

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: May 21, 2020

- 1) Call to Order by Mike Dolan at 7:00 pm.
- 2) Devotional / Shared Prayer lead by Mike Tostengard
- 3) Quorum 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

- 4) Approval of Agenda

Motion to approve by Mike. Second Mary P. Approved unanimously.

- 5) Approval of prior month's minutes

Motion to approve by Jess. Second Mike. Approved unanimously.

- 6) Monthly Staff Reports

- a) Finance - Laurel Hofeldt [2-5]
- b) Senior Pastor - Lauren Wrightsman [6-7]
- c) Associate Pastor - Sara Spohr [8]
- d) Church Administrator - David Booms [9-11]
- e) Volunteer & Care Ministries - Diane Sell

- 7) Development Strategy Task Force Update [12-15]

- 8) 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

- 9) Items for Discussion

Annual meeting is set for August 23, 2020. Congregation will approve budget for coming fiscal year, and elect lay leadership candidates.

- 10) New Business - Constitutional Review Task Force

As follow-up to the work of the Development Strategy Task Force, it was proposed to form a Constitutional Review Task Force by September 1, 2020. The task force assignment will last 12 to 18 months.

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Objective: Establish a lay leadership organizational structure that aligns with RLC mission, vision and values, better reflects current practices, and serves the long-term health of the congregation.

Deliverables:

- (1) An updated organizational structure designating roles and responsibilities for council and ministry committees. Identify elected and appointed positions, and staff representation.
- (2) Recommended changes to the RLC constitution and bylaws to systematize these changes.

Motion to form task force by Joe Zeigler. Second by Jessica Henry. Approved unanimously.

11) Upcoming dates

June 18, 7:00 – Council meeting via Zoom.

12) Adjournment

Move to adjourn by Joe. Second by Jess. Approved.

13) Closing prayer

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

May 2020 Council Report

Laurel Hofeldt, Director of Finance and Data

pRAISE RLC 2020 May 10-14: We had a tremendous response to our pRAISE RLC campaign. Total funds raised exceeded \$132,000, including:

- \$48,000 donated in 100 hours via online donations, text gifts and checks mailed to the church
- \$41,000 in matching gifts donated prior to the campaign
- \$43,000 in seed gifts donated prior to the campaign

Our 2019-2020 operating budget includes \$107,000 in receipts from the Spring (pRAISE) campaign and Special Gifts to Budget. PRAISE campaign donations will meet both of these budget lines and add \$25,000 to help cover general offering shortfall.

Special thanks to Pastor Lauren for contacting major donors to secure matching and seed gifts, Council and Ministry Team for engaging in the matching gift challenge, Daniel Pederson and Nick Clausen for incredible communications and videos throughout the campaign, and all staff for collecting quotes and video clips from RLC members and friends. Thank you!

Financial Summary as of 04/30/2020: Attached are the month-end financial reports. Total Offering was \$110,705 less than budgeted as of April 30. About \$42,000 of this shortfall was in the Special Gifts to Budget line, which was more than made up during our pRAISE campaign in May. Total year-to-date expenses exceeded receipts by \$133,437. The budgeted year-to-date deficit is \$43,413, meaning we are \$90,025 below our budgeted position at the end of April. All proceeds from pRAISE RLC will be reflected in the May financials.

CARES Act PPP Loan Update: Our Payroll Protection Program loan through the SBA was funded on April 21st. The total loan amount is \$241,737 or 2.5 months of payroll costs. These funds show up as a liability on the balance sheet beginning in April. If 75% of the funds are used within 8 weeks of disbursement (by June 15th) to cover compensation, benefits, mortgage interest and utility bills the loan is 100% forgiven. Because our fiscal year ends on June 30th and the application for loan forgiveness is not submitted until July, the loan forgiveness amount will be reflected as "Other Receipts" in the 2020-2021 fiscal year.

