

- 1) Call to Order by Jessica Henry at 7:04 pm.
- 2) Quorum established.
 - 1 Members present: Heather Awad, Rebecca Field, Carrie Hefte Hanton, Kevin Hanson, Jessica Henry, Heidi Larson, Mary Peterson, Joe Zeigler, Scott Roste
 - 2 Members absent: None
 - 3 RLC staff present: David Booms, Laurel Hofeldt, Lauren Wrightsman, Chris Hagen
- 3) Approval of Agenda
 - 1 Motion to approve by Joe Zeigler. Second. Approved.
- 4) Approval of prior month's minutes
 - a) 10/15/20 - Motion to approve by Joe. Zeigler. Second. Approved.
 - b) 11/5/20 - - Motion to approve by Mary Peterson. Second. Approved
- 5) Update on COVID-19 action items from 11/5/20 meeting
 - a) Redesigned Re-entry Plan by Risk Level
 - b) Communication to congregation + community
- 6) Monthly Staff Reports
 - a) Finance – Laurel Hofeldt [2]
 - 1 i. Council's role in Stewardship outreach
 - b) Senior Pastor – Lauren Wrightsman [5]
 - c) Church Administrator – David Booms [6]
 - d) Volunteer and Care Ministries – Diane Sell [10]
- 7) Committee Reports
 - a) Mission & Outreach – Heather [11]
 - b) Children – Mary [12]
 - c) Youth & Family – Kevin
 - d) Adult Ed – Heidi
 - e) Nominating – Rebecca
- 8) Items for Discussion
- 9) New Business
- 10) Upcoming dates
 - a) Council meeting: December 17, 2020 @ 7:00 pm
- 11) Headlines [14]
- 12) Adjournment
 1. Move to adjourn by Joe Ziegler -. Second. Approved.
- 13) Closing prayer

November 2020 Council Report

Laurel Hofeldt, Director of Finance and Data

- RLC's annual Fall Appeal wraps up with Celebration Sunday this Sunday, November 18. Four mailings have gone out, and now we wait for the return of Statements of Intent both online and by mail. About 30 responses have come in so far. I've received some very nice feedback and compliments on the appeal itself, the "handwritten personalized" letter from Pastor Lauren and Jess, and the great visual appeal of the mailings. Our goal is to raise general offering by 10% (about \$160,000) in 2021.
- Pastor Lauren is writing Thank You cards as we receive statements of intent. For those who do not return their cards or respond online, we are asking Council members to make personal phone calls, beginning after Thanksgiving, to thank those members and friends for their past participation in the mission of RLC, and to encourage them to return their statement of intent and financially support our mission and vision. A script and packets (extra brochures and cards) will be provided for Council to send if folks did not receive one (or have misplaced it).
- October Month-End Financial Summary and Statement of Operations are attached. I will go over those reports in detail at the Council Meeting.

**Roseville Lutheran Church
October 2020 Month-End Financial Summary**

Church Operations 2020-2021						Prior Year	
	Oct <u>Actual</u>	Oct <u>Budget</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	YTD <u>Variance</u>	2019 Oct <u>Actual</u>	2019-2020 YTD <u>Actual</u>
General Offering	79,671	88,889	308,308	346,289	-37,981	92,532	360,651
Loose Offering	13	500	134	1,400	-1,266	1,216	5,863
Other Offering	<u>5,508</u>	<u>6,292</u>	<u>23,360</u>	<u>25,167</u>	<u>-1,807</u>	<u>4,901</u>	<u>19,691</u>
Total Offering	85,193	95,680	331,802	372,855	-41,054	98,649	386,204
Other receipts	425	3,563	6,721	18,875	-12,154	14,681	46,386
Total Receipts	85,618	99,243	338,523	391,730	-53,207	113,330	432,591
Compensation & Staff	83,389	89,573	331,417	359,467	-28,050	102,413	378,233
Program Ministries	8,889	10,735	38,628	47,110	-8,482	17,750	66,211
Business Management	13,668	15,448	45,390	51,048	-5,659	13,567	53,792
Property & Building	<u>20,273</u>	<u>10,488</u>	<u>56,888</u>	<u>50,870</u>	<u>6,018</u>	<u>22,041</u>	<u>82,225</u>
Total Expenses	126,219	126,244	472,323	508,495	-36,172	155,771	580,461
Net	-40,601	-27,001	-133,800	-116,764	-17,035	-42,441	-147,871

