

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: March 19, 2020

1) Call to Order by Mike Dolan at 7:00 pm. Via Zoom.

2) Devotional / Shared Prayer lead by

3) Quorum [not] established.

Members present: Heather Awad, Carrie Hefte Hanton, Mike Dolan, Jessica Henry, Mary Peterson, Scott Roste, Mike Tostengard, Dave Werner, Joe Zeigler

Members absent:

Others present: David Booms, Laurel Hofeldt, Sara Spohr, Lauren Wrightsman, Diane Sell, Daniel Pedersen

4) Approval of Agenda

Motion to approve by Mike T. Second from Heather A. Approved unanimously.

5) Approval of prior month's minutes

Motion to approve by Jess H. Second Carrie. Approved unanimously.

6) Monthly Staff Reports

a) Finance - Laurel Hofeldt [3]

b) Senior Pastor - Lauren Wrightsman [10]

Diane Sell called attention to the fact that RLC has approximately 330 family units of people over the age of 70. During this time of quarantine in response to the COVID-19 pandemic, the Care Team will be calling on these people to check in, let them know they are in our prayers, and to identify any potential needs.

Council is also asked to help with outreach. Choir and other committee members will be asked as well. David will send call lists to each Council member before the weekend.

If members express a specific need or request, those should be communicated to Diane.

c) Associate Pastor - Sara Spohr

Pastor Sarah is coordinating a number of efforts during the quarantine period, including an active drive to help supply Keystone with food and household items.

d) Church Administrator - David Booms [11]

During quarantine, the building is undergoing minimal use. In the meantime, the custodial staff is actively cleaning and sanitizing the entire facility.

7) Strategic Planning: Development Strategy Task Force Updates

8) Committee Reports

a) Mission & Outreach- Heather

Pastor Sarah reported that there are 250 students in Roseville Public Schools who are homeless. They have begun discussions with a representative from the school district to identify potential ways RLC might offer support.

b) Endowment - Carrie

c) Children- Mary [14]

d) Youth & Family- Mike

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

- e) Adult Ed- Pastor Sara / Dave
- f) Christian Life- Scott
- g) Nominating- Joe
- 9) Items for Discussion
- 10) New Business
- 11) Upcoming dates
 - a) Stewardship for All Seasons, Sunday, March 29, Noon, via Zoom
 - b) Council meeting April 16, 7:00 pm
- 12) Adjournment
 - Move to adjourn by Scott R. Second by Jess H. Approved.
- 13) Closing prayer

[#] indicates page number of detailed report in addendum.

March 2020 Council Report

Laurel Hofeldt, Director of Finance and Data

"We are being called to lead in uncharted waters in the midst of great anxiety and fear. Hear me when I say: you have been called for such a time as this." - Bishop Regina Hassanally, Southeastern Minnesota Synod

Please read the attached *Stewardship for Unprecedented Times* shared by Pete Reuss with the Stewardship for All Seasons cohort. I am incredibly thankful to be a part of this cohort for the year. A couple of highlights to share:

- Focus on mission: What is RLC doing to live out our mission **at this time?** Tell those stories. Talk about the lives that are impacted. Inform > Inspire > Ask. Telling ministry stories provides motivation/inspiration to give.
- Remain positive: People give when there is hope. Projecting confidence goes a long way to encouraging generosity. People still give during difficult times, but to those organizations that are **relevant and making a difference**.

Offering – In the words of Pete Reuss, we must be “bold yet gentle” when asking people to continue supporting our ministry financially. Some will be out of work and facing financial uncertainty. Others may find themselves with extra from cancelled travel, etc. We have all the right systems in place to receive offering without passing an offering plate:

- Online giving, both sustaining gifts and one-time donations. 35-40% of our offering already comes via recurring online donations. I am working with Daniel Pederson to make sure online giving is as easy as possible for those who are trying it for the first time. www.rosevillelutheran.org/offering is a simplified online form now available for use.
- Text-to-Give: Text the amount to 651-383-1504. Donors are prompted to visit a secure URL to register credit or debit card information.
- USPS – Those who will not do online giving are encouraged to mail in their offering to the church office.

