

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: October 24th, 2019

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

1) Call to Order at 7:48 by Mike Dolan

2) Devotional / Shared Prayer by Jess Henry

3) Establish a Quorum

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

Members absent:

Others present: David Booms, Laurel Hofeldt, Sara Spohr

4) Approval of Agenda

Henry moved. Peterson second. Approved.

5) Approval of September Minutes

Tostengard moved. Peterson second. Approved.

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 Updates

- a) Worship Center Renewal – Scheduled to present to Council in November
- b) Development Strategy Task Force
 - (1) November 12 - Stewardship committee will present to team a recap of recent years' developments and outline recommendations for long-term financial health.
 - (2) November 19 – Task force to discuss organizational structure with regard to congregational committees, teams, task forces, etc.
- c) Constitution Review and Update [No report]

8) Committee Reports

- a) Mission & Outreach- Heather [15]
- b) Endowment - Carrie [17]

Motion to approve by Tostengard. Second Henry.

Discussion: \$7,805 presented. Of that \$1,085 for preschool AED may be funded by alternative sources, pending further investigation by Endowment Committee.

Full amount of \$7,805 approved unanimously.

- c) Children- Mary [16]

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- d) Youth & Family- Mike [12]
- e) Adult Ed- Pastor Sara / Dave [no report]
- f) Christian Life- Scott [no report]
- g) Nominating- Joe

Council "Homework" assignment: Come up with at least one person who may be a good candidate for an elected council or committee position.

9) Items for Discussion

10) New Business – Council Conversation Town Hall meetings

11) Upcoming dates – Council meeting November 21st

Synod 3x3 Mission Support presentation by David Laden , Synod Treasurer

12) Adjournment

Zeigler moved. Dolan dismissed need for a second, and ended meeting.

13) Closing prayer

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

Church Operations 2019-2020						Prior Year	
	September <u>Actual</u>	September <u>Budget</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD <u>Variance</u>	2018 September <u>Actual</u>	2018-2019 YTD <u>Actual</u>
Offering	91,844	111,149	287,555	310,513	-22,958	106,763	293,335
Other receipts	<u>9,186</u>	<u>16,610</u>	<u>31,705</u>	<u>36,530</u>	<u>-4,824</u>	<u>9,479</u>	<u>28,180</u>
Total Receipts	101,030	127,759	319,260	347,043	-27,782	116,242	321,514
Expenses	152,105	146,203	424,690	425,505	-815	108,520	348,210
Net	-51,075	-18,443	-105,430	-78,462	-26,968	7,722	-26,696

Number of Givers 2019-2020				Prior Year		
	<u>September</u>		<u>YTD through September</u>		<u>2018-19 YTD Thru Sept</u>	
	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>
General Fund	427	\$ 223	510	\$ 547	545	\$ 504
Bldg Designated	62	\$ 82	78	\$ 176	87	\$ 183
Mission & Outreach	15	\$ 144	18	\$ 550	31	\$ 188
Memorials/Estate	25	\$ 2,658	26	\$ 2,560	6	\$ 423
Other Designated	10	\$ 213	44	\$ 224	15	\$ 877
Endowment Fund	6	\$ 76	8	\$ 98	2	\$ 60
All Other	1	\$ 10	2	\$ 33	3	\$ 36
Total	457	\$ 375	545	\$ 697	564	\$ 554

