

Minutes: Jim Stark- Draft Until Approval at the June council meeting. **DRAFT**

June 20, 2024 at 7:00 pm: Virtual meeting

Link to [Strategic Plan](#):

- **Call to Order** – Jim Stark (7:02 pm)
- **Attendance** (established quorum) Council/Staff: Jim Stark, Linda Werner, Pam McCulloch, Nancy Brown, Karen Roger, Sarah Richter: Staff: David Booms, Pastor Tori., Pastor Marty, Christine Burbach
- Absent: Rebecca Field, Pastor Eric, Erik Storlie, Val Velde
- **Approval of current agenda:** m/s (Linda/Pam) accepted without dissent.
- **Approval of prior month's minutes:** m/s (Jim/Karen) 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.*)
- **Endowment funding request.** The portion of the request for Operation Bootstrap, Africa, was removed from the table. Concerns have been addressed. m/s/ (Jim/Andrew). Passed without dissent. Motion to approve the OBA portion of the funding request. m/s (Karen/ Linda) passed without dissent
- **Transition Team:** The team consists of Andrew Olsen (council), Joe Zeigler (past president, professional editor), Sara Mohn (past president) Kevin Miller (transition team experience, and Trupti Storlie (Web design and RIC leader). Andrew presented an overview of the Ministry Site Profile. It is nearly completed. The council will be asked for some specific input in the next weeks, for example, asking council for mutual expectations for the first year.
- **Call committee:** Call committee nomination forms are available through June. The congregation has been given many opportunities to hear the ask. In August the council will need to consider candidates. It is Stark's suggestion that we ask the transition team to outline the strengths and abilities that are needed on the call committee.
- **Discussion about restricted funds:** There was no presentation on the topic.
- **Child Care/ Day Care: Dave:** A proposal was presented to move the day care to the 55 building, freeing up the house for sale and increasing the capacity of day care and preschool. This will require upgrades to the 55 building. \$25,000 is anticipated as the cost to scope the upgrades. Pros and cons were discussed. The council was generally supportive but requested a long-term business plan for the next council meeting from Sher and Dave.
- **Finance Report: Christine, David;** There are no financial reports. This is of great concern. The April report is not completed. This is due to the retirement of Laurel, staff vacancies, staff changes and a learning curve with the Shelby system. Graphs through April were presented that indicated that offerings are exceeding budgeted offerings. The concern about a significant drop in April giving was due to an error in monthly budget projections and was not real. We are about \$25,000 above budgeted giving. Firm financial statements are expected in July. The Federal Employee Retentions supplement program was suspended but is being reinstated and the \$100,000 to RLC is still expected.
- **Organ Project Team Update: (Linda)** The team is back from Alabama and South Dakota. The trip was a success and saved the congregation significant monies. The team has formed a relationship with the Alabama (St. Luke's) congregation and their staff would like to be involved in a meeting with the council. Intended giving is about \$33,000 short of the \$850,000 goal.

- Annual Report: Dave: Annual reports are due by July 15. Reports should include the ministry team, task force and small group reports coordinated by the council liaisons.
- **Benevolence to Synod:** Pastor Marty brought forward a request from Mission and Outreach. The request would decrease, in the next budget cycle, the benevolence to the Synod from \$1600 per month to \$1000 per month. The difference would supplement Mission and Outreach programs. Concern was expressed about reducing our benevolence during a time when we rely on the synod for pastoral guidance. Discussion occurred about finding another way to supplement Mission and Outreach Programs through the budget process. The issue was tabled: m/s (Sarah and Pam). Passed without dissent
- **Nominating Committee Update:** See written report. Dave Werner presented the slate of candidates. Motion to approve the report for election by the congregation m/s (Karen/ Linda). passed without dissent. See the nominating committee report in the meeting packet.