Cash flow – I am closely monitoring current assets and cash flow right now. Attached is the Statement of Financial Position detailing current assets of approximately \$350,000. We are committed to paying staff, including part-time employees whose hours are reduced because of the current situation.

Attached are the financial reports as of February 29, 2020. I am also including the budgeted financial statement for receipts as this provides details of what makes up Total Offering.

My sincere thanks to each of you for your leadership. We are learning to be the church in new and creative ways. Thank you!



Strengthening charitable causes to change the world through generosity

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Stewardship for Unprecedented Times

Bishop Regina Hassanally of the Southeastern Minnesota Synod recently proclaimed, "We are being called to lead in uncharted waters in the midst of great anxiety and fear. Hear me when I say: you have been called for such a time as this."

Scripture abounds with stories of God's work in anxious times. Every time angels appear, they bring one message, "Do not be afraid."

As congregations move away from in-person worship, many have great concern about finances. How can a church survive without the passing of an offering plate? God continues to bring that angelic message, "Do not be afraid."

This isn't simply Pollyanna, pretending all is well when it is not. We proclaim a God of abundance who provides for God's people. We trust in that promise.

We also use the tools and resources that God provides. These core, research based principles will allow your congregation to boldly do ministry in this time of uncertainty.

Focus on mission: People give generously as they see the impact those gifts will have. What is your congregation doing to live out your mission at this time? Tell those stories. Talk about the lives that are impacted because of that work. Boldly be the church and clearly articulate what God does in your midst. Don't ask people to give because you are behind on your budget. People care about ministry, not spreadsheets.

Remain positive: Warning of scarcity do not inspire. People give when there is hope. If you are in dire circumstances (i.e. you can no longer pay staff), be clear about that and have a special appeal to catch up, but otherwise be patient and hopeful. Congregations often push the panic button too early. Projecting confidence goes a long way to encouraging generosity. People still give during difficult times, but to those organizations that are relevant and making a difference. Your congregation can make that difference!

Use creative means for giving: With no offering plate to pass, other means of giving take on prominence. Allow people to give through your website. Enable Text-To-Give options. (see options below) Encourage people to mail checks for those who will not do electronic giving. In your communications, find individuals to tell about how they have started to give in new ways. Providing these examples helps encourage other giving.

Encourage automated giving: If your congregation offers automated giving (i.e. Simply Giving), this is a great time to encourage people to enroll. Again, have someone who already enrolled encourage others to join them.

Ask: Don't be afraid to talk about money (though always tie it to ministry). Research repeatedly shows that the single largest reason people do not give is because they were not asked. Sit down (perhaps virtually) with the top 10% of givers in your congregation, share the ministry that you are doing, and encourage their support. In this time people find themselves in very different situations. For some, the financial anxiety is high as employment becomes uncertain. For others with stable incomes, social distancing will keep them from travel and other recreational activities, giving them greater capacity for generosity. Be sensitive to all, but don't be afraid to invite people to give.

“Do not be afraid.” People of God, this is our time to shine. We proclaim hope in despair and life in death. Let us be the church God calls us to be. Let us boldly encourage people to financially support that ministry, that all may know God's love.

Peace,
Rev. Peter Reuss
Consultant, GSB

Tools for Web or Text Giving:

- Tithe.ly – Provides a wide range of giving options. They have a relationship with the ELCA. <https://get.tithe.ly/elca>
- Vanco – Many congregations currently utilize Vanco services. They offer web and text giving options
- PayPal – For congregations that do not offer giving through your website, PayPal offers a simple link to add to make it possible. <https://www.paypal.com/us/non-profit/fundraising/fundraising-online>

Statement of Financial Position for Period 8 - February
 Company#: 1 Name: Roseville Lutheran Church
 Fiscal Year Beginning 7/1/2019
 Fund Name: 0 CURRENT OPERATING FUND

