

**Christ the King Lutheran Church**  
**Congregational Council Agenda**  
February 27th, 2024 @ 5:30 pm

***\*At Pioneer Bank\****

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

1. Attendance
2. Devotions – *Daniel Rickbeil*
3. Approval of the Agenda
4. Approval of Meeting Minutes
5. Approval of Treasurer's Report
6. Stained Glass Windows Gift-Courtyard windows
7. Damage Deposit Form for Weddings
8. Room Rental/Usage Form
9. Funeral Policy Discussion
10. Pastor Melanie's Report
11. Covenant Commission Communication
12. Prayer Request/Adjournment

NAME MONTH

Daniel Rickbeil	February
Madysen Pearson	March
Gary Rudolf	April
Brennan Enstad	May
Marlin Spangrud	June
Barbie Roessler	Substitute

**CHRIST THE KING LUTHERAN CHURCH**  
**Executive Team Meeting**  
**February 20<sup>th</sup>, 2024 @ 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:**

Jessica Ehrich – President Elect  
Gary Rudolf – Vice-President Elect  
David Krause – Treasurer  
David Menk – Past President  
Pastor Melanie

**Members Absent:**

Barbie Roessler - Secretary

- David K. reviewed the financial statements.
- Discussion regarding adding Venmo as another giving option besides the Dip Jar..
- Discussion about wedding damage deposit form. Will be brought to Council for approval after minor edits.
- Discussion about Funeral Policy form. Discussion tabled until next Exec Team meeting.
- Discussion regarding Chef and Building Manager positions. Job descriptions will be forwarded to Personnel Committee for final review then posted on Facebook and CtK website.
- Approved bringing to full council a recommendation to accept the donation for stained glass window inserts by Courtyard windows.

**Next Exec Team Meeting: March 19<sup>th</sup>, 2024, in Fireside Room**

## **Christ the King Lutheran Church**

### **Congregational Council Agenda**

January 23, 2024 @ 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  
Gary Rudolf, Vice President  
Dave Krause, Treasurer  
Barbie Roessler, Secretary  
Dan Rickbeil  
Marlin Spangrud  
Gayle Depuydt  
Brent Sandhurst  
Brennan Enstad  
Kaia Austin  
Kathy Kachelmyer  
Pastor Melanie

#### **Members Absent:**

Madysen Pearson  
David Menk

#### **Guests:** Stewardship Committee

Pastor Emily Carson, Synod (Growing our Giving)

1. Introductions – David Krause provided introductions of Emily Carson at 5:37
2. Stewardship Presentation
  - Recorded presentation was given by Pastor Emily Carson.
3. Attendance
  - J. Ehrich called the meeting to order at 6:42 PM
4. Devotions – Jessica Ehrich
  - Thank you, Jessica.
5. Approval of the Agenda
  - Motion by G Rudolph, Second M Spangrud, - Motion passed
6. Approval of Meeting Minutes
  - Motion by B Enstad, Second, B Sandhurst
  - Motion passed
7. Approval of Treasurer's Report
  - Motion by B Sandhurst, Second by, G Depuydt
  - Discussion - Dave provided additional information regarding the financial statements. There is currently a net gain of \$8,000. We are revenue positive of over \$15,000 at this time because our expenses are under budget. We are currently benefiting from the seasonal flow of the expenses. Mission support dollars is an example of that. Annual gifts, like local ministries, are given at the

end of the year. Overall, we are at a good point. A mild winter has also been a benefit to our expense spending. Operating cash is a net \$47,900 at the end of December. The Stewardship Committee is working on a formula for a minimum net operating cash amount. They will give a recommendation at a future date. There was discussion for the servant giving and how much is allocated or “set aside” for different organizations. The Community Dinner budget was requested. The YTD net is \$5,800 expense. Budgeted net is \$6,251. The RRR account was discussed as well. That amount is roughly \$36,000 Currently. The question was posed if the RRR funds were used for the compressor issue and/or diagnostics which cost about \$25,000. Trane would have been the vendor for this item.

- Motion Passed

#### 8. Building and Grounds Committee Request

- Jessica spoke about the concerns shared from the Building and Grounds (B & G) Committee chairperson, Kathy Bruss. She provided a list of items and priorities. The roof was not addressed on this list. The B & G Committee put the roof on hold until the new Property Manager position is filled and is able to work with vendors for that project. It was stated that we will be working with KRI for the roofing projects. The committee is depending on KRI to provide which sections should be done and when. The B & G Committee meets Wednesday, January 24. Jessica will share the list of items that Kathy provided her. The council is requesting the “top three” items to address. Dave stated the Stewardship Committee is ready, willing, and anxious to assist with projects. They would like the B & G Committee to bring the timeline and costs.

#### 9. Other business

- Property Manager Position
  - There was an interview of a candidate from Cultivate. There is an updated job description available now. We are still looking to see how we can move forward with filling the position. The Personnel Committee will review the new job description.
- Task Force Transition – Marlin stated he and Jim Armbruster are working on drafts for the council to consider for the transition to Boards. Five documents have been created for consideration. Eight boards’ goals, planned activities, and accomplishments will be identified. The commission liaisons will work with Marlin and Jim of these goals. Examples were shared at a previous meeting. The second document lists the eight boards and council liaison spelled out identifying each person. The transition itself was also created as a third document. The fourth document addressed serving on the council regarding expectations for being on the council as well as Chapter 12 Duties and Responsibilities. The fifth document addresses time, talent, and volunteer opportunities. These documents will be shared and discussed at the February meeting.

#### 10. Pastor Melanie’s Report

- Earned Sick and Safe Time was discussed with our staff. This will apply to most of CTK employees.
- Run Away Run CGP for Melanie’s continuing education needs. It allows for retreat and learning opportunities.
- CTS contract is being looked at upgrading computers.
- First aid and AED training is being done as a group. It is being done through the Red Cross.
- Cultivate is no longer meeting at CTK for January – March due to their funds and fewer enrollment. Their cooking staff is still at CTK. They are continuing to pay

their rent.

- Staff appreciation luncheon – The executive council sponsored it last year. Anyone from the council is welcome to attend. Wednesday, February 28 @ 11:30 to attend and assist. It is held in the Fireside room at CTK.

#### 11. Covenant Commission Communication

- No information to share.
- Gail – Justice and Peace – The Fiesta for the Cruz family went well. Movie night is “Chasing Ice” and will be held on 2/18/24 @ 6:30 PM.
- Kathy – Word & Sacrament - Funeral Policy has been fine-tuned. Please review this information when it is distributed to us. Bring this to the February meeting for discussion and approval.
- Brennan - Servant Committee – New members being added to this Commission - The constitution states potential members can be added at the Annual meeting. It was clarified new members can be added to the board, and it will be ratified at the Annual Meeting.
- Dip Jar – Motion by D Krause to authorize the Stewardship Committee to subscribe to adding the service of a Dip Jar not to exceed \$1,000 in expenses. Second by B Sandhurst.
  - Discussion - Where should the Dip Jars be placed?
  - There could be a Stewardship station(s) within the church somewhere that responds to more than just monetary giving.
  - Is a physical card needed or could something like “Apple Pay” be used?
  - Who will cover the transaction charge? The church will pick up the transactional expense.
  - Costs are \$360 for the one-amount “jar” with 2.9% fee and \$.30 per transaction processing fee. The other cost was \$600 for a multi-amount “jar” and same processing and transaction fees.
- Motion passed.
- Where are we with Venmo? This has been tabled. It will be researched through the Stewardship committee.

#### 12. Prayer Request/Adjournment

- Motion by D Krause, second by G Depuydt
- Adjourned at 7:58 PM

Next Executive Committee Meeting: Tuesday, February 20, 2024 @ 5:30 PM

Next Council Meeting: Tuesday, February 27, 2024 @ 5:30

#### NAME MONTH

Daniel Rickbeil	February
Madysen Pearson	March
Gary Rudolf	April
Brennan Enstad	May
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**Christ the King Lutheran Church**  
**1/31/2024**

	<u>Jan 2024</u>	<u>MTD Budget</u>	<u>Variance</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Jan 2023</u>	<u>Variance</u>	<u>Prior YTD</u>	<u>Variance</u>
Total Operational Income	\$ 235,215	\$ 73,330	\$ 161,885	\$ 649,516	\$ 513,311	\$ 136,205	\$ 66,013	\$ 169,202	\$ 487,834	\$ 161,682
Total Operational Expenses	\$ (66,510)	\$ (73,830)	\$ 7,320	\$ (481,902)	\$ (516,811)	\$ 34,909	\$ (78,359)	\$ 11,849	\$ (619,614)	\$ 137,712
Other Income	\$ 75	\$ 500	\$ (425)	\$ 8,302	\$ 3,500	\$ 4,802	\$ -	\$ 75	\$ 7,768	\$ 534
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Net Income/(Loss)</b>	<b>\$ 168,780</b>	<b>\$ -</b>	<b>\$ 168,780</b>	<b>\$ 175,916</b>	<b>\$ -</b>	<b>\$ 175,916</b>	<b>\$ (12,346)</b>	<b>\$ 181,126</b>	<b>\$ (124,012)</b>	<b>\$ 299,928</b>

