

King of Kings Lutheran Church

Church Council Minutes

August 20, 2024

Attendance

Members in Person

Jen McKinnon, President
Jason Livingston, Vice President
Tricia Dege, Vice President
Kevin Schwartz, Finance
Tami Olson, Secretary
Pastor Jon Larson, Lead Pastor
Pastor Amelia Houdek, Associate Pastor
Dianne Johnson, Executive Director

Members Excused

Rebecca Kurtz Schwanke, Member at Large
Todd Dexheimer, Member at Large
Jen Krumrie, Treasurer

Guest Present: Bret Musselman – Universal Church Directories

Past Business: None

The meeting was called to order at 6:35 pm. by Jen McKinnon presiding.

Opening Prayer – Pastor Jon

Approval of Prior months Meeting Minutes

Jen moved to accept the minutes of the last regular meeting.
Tami seconded the motion.

Motion passed (CC.24.08.21)

Approval of Agenda – Jen

Jen moved to accept the agenda.
Kevin seconded the motion.

Motion passed (CC.24.08.22)

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: Bret Musselman, Universal Church Directories

Jen introduced Bret - Bret talked about his background, he has been doing this for 29 years, started as photographer in San Diego, then became Rep in Minneapolis. He said he is the point guy from beginning to end. Bret said that each portrait sitting gets a directory and 8x10 portrait for free. Bret talked about the directory layout options, front back cover, graphics on both pages in front and family portraits in middle and in the back name, address, phone and email.

Bret talked about a program to lay out photo pages, and that he would be the resources. If there are any other costs, we will let you know. Bret handed out sample directors to review. Bret said we will also do staff photos, but do not do group shots, but like pets. at least 2 meetings, one organization meeting that is 6-8 weeks before first photo sessions and meeting before photo sessions. Bret said that the photo sessions are an opportunity to connect with congregations. People will come into church for a picture.

Bret said we have an app, and one person as administrator, the directory is searchable, even if no photo in system the information is still there. The app admin can delete info, as you get new members you can add pictures and profiles. We never photograph everyone; it becomes an ongoing living directory with push notifications.

Bret talked about promotional items, newsletters bulletin inserts, posters, QR codes. Talks about service customers service for customs and the last page reason to do directors, people want portraits.

Bret said we also have greeting cards, tri fold brochures, they put in pews. Bret also talked about credits and using extra pages, and ministry tools. Dianne has I will show you special gets you 6 extra credits, for October, November and December in time for Christmas cut off. Bret talked about timelines, availability dates, directory committee, publishing layout and scheduling. Resources needed during photo sessions with meeting before photography. Basically, if we move forward the work week is Tuesday to Saturday. Anyone photographed by December 7th will get photos by Christmas.

This is a bullet point overview, one thing I like to point out, If someone is not photographed here they can go to other Churches submitting a photo is \$15.00 going to church is free. Dianne asked if snowbirds could go to other churches. Pastor Jon said we have a living directory for part now and part later. Bret said we need to get 25 a day to photograph. Usually not always a lot of snowbirds. Dianne noted we have about 35-40, some in Texas and some Florida, then offer spring date. Pastor Jon said, part one and part two. Once the directory is printed, you can move them into the app. One church did not do a staff page and made pages to put in directory. Bret thanked the council.

Jen said thank you, we will talk about timeline. Bret added I do this all year round. Pastor Jon asked why they don't do photographs on Sunday. Bret said I do Sundays, but promised staff that Sunday is a day off. Bret left the meeting.

Jen asked if we could hold off until spring? Dianne said it is about getting volunteers, it has fallen to staff, and I cannot let it fall to staff right now and I don't want to miss the snowbirds. Jen said if it's spring we can connect. Dianne said it can be done in a way to do a big May event. Jen added before summer hits. Dianne said it depends on the weather and driving, tried to remember reasons in the past. Pastor Jon said if you want college age kids you won't get collage age kids. Jen said this will be reviewed at the next leadership meeting.

1. **Discussion Strategic Plan - Off Site Meeting Follow Up - Tricia**

- Jen handed it off to Tricia. Tricia said we asked to collect year one priority and cost.

