

Christ the King Lutheran Church
Congregational Council Agenda
December 19, 2023 @ 6:15 pm

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

1. Attendance
2. Devotions – *Kaia Austin*
3. Approval of the Agenda
4. Approval of Meeting Minutes
5. Approval of Treasurer's Report
6. Other business
7. Pastor Melanie's Report
8. Covenant Commission Communication
9. Prayer Request/Adjournment

NAME MONTH

Kaia Austin December

Jessica Ehrich January

Daniel Rickbeil February

Madysen Pearson March

Gary Rudolf April

Brennan Enstad May

Marlin Spangrud June

Barbie Roessler Substitute

Christ the King Lutheran Church
Congregational Council Agenda
November 28, 2023 @ 5:30 pm

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

Members Present:

Jessica Ehrich, President	Gayle Depuydt
Gary Rudolf, Vice President	Brent Sandhurst
Dave Krause, Treasurer	Brennan Endstad
Barbie Roessler, Secretary	Kaia Austin
Marlin Spangrud	Pastor Melanie

Members Absent:

Kathy Kachelmyer
Madysen Pearson
David Menk
Dan Rickbeil

1. Attendance

- J. Ehrich called the meeting to order at 5:33 PM

2. Devotions – Gayle Depuydt

- Thank you, Gayle.

3. Approval of the Agenda

- Motion by D Krause, Second M Spangrud - Motion passed

4. Approval of Meeting Minutes

- Motion by D Krause, Second B Sandhurst - Motion passed

5. Approval of Treasurer's Report

- Motion by M Spangrud, Second by G Rudolf
- Discussion - Dave provided additional information regarding the financial statements. Good news – we're doing well year to date. Bad news – we're at 77% of offering compared to last year. Year-to-Date is looking good. The cash position seems quite adequate. However, there are restricted funds leaving our readily available cash somewhat low. Stewardship and Finance committees are working on video messages and one has been released. There will be focus on year-round messaging versus only at pledge time. The idea of a Dip Jar was introduced. It allows debit/credit card to be swiped at the church for another offering option at church. There is also an option to take a donation by text. Venmo was discussed. We currently have the QR code for another options to donate money. There was discussion regarding how to get donation options information out to our congregation. John Kind will be analyzing our giving trends on the auto pays / ACH transactions. David stated we're hoping to get results for those trends within a month or so. Having a visual presence of stewardship such as a "giving corner" was discussed. It could be something like "Time, Talent, and Treasure".
- Motion Passed

6. Plowing / Snow removal from sidewalks

- Lyn Austin has agreed to plow the lots at 6:30 AM as needed. Pastor Melanie is

seeking quotes for snow removal of the sidewalks. Troop 8 does Sunday sidewalk snow removal. Pastor Melanie received a quote from Caretakers.

- D Krause made a motion to hire Caretakers to provide sidewalk snow removal on Monday – Saturday. M Spangrud second.
- Motion Passed

7. Ratification Meeting 12/3/23

- The meeting will be at 10:45 AM. Gary will lead the meeting in Jessica's absence. We only need 75 congregational people to attend. The only action needed at the meeting is to ratify. There can be discussion but no changes can be made to the constitution.

8. Constitution Transition to Boards

- Transition period – Marlin spoke about using the old Nomination Committee to get people selected for the boards. Marlin stated the Congregational Council has should provide the responsibilities to each board so they understand their charge and purpose.
- Jessica stated to use the commission members to be part of a task force to assist in getting the boards set up.
- Jim and Marlin put together an example or starting point for the goals and activities for the boards.
- It was decided to begin this work and set up task forces in January.
- Jessica will provide the council liaisons with the information Marlin and Jim put together for each board.
- The task force would bring ideas to the council
- D Krause made a motion to create a task force consisting with Marlin and Jim and additional members at the president's discretion. Second by B Enstad.
- Motion passed

9. December 2023 meeting ** Scheduled 12/26 – looking for a different date

- Move meeting to Tuesday, December 19, 2023 after the Exec Meeting with Council meeting starting at 6:15 PM – 7:00

10. Other Business

- NA

11. Pastor Melanie's Report

- Pastor Melanie thanked everyone for the prayers and support regarding her husband's health.
- G Clean has been hired for custodial needs, and they will provide services twice per week. Mark will oversee some maintenance items and work with contractors. He also has his boiler license. Paape will come in to go over the entire boiler setup. Room setups are going well. Candice from Cultivate is interested in sharing staff for our needs. Pastor Melanie is working on staffing replacement while we're in transition mode.
- We received money from Profinium for enhancements through a giveback program. Those funds are being used on the Narthex refresh.

12. Covenant Commission Communication

- Minutes are included in the packet for review.
- Servant Outreach Commission – Brennan – Budget for charitable giving. It is the Servant's Commission discretion to give to local charities. \$8,000 has been budgeted.
- Buildings and Grounds will be meeting soon. Brent talked about the discussion of those renting our spaces needing certification of insurance.

- We will need to ensure all council members are a liaison to one of our boards.

13. Prayer Request/Adjournment

- Motion by D Krause, second by B Enstad to adjourn. Motion passed.
- Meeting was adjourned at 6:58 PM

Next Executive Committee Meeting: Tuesday, December 19, 2023 @ 5:30 PM

Next Council Meeting: Tuesday, December 19, 2023 @ 6:15

CTK Council Report By Pastor Melanie December 2023

It's been a whirlwind of activity at CTK this month.

