**King of Kings Lutheran Church**

**Church Council Minutes**

January 16, 2024

**Attendance**

Members in Person

Jen McKinnon, President

Tricia Dege, Vice President

Todd Dexheimer, Member at Large - arrived at 6:38

Jason Livingston, Vice President

Rebecca Kurtz Schwanke, Member at Large

Kevin Schwartz, Finance

Tami Olson, Secretary - on Phone

Pastor Jon Larson, Lead Pastor

Pastor Amelia Houdek, Associate Pastor

Members Excused

Dianne Johnson, Executive Director

Angie Olson, Treasure

**Past Business**: Disaster Response request of $2,000 from Pastor Amelia and Missions Team.

**Approval of special request from Pastor Amelia and Missions Team of $2000.00 for disaster Response.**

Jen sent out an email dated **12/4/2023** to get council approval by email for **$2,000** to St. Paul Area Synod to go to disaster response from tropical storm Pilar. The mission outreach team has voted to release $2000.00 to the St. Paul Area Synod ILAG for disaster response from Tropical Storm Pilar. We would like to release the funds before the end of the year. To do this we seek approval from the King of Kings Council. The area is in a dire predicament with food and seed storage with corn as the staple crop. A drought brought really low yields and the storm wiped out what crop was growing so now the people do not have food to eat nor seed to sow. These funds will allow seed corn to be purchased through ILAG and distributed to area congregations and families.

**The following council members voted “yes” to this email request:** Jen McKinnon, Kevin Schwartz, Tami Olson, Tricia Dege, Jason Livingston and Rebecca Kurtz Ehlers

 **Motion passed (CC.24.01.01)**

Guest Present None

The meeting was called to order at 6:33 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.

Jason seconded the motion.

**Motion passed (CC.24.01.02)**

**Approval of Agenda – Jen**

Jen moved to accept the agenda.

Tricia seconded the motion.

**Motion passed (CC.24.01.03)**

**Connection Question:**  Do you make New Year's Resolutions?

* The council shared if they made New Year's Resolutions.

**Role of Council:**

We 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 25th 9am-1pm - Tricia
	1. We will be meeting upstairs at Jerrys, to do strategic planning, the goal is to be active during that time. Think ahead of time about generations that are changing, and see some themes, set some goals for the church at large and start to look at what to keep, change or add. Do these things align with goals.
	2. Jen said there will be some food available and asked if anyone has any allergies.
	3. Rebecca noted that she will be traveling for work.
	4. The agenda will be sent out Friday to give people time to review and prepare before the meeting.
	5. Jen asked if anything else. Thank you, looking forward to that time together.
2. Finance Update - Kevin / Dianne
	1. Kevin said last year we came very close to breaking even.
	2. I don’t have the final numbers yet, but they are very close to the budget.
	3. Jason asked how we did to budget.
	4. Pastor Jon said we have not closed out the year yet so hard to answer questions.
	5. Pastor Jon said that Kevin is presenting from the Finance committee.
	6. Kevin said at our November Finance meeting we closed out $20,000 and we are going to present some ideas to the council, we normally take 10%, $2,000 will go to the benevolence partners, we are proposing $13,000 for café seating, and $4,000 for Women's Ministry Speaker, $600 for painter Paul Oman to enhance Lenten worship or confirmation event.
	7. Pastor Jon said there is a speaker for the women’s ministry and will cover speaker cost travel and hotel.
	8. Pastor Amelia added she is a dynamic speaker.
	9. Jen said we can open to the public as well; it could be a big deal.
	10. Tricia asked if $13,000 was the remainder on café.
	11. Jen stated we were planning to do a fundraiser for the Café furniture, that Jen, Tami and Isabelle were working on a campaign. Then with stewardships happening at the same time we did not want to overlap and muddy the waters. It was proposed that some of this money could be funded. It would be a good use of that money and likely that the furniture should be arriving in February. Most of the resources have already been given through memorials. The furniture was ordered before the end of November. We will finish the project with a thank you event.
	12. Jason commented that he likes the recommendations that have been made, it does support the global ministry, I think it was a good list of things for the money.

