

October 14, 2021, 7:00 pm

- 1) Call to Order by Joe Zeigler at 7:03 pm
- 2) Quorum assessment
 - a) Members present: Rebecca Field, Joe Zeigler, Heidi Larson, Mary Peterson, Kevin Hansen, Bill Metzger, Kris Olsen
 - b) Members absent: Val Velde, Linda Hanson
 - c) RLC staff present: Laurel Hofeldt, Rebecca Bedner-Faris, Chris Hagen, David Booms,
- 3) Approval of current agenda
 - a) Motion to approve by Mary Peterson. Second. Approved.
- 4) Approval of prior month's minutes
 - a) 9.16.21 meeting minutes not ready for approval. Will be approved in November meeting.
- 5) Proposed committee appointments
 - a) Scott Roste, Nominating and Sarah Richter, Endowment
 - 1 Motion to elect Scott and Sarah to respective committees by Heidi Larson. Second. Approved.
- 6) Monthly staff reports
 - a) Finance – Laurel Hofeldt [3]
 - b) Philanthropy – Rebecca Bedner-Faris
 - c) Senior Pastor – Lauren Wrightsman [6]
 - d) Associate Pastor – Chris Hagenn [8]
 - e) Church Administrator – David Booms [10]
 - f) Engagement and Care Ministries – Diane Sell [13]
 - g) Development – Rebecca Bedner-Faris [14]
- 7) Committee reports
 - a) Associate Pastor Call – Mary Peterson [15]
 - b) Mission & Outreach – Kris Olsen
 - c) Endowment – Bill Metzger [16]
 - 1 Motion to approve suggested grants by the Endowment Committee by Bill Metzger. Second. Approved.
 - 2 Motion to approve Endowment Committee Charter by Bill Metzger. Second. Approved.
 - d) Children's – Mary Peterson [22]
 - e) Youth & Family – Kevin Hansen [23]
 - f) Adult Ed – Heidi Larson [24]

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g) Engagement – Linda Hanson - none

h) Nominating – Val Velde - none

8) Items for Discussion

9) New Business - Covid Protocols - would like to lift the “no food” restriction (recognizing that each event would need to follow unique guidelines), and would like to lift some of the seating restrictions in the Worship Center

10) Upcoming dates

a) October 15, Oktoberfest, 5 pm

b) November 1, Table deadline for Dec-Jan-Feb issue

c) November 11, Executive Committee, 1:00 pm

d) November 18, Council meeting, 7:00 pm

11) Headlines – Recap key communications messages for next 30 days

12) Adjournment

a) Motion to adjourn by Mary Peterson . Second. Approved.

13) Closing prayer

Director of Finance and Data

10/13/2021

Prepared by: Laurel Hofeldt

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns.

- Staff raises were implemented in October and were retroactive to July 1, 2021
- September Month-End Financial Summary and Statement of Operations attached. Fiscal year-to-date receipts are \$33,964 below budget and YTD expenses are \$76,739 below budget, meaning we are \$42,775 ahead of our expected financial position as of September 30. Reminder that RLC traditionally runs a deficit 10 months of the year, with surpluses expected in December and the month Easter occurs.
- The fall Annual Appeal is in full swing. Preliminary results will be available next month.

Roseville Lutheran Church Statement of Operations FY 2021-2022
As of September 30, 2021

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	241,665	93%	260,803
Other Income & Receipts	9,338		24,164
TOTAL RECEIPTS	251,003	88%	284,967
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	221,858		265,138
Staff Benefits	44,014		48,390
Business Expense	1,188		2,410
TOTAL BUSINESS EXPENSES & COMPENSATION	267,060	85%	315,938
TOTAL WORSHIP & PRAYER	3,060	77%	3,984
TOTAL MISSION & OUTREACH	16,856	93%	18,200
TOTAL EDUCATION & CHILDREN	1,089	26%	4,237
TOTAL YOUTH & FAMILY MINISTRIES	154	4%	3,425
TOTAL CHRISTIAN LIFE	9,527	58%	16,475
TOTAL PROGRAM MINISTRIES	30,685	66%	46,322
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	2,496		6,365
Bank Fees, Insurance, Payroll Processing	12,313		11,715
Office Support, Computer/Network, Council	7,208		9,191
Communications, Printing, Publishing, Mailings	10,459		10,312
TOTAL BUSINESS MANAGEMENT	32,476	86%	37,583
PROPERTIES & BUILDINGS			
Utilities	14,968		17,425
Cleaning & Maintenance	2,401		5,575
Grounds & Parking Lots	1,273		1,598
HVAC, Lighting & Security	3,999		2,650
Mortgage & Building Projects/Improvements	13,863		16,375
TOTAL PROPERTIES & BUILDINGS	36,504	84%	43,623
TOTAL SUSTAINING MINISTRIES	68,980	85%	81,206
TOTAL EXPENSES	366,726	83%	443,465
RECEIPTS OVER/UNDER EXPENSES	-115,723		-158,498

