

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: January 16, 2020

- 1) Call to Order by Mike Dolan at 7:30 pm.
- 2) Devotional / Shared Prayer lead by Mary Peterson
- 3) Quorum established.

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

Members absent: Mike Tostengard

Others present: David Booms, Laurel Hofeldt, Lauren Wrightsman

- 4) Approval of Agenda

Motion to approve by Henry. Second - Awad. Approved unanimously.

- 5) Approval of prior month's minutes

Motion to approve by Werner. Second - Roste. Approved unanimously.

- 6) Monthly Staff Reports

- a) Finance - Laurel Hofeldt [3]
- b) Senior Pastor - Lauren Wrightsman [6]
- c) Associate Pastor - Sara Spohr [8]
- d) Church Administrator - David Booms [10]

- 7) Strategic Planning Task Force update

- a) Development Strategy Task Force

Proposed participation in Stewardship for All Seasons program through St. Paul Area Synod. Total program cost \$2,900. Benefits of program include projected annual giving increase of 10 - 20%. Council to provide \$900. A request will be made to the Endowment Committee to cover the remaining \$2,000.

Motion to approve program by Zeigler. Second Henry. Approved.

Motion to fund \$900 through estate funds by Henry. Second Werner. Approved.

Pastor Wrightsman to propose remaining \$2,000 to Endowment Committee.

- 8) Committee Reports

- a) Mission & Outreach- Heather [12]
- b) Endowment - Carrie
- c) Children- Mary [13]
- d) Youth & Family- Mike
- e) Adult Ed- Pastor Sara / Dave
- f) Christian Life- Scott
- g) Nominating- Joe

Reviewed list of 21 potential nominees as suggested by Council members.

- 9) Items for Discussion

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Council members volunteered to participate in spring stewardship campaign.

- (1) Communications Team – Executive: Dolan, Henry, Zeigler
- (2) Donor engagement – Werner, Roste, Awad
- (3) Acknowledgement – Hefte Hanton, Peterson
- (4) Kickoff event team – [Seeking additional volunteers]
- (5) Worship planning – [Seeking additional volunteers]

10) New Business

- a) Coverage for Sara's sabbatical in June, July and August 2020. Proposed: Increase Pastor Rolf Olsen's hours to help cover summer months.

Motion to approve \$1,200 for June to cover Pastor Olsen's additional time. Motion Roste. Second Zeigler. Approved.

July and August to come from 2020-21 fiscal year budget.

11) Upcoming dates –

- a) Confirmation Council Interviews, Wednesday, February 12, 7:00 pm
- b) Next Council meeting Thursday, February 20, 7:00 pm.

12) Adjournment

Move to adjourn by Henry. Second by Hefte Hanton. Approved.

13) Closing prayer

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

January Council Report

Laurel Hofeldt, Director of Finance & Data

January 16, 2020

- 1) Action Items in Progress / Pending
 - a. January is a busy month in the Finance Office. I am in the process of completing:
 - i. 2019 giving statements for all donors to be mailed/emailed by January 31st.
 - ii. Payroll and deduction updates for salary increases and changes in benefits elections by employees as of the first of the year
 - iii. W-2 and 1099 forms to be mailed/emailed by January 31st.
 - b. Stewardship for All Seasons – Pastor Lauren, Daniel Pederson and I will be a part of a cohort of 10-15 congregations in the SPAS beginning January 30th for a 12-14 month period.
 - c. Shelby database – Staff is moving forward in the following areas:
 - i. Adding the Accounts Receivable module for invoicing Child Care fees, Preschool tuition, Building Use/Hospitality billing and Wedding/Funeral payments. In the past these payments have run through our audit last year, the recommendation was made to remove these from the giving system in order to more clearly tie tax-deductible donations to the general ledger separately from other receipts.
 - ii. Volunteer Sign-up and Tracking for worship volunteers and Dorothy Day meals. This will allow us to centralize volunteer history within our database and post volunteer opportunities on the RLC member portal, where people are used to going for online giving, event registration, etc.
 - d. Development Strategy Task Force continues to meet twice a month.
- 2) Action Items Completed:
 - a. Project Home sign-ups are taking place within our database event registration system. Kevin Miller has limited access to the database to lead sign-ups and communicate with volunteers.
 - b. December Month-End Summary and Statement of Operations are attached.
- 3) Questions for the council to address. Do any require council vote?
- 4) Discussion item for Council: How are we asking for general offering vs. special appeals? Are we focusing on dollars and budget, or story telling? I would like to begin a conversation on this at the January Council meeting and hold follow-up conversation in the coming months.

