

King of Kings Lutheran Church Church Council Minutes

November 15, 2022

Attendance

Members in Person

Jen McKinnon, President
Brian Gager, Vice President
Jason Livingston, Vice President
Todd Dexheimer, Member at Large
Rebecca Kurtz Schwanke, Member at Large
Angie Olson, Treasurer
Dianne Johnson, Executive Director
Jim Docken, Finance
Tami Olson, Secretary

Members Excused

Pastor Jon Larson, Lead Pastor

Guest Present None

The meeting was called to order at 6:37pm by Jen McKinnon presiding.

Opening Prayer –Jen

Approval of Agenda - Jen

Rebecca moved to accept the agenda.

Todd seconded the motion.

Motion passed (CC.22.11.38)

Approval of Prior months Meeting Minutes Jen / Tami

Jason moved to accept the minutes of the last regular meeting.

Jim seconded the motion.

Motion passed (CC.22.11.39)

Get to know ya question: What's your "Mount Rushmore" of Thanksgiving Food?

Everyone shared their top 4 foods from Thanksgiving.

Guest Presentation: None

Business to Discuss

1. Giving Campaign update
 - a. Dianne will meet with Dan tomorrow, another video Sunday, 3rd quarter statements have not gone out, will go out with a blessing/thank you.
 - b. Need to wrap up soon to get pledge cards out 2nd week in December. Should manage 2023 with a flat budget from 2022. May not make 2022 giving goal.
 - c. Jen asked where the trends are with offering baskets back in use- trend is positive, much more loose cash donations are being received.
2. Communicating the expanded search process

- a. Jen thanked Brian for the work so far. Good feedback with questions this past weekend.
- b. Brian said, in total maybe 31 cards, more discussions and energy was valuable.
- c. Jen asked as far as communicating the expanded search process, have you gotten to that yet? Brian said have not reached that discussion yet. On Monday we have Rolf from the Saint Paul Area Synod joining our meeting and talking about the process. Group will put together questions to help with that meeting.
- d. Jen asked, at what point in time do we have two processes going? Brian said it was just brought up.
- e. Dianne said the cost of a search firm does not take a congregation yet it is important to keep the congregation informed.
- f. Pastor Jon and Dianne have already done the groundwork about that path of alternative candidates search. Dan is not ELCA, and people are enjoying his voice.
- g. Brian said to close out your questions, the group is staying focused and will communicate each channel to keep everyone in the loop, very dynamic and focused on the timeline.

Upcoming Events and Meetings

- 1. November 19th – MN State Band Concert, Jim Lindstrom booked at 3:00 p.m.
- 2. December 3rd – Holiday Boutique – capped at 65 vendors, benefits youth mission programs
- 3. December 13th – Executive Council Meeting
- 4. December 20th – Council Meeting (do we need this or maybe change the date?) – maybe up January meeting to **January 10th**, will need to set a date of congregational meeting – may be a conflict with Godspell. **December 20th** meeting is canceled and the January Council meeting date.
- 5. Staff Meetings are 10am every Tuesday – all welcome just let Dianne know if you plan to attend.
 - a. Brian will send out information about future town halls meeting dates.
 - b. Exec meeting will be January 3rd.
 - c. Need to look at dates for February council meeting and Annual meeting.
 - d. Feb 19 and Feb 26 are both matinee performances of Godspell.
 - e. Angie asked if we could meet at the MPR 12:30 on February 19th and February 7 for council meeting, and February 26 for the Congregational Meeting.
 - f. Angie said we should move the finance meeting Feb 2nd. 12:30 in MPR.
 - g. Dianne and Pastor Jon will advise on the open Council positions in January.

2022 Strategic Focus Areas / Updates as needed

- 1. Worship Production – Jason
 - a. Only a couple of things; Getting together with Dianne and Pastor Jon, Saturday service being approached by a number of people. Mostly families who have a lot of activities and it's hard to get to Sunday Service. Having a hard time getting kids out of bed on Sunday. Dianne said we would need another worship lead for Saturday and need volunteers to support Saturday service.
 - b. Jason said kudos to Todd on volunteering, Jason said looking for champions people that can bring in others, as a council I think we need to be a champion in that regard. In that giving campaign if you're not here helping you're missing out.

