

February 15, 2024, 7:00 pm

Zoom Link:

<https://us02web.zoom.us/j/87337687344?pwd=bEljcWduZVZBaDVmUjBxbFVqdWNIQT09>

- 1) Call to Order - Val Velde
- 2) Attendance – establish quorum
- 3) Approval of current agenda
- 4) Approval of prior month's minutes
- 5) Pastoral Transition Update - Erik Storlie / Jim Stark / Lauren?
 - a) Interim Pastor Job Description
- 6) pRAISE! Team Formation- Lauren??
- 7) Love God Strategic Goal: *Children and Families, Youth and Young Adults Events* - Update
- 8) Love Neighbor Strategic Goal: *Community Engagement: Community Needs Assessment* Update
- 9) RLC Resource Strategic Goal: *Volunteer Management Project* Update:
Rebecca's Notes:
-Meeting with Kim (Website Consultant) on March 13th. Website redesign will include a Volunteer Opportunity page.
-Designing methods of publicizing opportunities that will be rolled out including on e-blasts, discussed during offering time, adding into blank space in worship bulletins, include in Table publications, possible volunteer opportunity board in commons area.
- 10) Organ Project Team Update - Erik Storlie / report in folder
- 11) Nominating Committee Update - Jim Stark
 - a) Request for candidate names
- 12) Finance Reports – Laurel Hofeldt
- 13) Questions on Monthly staff reports (stand as written)
 - a) Senior Pastor – Lauren Wrightsman
 - b) Associate Pastor – Marty Wyatt
 - c) Pastor of Youth and Young Adult Engagement - Tori Kraus
 - d) Church Administrator – David Booms
- 14) Questions on Committee liaison reports (stand as written)
 - a) Mission & Outreach – Karen Rogers
 - b) Endowment – Sarah Richter
 - c) Justice & Congregational Learning - Andrew Olson
 - d) Small Groups and Care Team - Pam McCulloch
 - e) Children, Youth & Families - Nancy Brown

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- f) Community Engagement – Linda Werner
- g) Finance Committee - Erik Storlie

15) New Business

- a) Link to [Strategic Plan](#)

16) Upcoming Meeting Dates:

- a) Thursday, March 21st - zoom 7 pm
- b) Thursday, April 18th - in person 7 pm
- c) Thursday, May 16th - zoom 7 pm
- d) Thursday, June 20th - zoom 7 pm
- e) Thursday, July 18th - zoom 7 pm
- f) Thursday, August 22nd - in person (and run through of annual meeting). 6 pm

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

18) Adjournment

19) Closing prayer

Minutes: Jim Stark- Draft Until Approval at the March Council meeting. **DRAFT**

February 15, 2024: Virtual Council Meeting: Zoom

<https://us02web.zoom.us/j/85908597498>

Meeting ID:

Link to Strategic Plan:

1. Call to Order - Val Velde
2. Attendance (established quorum)
3. Council/Staff Val Velde, Erik Storlie, Jim Stark, Linda Werner, Pam McCulloch, Andrew Olsen, Nancy Brown, Sarah Richter, Rebecca Field, and Karen Rogers. Staff: David Booms, Laurel Hofeldt, Pastors Lauren, Marty and Tori.
4. Absent: Rebecca Field
5. Approval of current agenda: approved without dissent
6. Approval of prior month's minutes: The minutes from the January meeting were accepted as amended. The discussion about the potential budget shortfall was corrected to read as follows: "General discussion about potential causes of shortfall. This is a large effect. Finance will watch what happens to offerings in January" (m/s Erik/Jim: approved without dissent) *(Note to council: Minutes will be made available to council, and staff, within 48 hours of a council meeting. Corrections will be accepted for 7 days. At that time, the combined council document file will be sent to the church administrator for prompt posting on the church website.*
7. Transition Team/Call Committee Discussion: The executive committee has met with Bishop Lull and has developed a position description for the call of an interim pastor. The document was discussed by council, with input from Pastors Marty and Tori. A transition team will be put together. This team will revise the existing Mission Site profile which will be used by pastors interested in a call. They also will produce a position description and will coordinate communication regarding the transition and call process. A church website has been created to provide a way for the congregation to be informed about the call process.
8. Organ Project Team Update: Report as submitted. Pledge contributions have been positive. The team continues to work with the organ installation consultant.
9. Love God Strategic Goal: Small Group Formation Process – No Update-- Working with a consultant to develop a volunteer management process.
10. Love God Strategic Goal: Children and Families, Youth and Young Adults Events – see staff reports for progress.
11. Love Neighbor Strategic Goal: Community Engagement: Community Needs Assessment: No Update
12. RLC Resource Strategic Goal: Volunteer Management Project Update - ask for Staff and Council members - if you entered a volunteer opportunity on the Volunteer Opportunities spreadsheet, please add a brief description of the Volunteer opportunity in column E (may include specifics about timing, etc.) as well as include the column J Coordinator Contact Information. Working with a consultant to develop a volunteer management process. Discussion about the visibility of opportunities for volunteers.
13. **Nominating Committee Update:** Jim Stark thanked council members for providing names of potential candidates. The "ask" to the congregation was not very successful. In particular we need input regarding candidates for vice president.
14. Finance Reports (See the full report for details) Highlights: January offerings were \$37,677 over budget. Year to date actual offerings were \$8,257 under budget. This largely makes up the deficit seen in December. Total expenses were \$64,770 under budget. Compensation was \$38,818 under budget. Property and Buildings expenses were \$17,206 under budget, largely snow removal. Net \$64,770 favorable to

budget year to date. Year to date givers: 526 compared to 550 prior year. Organ fund \$366,080 in cash (12 months of payments). The review of the restricted and dedicated funds is complete.. Next will be a review and proposal regarding funds that can be leased from restriction if not restricted by the donors.