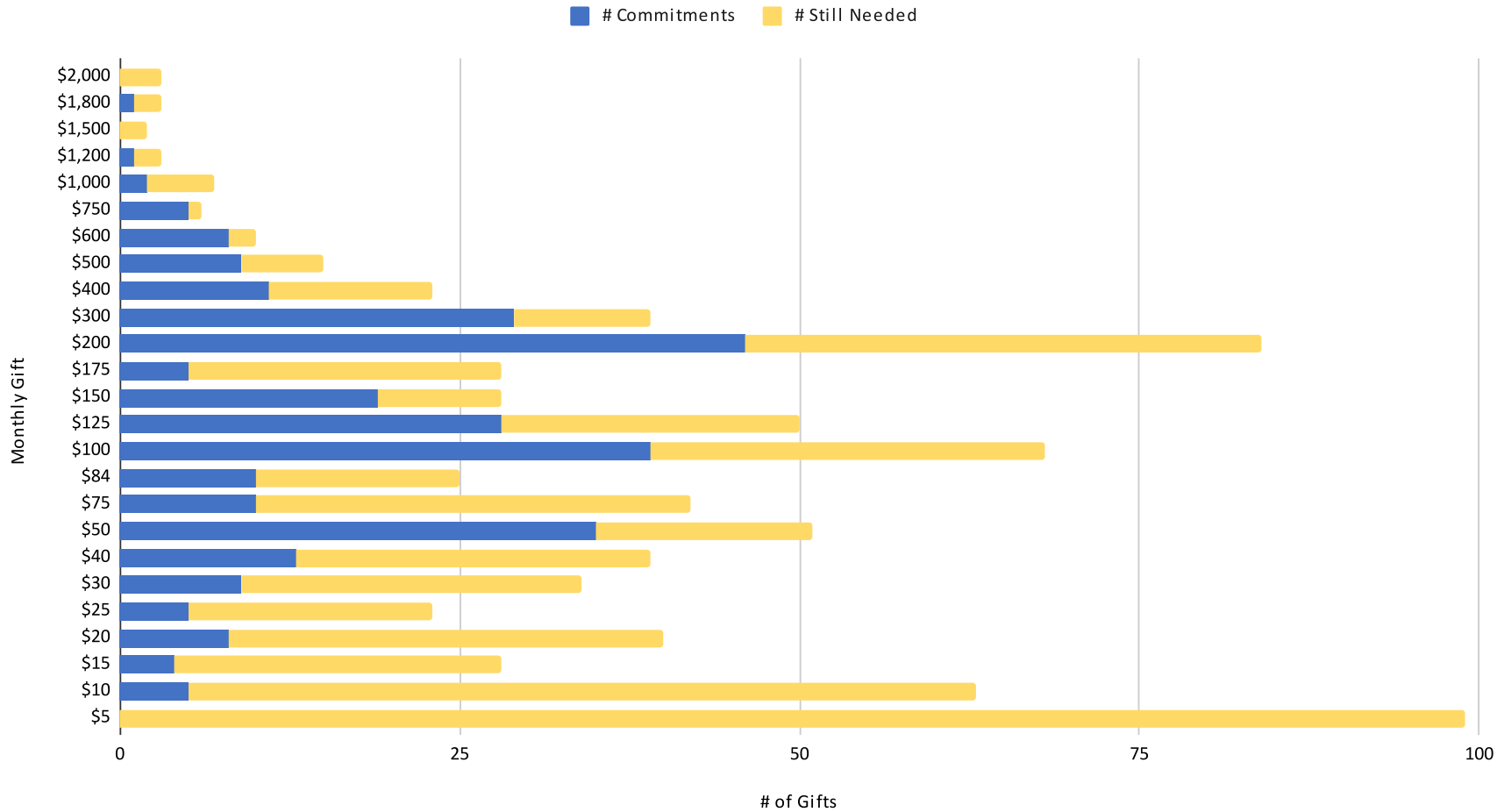
Fund Balances 9/30/2019		
Available Cash & Short-Term Investments		389,139
Designated/Restricted Funds:		
Building Fund		40,793
Mission & Outreach		47,197
Kitchen Fund		23,430
Memorials		39,529
Matching Funds		14,183
Estate Gifts		105,492
Other Funds		132,720
Total Designated/Restricted		403,343
Child Care:	Current Yr	-2,392
Preschool:	Current Yr	619
Operating Fund:	Current Yr	-105,430

