

King of Kings Lutheran Church Church Council Minutes

July 19, 2022

Attendance

Members in Person

Jason Livingston, Vice President
Todd Dexheimer, Member at Large 7:06
Rebecca Kurtz Schwanke, Member at Large
Dianne Johnson, Executive Director
Pastor Jon Larson, Lead Pastor
Jim Docken, Finance
Tami Olson, Secretary

Members Excused

Jen McKinnon, President
Brian Gager, Vice President
Angie Olson, Treasurer

Guest Present none

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

Opening Prayer – Pastor Jon

Approval of Agenda

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

Motion passed (CC.22.07.26)

Approval of Prior months Meeting Minutes

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

Motion passed (CC.22.07.27)

Celebrate Our Culture

- What is your favorite kind of music?
 - o Everyone shared the music they enjoy.

Guest Presentation:

- None this month, Jen emailed Dan Green and invited him to the Aug 16th Meeting.

Old Business

1. Council list with contact information updated and sent out to council.
2. Confirmed Council Meeting Dates, starting time and meeting location through year end.
 - Aug 16, Sept 20, Oct 18, Nov 15, Dec 20

- Discussion on starting meeting early, will bring up at next meeting.
 - Jason asked about if we could move time up to 6:00 or 6:30. Council discussed pros and cons of moving to 6:00 p.m., will discuss at August meeting. Rebecca's won't be at the August 16th but is good for earlier meetings.

New Business

1. None

General Discussion

1. Todd was wondering what was going on in the church – did not see a lot in the bulletin for upcoming events.
2. Pastor Jon said once falls hits a lot of programming. Summer is camp heavy.
3. Jason asked maybe that is something Laurel could give us, a summer recap. If you are not doing it, you may not know what is going on. To your point Todd, if you start up young man's group.
4. Todd thought low 20's to upper 50's age group.
5. Jason asked, hypothetically if Todd wants to start up a group. Is it up to Todd or is it up to someone on staff?
6. Dianne said, Laurel would be the best place to start. We would need a designated leader and King of Kings would have resources. If you want on site, rooms will need to be scheduled or if you want to do off site, information provided. Small groups are wonderful if they don't become closed.
7. Jason said, I have an idea... we can take offline. Looking at passages of bible that have to do with community.
8. Pastor Jon said that Laurel is the point person, Maybe Man-up can help. Numbers ebb and flow. We can connect where we are at, how do we get people into the groups?
9. Addition to the bulletins, name/contact information for the Church Council.
10. Pastor Jon said the format has changed within the bulletin. What are those things where you are seeing gaps or voids? Right now, a different format than you are used to. There is breathing room, a different way of doing it now. Like Todd said what is the men's groups doing. How are we speaking to things that might not be there?
11. Todd will reach out to Laurel after Dianne makes the initial introduction.
12. Todd asked did we have something we have all the groups in between services?
13. Dianne replied, that will be Kickoff Sunday this year on September 11th.
14. Jason said we should have a council booth.

15. Jason said I have an opening for a Worship Production position. Sitting in church last week the producer of worship is Jake. When you do fun stuff from time to time. How do we take those fun ideas and make them even better with lighting, sound? Going forward who ever is preaching is setting the tone.
16. Pastor Jon said the worship piece responsibility is under position A.
17. Rebecca added I think position A should have input into the hire.
18. Jason said in the interim we will present our list of ideas of what we would like to see implemented, working with Jake.
19. Jim added, I noticed last week some technical start and ending issues on streaming.
20. Dianne said we are aware of issue.

2022 Strategic Focus Area Updates & Goal Statements

1. Worship Production – Jason

We had discussed at the Executive Council, we talked about sharing the announcements, gets different faces in front of our congregations. If someone is doing general announcements. If someone wants to do an introduction on a new group. Jason is working with Jake on things the production team would like to do. One thing is turning on the colored lights.