Development Strategy Task Force resumed meeting on May 19. See *Development Strategy Task Force - May 2020 Council Report*

2020-2021 Budget Process: This year's budget process will be like no other. Jessica Henry and I have met to begin setting out a process. More discussion during New Business.

Roseville Lutheran Church
April 2020 Month-End Financial Summary

Church Operations 2019-2020						Prior Year	
	April <u>Actual</u>	April <u>Budget</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD <u>Variance</u>	2019 April <u>Actual</u>	2018-2019 YTD <u>Actual</u>
Offering	115,625	137,795	1,160,706	1,271,411	-110,705	136,839	1,229,636
Other receipts	<u>2,584</u>	<u>7,710</u>	<u>106,453</u>	<u>109,500</u>	<u>-3,047</u>	<u>18,701</u>	<u>115,327</u>
Total Receipts	118,209	145,505	1,267,160	1,380,911	-113,752	155,540	1,344,963
Expenses	131,879	150,100	1,400,597	1,424,324	-23,727	149,045	1,369,761
Net	-13,669	-4,595	-133,437	-43,413	-90,025	6,495	-24,798

Number of Givers 2019-2020				Prior Year		
	<u>April</u>		<u>YTD through April</u>		<u>2018-19 YTD Thru Apr</u>	
	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>
General Fund*	368	\$ 256	752	\$ 1,455	747	\$ 1,520
Bldg Designated	49	\$ 58	101	\$ 497	117	\$ 471
Spring Campaign	35	\$ 1,274	37	\$ 1,329	8	\$ 843
Lent/Easter Offering	118	\$ 141	161	\$ 133	297	\$ 113
FMSC	2	\$ 488	41	\$ 125	95	\$ 191
Other M&O	20	\$ 207	136	\$ 256	153	\$ 244
Memorials/Estate	2	\$ 300	40	\$ 1,737	57	\$ 180
Other Designated	10	\$ 108	251	\$ 139	247	\$ 204
Endowment Fund	0	\$ -	70	\$ 205	97	\$ 51
All Other	2	\$ 65	10	\$ 63	16	\$ 58
Total	434	\$ 380	\$ 859	\$ 1,614	872	\$ 1,552

*General Offering, Special Gifts to Budget, Loose Offering, Christmas Offering, Initial Envelope Offering;
 does not include Spring Campaign, Building Fund Offering used to pay mortgage, Lenten and Easter Offering

Fund Balances 04/30/2020		
Available Cash & Short-Term Investments		597,434
Designated/Restricted Funds:		
Building Fund		33,761
Mission & Outreach		50,660
Kitchen Fund		18,533
Memorials		35,853
Matching Funds		27,548
Estate Gifts		105,992
Other Funds		<u>123,684</u>
Total Designated/Restricted		396,031
Child Care:	Current Yr	-27,057
Preschool:	Current Yr	3,695
Operating Fund:	Current Yr	-133,437

Endowment Fund	
Cash	256
<u>Investments</u>	<u>526,441</u>
Total	526,697

Roseville Lutheran Church Statement of Operations FY 2019-2020
As of April 30, 2020