- Robin led the CTK choir, bell choir, and instrumentalists in the cantata, "Rejoice: Your Light has Come!"
- We hosted Advent music series that included a night of Singing Christmas Music and Carols with Garrett; Jim Hatleli & "the Daves"; and will complete the series with Garrett & Friends. The Faithful People commission provided cider & cookies each night.
- The Justice & Peace Commission organized a Fair-Trade Christmas Bazaar.
- The Faith Formation children, youth and parents prepared for the "Straight outta Bethlehem" Christmas Pageant.
- We supported 84 individuals through the CTK Giving Tree in partnership with school social workers.

In all the ways we anticipate & celebrate God-with-us through the seasons of Advent & Christmas, I am so grateful for the staff, members, and friends of CTK who give generously and tirelessly to share God's love and joy.

As I reflect on the rate of activity and energy in this place, I am mindful that a growing edge for myself as a leader is in being more intentional in providing framework for the staff to engage in some year-long planning together. Longer range planning will allow us to better communicate ministry opportunities to our members and the greater community.

Christ the King Lutheran Church
11/30/2023

	Nov 2023	MTD Budget	Variance	YTD	YTD Budget	Variance	Nov 2022	Variance	Prior YTD	Variance
Total Operational Income	\$ 72,227	\$ 73,330	\$ (1,103)	\$ 328,330	\$ 366,651	\$ (38,321)	\$ 61,035	\$ 11,192	\$ 308,184	\$ 20,146
Total Operational Expenses	\$ (69,905)	\$ (73,830)	\$ 3,925	\$ (337,473)	\$ (369,151)	\$ 31,678	\$ (72,283)	\$ 2,378	\$ (453,569)	\$ 116,096
Other Income	\$	\$ 500	\$ (500)	\$ 8,227	\$ 2,500	\$ 5,727	\$ -	\$ -	\$ 7,768	\$ 459
Other Expenses	\$	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Income/(Loss)	\$ 2,322	\$ -	\$ 2,322	\$ (916)	\$ -	\$ (916)	\$ (11,248)	\$ 13,570	\$ (137,617)	\$ 136,701

Key performance variances from budget and prior year

	Nov 2023	Budget	Variance	YTD	YTD Budget	Variance	Prior YTD	Variance
Regular offering	\$ 67,476	\$ 67,658	\$ (182)	\$ 301,301	\$ 338,288	\$ (36,987)	\$ 280,596	\$ 20,705
Other income	\$ -	\$ 500	\$ (500)	\$ 8,227	\$ 1,500	\$ 6,727	\$ 7,768	\$ 459
Rental income	\$ 3,798	\$ 3,798	\$ -	\$ 15,190	\$ 18,988	\$ (3,798)	\$ 17,340	\$ (2,150)
Worship Enrich Expense	\$ (263)	\$ (417)	\$ 154	\$ (4,146)	\$ (2,083)	\$ (2,063)	\$ (957)	\$ (3,189)
Contracted Musician Expense	\$ (2,975)	\$ (542)	\$ (2,433)	\$ (6,460)	\$ (2,708)	\$ (3,752)	\$ (1,625)	\$ (4,835)
Sound System Expense	\$ (2,862)	\$ (167)	\$ (2,695)	\$ (7,324)	\$ (833)	\$ (6,491)	\$ (459)	\$ (6,865)
Community Supper Net Income	\$ (386)	\$ (1,042)	\$ 656	\$ (3,776)	\$ (5,208)	\$ 1,432	\$ (13,171)	\$ 9,395
Local Ministries	\$ -	\$ (667)	\$ 667	\$ -	\$ (3,333)	\$ 3,333	\$ -	\$ -
Synod Giving	\$ (2,400)	\$ (2,917)	\$ 517	\$ (12,244)	\$ (14,583)	\$ 2,339	\$ (12,000)	\$ (244)
Custodial Expense	\$ (2,941)	\$ (708)	\$ (2,233)	\$ (8,314)	\$ (3,542)	\$ (4,772)	\$ (3,077)	\$ (5,237)
Bldg Repair Expense	\$ (1,707)	\$ (1,417)	\$ (290)	\$ (7,718)	\$ (7,083)	\$ (635)	\$ (90,864)	\$ 83,146
Office Administration Expense	\$ (4,014)	\$ (4,363)	\$ 349	\$ (15,372)	\$ (21,813)	\$ 6,441	\$ (20,736)	\$ 5,364
Support Staff	\$ (24,381)	\$ (26,812)	\$ 2,431	\$ (121,551)	\$ (134,058)	\$ 12,507	\$ (141,937)	\$ 20,386
		\$ -	\$ (3,559)		\$ (25,719)		\$ 116,935	

	Nov 2023	MTD Budget	Variance	YTD	YTD Budget	Variance	Nov 2022	Variance	Prior YTD	Variance
Endowment Income	\$ -	\$ -	\$ -	\$ 915	\$ -	\$ 915	\$ -	\$ -	\$ 459	\$ 456
Endowment Distributions	\$ (6,000)	\$ -	\$ (6,000)	\$ (6,000)	\$ -	\$ (6,000)	\$ -	\$ (6,000)	\$ -	\$ (6,000)

