

- 1) Call to Order by Joe Zeigler at 7:03 pm
- 2) Attendance – established quorum
  - a) Members present: Val Velde, Joe Zeigler, Mary Peterson, Kevin Hansen, Kris Olsen, Linda Hanson, Heidi Larson
  - b) Members absent: Rebecca Field, Bill Metzger
  - c) RLC staff present: David Booms, Lauren Wrightsman, Rebecca Bedner-Faris, Diane Strandquist Sell
- 3) Approval of current agenda
  - a) Motion to approve by Val Velde. Second. Approved.
- 4) Approval of prior month's minutes
  - a) September 2021 - Motion to approve by Mary Peterson. Second. Approved.
  - b) November 2021- Motion to approve by Linda Hanson. Second. Approved.
- 5) Monthly staff reports
  - a) Finance – Laurel Hofeldt (page 2-4)
  - b) Senior Pastor – Lauren Wrightsman (page 5-6)
  - c) Church Administrator – David Booms (page 6-7)
  - d) Engagement and Care Ministries – Diane Sell (7-8)
  - e) Development – Rebecca Bedner-Faris (page 8-9)
- 6) Committee liaison reports
  - a) Mission & Outreach – Kris Olsen (page 9)
  - b) Endowment – Bill Metzger (page 9-10)
  - c) Children's – Mary Peterson (page 11)
  - d) Youth & Family – Kevin Hansen
  - e) Adult Ed – Heidi Larson (page 12)
  - f) Community Engagement – Linda Hanson
  - g) Nominating – Val Velde
- 7) Constitution and Bylaws update
- 8) Call Committee update
- 9) New Business
  - a) Approval of 2022 Housing Allowance - Motion to approve by Mary Peterson. Second. Approved.
- 10) Upcoming dates

<b>January</b>	<b>13</b>	Th	1 pm	Executive committee, Zoom
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	<b>18</b>	Tu	7 pm	Constitutional review & discussion, Zoom
	<b>20</b>	Th	7 pm	Council, Zoom
	<b>23</b>	Su	10 am	Constitutional review & discussion, in-person
<b>February</b>	<b>3</b>	Th	7 pm	Constitutional review & discussion, Zoom
	<b>6</b>	Su	11:30 am	Constitutional review & discussion, in-person
	<b>TBD</b>	Su	11:30 am	Congregational Meeting, Call & Constitution

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

12) Adjournment- Motion to approve by Mary Peterson. Second. Approved.

13) Closing prayer

**Roseville Lutheran Church  
November 2021 Month-End Financial Summary**

Church Operations 2021-2022							Prior Year Comparison	
	Nov Actual	Nov Budget	Nov Variance	YTD Actual	YTD Budget	YTD Variance to Budget	2020-2021 YTD Actual	Current YTD Actual vs Prior YTD Actual
Offering	91,780	106,868	-15,088	431,446	500,925	-69,479	446,995	-15,549
Other receipts	98,943	59,184	39,759	111,161	91,793	19,367	9,684	101,476
<b>Total Receipts</b>	190,723	166,052	24,672	542,607	592,718	-50,112	456,679	85,927
Compensation & Staff	93,964	104,897	-10,933	467,469	525,732	-58,263	417,917	49,552
Program Ministries	14,204	17,238	-3,034	59,774	84,121	-24,347	51,500	8,274
Business Management	11,740	11,940	-200	54,957	66,787	-11,829	54,025	933
Property & Building	16,410	14,674	1,735	66,241	73,492	-7,251	68,804	-2,564
<b>Total Expenses</b>	136,317	148,749	-12,432	648,441	750,132	-101,691	592,246	56,195
<b>Net</b>	54,407	17,303	37,104	-105,834	-157,413	51,579	-135,566	

Number of Givers 2021-2022				Prior Year		
	Nov		YTD through Nov		2020-21 YTD Thru Nov	
	# Givers	Avg Giving	# Givers	Avg Giving	# Givers	Avg Giving
General Fund	294	\$ 308	412	\$ 1,048	458	\$ 926
Bldg Designated	29	\$ 54	45	\$ 249	56	\$ 268
Thanksgiving	18	\$ 68	19	\$ 67	24	\$ 80
Mission & Outreach	11	\$ 391	19	\$ 673	69	\$ 413
Memorials/Estate	2	\$ 550	25	\$ 101	15	\$ 91
Other Designated	8	\$ 749	18	\$ 494	21	\$ 684
EF/Love Lights	36	\$ 421	37	\$ 419	6	\$ 2,129
All Other	0	\$ -	1	\$ 100	5	\$ 60
<b>Total</b>	313	\$ 383	445	\$ 1,088	503	\$ 991

