

CHRIST THE KING LUTHERAN CHURCH
CTK Congregational Council Agenda
May 16th, 2023

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

1. Attendance
2. Devotions – Marlin S
3. Approval of the Agenda
4. Approval of April Meeting Minutes
5. Approval of Treasurer's Report
6. 2023-2024 Budget Update/Discussion
7. Commissions' Update/Discussion (Chapter 13)
8. Property Committee Approval
9. Nominating Committee Approval
10. Pastor Melanie's Report
11. Covenant Commission Communication
12. Prayer Request/Adjournment

Next Meeting: Tuesday June 20th @ 5:30pm – Fireside Room

Devotions Schedule

Meeting Month	Scheduled Date	Devotions
August	08/30/2022	Dave Monk
September	09/20/2022	Kathy Brozik
October	10/18/2022	Jessica Ehrich
November	11/15/2022	David Krause
December	12/20/2022	Nancy Patterson
January	01/17/2023	Dan Rickbeil
February	02/21/2023	Gary Rudolph
March	03/21/2023	Brent Sandhurst
April	04/18/2023	Chloe Sinning
May	05/16/2023	Marlin Spangurd
June	06/20/2023	Brandon Stensrud

Liz Zaruba – On Call

Christ the King Lutheran Church
Congregational Council Meeting Minutes
April 18, 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:

David Menk – President
Nancy Patterson – Past President
Jessica Ehrich - Vice President
Liz Zaruba – Secretary
David Krause - Treasurer
Pastor Melanie Wallschlaeger
Gary Rudolf
Marlin Spangrud
Kathy Brozik
Brent Sandhurst
Dan Rickbeil
Chloe Sinning (Youth Rep)
Brandon Stensrud

Members Absent:

Call to Order: D. Menk

Devotions: C. Sinning

Approval of Agenda

M. Spangrud moved to approve the agenda

D. Krause second

No discussion

Vote: All approve

Approval of March Minutes

D. Krause moved to approve March minutes

N. Patterson second

No discussion

Vote: All approved

Treasurer's Report

G. Rudolf moved to approve the Treasurer's Report

J. Ehrich second

Discussion: Had a good month, giving was up and expenses were down; year to date, we are still behind budget; roof repair was an outlying expense; still need to do some work on getting us back on track.

This month's report did not show pledged income separately; should the pledged income be coded separately? Are we tracking our members' offerings that aren't pledged but are still

giving? Yes, this is being tracked. Should we report member pledged giving, member non-pledged giving and loose giving (ie non-members)? A larger conversation is probably warranted to discuss how we determine pledged giving vs. non-pledged, member giving vs non-member giving and how to report our financials. This will be a discussion for the Finance Committee.

The current cash assets we have available is \$197,000. \$107,000 of that is dedicated for specific purposes. This does not include the Endowment Fund. One month's expenses is around \$75,000; some organizations require 6 months of cash on hand. CTK does not currently have a requirement on this.

Vote: All approved

Commissions Discussion

Justice & Peace wants to change their list of tasks to "Awareness related to current issues related to social justice"

Faithful People: agreements with co-chairs and having the council liaison as co-chairs

Do we want to move to co-chairs or stick with liaisons? It might be tough to find people who are willing to be both on council and a chair of a commission. Co-chairs could maximize flexibility and communications. Proposal was for both commission co-chairs to be council members.

Pastor Melanie should not be attending every commission meeting and should not have to fill in as a substitute for council liaison. Proposal to move forward with council liaisons taking the responsibility to communicate between council and liaisons. Pastor Melanie will only attend commission meetings by invitation.

Finance/Stewardship Committee Approval

A committee has been assembled; would like to approve this committee to be a standing committee in the constitution. Name request for Stewardship Committee but would look different from how our stewardship committee has historically looked. Name suggestion comes from being good stewards of our resources and putting them to good use. Great group of people who are willing and eager to get more involved with our finances and stewardship campaign. Creating a monthly stewardship message for the congregation and also doing a deeper dive into our finances. This committee would also work on recommendations of budgets for how to pay for projects that need to be done. Council would determine what projects need to happen, Stewardship would work on options/recommendations to fund them.

Some see the finance committee and stewardship committee as separate - one is responsible for our spending, one is responsible for raising money. Is what's being proposed too big of responsibility for one committee? They are certainly related.

