

**Christ the King Lutheran Church**  
Minutes of the Church Council Meeting  
July 26, 2016

Approved

**Call to Order:** President Kiffe called the meeting to order at 7:30 p.m. with a quorum present.

**Voting Members Present:** Pastor Steege, Mitch Kiffe, Doug Gaibler, Marie Petersen, Bill Hiatt, Allen Wild, Antonia Siebert, Allie Peters, Tom Kalka, and Tom Cooper

**Voting Members Not Present:** Brenda Rian and Steve Wilson

**Others Present:** Rudy Chatlos and Bill Carbaugh

**Devotions:** Pastor Steege read and discussed Colossians 3: verses 1 – 4.

**Approval of Minutes:** A motion was made by Antonia Siebert and seconded to approve the minutes of the June 20, 2016 meeting. **Motion Carried.**

**Executive Committee Reports:**

President Kiffe stated that the Church Council will continue to meet on the third Monday of the month at 7:30 p.m.

Pastor Steege reviewed the accomplishments of the Transition Team that included a timeline and conversation event that gathered information on the history of Christ the King. Marie Petersen will list all the responses and Pastor suggested that a document be created by an interested volunteer that chronicles the historical information. Pastor said that a mandate by the council should include leadership training, encourage small interest groups among church members, and review space use policies and the bylaws.

Doug Gaibler noted that most of the Ministry Activity reports were not turned in this month and will try a new approach to have them filled out.

**Committee Reports:**

**Treasurer:** Bill Hiatt noted that June as expected had low giving and that July has five Sundays which may improve the donations. Allen Wild added that the refunds were coming from worker's compensation insurance and the gas bill. After inquiries about Simply Giving and online giving, Allen will get the numbers of the members using those methods of contribution. Reports posted on bulletin board outside Pastor's office.

Bill Hiatt also reviewed the report of the "Audit of the Financial Records" for the years ending 31 December 2014 and 31 December 2015 by Phil Gaudiano, Shane McKinley, David Whelan, and Kenneth Whitlow (copy is attached). Bill was asked to research the cost of an outside audit, but the council was uncertain whether the Synod required an outside audit. A Property Audit on physical assets is necessary to complete the audit. The council discussed the need to have a repository for records including contracts, financial documentation, employment records and performance reviews that is on the church premises. Bill will find a place in the church building to store these records and the Pastor will have access as well as Mutual Ministry Chair.

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Bill created a "Request for Reimbursement" form that he recommended be used by anyone making purchases.

A motion by Tom Kalka to approve the voucher with electronic email approval added to the directions on the bottom of the form was seconded. **Motion Carried.** The Finance Committee recommends that each advocate turn in an estimate of spending in their area up to December 31, 2016.

**Mutual Ministry/Staff Relations Report:** Rudy Chatlos presented the "Position Description for the Communications Assistant." A motion was made by Pastor Steege to accept the "Position Description for the Communications Assistant" with the following changes: in Part V. Specific duties – External add E. Responsible for the management of the signs was seconded. **Motion Carried.** A motion by Tom Kalka to include these changes in the position description: remove from VI. Terms of employment - item C. "You may choose to have part of your salary ..." and in VI. Terms of employment – (add the underlined words) in D. "Mileage reimbursement that at the standard IRS rate, not to exceed 1,000 miles per year ..." was seconded. **Motion Carried.**

A motion by Antonia Siebert to authorize the Mutual Ministry Committee to start the search for the Communications Assistant position constrained by the budget sheet requirements was seconded. (budget sheet attached). **Motion Carried.**

**Information Technology:** Doug Gaibler recommended that this committee be put in the organizational chart of the church.

**Call Committee:** Bill Carbaugh reported on the status of the interview process of pastoral candidates.

**Unfinished Business:** A motion by Antonia Siebert to appoint people to the following positions: Financial Secretary – Kristine Chadwick; Mutual Ministry – Rudy Chatlos; Finance Advocate – Allen Wild; Co-Treasurers – Bill Hiatt and Bill Unger ; Kristine Heine – Witness; and Kevin Magley – Youth was seconded. **Motion Carried.** Pastor Steege said that traditionally when a new pastor is installed in a church a new Mutual Ministry Committee is formed from the Call Committee members who are familiar with the new minister.

**Adjournment:** The meeting adjourned at 10:15 p.m. with the Lord's Prayer.

Marie Petersen, Church Council Secretary

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