

# King of Kings Lutheran Church Church Council Minutes

February 7, 2023

## **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  
Pastor Jon Larson, Lead Pastor  
Dianne Johnson, Executive Director  
Angie Olson, Treasure  
Jim Docken, Finance  
Tami Olson, Secretary

### Members Excused

### Guest Present **Elizabeth Hendrickson, Director of Missions**

The meeting was called to order at 6:30 pm by Jen McKinnon presiding.

### **Opening Prayer** - Pastor Jon

### **Guest Presentation:**

Jen welcomed **Elizabeth Hendrickson, Director of Missions**. Elizabeth gave updates on upcoming Mission Trips and Local events supporting local Missions/partners. She also talked about events from last year that will also be done this year but with a different approach. Trying to tie in our partners with our congregation to get more involved and feel connected. There is a planned art project that Jon Acosta will be leading, and different groups can help with to learn more about culture in different countries.

- a) Brian said you talked about the trips, what is the attendance like.
- b) Elizabeth said I started in 2019 and have never been on a mission trip, was working on a trip. I don't know what the interest is in a mission trip. I am hoping for 10 people.
- c) Brian asked what is it like in the past? Dianne said maybe 8 going to Tanzania, 18 for Honduras, maybe travel time and cost and prep the Honduras is an easier trip. It will be interesting to see. When we were going to Germany for the passion play there was a lot of interest.
- d) Jen asked Elizabeth, have you done trips before King of Kings?
- e) Elizabeth replied, I was a missionary for 4 years, I have been around missions but not the short term.
- f) Jen said thank you for your time and really like hearing what you are doing.
- g) Jason added the last thing I would say, as we work on our campaign for next year, make sure we are aligning our giving.
- h) Jen said I really liked knowing the history and background.
- i) Jason was really interested in hearing more about missions.

**Approval of Agenda – Jen**

Tami moved to accept the agenda.

Jason seconded the motion.

**Motion passed (CC.23.02.04)**

**Approval of Prior months Meeting Minutes Jen / Tami**

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

Jim seconded the motion.

**Motion passed (CC.23.02.05)**

**Business to Discuss****1) Financial review / discussion of the 2023 Budget Approval**

- a) Jen asked if any discussion about the budget.
- b) Dianne said in 2022 we had 90 at 9:00 service, 48 at 10:45, we have seen significant growth in attendance, Pledge card return was a little disappointing, might have been timing around Christmas, some churches do not do pledge cards anymore.
- c) Dianne said we are still in a good spot rather than raising budget. All your bills at home are going up. I had to take a little money away from personal line. We will not decrease benevolence at the same amount. Take some way from Personnel line to cover utilities.
- d) Jen added at some point you will have God will provide.
- e) Dianne said that registrations for Sunday School will cover the budget for those programs.
- f) Dianne added one member gave 40,000 to Guatemala housing, goes through king of kings, and Mens group raised 4,000 in gas cards from money made at Kowalski's, members will want money to go through Kings of Kings for benefactor.
- g) Jen asked if any further questions, Jim do you have anything to add? Jim said, Dianne has done a good job.
- h) Pastor Jon said we have reviewed with the finance team.
- i) Jason said I am in agreement with the budget, just a question, what about inflation, will congregation ask, what are you cutting?
- j) Dianne said the investment fund lost 81,000, there is wiggle room in each of my lines, when you look at each line you can see in almost all the lines, we were under. It is not a concern we would be in the hole.
- k) Jim has a question on that do we want to include in the budget.
- l) Dianne said we have looked at different reporting structures. Right now, it gives a snapshot to the congregation.
- m) Todd added, if you put that it there are we are using to build, sometimes we use to pay for things.
- n) Dianne said when we look at the bottom line, when we take it out let's look at the bottom number. If there is a gain like last year we use that as when we can give.
- o) Pastor Jon said the Investment fund replaced the endowment fund, when we have a gain, we take it and use it. If there is a deficit, I would look at as an endowment fund. I see it as separating those and the bottom line for the budget separate. The goal of the investment fund.
- p) Todd added we are not replenishing the fund and asked what is other revenues/Expenses
- q) Dianne said the 29,000 stock transactions fees, banking, credit card feeds.
- r) Angie said when we get our push pay monthly statement there are fees associated with all of them.