G. Rudolf moved to establish the Stewardship Committee for a standing committee in the constitution

D. Rickbeil second

Vote: All approved

J. Enrich moved to approve Sarah Person, John Kind, Chris Austin, Shannon Sinning, Jennifer Svien and Current CTK Treasurer (David Krause) for the Stewardship Committee

D. Rickbeil second

Discussion: Have these individuals discussed the workload of doing all of the work that has been proposed? Yes, they are aware of what's being proposed and are excited. Committee will also work to create a list of responsibilities.

Vote: All approved

HVAC Discussion

Brent Sandhurst and Gary Rudolf attend the Exec Council Meeting, along with Carl Reise regarding our current heat pump. The three were tasked with looking more into the issue and coming up with a recommendation for council. Concern is about keeping the building cool this summer, especially with the Cultivate area.

Repair cost estimated around \$24,000. We have not had a lot of luck with this system in the past. Heat pumps are not ideal for our climate and refrigeration leaks can be common and cause major issues. Some concern on timing with summer just around the corner, we might not have time to install an entirely new system, but just replace our current one. System should be on a better maintenance schedule to prevent these leaks and other issues from happening. A thorough leak check would also be recommended. Will ask Carl to get a quote on this.

B. Sandhurst moved to approve the replacement of the compressor

M. Spangurd second

No further discussion

Vote: All approved

Faith Continuum Brainstorming

Will send an email out regarding this - April 30th at 9:15am is the Council Q&A for Faith Continuum

May 7th will be a joint Council and Commissions to give updates on what being on council/commissions looks like and available to answer questions. Liaisons are asked to have someone from their commission present.

Pastor Melanie's Report

The Endowment Committee has a recommendation for how to give. Does this need approval from the council or executive council? At the Annual meeting there is an approval of a report of the Endowment Committee.

Word & Sacrament: Funeral procedures are being updated, looking for approval from the council once that is done.

Easter services had around 820 attendance; good numbers for Maundy Thursday and Good Friday as well.

Commission Communications

Faithful People: Have done a few coffee hours, looking for feedback on what the council is hearing. Hearing good feedback, getting parents together during faith formation, allowing more time for the kids. If we hear anything, please let Kathy know.

Question regarding the library fund; something had been miscoded, money should have been replaced.

Justice & Peace commission: question on the list of tasks for commissions - this is from the commissions document that we have been discussing

Constitution Update

M. Spangurd is looking to finish updating the constitution, asking if the commissions document that has been created is what should be used to update the constitution. Direction from D. Menk. is yes. Also having a discussion of council creating handbooks for each commissions that explains tasks and responsibilities.

Discussed adding Stewardship as a standing committee, as well as a property committee for the constitution. N. Patterson has proposed an update for the nominating committee for the constitution as well. M. Spangurd will work on the constitution with J. Armbruster and Pastor Melanie.

Also looking for a request to update our requirement for quorum with this constitutional change. Looking to have the first vote at the Budget meeting and the second vote at the Annual meeting.

Council Update

Nominating committee will look for 5 new council members, one must be a student council member. Also looking for a new secretary (either new council member or current council member).

Adjournment

D. Krause moved to adjourn

N. Patterson second

No discussion

Vote: All approved

Next Executive Committee Meeting: **Tuesday, May 2nd @ 5:30pm**

Next Council Meeting: **Tuesday, May 16th @ 5:30pm**

Devotions Schedule

Meeting Month	Scheduled Date	Devotions
August	08/30/2022	Dave Menk
September	09/20/2022	Kathy Brozik

October	10/18/2022	Jessica Ehrich
November	11/15/2022	Liz Zaruba
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Liz Zaruba - On Call

