

CHRIST THE KING LUTHERAN CHURCH
CTK Congregational Council Agenda
February 21, 2022

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

1. Attendance
2. Devotions – Gary R
3. Approval of the Agenda
4. Approval of Meeting Minutes - January
5. Approval of Treasurer's Report
6. Commissions' Details
7. Meeting Materials to post on web
8. RIC Committee formation
9. Pastor Melanie's Report
10. Covenant Commission Communication
11. Prayer Request/Adjournment

Next Meeting: Tuesday March 21 @ 5:30pm – Fireside Room

Devotions Schedule

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

Liz Zaruba – On Call

CHRIST THE KING LUTHERAN CHURCH
Congregational Council Meeting Minutes
January 17, 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
Nancy Patterson – Past President
David Krause - Treasurer
Jessica Ehrich - Vice President
Liz Zaruba – Secretary

Pastor Melanie Wallschlaeger
Gary Rudolf
Marlin Spangrud (via Zoom)
Kathy Brozik
Brent Sandhurst

Members Absent:

Brandon Stensrud
Dan Rickbeil
Chloe Sinning (Youth Rep)

Call to Order: D. Menk

Devotions: N. Patterson

Approval of Agenda

D. Krause moved to approve the agenda

J. Ehrich second

No discussion

Vote: All approve

Approval of December Minutes

G. Rudolf moved to approve December's minutes

B. Sandhurst second

No Discussion

Vote: All approved

Approval of Treasurer's Report

G. Rudolf move to approve Treasurer's Report

Br. Sandhurst second

Discussion: December and our operational budget are both behind where they should be; we're spending more than budgeted; roof expenses are included in this; income was also down in December; December also had three pay periods; Christian Outreach fund showing up as expense in the budget but we have a fund that the money should be coming out of; David to follow up on this item

We did get a large gift in December 2021 that was a one-time gift; did we keep that amount included into the 2022 budget when it should have been removed?

We need to talk with the Stewardship Committee to discuss a capital campaign regarding roof issues, educating members on why giving is important, discuss covering the fees for online giving, discussion around Wednesday night suppers and how they are funded, etc.

Vote: All approved

Roof Update

Everything over the kitchen is completed; the project came in under budget around \$97K; there are other issues with the roof, including issues under the solar panels; will look into getting a bid for the entire roof, split into sections

Hearing Loop Update

Kathy meeting with AI to make sure everything is working and making sure our instructions on how to use it are good; some people have been able to use it but looking at how to make it easier to use; maybe we create a video with instructions, VSI did supply a poster as well with instructions

Mission Support Update

The Synod is asking for more mission support from CTK; generally we have given around \$25-\$28K/year; CTK does give generously to many local charities as well that don't always go through the Synod Mission Support so that giving is not reflected; should we set a goal of increasing our support to the Synod? Do we, as a church, set an example of giving by increasing our own giving? We will commit to giving \$28,800 that we are on track to give to the Synod. This will be a point of discussion to increase the giving to the Synod in next year's budget.

Servant/Outreach Giving

Have we been giving what we have budgeted under Servant in terms of outreach giving, like Crossroads, Connections, Campus Cupboards, etc.? How do we make sure we're giving to these places that we've made commitments to?

Lighting Replacements

There has been a request to update the lights around the building to match what Cultivate has; money for this project could come from the RRR fund; LED lights; total bid would be around \$10,100, including the cost to recycle old bulbs; there should be a savings on future electric costs but hard to estimate; rebates for replacing to more energy efficient are no longer happening; Carl has prioritized which areas should be replaced first. \$35,000 currently in the RRR fund

Before committing funds to lighting, should we look at the cost to update technology in the Fireside Room? Or do we just replace the lights in the hallways as they have been indicated as top priority?

We will move forward with getting a bid for technology update for the Fireside Room before moving forward on lighting. We also want to look into potential cost savings of updating the lighting.

Commissions Duties Meeting Planning

Tuesday, January 24th at 5:30pm at Pioneer Bank

Email went out to Commission Chairs today to invite them to this event; it is the Council's responsibility to determine what commissions are responsible for. What is our objective? Our objective is clarity - do the names represent what commissions do, are the responsibilities under each commission clear, etc. How should the constitution be updated in regards to commissions? Should we start with budgets and align budgets and responsibilities? What about sub-committees? Where do they fall? Do they need to be in the constitution? Are we making changes or starting over?

