

Council Minutes

January 20, 2022, 7:00 pm, via Zoom

- 1) Call to Order by Joe Zeigler at 7:04 pm
- 2) Quorum assessment
 - a) Members present: Rebecca Field, Joe Zeigler, Heidi Larson, Mary Peterson, Kevin Hansen, Bill Metzger, Kris Olsen, Linda Hanson
 - b) Members absent: Val Velde
 - c) RLC staff present: David Booms, Lauren Wrightsman, Rebecca Bedner-Faris, Laurel Hofeldt, Diane Strandquist Sell, Daniel Pederson
 - d) Others present: KJ Bach, Carrie Hefte Hanton, Kevin Miller, Jim Boyce, Nancy Brown, Linda Eldred, Daniel Pederson, Jen Souvignier
- 3) Approval of current agenda
 - a) Motion to approve by Linda Hanson. Second. Approved.
- **4)** Approval of prior month's minutes
 - a) December16, 2021
 - Motion to approve by Bill Metzger. Second. Approved.
- **5)** Constitution and bylaws update
 - a) Motion to update section 14.01 of the draft Constitution and Blyaws by Mary Peterson. Second. Approved.
- 6) Call Committee update
 - Recommendation
 - Communication
- 7) Congregational Meeting
 - Associate Pastor call
 - Proposed RLC constitution

Proposed: Feb 20, Sunday, 11 a.m., in-person and Zoom, to vote on

(1)Motion to have congregational meeting on February 20th by Bill Metzger. Second. Approved.

- 8) Monthly staff reports
 - a) Finance Laurel Hofeldt [3]
 - End of year reports will be out by January 31, 2022
 - b) Senior Pastor Lauren Wrightsman [5]
 - COVID protocols update
 - Revised sabbatical plan Joe Zeigler
 - (1) Motion to approve a 3-year budget (July 2022 June 2025) for Senior Pastor sabbatical of \$15,000 for 3 sabbatical months: by Kris Olsen. Second. Approved.
 - c) Church Administrator David Booms [7]



Council Minutes

January 20, 2022, 7:00 pm, via Zoom

- d) Engagement and Care Ministries Diane Sell [8]
- e) Development Rebecca Bedner-Faris [9]
- 9) Committee liaison reports
 - a) Mission & Outreach Kris Olsen [10]
 - b) Endowment Bill Metzger [11]
 - c) Children's Mary Peterson [12]
 - d) Youth & Family Kevin Hansen [13]
 - e) Adult Ed Heidi Larson [15]
 - f) Community Engagement Linda Hanson
 - g) Nominating Val Velde
- 10) New Business
- 11) Upcoming dates
- a. Feb 1, Tuesday, article deadline for spring Table
- b. Constitutional review sessions
 - Jan 23, Sunday, 10 a.m., in-person, Room 40
 - Feb 3, Thursday, 7 p.m., via Zoom
 - Feb 6, Sunday, 11:30 a.m., in-person, Room 40
- c. Feb 10, Thursday, 1 p.m., monthly Executive Committee Meeting
- d. Feb 16, Wednesday, 7-8:00, in person, Annual Council Night at Confirmation
- e. Feb 17, Thursday, 7:00pm, Council Meeting

12) Headlines

- 13) Adjournment
 - a) Motion to adjourn by Kevin Hansen. Second. Linda Hanson. Approved
- 14) Closing prayer