Staff & Engagement: Pastor Amelia, Paula, Tami, Rebecca

- a) Pastor Amelia said we are already moving things forward.
- b) Again, to get people connected, there are a skills and interest booklet we will be utilizing to gather information. I showed at a new member class, and they had no idea we had all that all going on. One of the phrases we have been using is telling the story so we can bring people into the story, so it becomes the story that is what engagement is all about. We have a full process in places, we are fine tuning to get follow up on the back side.
- c) We are really excited about that and covers, one thing, on hold, is letting people have access to ACS, we will look at in the second and third years., Pastor Jon has highlighted, who is connected to who. One thing our team ensures is that everyone is connected to someone. They come by interest, how are we making sure that how you retain people into our faith community.
- d) Jason said data is a huge part of what we are doing, data can be so valuable, most organizations don't manage data, you can build things into your database.
- e) Pastor Jon said the database has groups, demographic or skill set working with Pastor Amelia and team how do you ID, we use for mailing distribution lists, settings what are people involved in.
- f) Pastor Amelia said, Pastor Jon and I are working through our member list, if I have someone on my list that we are checking on, if I see they are not connected to anybody. There are ways to utilize that data. Info is power.
- g) Ware committed so that people can connect with us as leaders, not a high priority, low mid priority we need to figure out best way to do that, my idea of wall of pictures.
- h) Dianne said one of the things we could do in the new member class is how they got connected to this church, who do you know from this church.
- i) Pastor Amelia said I do that, but don't document that.
- j) Dianne said it helps with visits; so you are not surprised.

Growth: Pam, Jake, Jen

- a) Jen said we started in January, so from ours for this year, the Nancy Nelson effect as it fits in.
- b) What we said as for as some resources, café gift cards, swag, gospel hospitality, Pastor Dan as far as men's ministry.
- c) Jen said reaching out, measuring by department, who is showing up,
- d) Jen said how connected are you feeling, what are you involved in.
- e) How many are in seats and how much we are getting in donations.

- f) Not a lot new, how do we focus on making people feel welcome and invited.
- g) Pastor Amelia asked do you know what Gospel Hospitality is? Transforming ordinary interaction into extraordinary experiences, if you need an example, find stories about Jesus.

Giving/Financial: Dianne Todd, Jason, Kevin

- a) Jason said I connected with Todd yesterday, have not had time to type up. The priorities we are looking at sounds like we have a database, sounds like we could connect with ACS DB.
- b) Jason said the number one priority this year one is basically to create database to better track some of these things.
- c) Jason said 2025 calendar to ID dates for major events throughout the year.
- d) Jason said we want to be able to ID can we fit into events with everything else going on second bullet.
- e) Jason said the third strategies to continue to connect this is not a year one as we went through all of these, we need a resources, probably a part time resources maybe come something bigger, we talk about how difficult it is to do these things and to have fully volunteers run, most likely a position, like donor engagement that can take point on the giving aspects of the church and can be staff liaison, and will also be volunteer coordinated for events, from experience, some have been 100 run and executed by volunteers, they have oversight from school, but they are not driving the activities, that is our biggest gap we see to have enough volunteers to execute.
- f) Jason said breaking down donations, all are important to the church we are honoring what they are giving, it is kind of engaging donors in different ways, it is not tactical it is just ID that we can do a better job over all if we take.
- g) Pastor Jon wrote over 800 notes to all members who have giving donations, 11 left.

Young Families - Laurel, Tricia

- a) Tricia said young families, Laurel and I have a lot of those things were already in play, question how do we increase the number of baptism, drop in play will continue, parent study, find a time to engage families on a Sunday.
- b) Andrea is starting to talk with parents from Ready Set Grow in cafe and make invitations. Those things are being done by existing staff.

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

- a) Pastor Jon post High School in process, Michael is doing.
- b) Pastor Jon said tactic 2 is year 2, usually get in orientation packets.
- c) Pastor Jon said to create intentional connection points, August, key events, Birthday we can do through Database, big thing is the devotional content, ongoing review, that comes into play with resources needed, content writer. Like what we are doing with the resources preview, gets into online. Does our written content translate to video content? What does it mean working in tandem being asset.
- d) Key events pre/post-Christmas, what would be of benefits, being more intentional for ongoing connections.
- e) That was this multicolored document, financial investment, review gaps quarterly, after we develop content, would be ongoing and reviewing annually.

