

King of Kings Lutheran Church Church Council Minutes

March 15, 2022

Attendance

Members in Person

Molly Schultz, President
Brian Gager, Member at Large
Todd Dexheimer, Member at Large
Pastor Jon Larson, Lead Pastor
Angie Olson, Treasurer
Dianne Johnson, Executive Director
Jim Docken, Finance
Tami Olson, Secretary

Members Excused or remote

Jason Livingston, Vice President
Jen McKinnon, Vice President via Phone

Guests Present

Laurel Bornholtz

The meeting was called to order at **7:03 p.m.** by Molly Schultz, presiding.

Opening Prayer – Pastor Jon

Approval of Agenda

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

Motion passed (CC.22.03.12)

Approval of Prior months Meeting Minutes

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

Motion passed (CC.22.03.13)

Celebrate Our Culture

- Peeps or no peeps?
 - ◆ Everyone shared their Peeps purview.

Guest Presentation: Laurel Bornholtz, Managing Director of Congregational Education, was our guest. Molly asked Laurel to give an update on how her transition coming back to King of Kings is going. Laurel said she was happy to be home and the transition has been very smooth. Trying to spend time meeting with small groups, connecting and offering help. Have some work to do. Great camp sign ups, and exciting to have families to do fundraising. To go to camp is now \$500 for a week. Proceeds from the Gerten's plant sale will go into fund to cover things we can't budget for to support families. Planning for Fall and looking for leadership opportunities and training.

Molly asked Laurel how she feels she is being received? I have felt very welcomed. I am very positive – I can be here in 4 minute to help out as needed. Todd offered to send Laurel leadership training. Molly asked Laurel as far as staff culture, how are you feeling with staff connections and received by staff. Mostly good and I welcome feedback.

Old Business

1. Approval of Annual Meeting Minutes

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Molly moved to accept the minutes of the Annual Meeting.

Todd seconded the motion.

Motion passed (CC.22.03.14)

New Business

1. None

2022 Strategic Focus Area Updates & Goal Statements

1. Worship Production – Jason (hold)
 - a. Jason will be providing some direction
2. Facilities Committee – Jen, Todd
 - a. Todd said we needs to look at flooring choices again.
 - a. Jen and Jill are going to look at more options. Jen asked to get a smaller more consistent pattern with same color scheme. Jen said we can take a little time to get it right.
 - b. Meeting scheduled on Friday to look at carpet.
 - c. Jill is finalizing with paint bids.
3. Strategic Update on Leadership fulfillment (search/call process)– Molly
 - a. Dianne covered the status of the open positions.
 - b. See status report for details.

Reports

1. Lead Pastor's Report (Jon Larson)
 - a. Submitted my report
 - b. Busy during Lent, trying to keep on top of stuff.
 - c. See appendix A for detailed report.
2. Finance and Treasurer's Report
 - a. Finance did not meet this month.
 - b. Annual Budget approved!
 - c. Dianne covered budget highlights.
 - d. We will print financials monthly in the bulletin.
 - e. Brian asked if we compare to last year are people pulling back right now due to COVID or Ukraine. Dianne said people on PushPay are comfortable with giving. There are things we budget for that don't come to fruition and timing of hiring so expenses will be less.
 - f. Dianne reviewed Churches financial standings and investments funds with council.
 - g. Xcel bill has doubled between January and February.

- h. Otherwise, expenses have been solid, no major repairs.
3. Executive Director Report (Dianne Johnson)
- a. Congratulations to Brian for being voted onto the Executive Council.
 - b. Molly, you have one more meeting – Thank you.
 - c. Establishing a search committee. Since we have some key positions, we are looking for. HR, Recruiting background. I would like to put a team together to assist in this process.
 - d. Brian asked, what is the nominating committee. Nominating Committee is established through the Constitution to look for Church Council leadership position candidates.
 - e. Brian asked if this will be a search for multiple positions.
 - f. Angie added, basically a HR hiring committee.
 - g. Dianne is working on getting Jane’s work divided out.
 - h. Dianne looking to revamp area. Some work will go to Gemini for website work.
 - i. Gemini does provide one blog a month. Mid-week blast will have link to find blog.
 - j. I have tasked leadership team to revamp communications. If you have ideas on midweek or bulletin to review.
 - k. LED lights are done.
 - l. Sold out 47 niche – when we get 70 percent full, we need to look at adding another bank.
 - m. Molly asked about the search process, how many people in search process. How long is this process? (Dianne said I would like a secretary in this group also, going from 2022 to 2023.
 - n. Molly said you sent out 2 job descriptions. Dianne said the two job descriptions would be onsite possibilities while other positions might be better to have contract employees.
 - o. Molly said, I will send you a couple places to look for people.
 - p. Meeting on organ repair to look at bids, handbells, looking at cost to repair and invest. Waiting for numbers to review with finance. Looking at Organ coming out a separate campaign to create excitement.
 - q. See appendix B for detailed report.
4. Staff Report Review
- a. See appendix C for detailed report.

