

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

Date: November 21, 2019

- 1) Call to Order by Mike Dolan at 7:00 pm.
- 2) Devotional / Shared Prayer lead by Mike Dolan
- 3) Quorum established.

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

Members absent: Carrie Hefte Hanton

Others present: David Booms, Laurel Hofeldt, Sara Spohr, Lauren Wrightsman

- 4) Approval of Agenda

Motion to approve by Tostengard . Second Henry. Approved unanimously.

- 5) Approval of prior month's minutes

Motion to approve by Henry. Second Peterson. Approved unanimously.

- 6) Guest speaker: David Layden from the ELCA

- 7) Worship Center Renewal Project initial findings – Jeff Bowar [10]

- 8) Monthly Staff Reports

- a) Finance – Laurel Hofeldt [13]

Council discussed options for offsetting YTD budget shortfall.

Motion by Dolan. Second by Roste: To partially offset shortfall, transfer cost of Gift Planning Services paid from Stewardship budget to Memorial gifts in the amount of \$4,106.26; and to transfer Security overages to dedicated Building Fund the amount of \$7,000. Motion approved.

- b) Senior Pastor – Lauren Wrightsman [3]
- c) Associate Pastor – Sara Spohr [4]
- d) Church Administrator – David Booms [6]

- 9) Committee Reports

- a) Mission & Outreach- Heather
- b) Endowment - Carrie
- c) Children- Mary [8]
- d) Youth & Family- Mike [17]
- e) Adult Ed- Pastor Sara / Dave
- f) Christian Life- Scott
- g) Nominating- Joe

- 10) Items for Discussion

- a) Preschool fundraiser proposal. Council requested more detail regarding fundraising objectives. The proposal will be revisited at December meeting.

- 11) New Business

- 12) Upcoming dates: Next Council meeting December 19, 7:00 pm

ROSEVILLE LUTHERAN CHURCH COUNCIL MINUTES

13) Adjournment

Move to adjourn by Henry. Second by everyone. Approved.

14) Closing prayer

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

From: Pastor Lauren Wrightsman
To: Council
November 2019

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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

Lay members: Rebecca Field, Kevin Hansen, Greg Johnson, Bill Metzger, Kathy Peters-Martell

Staff members: Laurel Hofeldt, Pastor Sara Spohr, Pastor Lauren Wrightsman

The committee has been meeting over the course of the past few months. We are currently receiving information from a variety of Task Forces and Committees. Including:

- Mission Advancement
- Mission and Outreach
- Constitutional and By-Law Review
- Worship Center Renewal Project

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 manager: Tom Lund

Worship and Music Task Force has created an Executive Report that will be distributed to council for November 2019. We thank the members for their work.

Design Committee – please see report regarding new design of Upper Lobby
God of All: September 29 – October 20

Council Report

Staff Member name: **Pastor Sara Spohr**

Date: **November 2019**

Children and Youth Ministry:

We have had some really wonderful events in the past month that tell a beautiful story of ministry happening with children youth and families at Roseville Lutheran. Each of these stories demonstrates a depth to the ministry we are offering that I am really proud of.

- MEA Getaway - Audrey took her first big group on a trip up to Castaway at the end of October. The trip was well attended as in past years and everyone had a wonderful time. This year, I also heard a number of stories of young people making important connections with our adult leaders. They were able to share hurts and worries, and in this sharing they found caring adults ready to listen and respond.
- Caramel Apples with Cornerstone Families - Julie and the Children's Ministry team came wanted to find a way for parents to connect with those who lead their children in Cornerstone each week. On October 27th, they served up Caramel Apples, but they also served up new and important connections between leaders and families. In so many of our programs the great strength comes in leaders who give of their time to support and nurture the faith lives of students, it was a win to connect these strong leaders to the families of the kids they serve.
- Confirmation Leader Talent Show - During a lesson on using our gifts and talents to serve God, our Confirmation leaders stepped up in a really fun way. We had a talent show featuring many of the adult leaders of our confirmation small groups. They kids were engaged and excited to cheer on their leaders, the leaders were willing to share in a new way, and it was just a fun night. I don't think a night like this would have been possible 3 years ago. I have been very impressed with the way that Abby Matter has taken on the leadership of our Confirmation program, she recruits strong leaders, she works with them to make sure they have what they need, she problems solves with them when things are difficult, she prays with them, celebrates with them, and is clear about her expectations of them. They trust her leadership, so when she puts forth an idea like a talent show - they go with it! This was a leadership win for sure.