- f) Pastor Jon said I am seeing good movement, a praise God awesome with Pastor Amelia on team engagement. We are seeing things bubble up. Donor Engagement yeah!
- g) Tricia said two more things to do for content writer and Pastor Jon \$700 a month for content management.
- h) Tricia for next time, we need to take a stab at the measure a base line what is it today. Jen a harder one is the growth team. We can have many over time. We need to have a baseline.

2. Financial Update:

- a) Jen said I will hand it off to Kevin and Dianne.
- b) Dianne said, in my report, we did make some improvements.
- c) Our biggest saving is in expenses, and investment fund.
- d) I talked to Jen about moving to a new financial update.
- e) Jen said the investments are like icing on the cake.
- f) Dianne said other revenues and expenses, when we were not making any interest, and having to pay fees. Having that income covers fees. Jen and I will be looking at this.
- g) Dianne said Ready Set Grow is not getting September tuition, Registration fee and maybe get Tuition early. We did raise registration fee and tuition, want to be competitive, not an all day day care hard to be competitive.
- h) Jen has that has been considered to do all day preschool?
- i) Dianne said yes, different licensing, nap time space, licensed commercial kitchen-a lot of changes would be needed.

2024	July	Year-to-date
Contributions	187,627	1,207,181
Expenses	141,129	982,427
Net	46,497	224,754

3. Worship / Community Engagement:

Organ Committee update on research and due diligence process.

- a) Jen said next looking at the organ.
- b) Kevin said the Finance Committee talked about the organ, Rebecca and the Finance Committee looked at the cash reserve, like you look at home 6 months expense, what we need in reserve, take the recommends, the organ it self it is vital and needs to be replaced, to use 200,000 in money market to fund the organ, and current balance 21,560 what has already been donated, we are up substantially from investment fund 28,440. Our investment account is up 46,000 in gains. We would like to use that for the ministry of the church. From there that is just to get the organ in place, and is under the 10 percent threshold and don't need a vote, Rebecca would like the pipes, and have the church ministry fund the pipes, we would like to see the congregation step up.
- c) Jason asked what happens if we get \$100,00 from congregation and not enough to pay for pipes?

- d) Kevin said we would like to have pledging from September to November, 272,339 would be needed in pledges, if we don't have it we won't get it.
- e) We will close fund down to buy organ.
- f) Pastor Amelia said we make the pledges, if the pledges don't match we don't open up again.
- g) Jen said it is.
- h) Kevin said it's the construction plus the pipping.
- i) Jen said before we discuss this with the congregations, are the organ and pipes the same cost or have they gone up? Regardless, we need to revisit. I would like to see the costs confirmed.
- j) Kevin said I don't know if numbers are still good.
- k) Dianne said checking with Peggy, now sharing this plan this is what we are going to do. What is the organ costs.
- l) Dianne said heard the wood would increase, solidifying the numbers with Peggy with plan.
- m) Jason said I have a couple of questions, has the finance committee talked to the organ committee?
- n) Dianne said what I like about this is we need the pledges, we have taken the money already raised for the organ.
- o) If we get money we don't need to spend money, I am concerned if we are spending that much money.
- p) Kevin replied this is completely different from budget.
- q) Jason said if we go for organ and 6 ranks of pipes through the town hall taking pledges, could impact whether people donate, if we raise 100,000. It would be 100,000 less.
- r) Jen said this is an instrument already in place it is something to replace, since we have already had some funding. I can see the side it is something we already have.
- s) Tricia stated that this is a very elegant solution. I think beautiful solutions.
- t) Jason asked are you worried about additional expenses.
- u) Pastor Jon said if this is good faith, we had unexpected costs, that can be in communications, Dianne had conversations with some of the pieces that could be variables. Some of the things, may ebb and flow. Because of the duration we can look to congregation but if we have investment fund resources.
- v) Jason said my only concern is we are pulling a lot of money out of the fund.
- w) Jen said my fear is regular donations will go down if we have money go to this project.
- x) Jason said I am not super entrenched in this position I want to be good steward of our money.
- y) Kevin said one of the things we talked about 9:30 is more valued than 10:45, still used weddings, funeral. How we looked at it that the 10:45 could get behind just the organ.
- z) Jen said I think it honors all parties involved. It covers like kitchen appliance; it needs to be done.
- aa) Tricia said like a decision at home I can afford a Whirlpool but not a Bosch.
- bb) Jen said I know the communication will be well done.
- cc) Kevin said we will replace the need.
- dd) Jason said will you have speakers, if we get pledges over \$100,000, if we get the full amount.