<u>Account</u>	<u>YTD</u> <u>Current</u>
ASSETS	
OPERATING ASSETS	
OPERATING CURRENT ASSETS	
CURRENT ASSETS	
10100 Checking	\$40,794.94
10125 PEX Prepaid Account	\$771.84
10150 Samaritan Checking	\$500.00
10200 Petty Cash	\$500.00
10350 Child Care/Petty Cash Checking	\$500.00
10400 Money Market	\$45,436.79
10410 Investment Fund - Kitchen	\$47,518.34
10420 Franklin US Gov	\$221,568.84
10600 Payroll Checking Account	(\$1,801.69)
TOTAL CURRENT ASSETS	<u>\$355,789.06</u>
"BELONGS TO" ACCOUNTS	
11100 Belongs to Restricted/Designated/Special Activity	(\$409,165.76)
11200 Belongs to Child Care	\$114.23
11300 Belongs to Nursery School	\$24,880.58
TOTAL "BELONGS TO" ACCOUNTS	<u>(\$384,170.95)</u>
TOTAL OPERATING CURRENT ASSETS	<u>(\$28,381.89)</u>
12200 Loans to Employees	\$471.00
TOTAL OPERATING ASSETS	<u>(\$27,910.89)</u>
FIXED ASSETS	
13100 Church Buildings	\$14,487,000.00
13200 Land	\$2,471,000.00
13400 Furnishings/Contents	\$2,174,000.00
TOTAL FIXED ASSETS	<u>\$19,132,000.00</u>
ACCOUNTS RECEIVABLE	
TOTAL ACCOUNTS RECEIVABLE	<u>\$0.00</u>

Statement of Financial Position for Period 8 - February
 Company#: 1 Name: Roseville Lutheran Church
 Fiscal Year Beginning 7/1/2019
 Fund Name: 0 CURRENT OPERATING FUND

<u>Account</u>	<u>YTD</u> <u>Current</u>
TOTAL ASSETS	\$19,104,089.11
LIAB. & FUND BALANCE	
LIABILITIES	
20100 Thrivent Mortgage	\$161,407.72
20110 CEE Loan #728	\$20,416.63
20120 CEE Loan #800	\$32,287.71
20191 Federal Withholding Payable	\$2,953.26
20192 Social Security Payable	\$3,985.23
20193 Medicare Payable	\$2,039.83
20194 MN State Taxes Payable	\$1,463.00
20196 Payroll Withholding	(\$1,533.10)
TOTAL LIABILITIES	\$223,020.28
31000 Current Operating Fund Balance	\$19,008,761.92
Current Operating Fund Balance-Current Year	(\$127,693.09)
Current Operating Fund Balance-Current Year-Total	\$18,881,068.83
TOTAL LIAB. & FUND BALANCE	\$19,104,089.11

**Roseville Lutheran Church
February 2020 Month-End Financial Summary**

Church Operations 2019-2020						Prior Year	
	February <u>Actual</u>	February <u>Budget</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD <u>Variance</u>	2019 February <u>Actual</u>	2018-2019 YTD <u>Actual</u>
Offering	114,229	103,567	919,519	1,006,809	-87,290	97,127	972,105
Other receipts	<u>11,316</u>	<u>7,710</u>	<u>88,660</u>	<u>89,680</u>	<u>-1,020</u>	<u>6,134</u>	<u>79,936</u>
Total Receipts	125,546	111,278	1,008,180	1,096,489	-88,309	103,261	1,052,041
Expenses	<u>146,348</u>	<u>148,144</u>	<u>1,135,873</u>	<u>1,137,412</u>	<u>-1,539</u>	<u>141,333</u>	<u>1,076,082</u>
Net	-20,802	-36,866	-127,693	-40,923	-86,770	-38,072	-24,042

Number of Givers 2019-2020				Prior Year		
	February		YTD through February		2018-19 YTD Thru Feb	
	# Givers	Avg Giving	# Givers	Avg Giving	# Givers	Avg Giving
General Fund	431	\$ 263	715	\$ 1,236	727	\$ 1,270
Bldg Designated	62	\$ 66	97	\$ 426	112	\$ 406
Invest in our Youth	81	\$ 102	81	\$ 102	104	\$ 112
Mission & Outreach	11	\$ 174	146	\$ 289	132	\$ 271
Memorials/Estate	0	\$ -	37	\$ 1,857	55	\$ 170
Other Designated	4	\$ 75	170	\$ 140	117	\$ 262
Endowment Fund	1	\$ 30	70	\$ 204	97	\$ 51
All Other	1	\$ 10	9	\$ 54	16	\$ 55
Total	454	\$ 282	798	\$ 1,357	811	\$ 1,310