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	1,160,706	91.29%	1,271,411
Other Income & Receipts	106,453		109,500
TOTAL RECEIPTS	1,267,160	91.76%	1,380,911
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	789,794		779,864
Staff Benefits	156,215		167,208
Business Expense	7,973		7,000
TOTAL BUSINESS EXPENSES & COMPENSATION	953,983	99.99%	954,072
TOTAL WORSHIP & PRAYER	17,634	104.33%	16,903
TOTAL MISSION & OUTREACH	66,006	93.51%	70,587
TOTAL EDUCATION & CHILDREN	11,825	86.05%	13,742
TOTAL YOUTH & FAMILY MINISTRIES	17,040	96.18%	17,716
TOTAL CHRISTIAN LIFE	53,997	89.79%	60,137
TOTAL PROGRAM MINISTRIES	166,502	92.97%	179,085
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	13,870		16,559
Bank Fees, Insurance, Payroll Processing	35,624		41,020
Office Support, Computer/Network, Council	30,926		29,368
Communications, Printing, Publishing, Mailings	31,603		32,792
TOTAL BUSINESS MANAGEMENT	112,023	93.56%	119,739
PROPERTIES & BUILDINGS			
Utilities	66,188		62,305
Cleaning & Maintenance	30,922		29,042
Grounds & Parking Lots	12,300		16,755
HVAC, Lighting & Security, Vehicles	10,902		11,076
Mortgage & Building Projects/Improvements	47,777		52,250
TOTAL PROPERTIES & BUILDINGS	168,090	98.05%	171,428
TOTAL SUSTAINING MINISTRIES	280,113	96.20%	291,167
TOTAL EXPENSES	1,400,597	98.33%	1,424,324
RECEIPTS OVER/UNDER EXPENSES	-133,437		-43,413

From: Pastor Lauren Wrightsman
To: Council
May 2020

COVID-19

We continue to follow CDC recommendations, MN Dept of Health recommendations, as well as seek guidance through the policies set in place by the Governor's office. As of May 18, 2020, Governor Walz lifted the "Stay at Home" order and we are now operating under the "Stay Safe MN" order which still recommends:

- Limited travel
- No more than 10 people to gather at one time
- Masks and other protocols in place

We are working on a Covid-19 preparedness plan for reentry. This is a multi-pronged approach with different phases for re-entry for different categories of staff, preschool, etc. Protocols are also being put in place for our Hospitality ministry.

I do not foresee returning to corporate worship for some time. When it is possible to gather together as a community there will be multiple requirements for how we gather including guidelines for how many people can gather safely in each room / space, masks and hand sanitizing stations, temperature checks, etc.

We are also unable to preside over funerals and weddings in our church building during this phase of reentry.

This is, of course, a fluid situation and we will keep you, the council and congregation, informed as to what phase of the plan we are in.

Development Strategy Task Force

- Met on Tuesday, May 19th. Will provide an oral report at council in May

Constitutional and By-Law Review

May want to consider declaring that we are in transition with our review. The DSTF will have recommendations on how to move forward.

pRAISE RLC – May 2020

We did it. Through a variety of gifts we not only met our initial goal of \$100,000 – we also met our challenge goal of \$125,000 and raised over \$132,000. Thank you for your participation and gifts!

Council members are being asked to stop by the church office to pick up a packet of thank you notes, along with address labels. Please help us thank those who supported us in this annual end-of-year campaign. Daniel Pederson and Laurel Hofeldt did a fabulous job on running this year's campaign. Committees and staff all participated in unique and amazing ways.

Summer series

- Pastor Sara, the CYF staff, Diane Sell and I have been working on creating a summer series "Joy in Every Season". This is a multi-aged congregational series that will be part of our
 - o Sunday morning worship

- CYF “Carry-out” camp for people of all ages
- Weekly online small groups
- Creation of a mural
- Drive-in worship opportunities are in the works

Sabbatical update

Pastor Sara: Sara was scheduled to be on sabbatical this summer (June – August 2020). Due to the restrictions that are part of the response to Covid-19, she is delaying her sabbatical time. We will inform council and congregation when these plans are finalized

Pastor Lauren: Lauren submitted a proposal for a Lilly Grant this past February. Due to the restrictions set in place because of Covid-19, she is reworking this grant proposal and will submit it June 1, 2020. Her sabbatical is planned for the spring / summer of 2021. We will inform council and congregation when these plans are finalized.

Congregational meeting (nominations) and Annual Meeting

Our regular schedule would have us scheduling two meetings:

- 1) June 21, 2020 – Congregational meeting for nomination
- 2) September 20, 2020 – Annual meeting (budget)

Moving forward there are two suggestions for how we can move forward:

- 1) Congregational meeting August 23 (nominations) AND September 20, 2020 Annual Meeting

OR

- 2) Hold one meeting on Sunday, August 23 for both nominations and the Annual Meeting

I would like to discuss and decide at our meeting so that an announcement can be placed in our upcoming Summer 2020 Table.