Roseville Lutheran Church December 2021 Month-End Financial Summary

Church Operations 2021-2022						Prior Year Comparison		
						YTD	2020-2021	Current YTD
	Dec	Dec	Dec	YTD	YTD	Variance	YTD	Actual vs
	Actual	<u>Budget</u>	Variance	<u>Actual</u>	Budget	to Budget	<u>Actual</u>	Prior YTD Actual
Offering	115,390	218,689	-103,298	546,836	719,614	-172,777	629,030	-82,193
Other receipts	<u>2,810</u>	<u>9,553</u>	-6,742	<u>113,971</u>	<u>101,346</u>	12,625	<u>13,297</u>	<u>100,674</u>
Total Receipts	118,201	228,241	-110,040	660,807	820,960	-160,152	642,326	18,481
Compensation & Staff	98,232	104,897	-6,665	565,701	630,629	-64,928	505,337	60,364
Program Ministries	16,255	25,537	-9,282	76,029	109,658	-33,629	69,056	6,973
Business Management	8,262	14,142	-5,880	63,219	80,929	-17,710	66,966	-3,747
Property & Building	<u>22,124</u>	<u>16,280</u>	5,844	<u>88,365</u>	<u>89,772</u>	-1,407	<u>81,853</u>	<u>6,512</u>
Total Expenses	144,873	160,856	-15,983	793,314	910,988	-117,674	723,211	70,102
Net	-26,672	67,385	-94,058	-132,506	-90,028	-42,478	-80,885	

Number of Givers 2021-2022						Prior Year			
	Dec			YTD through Dec			2020-21 YTD Thru Dec		
	<u># Givers</u>	<u>Avc</u>	Giving	<u># Givers</u>	Ave	g Giving	<u># Givers</u>	Av	g Giving
General Fund	329	\$	350	474	\$	1,154	512	\$	1,101
Bldg Designated	29	\$	81	48	\$	282	67	\$	303
Christmas Offering	78	\$	138	78	\$	138	90	\$	392
Mission & Outreach	25	\$	228	52	\$	380	103	\$	351
Memorials/Estate	3	\$	60	28	\$	97	17	\$	87
Other Designated	35	\$	163	48	\$	304	23	\$	649
EF/Love Lights	39	\$	105	80	\$	250	47	\$	316
All Other	0	\$	-	1	\$	100	5	\$	62
Total	391	\$	368	544	\$	1,155	595	\$	1,155

Fund Balances	s 12/31/2021		
Available Cash	675,147		
Designated/Res	tricted Funds:		
-	Building Fund	30,674	
	Mission & Outreach	90,769	
	Kitchen Fund	25,296	
	Memorials	41,908	
	Matching Funds	3,000	
	Estate Gifts	87,787	
	Other Funds	192,579	
	Total Designated/Restricted	472,012	
Child Care:		Current Yr	5,346
Preschool:		Current Yr	2,351
Operating Fund	:	Current Yr	-132,506

Endowment Fund		
Cash	12,432	
Investments	681,734	
Total		694,166

Roseville Lutheran Church Statement of Operations FY 2021-2022 As of December 31, 2021

	Var. Actual			
	Actual to YTD		YTD	
	YTD	Budget %	Budget	
RECEIPTS				
Total Offerings	546,836	76%	719,614	
Other Income & Receipts	113,971		101,346	
TOTAL RECEIPTS	660,807	80%	820,960	
BUSINESS EXPENSE & COMPENSATION				
Staff Salaries	473,263		529,026	
Staff Benefits	87,780		96,783	
Business Expense	4,658		4,820	
TOTAL BUSINESS EXPENSES & COMPENSATION	565,701	90%	630,629	
TOTAL WORSHIP & PRAYER	11,815	160%	7,393	
TOTAL MISSION & OUTREACH	37,821	75%	50,300	
TOTAL EDUCATION & CHILDREN	3,430	40%	8,615	
TOTAL YOUTH & FAMILY MINISTRIES	1,089	17%	6,400	
TOTAL CHRISTIAN LIFE	21,874	59%	36,950	
TOTAL PROGRAM MINISTRIES	76,029	69%	109,658	
SUSTAINING/BUSINESS MANAGEMENT				
Stewardship & Development	5,380		14,422	
Bank Fees, Insurance, Payroll Processing	19,105		23,430	
Office Support, Computer/Network, Council	17,640		23,102	
Communications, Printing, Publishing, Mailings	21,095		19,975	
TOTAL BUSINESS MANAGEMENT	63,219	78%	80,929	
PROPERTIES & BUILDINGS				
Utilities	32,467		34,850	
Cleaning & Maintenance	8,758		11,650	
Grounds & Parking Lots	5,569 9,224		4,836	
HVAC, Lighting & Security Mortgage & Building Projects/Improvements	9,224 32,347		5,686 32,750	
TOTAL PROPERTIES & BUILDINGS	88,365	98%	89,772	
TOTAL SUSTAINING MINISTRIES	151,584	89%	170,701	
TOTAL EXPENSES	793,314	87%	910,988	
RECEIPTS OVER/UNDER EXPENSES	-132,506		-90,028	