Fund Balances 02/29/2020		
Available Cash & Short-Term Investments		355,789
Designated/Restricted Funds:		
Building Fund		34,074
Mission & Outreach		43,589
Kitchen Fund		24,538
Memorials		35,573
Matching Funds		14,183
Estate Gifts		105,492
Other Funds		<u>151,716</u>
Total Designated/Restricted		409,166
Child Care:	Current Yr	-16,896
Preschool:	Current Yr	3,641
Operating Fund:	Current Yr	-127,693

Endowment Fund	
Cash	181
<u>Investments</u>	<u>529,739</u>
Total	529,920

Roseville Lutheran Church Statement of Operations FY 2019-2020
As of February 29, 2020

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	919,519	91.33%	1,006,809
Other Income & Receipts	88,660		89,680
TOTAL RECEIPTS	1,008,180	91.95%	1,096,489
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	626,656		620,900
Staff Benefits	125,105		133,231
Business Expense	7,158		5,600
TOTAL BUSINESS EXPENSES & COMPENSATION	758,919	99.89%	759,731
TOTAL WORSHIP & PRAYER	15,522	110.65%	14,028
TOTAL MISSION & OUTREACH	53,526	94.15%	56,851
TOTAL EDUCATION & CHILDREN	11,753	101.90%	11,533
TOTAL YOUTH & FAMILY MINISTRIES	16,825	105.44%	15,957
TOTAL CHRISTIAN LIFE	43,946	90.20%	48,721
TOTAL PROGRAM MINISTRIES	141,573	96.25%	147,090
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	11,376		11,166
Bank Fees, Insurance, Payroll Processing	29,824		32,245
Office Support, Computer/Network, Council	25,728		24,225
Communications, Printing, Publishing, Mailings	26,863		25,352
TOTAL BUSINESS MANAGEMENT	93,791	100.86%	92,987
PROPERTIES & BUILDINGS			
Utilities	51,728		47,727
Cleaning & Maintenance	29,243		26,433
Grounds & Parking Lots	11,620		11,365
HVAC, Lighting & Security, Vehicles	10,463		9,080
Mortgage & Building Projects/Improvements	38,535		43,000
TOTAL PROPERTIES & BUILDINGS	141,590	102.90%	137,604
TOTAL SUSTAINING MINISTRIES	235,381	102.08%	230,592
TOTAL EXPENSES	1,135,873	99.86%	1,137,412
RECEIPTS OVER/UNDER EXPENSES	-127,693		-40,923

From: Pastor Lauren Wrightsman
To: Council
March 2020

Development Strategy Task Force

The committee is well on its way in its conversation and discussion. The committee meets 2x / month and will continue into the new year.

This past month

- we spent time looking over our committee structure and are working towards recommendations in this area
- conversation continued regarding a position in development. The committee will be presenting to council at our March 2020 meeting

Constitutional and By-Law Review

This has been put on hold through the Lenten / Easter season

Pastor's Bible Study

We begin our Lenten study March 1 "Love Does" this study will be held on Wednesday's at 9:30 a.m. and 6:00 p.m. – over 30 individuals are involved in this study

pRAISE RLC – May 2020

Plans are well underway. Thank you for all of your assistance in this area!

- Next meeting – **Please note we will be meeting at 6:30 p.m. on Thursday, March 19th** (prior to council)

Stewardship for All Seasons

- We have held our second cohort meeting
- Peter Reuss is helping us in our communication of goals, etc. for pRAISE
- We will be holding zoom meeting for **council** and **DSTF** with Peter Reuss, our cohort leader on **Sunday, March 29 at 12 noon**. Please make every effort to be in attendance

Council Report for March 2020

Submitted By: Dave Booms-Church Administrator

Department Name: Administration

Prepared By: Dave Booms, Church Administrator

Summary of activities that have occurred since the last monthly report.

- Continuing to manage Community groups/individuals' rental needs
- Assisting Nominating committee (Chair term dates, # positions open, etc...)
- Ordered additional disinfectant supplies
- Addressing Workers Comp case for an employee of the Day Care House.
- Assisting with the pRAISE campaign.
- Assessing Vendor contracts for next budget year.

