

# King of Kings Lutheran Church

## Church Council Minutes

November 21, 2023

### Attendance

#### Members in Person

Jen McKinnon, President  
Tricia Dege, Vice President  
Todd Dexheimer, Member at Large  
Rebecca Kurtz Schwanke, Member at Large  
Kevin Schwartz, Finance  
Tami Olson, Secretary  
Pastor Jon Larson, Lead Pastor  
Pastor Amelia Houdek, Associate Pastor  
Dianne Johnson, Executive Director

#### Members Excused

Angie Olson, Treasure  
Jason Livingston, Vice President

#### Guest Present None

The meeting was called to order at 6:32 p.m. by Jen McKinnon presiding.

### Opening Prayer – Pastor Jon

### Approval of Prior months Meeting Minutes

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

**Motion passed (CC.23.11.42)**

### Approval of Agenda – Jen

Jen moved to accept the agenda.  
Tami seconded the motion.

**Motion passed (CC.23.11.43)**

**Connection Question:** What's something new you learned recently? Skill, fun fact, etc.

- The council shared their recently learned skills or fun facts.

1. **Role of Council:** empower staff, committees and volunteers to make necessary day to day operational ministry decisions. The role of Church Council therefore is to focus on more strategic visioning that will seek to further enhance and move ministry forward.

### Strategic Planning:

1. Offsite Planning Day: January 25<sup>th</sup> 9am-1pm email sent, keep concise and short, will come up with agenda. Todd asked for a meeting notice to be sent out. Tami said she would set-up.
2. Stewardship Campaign Update: Pastor Jon is working on it.
3. Finance Update:

- a) Dianne said the finance report was sent out, revenue coming in, expenses in personnel are high, October 43,000 negative trying to manage all other expenses, this is where we need to be for staffing. I found it interesting that compared to Five Oaks we are not out of line, due to tenure of staff and low turnover, other churches struggling to find staff.
  - b) Jen asked if Susan and Elizabeth leaving did that help? Dianne replied that they are both part time and it will not be a significant savings.
  - c) Jen asked if there was anything else on the finance front.
  - d) Dianne said predicting that we are coming in below our budget revenue.
4. Open Positions on Council / Nominating Team
- Member at Large: Rebecca
  - Secretary: Tami
  - Executive Team: Jen
  - 3 Spots on Nominating Team
- a. Jen said I did put my name back in the ring.
  - b. Rebecca said I need to think about it and re-evaluate.
  - c. Jen commented that we would miss you and your skill sets.
  - d. Pastor Jon said there are some others in the mix for positions. Tricia is filling in for Brian and we have Chris Gandhi for consideration for the position. After an appointment for a year not an election, quite a few people have stepped forward.
5. Facilities – Jen, Todd
- a. Jill put together a design board of the proposed café furniture. Jen reviewed options on board. Jen said here is an example of a chair with sliders on the bottom. It is comfortable and easy to move and arms for those needing help getting up and down.
  - b. Pastor Amelia asked can short people fit in these well and gave the chair a try, feet did not hang.
  - c. Jen said it matches and coordinates with café updates. We still need \$15,000 out of the budget or fund raise and 3,000 for delivery and installations. What I found out from Jill today, if we order today. January is when there is price increase. Ordering takes 10-12 weeks, only 25 percent at order time the rest at time of delivery. We will need a plan in place to if we want to fund raise. We could do a bake sale. That would be more of a discussion of the details. Just wanted you to see what the details are and then raise the money.
  - d. We can get the congregation involved. I think it is a feasible amount. Finding a way raise the rest of the money.
  - e. Todd said, I think we should do it. Rebecca agrees, Tricia thinks it's needed, but does not want it out of the budget but out of the fund-raising campaign.
  - f. Dianne responded I would like the congregation to get involved. I think it could be a uniting thing for the congregation.
  - g. Trish asked if there are other things on people's wish list? Why this and not that?
  - h. Dianne said I think the organ is the people's minds right now.
  - i. This is finishing the project updates. The only other is LED screens.
  - j. Jen, I plan to move ahead with project as proposed. Trish seconded to move ahead. Jen will let Jill know. Jen added we need to put order in January and figure out fundraising.

**Approval to move forward with Café furniture purchase and fundraising.**

Jen moved forward with Café Furniture project.

Trish seconded the motion.

**Motion passed (CC.23.11.44)**

- k. Pastor Jon said if we need 25 percent, we should do it now, to lock in before pricing changes.
- l. Todd said I think you roll with that.
- m. Dianne said I would ask Jill for a breakdown of pieces. To help with the excitement of

fundraising.

