

# King of Kings Lutheran Church Church Council Minutes

June 6, 2024

## **Attendance**

### Members in Person

Jen McKinnon, President  
Jason Livingston, Vice President  
Tricia Dege, Vice President  
Todd Dexheimer, Member at Large 6:36  
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: None

**Guest Present:** Laurel Bornholtz

**Past Business:** None

The meeting was called to order at 6:30 pm. by Jen McKinnon presiding.

## **Opening Prayer – Pastor Jon**

### **Approval of Prior months Meeting Minutes**

Jen moved to accept the agenda.

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

**Motion passed (CC.24.06.15)**

### **Approval of Agenda – Jen**

Jason moved to accept the agenda.

Tricia seconded the motion.

**Motion passed (CC.24.06.16)**

**Connection Questions:** What is the one thing you are looking forward to this summer?

– The council shared what they were looking forward to this summer.

**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.

**Celebration:**

Jen thanked Angie for all her years as Council Treasurer. Thank You Angie!!!

**New Business:** Vote on Council President

- Jen said we technically need to vote for council president, I will call for nominations.
- Jason said as part of the Executive Council I would like to nominate Jen, Tricia moved to second.
- Jen said I will accept that nomination.
- Jen asked the group all in favor, the motion passes.
- Jen said I will remain president for another year.

**Jason made a motion to approve Jen McKinnon as Council President.**

Tricia seconded the motion.

**Motion passed (CC.24.06.17)****Strategic Planning: Off Site Meeting Follow Up**

1. Discussion Strategic Plan – Tricia
  - a) Jen said I will hand this over to Tricia for the update.
  - b) Pastor Jon talked about having a wide demo, many different life changes like starting families. How do you encapsulate that group? This gives us a more focused group, those leaving home, going to college, and the other group was so nebulous. This ties into what laurel is working on, more fine-tuned/focused that is what we are.
  - c) Tricia talked about two slides for each goal.
  - d) Dianne asked, are we reading other tactics?
  - e) Tricia said yes if there are some other ideas you want to suggest.
  - f) Tricia said the to-dos are to read all tactics and each team work on tactics and metrics.
  - g) Jen added, I can send out as recap.
  - h) Tricia said the last slide is to start thinking about how often to review.
  - i) Jen asked, Will this work well with the new planning tools you are using.
  - j) Pastor Jon replied maybe.
  - k) Tricia asked if this works for everyone.
  - l) Dianne said this looks great Tricia.
  - m) Laurel announced I will take my leave and left the meeting.
2. Finance Update – Angie
  - a) April was not a great month; our giving year today is behind budget.
  - b) Due to expense saving we are still Ok on bottom line.
  - c) May is a better month, a few lump sum gifts have come in.
  - d) Our cash balance remains similar, we were behind we used 55,000 of cash, not a great story but not alarming, summer months get a little lean.

- e) Investment funds are still doing well and processing fees are being covered by interest payments.
- f) Jason asked about unrealized market fluctuation. Angie replied: yes.
- g) Jen said you talked about some cost savings.
- h) Angie said we have significant savings in the personnel line due to putting new hires on hold.
- i) Jen commented: Pastor Jon, I thought the way your words in the 10:45 I noticed the way you talked about giving was good.

<b>2024</b>	<b>April</b>	<b>Year-to-date</b>
<b>Contributions</b>	<b>149,088</b>	<b>649,902</b>
<b>Expenses</b>	<b>142,491</b>	<b>542,866</b>
<b>Net</b>	<b>6,597</b>	<b>107,036</b>