Endowment Fund	
Cash	461
<u>Investments</u>	<u>513,901</u>
Total	514,362

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

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	287,555	92.61%	310,513
Other Income & Receipts	31,705		36,530
TOTAL RECEIPTS	319,260	91.99%	347,043
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	224,605		231,593
Staff Benefits	48,068		49,627
Business Expense	3,146		2,100
TOTAL BUSINESS EXPENSES & COMPENSATION	275,819	97.35%	283,320
TOTAL WORSHIP & PRAYER	3,892	77.24%	5,039
TOTAL MISSION & OUTREACH	16,368	91.33%	17,921
TOTAL EDUCATION & CHILDREN	3,421	77.89%	4,392
TOTAL YOUTH & FAMILY MINISTRIES	5,005	116.25%	4,305
TOTAL CHRISTIAN LIFE	19,775	111.15%	17,791
TOTAL PROGRAM MINISTRIES	48,461	98.00%	49,449
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	6,012		6,436
Bank Fees, Insurance, Payroll Processing	14,684		15,211
Office Support, Computer/Network, Council	7,369		7,016
Communications, Printing, Publishing, Mailings	12,160		10,037
TOTAL BUSINESS MANAGEMENT	40,225	103.94%	38,700
PROPERTIES & BUILDINGS			
Utilities	16,341		14,603
Cleaning & Maintenance	19,005		19,912
Grounds & Parking Lots	1,669		1,570
HVAC, Lighting & Security, Vehicles	9,306		4,076
Mortgage & Building Projects/Improvements	13,863		13,875
TOTAL PROPERTIES & BUILDINGS	60,185	111.38%	54,036
TOTAL SUSTAINING MINISTRIES	100,410	108.27%	92,736
TOTAL EXPENSES	424,690	99.81%	425,505
RECEIPTS OVER/UNDER EXPENSES	-105,430		-78,462

Advancing our mission: Help us effectively plan and manage ministry



# Intent to Give cards received as of 10/24/19	155
\$ committed to operating budget on Intent to Give cards	\$459,300
Including Intent to Give cards AND online sustainers:	
# committments to support the operating budget	302
\$ committed to the operating budget	\$736,766
% of our 2019-2020 budget funded by these committments	43%

From: Pastor Lauren Wrightsman
To: Council
October 2019

Staffing Reorganization

- 1) *Director of Volunteer and Care Ministry* – Diane Sell has joined our staff as of October 1, 2019
- 2) *Worship Production Specialist*- Brad Clark has joined our staff, mid-September
- 3) *Receptionist / CYF Support* – Beth Daniel has joined our staff, mid-September

Development Strategy Task Force

Goal: The Development Strategy Task Force will examine the current and future financial needs of RLC. The task force will convene in September 2019 and will report back to council in March 2020. The work of this task force is focused on researching, understanding and laying out a strategic plan for our mission development work across the life and breadth of RLC.

Co-chairs: Joe Zeigler (Vice President) and David Werner

This team has met twice and have outlined a general Strategic Plan to accomplish our goals. This task force will be meeting twice a month

- September 2019 – Task Force Established
- October – December 2019 – Current Situation Analysis
 - o Staffing
 - o Constitution and bylaws
 - o Charters
 - o Meeting with various committees / task forces:
 - Stewardship / Mission Advancement
 - Mission and Outreach
 - Constitutional By-Law review team
 - Worship Center Renewal Project
 - o Congregational visits
- January 2020 – Building the Plan
- March 2020 – present findings to council
- April and following – execution of the plan

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.

Project managers: Tom Lund and Carrie Hefte-Hanton

Worship and Music Task Force will be presenting a final report to council in November 2019. We thank the members for their work.

Fall Stewardship

God of All: September 29 – October 20

Goal: To inform and engage members and friends of RLC to become sustainers in our shared mission and vision. September 29 is the kickoff, with commitment celebration on Sunday, October 13 with a ONE worship at 10:00 a.m. We will celebrate our shared gifts and the congregational response on Sunday, October 20.

Mini-stewardship / informational campaigns will happen in January 2020 as well as in April 2020.

Design Team – Upper Lobby

Goal: To create a welcome and engaging space for parents, youth, members and guests to gather.

- General design for the Upper Lobby has been completed (please see information found in the Upper Lobby)
- Funds have been found for the construction of the new space

- Seeking funds from Endowment for furniture
- Design Team is working with a consultant to provide recommendations for furniture in the space
- Begin project January 2020

Worship Center Renewal Project

Goal: Research and recommend upgrades and enhancements to various physical systems – lighting, audio, video, organ, vestments. All of these pieces work together to make the experience of worship more meaningful and relevant, and we feel the time has come to make wise, thoughtful investments that will keep us moving into the next quarter century.