Staff Appreciation Lunch

Council will provide lunch for the staff on Wednesday, February 1st at 12:30pm; Jessica will pick up food and bring it to the church; council is welcome to attend lunch as well; we have some funds available but if any other council members want to donate towards lunch, money can go to Jessica to add to the fund. Would like to try to do this on an annual basis for the staff.

Pastor Melanie's Report

- Morgan has resigned from Office Admin; gave three weeks notice; looking at ways to staff this position
- Nicaragua Family is here; there has been a request from the welcome committee that CTK sign the renting lease as we are the fiscal sponsor; will have Todd look at the lease before signing to make sure we don't become liable; would like to get more details on the lease
- City of Mankato wants to add a sidewalk to Pfau Street; an article in the Free Press indicated that CTK could face \$79K in assessments; need to contact the City to get more details

Commission Communications

Justice & Peace: Should council members go through the RIC training? Trainings are online, held once a

month and are \$75/person

How will the RIC taskforce keep the council informed about the process, what is the council's role in RIC before bringing a vote before the congregation; does the council need to approve anything before the RIC requests a vote; what is that process? Should the RIC taskforce do a training session for council members?

Word & Sacrament: the minutes from their last minute mentioned that there was no council report from the liaison

Prayer Requests/Lord's Prayer

Adjournment

D. Krause moved to adjourn

N. Patterson second

No discussion

Vote: All approved

Next Executive Committee Meeting: **Tuesday, February 7th @ 5:30pm**
Next Council Meeting: **Tuesday, February 21st @ 5:30pm at Pioneer Bank**

Will plan to meet at Pioneer Bank in January, February and March.

Devotions Schedule

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August	08/30/2022	Dave Menk
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Liz Zaruba - On Call

CHRIST THE KING LUTHERAN CHURCH
Executive Committee Meeting Minutes
February 7, 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

Members Absent:

Nancy Patterson – Past President
David Krause - Treasurer

Call to Order - D. Menk

1. Pastor Melanie's Report

- Amy is helping with the giving/tax statements and correcting what needs to be done; some people have discovered that they weren't giving but thought they were so they have signed up now
- Met with the Stewardship committee about a Capital Campaign; they requested that commissions also start thinking about their capital needs so we can launch one large one; aiming at launching a campaign in the fall; putting capital ideas in the strategic planning as well, get a buy-in on the future vision of the church
- Borrowed an Owl from the Y for a in-person/zoom meeting and felt that it was very effective for solving the technology issues we've faced; will consider looking into this instead of a large technology overhaul in the Fireside Room
- Endowment Team is meeting next Monday; looking for ideas from the council on distributions, looking to give 2-3 larger gifts
- CTK will continue hosting the Red Cross for 6 blood drives a year, but not doing any extra

2. RIC

- Di and Liz will be sending an email out to the congregation with a quick intro to RIC and opening applications for the RIC taskforce. Looking for around 10 people to join. Application deadline by March 10
- Will be speaking before services on Feb 15, 18, & 19
- Will also submit something for the March newsletter
- If more than 10-12 people apply, will work with Pastor Melanie and/or Exec council to narrow the taskforce down

- Once we have names for the taskforce, will get approval from council to form the taskforce

3. Council Minutes

- Email from K. Brozik that the Council Minutes have not been updated on the website; also asked about executive council minutes and commission reports and why those haven't been posted
- Only the Council minutes will be updated, not the executive council and commissions reports, however these are always available upon request
- Per follow up email Pastor Melanie noted that the entire council packet has been posted online in the past, will discuss at the next council meeting
- Minutes will only be posted once they have been approved at the next month's meeting
- Andrea to look at providing Liz access to the website to post immediately following meetings

4. Commissions

- Putting together options for each piece for the council to approve:
 - a. Should we call them commissions or committees
 - b. Approval of new names: Worship & Sacraments, Justice & Peace, Faithful People, Education (instead of Proclaim), Servant and Finance
 - c. Keeping in line with the Baptismal promises, with the exception of Finance - yes or no
 - d. Are the Statements of Purpose approved as is?
 - e. Constitutional Updates
 - f. Task Summaries
- Does the constitution need to be updated so that we can allow more members?
- Council members could then co-chair commissions with another member; then Pastor Melanie wouldn't need to attend the commission meetings - empower the lay people instead of relying on Pastor Melanie
- Putting together a schedule each month: weeks 1 & 2 - commissions; week 3 - exec; week 4 - council? Or something similar?
- What does the constitution say about who needs to attend commission meetings, does it say the Pastor specifically?
- Should the constitution be updated to remove the requirement for council to approve new members for commissions?