- s) Brian added it's the cost of bringing in receipts.
- t) Dianne said we are now going to be doing our own stock fees.
- u) Jen asked who is doing that, Dianne is doing them, and the Finance team is doing oversight.
- v) Rebecca asked where mortgage in 2022 budget is.
- w) Dianne replied between interest and loan principal payments in 2021 we made an extra mortgage payment in 2021 December. Mortgage plus interest.
- x) Rebecca said I think the simpler the better when presenting to congregation, if we don't have to have people ask questions it will make it easier. Rebecca added I think if budget 2022 and 2023 Same categories the same, calling what they are.
- y) Todd asked why is operating expenses other expenses listed separate?
- z) Dianne said I will try to make them mirror each other, I will do my best. They have been that way.
- aa) Jen asked about worship and Music.
- bb) Dianne said under each of these main categories, technical arts,
- cc) Jason added sheet music, etc.
- dd) Jim makes Motion to approve 2023 Budget.

### **Approval of 2023 Budget**

Jim moved to approve 2023 Budget.

Todd seconded the motion.

2023 Budget approved.

### **Motion passed (CC.23.02.06)**

- ee) Pastor Jon said to bring back to the Finance team for clarification.

## **2) Furnace replacement approval**

- a) Jen asked are we doing an approval on Furnace tonight?
- b) Dianne replied I think we should on pause, budget was lower.
- c) Todd said I want to be sure he is doing everything we want to do, I want to be sure it covers everything
- d) Jen asked what is timing? Can we approve over email?
- e) Dianne said it needs to go to finance team first.
- f) Jen said, we will get information, how long are the bids good for?
- g) Todd said not worried, pending material cost, I think if we want to do in 6 months the cost wont change, material is the big item.
- h) Jen added, if you will update, I think we can just approve over email.

## **3) Annual Meeting Prep**

- a) Dianne asked, can you have Trish give an update at the meeting.
- b) Todd or Rebecca can do the part of the elections.
- c) Dianne said it would be better since he is up for election.
- d) Jen added I did ask Dan, I did write a letter and been submitted, what is in the bulletin,
- e) Brian said summary form or highlights.
- f) Pastor Jon said I do the opening devotion.
- g) Brian said if you can just say you are blessed to be a part of council and after we go through summary, do you want to list each of the positions on there?
- h) Pastor Jon said we are blessed who is on list, we are needing one name for the nominating committing.
- i) Brian asked who leads those sections?
- j) Pastor Jon will take the introduction.

- k) Rebecca can handle the nominations.
- l) Dianne said we have an executive team updating, new person, Kevin Swartz for Finance. I will not have those out until annual meeting. If I can have the week before even if single name ballot it is good to have. I really like family pictures as well.
- m) Pastor Jon said I may still have background from last time, If you can forward so Jason/Todd can updates.
- n) Dianne said, I will get the names and background and I will put the PowerPoint presentation and will get that done before meeting to review.
- o) Jen asked is there anything else for the annual meeting? Thank you again Brian for leading meeting.
- p) Jen asked if anything coming up in March. All meeting dates look good.

### **Upcoming Events and Meetings**

Feb 17th – 19th / 24th – 26th – Godspell the musical

Feb 21st – Fat Tuesday Pancake Dinner

Feb 26th – Annual Church Meeting (Brian will run the meeting)

March 14th Exec Team Meeting / March 21st Council Meeting

### **2022 Strategic Focus Areas / Updates as needed.**

1. Worship Production – Jason
2. Facilities Committee – Jen, Todd, Jim
3. Call Search Committee Update – Brian
  - Brian gave update on call committee:**
  - a) The ministry site profile was submitted. All changes from townhall were incorporated.
  - b) On Feb 2nd there was a meeting with all the different search firms we can use by Zoom so we could do call search at the same time.
  - c) Also, part of the process to ask for nominations from congregation. We actually got two submissions.
  - d) Group is really moving forward Rolf will submit any candidates from the synod.
  - e) Brian said I want to give it up to the call committee, they want to reach out to candidates and keep things moving fast, so if we need to pivot and move to search firm.
  - f) Things are moving want a digital packet to give to candidates.
  - g) The call committee would like more of a summary so they can speak from benefits and salary.
  - h) Dianne responded, if they to go the St Paul synod, the call looks at salary and benefit packages online, the more experience the salary will go up. We use a BCBS and I am in a process of re-looking at a new broker. Can't guarantee it will be the same.
  - i) Brian said if I am hearing you, we can go online with synod and work with Dianne for benefits.
  - j) Brian added we want to be sure we give the same answers to each candidate.
  - k) I did not have a chance to look an minutes from last night, interviewed two search companies last night.
  - l) Jen responded, I like we have names already whether they work out or not
4. Stewardship / Offering / Donor Engagement – Jason (2023 Goal)
5. Long Term Strategic Plan – Rebecca

## STAFF REPORTS

### Reports

1. Lead Pastor's Report (Jon Larson)
  - a. Two funerals this week.
  - b. See appendix A for detailed report.
2. Finance and Treasurer's Report
  - a. See report.
3. Executive Director of Operations Report (Dianne Johnson)
  - a. Jen noted, I love the interns coming in (Isabel)
  - b. See appendix B for detailed report.