15. Monthly staff reports (see written reports unless noted below:

- Senior Pastor – Lauren Wrightsman: Thanked the congregation for 8 plus wonderful years of ministry. Praise campaign is underway. See the attached description. Thanks to Linda Werner and Sarah Richter for accepting council lead positions. Council will be asked to participate in the thank-you process. Much of the work is led by staff.
- Associate Pastor – Marty Wyatt (anti-racism education focus in the fall)
- Pastor of Youth and Young Adult Engagement - Tori Krause, (good news-confirmation program is growing, more leaders are needed)
- Church Administrator, David Booms. Reports stands as written. David asked for council approval of preschool annual plant/nursery sale. m/s, Jim/Pam: approved without dissent.
- Questions on Committee liaison reports (stands as written unless noted below)
- Mission & Outreach – Karen Rogers: Mobil food pack, April 24-28. Sign up? See her report
- Endowment – Sarah Richter
- Justice & Congregational Learning - Andrew Olson
- Small Groups and Care Team - Pam McCulloch: Noted the guilt exhibit in the hallway to the social hall and that wonderful ministry.
- Children, Youth & Families - Nancy Brown
- Community Engagement – Linda Werner
- Finance Committee - Erik Storlie

16. New Business:

17. Upcoming Meeting Dates:

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Thursday, May 16th - zoom 7 pm

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Headlines and Congregational Messages: (Recap key communications messages for next 30 days.

Communication and Outreach Points of Emphasis:

- Encourage your groups to sign up for the Faithful Hospitality and Feed my Starving children mobile food pack
- Much gratitude for all Pastor Lauren has accomplished and the lives she has touched
- Blessing and Safe travels to Guatemala to Tori, Marty and the kids

Adjournment Pam/Jim passed without dissent. (8:35 pm)

Closing prayer: Pam


Senior Pastor Report- February 2024

Lauren J. Wrightsman

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

1) Organ Project Team - Please see Organ Project Team report

2) pRAISE - Sunday, April 28 2024 - Thursday, May 2, 2024

- Began calling
- Coordinating with staff
- Please see these job descriptions
-  Copy of pRAISE Job Descriptions

3) Development Director

- A team will begin work on this position

4) Faithful Hospitality

- Please see Pastor Marty's report

5) Pastor Transition

- Website: <https://www.rosevillelutheran.org/pastoral-transition/>
- Email: pastortransition@rosevillelutheran.org
- Please see council folder for pdf's of 2 documents that will be placed online:
 - 1) FAQ - Pastoral Transition
 - 2) Interim Pastors in the ELCA

As I leave RLC, I want to take the opportunity to thank each and every one of you for your leadership. Roseville Lutheran Church is what it is today because of your thoughtful witness and wise discernment. It has truly been a pleasure to serve as your senior pastor over the last 8 years.

My call away is the work of the Holy Spirit, and I am trusting in her leading me from this call to the next. Roseville Lutheran is in a great place - largely due to how the lay leadership has trusted in the Holy Spirit each step of the way during these last years.

That same spirit is already poking and prodding your next senior pastor. Keep that unknown pastor in your prayers. Pray, during this time of discernment, for trust and guidance in the unexpected!!

Pastor of Youth and Young Adult Engagement

February 2024

Pastor Tori Kraus

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

- Extravaganza – Jenna and I went to New Orleans for the Extravaganza which is a youth network conference that centers around CYF ministries for those who work, volunteer, lead, etc. children youth, and families. Overall, it was a great trip to get a feel for New Orleans and what we can do/experience there this summer. There was a ton of learning, and these are the workshops I attended:
 - How to have a Great 2024 Youth Gathering (tips, logistics, and helpful information for planning)
 - A Safer Tomorrow, Not Just A Dream – Importance of safe child policies and how to implement/write them.
 - Can These Dry Bones Live? Dreaming of a More Inclusive Church – Disability ministry and how to make churches more accessible for those with disabilities.
 - Moving from Surviving to Thriving – Workshop on Women in Youth Ministry and how to not just survive but thrive in CYF ministry.
 - Dream Worship: Prayer and Liturgy – From the Bishop of Oklahoma and Arkansas Synod on how to create and nurture a more interactive, lively, and improvisational worship, while still keeping it true to our Lutheran identity.
 - A Handful of Practices to Cultivate Connection – Developed and brainstormed ways of connecting with others, especially in an age of loneliness.
 - Dreaming of Bringing the Mountaintop Home – Connecting big trip experiences like the Gathering to every day life, and how to continue to be reminded of those big moments when coming back from a trip.
- Dresser Build – Went so well this year. Loved the partnership between M&O and CYF.
- Confirmation
 - Moving into Lent. 7th-8th graders will meet in small groups, 9th graders will meet with Lenten Mentors
- Contemplative and Spiritual Practices
 - Attended a pastors/leader's meeting for it this past week. Lots of learning and ideas on how to bring the wider congregation into these practices.

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?

- Guatemala – Feb. 17-26, Pastor Marty and I will be traveling with 6 other folks.
- Contemplative and Spiritual Practices

- Feb. 19 – Group Meeting
- Feb. 24 – Retreat
- Youth Bouldering Event – Feb. 19, Jenna is leading this
- March 1-2, 9th Grade Retreat – Looking at cancelling. Depends on registrations Feb. 15.
- Lent

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?

Prayers as we travel to Guatemala and also for RLC during this season of transition.

Associate Pastor, Marty Wyatt

February 2024

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

- Immigration Project Team coordinated a successful donation drive
- Riverside Innovation Hub Team attended the Accompaniment learning event at Augsburg in January, where we did some training on effective one-to-one conversations. The next step is for the team to each have one-to-one conversations with some identified community members.
- Dresser Build- Built 40 dressers. Was a wonderful partnership this year across CYF and Mission and Outreach Partnerships. Bridging was present, many thanks to them, to Tom Campbell and Jim Roste for their help as well. It was great to see such a truly intergenerational event going on. "This is a happy church"
- Faithful Hospitality planning

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- Guatemala Service Learning February 17-26-We leave on Saturday! 8 people from RLC are going to help build a classroom, with our guides Woody and Lety Gillette. We will have much to share when we return.
- JustMove w/ ONAM-this will be a 6 week education session offered to RLC members and friends and other faith communities as well. Dates: Monday Nights, Sept 30-Nov 4, 6:30-8:30pm Please mark your calendars now!
- Faithful Hospitality- we've been working very hard to get things ready for the arrival of our guests. Dates have moved to March 6-31. We need 2 overnight hosts every night. Please sign up!
- Lent/Easter/Holy Week
- Children's Ministry Task Force: Just a reminder that this Task Force needs to continue their work into March (instead of ending in December as originally planned)
- Would like to start an email list of those members interested in the "love your neighbor" ministry teams so that we can send those who are interested more information in a concentrated way-like a concentrated e-blast- this continues to be a desire but I do not have the capacity to take it on at this time
- pRAISE RLC is on the horizon!

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?