- Will be hiring an architect to assist with this task
- Completion of recommendations: November / December 2020

Council Report

Staff Member name: **Pastor Sara Spohr**

Date: **October 2019**

Children and Youth Ministry:

- We are off to a great start in our CYF Ministry programs. All of our programs are up and running and our adult volunteers are really amazing people. They are consistent, they are caring, and they are eager to learn themselves.
- Audrey has really taken our high school youth ministry program and done a nice job retaining kids from last year and welcoming new kids into the programs. I think there is always a concern in a transition like this that youth will not continue on. I think it shows the real strengths of both Michael Jordan and Audrey Dontje-Lindell. Michael left well, he said goodbye to youth and families well, and he handed off to Audrey everything she would need to be successful. Audrey has taken this work and strong program and then has added her particular skill of connecting with students and loving ministry with and for students. Things are going very well in youth ministry. They will be participating in a Peer Ministry training and the MEA Getaway retreat later this month.
- We are working closely with our new receptionist/CYF admin person Beth Daniel. She is very skilled and capable in her work. We are handing off things to her to assist our CYF program staff and she has taken them on with a high level of excellence and efficiency. After she is trained in our database software she will begin to take over more things, like registration forms, health forms, and communication pieces. This has been an excellent addition to CYF, and will eventually allow our program staff to do more hands-on ministry.

Mission and Outreach

- We hosted a Global and Local ELCA Mission event here on Saturday September 28. It was an excellent event attended by 13 of our RLC members. Our people that attended offered this inspiring feedback:
 - For me the worship was the highlight - the music moved everything along with a beat and songs simple with deep meaning. The order of Service with its flow and words that were so well crafted. Barbara Lund's Sermon with a story that spoke to my heart with its focus and challenge to think and follow Jesus' love into the nooks and crannies of our lives - for others.
 - When we become too preoccupied with money we lose the real importance of mission work. At heart, it is the relationships that really count the most.
 - The singing of the music in different languages made me feel a part of the world-wide community of Christianity. Thank you for providing Communion together as one body.
 - Saturday's event was powerful in many ways. I was especially empowered by the realization (yet again) that RLC is accompanied by the believers in many other St Paul Synod churches who are on the same journey to be Christ to our neighbors.
 - I enjoyed learning about resources in the community and rethinking the difference between rescuing others and accompanying others. I also loved the energy that comes from being the Body of Christ together. It made me proud to be a member of the ELCA.
- On Sunday, September 29 we had a Mission Sunday focus in our worship here at Roseville Lutheran. We were able to share some results from the survey that we took of our congregation and it was very meaningful for me to see the things that motivate our people to engage in acts of service:

69 Expression of my faith

64 Important to help others

51	Concern about the less fortunate
28	Gain a new perspective
23	Support an important cause
15	Engage with a diverse group of people
14	I enjoy volunteering with friends
11	Shared interest in community service
10	Learn through direct hands on experience
7	Helps me forget about feeling bad
5	Explore my own strengths
0	Looks good on a resume

- We are continuing to meet with each of our 9 key partnerships to better understand the organizations we partner with and to make sure that the work we are doing and the support we are offering is actually what is needed in our community and world. This month we met with Catholic Charities and we will be meeting soon with the folks at Bridging. This is important ongoing work to make sure that we are staying focused and making a difference.

Personal

- I have presided over a number of funerals in the last two weeks. This is a place our church shines, from the care offered, to the food, to the worship service and hospitality, our people really feel loved, they hear the gospel, and they know that their loved one has been honored well. Notable for me was Ken Farnham's funeral, Ken's wife Mary Beth was the chair of my call committee. I think of the important ways that Mary Beth welcomed me to this church and assured for a good start for me, it was meaningful for me to be able to walk with her through this time of loss and grief.
- I am currently teaching a class on Marcus Borg's book The Heart of Christianity. There are 14 people participating and we have been having deep, challenging, and personal conversations. It is wonderful to see people wrestling with new ideas and finding ways to share their own faith stories and struggles with one another.
- I will be traveling with the St Paul Area Synod to Tanzania in February 2020. This trip is a cohort of pastors that is thinking about global mission and partnerships. We will be joining a group of pastors from Tanzania and another group of pastors from Berlin Germany for a week long seminary with the goal of learning from one another. I look forward to all that I will be able to bring back and share with both our Mission and Outreach team, our whole congregation.
- As previously shared, in April I will celebrate my 6th anniversary at Roseville Lutheran and will be taking a 12 week sabbatical from Memorial Day to Labor day in 2020. I am still making plans for this time away, but it will include professional learning, personal growth, and some time for rest and recreation.

