

King of Kings Lutheran Church

Church Council Minutes

March 19, 2024

Attendance

Members in Person

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

Members Excused

Past Business: None

Guest Present: Laurel, Bornholtz, Pam Hoeffel (arrived at 6:59)

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 Jason/Rebecca

Jason moved to accept the agenda.

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

Motion passed (CC.24.03.11)

Approval of Agenda – Jen

Jen moved to accept the agenda.

Jason seconded the motion.

Motion passed (CC.24.03.12)

Connection Question: Do you have any Easter family traditions?

- The council shared if they have an Easter family tradition.

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.

Guest Presentation: None

Off Site Meeting Follow Up / Next Steps: Goals + Strategies Worksheet review.

Groups:

1. Growth - Pam, Jake, **Jen**
2. Young Families - Laurel, **Tricia**
3. Young Adults (18-25) - **Michael**, Jon
4. Staff & Engagement - Amelia, Paula, **Tami**, Rebecca
5. Financial - Dianne, Todd, **Jason**, Kevin

- Jen noted that all 5 of the teams have a representative and said Trish will follow up on this process.
- Trish said, what we will do is spend max of 10 minutes on each one, we have the goals, then we are looking for the strategies, next we will get into tactics, one of the reasons we do that is when you get into tactics, you get into the details, when in the strategies we can agree on those.

1. **Young Families** - Laurel, **Tricia**

- a. Trish said, Laurel and I have had some discussion on, Birth through pre-school:
- b. **GOAL:** Create easily accessible opportunities for families to connect with one another and engage in the life of the church in order to grow in faith and community.
 - Strategy 1:** Reach out strategy to families of young children (new members, new baby, recently baptized child)
 - Strategy 2:** Provide parents of young children an opportunity to meet one another for connection and parenting support.
 - Strategy 3:** Engage Ready, Set, Grow parents with a more intentional manner.
- c. Those are the 3 strategies we would propose. Staff lead, volunteer staff,
- d. Laurel said we wanted to hire a part time staff member, we were not able to hire, but hopefully to support strategies in 2025,
- e. Trish said both strategies could be held in that cost. Really get the RSG more strategy between Laurel and Andria and agree on how that would happen. Three options, not dependent on each other.
- f. Working with Andrea when there is a new set of parents, it would be a good time to start there.
- g. Laurel said we launched our drop-in play program with a couple of retired Early Childhood Family Education teachers volunteering their time and expertise, we had 11 participants yesterday, we are launched, and we should get better, we can do without registration and no cost.
- h. Under strategies two – under parenting in the fall I have been reading a parenting group (Laurel) people from a confirmation parenting group have been participating,

since this is for parents' birth to growth we can offer to Andrea and other parents in the congregation, on how to focus on faith in the home.

- i. Trish asked if there were any questions, if not let's go to the next group.

2. **Financial** – Dianne Todd, Jason, Kevin

- a. Jason gave the update, we did not have a meeting, here is what we have.
- b. **Goal:** Growth
 - Strategy 1:** Grow financial giving by 20 percent.
 - Strategy 2:** Better utilize analytics to understand our donor base.
 - Strategy 3:** Grouping by metrics, Targeting with specific messaging, A new alignment.
- c. We have a lot of data, not using the data right now. Once we have a better breakdown of donor base, we have the 1 percenter. Building the foundation first, where are donors are at. Gives a better way to target those individuals. Initially will take a staff member or volunteer, intern or along those lines, not expected a lot of money, if the data exists, go through the data.
- d. Kevin said we project our vision of growth, communicate with the congregation what our vision is.
- e. Todd said letting people know what we want to do, if you can get people excited you can get people on board with bigger goals.
- f. Jason said what overlaps with marketing, overlapping activities to draw people in and to raise some money, once you have those things how are you targeting, I don't have this typed up or copied yet.
- g. Trish asked where that fits under engaging.
- h. Jason replied, we talked about this as a separate discussion.
- i. Pastor Jon said if we want to move this forward, there are some resources needed for this. We did have a conversation with finance, for right now it is in the discover phase, what are your priorities, what are you looking for – do we move forward with this process. I think what Jason is saying about donor engagement, I think there is some things in tandem with those strategies, if we want to engage the capital campaign, we need to discern – how does that play out.
- j. Jason said I agree, some of these things are internal, engaging a firm is an activity that has a start and end game.
- k. Pastor Jon said the campaign would do a feasibility study, it is not taking money from stewardship, and when do special projects or appeal, we would have to ID that and bring to this team and have a conversation with finance team. That is kind of a timeline.