Please sign up to be an overnight host for Faithful Hospitality. Share with your friends, invite them to sign up too. Invite your liaison project teams, etc to sign up.

Ministry: Children's

Date: 2/12/24

Prepared by: Jenna Baccam

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

- This past weekend our children's ministry went to the trampoline park together! We had about 15 kids come with their parents. The kids had so much fun and really enjoyed getting to be together. They got to spend time with kids they don't normally and have an extended community time outside of RLC Kids. The parents were also able to talk with one another and get to know each other as well. I am hoping to continue planning more fellowship events in the future because of the success of this one.
- I have asked kids and families to help be a part of worship services in the past month. We had a child with their parent do a reading and kids helped serve communion in worship. We want to continue doing this as it makes helping in worship more accessible to kids and their families and will become an intergenerational volunteer position to join our church together in community.
- Our annual Dresser Build was a success this year! We ended up building all the dressers we bought (40) with 26 of them built on serve Sunday. We had adults, kids, and families working together all morning and it was a great way to learn about serving together.

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?

- Our youth is going to the Minneapolis Boulderling Project on President's Day! We have a handful of people signed up, however I have heard of a lot more who would like to come. We need volunteers to help with kids who are 12 and under.
- We have a lot of Family Fellowship's coming up! Our next one is this Sunday, February 18th. This is a great monthly event where we have started to have families get together to spend communal time with one another. Our next one is on April 21st, and we are going to have people from the nature center come in and lead us in an activity for the day. There will be animals brought in and kids can learn about different kinds of animals and their adaptations! This will be at a later time than normal in the afternoon. We are planning on inviting kids and families from our preschool, as well as providing lunch for all those who attend. We are hoping there could be an opportunity to engage the broader community here as well.
- Communion Instruction workshop is happening on March 17th after worship. Registration for this is going to open on February 17th. During this we will also teach kids and their families how to serve communion so that later on they can serve during worship. We are hopeful this will help to foster the sense of leadership these kids have and prompt them to volunteer for communion in the future.

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?

Ministry: Shared Services

Date: February 14, 2024

Prepared by: David Booms

Shared Services Administration

- Faithful Hospitality
 - Business License approved by the City
 - Beds are due in to RLC on Monday.
- Insurance brokerage firm (Bullis Insurance Agency) will have a package within a week.
- Overseeing post ransomware attack analysis
 - Church Mutual/ Beazley are our insurance contacts
 - Constangy & Booz Allen Hamilton Inc. are the firms I recommend moving forward with for Forensics and assessing legal obligations.
- Managing daily operations and maintaining office supplies and records.
- Oversee security system
- Coordinating, planning, and executing church events.
- Participate in Project Teams, pay bills and oversee staff payroll.
- Working on Hospitality transition
- Managing Vendor relations
- Booking Spring events

Communications - Daniel Pederson

- Website “Critical Path” meetings concluded. We’ve had some team meetings, and next we have our “Key Page Layout” meeting on March 13. This will focus us on our template decision and from there the Wire Frame. Thanks to Trupti Storlie, Rebecca Field, Sam Holsen for their work on this team.
- Volunteer Management System... this work is in tandem with the website update.
- Ash Wednesday/Lent/Holy Week events in planning and support.
- pRAISE RLC planning is starting. Dates are April 28 - . Save the Dates.
- Working with the Executive Team and clergy as Pastor Lauren leaves March 3. Lots of moving parts and details, especially around the pRAISE Campaign.

Building & Grounds: Bob Zismer

Facility Projects

- Working to get estimates on mitigation of water infiltration
 - Water coming in behind the altar area in the tunnel that runs around the outer perimeter of the building.
 - Water coming into the elevator room & Room 40 storage room.
- Service HVAC units
 - Insulate collection exhaust ducts
 - \$ 180 savings on pair of filters for air compressor
 - Source relay for air handling system
- Event set ups for the month
- Repair glass panel on worship center door
- Prep for Faithful Hospitality
 - Prepare for fire inspection
 - Remove chairs and tables from rooms in arc alley in preparation of occupancy
 - Set up rooms for Faithful Hospitality in arc alley
 - Price sourcing for facility supplies
 - Run power and metal wire mold to exit sign in arc alley

Hospitality: Will Flores

HOSPITALITY DEPARTMENT COUNCIL REPORT

February 10, 2024

I am pleased to provide my first council report and want to convey the excitement and optimism I have toward the potential of this program.

Roughly one month has passed since I began my time here at Roseville Lutheran and there have been a lot of changes already!

A revamp of the Funeral Menu was completed along with a pricing restructure that will reflect a more cost-effective option for anyone procuring our services. The cheaper prices are possible due to a new partnership with Sysco which will help us with our food supply needs/costs as well as serve as my functional “sous chef”. This partnership will allow me to better control my hours and reduce dependency on our volunteer group when we have several events and are unable to generate enough help. Also, my operating costs will be significantly lower due to eliminating the majority of the single use plastic/paper products that became a necessity during COVID.

Inventory and organization have taken a big portion of my time as I assess what I have and what I still need to procure. The back-storage room has been (mostly) gone through and reorganized. We discovered a significant leak over one of the storage shelving units and unfortunately had to discard a large quantity of assorted utensils and electronic equipment that was no longer suitable for food service.

We hosted a funeral luncheon which served as a successful “dry run” of the kitchen. This prompted me to initiate a full cleanout and reorganization of the kitchen in an effort to increase efficiency and food safety standards.

We have a “Fine Dining” style Scholastic Awards Banquet on 2/11 which will comprise of a 3-course dinner and table service that I am excited to execute and really start utilizing the capabilities of the kitchen.

Our Lenten Soup Dinners also begin this week (2/14) which will afford our community 2 soup choices as well as 2 salad choices with accompanying beverages and desserts, emphasis was placed on providing plentiful options for dietary choices/restrictions.

Restocking of the pantry has begun, slowly and deliberately with an eye on the future and cross utilization of products we bring in.

Along with that, looking forward I have several ideas that we can look into implementing. Corned Beef and Cabbage Dinner, Easter Meal, Cooking Classes for both Adults and Kids, Monthly Brunches after service, Take-Home Meal Kits, Pizza Nights, and Themed Dinner Nights/Mystery Dinners to name a few.

