

**CHRIST THE KING LUTHERAN CHURCH**  
**CTK Congregational Council Agenda**  
**Tuesday September 26, 2023**

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

1. Attendance
2. Devotions – *Kathy Kachelmyer*
3. Approval of the Agenda
4. Approval of Meeting Minutes
5. Approval of Treasurer's Report
6. Removal/Addition of Admin for Profinium Accounts
7. Endowment Fund Recommendations for Disbursement
8. Council Serve as Communion Servers for October
9. Community Suppers
10. Special Congregational Meeting- Constitution updates
11. Audit Committee
12. Pastor Melanie's Report
13. Covenant Commission Communication
14. Prayer Request/Adjournment

**Devotion Schedule**

<b><u>NAME</u></b>	<b><u>MONTH</u></b>
<i>Kathy Kachelmyer</i>	<i>September</i>
<i>Brent Sandhurst</i>	<i>October</i>
<i>Gayle Depudyt</i>	<i>November</i>
<i>Kaia Austin</i>	<i>December</i>
<i>Jessica Ehrich</i>	<i>January</i>
<i>Daniel Rickbeil</i>	<i>February</i>
<i>Madysen Pearson</i>	<i>March</i>
<i>Gary Rudolf</i>	<i>April</i>
<i>Brennan Enstad</i>	<i>May</i>
<i>Marlin Spangrud</i>	<i>June</i>
<i>Barbie Roessler</i>	<i>Substitute</i>

## **Faithful People Commission Running Notes**

**September 11, 2023**

**5:30 pm**

**Fireside Room ~ CTK**

**Members present:** John Branstad, Madysen Pearson, Wanda Pearson, Kirsten Elliott, Pastor Melanie

**Absent:** Alyssa Herrig, Lonnie Reemer, Carolyn Krause

### **Agenda:**

- **Welcome ~ overview of meeting agenda**
- **Council Update (Madyson)**
  - New Council Rep! (but a familiar face)

- Clayton Cooking Class
- Painting event (2 for 1)

**NEXT MEETING: October 16, 5:30 pm., CTK Fireside Room**

**NOTE - 3rd Monday for October**

<b>Justice and Peace Commission Minutes Fireside Room Tuesday, September 12, 2023 6:30 pm</b>	<b>Present:</b> Eileen Campbell, Kathy Sallstrom, Di Storvick, Chuck Syverson, Brent Wood, <a href="#">Liz Zaruba</a>
---	---

Agenda Item	Discussion	Action Plan
Call to order		
Devotion - Liz		October: Di
<b>Old Business</b>		
Isaiah	Welcome Kathy Lazado of Isaiah	Postponed to October
Pride Fest	Feedback	Candy necklaces popular again this year (had 300) - ran out Stickers popular as well – these went quickly Postcards not as popular Maybe do the backpack tags with socials listed on the back like we did in 2022? Several people walked in the parade Good help for booth Mission statement banner good Pastor Melanie mentioned she knows someone with a golf cart we could maybe use for the parade in 2024 - or use Di's VW beetle
Peace Focus Diverse Groups	Meeting the Needs of International Students Crossroads Update	Starting to get some items Grand opening for the new and improved campus cupboard where things will be distributed Faith Continuum has someone from the friendship program coming to talk in a couple of weeks
<b>New Business</b>		
Council Report –		No rep yet
Fair Trade	Fair Trade Bazaar Ordering chocolates	-fair trade bazaar one day in November or December? —try for Dec 3 or Dec 10 —need to find out if we will be required to sit at a table and if we need to move items —Kathy will coordinate

		<p>----FYI video about fair trade:  <a href="https://www.youtube.com/watch?v=H3Cx5Jn9hgA&amp;t=3s">https://www.youtube.com/watch?v=H3Cx5Jn9hgA&amp;t=3s</a>          Talked about how we don't want to do this without some thought and explanation. Chuck will contact his friend Paul about some additional explanation. Possibly do a fair trade chocolate thing for Valentine's day?          December newsletter article about fair trade to talk about importance- Chuck will put something together for December newlsetter</p>
<b>October Messenger</b>	J & P Focus	<p>Something about Christian nationalism - maybe part of Bishop Eaton's piece about it? Encourage people to attend the faith continuum. Liz will get something together and to Andrea          Deadline is 9/18 to Andrea</p>
<b>WELCOME Team</b> Kathy, Brent, Melanie	Updates	<p>September 21 fundraiser at Applebee's - let them know you are there for WELCOME team fundraiser          Also a celebration coming up on November 9 for all of the help to the family</p>
<b>Additions to Agenda</b>		<p>Movie night - we were thinking "Dakota 38" at the end of October, but maybe November would be better to coincide with Indigenous People's Month. Di will talk to Pastor Melanie to see what night in the first couple of weeks of November might work. Could possibly use our J&amp;P night if needed.</p> <p>Highway cleanup - see if we can switch our section? Di emailed MNDOT to see what else might be available for a safer section</p> <p>Compost - need to monitor better; make sure someone is there every week</p>
<b>Lord's Prayer - Liz</b>		
<b>Meeting Adjourned</b>	<b>Time: 7:51 PM</b>	
<b>Next Meeting</b>	October 10, 2023 6:30 PM	
<b>Minutes submitted by:</b>	Eileen Campbell	