Number of Givers 2020-2021				Prior Year		
	Oct		YTD through Oct		2019-20 YTD Thru Oct	
	# Givers	Avg Giving	# Givers	Avg Giving	# Givers	Avg Giving
General Fund*	327	\$ 234	428	\$ 729	538	\$ 694
Bldg Designated	50	\$ 64	54	\$ 218	82	\$ 215
M&O Iringa	27	\$ 392	30	\$ 484	29	\$ 387
M&O Other	8	\$ 421	34	\$ 289	17	\$ 579
Memorials/Estate	1	\$ 50	13	\$ 95	35	\$ 1,962
Other Designated	8	\$ 1,301	15	\$ 832	47	\$ 217
Endowment Fund	1	\$ 12,000	3	\$ 4,192	9	\$ 1,203
All Other	1	\$ 10	4	\$ 60	2	\$ 38
Total	351	\$ 331	470	\$ 797	577	\$ 870

*General Offering, Special Gifts to Budget, Loose Offering, Christmas Offering, Lent & Easter Offering, Initial Envelope Offering; does not include Spring Campaign, Building Fund Offering used to pay mortgage

Fund Balances 10/31/2020		
Available Cash & Short-Term Investments		481,554
Designated/Restricted Funds:		
Building Fund		24,157
Mission & Outreach		62,793
Kitchen Fund		19,721
Memorials		37,163
Matching Funds		3,000
Estate Gifts		105,992
Other Funds		134,019
Total Designated/Restricted		386,846
Child Care:	Current Yr	-13,737
Preschool:	Current Yr	-10,545
Operating Fund:	Current Yr	-133,800

Endowment Fund		
	Cash	10,859
	<u>Investments</u>	<u>550,166</u>
	Total	561,025

Roseville Lutheran Church Statement of Operations FY 2020-2021
As of October 31, 2020

	Actual YTD	Var. Actual to YTD Budget %	YTD Budget
RECEIPTS			
Total Offerings	331,802	88.99%	372,855
Other Income & Receipts	6,721		18,875
TOTAL RECEIPTS	338,523	86.42%	391,730
BUSINESS EXPENSE & COMPENSATION			
Staff Salaries	272,627		291,304
Staff Benefits	56,553		65,800
Business Expense	2,237		2,363
TOTAL BUSINESS EXPENSES & COMPENSATION	331,417	92.20%	359,467
TOTAL WORSHIP & PRAYER	9,035	84.79%	10,655
TOTAL MISSION & OUTREACH	18,511	93.31%	19,837
TOTAL EDUCATION & CHILDREN	1,468	35.01%	4,193
TOTAL YOUTH & FAMILY MINISTRIES	460	12.77%	3,600
TOTAL CHRISTIAN LIFE	9,155	103.74%	8,825
TOTAL PROGRAM MINISTRIES	38,628	82.00%	47,110
SUSTAINING/BUSINESS MANAGEMENT			
Stewardship & Online Giving	5,200		6,549
Bank Fees, Insurance, Payroll Processing	14,635		16,333
Office Support, Computer/Network, Council	12,328		15,098
Communications, Printing, Publishing, Mailings	13,227		13,068
TOTAL BUSINESS MANAGEMENT	45,390	88.91%	51,048
PROPERTIES & BUILDINGS			
Utilities	17,499		15,540
Cleaning & Maintenance	12,649		9,883
Grounds & Parking Lots	491		1,220
HVAC, Lighting & Security	6,928		3,726
Mortgage & Building Projects/Improvements	19,322		20,500
TOTAL PROPERTIES & BUILDINGS	56,888	111.83%	50,870
TOTAL SUSTAINING MINISTRIES	102,278	100.35%	101,918
TOTAL EXPENSES	472,323	92.89%	508,495
RECEIPTS OVER/UNDER EXPENSES	-133,800		-116,764

Pastor Lauren J. Wrightsman Council Report - November 2020

Staffing

We continue to welcome both Jamey Johnson (Transformational Life Coach) and Pastor Chris Hagen, Interim Associate Pastor to our staff.

We have completed first rounds of interviews for the Director of Development position. The next steps of connecting with referrals of our top two candidates and second interviews are being set in motion. It is our hope to have a top candidate named by early December, with a start date of January 2020.