Roseville Lutheran Church
September 2021 Month-End Financial Summary

Church Operations 2021-2022							Prior Year Comparison	
	Sep <u>Actual</u>	Sep <u>Budget</u>	Sep <u>Variance</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD Variance to Budget	2020-2021 YTD <u>Actual</u>	Current YTD Actual vs Prior YTD Actual
Offering	83,832	92,668	-8,836	241,665	260,803	-19,138	246,609	-4,944
Other receipts	1,487	9,916	-8,429	9,338	24,164	-14,826	6,296	3,042
Total Receipts	85,319	102,584	-17,265	251,003	284,967	-33,964	252,905	-1,902
Compensation & Staff	92,367	106,046	-13,679	267,060	315,938	-48,877	248,027	19,033
Program Ministries	10,195	22,145	-11,949	30,685	46,322	-15,636	29,740	946
Business Management	9,754	14,912	-5,158	32,476	37,583	-5,107	31,722	754
Property & Building	12,379	13,638	-1,258	36,504	43,623	-7,118	36,615	-111
Total Expenses	124,696	156,741	-32,044	366,726	443,465	-76,739	346,104	20,622
Net	-39,378	-54,157	14,779	-115,723	-158,498	42,775	-93,198	

Number of Givers 2021-2022					Prior Year	
	Sep		YTD through Sep		2020-21 YTD Thru Sep	
	# Givers	Avg Giving	# Givers	Avg Giving	# Givers	Avg Giving
General Fund	302	\$ 276	373	\$ 647	427	\$ 544
Bldg Designated	33	\$ 66	42	\$ 183	53	\$ 162
Mission & Outreach	7	\$ 81	9	\$ 313	32	\$ 318
Memorials/Estate	3	\$ 58	7	\$ 44	12	\$ 99
Other Designated	4	\$ 79	7	\$ 411	9	\$ 231
Endowment Fund	1	\$ 60	2	\$ 160	2	\$ 288
All Other	1	\$ 100	1	\$ 100	4	\$ 58
Total	310	\$ 280	381	\$ 670	458	\$ 557

Fund Balances 09/30/2021		
Available Cash & Short-Term Investments		620,781
Designated/Restricted Funds:		
Building Fund		24,822
Mission & Outreach		63,584
Kitchen Fund		24,756
Memorials		39,433
Matching Funds		3,000
Estate Gifts		87,787
Live Streaming		6,504
Other Funds		173,109
Total Designated/Restricted		422,996
Child Care:	Current Yr	-7,341
Preschool:	Current Yr	-8,735
Operating Fund:	Current Yr	-115,723

Endowment Fund		
Cash		327
Investments		659,834
Total		660,161

Pastor Lauren J. Wrightsman

October 2021

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns raised.

- **Staffing:**
 - In the interview process of interviewing for a full-time Director of RLC Preschool and Child Care House.
 - 10:30 a.m. Worship Leader - Lucas Byl was hired for this part-time position. He began on October 1 and will lead worship for the first time on Sunday, October 17th at 10:30 a.m. (see Lucas' bio at the end of this report)
 - Associate Pastor Call Committee: This group has met two times so far this month. They are working on finalizing the MSP (Ministry Site Profile) and the job description for the Associate Pastor. They will be officially installed as a committee on Sunday, October 17th. Here is a timeline of their work:



Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- Annual Appeal - Are you a sustainer? Annual Appeal runs through Sunday, October 17th
- Oktoberfest - Friday, October 15th: 5:00 - 8:00 p.m.
- Have begun our in-person, indoor worship (9:00 and 10:30 a.m.), along with Adult Education, Confirmation, RLC and other activities indoors. The masking policy and distancing measures are still being utilized
- Bishop Lull will be with us on Sunday, November 7 after the 10:30 a.m. service to answer any questions the congregatio may have regarding the MSP (Ministry Site Profile)
- **Global Missions**
 - o Guatemala: Mission and Outreach is looking into a possible “fact-finding” trip that would introduce a small team from RLC to two mission possibilities: a building trip with Christ Lake Elmo Lutheran Church (building kitchens and latrines for two elementary schools). Also an introduction to the SPAS program through site visits
 - o Tanzania: We will continue to support Tanzania through Mission and Outreach funds. These funds are used for scholarship and building projects.
 - o Slovakia: We are “sunsetting” our congregational involvement with Vision Slovakia. We are planning an event in January 2022 to celebrate the long partnership with Slovakia.

Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?

None at this time.



INTRODUCING LUCAS BYL - 10:30 a.m. Worship Leader

Hello everyone! My name is Lucas Byl, I'm a first year Masters of Divinity student at Luther Seminary, and I'm very excited to start this worship leader position with Roseville Lutheran. I'm originally from Forest Lake, and was an active member of St. Paul Lutheran in Wyoming, MN. In January of 2021 I graduated from Luther College with a degree in Religion and Classical Studies. Needless to say, after spending all of my life in small cities and towns, I'm trying to take advantage of all the opportunities living and studying in the Twin Cities gives me. I've spent the last 5 years working as a counselor and support staff at Luther Crest Bible Camp in Alexandria Minnesota. Between that, and my work in college ministries at Luther College, I'm excited to share the gifts and talents I've developed for ministry with all of you, as well as learn new ones. I look forward to meeting all of you, and hopefully seeing some of you in worship!

Interim Associate Pastor

09/10/21

Prepared by: Chris Hagen

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns.

- *RosePointe Senior Living communion:* residents have not had communion in person during quarantine. They do not have monthly (not to mention weekly) Protestant worship. They feel cut off from the rest of the congregation. I could not commit RLC to monthly communion there because I won't be able to do this once my time at RLC is over. I did offer to come once more sometime in the upcoming holiday season.
- *Sunday Adult Education:*
 - Sept. 19, Time Travel: Seeing ourselves within the Bible narrative and experiencing events as they happened.
 - Sept. 26, Power of the Holy Spirit and Elemental Spirits of the Universe. Understanding the phenomena of power and what it takes to be a moral person.
 - The goals of the two classes were:
 - Review how to read the Bible through 4 "lenses"
 - Engaging both reason and emotion for understanding
 - Experience a "deep dive" into selected passages
- *Service of Healing:* attendance is a poor measure of the importance of this worship. Those who came needed a reflective, safe, personal time to pray and worship. Some were dealing with deep grief that cannot be met with Sunday morning worship.

Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- *Adult Bible Study:* begins Oct. 18, Mondays 10:00am at RLC
 - *Praying the Psalms* identifies different psalm types and their function in devotional prayer
 - Goals are:
 - Reading the Bible appropriately through 4 "lenses"
 - Using psalms to express emotions and address poignant experiences
 - Practice praying psalms
- *RLC caroling with Great Northern Union* in December
 - Great Northern Union is an a cappella barbershop chorus whose mission is "harmony in union with humanity." Its values and initiatives are similar to RLC's.

- This event is being planned as an outside group renting RLC facilities. ***This is a mistake.*** This is an opportunity for RLC to engage the wider community beyond its membership, partnering with a community organization. It can be a way for RLC to connect with people who are not the usual local neighbors and members.
- Council could help by reframing it as an RLC function in partnership with GNU.
- The event would be similar to the upcoming Oktoberfest, without alcohol.
- As the *Call Committee* progresses in its work, there will be a shift in the relationship I have with staff and members. It is a natural distancing shift, and good toward welcoming the next associate pastor. I cannot be involved in the call process even while it directly affects my future. The timing of the process will be fluid and will be affected by the upcoming holidays. I will frequently check with Pastor Lauren on the call committee progress and what developments might be in store for me.

Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?

- No specific material or financial resources are needed other than the usual space and budgeted items.
- Council can reframe the Great Northern Union event as a partnership with RLC.

Support Staff

Date: 07/10/21

Prepared by: David Booms

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns.