Future Topics

Next Month	Investment portfolio/Role of council
2 MONTHS OUT	

Summary of Meeting Action Items

- a. Bring new carpet samples at the next meeting. (Jen/Todd)
- b. Molly to get links to Dianne.
- c. Todd to get Laurel Leadership training information.
- d. Roll of council – 2 months out, we covered the investment portfolio this week.

Meeting Adjourned

Brian moved to adjourn the meeting.

Tami seconded the motion.

Motion passed (CC.22.03.15)

The meeting was adjourned at 8:35 p.m.

Closing Prayer – Molly

Appendix A: The Report of Pastor Jon Larson**Church Council Staff Reports**

Leadership:

- While Staff evaluations have been completed, I still need to compile my notes for final signatures. I am hoping to get this completed as soon as possible but am under a bit of a time restraint due to current responsibilities.
- The “Vision Board – Future Potential Suggestion Box” document is being compiled as other reviews are completed and we will be using it as a jumping off point for conversations regarding future congregational, community and team initiatives.
- Moving forward we will begin to hold staff meetings on the 1st and 3rd Tuesdays of the month. This will allow us to begin to live into the Leadership Team structure as outlined in the Org Chart.

Stewardship:

- Since the approval of the budget, I have begun to write thank you notes to the segment of the congregation that did not return a pledge card but are signed up for one of our electronic giving platforms. I am excited to be making these connections and share a word of thanks. This is a significant number and will take some time.

Worship:

- The season of Lent is upon us which means the addition of midweek services. Once again, I am writing introductions around the songs, prayers, confession and message in order to weave worship together. This document is provided to Chris and Jim so they can follow along in order to make for more seamless transitions.
- I am in the process of working on worship outlines for Maundy Thursday and Good Friday. After the initial round is completed with theme and liturgical components I will be meeting with Chris Vorrie to finalize. I am working through the Passion Narrative from Marks Gospel for Good Friday as we will also be leveraging Marks account of the resurrection.

General:

- Presided over a funeral on 3/4 and 3/6 with a committal service on 3/7 at Fort Snelling.
- A Baptismal service was held at 12:00 on 3/13. 4 children were baptized.

Care

- Congregational Care Team Meetings take place the first Thursday of the Month and can vary from the entire team to a specific component.
- This month we met with the BeFriender Team on March 3 for a time of check in and conversation. Tami Olson led the meeting.
- Visitation assignments have been made. I will be leveraging those who may want to make additional connections.
- A big thank you to our Kings Daughters small group who send out cards on behalf of the congregation to those that may have difficulty attending church for a variety of reasons or need a little lift. An updated list was provided to the team for further connections.
- I continue to make visits, care/surgery calls and follow-up. It will be nice to get additional staffing support to help in this specific area due to the importance of congregational care and connection.

Nominating Committee

- Communication has been sent out to our newly elected leaders as well as those who were not elected to a position. I am seeking ways to leverage the gifts of those that were not elected and see how they can bless the ministry of King of Kings in other capacities. We will also keep them in mind for next year's nominating process.

Evangelism

- Due to Jane's departure, I will be working with the Evangelism Team.

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

Church Council Report March 2022

Finance:

The 2020 budget of \$2,032,500 was approved at the Congregational Meeting on February 27th. Thank you to all that could attend!

Our newly elected Church Council members are:

Brian Gager is moving from Member at Large into the Executive Council and Rebecca Kurtz into the Member at Large position.

Rebecca's contact email is: rebeccakurtz2005@msn.com

Positions will commence on May 1st, 2022.

Finance team will be meeting tomorrow at 2:00 via Zoom to discuss options regarding our Investment Fund as the market continues to fluctuate.