**Key performance variances from budget and prior year**

	<u>Jan 2023</u>	<u>Budget</u>	<u>Variance</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Prior YTD</u>	<u>Variance</u>
Regular offering	\$ 229,663	\$ 67,658	\$ 162,005	\$ 605,611	\$ 473,604	\$ 132,007	\$ 446,646	\$ 158,965
Other income	\$ -	\$ 500	\$ (500)	\$ 8,227	\$ 3,500	\$ 4,727	\$ 7,768	\$ 459
Rental income	\$ 3,798	\$ 3,798	\$ -	\$ 22,785	\$ 26,583	\$ (3,798)	\$ 24,240	\$ (1,455)
Interest Income	\$ 9	\$ 167	\$ (158)	\$ 6,047	\$ 1,167	\$ 4,880	\$ 955	\$ 5,092
Contracted Musician Expense	\$ (2,000)	\$ (542)	\$ (1,458)	\$ (11,860)	\$ (3,792)	\$ (8,068)	\$ (2,750)	\$ (9,110)
Sound System Expense	\$ (1,056)	\$ (167)	\$ (889)	\$ (9,723)	\$ (1,167)	\$ (8,556)	\$ (75)	\$ (9,648)
Local Ministries	\$ -	\$ (667)	\$ 667	\$ -	\$ (4,667)	\$ 4,667	\$ -	\$ -
Synod Giving	\$ (4,033)	\$ (2,917)	\$ (1,116)	\$ (18,678)	\$ (20,417)	\$ 1,739	\$ (16,800)	\$ (1,878)
Custodial Expense	\$ (3,204)	\$ (708)	\$ (2,496)	\$ (13,855)	\$ (4,958)	\$ (8,897)	\$ (4,680)	\$ (9,175)
Office Administration Expense	\$ (2,971)	\$ (4,363)	\$ 1,392	\$ (20,961)	\$ (30,538)	\$ 9,577	\$ (32,174)	\$ 11,213
Support Staff	\$ (19,474)	\$ (26,812)	\$ 7,338	\$ (172,802)	\$ (187,682)	\$ 14,880	\$ (205,662)	\$ 32,860
		<b>\$ 164,785</b>			<b>\$ 143,158</b>		<b>\$ 177,323</b>	

	<u>Jan 2023</u>	<u>MTD Budget</u>	<u>Variance</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Jan 2023</u>	<u>Variance</u>	<u>Prior YTD</u>	<u>Variance</u>
Endowment Income	\$ -	\$ -	\$ -	\$ 2,252	\$ -	\$ 2,252	\$ 10,911	\$ (10,911)	\$ 11,371	\$ (9,119)
Endowment Distributions	\$ -	\$ -	\$ -	\$ (6,000)	\$ -	\$ (6,000)	\$ -	\$ -	\$ -	\$ (6,000)

**Items of note**

An unrestricted, undesignated gift of \$125,000 was received in January.

Based on our formula of 4.25% of regular offering, we are \$7,060 behind in our giving. That will be caught up within the next quarter.

Mortgage principal reduction is included in our budget but not in our monthly and actual expenses.

Operating cash (in bank accounts) net of restricted funds equals \$208,382 on 1/31/2024 (86 days of expenses).

# Christ the King Lutheran Church

## Balance Sheet

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
10000 OPERATING FUND ASSETS		
10030 Checking - MinnStar 3073	0.00	9,270.34
10040 Checking - Community Bank 5950	108,219.79	106,611.60
10060 Checking - Profinium 2524	191,381.69	64,973.89
10070 Savings - Profinium 0005	20,204.58	34,885.27
10099 Petty Cash	107.04	90.00
<b>Total 10000 OPERATING FUND ASSETS</b>	<b>319,913.10</b>	<b>215,831.10</b>
10100 ENDOWMENT FUND		
10120 Fund 1 Mission Investment 8253	0.00	38,440.97
10130 Fund 2 Mission Investment 8295	0.00	22,461.26
10140 Fund 3 Mission Investment 1230	0.00	19,030.69
10150 Endwmnt Funds in Comm Bank 4850	6,037.09	60,575.03
10160 Endwmnt Funds in Comm Bank 8012	104,491.49	100,000.00
10165 Endwmnt Funds in Comm Bank 8673	41,077.90	
10170 Mission Investment Fixed 4 Yr Fund 9587	81,263.38	
<b>Total 10100 ENDOWMENT FUND</b>	<b>232,869.86</b>	<b>240,507.95</b>
<b>Total Bank Accounts</b>	<b>\$552,782.96</b>	<b>\$456,339.05</b>
Other Current Assets		
11500 SCRIP Card Inventory	3,450.00	3,630.00
12030 Refundable Deposits	0.00	40.00
<b>Total Other Current Assets</b>	<b>\$3,450.00</b>	<b>\$3,670.00</b>
<b>Total Current Assets</b>	<b>\$556,232.96</b>	<b>\$460,009.05</b>
Fixed Assets		
11000 Fixed Assets	4,134,760.00	4,134,760.00
11100 Building Improvements	95,759.81	95,759.81
<b>Total Fixed Assets</b>	<b>\$4,230,519.81</b>	<b>\$4,230,519.81</b>
<b>TOTAL ASSETS</b>	<b>\$4,786,752.77</b>	<b>\$4,690,528.86</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Credit Cards		
20100 CREDIT CARD PAYABLE		
20300 Sam's Club 3415	1,054.23	1,205.75
20310 Profinium Credit Card MW x0184	3,189.04	7,855.16
20320 Profinium Credit Card AH x3599	493.98	1,984.89
<b>Total 20100 CREDIT CARD PAYABLE</b>	<b>4,737.25</b>	<b>11,045.80</b>

# Christ the King Lutheran Church

## Balance Sheet

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
<b>Total Credit Cards</b>	<b>\$4,737.25</b>	<b>\$11,045.80</b>
Other Current Liabilities		
20000 OPERATING FUND CURRENT LIAB		
20020 Federal Payroll Taxes Payable	0.00	2,767.11
20030 MN Payroll Taxes Payable	272.00	458.00
20032 Payroll Accrual - PTO	15,340.67	18,138.18
<b>Total 20000 OPERATING FUND CURRENT LIAB</b>	<b>15,612.67</b>	<b>21,363.29</b>
<b>Total Other Current Liabilities</b>	<b>\$15,612.67</b>	<b>\$21,363.29</b>
<b>Total Current Liabilities</b>	<b>\$20,349.92</b>	<b>\$32,409.09</b>
Long-Term Liabilities		
21000 OPERATING FUND LONG TERM LIAB		
21030 Mortgage Payable - Mission Investment Fund	759,250.16	800,941.85
<b>Total 21000 OPERATING FUND LONG TERM LIAB</b>	<b>759,250.16</b>	<b>800,941.85</b>
<b>Total Long-Term Liabilities</b>	<b>\$759,250.16</b>	<b>\$800,941.85</b>
<b>Total Liabilities</b>	<b>\$779,600.08</b>	<b>\$833,350.94</b>
Equity		
31000 FUND BALANCE		
31020 Net Fund Balance	3,305,189.15	3,306,551.06
<b>Total 31000 FUND BALANCE</b>	<b>3,305,189.15</b>	<b>3,306,551.06</b>
32000 RESTRICTED FUNDS		
33000 TEMPORARY RESTRICTED		
33010 Net SCRIP Dedicated	-1,158.30	-1,158.30
70010 SCRIP Dedicated Income	6,105.00	3,945.00
80010 SCRIP Dedicated Expense	-8,183.15	-5,643.88
<b>Total 33010 Net SCRIP Dedicated</b>	<b>-3,236.45</b>	<b>-2,857.18</b>
33100 FAITHFUL PEOPLE		
33110 Net Faithful People Disc	148.97	98.97
70110 Faithful People Disc Income	0.00	50.00
<b>Total 33110 Net Faithful People Disc</b>	<b>148.97</b>	<b>148.97</b>
33120 Net Youth Trips Dedicated	659.45	350.59
70120 Youth Trips Dedicated Income	0.00	500.00
<b>Total 33120 Net Youth Trips Dedicated</b>	<b>659.45</b>	<b>850.59</b>
33130 Net Fundraisers Dedicated	0.00	0.00
70130 Fundraisers Dedicated Income	4,294.49	0.00
80130 Fundraisers Dedicated Expenses	-3,482.12	-1,170.50
<b>Total 33130 Net Fundraisers Dedicated</b>	<b>812.37</b>	<b>-1,170.50</b>
33140 Net Library Dedicated	4,669.71	4,669.71
70140 Library Dedicated Income	100.00	0.00
80140 Library Dedicated Expenses	0.00	-41.93



# Christ the King Lutheran Church

## Balance Sheet

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
<b>Total 33140 Net Library Dedicated</b>	<b>4,769.71</b>	<b>4,627.78</b>
33170 Net Christmas Christ Chpl Dedic	45.00	45.00
33180 Net Nursery/Kids Corner Dedi	214.59	189.59
70170 Nursery/Kids Corner Ded Income	0.00	25.00
<b>Total 33180 Net Nursery/Kids Corner Dedi</b>	<b>214.59</b>	<b>214.59</b>
<b>Total 33100 FAITHFUL PEOPLE</b>	<b>6,650.09</b>	<b>4,716.43</b>
<b>33200 WORD AND SACRAMENT</b>		
33210 Net Word and Sacrament Disc	11.03	11.03
33220 Net Music Dedicated	4,828.09	8,221.14
70292 Music Dedicated Income	5,992.55	9,822.00
80292 Music Dedicated Expense	-450.00	-3,368.00
<b>Total 33220 Net Music Dedicated</b>	<b>10,370.64</b>	<b>14,675.14</b>
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	1,145.00
80230 JAM/Kids Klub Dedicated Expense	-323.36	0.00
<b>Total 33240 Net JAM/Kids Klub Dedicated</b>	<b>2,606.66</b>	<b>3,280.02</b>
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
<b>Total 33280 Net CLUB 6789 Dedicated</b>	<b>2,575.04</b>	<b>2,616.64</b>
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
<b>Total 33284 Net Warm Up Dedicated -All Chur</b>	<b>2,179.84</b>	<b>3,479.84</b>
33290 Net Christmas Decor Dedicated	3,091.73	481.70
70290 Chrismas Decor Dedicated Income	0.00	3,000.00
80290 Christmas Decor Dedicated Expen	-22.90	0.00
<b>Total 33290 Net Christmas Decor Dedicated</b>	<b>3,068.83</b>	<b>3,481.70</b>
33291 Net Faith Continuum Dedicated		
73291 Faith Continuum Dedicated Income	125.00	225.00
83291 Faith Continuum Dedicated Expenses	-943.42	
<b>Total 33291 Net Faith Continuum Dedicated</b>	<b>-818.42</b>	<b>225.00</b>
<b>Total 33200 WORD AND SACRAMENT</b>	<b>20,445.19</b>	<b>28,220.94</b>
<b>33300 PROCLAIM</b>		
33310 Net Musicals Dedicated	0.00	0.00
70310 Musicals Dedicated Income	917.00	0.00