3. Finance Team Advisor Recommendation - Kevin

- a) Jen said we should start fresh with everyone here.
- b) Kevin said we have had the same advisor for a long time, the finance committee has done their due diligence.
- c) Jason asked why are we making this change?
- d) Kevin said he really has not been involved; he does not reach out.
- e) Rebeccas said there is an expectation, or is he not pro-active, does he realize this is a problem for the committee?
- f) Kevin replied to a couple of members have reached out once or twice.
- g) Jason asked, what is the expectation of him, to come once or twice a year?
- h) Kevin said we pay him one percent to make the trades.
- i) Todd asked Is he invited to the meetings?
- j) Jason asked does he know when the meetings are happening.
- k) Todd asked, is the expectation to show up twice a year. Legally he needs to meet with us once a year.
- l) Pastor Jon said, if that expectation, has been clear, have them provided as a baseline of expectations.
- m) Todd said does he know his expectations and is he refusing them if he knows them and does not follow up. Is the ownness on us? In my opinion, it's a little of this is on us.
- n) Kevin said Charlie has talked with him.
- o) Jen said in my option, it is not fair, maybe you talk with him maybe not just Charlie. Maybe he is fine with him to be released.
- p) Todd my question on top of that is, has he done anything that is wrong other than not showing up for an annual meeting, or done anything that is negative in any way?
- q) Kevin replied, the answer would be yes, for not doing anything.
- r) Todd asked who is his point of contact, how often do you contact him?
- s) Dianne said maybe twice a year, where I call him to make a change, he has been prompt on making changes. The biggest issues that we see we are not getting any feedback. We are blessed with a few people who have been making changes. The point of the whole

discussion that started with this if he is managing our portfolio, why is he not making recommendations? He was at every meeting in the beginning we got advice and input. He is housed in Blaine, what it came down to if we had someone closer to the Woodbury area. How well received does he feel at these meetings?

- t) Jason said would the expectation be that you would still be making decisions on the investment decision. That is my first thought on that, are we set up that the finance committee wants to do and to rubber stamp it.
- u) Pastor Jon said whatever advisor comes to the finance committee, what we ran into with him is a different philosophy of what to invest in. What is his MO on moving money around within the church context. We as the finance committee, you should be getting out of or into. Last meeting we were presented with a viable option,
- v) Jason, asked are we stock trading?
- w) Pastor Jon said it's in dividend paying stock. what is the rating, we are staying stagnant 4-6 percent tops, you can see last month there was an item we had money to put money into large cap growth. He pulls the trigger. Back to Todds questions, is he clear of what is the expectation? What are his expectations, we need to talk to him about expectations and does he want to continue as our advisor? A clear conversation needs to be had with him to review the expectations, if he does not want to do it is there someone to recommend. We did do an interview, but we need to take a step back and check in with him before we move forward. Did we do our due diligence about expectations?
- x) Todd said, for me when I have a problem, I look with me.
- y) Angie said there is an expectation they are required to reach out annually.
- z) Kevin said we are not looking at someone to act to rubber stamp; we want someone to give us recommendations and push back.
- aa) Jen added a check and balance.
- bb) Kevin said this is what we recommend, I want them to ask questions.
- cc) Todd said there are four of you that deal with him.
- dd) Todd if he met the meeting expectations, quarterly meeting is met or would you say that is not good enough.
- ee) Pastor Jon said I do not know enough to say this. Where this came from one of the finance team members, he came in. Originally was invested and engaged.
- ff) Kevin stated that the finance committee's recommendation was that he has brought has been subpar.
- gg) Pastor Jon said it may be the investment philosophy is different. When presented maybe good for someone else but not for us. Are they going to challenge enough?
- hh) Jen asked does he know our philosophy, what are strategies.
- ii) Pastor Jon said you are reiterating what Todd is saying, for a sake of time, we need to go back as a finance comm. Here is our expectation, policy, do you want to continue. Does your philosophy of investing match where we want to go, I think these are the next steps. Do you have someone that would better align with we want. It gives members comfortable keeping with Thrivent, a sense of peace and comfort with what we are doing. I think that would be the next step.