- c. Need to get a Informational meeting on the schedule next year for those families and individuals that have been attending King of Kings on a regular basis as a welcome event.,
 - d. Jason suggested a quarterly volunteer meeting.
- 2. Facilities Committee – Jen, Todd, Jim
 - a. Jen said we talked about a big wood wall, the thought that I had like trees used last year could be kept for a while.
 - b. Thank You to John Acosta for painting.
 - c. Some of the things we are moving forward on is new furniture for Holy Grounds Café because we were blessed with carpet donations. Looking for bids on the bathroom upgrades. Todd has taken lead for a storage garage outside and thought it could be a barn raising. Late spring project as ground thaws.. Todd said maybe it will get built in a couple weekends.
 - d. Jen said a couple doors need replacing, security system, dumpsters need new surround are some of the things we are looking at updating.
 - e. Jen and Jill are looking at pendant lighting for Café – and using the corner as workspace like counters and stools, utilizing this space for community. Going to come up with ideas and present them.
- 3. Strategic Update on Leadership fulfillment (search/call process) – Brian
 - a. Ministry site profile to get finalized and input and approval from council January 8 and 15 to get input on a couple sections of profile to get approval and completed by the end of January.
- 4. Stewardship / Offering / Donor Engagement – Jason
 - a. No New updates on stewardship at this time.
 - b. Will move into more things in the spring.
- 5. Long Term Strategic Plan – Rebecca
 - a. The next step after the list of Buildings of improvements, is to get the bids/budget information.

STAFF REPORTS

Reports

- 1. Lead Pastor's Report (Jon Larson)
 - a. Vacation - No Report
- 2. Finance and Treasurer's Report
 - a. Angie distributed updated financials to the council.
 - b. October was a little bit behind.
 - c. The building line shows we have not paid for carpet yet.
 - d. Year end predictions indicating a shortage of close to \$80,000 at the end of year.
 - e. Cash balance has gone up based on Government COVID.
 - f. Our finance team looked at investment funds, maybe making small changes, but we have a good mix at this time.
 - g. Jason asked about the Fellowship line, Angie said related to Fall Festival, Fellowship like soup suppers, good will offering.

- h. Angie said not a bad month for our investment fund.

	<u>October 2022</u>	<u>Year-to-date</u>
Contributions	1,528,707	2,032,500
Expenses	1,049,609	1,712,900
Net	479,098	319,600

3. Executive Director of Operations Report (Dianne Johnson)
- Dianne talked about ERC (Employee Retention Credit), if the government made you shut down, payroll. Paperwork has been completed. Approved by the IRS **\$315,530** was received in Thrivent money holder.
 - Dianne said I have two requests to have the Council consider.
 - The Concert and dinner brought in 5,975. Asking the council for a dollar amount to add to the gift. King of Kings was the only church who responded to this initiative. One of the Moms came here to worship and thanked Pastor Dan for the support. There were 16 other families that I talked to after the concert. The angel is paid for. To do the memorial and garden, no parent will pay for a plaque. \$240,000 is the goal, they were at \$ 85,000 on the day of the concert. Jason will make a recommendation.
 - Council members discussed requests and helped with recommendations.
 - Jason wanted to make a recommendation of 10%..

Approval of 10% gift to Angel of Hope

Rebecca moved to approve the 10% gift for Angel of Hope from ERC.

Jason seconded the motion.

Motion passed (CC.22.11.40)

- The second request from Dianne was to give the staff a portion of the ERC as a discretionary gift. The Council discussed different options for staff and determined they would let Dianne make the final recommendations.
- Todd made a recommendation of up to 10% for staff.
- Council agreed to have Dianne determine discretionary gifts for staff with the limits discussed.

Approval of up to 10% gift to Staff from ERC.

Todd moved to approve up to 10% Discretionary gift for staff based on Dianne and Pastor Jon's recommended staff status and service.

Jason seconded the motion.

Motion passed (CC.22.11.41)

- Council reviewed and discussed upcoming December, January and February meeting dates to make sure to have time for preparing for the 2023 Annual Meeting agenda and budget approvals needed.
- Council agreed on the date of **February 26th, 2023**, at 12:30pm for Annual Meeting.
- Here are the updated upcoming meeting dates:

Upcoming Meetings:

December

12 - Facilities Team 10:30 am

13 - Executive Team 6:00 pm

NO Council Meeting in December

January

3 - Executive Team 6:00pm

10 - Council 6:30pm

8 and 15 Call Team Town Hall meetings

February

7 - Council 6:30pm

14 - Executive Team 6:00pm

26 - King of Kings Annual Meeting 12:30

(Jen and Jason will both be gone this day)

Staff Report Review

- a) Jason had one comment on Elizabeth's report mostly international – would like to hear on what she is planning for local missions.
- b) See appendix C for detailed report.