Christ the King Lutheran Church
4/30/2023

	<u>April 2023</u>	<u>MTD Budget</u>	<u>Variance</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>April 2022</u>	<u>Variance</u>	<u>Prior Year</u>	<u>Variance</u>
Total Operational Income	\$ 58,244	\$ 55,380	\$ 2,864	\$ 681,744	\$ 742,240	\$ (60,496)	\$ 53,106	\$ 5,138	\$ 701,667	\$ (19,923)
Total Operational Expenses	\$ (60,029)	\$ (69,996)	\$ 9,967	\$ (807,372)	\$ (700,008)	\$ (107,364)	\$ (67,399)	\$ 7,370	\$ (659,994)	\$ (147,378)
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,368	\$ (1,368)	\$ 82,417	\$ (82,417)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Endowment Income	\$ -	\$ -	\$ -	\$ 11,821	\$ -	\$ 11,821	\$ -	\$ -	\$ 1,323	\$ 10,498
Net Income/(Loss)	<u>\$ (1,785)</u>	<u>\$ (14,616)</u>	<u>\$ 12,831</u>	<u>\$ (113,807)</u>	<u>\$ 42,232</u>	<u>\$ (156,039)</u>	<u>\$ (12,925)</u>	<u>\$ 11,140</u>	<u>\$ 125,413</u>	<u>\$ (239,220)</u>

Key performance variances from budget and prior year

	<u>April 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>
Pledged income	\$ 51,472	\$ 34,000	\$ 17,472	\$ 452,503	\$ 458,500	\$ (5,997)	\$ 454,809	\$ (2,306)
Non-pledged income	\$ -	\$ 16,000	\$ (16,000)	\$ 151,369	\$ 225,500	\$ (74,131)	\$ 217,005	\$ (65,636)
Other income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,417	\$ (82,417)
Rental income	\$ 3,450	\$ 3,500	\$ (50)	\$ 34,590	\$ 31,500	\$ 3,090	\$ 6,900	\$ 27,690
Endowment income	\$ -	\$ -	\$ -	\$ 11,821	\$ -	\$ 11,821	\$ 1,323	\$ 10,498
Energy Incentive Income	\$ -	\$ -	\$ -	\$ 7,768	\$ -	\$ 7,768	\$ -	\$ 7,768
Bldg repairs	\$ (76)	\$ (1,000)	\$ 924	\$ (111,123)	\$ (10,000)	\$ (101,123)	\$ (6,107)	\$ (105,016)
Capital expenditures	\$ -	\$ -	\$ -	\$ (15,172)	\$ -	\$ (15,172)	\$ -	\$ (15,172)
Support Staff	\$ (24,363)	\$ (27,167)	\$ 2,804	\$ (280,235)	\$ (271,667)	\$ (8,568)	\$ (270,910)	\$ (9,325)
		<u>\$ 5,150</u>			<u>\$ (182,312)</u>			<u>\$ (233,916)</u>

Items of note

Expenses were nearly \$10,000 below budget with staff compensation expense being \$5,139 below budget.

CHRIST THE KING LUTHERAN CHURCH
Executive Committee Meeting Minutes
May 9, 2023 @ 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 - President
Jessica Ehrich - Vice President
Pastor Melanie Wallschlaeger
Liz Zaruba - Secretary
David Krause - Treasurer

Members Absent:

Nancy Patterson – Past President

Call to Order - D. Menk

1. Treasurer's Report

- Financials are not yet done
- Dave has been working on the proposed budget and gathering the information he needs; will have a skeleton draft of the budget for the council meeting next week
- Need to take a look at upcoming/future projects needed at CTK and determine if it should be included in the budget or plan for a capital campaign; exec council is in favor of doing a large capital campaign to cover these costs (similar to RRR); need to identify, prioritize and get estimated costs for projects to determine what the campaign will look like; this could be a project for the Property Committee
 - For the RRR campaign, a group of students from MSU came in to identify projects and priorities, specifically green-related; not sure that's necessary for this campaign
 - Once the Property Committee creates the list, it would go to the Stewardship Committee who would research and recommend ways to cover the costs
- Are there other projects that are not as major that could be included in the budget and if so, what are those?
- Other questions to consider: do we continue with Eide Bailly? How often do we look at updating insurance? (We recently made updates to our insurance. Currently with GuideOne Insurance.)
- Regarding Synod Giving, currently we give \$28,800; this has been the same since Pastor Melanie started. This is 3.3% of our current budget; at one point it was 5%. Should we consider giving more back to the Synod? What would this look like? Dave will bring this up with the Stewardship committee as well.

