

**CHRIST THE KING LUTHERAN CHURCH**  
**CTK Church Council Agenda**  
**3/20/2018 @ 5:00pm**

*Christ the King Lutheran Church is a caring community committed to empower all to know Christ and make Christ known.*

- 1. Attendance**
- 2. Devotions**
- 3. Approval of Minutes (February)**
- 4. Consent Agenda: (Treasurer's, Worship Attendance, Pastors' Reports)**
- 5. Council Priority Topic: Financial Audit Results**
- 6. Old Business:**
  - a. Stewardship Mission Team Update
  - b. Financial Administrator Position
- 7. New Business:**
  - a. Emergency Shelter – second opportunity
  - b. Nominating Committee
- 8. Council Action:**
  - a. Word & Sacrament: One Sunday worship service @9:30am, with coffee fellowship @9am to begin May 20 – Labor Day
  - b. Word & Sacrament: Approval of new member; Randy Moritz
- 9. Covenant Commission Communication**
- 10. Prayer Request/Adjournment**

**Reminder – Next Council Meeting –April 17<sup>th</sup>**

**Please email commission minutes to [justinec@ctkmankato.org](mailto:justinec@ctkmankato.org)  
by 10AM on April 11<sup>th</sup>**

**Christ the King Lutheran Church  
Council Minutes February 20, 2018**

**Members Present:** Pam Krahmer-Secretary, Pastor Trish Reedstrom, Mary Peters, Chastity Valvick-President, Matt Norland, Pastor Patrick, Kate Hansen, Sandy Hasse, Jim Armbruster, Katie Wayne-Treasurer, Jason Beal (Vice President)

**Members Absent:** Sara Hansen-Past President, Eric Hudspith, Scott Nelsen

**Devotions:** Pastor Patrick

**Approval of Minutes** – Matt/Mary made a motion to approve January 16, 2018 council minutes. (Motion Approved)

**Consent Agenda** – Pam/Kate made a motion to approve the January 2018 Treasurer’s Reports, Pastors’ Reports, and Attendance Report. (Motion Approved)

**Pastor’s Report** – Pastor Trish gave an outline of the new Club 365, designed for the 18-38 year old Millennials.

**Treasurer’s Report** – No report for January due to vacancy in Financial Administrator position.

**Attendance Report** – Discussed worship attendance, noting that attendance was down in 2017 from 2016. Discussion to be continued with Word and Sacrament commission.

**Council Priority Topic** – Stewardship Mission Team update – a series of up 8 videos are being produced with the theme of “The Power of the Pledge” to promote year-round stewardship. Pledge drive campaign officially kicks off on Saturday.

**Old Business** –

- Financial Audit Update – Jim/Sandy made a motion to allow expenditures up to \$5,000 for the external audit. (Motion approved)
- Commissions – new members – a nominating committee will be formed for the purpose of adding members to the various commissions.

**New Business** –

- Financial Administrator Position – We will be re-evaluating the position of the financial administrator position going forward due to a vacancy in the position. We are currently evaluating short-term fixes and long-term solutions. Per standard practice an external audit will be conducted while the position is vacant.
- Emergency Shelter Week recap – CTK hosted the rotating shelter for a week in January. Volunteer turnout was good, with positive comments from the guests. We have been asked to host a second week for the shelter; March 18-24. Jason/Sandy made a motion to approve the request (Motion Approved).

**Council Action** – None

**Covenant Commission Communication** – Devin Rubink reported from the Proclaim Commission. Suggested having a survey for each commission every month to identify what activities or events need promotion and in what format, timelines, etc.

Justice & Peace plans to order reusable bags to hand out at Pride Fest, etc.

**Closing Prayer** – The meeting was closed with prayer requests.

Meeting adjourned at 6:30 p.m.