**Roseville Lutheran Church
December 2019 Month-End Financial Summary**

Church Operations 2019-2020						Prior Year	
	December <u>Actual</u>	December <u>Budget</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD <u>Variance</u>	2018 December <u>Actual</u>	2018-2019 YTD <u>Actual</u>
Offering	181,444	212,954	676,537	764,124	-87,588	213,122	739,109
Other receipts	<u>8,812</u>	<u>7,710</u>	<u>70,276</u>	<u>64,060</u>	<u>6,216</u>	<u>5,955</u>	<u>62,187</u>
Total Receipts	190,255	220,664	746,812	828,184	-81,372	219,076	801,296
Expenses	137,621	144,801	847,637	844,332	3,305	162,956	803,379
Net	52,634	75,863	-100,825	-16,148	-84,677	56,121	-2,083

Number of Givers 2019-2020					Prior Year	
	December		YTD through December		2018-19 YTD Thru Dec	
	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>
General Fund	479	\$ 275	609	\$ 1,008	649	\$ 1,023
Bldg Designated	73	\$ 184	94	\$ 368	109	\$ 334
Christmas Offering	277	\$ 148	278	\$ 147	253	\$ 155
Mission & Outreach	68	\$ 147	140	\$ 270	125	\$ 258
Memorials/Estate	1	\$ 20	36	\$ 1,908	52	\$ 167
Other Designated	125	\$ 84	169	\$ 136	115	\$ 246
EF/Love Lights	35	\$ 43	70	\$ 196	110	\$ 51
All Other	8	\$ 44	9	\$ 52	15	\$ 51
Total	654	\$ 319	782	\$ 1,067	789	\$ 1,033

Fund Balances 12/31/2019		
Available Cash & Short-Term Investments		384,460
Designated/Restricted Funds:		
Building Fund		36,466
Mission & Outreach		64,869
Kitchen Fund		24,044
Memorials		35,548
Matching Funds		14,183
Estate Gifts		105,492
<u>Other Funds</u>		<u>129,130</u>
Total Designated/Restricted		409,731
Child Care:	Current Yr	-14,883
Preschool:	Current Yr	374
Operating Fund:	Current Yr	-100,825

Endowment Fund		
	Cash	181
	<u>Investments</u>	<u>548,474</u>
	Total	548,655

Roseville Lutheran Church Statement of Operations FY 2019-2020
As of December 31, 2019

