

King of Kings Lutheran Church Church Council Minutes

April 18, 2023

Attendance

Members in Person

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

Members Excused

Pastor Jon Larson, Lead Pastor
Rebecca Kurtz Schwanke, Member at Large

Guest Present None

The meeting was called to order at 6:33 pm by Jen McKinnon presiding.

Opening Prayer – Jason, used chat GPT

Guest Presentation: None

Approval of Agenda – Jen

Tami moved to accept the agenda.

Jim seconded the motion.

Motion passed (CC.23.04.11)

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.23.04.12)

Get to know ya question: What places have you lived and where would you move to next?

Everyone shared their thoughts on where they might want to move to next.

Upcoming Events and Meetings

Staff Meetings are 1st and 3rd Tuesdays 10:00 a.m.

All are welcome to attend Staff Meetings

Adopt a staff member.

Dianne, key people – educations – Laurel

Marketing – Dan

Worship – Jake Picket technology

Worship coordinating, ushering communion assistants,

Pastor Jon/Dianne - RSG

Facilities – already have council set up.

I am hoping Rebecca would be part of Organ Project
Executive Council May 9th
Council May 16th

2022 Strategic Focus Areas / Updates as needed.

1. Worship Production – Jason
 - a. Jason is working in the background with worship productions and has been working with Sam, still need to get connected with Jake.
2. Facilities Committee – Jen, Todd, Jim
 - a. Jen said Dianne and I are going to get together.
 - b. Todd said now that there is no snow, I need to create a site plan to get permit for garage, then get concrete work down and electric line done.
 - c. Todd added I am tentatively thinking about early June. Once we get a permit, I can set a date. I want to limit the number of people working.
 - d. Dianne said keep me abreast, we need to look at the parking lot again. It's really torn up by the pond. Repairing what we have right now. Dianne said for the first time looking for someone to sweep the parking lot.
 - e. Todd said any asphalt company would have a sweeper, Remackel and Nugent to get quotes.
3. Leadership fulfillment (search/call process) – Brian
 - a. Brian, we had our meeting, back on Saturday we spent 3 ½ hours with a candidate, really good time and Pastor Jon also met with candidate. One candidate pulled out due to fit issues. Trish put together a word document on how everyone was feeling excited.
 - b. They are working on a follow up meeting to finalize the candidate process.
 - c. Jen asked, has there been any discussion on other candidates? How is the team feeling about one candidate?
 - d. Brian said the team wants to move forward with the candidate. In using a search firm, the process could take 4 months to get a hit. Search firm creates its own search site to find candidates.
 - e. Jen asked what the cost is of starting the ball rolling. Brian replied I have no idea.
 - f. Jason added re-emphasizing what I shared last time. Not taking what we get. Brian suggested, I think if Jen and Jason could attend the meeting it would be good.
 - g. The interview will be in the youth room on April 26th.
 - h. Jen, from what I have heard she has been very engaged, and her husband has come to one of our services.
 - i. Jason said I have stood by the welcome desk and met people who were here for the first time.
 - j. Brian said the group feels good, the call committee talked through this process. A number of team members said we have a lot going on, but we are not looking for perfection. She did present a sermon message in person for the Call Committee and all enjoyed it.
 - k. Jen asked, what do you think her strengths are to compliment to Pastor Jon.
 - l. Brian replied, I think she has the most confidence and conflict savvy. She approaches topics with a seek to understand. You can deescalate a person with question. She would really help with worship and structure and support. She is a strong worship leader, holds people accountable,
 - m. Brian said each member is drafting questions for the next interview.

- n. Dianne suggested giving the council the list of questions already asked.
- o. Brian said we had a list of 16 questions we had to cut a couple.
- 4. Stewardship / Offering / Donor Engagement – Jason (2023 Goal)
 - a. Looking at longer-term donor engagement.
- 5. Long Term Strategic Plan – Rebecca
 - a. We can begin contribution campaigns for projects once the final figures and plans are solid.

Business to Discuss

- 1. On Boarding of Kevin Schwartz for May meeting. Dianne will work with him,
- 2. Staff connection – think about a ministry you’d like to engage with / finalize at May meeting
Talked about this.
- 3. Pastor Jon’s, housing allowance of \$44,400 a year needs to be declared at council meeting. We take note and noted.