Facility:

The LED Parking Lot light project is complete!!

We continue to monitor all building issues including some leaky areas.

Our Xcel bill has been very high in January and February (probably what you are experiencing at home, as well). I continue to work with Xcel on our options.

Personnel:

Laurel accepted the position of Managing Director of Congregational Education and has acclimated wonderfully. It is exciting to get her perspective on things and the vision she has for this area.

Processed all incoming paperwork for new employee and with Jane Halbert's departure, processed all necessary exit paperwork.

Jane's responsibilities reassigned in this interim period:

I will be handling the Mid-week Blast and working with Gemini and Sam Johnson on updates to the website.

Chris Vorrie will be handling Announcement Slides and social media/App

Bulletins will be myself, Patty and Kathy. I am hoping to expand Kathy's current position into an Office Ministry Assistant (10-15 hours/week) to help with bulletins and registration system.

There will be an announcement tomorrow in the blast announcing exciting employment opportunities for King of Kings establishing a communications team and to stay tuned and reach out to me if they know of someone or have experience in this line of work.

I would like to begin to put together a search committee from members and Council that can be part of the process for screening and interviewing.

Job descriptions are attached for the initial search process:

Director of Communications and Marketing FT

Digital Engagement Coordinator PT

Graphic Designer- could be contract work

Content Writer – could be contract work

I will be setting up interviews for PT weekend custodial help with 2 of our young members.

Performance reviews have been completed for all staff with goals set for the next 3, 6, 9, months.

Megan Rand will be coming aboard to assist in the Children's Ministry area this summer as she did last year.

Appendix C: Church Council Staff Reports

Laurel Bornholtz

- Continued meeting with adult learning group leaders, including MOPS/Moms Next, and attended Toastmasters on February 17.
- Participated in a webinar on volunteerism that provided excellent tips appropriate for King of Kings.
- With Michael Carmack and Paula Arland, worked with video producer (and my former co-worker) Cory Spawn to create a video publicizing the King of Kings Lions Club garage sale. The video doesn't include any date/time information except for the slide imported at the end, so it can be used for years to come.
- Currently researching leadership development seminars appropriate for women's ministry.

Michael Carmack

- Continuing to work on ongoing programming details - High School, Confirmation, High School small groups, etc.
- Working with Paula and Laurel to work on fundraising initiatives
- Planning confirmation retreat this weekend. Excited for the conversations that will be taking place.
- Attended the ELCA youth ministry extravaganza - it's basically a continuing ed conference for youth workers. I was really able to glean some tips, tricks, hear what other youth workers are doing and able to find some new ways to engage adult leaders and volunteers in all aspects of programming here at KoK's.
- High Schoolers packed 205 sandwiches that are going to be donated to the Groveland Food Shelf.
- Filmed a video to promote the garage sale.

Paula Arland

- Working with a great volunteer team of three adults and two student leaders to plan American Girls Camp this summer. There are some great ideas percolating as we look at how this camp enriches the lives of the campers. At this time we are full with 100 campers and have 13 on the waitlist.
- Starting to plan VBS. I hope to have the supplies and decorations needed display up by March 27. Starting to recruit and meet with station leaders.
- Continue to recruit student leaders for camps. Looking for middle and high school students to work directly with crews. Would love to have more male leaders to be role models for all the boys that join us for VBS.
- First Communion instruction is the next two Sundays. At this point, there are 47 students registered to participate in First Communion. I have two doing home studies with the rest joining us for in-person workshops. I am really excited to have Laurel and Michael helping with the instruction workshops this year.
- I have been working with Jane and Michael on Early Bird and regular registration for 2022-23 education year. Early Bird registration will open on March 21, 2022 and close

on May 31, 2022. It is really helpful to have early registration in planning for the fall. There is a discount of \$15 per registration. And as always, teachers/leaders receive a free registration for volunteering.

- Worked with Michael and Laurel on fundraising opportunities for students registered for Camp Wapo Youth Camp, Ox Lake Roots Camp, Boundary Waters and Serve Camp. Excited to have some opportunities for youth and grow-ups to raise money to off-set the expenses of attending camp. Gertens Flower sale is happening right now. Looking forward to the garage sale in May.
- Working with 1st and 2nd graders on the Lord's Prayer in sign language. Classes will be leading the Lord's Prayer using sign language in worship on April 3.
- Continue to emphasize Kids of the Kingdom offering partner, feeding center at Linage Escojido, this winter/spring. Offering has been very steady.
- Updated mask policy for Kids of the Kingdom classes to encourage the wearing of masks starting next week.