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	676,537	88.54%	764,124
Other Income & Receipts	70,276		64,060
TOTAL RECEIPTS	746,812	90.17%	828,184
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	468,303		461,936
Staff Benefits	94,116		99,254
Business Expense	5,879		4,200
TOTAL BUSINESS EXPENSES & COMPENSATION	568,297	100.51%	565,390
TOTAL WORSHIP & PRAYER	10,720	91.98%	11,655
TOTAL MISSION & OUTREACH	38,770	89.27%	43,429
TOTAL EDUCATION & CHILDREN	8,331	91.89%	9,067
TOTAL YOUTH & FAMILY MINISTRIES	13,003	106.02%	12,264
TOTAL CHRISTIAN LIFE	37,720	108.03%	34,916
TOTAL PROGRAM MINISTRIES	108,544	97.50%	111,332
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	7,588		9,234
Bank Fees, Insurance, Payroll Processing	23,234		24,840
Office Support, Computer/Network, Council	19,825		17,083
Communications, Printing, Publishing, Mailings	20,120		18,521
TOTAL BUSINESS MANAGEMENT	70,768	101.56%	69,678
PROPERTIES & BUILDINGS			
Utilities	34,990		32,568
Cleaning & Maintenance	26,024		23,825
Grounds & Parking Lots	2,789		5,156
HVAC, Lighting & Security, Vehicles	6,975		7,133
Mortgage & Building Projects/Improvements	29,251		29,250
TOTAL PROPERTIES & BUILDINGS	100,028	102.14%	97,932
TOTAL SUSTAINING MINISTRIES	170,796	101.90%	167,610
TOTAL EXPENSES	847,637	100.39%	844,332
RECEIPTS OVER/UNDER EXPENSES	-100,825		-16,148

From: Pastor Lauren Wrightsman
To: Council
January 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
- meeting has been arranged with Central Lutheran church to talk about their Director of Development position and best practices for endowment
- Pastor Lauren and Laurel Hofeldt attend an ELCA sponsored meeting regarding "Stewardship for all Seasons." The committee recommends approving RLC's involvement in the next cohort that starts January 2020.

Constitutional and By-Law Review

Goal: The review will take an in-depth look at our current constitution and by-laws to better align our documents with our mission and vision. The changes / adaptations will be ready for council review by April 2020 and presented at our congregation meeting in June 2020.

Team: Tom Lund, Carrie Hefte-Hanton, Rebecca Field and Joe Zeigler

The team is currently reviewing best practices for the committee and project structure found within our by-laws. The team last met on Wed, December 11th.

Pastor's Bible Study

We began our six-week series on the book of Job

pRAISE RLC – May 2020

As our mission grows, so do our needs. In 2020 RLC will again host a spring giving campaign. This is a fun, community-building giving campaign that celebrates and raises money to enhance the mission and ministry of RLC. This event is a much about raising money as it is about raising community. It is a celebration of all the ways in which people give to RLC. Through donating time, talent and treasure, we each enrich the RLC community.

Staff and volunteers are leading this and we are looking for team leads for the following:

- 1) Communication team: Communicates a dynamic communication plan that invites and encourages RLC members and friends to give during the pRAISE campaign. Staff liaison – Daniel Pederson

- 2) Donor Engagement team: Encourage donor engagement in pRAISE through securing and sharing unique items and experiences to motivate giving (e.g. cooking classes, homebrew, etc.). Staff liaison – Lauren Wrightsman
- 3) Acknowledgment team: Create a meaningful plan that appropriately recognizes the pRAISE donations. Staff liaison – Laurel Hofeldt
- 4) Kick-off event team: Create a fun and inspiring atmosphere on the day of the kick-off that sets the tone for the campaign and inspires people to participate in pRAISE. Staff liaison: Diane Sell
- 5) Worship planning team: Create a fun and inspiring worship service for all generations that inspires people to participate in pRAISE. Staff liaison – John Helgen

CCC event “Council, Committee’s and Chair’s”

- Thursday, January 16th 6:30 – 7:30 p.m.
 - Keynote: “Church is good! Connection with God and others is Life-giving!” - Diane Sell, Director of Volunteer and Care Ministries
- Please invite all chairs and committee members to join us
- An invite will be sent out early January
- Church Council will convene at 7:30 p.m. that evening

Council Report

Staff Member name: **Pastor Sara Spohr**

Date: **January 2020**

Mission and Outreach

This morning we loaded a Bridging truck full of donations. After a full week of activities around our partnership with Bridging, this is the donation Roseville Lutheran was able to make:

- 134 blankets
- 50 cleaning kits
- 25 kitchen kits
- 50 kitchen linen bundles
- 52 dressers - purchased, assembled, and ready to go!