6. Organ update:

- a. Rebecca said as you know the organ committee have met with consultants on options and discussions on replacing on what we have to a pipe organ. We have a current and former organ player on the committee. We have Jim, Barb Korum, a former organ player, Al Rettke who understands technology, and Ruth who has a passion for music at the church, these people have good knowledge. We have done field trips to see organs, also, JoAnn Weber is on committee. As we believe the pipe organ is what everyone wants and we know from experts from our team going with the bottom of the level organ, we need a higher end organ to attract people. They recommend a hybrid, 6 ranks of pipes that we could use we have two bids from two U.S. companies. Both have come in very comparable. For a 4-keyboard organ and the 6 ranks or so of pipes, could be done and installed between \$450,000 and \$500,000 that allows for contingencies that is what it would be to add pipes to an electronic organ. One of the consultants has provided a rendering.
- b. The organ in this configuration – the pipes would be added, and the organ would be in the same position. These would be the free pipes.
- c. Jen asked is that the cost of installations.
- d. Rebecca said \$250,000 for installations of organ, The pipes and installations is about \$150,000 to install free pipes. We rounded up \$500,000. That is the bid from the Allen organ person and a Rogers organization for a proposal and told us it would be about the same. They were thinking of buying pipes.
- e. Jen said it's nice to know they are comparable.
- f. Todd asked did you get pricing without the pipes?
- g. Rebecca replied, yes, it would be \$250,000.
- h. Jen asked how much the pipes are if new, about \$1,000,000.
- i. Pastor Amelia asked is their structural things that need to be done to support that.
- j. Rebecca replied that the pipes and installation are included in that cost, both consultants have been here and looked at our space.
- k. Rebecca said I have not reached out to congregation members as, I wanted council to hear before putting out to congregation.
- l. Todd asked if you went to hear the different organs and is there a difference?
- m. Rebecca said I think a little richer sound with pipes. if the committee brought forth what they want they would want is the pipe organ. The dollar amount is huge, and the hybrid combinations is the compromise. The pipes could be expanded over time.
- n. Todd asked if you could start with the electronic organ and then add the pipes a 2-step process.
- o. Rebecca said we did talk about that, and it is not our recommendation. The committee feels strongly that if we buy the electronic and the pipes will not ever be done.
- p. Todd said my only thought is that if you do campaign and fall short of that we could do part now and rest later.
- q. Rebecca said that is a good question, they want the hybrid.
- r. Jen asked \$300,000 for an electronic organ. This would be a fundraising effort.
- s. Rebecca said Jim had pre-COVID pricing, they did not go up as much as we thought.
- t. Kevin joined our last meeting, and this would be a legacy campaign/gift.
- u. Todd added the campaign may take a while and the pipes are going to be around forever.
- v. Rebecca said I don't think we could come back in a year and ask.
- w. Trish said, when you start a campaign do you usually get your big donors up front, do you start with the big donors up front to see what we get. Do we see what organ donors are first, I don't have any background. I don't have a preference; I go to the 10:45 Service. Does your group talk about that.
- x. Jen asked does that type of donor exist in the congregation, praying and hoping the gifting is not diverted.
- y. Rebecca, I will interrupt, as much as the committee wants to recommend a pipe organ, there is a little fear they don't make any part for our organ, ½ of our speakers were replaced