Items of note

Income is below budget YTD, but expenses are also below budget
Seasonal expenses will cause YTD expenses to gain on budget the remainder of the year
Regular offering is only 89% of budget

Christ the King Lutheran Church

Balance Sheet

As of November 30, 2023

	TOTAL	
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
10000 OPERATING FUND ASSETS		
10030 Checking - MinnStar 3073	0.00	9,270.34
10040 Checking - Community Bank 5950	107,812.17	106,213.08
10050 Savings - United Prairie 7320	0.00	46,188.08
10060 Checking - Profinium 2524	21,043.66	17,447.04
10070 Savings - Profinium 0005	20,186.41	34,859.80
10099 Petty Cash	107.04	90.00
Total 10000 OPERATING FUND ASSETS	149,149.28	214,068.34
10100 ENDOWMENT FUND		
10120 Fund 1 Mission Investment 8253	0.00	38,228.33
10130 Fund 2 Mission Investment 8295	0.00	22,328.77
10140 Fund 3 Mission Investment 1230	0.00	18,924.27
10150 Endwmnt Funds in Comm Bank 4850	6,014.35	150,020.50
10160 Endwmnt Funds in Comm Bank 8012	103,100.91	
10165 Endwmnt Funds in Comm Bank 8673	40,588.95	
10170 Mission Investment Fixed 4 Yr Fund 9587	80,415.32	
Total 10100 ENDOWMENT FUND	230,119.53	229,501.87
Total Bank Accounts	\$379,268.81	\$443,570.21
Other Current Assets		
11500 SCRIP Card Inventory	2,220.00	2,760.00
12030 Refundable Deposits	0.00	40.00
Total Other Current Assets	\$2,220.00	\$2,800.00
Total Current Assets	\$381,488.81	\$446,370.21
Fixed Assets		
11000 Fixed Assets	4,134,760.00	4,134,760.00
11100 Building Improvements	95,759.81	95,759.81
Total Fixed Assets	\$4,230,519.81	\$4,230,519.81
TOTAL ASSETS	\$4,612,008.62	\$4,676,890.02

Christ the King Lutheran Church

Balance Sheet

As of November 30, 2023

	TOTAL	
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Credit Cards		
20100 CREDIT CARD PAYABLE		
20300 Sam's Club 3415	537.07	677.93
20310 Profinium Credit Card MW x0184	3,547.07	7,671.72
20320 Profinium Credit Card AH x3599	1,620.46	839.78
Total 20100 CREDIT CARD PAYABLE	5,704.60	9,189.43
Total Credit Cards	\$5,704.60	\$9,189.43
Other Current Liabilities		
20000 OPERATING FUND CURRENT LIAB		
20032 Payroll Accrual - PTO	15,340.67	18,138.18
Total 20000 OPERATING FUND CURRENT LIAB	15,340.67	18,138.18
Total Other Current Liabilities	\$15,340.67	\$18,138.18
Total Current Liabilities	\$21,045.27	\$27,327.61
Long-Term Liabilities		
21000 OPERATING FUND LONG TERM LIAB		
21030 Mortgage Payable - Mission Investment Fund	763,215.97	808,214.62
Total 21000 OPERATING FUND LONG TERM LIAB	763,215.97	808,214.62
Total Long-Term Liabilities	\$763,215.97	\$808,214.62
Total Liabilities	\$784,261.24	\$835,542.23
Equity		
31000 FUND BALANCE		
31020 Net Fund Balance	3,307,939.48	3,317,557.14
Total 31000 FUND BALANCE	3,307,939.48	3,317,557.14
32000 RESTRICTED FUNDS		
33000 TEMPORARY RESTRICTED		
33010 Net SCRIP Dedicated	-1,158.30	-1,158.30
70010 SCRIP Dedicated Income	5,870.00	360.00
80010 SCRIP Dedicated Expense	-7,755.30	-1,360.00
Total 33010 Net SCRIP Dedicated	-3,043.60	-2,158.30
33100 FAITHFUL PEOPLE		
33110 Net Faithful People Disc	148.97	98.97
70110 Faithful People Disc Income	0.00	50.00
Total 33110 Net Faithful People Disc	148.97	148.97
33120 Net Youth Trips Dedicated	659.45	350.59
70120 Youth Trips Dedicated Income	0.00	500.00