Next Executive Committee Meeting: Tuesday, March 7th @ 5:30pm

Next Council Meeting: Tuesday, Tuesday, February 21st @ 5:30pm

Christ the King Lutheran Church
1/31/2023

	<u>Jan 2023</u>	<u>MTD Budget</u>	<u>Variance</u>	<u>YTD</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Jan 2022</u>	<u>Variance</u>	<u>Prior Year</u>	<u>Variance</u>
Total Operational Income	\$ 66,013	\$ 94,630	\$ (28,617)	\$ 495,602	\$ 572,100	\$ (76,498)	\$ 89,683	\$ (23,670)	\$ 538,316	\$ (42,714)
Total Operational Expenses	\$ (78,359)	\$ (69,996)	\$ (8,363)	\$ (619,403)	\$ (490,021)	\$ (129,382)	\$ (72,026)	\$ (6,333)	\$ (476,464)	\$ (142,939)
Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,736	\$ (1,736)	\$ 74,601	\$ (74,601)
Other Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Endowment Income	\$ -	\$ -	\$ -	\$ 11,371	\$ -	\$ 11,371	\$ -	\$ -	\$ 883	\$ 10,488
Net Income/(Loss)	<u>\$ (12,346)</u>	<u>\$ 24,634</u>	<u>\$ (36,980)</u>	<u>\$ (112,430)</u>	<u>\$ 82,079</u>	<u>\$ (194,509)</u>	<u>\$ 19,393</u>	<u>\$ (31,739)</u>	<u>\$ 137,336</u>	<u>\$ (249,766)</u>

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>
Pledged income	\$ 42,315	\$ 67,500	\$ (25,185)	\$ 303,118	\$ 348,500	\$ (45,382)	\$ 346,546	\$ (43,428)
Non-pledged income	\$ 18,508	\$ 20,000	\$ (1,492)	\$ 137,500	\$ 181,500	\$ (44,000)	\$ 174,241	\$ (36,741)
Other income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,501	\$ (74,501)
Bldg repairs	\$ (16,727)	\$ (1,000)	\$ (15,727)	\$ (109,251)	\$ (7,000)	\$ (102,251)	\$ (5,370)	\$ (103,881)
Christian Outreach Expense	\$ (10)	\$ (375)	\$ 365	\$ (4,298)	\$ (2,250)	\$ (2,048)	\$ (3,359)	\$ (939)
Support Staff	\$ (24,759)	\$ (27,167)	\$ 2,408	\$ (205,662)	\$ (190,167)	\$ (15,495)	\$ (197,676)	\$ (7,986)
Community Supper expense	\$ (1,262)	\$ (2,000)	\$ 738	\$ (19,854)	\$ (14,000)	\$ (5,854)	\$ (9,075)	\$ (10,779)
			<u>\$ (38,893)</u>			<u>\$ (215,030)</u>		<u>\$ (278,255)</u>

Items of note

Pledged and non-pledged income continues to be below budget and previous year expenses exceeded budget for the month, largely due to the final roof payment of \$16,161
Cultivate has not been paying the increased lease payment due starting in January, but is paid one month ahead

Pastor Melanie's Report to Council
February 2023

1. **“Ask” Lenten Series:** The Word & Sacrament Commission chose “Ask” as a Lenten theme. This series highlights how many questions are in the Bible (almost 1000). The series is designed to encourage questions as a necessary and important part of our faith development. I will preach on Sundays in Lent. I have invited a variety of lay leaders to give their faith reflections on Lenten Wednesdays in March. Here’s the line-up:

March 1 -- TBD
March 8 – Kristin Krusemark
March 15 – Eileen Campbell
March 22 – Adrian Lo
March 29 – Spencer Quiram

2. **Stewardship & Capital Campaign**

The Stewardship Team met twice in the past month. Since CTK has roof issues that have been and will continue to be addressed, the stewardship team feels a capital campaign is necessary to address the roof & other capital improvements. The stewardship team requests a list of what we want & need to address for the next 5-10 years through a capital campaign. The Stewardship Committee plans to request pledges in a similar way to last year, by presenting a positive message in June. They will engage in a capital campaign once we are able to articulate & provide a vision for where we are heading. A key area of clarity is in what is the vision for the fireside/narthex area.

