

CHRIST THE KING LUTHERAN CHURCH
CTK Church Council Agenda
4/17/2018 @ 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 (March)**
- 4. Consent Agenda: (Treasurer's, Worship Attendance, Pastors' Reports)**
- 5. Council Priority Topic:** Finance Committee
- 6. Old Business:**
 - a. Stewardship Mission Team Update
 - b. Financial Administrator Update
 - c. Emergency Shelter – second opportunity
 - d. Nominating Committee
- 7. New Business:**
 - a. Budgeting Process
- 8. Council Action:**
 - a. Servant Commission requests to appoint John Love to the commission
- 9. Covenant Commission Communication**
- 10. Prayer Request/Adjournment**

Reminder – Next Council Meeting – May 15th

**Please email commission minutes to justinec@ctkmankato.org
by 10AM on May 9th**

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

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

Members Absent: Mary Peters, Sara Hansen-Past President

The meeting was called to order at 5:35 pm by president Chastity Valvick

Devotions: Pastor Trish

Approval of Minutes – Scott/Jason made a motion to approve February 20, 2018 council minutes. (Motion approved)

Consent Agenda – Sandy/Matt made a motion to approve the February 2018 Treasurer’s Reports, Pastors’ Reports, and Attendance Report. (Motion approved)

Pastor’s Report – Clarification to Pastor Patrick’s report regarding updating the Personnel Handbook; an updated personnel handbook would be approved by the council, not the personnel committee, before being presented to staff.

Treasurer’s Report – Report not available at this time

Attendance Report – No changes

Council Priority Topic – Financial Audit Results - the forensic audit has been completed. No significant concerns were identified. Having this external audit as a baseline will make for easier internal audits on an annual basis. The auditor has prepared a list of recommendations regarding procedures which will be addressed appropriately.

Old Business –

- Stewardship Mission Team Update – to date we have received 96 paper pledges for \$217,592 and 67 online pledges for \$109,364; total of 163 pledges for an amount of \$326,956. The campaign runs until March 25.
- Financial Administrator Position - interim solution is in place. See Pastoral Report for additional information.

New Business –

- Emergency Shelter – Second opportunity is currently in progress this week. So far things going well. Volunteers have stepped forward to help with the program.
- Nominating Committee – Council members Kate Hansen, Eric Hudspith, and Jason Beal were approved to serve on the Nominating Committee. Additional members will be sought from the congregation; possible names were discussed and contacts will be made.

Council Action –

- Word & Sacrament: One Sunday worship service at 9:30 a.m., with coffee fellowship at 9:00 a.m. to begin May 20 – Labor Day. Scott/Eric made a motion to approve the change to service times. (Motion approved)
- Word & Sacrament: Sandy/Jason made a motion to approve Randy Moritz as a new member to the Word & Sacrament commission. (Motion approved)
- Justice & Peace – Scott/Eric made a motion to approve Eileen Campbell as a new member to the Justice & Peace commission. (Motion approved)
- Faithful People is hosting a bowling event to celebrate the end of the JAM session and the beginning of summer on Sunday, May 6 from 2-6 pm. Cost will be \$16.95 per person, with a \$5 discount for the first 30 people who sign up online. Cost will include unlimited bowling and a \$5 game card. Scott/Jason made a motion to cover the cost of \$150 to allow the \$5 discount for 30 people. (Motion approved)
- The financial audit final cost was \$5,999, which is \$999 above the previously approved amount. Matt/Jim made a motion to approve the additional expense. (Motion approved)
- Pastor Patrick reviewed a synod invitation to contribute \$1,500 to a Challenge Grant for the synod assembly to support international mission work. Scott/Kate made a motion to support the contribution from our Christian Outreach dedicated account. (Motion approved)

Covenant Commission Communication – Jim discussed updates to the Good News newsletters.

Closing Prayer – The meeting was closed with prayer requests.

Meeting adjourned at 7:15 p.m.