- jj) Todd said I feel if this was my choice, have conversations with him, review philosophy and expectations and he does meet our expectations, then move on with him.
- kk) Jen – I would agree, I think in fairness to him to be sure communication is clear, again I would like you Kevin to talk with him.
- ll) Pastor Jon said are you really making our expectations, I think Todd, the process that you outlined I would be support of.
- mm) Tricia added, I think there needs to be an above-board conversation.
- nn) Pastor Jon said I want to be part of the conversation and Dianne needs to be a part of this conversation.
- oo) We should define a specific process of ID and vetting a person, I do not know if I like this person being a member of our church.
- pp) Kevin said we did have this conversation, it is a positive, they have skin in the game.
- qq) Kevin said I would like to have a member.
- rr) Todd said I agree with Jason.
- ss) Jason said we did approve it could be a member.
- tt) Pastor Jon said I appreciate the conversation, what is the ultimate recommendation, is that our decision to make or the finance comm to make. We have a great framework and process to work with we could pick up at the next meeting.
- uu) Tricia said we need to think about the process to have three bids. At certain amount. Once percent a year we should put on a future agenda a vendor policy.
- vv) Pastor Jon said they must be in alignment with that number.
- ww) Dianne said if you are going 5,000 over budget you need approval. Quote bids we always get 3 bids, we have to keep in the records, sometimes we don't go with the lowest bid. Those policies are written, and I will get them to you. I agree we need a policy, first to replace advisor. For every position we post the jobs. This is the first time we have looked at it in 8 years. We are new to it. The finance chair should reach out to the finance advisor and clear expectations on my roll. I can step back. We need to document.

**Worship / Community Engagement:**

1. Organ Committee – Update on “next step” in the research / due diligence process.
  - a) Pastor Jon said the sonar work did come through; I did not see what they found.
  - b) Todd asked who did it? The problem is they have not given it to us.
  - c) Pastor Jon said the weight was 7,000 pounds.
  - d) Todd said we will have to do foundation.
  - e) Pastor Jon said that Ralph has and is working with Peggy at Rogers.
  - f) Todd said I would like to be included in those emails. That would be great.
  - g) Rebecca asked do we have a date; do we know when we will have an answer?
  - h) Dianne said from our discussion last Wednesday, I thought we would have by now.
  - i) Jen asked if anything else.

**Staff / Ministry Updates:**

1. Monthly Staff Updates

**Other Committee Updates / New Business:**

1. Projects on hold: Alarm System

**Upcoming Events and Meetings**

1. June 11th- Executive Council Meeting
2. June 18th - Council Meeting will be waved.
3. July 9th – Executive Council Meeting
4. July 16th – Council Meeting

The meeting adjourned at **7:49 pm**

Adjourn Meeting – Jen

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

**Note:** The May meeting needed to be rescheduled to June 4<sup>th</sup> due to not enough council members being available to hold a meeting and at the June 4<sup>th</sup> meeting decided not to meet again until the July 16<sup>th</sup> meeting.

## Appendix A: Staff Reports

## May Church Council Staff Reports

## Pastor Jon

## Leadership:

- Our All Staff Meeting agenda continues to evolve. To ensure additional communication, we have also added, “I’m Communicating....” To the list of 6 connection statements, “I’m celebrating... I’m working on... I’m learning... I’m needing help with... I’m reading or listening to... I’m reflecting on...” To help flesh out this new statement, reflection questions were also provided, “What information do I need to share? Get it out of my head.” What are my upcoming communication needs?” and “Who needs to know what and what timeline would bless them? - Let’s be proactive” We are also invited to share a story that will bless the congregation and uplift ministry and to support and promote the ministry of others.
- As part of the All Staff Meeting on May 21 we had a planning day. As part of this meeting, we reviewed our Mission Statement and E4 Strategy. While we will be living out each of the four strategies, this year’s focus will be on Engagement. We also took part in major calendaring which will continue to be a major focus.
- New Monthly – planning sheets “Month – Events Q 1-4 2024/2025” have been created based on our quarterly planning sheets from 2021/2022. These sheets include several revisions as it was determined that more information was needed. These revised sheets include several sections:
  - Events (General calendar which identifies date, time/location, the driver of the event and congregational asks.)
  - Events Details (which provides additional information on smaller events. There will also be links to existing documents that will house additional information for larger events.
  - Additional pages that correspond with an event that is typically housed within that month (this may be adjusted as the sheets are utilized).