<b>Fund Balances 11/30/2021</b>	
<b>Available Cash &amp; Short-Term Investments</b>	686,413
<b>Designated/Restricted Funds:</b>	
Building Fund	28,344
Mission & Outreach	80,977
Kitchen Fund	24,644
Memorials	41,653
Matching Funds	3,000
Estate Gifts	87,787
Other Funds	181,975
<b>Total Designated/Restricted</b>	<b>448,379</b>
<b>Child Care:</b>	Current Yr <b>12,241</b>
<b>Preschool:</b>	Current Yr <b>8,528</b>
<b>Operating Fund:</b>	Current Yr <b>-105,834</b>

<b>Endowment Fund</b>	
Cash	10,425
Investments	667,216
<b>Total</b>	<b>677,642</b>

**Staff Report to Council**

**Ministry: Director of Finance and Data**

Date: 12/15/2021

Prepared by: Laurel Hofeldt

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

- November Month-End Financial Summary and Statement of Operations attached. Fiscal year-to-date receipts are \$50,112 below budget and YTD expenses are \$101,691 below budget, meaning we are \$51,579 ahead of our expected financial position as of November 30. Reminder that RLC traditionally runs a deficit 10 months of the year, with surpluses expected in December and the month Easter occurs.
- The first Employee Retention Credit was received in November in the amount of \$131,665.94. The credit was applied as Miscellaneous Income as follows:
  - \$97,296.93 to the Operating Fund
  - \$19,868.38 to the Child Care
  - \$14,500.63 to the Preschool

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?

- The finance staff is assisting with all year-end giving opportunities, including Love Lights, Christmas Garden, Sharing Tree, special year-end gifts to support ongoing ministry (including stock gifts, qualified charitable distributions from IRAs, grants from donor-advised funds, and cash gifts). December is the largest month of the year for charitable giving to RLC and other non-profits.
- Did you know? If you do not itemize deductions, the law permits taxpayers to claim a limited deduction on their 2021 federal income tax returns for cash contributions made to qualifying charitable organizations. Taxpayers can claim a deduction of up to \$300 for individuals, or up to a maximum of \$600 for married individuals filing joint returns.

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?

- Request for Council to make a motion and vote to accept the 2022 Pastor's Housing Allowance designation. This will be handled during New Business on the Council agenda.
  - This does not affect total compensation, but does provide a significant tax benefit to pastors.
  - Pastor Lauren has submitted her housing allowance request for 2022.
  - The IRS requires approval of housing allowances to be recorded in the minutes of the governing board each year prior to January 1.

December 16, 2021, 7:00 pm

## Senior Pastor Report - December 2021 Lauren J. Wrightsman

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

- **Staffing:**

- o **Office Secretary / Receptionist** - we are currently in the process of filling this now vacant position
- o **Associate Pastor** - The Call Committee is hard at work. We have interviewed our first slate of candidates

*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?*

- Advent / Christmas - Service / activity schedule:

- **Sun. Dec. 19** - Fourth Sunday of Advent
- **Fri. Dec 24 - Christmas Eve services:** times - 3:00 and 4:30 (family services) 9:00 p.m. Candlelight with Communion, Choir
- **Sat. Dec. 25 - Christmas Day worship - 10:00 a.m.**
- **Dec 26 - Sunday Worship and Carols - 9:00 ONLY**
- **Fri. Dec 31 - New Year's Eve with RLC Jazz 7:00 (tickets required) Masks, Vaccination Required**
- **Jan. 2 Sunday Worship services (9:00 and 10:30)**

- **Global Missions**

- o Guatemala: 4 individuals will be participating in a global mission trip to Guatemala January 22 - 31. Participants include: Pastor Lauren Wrightsman, Audrey Dontje Lindell (Youth Director), Val Velde (Vice President) and James Velde (son of Val). This team is going with a group from Christ Lutheran Church, Lake Elmo, and will be exploring two possible future partnerships: 1) Community service with partnerships through Christ Lake Elmo and 2) ILAG, St. Paul Area Synod sponsored partnerships.

- 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.

