

CHRIST THE KING LUTHERAN CHURCH
CTK Congregation Council Agenda
March 15, 2022 @ 5:30pm

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

- 1) Attendance
- 2) Devotions – Chris Austin
- 3) Meeting Minutes & Treasurer’s Report
 - a) Approve Minutes & Treasurer’s Report
- 4) Refinance Update/Documents Needed
- 5) HVAC Issues
- 6) Endowment Fund
- 7) Resume Communion at the Rail
- 8) Nomination Committee
- 9) Pastor Melanie’s Report
 - a) Admin Position
- 10) Covenant Commission Communication
- 11) Prayer Request/Adjournment

Next Meeting: Tuesday April 19 @ 5:30pm

Devotions Schedule

Meeting Month	Scheduled Date	Devotions
August	08/17/2021	Nancy Patterson
September	09/21/2021	Jessica Joyal
October	10/19/2021	Brent Sandhurst
November	11/16/2021	Duane Olson
December	12/21/2021	Kathy Brozik
January	01/18/2022	Brandon Stensrud
February	02/15/2022	Ola Pietka
March	03/15/2022	Chris Austin
April	04/19/2022	Carrie Kijenski
May	05/17/2022	David Menk
June	06/21/2022	Liz Zaruba

CHRIST THE KING LUTHERAN CHURCH
Congregational Council Meeting Minutes
February 15, 2022 @ 5:30pm

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

Members Present:

Nancy Patterson – President
David Menk – Vice-President
Liz Zaruba – Secretary
Pastor Melanie Wallschlaeger
Carrie Kijenski – Past President
Kathy Brozik

Brent Sandhurst
Duane Olson
Jessica (Joyal) Ehrich
Gary Rudolf
Brandon Stensrud
Chloe Sinning (Youth Rep)
Ola Pietka (Youth Rep)

Members Absent:

Chris Austin – Treasurer

Call to Order: N. Patterson

Devotions: O. Pietka

Q&A With Cultivate

Candice and Nathan visited with the council regarding recent updates, when they hope to open and shared other details. They presented the Council & Church with some gifts - some framed artwork of the murals and some printed postcards of the murals.

Cultivate Lease Update - business done via email

N. Patterson emailed the council the final Cultivate lease for approval.

L. Zaruba moved to approve the Cultivate lease

D. Menk second

No further discussion

Vote via email: All Approved

January Minutes

D. Olson moved to approve the January minutes

B. Sandhurst second

No discussion

Vote: All approved

Treasurer's Report

C. Austin is gone; will approve the January Treasurer's Report at the March meeting

Mortgage Refinance

CTK received bids for the mortgage refinance from three institutions: MinnStar Bank, Pioneer Bank and Mission Investment Fund. Council discussed the bids.

D. Olson moved for CTK to enter into a 10-year loan with Mission Investment Fund.

D. Menk second

No further discussion

Vote: All approve

COVID Policy Update

D. Olson moved for CTK to return to masks being optional but encouraged.
K. Brozik second

Discussion: Local schools have discontinued masks for all ages and those working with kids; CTK should follow the school's lead

D. Olson moved that the motion be amended to masks are now optional at CTK but encouraged for all ages, including youth and those working with youth, effective immediately.
K. Brozik second

No further discussion

Vote: All Approved

Conversation with the Council

D. Menk and others provided feedback from the Conversations with Council event; all agreed it went well and something that should be done on a regular basis. N. Patterson to let Adult Forum know the council is open to having these discussions 3 times a year.

Pastoral Leadership Report - Pastor Melanie

- Reviewed the updated job descriptions for an Office Administrator (25-30 hours/week) and a Communications Specialist (15 hours/week); these are based off the exit interviews with Amy and the personnel committee's recommendations
- Pastor Melanie is also requesting to change the CTK office hours to 9am - 3pm Monday - Thursday and by appointment only on Fridays

G. Rudolf moved to approve the job positions/descriptions from Pastor Melanie for the Office Administrator and Communications Specialist

J. Ehrich second
No further discussion

Vote: All approved

Commission Communications

B. Sandhurst moved to accept commission communications

B. Stensrud second

Discussion: K. Brozik requested that last names be added to the minutes for the Servant Commission

Vote: All approved

Closing Prayer – Pastor Melanie and the Lord's Prayer

G. Rudolph moved to adjourn
C. Kijenski second
No Discussion

Vote: All approved

Via email on Feb. 22, 2022

Pastor Melanie emailed the Council recommending we move forward with the hire of Andrea Petzel for Communications Specialist and Kelsey Leonard as Office Administrator.

