

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: April 16, 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
- 4) Approval of Agenda
Motion to approve by Jess. Second Mike T. Approved unanimously.
- 5) Approval of prior month's minutes
Motion to approve by Mike T. Second Jess. Approved unanimously.
- 6) Monthly Staff Reports
 - a) Finance - Laurel Hofeldt [2]
Confirmed approval of CARES act Payroll Protection Program loan.
 - b) Senior Pastor - Lauren Wrightsman [5]
 - c) Associate Pastor - Sara Spohr [6]
 - d) Church Administrator - David Booms [8]
 - e) Volunteer & Care Ministry - Diane Sell [9]
- 7) Committee Reports
 - a) Mission & Outreach- Heather
 - b) Endowment - Carrie
 - c) Children- Mary [#]
 - d) Youth & Family- Mike
 - e) Adult Ed- Pastor Sara / Dave
 - f) Christian Life- Scott
 - g) Nominating- Joe
- 8) Items for Discussion: Request to push deadline for Endowment grants to June
- 9) New Business
- 10) Upcoming dates: Next Council meeting May 21, 7:00 pm
- 11) Adjournment
Move to adjourn by Joe. Second by Carrie. Approved.
- 12) Closing prayer

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

April 2020 Council Report

Laurel Hofeldt, Director of Finance and Data

CARES Act PPP Loan Update: I am thankful and relieved to report that **our application for a Payroll Protection Program loan through the Small Business Administration was approved on Wednesday morning, April 15th**. Within 10 days the funds are expected to be disbursed by North Star Bank. The total loan amount is \$241,737 or 2.5 months of payroll costs. If 75% (\$181,303) of the funds are used within 8 weeks of disbursement to cover compensation, benefits, mortgage interest and utility bills the loan is 100% forgiven.

Financial Summary as of 03/31/2020: Attached are the month-end financial reports. Offering was \$88,535 less than budgeted as of March 31, the end of the 3rd quarter of the 2019-2020 fiscal year. Total year-to-date expenses exceeded receipts by \$119,768. The budgeted year-to-date deficit is \$38,818, meaning we are **\$80,950 below our budgeted position at the end of March**. This compares to \$86,770 below our budgeted position at the end of February and \$102,834 below our budgeted position at the end of January.

Easter Offering to date:

- Budgeted Easter Offering: \$23,000
- Easter offering by mail as of April 14th: \$11,000
- Online donations Easter Sunday:
 - 37 donors gave \$3,700 online
 - For comparison, last year on Easter Sunday 2019: 23 donors gave \$1,800 online
- This leaves us about **\$8,000 short of expected Easter offering** but additional mailed in offerings continuing to arrive daily.

Cash flow as of April 15th: I am closely monitoring current assets and cash flow right now. To date I have not had to liquidate any investment account funds. Receipt of the Payment Protection Program funds will be a huge assistance in maintaining current staff and paying current expenses.

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

Church Operations 2019-2020						Prior Year	
	<u>March Actual</u>	<u>March Budget</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>YTD Variance</u>	<u>2019 March Actual</u>	<u>2018-2019 YTD Actual</u>
Offering	125,562	126,807	1,045,081	1,133,617	-88,535	120,692	1,092,797
Other receipts	<u>15,209</u>	<u>12,110</u>	<u>103,869</u>	<u>101,790</u>	<u>2,079</u>	<u>16,690</u>	<u>96,626</u>
Total Receipts	140,771	138,917	1,148,950	1,235,406	-86,456	137,382	1,189,423
Expenses	<u>132,846</u>	<u>136,812</u>	<u>1,268,718</u>	<u>1,274,224</u>	<u>-5,506</u>	<u>144,633</u>	<u>1,220,716</u>
Net	7,925	2,105	-119,768	-38,818	-80,950	-7,251	-31,293

Number of Givers 2019-2020				Prior Year		
	<u>March</u>		<u>YTD through March</u>		<u>2018-19 YTD Thru Mar</u>	
	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>
General Fund	407	\$ 292	738	\$ 1,356	737	\$ 1,402
Bldg Designated	61	\$ 99	102	\$ 464	113	\$ 446
Spring Campaign	3	\$ 533	4	\$ 1,150	0	\$ -
Lent/Easter Offering	55	\$ 55	80	\$ 61	74	\$ 72
FMSC	7	\$ 169	38	\$ 96	45	\$ 159
Other M&O	18	\$ 188	133	\$ 324	151	\$ 236
Memorials/Estate	3	\$ 60	38	\$ 1,813	57	\$ 180
Other Designated	43	\$ 113	247	\$ 137	206	\$ 234
Endowment Fund	2	\$ 38	70	\$ 205	97	\$ 51
All Other	1	\$ 10	9	\$ 55	16	\$ 57
Total	447	\$ 311	830	\$ 1,472	831	\$ 1,439