Staff / Ministry: Preschool and Childcare: Sher Noot

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

- There were previously 2 separate “pages” we updated and merged the RLC Preschool and the RLC Childcare web pages into one combined page. Thank you to Daniel who assisted with this project. The Roseville Lutheran Church website now has one combined RLC Preschool and Childcare webpage with our new refreshed logo.
- Continued work on reorganizing and purging manipulatives, toys and activities that are outdated, in disrepair, or no longer relevant to our teaching and curriculum.
- Tours are happening!! I had 3 tours with potential families for preschool and childcare. The families are currently in the process of filling out the paperwork. Two of the three families are looking at dual enrollment of preschool and childcare. Two of the families are considering immediate enrollment. The third family will start in the fall. The touring families were impressed with the warm, friendly and clean spaces!!

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?

- Families are also liking the fact that they can dually enroll in both Childcare and Preschool if a longer day is needed to fit their work schedules
- When providing tours, I always let families know about the RLC Kids and family activities that happen at RLC.
- I am working with Jenna, Marty and Tori planning a joint spring activity (Earth Day) to bring preschool/childcare and RLC Kids together!

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?

- In the next couple weeks, I will be posting a position for a full time Early Childhood Educator position to start late August in the Preschool. I will be determining the wage for the position and will most likely need financial assistance to help us to become competitive in the field to secure the right person. One of the goals for the next school year is to relieve me from my teaching duties to enable me to better use my skills and time as a director of both the preschool and the childcare, hiring a full time Early Childhood Educator will help me reach this goal.
- Would like to start our Gertens plant sale fundraiser asap.

Staff / Ministry: Finance Committee

Date: 2/15/2024

Prepared by: Erik Storlie

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

- Present: Laurel Hofeldt, Nick Velde, Gayle Gedstad, Merle Gaedy, Erik Storlie, Lauren Wrightsman. Absent: None
- January Financial Reports
 - Month-End Financial Summary.
 - Actual January offering was \$37,677 over budget. Year to date actual \$8,257 under budget.
 - This largely makes up for the deficit seen in December.
 - Total expenses \$64,770 under budget.
 - Compensation \$38,818 under budget.
 - Property and Buildings \$17,206 under budget, largely snow removal.
 - Net \$64,770 favorable to budget year to date.
 - Year to date givers 526 compared to 550 prior year.
 - Organ fund \$366,080 in cash (12 months of payments).
 - Statement of Financial Position
 - Designated Fund Summary
- Bank Reconciliation Reports
 - Revised Main Checking for December. Reviewed statements.
 - Main Checking. Reviewed Statements.
 - Payroll Checking. Reviewed Statements.
- Recommendation for Restricted/Designated/Special Activities Fund
 - This work is nearly complete. Rebecca Field, Laurel, and Erik Storlie have been working together on this.
 - Goal is to avoid having restricted money sitting in special funds for prolonged periods of time, not being used.
- Contingency plan for IRS employee retention credits if they do not come through before the end of the fiscal year (6/30/2024)
 - We have \$100,000 in this year's operating budget, expecting to get these credits. The IRS is "slow rolling" these due to the amount of fraud.

Council Report- Finance Committee

- If this does not come in before end of budget year, this could cause cash flow problems.
 - Contingency plan is to monitor financial position and consider a loan (from North Star Bank or from the Endowment Fund) if we run into cash flow problems.
 - Laurel remains confident that this money will come in from the IRS.
- Financial education - Andrew Olson will bring that to adult education.
- Preschool - how do the finances look through the end of the year?
 - Actual year to date income, \$82,462. Budgeted at \$128,567.
 - Actual year to date expenses, \$109,319. Budgeted at \$120,645.
 - Actual year to date net, (\$26,857). Budgeted at \$7,921.
 - General discussion regarding challenges the preschool has faced this year.
- Upcoming Meeting Dates
 - Wednesday, March 20, 2024 7:00 pm Zoom. Moved to March 13th at 7pm.

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? None at this time.

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.

Director of Finance

2/15/2024

Prepared by: Laurel Hofeldt

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

- January Month-End Financial Summary and Restricted Fund Summary are attached for your review. Please refer to Finance Committee Report submitted by Erik Storlie for details.
- 2023 tax year reporting completed in January
 - Employee W-2s and contractor 1099s
 - Calendar year-end giving statements mailed to all donors of \$100 or more
 - Federal and state payroll tax returns filed.
- Review of Restricted/Designated/Special Activities fund completed.

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?

- Complete research of donor restrictions per Restricted Fund review and release funds where restrictions have been met
- Initial staff conversations and start of 2024-2025 ministry budget preparation

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?

Roseville Lutheran Church

January 2024 Month-End Financial Summary

Church Operations 2023-2024							Prior Year Comparison	
	Jan Actual	Jan Budget	Jan Variance	YTD Actual	YTD Budget	YTD Variance to Budget	2022-2023 YTD Actual	Current YTD Comparison to Prior YTD Actual
Offering	180,565	142,888	37,677	713,816	722,073	-8,257	709,348	4,468
Other receipts	1,043	6,142	-5,098	37,331	44,992	-7,660	42,195	-4,864
Assets Released from R	223	2,583	-2,360	34,463	18,083	16,380	12,000	22,463
Total Receipts	181,831	151,613	30,219	785,610	785,148	463	763,543	22,068
Compensation & Staff	65,231	83,949	-18,718	545,417	584,235	-38,818	622,191	-76,775
Program Ministries	1,999	9,527	-7,528	67,042	75,594	-8,551	76,159	-9,117
Business Management	8,965	10,743	-1,778	77,796	77,528	268	73,421	4,375
Property & Building	12,169	11,320	849	60,134	77,340	-17,206	116,725	-56,591
Total Expenses	88,364	115,539	-27,175	750,389	814,696	-64,307	888,497	-138,108
Net	93,467	36,073	57,394	35,221	-29,549	64,770	-124,954	

Number of Givers 2023-2024			Prior Year		% Variance	% Variance
	YTD through Dec		2022-23 YTD Thru Dec			
	# Givers	Avg Giving	# Givers	Avg Giving	# Givers	Avg Giving
General Fund	430	\$ 1,589	470	\$ 1,418	-9%	12%
Total All Funds	526	\$ 2,378	550	\$ 1,465	-4%	62%

Fund Balances:

Available Cash & Short-Term Investments	604,763
Organ Fund	366,080
Other Designated/Restricted/Special Activities	320,433
Preschool/Child Care Fund	(83,557)
Operating Fund	1,807

