

August 25, 2022, 7:00 pm, RLC Social Hall

Practice for annual meeting Aug 25, Thursday, 6:00 pm, Annual Meeting rehearsal in Worship Center

- 1) Call to Order by Joe Zeigler at 7:02 pm at the RLC Social Hall
- 2) Quorum assessment - Quorum established.
 - a) Members present: Joe Zeigler, Val Velde, Kevin Hansen, Kris Olsen, Bill Metzger, Heidi Larson, Rebecca Field, Linda Hanson
 - b) Members absent: Mary Peterson
 - c) RLC staff present: David Booms, Lauren Wrightsman, Marty Wyatt, Rebecca Bedner-Faris, Laurel Hofeldt
- 2) Approval of current agenda
 - a) Motion to approve by Rebecca Field. Second. Approved.
- 3) Approval of prior month's minutes
 - a) Motion to approve by Val Velde. Second. Approved.
- 4) Monthly staff reports
 - a) Finance – Laurel Hofeldt
 - b) Senior Pastor – Lauren Wrightsman
 - c) Associate Pastor – Marty Wyatt
 - d) Church Administrator – David Booms
 - e) Engagement and Care Ministries – Diane Sell
 - f) Development – Rebecca Bedner
- 5) Committee liaison reports
 - a) Mission & Outreach – Kris Olsen
 - b) Endowment – Bill Metzger
 - c) Children's – Mary Peterson
 - d) Youth & Family – Kevin Hansen
 - e) Adult Ed – Heidi Larson
 - f) Nominating Committee- Val Velde
- 6) New Business
- 7) Upcoming dates
 - a) Sunday, August 28 Annual Meeting
 - 11:00 am, Council members arrive for prep & set-up in commons

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- 11:30 am, Congregational meeting, Worship Center
- b) Sunday, September 4, Outdoor Worship. Bring your pets!
- c) September 15 Next Council Meeting- In Person at RLC
- d) Council Retreat- Staff and Council- September 25 from Noon - 3 pm
- e) Oct 2nd Leadership training for Lay Leadership at RLC
- 8) Review preliminary budget — Council, Lauren and Finance Director
 - a) Budget was moved by Val Velde. Seconded. Approved.
- 9) Headlines – Recap key communications messages for next 30 days
 - Confirmation & Kids registrations are open! Sign up now online!
 - Friday & Saturday, September 9 & 10, Festival for Change, hosted by RLC

10) Adjournment

Motion made by Val Velde. Seconded. Approved.

11) Closing prayer

August 2022 Council Report

Laurel Hofeldt, Director of Finance and Data

• July 2022 Month-End Financial Summary is attached:

- o Total Receipts were \$38,191 below budget.
- o Total Expenses were \$20,930 below budget, meaning that we are \$17,261 below our expected budget position as of the end of the first month of the new fiscal year.

o Child Care and Preschool funds have been combined as of July 1st. With one full-time director managing both ministries, combining the funds streamlines operations and reporting.

• 2022-2023 Proposed Budget

- o Approved by Council at the July meeting
- o Will be voted on at the annual meeting this Sunday, August 28 at 11:30 am.
- o Q&A Session held on August 23 via Zoom was attended by 18 members. This was a chance to give detailed information and answer questions in preparation for the annual meeting.

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- Database Update continues. Members who are no longer eligible to vote were contacted by letter letting them know that they will be unable to vote at the annual meeting unless they become active again. According to the RLC Constitution: "Voting members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation."
- Request for Council discussion and vote: One of the items cut from the proposed operating budget was funding for the Presidents' Dinner in October. This dinner is held approximately every 5 years to thank past presidents and to share the vision, mission, and ministry plans for RLC in the coming years. It is a valuable event to recognize their past leadership and get them on board for future ministry. Approximate cost for the dinner will be \$2,500. I am requesting that \$2,500 be provided from the Memorial fund to Hospitality to support this dinner.