# Christ the King Lutheran Church

## Balance Sheet

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
<b>Total 33310 Net Musicals Dedicated</b>	<b>917.00</b>	<b>0.00</b>
33320 Net Wacky Doodle Week Dedicated	0.00	1,356.58
70320 Wacky Doodle Dedicated Income	1,284.00	640.00
80320 Wacky Doodle Dedicated Expenses	-382.72	-1,946.58
<b>Total 33320 Net Wacky Doodle Week Dedicated</b>	<b>901.28</b>	<b>50.00</b>
<b>Total 33300 PROCLAIM</b>	<b>1,818.28</b>	<b>50.00</b>
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	3,770.00	3,979.59
80420 Christian/Ev Outreach Ded Exp	-8,749.86	-12,292.24
<b>Total 33420 Net Christian/Ev Outreach Dedi</b>	<b>8,446.99</b>	<b>20,137.79</b>
33430 Net Jam Missions Dedicated	2,720.50	3,598.68
80430 JAM Missions Ded Expenses	0.00	-633.16
<b>Total 33430 Net Jam Missions Dedicated</b>	<b>2,720.50</b>	<b>2,965.52</b>
33440 Net Quilters Dedicated	2,560.83	212.64
70440 Quilters Dedicated Income	140.00	2,357.00
80440 Quilters Dedicated Expenses	-675.48	-43.15
<b>Total 33440 Net Quilters Dedicated</b>	<b>2,025.35</b>	<b>2,526.49</b>
33450 Net Circle of Hope Dedicated	4,172.11	3,720.60
70450 Circle of Hope Dedicated Income	2,980.00	1,610.50
80450 Circle of Hope Dedicated Expens	-2,687.47	-2,873.43
<b>Total 33450 Net Circle of Hope Dedicated</b>	<b>4,464.64</b>	<b>2,457.67</b>
33460 Net Advent Brunch Dedicated	239.93	239.93
33470 Net Welcome Nicaraguan Family Dedicated	13,487.52	
70470 Welcome Nicaraguan Family Income	13,067.61	9,320.00
80470 Welcome Nicaraguan Family Expense	-11,937.28	
<b>Total 33470 Net Welcome Nicaraguan Family Dedicated</b>	<b>14,617.85</b>	<b>9,320.00</b>
<b>Total 33400 SERVANT</b>	<b>32,562.16</b>	<b>37,669.30</b>
33500 EXECUTIVE		
33510 Net Executive Disc	172.09	323.34
80510 Executive Discretionary Expense	0.00	-151.25
<b>Total 33510 Net Executive Disc</b>	<b>172.09</b>	<b>172.09</b>
33600 Net Cap Exp/Equip Replac Ded	2,100.00	100.00
70520 Capital Exp/Equip Rplc Ded Inc	0.00	2,000.00
<b>Total 33600 Net Cap Exp/Equip Replac Ded</b>	<b>2,100.00</b>	<b>2,100.00</b>
33610 Net Memorials - Undedicated	8,732.04	22,015.56
70530 Memorials - Undedicated Income	6,985.00	5,850.00
80530 Memorials - Undedicated Expense	-350.00	-21,285.44

# Christ the King Lutheran Church

## Balance Sheet

As of January 31, 2024

	TOTAL	
	AS OF JAN 31, 2024	AS OF JAN 31, 2023 (PY)
<b>Total 33610 Net Memorials - Undedicated</b>	<b>15,367.04</b>	<b>6,580.12</b>
33630 Net Capital Campgn - 3R's 2014	34,517.71	35,484.67
70550 Capital Campaign - 3Rs 2014 Inc	1,135.00	145.00
80550 Capital Campaign - 3Rs 2014 Exp	0.00	-39.84
<b>Total 33630 Net Capital Campgn - 3R's 2014</b>	<b>35,652.71</b>	<b>35,589.83</b>
<b>Total 33500 EXECUTIVE</b>	<b>53,291.84</b>	<b>44,442.04</b>
<b>Total 33000 TEMPORARY RESTRICTED</b>	<b>111,531.11</b>	<b>112,241.53</b>
<b>Total 32000 RESTRICTED FUNDS</b>	<b>111,531.11</b>	<b>112,241.53</b>
38000 With Donor Restrictions		
38100 Perpetual in Nature (Initial Endowment Fund) Comm Bank	156,688.40	156,688.40
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)	14,181.46	21,819.55
<b>Total 38000 With Donor Restrictions</b>	<b>232,869.86</b>	<b>240,507.95</b>
39000 Unrestricted Net Assets	185,395.08	310,518.22
Net Income	172,167.49	-112,640.84
<b>Total Equity</b>	<b>\$4,007,152.69</b>	<b>\$3,857,177.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$4,786,752.77</b>	<b>\$4,690,528.86</b>

**Christ the King Lutheran Church**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
July 2023 - January 2024

	Jan 2024		Total	
	Actual	Budget	Actual	Budget
<b>Income</b>				
<b>40000 OPERATIONAL INCOME</b>			0.00	0.00
40010 Offering Pledged Income	76,694.93	67,657.67	408,695.39	473,603.69
40020 Offering Nonpledge Income	150,323.50		189,418.49	0.00
40030 Loose Offering Income	2,645.00		7,496.75	0.00
40040 Thrivent Choice Income	24.00		36.00	0.00
40050 Community Supper Income	1,304.00	958.33	6,646.68	6,708.31
40060 Building Use Income	417.00	750.00	4,092.00	5,250.00
40120 VBS Income			297.41	0.00
40150 Seasonal Flowers Income			4,000.00	0.00
40160 Rent Income	3,797.53	3,797.50	22,785.18	26,582.50
40190 Interest Income	9.09	166.67	6,047.30	1,166.69
40195 Other Income		500.00	8,227.33	3,500.00
<b>Total 40000 OPERATIONAL INCOME</b>	<b>\$ 235,215.05</b>	<b>\$ 73,830.17</b>	<b>\$ 657,742.53</b>	<b>\$ 516,811.19</b>
<b>41000 ENDOWMENT INCOME</b>			0.00	0.00
41010 Endowment Interest Income			2,252.00	0.00
<b>Total 41000 ENDOWMENT INCOME</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 2,252.00</b>	<b>\$ 0.00</b>
<b>42000 SPECIAL EVENTS INCOME</b>			0.00	0.00
42020 Baptism Income	75.00		75.00	0.00
<b>Total 42000 SPECIAL EVENTS INCOME</b>	<b>\$ 75.00</b>	<b>\$ 0.00</b>	<b>\$ 75.00</b>	<b>\$ 0.00</b>
<b>Total Income</b>	<b>\$ 235,290.05</b>	<b>\$ 73,830.17</b>	<b>\$ 660,069.53</b>	<b>\$ 516,811.19</b>
<b>Gross Profit</b>	<b>\$ 235,290.05</b>	<b>\$ 73,830.17</b>	<b>\$ 660,069.53</b>	<b>\$ 516,811.19</b>
<b>Expenses</b>				
<b>50000 OPERATIONAL EXPENSES</b>			0.00	0.00
<b>50010 FAITHFUL PEOPLE</b>			0.00	0.00
50020 Junior High Activities Expense		41.67	0.00	291.69
50030 Senior High Activities Expense	165.50	58.33	1,759.96	408.31
50040 New Member Brunch Expense		20.83	144.45	145.81
50050 Youth Transport Expense		125.00	377.65	875.00
50060 Fun Living Expense	691.75	66.67	1,153.53	466.69
50070 Christ in Our Home		62.50	540.00	437.50
50080 Library Expense		108.33	658.12	758.31
50090 Grad Dinner / Gifts Expense		62.50	0.00	437.50
<b>Total 50010 FAITHFUL PEOPLE</b>	<b>\$ 857.25</b>	<b>\$ 545.83</b>	<b>\$ 4,633.71</b>	<b>\$ 3,820.81</b>
<b>50100 WORD AND SACRAMENT</b>			0.00	0.00
50110 Altar Supplies Expense	94.48	145.83	832.55	1,020.81
50120 Worship Enrich Expense	234.00	416.67	4,381.04	2,916.69
50130 Music Expense	525.35	500.00	3,765.16	3,500.00
50132 Contracted Musician Expense	2,000.00	541.67	11,860.00	3,791.69
50140 JAM/KK Curriculum Expense	13.84	62.50	66.82	437.50
50150 JAM/KK Supplies Expense	50.41	125.00	1,217.36	875.00

