

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: July 16, 2020, via Zoom

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

- 4) Approval of Agenda

Motion to approve by Jessica. Second Heather. Approved unanimously.

- 5) Approval of June minutes

Motion to approve by Joe. Second Carrie. Approved unanimously.

- 6) Monthly Staff Reports

- a) Finance - Laurel Hofeldt [3]

2020-2021 budget recommendation (copy attached) was presented by Laurel and Jessica. Move to present budget recommendation at Annual Meeting for Congregational approval by Mike T. Second by David W.

Budget recommendation will be communicated to the Congregation in the Annual Report, prior to the Annual Meeting vote.

- b) Senior Pastor - Lauren Wrightsman [6]
- c) Associate Pastor - Sara Spohr
- d) Church Administrator - David Booms [8]
- e) Volunteer and Care Ministries - Diane Sell

- 7) Committee Reports

- a) Mission & Outreach- Heather [10]
- 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

- a) Annual Meeting, July 23, 10:00 am

It was recommended to pursue an online format for this year's Annual Meeting due to COVID-19 social distancing guidelines. Members would attend online via Zoom or similar tool, and vote on items digitally. Motion to approve by Scott. Second by Jessica. Approved unanimously.

- 9) New Business

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

10) Upcoming dates

August 13, Budget Financial Discussion on Zoom

August 20, Thursday, 7:00 pm - Council meeting

August 23, Sunday, 9:00 am – Test Run of in-person worship

August 23, Sunday, 10:00 am – Annual Meeting

11) Adjournment

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

12) Closing prayer

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

July 2020 Council Report

Laurel Hofeldt, Director of Finance and Data

- 1) Action Items in Progress / Pending
 - a. June month-end and 2019-2020 fiscal year closing is in progress. Reports will be included in my August Council report.
 - b. DRAFT 2020-2021 Proposed Budget for discussion and vote. See details below:

Roseville Lutheran Church DRAFT Proposed Budget

	2019-2020	2020-2021
	Budget	Proposed
RECEIPTS:		
General Offering	1,388,500	1,210,000
Spring Fundraiser	50,000	50,000
Special Asks to Budget	57,000	18,500
Building Fund	61,000	55,500
Hospitality	60,000	30,000
Building Fees	22,000	8,250
Other Receipts	60,500	313,750
	1,699,000	1,686,000
EXPENSES:		
Salaries	946,078	972,859
Benefits	203,585	216,399
Mission & Outreach	83,220	72,494
Hospitality	71,000	41,200
All Other Ministries	58,000	52,575
Business Operations	142,817	145,373
Properties & Building	194,300	185,100
	1,699,000	1,686,000

Proposed Budget Notes:

- Offering Projections
 - General Offering
 - 2019-2020 actual is 6% (\$81,000) below budget
 - 2020-2021 budget = \$1,144,000 based on the following percentages:
 - July – September: 90% previous year actual
 - October – March: 95% previous year actual
 - April – June: 105% previous year actual
 - 2020-2021 budget is 5% (\$66,000) decrease from 2019-20 actual and an 11% decrease from 2019-20 budget
 - Also reduced are Loose Offering, Christmas, Lenten and Easter Offering in anticipation of decreased in-person attendance during phased re-opening
 - Spring Fundraiser (pRAISE RLC) budget unchanged
 - Special Asks to Budget (gap amount needed to balance budget) reduced to \$18,500
- Other Receipts
 - Decrease in Hospitality Income, Confirmation Fees and Building Rental Fees due to the effects of the pandemic
 - Inclusion of \$240,000 in Miscellaneous Income accounting for the likely forgiveness of the PPP (Payroll Protection Program) loan funds
- Compensation Projections
 - Addition of full-time Development Director effective November 1st
 - Approximately \$50,000 of the Development Director position will be offset by special gifts committed to supporting the start-up of this new position.
 - 3% cost of living pool included
 - 8% budgeted increase in cost of benefits
 - Reduction in part-time music, nursery, hospitality and custodial staff hours during phased re-opening
- Expense Projections
 - All expense projections should be reviewed and revised on a quarterly basis as needed to deal with the ongoing impact of COVID-19.
 - Mission & Outreach budget remains 6% of general offering
 - Program ministry staff and lay leaders have worked hard to estimate expenses for the first quarter of the fiscal year (July-September). For the remaining quarters most have used a percentage of the previous year's expenses, stepping up the percentage as they hope for a phased re-start of in-person programs. New expenses for online ministry are also included:
 - Worship & Music
 - Children's Ministry
 - Youth & Family Ministry
 - Adult Education
 - Life Ministry

- Hospitality Ministry
 - Sustaining Ministries (Business Operations and Properties/Buildings)
 - Increased/new expenses:
 - Hand Sanitations stations and supplies
 - Room sanitation equipment and supplies
 - Masks and gloves for staff and volunteers
 - Plexiglas shields for hospitality and office
 - Building signage for social distancing, mask and hand washing protocols
 - Replacement of network server
 - Decreased/eliminated expenses:
 - Copy paper, printing and some office supplies reduced
 - Trash and recycling removal reduced frequency
 - Return of church van at end of lease period April 2020
- 2) Council Action needed: Request a Council vote on approval of the 2020-2021 Proposed Budget for distribution to the congregation prior to the August 23rd Annual Meeting.

From: Pastor Lauren Wrightsman
To: Council
July 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 – phase 3".