Senior Pastor Report - January 20, 2022 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** Mary Johnson (member) is our interim office secretary/receptionist
 - Associate Pastor Final Candidate
- **Constitution conversation** ongoing with meetings in-person and on zoom
 - Zoom meeting on Tuesday, January 18 (7:00 8:00 p.m.)
 - In person meeting on Sunday, January 23 (10:00 a.m. in Room 40)
 - Zoom meeting Thursday, February 3 (7:00 8:00 p.m)
 - In person meeting Sunday, February 6 (11:30 a.m. in Room 40)
- **Bylaws** will be convening a task force to look at organizational structure of teams and committees, as well as charters for teams and committees. This work will begin Feb 2022
- Covid protocols now online
- Membership update led by Rebecca BF, Laurel Hofeldt and Daniel Pederson

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?

• Lent / Easter: Theme: "I am... You are..."

- a) Ash Wednesday March 2, 2022 two services 5:00 and 7:00 p.m.
- b) Lenten Wednesdays: 5:00 and 7:00 p.m.
 - i) shorter service 30 minutes with confirmation meeting for 30 minutes after
 - ii) Soup and salad to go offered by reservation online
 - iii) Wed's March 9, 16, 23, 30 and Feb 6
- c) Palm Sunday April 10
- d) Maundy Thursday Thursday, April 14 at 7:00 p.m.
- e) Good Friday Friday, April 15 at 7:00 p.m
- f) Easter Sunday Sunday, April 17 services at 7:30, 9:00 and 10:30 a.m.

Global Missions

- o Guatemala:Val and her son James are attending the trip with Christ Lutheran, Lake Elmo. Lauren and Audrey will go at another time
- o Slovakia: Celebration will be held in May 2022 with visitors and guests from Slovakia
- Sabbatical
 - With the blessing of the Bishop, I would like to move forward with creating a 3x3 sabbatical plan. I would take 3 months of sabbatical over the course of 3 years. The

sabbatical experiences would include:

- Travel
- Rest and renewal activities
- Participating in storytelling seminars
- Congregational component each 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?

Sabbatical budget



Support Staff Report to Council

Admin

- Coordinating Covid-19 response & protocol
- Coordinated Two funerals, in the process of coordinating four more
- Covering all Building and Grounds needs that are not covered by the contact with the Maintenance Team.
 - Related item, working with Sher Noot to address Daycare House improvements
- Training/supporting the temp. Receptionist
- Working with underwriters on the Workers Comp cases.
- Prepping the annual Workers Comp Audit
- Coordinating with & supporting other ministries
- Maintaining Vendor relationships

Communications

- Next TABLE Deadline is Feb. 1 for March-April-May issue.
- Preparing Lenten theme imagery and materials to support Wednesdays and Sundays in Lent at RLC.
- Working with staff/volunteers for livestream of Wednesday worship in Lent. Always looking to add volunteers to our tech team!
- Preliminary planning starting for pRAISE RLC 2022.
- Supporting the RLC Inclusion Task Force with website, blog, communication plans.
- Working with staff and (possibly) volunteers to execute a church-wide membership update. Collecting/confirming current address, email, phone, family members, photos for all in our database. This will be a massive effort!
- Plans to attend the upcoming St. Paul Area Synod "Tool Kit" for leaders.