STAFF REPORTS

- 1. Reports Lead Pastor’s Report (Jon Larson)
 - a. No report - vacation
- 1. Finance and Treasurer’s Report
 - a. March was an average month.
 - b. We have a significant amount of cash for children’s programs.
 - c. Overall looks good.
 - d. Other revenues, that number is 2200-2500 a month from money market at Thrivent the past 6-8 months.
 - e. Projections are on track to be on budget at the end of year.
 - f. \$172,000 in giving is a pretty average for the month of March.
 - g. Jason would like to investigate the data on visitors and donations.
 - h. Jason suggested looking at a monthly basis, online donations, in church.
 - i. Angie said sometimes we get annual gifts in one payment.
 - j. Anytime we have kids’ performance attendance goes up.
 - k. Jen asked do we know why we are up \$50,000, Dianne said we got an annual gift.
 - l. Jen said I know we talked about thank you notes for special donations, and we want to honor privacy.
 - m. See Report for details.

2023	March	Year-to-date
Contributions	172,272	512,660
Expenses	156,511	419,145
Net	15,761	93,515

- 2. Executive Director of Operations Report (Dianne Johnson)
 - a. Budget approved.
 - b. We are designated as a site for the Red Cross, we have a partner to help us with house pets. We are not equipped to handle dogs and will create a partnership with the Humane Society. This does not require a vote we are waiting to hear back.
 - c. Jen asked Todd about service dogs, Todd replied that this is a public building.

- d. Dianne said our location may not be able to have an option for pets.
- e. Dianne said we have had a request for use of the parking lots to park trailer until they can find a storage barn. We need additional insurance. They are pursuing that, not getting into cost, they would let us as a sponsor. Vandals are an issue.
- f. Jen added that something like that could have wear and tear on the parking lot.
- g. Dianne said we don't have to decide on this now. Looking at options, it would be short term and looked at monthly.
- h. Brian said my thought is looking at it monthly but taking up space.
- i. Todd suggested we can write in contract it can be terminated at any time.
- j. Dianne will work on a temporary parking lot agreement and send it out to the council for review.
- k. Jen said under the Red Cross facility and Pet options, the council decided we don't have the accommodations for pets.

Jen moved forward the motion that pets are not welcome at Church at this time when the Red Cross is using the Church as a temporary shelter.

Jim seconded the motion.

Motion passed (CC.23.04.13)

- l. Dianne said the last thing is that Pastor Dan has requested to terminate his agreement with King of Kings on June 29, 2023, rather than July 31st, 2023. He has many outside engagements that would require him to be out of the office in the month of July and his time would be quite limited for King of Kings.

Jason moved to accept Pastor Dan's request and amend the current employee agreement to end on June 29, 2023.

Jim seconded the motion.

Motion passed (CC.23.04.14)

- m. Dianne said the last part of the report is working with Jim Lindquist on organ repairs, we would like to create a committee to work on with Jim, the best way to go through proposals.
- n. Since it's over \$5,450.00 for hand bells and not a budgeted item we will be tabled for further discussion to review options and will be prioritized with other projects.
- o. Jason added we need to look at overall worship space.
- p. Jen has a friend who could come in and get a strategic review of technology needs.
- q. Brian suggested that we have a new member who has studied organ and would like her to be on the organ committee.
- r. See appendix B for detailed report.

Staff Report Review notes

- a. See appendix C for detailed report.

Business and Ideas to Discuss

1. Staff Connection opportunities
2. New council – May meeting planning.

Action Items

1. **Share King of Kings social media on your own if you use it – help get the word out!**
2. Dianne will send Kevin Schwartz's email to Jen and council.
3. Dianne will coordinate with Jen about onboarding Kevin Schwartz.

Items on the “to do” list – add an approximate time frame for discussion?

1. The church will be reviewing the role of the Church Council as it relates to the Role of the Exec Team.
2. Practices to stay organized / share documents – brainstorm.

Meeting Adjourned

Jason moved to adjourn the meeting.

Jim seconded the motion.

Motion passed (CC.23.04.16)

The meeting adjourned at 8:00 pm.

Closing Prayer and prayer requests. - Jen

Appendix A: The Report of Pastor Jon Larson

[Church Council Staff Reports](#)

Pastor Jon

- Vacation

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

Donations through the first quarter of 2023 were strong; ending at \$ 512,661 over the budget revenue of \$ 463,297. April is proving to be a bit slower even with Easter.

Attendance at Easter was amazing:

7:30 204

9:00 1226

10:30 752

Compared to 2022 attendance:

7:30 139

9:00 927

10:30 592

It was wonderful to see the Sanctuary overflowing and all the activity.

Movement of funds (\$200,000) from Associated Bank money market earning .02% to Charles Schwab account to an ETF SGOV earning approximately 4.17% and pays dividends.

