

King of Kings Lutheran Church

Church Council Minutes

July 16, 2024

Attendance

Members in Person

Jen McKinnon, President
Jason Livingston, Vice President
Tricia Dege, Vice President - Zoom
Todd Dexheimer, Member at Large
Rebecca Kurtz Schwanke, Member at Large - Zoom
Kevin Schwartz, Finance
Jen Krumrie, Treasurer
Tami Olson, Secretary
Pastor Jon Larson, Lead Pastor
Dianne Johnson, Executive Director

Members Excused

Pastor Amelia Houdek, Associate Pastor

Guest Present: None

Past Business: Pastor Housing Allowances were emailed on June 28, 2024

- **Pastor Jon Larson:** \$46,800
- **Pastor Amelia Houdek:** \$45,000

The meeting was called to order at 6:34 pm. by Jen McKinnon presiding.

Opening Prayer – Pastor Jon

Approval of Prior months Meeting Minutes

Jen moved to accept the agenda.

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

Motion passed (CC.24.07.18)

Approval of Agenda – Jen

Jen moved to accept the agenda after updating date and Pastor housing notes.

Tami seconded the motion.

Motion passed (CC.24.07.19)

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.

- Introduction of Jen Krumrie, our new Treasurer for King of Kings. Jen has been training with Angie for the last 4 weeks and is excited to be here!

Financial Advisor:

1. Kevin said the Financial Team has recommended Eric Hanson as Financial Advisor, we ran an advertisement in the bulletin and let Jason know we are moving on.
2. Dianne said we felt we did not do our due diligence, to let the congregation know what we were doing and posted the position on our website for additional candidates. We did not receive any interest. The Finance Team is OK with Eric Hanson, knowing he is a member of the congregations, he was waiting patiently as we went through this due process.
3. Jason asked if the outstanding concerns have been solved to your satisfaction?
4. Kevin said that Eric is moving offices August 1st.
5. Tami asked when he would start.
6. Pastor Jon said he has to be offered position and accept it.
7. Kevin replied that most likely he will start in a couple weeks.

Approval of new Investment Manager

Kevin made a motion to hire Eric Hanson as our new Investment Manager.

Tami seconded the motion.

Motion passed (CC.24.07.20)**Strategic Planning:**

1. Financial Update:
 - Dianne said I am going to present the finance today.
 - Rebecca said thanks for getting them out prior to the meeting.
 - Jen said that will be the goal going forward.
 - Dianne said if you look at the top line our goal was 1.93M we are short 173,000 in our revenue.
 - Expenses were heavily controlled during this month.
 - We look at 32,000 as a deficit between revenue shortage and even with expense control.
 - We do have the other revenues and expenses, the banking, processing fees for credit cards, what offsets that is interest on our money market savings account.
 - Jason said, "I was just going to say could you move investment income below.
 - Jen said yes, Dianne and I just talked about looking at.
 - Jen said maybe it makes sense for a separate line.
 - You can see in March and April we used some of our cash. In May and June, we got some of our cash back.
 - Dianne said the last sheet is more concerning, using all the data, we will come in 118,000 dollars short of the annual budget we approved. It's a prediction, we need to watch expenses to continue to walk the road we are doing now.
 - Jason said if we go back March, April, May on projection. March April May look pretty low is that poor months for us? Normally the multiplier corrects that.

- Dianne said we will see what July brings us. We are currently putting financials back in the bulletin and we are putting a midyear financial statement in the newsletter.
- Todd asked if there would be a narrative.
- Dianne said that is what I am working on now, urgent but not desperate, just like your own home we are watching our budget.
- Dianne said from the Finance Committee, by the constitution I don't have a vote and Jen K. does not vote.