Endowment Fund

Cash	8,432
Investment	657,570
Total	666,002

	<u>Beg. Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
FUND BALANCES				
RESTRICTED BY DONOR				
BUILDING FUND				
30113 Building Fund (Gifts after	\$13,704.59	\$999.00	\$252.85	\$14,450.74
TOTAL BUILDING FUND	\$13,704.59	\$999.00	\$252.85	\$14,450.74
EDUCATION & CHILDREN'S				
30505 Children's Ministry Gifts	\$18,348.63	\$0.00	\$0.00	\$18,348.63
30530 Library Fund	\$508.81	\$0.00	\$0.00	\$508.81
30560 Bible Fund	\$586.14	\$0.00	\$0.00	\$586.14
TOTAL EDUCATION & CHILDRE	\$19,443.58	\$0.00	\$0.00	\$19,443.58
WORSHIP & MUSIC				
31120 Brass Fund	\$330.00	\$0.00	\$0.00	\$330.00
31130 Jazz Band	\$8,041.58	\$327.00	\$0.00	\$8,368.58
31150 Music Ministry	(\$115.69)	\$737.92	\$148.85	\$473.38
31155 Organ Fund	\$367,542.77	\$61,558.14	\$63,020.70	\$366,080.21
31160 Chancel Fund	\$1,065.01	\$0.00	\$1,065.01	\$0.00
31161 Christmas Garden	(\$814.73)	\$814.73	\$0.00	\$0.00
31200 Children's Choir	\$645.00	\$0.00	\$0.00	\$645.00
31230 Vets Worship Services	\$3,465.03	\$0.00	\$0.00	\$3,465.03
TOTAL WORSHIP & MUSIC	\$380,158.97	\$63,437.79	\$64,234.56	\$379,362.20
STEWARDSHIP				
31520 Memorials	\$11,426.80	\$200.00	\$0.00	\$11,626.80
TOTAL STEWARDSHIP	\$11,426.80	\$200.00	\$0.00	\$11,626.80
PROPERTIES MANAGEMENT				
TOTAL PROPERTIES MANAGEME	\$0.00	\$0.00	\$0.00	\$0.00
CHRISTIAN LIFE				
32501 Communications	\$800.00	\$0.00	\$800.00	\$0.00
32510 Quilters	\$7,248.89	\$0.00	\$0.00	\$7,248.89
32530 Prayer Team	\$2,177.79	\$0.00	\$0.00	\$2,177.79
32538 Prayer Shawls	\$1,117.04	\$0.00	\$0.00	\$1,117.04
32540 Parish Nurse Ministry	\$1,628.99	\$0.00	\$0.00	\$1,628.99
32545 Care Team Ministry	\$3,179.85	\$0.00	\$0.00	\$3,179.85
32562 Pop Fund	\$91.11	\$0.00	\$0.00	\$91.11
32600 Design Committee	\$3.62	\$0.00	\$0.00	\$3.62
32620 Festival for Change	\$4,175.00	\$500.00	\$0.00	\$4,675.00
TOTAL CHRISTIAN LIFE	\$20,422.29	\$500.00	\$800.00	\$20,122.29
MISSION & OUTREACH				
33125 Mission & Outreach Restri	\$14,158.00	\$1,936.00	\$0.00	\$16,094.00
33130 Loaves & Fishes	(\$842.85)	\$0.00	\$454.88	(\$1,297.73)
33150 World Hunger	\$945.00	\$15.00	\$0.00	\$960.00
33170 Foodshelf	\$5,235.53	\$28.83	\$0.00	\$5,264.36
33171 Feed My Starving Childre	\$5,048.09	\$500.00	\$0.00	\$5,548.09
33172 Project Home	\$550.00	\$0.00	\$0.00	\$550.00
33190 Good Samaritan Fund	\$4,181.83	\$0.00	\$30.00	\$4,151.83
33198 Slovakia School	\$3,873.99	\$0.00	\$0.00	\$3,873.99
33205 M & O Discretionary	\$18,689.65	\$40.00	\$0.00	\$18,729.65
33235 Tanzania Mission	\$4,853.19	\$0.00	\$0.00	\$4,853.19
TOTAL MISSION & OUTREACH	\$56,692.43	\$2,519.83	\$484.88	\$58,727.38
YOUTH MINISTRIES				
34110 Camp Scholarships	\$24,113.75	\$50.00	\$0.00	\$24,163.75
34111 First-time Camper Schola	\$10,000.00	\$0.00	\$0.00	\$10,000.00
34115 Youth Fundraising	\$3,884.07	\$104.44	\$52.13	\$3,936.38
34195 Senior High Leadership T	\$4,100.00	\$0.00	\$0.00	\$4,100.00
34210 Youth Ministry Memorial	\$1,183.40	\$0.00	\$59.45	\$1,123.95
34250 Young Adult Ministry	\$1,014.91	\$0.00	\$0.00	\$1,014.91
TOTAL YOUTH MINISTRIES	\$44,296.13	\$154.44	\$111.58	\$44,338.99
OTHER RESTRICTED BY DONOR				

