

# King of Kings Lutheran Church Church Council Minutes

June 20, 2023

## **Attendance**

### Members in Person

Jen McKinnon, President  
Jason Livingston, Vice President  
Todd Dexheimer, Member at Large arrived at 6:32  
Kevin Schwartz, Finance  
Dianne Johnson, Executive Director  
Angie Olson, Treasure  
Tami Olson, Secretary

### Members Excused

Brian Gager, Vice President  
Rebecca Kurtz Schwanke, Member at Large  
Pastor Jon Larson, Lead Pastor

### Guest Present None

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

## **Opening Prayer – Jen**

### **Approval of Agenda – Jen**

Jason moved to accept the agenda.  
Kevin seconded the motion.

### **Motion passed (CC.23.06.27)**

### **Approval of Prior months Meeting Minutes**

Jen moved to accept the minutes of the last regular meeting.  
Jason seconded the motion.

### **Motion passed (CC.23.06.28)**

### **Get to know ya question: Favorite outdoor thing to do in summer?**

Everyone shared their favorite summer outdoor activities.

## Business to Discuss

### **1. Congregational Meeting to call Pastor Amelia**

- a. Discussion
- b. Vote on Pastor Amelia
- c. Jason asked about the process. Todd, if approved when does she start?
- d. Between Pastor Amelia and the church council, maybe mid-July or early August.
- e. Jen reached out with Sam and Jake for pre music before the program and asked to be in the gathering space. More contemporary and to play during the vote.
- f. Jason asked if there is anything else needed.
- g. Dianne said Jen will be leading the meeting.

### **2. Pastor Dan – last day and new role opportunity**

- a. Pastor Dan is done on June 28<sup>th</sup>, he mentioned he would be part time leading men's ministry.
- b. Dianne said we have a strong God's Gals and need someone strong to lead the men's ministry. Todd said he is very motivated. Dianne said he was presented with a position and waiting to hear.

### **3. Project Priorities – costs and biggest impact**

- a. Plans for Organ replacement committee. The cost of getting a new pastor and impact of 3M layoffs. My pause is on any large expenditures. A few donors came through on music needs.
- b. Jen said she wanted to talk about priorities. There are a lot of things that have been talked about, what should be pursued, what not to be pursued. Café furniture, lighting in MPR, I know talking with Dianne, and Pastor Jon, what are the biggest impact pieces, Wall up front and AV.
- c. Dianne said if we have a list of projects and the cost it will help us prioritize.
- d. Dianne added I think we will take a pause on the garage until next spring.
- e. Todd talked about the parking lot taking a hit and should be on the list. About the roof, have you had a 3rd party claim administrator looked at? Todd said when I look at the roof it looks like it has a bit of a life expectancy.
- f. Jen I agree It is not leaking and looking OK.
- g. Todd said the patch for the parking lot is short term, we need to plan for when the parking lot is replaced. We need to earmark now, where the roof is more like 8-10 years out.

### **4. Upcoming Events and Meetings**

- a. Executive Council Meeting – July 11th (Jen out of town)
- b. Council Meeting – July 18<sup>th</sup> (Jason will not be able to make council meeting in July)
- c. The council talked about whether we can have an outside meeting.
  - August 18 or September 19th depends on if you do financials in July or August.

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

- 1. Worship Production – Jason
  - a. Jen asked Jason for any updates on worship updates, like AV needs. Have you looked at the cost or is there a whole plan that needs to be put in place? Jason said that Jake has a list, Dianne will try to get that. Jason said Pastor Jon was going to add to that list.
  - b. Jason talked about the environmental modifications adding some contrasting things to the back wall to dress it up.
  - c. Jen said it looked great with the windows up there.
  - d. Jen added if things work out with Amelia, she will be a connection point.
  - e. Jason would like to connect with the group.
- 2. Facilities Committee – Jen, Todd, Jim
  - a. Jen noted we talked about facilities already.
- 3. Leadership fulfillment (search/call process) – Brian

- a. No updates with Brian on the search and this can be removed from further meetings.
- 4. Stewardship / Offering / Donor Engagement – Jason (2023 Goal)
  - a. Pastor Jon working on Campaign.
  - b. Jen asked, is there a timeline on this? - Dianne said middle of August to September.
  - c. Jason said I think we need to start sooner.
  - d. Dianne said I think I gave you everything for the vision appeal and Pastor Jon would like your guidance on that.
  - e. Jason asked what he was looking for. Dianne replied with feedback & ideas.
  - f. Dianne said as the Finance Chair of the Church Council, Kevin should be part of this campaign.
- 5. Long Term Strategic Plan – Rebecca
  - a. No update