G. Rudolf moved to hire both candidates per Pastor Melanie's recommendation.
C. Austin second.

No further discussion

Vote via email: All approved

Next Executive Committee Meeting: **Monday, March 7th @ 5:30pm**
Next Council Meeting: **Tuesday, March 15th @ 5:30pm**

Devotions Schedule

Meeting Month	Scheduled Date	Devotions
August	08/17/2021	Nancy Patterson
September	09/21/2021	Jessica Joyal
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CHRIST THE KING LUTHERAN CHURCH
Executive Committee Meeting Minutes
March 7th, 2022 @ 5:30pm

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

Members Present:

David Menk - Vice President
Liz Zaruba - Secretary
Chris Austin - Treasurer
Carrie Kijenski - Past President
Pastor Melanie

Members Absent:

Nancy Patterson – President

1. Discussion with Carl

- HVAC
 - Current unit unpredictable; not designed to work below -4°
 - Carl's proposal: separate the two heating systems and run them separately using the back controls; estimated cost of \$14.9K
 - Also recommended: add coils to the Cultivate rooms to ensure better heating; no estimate at this time
- Xcel Energy: Energy Usage
 - We're only saving roughly \$1000 with program; do we continue with the program and risk having the a/c turned off in the summer in Cultivate rooms?
- Handicap Parking: permission to purchase a few movable handicap parking signs
- Roof Issues
 - Have not heard back from the company that originally installed roof; discussed sending a letter via lawyer to request communication regarding repairs
 - Received a quote from KRI for \$84K (kitchen area only)
 - Schwickerts didn't want to do an estimate/quote until spring
 - Active leaks all over the church that will eventually need to be addressed

2. Treasurer Report

- Revenue down a little bit in February but expenses were also down

3. Strategic Planning - Dave

- Dave provided some information on how to start our strategic planning

4. Pastor Melanie Updates

- Administrative Assistant Kelsey quit; needs to hire a temporary replacement; has two possible replacements

- Funding Requests:
 - Faith Continuum \$2000
 - Softball Team (Proclaim budget)
 - Faith & Fellowship - consider taking from different commissions budgets depending on what expense is for/use

Next Executive Committee Meeting: Monday, April 11th @ 5:30pm
Next Council Meeting: Tuesday, Tuesday, April 19th @ 5:30pm

**Christ the King Lutheran Church
Jan-22**

	<u>January 2022</u>		<u>January Budget</u>		<u>Variance</u>		<u>January 2021</u>		<u>Variance</u>
Total Revenues	\$ 96,117	\$	70,335	\$	25,782	\$	74,977	\$	21,140
Total Expenses	\$ (76,714)	\$	(67,168)	\$	(9,546)	\$	(59,684)	\$	(17,030)
Net Income/(Loss)	\$ 19,403	\$	3,167	\$	16,236	\$	15,293	\$	4,110

	<u>Current Year to Date</u>		<u>Budget Year to Date</u>		<u>Variance</u>		<u>2020 Year to Date</u>		<u>Variance</u>
Operational Revenue	\$ 569,931	\$	492,345	\$	77,586	\$	489,336	\$	80,595
Revenue from COVID Related Grant Programs	\$ 72,559	\$	-	\$	72,559	\$	-	\$	72,559
Operational Expenses	\$ (524,231)	\$	(470,176)	\$	(54,055)	\$	(388,426)	\$	(135,805)
Net Income/(Loss)	\$ 118,259	\$	22,169	\$	96,090	\$	100,910	\$	17,349

Christ the King Lutheran Church
Feb-22

	<u>February 2022</u>		<u>MTD Budget</u>		<u>Variance</u>		<u>February 2021</u>		<u>Variance</u>
Total Operational Income	\$ 51,985	\$	70,335	\$	(18,350)	\$	59,386	\$	(7,401)
Total Operational Expenses	\$ (55,154)	\$	(67,168)	\$	12,014	\$	(49,387)	\$	(5,767)
Other Income	\$ 4,148	\$	-		N/A	\$	1,630	\$	2,518
Other Expenses	\$ (1,834)	\$	-		N/A	\$	(2,419)	\$	585
Net Income/(Loss)	\$ (855)	\$	3,167	\$	(6,336)	\$	9,210	\$	(10,065)

	<u>Current Year to Date</u>		<u>Budget Year to Date</u>		<u>Variance</u>		<u>2020 Year to Date</u>		<u>Variance</u>
Total Income	\$ 598,626	\$	562,679	\$	35,947	\$	521,065	\$	77,561
Revenue from COVID Related Grant Programs	\$ 67,009	\$	-	\$	67,009	\$	10,000	\$	57,009
Total Expenses	\$ (531,618)	\$	(537,346)	\$	5,728	\$	(420,648)	\$	(110,970)
Other Income	\$ 32,989	\$	-		N/A	\$	20,289	\$	12,700
Other Expenses	\$ (49,601)	\$	-		N/A	\$	(20,586)	\$	(29,015)
Net Income/(Loss)	\$ 117,405	\$	25,333	\$	108,684	\$	110,120	\$	7,285

CTK Council Report
By Pastor Melanie
March 2022

1) Personal & Professional Growth

I signed up for Continuous Growth Pathways through Gustavus Adolphus College in an effort to engage in continuing education opportunities. I have committed to a monthly colleague group in which I check-in with other female clergy members in Southwestern Minnesota for mutual support. I also attended an Introduction to the Enneagram Retreat at Gustavus last month. I will take a more advanced Enneagram Retreat in May.