Mission and Outreach

As I shared in September, we are working on an Advent worship/education series that helps understand issues around Immigration. We'll look at it from a Biblical, personal, and churchwide perspective. Nancy Olson has been working closely with this initiative and she is now combining forces with the Our Neighbors and Me team to continue the work. Here is the plan for worship in Advent:

Wednesday, December 4

Remembering the Stranger. Loving the Stranger

6 pm worship - Deut 10:17-11:11

6:45 education - Presenter: Professor Jim Boyce

Wednesday, December 11

Welcoming the Stranger

6 pm worship - Luke 1:46-55

6:45 education - Presenter: Mark Prokesh, Immigration Attorney

Wednesday, December 18

Engaging the Stranger in Lutheran Witness

6 pm worship - 1 John 4:12-21

6:45 education - Presenters: Pastor Kristie Henning and Nancy Olson

Mission and Outreach is getting ready to head into one of the busiest times of the year. In the next 3 months we'll:

- Collect gifts through the annual sharing tree
- Collect socks for warm tummies and toes
- Distribute blanket kits for families to make for Bridging
- Participate in the annual dresser build
- Project Home, recruit volunteers and host in February

I hope that you will find a way to be a part of these serving efforts. It is exciting to see all of the ways that people are living out this mission to be a community united by grace and I am thankful for people like you who are leaning into this mission to serve in community, for our community.

Council Report for Nov. 2019 Meeting

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.

- Continuing to manage Community groups/individuals' rental needs
- Continuing to work on transitioning Worship Team management to Diane Sell
- Continuing training for Beth Daniels (Receptionist)

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

- Assisting the Green Team with an education program.
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Department Name: Facilities

Prepared By: Bruce Pelava, Campus Manager

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

- Room 40 water mitigation work completed. Flooring work completed.
- Preparing for the mural setup for touchup painting.
- Boom lift reserved and set for delivery on 11/27/19.
- Mural to be raised on 11/29/19.
- Repairs have been made on the domestic water system (leak).
- Repairs made to North boiler system. (zone valve replaced).
- Roof repairs made on some new leaks.
- Outlets are being labeled for panel and circuit numbers.
- KJ Bach did more office painting. (thank you!).
- Funding has been approved for an AED for the north end of the building.

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

- I have applied for a Special Class Boiler Operator License and the application has been accepted. I will proceed with this.
 - A new snowblower has been purchased in anticipation of the coming winter.
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Council Report for Nov. 2019 Meeting

Submitted By: Dave Booms-Church Administrator

Department Name: Communications

Prepared by Daniel Pederson, Communications Manager

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

- Continue on-boarding of Brad Clark (Worship Production Specialist)
- Mission Advancement/Stewardship campaign completed in October

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

- Veterans Day Service is Nov. 11
 - Dec-Jan-Feb TABLE is in production, out before Dec. 1
 - Training with Shelby (Membership Database) next week
 - Refreshing/editing Website and FB
 - Preparing for Advent/Christmas worship, concerts, programs, etc.
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Department Name: Hospitality

Prepared By: Connie Marchio, Hospitality Manager

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

- Hospitality has set in place with the outside events ,that we still continue to pursue. This has had a positive response.
- Three funeral luncheons

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

- Hospitality continues with composting and recycling, flatware and plates that are used for events. The procedure needs to be refined as we move forward, and that will evolve as time goes by.
- As we get ready for Thanksgiving, Advent, etc. hospitality will ramp up and continue at a fast pace in order to keep up with the demand.