Facility:

In 2016, we collaborated as a partner for shelter with the Red Cross for facility use if an emergency would occur in the surrounding area. On Sunday, April 2, the Red Cross reached out to us for availability to those that were experiencing power outages in Washington County and surrounding counties. We immediately said "yes", and the building was prepared for use.

There has been a change in policy for sheltering and pets. The Red Cross would like us to choose one of the following as part of our agreement.

1. Pets are welcome in your facility. A separate space is available to be dedicated to pets.
2. Pets are welcome on a limited basis. A separate space is available to be dedicated to pets. Alternative care will be secured as it becomes available.
3. Pets are not welcome in your facility at this time.

Council vote: Because we are not equipped to provide a separate designated space, at this time, unless it is the Fellowship Hall- We will work with the Red Cross on a per case scenario and will reach out to the Humane Society in Woodbury to partner with us as a designated shelter for pets.

Use of Parking Lot:

King of Kings strives to be a resource and partner in the community and one of those partnerships that has come to fruition in the past year is that with the Spirit Song Community Choir.

They recently acquired a 6x10 enclosed trailer to store their performance platforms and risers. They are looking for a place to park it and wondered if King of Kings would be open to a conversation about the possibility of parking it in an out of the way corner of our parking lot. I mentioned to Mary that we would need to be listed as an additional insured on their policy and the potential of vandalism; she indicated that ideally, they are looking for an enclosed storage unit yet in the meantime, hoping King of

Kings could be a possibility. We would be advertised in all their programming as a sponsor.

Council vote: Allow the use of the parking lot as a temporary solution for Spirit Song Community Choir's enclosed trailer and to be reviewed monthly.

Speaking of the parking lot- the winter really did a number on it! There is an area located by the pond that is completely torn up. We have used Nugent in the past for repairs yet wondering if Todd may have another company to provide a quote.

Personnel:

Pastor Dan has requested to terminate his agreement with King of Kings on June 29, 2023, rather than July 31st, 2023. He has many outside engagements that would require him to be out of the office in the month of July and his time would be quite limited for King of Kings.

Council vote: Motion to accept Pastor Dan's request and amend the current employee agreement to end on June 29, 2023.

Organ and Handbells:

Please note with the following that I will be meeting with Jim Lindstrom (Jim to set the time of the meeting) and those involved in these requests. I am hoping that Rebecca may be willing to be part of the organ discussions.

Also, note that the following request for the repair of the handbells has not come from Jim yet, a member whose wife is involved in the handbells. The urgency of this discussion is that this has been brought to the Retired Men's Group by this individual and a request to support the project with a \$500 gift.

This will be part of the discussion with Jim as this repair is not part of the 2023 budget and came out of the blue. Yes, I believe we can financially support the cost yet truly the more significant issue is how we get these requests.

As you know, we are blessed with a 4 active set of handbells that we have been using to enhance our church services. We acquired those bells as a gift from Christ Lutheran at least 20 years ago. As with any instrument, they require periodic servicing. The bells have several rubber parts that

have deteriorated over time. Marybeth and I had about half of our bells cleaned and some minor repairs done locally about 8 years ago. The bells are in current need on a complete refurbishment. Since that time, the local person has retired. Currently, there are only 3 placed in the US where bells can be refurbished. A complete refurbishment is only needed every 10 to 15 years. So this work would last a long time into the future. If we do not do this service we risk doing significant damage to the bells which could greatly increase the cost of future repairs or render them unusable. Doing the repair now will preserve them for many years to come and significantly enhance the sound over that time period.

The refurbishment includes replacement of all rubber parts, readjustment of the bells for optimum performance, complete cleaning and polishing and voicing the bells to get the optimum sound quality from the bells. All three locations that can provide this service charge the same price. The pricing is as follows:

Essential refurbishment for 4 octaves: \$4950 Shipping to and from service center: \$500

Total: \$5450

Council Vote: Approve the funds outside of the 2023 budget to repair bells.

Organ discussion to continue:

As previously mentioned, we will have additional information as Jim sets up the meeting for all those that need to be involved. I have attached the organ proposals we received back in June of 2022. At this time, I am not sure if we should undertake the moving of the speakers to the front of the Sanctuary as this would be an entire remodel of the area. Yet, this would be the discussion for, I hope, a newly created organ fund committee to research.

Jim has provided his recommendations on the choice of organ:

My personal recommendation for KOK is to get the Hector Olivera 3 or 4 manual organ. The organ in my opinion has the correct voicing and capabilities that would be great for the Sanctuary space. A 4 manual organ would be an organ that would be great for the future. It would provide the flexibility that a Sanctuary this size would welcome, and it also would ensure, I believe, that the next applicants for the organist position would be individuals who have studied organ and not a piano player that would like to have a job and try and learn on the job.

