

Roseville Lutheran Church Council Minutes

Date: June 20, 2019

1) Call to Order

John Shardlow called the meeting to order at 7:00 pm

2) Devotional / Shared Prayer

John Shardlow shared an opening devotion.

3) Establish a Quorum

a) Members present: *David Werner, John Shardlow, Mike Dolan, Jessica Henry, Beth Jacobson, Mary Peterson, Tom Lund, Stacy Nealy*

b) Members absent: *Mike Tostengard*

c) Others present: *Pastor Lauren Wrightsman, Dave Booms, Laurel Hofeldt*

4) Approval of Agenda

A motion to approve the agenda was made by Mike Dolan and seconded by Dave Werner; it was approved unanimously.

5) Approval of May minutes

A motion to approve the May minutes was made by Beth Jacobson and seconded by Mary Peterson; it was approved unanimously.

6) Monthly Reports

a) Finance

Laurel Hofeldt shared the monthly financial standings. There are two weeks remaining in RLC's fiscal year. Laurel's written report begins on page 4.

b) Staff

(1) Pastors

(a) Senior Pastor - Pastor Lauren Wrightsman

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Pastor Lauren's written report can be found on page 5.

(b) Associate Pastor - Pastor Sara Spohr

Pastor Sara's written report can be found on page 6.

(2) Church Administrator - David Booms

The full written report from Dave and his team begins on page 7.

7) Strategic Planning: Task Force Updates

a) Worship and Music

i) Organ discussion: included in broader conversations about improvements to the Worship Center space (technology, sound, etc.).

ii) Wednesday summer services: see Pastor Lauren's report for more details and exact dates

b) Mission and Outreach

i) *See Pastor Sara's report*

c) Campus Improvements

This task force has issued a formal document of recommendations. Dave Booms summarized them for Council members. An overall question from the task force is how the funding for continued work will be sourced. A motion to approve the task force's report was made by Tom Lund and seconded by Mike Dolan; it was approved unanimously.

8) Committee Reports

i) Mission & Outreach

Tom Lund's written report is on page 9

ii) Stewardship

The Stewardship Team is wrapping up and documenting the spring fundraiser. It would be nice to have a Council member present at the beginning of each 'thank you' event to relay Council's thanks. Pastor Lauren will look at her schedule and tag-team with Council.

iii) Children

Mary's written report begins on page 10.

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iv) Youth & Family

See Mike's email on page 11, and Pastor Sara's report on page 6 with a few updates.

v) Adult Education

This team is exploring opportunities for small group ministries.

vi) Christian Life

Beth Jacobson reported that this team has not met since the last Council meeting. The team is busy planning summer events.

vii) Nominating

The slate of candidates was introduced to the congregation via publication in The Table and the 6/20/19 e-blast. Elections will take place in the Social Hall on Sunday, June 23.

9) Items for Discussion

a) pRaise RLC Campaign

i) Details are within Laurel's written report on page 4

b) Congregational Meeting: Sunday, June 23

i) John will convene the meeting at the end of 9:00 worship to establish a quorum. Members will then be invited to reconvene in the Social Hall for the remainder of the meeting.

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10) New Business

- a) Discussion and Council Approval of 2019-2020 budget

A motion to approve the preliminary 2019-2020 budget was made by Mary Peterson and seconded by Dave Werner; it was approved unanimously. A formal congregational vote on the budget will be held at the Congregational Annual Meeting on September 22, 2019; this will allow RLC to close out the fiscal year and make any necessary adjustments before approving the final budget.

- b) Approval of annual fundraising appeals for the Youth & Family gift card fundraiser and the Invest In Our Youth fundraiser

A motion to approve the annual fundraising appeals for the Youth & Family gift card fundraiser (year-long) and the Invest In Our Youth fundraiser (February 9-23, 2020) was made by Mike Dolan and seconded by Beth Jacobson; it was approved unanimously. A summary of the fundraising appeals is on page 12.