ROSEVILLE LUTHERAN CHURCH

Children's Advisory Board LIAISON REPORT

November 21, 2019

Children's Ministry

Prepared By: Mary Peterson

Date of the last meeting: November 7, 2019

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

Books for Baptismal families purchased

Cornerstone, Conversation and Caramel Apples -Timing for kids worked out. Conversation seemed to go well. Parents enjoyed getting to know shepherds. Positive feedback received. We will follow up with a Spring Family Picnic: Sunday, April 26th noon in Activity Center.

Endowment Grant Request approved for AED in north end of RLC \$1085.00 KJ received a grant for \$500 which will reduce the cost of the AED. If additional grant money is received, it will be returned to endowment for future grant recipients.

Upcoming Events:

- Parents Night Out Nov 22. Need: Help serving Dinner from 5:30-6:45- [pasta dinner is planned.](#)
- Advent Activity Day Dec 1 – [looking for some new ideas to change up for next year. The thought is to have stations for families to choose. We have done some brainstorming & will plan on putting together a plan this summer.](#)
- Candy Cane Breakfast Dec 7 – [registration is up on the website; encourage families to register.](#)
- Silly Socks Sunday Dec 8 – [kids wear silly socks & bring socks to donate.](#)
- Cornerstone Christmas Program Rehearsal Dec 13 [Rehearsal on Friday evening.](#)
Need: Help serving Dinner from 5:30-6:45
- Cornerstone Christmas Program Dec 15

Recharge Leadership Conference –Saturday, January 4th 8:30-4 at Bethel University, St Paul
cost = \$54 Early Bird team of 5-9, \$59 team of 2-4 (Includes snack and lunch)

Other items? Tana Bogenholm will be leading a session on 11.10 to provide coaching & tips for maximizing small group time; rechanneling energy. Julie will also be checking on curriculum use & applicability.

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.

Design Team Meeting Notes
November 7, 2019

Attendance: Dorothy Borgstrom, Cathy Nelson, Marlaine Maahs, Sue Metzger, Bruce Pelava, Pastor Lauren and new members Linda Nichols and Deanna Kohanek. Welcome !

Campus Update: Money has been approved to start the project in the upper lobby gathering space. However deconstruction and construction is on hold until after the first of the year. Bruce will get bids for cabinetry. **Marlaine and Linda Nichols will send custom cabinetry contractors information to Bruce to bid on the project.** Bruce is currently in preparation for displaying the Advent mural and Advent events.

Holiday Decor: Dorothy has talked with Lexington Floral. They will give the church a 30% discount on orders for RLC. We need 10 new bows, etc to add to the swags that are hung on the mezzanine railings. The old bows/decorations were water damaged and need to be replaced. The budget for the new decorations is \$350 (about \$35/bow). **Dorothy will coordinate with Cathy, Marlaine and Linda as to meeting date and time to select new decorations at Lexington Floral. The Christmas swags and bows will be hung Nov 26 at 9:00. Dorothy feels we will only need 2-3 helpers for this.....let her know if you plan to help.**

The rest of the meeting was a brain storming session with Kasey Hellman from Commercial Furniture Systems (CFS). Thank you Cathy for arranging this meeting! CFS has worked with several churches in the Twin Cities and comes highly recommended. Kasey listened to our dreams and wishes for updating and modernizing the furniture in current spaces as well as the new proposed upper lobby gathering space. He shared many photos and ideas.....we were able to narrow the options to some designers but will wait to see his proposal for what might work in our spaces. We prioritized the areas with **#1 Upper Lobby Gathering Space #2 Mezzanine (north & south) areas #3 Commons Area.**

We are looking for hi and low top tables, chairs, benches, "soft seating", etc. that are flexible and are commercial grade. Kasey will bring us suggestions based on good, better, best pricing and quality.

He recommended we all look at design websites: **Ideon Design; Arcadia Furniture; Lacas; JSI.com;**

We will meet with Kasey in two weeks: November 21 at 10:30. Please RSVP as soon as possible if this works for you.

Thank you all for bearing with a sometimes chaotic meeting.....however as far as brainstorming goes it was pretty productive ! We look forward to getting to know our two new members and welcome your fresh ideas !

Sue

**Worship Center Renewal Project
Initial Findings – Executive Summary
November 2019**

The Worship Center Renewal Project (WCRP) team has identified the following physical aspects of the Worship Center as needing further review with respect to an upgrade, enhancement, or addition.