## **Christ the King Lutheran Church**

### Servant Commission Report

Date of Meeting: Thursday, Aug 17, 2023

Members present: Pastor Melanie Wallschlaeger, Mary Jo Menden, Jeri Retzlaff

Members absent: Tim Bye, Heather Javens

Approval of minutes from last meeting

#### Old Business:

- No council report given; we will receive a new council liason “soon” as the 23-24 council gets established. Gary has been moved to the Exec Committee.
- Reviewed Ongoing Volunteer Activities
  - STOMP, which was a summer program serving lunches on Tuesdays was successful with Jim Hatleli taking many of the shifts and Clayton preparing August meals.
    - With Jim’s enthusiasm, it was suggested that he be contacted about interest to be on the Servant Commission. Jeri will follow up with him.
  - Wed Community Suppers resume in September. Discussion on how to increase volunteerism for serving. A white board sign-up, slightly old fashioned but may be functional, to get those who attend to sign up for the next Wednesday. Did not make decisive actions, need to continue to determine and take next steps.
  - 3<sup>rd</sup> Sunday Cool Down Supper; July & August meals went well. Kathy Hedmann has consistently signed up and Jeri Retzlaff has helped. September is the final supper as Connections will restart in October.

#### New Business:

- Beyond contacting Jim Hatleli, who else might be potential Servant Commission members?

Next meeting September 21<sup>st</sup> at 5:30 at CTK Conference room

Devotion schedule: Jeri in September, Tim in October

Word and Sacrament Commission  
To Hear God's Word & Share in the Lord's Supper

Meeting Minutes September 7, 2023

Members present: Pastor Melanie, Kathy Kachelmyer, Marylou Haldorson, Stan Bruss, Amy Boles, Jessica McNamara

Members absent: Joy Macheel, Megan Sandhurst, Kevin Elliott

Call to Order: Kathy called the meeting to order @ 6:40

Approval of June meeting minutes: Motion made/seconded by Jessica/Amy to approve minutes.

Council Report: Given by Kathy. There was discussion on CTK Constitution changes. These changes will be discussed at the Faith Continuum between services on 9/10.

Items for Council Action: Pastor Melanie has requested a review and evaluation of Faith and Fellowship services. Questions to be considered: What approach should be used for next year? Should the services be continued? There are also concerns for safety when services are sharing space with cars in the parking lot.

Pastoral Report: Pastor Melanie would like to look at possible changes to Sunday liturgy, most specifically for the contemporary service. There are alternate versions of creeds and benedictions that could be used. She will be providing the commission members with examples. There was also discussion regarding the number of readings during Sunday services.

New Business: We will be returning to kneeling at the communion rail. Pastors may use their discretion as to what style of communion will be used depending on the length of the service. The issue of communion assistants was discussed. Months are to be assigned to each of the commissions and the Council. Word and Sacrament will take the month of September. Stan and Kathy will assist during the 8:15 service. Marylou and Amy will assist during the 10:00 service. Melanie will send a message to the commission chairs requesting they put this on their agendas and provide a list of communion assistants.

Jessica graciously agreed to act as chair for this commission and will confer with Melanie on agenda items.

Devotions for upcoming meetings:

October: Kathy. January: Marylou

November: Jessica. February: Stan

December: Amy

Closing prayers were led by Pastor Melanie

Meeting Adjourned at 7:25

Next Meeting: October 12<sup>th</sup> at 6:30 at the church. (Note this is a change from the first week of the month)

## Building & Grounds Meeting Minutes, 9/13/2023

Attendees: Chairwoman Kathy Bruss, Stan Bruss, John and Lori Westendorf, Brent Sandhurst (Council Liaison), Julie Hatleli, Mark Thompson, Carl Riese (Property Manager), Jim Armbruster (Secretary).