- ee) Pastor Jon said the question, I gave my money if we wanted pipes, the question what is the intent of the gift.
- ff) The electronic organ is what we committed to.
- gg) Pastor Jon said the proposal that Finance proposed, is the instrument itself, Jason I see what you are saying. It eases the process and gives clarity and checks to see if we can move the project.
- hh) Jen said do we need to vote on this? Do we have enough people.

Approval to accept recommendation to fund base electric organ and speakers with \$200,000 from investment fund.

Kevin moved to approve the motion.

Tricia seconded the motion.

Motion passed (CC.24.08.23)

- ii) Jen asked who communicated to the committee?
- jj) Tricia said to check with Rebecca to find a subcommittee for fundraising.
- kk) Dianne and Pastor Jon will help, it will be presented at services, and on web site.
- ll) Dianne suggested pledge fund raising 6-9 weeks. We need to document pledges and keep everyone informed.

Other Committee Updates / New Business:

Projects getting bids:

1. Alarm System

Upcoming Events and meetings

1. Connection Sunday – Sept 8th (Council will be at the Leadership Table along with Finance)
2. Executive Team – Sept 10th
3. Council Meeting – Sept 17th

The meeting adjourned at **8:28 pm**

Adjourn Meeting – Jen

Closing Prayer & Prayer Requests – Pastor Amelia

Appendix A: Staff Reports**August Staff Council Reports****Pastor Jon****Leadership:**

- During the All Staff Meeting on August 8, we took time to review August 2024 Planning Sheets to update ministry items for 2025 planning purposes. We need additional information for several key events. As we set the cadence for the year, we will need to move ministry beyond day-to-day planning to discussions surrounding evaluation and long-range visioning, planning and implementation.

Stewardship:

- The personal Congregational Connection notes are almost done. Sadly, I finished the initial box of cards and we needed to order more. Good problem to have. I have gleaned several things from the process. There is no denying the importance of connections and gathering photos for point of reference. While some households have not officially joined King of Kings and are listed as “Child in Programming” or “Baptism” they are fully engaged in the life of the church. I have talked to Laurel about getting these pictures from her team as part of the registration process. I have also found that there is a specific need in terms of connecting with those households who may be “empty nesters” to encourage them to continue to engage in the life of the church. This would play into engagement strategies that are in development as part of the visioning process. This has also been a great opportunity to hear updates from families – specifically in terms of congregational care concerns and updates on our college age demographic.
- I have registered for an upcoming Legacy Gifting course on Tuesday, September 10. I have also been reviewing additional communication strategies and seeking to incorporate them into our 2025 Stewardship Campaign.
- You will note the addition of monthly revisions to the Stewardship narrative in the bulletin. This is a point of connection and communication with the congregation. As part of this process, I will be developing an annual cadence which we can leveraged for the future. The next step is to provide additional connection points within the Connection as opportunities arise which will be based on Legacy Gifting Concepts.

Worship:

- Work continues on Sermon Series outlines. In order to limit the number of themes presented throughout the year we are considering shifting our “Paired Up” series title to reflect the Connection theme. This also moves us from perceived limitations surrounding the numbers of congregational connections.
- Finalizing Preaching Schedule for September / October.

General:

- Officiated funerals on July 24/committal service July 25, July 31/committal service August 1 and August 6. I will be officiating a bi-lingual wedding service on August 27.

Nominating Committee

- I will be reaching out to the Nominating Team shortly to begin the Nominating process. My goal is to see how we can best leverage the September 8 Connection Weekend to highlight leadership opportunities.