**Jen moved to approve the $20,000 recommended from the Finance committee as presented by Kevin to go towards the following items: $**13,000 for the Café Furniture, $4,000 for the women’s ministry speaker and $600 to Paul Oman to enhance Lenten worship or confirmation event, and $2,000 will go to the benevolence partners.

 Tricia Seconded motion.

**Motion passed (CC.24.01.04)**

Jen thanked the finance team.

3. Vote from Finance Team

1. Kevin stated the 2024 budget was approved by Finance looking for council review and approval.
2. Pastor Jon said there is a narrative to review, let's send out prior to the next meeting to review and approve before the annual meeting.
3. Kevin noted this is high level bare bones with additional staffing, day-to-day cost increases.
4. Pastor Jon asked if any questions, we can do electronically, nothing out of the ordinary.
5. Jen will send the budget information out tonight.
6. The council had a few questions on the budget process.
7. Pastor Jon said there is a range, we track those who submit pledges, and those who give without giving a pledge card, each year there is a stretch goal that everyone will continue to give.
8. Jen said that Tricia forwarded out the budget and narrative so check your emails.

Worship / Community Engagement:

1. Café Furniture Update – Jen – Covered with Finance update.
2. Organ Committee Update – Rebecca
3. Rebeccas said the committee is bringing forward a hybrid organ proposal. We have met with the sales representative. Our goal is $500,000 and the proposal is good through March 1st, 2024. What they have asked if we are ready is for 50% down.
4. We talked about doing a town hall, I don’t have the presentation done. We are at that point deciding on a date. Rebecca suggested bringing forward a short presentation, background on why we are doing this, the research based on our recommendation, and having resources ready for questions.
5. Pastor Jon said I have not seen any of the information, as council I think it is important to see those costs, as church leadership do we feel comfortable with the project and proposal. Like the hanging of the cross, how is that impacted, what is the back wall going to look like, I think we need additional information and I think we need to be prepared. How do we do due diligence on the front end? Let’s do the presentation.
6. Rebeccas said we will need to put the presentation together, Jim has volunteered to come to council, he has had additional conversation on structural needs. We have had some discussions on what needs to be done regarding the structural needs and the costs. The organ committee does not know where speakers should go.
7. Jen asked should the vendor come in to explain so we can visually understand.
8. Pastor Jon said there is space available for speakers.
9. If we look at a presentation with all the key players, is that a February timeline, we still get us so we can honor the team by getting the presentation ready and give us enough time to get fixed costs and ready for the next council meeting, or do we need to back track?
10. Rebecca said they are saying the structural cost is part of the bid. The 421 from the consultant side is everything, shipping installation, not the conduit.
11. Pastor Jon said the financial details are important for finance to look at.
12. Rebecca said I did not have the line item in December.
13. Jason asked, do we already have some money?
14. Pastor Jon said $7,500 has been donated.
15. Jen added from the men’s group and private funds.
16. Jen said I am hearing we want to bring in the representative to our February meeting.
17. Pastor Jon said some costs are going up in March, what we are talking about May 1 10,000-50,000 increments?
18. Rebecca said we are told the base line organ will be going up.
19. Jen said the bottom line is we know we need a new organ.
20. Rebecca said at the town hall we can start the legacy request; can we have time at our next meeting discussion on details of town hall meeting:
21. Pastor Jon said I have concerns with town hall, we need to include the snowbirds.
22. Jen asked if you would talk to them and ask to extend pricing.
23. Rebecca said we are going to do a town hall meeting, here is what we are proposing,
24. Pastor Jon said J would love to be a part of that, is that OK?
25. Jen said let me know if you want to add it to the council meeting.
26. Rebecca said, yes add to the next meeting.
27. Jen will add a guest presentation for the next council meeting. No date on a town hall yet.
28. Rebecca asked if we maybe want to talk about the date for that, if we want to extend pricing it would be good to have a holding place. Rebeccas is tentatively looking for a date. Could we have a meeting after the annual meeting?
29. It was decided that would not address the snowbirds attending.
30. Pastor Jon said do we want to set a tentative town hall meeting.
31. Rebecca said for the snowbirds, personally I would like that to be their own meeting and not in town hall meeting, PowerPoint and Q&A.
32. Congregational Meetings Annual Meeting Prep – February (Annual Mtg) / May / October
	1. Jen said we need to approve the date for the 2024 annual meeting.
	2. Pastor Jon said the Annual meeting is usually held on the last Sunday of February, which would be February 25th at 12:30 p.m.
	3. Discussion on moving the meeting start time closer to after the last service. Since there is a set-up and registration time needed prior to the meeting, in addition to being communion Sunday it was determined to leave the meeting start time at 12:30 p.m.
	4. Jen suggested we should keep the Café open for Coffee available before the annual meeting.
	5. Kevin said I know it is in our constitution, but I have heard from several people from the south to move the meeting to April.
	6. Decision on timeline for annual meeting and to talk about next year if we want to change time/date and review bylaws in 2025 changes.
	7. Pastor Amelia suggested putting on a sticky note to talk about the timing of our annual meeting to be able to have more of our snowbirds available for voting.
	8. Jen added to future Executive Meeting topics.