The areas of Concerns and Solutions listed below are *ideas/suggestions* based on information collected to date. The estimated costs listed are *very preliminary estimates*, are not binding, and in some cases not yet known. The WCRP team recommends using a church resource development organization to raise funds for these Worship Center renovations. An architectural firm will need to be engaged/secured to develop a comprehensive Master Plan.

Please note that this list is by no means complete. It is intended to inform the Congregation Council of possibilities, ideas, and dreams. What the Worship Center of the future should include/exclude is unique to each congregation.

1. **Chancel/Choir Area Reconfiguration:**

- Concern: Limited flexibility and difficulty in configuring various 'chancel/stage' configurations to allow for a variety of worship types and experiences, and also other church and community events.
- Solution: a) Remove existing static chancel /choir area, converting into a flat floor. Acquire portable risers/modular platforms to then build any number of configurations. (Storage area required when modular platforms are not used).
b) Completely reconfigure the chancel, organ, choir, band area (major re-design!) - linked to expanded storage, organ pipes placement, choir placement.
- Est. Cost: a) @2000sf Demolition/Flat Floor installation: \$350,000-\$400,000 (Markfort Concrete)
Quarry Tile purchase/installation: \$10,000-\$12,000
Modular platforms: \$90,000 (St. Paul Fabricating)
b) TBD

2. **Pipe Organ:**

- Concern: Aging and deteriorating instrument. Non-functioning ranks/stops, ciphering, worn leathers, other mechanical issues (Grandall & Engen detailed report available). Non-movable console. Not built/sized/voiced for current Worship Center.
- Solution: Replace Moeller organ. There are used organs available that would fit the existing platform (triangle shape) or explore other possibilities. Replace with instrument with movable console.
- Est. Cost: Used organ: \$400,000-\$500,000 including purchase, storage, installation
New organ: \$1M-\$1.2M (\$25,000/rank * 35-40 ranks vs. current organ of 22 ranks)
(Grandall & Engen; Paul Lohmann - Schantz Organ Co.; Greg Peterson, consultant)

3. **Lighting**

- Concern: a) General Worship Center lighting issues, including lighting of the clergy, altar and chancel area, hanging cross, banner and Advent mural.
b) Chancel/Stage/Choir/Praise Band area inadequately lit for both the performer(s) to see their music and congregation/audience to have well-illuminated performer(s).
- Solution: Develop a Master Plan for enhanced lighting system, which could include upgraded dimmer systems, new control board, replacement of existing stage lights with new LED technology, additional stage lighting for mural and community concert events.
Install more cat walk above the ceiling for maintenance of lighting and other systems above the ceiling. Other Worship Center changes could impact this Lighting Master Plan.
- Est. Cost: Master Plan Development: \$5,000 Implementation of Master Plan: \$35,000 (may not include catwalk expansion.)(Schuler & Shook Lighting Consultant)

4. **Audio/Acoustic Technology**

- Concern: a) Inadequacy of main PA system (from 1996) to provide amplified sound evenly throughout the Worship Center.
b) Wireless microphone systems need to be replaced to comply with FCC requirements.
c) Sound deadening/acoustic panels may have deteriorated.
d) Chancel changes may impact acoustic panels. (Don't fix what's not broken!)
- Solution: a) Replace old analog mixing board with digital mixing board.. Replace various speaker systems with new speakers and locate them in better locations to provide better coverage. Replace sound power amplifiers and other components (EQ, delays, etc.) as needed to drive new speakers.
b) Upgrade wireless mic systems, possibly increasing the # of wireless mics
c) Replace sound deadening foam panels.
- Est. Cost: a & b: \$40,000-\$50,000 c: \$2,500-\$5,000

5. **Visual Media**

- Concern: a) Two ceiling projectors aging. Unable to compensate for side-lighting or general room lighting.
b) Pastors/Speakers & choir/performers unable to see front screens.
- Solution: a) Install two new projectors and two new screens
b) Install LED screen on balcony face (NW corner).
- Est. Cost a) \$30,000 b) TBD