### Staff Report Review notes

- a. Registrations are up for RSG (Ready Set Grow)
- b. Jen commented that the carpet looks great.
- c. See appendix C for detailed report.

### Final meeting comments/notes:

- a) Jason asked Dianne if she had looked at Woodbury Lutheran screens, Dianne said not yet, I have heard good things. Reached out to Mark Studelberg.
- b) Dianne said that the power will be out 11-pm Thursday.

### Meeting Adjourned

Tami moved to adjourn the meeting.

Rebecca seconded the motion.

### Motion passed (CC.23.02.07)

The meeting adjourned at **7:53 pm**

**Closing Prayer** - Pastor Jon

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

Pastor Jon

**Leadership:**

- As we look to the development and creation of the new Strategic Plan, we are basing our vision on four key points (E4 Strategy), Encourage, Engage, Equip and Empower. We will seek to weave this concept into all facets of ministry. In fact you may begin to hear and see it being utilized. Our goal is to begin to live into it on a staff level and start utilizing its language as we set a vision of E4 for 2024.

**Stewardship:**

- We will need to review our previous campaign, identify next steps and additional congregational connection points for 2023.

**Worship:**

- The season of Lent is fast approaching with Ash Wednesday Services on February 22. Once again we will be inviting members forward for the imposition of ashes. We will also utilize members of our prayer team to assist with the imposition of ashes.
- During the season of Lent we will be leveraging the stained glass windows for a more intimate setting.
- I am in the process of creating worship formats and talk points that will be used within our Confirmation small group time. Pastor Dan will be working with congregation members for the message time (please see his note below for the theme). We will also be leveraging our students to take leadership roles within the service.
- Sermon topics and themes have been set through July.

**General:**

- I officiated several funerals; January 17, January 20 with committal in Knapp WI, January 27, January 28 with committal at Fort Snelling on January 30. Susan Klosterman-Finke provided the message for the January 27 service. It was wonderful to have her provide this type of ministry as she had connected with the family through her time serving in the nursery, at Loaves and Fishes and through care and prayer ministry. I will also be officiating a funeral on February 10 and February 11. The Committal for the Saturday, February 11 service will take place at King of King's columbarium. Thank you to Johnny Kosek for clearing the ice. Due to the grade of the pavement and grounds, this area continues to have drainage issues.

**Nominating Committee**

- Approaching the Congregational Annual Meeting we have all but one Nominating Team Member position filled. Through this process we also have two potential candidates for our open 2024 Executive Team and Member at Large positions. A big thank you to our current members of the Nominating team Chris Gandhi, Molly Kodl and Jo Rettke.
- I have taken this year to outline a clear process that will assist future Nominating Teams in order to have more clarity of role and purpose.

**Miscellaneous**

- I am super excited for new carpeting in the office area. I would like to get a new chair (17 years) and a new wood floor mat (11 years) for my office (just really seeing if anyone read through my report to the end.

**Appendix B:** Report of Executive Director of Operations, Dianne Johnson**Church Council Staff Reports**

Dianne Johnson

**Finance:**

At the Finance meeting in January, we discussed year end giving for 2022. We have, in the past, given 10% of any surplus we may have to an organization.

Due to investment loss and not meeting giving goal, we ended the year basically flat. Yet, Finance looked at the Investment loss and asked that we still give \$8200 away as a year end gift. Angie has computed the numbers into this statement (attached)- with this gift, we will show a loss of \$8,166 for 2022.

I have attached the 2023 proposed budget that was approved at the Finance Meeting in January.

The budget proposal is to remain the same as 2022 at \$2,032,500- this amount allows for the additional staffing including the associate pastor position and will support 3 PT positions, as needed. It is adjusted to accommodate the increase in operating costs.

I am hoping that we can approve both of the above financial documents in order to get them in the annual report.

Annual reports need to be ready by February 19 th for the congregation to pick up.

**Pledge card analysis:**

We have received a total of 196 pledge cards returned for a total of \$895,407. Please note this is about ½ of what we have received in years past. Note: do not send pledge cards out in January.

12 (6%) decreased giving for a net change of \$20,050.

26 (14%) first time pledge cards received for a pledge amount of \$78,477

89 (45%) remained the same as 2022.

69 (35%) increased giving for a net change of \$33,878

167 on Pushpay for a total of: \$422,441

38 on Simply Giving for a total of \$79,130.

Grand total of \$1,396,978.