- with used speakers. To go full on pipe organ to find a used organ or building of a new one a little bit of concern do we have time to do that. The hybrid approach is to do sooner rather than later. Free pipes that we can always add more pipes.
- z. Dianne asked what is the continued maintenance of a hybrid with the pipes?
  - aa. Rebecca said they have something like a humidifier and every 50 years they need to be re-leathered, most of the maintenance is on an annual basis, Roseville Lutheran paid \$40,000 to have theirs re-leathered.
  - bb. Pastor Jon asked how many ranks? Do you know what a full rank is?
  - cc. Dianne asked what this design does, remodeling the front alter space is done, do we lose storage space. How quickly can this be done. The electronic organ takes between 5-6 months.
  - dd. Todd said the Piano/keyboards are backup.
  - ee. Dianne said this is people in the know we are looking at an organ.
  - ff. Trisha said in any campaign, you go to the big donors for seed money, we are not using cash fund, or endowment, Part of this is getting the word out there, that we are looking for someone to lead the campaign. We are looking for support with Kevin and the finance committee to see if look for seed money, looking for feedback tonight and have permission to start having discussions.
  - gg. Pastor Jon said the committee has done its due diligence, you would have a town hall meeting, and for those how are interested in learning more, if you would write a check, how much do we want to have in hand before we start this. To Todds point where do we want this to come up with money or are we looking at a loan, working with Tim to bring in how it sounds in the space?
  - hh. Rebecca said we can ask that of both vendors. Pastor Jon said we could have it for the weekend, maybe have an afternoon concert for a teaser for the congregation, for a visual and see rendering and how it resonates in the space to take a pulse.
  - ii. Rebecca added one thing is with our speakers might be an issue.
  - jj. Pastor Jon asked if they could they bring in the speakers?
  - kk. Todd said- maybe April.
  - ll. Jen added we are not a traditional or contemporary, we are one church, the idea of coming together for one church.
  - mm. Dianne said we need to talk to Bill Lamers on any impact of Cross with pipes,
  - nn. Jen said let's nail down the timelines. Rebecca needs to talk to Jim.
  - oo. Rebecca said we should pin down a Town Meeting.
  - pp. Kevin said I would do it in January.
  - qq. Todd said if people want their tax write offs we need to do in December.
  - rr. Jen said if you want to donations to donate by end of December.
  - ss. Rebecca said from what I am hearing there may be money coming in about that.
  - tt. Pastor Jon said the question comes down to how do we do this in a healthy way to have discussion and have organ committee getting this together?
  - uu. Trish said it does not have to be a meeting. We could have a video.
  - vv. Todd said I think both.
  - ww. Rebecca added what if part of announcements and town meeting in January.
  - xx. Pastor Jon said it gives us some breathing room, we are in thanksgiving weekend, no time in worship to have an organ update.
  - yy. Todd asked is this something in someone's heart.
  - zz. Jen said what if we had a video and announcements, what the update is and starting something along the lines, if you are interested in giving or would like to help support the campaign.
  - aaa. Jen said I agree people are not interested in coming to meetings in December.
  - bbb. Rebecca will draft something for the meeting.
  - ccc. Trish said I think the hybrid options is awesome.
  - ddd. Rebecca said the committee would recommend \$600,000 and put \$100,00 to go

forward to pay for maintenance using interests.  
 eee. Pastor Jon said I could get on board with a perpetual fund.  
 fff. Jen said I adjourn at 7:53pm.

### 1. Finance Update

<b>2023</b>	<b>October</b>	<b>Year-to-date</b>
<b>Contributions</b>	<b>164,731</b>	<b>1,731,283</b>
<b>Expenses</b>	<b>150,671</b>	<b>1,585,476</b>
<b>Net</b>	<b>14,060</b>	<b>145,807</b>

### Upcoming Events and Meetings

1. Dec 12<sup>th</sup> – Executive Council
2. Dec 24<sup>th</sup> – multiple Christmas Eve services
3. January 9<sup>th</sup> – Executive Council
4. January 16<sup>th</sup> – Council Meeting
5. January 25<sup>th</sup> – Off Site Planning (9am-1pm)

1. Staff Reports
  - a. See appendix A for detailed report.

### Meeting Adjourned

Jason moved to adjourn the meeting.

Tami seconded the motion.

**Motion passed (CC.23.11.45)**

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

Adjourn Meeting – Jen

**Closing Prayer – Prayer Request.** – Pastor Amelia

## **Appendix A: Staff Reports**

### **Church Council Staff Reports – November 2023**

#### **Pastor Jon, Senior Pastor**

##### **Leadership:**

- As part of our Staff time on November 1 we took time to review our Monthly Planning Sheet for October and provide notes to assist us in future planning. Some of the insights gleaned will help us in the upcoming months.
- One of the upcoming revisions is that I would like to have the staff review the cadence for Key Planning Events to be sure we are allowing enough time for planning to keep us on a healthy cadence of projecting forward.
- Attended the Boundaries Workshop on November 2 to fulfill my requirement through the synod.

##### **Stewardship:**

- Work continues on this year's stewardship campaign. There are wonderful stories to tell and I am prayerful that this campaign will make a significant impact.

##### **Worship:**

- Working on the upcoming series in January along with themes for Lent.
- Once again congregation members will be invited to light the candles on the Advent Wreath. Readings and introductions have been written as we continue to leverage the Advent Devotional Book.
- Provided a worship outline for Advent 4 – 9:30 worship service only on December 24 as we have Christmas Eve services scheduled later that evening and the Blessing Service on December 31.
- Met with Jason Livingston and Scott McKinnon to go over set design for Christmas.

##### **General:**

- I officiated a funeral on November 10 with Committal Service at King of King's Columbarium as well as a Wedding on November 11 (but not at the columbarium).
- Spoke to the Retired Men's Group on Nov 14.