6. **Wall/Window Treatment**

- Concern: a) Original concrete block walls not attractive for a worship center. Wall color washes out performer(s), as noted by the lighting consultant.
b) Main floor window shades malfunctioning
c) Clerestory window shades buckling. Consider keeping clerestory shades behind organ pipes permanently closed.
- Solution: a) Consider different paint color or different wall treatment on east wall, including 'short walls'. (Current paint is unique for concrete block walls)
b) Repair/replace main floor window shades
c) Adjust motor stops (lift required), replace motors if needed
- Est. Cost: a) \$35,000-\$40,000 (2008-Painting of Commons/Worship Center \$42,000)
b) \$5,000 (RLC Design Team)
c) \$1,000-\$2,500

7. **Storage:**

Concern: Need storage areas close to Worship Center to better facilitate set up/reconfiguration of chancel area for services and events.

Solution: 1) Expand east wall toward air handling unit.
2) Utilize NE corner of Worship Center where seating is no longer needed.
3) Completely reconfigure the chancel, organ, choir, band area (Major re-design!).
Linked to Chancel re-design, organ pipes placement, choir placement.

Est. Cost: TBD

8. **Furnishings**

Concern: a) Pew pads stained, ripped, worn. Wear/tear on congregation chairs from moving. Chairs not stackable more than 3 high. Lack of storage for unused chairs.
b) Altar table difficult to move.

Solution: a) New pew pad foam and covering; consider removing front 2 rows of chairs; replace movable chairs with a stackable chair.
b) Rebuild altar table with a more movable version.

Est. Cost: a) \$65,000-\$70,000 to reupholster pews/chairs. No estimate on stackable chairs
(Sauder Worship Furniture, Ohio)
b) \$2,000-\$3,000

9. **Paraments**

Concern: Currently only one triptych and altar cloth.

Solution: Engage designer to create additional triptych, altar and lectern cloth (or two more?) for church seasonal changes. (Anne Anderson's studio is named "Interwoven Studio.")

Est. Cost: \$10,000-\$12,000 each set (RLC Design Team)

10. **Mural**

Concern: Be mindful of ANY Worship Center changes that may impact how the Advent mural is installed. Storage issue.

Solution: In particular the chancel floor changes, pipe organ or storage changes.

Est. Cost: TBD

The TOTAL estimates ranged between \$1,000,000 - \$1,169,500 and there are a few areas without estimates. Brad Clark has been in contact with two more possible sources for both sound and lighting design and installation, but we have not yet received estimates from them.

WCRP members: Jeff Bowar (Chair), Martha Mutch (RLC Organist), John Helgen (Staff Liaison), KJ Bach, Randi Lundell, Charles Scott, Dorothy Tostengard, Erik Wolhowe, Brad Clark (Worship Production Specialist)

November Council Report

Laurel Hofeldt, Director of Finance & Data
November 20, 2019

1) Action Items in Progress / Pending

- a. 3 days of on-site Shelby (church management database and financial software) training was held at RLC November 12-14. New staff were trained and advanced sessions were attended by CYF, Preschool/Childcare, Communications and Administrative staff. We will be moving forward in the following areas:
 - i. Adding the Accounts Receivable module for invoicing Child Care fees, Preschool tuition, Building Use/Hospitality billing and Wedding/Funeral payments. In the past these payments have run through our contributions system as non-tax-deductible receipts. During our financial audit last year, the recommendation was made to remove these from the giving system in order to more clearly tie tax-deductible donations to the general ledger separately from other receipts.
 - ii. Volunteer Sign-up and Tracking for worship volunteers, Dorothy Day meals and Project Home. This will allow us to centralize volunteer history within our database and post volunteer opportunities on the RLC member portal, where people are used to going for online giving, event registration, etc.
- b. Transition in Finance office staff: Kay Berthiaume is retiring from her part-time job in accounts payable and credit card reconciliation. Tammy Swanson, who is already on the finance staff for payroll processing and online donation/payment processing, is adding Kay's tasks to her position.
- c. Development Strategy Task Force continues to meet twice a month.

