

**Christ the King Lutheran Church
Congregation Council Meeting Minutes
November 20, 2017**

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

Voting Members Absent: Jeanne McKinley.

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 Tom Cooper to accept the minutes of the October 18, 2017, Congregation Council meeting was seconded. **Motion carried.** The minutes were emailed prior to the meeting.

Reports: Ministry Activity Reports were emailed to the Congregation Council before the meeting.

Staff Relations: Bill Carbaugh summarized performance reviews of the following employees: Andrew Dobos, Ellen Acconcia, and the Sunday Nursery Staff. Based on the income and spending status of the church, the Staff Relations Committee recommends no salary increases. A suggestion by a council member was the need to maintain files containing job agreements and performance reviews for employees.

An inquiry was made as to whether volunteer church members including high schoolers can be one of the attendants in the Sunday nursery. The need for a background check for any volunteer working with children was also discussed. Leigh Chowdhary will see if any volunteer Sunday School Teachers, who already have background clearance, would be willing to volunteer in the Sunday nursery.

A motion by Allie Peters to have the Executive Committee of the Congregation Council decide where to allocate the financial surplus, if any, at the end of the year and notify Bill Hiatt, Treasurer, by January 10, 2018 of their decisions was seconded. **Motion carried.** Allen Wild suggested that their considerations include additional contributions to the Synod, bonuses for staff, and/or leaving some of the surplus unallocated.

Pastor: Pastor Hank will conduct a 90 day review of Karen Utter as Church Administrator. The Pastor will also review privacy protocols (i.e. prayer team, sick members, etc.) with Ellen and Karen Utter.

Time and Talent Surveys will be conducted in the spring. The church sign has not been changed regularly and needs someone to be in charge of doing it.

President: President Kiffe will ask Karen Utter to gather information on the Sunday Nursery attendance in preparation for a discussion by the council of the effectiveness of the program.

A motion by Bill Hiatt that the standing Audit Committee be engaged in early spring to review the existing “ Memorandum of Understanding” between Christ the King and King’s Kids Preschool, to compare the contents with actual present day costs and prepare a report for the April, 2018 Council Meeting was seconded. **Motion carried.**

Treasurer: Reports were emailed before the meeting. Bill Hiatt reported that there is a \$12,000 deficit as of October 31, 2017. He urged that committees curb their spending if possible. He also indicated that committees could use the church office to make payments rather than having individuals pay using their own credit cards.

All reimbursements for committee expenditures are due by December 20, 2017.

Finance: Allen Wild reviewed the preliminary “2017-2018 Budget Worksheet.” For donations of securities, Christ the King has a Broker’s account. Announcement of this type of donation will be made in the online newsletter and eBlasts. The process for using this should be advertised.

Donations for Staff gifts are due by December 21, 2017.

Property: Tom Cooper solicited changes to the Facility Use Policy that will be voted on at the next council meeting.

Stewardship: Tom Kalka reported that 37 households have pledged \$275,000 as of this date.

Learning: Leigh Chowdhary announced that the Sunday School **Christmas Program will be on December 17, 2017 at 5 p.m.**

Important Dates:

December 18, 2017 – Congregation Council Meeting

January 5, 2018 - Reports due to Karen Utter for the “Annual Report of the Congregation” booklet.

February 4, 2018 - Congregational Meeting

Adjournment: A motion by Bill Hiatt to adjourn at 9:55 p.m. was seconded. **Motion carried.**

Respectfully submitted,
Marie Petersen
Congregation Council Secretary

Approved