Pastor Jon said they were put in to create environment to create mood, the 10:45 screen is more engaging. Jake has been diligent on choosing things for screens that are not distracting. If there is a vision, he should give it a try. I will continue to work with Jake. Jake is part time to balance his time.

2. Facilities Committee – Jen, Todd - Paint approved (check Room 108), waiting on loan option to approve carpet.

- a. Todd said since we did not sign on the flooring bids, We are looking at a couple of other bids.
- b. Dianne said Room 108 has samples of paint.
- c. Talked about painting options, talked about two colors instead of one.
- d. Dianne said looks like we are on the schedule for October to start painting. John Acosta would do classrooms.
- e. Council talked about financing options and pros and cons.
- f. Jim asked if we look at our cash flow, do we need a line of credit?
- g. Todd said instead of a loan what about a line of credit, if our operating budget goes down, we could use our line of credit as a backup.
- h. Dianne said I have a meeting with Associated on Thursday and will bring up.
- i. Todd said we need to figure out when to get a congregational vote. There is a chance it will go below that amount. We need to start planning and figure out when to get in front of congregations. Do we want to talk about at August meeting?
- j. Dianne said after we meet with Associated, we can communicate through email.
- k. Rebecca's schedule in August (15-31) she will be out of the country.
- l. Dianne said my hope is we have a vote with council before you leave.

3. Strategic Update on Leadership fulfillment (search/call process) – Brian

- a. Dianne talked about the Ministry Site Profile and input needed from staff and Council.
- b. Rebecca asked, Do we have a timeline on the call committee?
- c. Pastor Jon said once the ministry profile is put together, we would review with congregation. It depends how quickly it gets done.
- d. Jason asked is this just used for the synod.
- e. Pastor Jon said we would use this also for a search firm.
- f. Jason asked about a deadline from staff and council.
- g. Dianne said **Deadline 1st Week of AUGUST**, This will go out to all staff and council to review. Once it is solid, before goes to congregations, it will go to call committee. Once the council and staff like it we start advertising for a call committee.
- h. Jason said once we start the call committee. Are we locked into synod?
- i. Dianne said we would be the ones to work with St. Paul synod and search options.

4. Stewardship / Offering – Jason**- fundraising - change funnel or “Change for Church” - Donor**

engagement notes / thank you' s / check in.

- a. We are passing the basket and have the change bucket back in.
- b. Jason asked how much have we collected?
- c. Dianne \$380 in cash first week, this last week cash up a little down from week, Kudos to Pastor Jon for Stick Figure Theater.
- d. Dianne said June was a phenomenal month, 2 biggest givers donated. Council talked about status of giving.
- e. Dianne stated that there is more involvement with a listener when a different voice is heard especially when we look at stewardship subjects.
- f. Jason said in regard to the Welcome Desk it could be a bigger conversation, within position A.
- g. What is our need, how do we engage our donors? Todd asked about do we put together a stewardship giving team for 2023. Todd said I will volunteer to be one of the people to work on stewardship. Jason, Rebecca, and Jim volunteered to attend meeting. Jason said to keep meeting to an hour. Pastor Jon when do we need this together? Pastor Jon said, I can give you the historical information. Jason said would be good to see last one put together. Todd said Sept 11th is rally weekend. Jason said we could man a table to talk about our plans. Jason said we need to get going as soon as possible, next week, Tuesday Morning.

5. Long Term Strategic Plan (5–10-year plan) - Rebecca

- a. Rebecca said Dianne and her met talked through the model, Rebecca's is going to meet with Directors to get their wish list and talk to finance and to get wish list and cost and work with finance to see how fits together. After figuring out what the wish lists are might give opportunities with stewardship. We will need a plan to buy a new organ in the future and if you have a passion for that you may want to donate your money there. Hopefully, it will be easy to update and modify.
- b. Rebecca, my question for council, I will talk to council, directors, I will try to be at finance meetings. What should be the next steps or when to present.