Council Report

Staff Member name: **Pastor Sara Spohr**

Date: **May 2020**

Mission and Outreach

This month the Mission and Outreach team delivered a summer flower basket to the key leaders of our project teams. We had intended to hold an event for these leaders, but came up with an alternative plan when the stay-at-home order was put in place. The team felt it was important to provide a thank you to these volunteer leaders who run the programs that our church supports. We've been able really focus our Mission and Outreach work in a way that is making a significant impact on need, but this has demanded more from our leaders and we wanted to thank them for helping our congregation to do the work we are called to do in our community and world.

We are continuing to work with Connie and the Care Team on meal deliveries. The weekly donut and coffee deliveries have been very well received by our local care centers. We will send deliveries next to some of our Mission and Outreach partnerships as well. We are also working on a meal to go out to members who are grieving the loss of a family member.

We are working with our CYF team on some summer service projects. We'll be doing a collection for Keystone of Hygiene products and peanut butter. We'll do a laundry soap repackaging event, each family participating will take home a bucket of laundry soap to repack for individual use. We are also working on a blanket drive, where families will get a kit to make a blanket and return it for bridging.

Children, Youth, and Families

This weekend we are celebrating our graduating seniors. These seniors have been significant in our program this year, helping Audrey, our new Director Youth Ministry, to get settled and off to a great start. They have remained connected to programs, providing leadership of activities, and helping to welcome younger students to the program. Audrey will be preaching this weekend and lots of our graduating seniors are participating in the worship service. Connie has arranged for a treat basket to be delivered to each senior's home on Sunday as well.

We are at work planning our alternative summer programming for families. This will be called Carryout Camp and the theme is Joy in Every Season. This Joy theme will be consistent in worship and a new small group ministry as well. The CYF staff team along with 4 key volunteers are working on this carryout camp program to provide a summer full of activities that are fun for kids and remain consistent with our safety practices around Covid-19. We were very disappointed to cancel our summer programs, this is a significant part of our ministry with kids and youth, but we have found new energy in this alternative program and are excited to share it with our families.

One piece of this program will be a piece of artwork that our community will create together. We have commissioned Megan Murrell to create a mural that our members will have the opportunity to help paint. Megan grew up at Roseville Lutheran, she is the daughter of Jeff and Lynda Nelson and Megan is excited to be working with us. I am eager to see how this artwork will come to life with lots of hands contributing to help us see visually this theme of "Joy in Every Season."

May Monthly Report of Administrative & Support Staff

Submitted by Dave Booms

May 13, 2020

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

- Analysis and synthesis of Nat'l & State Covid-19 recommendations
 - Implementation of same
- Working on best practices in conjunction of the North Central Chapter of the Church Network (Association of Church Business Administrators)
 - Implementation of same at RLC
- Coordination of Administrative & Support departments activities
- Worship video coordination with worship leaders, musicians, videographers, online resources of YouTube, FB, Website, and CTV Cable
- Yard signs designed and deployed, inviting neighborhood to join us online.
- Coordinate mailings to augment online news updates during early part of the crisis.
- Devotionals designed and posted both to website and eBlast daily.
- pRAISE RLC in FULL SWING! - Website, FB, eBlast updates, print materials, design graphics, etc. Coordinate with pastors, staff, members, and video editors.
- pRAISE RLC Newsletter mailed out and posted online.
- Addition of contract work with Nick Clausen (member) for video projects, especially pRAISE RLC. He has also worked on worship videography and editing.
- Resignation of Worship Production Specialist (Brad Clark).
- "Stewardship for all Seasons" Cohort work continues. Met with the consultant to advise during our pRAISE RLC campaign.
- Website and Facebook editing
- Arlen sees to the facilities equipment being serviced and maintained on schedules.
- Janitors clean and sanitize used spaces weekly.
- The grounds are being taken care of as needed.
- Volunteers that are tending the landscaping around the buildings. KJ Bach and Julie Hanson are leading the way.
- WiFi network is being done to update.
- The lease for the van has not been renewed. The van was returned to the lessor.
- Parking lot has been swept.
- Staff breakroom has been painted.
- There are some non-cost repair jobs to be done around the facilities this summer.
- We are researching sanitizers and cleaning agents.
-