2024	June	Year-to-date
Contributions	214,490	1,019,554
Expenses	170,218	841,298
Net	44,272	178,256

Off Site Meeting Follow Up

2. Discussion Strategic Plan

- Tricia joined via zoom, Tricia said here is how a proposed how we go through this today. The document has not changed, I did not get a lot of resources or metrics back. The way I propose we do this today; we have 5 goals, and many tactics will read these and then will go through them.
 - a) Three things: questions, omissions, oppositions on omissions and opposition. Just share ideas and subgroup will work through them.
 - b) We need about 10 minutes per item, I think it's important for council members to understand them and at next meeting what are we committed to this year.
 - c) Let's start with the first one.

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

- a) Tricia said we might do similar things.
- b) Jason said we did not focus on any groups, just across the board.
- c) Jen said this was more engaged.
- d) Jason said engaging those that are here not increasing those in seats.
- e) Jen said growing the engaged membership getting them more involved.
- f) Todd said with social media you will get it out there to more people.
- g) Tricia asked anything we would want to challenge.
- h) Jason said we can we have Nancy Nelson come to a meeting? I don't know her.
- i) Jen said looking at engaged members, to be vetted by leadership first, what that survey looks like I don't know.

➤ **Giving/Financial: Dianne Todd, Jason, Kevin**

- a) Tricia asked if any Questions?
- b) Rebecca asked what kind of subsets are you thinking about?
- c) Jason said let me look at grid that we did.in general we tried to position it so that utilizing the data we get from current donor pools who are member ship is and ID active members vs

members who are current not active, second, smaller donors that have potential and medium sized donors and larger givers breaking down by contribution, this tactic or goal is to increase our donation, what people are giving today on how to target specific groups.

- d) Rebecca replied that was helpful.
- e) Jen said I see a theme across the board. Get to know our congregation.
- f) Jason said there is probably something overarching, and balance are we being annoying. If we are going to do a survey just do one for everybody.
- g) Jen said I noticed a few times, various levels of givers, also taking advantage of other opportunities on way to make it easy to give.
- h) Jason said absolutely that is something we included in our buckets. One idea is to celebrate all of giving, to find ways to do that. Like when Pastor Jon says look at what we got in the bucket this week. Things like that to celebrate all levels of giving.
- j) Kevin said an overarching thing is recognition, we talked about a pin of membership, some would get founders pins, to make it fun. People have been doing galas or raffles, different ways.
- k) Jason said the second one we feel very strongly the church would benefit when you engage in activities outside of Sunday you build a stronger community. We feel strongly we should do something each quarter. Pastor Jon I would like to hear you feed back.
- i) Tricia asked what we are missing.
- j) Pastor Jon said what is missing is legacy giving, I think what is missing in our giving strategy, who is moving from what demo, what is a target audience. Dianne is very good about doing that when you have people move into and out of that phase, people are always moving from stage to stage to stage. It would be a critical tactic. And as part of our campaign. What does that letter look like for those getting out of college?
- k) Jason said I love it, and it gets largely flushed out, not only what are you giving and what group are you in. I presume there is a large group of people moving into
- l) Pastor Jon said wills, estates, broadening definition of what is a gift.
- m) Jason said working with in-laws you can't have any assets for moving into a nursing home. I have x amount of money; I give to the state or church.
- n) Pastor Jon said that is a piece to looks at.
- o) Trish asked if there were any objectives?
- p) Jason said I will wrap this up the goal and topic is very touchy at times and can be difficult to discuss and confidentiality issues which is why we put in anyone working in they need to sign an NDA.
- q) Dianne said Jason you brought up a good point. Maybe where we begin is in new member class, we brush over giving. We need to be more comfortable talking about money is the number one area we need to look at.
- r) Dianne said God knew this was our biggest hang up, we all need to be more comfortable.
- s) Pastor Jon said creating a giving culture.
- t) Dianne the word generosity comes to mind, I love to see candy I put in mailbox. You summed it up.
- u) Kevin said I do not want to be a downer; we appreciate this you gave what you can give.

- v) Jen said it comes across as good.
- w) Todd said It comes across as fun and generous.
- x) Jason said celebrating every gift.
- y) Jen speaking of children next topic.
- z) Tricia said, Thanks, I thought this was a very well-done group.