Next Meeting: April 17, 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, 3rd 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

April Senior Pastor's Report – Pastor Patrick Patterson

Administrative

- *Financials* – our accountant was able to correct the errors from the December financials and has reissued that report. Our financial systems under the prior financial administrator were set up with account access and passwords for her alone. Without access to those accounts with banks and vendors, it has been a challenging process of changing authorizations with the person with sole authorization no longer at CTK. As we work toward gaining access to all of the accounts, we are building redundancy into our processes so the church is never dependent on just one person for our financial operations.
- *Stewardship Mission Team* – the pledge drive officially concluded on Palm Sunday, and mission team members made a personal push offering pledge cards to all Easter worship attendees. While we did get 16 pledge cards in for over \$28,000 in pledges, we still have much ground to cover before budget time. I will provide up-to-date pledge results at the meeting.
- *Synod Assembly* – the annual synod assembly is being held in Mankato this year on May 4-5. CTK can have up to 6 voting members at the assembly. Duane Olson, Joel Fienen, and Marilyn Mathieson have confirmed their participation, so we can have up to three more folks representing CTK. Our band will be providing music during the worship services at the assembly. Next year's assembly will be back in Rochester and moved to July to accommodate the election of a new bishop.
- *Budget Process* – We need to begin our budget process and determine priorities for the coming year. At each of the commission meetings in May, members of those commissions will be asked to consider their commission priorities and submit requests for funding to be considered by the council. We will be wrapping up pledged giving and hope to have preliminary budget numbers for consideration at the May council meeting. A final budget will be approved by the council and presented for approval at the annual meeting. Although a date has not yet been set for the annual meeting, Sunday, June 24 would be a good possibility. The constitution provides much flexibility in scheduling the date for the annual meeting, although it must be held before the final Sunday of the first month of our fiscal year (July 29 this year).
- *Nominating Committee* – Six voting members of CTK have agreed to serve on our 2018 Nominating committee. Jason Beal, Kate Hansen, Eric Hudspith, John Kind, Jodie Wallschlaeger and Kari Young need to be officially approved at the April council meeting. I am currently looking for a date of their first meeting. We have three positions to nominate, plus the treasurer. First, a three-year term for the VP, President, Past President position. Second, a three-year term that would be the liaison to Justice & Peace. Plus, a one-year unexpired term that would be liaison to Faithful People.

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. Revisions are being worked on currently, and are expected to be presented for approval at the May council meeting.

Facilities

- *Phone system replacement* – we currently have a very antiquated phone system and have been cobbling along with finding used hardware on the internet to replace broken components. Rick has begun researching costs and benefits associated with a move to an updated phone and voicemail system.

Proclaim Commission

- *Meeting cancelled due to snow closure*

Justice & Peace Commission

- *ISAIAH presentation* – representatives from ISAIAH presented at our last meeting. ISAIAH is a faith-based community-organizing group centered in the Twin Cities but developing a network with outstate congregations as well. They help congregations work and speak out on important areas of justice in our communities.

Word & Sacrament Commission

- *Worship and Education Feedback* – after trying a number of experiments in worship and education formats and schedules this past year, it's now time to gather feedback and input as we wrap up this season and make plans for next fall.

Pastoral Report

CTK Ministries 2018

April Associate Pastor's Report – Pastor Trish Reedstrom

Worship:

- A full month of Lenten Midweek services followed by a variety of worship services during Holy Week. A number of people assisted with Palm Sunday and Good Friday services, and others commented to me that they enjoyed having so many participate. I did not receive any specific feedback regarding the Lenten services/preaching series. I also did not receive any specific feedback about the time of prayer/reflection that we included in each service this year. People did participate each week, however, and worshippers seemed “quicker” to participate perhaps as their comfort level grew a bit each week.
- We are now planning for Affirmation of Baptism service as well as a final Faith in Motion service.