- Focus on Covid related items
 - Policies
 - Exemptions
 - Validation of vaccination
- Working with the Music director, Campus Manager, volunteers and vendors on a Live Streaming Studio,
- Assisting Pastors and Directors with HR related items.
- Working with contractors on
 - Campus Management
 - Livestream studio
 - Security
- Served as contact and purchasing agent.
- Working with professional services
 - Insurance
 - Legal (HR related)
- Met regularly with the Pastors and the other staff leadership to clarify vision, strategy and goals, and then ensure the Support teams understands and support these objectives.
- Oversee Facilities Manager and custodial staff to maintain clean and well maintained buildings and grounds.
- Acted as key contact for insurance, benefits, construction, vendor contracts, and staff relations
- Provided oversight on IT support and computer systems.
- Beth
 - Co-lead Griefshare with Diane, writing the devotional that went out to our homebound mailing list, and assisting a caller who had family issues and mental health concerns with resources and prayer support.
- Ian and Staff
 - The parament décor change was completed over the course of the first week of September. Connie worked with Both Shelton and Greg to complete the decorative changes.

Staff Report to Council

- Repairs were completed by Crosstown Mechanical on one of the lower-level air handler units, as well as the compressor pump.
- Elevator inspection completed by the State of MN on 09/09.
 - Required repairs are being priced by multiple vendors. To be completed in near future.
- Hymnals and Bibles returned to pews.
- New furniture was received and installed.
- Exterior Painting completed on preschool area walls.
- Connie Marchio
 - Completion of decorating the inside and outside of the church for the upcoming October 3rd service is done
 - Stewardship dinner has been cancelled, but by working with Rebecca we have found a way to appreciate all that they do for the church.
 - Catered out to St. Mary's Catholic Church
 - I am in the process of preparing for Oktoberfest. This has been a bit of a challenge, as shipping issues are very relevant at this time, so time is spent picking up the different items at several locations as they are available to me.
- Daniel Pederson
 - Annual Appeal (Stewardship) is in progress, Oct. 3, 10, 17. Mailings sent, website prepared, bulletin inserts.
 - Looking ahead to having indoor, in-person events, worship, adult ed, etc. Support with printed materials and technology (videos, recording, live streaming, etc.)
 - I've been having a conversation/interview with a Business/Marketing college student and it has been an informative audit of some of our online and social media efforts. Some good ideas are being developed.

Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- Next TABLE Deadline is Nov. 1 for the Dec-Jan-Feb issue.
- Veterans Day Service
-

Staff Report to Council

Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?

Director of Community Engagement and Care Ministry

10/12/21

Prepared by: Diane Sell

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns.

- Griefshare Classes (hybrid class form is bringing in more people) zoom and in person 14 in attendance
- Vibe Mentor Event "The Amazing Race" (never underestimate the power of intentional mentorship) awesome first event!
-

Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- Oktoberfest: Obstacle yes! We need tear down help for this event from Council.. and Council presence at this event
- Winter Clothing Drive for Central Park
- Every Meal Program at Central Park
- All Saints Candlelight Service
- Dorothy Day Center serving
-

Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?

Development Director

10/12/21

Prepared by: Rebecca Bedner-Faris

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns.

- Annual Appeal in full swing and will end this coming Sunday.
 - The annual appeal video is complete and has been shared with the congregation and shown in service. You can see it here: [▶ RLC Annual Appeal](#)
 - The Executive Committee also made a great video which you can see here: [▶ RLC Executive Team on our Annual Appeal 2021](#)
 - In addition to the congregation wide mailing sharing the annual appeal brochure, we also sent out a postcard this week that highlights both Oktoberfest and the Annual Appeal.
 - There has been a low response rate so far, however, we are not promoting pledge cards as much as we have in the past. We have a few days left in the campaign and are working on plans to follow up with people who don't respond with a year end solicitation.
- Finished Introduction video with Diane Sell. We have received positive feedback. Check it out here: [▶ Meet Rebecca and Diane!](#)
- Working with the Endowment Committee updated charter, hopeful addition of Sarah Richter, and meeting to approve grant requests.

Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- Oktoberfest: We have 130 people registered so far. This is excellent! Please plan to attend if possible and talk with members, friends and community members.
- Meeting with the Endowment Committee on 10/28 to plan for the December fundraiser.
- Working with Pastor Lauren, Laurel and Daniel to determine next steps for the annual appeal, especially how to follow up with those who have responded and those that have not responded yet.
- Working with KJ Bach and Julie Wendland to create the next Zoom video about the Lively Landscapers. Be on the lookout for it once it is complete.

Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?

- Please consider having conversations with your peers about our annual campaign and the importance of giving to RLC. You may use the videos as a tool to start the conversation, and you can always reach out to me with any questions.

Associate Pastor Call Committee Update 10.14.21

Team members: Nancy Brown, Jim Boyce, Linda Eldred, Jenna Giles, Addie Hansen, Kevin Miller, Mary Peterson & Jen Souvignier. Pastor Lauren - ex officio



ROSEVILLE LUTHERAN CHURCH

MONTHLY REPORT TO COUNCIL FROM ENDOWMENT BOARD OF DIRECTORS

Ministry Team or Committee name	Endowment Committee
Members present	Mike Dolan, Judy Ekern, Audra Engebretson, Carrie Hefte Hanton, Greg Johnson, Bill Metzger, Kevin Peterson, Dave Risinger, Rebecca Bednar-Faris – Director of Development
Date of Ministry Team or Committee meeting	10/12/2021
Report prepared by	Bill Metzger
Date of Council meeting this report will be shared	10/14/2021

Summary of topics and activities that have occurred since the last Council meeting

1. At the October 12, 2021 meeting, the Endowment Committee considered the grant requests that were submitted by the October 1, 2021 deadline. The total amount available for distribution is \$14,056. We discussed the grants and funded \$194.00 more than the amount available from the distribution calculation.

The following is a summary of the grant requests and the amounts that the Endowment Committee recommends funding to each grantee is as follows:

<u>Organization</u>	<u>Requested Amount</u>	<u>Recommended Amount</u>
Changing Gaits - \$2500 (for Therapy horses to empower behavioral changes and enhance life skills for youth)	\$2,500	\$0
RLC Diversity and Inclusion Task Force (to fund speakers, publications, materials, and engagement)	\$1,500	\$1,500
Social Organization for Rural Development (Funding for outreach to be used in India to help people in need do to strong COVID outbreak)	\$20,000	\$0
Heart to Care Tanzania (Funding for Computer lab, it equipment)	\$5,805.77	\$2,000

and necessary remodeling to support the school needs)		
Hope Academy (RLC invited to partner to support access for low-income child in Christ-centered education K-12)	\$4,050	\$1,750
RLC Director of Development Position (a 2 year request to support this position until it is self-funding)	\$8,000	\$8,000
Settled (to support the funding of building Tiny Homes for chronically homeless individuals)	\$1,500	\$1,000
Total	\$42,856	\$14,250

The Endowment Committee requests that the Council approve the above recommendations.

2. The Endowment Committee also discussed the latest revision of Endowment Committee Charter which we agreed to read and approved by email. The final revision was sent out by Rebecca to the committee 10-11-21. We agreed to pass this revised Endowment Committee Charter to council for their review and approval.
3. We want the Council to fill an open position on our committee with Sarah Richter for a one-year commitment. She is a good candidate for our committee. We would like Council to discuss and approve Sarha to serve on the Endowment Committee until next year's election.

Forward Focus:

The Director of Development started a discussion with the Committee about fund raising events that might be held in December. We have scheduled a Zoom meeting October 28th at 6:30 to discuss and finalize our December Fund Raising Event.

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

None.

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

Not at this time.

Roseville Lutheran Church (RLC)

Endowment Committee Charter

10/14/2021

Committee Purpose

- To enhance ministry and outreach by soliciting and reviewing grant requests for projects and programs that support our mission, vision and values; grant recommendations are submitted to Council for approval
- To sustain and grow the Endowment Fund (EF) through fundraising and investment, working with the Development Director, to ensure a legacy of ministry and outreach support

Background

The Roseville Lutheran Church EF is established by the RLC constitution for the purpose of extending congregational ministry and outreach, apart from the congregation's general operating budget. EF grants have been used to help extend the reach of existing ministries, create new mission and outreach efforts, enhance Christian education programs, provide for special worship and music activities, and in response to identified community needs locally, regionally and across the globe.