### 1) Staff Reports / Staff Connection Update:

- 1. Reports Lead Pastor's Report (Jon Larson)
  - a. See report for updates.
- 1. Finance and Treasurer's Report
  - a. Investment fund did not have a great month.
  - b. YTD we are still in the black.
  - c. Our giving slipped a little this month.
  - d. Our cash balance is still healthy, nothing to worry about.
  - e. Jen asked about expenses, Dianne, we have had high utilities, and personnel costs.
  - f. Jason, Angie – looking at numbers 2022 and 2023 the cash flow, June 2022 we had high receipts from the carpet.
  - g. Jen – speaking of that, what about the classrooms being done. Dianne – after American girl camp.
  - h. Jen asked Kevin if he had anything to add. Cash Balance 1.8M. got 4 percent money markets.
  - i. Kevin, what are we going to do with the profits? At what point do we make that change, what if we have a down year?
  - j. Jason said how do others handle an endowment fund? They grow and grow non – profit, schools, charities. What is the idea?
  - k. Dianne said the idea of an investment fund, this money is to be used as a long-term investment, we use in 4 different categories, we have moved \$80,000 out. Once we get \$20,000, we use that money. If we end a year in a plus that money goes back in or if someone wants to make a donation into the investment fund. Last year was not a good year yet we did not lose the base. Keep growing the base to go to Facilities or charities. The caveat is to give a percentage to our mission partners. Outside community events and investing in our students, scholarships, education or mission trips.
  - l. Jason added it would be great to use towards the building fund.
  - m. Jen last point staff connections. I talked to Laurel last week. Send an email this week to them this week showing appreciation to staff.
  - n. Jen said I had an action plan for building signage costs. 84 signs \$8400 and will talk to Jill on café furniture.
  - o. Dianne said anything you would like to see in the next 30-60 days.
  - p. Dianne added the biggest thing is getting the organ committee moving.

- q. Jason said I would say in the next 60 get stewardship going.
- r. Dianne said that will come after she accepts, so we put together a plan.
- s. See Report for details.

<b>2023</b>	<b>May</b>	<b>Year-to-date</b>
<b>Contributions</b>	<b>123,822</b>	<b>828,588</b>
<b>Expenses</b>	<b>147,613</b>	<b>713,409</b>
<b>Net</b>	<b>(23,791)</b>	<b>115,179</b>

- 2. Executive Director of Operations Report (Dianne Johnson)
  - a. See appendix B for detailed report.

#### Staff Report Review notes

- a. Jen asked if there was anything on status reports to review.
- b. Jason said I tried to get on livestream but did not get on, maybe a one time thing.
- c. Dianne said I am the one to check things, let me know if there are issues.
- d. Jen added outside of service send to Dan and cc Dianne.
- e. Jason said 3 main tiles, when you hit media, Dianne said livestream connected to the website.
- f. Jason said Michael's comment on getting the band back together. I have had conversations with people that don't go to church here. I know my son or daughter would be interested.
- g. Jason said I would like to see this started up at KOK.
- h. Kevin asked if they would need to support anything like instruments? Jason said, no most have their own instruments.
- i. See appendix C for detailed report.
  - i. Staff Connections update
    - 1. Jason – Jake and Dan Green (technology / worship)
    - 2. Todd – Dianne (maintenance / facilities)
    - 3. Rebecca – Jim (music / organ)
    - 4. Jen – Laurel (middle / HS ministries)
    - 5. Kevin – Andrea (Ready Set Grow)
    - 6. Brian – Paula (children's program)
    - 7. Tami – Laurel (adult ministries)

#### Items on the "to do" list – add an approximate time frame for discussion?

- 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 (Fall 2023)
- 3. Ready Set Grow
- 4. King of Kings gear / swag (Dan Green)
- 5. Connection Strategy
- 6. Benevolence

#### Meeting Adjourned

Jen moved to adjourn the meeting.

Jason seconded the motion.

**Motion passed (CC.23.06.29)**

The meeting adjourned at 7:34 pm.

**Closing Prayer – Prayer Request. Jen**

**Appendix A:** The Report of Pastor Jon Larson

[Church Council Staff Reports – June 2023](#)

**Pastor Jon – On Vacation**

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

**Church Council Staff Reports – June 2023**

**Dianne Johnson**

**Finance:** May was an okay month for receipts. Working with Finance Team on updating the Investment Policy and have a meeting scheduled with our current Investment manager on roles/responsibilities on Friday.

The Finance Team approved paying 2<sup>nd</sup> quarter benevolence.

Working on Worker's Compensation audit.

**Facilities/Projects:** Parking lot repairs were completed.

Announcement this weekend regarding the formation of the organ committee.

Waiting for a response from a member that wants to financially support the repair of the bells.

Received quote on shelving for music room sheet music... this is of some urgency because of the space within the music room. We would install ourselves yet all supplies including labeling would be included. I have attached information. I believe we have this cost covered within the budget.

**Personnel:** Final paperwork for Elizabeth's departure. Opportunity to redefine this position- falls under Pastor Amelia's responsibilities. In the interim, Pastor Jon and I will oversee the current projects. We would appreciate any assistance at the Soda Fountain event on August 5<sup>th</sup>.

Working on a possible retention of Pastor Dan as King of Kings Men's Ministry Pastor- we need to invest in this area to grow the men's ministry.

Working on proposal for Pastor Amelia.

Organizing the Congregational Meeting for Pastor Amelia's call vote; attached is the agenda.

PowerPoint will match the agenda.