2) Action Items Completed:

- a. October Month-End Summary, Statement of Operations, and Comparison to Operating Budget are attached. Discussion of how to handle the negative \$67,206 year-to-date variance to budget is on the agenda for the November meeting.

3) Questions for the council to address. Do any require council vote?

September and October offering were significantly below budget and year-to-date expenses are over budget. Council needs to discuss action items to mitigate the effects of our growing deficit. An outline of information and recommended short-term/long-term options is attached and will be the starting point for this conversation.

4) Other comments:

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

Church Operations 2019-2020						Prior Year	
	October <u>Actual</u>	October <u>Budget</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD <u>Variance</u>	2018 October <u>Actual</u>	2018-2019 YTD <u>Actual</u>
Offering	98,649	123,280	386,204	433,793	-47,588	118,822	412,156
Other receipts	<u>14,681</u>	<u>7,710</u>	<u>46,386</u>	<u>44,240</u>	<u>2,146</u>	<u>10,860</u>	<u>39,040</u>
Total Receipts	113,330	130,990	432,591	478,033	-45,442	129,682	451,196
Expenses	155,771	133,192	580,461	558,697	21,764	159,626	507,836
Net	-42,441	-2,202	-147,871	-80,665	-67,206	-29,944	-56,640

Number of Givers 2019-2020					Prior Year	
	October		YTD through October		2018-19 YTD Thru Oct	
	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>	<u># Givers</u>	<u>Avg Giving</u>
General Fund	410	\$ 230	538	\$ 694	579	\$ 672
Bldg Designated	64	\$ 61	82	\$ 215	92	\$ 226
M&O Iringa	25	\$ 401	29	\$ 387	29	\$ 374
M&O Other	8	\$ 142	17	\$ 579	37	\$ 166
Memorials/Estate	11	\$ 191	35	\$ 1,962	6	\$ 423
Other Designated	7	\$ 51	47	\$ 217	28	\$ 454
Endowment Fund	2	\$ 5,025	9	\$ 1,203	3	\$ 57
All Other	1	\$ 10	2	\$ 38	3	\$ 61
Total	431	\$ 283	577	\$ 870	603	\$ 738

Fund Balances 10/31/2019		
Available Cash & Short-Term Investments		344,963
Designated/Restricted Funds:		
Building Fund		37,556
Mission & Outreach		59,461
Kitchen Fund		22,943
Memorials		39,634
Matching Funds		14,183
Estate Gifts		105,492
<u>Other Funds</u>		<u>128,164</u>
Total Designated/Restricted		407,433
Child Care:	Current Yr	-7,589
Preschool:	Current Yr	-324
Operating Fund:	Current Yr	-147,871

Endowment Fund		
	Cash	7,511
	<u>Investments</u>	<u>524,025</u>
	Total	531,537

Roseville Lutheran Church Statement of Operations FY 2019-2020
As of October 31, 2019

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	386,204	89.03%	433,793
Other Income & Receipts	46,386		44,240
TOTAL RECEIPTS	432,591	90.49%	478,033
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	310,634		308,374
Staff Benefits	63,627		66,169
Business Expense	3,972		2,800
TOTAL BUSINESS EXPENSES & COMPENSATION	378,233	100.24%	377,343
TOTAL WORSHIP & PRAYER	5,702	84.69%	6,733
TOTAL MISSION & OUTREACH	21,993	88.87%	24,748
TOTAL EDUCATION & CHILDREN	4,284	78.13%	5,483
TOTAL YOUTH & FAMILY MINISTRIES	7,568	114.69%	6,599
TOTAL CHRISTIAN LIFE	26,664	113.47%	23,500
TOTAL PROGRAM MINISTRIES	66,211	98.73%	67,063
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	9,345		7,311
Bank Fees, Insurance, Payroll Processing	18,854		19,890
Office Support, Computer/Network, Council	11,310		9,234
Communications, Printing, Publishing, Mailings	14,282		12,787
TOTAL BUSINESS MANAGEMENT	53,792	109.29%	49,221
PROPERTIES & BUILDINGS			
Utilities	23,786		16,980
Cleaning & Maintenance	24,349		21,217
Grounds & Parking Lots	1,698		1,748
HVAC, Lighting & Security, Vehicles	12,384		5,125
Mortgage & Building Projects/Improvements	20,009		20,000
TOTAL PROPERTIES & BUILDINGS	82,225	126.37%	65,069
TOTAL SUSTAINING MINISTRIES	136,017	119.01%	114,291
TOTAL EXPENSES	580,461	103.90%	558,697
RECEIPTS OVER/UNDER EXPENSES	-147,871		-80,665