Church Operations 2022-2023							Prior Year Comparison	
	Jul Actual	Jul Budget	Jul Variance	YTD Actual	YTD Budget	YTD Variance to Budget	2021-2022 YTD Actual	Current YTD Actual vs Prior YTD Actual
Offering	77,667	114,806	-37,139	77,667	114,806	-37,139	87,723	-10,056
Other receipts	<u>7,385</u>	<u>8,437</u>	<u>-1,052</u>	<u>7,385</u>	<u>8,437</u>	<u>-1,052</u>	<u>2,174</u>	<u>5,212</u>
Total Receipts	85,053	123,244	-38,191	85,053	123,244	-38,191	89,897	-4,844
Compensation & Staff	83,707	95,451	-11,744	83,707	95,451	-11,744	88,117	-4,410
Program Ministries	10,427	15,111	-4,684	10,427	15,111	-4,684	8,743	1,685
Business Management	9,668	11,170	-1,502	9,668	11,170	-1,502	9,996	-327
Property & Building	<u>14,322</u>	<u>17,322</u>	<u>-3,000</u>	<u>14,322</u>	<u>17,322</u>	<u>-3,000</u>	<u>13,394</u>	<u>928</u>
Total Expenses	118,125	139,054	-20,930	118,125	139,054	-20,930	120,250	-2,125
Net	-33,072	-15,811	-17,261	-33,072	-15,811	-17,261	-30,353	

Number of Givers 2022-2023			Prior Year	
	YTD through Jul		2021-22 YTD Thru Jul	
	# Givers	Avg Giving	# Givers	Avg Giving
General Fund	287	\$ 262	302	\$ 292
Bldg Designated	25	\$ 60	35	\$ 72
Mission & Outreach	7	\$ 294	5	\$ 229
Memorials/Estate	1	\$ 50	4	\$ 33
Other Designated	6	\$ 41	3	\$ 690
Endowment Fund	1	\$ 100	1	\$ 260
All Other	0	\$ -	0	\$ -
Total	289	\$ 273	307	\$ 307

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Fund Balances 07/31/2022			
Available Cash & Short-Term Investments		521,314	
Designated/Restricted Funds:			
	Building Fund	34,703	
	Mission & Outreach	67,277	
	Kitchen Fund	23,746	
	Memorials	37,207	
	Estate Gifts	79,022	
	Organ Fund	49,838	
	<u>Other Funds</u>	<u>238,915</u>	
	Total Designated/Restricted	530,708	
Preschool/Child Care	Current Yr	-18,853	
Operating Fund:	Current Yr	-33,072	

Endowment Fund			
	Cash	32	
	<u>Investments</u>	<u>604,666</u>	
	Total		604,698

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Roseville Lutheran Church Statement of Operations FY 2022-2023
As of July 31, 2022

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	77,667	68%	114,806
Other Income & Receipts	7,385		8,437
TOTAL RECEIPTS	85,053	69%	123,244
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	69,060		77,300
Staff Benefits	13,962		17,154
Business Expense	684		997
TOTAL BUSINESS EXPENSES & COMPENSATION	83,707	88%	95,451
TOTAL WORSHIP & PRAYER	828	56%	1,486
TOTAL MISSION & OUTREACH	5,056	62%	8,200
TOTAL EDUCATION & CHILDREN	175	30%	591
TOTAL YOUTH & FAMILY MINISTRIES	12	30%	42
TOTAL CHRISTIAN LIFE	4,356	91%	4,792
TOTAL PROGRAM MINISTRIES	10,427	69%	15,111

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SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Development	1,156		1,133
Bank Fees, Insurance, Payroll Processing	3,114		3,292
Office Support, Computer/Network, Council	3,831		4,175
Communications, Printing, Publishing, Mailings	1,568		2,571
TOTAL BUSINESS MANAGEMENT	9,668	87%	11,170
PROPERTIES & BUILDINGS			
Utilities	6,563		7,475
Cleaning & Maintenance	736		2,039
Grounds & Parking Lots	1,082		1,063
HVAC, Lighting & Security	1,320		1,292
Mortgage & Building Projects/Improvements	4,621		5,454
TOTAL PROPERTIES & BUILDINGS	14,322	83%	17,322
TOTAL SUSTAINING MINISTRIES	23,990	84%	28,492
TOTAL EXPENSES	118,125	85%	139,054
RECEIPTS OVER/UNDER EXPENSES	-33,072		-15,811

'Senior Pastor Report- August 2022

Lauren J. Wrightsman

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

Staff Transitions

- CYF Call Committee - Candidate to go up for call Sunday August 28, 2022 (Pastor of Youth and Young Adult Engagement)

- Director of Children's Ministry - vacant

Organizational Task Force - Continuing its work. The organizational structure will be built upon our mission and vision.

- 3 areas of ministry - with center being "A community united"

1) Love God (Worship, music and education, etc.)

2) Love your Neighbor (outreach and partnerships, etc.)

3) RLC Resources (building, communications, finances, etc.)

Organ Task Force - has begun its work.