Hospitality

- At the Christmas concert. we were able to give out Hot chocolate bombs and packaged desserts.
- Hospitality is organizing and cleaning out several rooms to organize inventory.
- Slovakia banquet (CANCELED)to be rescheduled.
- Welcome back gift boxes for Children's Ministry
- A new Prime time CANCELED) for January and working on a February date
- Global volunteers Banquet
- Luther College Alumni luncheon (waiting on a confirmation of when they would like to begin again)
- St. Mary's of the Lakes catering (CANCELED) rescheduled for March
- Lenten suppers: we are going to proceed with this and it will be a to-go soup and salad option, this will start on Ash Wednesday and run for the 6 weeks of lent



Community Engagement and Care

Chair/Leader: Diane Sell [Report date] 1/22

Prepared by: D Sell

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

- **Griefshare checkin mtg:**online zoom with participants from fall class. Learned how I need to have another class soon. so much loss out there. So much need. Class to begin again in March.
- **M&O:** Bridging program and Afghan refugee support. see M&O report
- Every Meal Program: Suspended for now due to Covid spike

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?

- Vibe Mentor Mentee winter retreat Feb 4-5: CANCELLED due to spike in COVID, looking to plan a Feb event but waiting to see if it is wise. May do a zoom meet and greet. COVID IS OUR OBSTACLE!
- **Easter Vigil:** Working with Pastor Rolf to see if this is something to bring back for this year.
- Prime Time Luncheon: scheduled for February 24th at church 11am to 1pm may need to have plan B in case Covid persists.
- **Griefshare class** looking to promote for Table and upcoming Eblast and on Website beginning in March insert
- Men's activity group: Working with the leaders of this group to promote and create next event.
- New Project in the works for Fall of 2022: **Roseville justice Festival.** More details to come in upcoming months.

Obstacles for me to do my job? Why yes, thanks for asking! COVID!!!!! insert frustrating naughty words.



Development Director

1/18/22

Prepared by:Rebecca Bedner-Faris

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

- As mentioned last month, Love Lights and Luminaries had a successful season raising \$4291 after expenses, compared to \$3456 in 2020, and \$2655 in 2019. New this month/year, I will be calling the donors to thank them and check in on how they are doing, versus sending a thank you note which has been done in previous years.
- I attended training for the Planting Hope Campaign. The focus of this campaign is to raise funds for the Saint Paul Area Synod. I will be meeting with Pastor Lauren and the leadership team to determine when we will launch the campaign at RLC. More information to come...

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?

- I am starting the planning process for the pRAISE RLC campaign which will take place May 1-5.
- The Endowment Committee is meeting next week to review our finances. We will also brainstorm ideas for a short video about the Endowment Fund at RLC, as well as making a plan for the rest of the year.
- I am working with Daniel, Laurel, and Abby on a project to update our database (Shelby Arena) of members and friends. We will likely have more information about this by the next meeting.

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.



[Mission & Outreach]

Dave Tetzlaff 01/20/22

Prepared by: Kris Olsen

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

- January is Adult Education Mission & Outreach month Bridging was here the first weekend; the second weekend was postponed, indirectly due to COVID (Slovakia celebration); week three is LSS Immigration Service and week 4 is RLC members and Feed My Starving Children leaders Jen Bergstrom and Kathy Miller providing an update on FMSC
- Bridging dresser build took place this month as well. Goal was to build 95 dressers.
- Pastor Lauren and Audrey's trip to Guatemala is postponed.

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?

- Looking ahead we are looking to do a food drive in March; FMSC in late April early May
- The immigration group which is or may not be part of M&O is sponsoring a drive to collect needed items for Afghan refugees starting later this month for three weekends. This is a new area for RLC. It will be interesting to see the response.

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?

• Clarity is needed on committee scope and organization.



Group:

Chair/Leader: Mike Dolan

Date: 1-19-22

Prepared by: Bill Metzger

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

• Love Lights and Luminaries was our event for December. As reported out last month, 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.

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?