Structure

The Endowment Committee (EC) has 10 voting members, nine members elected by the congregation plus one Council liaison. Each elected member serves a 3-year term, with three new members elected each year at the Congregational Annual Meeting, serving on a rotating basis—meaning each year the committee will have three incoming, three second-year, and three third-year elected members. Outgoing members' terms end and new members' terms begin September 1.

Each year, the EC members will choose from among themselves by majority vote a

- **Chairperson**, to provide process oversight and direction, and to schedule and preside over meetings,
- **Treasurer**, to oversee fund maintenance and investments, and to coordinate approved grant distributions, in liaison with RLC Director of Finance and Treasurer,
- **Secretary**, to prepare and distribute committee meeting minutes, and
- **Coordinator**, to work with the RLC Director of Development, and the Endowment committee on programs to increase legacy commitments for endowment giving

Key staff partners

- Director of Development (Development Director)
- Director of Finance and Treasurer (Finance Director)
- Communications Manager

Activities

On September 1, newly-elected EC members begin their terms and outgoing members are relieved of duty. Generally, committee activities throughout the year are as follows.

September	<ul style="list-style-type: none"> • Onboard 3 new members, review this charter • Elect Chairperson, Treasurer, Secretary and Coordinator • Plan for coming calendar year
Q4 Oct thru Dec	<ul style="list-style-type: none"> • Complete planning • Review grant requests received as of October 1 and submit recommendations for Council approval • Assist staff in distributing approved grants
Q1 Jan thru Mar	<ul style="list-style-type: none"> • Audit EF investment performance and management • Review the application process and forms to ensure accessibility and confirm that the information gathered properly empowers the review process • Calculate funds available to grant in calendar year
Q2 Apr thru Jun	<ul style="list-style-type: none"> • Solicit grant submissions for May 1 deadline • Review grant requests and submit recommendations for Council approval • Assist staff in distributing approved grants
July thru Aug	<ul style="list-style-type: none"> • Solicit second round of grant submissions for October 1 deadline • Prepare for departure of outgoing members
On Going	<ul style="list-style-type: none"> • Planning and executing programs and activities to support the growth of legacy giving to the EF

Duties and responsibilities

Planning

In September, and throughout the year as needed, the EC meets with the Development Director to identify opportunities to sustain and grow the EF through gifts and fundraising. On an as needed basis, the EC seeks congregational input on how to enhance the attractiveness of giving to the EF. Also, the EC coordinates with the Communications Manager to promote grant applications and announce grant awards through the RLC website, social media, the Table, and other available media.

Growing Legacy Giving

The Coordinator will work with the Development Director and the EC to develop and execute programs that will actively engage the congregation in considering endowment legacy gifts. These programs may include congregational education classes, one on one communication to explain and solicit legacy giving and getting ideas from the congregation on how to make legacy giving more attractive to RLC members. The results of these programs to grow legacy gifts will be tracked, with the support of RLC staff, to chart the growth of legacy gifts and the potential future growth of the EF.

Fund management

During the first quarter of each calendar year, the Finance Director will provide to the EC the *Endowment Fund Investment Policy and Guidelines* most recently approved by Council. With the Finance Director, the EC reviews the management and performance of EF investments to ensure alignment with guidelines. Recommended changes, if any, are presented to Council for approval. The current *Endowment Fund Investment Policy and Guidelines* approved by Council is attached.

Calculating funds available for grant

At the start of each calendar year, the Treasurer will determine the amount of funds to be made available for grants in that year. The maximum amount available for grants is 5% of the three-year average of EF net assets on December 31 of the most recent years.

$$\text{Funds available for grant} = ((\text{Year1} + \text{Year2} + \text{Year3}) / 3) \times 5\%$$

For example, if the most recent three years' EF net asset totals were \$495,000 in year one, \$501,000 in year two, and \$504,000 in year three, the three-year average net assets would be \$500,000. Five-percent of that amount, or \$25,000, would be the maximum available for grants to be awarded through the end of the current calendar year, December 31.

Soliciting grant applications

Usually, grant applications are solicited twice each year. Working with the Communications Manager, the EC will promote grant availability, application requirements and deadlines at appropriate times during the year. The grant application form is made available on the RLC website, or in print form from the church office. Applications may be accepted from RLC members, from staff, or the general public.