	<u>Beg. Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
36100 RLC Endowment Fund	\$3,529.00	\$3.00	\$0.00	\$3,532.00
36600 Special Designation	(\$3,636.59)	\$6,045.00	\$435.00	\$1,973.41
TOTAL OTHER RESTRICTED BY	(\$107.59)	\$6,048.00	\$435.00	\$5,505.41
TOTAL RESTRICTED BY DONOR	\$546,037.20	\$73,859.06	\$66,318.87	\$553,577.39
DESIGNATED BY COUNCIL				
37100 Investing Earnings Fund	\$6,345.06	\$416.75	\$1,531.63	\$5,230.18
37280 Estate Gifts	\$54,022.49	\$0.00	\$0.00	\$54,022.49
TOTAL DESIGNATED BY COUNCIL	\$60,367.55	\$416.75	\$1,531.63	\$59,252.67
SPECIAL ACTIVITIES				
CHILDREN'S MINISTRY				
38132 Summer Programming	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL CHILDREN'S MINISTRY	\$0.00	\$0.00	\$0.00	\$0.00
MISSION TRIPS				
38200 Guatemala Trip	\$3,780.73	\$1,850.00	\$3,611.00	\$2,019.73
TOTAL MISSION TRIPS	\$3,780.73	\$1,850.00	\$3,611.00	\$2,019.73
COMMUNITY EVENTS				
38310 Night in the Narthex	\$75.00	\$0.00	\$75.00	\$0.00
TOTAL COMMUNITY EVENTS	\$75.00	\$0.00	\$75.00	\$0.00
SMALL GROUP MINISTRY				
38400 Contemplative Practices	\$3,848.70	\$0.00	\$0.00	\$3,848.70
TOTAL SMALL GROUP MINISTRY	\$3,848.70	\$0.00	\$0.00	\$3,848.70
PROPERTIES MANAGEMENT				
38515 Table & Chair User Fees	\$20.00	\$0.00	\$0.00	\$20.00
38550 Site Beautification	\$2,495.56	\$100.00	\$0.00	\$2,595.56
38580 CEE Loan #728	(\$5,416.51)	\$0.00	\$0.00	(\$5,416.51)
38581 CEE Loan #800	(\$2,043.41)	\$708.76	\$0.00	(\$1,334.65)
38590 Insurance Claim Sprinkler	\$23,810.56	\$0.00	\$0.00	\$23,810.56
TOTAL PROPERTIES MANEGEME	\$18,866.20	\$808.76	\$0.00	\$19,674.96
CHRISTIAN LIFE				
38716 CD Praise and Worship Ba	(\$1,450.00)	\$0.00	\$0.00	(\$1,450.00)
38774 Men's Ministry	\$176.00	\$61.00	\$0.00	\$237.00
38777 Life Ministry Events	\$0.00	\$0.00	\$0.00	\$0.00
38791 Funerals	\$204.39	\$0.00	\$380.74	(\$176.35)
38795 Kitchen/Food Coordinato	\$22,290.19	\$0.00	\$0.00	\$22,290.19
38798 Wedding Fees	\$450.00	\$0.00	\$0.00	\$450.00
TOTAL CHRISTIAN LIFE	\$21,670.58	\$61.00	\$380.74	\$21,350.84
YOUTH MINISTRIES				
39010 Youth Fund	\$11,479.66	\$0.00	\$0.00	\$11,479.66
39015 HS Fall Retreat	\$610.72	\$0.00	\$0.00	\$610.72
39019 7th Grade Retreat	\$3,000.00	\$0.00	\$0.00	\$3,000.00
39020 HS General	\$4,284.71	\$0.00	\$0.00	\$4,284.71
39035 BWCA	\$1,053.55	\$0.00	\$0.00	\$1,053.55
39040 National Youth Gathering	(\$491.30)	\$726.00	\$0.00	\$234.70
39045 HS Summer Mission Trip	\$120.00	\$0.00	\$0.00	\$120.00
39058 Confirmation Pizza	(\$262.67)	\$295.25	\$421.09	(\$388.51)
39070 HS Winter Event	\$539.46	\$0.00	\$0.00	\$539.46
39090 Middle School Events	\$0.00	\$40.00	\$0.00	\$40.00
39140 MS Lock In	\$972.04	\$600.00	\$612.55	\$959.49
TOTAL YOUTH MINISTRIES	\$21,306.17	\$1,661.25	\$1,033.64	\$21,933.78
39920 Staff Continuing Ed	(\$103.56)	\$0.00	\$0.00	(\$103.56)
39930 Senior Pastor Continuing	(\$366.33)	\$100.00	\$0.00	(\$266.33)
39931 Assoc Pastor Cont. Ed	\$1,318.28	\$100.00	\$0.00	\$1,418.28
39932 Deacon Continuing Ed	\$1,253.07	\$100.00	\$0.00	\$1,353.07
39935 EF Grants	\$2,328.20	\$1,000.00	\$1,467.08	\$1,861.12
TOTAL SPECIAL ACTIVITIES	\$73,977.04	\$5,681.01	\$6,567.46	\$73,090.59

	<u>Beg. Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
TOTAL FUND BALANCES	\$680,381.79	\$79,956.82	\$74,417.96	\$685,920.65

Staff / Ministry: Nominating Committee

Date: 02/12//2024

Prepared by: Jim Stark

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

- Committee members: Elizabeth Jacobson <jacobsoe@csp.edu>; Kevin Miller<kevin.j.miller@comcast.net>; Abell Jan <tk005@gmail.com>; David Werner (chair) <werne012@gmail.com> and Jim Stark <jim.stark@lcc.mn.gov> (ex-eficio)
- The committee has met electronically and is making progress. We have a special ask for Vice president names from staff and council. We continue to solicit names council and the pastors. A notification, asking for names from the congregation was included in the Update and in the worship folder. It was not very successful.
- Council and staff continue to be asked to submit names for potential church leaders

Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- The nominating committee will be asking our members for names of those who may be interested in church leadership role. Please encourage those you know.

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?

Ministry: Council Liaison Small Group and Care ministry

Date: 02/14/2024

Prepared by: Pam McCulloch

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

- Men's Group continues to be an active ministry, meeting on the first and third Saturdays of the month currently in the upper lobby. While sharing bagels and coffee the men continue the study of Luke that they have been doing the past year and a half. Pastor Olson reports they have great discussions of Luke and how it impacts their lives.
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Highlight programs and activities that will support the RLC mission and vision in the coming 30 to 60 days. Are there opportunities to engage the broader congregation? Are there any obstacles to success that Council might help remove?

- The Prayer Team continues to be available through emails to members. I would like to see the prayer team have a greater presence but this needs staff support. This may need to wait until full pastoral support is available.
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-

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



Job Title: Director of Finance and Data

Reports to: Senior Pastor

Purpose:

This full time position reports directly to the Senior Pastor, providing oversight of administrative systems and processes through an administrative team, and supporting the operations of Roseville Lutheran Church. The ideal candidate will have a strong background in financial management. The Director of Finance will play a crucial role in overseeing and managing the financial operations of the church, ensuring fiscal responsibility and transparency.

Job description:

- Full-time with benefits
- Health Care benefits class: Full time Salaried
- Must be available occasional evenings

Job Summary

Financial Management

- Accurately maintain all financial records of the congregation including: proper credit to a donor's giving statement; banking, and savings and investment accounts of the congregation
- Supervise financial staff for the counting and posting of all gifts, payment of fees, and other income to the congregation; including but not limited to: payroll; accounts payable; and gifts to Mission and Outreach partners
- Stay abreast of changing technology beneficial to the church's ministry
- Ensure all proper internal controls are maintained
- Provide assistance to staff and volunteers for annual asks and annual appeals
- Participate in the assembly of the annual budget of RLC
- Develop and oversee implementation of financial policies, procedures and reporting

Congregational Data

- Provide accurate quarterly and year-end giving statements to financial givers
- Generate monthly financial reports to the Finance Committee, Executive Committee and Church Council
- Produce quarterly reports to staff and committee leaders detailing the revenue, expenses, and financial position of their ministry accounts
- Provide a comprehensive year-end finance report as the official record of financial actions and financial position

- **Work with Director of Development to** compile and analyze giving trends among members and friends of RLC in order to most effectively approach giving requests
- **Work with Director of Development** to produce materials in partnership with RLC's Communication's Department related to the annual stewardship emphasis, including targeted letters, giving cards, thank you letters, and other stewardship pieces
- 7) Retain membership lists, family records and worship attendance records; help analyze trends and concerns relating to membership and participation.
- 8) Provide training and resources for staff on Church Management Software.