##### **Nominating Committee**

- We are in the process of receiving names for consideration which will take place through January.

#### **Pastor Amelia**

- We hired a new worship coordinator! Please welcome Laura Haseman.
- With Susan Klosterman-Fiske resigning we will be evaluating the scope of the current care minister position. Until then, my plan is to invite the former Befriender Ministers, and others who may be interested, in providing congregational care. I am excited to use this vacancy as an opportunity to engage, equip, and empower a new care ministry team. I plan to have an organized and working team in January.
- We are refining the "Bit of Encouragement" videos. King of Kings is seeing a good response from online viewers and the investment in this type of ministry is gaining traction. I will be working on ways to maximize opportunity with the audience to engage with the ministries of King of Kings. This experiment is a sweet stop for me in my ministry here and I find great joy and challenge in creating meaningful online engagement faith formation opportunities.

- In this season of Thanksgiving I am thankful for God's faithfulness in bringing me to partner with King of Kings in ministry. What an honor it is to shepherd and serve alongside everyone. (My 90 day probation period is officially over and now you're stuck with me. HAHAAHAHA! JK. No probation period. But I am staying. ;-)

## **Dan Green**

### **Laurel Bornholtz**

- The Holiday Boutique team is in the home stretch for coordinating this year's event on December 2. We have one space remaining. Many new vendors this year but lots of returning favorites as well. Most of our student volunteers are planning on going to the ELCA Youth Gathering next summer, although we do have some students earning money for Wapo.
- Pastor Jon created the concept/framework and most of the reflections for this year's Advent devotional. The remaining reflections and prayers were coordinated with the leadership of the Women's Ministry Team. Confirmation small groups, prayer ministers and women's small group leaders contributed prayers. A total of 43 "pieces" were submitted. 115 devotionals were distributed on November 19
- I'm working on coordinating winter/spring small group content for registrations and a "course catalog" to be ready for publication by December 15.
- Paula and Michael are working gathering content for a summer camps information "save the dates" card that will be available by mid- December. This will be followed up in mid-January with our traditional summer camps brochure and registrations. Summer camps kick-off Sunday is January 14.

### **Michael Carmack**

- Confirmation has been solid this year. We had really consistent attendance and wed's have been so much fun!
- Pizza feast been a hit! We are constantly selling out and having to add additional tables to the cafe area. Lots of families are gathering and having a meal together, it's been so great to see!
- Confirmation is partnering with a student from King of Kings and collecting Fruit Snacks and granola bars that will go to support Basic Needs
- Still working to collect a few more students to join us for the National Youth Gathering. I think we are about 7 signed up...would like to be 20ish...
- Working to send a college card - just a little 'thinkin about you card' with small starbucks card to help student wrap up the end of the semester and a really nice reminder of home and their church
- The youth band has been helping to lead 'worship' every Wednesday - they continue to grow in their skills and their confidence and do amazing work and a joy to work with

### **Paula Arland**

- Faith Milestones this fall have had solid attendance with students and parent(s) learning together. Looking forward to the second half of the year. 2nd graders continue to bring in their offering to support a Good Gifts project. Their goal is \$200 and they are at \$136.08.
- Kids of the Kingdom classes are busy with advent lessons and learning music for the Christmas program. Lots of Faith Rocks! being earned by 1st-5th graders. Bible Trivia

(3rd-5th) has been fun to see answers from classes coming in. Classes with the right answer get a small prize.

- Drama Team for the Christmas Program has had two readings of the script. Still looking to fill a few open spots but that will come. Great group of middle schoolers to work with.
- Planning for summer camps is underway. American Girls Camp has selected the characters for the week and is working on selecting the activities for their day. CSF team is working on the Summer Camp info cards and brochures to go out to families at the end of December.

### **Andrea Villanueva**

### **Dianne Johnson**

Completed negotiations for health and dental insurance plans for FT staff- roughly a 6.7% increase in costs over 2023.

- Budget is ready to present to Finance in December... \$2,293,000- this is a \$260,500 increase from 2023- largely due to personnel and increase of costs.
- Ryan from Holiday Bliss will be on site on December 2<sup>nd</sup>, to help prepare the Sanctuary for the Christmas season- will be looking for help in this process through our Gardening and Decorating Teams along with any help from the Church Council.
- Hired a new Worship Coordinator- please join me in welcoming Laura Haseman.
- Provided notary services and Columbarium tours.
- Arranged for lighting of tree on Radio Drive.
- Working with Gemini to incorporate metric analytics understanding the effect of website traffic and how to utilize it for more results.
- Winterizing building and preparing for upcoming snow.