Pastoral Care/Outreach:

- The second week of hosting the homeless shelter went smoothly, with most of the volunteers from the first time helping the second time, as well as new volunteers joining us. Because we had been through it once, everyone's comfort level was increased, and volunteers again spoke highly of the experience. I was also pleased that our “Wednesday night experiment” went well – we were able to accommodate a regular night of education along with the shelter, and education staff and shelter volunteers both reported everything went smoothly. Shelter guests also commented it was nice to see all the activity. We will wait for further word from Connections Ministry as they wrap up this year and make decisions for next year's season.
- Funeral for Bernie Thomsen was this month.
- As an FYI, I've taken training through the YWCA to be one of their many Racial Justice Facilitators and will be assisting with their events from time to time in that capacity.

Education and Youth:

- Family Service Learning Events happened on March 4/7. A recap of all the projects is in the April newsletter. Both days went smoothly, thanks to lots of planning and preparation. This was the second year for the quilters to spend a couple nights with the 6th graders, and it seemed to be fun for everyone. I'm pleased they (the quilters) are willing to consider this an annual event!
- CLUB9 interviews have been completed, and we are in the midst of final preparations for their Affirmation of Baptism service. We will be trying a “celebration” lunch and service on Sunday, April 29 instead of a brunch the day before, and see if that day/time has an impact on attendance.
- A group has been making big strides in planning for a Women's Retreat to be held September 21-23 at Shalom Hill Farm, near Windom.
- Maddi is planning graduation recognition for Wednesday, May 9.
- Planning is also underway for the final B3 session of the year. We will be inviting feedback from participants as we do some planning for next year to try and figure out the best day/time to hold these activities. We've also talked about including a “parent time” during a B3 session, so we will see what happens as we do more planning.
- As we look to wrap up a program year, we will also be looking ahead re: CLUB small groups, as mentioned last month, as well as evaluating the 8th grade curriculum that was piloted, the CLUB 9 curriculum I tried, etc. I will be attending some training on “Faithful Youth Ministry in a Scientific

Age” in early May since I had a couple sessions on faith and science last year that I will try to enhance.

Continuing Education

Commissions

- Faithful People found themselves snowed out of this month’s meeting, but continues their planning for is doing their May 6 celebration as well as a possible summer night out at Highland Summer Theatre to watch “Shrek, the Musical”.
- Servant Commission requests that John Love be appointed as a new member of that team. They are planning for a grill out/potluck to kick off the May outdoor worship season, and they will be issuing a special invitation to new members from the last year. Watch for that on May 16th.

Christ the King Lutheran Church

Executive Committee, April 10, 2018

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

Members Absent: Sara Hansen (Past President), Katie Wayne (Treasurer)

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

Devotions: Pastor Patrick

Treasurer Report: Still in progress due to ongoing corrections from past months.

Pastors' Reports: In addition to written report, Patrick outlined the benefits of creating a Finance Committee in under the leadership of the senior pastor and treasurer. Executive committee recommends discussion at upcoming council meeting.

Old Business:

- Stewardship Mission Team Update – We have currently received 108 online pledges for an amount of \$159,927 and 175 paper pledges for \$372,609. Totals 283 pledges out of 800+ families for a pledged total of \$532,536.
- Financial Administrator Update – Gordon Gibbs is receiving training to assist with computer entry for deposits, etc. and will volunteer his time in this capacity. Further details to be considered by the Finance Committee.
- Emergency Shelter – second opportunity – our second week of hosting went well and volunteers stepped forward to help. The emergency shelter will be closing for the season this month and will be hosting an end-of-year thank you event for the volunteers.
- Nominating Committee – See Pastor's report. Chastity/Pam recommended moving the names forward for approval by the council.

New Business:

- Budgeting Process will be getting underway

Covenant Commission Communications – The servant commission will be seeking approval for John Love to join their commission.

Pastor Trish closed the meeting with prayer requests. Meeting adjourned at 4:40 p.m.