Summary of upcoming events, or issues that the Church Council should be aware of:

- Monitoring Health organizational sites about the spread of Covid-19. We're posting the same on the RLC website.
-

Department Name: Facilities

Prepared By: Bruce Pelava, Campus Manager

Summary of activities that have occurred since the last monthly report.

- Fiber Optic cabling installed for new access points by the Builders Group Volunteers on Saturday, Mar 7th.
- Melting and re-freezing is a bit problematic but being dealt with.
- AED installed in the upper floor of the Preschool wing.
- Project Home moved out Mar 2nd. Area cleaned as per usual.
- Met with underwriter from our Insurance company to do a Fire Safety inspection. We passed inspection.

Summary of upcoming events, or issues that the Church Council should be aware of:

- Received 1st quote on replacing the projectors in the Worship Center. Which was prompted by evidence that the right-hand projector is failing. Est: \$27,129.77

Council Report for March 2020

Submitted By: Dave Booms-Church Administrator

Department Name: Communications

Prepared by Daniel Pederson, Communications Manager

Summary of activities that have occurred since the last monthly report.

- Website and Facebook editing
- pRAISE RLC planning continues apace!
- “Stewardship for all Seasons” Cohort work continues. Met with consultant to advice on our upcoming pRAISE RLC campaign.
- March-April-May TABLE Newsletter is out.
- Lenten season preparations, themes/graphics developed.
- Working with Worship Production Specialist (Brad Clark) and Receptionist (Beth Daniel) on shifting bulletin production duties to Beth. Helping facilitate video production for Brad.

Summary of upcoming events, or issues that the Church Council should be aware of:

- Continuing plans for spring pRAISE RLC fund raising campaign, including work on several videos for the weeks leading up to (and during) the event. Graphic design is being refined. Mailings and other communications are in preparation, deadlines start end of March.
 - Holy Week/Easter preparations, Pastor’s Letter, special services, etc.
-

Department Name: Hospitality

Prepared By: Connie Marchio, Hospitality Manager

Summary of activities that have occurred since the last monthly report.

- St. Mary’s Church luncheon
 - Care team ministry event
 - CCC budget meeting and dinner
 - A.D.K. retired teachers’ dinner
 - Rebecca’s Bible Study
 - Funeral luncheon
 - Bible Study
 - Luther College Connection
 - UMN women's dinner
-

Summary of upcoming events, or issues that the Church Council should be aware of:

Council Report for March 2020

Submitted By: Dave Booms-Church Administrator

- Bible study
- Funerals
- Lenten suppers
- Luther College Alumni
- Rebecca's
- Prime Time
- Palm Sunday Breakfast

ROSEVILLE LUTHERAN CHURCH

MONTHLY MINISTRY TEAM AND COMMITTEE LIAISON REPORT

Date of Church Council meeting: 3.19.2020

Committee or Ministry Team Name: Children's ministry

Prepared By: Julie Hanson & Mary Peterson

Date of the last meeting: 3.12.2020

Summary of topics discussed, and activities that have occurred since the last meeting:

Serve Sunday to benefit Keystone recap – 250 kits were made. With the abundance of toothbrushes and toothpaste we were able to supply homeless youth within Roseville school district with Smile Kits assembled by our 3rd and 4th graders in Cornerstone.

Budget discussion

- Nursery budget moving from general to Children's as Julie supervises this area
- Hospitality – Julie will ask Connie to add caramel apple & brunch to that budget for Children's ministry event
- Julie recommending relatively flat budget YOY.

VBS Staffing – general discussion surrounding adult/youth supervision of kids. Primarily youth leaders due to lack of adult volunteer availability.

Summary of upcoming events, or issues that the Church Council should be aware of:

1st Communion workshop April 5th. We hope to have a Seder meal on Maundy Thursday with 1st communion to follow at the service.

Spring family brunch on April 26th – will be held during Cornerstone & give time for parents & children to socialize.

June 15-19: Vacation Bible School - 50 kids and 13 volunteers registered so far.

July 7-9: Camp Salie - 8 kids registered so far. Up to 13 spaces available.

Does the group have any questions, or concerns to bring to the Council? Is there anything the Council, or staff can do to assist the group? Not at this time.

Other ideas for Council to consider:

Sustainer giving- offer welcome desk assistance to those who may need assistance signing up for online giving