2) Staff Positions & Transitions

I am grateful for your prompt response to my request to hire two staff members in the positions of Communications Coordinator and Office Administrator. I offered the positions to the two qualified individuals. Andrea Petzel is now serving in the position of Communications Coordinator.

We continue to be in transition in the position of Office Administrator. I have asked Denise Amundson to fill this position on a temporary basis as we get through the season of Lent. I will continue to post the Office Administrator position with hope and expectation we will be able to hire someone on a permanent basis this spring.

3) Finance & Endowment Committee

Duane Olson & I have been working to re-establish the Finance/Endowment Committee. We have been reviewing the documents and investments related to CTK's Endowment. It is our goal to be able to have a report for the regularly scheduled annual meeting.

4) Time & Talent Survey

The results of the Time & Talent survey are in. This week, the staff & I will be sending names of people who are interested in various tasks to the identified leader of each ministry area. If your Commission or ministries receive names of interested individuals, please encourage contact – even if ministries meet at a time later in the year (e.g. Christmas decorating).

5) Southeastern Minnesota Synod Assembly

The SEMN Synod Assembly will be an all-day, in-person event held at the Mayo Event Center in downtown Mankato. The synod requests that Mankato congregations provide volunteers to provide basic hospitality and helping hands on Saturday morning from 7:30-11:00am.

Justice & Peace Commission Minutes

March 1, 2022; via Zoom

Present: Eileen Campbell, Chloe Sinning, Di Storvick, Pastor Melanie Wallschlaeger, Liz Zaruba

Call to order – Eileen

Devotion/prayer – Pastor Melanie

Approve February minutes – motion to approve - Di; second - Chloe

Old business

- Social Justice Conversations
 - Book Study - Waking up White: Last discussion Feb 3rd (Chapter 29 to end)
 - Next book: group read type plan - Fierce Love by Rev. Jacqui Lewis
 - Di wrote something introducing it for the March newsletter and Pastor Melanie got it in there
 - Eileen will make a PowerPoint slide for announcements starting early March
 - Possible future conversation Jonathon Van Ness 'Getting Curious' episodes
- RIC
 - One on ones with council are almost done - just one or two left
 - One on ones will start with church staff and commission members
 - Pastor Melanie sent list and it is added to the spreadsheet
 - We will each start picking from the list and putting our name down as we have time to plan conversations
 - "Building an Inclusive" church training
 - Chloe will go in March
 - Ideas for starting education when we feel it is time
 - Faith, Sexism and Justice statement is available on the ELCA synod site and has a Bible study/discussion group guide
 - Eileen will start a shared doc that we can all add ideas, resources, speakers, etc. for when we get to that point
- Starting up organics recycling again
 - Carl called and got quotes from West Central Sanitation and Waste Management
 - Have Carl start up with a compost dumpster in April
 - Also need to purchase compostable bags, plates, cups, cutlery to get that going as well.
 - Liz will talk to Clayton about switching to compostable in April and will find out where he gets supplies and will get that information to Di

- There are laminated signs in the Justice and Peace mailbox at church showing pictures of recyclable and compostable items. Eileen has the originals if more need to be printed.
 - We will work on getting signs up at our next meeting

New business

- Earth Day-April 22nd
 - Di will put an Earth Week calendar highlighting different options for people to focus on for the week

Council report – Nothing related to Justice and Peace

Next meeting: Tuesday, April 5 @ 6:30PM

Lord’s Prayer

Adjournment

Minutes submitted by: Eileen Campbell

<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>
No meeting		<ul style="list-style-type: none"> ● Pridefest ● Highway Cleanup 	<ul style="list-style-type: none"> ● Domestic Violence Awareness Month 	<ul style="list-style-type: none"> ● Native American Heritage Month 	
<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>
			<ul style="list-style-type: none"> ● Earth Day 	<ul style="list-style-type: none"> ● Highway Cleanup 	<ul style="list-style-type: none"> ● Juneteenth

Christ The King Lutheran Church

Covenant Commission Reports

Name of Commission: Servant

Date of Meeting: Thursday, March 3, 2022

Members Present: Cindy Kehoe, Naomi Baker, Todd Lundquist, Jessica Ehrich, Pastor Melanie Wallschlaeger, Marilyn Dundas

Approval of Minutes from the Last Meeting

N/A

Old Business:

Todd reported on the status of our involvement with serving a meal to the shelter church on the third Sunday of the month and mentioned that the 3rd Sunday of April is Easter Sunday. Pastor Melanie said the Faith Formation group will be doing one.