Carl Riese, our Property Manager, provided this list of improvements to be considered:

Capital

- a. Roof replacements. (a priority list can be made)
- b. Parking lots grinding, patching, crack filling, sealcoating, and striping.
- c. Carpet replacement various rooms. Community Room?
- d. Window replacements for 1995 additions and construction.
- e. Landscaping various areas.
- f. Pole lighting replacements, new LED heads, replace problematic underground wiring (could be done in conjunction with lot work).
- g. Keyless access points.

Capital/More Appealing

- h. New chairs to replace metal (Community Room, Classrooms etc.)
- i. Seating area Narthex (add wood on wall where seating will be, see attached photos)

Maintenance/Capital

- j. 1. Roof maintenance and recoating areas that will wait for replacement.
- k. 2. Building exterior soft wash.
- l. 3. Tree trimming and or removal.

3. **Staff Appreciation Luncheon**

Thank you so much for the thoughtful and well-planned Staff Appreciation lunch, that you sponsored and provided. The luncheon corresponded with Morgan’s last day and was a wonderful way for us to celebrate her as well as the CTK staff. Thank you!

Word and Sacrament Commission
“To Hear God’s Word and Share in the Lord’s Supper”
Meeting Minutes Feb. 2, 2023

Members Present: Rick Lund, Megan Sandhurst, Karen Barnett, Sean Sletten, Jessica McNamara, Nancy Armbruster, Kathy Kachelmyer, Melanie Wallschlaeger

Members Absent: Brandon Stensrud, Amy Boles, Joy Macheel

Call to Order: Rick called the meeting to order at 1832

Devotions/Prayers: Offered by Megan from Hebrews Chapter 11

Approval of January meeting minutes: Motion made/seconded by Karen and Nancy to approve minutes. Motion carried.

Council Report: None.

Items for Council Action: None.

Pastoral Report: Members of this commission were sent a copy of a policy for funerals to assist as a guide in making a policy for funeral/memorial services at CTK-Mankato. Morgan has resigned her position as Office Coordinator. Amy Olsen has agreed to assist with financial business on a temporary basis. Hospitality/front desk greeters will be temporarily provided by lay individuals.

Staff Report: None

Budget Report: None

Old Business: It was confirmed that a Lenten series from Barn Geese, titled “Ask” will be used as the Lenten theme. Melanie is hoping to find lay members who will be willing to share their own life/spiritual experiences. She has some individuals in mind that she will be contacting.

New Business: Kathy has offered to act as Secretary to record minutes.

Nancy and Amy represented this commission at a Council and Commission meeting. The following are some talking points taken from the open dialog:

- The duty of our commission is Education. There were some questions as to exactly what our responsibilities are regarding education and who we should be coordinating with.
- Clarity is needed concerning the Commission titles; their purposes; the role of the chairs and the role of the Council liaison.

It is difficult for Melanie to attend every Commission meeting.

There may be some need for structural change with respect to clergy time and Commission/Council reporting. Historically there has been more lay leadership.

The hearing assist system is still not fully functional. Rick will talk to AI about accessibility.

There have been some individual concerns from the congregation regarding the length of standing time requested during the 8:15 worship service. On average this service is attended by senior members who may find prolonged standing difficult. The pastors always include “Stand, as able” but some still find sitting as others stand to be equally awkward/uncomfortable. It was suggested that the congregation be asked to be seated during the singing of hymns.

Prayer Requests: None

Meeting Adjourned: Motion made/seconded by Nancy and Karen at 1915.

Next meeting: March 2, 2023

Devotions: Jessica

Respectfully submitted by Kathy Kachelmyer

**Christ the King Lutheran Church
Covenant Commission Reports
Servant Commission
Thursday, January 19, 2023**

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

Members Absent: Naomi Baker, Mary Peters

Mary Jo gave devotions.