Christ the King Lutheran Church

Balance Sheet

As of November 30, 2023

	TOTAL	
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)
Total 33120 Net Youth Trips Dedicated	659.45	850.59
33130 Net Fundraisers Dedicated	0.00	0.00
70130 Fundraisers Dedicated Income	2,636.49	0.00
80130 Fundraisers Dedicated Expenses	-3,482.12	-268.50
Total 33130 Net Fundraisers Dedicated	-845.63	-268.50
33140 Net Library Dedicated	4,669.71	4,669.71
70140 Library Dedicated Income	100.00	0.00
Total 33140 Net Library Dedicated	4,769.71	4,669.71
33170 Net Christmas Christ Chpl Dedic	45.00	45.00
33180 Net Nursery/Kids Corner Dedi	214.59	189.59
70170 Nursery/Kids Corner Dedi Income	0.00	25.00
Total 33180 Net Nursery/Kids Corner Dedi	214.59	214.59
Total 33100 FAITHFUL PEOPLE	4,992.09	5,660.36
33200 WORD AND SACRAMENT		
33210 Net Word and Sacrament Disc	11.03	11.03
33220 Net Music Dedicated	4,828.09	8,221.14
70292 Music Dedicated Income	495.00	3,733.00
80292 Music Dedicated Expense	-450.00	-2,680.00
Total 33220 Net Music Dedicated	4,873.09	9,274.14
33230 Net Altar Guild Dedicated	50.00	50.00
33240 Net JAM/Kids Klub Dedicated	2,930.02	2,135.02
70230 JAM/Kids Klub Dedicated Income	0.00	445.00
Total 33240 Net JAM/Kids Klub Dedicated	2,930.02	2,580.02
33250 Net Organ Fund Dedicated	90.00	90.00
33260 Net Bell Choir Dedicated	50.50	50.50
33270 Net Vesper Voices Dedicated	261.07	261.07
33280 Net CLUB 6789 Dedicated	2,575.04	2,586.64
70270 CLUB 6789 Dedicated Income	0.00	30.00
Total 33280 Net CLUB 6789 Dedicated	2,575.04	2,616.64
33284 Net Warm Up Dedicated -All Chur	2,179.84	4,053.76
70280 Warm Up All Churches Dedic Inc	0.00	130.00
80280 Warm Up All Churches Dedi Exp	0.00	-703.92
Total 33284 Net Warm Up Dedicated -All Chur	2,179.84	3,479.84
33290 Net Christmas Decor Dedicated	3,091.73	481.70
70290 Christmas Decor Dedicated Income	0.00	3,000.00
Total 33290 Net Christmas Decor Dedicated	3,091.73	3,481.70
33291 Net Faith Continuum Dedicated		
73291 Faith Continuum Dedicated Income	125.00	225.00
83291 Faith Continuum Dedicated Expenses	-313.42	

Christ the King Lutheran Church

Balance Sheet

As of November 30, 2023

	TOTAL	
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)
Total 33291 Net Faith Continuum Dedicated	-188.42	225.00
Total 33200 WORD AND SACRAMENT	15,923.90	22,119.94
33300 PROCLAIM		
33310 Net Musicals Dedicated	0.00	0.00
70310 Musicals Dedicated Income	500.00	0.00
Total 33310 Net Musicals Dedicated	500.00	0.00
33320 Net Wacky Doodle Week Dedicated	0.00	1,356.58
70320 Wacky Doodle Dedicated Income	1,284.00	590.00
80320 Wacky Doodle Dedicated Expenses	-382.72	-1,946.58
Total 33320 Net Wacky Doodle Week Dedicated	901.28	0.00
Total 33300 PROCLAIM	1,401.28	0.00
33400 SERVANT		
33410 Net Pray Shawls/Yarn Works Dedi	46.90	21.90
33420 Net Christian/Ev Outreach Dedi	13,426.85	28,450.44
70420 Christian/Ev Outreach Ded Inc	0.00	1,180.00
80420 Christian/Ev Outreach Ded Exp	-3,475.74	-5,025.00
Total 33420 Net Christian/Ev Outreach Dedi	9,951.11	24,605.44
33430 Net Jam Missions Dedicated	2,720.50	3,598.68
33440 Net Quilters Dedicated	2,560.83	212.64
70440 Quilters Dedicated Income	40.00	2,307.00
80440 Quilters Dedicated Expenses	-579.30	-43.15
Total 33440 Net Quilters Dedicated	2,021.53	2,476.49
33450 Net Circle of Hope Dedicated	4,172.11	3,720.60
70450 Circle of Hope Dedicated Income	5,830.00	0.00
80450 Circle of Hope Dedicated Expens	-832.47	0.00
Total 33450 Net Circle of Hope Dedicated	9,169.64	3,720.60
33460 Net Advent Brunch Dedicated	239.93	239.93
33470 Net Welcome Nicaraguan Family Dedicated	13,487.52	
70470 Welcome Nicaraguan Family Income	8,828.68	
80470 Welcome Nicaraguan Family Expense	-8,262.24	
Total 33470 Net Welcome Nicaraguan Family Dedicated	14,053.96	
Total 33400 SERVANT	38,203.57	34,663.04
33500 EXECUTIVE		
33510 Net Executive Disc	172.09	323.34
80510 Executive Discretionary Expense	0.00	-151.25
Total 33510 Net Executive Disc	172.09	172.09
33600 Net Cap Exp/Equip Replac Ded	2,100.00	100.00
70520 Capital Exp/Equip Rplc Ded Inc	0.00	2,000.00