Department Name: Administration

Prepared By: Dave Booms, Church Administrator

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

- AED/CPR refresher training
- On-boarding Diane Sell
- Training Beth Daniel, Receptionist & CYF support
- Three funerals held
- Issue with our Security System resolved. Dropped ~\$800.00 in charges.
- Oversaw hosting ELCA St Paul Synod Global / Local Missions' workshop
- Handed off Campus Care to Lay Leadership
- Green Team Kick Off

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

- Attending Capitol Region Watershed District Partnership grant presentation
-

Department Name: Facilities

Prepared By: Bruce Pelava, Campus Manager

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

- Prepping Preschool for start of classes
- Prepping for winter season.
- Attended AED/CPR training.
- Painting in offices is complete.
- The eagle Scout pergola is finished.
- New round resin tables purchased to replace old wooden type.
- Tree trimming completed.
- Snow removal contract for 2019/2020 season is signed.

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

- Coffee area work will begin soon.
 - Looking into a 2nd AED machine.
-

Department Name: Communications

Prepared by Daniel Pederson, Communications Manager

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

- Working with Pastor Lauren and Trupti on our Fall Mission Advancement campaign (Stewardship), timelines, themes, responsibilities
- Producing materials for the Oct 13th One Service.
- Training Brad Clark, Worship Production.

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

- Refreshing/editing Website and FB in preparation for fall activities.
-

Department Name: Hospitality

Prepared By: Connie Marchio, Hospitality Manager

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

- Served food for seven events
 - o Including ELCA St Paul Synod Global / Local Missions' workshop luncheon
 - o Including Annual Meeting
 - o Including One Service
- Three funeral luncheons

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

- Five new food events coming up.

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Youth and Family met 9/22 at 9:15, just after the installation of our new director, Audrey.

Present were Lillian Wassel, T and C Smedsrud, Amy Schell, Jake von de Linde, Denise Witte, Steve Anderson, and Abbey Matter. I had to leave after the first portion of the meeting.

Audrey provided a budget update, which is similar to last year. \$4,275 of the \$4,770.20 left over from the BWCA and Camp Hiawatha accounts from this summer will be provided to VLM for camp dues. Combined with the \$3,000 given by Mission and Outreach annually, that means we are giving the full VLM-requested amount based on church membership (\$7,275). The \$495.20 left in the accounts will roll over for next year, to be used for extra expenses, in-kind giving, or extra scholarships as needed.

Members signed up for bagels @ dawn devotions, one more MEA leader may be sought.

A summer 2000 service learning trip is being planned, with a potential "Urban Servant Adventures" program. July 12-25 is the likely frame, and this will be evaluated for similarity to the Urban Immersion trip provided to 9th graders as part of the spring confirmation curriculum.

Audrey will also be updating the committee page on the website.

Amy delivered the opening prayer and Denise will be leading us next month. Present were Audrey, Abby, Lillian, Denise, Trish, Jake, Steve and Mike.

Calendar update was as follows: 1) 160 attended Serve Sunday, 32 packages were prepared and shipped; 2) The summer brochure was circulated for review and comment; 3) 41 are registered for the MEA getaway.

Payment plan procedures for youth events were discussed, including how to address failure to follow up on payment plans and failure to show for events. Audrey will be implementing comments on this process with the goal of simplifying.

The "monthly knowledge" portion of meetings implemented by Michael Jordan will be continued.

Abby and Audrey will follow up with endowment for church van funding.

The next meeting is 11/10/19 at 8:45.

Final notes: FLOCK attendance: 1) 9/10 Welcome Back, 12; 2) 9/17 Bonfire 14; 3) 9/24 Movie Night 24; 4) 10/1 grad care package shopping 11; 5) 10/8 study night 15.

Church Council Meeting: October 24, 2019

Our Neighbors and Me (part of Mission and Outreach)

Prepared by Heather Awad

--Many attended the St. Paul Area Synod ELCA Global Mission event at RLC on 9/28 and found it to be a powerful experience.

--Dakota Sacred Sites tour is scheduled for Saturday April 25, 2020 10am-2pm Jim Bear Jacobs. Up to 45 members can attend.

--ONAM will meet with mentor, Dr. Karen McKinney, on October 13.