Fund Balances 03/31/2020		
Available Cash & Short-Term Investments		345,692
Designated/Restricted Funds:		
Building Fund		35,313
Mission & Outreach		43,976
Kitchen Fund		18,627
Memorials		35,753
Matching Funds		15,783
Estate Gifts		105,492
Other Funds		<u>131,569</u>
Total Designated/Restricted		386,513
Child Care:	Current Yr	-23,441
Preschool:	Current Yr	4,300
Operating Fund:	Current Yr	-119,768

Endowment Fund		
	Cash	256
	<u>Investments</u>	<u>484,861</u>
	Total	485,117

Roseville Lutheran Church Statement of Operations FY 2019-2020

As of March 31, 2020

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	1,045,081	92.19%	1,133,617
Other Income & Receipts	103,869		101,790
TOTAL RECEIPTS	1,148,950	93.00%	1,235,406
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	707,125		700,382
Staff Benefits	140,777		150,219
Business Expense	7,606		6,300
TOTAL BUSINESS EXPENSES & COMPENSATION	855,508	99.84%	856,901
TOTAL WORSHIP & PRAYER	16,526	110.23%	14,992
TOTAL MISSION & OUTREACH	60,604	96.37%	62,889
TOTAL EDUCATION & CHILDREN	12,041	97.90%	12,300
TOTAL YOUTH & FAMILY MINISTRIES	17,356	104.09%	16,674
TOTAL CHRISTIAN LIFE	49,875	91.63%	54,429
TOTAL PROGRAM MINISTRIES	156,402	96.97%	161,284
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	12,667		12,451
Bank Fees, Insurance, Payroll Processing	31,594		32,512
Office Support, Computer/Network, Council	29,070		26,292
Communications, Printing, Publishing, Mailings	29,792		28,934
TOTAL BUSINESS MANAGEMENT	103,123	102.93%	100,187
PROPERTIES & BUILDINGS			
Utilities	58,161		54,528
Cleaning & Maintenance	30,284		27,737
Grounds & Parking Lots	11,620		15,651
HVAC, Lighting & Security, Vehicles	10,463		10,310
Mortgage & Building Projects/Improvements	43,156		47,625
TOTAL PROPERTIES & BUILDINGS	153,685	98.61%	155,851
TOTAL SUSTAINING MINISTRIES	256,809	100.30%	256,039
TOTAL EXPENSES	1,268,718	99.57%	1,274,224
RECEIPTS OVER/UNDER EXPENSES	-119,768		-38,818

From: Pastor Lauren Wrightsman
To: Council
April 2020

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COVID-19

These unprecedented times have caused us to readjust to this “new normal” of online worship, connection and community while still keeping physical distance. The staff of RLC have risen to this challenge in unique and wonderful ways. I encourage you to look at the staff reports for more detailed explanations of new and continuing ministries.

- Online worship for Lent, Holy Week and Easter
- Cable TV worship opportunities
- Care team “Calling Tree”
- Meals for members
- Confirmation and youth ministry online
- Communications of changes to our calendar and COVID-19 information
- CARES ACT – financial assistance application
- Online Adult Education opportunities starting the week after Holy Week

Development Strategy Task Force

- Will reconvene after Holy Week continuing the conversation regarding a Director of Development

Constitutional and By-Law Review

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

Pastor’s Bible Study

- Currently on hold

pRAISE RLC – May 2020

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

- Date has changed to May 10th – May 14th - \$100,000 raised over 100 hours

Stewardship for All Seasons

- Zoom meeting held
- Continued support to staff for pRAISE campaign

Council Report

Staff Member name: **Pastor Sara Spohr**

Date: **April 2020**

Mission and Outreach

The Mission and Outreach team met this week. We are working to respond to the changing needs of our local partners due to COVID-19. We have already made a large donation to the Keystone food shelf. People responded right away with donations of food, those have been delivered. Now that our building is closed we are no longer able to collect these donations and need to redirect the contributions of our generous congregation members.

Our committee is organizing a few initiatives:

1. A communication will go out to our congregation (next week) with the basic requests from our partners) face masks, food, and donations are key right now.
2. A financial contribution from our congregation to need in our community. We don't know exactly what this is yet. We have limited funds and we know that the need is going to go on well into the summer, so we want to make a good plan and make a contribution that makes an impact. I am working now to be in conversation with each of our partner organizations to assess the need and make a plan.
3. Thank you to our key volunteers. We have been planning an appreciation event, we are pivoting those plans and trying to determine a way to give thanks to the people who are continuing to lead our partnership events so well.

There is great need right now and I continue to hear from our people that they want to respond and help in some way. We were able to donate 100 pizzas from our kitchen to Roseville Public Schools and we continue to listen for ways that we are needed. I have shared with our partners that we are able to mobilize volunteers and I am confident that the people of RLC are ready to serve when asked.