Upcoming dates

- c) Council's next meeting will be on Thursday, August 15, at 6:00 pm.

11) Adjournment

The meeting was adjourned at 7:45 pm.

12) Closing Prayer

Pastor Lauren Wrightsman led the Council in the Lord's Prayer.

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Council Report

Laurel Hofeldt, Director of Finance & Data

June 19, 2019

- 1) Action Items in Progress / Pending
 - a. 2019-2020 Budget draft #3 is being presented for discussion and approval at the June Council meeting.
 - b. Gift Planning Services, LLP has been at RLC to conduct initial meetings with 10 donors. Follow-up meetings with these donors will be completed in June and July. Tamara Fanjoy is scheduled to present Gift Planning Services information at the October 24 CCC meeting.
- 2) Action Items Completed:
 - a. May Month-End Summary and Statement of Operations are attached.
 - i. General Offering year-to-date is \$41,144 higher than last fiscal year-to-date. pRAISE RLC brought in \$72,000 in additional offering. Expenses year-to-date are \$54,567 below budget.
 - ii. Actual net operating surplus of \$30,995 is \$23,662 greater than our budgeted net surplus of \$7,333, meaning we are \$23,662 above our budgeted position at the end of May.
 - b. pRAISE RLC! Spring Fundraiser Recap May 19-22, 2019

Results:

- \$19,500 received in matching gifts
- \$13,350 of these matching gifts were used
- \$58,662 in donations received
- **\$72,012 total for pRAISE RLC!**
- **19% came from matching gifts; 81% came from donations;** last year approximately 40% (\$30,000) came from matching and 60% (\$45,000) from donations
- 247 donors gave an average of \$307; in 2018 for pRAISE 75 - 291 donors gave an average of \$258.

Daily Totals (not including matches):

- Prior to 5/19/19 = \$2,333.00
- Sunday 5/19/19 = \$31,048.00
- Monday 5/20/19 = \$10,695.00
- Tuesday 5/21/19 = \$9,760.00
- Wednesday 5/22/19 = \$2,940.00
- After 5/22/19 = \$3,322.00

New donors:

- 7 donors with no previous donation record past 24 months
 - 6 teenagers
- New sustaining gift: 1 CYF family signed up for a recurring gift for 12 months

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From: Pastor Lauren Wrightsman

To: Council

June 20, 2019

1) pRAISE RLC - One Worship: Generations - Sunday, May 19th

- What a wonderful celebration of the youth and all generations who are a part of RLC's ministry. The worship service was lively, engaging and celebratory as we blessed over 25 of our Senior high youth as they head on their journey's. One of the highlights was the blessing of the senior high by some of our seniors, as well as the faith testimonies from 3 of our members.
- As a kick off for the pRAISE RLC: Generations spring fundraiser, people gathered together to celebrate the ministries, were encouraged to consider their gifts and support.
- The day ended with a brunch after worship
- Please see Laurel Hofeldts report for more information about the success of the spring fundraiser

2) Worship and Music Task Force

- Summer worship opportunities: Wednesday, July 10 and August 14 at 6:00 p.m.
- Continued conversation and input regarding updates to our Worship Center (lighting, sound, organ, etc)

3) Development Strategy Task Force

- o Work on this team is still up in development and will be starting to convene in late August 2019

4) Attender to Member / New member

- Working on a more committed and smooth introduction and welcome for those who visit RLC, as well as those who wish to become a member. I am working with Pastor Rolf on this area of ministry

5) Schedule for Special Congregational Meeting and Annual meeting

Sunday, June 23

- Special Meeting to be held between services at 10:00 a.m. for the congregation to vote on nominations for Vice President, council members, chairs and committees.
- Council Members should be present to conduct the meeting and count ballots.

Wednesday, June 26

- VP turns in an election report to the congregation for publication by Eblast and bulletins.