Final meeting comments/notes:

- a) Jen left early and Jason took over the meeting.
- b) Todd said would like to bring up a Member/Family of the week.
- c) Jason added maybe related to stewardship meetings.
- d) Dianne said people will get pledge cards in the mail. Look at pledge, auto giving, Pastor Jon needs to write a letter.
- e) Jason asked if we could do it earlier? Dianne said we are behind on messages.
- f) Add Member of the week next agenda as discussion point

Future Topics

December	No meeting in December
January	Elizabeth Hendrickson, Director of Missions

Action Items and who is responsible

1. Sign up to serve on a Christmas Eve service! Dec 24: 1,3,5,7,9 or Christmas morning 9:30 am
2. Share King of Kings social media on your own if you use it – help get the word out!
3. Dianne will check on MPR for the Congregational Meeting on February 26th at 12:30pm.
4. Dianne and Pastor Jon will go over the positions up for elections.
5. Dianne/Jen will invite Elizabeth to be our guest presenter for the January 10 Council meeting.
6. Add Member of the week next agenda as discussion point

Items on the "to do" list:

1. The church will be reviewing the role of Church Council as it relates to the Role of the Exec Team
2. Review King of Kings Constitution and By Laws – waiting on updates from ELCA
3. Ready Set Grow – Andrea already planning for / doing tours for next year....
4. King of Kings gear / swag
5. Connection Strategy – directory, etc.

Meeting Adjourned

Tami moved to adjourn the meeting.

Jim seconded the motion.

Motion passed (CC.22.11.42)

The meeting adjourned at 8:15 **pm**

Closing Prayer

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

Church Council Report November 2022

Finance:

The dividend sharing stocks within our investment portfolio have held their own during this turbulent year and the Finance Team is continually monitoring future changes and looking at Treasury Ladders as a potential for growth.

Expenses are monitored and no large expenditures are expected at this time.

Back in late July, early August, I mentioned that I was working on the ERC- Employee Retention Credit. The ERC is a tax credit created under the CARES Act. Many may not realize that there is potential tax credit for employers who were impacted by COVID. This refundable tax credit is a relief measure for businesses, including churches, that encourages them to keep employees on their payroll. To apply, the second, third and fourth quarter of 2020 was broken down by each employee's salary along with the first and second quarter of 2021. These spreadsheets were then analyzed for the potential tax credit allowed. I received notice that the IRS approved King of Kings applications and that checks were being sent. We have received the checks and below is the breakdown.

Quarter Amount

April, May, June 2020 \$ 23,694.03

July, August, September 2020 \$ 59,897.21

October, November, December
2020

\$ 25,819.37

January, February, March 2021 \$115,387.41

April, May, June 2021 \$ 90,732.86

Total of Checks \$

315,530.88

Currently, these funds have been moved into the Thrivent money market until decisions have been made for use.

Two recommendations for distribution:

Reflection of service to the employees that these figures were based on.

King of Kings donation to the Angel of Hope project in the community.

Facility:

Building and grounds are looking good with a few repairs required- new cylinder locks on doors and special thanks to the Retired Men's Group for replacing a much deteriorated outside wall by the office entrance.

Carpet installation is beginning- classrooms down North Hallway are completed, and Jill came in to choose the color of the base. They are beginning down the hallway to the playground area this week so our Council meeting will be meeting in the coffee shop area.

Angels of Hope Benefit Concert and Dinner held on Sunday, November 6 th , brought in around

275 people with donations of \$5975.11.

It was wonderful to see Julie Rageth (mother of Natalie who passed away in 2020 and is leading this initiative for Woodbury) and her sister, Jill, join us in worship this past Sunday.

King of Kings will also be the host site for the Open Community Theatre's production of Godspell. Rehearsals and performances will all take place here.

We are looking at working with Holiday-Bliss this year to create our Christmas wonderland in the

Sanctuary and in the Gathering Space.

One of the updates we are making prior to the final install of the carpeting in the Gathering Space is the addition of a floor outlet in the middle; this allows us to place a Christmas tree as a focal point this Christmas season.

Also, looking at the possibility of using stain glass window coverings for the windows leading into the Sanctuary.

Personnel:

Sam Johnson accepted the Contemporary Worship Lead position. He will take November off due to isolating prior to his son's anticipated arrival yet he is still planning Christmas and song selection. Abby Sonstegard and Emily Rau will be providing coverage.

Abby Sonstegard will be providing a liaison with worship and content writing.