➤ **Young Families - Laurel, Tricia**

- a) Tricia asked ready, any questions?
- b) Anything omitted?
- c) Jen said I have one thought, often when we have people utilizing things for baptism etc., some people call this their second church, I would like to see strategies to see how to be our church home. That we are good for other things but not a church home.
- d) Pastor Jon said we are connecting with people, Jim what are we doing to follow up with those who are not members like children's camp, to your point what is that follow-up/tactic? I resonate with you Jen.
- e) With young families Pastor Jon how are they know about baptism. Did they stumble on our website? What is our strategy to get them to come to us? Some of the older members, for those who have grandkids that are not baptized.
- f) Jason asked do we run the risk of saying faith milestones are only for members only.
- g) Pastor Jon said to Jen's point to evangelize to those attending events. Who do we be enough to they want to be there.
- h) Jason said sounds like the answer, in my mind if we shut the door, What I hear you say not shut the door.
- i) Dianne said it starts with baptism, there are rules and responsibilities with baptism, it is important to our Christian faith.
- j) Dianne said it is more of a check. If we put value on it and recognize it. With the drop-in play group, I do not know what that does for us. What is the hope for that?
- k) Todd asked if its member only.
- l) Jen said what do we do once they are enrolled in that. By proxy of being here.
- m) Todd said the postcards, the invite.
- n) Jason said we almost need to be annoyed about it. Marketing states it takes 7 touches for someone to react to something.
- o) Dianne said the goal is to have them become members.
- p) Todd said if they are in vacation bible school, they are getting. I think you will find you will get more people coming here.
- q) Jason said one common thing is outreach in every group so far.
- r) Trish said I took notes on outreach, we have not landed on persistently persistent.
- s) Trish said we need to be more engaged with RSG.
- t) Ready to move on?

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

- a) Tricia read out strategies and tactics.

- b) This one is the out of the box one, I encourage not to brainstorm, but go through questions.
- c) Questions for Pastor Jon?
- d) Jen said I signed up for Pastor Dan's challenge. I wanted to see how that was working, I could see how that would work for this group. That idea of bringing it to them easy access that hit me.
- e) One thing would be seasonal employment.
- f) Pastor Jon said we put in their content blog writer. How do we stay connected, providing devotions, especially around holidays
- g) Jason said not someone to create content, getting those to volunteer at the church. Posting and creating intern opportunities, maybe a seasonal thing, help us over the holidays. The last thing I wrote down is there protentional scholarship, they have volunteered, etc., as a result we will give back to scholarship, even if \$500 will help. Just an idea.
- h) Dianne said we give scholarships to those attending ACL schools. There are matching scholarships, the piece being missed, they may not be as engages as those going to a state school, there are milestones.
- i) Jason said I think like kids like Mason and Sam.
- j) Pastor Jon noted scholarship and milestones.
- k) Kevin said make it smaller.
- l) Jason said I will let the group figure it out.
- m) Tricia said good work on this one.

➤ **Growth: Pam, Jake, Jen**

- Tricia said the next thing to do, will give to Jen with follow up and what are the things for short term expense.
 - a) Figure out where there might be cost for this year.
 - b) I think I will connect with everyone in each group for measurements, goals we need to at least one of those when we talk about implementing. Not just tasks, but how we are tracking. To-dos for next meeting to reflect on this. If you were giving feedback, do you want to edit the year one priorities and year one cost. Fair? We will keep that behind the piece going. When we do not have a work plan with measurers we want to track that overtime. This is great progress. Great job! Thank you.

Worship / Community Engagement:

- 3. Organ Committee update on research / due diligence process.
 - a) Jen said I know there is a meeting tomorrow.
 - b) Rebecca, I don't know if we have an update until tomorrow, asked if Pastor Jon or Dianne.
 - c) Pastor Jon said we did get an email on communication of where we are, maybe to share something this weekend, checking cement work the voids. I am not comfortable with the cost, just to say where we are, and process is still moving.
 - d) Jason asked is that what we want to say or just direct people to read it.
 - e) Pastor Jon said not a lot of details.

