

Christ the King Lutheran Church
Church Council Meeting Minutes
August 22, 2017

Approved

Voting Members Present: Pastor Langknecht, Leigh Chowdhary, Bill Hiatt, Tom Kalka, Mitch Kiffe, Jeanne McKinley, Allie Peters, Marie Petersen, Mark Spoto, Steve Wilson, and Allen Wild.

Voting Members Absent: Tom Cooper **Others Present:** Bill Carbaugh

Pastor Langknecht opened the meeting with prayer.

Call to Order: President Kiffe called the meeting to order at 7:35 p.m. with a quorum present.

Approval of Minutes: A motion by Mark Spoto to accept the minutes of the July 17, 2017, Church Council meeting was seconded. **Motion carried.** The minutes were emailed prior to the meeting.

Reports: The Ministry Activity Reports were emailed to the council before the meeting.

President: President Kiffe urged that all Ministry Activity Reports be emailed to the Church Council Secretary by the **Thursday** before the monthly Church Council Meeting in order to have more time to read the material and include items in the agenda. Mark Spoto volunteered to be the Chair for the Long Range Planning Committee.

Pastor: Christ the King Church has been approached by Pr. Jean De Dieu Ndahiriwe, one of the pastors of a worshipping community made up of African immigrants and refugees. Most of the members are from the “great lakes” region of Africa: Rwanda, Burundi, Uganda, and Congo. Their members are from all over the Metro DC area, with some concentration in Maryland. Pr. Ndahiriwe lives in Alexandria. Minimal needs: worship space, nursery space, assembly space for children’s program (held during worship), and storage for electric keyboard and portable PA system. They gather Friday evenings 7:00 – 10 pm; Sunday afternoons from 3:00 – 5:00 pm. Their total numbers are between 100 - 150; regular weekly program attendance is 40 – 60 people. They have a good relationship with their current host, but are currently worshipping in a multi-purpose room and want to have a worship space. Pastor Hank will gather an ad hoc group, including Tom Cooper, to be in conversation with Pr. Ndahiriwe. Pastor will address what to include on the website and eblasts with the new Church Administrator and Communications Assistant.

Mutual Ministry/Staff Relations: Committee members are Bill Carbaugh as Chair, Donna Kiffe, Mark Baker, and Bob Mikert. The Mutual Ministry/Staff Relation Committee moved that the Mutual Ministry Committee be authorized to extend an offer to Karen Utter to serve as the Church Administrator of Christ the King Lutheran Church. All the terms and conditions of the final job description, including the terms of employment, will apply, and that the committee will be authorized to offer her up to \$26.00/hour; and if Ms. Utter and the Committee are not able to come to terms, the Committee is authorized to extend an offer to Fizza Rizvi to serve as Church Administrator of Christ the King Lutheran Church. All the terms and conditions of the final job description, including the terms of employment, will apply, and that the committee be authorized to offer up to \$25.00/hour. **Motion carried unanimously.** Bill Hiatt said that six hours of personal time off may be carried over to a future year should be added to the offer of employment for Church

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Administrator. Mark Spoto suggested that different options such as extra personal time off or sick leave be considered when extending the offer to candidates.

Information Technology: Mark Spoto reported that the changeover to Cox Communications will take place on October 11, 2017 and a document management plan will be created. The phone isn't ringing in Heidi's office, the kitchen, nursery, and Gysan Hall. Mark will contact Heidi to see if she needs a temporary phone.

Stewardship: Tom Kalka is planning a Fall Stewardship campaign to include a pledge drive as large contributors are moving. This will take place in October or November and be completed by Thanksgiving.

Treasurer: Bill Hiatt reported that income is \$17,000 less than income at this time last year. Cash flow year-to-date is negative. Staffing costs are expected to increase next year. The monthly Treasurer's Report and Balance Sheet were emailed to council members prior to this meeting. The cost for a new heat pump for the sanctuary will be paid from the HVAC Replacement and Capital Reserve dedicated accounts. A motion by Bill Hiatt to merge the Capital Reserve Account and the Church Improvement dedicated accounts was seconded. **Motion carried.** It was suggested that the Long Range Planning Committee project the future large cost maintenance needs of the church and property so that the financial obligations for those items can be budgeted. Mark Spoto volunteered to lead this effort.

Finance: Allen Wild suggested the Executive Committee request the Audit Committee determine the true cost to the church in sponsoring MDO/KKP. It was agreed that President Kiffe will contact the Audit Committee to do an analysis of the church's obligation to King's Kids in the areas of utility use, cleaning costs, copy machine use, etc. The cost that exceeds the current reimbursement will be funded by a budget line item under Outreach. The budget cycle is as follows: Oct. 16 – input due from council members; Nov 20 – first budget draft; and Dec. 18 – proposed budget.

Youth: Allie Peters said that the youth replaced the basketball portable hoop in the parking lot. In order for the youth to attend the ELCA Youth Conference, funds need to be available to supplement the costs of attending. It was suggested that some part of the cost, perhaps registration fees, be included in the budget. Fund raising by the youth for this event is also a possibility. The committee is considering contacting another congregation to partner with their youth.

Important Dates:

September 10, 2017 - Sunday School Rally Day

January 21, 2018 - Congregational Meeting

Adjournment: A motion by Jeanne McKinley to adjourn at 9:35 pm was seconded. **Motion Carried**

Respectfully submitted,
Marie Petersen,
Church Council Secretary

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