**Approval of Date for the 2024 Annual meeting**

Jen moved to approve the annual meeting date of February 25th, 2024, at 12:30 p.m.

Tami seconded the motion.

**Motion passed (CC.24.01.05)**

Staff Updates:

* Jen said in the essence of time and staff updates. We all have our Staff to stay connected.
1. Staff connections update
2. 2. Monthly Staff Updates

3. New Hires

1. Pastor Amilia said that Pam is up and running.

4. Next Hires

**Other Committee Updates / New Business:**

1. **Finance Update – No update available.**

**Upcoming Events and Meetings**

Upcoming Events and Meetings

1. January 25th – Off Site Planning (9am-1pm)

2. Executive Council Meeting – Feb 13

3. Council Meeting – Feb 20th

4. Annual Meeting – Feb 25th at 12:30p.m.

5. Open Door Theater “Joseph” Production – Weekends Feb 2-10

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

The meeting adjourned at **7:47 pm**

Adjourn Meeting – Jen

C**losing Prayer – Prayer Request.** – Pastor Amelia

**Appendix A:** Staff Reports

## Church Council Staff Reports – January 2024

**Pastor Jon, Senior Pastor**

**Leadership:**

* Annual Reviews are in process. I had my first initial sit downs and will be reviewing conversations and setting goals.
* To be sure that we are allowing enough time for planning and ensuring that we are on a healthy cadence in terms of ministry planning, I have invited the staff to review and update the “Key Planning Events Doc” on Google Docs. Church leadership also has access. Once this is updated, we will be placing it back into the corresponding Monthly Planning Page. As we continue to work on this process, it lays the foundation for a new project management tool.
* I have now signed up for Basecamp. The tentative plan is to shift to this resource in order to provide an additional layer of communication and accountability. People will be able to track the progress of projects and tasks.

**Stewardship:**

* The Stewardship Campaign is done and in homes! With that said, I am excited about getting back on our previous cadence of having campaign material arrive in homes in the September timeframe.
* Currently I am in the process of outlining ongoing congregational check ins as they relate to stewardship including personal Thank You notes, follow-up invitations to take part in the campaign, quarterly updates and leveraging bulletin and pre-worship slides for stewardship related celebrations and content.