**Other:**

- Internal Audit - Monday, December 13, 2021
- Constitution and Bylaws - now up on website. Postcards / letters to go out to congregation in the next few days
- Sabbatical (on hold until summer 2023)

*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.**

## **Support Staff**

Date: 12/13/21

Prepared by: David Booms

## Highlight results of key programs or activities from the last 30 days.

### **Admin**

- Coordinating Covid-19 response & protocol
- Covering duties of the Receptionist. Many Thanks to staff members who are assisting with phone coverage.
  - Interviews for this position are being conducted.
- Covering all Building and Grounds needs that are not covered by the contact with the Maintenance Team.
- Concluded renewal with Portico
- Various Year end tasks
- Coordinating with & supporting other ministries Advent events

### **Campus**

- Main Boiler pressure observation.
  - Arlen and I noticed that with the fluctuating warmer than average November temps, the boiler pressures were acting irregularly. System adjustments were made a handful of times to ensure the boiler was functioning regularly. Will continue to monitor.
- Troubleshoot A/V issues.
  - Reached out to AV Ave for info regarding input and audio issues in room 40 and social hall.
- Manger scene set up completed.
- Coordinated with Mike Dolan and facilities team to prep for and complete Mural
- Selected snow removal company

December 16, 2021, 7:00 pm

- Executed?planned December Musical Needs with John.
- Renewed search for tree removal bids. Focusing on four elms currently infected with EAB.
- Parents Morning Out cleaning schedule set for Nursery area.

### **Communications**

- Coordinating substantial printing jobs for mailings, Advent/Christmas bulletins, programs, special services, etc. Thanks to all who have helped make this go so smoothly.
- Supporting temporary office staffing needs.
- Editing video clips for the RLC Kids Program.
- Editing audio for the “Pathway to Christmas” Drive-by Nativity, arranging for broadcast online and FM.
- Next TABLE Deadline is Feb. 1 for the March-April-May issue.

### **Hospitality**

- Pies for Thanksgiving Eve
- Distributed gifts of food & drink at the Pathway to Christmas event Dec 3
- Conducted Candy Cane breakfast Dec 4
  - 13 families participated.
- Prepping for a Slovakian ministry luncheon

### **Director of Community Engagement and Care Ministry**

12/16/21

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
- Drive Thru Nativity: More planning and detail for 2022 will take place. Felt rushed with this event.
- Vibe Mentor Event in early december at church: very fruitful month with mentors and mentees
- directed the children’s play for 2nd week in Dec (mtg with Julie in January to talk about a performing Arts Camp for children)
- Sharing Tree - another successful year of contributions

December 16, 2021, 7:00 pm

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?

- Every Meal Program at Central Park
- Dorothy Day Center serving
- Prime Time start up late in January (overseeing this program in 2022)

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**

12/15/21

Prepared by:Rebecca Bedner-Faris

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

- Thank you for your help with writing thank you notes to members. I have heard positive feedback from members about the notes they received.
- Love Lights and Luminaries had a successful season raising \$4291 after expenses, compared to \$3456 in 2020, and \$2655 in 2019. A similar amount of Love Lights and Luminaries were sold (in the 140's), so changing the suggested donation from \$25 to \$30 was the biggest factor in our 24% increase in funds raised.
- Lessons learned: I think we are on the right track as we work to consistently include information about giving to RLC in many different places. There was an article in the table about year end gifts, which will also be in the E-Newsletter through the end of the month. This is also included in the church bulletin through the end of the year. The recent Letter from the Pastor included multiple ways to give-year end, Love Lights and Luminaries and Christmas Garden. I will continue to look for multiple ways to reach our members, who are diverse in the ways they engage with and give to 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?

- Starting next month, I will start the planning process for the pRAISE RLC campaign.



December 16, 2021, 7:00 pm

- I plan to work with the Endowment Committee on making a short video about the Endowment Fund at RLC, as making a plan for the rest of the year.

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?

- I hope you are able to join us at the [Festival Music Concert](#) this coming Saturday. I believe we are still looking for volunteers to help with greeting and checking vaccination cards. I am very excited for this event as I continue to meet people, and I will be able to match faces with names in the Star Program. I hope to see you there!

### **Mission & Outreach**

Chair/Leader: Kris Olsen

12/15/2021

Prepared by: Kris Olsen

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

- Mission and Outreach team in high execution mode with the collection and distribution of items collected for Warm Tummies and Toes and The Sharing Tree. This was a very successful year with a huge number of contributions to Keystone, Project Home and Bridging, plus gift cards for Central Park Elementary and online contributions to Every Meal.

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?

- January is Mission and Outreach month for the Adult Education time - we have speakers arranged for every week in January.
- January is also the dresser build for Bridging
- Feb/March potentially another food drive or distribution

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?