- f) Rebecca said I think we should say something and give some type of timeline, the question is having some kind of time line and we will have more info and supply by x making a promise we will make an update by a certain date. So, people know more information will be coming by a certain date.
- g) Jen asked do people know it is due diligence time, there is some serious work that needs to be done before we can communicate this. The committee understands where we are, but the questions brought forward do not know the details.
- h) Todd, I think tomorrow's meeting will be very insightful.
- i) Pastor Jon said we will see what the meeting brings tomorrow.
- j) Jen asked if there was nothing else to discuss. Camp Wapo this is a very busy time with Paula and Michael, maybe send them a note.
- k) Jen said this is an ongoing project, it is always in discussion how are we going to use that space.
- l) Pastor Jon said we did have a gift given for the MPR, how are we using it. We found our needs have changed. No project on hand, how do we best honor the space for resources. Maybe removing the stage and electrical.

Other Committee Updates / New Business:

Projects getting bids:

1. Alarm System
2. Multi-Purpose Room

Upcoming Events and Meetings

1. American Girl Camp 7/15-7/19
2. Wapo Camps (send Paula and Michael a text wishing them well!)
3. Executive Council Meeting – August 13th (Jen OUT)
4. Council Meeting – August 20th
5. Connection Sunday – Sept 8th

The meeting adjourned at **8:07 pm**

Adjourn Meeting – Jen

Closing Prayer & Prayer Requests – Jon or anyone who would like to close in prayer.

Appendix A: Staff Reports

July Church Council Staff Updates

Pastor Jon

Leadership:

- As we gear up for Fall, Summer tends to be a bit spotty in terms of staff being available for Staff meetings due to vacations, summer camps and other ministry demands. Though our numbers may be down, it is a good time to check in.
- While slow going, the planning sheets continue to evolve. The intent is to have documents that will outline upcoming ministry events and allow us to have higher level conversations for planning, review and implementation purposes. We are still in the process of developing link pages to external planning documents for ease of use and reference. The hope is to have staff buy-in so that everyone has ownership in the creation, upkeep and use of these communication resources. This is something that we need to work on.
- September 8th has been identified as Connection Weekend as we uplift the ministry opportunities available. This theme goes along with our E4 strategy and focuses on Engagement. We are leveraging the planning sheets that were developed in 2022. Thank you to Laurel Bornholtz who “likes a good party” and Jen McKinnon for driving this initiative.

Stewardship:

- The personal Stewardship Thank You / Congregational Connection notes are being written. My hope is to get this done by the end of this month. There are a lot, but I appreciate the opportunity to pray over each of these connections. As a part of this process, I am also reaching out to those households that may have drifted away for a season. They appreciate the connection call.
- Organ update: Please note last month’s report. We will be meeting with the engineering firm to review costs associated with the project and propose next steps. Requests have been made for an update to the congregation.
- After reflecting on whether we should engage the services of a Capital Campaign Firm, it was determined that this was not a good time to do so based on initial costs and where we are in terms of revenue. With that said, I am in the process of researching opportunities for engaging more

deeply in terms of Legacy Gifting. This conversation has also come up at the Finance Team level in terms of the Investment/Legacy fund. While not addressing the significant projects on the horizon, the hope is that it will provide long term stability.

Worship:

- Series themes and texts are being worked on. During September we will be focusing on our E4 strategy which will bring us to October. During October we will begin our “Paired Up” series which will live into our Engagement Strategy. For the season of Advent and leading up to Christmas we will be focusing on “ChristMESS” which will coincide with our Advent devotional. During the Season of Lent, we will be reflecting on the notion of “My God’s To-Do List for me” Our Lenten devotional will also follow this series.

General:

- I had an opportunity to take a week off in June to travel with family and am grateful for the time to reconnect.
- Officiated funerals on June 29, July 14 and will be officiating funerals on July 24 with committal service on July 25 and July 31 with committal service on August 1.

