

**Christ the King Lutheran Church  
Congregational Council Agenda  
April 15, 2025 @ 5:30pm**

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

1. Attendance
2. Devotions – Karen Moritz
3. Approval of Agenda
4. Approval of Council Meeting Minutes from March
5. Pastoral Call discussion - Kathy
5. Discussion and approval of Treasurer's Report – Jen
6. Elexio/Digital payment options update from Jen
7. Technology update - Gary & Melanie
8. YWCA Lease update - Gary
9. Capital Campaign update - Gary
10. Nominating Committee update
11. Staff Appreciation Luncheon
12. Pastor Melanie's Report
13. Other items, board and committee reports
14. Closing Prayer
15. Adjourn

April – Karen Moritz  
May – Brennan Enstad  
June – Dan Rickbeil

**Christ the King Lutheran Church**  
**Congregational Council Meeting Minutes**  
**March 25, 2025 @ 5:30 pm**  
**Fireside Room**

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

**Members Present:** Gary Rudolf (*President*), Jennifer Svien (*Treasurer*), Barbie Roessler (*Vice President*), Brennan Enstad (*Secretary*), Brent Sandhurst, Marlin Spangrud (remote), Kathy Kachelmyer, Karen Moritz, Pastor Melanie, Heather Krause Quiram, Dan Rickbeil, Kaia Austin  
**Members Absent:** Jessica Ehrich (*Past President*)

**1. G Rudolf called the meeting to order at 5:34 PM**

**2. Devotions** – Karen Moritz

**3. Approval of Agenda** - Motion by M Spangrud, Second by B Roessler - Motion passed.

**4. Approval of February Council Minutes** – Motion by B Roessler, Second by D Rickbeil- Motion passed.

**5. Discussion and Approval of Treasurer's Report** - Motion by K Moritz, Second by Heather Krause Quiram. Motion passed.

Operating cash (in bank accounts) net of restricted funds equals \$ 152,284.92 on 2/28/2025 (71 days of expenses).

Regular offering was below monthly budget by \$7,995 and YTD variance of \$31,138.

Monthly operational income was below monthly budget by \$8,609 and YTD variance of \$25,668.

Monthly expenses were under budget by \$5,057 and YTD under budget by \$24,711

-\$5,000 in rent income due to an accounting correction by Eide Bailey

Discussion on the available budget for a potential pastoral candidate. We're okay from a budget perspective to cover wages.

**6. Technology Update**

We've received a quote from Netrio in the Twin Cities, and Gary has also contacted Mankato Computer Technology for an estimate. We're currently evaluating and comparing the quotes and service offerings.

**7. YWCA Lease Update**

The congregation voted last Wednesday during the special congregational meeting to enter into a lease agreement with the YWCA. We have the lease in place; it's now just a matter of getting it signed. The lease is for three years at \$3,500 per month.

**8. Capital Campaign Update**

Steve (the consultant) will present a case statement to the congregation as part of the feasibility study interviews. Announcements will be made during early-April worship services to inform members about how to sign up for the interviews. The interview results will be analyzed, and a report will be provided by the end of May.

## **9. Yearend Transition Discussion**

We are planning to transition to a fiscal calendar with a December 31 year-end. As a result, our annual pledge drive will likely shift to the fall, rather than taking place in the summer. If we proceed with this change, the congregation will be given ample notice.

## **10. Nominating Committee – Make up & timeline discussion**

David Krause and Dan Menden are the current members of the nominating committee, and we're looking to add 4-5 more people.

Three council members will be completing their terms this year.

The next term will be 18 months long due to the change in our fiscal year-end.

## **11. Call Committee Update**

Kathy provided an update on the call committee. In total, we received four resumes. A second round of in-person interviews will begin tomorrow (March 26). One deacon and two pastors will be interviewing again, while one candidate was not invited for a second interview.

## **12. Congregation Photos Update**

Andrea is finishing up the project.

## **13. Other Items, Board and Committee Reports**

The Fat Tuesday dinner was well attended and well received.

## **14. Pastor Melanie's Report**

- a. Our insurance is due for renewal on March 31st. Our agent has informed us that the rate will increase due to a couple of recent accidents, and the replacement cost of our church has also gone up. Currently, our contents are insured for over \$1M, and there is some discussion about whether this valuation is too high and if we can reduce it.
- b. We'll be hosting a WELCA conference here at CTK on Palm Sunday weekend.
- c. Additionally, we've been experiencing issues with our phone service, particularly frustrations around the inability to leave a message at the church office. We're working with Consolidated Communications to resolve the problem.

## **15. Closing Prayer**

**16. Adjournment.** Motion to adjourn by M Spangrud. Second by K Austin. Motion carried. Meeting adjourned at 7:20 pm.

Next Executive Committee Meeting: Tuesday, April 15, 2025 @ 5:30

**Next Council Meeting: Tuesday, April 22, 2025 @ 5:30**

## **CHRIST THE KING LUTHERAN CHURCH**

### **Executive Committee Meeting Minutes**

**April 8, 2025 @ 5:30pm Fireside Room**

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

#### **Members Present:**

Gary Rudolf - President

Jessica Ehrich - Past President

Jennifer Svien - Treasurer

Brennan Enstad - Secretary

Pastor Melanie Wallschlaeger

Kathy Kachelmyer - Council member and Call Committee Liaison

#### **Members Absent:**

Barbie Roessler - Vice President

G Rudolf called the meeting to order at 5:35 PM

### **1. Call Committee Report**

Kathy outlined the call process, provided a summary of the candidates, the characteristics that the committee considered, and provided details on the one candidate that the committee is recommending. Kathy then answered several questions from the executive team about the recommended candidate.