### **Group: Endowment Committee**

Chair/Leader: Mike Dolan

Date: 12/15/2021

Prepared by: Bill Metzger

December 16, 2021, 7:00 pm

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

- The Endowment committee decided in late October for their December fundraiser to combine the previous year love lights and luminaries into one offering because of the unknown impact of COVID on church activities. We also decided to increase the gift request to \$30 for each love light and luminary package. The program ended last Sunday 12/12/21 and the love lights will be displayed at the Christmas Concert on 12/18/21. Here is the result of our program as summarized by Rebecca:

Love Lights and Luminaries had a successful season raising \$4291 after expenses, compared to \$3456 in 2020 and \$2655 in 2019. A similar amount of Love Lights and Luminaries were sold (in the 140's), so changing the suggested donation from \$25 to \$30 was the biggest factor in our 24% increase in funds raised.

- Rebecca did an excellent job in organizing, coordinating details and schedules for the Endowment team. This was extreme helpful in making this event easy for Endowment members to participate.

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?

- In January we will start our new process for establishing the amount that will be allocated to gifting for endowment requests that come in the spring and fall. The endowment fund will be valued on December 31<sup>st</sup>, 2021, and we then allocate 5% for gifting requests in 2022.
- This is based on the Chart approved by Council in October/ November this year.

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.

### **Children's Advisory Board**

Chair/Leader: Julie Hanson

12/16/21

Prepared by: Julie Hanson

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

- Pathway to Christmas on Friday, Dec. 3<sup>rd</sup> was a beautiful event, and many participated to make it meaningful for those that attended. Only had about 40 cars come through tho, so will think of ways to better promo and encourage attendance next year if we decide to do it. The narration

December 16, 2021, 7:00 pm

included 2 kids from RLC and was especially good, that people could listen to over our FM station on the radio or on their phones with a QR code. Goodies were handed out from Connie.

- Candy Cane Breakfast was magical. We had 13 families attend, all at their own tables for safety. It was a mix of parents and kids and grandparents and grandchildren. They were served rather than using a buffet line to get their brunch. Families decorated their own gingerbread houses, cello music was played by 2 of our youth, and the families had a wonderful time. We served approx.. 50 people. This is an event that is fun, kid friendly and meaningful with a touch of fancy.
- Children's Christmas Program, Hark the Herald Angels Sing was presented last Sunday as part of the 10:30 worship service. It was a hybrid program, mixing live singing with a band, acting, and recorded parts for our Luke 2 verses and families sharing their family traditions. The kids really did a great job! Wearing masks made the kids need to really sing out to be heard, and they met the challenge.
- RLC Kids continues to meet during the two worship services, with elementary kids rejoining their families at the end of the service. Many families have expressed their positive feedback with this format, giving the kids a "taste of worship" and some time to dig into the theme of the day. Our plan after Christmas is to break into small groups to encourage connection between kids and with Shepherds.

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?

- CM Advisory Board is planning to phone each of the families in our ministry in January that we have not seen back yet. We want to let them know we are thinking of them, are praying for them, and that they are missed. No guilt for not attending, no invitation to come to an event, but just a call to say we are thinking of you. Also talking with Connie about maybe sharing some muffins or heart cookies at their doorstep with a note of encouragement in February after the calls are made.
- Family Blessing service on Wednesday evenings is on hold right now, to see if we can safely serve food to families, and if families are comfortable eating with each other. We will assess this in early January and coordinate with Pastor Lauren.
- Kids Choir will begin in mid-January on Wednesday evenings from 6:30-7, coordinating with the Family blessing services ideally. Joe Husby will direct the kids, grades 1-6.

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?

### **Adult Education**

Chair/Leader: Sharon Swiglo

MM/DD/YY December 9, 2021

Prepared by: Heidi Larson

Members present: Sharon Swiglo, Jim Boyce, Mary Schultz, Wanda Fingalson, Heidi Larson, Rolf Olson, Lon and Mary Erickson

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

December 16, 2021, 7:00 pm

- Nov. 14 - Dr. Mary Jane Haemig - 22 in attendance
- Nov. 21 - Dr. Mary Jane Haemig - 24
- Nov. 28 - Dr. Mary Jane Haemig - 21
- Dec. 5 - John Helgen - 20

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?

- Dec. 12 - Mary Schultz - Gratitude
- January 9, 16, 23 and 30 - Mission and Outreach

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?