Appendix C: Church Council Staff Reports

Church Council Staff Reports

April 2023 Church Council Reports**Pastor Dan**

- 1). I greatly appreciated the opportunity to be a direct part of Holy Week at KoK. It had been over 10-years since I last preached a Palm Sunday-Good Friday message! Thank you.
- 2). Our men's ministry seems to be hitting a meaningful groove. Our Saturday morning attendance is consistently strong with deep conversations of faith-to-life. We wrap up our current series in May, but the leadership team has several summer time engagements already lined up. My suggestion for the future is to launch small, weekly discipleship groups. Simple, consistent, focused. This will require one strong coordinator and a few men willing to be trained up as disciple makers.
- 3). We are set to share another "new partnership" luncheon on May 7. I'm taking the lead, but will have plenty of others participating in leading the way.
- 4). After preaching on Sunday, April 23rd, Joanne and I will be in Israel, April 24-May 3. I will be back in the office on May 4.
- 5). I will be wrapping up my interim time at the end of June. Staff is aware.

Dan Green

1. **The landing page is officially finished- it can be viewed here.** kingofkingswoodbury.org/welcome. Major props to Pastor Jon and Jake Pickett for helping me with the video, and to Dianne for helping with the FAQ section. The name of the game now is to direct as much traffic as possible to this page through Facebook Ads, our Google Grant, and through organic search so we can set up Plan Your Visits. Those who fill out that form will be getting a Holy Grounds gift card when they arrive, along with a thank you card. I met a few people on Easter who came specifically from this page, which was a blessing to hear. It makes it feel like what I am doing is a ministry (which it is).
2. **On Easter we had 2300+ people who walked through our doors, and about 150 new people added to our email list with our connect card.** It was great to see the potential that we have in getting people in our doors- it's a reminder of the presence we have in this community.
3. **My plan for our social media pages through 2023 is to make the focus of our pages on the Sunday experience- which is also the focus of our weekly email series.** Clips of the worship team, clips of our sermons, etc. will be posted throughout 2023 to really drive home the point of the importance of Sunday worship. Covid really did a number on people's priorities- we have to do everything we can on our end to emphasize the importance of worship. From my perspective, it also seems like King of Kings has a "stop and go" culture with how our programming is set up, so I also think it's important to try to break that idea in people's heads and remind them that there's something of value to them every Sunday here.

Worship clip example:

https://www.instagram.com/reel/Cnu2ixJhMj/?utm_source=ig_web_copy_link

Sermon clip example:

https://www.instagram.com/reel/Cn5Ghf2I6hq/?utm_source=ig_web_copy_link

I choose sermon clips to post based on how they intersect with the broader culture- for example: everyone deals with rejection (Christians and non-Christians) so how can a part of the sermon apply to everyone and give someone a faith-based solution, which maybe peaks an online viewer's interest to King of Kings?

4. Now that a lot of the external marketing is set up (Google Grant, Facebook Ads, social media posts) I will be providing some monthly analytics going forward as well in this report. I wasn't comfortable doing so before, as we really did not have any sport of infrastructure in place. Now that we do, I will be providing a monthly report and will adjust strategy based on what is working/what's not.

5. Lastly, an important piece I will be working on these next few months is improving internal marketing/communication here at King of Kings. Honestly, this is something that I am not used to and has taken me a bit to get adjusted to. Churches are unique. I think I can improve how I communicate with different ministries, and how I promote them within the church. I have been focused heavily on external projects (a lot of things needed to get done) that I think this area hasn't gotten the focus it deserves. In my next update, I will provide updates on how I have been able to improve this area.

Besides all the other random stuff with the job, that's it for now!

A note of appreciation for all the work the council does. I have a bunch happening at my church back home, and from what I'm hearing is because there was a massive lack of oversight and accountability in the leadership. What you all do is very important. King of Kings has a fantastic leadership infrastructure, and it is very comforting to me as I deal with these things back home. Seriously- thank you.

Laurel Bornholtz

- Worked with Dan Green and Isabelle Hammond to create a children's worship bulletin for Easter. The bulletins were distributed in the Gathering Space with crayons available just inside the sanctuary. They were very well received - and Isabelle did a great job and learned how to navigate our Sparkhouse Digital access for resources.
- The first women's ministry meeting was held in late March with representatives from many women's small groups in addition to two other women interested in helping shape women's ministry going forward.
- Stretching with Scripture began last Wednesday night and will continue for the next 5 Wednesdays from 6:30-7:15 p.m. We have 24 women registered!
- I attended the King's Sisters event on April 13 to learn about their service project supporting Lutheran World Relief by packing baby kits. The King's Sisters crew is a treasure trove of wonderful women, and I plan to speak with Dan Green about creating a video featuring the group and their service work.