Comfortable at retaining a flat revenue budget in 2023.

Interesting to compare attendance and giving in January of 2022 and 2023.

Total attendance in January 2022- 994.

## Appendix C: Church Council Staff Reports

### Church Council Staff Reports

Pastor Dan

Continuing to share in the preaching privileges with Pastor Jon. In February, I will lift-up a 2-part sermon series (February 12 and 19) on “Becoming Jesus Shaped Disciples.” The theme of being shaped by Jesus (to become more like Jesus), will then carry into our Lenten Wednesday services through the month of March. My charge there is to develop an engaging Lenten message-ministry (UP with God, IN with others, OUT to community) for both the worshippers and the confirmation students. Also in March, I’ll lead the charge on welcoming new people to King of Kings via our first ever, “Next Steps” luncheon gathering. It is being designed to move from instruction about the church, to inspiration to join the church’s missional movement. In February, Saturday the 11th is our monthly Men’s Gathering, centering around how to biblical defeat repetitive sin.

Dan Green

Laurel Bornholtz

- Our adult small groups continue to add new members even though we are two sessions in. The topics chosen by our study leaders are relevant to our people (and their friends). This area of ministry is back to being in a growth phase - praise God!
- I will be working with Pastor Jon to create our King of Kings Lenten devotional. It will be a print document that will also be available online. I’ll be working with Dan Green to highlight content on social media throughout Lent.
- Sunday Live has chosen a 4 week study by Andy Stanley called “Grown Up Prayers” for a portion of their spring curriculum. I hope to work with Susan Klosterman-Finke, our CSF team and our small group leaders to create some initiatives/opportunities during this time (April 16, 23 and 30; May 7).
- Michael Carmack and I are looking forward to increased student/youth participation in worship (assisting with communion, ushering, greeting) and through partnership with Elizabeth Hendrickson and our local/global mission team activities. Kathy Becher has created SignUpGenius links for worship that Michael will be sharing with his families.
- I attended the ELCA Youth Ministry Network Extravaganza virtually February 3-6.
- I’ve been invited to join the Kings Sisters on February 9, along with Pastor Dan, to share about myself and my work in ministry and will be attending the St. Paul Area Synod Conference Assembly on Saturday, February 25 to learn from scheduled speakers, specifically about developing leaders.

Susan Klosterman-Finke: Annette Sherrill and I organized a group prayer for Pastor Dan’s wife last Sunday (29th). In cooperation with God’s Gals, we will be offering that as needed for those who would like to be lifted up in prayer in their time of need. There’s not only power in prayer, but power in numbers!

## Michael Carmack

- Had a game night event with our middle schoolers - we had 35+ students in the building playing all sorts of fun games!
- Planning our second 7/8 confirmation retreat on Feb 25/26
- Just returned from an amazing experience on the ELCA Extravaganza. It was a chance to be refreshed, renewed and an opportunity to learn what other places are doing in their ministry, ideas of things to bring back and implement here at King of Kings. Also provided a fantastic opportunity to continue to network and connect with fellow youth workers.
- Camp registrations are open and filling quickly! I am very happy with what our sign ups have been.
- Working to offer an 'urban plunge' opportunity for our Middle School students - it's basically a mini mission trip but on a much shorter time frame. Should have a date and announcement for this event in the next week or so.
- Fat Tuesday is coming! We are BACK to having our yearly pancake dinner fundraiser again! It will be Feb. 21st in the evening! It's an exciting thing to be able to bring back after not being able to have it for the past few years.

## Paula Arland

- Summer Camp registrations are in full swing. Wapo registration are strong and the church priority closes on February 15. American Girls Camp is FULL. VBS is still open for both AM and PM sessions.
- First Communion registration is open for 4th grade and older students. Observation is February 26 with the first workshop option later that afternoon.
- Thankful for the opportunity to attend the ELCA Youth Ministry Extravaganza conference this past weekend. Had a chance to network and learn. Still unpacking all that we heard during the conference.
- 1st Grade Lord's prayer milestone was in late January and well attended. First Graders will start learning to sign portions of the prayer to lead in worship on April 16.

## Elizabeth Hendrickson

- I am working on plans for March MN Food Share Month, including connecting with Open Cupboard about current needs, discussing ideas and decorating plans with the Mission Outreach Team, and preparing communication plans.
- I am finalizing plans for the Lenten alfombras plan, connecting with coworkers about how to collaborate and sourcing all the materials needed.
- I am working on plans for a mission trip to Honduras in June. I'm communicating with our partner in Honduras to update cost estimates and plan an itinerary, connecting with a travel agent, and preparing communication plans for King of Kings.

## Andrea Villanueva