It was a good week, one of my favorite parts of this activity is that our middle school kids have become the experts. They build a dresser with their Confirmation small groups on Wednesday night and then they come back with their families on Sunday morning to build another one. If you watch during our Sunday morning build, these 7th, 8th, and 9th graders lead, build, and serve with confidence and an appreciation of the reason why. On Wednesday night the kids watched a 5 minute video telling the story of Bridging from the perspective of 94 year old Bridging founder Fran Heitzman, it was absolutely silent in the room as the kids watched the story told in this video. They get it!

The Mission and Outreach team is working strategically on partnership and leadership development. On the top of our agenda right now is helping our 9 partnership focuses to evaluate, deepen their impact, and grow their volunteer and leadership base. We have created a project team annual report form that our groups will start filling out after their events that will help us to get a better grasp on the scope and needs of these projects. We are also planning a spring leadership appreciation event that will express appreciation and support for our key leaders. I am really encouraged and motivated by the way this newly organized Mission and Outreach team is working - we are beginning to see the impact of the recommendations of the 2018 Mission and Outreach Task Force accomplished.

During Advent we had a sermon/education focus for our Wednesday evenings on Immigration. The theme was Magnificent Hope: No longer strangers. The educational offerings were fairly well attended and have opened up for us a way to serve our neighbors in a new way. We are working to form a committee that will think about how we can learn more about and support our neighbors who are immigrants and refugees. This committee will be a subgroup of the Our Neighbors and Me committee.

Children Youth and Family

Our Children's ministry team had a very busy December with Advent Activity Day, the Candy Cane Breakfast, Parents Night Out and the Cornerstone Christmas program. Julie Hanson provides excellent leadership for these events, her positivity and deep love for teaching children about the gospel of Jesus

make these events so very special for our kids and their families. Julie and her team worked incredibly hard to make our Christmas celebration so meaningful and it was a gift to so many people.

We turn to January where things get very busy in Youth Ministry. In the coming weeks, our youth staff will be leading a Confirmation Lock-In, a 9th grade confirmation retreat, a high school ski trip, preparing for confirmation kids for Lent with small group studies and lenten mentors for 9th graders, they will be traveling to an ELCA Youth Ministry network gathering, and they will be sorting through 100's of summer programming registrations. It is a busy time. These youth programs are strong and growing in numbers and impact.

Please keep **Wednesday February 12 at 7 pm** on your calendar as the night our council member will meet with our 9th grade confirmation class. Here are the questions you can be prepared to answer:

1. Who are you? (name, family, work, hobbies.)
2. Why are you a part of the Roseville Lutheran Church community?
3. How do you live out your faith in your every day life? Specifically, how does faith play a role in your work?
4. What is one difficult thing you've experienced where your faith helped you find hope?

Council Report for Jan. 202 Meeting

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
- Executed Christmas Eve/Day plans for support staff, volunteers, etc..

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

- Assisting Project Home Lead with registrations and volunteer background checks.
-

Department Name: Facilities

Prepared By: Bruce Pelava, Campus Manager

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

- There were many choir and music events held with few problems.
- Custodial staffing at events was very good.
- The mural was well received, by members and visitors.
- Having meetings for the coffee area and WIFI upgrades.
- Snow plowing and salting has been done in a timely manner.
- Preparing for "Project Home" that will begin January 31, and end on March 2.
- As always, there were a number of small repairs to be attended to.

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

- New lamps have been installed in the projectors in the worship center.
- New LED string lights have been purchased in preparation for next years "LOVE LIGHTS". (50% off of regular price.)
- Beginning February 3, 2020, we are altering our trash service to have pickup on Monday and Thursday only. This change will potentially save us up to \$200.00 per month, or \$2400.00 per year.
- The quilting ladies have agreed to make some curtains for the classrooms in Ark Alley. These rooms are also used for Project Home in February. A big thankyou to them.