3. **Growth** - Pam, Jake, Jen

- a. Jen said Pam and I can go next. I have hand out. We came up with 4 one is an extra add on. We are growth and Jen read the strategies:
- b. **Goal:** Raise awareness of King of Kings within the local and virtual community to grow out engaged membership.
 - Strategy 1:** Ensure maximum visibility of KOK in our local collaborations.

Strategy 2: Expand / review our current partnerships demographics, outreach opportunity for maximum impact (make our “tent posts” wider)

Strategy 3: Viewership platforms and have consistent branding /messaging across all platforms.

Strategy 4: The Nancy Nelson Effect

- c. Jen said in talking with Pam, she was valuable in talking about this, looking at the low hanging fruit, looking at do we have matching shirts with KOK, do we have proper signage, is every opportunity we have to leverage them.
- d. As we enter new calibration partnerships. Next one, outreach, are the partnerships we are making, are they making opportunities for us to maximize that. Making our tent points wider. Pam, do you want to add to those.
- e. 3rd item, this one Jake is involved in, from an outreach/marketing standpoint if that marketing person came in, what kind of person do we need to enhance the platform. Connecting with different groups in different ways.
- f. Then we had the “Nancy Nelson effect”, all of us had points that we would not be involved as are, if we did not have someone getting face-to-face contact. That personal invitation as part of the growth strategy and how do we encourage other people, how do we do it. The tea had just happened, and I might not have attended but because Nancy Nelson stopped me in the hallway to invite the Impact of a personal invite has, our engaged member.
- g. Jen said those are the things we had, tried to keep it high level, but maybe create swag and cross over.

4. Staff & Engagement - Pastor Amelia, Paula, Tami, Rebecca

- a. Tami gave an update on Staff and Engagement.
- b. **Goal:** Connect people who are ready to engage staff for available opportunities in order to share their gifts to impact communities.
Strategy 1: Determine who is “ready” to engage: Notice
Strategy 2: Connect People with things that are important to them.
Strategy 3: Collect and source information in a database for accessibility.
- c. We talked about creating visuals to help people identify staff members and their areas of responsibility.
- d. We talked about creating a timeline/schedule of available opportunities: some are once a year, some are ongoing, some are seasonal.
- e. Developing an Inventory of Interest/Strength and level of commitment.
- f. Inviting skilled people to be mentors for people interested in working in that skill area.
- g. Utilizing ACS Database to track interests of congregation and congregation engagement.
- h. Having people have access to update their information in ACS database.
- i. Tracking not only what you do, but who you are connected to.
- j. We also talked about the Nancy Nelson Effect, the personal connection and invitation.

5. Young Adults (18-25) - Michael, Pastor Jon

- a. Pastor Jon said that Michael and I talked about 18-25 group, and we found we had a varied demo in that age group.
- b. **Goal:** Create space and place for 18 to 25 year-olds to be and bring themselves for authentic community and connections where they explore faith and life.
Strategy 1: Leverage Resources That Are Already Available: Campus ministries / Chaplain Services
Strategy 2: Create Intentional Connection Points
Strategy 3: Online Presence
Strategy 4: Physical Presence
- c. How acceptable are students, limited financial resources, social opportunities, need to look at being more Intentionally.
- d. It's a bigger diverse group, areas of focus, how to best leverage, how do we build bridges during the time when they are away from home, connections points, card ministry, gathering opportunities, online presence that can go into each of those diverse groups, how do we bring King of Kings to them.
- e. Big things like a college connect report writer, leveraging someone to write content for them to engage them. How do we ID someone to align with that?
- f. We were surprised how diverse that group was, the online presence would be the biggest one. First job, lack of transportation and finances.
- g. Keying into the online presence to make those connection points. Boiling down to one very big piece.
- h. We can't get to every campus, not just sending to individuals but creating a hub. Maybe get to U of M it gets a little staff time or leverage a student for underclassmen,
- i. Jen added a King of Kings ambassador.
- j. Pastor Jon said bring a friend they get something too, meeting them where they are, video contact, someone who knows the ebb and flow.
- k. Pastor Jon said be sure we have a current database, an opportunity to worship. In a lot of orientation packages, what can we provide or add – that is our first strategy.
- l. Connecting to resources available, creating connections points what are we sending.
- m. Strategy 3 ½: Physical presence; two ways to do this, which of these folks feel passionate about, we can say take the next step into tactics and review that next month.
- n. Do you feel you have an overwhelming amount, or move things to 2025 or 2026, choices are eliminate some of the strategies or take one more step and do tactics.
- o. Jen said I feel take forward to tactics.
- p. Pastor Jons said I look at marketing, one out of curiosity, I would like to move forward. It may impact someone else's group.
- q. Trish said it also gives you another group, to keep for next time.