- The work of the Call Committee continues to be interesting, particularly now that in-person interviews were scheduled for last week. We fervently pray for God's guidance in this process. It's obvious that the Holy Spirit is working.
- I am out of the office April 18-23 visiting my daughter in Brooklyn NY, and will return in time to attend the Church Anew one day conference (with a Sunday evening speaker) on Monday, April 24.

Susan Klosterman-Finke

Michael Carmack

- Have a lockout on Friday - we currently have 22 students signed up - expect to be at 27ish by the time of the event on Friday
- Wrapping up confirmation programming - we finish on April 26th this year
- Continuing work on our Idaho mission trip this summer
- Continuing to recruit students for our Urban Plunge mission trip for our MS students - numbers/commitments have been low, but continuing to try
- In the midst of garage sale planning/recruiting/planning for this year - we again expect to have a great response from the community and have a large financial return for our students headed to camp/trips
- Having conversation about dreaming/scheming for programming next fall with our current small group leaders and students

Paula Arland

- Celebrated 34 4th and 5th grade students receive their First Communion on Maundy Thursday. Families appreciate the tradition of this milestone for their children. Thank you to the musicians and Pastor Jon who helped make it such a meaningful experience.
- Wrapping up Kids of the Kingdom. Looking towards launching Early Bird registration for 2023-24 classes by May 1.
- American Girls Camp is FULL. I was able to squeeze in another 7 campers for a total of 106 campers this year. The small planning team is meeting monthly to prepare for a fabulous week of camp.
- VBS registration is still open. We have comfortable numbers this year. Starting to recruit station leaders for morning and afternoon.
- Student leaders for summer camps are signing up. I'm meeting with the 5th graders who want to help with VBS. This is a great opportunity to have a short conversation and make sure they are ready to volunteer.
- Wapo Pre-Camp Gathering is Sunday, April 23. Michael and I are excited to bring all families who have a camper registered together for a light lunch, have campers meet each other and go over how to have a successful time at camp.
- Pray for a number of our high school and college students who will be working at Camp Wapo this summer: Sophia Peterson, Emma Arland, Robby Kerr, Isaac Oleson and Hannah Arland at this time.
- Excited to have Mason Abrahamson as our summer intern. He brings a lot of knowledge about King of Kings and is pursuing a degree in education. Looking forward to partnering with him this summer.

- Busy few weeks for Faith Milestones. Great 5th grade participation at the Worship milestone in early April and many Kindergarten families signed up for the Kindergarten Story Book Bible blessing & workshop on Sunday. The 1st graders did awesome signing the Lord's Prayer during worship. It is scary to be up in front of everyone but they were so confident.

Elizabeth Hendrickson

- Completed March Minnesota Food Share Month collection. We exceeded our goal and also collected more than \$2,000 to give to Open Cupboard. Overall, this was a successful collection event for us!
- Designed and completed the Alfombra de Semana Santa in the weeks leading up to Easter. We received a lot of positive feedback and I think it was a wonderful, new way to connect with our partners in Central America.
- I'm beginning to work on plans for a Summer Soda Shoppe fellowship event in July.

Andrea Villanueva

- We are getting near the end of this school year! It's hard to believe, but in May, we will graduate 44 kiddos and move 30 younger kiddos into the next age of preschool!
- All of the current RSG teachers are coming back next year (to my knowledge) and I will need to add one more to our T/Th 4's class because there are so many kids enrolled in that class!
- Enrollment for Fall is GREAT! The 4's Classes are FULL. The 3's and 5's have only a few open spots each.
- Starting next week, RSG families are going to partner with Kings Sisters for their project of putting together Baby Kits for Lutheran World Relief - we'll be collecting baby socks and blankets.
- Last month, the RSG teachers held our own collection/donation. We made Feminine Care Kits. Together, the 9 of us collected and packaged 920 Pads and 800 Tampons to have available at Neighbors Inc. Food Shelf in South St. Paul. That's enough to outfit 42 women for a month!
- Aloha! The Four Year Olds will take their annual trip to Hawaii in May; watch facebook for photos of the amazing transformation of our space and the wonderful trip the kids go on!
- We are excited to run a Summer Camp again in July. We will use the nursery/playground. Two RSG Teachers will run the indoor/outdoor play based camp for our preschoolers. This was a success before and we believe it will be again!