**Worship:**

* It was wonderful being able to partner with Pastor Amelia and share the Advent / Christmas Season.
* While it made for a long day, it was a blessing to uplift Advent 4 the morning of Christmas Eve as it fell on Sunday. We had one service at 9:30 and we saw many families again for the evening Christmas Eve service. We will not have to worry about Christmas Eve / Advent 4 happening on the same day until 2028 (which seems all too soon) with the next Advent 4/Christmas Eve being in 2034. The kicker will be 2033 when Christmas Day falls on a Sunday.
* A highlight from the Advent season were the cookies in the offering basket as part of our “Put something in the basket” invitation.
* Worship themes and texts have been set through the end of August and information has been shared with the team. We will now have to build / update worship formats. While we can leverage 2023 service outlines, it will be great to have new life breathed into these services. I am excited to work with Pastor Amelia on this as she comes with fresh ideas and new insights on how to engage both the in person and online worship community.
* Our goal once again for Lent is to have Confirmation Small Group content connect with what is being talked about in Worship.I am hoping we can work with Michael to see how we can best align.
* We had a wonderful Christmas celebration and a huge thank you to all our volunteers. I greatly appreciate Jason Livingston and Scott McKinnon for their willingness to build the manger that was set as the central focus for worship as well as the addition of a Christmas light post. The placement of the light post not only created another photo opportunity for our families but created another area to read from. As we look at decorating needs, we will be more intentional about identifying key spaces.
* As Lent approaches we will once again be utilizing the Stained Glass windows in the main chancel area to provide a more intimate worship setting.

**General:**

* I had an opportunity to discuss website needs as they relate to our new E4 Strategy.
* I will be leading a Confirmation Parent Night on January 24.
* I’m excited for the offsite planning day led by the Executive Team! It will be good to be a participant.

**Nominating Committee:**

* We have nominations for Council Leadership positions including 3 for the Member at Large position. Bio’s are being received and a tentative ballot created. Currently we are seeking additional nominations for the Nominating Team itself as there are two vacancies. I am thankful for Chris Gandi, Jo Rettke and Laura Lee for serving in this capacity and for their intentionality about reaching out to potential candidates.

**Pastor Amelia**

* Re-establishing care ministry visitation teams
* Preparing to post position opening for Care Ministry Coordinator
* Working with prayer ministry to discern increased congregational engagement in both volunteering in this ministry and utilization of the ministry.
* Onboarding Pam Hoeffel as Congregational Engagement Coordinator
* Preaching, visitation, pastoral care, baptism and worship.

Laurel Bornholtz

Michael Carmack

* Planning on second confirmation retreat this month - excited to take a time out and have some super great connections and conversations with everyone
* Planning to attend the ELCA Youth Ministry Extravaganza - a continuing ed opportunity held in the host city for the national youth gathering
* The youth band - now called ‘crossfire’ continues to practice and play - this group of students has really ‘gelled’ and lead confirmation worship REALLY well!

Jake Pickett

* Right before Christmas we installed new cameras for the livestream which allow us to have a higher quality online service
* Recently revamped social media and engagement is looking very promising so far
* Continuing to improve the audio quality for the stream by using a stereo send and cleaning up the cables on stage by switching to in ear monitors
* Building slides week to week for both services using ProPresenter to allow for lower thirds on the stream as well

Paula Arland

* Beach Bash was great fun as we welcomed 32 kids and a handful of Camp Wapo staff. Weather once again provided a reason to look forward to summer.
* Summer Camp planning is well underway with Wapo registration now open and in-house camp registration opens on Monday, Jan, 29.
* First Communion registration is open through January 31.
* Planning to attend ELCA Youth Ministry Extravaganza virtually this year.

Pam Hoeffel

* Giving Tree donations supported Community Thread Families
	+ Collected $2,50 in gift cards plus $3125 in monetary Grand Total $5,175 with addition of 264 clothes and 271 games and toys
* God’s Gals collected items for birthday bags to be donated to Open Cupboard
	+ Made 52 birthday bags. (Cake mix, frosting, pan, $10 gift card, paper plates, napkins)
* Upcoming - March Food Share Month
* Brainstorming: Neighborhood Egg hunts

Andrea Villanueva

Dianne Johnson