- c. Jason, I can speak for myself, I don't need to see what you are working on until it is done.
- d. Rebecca, I will get more refined and do a draft.

Reports

1. Lead Pastor's Report (Jon Larson)

- a. Submitted my report
- b. What has been lacking is the growth goal when we had the 2020 campaign. Last year's campaign as we approach September where are we at? This is a piece that has not had time, a critical piece, and I thank Jason for his help. We have position to fill If we are not seeing movement, what we are asking for.
- c. Rebecca asked if there would be a benefit for members of the council to give updates on what is happening in the background.
- d. Todd suggested a state of the church update. Couple minute update every couple weeks or scheduled town hall meetings.
- e. Rebecca, I think just starting to talk about it and the process.
- f. Rebecca said I think being proactive is good.
- g. Pastor Jon said I can address this in announcements. In conversation with him, Pastor Steve can help out, working on next few pieces. Talking about ministry site profile. Moving forward on schedule to who is available to do announcements.
- h. Todd said I think we should continue with updates on process, we need to constantly update. Variable we need other voices to communicate.
- i. Pastor Jon said the conversation tonight clarified talking points.
- j. Rebecca said moving forward I am happy to take a turn.
- k. Pastor Jon said, the biggest update is contacting Pastor Steve with a preaching schedule
- l. Pastor Jon said the org chart is an internal document but has the vision.
- m. See appendix A for detailed report.

2. Finance and Treasurer's Report

	June 2022	Year-to-date
Contributions	221,060	954,370
Expenses	136,772	708,403
Net	84,288	245,967

3. Executive Director of Operations Report (Dianne Johnson)

- a. See appendix B for detailed report.
- b. Reviewed and talked about historical giving.

4. Staff Report Review

- a. See appendix C for detailed report.

Future Topics

August	Dan Green invited to August 16th Meeting
September	Laurel Bornholtz

Summary of Meeting Action Items

1. Discuss moving Council meeting start time to 6:00 or 6:30 at August meeting.
2. Talk to Laurel on groups.
3. Update bulletin format. (Kathy & Dan)
4. Investment portfolio
5. The church will be reviewing the role of Church Council as it relates to the Role of the Exec Team.
6. Stewardship Engagement strategy meeting (Todd)
7. Council to review King of Kings Constitution and By Laws.
8. Set-up meeting with technical Production team. (Dianne/Jason)
9. Pastor Jon will provide history on Stewardship.

Meeting Adjourned

Rebecca moved to adjourn the meeting.

Jason seconded the motion.

Motion passed (CC.22.07.28)

The meeting adjourned at **8:56p.m.**

Closing Prayer – Pastor Jon

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

- We are in the process of solidifying Pastoral coverage with Pastor Steve Moberg. Pastor Steve assisted while I was on vacation and had agreed to provide pulpit/worship support and any crisis/funeral coverage if needed.
- I will be meeting with Bishop Patricia Lull on July 20 to continue to discuss King of King's Call/Search Process and additional ministry support.
- The staff is in the process of discussing plans for our Fall Kick Off weekend. We started this conversation earlier in June and it has been tabled due to summer camps. We will resume the conversation at next week's staff meeting.

Stewardship:

- *"In my spare time" I will be working on a letter to the congregation that will be going out to the congregation as a part of our next quarterly statements in July. My hope is that we will be able to provide information regarding Pastoral/Interim Support, Search/Call Process, Town Hall Meeting, Ministry Site Profile etc. (Pending from last months report)*
- As of July 3 we are once again passing the baskets in worship. A special Stick Figure Theatre "Phil - The Basket" was created to engage the congregation in a fun and unique way.
- *We typically begin to develop an overall stewardship strategy and campaign during the month of June. We are slightly behind schedule. One of the first steps will be to reestablish a team. (Pending from last month's report) This will most likely align with an overall our Strategic Initiatives.*

Worship:

- Communion strategies have been updated and solidified.
- I continue to provide bulletin/worship formats, communicate weekend information with Worship and Communion Coordinators and print out volunteer lists for Sunday mornings.
- We are on the last few weeks of our "Reflections on Mark" sermon series and I am currently working on our upcoming sermon series on 2 Samuel. This continues our cadence of working through the Bible.