We have put a pause on searching for the Early Childhood Coordinator position as the candidate pool (both internal and external searches) have been minimal. We are hoping to establish this search again in the next year.

We continue to search for a weekend custodial staff and worship coordinator.

We are happy to announce that Paula Arland accepted moving to a FT position as we feel the benefits and growth for the Children's Ministry Coordinator at King of Kings required these additional designated hours.

Appendix C: Staff Reports

Church Council Staff Reports

Pastor Dan Clites

-Now that I've been at King of Kings for a month (since October 12th), I'm beginning to feel a bit more comfortable with the style and culture of the congregation!

-Men's Ministry launched its start on Saturday, November 12th. I will now meet with the men's leadership team to seek Holy Spirit's visional direction for the group...then reboot in early January with some sort of consistent discipleship ministry.

Dan Green

- Completing Stewardship 2022 campaign (pledge cards go out end of month)
- Working on a digital advertising campaign to drive new visitors to our website and (ultimately) to worship, including creating a new visitor landing page and video
- Completed an advertising campaign for Angels of Hope
- Completed an advertising campaign for the Fall Festival
- Working with [Abbie Sonstegard](#) (content writer) on website and social media content
- Working on 2023 strategic marketing plan (who we are targeting, why, etc.)
- Doing a message testing campaign to see what keywords are best for our digital campaigns going forward
- Working with Gemini on website and SEO improvements
- Continuing to update newsletter weekly
- Working on getting a program to utilize for better staff internal communication
- various other random tasks as they come up :)

Michael Carmack

- **Preparing for a retreat this weekend - I have 46 students signed up for the retreat...really excited! We haven't been able to retreat in the same way for 2 years so super pumped to go again!**
- **We had fantastic confirmation services a few weeks ago...a fantastic celebration for students - it was great.**

I had 49 students attend the fall 'after party' - event for students helping with fall festival

- Partnering with Laurel with hosting the boutique in a few weeks
- Working with Paula to put together Christmas kids program
- Had to reschedule our HS Lazer Tag event to early December

Laurel Bornholtz

- Participated in/supported the Fall Festival, Confirmation and the Spirit of Giving concert and supper that followed. Bringing back Musical Cakes at the Fall Festival was well received with 80 cakes/pies/plates of bars or cookies donated. Ticket sales collected over \$400 to support the youth trips next summer.
- Meeting with the Call Committee every other week as the staff representative.
- Leading the final push to the boutique (December 3) with the boutique committee. Currently recruiting student volunteers (and some parents) to help with last minute prep and staffing the day of the event.

- Attended the Lifeway Women's Leadership Forum outside of Nashville last week with God's GALS Precept Study leaders Molly Calkins and Laura Griffith. We had 2.5 days packed with outstanding Bible study authors/speakers as well as informative breakout sessions.

Paula Arland

- Fall Festival was so fun! We had approximately 220 kids come through with many grown-ups. The student volunteers did an amazing job with the kids and making sure that prizes went home with our guests.
- Starting to think about summer and camp opportunities for our kids: VBS, American Girls and Wapo are all on the calendar. A goal for the in-house camps is to recruit volunteer leaders early enough so that they are well prepared for the week.
- Christmas Program is back! Many of our Kids of the Kingdom children have not ever experienced or remember the program. So some re-introduction of what it is and really working on learning the songs is a must. Partnering with Michael for the middle school drama team.

Elizabeth Hendrickson

- Planning, decorating and working on communication plan for Spirit of Giving. We're collecting donations through Nov 27.
- Working with the St Paul Area Synod Guatemala Group to start plans for a mission trip to Guatemala in 2023.
- Working with partners on various projects – Synod Bega Kwa Bega Fall festival, Christmas gifts with Open Cupboard and Community Thread, Christmas plans and greetings with our Global Mission partners.

Andrea Villanueva

RSG is doing great!

- We have started to see kiddos with the flu and RSV... It's spreading through schools fast so we expected it. I'm hoping all stay healthy and encourage my teachers to do what self care they need to do.
- A little extra cleaning and sending kids home if they are ill are two things we are doing here to keep sickness out!
- We are gearing up for the Christmas Programs - the kids need a lot of practice so we've started already!
- Parent/Teacher conferences are this week.
- Also, we are proud to share that the MN State Licenser came on Nov. 1 (the day after Halloween when kids and teachers were feeling the sugar crashes) and she did a thorough inspection and RSG got NO CITATIONS!! This is a big deal in our world! The teachers are amazing and we at KOK are blessed to have this team here for preschool.