- Next steps, Jen asked for each group to nail down some tactics.
- Trish added we can give you a worksheet.

- Trish said she was really impressed to keep in strategies and not get into tactics. Gives you a better planning tool.

Worship / Community Engagement:

1. Café Furniture – done. - Jen
2. Organ Committee – Townhall Recap and Next Steps - Rebecca
 - a. The meeting was well attended, had forty handouts, and made more. Started with high level overview and then opened it up for questions. Good discussion and questions. The biggest topic was timeline, I know we must have a congregation vote, but what is the timeline and how do the pieces come together. There were mixed thoughts on how we raise some money, do we get the votes first? Kevin with the some of the discussions, there might be some contributors, do we need a vote to write a check.
 - b. Pastor Jon said we need a firm number and getting engineering cost. What are the solid costs, who can work with the engineering costs?
 - c. Jen said I am not comfortable moving forward without getting cost upfront, because as any project goes, it balloons the price, I would not be able to approve if we don't know the costs. What are we going to do for that?
 - d. Rebecca replied that the committee does not have the authority to spend any money.
 - e. Todd said you are going to need an engineer to do size loading, and you need a spec drawing and an engineer.
 - f. Rebecca replied that Jim has blueprints.
 - g. Todd estimated a cost of \$5,000.
 - h. Pastor Amilia asked without being approved, where do we get the money to do this?
 - i. Todd said it's going to be a \$5,000 feasibility study to get costs.
 - j. Pastor Amelia asked if the numbers proposed include construction and de-construction.
 - k. Rebecca replied that it included everything but the supports for the pipes, or reconfiguration.
 - l. Rebeccas noted we included money in the bid.
 - m. Pastor Jon asked, does Peggy have any engineering contacts to understand what we are putting pipes into a building, that is where I would start to get those numbers. Rebeccas responded, I have a contact name.
 - n. Todd replied, "I have a couple of people I can contact, if we are going to engage an engineer, we need blueprints and specs for piping. Can the engineer contact the company?
 - o. Trish said it sounds like a hand off to facilities. Does it sound right?
 - p. Todd said I can run with engineering; I need drawings and specs.
 - q. Jen said I would contact them, then next steps in the cost.
 - r. Pastor Amelia asked, are you willing to spend the money? Where do you go, do you spend the money, not knowing if you are doing the project?
 - s. Pastor Jon said once you have the cost, and timeline getting that substantial piece. Having this vetted and engage the congregation on what does this look like.

- t. Rebeccas asked do I have permission to work with Todd to get a cost estimate, step one: engineering, step two: construction, bid should be free, but the design work would be a cost.
- u. Rebeccas response, I don't have permission.
- v. Jen said we know the cost, or do not have the money to get the cost, in the back of my mind, there has to be the known option. This option has let work to be done. Present to the congregation. \$ xxx to reconstruct everything.
- w. Rebecca said to make it clear, we have support and work for the pipes, clear in committees mind if we want to redo the front of the sanctuary, that project should add additional money to do that project.
- x. Jason said they must merge.
- y. Pastor Jon asked, how is this project going to impact this project. We need a clear picture to present to the congregation. What are those pieces we feel comfortable with? To the congratulations, same things as the lighting, same process,
- z. Jen asked, what is the timeline are we looking at, due by the next meeting?
- aa. Todd responded, I think we can get pricing after I get blueprints, and contact for organ company, and specs for pipes can get pricing by end of the week.
- bb. Jason suggested emailing the council.
- cc. Pastor Amelia said, you said approval, approval for what,
- dd. Jen said the engineering costs, approve for the organ committee to engage an engineer on pricing and on next steps.
- ee. Jason added that is a good next step that does not need congregation approval.
- ff. Jen told Todd use your negotiating skills.
- gg. Jen asked was there any discussion. On how we are paying for this.
- hh. Rebecca said there were questions like why not in budget if it is a need.
- ii. Jen asked what people said about pipes.
- jj. Rebecca said we talked about when Jim retires, wanting an instrument that attracts talent, and concern about there will be an organist, there are schools with training. Talked about do we have to keep sanctuary at a certain temperature. Nothing like a terrible idea, or good idea, lots of details.
- kk. Pastor Amanda asked how many people at town hall meeting, Rebeccas said about fifty.
- ll. Jen responded she was glad people showed up.
- mm. Rebecca said I am doing an online presentation; it is in the newsletter for people interested in Arizona. Anyone is welcome.
- nn. Jen said thank you for your time and will await the information.
- oo. Rebeccas said I know the blueprints are here and Peggy will be quick.
- pp. Todd asked a blueprint of what?
- qq. Rebecca said the area for the pipes.
- rr. Jen said we will wait for the finance update.