General:

- Officiated a wedding on July 16 in Stillwater MN.
- I will be leading worship at Stonecrest on July 24.
- I will be officiating at a graveside committal service at Fort Snelling on July 22.
- I am working on arrangements with a family for a funeral during the week of July 25-29

Care

- I am trying to make in-person home visits and meet with congregation members as I am able.
- Congregational Care Team did not meet in July. I will be sending out a revised visitation/care list later this month.

Nominating Committee

- Did not meet – September Timeline

Evangelism

- Will be talking to Dan Green – Director of Marketing about a potential handoff.

Appendix B: Report of Executive Director of Operations, Dianne Johnson**Church Council Report July 2022****Finance:**

Completed the worker's comp audit.

Completed all the required documents and paperwork for applying for the Employee Retention Credit; currently, the IRS is running around 6-9 months in reviewing these applications.

Tentative July financials- please know these are rough estimates yet gives us an idea:

Month Year to Date

July Budget \$ 187,507 YTD Budget \$ 1,044,877

July Actual \$ 221,058 YTD Actual \$ 954,368

Results \$ 33,551 - \$ 90,509

Second quarter statements are ready to be mailed just waiting on direction if we are to include a letter.

We have brought back the offering baskets into worship. Just a shout out to Pastor Jon for the brilliant children's message regarding Phil and his friends. ❖❖

Facility:

Parking lot resurfacing has been completed.

Still waiting to hear back from Hegg Engineering on the report of our roof; they are running weeks behind.

The loan application through Thrivent for a possible \$100,000 for the carpeting project is completed and in the hands of underwriting, continuing to provide additional information per request.

We may have the opportunity to partner with Open Door Community Theatre in Woodbury as a host for their upcoming production of Godspell. I had an initial meeting on Tuesday and will be having an in-person meeting on Thursday, July 28, in the evening to talk feasibility and space usage. The production would be in February of 2023, yet all rehearsals would take place at King of Kings, as well.

Personnel:

Happy to have Dan onboarded!! He has set his schedule as follows:

Monday: Work from home

Tuesday-Thursday: at King of Kings all day

Friday: Work from home

Saturday: off

Sunday: At church!

Dan did provide a structure that he feels would create a strong marketing arm of the church; I have attached the chart for review as we look at potential hiring priorities.

I will be meeting with Becky Hagen and her husband, Tom, for ideas to promote and increase business at the Café on Wednesday; this will be a growing focal point on what we do with this ministry if business does not increase. Should it become a volunteer ministry with just coffee and doughnuts?

Pastor Jon and I will be meeting with Abbie Sonstegard on Thursday as a possible contemporary worship leader. We will also be in discussion of the possibility of a team structure

for this position.

As many of you are aware, one of the first steps in the call process through the ELCA is completing a ministry site profile that is used in recruiting prospective pastors to the church. I have attached the completed ministry site profile from 2018 when we began the search for Pastor Aaron as a reference.

I have started the process of a new ministry site profile in order to keep the potential call process moving forward. I will complete demographics both for the community and the church and other information that I can do without input.

Warning: Homework ❓❓

It is important for the Church Council, Staff and the Congregation to have input on the following questions and I would appreciate you sharing your thoughts for each question. You can use the last MSP as a possible reference and if our needs have changed in the past 4 years.

1. List three ways the community in which you are located has been challenged by change and transition in the last three to five years.

2. List three changes or trends within the congregation or organization which have occurred in the last three to five years.

3. Describe your congregation's or organization's current programs for mission and ministry.

4. What are the primary goals of your ministry site.

5. What is your congregation or organization really excited about right now?

6. How does this congregation or organization understand its reason for being in light of God's call to mission and service? Who are you? Why are you here?