**Christ the King Lutheran Church**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
July 2023 - January 2024

	Jan 2024		Total	
	Actual	Budget	Actual	Budget
50170 Kids Corner		8.33	36.00	58.31
50190 Copyright Expense		100.00	591.00	700.00
50200 Liturgical Resource Expense		58.33	0.00	408.31
50210 Instrument Upkeep Expense		62.50	0.00	437.50
50220 Kings Kids Expense		8.33	62.51	58.31
50230 Sound System Expense		166.67	485.79	1,166.69
50232 Hardware Expenses			1,934.38	0.00
50233 Software Expenses	1,056.33		7,302.44	0.00
<b>Total 50230 Sound System Expense</b>	<b>\$ 1,056.33</b>	<b>\$ 166.67</b>	<b>\$ 9,722.61</b>	<b>\$ 1,166.69</b>
50240 Adult Ed/Bag Lunch/Night Expens		125.00	30.40	875.00
50250 CLUB 6789 Expense	154.55	125.00	788.76	875.00
50260 Special Season / Flowers Exp		83.33	4,784.80	583.31
50270 Bulletins / Friendship Pads Exp		8.33	0.00	58.31
<b>Total 50100 WORD AND SACRAMENT</b>	<b>\$ 4,128.96</b>	<b>\$ 2,537.49</b>	<b>\$ 38,139.01</b>	<b>\$ 17,762.43</b>
<b>50300 PROCLAIM</b>			0.00	0.00
50310 Coffee Fellowship Expense	283.90	83.33	1,043.18	583.31
50320 Christmas Program Expense		4.17	50.00	29.19
50330 Advertising Expense	166.68	166.67	667.86	1,166.69
50350 VBS Expense		166.67	2,249.82	1,166.69
50360 Web Update Expense		8.33	0.00	58.31
<b>Total 50300 PROCLAIM</b>	<b>\$ 450.58</b>	<b>\$ 429.17</b>	<b>\$ 4,010.86</b>	<b>\$ 3,004.19</b>
<b>50400 SERVANT</b>			0.00	0.00
50410 Community Supper Expense	1,238.39	2,000.00	12,411.38	14,000.00
50420 ELCA SE ME Synod Expense	4,033.48	2,916.67	18,677.75	20,416.69
50440 Christian Outreach Expense		41.67	71.99	291.69
50445 Local Ministries		666.67	0.00	4,666.69
50510 The Reach Expense	211.60		211.60	0.00
50520 Backpack Food/Feeding Our Commu		0.00	515.79	0.00
50530 Church Camp / Green Lake Exp		125.00	269.00	875.00
50535 Women's Retreat		41.67	0.00	291.69
50830 MN River Conference Expense		25.00	0.00	175.00
<b>Total 50400 SERVANT</b>	<b>\$ 5,483.47</b>	<b>\$ 5,816.68</b>	<b>\$ 32,157.51</b>	<b>\$ 40,716.76</b>
<b>50600 EXECUTIVE</b>			0.00	0.00
<b>50601 PROPERTY</b>		0.00	0.00	0.00
50610 Sprinkler Monitor Expense	276.00	237.50	660.75	1,662.50
50620 Insurance Expense	3,101.83	2,104.17	18,611.07	14,729.19
50630 Custodial Expense	3,204.08	708.33	13,854.78	4,958.31
50680 Bldg Repairs Expense	1,136.75	1,416.67	9,254.91	9,916.69
50685 Grounds Expense	71.50	416.67	71.50	2,916.69
50720 Equip Maintenance Expense	993.00	1,250.00	8,943.93	8,750.00
50920 Mortgage Interest Expense	2,684.19	2,709.00	16,482.25	18,963.00

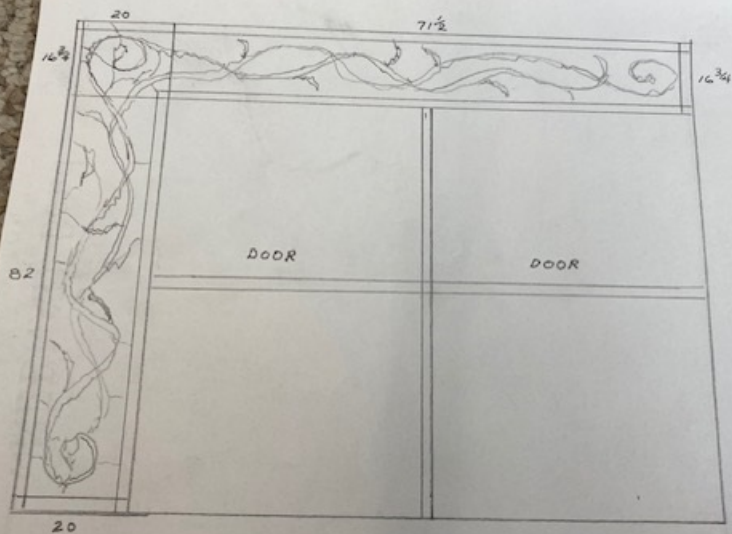
**Christ the King Lutheran Church**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
July 2023 - January 2024

	Jan 2024		Total	
	Actual	Budget	Actual	Budget
50960 Utilities Expenses			0.00	0.00
50640 Fuel & Gas Expense	1,554.00	1,041.67	9,698.94	7,291.69
50650 Electricity Expense	2,938.02	2,500.00	17,490.93	17,500.00
50660 Telephone Expense	680.81	691.67	4,755.35	4,841.69
50670 Other Utilities Expense	925.38	875.00	6,007.57	6,125.00
Total 50960 Utilities Expenses	<b>\$ 6,098.21</b>	<b>\$ 5,108.34</b>	<b>\$ 37,952.79</b>	<b>\$ 35,758.38</b>
Total 50601 PROPERTY	<b>\$ 17,565.56</b>	<b>\$ 13,950.68</b>	<b>\$ 105,831.98</b>	<b>\$ 97,654.76</b>
50602 OFFICE ADMINISTRATION			0.00	0.00
50690 Paper Expense	107.58	62.50	898.32	437.50
50700 Postage Expense	340.00	291.67	2,441.99	2,041.69
50710 Office Supply Expense	31.98	625.00	2,183.32	4,375.00
50730 Office Equip Rental Expense	275.36	491.67	3,158.90	3,441.69
50740 Computer Software Expense	2,084.89	2,408.33	11,491.20	16,858.31
50850 Bank Fee Expense	131.22	466.67	668.91	3,266.69
50851 QuickBooks Payments Fees			41.48	0.00
50860 Office Coffee Expense		16.67	76.78	116.69
Total 50602 OFFICE ADMINISTRATION	<b>\$ 2,971.03</b>	<b>\$ 4,362.51</b>	<b>\$ 20,960.90</b>	<b>\$ 30,537.57</b>
50603 MINISTRY PARTNERSHIP			0.00	0.00
50745 Professional Fees-Accounting	2,980.00	2,850.00	20,965.00	19,950.00
50746 Professional Fees-Attorney	629.00		629.00	0.00
50748 Honorariums and Mileage Expense		166.67	98.25	1,166.69
50750 Pastoral Staff	3,630.12	4,299.00	27,225.90	30,093.00
50760 Support Staff	19,474.07	26,811.67	172,802.43	187,681.69
50770 Housing Expense	2,846.16	3,083.33	21,346.16	21,583.31
50790 Insurance & Pension Expense	4,004.03	2,766.25	19,226.51	19,363.75
50800 Social Security Expense	1,489.78	2,051.08	13,190.70	14,357.56
50820 Required Conference Expense		125.00	0.00	875.00
50890 Office Training /Confer Expense		83.33	500.00	583.31
Total 50603 MINISTRY PARTNERSHIP	<b>\$ 35,053.16</b>	<b>\$ 42,236.33</b>	<b>\$ 275,983.95</b>	<b>\$ 295,654.31</b>
50930 Mortgage Principal Expense		3,839.00	0.00	26,873.00
Total 50600 EXECUTIVE	<b>\$ 55,589.75</b>	<b>\$ 64,388.52</b>	<b>\$ 402,776.83</b>	<b>\$ 450,719.64</b>
51000 SPECIAL EVENTS EXPENSES			0.00	0.00
50870 Funeral and Bldg			129.12	0.00
Total 51000 SPECIAL EVENTS EXPENSES	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 129.12</b>	<b>\$ 0.00</b>
53000 PEACE AND JUSTICE			55.00	0.00
53010 Pride Fest		16.67	0.00	116.69
53020 Highway Cleanup		8.33	0.00	58.31
53030 Community Supper / Compost		75.00	0.00	525.00
53050 Spring / Fall Clean Up		12.50	0.00	87.50
Total 53000 PEACE AND JUSTICE	<b>\$ 0.00</b>	<b>\$ 112.50</b>	<b>\$ 55.00</b>	<b>\$ 787.50</b>
Total 50000 OPERATIONAL EXPENSES	<b>\$ 66,510.01</b>	<b>\$ 73,830.19</b>	<b>\$ 481,902.04</b>	<b>\$ 516,811.33</b>