Monday, July 1

- New Fiscal Year

Monday, July 15

- Annual Report Articles due for publication week of Aug 12.
- Content should include the newly elected Lay Leaders, a proposed budget, and an invitation from the President to the *Annual Meeting of the Congregation on Sept 22, 2019*.
- Copy of the minutes from 2018 Annual Meeting due.

Thursday, Aug 1

- Table articles for Sept/Oct/Nov due

- Sunday, Sept 1

- Newly elected Lay Leaders term begins

Sunday Sept 22

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- Annual Meeting between services in the Social Hall to vote on budget and install newly elected council members and committee members. Council Members should be present to conduct the meeting, take minutes, and count ballots.

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From: Pastor Sara Spohr

To: Council

Date: June 2019

Children and Youth Ministry:

- We have identified Audrey Dontje Lindell as our next Director of Youth Ministry. Audrey had excellent references, a passion for sharing the faith with young people, and a great rapport with the students on our team. Audrey is eager to share her many gifts for ministry while also learning and growing within the role. I was so happy to hear her talk about her willingness to learn and her deep desire to share her faith and love with youth. She will begin her role at Roseville Lutheran on August 12.
- I am also working with a team to say farewell to Michael Jordan on Sunday August 11. Michael will preach that day, we hope to have youth participating in worship as well on that day, and we hope you will join us for a reception after the 11:00 service to thank Michael for his service and dedication to youth and this church.
- Our summer programming is well underway. Our VBS program last week had 130 kids and 80 volunteers. It was an amazing week full of energy, faith, friendships, music, bible stories and games. Nearly every corner of this church was used by VBS and it was a great week. On Sunday our kids left for camp Hiawatha, they are having a great week as well. At the time of the council meeting I will be at camp Hiawatha with our group. Friday the high school youth will be leaving for their service learning trip to Slovakia. They have excellent staff and leaders and are well prepared for this journey. We are grateful for all of the people in this church who continue to sign up to be prayer partners with the youth on these summer adventures. The youth are uplifted to know that people they may never even have met are praying for them. I am so amazed by the connections made through the simple act of prayer.
- **Council action requested:** Special Appeals request from the Youth and Family Ministry Team.

Mission and Outreach

- At our June meeting we had a large group of people present who have been serving on the team over the past years. We were able to take this meeting time to thank them, share again the vision our Task Force developed, and connect them with continuing involvement in the years to come. Starting in July, the new team will begin its work and will be thinking strategically about member engagement and partnership development. It is an exciting time, we are so thankful to the many leaders who have served in the past as well as those who will now carry our new vision forward. I am excited to really dig into how we are engaging our people in meaningful acts of service. We are eager to tell the story of our work in a way that truly shares the needs of people in our community and world, that lifts up the generous love of God and that inspires people to be a part of it.
-

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Council Report for June, 2019

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.

- Concluded rental with Rsvl HS for AP testing
- Three funerals held & two in the planning stages
- Conducting background checks for Summer activities volunteers
- Hired Jenifer Johnson to replace Sue Menier

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

- Replacement of Communications Specialist
 - Replacement of the Server
-

Department Name: Facilities

Prepared By: Bruce Pelava, Campus Manager

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

- Some ongoing issues with main plumbing drains have been dealt with.
- Many small items have been repaired.
- Door issues with locks, security locks and security cameras have been repaired.
- The closet wall has been started. Waiting for frames and doors.
- Roseville schools Advanced Placement Testing went very well.
- Sign lighting on Roselawn entrance is repaired.
- Potholes in parking lot being addressed.
- We have ongoing water intrusion in the lower levels. Working to keep things as dry as possible.
- Attempting to keep moving ahead with recycling program.

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

- New Security Camera
- Water mediation
 - Parking lots
 - Grounds
- The windows in 55 building are scheduled to start June 24, 2019 with completion within 4 weeks.
- Getting pricing for trash dumpster pad.
- Have secured 4 bids for AV system in Activity Center. Request for funding will come from the Youth Ministry.