Next meeting May 8, 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: April 3, 2018

No Meeting Held

Christ the King Lutheran Church

Covenant Commission Reports

Name of Commission: Word & Sacrament

Date of Meeting: April 10, 2018

Members Present: Pastor Patrick, Pastor Trish, Randy Moritz, Jessica DuRose, Jodi Maas, Kris Norland, Matt Norland (council liaison)

Members Absent: Jason Fette, Jim Armbruster (council liaison)

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

Devotions: Kris N

Approval of the March 6, 2018, Meeting Minutes:

- Motion made/seconded by Randy M/Jessica D to approve the minutes - motion passed

Council Report:

- Audit wrap-up
- Eide Bailly rep helpful during transition

Items for Council Action: None

Pastoral Report: Pastor Patrick

- SE MN Synod Conf May 4 & 5 (Reps Duane Olson, Joel Fienen, Marilyn Mathiason + 3)
- Stewardship Mission Team has a ways to go on pledges/followed by next year's budget
 - Power of Pledge video series well received
- Nomination Team working on 4 open positions

Pastoral Report: Pastor Trish

- Working on last month of Education program year
 - Club 9 Affirmation of Baptism in May (used new curriculum this year)
 - B3 family feedback
 - Education Mission Team feedback (evaluation/initial planning for next year)
 - Meeting next week about 2018 Christmas Program

Staff Report: No changes

Old Business:

- Randy Moritz approved as commission's newest member
- Usher meeting pending
- Easter feedback from commission members
- Congregational Engagement SWOT analysis – Strengths
 - Worship
 - Saturday and Wednesday night options
 - Committed leaders – however, few in # and same people
 - Volunteers – however, need to “invite” to volunteer
 - Education
 - Three-year rotation, creative themes, energy/action
 - Wednesday night option
- Music program

New Business:

- March 2018 Council packet posted online?
- What drives attendance?
 - If playing a role in the worship service, tend to bring family
 - Senior high – hard to commit as student or their parent(s)
 - Of 2800 members, @750 attend Wednesday, Saturday or Sunday
- Congregational feedback @ education options (W&S Commission looking for feedback)
 - Goal: gather/summarize data & make decisions before August registration
 - Paper ballot during worship time – once or twice at end of May
 - Similar to Mankato Public Schools’ request to “choose a calendar”
 - Publicize via Facebook, Website, Newsletter, Good News
 - Discussion:
 - Wednesday 2-3 options – keep 6:15-7:00 worship time
 - Sunday 2-3 options – start with families in worship center?
 - Kids Klub end time can go late (change in grades 5-6 large group time)
 - Works well for grades 7-8 (6:15 church/7:07 class/8:00 end time)
 - Public schools respect Wed church night/other organizations don’t
 - Small groups usually gender specific/consider a grade 7 mixed group?

Prayer Requests Received

Meeting Adjourned: Motion made/seconded to adjourn meeting at 7:05PM

Next Meeting: May 1 - 6PM (first Tuesday of each month/no July meetings)

Forward agenda items: budget, etc

Next Devotions: TBA

Respectfully Submitted: Kris N

The Word and Sacrament Commission, based on the 2nd 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: April 3, 2018

No Meeting Was Held

Christ the King Lutheran Church Covenant Commission Reports

Name of Commission: Servant
Date of Meeting: April 5, 2018

Members Present: Cindy, Naomi, Todd, Mary from the council, and Pastor Trish.

Call to order

- Pastor Trish called the meeting to order.
- Devotion read by Cindy

Approval of minutes from the last meeting

- The minutes were reviewed from the last meeting and approved without change.

Old Business

- Discussed who is doing which power point for the beginning of services, and getting them done as soon as possible. The power points are of the groups that the church funds.
- The budget is not out yet, the annual meeting is in June.
- Looking for 4-6 new members, people with free time, positivity and motivation, worker bees, ideas, planning and organizing skills.

New Business

- Pastor Trish will bring John Love's name to the council to be approved as a new member of the Servant Commission
- Possibility of working with Faithful People to start small gatherings on Wednesdays for the new member groups. Discussed tailgating before the outdoor church services and providing hamburgers and hotdogs and lemonade. Those that are able can bring a dish to pass. The first tailgating event would be May 16th.

Pastor update:

None

Adjournment

Naomi adjourned the meeting.

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

Name of Commission: Justice & Peace

Date of Meeting: April 5, 2018

No Minutes Submitted