**Next Meeting:** March 20, 2018 at 5:30 p.m.

Respectfully submitted, Pam Kraemer, Secretary

## **Strategic Planning 2015 - Strategies By Goal (REVIEW 10/17)**

### **Goal 1 – CTK is a caring community committed to empower all people**

1. Increase engagement of CTK members by 10% within the next 12 months from the start of implementation. (FP1) – Scott Nelson (revised opportunity pledge forms but measurement system not implemented)
2. Create 3 new initiatives that address the need to be more welcoming to all (by Sept 2016). (FP2) – Sue Raasch – Catherine Berg – Darla Austin (moved welcome ctr, suggested new round tables, Sunday coffee fellowship being tried at new location in narthex)
3. Create a facility mission team by Feb 2016 to oversee the usage, operations, and safety of the church facility currently and into the future. (FP3) Lynn Austin-Dave Raasch (hired new facilities manager and perceived need for this no longer existed)
4. Implement 5 new initiatives that enhance the care of creation by July 1, 2016. FP4) – John Frey (done but more possible – composting, high-efficiency roof, LED lighting upgrade, 40 kwh of solar panels installed on roof, high-efficiency heat pump HVAC installed, bike racks mounted by garage door)
5. Increase discipleship of service opportunities outside of CTK by 100 additional people and tell their story by Nov 1, 2016. (Pro3) – Matt Norland (Arbor Day tree planting, variety of Nov service projects, God’s Work, Our Hands Rally Day)
6. To create and maintain Care Groups, encompassing all members, providing servant care, including but not limited to meals, prayers, and visits to begin in 2017. (Ser1) – Jodie Wallschlager (new member mission team)
7. Create a culture that maximizes volunteerism at CTK by Jan 2017. (JP3) - OPEN

### **Goal 2 – To Know Christ**

1. Provide opportunities for people to dive deeper into scripture by May 1, 2016. (WS1) – OPEN (FB Live staff devos, Theology on the Ave)
2. Create 3 faith formation opportunities for all ages by Rally Day 2016. (WS2) – Barbie Doyle & Gerri DeWitte (B3, baptismal class, 3<sup>rd</sup> grade Bible class, Faith In Motion services)
3. Create a consistent schedule of adult education opportunities based on biblical and historical relevance on current social issues beginning in fall 2016. (JP2) – Nancy Patterson (lots of research done but none currently implemented)

### **Goal 3 – Make Christ Known**

1. In 2 months identify a signature event presented by CTK to the greater community. (WS3) – Jim Hatleli (expanded Dreams, Visions and Promises event)
2. To create and implement a communications plan aimed at the CTK congregation and Greater Mankato Community by July 1, 2016. (Pro1) – Kevin Klandrud (done – communications specialist uses as monthly guide to messaging)

3. Create 3 new opportunities to better connect with the Greater Mankato Community outside the walls of CTK by Christmas 2016. (Pro2) - Anna Thill (Night to Unite, Mankato Marathon Cheer Team)
4. To increase volunteer involvement of our members through new servant opportunities including a host for Wednesday night supper and Senior High servant night by Jan 2016. (Ser2) – Cindy Kehoe (Community Supper greeter done, senior high students volunteering for carnival, Wednesday worship involvement expanded to readers, ushers, etc.)
5. Increase the CTK knowledge-base of community groups addressing the J & P issues (within 6 mos) and provide access to increase CTK involvement by 2017. (JP1) Elaine Lilly (lots of research completed to align list with CTK focus but usable format not identified)

# Pastoral Report

## CTK Ministries 2018

### March Senior Pastor's Report – Pastor Patrick Patterson

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#### Administrative

- *Financials* – due to some errors identified in the previously released December financial reports, we are working to correct those so we can reissue December financials. Once that's complete, we will be able to close January and February financials as well. To do so, we need to have the ACS folks on site to help train personnel to get the reports corrected. There are no major problems (see audit report), however, the funds don't balance. Until that's corrected, we aren't able to produce accurate financials. In the meantime, the financial activities of the church are functioning properly including deposits, payables and payroll.
- *Financial Administration* – with the loss of our financial administrator, an interim step of using the services of a third-party accountant through Eide Bailly helped manage day-to-day activities. Through that and the audit process, a number of function enhancements were identified to provide redundancy in the position and greater reliance on best practices for more efficient and effective financial administration at CTK. As we move through this interim situation, we will continue to use the services of Eide Bailly for payroll, accounts payables and reporting. We will also be switching to Quickbooks for most of our accounting instead of relying on our ACS financial suite. Quickbooks can be used by any number of accounting professionals, whereas, the proprietary nature of the ACS financial suite makes it less accessible in instances of personnel change. For the other tasks of the position, we will be working with Gordon Gibbs in a volunteer capacity. During this interim period, we will continue to learn how best to structure the operations for optimal success.
- *Stewardship Mission Team* – the filming of the Power of the Pledge Moment videos is completed and our videographer is making edits on the final two stories. We've heard positive feedback about the quality of the videos and are very grateful to Mike and Wanda Lloyd for making Olivia Lee available for this project. The pledge campaign kicked off on Feb. 25, and will continue until March 25. The next mission team meeting is scheduled for Wednesday, March 14.

