* by Minnesota Chamber of Commerce
- Learning Gravity Forms

Michael Carmack

- Switching gears from the National Youth Gathering and attempting to get a BWCA trip off the ground - working with Wilderness Canoe Base for guides and supplies - so far family's seem at least interested in signing up.
- Continuing to work to grow our high school group - we have been averaging 10-12 students a week and have seen 25-30 different students through the year - these numbers are encouraging to me and give me the sense that this group will continue to grow which is exciting!
- Confirmation continues to go well! We have a phenomenal group of students and leaders who ask great questions and have fantastic conversations! I am excited to see where this group grows to!
- Been working with Paula to get summer planned and advertised, I will once again be offering serve camp for our incoming 6th graders through 8 graders. This is one of my

most favorite weeks as it gives me more opportunity to really engage with students and do some great work in our community.

Paula Arland

- Celebrated Christmas in our Kids of the Kingdom classrooms this year. Teachers actually got through all 4 weeks of the Advent/Christmas curriculum. A special treat was handed out to everyone on Sunday, December 12 and I dropped off at our two consistent virtual families homes.
- At this time, our virtual class is coming to an end. Families that have been utilizing it are planning to come in person starting in January. Grateful for the volunteers who have been leading it and for the opportunity to offer it as an option.
- Kids of the Kingdom 2nd graders collected \$109.35 which was designated to support the CCFES and Community Thread collection. Our Kids of the Kingdom fall offering was designated to support Lutheran Disaster Response and they donated \$486.11
- Continue to plan weekly Kids of the Kingdom lessons. Have been trying to work ahead in lesson planning to anticipate the start-up of summer camp planning and First Communion.
- First Communion information is being updated and reviewed. Initial information went out to families in an email in early December. A letter and registration information was mailed out in the beginning of January.
- Continue to work with Michael and Jane in getting Summer Camp information and registration ready for our January registration.
- Had a successful 3rd/4th Grade Beach Bash last Friday. Kids were excited to play games and be with friends and learn about camp opportunities. Grateful to the parent and student volunteers along with Camp Wapo staff who came to help out.
- Camp Wapo Seeds, Youth and Ox Lake Roots camp registrations are now open. We had a number of families already register for camps with about half of our spots full for Seeds and Wapo Youth. Working with Michael to grow the Ox Roots camp.
- Met with the American Girls Camp planning team. We have two high school students who will be planning a day along with the adults. The team has selected the characters for this year and are researching activity options.

Elizabeth Hendrickson

- In November, we completed the Spirit of Giving- Christmas collection. We had a successful collection. We collected 675 items and \$2,836 in offering. The total valuation of our collection was \$9,172 in donations to Christian Cupboard Emergency Food Shelf and Community Thread. I coordinated the sorting and counting of donations and pickup from both organizations.
- Preparing end of year benevolence gifts and communicating our intentions to mission partners
- Beginning plans for a virtual mission experience in early 2022
- In January, presented to the Retired Men's Group about Missions programs.

Andrea Villanueva

We are busy deciding program/class options for next school year.
Registration preparation. Open Houses also.

Looking at the school calendar for next school year as well.
Finishing up inservice hours for Teachers

Chris Vorrie

- Had a busy December with Christmas Eve services. Had a great day of worship on Christmas Eve with 5 services and had lots of great help from volunteers in setting up decorations, building the tree backdrop, getting tech needs up and running, ushering, greeting, providing music, etc. Everything went very smoothly and everyone performed in their roles very well throughout the day.
- Rented additional projectors to project stars on the ceiling to replace the candlelight on Silent Night. Other than a glitch in a piece of hardware at the 3:00 service, it added a nice touch to bring the services to a close.
- Doing a little more scrambling lately to find replacements for volunteers out due to Covid contraction or exposure. So far, I've had great responses from our volunteers and haven't had any gaps that couldn't be covered yet.
- Adult choirs, brass, and handbells on a temporary hiatus due to rise in Covid cases. We have not had enough musicians available in January to sustain these groups. We'll reassess in February and hopefully get these groups up-and-running again. In the meantime, we've got soloists and small ensembles set up and scheduled for worship to fill the void.
- Working with Ryan Sieler on improving the function of the new TV monitor being used for Pastor Jon's messages. We've got a few issues to work out yet, but once we do, it will be a nice visual enhancement for Pastor Jon to have an opportunity to interact on a more visual level during his messages. We are working on optimizing visual appeal on screen for livestream viewers watching as well as how to get it in place before and after the message. One of the features we need to work out is a "black screen button" so that the TV can have an image activated from the booth when the sermon begins and then go back to a black screen afterwards to make sure it doesn't create any distractions elsewhere in the service.
- Making plans for Holy Week and Easter services to provide creative and musical elements to enhance these special services.