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Inclusion Task Force - will have the "Welcome Statement" presented at Annual

Meeting on Sunday, August 28th

Budget - complete - looking forward to Annual meeting

Sabbatical

- John Helgen (Jan - Feb 2023) See attached in council folder

- Pastor Lauren (Mid May - Mid June 2023) - still working on details

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?

Associate Pastor

Date: 8/23/2022

Prepared by: Marty Wyatt

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

- Getting all of the aspects of confirmation ready to go for fall-volunteers, registrations, curriculum, etc.
- Coordinating preparation of RLC Kids-volunteers, registrations, etc. Gena Mickley has been essential in this work
- Organizational Task Force-this work continues
- Inclusion Task Force-RIC Information board in the commons with council approved welcome statement for congregation to take

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?

- Festival for Change is September 9-10
- Welcome Sunday is September 11
- Confirmation Leader Training Sept 14, Confirmation Starts Sept 21
- RLC Kids Leader Training August 31, RLC Kids Starts September 11
- High School Programming Start TBD
- Justice Groups working on a joint pamphlet/brochure for a more cohesive feel between the different groups and also in an effort to engage the wider congregation in more ways and more

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broadly (this is currently on the back burner as attention has been on CYF-but would like it to move back to the front after fall kick offs)

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

Ministry: Support Staff

Date: Aug 25, 2022

Prepared by: David Booms

Admin

- The Maintenance Team gave 30 day notice
 - Planning to post for a PT custodial/maintenance position
- Livestreaming
 - Looking to hire an A/V Specialist for livestream. (1st notice in the Table). We are working with Nick Clausen to craft the position to compliment his work, advertise, and train the new person.
- Preschool
 - Helping with filling positions
- Festival for Change planning
 - Seeking Special use permits from City Hall
 - Securing volunteers
- Lively Landscapers
 - Removed the two arborvitae on either side of the front entrance
- Design Team
 - Murals are showing their age. The team is looking for recommendations for repair/cleaning/storage.
- Managing Vendor relations
- Working with underwriters on the Workers Comp cases.
- Fall planning
- Booking Fall events

Facilities

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- Scheduled and completed paper/document pickup with Marco Shred
- Alarm issues
 - Replaced faulty Water Flow switch with LifeSaver Sprinkler
 - Replaced faulty Tamper Switch with Viking Sprinkler
 - Corrected Fire panel wiring for outside horn and panel alarms
- Child Care House
 - Prepped for new flooring to cover
 - Cleaned Dehumidifier in basement of CCH
 - Repaired and rebuilt railing for playhouse at CCH
 - Removed small wasp nest from playhouse at CCH
 - Removed and throw away a few small furniture items from CCH
- Met with MEI's new service manager about Elevator repairs and updates
 - To prioritize replacement plan

Communications

- Annual Report and Sept-Oct-Nov TABLE publications have been sent..
- Working to support the Annual Meeting with Slides, etc. Supporting Membership Database Update efforts, upcoming Stewardship (Annual Appeal is Oct. 2, 9, 16)
- Website Update: looking at a new template with the current provider. Launch date TBD. May correlate with Organizational Task Force work.
- Looking ahead to Welcome Sunday ("Rally Day") and fall activities.
- Some video production for Annual Appeal. Introduction to Candidate for Pastor of Youth and Young Adult Engagement, Tori Remer. Also for the Inclusion Task Force as they prepare to further engage the congregation and move to building a consensus and eventual vote to become an RIC congregation.
- Next TABLE deadline is Nov. 1 for Dec-Jan-Feb. Issue

Hospitality

- Prepared food for :
 - Catered three funeral
 - Luncheon at St Mary's WBL
- Working on plans and food prep for 10 future events
- Taking reservations from outside groups for Fall events
- Re-ordering all Hospitality Spaces

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Community Engagement and Care

Chair/Leader: Diane Sell

[Report date] 3/22

Prepared by: D Sell

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

- **Racial Justice Festival steering committee members:** Kathy Ramundt (Do Good Roseville), Delon Smith (Equity director at Roseville Area Schools), Thomas Brooks (Equity Director for the City of Roseville) Pastor Riz Prakism (lead Pastor of New Life Church, Roseville) AD Dixon (Elder at new Life Church, Roseville) Diane Sell, Pastor Marty (RLC)
- **Griefshare: if you have it, they will come!**
- **Rubbing shoulders with Marty:** We have similar touch points in ministry through M&O and Care Ministry. We have gotten to spend a lot of time together in ministry this month!
- **Conversations with Young Families** about Small Group Ministry starting up in April.

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?