#### Personnel

- *Review of Personnel Handbook* – the personnel committee started a review process of the CTK personnel handbook over a year ago, but put it on hold after proposed changes to the law that would've affected exempt status didn't go into effect. Following recent changes in the financial administrator position, other proposed revisions will be discussed and an updated personnel handbook approved by the committee. At that point, the updates will be presented to staff to guide personnel going forward.
- *Synod Boundaries Retreat* – the entire staff will participate in boundaries training led by synod staff. The training is a requirement of clergy, but we believe all staff would benefit from this training. We will meet off-site for the day on Tuesday, May 22.

## **Facilities**

- *Warm water return pipe repair* – we had a rupture of one of our original warm water return pipes this month just outside the worship center. Rick was able to coordinate the replacement of a section of that pipe with minimal facility disruption.

## **Proclaim Commission**

- *Commission form introduced* – the commission has developed an electronic submission form that for commissions and the council to use at their monthly meetings to submit ideas or projects that need to be communicated to the congregation or in the community. Each commission will be encourage to create submissions on a regular basis to better inform others of their opportunities.

## **Justice & Peace Commission**

- *Member composting* – following a successful adult forum by Mankato Zero Waste, the commission is exploring the possibility of providing members with the option of bringing their home compostable to church and depositing them in our compostables dumpster. This would promote composting, and fit well within an existing practice at the church.

## **Word & Sacrament Commission**

- *Summer Worship* – after a couple of months of discussion and consideration, the W&S commission voted to send a recommendation to the council concerning the summer worship schedule. The suggestion is to keep the Wednesday night outdoor service at 6PM, the Saturday service at 5:30PM, but to have just one worship service on Sunday mornings at 9:30AM. With reduced Sunday attendance in the summer, this would provide a more robust worship experience. They also suggest that a coffee fellowship time in the courtyard would begin at 9AM so folks could gather for conversation before the worship service begins.

## Pastoral Report

### CTK Ministries 2018

### March Associate Pastor's Report – Pastor Trish Reedstrom

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#### Worship:

- It is the Lenten season, of course, and mid-week services include a “round robin” preacher, and the addition of a time of reflection/prayer after the sermon. There are always “bugs” to be worked out – AV needs and finding ushers for 4:45 service, musician changes, timing to make it a good transition to the education hour, etc. A big thank you to Pastor John for filling in at the last minute when one of the visiting pastors was sick, and for building us a “prayer easel” that we used during one of the reflection times. If you didn't get to use it, watch for it again at Good Friday services.
- The three CTK pastors also covered Crossroads Campus Ministry services in February; their call process continues.

#### Pastoral Care:

- Funeral for Vern Gens, a pre-marital session and some home visits, although not as many as I would have liked to do this month.
- Planning for the next week of hosting the shelter is underway.