Staff / Ministry Updates:

1. Dianne said that the offering seems good, keep processing those trying to keep expenses down, easter will be in first quarter.

2. Jen said with Easter coming with friendly car in parking lot. Dianne is working on moving car, one kind gesture speaks volumes.
3. See appendix A for detailed report.

Other Committee Updates / New

Business:

1. Post Easter Thank You Notes
 - a. Jen asked if the council could assist.
 - b. Dianne replied she will ask Kathy Becher.
2. Alarm System – needed updates.
 - a. Dianne got bids from Collins about updating access keys or cards.
 - b. Dianne stated that really getting to the point where we need to be updated. I have reached out to Collins, on vacation, updating the bid. It was comprehensive, on your radar that may be coming at the April meeting, it has been a year and a half since we pushed off a project high on the project list. Security is an important thing to spend our budget on.

Upcoming Events and Meetings

1. April 9th Executive Council Meeting
2. April 16th Council Meeting.

The meeting adjourned at **7:48 pm**

Adjourn Meeting – Jen

Closing Prayer – Prayer Request. – Pastor Amelia

Appendix A: Staff Reports

Pastor Jon

Leadership:

- Work continues on the “Key Planning Events Projection Calendar 2024” Doc on Google Docs. We devoted staff time for conversation during our all staff meeting on March 5. My hope is that our teams will continue to move this process forward as it will create room to dream, vision, vet and implement.

Stewardship:

- Work to resume after Lent/Easter.

Worship:

- Lent has certainly been a busy season with Midweek and Weekend responsibilities along with student engagement. A big thank you to Michael Carmack for lining up our Student Leaders.
- While I will continue to have the responsibility of setting themes and preaching schedule for worship, the last component of worship planning has been handed off to Pastor Amelia. This will include worship service planning and implementation, communication, training, and oversight for worship related staff, teams and volunteers. I am excited about Pastor Amelia’s energy surrounding this portion of her portfolio.
- Our 2024 sermon series “Paired Up” will kick off in the Fall and take us through the year. This series will focus on famous pairs in the Bible. We will not only be seeking to leverage the themes and stories that our students are learning but this series will live into our Engagement Strategy as people are encouraged to connect with the church (i.e. updated pictures, contact information, service opportunities, storytelling, stewardship, etc.). This series will also encourage us to connect with others in the congregation in order to foster a sense of community. This will continue to unfold as the spring progresses. I am currently working on a basic outline. Our theme verse is Ecclesiastes 4:9-12 “Two are better than one, because they have a good reward for their toil. For if they fall, one will lift up the other; but woe to one who is alone and falls and does not have another to help. Again, if two lie together, they keep warm; but how can one keep warm alone? And though one might prevail against another, two will withstand one. A threefold cord is not quickly broken.” The Leadership Team is excited for this direction and ability to live into it.

General:

- Funeral scheduled for March 22 with Committal to follow at King of King’s Columbarium. Committal service scheduled for March 29 at Union Cemetary. Funeral scheduled for April 3.

Nominating Committee

- I will be reaching out to those candidates who did not get voted into leadership positions. Currently these individuals are engaged in the life of the church and we are blessed by their passion for King of Kings. We really have some phenomenal leaders waiting in the queue.

Pastor Amelia

- I'm baaaaackkkk! ☺
- Visitation Team has regrouped and is actively ministering to our shut ins and others in need
- Re-envisioning the Sunday morning worship experience to become a culture of noticing and GOspel welcome
- Training for Easter Ushers 3/20/24
- Now that I am back I am owning the worship component of my portfolio. Thank you Pr. John for being patient!
- Good Friday is buttoned up and we look forward to a musical immersion in the passion narrative.
- We are in NEED OF WORSHIP SERVERS for Holy Week. How might you help?
- Currently doing visitation with our congregation as I am behind from my surgery. The connections have been so incredibly meaningful
- Working with the Cancer Support Team for marketing, and visibility.

Jake Pickett

Laurel Bornholtz

- The Women's Tea was a big success with 60 women in attendance. Two of our guests shared they weren't particularly excited about coming to church for an event but were so glad they came! Lots of positive feedback. The Women's Ministry Team worked very well together on our first event of this kind. Team members made in-kind donations of over \$400 to allow our \$469 in free will donations to serve as seed money for another event.
- God's GALS is working on the selection of a summer study. We've offered a 1x month book study the last two years, but there is some interest this year in a weekly option and a 1x month option. The decision will be made in time for inclusion in our Easter bulletin offerings.
- Mason Abrahamson has applied and interviewed for our summer internship.
- Our new drop in play program on Monday mornings started March 11. I'm looking forward to this program growing over the next few weeks. We are very fortunate to have 3 retired Early Childhood Family Education teachers/program managers volunteering to lead this.