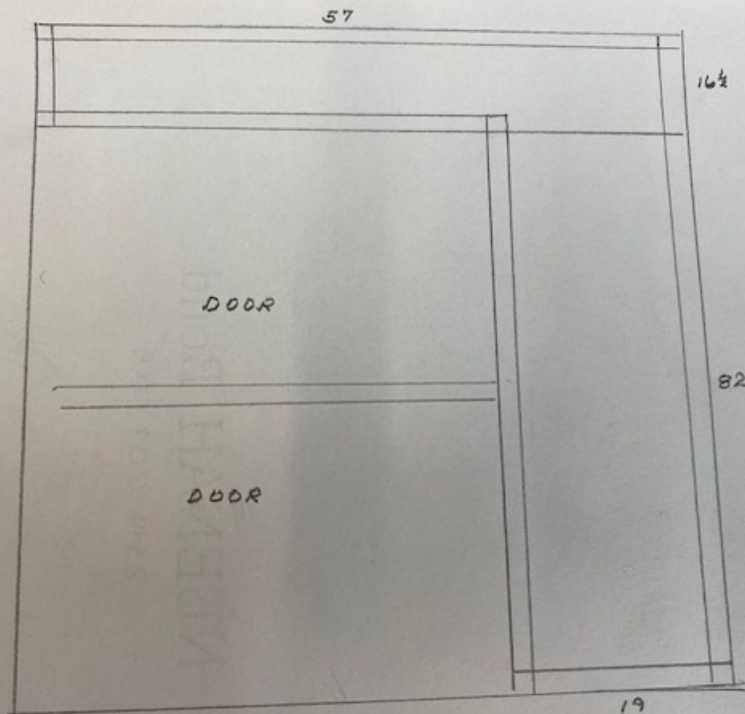
**Christ the King Lutheran Church**  
**Budget vs. Actuals: Budget\_FY24\_P&L - FY24 P&L**  
**July 2023 - January 2024**

	Jan 2024		Total	
	Actual	Budget	Actual	Budget
Total Expenses	\$ 66,510.01	\$ 73,830.19	\$ 481,902.04	\$ 516,811.33
Net Operating Income	\$ 168,780.04	-\$ 0.02	\$ 178,167.49	-\$ 0.14
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	\$ 168,780.04	-\$ 0.02	\$ 172,167.49	-\$ 0.14

Monday, Feb 19, 2024 11:04:23 AM GMT-8 - Cash Basis













## Damage Deposit Form

Wedding Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Non-Member Name: \_\_\_\_\_

Deposit Amount: \$350 (for members), \$500 (for non-members)

Refundable Amount: \$250 (if rooms are not damaged or trashed and no alcohol is brought on the property)

I, \_\_\_\_\_, agree to pay the deposit amount of \$\_\_\_\_\_ for my wedding on \_\_\_\_\_ at \_\_\_\_\_ Church. I understand that \$\_\_\_\_\_ of this deposit is refundable if the rooms are not damaged or trashed and no alcohol is brought on the property.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Christ the King Lutheran Church Facility Usage Form

Event \_\_\_\_\_

Name of Group/Person Booking Event: \_\_\_\_\_

Address of Above \_\_\_\_\_

Phone \_\_\_\_\_

Email info \_\_\_\_\_

Type of Function \_\_\_\_\_

Date required \_\_\_\_\_

Month

Year

Day

Times required \_\_\_\_\_

From (A.M.)

to

(P.M.)

Expected attendance numbers \_\_\_\_\_

### Space/spaces requested

\_\_\_\_\_ Fireside Room

\_\_\_\_\_ Community Room

\_\_\_\_\_ Worship Center

\_\_\_\_\_ Chapel

\_\_\_\_\_ Conference Room

\_\_\_\_\_ Room 7

\_\_\_\_\_ Music Room

\_\_\_\_\_ Savior Cinema

\_\_\_\_\_ Youth Room

\_\_\_\_\_ Room 28 & 30

\_\_\_\_\_ Nursery (Adult must be present to supervise children)

### Equipment requests (Quantity)

\_\_\_\_\_ Tables \_\_\_\_\_ (Round) \_\_\_\_\_ Long

\_\_\_\_\_ Chairs

\_\_\_\_\_ Lectern

\_\_\_\_\_ Easels

\_\_\_\_\_ White Board

\_\_\_\_\_ Screen

\_\_\_\_\_ TV/DVD

Note: AV/Sound Equipment (laptop, projector, microphone, LCD, etc.) requires AV Tech set-up form and special permission from Tech team. Only those trained to use the church's AV equipment will be allowed to run the system. **See additional page for A/V usage and services.**

Note: Kitchen use needs to be scheduled separately

**Christ the King is a smoke-free building and campus.**

**Serving of alcohol must be pre-approved by CTK clergy at all events**

**CTK Building Fee Structure (Fee per day)\*\***

	<b>Contributing Member</b>	<b>Non Member</b>
Fireside Room	\$100.00	\$150.00
Community Room	\$400.00	\$500.00
Worship Center	\$0	\$500.00
Chapel	\$200.00	\$350.00
Music Room	\$75.00	\$100.00
Library	\$50.00	\$100.00
Classroom	\$75.00	\$100.00
Savior Cinema	\$75.00 plus use of our equipment and AV tech honorarium	
Nursery	\$50.00 – an adult must be present to supervise, and honorarium should be presented to cover their time and supervision	

NOTE: Concerts are an additional \$100 to cover AV Tech set up

**\*\*Funerals: See CTK Funeral/Memorial Service Honorariums and Facilities Fee Structure**

**Custodial Fees are in addition to the above which will include set-up and clean-up according to the number of people in attendance and time involved in the above. \$25/hour-\$50 minimum.**

\*\*\*Damage Deposit payable upon request of facility usage \$150.00 (refundable if building is left in the good order it was found in). The person/organization requesting use of the facility hereby absolves the church, its pastors, staff of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any damage that results during the use of the facilities. Please report any damage to the church office promptly.

**We require an up-to-date copy of certificate of liability insurance. It must be for coverage of not less than \$1,000,000 for all groups and non-profit organizations.**

Insurance Company name and phone number (of group requesting use of facility) and attach copy certificate to request for use application form.

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## **A/V usage and services**

1. **Funerals:** Range for honorarium is \$0 to \$250 (time at church is around 4 hours)
  - A. Videos and pictures for display need to be given to A/V tech at least 24 hours prior to event
  - B. If A/V tech needs to put video together, minimum of \$50. If funeral home provides video, A/V tech will download and play it
  - C. A single soloist and hymn projection is included
  - D. A DVD of service will be given to family
  - E. Streaming is possible but limited by copyright issues
  - F. Additional music and A/V needs are on an individual event basis
2. **Weddings**
  - A. Basic A/V usage - \$100 (Pastor mic/ piano/organ and soloist set-up – A/V tech will be present at rehearsal)
  - B. \$200.00 to video service
  - C. \$250.00 if it involves multiple instruments, singers and/or slide shows
  - D. A/V tech time is usually 3 – 4 hours
3. **Fireside Room** (Projection and audio)
  - A. A/V use for nonmembers \$50.00 – they set and run it
  - B. \$75.00 if A/V tech sets up and runs it
4. **Chapel**
  - A. Set-up \$50.00
  - B. A/V tech \$25/hr.
5. **Off Site**
  - A. Audio – Basic set up, microphone and speaker \$250.00
  - B. Additional equipment requirements and distance \$350.00
  - C. A/V tech \$25/hr.
6. **Large events at CTK**
  - A. Use of the system in the Worship Center using Video/song/projection/recording/streaming requires at least two operators \$25/hr. each

See also CTK Funeral Policy and CTK Wedding Policy

Revised: January 11, 2024 by the CTK Building and Grounds Board

**Contributing Member:** Anyone who has joined Christ the King Lutheran Church at some point in their lives and has done any one of the following:

Regularly attends worship services, participates in CTK activities, supports the church with their resources, time and talents. Served on any of the church committees, council, or boards. Volunteers as a worship assistant, musician, usher, teacher, or any of the many opportunities available at CTK – see time and talent sheet.

It is duly noted that in the final weeks, months, or years a CTK contributing member may not be able to participate as they have in the past in any of the above capacities due to limited resources and physical health or mental capacity – they are still considered contributing members at the time of their passing.

Any member that has chosen to transfer their membership to another church shall be considered a non-member. All former members will be considered non-members. Christ the King staff is diligently trying to update its current membership roster which very outdated.

Determination of this membership status can be discussed with the CTK Clergy who have the right to use their best judgement in consultation with the family.





## A Guide to Funerals at Christ the King Lutheran Church Mankato, Minnesota

*Jesus said: "I go and prepare a place for you, I will come again and will take you to myself, so that where I am, there you may be also." Jhn 14:3*

As you prepare for the funeral or memorial service for your loved one, the community of Christ the King Lutheran Church extends to you our Christian love and sympathy. Trusting in God's promise in baptism that we are claimed by Christ forever, we rest in the sure hope of the resurrection. Our prayers are with you and your family.

In a Christian church setting, a funeral is a worship service that takes place after someone has recently died. In the Evangelical Lutheran Church in America (ELCA), this typically includes scriptures and hymns chosen by the family, prayers, a sermon, and other optional components meant to honor the memory of the departed and celebrate their life. Usually, a funeral includes either a casket or an urn present for the service, while a memorial service does not include a casket or urn (and can take place later at the discretion of the family).

Many, if not most Christians employ the services of a funeral home. Such businesses offer skills of organization, financial planning, funeral or memorial service planning, and other related matters. They offer important services at a difficult time. Yet grieving families need to know how to balance the role of the funeral home with the role of the church.

The following policy for funerals is a guide for you and your family as you navigate the decisions you must make regarding a funeral or memorial service held at Christ the King Lutheran Church – Mankato (CTK).

### The Role of the Church

1. The Pastor and other friends of the church community may spend time with the family before and/or after the death of a loved one.
2. The CTK Pastor serves as the officiant for funeral services unless otherwise arranged with the CTK Pastor. The Pastor may also assist with the burial service, which may be public or private at the family's discretion. The Pastor helps the family plan the funeral or memorial service which may include the selection of scriptures and hymns. If you would like a list of scripture readings and hymns that are frequently used at funerals, please see Appendix.
3. The Pastor, together with the **music and designated staff**, will help coordinate the services of musicians and/or soloists for the service unless otherwise arranged. The Pastor and music staff may be consulted for requests related to music and licensing.
4. **A time of remembrance is honored during the service. Typically 1-2 family members are given time to speak about their loved one. (Maximum of 5 minutes)**
5. **Any PowerPoint slides or other images need to be given to the church at least 24 hours**

prior to service.