1. The meeting was called to order by Chairwoman Kathy Bruss at 4pm in the Conference room.

2. Carl Riese presented the following items for discussion:

### Rental Fee Structure document

- Much discussion about updating this to reflect current rental rates and to recognize actual custodial time and work (i.e. cleanup, moving/stacking chairs/tables, etc) provided by CTK;
- Recognize costs for actual numbers of participants of groups in the building;
- Concerns about monitoring the unlocked areas of the building when groups are there (Cultivate area).
- Should an additional questionnaire be utilized to determine the actual number of people that will be present, as well as the duration, during the rental period?
- There are liability issues with the Scouts in our building. Should we require groups to have liability insurance? Is this another issue of monitoring the unlocked areas of the building when groups are there?
- Pastor Melanie has occasionally overridden the current rental agreement which creates problems for Carl to know what to reply to people inquiring about rental fees.

### Other issues

- Perennial maintenance of the building is up to date. Replacing filters - \$1500. Replacing pumps on all four boilers \$820 each.
- Snow Removal/other items pertaining to Cultivate Mankato – Snow removal is required for Cultivate Mankato 5 days weekly but Carl has to stay later than current work hours to meet this requirement by C.M.
- Cultivate Mankato – Liability issues with doors to the rest of the building not locked, etc.
- Sidewalk fixes – Sidewalk by the Northwest canopy entrance is being raised to eliminate a dangerous trip hazard

### Stewardship Wish List

- New walk-behind carpet cleaner cost: \$6300. Carpet cleaning – Should we purchase new equipment or hire it done by outside vendor?
- New chairs for the Community Room discussion

3. Chairwoman Kathy encouraged us to seek additional members for our board, and asked again if anyone was interested in the chairperson position, to let her know. She also attempted to contact previous members of this Board to ascertain if they wished to be included in the membership list going forward, but had little success. One member declined further involvement due to health issues.

4. Chairwoman Kathy also asked Jim Armbruster about the proposed wording of the Constitution revision regarding term lengths of 3 years with a 2-term limit for all Boards. This Board had previously agreed that our members should have some experience in painting, fixing, and/or a general handyman/handywoman aptitude toward doing things themselves. Additionally, the opinion of this group was that they could stay on the Board as long as they were interested in helping. Jim stated that he would look into the issue with Marlin Spangrud who is also working on the Constitution revision.

5. The meeting was adjourned at 5:30pm. Afterward Brent, Jim, and Stan met with Kathy in the Library office to finalize the plans for replacing the countertop.

6. The next meeting will be: Wednesday, October 25, 2023, at 4:00pm in the Conference room.

Respectfully submitted,

Jim Armbruster, Secretary

Christ the King Lutheran Church Endowment Fund Committee Minutes  
Sep 7, 2023

Members present: Margo Brudwick, Pastor Melanie Wallschlaeger, Bill Kozitza, Chris Austin, Jeri Retzlaff, Matt Norland-Chair

Members absent:

- Pastor provided an opening prayer
- Approval of April 2023 ammended meeting minutes Chris/Bill (Pass)
- Old Business:
  - Reviewed annual report that was provided to congregation at the meeting
  - Per treasurer report, on 08/29/2023:
    - Total Balance of \$232,389.082
    - Principle Balance of \$220,683.89
    - Gift Balance of \$11,705.19
    - The current money market account is greater than our available gift balance.
    - Move to accept treasurer report Chris/Margo (Pass)
    - Pastor requested adding David Krause to the meeting minutes to pass along treasurer report
- New Business:
  - Recent gifts since last meeting include:
    - No specific gifts, but notification of a future gift has been provided that may come in part to the Endowment Fund. More details later if it does occur.
  - Discussion of current investments:
    - Community Bank CD of \$100K expires on 9/18/2023.
    - Current rates of 5.12% @7 mos or 5.07% @10 mos at Community Bank
    - First National Bank Minnesota has higher rates available.
    - **Motion to** renew \$100,000 plus accrued interest at interest rate of 5% or greater for a timeframe of 10-15 months Chris/Bill Pass
  - Discussion of possible distributions followed pertaining to:
    - Connections Shelter Event, link event,
    - Hurricane impacted Maui & Vidalia areas
      - Liz Keepers son was impacted specifically
    - ELCA Youth Gathering
    - CADA House- October
    - United Way
    - The Reach
    - Crossroads Lutheran Campus Ministry