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Department Name: Communications

Prepared By: Daniel Pederson, Communications Manager

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

- Successful completion of pRAISE RLC: Generations campaign!
- June-July-August TABLE is out
- Summer Schedule in full swing, updating website and FB with future events.

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

- Preparing for the (July 12) departure of Stephen Gallen (his wife has her seminary internship in Arizona). Working to optimize transition to being without this person for short period. Meeting with Pastor Lauren and Dave Booms to envision the best way forward for always-evolving communications needs.
 - Annual Report is on the horizon: July 15 deadline, so it can be completed before the TABLE (Sept-Oct-Nov Issue, Deadline: August 1) comes into production.
 - Looking ahead to Annual Meeting and Fall Mission Advancement campaign (Stewardship).
-

Department Name: Hospitality

Prepared By: Connie Marchio, Hospitality Manager

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

- Confirmation banquet
- Graduation Reception
- Serve Sunday Praise R.L.C. brunch
- Care team ministry event
- CCC budget meeting and dinner
- A.D.K. retired teachers' dinner
- Rebecca's Bible Study
- 2 Funeral luncheons
- Osher Lifelong Learning Inst.
- Roseville Baseball Banquet
- Bible Study
- Luther College Connection
- Prime Time

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

- Bible study
- Funerals
- Graduation Parties
- A.D.K. retired teachers' dinner

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ROSEVILLE LUTHERAN CHURCH

MINISTRY TEAM AND COMMITTEE LIAISON REPORT

Date of Church Council meeting: 6-20-19

Committee or Ministry Team Name: Mission & Outreach

Prepared By: Tom Lund, Council liaison

Date of the last meeting: 6-3-19

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

1. New M&O task force structure reviewed - 3-4 elected members, council representative and Pastor Sara
2. Major focus projects for 2019 -2020 approved. Continuing emphasis on:
 - a. Central Park Elementary - August workday, Sheridan Story fundraising, collection of needed clothing in early fall and winter, volunteers for Sheridan Story, Tutors, and school activity nights.
 - b. Keystone food shelf - fund raising, food drive and volunteers
 - c. Bridging - Dresser Build and Big Wrap
 - d. Project Home volunteers
 - e. FMSC
 - f. Project Slovakia
 - g. Loaves and Fishes

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?

Nothing at this time.

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ROSEVILLE LUTHERAN CHURCH

MONTHLY MINISTRY TEAM AND COMMITTEE LIAISON REPORT

Date of Church Council meeting: 6-20-19
Committee or Ministry Team Name: Children's Ministry
Prepared By: Mary Peterson, Council liaison
Date of the last meeting: 6-18-19

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

- Receipt of 3 audio visual bids. Rear projection in a protected cage. Utilize existing speakers. EMI Audio is the vendor ~\$26,500 + electrician fees. This was lowest bid. Bruce is in the process of getting installation scheduled.
- VBS - 125 kids with 80 volunteers. Overall, the week went very well.
- Parent survey 22 responses 146 families. Julie will send a second invitation to see if we can increase response rate. Overall, responses were positive with constructive comments. Julie is looking for parent connector opportunities upcoming program year.
- CS preschool curriculum review - Jeanne Anderson will assist Julie with decision on what curriculum to purchase for upcoming program year.

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

- July 9-11 Camp Salie 6 boys & 6 girls to participate.
- August prep date tbd
- September 8 - Fall kick off; this will be our first small group class.
- Family camping at Camp Hiawatha during MEA.

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

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Youth and Family meeting > Inbox x



← Mike Tostengard

Mon, Jun 17, 1:55 PM (1 day ago)



Reply



to Michael, Mary, John, Stacy, Beth, Dave, Tom, me, Lauren, Sara, Dave, Laurel

Hello all, the youth and family team met on Sunday, June 9 at 8:45 at RLC. Unfortunately, it was Michael Jordan's last meeting, he will be missed. The next meeting will be held some time in the fall of 2019. The search for MJ's successor's successor is ongoing, with no major developments to report.