4. Recap of last 2 continuum presentations

- Both Sundays went well; good to have them under our belt, will continue for the future

6. Pastor's Report

- Endowment Committee has recommendation for giving:
 - Connections Shelter \$6000
 - Nicaraguan family: \$2000
 - Open Door: \$1000
 - This is half of what we currently have; committee wants to go into the Annual meeting having made a disbursement and then let the congregation know they're open for more suggestions for the remaining amount; will go to Council for final approval
- We have gotten requests for Venmo; Pastor Melanie talked to other larger congregations that use it and have success; Venmo now has an option for non-profits; this would not be for recurring giving, but for sporadic giving (tumblers, events, free will giving, etc.) Amy could read the reports from Venmo to determine how money needs to be coded; this proposal will go to council for approval
- Timekeeping: should we consider adding time limits to the agenda items for council meetings to keep things on track; would have a "parking lot" at the end of each meeting for last minute items or things we didn't get to finish discussing; setting meetings at hour and half
- Profinium has \$914.33 to donate to CTK; would like to partner with us on an upcoming project; will touch base to see if they have any parameters around the giving, Narthex remodel might be a good project for this

Next Executive Committee Meeting: June 6th @ 5:30pm
Next Council Meeting: Tuesday, May 16th @ 5:30pm

Property Committee

Rough draft for the constitution

The property committee shall oversee the preservation and care of the building and grounds of the church. Working with maintenance and custodial staff, the committee will determine the best options for repairs, changes or additions needed to the building and its systems and give their recommendations to the council for approval for large projects. The committee will also organize and oversee smaller tasks and projects determined to be accomplished by volunteers.

Tasks/ changes (not part of the constitution but just for our current understanding)

- Especially for maintenance staff - shifting some responsibilities from Senior Pastor being the connection to the council, to the property committee without taking away their authority as a day to day supervisor.
- Seek, review and research bids for all projects, large and small to be able to give a recommendation to the council for approval.
- prioritizing projects
- organizing volunteers for projects that volunteers could accomplish
- Setting a yearly budget for maintenance and projects to present to the treasurer/council

Justice and Peace Commission Minutes Fireside Room Tuesday, May 9, 2023 6:30 pm	Members Present: Eileen Campbell, Kathy Sallstrom, Chloe Sinning, Di Storvick, Pastor Melanie Wallschlaeger, Brent Wood, Liz Zaruba
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Agenda Item	Discussion	Action Plan
Call to order		
Devotion - Kathy		June: Eileen
Old Business		
Movie Night	<ul style="list-style-type: none"> Next movie night June 22 "The Hate You Give" implicit bias Anne Frye communication-Kathy 	<ul style="list-style-type: none"> Popcorn issues are resolved. Popcorn costs will alternate between J&P budget and children's budget Di will get something put together for the newsletter Start movie at 6 PM; movie is 2hrs 12min Off childcare via sign up
Peace Focus Diverse Groups	<ul style="list-style-type: none"> Eid celebration: Kathy attended 	<ul style="list-style-type: none"> Idea for drive for campus cupboard out of this to get plates, bowls, cups, cutlery, etc.
LSS Continuing Conversations Kathy	<ul style="list-style-type: none"> MicroAgression Link Awareness & Understanding 	
WELCOME Team Kathy, Brent, Melanie	<ul style="list-style-type: none"> Updates <ul style="list-style-type: none"> CTK visits, Weekly Welcome, VBS dates 	
RIC Update- Di & Liz	<ul style="list-style-type: none"> RIC Timeline - May 6 & June 3 Training One-on-one document has been updated. Summer one-on-ones 	<ul style="list-style-type: none"> Next meeting May 23, 2023

May Highway cleanup - Eileen	<ul style="list-style-type: none"> Completed May 7 	<ul style="list-style-type: none"> Future: have printed permission slips available for kids. Ages 12-17 can participate if they have parental permission
Local Isaiah Meeting - Kathy	<ul style="list-style-type: none"> April 30 2-4 pm Focus - Family Leave Bill Hog Processing Plant closing 	
New Business		
Council Report Chloe	<ul style="list-style-type: none"> Some questions about RIC were directed to Chloe and Brent this past Sunday. Also some questions about fair trade and what we do with that now. 	
Commissions Kathy	<ul style="list-style-type: none"> Flowchart Handout Feedback 	
June Messenger Focus	<ul style="list-style-type: none"> Brainstorm 	<ul style="list-style-type: none"> Once Juneteenth date is out, get the information into social media/weekly welcome
Additions	<ul style="list-style-type: none"> Piggyback off of ELCA Christian Nationalism campaign for July? 	
Lord's Prayer - Kathy		
Meeting Adjourned	Time: 7:50 PM	
Next Meeting	Tuesday, Jun 13, 2023 6:30 PM	
Minutes submitted by:	Eileen Campbell	