- Chris suggested \$2500 for ELCA Youth, \$3000 for Crossroads & \$3000 for CADA House
    - Further discussion on accounts, amounts, timing, should we keep some to give later and more.
    - **Motion to** pledge \$2500 to 2024 CTK ELCA Youth Gathering, \$3000 for Crossroads Lutheran Campus Ministry and \$3000 to CADA House.  
Chris/Margo Pass
  - Matt will discuss Endowment Committee at the September 24<sup>th</sup> Faith Continuum
  - Jeri will provide blurb for October Messenger to summarize gifts
  - Meeting adjourned.
  - Next meeting: Jan 11 @ 5:30pm in Conference Room
- Respectfully submitted, Jeri Retzlaff-Secretary

Christ the King Lutheran Church  
8/31/2023

	August 2023	MTD Budget	Variance	YTD	YTD Budget	Variance	August 2022	Variance	Prior YTD	Variance
Total Operational Income	\$ 48,486	\$ 73,330	\$ (24,844)	\$ 131,893	\$ 146,660	\$ (14,767)	\$ 61,309	\$ (12,823)	\$ 119,294	\$ 12,599
Total Operational Expenses	\$ (70,499)	\$ (73,830)	\$ 3,331	\$ (136,711)	\$ (147,660)	\$ 10,949	\$ (64,525)	\$ (5,974)	\$ (146,387)	\$ 9,676
Other Income	\$ -	\$ 500	\$ (500)	\$ 7,313	\$ 1,000	\$ 6,313	\$ -	\$ -	\$ 7,768	\$ (455)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Endowment Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ (8)
Net Income/(Loss)	\$ (22,013)	\$ -	\$ (22,013)	\$ 2,495	\$ -	\$ 2,495	\$ (3,216)	\$ (18,797)	\$ (19,317)	\$ 21,812

Key performance variances from budget and prior year

	August 2023	Budget	Variance	YTD	YTD Budget	Variance	Prior YTD	Variance
Regular offering	\$ 43,627	\$ 67,658	\$ (24,031)	\$ 120,163	\$ 135,315	\$ (15,152)	\$ 105,311	\$ 14,852
Other income	\$ 7,313	\$ -	\$ 7,313	\$ 7,313	\$ -	\$ 7,313	\$ 7,768	\$ (455)
Rental income	\$ 3,798	\$ 3,798	\$ -	\$ 7,595	\$ 7,595	\$ -	\$ 6,900	\$ 695
Building use income	\$ 330	\$ 750	\$ (420)	\$ 2,115	\$ 1,500	\$ 615	\$ 1,840	\$ -
Endowment income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8	\$ (8)
Sound System Expense	\$ (1,033)	\$ (167)	\$ (866)	\$ (2,248)	\$ (333)	\$ (1,915)	\$ (725)	\$ (1,523)
VBS Expense	\$ -	\$ 167	\$ (167)	\$ (2,250)	\$ (333)	\$ (1,917)	\$ -	\$ (2,250)
Community Supper Income	\$ 717	\$ 958	\$ (241)	\$ 1,989	\$ 1,917	\$ 72	\$ 2,193	\$ (204)
Community Supper Expense	\$ (1,668)	\$ (2,000)	\$ 332	\$ (3,638)	\$ (4,000)	\$ 362	\$ (2,871)	\$ (767)
Synod giving	\$ (2,400)	\$ (2,917)	\$ 517	\$ (4,800)	\$ (5,833)	\$ 1,033	\$ (4,800)	\$ -
Bldg repairs	\$ (57)	\$ (1,417)	\$ 1,360	\$ (4,037)	\$ (2,833)	\$ (1,204)	\$ (5,833)	\$ 1,796
Equipment Maintenance	\$ (3,962)	\$ (1,250)	\$ (2,712)	\$ (5,632)	\$ (2,500)	\$ (3,132)	\$ (626)	\$ (5,006)
Mortgage principal	\$ -	\$ (3,839)	\$ 3,839	\$ -	\$ (7,678)	\$ 7,678	\$ -	\$ -
			\$ (15,076)			\$ (6,247)		\$ 7,130

Items of note

Other income includes a State of MN rebate of \$7,313

Synod expense will be adjusted monthly to reflect 4.25% of regular offerings the following month (\$307 is due to the Synod YTD)

YTD principal reduction to mortgage loan of \$7,464 is a cash use included in the budget but not in the income statement