MJ reported on the budget, the highlights of which included the current operating budget, that there is \$1,000 less for 2019-20 due to a hospitality transfer, and that all restricted and designated funds have a zero or positive balance. 10 summer scholarships totaling \$2,082 have been granted, not including Slovakia.

This summer's activities include:

- 1) Camp Hiawatha (47 kids, 6 adults);
- 2) Slovakia (21 kids, 6 adults and MJ);
- 3) Summer festival (8 kids, MJ, TH);
- 4) Summer of service (41 kids, 14 adults, AM);
- 5) Young adult boundary waters (7 adults, MJ);
- 6) Boundary waters (6 kids, MJ).

Other highlights include a \$12,584.09 net from the garage sale. MJ also noted there are 2 special appeals requests for the June 20 council meeting, one for Great Lakes Scrip and one for Invest in our youth, each of which is intended to increase revenue from current levels. Both seem like good ideas. Unfortunately, I will not be attending the June 20 meeting due to graduation party prep.

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Special Appeals Request

Submitted by: Michael Jordan

for Church Council Meeting – June 20, 2019

Request #1: Great Lakes Scrip

Scrip fundraising is a no-selling program that allows families to raise money for their non-profit organization. Scrip is just another way to pay for everyday purchases using gift cards in place of cash, checks, and credit cards. You purchase gift cards from your organization at face value, and your coordinator orders those cards from Great Lakes Scrip Center at a reduced price. The difference is an instant rebate for your organization. It's really that simple! When you use scrip gift cards at your favorite retailers, you're fundraising while you shop. Great Lakes Scrip Center offers over 400 of the country's biggest brands, including grocery, department stores, gas stations, restaurants, hotels, home improvement, and more. You can watch the video, *What is Scrip?* for more info (<https://youtu.be/bf8NPhBwNxc>)

Purpose: To help children and youth (birth – grade 12) attending RLC's summer trips offset their trip costs by selling gift cards. We have increased the scope of this fundraiser to include all families, which will help increase awareness and participation in the program. In addition, families with younger children can start raising funds to increase the amount they have available to offset their trip costs.

Use of Funds: Gift cards sold by a family will have 10% of their rebate go into Camp Scholarships (#34110) to pay for administrative fees (shipping, envelopes, bags, etc.) as well as to increase the scholarship fund. The remaining 90% will be shared with the family to be applied towards RLC's summer trips. Gift cards purchased directly through RLC and not via a family member will have 100% of the rebate go into the Camp Scholarship fund.

Fundraising Goal: The hope of this fundraiser is to have it be ongoing throughout the entire year. Seeing an increase in participation from the entire congregation is our overall goal. This past year, we had 26 families participate raising \$3,300 in rebates. We had about a dozen congregational members purchase gift cards as well over the course of this past year. We would like to involve more of the congregation in this fundraiser this year so that people start using Scrip Gift Cards to make their everyday purchases while simultaneously supporting RLC Youth. Also, we moved to ACH Payment through RLC's checking account this past year. This has allowed for faster processing of orders, and families can now order and pay for gift cards online. This has greatly increased the participation from several families as well

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increasing the overall rebates earned. We are exploring ways to best offer this to the entire congregation. Our goal is to raise over \$4,000 in rebates this year. As mentioned above under **Use of Funds**, the rebates not shared with families will go into the Camp Scholarship account (#34110) including those in excess of our \$4,000 rebate goal, thus continuing to support youth going on summer trips regardless of financial need.