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

- Working on reopen plans and budget.
 - Sanitizing plans
 - Staff training for when we do reopen.
- Summer TABLE Newsletter is coming soon, deadline is Friday, May 22 at Noon, to be mailed out the first week of June.
- Support various ministry areas for Joy-Themed summer events: Worship, Small Groups, CYF pick-up activities.
- Considering options for enhanced worship recording technology.

ROSEVILLE LUTHERAN CHURCH

MONTHLY STAFF REPORT

Date: May 12, 2020

Department Name: Hospitality

Prepared By: Connie Marchio

Summary of activities that have occurred since the last report.

Hospitality has been slow, which is indicative of the current situation

These are a list of some of the events that have happened in the month of April and May 2020

Though there have not been any inside church events, I have stayed busy with keeping the church interaction still at a steady pace. The most recent events that have been coming out of Hospitality are the following:

I delivered and made 130 pizzas that were given to Roseville High school with the following saying (Pizza stay in)

Lasagna dinners

Easter dinners

Mother's Day chocolate boxes for 118 moms

Donut Thursdays

Project Home dinner for 30 guests

Upcoming events will be placed this week to stay connected with the congregation

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

I am now planning to be prepared for the upcoming memorial services

I am working with facilities and the Health department to see what this picture is going to look like in the near future, this is important for all aspects of Hospitality as there is a strict protocol that must be followed in order to continue on with the success of Hospitality.

As I look back Hospitality was running in the black and staying within my budget guidelines, this may take a bit of time to return to that status, but I'm confident that we will come back strong and be able to get back to the fiduciary level that we were before this pandemic occurred

Does the group have any questions, or concerns to bring to the Council? Is there anything the Council can do to assist the group?

Like I have said in our past meeting:

Breathe this is just a chapter, it's not the whole story

Thank you again for letting me serve you

Connie Marchio

Hospitality Ministry



"Love God. Love your neighbor. A community united by grace."

Development Strategy Task Force - May 2020 Council Report

Members

Senior Pastor - Lauren Wrightsman

Vice President of the Church Council – Joe Zeigler (co-chair)

Council Representative – David Werner (co-chair)

Director of Finance and Data – Laurel Hofeldt

Endowment Committee member – Kathy Peters Martell

Mission Advancement Committee member – Greg Johnson

Congregational members – Rebecca Field, Bill Metzger, Kevin Hansen

The Development Strategy task force recommends that RLC hire a full time Director of Development. This staff position, reporting to the senior pastor, will be responsible for promoting sustainable stewardship and endowment practices and programs to support all current and future congregational ministries.

Next steps

Task force to present to council for review and approval at May 2020 meeting:

1. Director of Development job description, qualifications, responsibilities and expectations.
2. Estimated total cost of salary, benefits, and related expenses.
3. Recommendations regarding financial alternatives to fund this new position.
4. A proposed timetable for recruiting, vetting and hiring the right individual.

Following is a preliminary discussion of the recommendation

A) Explanation of need for a full-time director of development

The stewardship needs of the church are ongoing and cumulative. The work that is done in the fall stewardship campaign directly influences the culture and climate of special "asks" and appeals. None of these activities happen in a vacuum and are dependent on the communication of an overarching theme and vision, as well as telling the story of our mission and ministries. Also, there is opportunity for RLC to aggressively grow our endowment fund with the proper strategic focus.