Christ the King Lutheran Church

Balance Sheet

As of November 30, 2023

	TOTAL	
	AS OF NOV 30, 2023	AS OF NOV 30, 2022 (PY)
Total 33600 Net Cap Exp/Equip Replac Ded	2,100.00	2,100.00
33610 Net Memorials - Undedicated	8,732.04	22,015.56
70530 Memorials - Undedicated Income	6,460.00	4,045.00
80530 Memorials - Undedicated Expense	-200.00	-3,134.98
Total 33610 Net Memorials - Undedicated	14,992.04	22,925.58
33630 Net Capital Campgn - 3R's 2014	34,517.71	35,484.67
70550 Capital Campaign - 3Rs 2014 Inc	1,035.00	0.00
80550 Capital Campaign - 3Rs 2014 Exp	0.00	-39.84
Total 33630 Net Capital Campgn - 3R's 2014	35,552.71	35,444.83
Total 33500 EXECUTIVE	52,816.84	60,642.50
Total 33000 TEMPORARY RESTRICTED	110,294.08	120,927.54
Total 32000 RESTRICTED FUNDS	110,294.08	120,927.54
38000 With Donor Restrictions		
38100 Perpetual in Nature (Initial Endowment Fund) Comm Bank	156,688.40	146,228.40
38101 Perpetual in Nature (Initial Endowment Fund) MIF 1	30,000.00	30,000.00
38102 Perpetual in Nature (Initial Endowment Fund) MIF 2	17,000.00	17,000.00
38103 Perpetual in Nature (Initial Endowment Fund) MIF 3	15,000.00	15,000.00
38200 Purpose Restrictions (Endowment Fund Interest)	11,431.13	21,273.47
Total 38000 With Donor Restrictions	230,119.53	229,501.87
39000 Unrestricted Net Assets	185,395.08	310,518.22
Net Income	-6,000.79	-137,156.98
Total Equity	\$3,827,747.38	\$3,841,347.79
TOTAL LIABILITIES AND EQUITY	\$4,612,008.62	\$4,676,890.02

Christ the King Lutheran Church
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July - November, 2023

	Nov 2023		Total	
	Actual	Budget	Actual	Budget
Income				
40000 OPERATIONAL INCOME			0.00	0.00
40010 Offering Pledged Income	49,604.63	67,657.67	274,679.78	338,288.35
40020 Offering Nonpledge Income	17,094.99		23,094.99	0.00
40030 Loose Offering Income	776.00		3,526.50	0.00
40040 Thrivent Choice Income	12.00		12.00	0.00
40050 Community Supper Income	932.35	958.33	5,045.68	4,791.65
40060 Building Use Income		750.00	2,275.00	3,750.00
40120 VBS Income			297.41	0.00
40160 Rent Income	3,797.53	3,797.50	15,190.12	18,987.50
40190 Interest Income	9.17	166.67	4,208.19	833.35
40195 Other Income		500.00	8,227.33	2,500.00
Total 40000 OPERATIONAL INCOME	\$ 72,226.67	\$ 73,830.17	\$ 336,557.00	\$ 369,150.85
41000 ENDOWMENT INCOME			0.00	0.00
41010 Endowment Interest Income			914.99	0.00
Total 41000 ENDOWMENT INCOME	\$ 0.00	\$ 0.00	\$ 914.99	\$ 0.00
Total Income	\$ 72,226.67	\$ 73,830.17	\$ 337,471.99	\$ 369,150.85
Gross Profit	\$ 72,226.67	\$ 73,830.17	\$ 337,471.99	\$ 369,150.85
Expenses				
50000 OPERATIONAL EXPENSES			0.00	0.00
50010 FAITHFUL PEOPLE			0.00	0.00
50020 Junior High Activities Expense		41.67	0.00	208.35
50030 Senior High Activities Expense	1,112.78	58.33	1,535.88	291.65
50040 New Member Brunch Expense	74.95	20.83	144.45	104.15
50050 Youth Transport Expense		125.00	272.56	625.00
50060 Fun Living Expense	268.95	66.67	303.12	333.35
50070 Christ in Our Home		62.50	270.00	312.50
50080 Library Expense	58.12	108.33	658.12	541.65
50090 Grad Dinner / Gifts Expense		62.50	0.00	312.50
Total 50010 FAITHFUL PEOPLE	\$ 1,514.80	\$ 545.83	\$ 3,184.13	\$ 2,729.15
50100 WORD AND SACRAMENT			0.00	0.00
50110 Altar Supplies Expense	281.61	145.83	738.07	729.15
50120 Worship Enrich Expense	262.60	416.67	4,146.05	2,083.35
50130 Music Expense	451.70	500.00	2,519.81	2,500.00
50132 Contracted Musician Expense	2,975.00	541.67	6,460.00	2,708.35
50140 JAM/KK Curriculum Expense		62.50	52.98	312.50
50150 JAM/KK Supplies Expense	55.96	125.00	1,123.52	625.00
50170 Kids Corner	36.00	8.33	36.00	41.65
50190 Copyright Expense		100.00	591.00	500.00
50200 Liturgical Resource Expense		58.33	0.00	291.65
50210 Instrument Upkeep Expense		62.50	0.00	312.50
50220 Kings Kids Expense		8.33	62.51	41.65
50230 Sound System Expense	42.86	166.67	119.35	833.35
50232 Hardware Expenses	1,299.28		1,934.38	0.00
50233 Software Expenses	1,519.56		5,270.50	0.00
Total 50230 Sound System Expense	\$ 2,861.70	\$ 166.67	\$ 7,324.23	\$ 833.35

Christ the King Lutheran Church
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July - November, 2023