Team Participant

- Communicate with the Senior Pastor weekly
- Attend the following meetings:
 - Council (monthly)
 - Finance Committee (monthly)
 - Staff meetings (weekly)
 - Other committees and task forces as assigned by the Senior Pastor
- Work with church volunteers and ministry leaders in planning financial goals and problem solving
- Direct communication with Church Administrator with budgeting, salary and other financial matters
- Coordinate special projects at the request of the Senior Pastor or Executive Council

Qualifications

Bachelor of Arts (preferably with a finance / business emphasis)

Experience with working in a multiple staff environment

Experience with coaching or supervising others at place of employment or volunteer organization

Physical requirements and working conditions

Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Job description date: February 2024

Group: Children, Youth & Family

Chair/Leader: Tori Kraus & Jenna Baccam

Date: 2/13/24

Prepared by: Nancy Brown

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

- Our February Crash Course was on February 7th for our upper elementary children. Children and families learned about the wild stories of the Old Testament, including Noah, Jonah, and Samuel, and how God uses each of us to do important things in the world.
- RLC Kids hosted an event at Zero Gravity for families on Saturday, February 10th.
- RLC Kids also hosted the first Family Fellowship in January. This is a time on Sunday for families to meet each other and spend time together. The next Family Fellowship is Sunday, February 18th from 10-10:30.
- Confirmation students learned about Baptism and Communion. Students also made bread as part of learning about Communion.
- Confirmation students also participated in the dresser build for Bridging. Our youth did a great job and had a wonderful time serving.
- Students in grades 4-9 have until February 15th to sign up for Camp Wapo, It will be July 28-August 2, 2024. The Seeds camp is for kids in grades 1-3, and that will be August 2-4, 2024. There has been a lot of interest.

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?

- During Lent our Confirmation 7th and 8th graders will be attending worship services with their small group. Our 9th grade youth will attend worship with their Mentor, and then they will meet with their Mentor afterwards for conversation and reflection.
- There is a Bouldering event on Monday, February 19th for youth in Minneapolis.
- The Communion Instruction Workshop will be on Sunday, March 17th at 11:45AM. Registration will open for this on February 17th.
- The 9th Grade Confirmation students have their 9th grade Retreat on March 1st - 2nd. They will be going to Camp St. Croix in Hudson for fun, reflection, working on faith projects, and being in community together. Registration for this is due by February 15th.
- Friday March 29th at 10:00 will be the Family Good Friday service.
- There will be an Ice Cream Social on Sunday April 7th at 11:45 for families that are registered for Camp Wapo this summer. It will be a time for families and kids to connect with others who are going to Camp Wapo.

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.

Roseville Lutheran Church
Justice & Congregational Learning Council Liaison Report
February 2024

Andrew's notes: Much of our effort will focus on the Faithful Hospitality project over the next few months; this will need to dovetail with other work that the groups are doing.

Faithful Hospitality

Coordinated through Interfaith Action of St. Paul, this will host families (mostly migrants) for many weeks from March 6-31. This has been a lot of work and thanks to Pastor Marty for his work in leading!

- We need TWO volunteers each night from 7pm-7am (weekdays) and 7pm-8am (weekends).
- Only responsibility is to be welcoming, attending a training, and be available if an emergency occurs
- Signup link: <https://www.signupgenius.com/go/10C0E45A8A92CA5FBCE9-47489507-faithful#/>

Adult Education

Recent Events:

- Good attendance for sessions from the Synod and Lyngblosten.
- Very successful dresser build
- Substantial interest in the "Wills and other life decisions" which had 44 people

Discussed the upcoming schedule, which is mostly full for the spring. Focus of Adult Education is Love God and Love Your Neighbor, and group continues to find excellent diverse speakers for the sessions.

Our Neighbors and Me (ONAM) (no new update this month)

New Member: Kathy Miller

Upcoming Event:- Adult Education Session with Seema Pothini on February 18.

JUST MOVE Project:

Grant submitted to Roseville Area Community Foundation to supplement RLC endowment funds. Thanks to Pastor Marty for his work on this.

- Just Move meetings are scheduled for Monday evenings, 6:30 - 8:30 PM (9/27, 10/7, 10/14 Indigenous Peoples Day, 10/21, 10/28, 11/4). The Sanctuary needs to be reserved for these events.

Immigration

- LSS donation drive - collected 38 hygiene kits, 9 backpacks, 12 cleaning kits; \$1490 was raised
- Will be delivered on February 28
- Immigration will staff tables for the coming weeks for FH project
- Planning for refugee resettlement upcoming - about \$2000 to spend on this project and will know more in early April.

Ministry: Mission and Outreach Partnership (MOP)

Date: 2/6/24

Prepared by: Karen Rogers

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

- Dresser Build for Bridging - 40 dressers completed - Everyone liked building in the Social Hall vs. Activity Center as it was easier for our members to participate.. Next year there is a 50 dresser minimum to host at a site like RLC so M&O is budgeting 8k for this event (\$160/dresser x 50). By hosting at a site, this allows children to participate since Bridging has an age limit of 14 and older to volunteer. Our team brainstormed ideas on how to cover the extra cost such as buying a dresser (or donating toward a dresser) on the Sharing tree, possibly adding a different day for families and youth to volunteer to build, etc.

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?

- **Feb - M&O is writing two different Thrivent grants to purchase items for Hygiene Kits** that the RLC Kids will put together on a Serve Sunday in April.
- **April Food Drive for Keystone** - suggest we limit ask to congregation to **shelf-stable proteins and grains** like peanut butter, pasta, beans, oats and rice

**Keystone Notes:

Canned foods (with easy pop top lids) like soups, beans, fruit, vegetables, meat, fish

Shelf-stable proteins and grains like peanut butter, pasta, beans, oats, and rice

Cooking staples like sugar, flour, oil, soy sauce, and fish sauce

Quick to eat foods like boxed meals, microwave meals, granola bars, and cereal

Household items like laundry detergent, toilet paper, and dish soap

- **Feed My Starving Children - Event April 24 - 28, 2024 - we need volunteers** and communication to share with your ministry teams

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?