Endowment Committee Charter

10/14/2021 (Proposed update to 2018)

Application review process

Grant requests are assessed based on their alignment with RLC mission, vision and values in support of Christian ministry and outreach. The Council liaison presents grant recommendations to Council for approval, and reports results back to the EC.

The total of all awards recommended to Council cannot exceed the amount available for the given year. However, when and how much to grant is at the EC's discretion. For example, if \$25,000 in grants is available, the EC may choose to recommend \$15,000 in a first round of grant requests, leaving \$10,000 available for a second round. The EC may choose not to award all available funds in any given year, in which case those funds remain in the Endowment Fund. They do not carry over to future years.

The EC may also choose to award a partial grant to an applicant.

Respond to all applicants and distribute grants awarded

Within ten business days of the Council vote, the Development Director will notify each applicant whether their grant request was approved or declined. The Treasurer will then assist RLC staff in distributing EF grants to approved recipients.

Amending this charter

Proposed revisions to this charter require two-thirds majority support of EC voting members, pending approval by Council.

Children's Advisory Board

Chair/Leader: Julie Hanson

Council Meeting Date: 10/14/21

Prepared by: Julie Hanson

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns raised.

- Sidewalk Sunday School in Sept was very successful and appreciated by parents as we worshipped outdoors.
- Started monthly mailings to all CM families to give them something faith related to do as a family. Sent these out in Sept and Oct. Main concern is reaching families with young kids that are not comfortable coming indoors for worship or RLC Kids.
- Started RLC Kids on 10/3 with the new format. Numbers are low due to families being cautious until the younger group of kids can be vaccinated. Those attending are having fun and have gotten good comments from parents.
- Presented Adventure Bibles to some of our 3rd and 4th graders on 10/3 at both services. Julie held an in-person Bible Basics workshop for parent and student at 10:00 and a virtual one at 6:30. All kids that received Bibles attended one of these sessions. Kids were excited to dig into them.
- Holding off on the Family Blessing Wednesday evening service until Nov. Low interest right now, and being cautious about eating with others indoors at RLC.

Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- Need to find ways to connect with families where they are... in their homes. Will begin a virtual storytime/music with Gena Mickley and the preschool-2nd grades later in October. Timing is tricky with she and I so busy on Sunday mornings, so might have a "Lunchtime with Gena" session.
- Looking at how to format the kids Christmas program this year, offering it in person with a virtual option to participate. Date is 12/12 at 10:30 service only.

Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?

Youth & Family Meeting

Chair/Leader: Audrey Dontje Lindell

Date: 19 September 2021

Attendees: Chris Smedsrud, Audrey Donje Lindell, Kevin Hansen

Prepared by: Kevin Hansen

Highlight results of key programs or activities from the last 30 days. Share major lessons learned or concerns raised.

- Boundary Waters trip: cancelled over the summer; we attempted to reschedule this trip but were unsuccessful
- Confirmation: back in full swing; in addition RLC Youth Group is also meeting on Wednesday nights
- Bagels@Dawn: starting back up on Thursday mornings from 6:45-7:45am; open to all RLC high schoolers and their friends; these meetings will be held outdoors for as long as the weather allows and then a decision will be made depending on the status of the COVID restrictions
- Grad Packages: care packages will be packed this week as a part of Serve Sunday in the North parking lot; these will be sent our recent high school graduates
- MEA Getaway weekend: scheduled for the MEA weekend, obviously; have been struggling as to whether to take a group to this, but we have decided not to because this gathering is open to all denominations and the sponsors are not requiring masks or vaccinations;
- ValleySCARE: trip for youth on Friday, October 22nd from 6-11:45pm
- MEA Fall Fling: yard work in the morning and pizza, hot cocoa, and pumpkin carving in the afternoon on Saturday, October 23rd from 9am-2pm; this event takes the place of the MEA Getaway
- College Tour Weekend: we will be offering a trip to St Olaf, Luther, Augsburg, and Gustavus Adolphus for RLC 10-12th graders on October 28-29

Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- Sponsorships necessary for Bagels@Dawn; approximately \$35/day
- Anyone who is need of help with fall yard work should contact Audrey and we can organize to have the youth help out during MEA Fall Fling
- Drivers 21+ with a vehicle needed to transport youth for the ValleySCARE trip; adults admission covered by the church
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Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?