	Nov 2023		Total	
	Actual	Budget	Actual	Budget
50240 Adult Ed/Bag Lunch/Night Expens		125.00	9.91	625.00
50250 CLUB 6789 Expense		125.00	621.71	625.00
50260 Special Season / Flowers Exp	434.97	83.33	784.80	416.65
50270 Bulletins / Friendship Pads Exp		8.33	0.00	41.65
Total 50100 WORD AND SACRAMENT	\$ 7,359.54	\$ 2,537.49	\$ 24,470.59	\$ 12,687.45
50300 PROCLAIM			0.00	0.00
50310 Coffee Fellowship Expense	216.30	83.33	470.94	416.65
50320 Christmas Program Expense		4.17	50.00	20.85
50330 Advertising Expense		166.67	466.18	833.35
50350 VBS Expense		166.67	2,249.82	833.35
50360 Web Update Expense		8.33	0.00	41.65
Total 50300 PROCLAIM	\$ 216.30	\$ 429.17	\$ 3,236.94	\$ 2,145.85
50400 SERVANT			0.00	0.00
50410 Community Supper Expense	1,317.95	2,000.00	8,822.23	10,000.00
50420 ELCA SE ME Synod Expense	2,400.00	2,916.67	12,244.27	14,583.35
50440 Christian Outreach Expense		41.67	71.99	208.35
50445 Local Ministries		666.67	0.00	3,333.35
50520 Backpack Food/Feeding Our Commu		0.00	515.79	0.00
50530 Church Camp / Green Lake Exp		125.00	269.00	625.00
50535 Women's Retreat		41.67	0.00	208.35
50830 MN River Conference Expense		25.00	0.00	125.00
Total 50400 SERVANT	\$ 3,717.95	\$ 5,816.68	\$ 21,923.28	\$ 29,083.40
50600 EXECUTIVE			0.00	0.00
50601 PROPERTY		0.00	0.00	0.00
50610 Sprinkler Monitor Expense	119.85	237.50	384.75	1,187.50
50620 Insurance Expense	3,101.83	2,104.17	12,407.41	10,520.85
50630 Custodial Expense	2,940.66	708.33	8,313.70	3,541.65
50680 Bldg Repairs Expense	1,707.40	1,416.67	7,718.16	7,083.35
50685 Grounds Expense		416.67	0.00	2,083.35
50720 Equip Maintenance Expense	301.11	1,250.00	7,950.93	6,250.00
50920 Mortgage Interest Expense	2,781.19	2,709.00	13,900.06	13,545.00
50960 Utilities Expenses			0.00	0.00
50640 Fuel & Gas Expense	1,087.80	1,041.67	6,824.04	5,208.35
50650 Electricity Expense	1,348.32	2,500.00	12,569.91	12,500.00
50660 Telephone Expense	679.13	691.67	3,395.41	3,458.35
50670 Other Utilities Expense	673.91	875.00	4,280.14	4,375.00
Total 50960 Utilities Expenses	\$ 3,789.16	\$ 5,108.34	\$ 27,069.50	\$ 25,541.70
Total 50601 PROPERTY	\$ 14,741.20	\$ 13,950.68	\$ 77,744.51	\$ 69,753.40
50602 OFFICE ADMINISTRATION			0.00	0.00
50690 Paper Expense	174.21	62.50	736.95	312.50
50700 Postage Expense	810.00	291.67	2,035.99	1,458.35
50710 Office Supply Expense	968.38	625.00	1,575.37	3,125.00
50730 Office Equip Rental Expense	340.05	491.67	2,608.18	2,458.35
50740 Computer Software Expense	1,538.87	2,408.33	7,873.42	12,041.65
50850 Bank Fee Expense	127.00	466.67	431.17	2,333.35
50851 QuickBooks Payments Fees	18.82		33.99	0.00

Christ the King Lutheran Church
Budget vs. Actuals: Budget_FY24_P&L - FY24 P&L
July - November, 2023

	Nov 2023		Total	
	Actual	Budget	Actual	Budget
50860 Office Coffee Expense	36.80	16.67	76.78	83.35
Total 50602 OFFICE ADMINISTRATION	\$ 4,014.13	\$ 4,362.51	\$ 15,371.85	\$ 21,812.55
50603 MINISTRY PARTNERSHIP			0.00	0.00
50745 Professional Fees-Accounting	2,980.00	2,850.00	14,970.00	14,250.00
50748 Honorariums and Mileage Expense		166.67	0.00	833.35
50750 Pastoral Staff	3,630.12	4,299.00	18,150.60	21,495.00
50760 Support Staff	24,381.46	26,811.67	121,550.70	134,058.35
50770 Housing Expense	2,846.16	3,083.33	14,230.76	15,416.65
50790 Insurance & Pension Expense	2,537.08	2,766.25	12,685.40	13,831.25
50800 Social Security Expense	1,865.18	2,051.08	9,269.90	10,255.40
50820 Required Conference Expense		125.00	0.00	625.00
50890 Office Training /Confer Expense		83.33	500.00	416.65
Total 50603 MINISTRY PARTNERSHIP	\$ 38,240.00	\$ 42,236.33	\$ 191,357.36	\$ 211,181.65
50930 Mortgage Principal Expense		3,839.00	0.00	19,195.00
Total 50600 EXECUTIVE	\$ 56,995.33	\$ 64,388.52	\$ 284,473.72	\$ 321,942.60
51000 SPECIAL EVENTS EXPENSES			0.00	0.00
50870 Funeral and Bldg	100.98		129.12	0.00
Total 51000 SPECIAL EVENTS EXPENSES	\$ 100.98	\$ 0.00	\$ 129.12	\$ 0.00
53000 PEACE AND JUSTICE			55.00	0.00
53010 Pride Fest		16.67	0.00	83.35
53020 Highway Cleanup		8.33	0.00	41.65
53030 Community Supper / Compost		75.00	0.00	375.00
53050 Spring / Fall Clean Up		12.50	0.00	62.50
Total 53000 PEACE AND JUSTICE	\$ 0.00	\$ 112.50	\$ 55.00	\$ 562.50
Total 50000 OPERATIONAL EXPENSES	\$ 69,904.90	\$ 73,830.19	\$ 337,472.78	\$ 369,150.95
Total Expenses	\$ 69,904.90	\$ 73,830.19	\$ 337,472.78	\$ 369,150.95
Net Operating Income	\$ 2,321.77	-\$ 0.02	-\$ 0.79	-\$ 0.10
Other Expenses				
90200 Endowment Fund Distributions			6,000.00	0.00
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 6,000.00	\$ 0.00
Net Other Income	\$ 0.00	\$ 0.00	-\$ 6,000.00	\$ 0.00
Net Income	\$ 2,321.77	-\$ 0.02	-\$ 6,000.79	-\$ 0.10