• We will be meeting on 1/25/22 to discuss our new process for establishing the amount that will be allocated to gifting for endowment requests that come in the spring and fall. We will also be discussing, with Rebecca leading, how to enhance awareness in the congregation about RLC Endowment giving 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? No – not at this time.



Children's Advisory Board

Chair/Leader: Julie Hanson

01/20/22

Prepared by: Julie Hanson

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

- We have resumed RLC Kids on Sunday mornings at 9 and 10:30 since our Christmas break. Attendance is low, but this program is meaningful for those that are attending. We have a total in both sessions of 25-30 kids each Sunday between 3 groups (preschool and K, grades 1-3 and 4-6).
- We know of many families that are planning to come back to church but being cautious right now. Some are attending worship and not RLC Kids due to not wanting to expose their kids to another set of germs. These families have been sitting in the balcony by themselves or in a section below away from others. They have told Julie they plan to come to RLC Kids when this virus settles down and they feel safe.

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?

- Serve Sunday was held last Sunday, Jan. 16th where we invited families and individuals to come to the Activity Center to assemble a dresser for Bridging. We assembled 20 dressers on Sunday, 17 we assembled with Confirmation groups on Wednesday, Jan. 12 and 13 dressers that were taken home to assemble and brought back to RLC for a total of 50 dressers done. This hybrid model of the dresser build worked very well for us. We also collected many blankets and quilts for Bridging clients.
- The CM Advisory Board plans to call each family that has enrolled in Sunday school from our 2019/2020 roster to check in with them and let them know we are thinking of them. No pressure to attend an event, no guilt given, just a friendly greeting and message (when they don't answer their phone) that they are in our prayers. We will start this next week and early February.

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?

• This is a very hard and stressful time for families. No socializing or interaction with others is very isolating. Letting them know we are here to pray for them, to support them in any way we can is very important. Virtual school is hard to navigate for many and so is being in school had exposed and in quarantine every other week. It is a lose-lose situation. In many ways this time is harder than when everything was shut down. Children's Ministry is trying to support families and keep the connections we have made.



Council Liaison Report

Youth & Family Meeting

Chair/Leader: Audrey Dontje Lindell Date: 20 January 2022 Attendees: None Prepared by: Kevin Hansen

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

- No meeting was held in January due to conflicts and COVID exposures
- Confirmation moving from in person to online in concert with the Roseville School District
- RLC Youth Group will continue to meet in person
- Annual Dresser build on January 12th and 16th
- Summer trip opportunities for youth this summer:
 - o Amnicon Wilderness Adventure (9-12th graders) July 10-15
 - o Wapo Youth Leaders (10-12th graders) July 17-22
 - o ELCA Youth Gathering (9-12th graders) July 24-28

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?

• Upcoming Council Night for our Confirmation groups! Abby is planning to hold Council Night on February 16th from 7-8:00pm. For the large group portion of Confirmation, the council is together in front of the 9th graders for introductions and to talk a little bit about themselves. Abby has some questions that she usually asks and members take turns answering. Then for part of the small group time, each member of the council will go with a small group for a more informal chat about the role of council. If Confirmation is via Zoom on that night, the format is relatively unchanged.

Abby will be sending out an email with the more details and to get "confirmation" on who will be able to attend.

- Continued sponsorships necessary for Bagels@Dawn; approximately \$35/day (when this restarts)
- •

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?

- Question to the Council: is there an update on the COVID restriction for consuming food indoors? This relates directly to Bagels@Dawn
- Question to the Council: with Mpls and St Paul going to a proof of vaccine or negative test mandate for restaurants/bars/movie theatres/sports venues what is the policy for vaccinations for small group leaders/volunteers? We discussed potentially not asking to see vaccination cards, but potentially have them sign a statement attesting to vaccination status. If a person is not vaccinated or prefers not to say,



Council Liaison Report

then we may require a weekly negative test. We do not want to lose any confirmation leaders over this, but this is the same policy that the Roseville schools have in place.