Approval of minutes from the Last meeting

Old Business: Servant Commission is responsible for communion serving during May & November (2@8:15: 2@10 1/3/5 Sundays)

Ukrainian Refugee: Furniture Delivered Dec 9th to storage unit

Refugee Update via combined Mankato churches: CTK, Grace, Bethlehem, Messiah. Nicaragua family of mom, dad and 2 boys. Need Spanish speakers.

Shelter Church next date: Feb 19th

Connections Shelter next dates: Mar 13-19

Council Report: There will be a discussion of Definitions and Names of the Commissions. Also to discuss concept and clarity of each and decide if there is overlap.

New Business: How do we get more volunteers? Appreciation, competition, Commit time & talent, Track hours, Tap into kids program and recruit volunteers. Contact Chase Kijenski to share about Connections Shelter

Next Meeting date/Time/Location & Devotions: February 16th, 5:30pm, in-person at CTK
Tim Bye will give devotions on February 16th Gary Rudolf will give devotions on March 16th

Justice and Peace Commission Minutes Fireside Room February 7, 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	<ul style="list-style-type: none"> ● Meeting was called to order 	<ul style="list-style-type: none"> ● N/A
Devotion-Brent	<ul style="list-style-type: none"> ● N/A 	<ul style="list-style-type: none"> ● Chloe
Old Business		
January 24 Meeting Council/Commissions – Brent	<ul style="list-style-type: none"> ● Several commissions need to work on clarification ● Good, productive meeting 	<ul style="list-style-type: none"> ● Nothing specifically at this time for our commission
Budget– all	<ul style="list-style-type: none"> ● We do have a little bit of a budget ● Currently has been used for Pridefest booth 	<ul style="list-style-type: none"> ● N/A
Peace Focus Update – All	<ul style="list-style-type: none"> ● Talked about: “Establish real relationships with diverse communities.”Who are these communities? ● What are close diverse congregations? 	<ul style="list-style-type: none"> ● Ask Todd for contact information to groups he has brought in for education.
Library Book Recommendations – all	<ul style="list-style-type: none"> ● How do we promote the new books donated? ● We could put a list in newsletter or work with library group to list them in the Library corner 	<ul style="list-style-type: none"> ● Talk about at next meeting if no one picked up to put something in the newsletter
RIC Co-Chair Report – Di/Liz	<ul style="list-style-type: none"> ● Liz and Di met and sent emails to new council members and any remaining staff to see if they would like one. Also emailed anyone that attended the June 2022 meeting to ask who would be interested in one on ones ● Google form is created for the task force application process; Feb 15, 18, 19 will be announcements at church about this. Will also email out to congregants and put in the March newsletter. The deadline for applications is March 10. Looking for 10-12 people ideally. Once final recommendations for the task force 	<ul style="list-style-type: none"> ● Di and Liz will send email to Melanie to email out Monday to the congregation

	are made, this list will be presented at council.	
New Business		
WELCOME update – Kathy	<ul style="list-style-type: none"> ● WELCOME is an acronym for the area congregations that have grouped together to become more welcoming to immigrants ● Meeting the current family at our church will be postponed ● Our congregation was very generous to provide many items to the family 	● N/A
March Newsletter Ideas – Commission Brainstorm	● If we can get the movie figured out, we will put it in the newsletter for March.	● Di will put something together for the newsletter if we get it all settled
May Highway cleanup	● talked a little about who usually comes	● Contact Alyssa in April once we pick date to funnel date to youth group (and maybe 9th grade confirmands)
Movie night	<ul style="list-style-type: none"> ● pick one for March? - maybe 42 or Till ● talked about licensing issues for public viewing ● rent out a theater? ● Tentative date March 30 ● We will communicate via email on decisions for this 	● Di will check in to movie theaters to see what rental prices might be
Council Report – Chloe	● All covered in previous items if relevant to our commission	● N/A
Lord’s Prayer Lead – Brent	● Group said Lord’s Prayer	● N/A
Meeting Adjourned	● Meeting was adjourned	● N/A
Next Meeting	Tuesday, March 14, 6:30; Fireside Room	
Minutes submitted by:	Eileen Campbell	