**Appendix C: Church Council Staff Reports****Church Council Staff Reports – June 2023****Pastor Dan**

Council, I am DEEPLY grateful to you, the entire staff, and the people of King of Kings for the opportunity to share myself and the Gospel of Jesus Christ over the last 9-months! I've grown to love the folks of King of Kings. My interim time ends at the end of June because my July is packed with summer-time ministry engagements (such as ministry camps) with the Minnesota Fellowship of Christian Athletes.

-I'm delighted to be able to fill in for Pastor Jon for 3 of the 4 Sundays of June, allowing him the mental freedom to take a vacation with Rachel. I'm also delighted by the responses I've received in how effective a 3-part message series can be for connecting a message into the Congregation (May 28, June 4 and 11). June 18 was a strong reminder for us to continue to stand on the rock of Jesus, especially when cultural winds want to blow us over.

-June 11th: baptized 4 children.

-June 14th: I was presented with a gracious offer to serve as the part-time Men's Ministry Pastor. Thank You. Thank You. I still have a couple of personal/professional loose ends to tie up, then I hope to sign.

-In the meantime, I bless all of YOU well as we walk by faith over fear...moving God's kingdom life forward!

-Last preaching Sunday: June 18.

-Last interim Sunday, June 25.

**Laurel Bornholtz**

- We have shifted gears into summer mode - all of the small groups have finished meeting until fall, and Paula/Michael are deep into our summer programming. Many hours of planning, volunteer recruitment, sourcing supplies and training volunteers go into each of our summer program offerings.
- God's GALS launched their 3-part summer series on June 7 with a conversation on prayer. Participants can sign up for any or all of the sessions offered. Our women's ministry small groups are characterized by deep discussions and an exceptional level of friendship and support. I'm very pleased to have an opportunity to offer ongoing connections through summer. It's important. Laura Griffith is the lead coordinator for the series. Other dates are July 12 and August 9.
- Tami Olson hosted the Thrivent-sponsored "Lifetime Gift" event on June 7 with 70 people registered. Our thanks to Kevin Schwartz for bringing this seminar to us.
- The Call Committee hosted a meet and greet for Pastor Amelia Houdek on June 7. We then met on June 12 to discuss plans for the congregational meeting scheduled for June 25.
- I'll be teaching the Bible lesson for VBS in the morning and leading Imagination Station (science) in the afternoon. I love getting to know our campers and the older students who serve as crew leaders and station leaders.



**Dan Green- I was asked to condense these reports, so don't expect as much as last time. :) If you ever have any questions, please reach out.**

- Working on a fall digital advertising campaign surrounding the idea of “encouragement”. Short video ads for Instagram, FB, encouraging others, praying for others, and getting people to our new landing page.
- Working with Isabelle on multiple graphic design projects, such as redoing our connection cards, welcome desk signage, E4 posters etc. to revamp our first impressions.
- Continuing to upload sermons on YouTube and Spotify weekly- our Spotify has hit 120+ downloads which means plenty of people aren't just streaming our sermons, but downloading them on their phone so they can have them forever. That's an extra step of engagement that is great to see.
- Working on a physical fall booklet that will have all of the education/small group/kids information so we can hand it out for kickoff.
- Continuing working with Gemini, Missional Marketing on our SEO, website initiatives, etc. making some minor tweaks to our website throughout the summer to make it look cleaner.
- Looking at the logistics of developing a video podcast. More on that next month.
- Lots of other little things as well as the daily tasks of the job. If you have any questions, feel free to email me!

### **Michael Carmack**

- We leave on Saturday June 24th for our HS mission trip to Idaho Servant Adventures. Super stoked for students to have this experience and really excited about what it will mean to future HS ministry opportunities
- Wrapping up all of Serve Camp planning - working to get drivers and other necessary pieces in place for that camp in August - we have 36 students signed up for that camp which is what I consider full.
- Through fundraising opportunities that families participated in we were able to send a check to Wapo for our 4500 to help families get to camp!
- Starting the 'summer process' of confirmation conversions - this is one of the first steps of the process of our 8th grade students preparing for the rite of confirmation in the fall.
- Working to think through 'bringing the band back' - working to bring back the old youth band - cornerstone - there have been a few interested students and interested adults in helping. Excited to see where this goes!!

- Already starting to think about and dream about fall programming and getting confirmation up and going again in the fall - I can't wait!

**Elizabeth Hendrickson**- last report- thank you Elizabeth for your heart and passion for mission and serving King of Kings as our Mission Director!! We wish you much success and happiness in the future. You will be missed!

- I have been working with the Mission Events Team to plan summer events – Summer Soda Shoppe and the School Supplies collection
- I am working on consolidating files and preparing documents to transition away from this position. I am arranging for all documents to be available for my coworkers and a future employee to continue the work of the Missions department.

Thank you all for supporting and encouraging me during the years I have been here at King of Kings. I pray that the missions work of Kings of Kings will continue and flourish for the glory of God. Thank you all!

**Paula Arland**

- VBS is in full swing.
- American Girls Camp is around the corner.
- Wapo is after that.
- Kids of the Kingdom start up after that.

**Andrea Villanueva**