Comparison to Operating Budget as of October 31, 2019							
Submitted by Laurel Hofeldt, Director of Finance & Data							
Offering							
General Offering		\$	(28,032)		\$(10,800) single donor IRA distributions Aug '18-Jan -19		
Special Gifts to Budget (gap)		\$	(17,830)		Budgeted gap is \$19,000; annual \$57,000		
Loose & Other Offering		\$	(1,726)				
Other Receipts		\$	2,146				
TOTAL RECEIPTS				\$ (45,442)	receipts under budget		
Expenses:							
Compensation & Staff expenses		\$	889				
Program Ministries							
Worship & Prayer		\$	(1,031)				
Benevolence & Outreach		\$	(2,755)		6% of general offering		
Children's Ministry		\$	34				
Adult Education		\$	(1,233)				
Youth & Family		\$	969				
Hospitality Ministry		\$	3,623		Hospitality Income is also over budget		
Life Groups		\$	(459)				
Business Management							
Fundraising		\$	2,083		Gift Planning only partially funded by EF		
Office Support		\$	1,127		new staff/furniture		
Color Printing/Copying		\$	1,854				
Other		\$	(494)				
Properties & Building							
Electricity		\$	5,022		LED loans		
Bldg Repairs & Projects		\$	3,557				
Security		\$	6,896				
Other		\$	1,681				
TOTAL EXPENSES				\$ 21,764	expenses over budget		
HOW FAR ARE WE BEHIND BUDGET AS OF 10/31/19?				\$ (67,206)			
How staff is addressing the net deficit:							
Laurel did analysis of donor/donation changes							
Pastor Lauren to contact donors who have significantly reduced or stopped giving							
Request for year-end gifts in Christmas letter, worship, newsletter							
Staff asked to avoid any unnecessary spending							
Staff will address ways to reduce color printing/copying							
Dave B to review LED lighting upgrade loans and electricity billing							
Short-term options:							
Transfer cost of Gift Planning Services paid from Stewardship budget to Memorial gifts (\$4,106.26)							
Spending freeze on building repairs and projects							
Transfer Security overages to dedicated Building Fund (up to \$7,000)							
Transfer LED Loan Payments to dedicated Building Fund (\$1,132.20/month)							
Temporary freeze on M&O 6% (effective date?)							
Long-term recommendation:							
Full-time staff position dedicated to development of major donors & fundraising							
Strategic plan and implementation of Planned Giving/Estate Planning							

Hello all, the Youth and Family team met on Sunday, November 10 at 8:45.

Denise opened the meeting with a nice prayer.

The first item discussed was small update to the scholarship fund policy. Audrey clarified that failure to follow through on payment plans will have the same consequence as failure to show up for an event that funds have been provided for.

There was an extensive discussion of alternatives to the current van lease. The current arrangement is optimal, but funding may not be available in the future. Alternatives such as buying a used van may be necessary. Transportation alternatives for the Spokane trip, including rail, were also discussed. No van or transportation decisions have been made.

Audrey requested a description of the Holy Hoops program, which was provided to a certain extent. There will be a need for coaches.

Audrey also brought up a delicate issue, that certain individuals are taking up an inordinate amount of Youth/Family personnel time, for what is essentially counseling or very close to it. The team may have to draft a policy concerning availability and what roles it can play, without seeming to sound unwelcoming.

The next meeting is in the process of being scheduled.

Flock Attendance figures:

9/10 /welcome Back: 12

9/17 Bonfire: 14

9/24 Movie Night: 24

10/1 grad care package shopping: 11

10/8 Study night: 15

10/15 Game Night: 7

10/22 Papering: 7

11/5 Movie Night: 18