- **Easter Vigil:** Working with Pastor Rolf, John Helgen and new associate Pastor Marty to bring back for this year.
- **PRAISE Campaign:** working on M&O day and Care and Hospitality Day as well as CYF party day
- **Care Team REcomissioning Day** Sunday May 1 at the 9am service
- **Griefshare class** begins Tuesday March 15 on site at RLC 12 people signed up from the local community and our RLC family.
- **New Member Class:** coming late in April with a May 15 welcome Sunday
- **New Project** Racial Justice Festival September 9-10th cooperative event with Roseville churches, Roseville city and Roseville schools equity directors. to be held on the grounds of RLC.
- **New Project:** Music/food on the blacktop: 3 engagement events to happen in coordination with the music department.

Development Director

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8/22/22

Prepared by: Rebecca Bedner

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

- I have been meeting with RLC members to learn more about their history with the church, and the areas that they are most passionate about for the future.

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?

- Continued meetings with RLC members and friends.
- Continued work on Endowment Fund Work Plan.
- Continued work with Laurel on the Database Update project. We are in the final stage of this project, contacting those that have not responded.
- Planning for our Annual Appeal which will take place Oct 2, 9, and 16.
- Planning Presidents' Dinner which will take place on October 4, 2022. This is a private event for past presidents, the current president and the executive committee. We will be celebrating 80 years of ministry and thanking them for their service and support over the years.

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?

- Support for President's Dinner, which Laurel will address in her report.

Group: Mission & Outreach

Chair/Leader: Dave Tetzlaff

Date: August 24, 2022

Prepared by: Kris Olsen

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

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- Mission & Outreach did not meet in August.
- The only current M&O activity is the school supply drive,

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 meeting September 6th.
- One new member of the committee – a new member! Her name is Janelle Olson, and a welcome addition.

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?

- Planning has begun to address organizational structure through the Organizational task force.

Children's Advisory Board:

Chair/Leader:

Date: 8.23.22

Prepared by: Mary Peterson

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

- Registration is underway for RLC Kids and going smoothly.
- Curriculum is being created for the program year.

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?

- RLC Kids will begin on Welcome Sunday, September 11th. There will be games and food outside between and after services. It'll be a great time to celebrate the start of fall and connect with new church friends after a busy summer!

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?

- Volunteer referrals for RLC Kids are welcome! Please share names with Marty or better yet, reach out to your RLC friends directly and ask them to volunteer as a shepherd or in another capacity to support our Children's ministry program!

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Group:

Chair/Leader: Mike Dolan

Date 8-24-22

Prepared by: Bill Metzger

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

- The Endowment committee has not met since the July Council meeting..

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?

- Endowment Committee worked with Rebecca on the Annual report for Endowment
- Rebecca has continued to emphasize Legacy Giving in her communications with the Congregation. She has continued to work with Greg and Sarah on an endowment Video. She also has other activities she is working on for Legacy Giving. The endowment committee appreciates all she has done and will do to keep the endowment fund and legacy giving before the congregation.

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? Not at this time.

Nominating Committee Report

Chair/Leader: Val Velde

Date: 8.25.22

Prepared by: Val Velde

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RLC LEADERSHIP NOMINATIONS

EXECUTIVE COUNCIL - VICE PRESIDENT

Erik Storlie

I grew up in Caledonia. My father was an ELCA pastor. I attended Luther College, then the U of MN Medical School. I did my residency in San Diego, after which my wife, Trupti, and I were stationed in Japan. I have worked at Abbott Northwestern Hospital as a hospitalist since returning in 2006. Trupti and I joined RLC in 2010. We have two daughters, Priya (13) and Asha (10). Between Cornerstone, worship, adult education, small groups, and friendships, the community of RLC is an important part of our lives. I look forward to greater involvement through the executive committee as we emerge from (or learn to live with) the pandemic.



Erik Storlie



Linda Werner

COUNCIL - ADULT LEARNING TEAMS

Linda Werner

My husband, David and I have been members of RLC since 2009. We have two adult sons and one daughter-in-law. I am an active member of the RLC Choir and also participate in the Christmas Festival choir. In late 2020, I retired as the executive assistant to the CEO of Bremer Bank in St. Paul. I am looking forward to serving on the council.



Judy Kaufmann

COUNCIL - CHILDREN'S MINISTRY

Judy Kaufmann

My roots at Roseville Lutheran run very deep, having been a member for 45 years. My background is in education and I have been blessed with a career that spans teaching, educational leadership and educational leadership coaching. At RLC my contributions to education have included a decade as preschool teacher and interim director at RLNS and twenty years of service to children's education through committee leadership and Sunday School lead. Thank you for welcoming me back to supporting the growth of our youth and families in their journey into lifelong faith, kindness and love for one another.