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

- Summer!
- Consistent servers for Sunday worship, they are few but mighty!
- The global and local connections Pam Hoeffel is making in her new position! So much energy, vitality, and curiosity!

- Connecting with the students and the student leaders during VBS!

I'm Working On

- Redeveloping the worship hospitality team org chart and structure in order to help us move into a new future of Gospel Hospitality—specifically the Sunday worship experience. I am working on job descriptions, volunteer descriptions
- I am planning a Hospitality Summit for August for all of our regular volunteers and those who are thinking about plugging into volunteering on a Sunday morning. This event serves to set vision, introduce expectations, and train for specific positions.
- Development of an Explore Baptism Class for the Fall. It will be a required component of baptism here at King of Kings. I am excited for the opportunity to actually meet families before the baptism, introduce them to the Lutheran perspective on Baptism, and acquaint families with the ministries at King of Kings.
- Pastoral Care visitation. Our visitation ministry is doing well in helping to care for our members. I am so thankful for them. This has allowed me more time to do visitations as well.

I'm Reading/listening to

- Jesus' Alternative Plan: the Sermon on the Mount by Fr. Richard Rohr
- Prayer: Our Deepest Longing by Ronald Rohlheiser
- Teams that Thrive by Hartwig and Bird
- How to Lead When You are Not in Charge by Scroggins
- Everything Belongs Podcast
- The Progressive Worship Podcast
- Jason Mraz radio on Spotify—awesome summer listening!

Laurel

- VBS - co-led PreK 3 mornings and taught Bible one afternoon, along with being the official errand runner. I love connecting with both the campers and the student leaders, as well as chat with parents during drop-off and pick-up. Paula and Mason did an outstanding job of coordinating and leading.

- Worked with Pastor Dan to support the development and rollout of the ELEVATE 8 to 8 Challenge. 45 men new to Men's Ministry signed up for the Challenge - a huge win! 7 women are joining their husbands with another 5 women doing the Challenge on their own. In one family, 4 of 5 members are participating.
- Our two summer Women's Ministry monthly book studies/conversations launched in June with a total of 40 women participating. Laura Griffith, Sonja Hammond, Marilyn Wendt, Nancy Nelson and Laura Lee are leading.
- I'm working on fall planning for Adult Education and Connection Groups (booklet coming out on or around August 15) as well as continuing to develop our drop in play program - hopefully with greater partnership with RSG Preschool.
- Jen McKinnon and I will be leading a small group of volunteers in planning our fall kick off event on September 8.

Michael

- Just returned from a mission trip to Des Moines Iowa! We had a phenomenal time - we served many different organizations focusing mostly on homelessness and food insecurity.
- I am leaving July 13 for the National Youth Gathering - we have 9 students headed down to join with 15,000 other HS students from around the country and world to worship, serve and learn together. We are going to stop and spend some time in service in Memphis TN. While in Memphis we are going to head to the Civil Rights Museum and explore some of the history of this country.
- The day I return from the NYG I am going to head out to WAPO and spend the week with all of our students having a blast at camp this summer!
- Planning and working towards our week of ServeCamp in early August. I have about 35 or so students signed up at the moment. We have a great week of service planned! This is truly one of my most favorite weeks of the year and I am super excited!

Jake

Paula

- VBS was special this year! A huge thank you to the Men's Ministry group and friends that came to help decorate on the Saturday before. The kids raised over \$2000 (with a matching contribution) to donate to our mission partner in Honduras for water tanks and filters.
- AGC is happening this week! Grateful for the hard work of the planning team for creating such a fun week. We have 110 campers and 30+ student leaders and a number of adults lending a hand.
- Wapo Seeds and Youth Camp kick off on Friday. There are a few Wapo staff from King of Kings working at Wapo this year: Hannah Arland, Emma Arland and Sophie Peterson are all on the leadership team for Seeds or Youth. Robbie Kerr, Pierce Osburn and Lainey Kujak.
- Mason is a fabulous team member and is leading crafts this week for camp. He has a great presence with the girls and will be a wonderful orchestra teacher.