Pastor Amelia

I Celebrate:

- Development of comprehensive Gospel Hospitality plan
- 1st 'Coaching Connection' event set, along with powerpoint, to help the volunteers embody Gospel Hospitality (GH is transforming ordinary interactions into extraordinary experiences Ge. 18 Oaks of Mamre)
- Capable and committed visitation team—our monthly meetings serve to encourage, engage, equip, and empower our team for the work of the lay ministry they are called to do. They are a vital part of the congregational care ministry at King of Kings
- Finalized and posted new position description for a 'Hospitality Development Manager' who will report to the associate pastor—see job description. I know this is mission critical position to have in place as we continue to lean into a new reality post covid—our volunteers will be trained and encouraged, new people will be inspired to engage in serving during the weekend worship experience, other paid sunday experience positions will be supported and trained as needed. This person will drive the vision for Gospel Hospitality at King of Kings
- The leadership role Jake P. brings to the A/V tech team.
- Jasper Blue, our new puppy!

I Am Working On

- Sunday worship experience volunteer roles and responsibility training cards
- Sept. 8 Connection Sunday (alongside Laurel B., who is the driver)
- Fine-tuning the Explore Membership event content to reflect this year's emphasis on engagement
- Prayer ministry team development

I Ask Prayer For

- Continued passion and creativity in my call
- Healthy and vital leadership teams
- Holy Spirit to continue to reveal the 'plans God has for us'
- My family
- This congregation

I Am, Reading/listening to

- Center for Action and Contemplation daily devotions
- 'Jesus Found in Translation' by Degear
- 'Practicing the Way' by Comer
- Summer psychological thriller series "the Housemaid"
- I am more interested in what YOU ARE READING! Send me titles!

Jake

Lots of upgrades and changes lately

- I've finished the drum project I was working on. The drums now have a door and some fins to lessen the acoustical sound of the drums in the room.
- I've reorganized the sound board to reincorporate the altar microphone
- I relabeled the floor boxes on the cancel so that anyone could follow the instructions and plug in an instrument
- I've done lots of research into a new sound board. Ours is showing its age more and more each week

Michael

What a phenomenal summer!!

1. Serve camp was fantastic. We had 37 students participate this year. We served with 8 different organizations and had a great day at valleyfair celebrating our week of service together.
2. We had a GREAT experience at the National Youth Gathering. We spent our week together serving in Memphis and the rest of our week together praying, learning, worshiping and growing in our faith while in New Orleans. A great time!

Looking ahead

1. Working on getting all of our fall programming up and running. Getting students connected, registered and excited about confirmation.
2. Working with students/families preparing for confirmation Sunday this year.
3. Getting all our HS programming circled up together and ready to kickoff soon!

Laurel

- Met via phone with Maren Jo Schneider, host of "The Bible and the English Major" podcast. I've attended one of her workshops and believe she could be a fit for a Sunday Live series via Zoom (she lives in California but has family in Minnesota). Alpha Omega, our Thursday morning Bible study will be working through one of her podcasts this fall.
- Met with Sandra Zak to discuss Sunday Live for our 2024/25 program year. We have discussed selecting non-video series content to create a new opportunity for adult learners. Sunday Live will not resume before October this year as discernment continues.
- Men's Ministry will be adding a Sunday D-Group option beginning in September. The Sunday group will be led by one of the group members. Interested men will be encouraged to worship at 9:30 a.m. and then meet in West Conference Rooms from 10:45-11:45.
- I've been working with Isabelle on the Fall 2024 Adult Education & Connection Groups booklet. Dianne and I created and finalized registrations which will be announced in the August 21 Connection.
- Connection Sunday - September 8! We are currently on the 3rd draft of a new Skills and Interests (Time and Talent) booklet that Isabelle will be reformatting in the upcoming days.

Gathering input will be a month-long effort for September. There will be a ministry fair on September 8 - ministry leads have been contacted regarding setting up display space. T-shirts for table hosts, food, music and great connections are all planned for the morning.

Paula

Pam

I Celebrate:

Community Dinners - We hosted our first Food with Friends Thursday, August 1st. We had about 60 - 70 people in attendance. We had several refugee families from Central America. We had retired couples attend and people that received the invitation at Open Cupboard. We had an ice cream social with children's activities on Saturday, July 27th outside Open Cupboard with Guardian Angels. We passed out invitations to the COmmunity dinner at this event. I met a mom that moved from Chicago with the children. You can imagine the joy that filled my heart to see them walk into our dinner.