Committee and Task Force Work

The CBTF (Constitution and Bylaw Task Force) is continuing their work and meet 2 times a month. Pastor Chris Hagen is leading this conversation with the team.

We will begin work in forming a Ministry Site Profile team. This team will work on creating our profile that will be part of our work in calling our next Associate Pastor.

Covid Update

Council met for a special meeting early November and decided to cancel any in-person, indoor worship through January 2021. We continue to listen to and heed the guidance of various health organizations from our state.

Stewardship - November 2020

- **Storehouses of Grace: Abundance - Blessing - Provision** - November 8, 15 and 22

- Will begin seeing items coming across in the mail / email, etc

Key Areas for Growth: Increase in \$160,000

1) Young Adult Ministry - \$40,000

2) Increased partnership with local schools and hospitality for Project Home: \$60,000

3) Worship Communication support - \$60,000

Monthly Council Report- Support Staff

Submitted by Dave Booms, Church Administrator Nov/2020

Administrative Staff

Activities since last report:

- Assisting CYF with Dec 11th event
- Acquiring items for Advent/Christmas/Worship Center
- Working with the Endowment Comm to plan & execute "Love Lights."
- Processing two Work Comp Claims
- Processing BSA bankruptcy claim
- Reworking Phased reentry plan
- Began ID cards, barcodes, and database updates for RLC Kids
- "Hometouch" monthly mailings sent out.
- Created registrations for Veteran's Day Meals, Advent Meals, Monthly Conversations with Pastor Lauren, New Member Conversations, Luminary/love lights registration
- Assisting with printing/labeling/stuffing/sealing of bi-monthly letters from Pastor Lauren
- Maintaining/updating the Shelby database with member changes
- Managing visitors to the office, directing calls, screening visitors for health and safety
- Assisting members with tech questions and registration issues
- Monitoring and ordering office supplies and maintenance of office equipment
- Monitoring COVID check-in sheets
- Prepping and mailing grief brochures
- Creating postcards for Meal deliveries
- Assisted with mailouts for the Stewardship Campaign
- Prepared the list and slides for All Saints
- Maintained reasonable order/cleanliness in main office and copy room areas

Facilities & Grounds

Activities since last report:

- The storage closet in the Worship Center has been built. The doors came damaged and had to be reordered. 1 has arrived and is installed, waiting on the second to come. When both are installed they will be stained and finished.
- The boilers have been serviced and are on line.
- An original 1955 exhaust fan for the north restrooms was removed and replaced on the roof.

- A leaking water main in the north boiler room was removed and replaced by Arlen and Bruce.
- The snow removal contract was negotiated and signed with Birch Company once again.
- The outside block of the 1955 building was calked and repainted thanks to GREG SAIKO for his diligence in completing it before winter.
- Interior offices have been painted and refurbish for the new staff members.
- The furniture for the lobby area has been ordered. It may be mid-December before it arrives.
- The heating /cooling unit for the worship center had an integral part failure thus needing service and parts replacement.
- Miscellaneous maintenance work performed on the Ryan St. property.
- Repairs and maintenance are ongoing throughout the campus.
- Summary of upcoming events, or issues that the church council should be aware of:
 - Planning the next steps for furniture for upper lobby with Design Team members.

Hospitality

Summary of activities that have occurred since the last report.

- Prepared and delivered dinners to individuals/families as part of the Care Ministry
- Prepared and distributed meals to Vets on Nov 11

Summary of upcoming events, or issues that the church council should be aware of:

- Working with the MN Department of Health to insure we are up to date on Covid protocols.
 - Planning for meals Longest Day service as well as continuing to create meals for Care ministry needs.

Communications

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

- Attended a 2-day conference on Communications and Social Media.

Shared some new ideas with pastor/staff leadership. Work will include enhancing our YouTube presence, getting involvement from council/leadership to help 'cheerlead' on FB, etc.
- Worship video coordination with worship leaders, musicians, videographer, online resources of YouTube, FB, Website, and CTV Cable
- Stewardship for All Seasons - In final weeks. Fourth Mailing going out this week, coordinated with Dave, Beth, Laurel, and help from staff for stuffing/labeling. • Pastor Lauren's Podcast, "Hope in the Healing" has concluded. See www.rosevillelutheran.org/forum for all the available episodes.