#### Education and Youth:

- “Family Intro to Lent” was offered 3x on February 11 and 14. Attendance was again less than hoped for, but those who did attend seemed to enjoy the session, with some of the parents telling us that they learned a lot as well. We are almost done with our “year of mini-experiments” so will try to pull the original mission team back together for input and planning for next year.
- Faith First Communion Lab was completed in February, with 13 young people completing the day and preparing for their First Communion on Maundy Thursday.
- CLUB9 participants have finished their curriculum on “Pondering the Big Questions” of faith, and have begun review and learning about the 5 baptismal promises. Pastor Patrick and I are also in the midst of their 1:1 interviews, and those are going well. During the interviews I've been receiving good feedback on the curriculum that was piloted this year. Mandy has started her 4 week rotation for 8<sup>th</sup> graders on “Respecting Your...Neighbor, Body, Mind, Spirit”. We've informed parents about some of the topics ahead of time and invited them to come and observe, as they might generate interest/family discussion, etc. (Examples are mental health, sexual harassment...)
- We've also begun having some conversation about whether or not to keep CLUB small groups separated by gender or to move to “mixed groups”. This topic, as well as the other topics noted above and in past reports are all a part of a basic tenet that we don't want to shy away from hard conversations and issues and that in fact, having those conversations rooted in faith perspectives is the best way to do it. Feedback from the youth supports this. While this year we were “trying out” some of these ideas I expect that we will be continuing them and to insure strong communication with parents, I am going to plan on a parent meeting for CLUB students in late August this year, to both provide info and to offer tools to continue conversations at home.



### Continuing Education

- I participated in the first SHAPE Leadership Retreat in February. It was an intense few days but well worth my time. Work outside the retreat time happens as well, and I'll offer more details as I get farther along in this continuing ed opportunity.

### Commissions

- Faithful People is doing some planning for a couple events – an afternoon of bowling on May 6 as a way to celebrate the end of the program year – watch for more details from Scott Nelson at the council meeting – and maybe a night out at Highland Summer Theatre to watch “Shrek, the Musical”.
- I was unable to be present for the Servant Commission meeting this month, but do know that there is a potential new member who attended.

# **Christ the King Lutheran Church**

## **Executive Committee, March 13, 2018**

**Members Present:** Jason Beal (Vice President), Pam Kraemer (Secretary), Pastor Patrick, Chastity Valvick (President), Katie Wayne (Treasurer), Pastor Trish

**Members Absent:** Sara Hansen (Past President)

The meeting was called to order at 3:40 pm by President Chastity Valvick.

**Devotions:** Pastor Patrick

**Treasurer Report:** None

**Pastors' Reports:** No additional updates from written reports.

**Old Business:**

- Stewardship Mission Team Update – See Pastor's report
- Financial Administrator Position – See Pastor's report

**New Business:**

- Financial audit results – the forensic audit has been completed. No significant concerns were identified. The auditor has prepared a list of recommendations regarding procedures which will be addressed appropriately.
- Emergency Shelter Week – second opportunity – We have committed to another week for the rotating homeless shelter. Our next week begins this Sunday, March 18. We have ample volunteers to fill the necessary slots.
- Nominating committee – potential names were discussed to fill the nominating committee. Once formed, the committee will seek individuals to fill openings for Council and Commission positions.

**Covenant Commission Communications** – none

Pastor Trish closed the meeting with prayer requests. Meeting adjourned at 4:45 p.m.

**Next meeting April 10, 2018, 3:30 p.m.**

Respectfully submitted, Pam Kraemer, Secretary

## **Christ the King Lutheran Church Covenant Commission Reports**

**Name of Commission:** Faithful People

**Date of Meeting:** March 6, 2018

**Members Present:** Scott Nelsen, Pastor Trish, Carol Peterson, Sandy Hasse, Bill Bickett

**Members Absent:**

**Devotions:** Lord's Prayer

**Minutes:**

**Old Business:**

- Update on commission structure
- Council will recruit for council members and commission members

**New Business:**

- Discussed planning an "End of the Program Year" celebration
- Ideas generated included: Potluck, Twin Game, Moondogs game, Children's Museum, Jenga Tournament, Bowling, Highland Theater
- Decided to focus on Bowling and Highland Theater ( Shrek)
- Scott Nelson to contact Wow Zone for details – May 6<sup>th</sup>
- "Shrek" runs June 26 – July 1 – discussed having pizza at Jakes prior to the play
- Take photos of activities and use them to "advertise" on the monitors at church

**Next Meeting:** April 3, 2018

**Respectfully Submitted:** Carol Peterson

# **Christ the King Lutheran Church**

## **Covenant Commission Reports**

**Name of Commission:** **Word & Sacrament**

**Date of Meeting:** **March 6, 2018**

**Members Present:** Pastor Patrick, Pastor Trish, Jason Fette, Kris Norland, Jim Armbruster (council liaison), Matt Norland (council liaison)