Christ the King Lutheran Church Servant Commission Report

Date of Meeting: Thursday, April 20, 2023

Members Present: Pastor Melanie Wallschläger, Jeri Retzlaff, Heather Javens, Mary Jo Menden, Tim Bye
Members Absent: Mary Peters, Gary Rudolf

Jeri Retzlaff gave devotions.

Approval of minutes from the Last meeting

Old Business:

Council Report: Report was tabled as Gary Rudolf was not in attendance

Servant commission to assist with Serving Communion during May & November (2 at 8:15, 2 at 10am; 1/3/5 Sundays, May 28 only 1 service and no communion) Mary Peters & Gary Rudolf, will you please let Jeri know if either of you would like to take the open slot(s) on the Communion Schedule?

Schedule:

One server

8:15am May 7 Tim Bye

8:15am May 14

8:15am May 21 Jeri Retzlaff

Two Servers

10am May 7

10am May 21 Mary Jo & spouse

Discussion on Directed Dollars: 10% of giving donated, with certain % given to the ELCA. Discussion tabled to next month.

Connections Shelter Kato Sleep out recap: Event had been rescheduled. Pastor Melanie attended, and mostly was attended by college students. A Diversity/ Privilege walk game where participants “played” characters. Event raised over \$23,000, and the goal was \$12,000. Successful fundraiser.

Habitat’s Get on the Beam Campaign: planning to revisit at a later time.

Ongoing Volunteer Activities:

Shelter Church: Redo the sign up to better explain what needs to be done, Heather and Melanie will work on.

Connections Shelter: Done for the year

Nicaraguan Refugee family: Family was in church, doing well. They are happy and grateful to be here and are ready to work.

New Business: No new business at this time.

Next Meeting date/Time/Location & Devotions: May 18th, 5:30pm, in-person at CTK

Mary Jo will give devotions in May

Heather Javens will give devotions in June

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

Meeting Minutes: May 4, 2023

Members present: Rick Lund, Pastor Pastor Melanie, Kathy Kachelmyer, Nancy Armbruster, Brandon Stensrud, Amy Boles

Members absent: Sean Sletten, Joy Macheel, Megan Sandhurst, Jessica McNamara, Karen Barnett

Call to Order: Rick called the meeting to order at 6:32

Devotions/Prayers:

Approval of April 13 meeting minutes: Motion made/seconded by Nancy/Brandon to approve minutes. Motion carried.

Council Report: There was a Faith Continuum on 4/30 and will be another on 5/7 to discuss Council business and how it relates to the work of the commissions.

Items for Council Action:

Pastoral Report: Pastor Melanie is continuing to work on the Faith and Fellowship schedule for the summer. Pastor Melanie has been working with Andrea to finalize a Funeral Policy that will be available for review by this commission.

Summer worship schedule will become effective on 5/28.

Construction has begun on the Pfau side of the building. Traffic access will be limited and is discouraged during this time. Cultivate Mankato needs a locked entry point and will continue using that side of the building. During construction a greeter will be stationed on the McConnell side of the building.

Old Business: Altar Guild continues to look for new members. It was noted that their biggest need is for clean up on Sundays when communion is served.

New Business: There was discussion regarding returning to the practice of kneeling at the communion rail. Standing for communion is always an option for those who are unable to kneel. This will be put on the agenda as new business for June. There is concern for having so many commission members rotating off at the same time. Brandon will be coming off this commission and the Council. We will be looking for a new liaison and a new commission chair. Having in person meetings, meeting times changes, etc. are options that can be discussed after

new members are in place. Members are encouraged to continue recruiting new members. Forward any potential names to Rick and/or the nominating committee. The nominating committee does the final ask. New members will start in August.

Prayer Requests:

Meeting Adjourned at 7:30

Next Meeting: June 1, 2023

Devotions: Karen