Thursday, Dec 14, 2023 03:17:37 PM GMT-8 - Cash Basis

Faithful People Commission Running Notes

December 11, 2023

5:30 pm

Fireside Room CTK

Members present: John Branstad, Carolyn Krause, Lonnie Reemer, Madysen Pearson, Wanda Pearson, Kirsten Elliott

Absent: Alyssa Herrig

Agenda:

- **Council Update (Madyson)**

- Nothing particularly noteworthy ☺☺

- **Old Business**

- Advent Concert series
 - Dec 5: Lonnie Reemer, Wanda Pearson
 - Very small attendance
 - 1 pot regular coffee, 1 pot decaf, ~1.5 gal. cider
 - All stuff on kitchen cart
 - Same approach as last year: Cider, Coffee, Treats
 - Setup 6pm (7pm Concert, 6:30 Cookies/Coffee/Cider)
 - Signup
 - Dec 12: Carolyn, John
 - Dec 19: Carolyn, Kirsten
- "CTK Social" events
 - Temple Talk
 - John to pull together some talking points
 - Advertise Painting event
 - Share we're planning Feb/Mar/Apr
 - Submit other ideas for future events!
 - Exchange over email, see who can talk in church
 - Target December 17 & 20 (John)
 - Repeat in Jan
 - SKIP: Pickle Barn - February
 - \$600/hr for the entire facility
 - \$160/hr for 4 courts, \$160/hr for upstairs 'party room'
 - Seems pretty expensive
 - Revisit in summer
 - Tourtellotte? Crooked Pint?
 - Painting Event - Saturday January 20th @ Fireside room
 - Planning 3-5pm
 - \$30 per person, but Committee will do Buy One, Get One
 - Will setup RSVP site

- Have this at church, so nursery is an option
- WOW Zone Bowling - February
 - Kirsten double-check on prices
- Board Games / Cards - March
 - Snacks, etc.
 - Invite people to bring their own/favorites
- Cooking with Clayton - April
- Future possibilities:
 - Artifact, Vikings/Wolves/Wild/Twins Watch Party, brunch, etc.
- Bagels, Bibles, and Brew women's fellowship
 - Kirsten to ask group for Co-chairs or Chair / Vice-chair
 - Faithful People is definitely willing to 'sponsor' that group, support / budget / etc.
- **New Business**
 - HS Senior Recognition
 - Target Wed May 22
 - Desire to keep community supper
 - Keep "church family" connection
 - Increase worship service attendance
 - Still reserved/decorated tables for
 - Still work with Clayton
 - John to reconnect with Sandy & Kathy

NEXT MEETING: January 8, 5:30 pm., CTK Fireside Room
Regular 2nd Monday

Word and Sacrament Commission
To Hear God's Word and Share in the Lord's Supper
 Meeting Minutes December 7, 2023

Members present: Jessica McNamara (Chair), Amy Bole, Stan Bruss, Kevin Elliott, Marylou Haldorson, Kathy Kachelmyer, Pastor Melanie

Members absent: Megan Sandhurst

Call to Order: Jessica called the meeting to order at 6:35

Devotions: Given by Amy

Approval of November meeting minutes: Motion made/seconded by Stan/Amy to approve. Motion carried.

Council Report: No new business relative to this commission

Pastoral Report: Melanie reported on the scheduled Christmas Eve services. Times will be:

12:00 PM Jazz service with communion being served

2:00 PM Blended service

4:00 PM Blended service

10:00 PM Traditional service with communion being served

There will be a final Advent service at 1000 on 12/25 and only one service at 1000 on 1/1/24

Old Business: Stan provided a copy of *recommended* "CTK Funeral/Memorial Service Honorariums and Facilities Fees". He accompanied this document with draft copies of a CTK facility usage form and building fee structure for our reference.

Talking points: The church no longer provides any food for funerals

Designated fees will be paid to the church

Honorariums will be paid to the appropriate individuals providing the services

It needs to be determined which CTK personnel member will be responsible for presenting and collecting funds. Ideally these fees could be presented to family members by the mortuary personnel.

There was consensual agreement that this document should be presented to Council for review and approval with the recommended change of "Event" Coordinator to "Service" Coordinator

(Thank you for your work, Stan)

New Business: *Melanie presented several copies of contemporary formats of the Lord's Prayer. The Contemporary ELW Lord's Prayer will be used at the pastor's discretion on Wednesday evenings and Sundays at 10:00.