New Business:

We talked about the fact that New Member Care is a responsibility of the Servant Commission. Cindy explained that this was an experiment to see how it would go.

Greeters for Wednesday suppers were discussed. Pastor Melanie said that there have been volunteers for that in the Time and Talent sheets.

On the Agenda for Next Time: We will have the description of the Servant Commission duties

Adjournment: Marilyn submitted the minutes.

Word & Sacrament Commission
To Hear God's Word & Share in the Lord's Supper
Meeting Minutes, March 3, 2022

Members present: Chris Carroll, Nancy Armbruster, Kristin Krusemark, Megan Sandhurst, Karen Barnett, Pastor Melanie Wallschaeger

Members absent: Rick Lund, Joy Macheel, Brandon Stensrud, (Council Liaison) Sean Sletten

Call to Order: Chris C., Chair, called the meeting to order at 6:31

Devotions/Prayers: Karen

Approval of Feb. meeting minutes with the time changed to be accurate

Council Report: None

Pastoral Report: Melanie and CTK staff will be reviewing the Time & Talent surveys.

Old Business:

Name Tags - No new information. Discussion was held regarding who will be doing the printing of the name tags. There are volunteers to help in the office until a replacement for Amy O can be hired. Pastor Melanie will ask if anyone on staff can set up the template for the name tags. Volunteers may help print.

Time & Talent Survey - We have about 90 surveys returned so far. Pastor Melanie will bring up the survey at future services. The results that fall under our commission will be forwarded to us, mainly the names of people who have signed up to be ushers/worship hosts. We will probably need to contact these people.

Picture Bibles - Kirsten has one in mind. We need to figure out the transition of giving a Bible at baptism and one around third grade.

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New Business:

Lectors - Garrett has been contacting lectors during the pandemic. We need to start doing this. We should do the schedule and Garrett will continue to send out the readings.

Ash Wednesday - The two services were well attended, over 300 total.

Faith & Fellowship - Pastor Melanie is working on a schedule for summer.

Prayer Requests received**Meeting Adjourned at 7:05****Next Meeting:**

Meet 1st Thursday of each month at 6:30 pm (no meeting in July)

All commissions meet together on occasion

Future agenda items: Please forward to Commission Chair prior to meetings.

Next Devotion: April - Megan, May - Kristin. Others to be determined.

Respectfully submitted,

Karen Barnett

The Word & Sacrament Commission, based on the 2nd affirmation of faith promise to hear the Word of God and share the the Lord's Supper, shall:

- Direct the oversee curriculum planning, development and review for all educational programs and opportunities for all including Sunday and Vacation Bible School, confirmation, youth and adults in our church and community.
- Provide worship enrichment, sacramental participation, educational opportunities, and fellowship ministries.

Council Notes (for 2022-2023 nominating discussion)

The Council includes the called Pastor(s), Officers and no more than 9 and no less than 5 members of the congregation.

- We currently have 9 plus officers.
 - President – Nancy Patterson
 - Vice President – David Menk
 - Secretary – Liz Zaruba
 - Treasurer – Chris Austin
 - Chloe Sinning – Year 1
 - Gary Rudolph – Year 1
 - Brandon Stensrud – Year 2
 - Kathy Brozik – Year 2
 - Duane Olson – Year 2
 - Jessica Ehrich – Year 3
 - Brent Sandhurst – Year 3
 - Carrie Kajenski – Year 3
 - Ola Pietka – Year 3
- Try to make sure council covers demographics of congregation including youth.
- Staggered terms for continuity
- Officers are a one-year term and voted in by council members. Cannot serve more than two consecutive terms except treasurer.
- Council is a 3-year term, cannot serve more than 2 consecutive terms (6 years) and can be filled by any confirmed member of CTK. Council members are voted on by congregation.
- Nominating Committee, typically led by outgoing Past President, is responsible for new council nominees. Per the constitution committee should be 6 congregation members with a recommendation of 2 being outgoing council members.
- Not required by constitution but traditionally CTK has had an incoming officer serve a three-year term transitioning from VP, to President and then as Past President for continuity in leadership.
- Not required by constitution, but we also ask council members at large to also serve as a liaison to one of the covenant commissions or committees.
- Council Meets once per month and calls special meetings as required. Typical meeting length is 1.5 hours (regardless of what Shannon says).
- The exec team (officers & senior pastor) meet once per month prior to the council meeting to plan agenda.