Skoolie Event - new volunteers at each Skoolie event. Great to see our members helping with these events.

Daudi Msseemmaa and wife Kellen - meeting them in person! Hearing about the work they are doing in Tanzania.

School Supply Drive!

The offering VBS and American Girls Camp - 8 Water filters for Guatemala and \$1,000 in socks and underwear for Community Resource Center. Thank you for Paula and Mason for their efforts.

I am Working on:

2025 Tanzania Mission trip

Community Dinners - how to improve them.. Seeing them evolve.. Involving King of King small groups, adding children activities, adding resources

SoWashCo PIT (Point in Time) for Nov. 6th. Event providing free resources for those in need.

Harvest Pack - a packing event this fall for 80 people at King of Kings. The food will stay local and given to our food pantry partners.

Guatemala Events for September - highlighting our partnership with ILAG

Andrea

End of summer is here and preparation for Fall is underway!

-Collecting/reading all child paperwork

-Preparing extra p/w and training for child allergies, ICCPP's

-Updating health and safety policies per licensing changes

-Getting teacher return day ready; orientation/training. Teachers return 9/3.

- Getting Parent Orientations ready
 - Restocking supplies for preschool
 - July: Teachers recertified in CPR/1st Aid (e/o year)
 - July: Teachers had background studdies/fingerprints re-done (every 5 years)
 - Washing. Every.Toy.
 - Plan and prepare for the RSG table for Sept 8.
- The playground was weeded and spruced up - thank you Annette and Gardening Crew! Was a jungle this summer.
- The wood chips on the playground have been added by Northwoods Landscaping and looks amazing!
- Looking forward to a great new school year!!

Dianne

Amazing how fast this summer has flown by so planning to take some time off soon.

MPR updates on the roll- the large stage was removed and currently in preparation for carpet. Greg Tietz is lined up for mid September to update the paint. Special thanks to Johnny as the project manager and implementer along with John Acosta and Mike Martinson for the extra work.

Doors continue to be addressed including the lock system. It was determined that over 16 years of salt some of the lock pins have rusted:



We will be changing the brand of salt we use on these thresholds in order to prevent this from occurring.

July Financials:

- *YTD contributions were \$1,207,000 - less than the YTD budget of \$1,360,000 by \$153,000*
- *YTD total expenses were \$982,000 – less than the YTD budget of \$1,135,000 by \$153,000*
- *The shortage in contributions was offset by lower expenses nearly dollar for dollar.*
- *In July, we reported YTD investment income of \$57,000. Investment income is not included in the budget and this item will be moved below the net fund surplus / deficit line for August reporting to facilitate easier analysis.*
- *Additionally, money market account interest is included in the other revenue / expenses line. We need to determine if it makes sense to move this line item below the net fund surplus / deficit line as well.*
- *Excluding investment income, YTD earnings are \$25,000 higher than the YTD budget, driven almost entirely by money market interest income.*
- *The operating funds projection indicates that we have a deficit in contributions of \$89,000.*

All registrations are built for the Fall education season and are on the website- thank you Laurel for helping me get these created.

Isabelle enjoyed a week of vacation and I helped cover her responsibilities- just a shout out of thanks to Isabelle, I am so happy she is here!!

Website changes:

Banner is now across the top rather than a hamburger menu.

Added the Apple Podcast Link to Social Banner Across Site

Added Service Times to Footer

Also, make sure to check out our latest [blog](#) as we head into Connection Sunday on September 8th.

Technical Needs:

Jake has identified that our current soundboard is in need of replacement, having worked on the soundboard, the levels of volume now jump and pop allowing for inconsistent volume and very difficult to control. Please see Jake's proposal [here](#). His recommendation is Option 2 at a cost of \$12,460.55; this system would be compatible for future upgrades to microphones, monitors, etc. We currently have the funds available within the 2024 Technical Arts budget yet because of this expenditure, this may be a budget line that we experience a cost overrun within at year end.

This is a much needed upgrade and supports all worship and event needs. The Finance Team agreed to this proposal and timing to get it done as soon as possible.