**Members Absent:** Jessica DuRose, Jodi Maas

**Call to Order:** Matt N, Interim Chair, called the meeting to order at 6:00PM

**Devotions:** Pastor Patrick

**Approval of the February 6, 2018, Meeting Minutes:**

- Motion made/seconded by Kris N/Jason F to approve the minutes - motion passed

**Council Report:**

- Worship Attendance discussion

**Items for Council Action:**

- Summer 2018 Sunday worship services (June, July, August)
  - Change to one Sunday service at 9:30AM (blended format)
    - With 9:00AM Courtyard Coffee (give heads-up to Margo Brudwick)
    - Positive approach: greater sense of unity/get to know other members
  - Saturday keep 5:30PM and Wednesday minor change to 6:00PM
  - Begin Wed May 16, Sat May 19 and Sun May 20 - through Labor Day
  - Motion made/seconded by Jason F/Kris N - motion passed
- New commission member – Randy Moritz to begin April or May

**Pastoral Report:** Pastor Patrick

- Interim Financial Administrator combo
  - Using QuickBooks & preliminary audit recommendations to change work flow
- Reviewed Holy Week worship services

**Pastoral Report:** Pastor Trish – no report

**Staff Report:** Interim Financial Administrator combo: Pastor Patrick, Eide Bailly rep, one CTK member

**Old Business:**

- Good News status update
  - Pastor's teaser announcement: Take note of these "5" items in the Good News
  - Jim A, Matt N, Rick Weber meet @ Good News "pockets" throughout the church
  - Devin Rubick publishes/stocks on Saturdays – back pew and/or "pockets"
- Summer 2018 Sunday worship services – recommendation for Council feedback

**New Business:**

- Worship attendance/Congregational Engagement
  - Continuation of Council's discussion

- Shine new light on topic/approach topic from a business angle
- Long-term/broad range tactics for members & those “who haven’t heard”
- Create mission team?
  - Demographer, millennial/new/charter members
  - Those willing to express opinions/think “outside the box”
  - Identify indicators & purpose/opportunities for increasing attendance
  - Prepare church for “next generation”
- Create a survey similar to the recent Easter survey?
  - Develop questions to measure how we are doing as a congregation
- Resource book: Faithful Metrics
  - Guide to measuring mission without missing the moments
- Congregational Engagement – “own it” before forwarding to Council
- Bring to April 3 commission meeting: SWOT analysis - Strengths, Weaknesses, Opportunities, Threats (ie, worship, education, music, etc)
- Usher List
  - Updates – Matt N will meet with Justine Carlson
- Club 365
  - Clarification – members self-identified as ages 18-38
- Public Safety Training
  - Council will discuss preparedness

### **Prayer Requests Received**

**Meeting Adjourned:** Motion made/seconded to adjourn meeting at 7:15PM

**Next Meeting:** Apr 3 - 6PM (first Tuesday of each month/no July meetings) - forward agenda items  
 Reminder: Jessica unable to attend March 2018 and April 2018 meetings

**Next Devotions:** Kris N

**Respectfully Submitted:** Kris N

The Word and Sacrament Commission, based on the 2<sup>nd</sup> affirmation of faith promise to hear the Word of God and share in the Lord’s Supper, shall:

- Direct and oversee curriculum planning; development and review for all educational programs & opportunities for all including Sunday & Vacation Bible School; confirmation; youth and adults in our church and community

Provide worship enrichment, sacramental participation, education opportunities and fellowship ministries

**Christ the King Lutheran Church  
Covenant Commission Reports**

**Name of Commission:** Proclaim  
**Date of Meeting:** March 6, 2018

No minutes submitted

**Christ the King Lutheran Church  
Covenant Commission Reports**

**Name of Commission:** **Servant**  
**Date of Meeting:** **March 1, 2018**

No Minutes Submitted

**Christ the King Lutheran Church  
Covenant Commission Reports**

**Name of Commission: Justice & Peace**  
**Date of Meeting: March 1, 2018**

No Minutes Submitted