Timeline: As mentioned above, we plan for this to be ongoing throughout the entire year. Families would be able to sell and purchase gift cards at any time to continue raising funds. Having the CYF Corner Desk in the Commons has worked well, and will only grow participation with our continued presence. We continue to be stationed there on Sundays to collect payment, deliver gift cards, and sell gift cards to the general congregation during the 10:10 hour. As such, in June of each year, another special appeals request will be made to seek council approval for the upcoming year. Specific timeline and space usage proposals are as follows:

September 8 – CYF Desk returns to Commons

September/October – Parent Informational Meetings to explain Scrip.

Include information on the fundraiser in Update, Eblast, and Table

November/December – Sharing Tree Partnership: Sell gift cards in the Commons in connection with the Sharing Tree (assuming approval for the Sharing Tree).

May 18 – Conclude sales on Sundays. Families can continue to purchase gift cards over the summer, but we will not have a specific table set-up to purchase gift cards. I ask that this deadline be flexible. If we see an increase in participation from congregational members and they will continue purchasing gift cards throughout the summer, I ask that we continue to keep the table.

Thank you for your consideration! Please let me know if you have any questions.

Respectfully Submitted,



Director of Youth Ministry
Roseville Lutheran Church
651-487-7752 x230
mjordan@rosevillelutheran.org

Roseville Lutheran Church Council Minutes
Special Appeals Request
Submitted by: Michael Jordan
for Church Council Meeting – June 20, 2019

Request #2: Invest in Our Youth

Summer programming through RLC has a large impact on our youth and families. We rely on generosity, prayers, and support from the congregation to help send every youth that wants to go on these trips. With the success of our envelope fundraising campaign has had over these past three years, we look to continue seeking support that way from our congregation towards youth summer trips. We had 150 envelopes in the commons. Individuals were invited to take 1, 2, or more of them and place their donation inside for the amount listed on that envelope. If all 150 envelopes are filled, we will have over \$11,000 going towards offsetting the costs of our summer trips. We also had a few members donate online through our giving portal.

Purpose: To help Youth and Families attending RLC's summer trips offset their trip costs as well as increasing our scholarship fund. These trips would potentially include (Camp Hiawatha, Youth Mission Trips, Summer of Service, and BWCA).

Use of Funds: The proceeds from Invest in our Youth will be used in the following ways: 10% of the net proceeds will go into the Camp Scholarship account (#34110) to continue supporting those going on RLC's summer trips regardless of financial need. The remaining 90% of the proceeds is then given as a scholarship divided equally among all of the participants who are registered for an RLC summer trip in 2020.

Fundraising Goal: With Invest in Our Youth, we ask for a pure donation from members to support those going on a summer trip. Our fundraising goal will be \$11,325. This specific number comes from how we want to do this fundraiser. By using the Children, Youth, and Family Corner in the Commons, we will be hanging 150 envelopes each with its own number (1 – 150). We will then be asking congregants to place their donation inside the envelope equal to the number on the envelope (so the first envelope will have a \$1 donation, and the final envelope will have a \$150 donation). Filling all envelopes by the end of this fundraiser will result in a total of \$11,325 being raised. We raised \$13,824 through this campaign last year.

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Timeline: We intend to do this fundraiser each year to help support all youth going on summer trips.

February 2 – Summer trip registration forms are due.

Leading up to this registration deadline and for the week following, we will be asking youth who register to write a short thank you note that will be put in the 150 Invest in Our Youth envelopes

February 9 – Youth led worship services at 9 & 11 AM

Unveiling of the Invest in Our Youth envelopes in the CYF Corner.

February 23 – Final day of the Invest in Our Youth fundraiser.

August 2020 – We will be hosting a “Summer Celebration Service” to highlight the summer trips and thank everyone in the congregation for their support. All will be invited. This has been a great way for members to learn more about what our children and youth are learning and doing over the summers through RLC.

Thank you for your consideration! Please let me know if you have any questions.

Respectfully Submitted,



Director of Youth Ministry
Roseville Lutheran Church
651-487-7752 x230
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