Elizabeth Hendrickson

- We're in the middle of March MN Food Share Month. We're collecting hygiene items for Christian Cupboard all month long.
- I'm connecting with partners in preparation for a virtual mission trip after Easter.
- Working on plans for adjusting the role of the Mission Events Team. Hoping to make it an opportunity open to more people in the congregation.

Andrea Villanueva

Chris Vorrie

- I resumed sending weekly worship emails to scheduled worship volunteers and staff to stay on top of growing needs for services as more normal activity resumes.
- I met with worship coordinators in the first of ongoing quarterly meetings to connect on any relevant team needs or worship details for the coming months. Below is a list of the months we will meet and the major topics being addressed for each one.
 - February - cover Lent, Holy Week, and Easter needs
 - May - prepare for any adjustments for the summer
 - August - prepare for worship needs that come with fall kick-off
 - November - cover Advent and Christmas
- I am in the process of hiring an additional worship coordinator to fill the vacant 4th coordinator position with Tina Schwartz studying abroad and not able to return to the position when she gets back. I have a candidate interested in taking the position and have connected with another person also interested if we are in a position to need to hire an additional coordinator.

- We are into the season of Lent with Wednesday services now taking place up until Holy Week. I've worked to make sure these additional services have all of the same needs met as the Sunday services - volunteers, music, audio/video needs, livestream, etc.
- As we keep moving closer and closer to normal activity during worship we are looking at bringing the collection of the offering back as well as the practice of having the congregation come forward for Holy Communion (cups/wafers instead of intinction). In order to do this, we need to build our volunteer base back up. Pastor Jon has mentioned this in worship during the announcements and I will be adding a sign-up board in the gathering space. We'll need to reach a certain threshold of volunteers in order to have enough communion assistants to confidently manage all communion stations for each service on the 1st and 4th weekend of the month. We also need enough ushers to pass baskets and to guide the flow of worshipers during communion. Once we hit the appropriate number, we can begin to implement these returning practices.
- I am working on planning out the details of Holy Week and Easter worship services. My current focus is planning out the needed music and will be connecting with Pastor Jon to work out the details how each service will be built.
- I am helping to fill the void with Jane's departure specifically with digital communications primarily managing social media, the church app, the building's digital signage, and announcement graphics.
 - Social Media - I'm revising the layout of the content calendar to make sure we're making the best impact with our social media accounts and will be communicating with staff to assess what ministry information will fit on the calendar and in what ways. I'll be assessing peak posting times for maximum visibility of our content as well.
 - Church App - I'll be connecting with the staff on any updates for important dates and events and have spent time with Jane learning how to manage and edit the app's content.
 - Digital Signage - I will be keeping the RealEyes Displays throughout the building up-to-date. I previously managed this system when it was put in place before Jane took full ownership of maintaining the content.
 - Announcement graphics - I'll be working with staff on this as well to make sure we are continuing to share important announcements before and after worship services. These graphics will go hand-in-hand with the graphics and updates needed on social media, the app, and our digital signage.
- Use of the new multi-tracks and click-tracks for weekly worship songs at our contemporary service continue to go well. The worship band and audio crew is still getting used to this new element, but it's becoming more and more comfortable each week.
- I met with (Jim Lindstrom, Lori Pickett, Sarah Gardner, Elizabeth Barton, Jake Pickett, and Ben Fox) to conduct goal-setting meetings for the coming year.
- I've been in early talks with Jim regarding concerns with the deteriorating condition of our electronic organ and handbells. The organ is continuing to lose functionality, particularly with certain stops (voicings), where Jim is having to refrain from using them and relying on the ones that still work. Things will continue to worsen as the components in the organ continue to wear out due to old age. The handbells are also in deteriorating condition (also due to old age) with the mechanics on the inside of the bell not working properly for several of them. A generous donation in 2017 allowed us to make repairs as a stopgap measure to get us by, but they are becoming increasingly difficult to use properly. We're getting to the point where there needs to be some consideration on whether we can/should invest in repairs.