We are working on a Covid-19 preparedness plan for reentry. Please note: RLC's stages are a bit different than those set out by MN. 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 until the building is set up for distance worship, sanitation stations are in place, signage is displayed. 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.

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.

Invitation to join us in a "Test Run" of in-person worship. **You and your family are invited to join us for worship at RLC at 9:00 a.m. on Sunday, August 23rd.** This will provide an opportunity to test out best practices for in-person worship. An invitation to join us will be emailed to you and your family. This will be a 30-minute service, prior to our Annual Meeting at 10:00 a.m.

Development Strategy Task Force - approval to move forward with hiring full-time director

With the announcement of Pastor Sara's resignation, I am focused first and foremost on finding an interim associate pastor. There is some flexibility in this role with the inclusion of some parts of the Director of Development position. I am in contact with Bishop Patricia Lull during this time and will keep the council informed of any movement.

Constitutional and By-Law Review

Looking for names of members who would be willing to work on a Task Force. This Task Force will convene September 2020. Please provide names

Fall Series

We are wrapping up our summer series of "Joy in Every Season." During the month of April our sermon series will focus on the psalms and how they speak to us in psalms of praise, lament, etc.

Our fall series, "40 days of Community" will involve elements in worship, children's education and small groups. We will be using a hybrid of Bill Hybel's book study "40 days of Community" and our own resources.

I am also working on zoom interviews for a fall adult education series "Hope in the Healing: Conversations of Faith." I will be interviewing local and national authors, singers, pastors about how they see hope in the future in the midst of pandemic and race conversations. Interviewees include:

- Sen. John Marty
- Dr. Michael Osterholm
- Angela Denker, author and pastor
- Joe Davis, poet and writer
- Ken Medema, song writer and singer

This series will be part of our fall online-programming

Worship

We are working on a schedule for the fall that will include online, drive-in and in person worship. The proposed schedule for September and October is:

- 1st Sunday: online only
- 2nd Sunday: online and drive-in worship with Holy Communion at 9:00 and 10:30 a.m.
- 3rd Sunday: online and in person worship at 9:00 and 10:30 a.m.
- 4th / 5th Sunday: online only

Services (online and in person) will include videos for Storytime as well as added content for our fall series "40 days of community."

This schedule allows us flexibility in moving forward during the frequent updates on health and safety guidance.

Congregational meeting (nominations) and Annual Meeting

Annual meeting is scheduled for 10:00 a.m. on Sunday, August 23rd. We are working on a plan to do this over zoom (or another platform).

Monthly Report of Administrative & Support Staff

Submitted by Dave Booms

July 09, 2020

Administration

- Attending Nat'l Conference of The Church Network (Association of Church Business Administrators)
- Coordination of Administrative & Support departments activities
- Updating preparedness and reopening plans as new data is available

FACILITIES REPORT

- New locksets were installed on the main office doors
- All water fountains were turned off. No use because of covid-19.
- A leak in the roof was repaired.
- Got pricing for electrical work in the lobby.
- Attempting to maintain an inventory of masks, PPE and sanitizer.
- Annual fire panel was serviced and all fire extinguishers checked by Nardini fire equipment.
- Received plexiglass sneeze panels and assembled. They will be put out as needed.
- Removed the door assembly and walls from small office in lobby.
- Build out of wall for the lobby remodel.
- Prepared budget for 2020/2021 year.
- Prepared annual report to the congregation.
- Time was spent in preparation for building use in coming weeks.

COMMUNICATIONS REPORT

- Annual Report preparation
- Supporting various ministry areas for Joy-Themed summer events: Worship, Small Groups, CYF pick-up activities.
- Worship video coordination with worship leaders, musicians, videographers, online resources of YouTube, FB, Website, and CTV Cable
- Ordered a new set of Yard signs of George Floyd as our neighbor.
- Devotionals designed and posted both to website and eBlast daily, and now Facebook.
- pRAISE RLC Completed successfully.
- Website and Facebook editing
- Support for "Joy in All Seasons" summer theme.
- Drive In Worship support (bulletins, logistics, protocols on website, signage, flags)

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

Monthly Report of Administrative & Support Staff

Submitted by Dave Booms

July 09, 2020

- Considering options for enhanced worship recording technology.
- Preparing signage to support people in the building. Washing hands, social distancing, mask wearing, etc. Working with Bruce Pelava and Dave Booms on this effort.

HOSPITALITY REPORT

Summary of activities that have occurred since the last report:

- Hospitality has been servicing several different events since the ongoing COVID pandemic
- Donuts have been sent to nursing homes and independent care facilities
- First Communion gifts now being prepped to go for the Sunday outside service
- Condolences meals for families that lost a loved one, received a full meal and beverage for 5 family members

Mission and Outreach

-Pastor Sara put together document with partnership contacts:

- partner staff

- RLC staff

- RLC volunteer leadership

-Pastor Sara will send email to above contacts notifying of transition. A member of M&O is assigned to follow up again as interim pastor comes on board to keep continuity.

-Carryout Camps service projects: laundry soap distribution, blankets for bridging, personal hygiene kits

-George Floyd/Black Live Matter Yard Sign contributions will go to Leaders In Training group at Roseville schools: a hs group, mainly kids of color, involved with RLC

-Racial Justice Conversations for August

Respectfully submitted,

Heather Awad