7. What are your gifts and resources for fulfilling this purpose? What are the congregation's or organization's top three assets and how are they being used? Are there obstacles that must be overcome to be able to use these gifts and accomplish the mission?

8. In light of the way you have described your ministry context in this Ministry Site Profile, what are the top three mission priorities which, if accomplished, hold the most promise for the continued development of this ministry?

I would hope to have your input by the end of that first week of August so I can accumulate and create a draft for all to review. Thank you!!!

Appendix C: Church Council Staff Reports**Church Council Staff Reports
July 2022**

Laurel Bornholtz

- VBS finished at the end of the week of the last Council meeting. Donations to support ELCA Global Farm were strong with a final total of \$897.36. Generous ELCA donors are matching gifts dollar for dollar up to a total of \$525,000.
- Met with the leaders of MOPS/MomsNext to discuss their plans for the coming program year and how they can increase partnership with King of Kings.
- Drafting plans for the 2022-23 Adult Education program year to discuss with Pastor Jon. July is early for some groups to be planning for September, but a number of groups are on board. My goal is to offer at least one unique program in fall and in spring to encourage the participation of a few new people.
- Michael Carmack and I met with Dan Green to discuss increasing the visibility and communication of events for middle school and high school ministry. How can we use the website and social media (Instagram stories, for example) as communication tools?
- Our summer intern, Megan Rands, is doing a great job! She stepped into a significant leadership role during VBS and was excellent. Megan also did good work partnering with Paula Arland in the delivery of American Girls Camp.

Dan Green

- Connected with Pastor Jon for multiple high-level discussions on the goal of King of Kings, where we have been, and where we want to go.
- Off of those conversations, I have created some strategic marketing materials that will help guide my work through 2022.
- I have put together a few position descriptions for people I would like to hire.
- I'm in the middle of creating a digital outreach strategy that is two-pronged: Growing the in-person attendance and the online presence.
- Currently in the process of rebranding the website to include more photos of the people at KoK.
- Trying to grow the visibility of King of Kings through Facebook advertising. Posting in community groups, having continuous ads inviting the Woodbury community to services. I am in the process of testing different Facebook audiences to see how to get the most conversions possible.
- I have met with many of the wonderful people here about what communications needs they have, and what they would like to see changed.

Michael Carmack

- Just returned from Wilderness Canoe base with students - it was a great trip and the hope is to use this students experience as a springboard for students moving forward. Got a lot of media to use for promo material moving forward
- Continuing to have Rejuvenate on Wednesdays during the summer. We have had pretty decent attendance through the summer - been great to continue the momentum from the year through summer
- Continuing to put finishing touches on servecamp in August - we have a great group of students signed up and am excited for this week!
- Beginning to start to get fall in order and ready to get programming underway again
- Heading out to Ox Lake next week to hang with our students at camp for the week!

Paula Arland

- Just wrapped up a successful American Girls Camp last week. Grateful for all the amazing volunteers who made the camp a great experience for 108 campers. The planning team Sophie Peterson, Jen McKinnon, Allison Jarvis, Ingrid Bjerknes and Emma Arland did an amazing job planning a day for the camp.
- Megan Rands has been wonderful to have as a summer intern.
- Camp Wapo Seeds Camp is this Friday for our 1st-3rd graders and Youth Camp starts on Sunday for our 4th-8th graders. Looking forward to spending time with our kids playing games, making crafts, and worshipping God.

Elizabeth Hendrickson

- I am planning and preparing for the School Supplies Collection and the Summer Sock Hop.
- Connecting with leadership at the church in Guatemala to move forward on signing a companion congregation covenant with the congregation in Nuevo Porvenir.
- I am traveling to Tanzania July 18 to August 7, visiting our partners in Dodoma and Iringa.

Andrea Villanueava