October Monthly Council Report- Support Staff

Submitted by Dave Booms, Church Administrator Nov/2020

- Continuing twice-monthly mailing for folks that may not be connecting

online, update from Pastor Lauren.

- Veterans Day Program - scheduled recordings, gathering of photos.

Ready to broadcast on Nov. 11.

- Pre-Election Prayer service posted on Nov. 2.
- Support for Tanzania scholarships, Keystone food Distribution

events Summary of upcoming events, or issues that the Church Council

should be aware of:

- TABLE Newsletter in production for Dec-Jan-Feb Issue.
- Twice-monthly Adult Education videos continue.
- Advent and Christmas plans and recordings are set in coming weeks.
- Upcoming event/activity support – Giving Tree, Love Lights, CYF Christmas Program, Longest Night Event (Dec. 21).
- Considering options for enhanced worship recording technology.
- Continuing research into website re-fresh, template update.

Council Update November 2020

Thanksgiving meals in coordination with Hospitality on November 25th we will be delivering 20 meals to 20 families in our congregation that are in need. These families were pulled from our Care Team List and others in our congregation that staff suggested. This continues our “gifts of Kindness” during this hard time.

Surviving the Holidays Grief share program will move to zoom in December due to spike in Covid.

Virtual Sharing Tree 2020 Since we will not be gathering in person for the months of November and December we have created a way in which we can still have our sharing tree that serves the needs of our Local Partnerships during the holidays. Beginning the week of November 15th you will have the opportunity to find ways to donate items to our various ministries that we partner with during the year. We will be having donation boxes located at church that you can drop off your unwrapped gifts. This was shared in our Eblast this week!

Keystone local church wide Free Fall Food event: RLC will be joining forces with 5 other churches in Roseville to partake in a pack and distribution event on Saturday November 21st. This will be held at the Roseville Public Works Building. Emails went out to all those who packed and distributed in September and October at RLC. Sign up is through Keystone. A link has been put on our FB page and Website to volunteer. RLC will be giving 65 gift cards to Cub Foods of \$15 each to Keystone to help out. This money is coming from M&O. Every household will receive: fresh produce/meat and dairy/shelf stable food/a gift card from Cub Foods

The Longest Night “Shine in the darkness Caroling” December 21 beginning at 6:30pm. Kevin Miller and I are working on an outdoor event which will welcome members and friends to join us (covid friendly, mask wearing) for a night of caroling.

Respectfully Submitted, Diane Sell Director of Volunteer and Care Ministry

November Mission and Outreach

Follow Up:

Keystone Event on October 24th: 30 in attendance stretched throughout the morning (2 small groups showed up from RLC) 260 families served. 8 Tons of food distributed.

Keystone Ask for November: partner with 4 other neighborhood churches for a thanksgiving food pack and distribution at Roseville Public Works building (outside) on Saturday November 21. RLC would help PR this, bring volunteers, help in providing \$15 gift cards from Cub Foods for turkeys for recipients. D. Sell would be the coordinator for this event.

Bridging blanket kits for December: Julie to coordinate. M&O purchased the fleece and it's at RLC now.

Sharing Tree: Diane and others

Dresser Build for January: Julie

Speakers for January adult ed: Possibly Dorothy Day Center ministry.

How we handle requests reviewed--we work with our

community partners. **Our Neighbors and Me**

A Time For Burning film discussion group surveys--very few were returned.

ONAM organization proposal/discussion--Pastor Lauren Nancy Olson suggested adding ankle, knee, heart deep to each of the sections on education, policy and action. She suggested possibly writing plans for immigration and racial justice separately. Pastor Lauren believes that this is a good time to review RLC's position because Constitution and Bylaws will be redone in the near future. RLC needs to have a unifying vision of where we stand on racial justice and our openness to diverse groups of people, a vision that permeates our congregation at all levels.

Immigration education series tabled until after the election.

ONAM taking a break until January. Considering a new chair.