**6. If requested, streaming is available at CTK**

7. If requested, the CTK staff will create a bulletin for the service, which may include an obituary written and provided by the family (electronic format requested).
8. If desired, the Pastor can act as an advisor in designating a memorial donation to the church.
9. If desired and requested, CTK will set up a reception in the Community Room and can also serve as hosts.
10. CTK works with the family and funeral home to secure dates and times for the funeral and any other scheduled activity involving the church, such as visitation, burial, and lunch details.
11. If requested, and a funeral home is not being used, CTK will receive and display plants/flowers prior to the service and set up requested equipment based on availability. See Appendix for a list of equipment offered.
12. If requested, and a funeral home is not being used, CTK will schedule ushers as needed.
13. If requested, and a funeral home is not being used, the Event Coordinator or member of the church team will:
  - a. Be at the church one hour prior to the service or visitation to prepare the church
  - b. Remain throughout the service and for one hour following the service
  - c. Usher the family into the Fireside Room 10 minutes prior to the beginning of the service

## **The Role of the Funeral Home**

While the church is responsible for planning and performing the ceremonial aspects of the funeral, the funeral home assumes a much different role.

Here are some ways in which a funeral home aids the family after a loved one has died:

1. A funeral director from the funeral home meets with the family, creates a schedule, and coordinates date and time of the service with the church.<sup>1</sup>
2. They help the family prepare the obituary. They also contact the newspaper to submit the obituary and provide details regarding the service date and time.
3. They prepare and file necessary documents (such as the death certificate) and the recording of vital statistics.
4. The funeral home coordinates the work of other parties whose services are needed in conjunction with the funeral itself, such as cemetery managers, vault companies, cremation services, etc. They also contact local law enforcement in the event of a procession to the cemetery.
5. If the deceased was a member of the military, police force, a fraternal organization, or other relevant group, arrangements can be made to have this organization participate in the service.
6. The funeral home assists the family to determine the lunch menu and makes arrangements for catering services based on church policy. They will also communicate this information with the church.

7. The funeral home coordinates flowers and anything else being displayed, and contacts the church to secure access for delivery.
8. On the day of the service, staff assistance from the funeral home is provided prior to, during, and following the funeral as well as the visitation (which usually takes place either the night before or in the hours before the service). They may bring flower stands and display boards not provided by the church, and they act as ushers for the service.

If a funeral home is not involved, it is the responsibility of the family to assume any additional duties not specified in “The Role of the Church,” unless special arrangements are made with CTK.

## **Food Options**

There is a lot to plan, and sometimes it is easier to start with the less personal and more practical tasks during what may be an emotional time. Christ the King works with its own chef and/or local catering businesses to provide meals, which typically take place after the funeral or memorial service.

1. The church, if requested, will provide bars/cookies, coffee and lemonade. Family members will need to have all other food provided by a caterer.
  - a. When a funeral home is involved, the funeral home will contact CTK regarding the meal planning process.
  - b. When a funeral home is NOT involved, the family will contact CTK directly.
2. CTK does not provide catering equipment such as food warmers. The caterers will need to provide full service unless other arrangements are discussed with the CTK funeral luncheon coordinator.
3. Any time the kitchen is used for a funeral, the church volunteer lunch coordinator contacts members to serve desserts and beverages. The lunch coordinator also arranges necessary supplies and table decorations for the serving space. The volunteer kitchen workers take care of all details regarding serving and clean up so family members can participate in the gathering and celebrate the life of their loved one.

*If you have a special or unusual circumstance regarding food, or other concerns please talk to the lunch coordinator or Event Coordinator directly. Exceptions to this policy can be considered on an individual basis.*



Appendix  
*Guide to Funerals*  
*at Christ the King Lutheran Church Mankato, Minnesota*

## Equipment Available

<u>Item</u>	<u>Quantity</u>
Plant Stands	18
Display Easels	9 (various heights)
8ft tables	5
5 ft Round tables	10
Cocktail tables	5
8 ft Narrow tables	14
Tablecloths	Varied sizes/colors
Screens for photos	1 in Narthex, 2 in Sanctuary

## Suggested Readings

**Job 19:23-27a** *I know my Redeemer lives*

**Ecclesiastes 3:1-8** *For everything there is a season*

**Isaiah 25:6-9** *God will swallow up death forever*

**Isaiah 40:1-11, 28-31** *Comfort my people, says your God*

**Isaiah 43:1-3a, 5-7** *I have called you by name, you are mine*

**Isaiah 66:10-14** *As a mother comforts her child*

**Jeremiah 31:8-13** *I will turn their mourning into joy*

**Psalms 23** *The Lord is my Shepherd*

**Psalms 42:1-5** *As a deer longs for flowing streams*

**Psalms 46:1-7** *God is our refuge and strength*

**Psalms 121** *I lift my eyes unto the mountains, where does my help come from?*

**Psalms 139:1-18** *The inescapable God*

**Matthew 5:1-10** *Blessed are those who mourn*

**Matthew 11:25-30** *I will give you rest*

**Mark 10:13-16** *Let the little children come to me*

**Mark 16:1-7** *The resurrection of Christ*

**Luke 24:1-9** *The resurrection of Christ*

**John 1:1-5, 9-14** *The light shines in the darkness*

**John 14:1-4** *In my Father's house, there are many dwelling places*

**John 14:23-27** *My peace I give to you. Do not let your hearts be troubled or afraid.*

**Romans 8:18-26** *The Spirit intercedes for us, with sighs too deep for words to express*

**Romans 8:31-35, 37-39** *Nothing is able to separate us from the love of God in Christ Jesus*

**1<sup>st</sup> Corinthians 13** *Love never ends. Faith, hope, and love abide, and the greatest of these is love*

**2<sup>nd</sup> Corinthians 4:6-12, 16-18** *We have this treasure in clay jars*

**Hebrews 12:1-2** *We are surrounded by a great cloud of witnesses*

**Revelation 7:9-17** *God will wipe away every tear*

**Revelation 21:2-7** *I saw a holy city, the new Jerusalem*

## **Suggested Hymns & Songs**

Abide with Me *629*

Amazing Grace *779*

Beautiful Savior *838*

For All the Saints *422*

Give me Jesus *770*

Hallelujah

How Great Thou Art *856*

I Can Only Imagine

I Want to Walk as a Child of the Light *815*

Jesus Loves Me *595*

My Faith Looks Up to Thee *759*

On Eagle's Wings *787*

Precious Lord, Take my Hand *773*

Shall We Gather at the River *423*

The Goodness of God

The King of Love My Shepherd Is *502*

## CTK Funeral/Memorial Service Honorariums and Facilities Fee

### Non-Member

CTK Building Fee	\$200
Clergy	\$250
Organist/Pianist	\$200
Other musicians	\$175
Service Coordinator fee (required when no funeral home is involved)	\$125
AV Coordinator fee	\$150
Nursery Staff fee	\$125
Custodial fee (funeral only)	\$150
Custodial fee (funeral & lunch)	\$200
CTK Funeral Fund fee	\$200-300 (meal) \$100-200 (small reception)

A check payable to Christ the King Lutheran Church must be given to \_\_\_\_\_ prior to the services for all fees. Honorariums for clergy and musicians should be made payable directly to the people involved. All fees and honorariums listed above are considered to be the minimum and families may choose to increase as they see fit.

CTK building includes the Sanctuary/Community Room/Kitchen/Fireside Room/Restrooms/Parking/Optional Nursery. It includes one hour of visitation prior to the service. Longer visitation prior to the service or the evening prior are \$150 per hour.

Funeral Fund Fees do not include food costs from caterers, those should be paid directly to the caterer or through the funeral home. Bottled water, coffee, and lemonade as well as table arrangements/decorations and appropriate staging of buffet meal serving area and servers; also paper supplies, utensils and beverage cups and garbage disposal are included in the Funeral Fund fee.

## CTK Funeral/Memorial Service Honorariums and Facilities Fee

	<u>Member</u>
CTK Building Fee	\$0
Clergy	\$200
Organist/Pianist	\$175
Other musicians	\$150
Service Coordinator fee (required when no funeral home is involved)	\$100
AV Coordinator fee	\$100
Nursery Staff fee	\$100
Custodial fee (funeral only)	\$100
Custodial fee (funeral & lunch)	\$150
CTK Funeral Fund fee	\$100-200 (meal) \$50-100 (small reception)

A check payable to Christ the King Lutheran Church must be given to \_\_\_\_\_ prior to the services for all fees. Honorariums for clergy and musicians should be made payable directly to the people involved. All fees and honorariums listed above are considered to be the minimum and families may choose to increase as they see fit.

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**CTK Council Report**  
**By Pastor Melanie**  
**February 2024**

**1) Staff Transitions and Openings:** The following positions have been posted publicly.

**Chef:** Executive Chef, Clayton Reedstrom resigned from his position at CTK. He has moved to Rochester. His final week with us was action packed. He led a “Cooking with Clayton” class; created several heat & serve meals for the next few weeks of Community Suppers; and accompanied a song he composed for the East High School Choir that they debuted on February 12<sup>th</sup> and 16<sup>th</sup>. Clayton has been a wonderful employee and partner in ministry.

I have reached out to South Central Community College about the chef position at CTK. There are several partners who are willing to create meals for us on a temporary basis until this position is filled. The challenge is finding someone who is willing to work in the kitchen to oversee servers and clean-up.