Children Youth and Family

Our Children, Youth, and Family staff are all working diligently and creatively to continue to offer programming and connection to our students of all ages. As you know, for many people our work, relationships, and education have all moved online. This new reality is confusing and disruptive for many. I am impressed and thankful for the ways our CYF staff have focused on providing opportunities for faith and relationships.

- In high school ministry Audrey is continuing to hold programming for Flock and Bagels at Dawn. Obviously the format has changed, but the focus is on relationships and care and kids are participating in new and very meaningful ways. They are sharing their highs and lows, engaging in conversations about the things that matter, and they have even watched a movie "together."
- In our middle school ministries, Abby is connecting one on one daily with young people who need to feel heard and cared for. These connections happen through an App called Remind, parents are included in the conversation for younger kids and it allows for a safe and caring

connection. This has deepened many of the relationships between staff, volunteers, and students. Some Confirmation small groups are also continuing to meet through Zoom for Lent worship and fellowship opportunities. Sunday morning programming is happening through Zoom as well.

- In Children's Ministry, Julie is connecting with every family. Her team is making phone calls and checking in with people. Julie has been continuing to offer weekly programming for cornerstone families and we received many messages that this has been valuable.

We are making a communication to our families this week that our summer programming opportunities are cancelled. We made this decision after hearing the Governor extend our stay-at-home order as well as with the new information from the CDC. We also received word this week that our camping ministry Voyageurs Lutheran Ministries has cancelled their summer programming. We are unable to offer the camps and trips we had envisioned and we are sad about that. The CYF staff team is already working though to come up with creative and fun ways to share the gospel and continue to foster connections this summer. This is not what we had imagined, but we're excited about the opportunity to be creative in the face of such unexpected changes.

We have also had conversations about rethinking what senior recognition will look like as well as rescheduling our confirmation Sunday. We had 9th graders prepared to confirm their faith on April 5th and we are looking to how we can celebrate this important day with them in the future when gathering beloved family and faith community is once again safe for us.

Council Report for April 2020

Submitted By: Dave Booms-Church Administrator

Department Name: Administration, Hospitality, and Facilities

Prepared By: Dave Booms, Church Administrator

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

- Assisting with the pRAISE campaign.

- Covid-19 related activities
 - Administrator
 - Monitoring Health organizational and State/Nat'l Governments sites about the Covid-19 uptakes.
 - Networking with other Church's Admin staff to compare notes on activities
 - Reached an agreement to broadcast our Worship Services on Public Access
 - Assisting with completion of activities below
 - Communication
 - Updating Web and Social Media
 - Taping and or editing content for Web and TV
 - Worship
 - Children's message
 - Letters
 - Post Cards
 - Notes
 - Hospitality
 - Meals for
 - Roseville Area High School families
 - Members Friends 70+
 - Others as directed
 - Facilities
 - Twice weekly cleaning of areas currently in use.
 - Prep for summer

 - Twice weekly check of mechanicals /water/electric

- Summary of upcoming events, or issues that the Church Council should be aware of:
 - Monitoring Health organizational and State/Nat'l Governments sites about the Covid-19 uptakes.

Volunteer and Care Ministry report for April 2020 by: Diane Sell

Grief Share update: Our 13-week classes ended on March 31 but due to the Covid-19 disruption our group has decided to continue meeting online weekly as a “check in” indefinitely. Many of our grieving folks are in need on contact with others that understand and can share openly. This ministry is currently reaching out to 12 members.

Care Team update: All Care team members are contacting their partners on a weekly basis by phone. Out of the current 28 family units being cared for 25 are in our Meal Delivery services at RLC.

We have added in our Care Team listings a new tab of need called “**Covid Special circumstances**” which we are navigating as needs come in.

Care team leaders are meeting every couple weeks now to communicate and work through ongoing needs. Those leaders include: Pastor Rolf, Diane Sell, Ken Groth, Linda Hetland, Carol Solie.

Sunday Worship Volunteer Ministry: All those that normally serve on Sunday mornings have been contacted as a “check in” by Diane Sell. She will do this on a monthly base to help build moral and check in. Many of these volunteers are helping in our meal ministry.

Phone Tree: team Diane Sell has organized volunteer teams to call all 350 family units 70 and above on a weekly basis to check in and see if there are any needs and to do a “check in” These reports are given back to Diane and are then fielded to the staff and leadership for follow up.

Meal Ministry: In partnership with our Hospitality team Diane and volunteers have delivered one meal serving 125 families in March and on Friday April 10th 70 families will be recipients of an Easter Meal. We have had such a good response to volunteers wanting to help with this that Diane is looking to partner with hospitality and M/O to work in coordination moving forward through this COVID 19 time.

Lifegroups: although we have not met due to COVID 19 these groups are helping in our calling trees and Meal Ministry right now.