- We are reaching out to the Council and asking all liaisons to take this volunteer info. back to your teams to promote the Mobile Pack Event for FMSC - see communication below for sign up details and message to share with your teams. Consider your group signing up to volunteer together.

Communication to Share with your teams:**The 'Pack is Back' again - April 24-28, 2024!!**

ALL HANDS ON HOPE Feed My Starving Children MobilePack™ partnership with Incarnation Lutheran Church is back again in FULL FORCE! RLC has partnered with Incarnation Lutheran of Shoreview, MN for several of their MobilePack events. MARK YOUR CALENDARS for April 24-28, 2024. **LET'S BUST PAST THIS YEAR'S GOAL OF 614,304 MEALS.** This event is hosted by Incarnation Lutheran, Shoreview, MN.

Here are comments from the 2023 MobilePack Action Team at Incarnation Lutheran:

"We believe RLC's involvement was a key factor in the success of the 2023 MobilePack - both in terms of volunteers and financial support. There were RLC members packing meals and/or working behind the scenes to support FMSC staff at almost EVERY shift! We were able to meet our financial obligation of \$180,000 - which provided more than 600,000 meals for hungry children. Incarnation's FMSC Action Team is incredibly grateful for the partnership and support of Roseville Lutheran members in our efforts to end global hunger. We would love to have you join us in future efforts, as we are stronger together."

Pass the word amongst your circle of RLC Friends, your school or work mates, or neighbors, other friends and family to come for a two-hour shift (or maybe more than one shift!!) to help end global hunger. Your financial support and your presence are greatly appreciated by those around the world who receive these life-changing meals! For more information, sign up or donations, go to <https://give.fmsc.org/campaign/2404-016ea-shoreview-mn-all-hands-on-hope/c519973>. You'll be seeing and hearing more about this way to LOVE GOD and LOVE YOUR NEIGHBOR come April. For further info contact KJ Bach (k-j-o@msn.com) or Kathy Miller (Kathy.a.Miller@comcast.net).

Ministry: Organ Project Team

Date: 2/15/2024

Prepared by: Julie Henry

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

- Fundraising: Total support as of 1/31/24: \$793,948 (93% of goal) from 143 giving units; includes \$150 from the coin pipe in the Commons; cash flow is good through 2024.
- Mission trip to deinstall organ from St. Luke's in Alabama: June 10-15; 10 RLC volunteers and 6 Nordlie craftspeople will work 6 days to remove, clean and pack the organ for shipping to Sioux Falls. Travel, lodging, and shipping logistics nearly complete. RLC volunteers are covering their own costs for travel and lodging. Food covered by Thrivent action grant.
- Meeting with Nordlie 2/15/24 for initial design review.

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?

- Fundraising for the remaining \$56,052 to continue by building project awareness via ongoing congregational communication and organ related events such as:
 - Adult Ed Organ Project Update: 3/3/24; 30 minute presentation moved to 9 a.m. due to One Worship that Sunday
 - Meet the Builder: presentation with organ design renderings; date TBD in March
 - Build a Pipe Organ: Nordlie will loan RLC a 2-octave traveling wooden pipe organ kit; all ages can learn how pipe organs are built, help assemble the 133-piece kit and play the organ with hand-pumped bellows; date TBD in April. We'd also like to use the kit with RLC kids.
 - Community-wide Hymn Sing: possibly during pRAISE week or later this summer.
- May 2024: additional volunteers may be needed to help remove and pack 85 pipes from RLC's organ to be shipped to Ohio for refurbishing. RLC Birmingham volunteers will be involved.
Note: RLC's organ will remain usable until the entire organ is removed in January 2025.

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?

- Consider making a donation to the organ project if you haven't already done so and encourage others.

Position Descriptions

pRAISE RLC

April 28 - May 2, 2024

Council Liaison

- Will coordinate financial portion of campaign with council and/or a small project team
- Coordinating financial asks prior to the campaign alongside Director of Finance and Senior Pastor
- Coordinate thank you lists for council to write
- Designate members of council to solicit volunteers for the Jazz Concert (Sunday evening) and Block Party (Wednesday evening)
- During campaign, join morning zoom meetings for updating information

Council / Project Team

- Thank you notes
- Work with council liaison to reach out to members prior to the campaign to solicit matching gifts (this is where the majority of our gifts come in)
- Assist in soliciting volunteers for the Jazz Concert (ushers) and Block Party (Wednesday evening)
- Participate in their role throughout the campaign - volunteering and being present at the Jazz Concert on Sunday and the Block Party on Wednesday

Pastors

- Communicate and lead staff discussions leading up to pRAISE, including their roles for the Block Party
- Work alongside council liaison
- Work with Communications Director for communications needs (logo, pRAISE "Table", announcements leading up to the campaign, crafting scripts and videos to engage members prior to and during the campaign). Faces/Spokespersons of pRAISE.
- Videos (4 potentially)
- Participate in morning meetings during the campaign to strategize challenges and incentives
- Participate in the "Pastor's challenge" during the Block Party (I think this year is THE year for the dunk tank!) 😊
- Work with Director of Preschools and Director of Children and Family for kid friendly activities at Block Party

Communications Director

- Logo
- pRAISE Table
- Coordinating any video needs with Nick (taping, creating, etc...)

- Updating website / facebook / instagram before and during the campaign
- Morning zoom meetings during the campaign

Director of Finance

- Work alongside the council liaison to keep an up-to-date tally of matching gifts as well as gifts given during the campaign
- Work with Pastor Tori and Pastor Marty to help communicate challenge total
- Morning zoom meetings during the campaign
- Keep abreast of church budget for the pRAISE campaign (\$2000 for food, \$3100 for non food) and communicate this to staff and church council

Church Administrator

- Coordinate building needs with custodial staff
- Coordinate ushers for Sunday evening Jazz concert with Administrative Assistant

Hospitality Coordinator

- Coordinate reception after Sunday morning
- Coordinate free refreshments for Wednesday evening Block Party
- Coordinate food trucks for Block Party