Michael Carmack

- Syrup Sales continue....they are going VERY well...we are raising quite a few funds to help support students in mission
- We had a great 'game night' event with about 40 of our middle school friends earlier last month
- Lenten confirmation has been going really well...gives a nice change of pace for our students and leaders
- Youth band gets started again...excited to be with that crew of students and back to regular schedule once we are past Easter. They are also going to play with Kids of the Kingdom on Palm Sunday in worship

Paula Arland

- Kids of the Kingdom will be singing in worship on Palm Sunday. Super excited to have the youth band join us.
- There are 52 students celebrating their First Communion on Maundy Thursday or on April 7 (make-up date). Thank you to Patty and Kathy for their help on creating certificates and the bulletin for worship.
- American Girls Camp is FULL with 109 campers. The planning team has some great ideas for their day that will be super fun for the kids.
- Recruiting Student Leaders for VBS and American Girls Camp.
- Mason Abrahamson applied and interviewed for the Summer Intern position. Grateful to have him back this summer.

Pam Hoeffel

- March Food Share Month is off and running. Currently, we have 1,117 items.
- Working with Guardian Angels Catholic Church with support of Open Cupboard to host Community dinners for those with food insecurities or feel isolated. The first dinner will be held on April 13th, 2024 at Guardian Angels. Looking for King of Kings volunteers to help serve and greet.
- Easter Eggs have been filled. We have 6 families participating in this event.
- Met with Kiersten Leverson from the St. Paul Synod to discuss our partnership with Bega Kwa Bega in Tanzania. Finding dates for Mission Trip to Tanzania in 2025. We have \$7,000 in our Bega Kwa Bega account. I will send a letter to the pastor asking for a list of projects for us to choose to fund.
- Met with Woodbury Lutheran and Feed My Starving Children to discuss community wide mobile packing event.

Andrea Villanueva

- Ready Set Grow continues to enroll preschoolers for next school year; the only age we have openings for currently is the 3 year olds! The 4's and 5's classes are FULL!
- Our annual trip to Hawaii is coming up soon and we will be transforming different areas into the ocean, an airplane and Hawaii! This is one of the highlights of the year and the kids love it!
- Parent/Teacher Conferences are after Hawaii and we always look forward to sharing with parents how much their children have learned, grown and developed throughout the school year.
- We continue to struggle with the playground. The lack of snow this winter made for a dirty, muddy playground and wreaked havoc on the mulch. Much of the equipment is starting to show its age, but all teachers work hard to keep kiddos safe and clean(ish) while getting much needed outdoor play time.
- The RSG Teachers continue to participate in a group effort of community support. Again this year, we are donating, collecting and packaging feminine hygiene products to be given to Neighbors Inc. food shelf program. This is one of their biggest and often overlooked needs.

Last year we donated enough supplies to help 28 women for a whole year and we are hoping to do the same or more this year!

- We are looking forward to a fast and fun rest of the school year!

Dianne Johnson

- Completed all information needed for the Annual Meeting.
- With the budget approved, all budgets entered into the system.
- Annual Performance reviews completed.
- Continue to manage the website along with the midweek and Friday email campaigns.
- Worked with Gemini on the E4 website page along with upgrades to the calendar.
- Managing the Google grant with Missional Marketing with a push on Easter ads which have been shown 31,755 times with 291 clicks. This is an average click-through-rate of 0.92% where the average is 0.54% so they are performing really well.
- Worked with Isabelle on the graphics for the Easter Memorial/Honor banners/cards along with display.
- Huge thank you to Laura Lee and Gail Wold and their team of workers that have organized the choir music... truly awestruck on how wonderful this is coming together.
- Working through a building audit with our insurance company.
- Working through Schwab stock gifts and IRA/QCD distributions for donations.
- In the midst of Holy Week and Easter decorating planning.
- Planning to create a card (Isabelle) to insert in the Easter bulletin for visitors to enter in for a chance to win a gift basket which will include the syrup and Gerten's gift cards which are both used as fundraising for our students.
- Doors are complete: New doors by Employee Entrance, Dumpster Door and Youth Doors. Repairs are completed on the main Sanctuary entrance, North entrance and RSG entrance.
- New water heater was installed for the main area of the building.