Concerns for Council

--Pastor Dick put together some information on non-partisan civic engagement. It is a non-partisan education for our church members on how to become connect politically with their representatives, and with voting so that we can better serve our neighbors. The ELCA has shown leadership on this topic.

http://download.elca.org/ELCA%20Resource%20Repository/ELCAvotes_civic_participation_and_voter_education_guide.pdf?_ga=2.204776208.1224549112.1570586939-1200520453.1570586939

ONAM would like the council to discuss this issue to make sure ONAM and the council are aligned. ONAM feel it falls under our intended goal of education RLC members. We are considering:

- 1) An adult education event summer 2020 about civic engagement and faith.
- 2) Educating our members, in a non-partisan way, how to find their representatives, how to connect with them (email/phone/letter), and how to register to vote.

Mission and Outreach

Prepared by Heather Awad

Loaves and Fishes

--Discussion with Mary Langfeldt and Jim Stark from Catholic Charities. RLCs Loaves and Fishes work is involvement with CC. At Dorothy Day, we work with chefs and staff from CC. There are possible opportunities for us to donate money instead of buying and delivering the food for the dinner we serve, as CC gets a discount on the food and it is delivered directly to the site.

--New 2 building site in St Paul opens this month.

--Opportunities to expand RLCs participation include staffing another meal, staffing at their Family Service Center in Maplewood (closer, smaller) and more...

--Rest of the report from Pastor Sara..

ROSEVILLE LUTHERAN CHURCH

MONTHLY MINISTRY TEAM AND COMMITTEE LIAISON REPORT

Date of Church Council meeting: 10-24-19

Committee or Ministry Team Name: Children's ministry

Prepared By: Julie Hanson

Date of the last meeting: 10-3-19

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

Cornerstone has 148 registered children representing 87 families. Several new families both in the preschool age range and 3rd and 4th grade.

Third grade Bibles were given at Worship on 9-29. 30 kids were invited to receive Bibles, 25 3rd graders and 5 4th graders new to RLC that didn't have Bibles. Two workshops are offered to help the kids get familiar with their Bibles and this Sunday they assemble a Family Devotional pack to encourage families to dig into this new book together.

In response to the parent survey we did last spring, we are offering parents the opportunity to meet their child's Cornerstone Shepherd and the other parents in their child's small group on Oct 27 with Conversation and Caramel Apples during the Cornerstone hour.

Discussion was held regarding ways to connect parents more effectively. Having a coffee bar in the lobby would be a big draw for young parents, offering coffee and some kind of pastry and inviting seating or high-top tables.

Discussion about RLC being a family friendly atmosphere in our Worship Center, inviting to families of young children.

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

Cornerstone kids will sing during our One Worship on Oct 13th.

Parents Night Out will be Nov 22, welcoming families to drop off their kids for our youth to care for so they get an evening off. Proceeds go to the Youth Scholarship fund to help kids go to camp and on trips.

Cornerstone Christmas program will be Sunday, Dec 15th during the 11:00 service.

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.

RLC Endowment Committee

Meeting Date: Wednesday, October 9, 2019 at 5:30pm

Attendees: KJ Bach, Tricia Smedsrud, Eric Anderson, Kathy Peters-Martell, Dorothy Tostengard, Carrie Hefte and Julie Cannon

After discussing the grant requests, below is a list of what we agreed to give to each request:

Grant #	Description	Requestor	Amount Requested	Amount Approved	Notes
61	RLC Coffee Lobby Furniture	RLC Design Committee (L. Wrightsman)	\$2,000	\$2,000	
62	Theology Tuition	Kepha Mwangi	\$15,000	\$0	
63	RLC Preschool Curriculum	Jenifer Johnson-Preschool Director	\$2,000	\$2,000	
64	RLC Preschool AED	Julie Hanson-Children's Ministry Director	\$1,085	\$1,085 (depending on KJ's findings)	KJ will look into other ways to fund this.
65	Banyan Community-Kids Club	Sue Riesgraf - Banyan Community	\$2,000	\$2,000	
Total				\$7,085	

Eric will send the approval information to the counsel and then he will notify the grantees.

Dorothy will put an article in the April bulletins to notify the congregation of the grant request due date in May.

Love Lights - Tricia sent out a sign up for Love Lights.

Next Meeting: Wednesday, May 6th at 6pm.