The leadership of RLC has considered the need for this position for a number of years. In 2014, the Stewardship Committee recommended exploring this position to the council - it was tabled at that time. Over the course of the past years, more research has been done and data indicates a growing need to increase the size of our endowment and

strengthen our stewardship programs. We bring this position forward now for your renewed consideration. RLC is nicely poised to utilize this position to meet current and future stewardship needs.

The task force recommends a full-time *Director of Development* for the following reasons:

- 1) Organization, coordination and leadership of all stewardship asks. Including but not limited to:
 - a. Annual fall campaign
 - b. Growth in legacy and endowment planning and giving
 - c. Special appeals (FMSC, Youth Fundraiser, etc.)
 - d. Spring appeal (pRAISE RLC)
 - e. Capital needs (anticipated and unanticipated)
- 2) Continuity of message to create seamless ways to grow in giving
- 3) Creating a culture where we aren't afraid to discuss finances and ministry needs while asking for congregational commitment to RLC with programs to honor sustaining givers and endowment commitments
- 4) Education and encouragement for members of all ages to see their gifts as important, impactful and sustaining

B) General job description

The Director of Development position would engage in the following

- 1) Tell the story of the mission and ministry of RLC and how gifts support, sustain and grow our ministries
- 2) Fostering conversations with members for major donor gifts
- 3) Educate and encourage planned giving and tax-wise giving
- 4) Lead the team of volunteers for appeals
- 5) Set goals for mission advancement (giving in all areas especially stewardship and endowment)
- 6) Lead, support and encourage the stewardship and endowment committees, including evaluation and revision of current structure and purpose
- 7) Develop relationships and identify meaningful connections with donors fostering collaborative understanding of needs of the church
- 8) Evaluate RLC campaigns by getting feedback from stakeholders on what went well and changes needed to be more effective in future campaigns and reporting change strategies to leadership
- 9) Work collaboratively with Senior Pastor and staff

C) **Estimated cost and recommendations for funding support**

RECOMMENDED FUNDING:

Full-time Position = \$55,000 plus benefits (\$16,500) = \$71,500

Goals: Self funding/supporting in three - five years (3-5)

The funding of this position is not a “sunk cost”, rather there is a return of investment with the potential for greater growth in stewardship and mission of ministries.

Other:

80% = \$44,000 plus benefits (\$13,200) = \$57,200

Possible avenues for support and investment in this position:

- 1) Stewardship for All Seasons
 - Earmark a portion of the anticipated Stewardship for All Seasons funding growth toward the position (8-10% growth)
- 2) Currently the church “estate gift line” has a balance of \$105,000. Consider using some or all of these funds to help with this position (\$105,000)
- 3) Endowment Gifts
 - Divert the 5% Endowment allocation (\$27,650) toward the salary/fringe of the position for one, two or possibly three years
- 4) Consider some level of loan (or gift) from the Endowment Temporary Restricted funds
- 5) Utilize a special ask for funding. Soliciting 10-15 donors who would pledge \$1,000 or more per year for two or three years

Council may well prefer to utilize a combination of all five funding streams or may choose to select just one option (Example - #2 - Estate Gift Line” to fund the entire year 1 cost of the position).

D) **Benchmarks**

There is agreement among the entire task force that Benchmarking is essential for this position. Some ideas for benchmarking include:

- Substantial contact with XXX people, per month, per quarter
- XXX number of one-on-one personal visits with written documentation on status
- XXX number of gifts to Endowment
- XXX number of Estate gifts

- XXX number of new IRA contributions to the church
- XXX number of volunteers recruited and trained in Stewardship

Upon approval of this position, the task force members will set firm benchmarks for this position.

D) Timeline

Fall 2020

Interview Team: suggestions include

Pastor Lauren Wrightsman, Sarah Richter, Trupti Storlie, Council representative, 2 members of the Development Strategy task force, Christa Getchell (COO, St. Andrew's Lutheran Church)