If you know of someone who may be qualified and interested in a part-time cooking position, please let me know.

**Building Manager:** This position description has been updated. We have a candidate that I anticipate will be interviewed within the week.

**2) Visioning Process:** Dave Menk and I met to discuss plans for how to get input and feedback that will be helpful to a visioning process. Our goal and hope is to include as many voices as possible. The current timeline for this project is to get a prototype out for Council feedback in March and then out to the congregation in April.

**3) “Wandering Heart” Lenten Series:**

We are using the Lenten series from a Sanctified Art on the weekends and Holden Evening Prayer on Wednesdays. Since we have both people who worship on Wednesdays as part of their year-round worship routine as well as weekend worshipers who make Wednesday worship a part of their Lenten discipline, we like to have the different weekend and mid-week offerings during the Lenten season. The Wandering Heart series follows the disciple Peter and connects his faith to the hymn, “Come Thou Fount of Every Blessing.” I am preaching on weekends and I’ve invited the following guests to preach on Wednesdays during Lent:

Feb 21	Pastor Joe Smith
Feb 28	Pastor Laura Aase, Gustavus Adolphus College
Mar 6	Pastor Erica Koser, Connections Shelter
Mar 13	Pastor Jenna Couch, Crossroads Campus Ministry
Mar 20	Pastor Emily Carson, SEMN Synod
Apr 3	Erin Simmons, My Place (rescheduled from Feb 21)



## **Building and Grounds Board Minutes, January 24, 2024**

Attendees: John Frey, Stan Bruss, Lynn Austin, Mark Thompson, Brent Sandhurst (Council Liaison), Kathy Bruss (Chairperson), Jim Armbruster (Secretary)

Absent: Julie Hatleli, John & Lori Westendorf, Mark Conrad, Al Lee

1. The meeting was called to order at 4:00pm by Chairwoman Kathy Bruss in the CTK Conference Room.
2. Motion to approve all previous minutes when the Building and Ground group met as a committee to include minutes from the following dates: 9/3/2020, 9/23/2020, 8/4/2021, 5/24/2023, 8/6/2023, 9/13/2023, 10/25/2023, 11/29/2023, 1/3/2024, to be included in the church record of the Building and Grounds Board. M/S/P
3. Mark Thompson report:
  - Repainting being done, lights and some light fixtures changed to LED, checking to see about LED rebate on lights, all systems running well at this time, to-do list is shrinking.
  - Pastor Melanie met with CTS about replacing certain door locks with electronic entry - \$2000/door.
  - Several church computers use Windows 10 for which support by Microsoft is ending. Solution is to upgrade to Windows 11 operating system, but 5 older model computers will have to be replaced.
  - Discussion on heating plant which is working well.
  - Continues to work on information on appliances and systems
  - Solar panels: Zinniel Co., Sleepy Eye, replaced a couple of solar panels and verified all panels are working correctly. Cleaning snow off panels not required during winter due to low sun angles and dangerous work to do so. Suggestion made to make congregation aware of solar panels electricity production by providing a website address, or putting website on a display screen for members to view live. Website: <https://egaug18890.egaug.es/58863/>
4. Brent Sandhurst (Council Liaison) report:
  - Council priority is roof replacement, all at once, or separate areas could be done one at a time.
  - \$25,000 was used from the 3-R fund for roof air conditioner repairs .
  - Greener World Solutions – original installer – no legal action available anymore due to having another company do some repairs on roof which negated the original warranty.
  - CW Kathy B. has provided the Council with a list of priority items
  - Council is interested in developing package deals from our priority list that could be promoted to the congregation members for specific donations.
  - Council is interested in hiring a Property Manager. One person has been interviewed, but no decision at this point by Council.
  - G-Stein Cleaning Company – Mark T. said that cleaning has been done well. No problems.
  - CareTakers is in charge of cleaning snow off sidewalks, but not the parking lot.
  - The combination of G-SteinCleaning and CareTakers is less expensive than with full-time Property Manager.
  - Cultivate Mankato (CM) is not currently using the building except for the kitchen use daily. A question was raised about who pays for repairs or replacement of appliances being used by CM. CM is paying rent monthly, but will not have children back in the building until April.
5. Building Usage Form:
  - Brent S. received request from Pr. Melanie to include an hourly rate on Facility Usage Form on some rooms.
  - Board suggested an example: minimum hourly fee for the Community room of \$100/hr with \$200 minimum.
  - Questions: Can someone rent for less than the minimum hours? Who monitors hours? What is a reasonable hourly rate, and to which rooms would this rate apply?
  - Motion to send Facility Usage form to the Council with questions about the hourly rate and who is in charge.M/S/P
6. Brent S. left the meeting at 5:15
7. Custodian Job Description is on hold at the present time.
8. Next meeting: March 20, 2024, 4pm in the Conference room.
9. Meeting adjourned at 5:30PM

Respectively submitted,  
Jim Armbruster, Secretary

## Faithful People Commission Running Notes

**February 12, 2024**

**5:30 pm**

**Fireside Room CTK**

**Members present:** John Branstad, Alyssa Herrig, Lonnie Reemer

**Absent:** Carolyn Krause, Kirsten Elliott, Madysen Pearson, Wanda Pearson,

### **Agenda:**

- **Old Business**

- "CTK Social" events
  - Painting recap
    - Good group, lots of fun!
    - Liked having an activity to focus on
  - Cooking with Clayton - February 13
    - 8 people RSVP'd, will plan for a couple more
    - Good variety of women
  - WOW Zone Bowling - Target: March 16, 4p-6p
    - \$100 for private room, \$70 / hour for two lanes
    - Kirsten to call Pam
      - John to connect with Kirsten
      - Nursery available at Ctk
    - Newsletter items due Mon Feb 19
  - Board Games / Cards - April
    - Snacks, etc.
    - Invite people to bring their own/favorites
  - Future possibilities:
    - Artifact, Vikings/Wolves/Wild/Twins Watch Party, brunch, etc.
    - Crooked Pint spring/summer for Pickleball
- 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 or Liz
    - Person Absolute Catering as Plan B?
  - John to reconnect with Sandy & Kathy
    - Do they remember anything about a banner?
  - Lonnie checked with Ann Stewart
    - She has the date and they are starting to set quilts aside
    - She will need numbers and names
  - Alyssa to check with Carol Burns about the video slideshow
    - Alyssa will coordinate photos as well
  - Jan Sorenson & Leslie Starr about decorations
    - Ask Kathy/Sandy to check
  - Alyssa shared we have 27 HS Seniors

- Alyssa will add 'Save the Date' to newsletter
- Thank you / Congratulations gift
  - Joyful Notes
  - Maybe a bookmark
  - Alyssa check with Barnes & Noble on bulk "Oh the places you'll go" (Amazon \$7.49 as of 2/12)
  - Lonnie to look at Bible Verse + Candy

**NEXT MEETING: Mar 12, 5:30 pm., CTK Conference Room**  
**\*\*\* CHANGE: 3rd Monday \*\*\***

**Word and Sacrament Commission**  
**To Hear God's Word & Share in the Lord's Supper**  
**Meeting Minutes, February 8, 2024**

**Members present:** Jessica McNamara (Chair), Amy Boles, Kevin Elliott, Kathy Kachelmyer, Pastor Melanie

**Members absent:** Stan Bruss, Marylou Haldorson

**Guests present:** Bob Meier, Dick Norland, Matt Norland, Armin Schull

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

**Devotions:** Offered by Kevin (thank you)

Guests were invited to review the topic of ushering. The following were points of discussion:

- Prior to COVID there was a structured team of ushers
- Generally people are willing to help out but not to commit long term
- Phone calls and one to one conversations seem to be the most effective
- Calls and calendars need to be done well in advance
- An important role of ushers is to act as greeters
- Saturday services are taken care of by the attendees
- Youth are willing to help on Wednesday evenings but there is a need for some teaching
- 8:15 can be done with only 2 ushers but it is not ideal

The following are questions that need further review:

- Is formal training needed?
- Would a training video be helpful?

There was agreement on the following for going forward:

- There is a need for a coordinator
- There is a need for a head usher
- There is a need for a core group to cover both Sunday services
- There is a need for communication with the congregation for the purpose of seeking out individuals willing to act as ushers. Some recommendations given include sign up lists, bulletin and newsletter announcements.

Guests were thanked for their input and the business of the commission resumed.

**Approval of January minutes**

The minutes neglected to reflect that Pastor Melanie would move forward with *Wandering Heart* as the chosen theme/curriculum for Lent

Motion was made/seconded by Amy/Kevin to approve the minutes. Motion carried.

**Council Report:** Given by Kathy. There are plans for the Stewardship Committee to explore adding the service of a Dip jar.

There will be a staff appreciation luncheon on Wednesday, February 28<sup>th</sup> at 11:30

**Pastors Report:** Times for Lenten services and Holy Week services were discussed. Following some discussion it was decided that Easter Sunday services remain as 7am, 9am and 11am. The rationale was for allowing enough time between the 9 and 11 o'clock services.

**Old Business:** Feedback from the use of a contemporary format for the Lord's Prayer. Responses have been mixed but a consistent message was that members would like to be told when and why there are going to be changes such as this.