Nancy Brown

COUNCIL - YOUTH MINISTRY

Nancy Brown

My husband and I have been RLC members for over 20 years. We have three boys, ages 15, 13, and 10 years old. I have been involved in leading Sunday morning children's groups. I have also been a small group leader in our Confirmation program. Our family loves being members of Roseville Lutheran. We are thankful for the youth ministry and the worship services.



Mike Dolan

ENDOWMENT COMMITTEE

Mike Dolan - 3 year term

Before completing my recent term on Council, I participated in our Senior Pastor Call Committee and had served on the Endowment committee. I am currently one of the Sunday worship ushers. In the long run I hope for stable church membership which reaches out and responds to the needs of our members and community alike.

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ENDOWMENT COMMITTEE**Sarah Richter - 3 year term**

My husband, Doug Richter, and I have been members of Roseville Lutheran for 17 years. We have three kids ages 11, 7, and 5 years old. Over the past ten years, I've volunteered on the stewardship and endowment committees and helped lead pRAISE RLC campaigns. I enjoy connecting resources to the needs of RLC and the community.



Sarah Richter

FINANCE COMMITTEE**Erik Wolhowe - 1 year**

My name is Erik Wolhowe and I have been asked to be a candidate for the newly formed Finance Committee. I look forward to this opportunity. In the past, I have served on Council plus several committees where I have dealt with RLC's budget and finance issues which I hope has prepared me for this new finance committee. Currently I volunteer with RLC's Meals on Wheels program and the Loaves and Fishes program and I enjoy participating in the men's Saturday morning Bible study and the RLC book group.



Erik Wolhowe

FINANCE COMMITTEE**Steve Mumm - 2 year**

My wife, Julie, and I joined RLC in 1988. When our three daughters were young, we were involved in Children's Ministry and Parents' Bible Studies. I have been active at RLC as a Council member, usher, communion server, Habitat for Humanity Builder, and Men's Ministry participant. In 2018 I retired from the Federal Reserve Bank of Minneapolis.



Steve Mumm

FINANCE COMMITTEE**Nicholas Velde - 3 year**

Nick has been a member of RLC for over 15 years. He graduated the University of Minnesota Carlson School of Management with a double major in finance and accounting in 2003. He continued his education at the University of Minnesota law school. He spent 11 years at a large public accounting firm providing tax services to many large companies. Currently is the Director of Tax for a Minnesota based Fortune 1000 Company. .



Nicholas Velde

NOMINATING COMMITTEE**Jan Abell - 2 year term**

I'm Jan Abell, and I have been a member of Roseville Lutheran Church since 2010. Over the years I've been involved as a communion server, and helping with hospitality at RLC. I've also also volunteered as an overnight helper when RLC hosted Project Home.



Jan Abell

NOMINATING COMMITTEE - OPEN

This position is currently open. If you are interested in participating as a member of our Nominating Committee, please contact Val Velde, Vice-President of the church council at vavelde@landolakes.com

TO: RLC Church Council

FROM: John Helgen

August 25, 2022, 7:00 pm, RLC Social Hall

DATE: August 21, 2022

RE: Request for Sabbatical Leave

I began working for Roseville Lutheran on July 1, 2003, and have now begun my twentieth year as Director of Music. I was first granted a sabbatical leave for eight weeks in 2009, and then again in 2015.

I am requesting a sabbatical leave during the months of January and February, 2023. If approved, I would be at RLC on Sunday, January 1, 2023, and then gone for eight Sundays between January 2 through February 26, returning on Wednesday, March 1, 2023. My first Sunday back would be March 5, 2023.

The purpose for the sabbatical is rest and rejuvenation, along with some winter travel. I last had a winter trip outside of Minnesota in March, 2020, just before the start of Covid.

I have advised Pastor Lauren about how musical staffing for Sunday worship would be accomplished in my absence, with Martha Mutch as organist, Jeff Bowar leading the RLC Choir, and Lori Haaland leading the handbell choirs for the 9:00 worship, and Lucas Byl leading the 10:30 worship with the assistance of Charles Scott. We have wonderful, capable staff members as well as volunteers available to assist.

In collaboration with the pastors, we would plan the worship services for January and February and choose music for those days in advance.

Concerts at RLC would be hosted by our volunteers. At this point in time, there is only one concert on the books during these two months, the Minnesota Sinfonia concert on Friday, February 16.

Thank you for your consideration.

John