Respectfully submitted,

Heather Awad

ROSEVILLE LUTHERAN CHURCH MONTHLY MINISTRY TEAM AND COMMITTEE LIAISON REPORT

Ministry Team or Committee name Children's Ministry

Members present Gena Mickley, Chad Hofmeister, Katie Engman, Julie Hanson, Abby Matter

Date of Ministry Team or Committee meeting 11.12.2020

Report prepared by Mary Peterson

Date of Council meeting this report will be shared 11.19.2020

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

- **Stewardship focus in Nov.**
 - **Stories read each week: Nov 9, 15 and 22** – narrated stories that reinforce message & giving.
 - **Storytime videos with kids** – invited kids in at a safe distance and masked to do a 3 part storytime to coincide with the Joseph messages each Sunday.
- **Weekly Email started this fall to families on Tuesday**
 - Julie will continue sending these on Tuesdays; consistent timing & we hope it will become a habit for families to find & read.
- **Google Slides – Interactive activities sent out via email Oct 18 and 25**
 - Fun way to offer music, story & a craft. Julie is looking for feedback; continuing to look for ways to mix up curriculum delivery.
- **Pass It On Family Christmas Program – will air Dec 19/20**
 - **Scripts sent have been sent out - videos that have come back so far are amazing!**
 - **30 families representing 58 kids participating**
- **Pen Pal Project: 40 families have signed up to have a “senior pen pal”**
 - Weekly touch points, if possible – very positive experience. Seniors receiving letters is a true day brightener!
- **Advent Gift for families: Scratch off Advent Calendar with ornament to decorate? •**

All children's ministry families will receive along with a wooden ornament. Ornament to be decorated for own family tree or to share. Julie wrote a booklet to be mailed with this to represent the 4 Sundays of Advent – small readings & prayer.
- **Drive Thru Christmas- a community event Dec 11 5-8 pm**
 - Coordinating event with Calvary & Roseville Covenant – Drive through experience with narration available on your phone. This is a community outreach event to tell the story of Christmas to all in a safe and meaningful way. Each church will have vignettes for their part of the story. RLC is last and will portray the angels telling the shepherds about Jesus' birth.
 - **Hands and Feet of Jesus**
 - **Tie Blankets from SR Harris** to make 60 fleece tie blankets. We will share where

blanket is going & provide a prayer so we are actively & intentionally making blankets & praying for people receiving the blanket.

- Dates to hand out fleece: Nov. 21/22 Saturday am and Sunday afternoon? • Ask for blankets back by Dec. 15, then deliver to Bridging

Forward Focus:

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

- **December on line open house** – planning to invite families to join for an informal time to touch base & see how folks are doing.
- **January Dresser Build and Kitchen Bundle project** – goal is a build of 50 dressers - will still attempt to do this but spread out over a period of three weeks. Will need to continue to follow health guidelines & individuals must be registered to participate.
- **Plans for worship and RLC Kids- online times in Jan?**
 - Gena - engage preschoolers with some high touch /songs. Potential to leverage multiple devices so child is engaged so we can connect with parents.
 - Julie K-4; see how kids are doing/perhaps a lesson
 - Julie /Abby 5-6; see how kids are doing/perhaps a lesson
 - All forums will need some structure; talking points (verses), new traditions/adapt existing traditions
- **Family Survey: Holding off on this indefinitely given fluid situation with COVID19 increasing positivity rates. Eventually will need to understand who is ready to come back to the building & volunteers who are willing to lead.**

Does the group have any questions or concerns to bring to the Council? Is there anything that the Council or RLC Staff can do to assist the group?

- Difficult to know where families are at & who may be struggling & what their needs may be – we will keep trying to figure this out.

Headlines to share with teams and committees:

- RLC Council and Staff are collaborating to refine RLC's COVID-19 action plan to provide guidance about in-person and virtual activities based on public health data; watch for additional communication about these different levels in the coming days and weeks.
- Several people have inquired about how the Boy Scouts of America (BSA) bankruptcy may impact RLC, if a lawsuit were to come up. To be clear, RLC has not received any notice of and/or complaint alleging sexual abuse involving BSA participants on our campus at any time during our association. The national ELCA office advised congregations that had or have a charter with the BSA to file a General Proof of Claim. RLC followed this advice. An attorney assisted in designing a claim that provides protection now and in the future.
- Interviews for the Director of Development position are in progress. The goal is to fill the position in January 2021.
- The three week stewardship appeal, Storehouses of Grace, is winding down; if you haven't submitted your intent-to-give card, please take a moment to do so. Mail it to the office or go online to complete it virtually: www.rosevillelutheran.org/storehouses.
- Want to hear about even more about what is happening at Roseville Lutheran? Have questions or ideas to share? Join Pastor Lauren for a Community Conversation - these online conversations are held on the first Monday of every month at 6:30 pm. Sign up at rosevillelutheran.org.