### **2. Financial Package Discussion**

Discussion on the compensation and benefits package provide by Barb Streed from the Southeastern Minnesota Synod.

### **3. Next Steps**

The executive committee approved the recommendation from the call committee. The next step is to present the recommendation to the council at a special council meeting on Tuesday, April 15. We decided to move our regular council meeting up one week to expedite the process. Pastor Jenna's upcoming departure and the required two week notice for a congregational meeting were both factors. If the council decides to move forward next week, a special congregational meeting will be scheduled and communicated.

Meeting adjourned at 7:18 PM.

**Next Executive Committee Meeting: Tuesday, April 15<sup>th</sup> @ 5:30pm**

**Next Council Meeting: Tuesday, April 15<sup>th</sup> @ 6:00 pm**

## **Pastor Melanie's Report**

### **1. Welcome Grateful Gathering: A Fiesta of Joy**

CTK hosted the Welcome Team's Grateful Gathering on April 3<sup>rd</sup>. The attendance was well over 200 (maybe 225?) and the spirit was wonderful. Thank you to all who had a hand in donating their time, auction items, and/or who attended the event. While the donations are still coming in, it initially looked like the fundraiser generated over \$9,000 that will support and further the work of the Welcome Team.

### **2. Pastoral Transition**

I am very excited about the call of an associate pastor. I have spoken with the candidate and we're planning toward a day to meet the staff. As well, the tentative start day is May 19<sup>th</sup>.

### **3. Time Off**

My youngest daughter is a high school senior. I will be taking her graduation weekend off and plan to take her to college in August. We don't yet have the specific date that she is supposed to move into her dorm, but I do plan on driving her to school and anticipate being away for a week to 10 days.

## **Christ the King Lutheran Church**

### **Worship and Music Board Meeting**

Meeting Minutes April 3, 2025

**Members present:** Jessica McNamara (chair), Amy Boles, Barb Lake, Kathy Kachelmyer, Stan Bruss

**Members absent:** Marylou Haldorson

**Call to Order:** Jessica called the meeting to order at 8:35 p.m. (This meeting followed the dinner/silent auction fundraiser for the Cruz family)

**Devotions/Prayers:** Offered by Barb

**Approval of March meeting minutes:**

**Council Report:** Preparations for a Capital Campaign are going forward. All members are encouraged to sign up for an interview with the Capital Campaign Consultant in order to provide input.

The Call Committee has been busy with second interviews and is coming closer to a recommendation for an associate pastor/deacon to be presented to Council.

**Pastoral Report:** Pastor Melanie was not in attendance

**Old Business:** Stan reported there has been some difficulty getting greeters lined up. Some of the people who originally agreed to be greeters have not been available in one form or another.

**New Business:** There is a sign up for volunteers for Holy Week and Easter Sunday worship services.

Pastor Melanie reported there is a need for a guitarist, primarily for Worship Band, and an organist to help out at times when Garrett is unavailable.

**Prayer/Adjournment:** Motion to adjourn by Amy, seconded by Barb. Motion carried. Meeting adjourned at 9:15 p.m. (approximate)

**Next Meeting:** Thursday, May 1, 2025. Jessica has offered to host at her home. She will confirm closer to the date. Stan will have devotions.

## Adult Education Board

April 2, 2025

Members Present: Naomi Baker, Kris Norland, Dick Norland, Todd Lundquist (staff liaison),  
Marlin Spangrud (Council liaison)

Members Absent: Nancy Armbruster

The Adult Education Board is responsible for planning and administering a comprehensive life-long ministry of Christian education for adults, in cooperation with the education and pastoral staff, to promote growth and understanding of the Christian faith – i.e. Library Committee, Tuesday morning Bible Study (aka Coffee & Conversation), Sunday morning Faith Continuum, Wednesday evening Parent/Youth Faith Conversations, Women's Retreats, Book Club/Study Group (monthly on Thursday evening), Ruth Circle

## Old Business

### 1 CTK website

Marlin S has shared website concerns at the last 2 Council meetings

No board oversees CTK website

Carolyn K, Office Admin, posts board minutes to Council packets on the website

Only Aug & Sep Adult Ed Bd minutes have been posted to date

Joey S, replacement Communications Coord, [Communications@CTKMankato.org](mailto:Communications@CTKMankato.org)

### 2 Faith Continuum

Todd L asking Joey S to continue Friday email reminders @ Sunday Faith Continuum

End of Life Doula - Naomi B continuing to reach out to possible speaker

Schedule:

April 27 – G Barry Anderson

May 4 – Pastor Jenna

May ? – meet and greet new pastor/deacon

## New Business

### 1 Call Committee update – new pastor/deacon selection about one month away

### 2 Capital Campaign update

Jan 2025 blueprint has not been distributed to all boards at this point

CTK Coffee Shop re-named CTK Gathering Space

Campaign Consultant holding Apr 2025 interviews with cross-section of congregation

### 3 Congregational Council Treasurer will be contacting all boards about budgets

Faith Continuum = \$1500/year

Marlin S checking on budgets of the other 6 entities under Adult Ed Bd's umbrella

## Adjournment

Motion by Dick N, second by Naomi B

Next Board Meeting per Todd L

W May 7 @5pm, Fireside Room