*There is a need for more ushers, especially at the Sunday 10:00 services. Discussion included the various ways to get cultivate interest and involvement. Time and Talent forms used in the past have not always been effective. A SignUP Genius and video were suggested. It was also suggested that Matt Norland be contacted for some guidance with scheduling and training.

*Ash Wednesday will be early, on February 14th. Preaching formats were discussed. Asking for participation from pastoral leaders of the community agencies CTK collaborates with was a recommended option. Last year's personal stories from congregants was well received and is also an option.

Commission members expressed a preference to keeping Pastor Melanie involved in Lenten services at CTK as opposed to participating in a community ELCA round robin.

*Usage of the bell for All Saints Sunday needs to be reviewed for next year.

Prayer Requests: Taken and led by Pastor Melanie

Meeting Adjourned: By Jessica at 7:55

Next Meeting: January 4, 2024. Marylou will provide devotions.

Respectfully submitted: By Kathy Kachelmyer

Buildings and Grounds Committee/Board meeting, November 29, 2023

Attendees: John and Lori Westendorf, Mark Thompson, Brent Sandhurst (Council liaison), Stan and Kathy Bruss, Lynn Austin, Jim Armbruster (secretary)...Absent: Julie Hatleli

1 Chairwoman Kathy Bruss called the meeting to order at 4pm in the CTK conference room.

2. With the new Constitution now, a question was asked about if we are to be elected to this Board and how long can we serve. Jim Armbruster replied that the new Constitution took effect when the vote to approve was passed by the congregation. The vote on December 3 will be the ratification vote, the last in a two-step process to install a new constitution for our congregation. When the vote is passed on Sunday, December 3, the new Constitution is sent to the Synod for their records. We will be in a transition period of time from then until our next annual meeting in July 2024, by which time all of the boards and committees will have either members

elected by the Council until the annual meeting, or will be elected at the annual meeting. Much of this process will be worked on in the coming months. Notification of the progress on the transition will be up to the Council to keep the congregation informed.

3. Property Manager Vacancy - Several members questioned why our Property Manager was no longer employed at CTK. Everyone on the Committee felt that he was doing his job for our church and its systems, and was a contributing member of this committee. Due to confidentiality issues no information was presented by our Council liaison.

4. The committee was informed that the following actions were taken by the Council following the departure of the Property Manager:

- Garrett Steinberg's cleaning company will clean the church on Tuesdays and Thursdays.
- Snow removal will be supplied by CareTakers Co. on Monday through Saturday.
- Snow removal on Sundays will be provided by the Boy Scouts.
- Parking lot snow removal will be provided by volunteer Lynn Austin commencing his 42nd year of providing this free service for CTK.

5. Since the property manager position is now vacant, a discussion ensued regarding who is in charge of overseeing the boilers.

- Mark T. has called Paape Plumbing to set up an appointment, but has received no return call. Paape Co. installed a new switch this year but questions came up about when to turn this switch to "ON".
- Skogen Mechanical LLC is a possible option for a maintenance person.
- Mark also mentioned that Al Lee is another possible person to be trained in the boiler system since he is here so much. Mark will oversee this area and has credentials to train an additional person to be available. John Westendorf may also help in this area.

6. HVAC – Similar who-is-overseeing discussion. Our building has Trane heat pumps but no one in Mankato is trained to work on them. CTK has a preventative maintenance contract for our Mitsubishi products, and a Mankato company is overseeing the rest of the heating system.

7. Rental Agreement Update –

- Chairwoman Kathy has prepared a new rental agreement form with updated fees for non-members and members. The last update of fees occurred in 2020. Rental of the kitchen area is an issue to be determined due to the potential of damage to very expensive appliances, if appliance usage is needed for a renting group. Cultivate Mankato uses the kitchen daily and cleans up well after their usage.
- A funeral policy update is nearly completed and will need to be incorporated into this rental agreement also.
- Additional discussion occurred regarding rental by people that cannot afford the rental fees. No decision made.
- If the employees are "on the clock" do they receive extra payment in addition to that? (i.e. for clean up time)
- More discussion followed on the new rental agreement form and fees, when finalized, that the fee structure should be followed. Any deviation from the fee structure should be explained to all staff who may be in a position to complete a CTK rental agreement with a renter as to who may override the fee structure, and for what reason.
- Insurance issues for renters – Shannon Sinning should be contacted regarding CTK insurance for renters. Stan B. stated most organizations that may rent already have their own insurance for rented rooms.

8. Miscellaneous issues

- Carl was working on a cost list for items needing replacement now or in the future. (i.e. carpet cleaning equipment is old.

- One of the snowblowers is very old. Lynn Austin is overhauling the snowblowers.
- Roof sections will need work. Place on back burner now??
- Solar panels section has issues due to how panels were installed.
- Parking lot lights out – Mark will work on that item.

9. Random discussion: Can Carl can be called upon to get information about a problem about which we may need more information. Jim Armbruster will contact him to see what he says about that possibility.

10. Meeting adjourned about 5:15pm

11. Next meeting: January 3, 2024, CTK Conference Room, 4pm.

Respectfully submitted,
Jim Armbruster, Secretary