Pam

Andrea

Dianne

- Continue working with Isabelle on marketing aspects. She is now trained on updating the website-news/events tab, the app, and handling the midweek email blast. She continues to handle graphics for events, posters, and announcement slides. Truly a blessing at a very busy time of the year. We will be visiting Gemini next week to continue on designs on the website and the partnership we have with them for marketing online. We will be putting together the quarterly newsletter which will go out later next week.
- Met with Missional Marketing on our google ads and the progress these are providing in moving King of Kings to the top of search engines. Please pass on the word to write a review of King of Kings on our google site. These reviews really do help place us higher on the search results for churches in the area.
- We will be having a building field audit on Tuesday for an inspector to view the building, operations, fire suppression and intruder systems.
- On Wednesday, will be meeting with Ralph Scarfone as they put financial numbers on the following steps for the organ/pipe installation:

1. Permits

2. **Architectural Design** Architectural design work to provide a structurally adequate plan to support the weight of the organ equipment. Preparations for the construction work area: carpet plastic/cling tape will be installed over carpet where there will be foot traffic for the work taking place.
3. **Site Work** Masonite sheets will be laid over plastic. Items left in the sanctuary area will be moved and covered with painters' plastic. Work entrance area will be established as well as container and/or dumpster location for project duration.
4. **Demolition** Demolish existing materials as necessary to facilitate new design. This will include the existing ceiling of the electric and storage area behind altar.
5. **Framing** Heavy gauge steel will be supplied as wall and floor framing material. Frame opening for 2 new doors (electric and storage rooms)
6. **Rough Electric** Relocate/rework low voltage boxes and the west/east side of storage room.

Electric rough-in per plans:

Relocate/ rework low voltage boxes (2) on the west side of the electric room and (1) on the east side of the storage room

Remove phase loss meter in electric from wall to be furred out. Reinstall after the wall is furred out.

Re-work (2) 3/4" conduits that riser out of electric panels and stub through existing ceiling in electric room

Demo 8 ft. fluorescent fixtures

Install 8 ft. LED strip fixtures after ceiling is dropped

Extend/ rework existing light switches

Extend/ rework existing outlet in electric room

Remove and reinstall smoke detector

Existing gutters and electric panels on the wall to be furred out are assumed to be existing to remain.

Provisions will need to be included to keep these accessible. Flush mount panel covers are available. Budget \$750 if desired.

Excludes any electric work related to the new organ installation.

7. **Interior Doors** The doors to electric and storage rooms will be reused and need to be moved for new framing.
8. **Drywall** Drywall will be installed on new wall surfaces; taped, mudded and sanded smooth.
9. **Flooring** No new flooring required.
10. **Interior Trim** Trim around new doors and baseboards installed.
11. **Plumbing** Relocate and lower the remaining sprinkler sidewall heads to 4" below the new ceiling level of the storage and electric rooms.

12. Paint Walls and ceilings of storage and electrical rooms to be painted along with trim/doors.

13. Completion All materials will be removed from the site and cleaned. Minor cleaning of the sanctuary will be done yet dusting and vacuuming or deep cleaning of the area will be done by others.

We currently have \$20,310 in the organ fund and currently have an invoice for \$750 for the sonar work on the concrete foundation. Please note that during this construction phase, we would need to provide storage for all the things currently behind the altar and the possibility that worship would need to be moved unless all the above can be completed during the weekdays.

I will forward the quotes after the meeting.

We continue to have door issues latching due to age and the salt the custodians were using during the winter months. Repairs continue especially with the RSG doors.

The Garden Ministry did a huge overall of the North Parking lot border line. We will continue to look at options that will provide a hedge to honor the neighbors' view of the parking lot. We have had both compliments and some complaints as the clearing opened their view.