Having set a template, we will need staff buy-in for it to be successful. We will also need to identify a driver for the ongoing maintenance and upkeep of these documents. The information is all there and it’s just a matter of leveraging the communication tools that are at our disposal.

## Stewardship:

- The personal Stewardship Thank You / Congregational Connection notes have been printed and are ready to be signed. We are simply waiting for envelopes to be addressed. My intent is to get to this project in the upcoming months.
- Once we receive more information from the structural engineer (and various other contractors associated with this project), we will have the information needed to create a clear vision and ask surrounding the upcoming Organ Appeal. As part of this process, we will need to determine the financial thresholds that will help guide us in how we move forward with this project in a healthy way. As reported last month, with other congregational asks, we are seeking to create a healthy opportunity for engagement while supporting our current budget as outlined in our 2024 stewardship campaign. Clear and concise messaging needs to be developed that will speak to the importance of general budget support and this congregational initiative so that ministry and benevolence support is not significantly impacted. Currently, we are significantly behind in terms of budgeted revenue. Please see Finance Report. Our hope is that ongoing communication through quarterly statement letters and additional messaging

will help bridge the gap. Content is being developed for bulletin use and congregational updates and communication.

- Legwork continues to take place as we discern if the services of a Capital Campaign Firm would be a good next step for King of Kings as we have significant projects on the horizon.

**Worship:**

- Work continues on the “Paired Up” series for Fall which will live into our Engagement Strategy as people are encouraged to connect with the church. This series will also encourage us to connect with others in the congregation to foster a sense of community. Perhaps it will also allow us to collect updated pictures, contact information and invite people into the life of the church.
- Worked with Michael Carmack on getting service components ready for Baccalaureate weekend on May 19. Once again, we had several students leading the service in terms of welcome, readings, confession of faith and prayers.

**General:**

- Officiated funerals on May 9, May 11, May 24 with another scheduled for June 8. I officiated weddings on May 25 and June 1 with another scheduled for June 15.
- I am grateful for Pastor Amelia for offering preaching support on the weekend of May 24 as it gave me time to handle hearts well.

**Nominating Committee**

- No update at this time.

**Pastor Amelia**

**Jake**

**Laurel**

**Paula**

**Michael**

1. Had a successful garage sale - earned 6700 for students going to camp and on mission this summer
2. Great Baccalaureate service - families enjoyed the service and students were recognized
3. Working on final touches for our Iowa mission trip coming up next month - June 24 - 28
4. Finishing touches on the National Youth Gathering trip coming up towards the end of July.



5. Programming ended really well! It was a great year overall - lots of students involved in not only confirmation but in LOTS of other opportunities in the church!

**Pam**

Celebrating our second Food with Friends Community Dinner. We had 60 guests attend. Fun was had by all. We had 5 members from King of Kings attend the event. Looking forward to our 3rd dinner on June 15th at Guardian Angels. Hoping to host an event in August at King of Kings.

Loaves and Fishes continues to serve 275 people each month with a hot meal.

Working on our Skoolie activities for June 25th at Newport Elementary

**Andrea**

Aloha! Our 4 year olds wrapped up their Hawaii unit and had much fun "flying" to Hawaii for the day! Thank you to all of the Church staff that went along with our set up for those days! We are almost done with this school year - Thursday, May 23rd at 2:30 the last RSG class will leave preschool for the summer. There is excitement in the air, in the classroom, outside, in the hallways, bathrooms, everywhere the kids are there is excitement! It makes for fun (long) days of school for the teachers... During the summer, the teachers spend time planning and prepping for next year (as well as renewing background checks/fingerprints and CPR/First Aid training) and I am in and out of the preschool office also planning and prepping for the teachers and the families to return in September. We are so grateful for yet another wonderful year of preschool.

**Dianne**