**New Business:** Suggestions for Faith and Fellowship venues were offered.

**Prayer Requests:** Taken and led by Melanie (thank you)

**Meeting Adjourned:** At 8:08 pm

**Next Meeting:** March 7, 2024 @ 6:30. A volunteer is needed for devotions.

Respectfully submitted, Kathy Kachelmyer

<b>Justice and Peace Commission Minutes Fireside Room Tuesday, January 30, 2023 6:30 pm</b>	<b>Members Present:</b> Eileen Campbell, Kathy Sallstrom, Chuck Syverson, Pastor Melanie Wallschlaeger, Brent Wood
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<b>Agenda Item</b>	<b>Discussion</b>	<b>Action Plan</b>
<b>Call to order</b>		
<b>Welcome</b>		
<b>Devotion - Brent</b>		March: Eileen
<b>Old Business</b>		
<b>Movie Night</b>	<b><i>Chasing Ice:</i></b> Feb. 18, 6:30 p.m. Theater Room Brent making popcorn KWL Chart is prepared Do we have the movie lined up? Article posted in Weekly Welcome	<ul style="list-style-type: none"><li>* Create a list to post of social justice themes. Chuck</li><li>* Welcome and Intro: Eileen</li><li>* Explain the use of KWL Prompts: <u>Kathy</u></li><li>* Read KWL comments: Focus upon "L" comments to prompt discussion. Kathy</li><li>* Thank attendees for their participation. Ask for future recommendation around the theme of social justice. Refer to the list posted. Chuck</li></ul>

	Future movie: The Prom; possible movie about Tulsa	
<b>New Business</b>		
<b>Council Rep- Gayle</b>	Updates	Gayle provided a document from the Council outlining our board; including what is in the constitution, goals for the board, and planned board activities. We will chat more at our March meeting and document our feedback then.
<b>RIC -</b>	Revisit Di's perspective Q & A How will we be updated about RIC progress?	No specific updates. Kathy had an idea about a possible scripture discussion on verses about inclusion and welcoming and how different people may have different understanding about the verses/passages. We may discuss more at next meeting and then she will share with the RIC committee.
<b>WELCOME</b> Kathy, Brent, Melanie	Updates: Medical Self-sufficiency- MVAC application	Kathy shared some learning experiences about these current updates. Kathy, Brent and Pastor Melanie may have some additional thank you notes to finish up. Melanie will look into it a little more.
<b>March Messenger Focus</b>		Possible ideas: -Recap of Chasing Ice discussion -Summary of health related social justice issues
<b>Isaiah</b>	Kathy: Health	Kathy is going to an Isaiah health focused event in St. Paul.
<b>Additions to Agenda</b>		No additional items
<b>Lord's Prayer - Brent</b>		
<b>Meeting Adjourned</b>	<b>Time: 7:29 PM</b>	
<b>Next Meeting</b>	March 12, 2024 6:30 PM	
<b>Minutes submitted by:</b>	Eileen Campbell	

# **Christ the King Lutheran Church**

## **Servant Commission Reports**

Name of Commission: Servant

Date of Meeting: Thursday, February 15, 2024

Members Present: Jeri Retzlaff, Heather Javens, Pastor Melanie Wallschlager, Tim Bye, Brennan Enstad

Members Absent: Mary Jo Menden

Tim Bye gave devotions.

Approval of minutes from the Last meeting

Old Business:

Council Report: Discussed ways to give. Different generations give in different ways. Stewardship Committee reported. Wednesday night meals are under budget at this point. Authorized to buy a dip jar, for giving. Working on details.

Servant Commission is responsible for Communion serving May & Nov.

Commission New Members

Ongoing Volunteer Activities:

- Wednesday nights-Clayton leaving, looking for someone to be in charge, though Cultivate will help prepare.
- Lunch for a Buck-Going well
- Connections Shelter-Mar 4-10

New Business:

23-24 Benevolent Disbursement: Have \$8000 to give, split between 3, or more?  
Women's Giving Circle (\$450 for 2), Backpack Food Program (\$2500), LEEP (\$2500), Reach (\$2500). Will do some research on each program.

Next Meeting date/Time/Location & Devotions: March 21st, 5:30pm, CTK conference room

Heather Javens will give devotions in March

**RIC Taskforce**  
**Monday, Feb. 12th**

**Members Present:**

Liz Zaruba  
Becky Menk  
Kai Storvick  
Jodie Wallschlaeger  
Julie Hatleli

**Members Absent:**

Brad Brozik  
Brittany Ward  
Gerri DeWitte

**Kai's Conversation with a CTK Member:**

Kai thought some of the thoughts from the email were unclear, so wanted to clarify some of that. They talked a lot about sins, and the sins specifically that Paul talks about.

This CTK member worries that RIC is an outside group and is influencing the church; also worried about where money is being spent. It was mentioned to Kai that he believes that we don't have any additional work to do in this area.

**Group Discussion:**

People might think we're talking about the sin of homosexuality, when in reality we are talking about the sin of homophobia.

What is sin? What does it mean to sin?

"Sin is what separates us from the goodness of God" (Paul T.)

The idea that talking about the queer community brings up more conversations about sex and sexuality, sexual sins, etc. and how people are uncomfortable with this.

This CTK member asked: What's the difference between putting up a sign that says "All Republicans Welcomed" vs. "All Queer Welcomed". When we say "All are welcomed, we are all sinners", it puts forth the idea that homosexuality is a sin, when in fact the Bible never says that. Why don't we see love before we see sexuality? We also need to look at people's suffering, before we look at their sins.

When we look at love before the sins, we recognize that there are people out there that are suffering because of the sins of the Church.

Exposing the ELCA, blogger Dan Skogen - this might be a source where people get misinformation about the RIC and what it means to be an RIC church.

You can't "will" away deep-rooted bias. We have to confront it.

How does RIC relate with the theology of Paul? (Pauline)



For Paul, everything is a sin. Paul believed he was of the generation where the world was ending, so nothing should have existed other than prayer. Kai gave us a short history of this.

Julie was at the Bagels & Bible event last Saturday and was getting questions about why RIC isn't moving forward more.

Book by Amy Snyder - In The Form of a Question

Book by Jamie Bruesehoff - Raising Kids Beyond the Binary (potential speaker)

"Let people be who God made them to be"

Why are identity groups so important in our culture? Why can't we just be identified as a Child of God? Or only worry about our identity with God?

### **Moving RIC forward:**

- Continue to have one-on-one conversations

- Let members know how to schedule one-on-one

- Reach out to Justice & Peace to ask if RIC can do the March movie (3rd Sunday?)

Once you start having the one-on-one conversations, you realize it is a lot easier than you think. Start with people you know and go from there.

### **Reviewed pages from the RIC Toolkit, pages 23 - 25**

How does CTK deal with conflict in general?

- Pitifully

- "We don't have conflict"

- Avoidance

Look into *Tips for Handling Conflict and Communication Strategies*

Is your Christian faith based in power or servanthood?

Generally we don't fear conflict, but the bad behavior it might cause.

What are some positive aspects of conflict?

- Growth

- Continuous death & resurrection

### **Save the Date:**

Sunday, May 5th is RIC at Faith Continuum

Closed with the Lord's Prayer, re-written by a confirmation group (posted on social media)

Hey Dad, we trust that you're up there. Your name is awesome. We want earth to be like your heavenly kingdom. We want the things you want to happen. Give us what we need to live fully, in body and in spirit. Forgive our mistakes and faults and overstepping; and we will forgive others. Help us not to do things we shouldn't. Help us to do good and keep us safe from the bad stuff. You rule, God - literally - all creation is yours and you're amazing. We are your people and we approve this message. Slay all day, Queen. Bye.

# CTK Stewardship Committee

## Meeting Minutes

2/20/2024

Members Present- David Krause, John Kind, Chris Austin, Shannon Sinning, Jennifer Svien, Liz Zaruba

### Agenda/Discussions-

- Chair David Krause called the meeting to order at 7:04 AM.
- Motion: To approve the agenda approved by Liz Zaruba and Shannon Sinning second approved.
- Motion: To approve the minutes from the January 17, 2024, meeting. Minutes approved by Shannon Sinning and Liz Zaruba second approved.
- Financial report
  - Reviewed the 1/31/2024 financials.
  - An unrestricted, undesignated gift of \$125,000 was received in January.
  - Based on our formula of 4.25% of regular offering, we are \$7,060 behind in our giving to the Synod. That will be caught up within the next quarter.
  - Our operating cash (in bank accounts) net of restricted funds equals \$208,382 on 1/31/2024. (86 days of expenses)
  - Finished the month ahead of budget and are ahead of budget YTD.
  - Discussed the accounts at Profinium, David Krause will review accounts and evaluate if we are in the correct accounts for our needs.
- Synod Presentation Recap
  - David Krause discussed the presentation and the positive feedback.
    - Discussed that the Synod Presentation aligned with what our committee is trying to do-
      1. Believe in the mission.
      2. Trust
      3. Ease of giving
- Video update
  - Third video has aired, still looking for more video participants.
  - Receiving great feedback on videos and the videos are inspiring others to think about giving.
  - John Kind will talk with Andrea about getting videos more visible on webpage.
- Blessings, BBQ, and Bands/pledge drive
  - Discussed the event and theme. Concluded that we are open to a new theme to compliment the grateful giving. Liz Zaruba volunteered to brainstorm on new theme.
  - Once theme determined then we can update the messaging for the pledge drive, pledge cards, videos.
- Building and Grounds repairs.
  - Reviewed priority list for repairs, agreed that roof repair is a number one priority.
  - Need an estimate from a roofing contractor for repairs. Once we know the cost and we can decide where the funds come from. Discussed the option of a capital campaign.

- Budget Prep
  - Compensation increase
    - Discussed a 3%-4% increase proposal to keep up with inflation.
- Other items
  - Discussed setting up a recommended reserve of 60 days, David Krause will take to the church council.
- Adjourn

Submitted by Jennifer Svien