Council Report for Jan. 202 Meeting

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.

- Publications in support of Christmas events, concerts, worship
- Website and Facebook editing
- Saint Paul Area Synod Communicators Meeting - Use of Video. Some interesting ideas to discuss with Staff. (Training Videos, Shut-Ins recorded for reading scripture in worship)

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

- Refreshing/editing Website and FB
 - Looking ahead to Lent (Ash Wednesday is Feb. 26)
 - Preparing ideas for spring pRAISE RLC fund raising campaign. Mtg. on Jan 26.
 - Looking at continuing education opportunities
-

Department Name: Hospitality

Prepared By: Connie Marchio, Hospitality Manager

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

- Provided a luncheon for a funeral

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

- Preparing for Lenten Soup Suppers.
- Catering one event.

December-January report Mission and Outreach

Council rep: Heather Awad

--Dorothy Day serving more people with new facility. It used to be about 160-240, now consistently over 270. Our budget of \$500 doesn't cover, so exploring ways to fund, like asking Resurrection Lutheran to fund one of the month's costs.

--Project team report forms will be demo'd with winter activities: Dresser Build, Project Home.

--Exploring instrument drive at RLC for Central Park and/or other Roseville Schools.

--Leadership development. Looking to increase leader teams in some projects, like Dresser Build for Bridging--will be watching who are enthusiastic participants.

--Project Home--volunteer recruitment coming up.

--Volunteer Recognition. Could this be done at one worship in spring? Also planning an event for leaders of project teams with speaker from local partners.

--Growing Through Loss--RLC will no longer provide financial support to this group, as we are starting our own group.

Needs from council now: none.

ROSEVILLE LUTHERAN CHURCH

MONTHLY MINISTRY TEAM AND COMMITTEE LIAISON REPORT

Date of Church Council meeting: 1-16-20

Committee or Ministry Team Name: Children's ministry

Prepared By: Julie Hanson & Mary Peterson

Date of the last meeting: 1.9.20

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

Christmas program recap-very successful event; children were well prepared.

RLC Festival Concert -
Vocal Essence

This year all 3 events were in the same weekend which made for an action- packed time.

Discussion surrounding timing of programs – is there value in setting in advance that Children's program is 2nd weekend of month & Festival concert is 3rd weekend of month.

Discussion surrounding benefit of providing dinner & rehearsal on Friday evening. Gets late for preschoolers, however, nice to have Saturday morning free. May adjust time to slightly earlier in the evening.

Recap of Recharge – Gina, Julie, Karen & Audrey participated this year. Children, Youth & Family focus to recharge & give you energy for continuing ministry. Children, youth, family & personal ministry. Powerful, meaningful event for participants. Always held the first Saturday of the new year.

This Weekend at RLC: Bridging

Can team help with any of the stations? Looking for supervision at cleaning kit or kitchen bundle stations? Kelli & Chad will supervise cleaning kit station.

Coffee connection moving forward – have card to pay/prepay, volunteers can earn coffee credits

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

February: Cornerstone Shepherd Recharge/refuel (date TBD) Tana Bogenholm to help.
Look for ways to recharge – yoga?, devotional resource
March 1: Serve Sunday- Keystone

April 4: First Communion Workshop for kids grades 3-6

April 5: Palm Sunday- Kids process into both 9 and 11 services waving palms

April 9: First Communion Seder Meal (6:00) & Maundy Thursday service (7:00)

April 10: Family Good Friday service at 10:00 in Activity Center – shadow year

April 12: Easter Sunday

May 10: Mother's Day, Last Day of Cornerstone

May 17: One Worship, Kids sing in Worship

June 15-19: Vacation Bible School

Spring indoor Family Picnic: What date is best? **Sunday, April 26th (noon-2)** OR May 3?

February 6 - 2021 budget planning session

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.