Monthly staff reports (see written reports unless noted below)

- **Interim Senior Pastor's Report:** Pastor Eric: Report as written. Eric plans to start a strategic planning team. This has the support of the council.
- **Associate Pastor** – Pastor Marty: Report as written. Many complements on meaningful worship. See the Mission and Outreach proposal above.
- **Pastor of Youth and Young Adult Engagement** – Pastor Tori, report as written. Pastor Tori explained the changes in her position description.
- **Pre-School and Nursery-** See written update
- **Church Administrator.** (See detailed written report). Insurance issues: There has been no success in finding another agent, and we need to act on this soon. We will continue to be considered a risk insurer. Dave continues to seek options to reduce our insurance premiums and is seeking a policy revision. One of the issues is the large area of roof that is part of the campus buildings. No policy changes are possible until June. An insurance inspection has been completed. The inspection identified several deferred maintenance issues that need attention. These include electrical, live stream and security system repairs and upgrades, leaky roofs and basements and parking lot issues. The costs were approved at the May meeting and most of the repairs are completed or are underway. We discussed the need for a risk management project

Committee Liaison Reports and Strategic Plan Goals. (Please see the individual reports unless noted below.

- **Mission & Outreach** – Karen Rogers: Looking for ways to make members aware of programs.
- **Endowment** – Sarah Richter: Endowment proposal for Legacy Giving Task Force-- the proposal is contained in this council package. Motion to approve the task force proposal process m/s (Jim/ Pam.) Passed without dissent. The endowment proposal that included the OBA budget line was approved without dissent—see above. The full endowment proposal includes \$9,545 for six organizations.
- **Justice & Congregational Learning** - Andrew Olson: An immigrant family is to be settled next week. The Just Move BIPOC multi-church event is being planned.
- **Small Groups and Care Team** - Pam McCulloch.
- **Children, Youth & Families** - Nancy Brown
- **Community Engagement** – Linda Werner
- **Finance Committee** - Erik Storlie. Report as submitted
- **Love Neighbor Strategic Goal: Community Engagement:** Community Needs Assessment: No Update

- **Love God Strategic Goal:** Small Group Formation Process. Continue to work with a consultant to develop a volunteer management process?
- **RLC Resource Strategic Goal:** Volunteer Management Project. No update

New Business:

- There was discussion about scheduling of worship, children's education and adult education. This discussion will be continued. No worship schedule changes are anticipated
- Annual budget process: There is confusion about budget requests for Ministry teams, groups and task forces. Guidance from exec is needed. Consider a form filtering up to liaisons . This needs to consider restricted funds. Seeking direction from Exec

Upcoming Meeting Dates:

Thursday, July 18th 7 pm, Virtual

Thursday, August 22nd (run through of annual meeting). 6 pm

Motion to adjourn m/s Pam/Sarah 9:05 pm.

Prayer by Pam

Headlines and Congregational Messages, and Parking Lot Issues.

- Discussion about restricted fund policy statement. Revised policy and rationale for change will be discussed at the annual meeting.
- There was discussion about using visual aids during worship (PowerPoint) Pastor Eric brought this forward .Council agreed that his is his decision as Senior Pastor.
- Organ Project Team Update: Discussion about acquisition of additional trumpet ranks. A discussion with the organ task force is planned-- Erik.
- Organ work is in progress. \$30K payments are required each month. Encourage those who have pledged to fulfill their pledges. Thanks to the contributors, staff and organ team.
- Uplift all the good works and ministry of the childcare program.

AGENDA

1. Attendance – establish quorum
2. Approval of current agenda
3. Approval of prior month's minutes
4. Action on tabled endowment request
5. Finance Report – [Christine Burbach](#)
6. Restricted Fund Update- Rebecca Field
7. Transition Team Report (Ministry Site Profile) Update- Andrew
8. Call Committee nomination process
9. Nominating Committee report: Candidate approval - Jim Stark
10. Questions on Monthly staff reports (stand as written)
 - a. Interim Senior Pastor - Pastor Eric Leshner
 - b. Associate Pastor – Pastor Marty Wyatt
 - c. Pastor of Youth and Young Adult Engagement - Pastor Tori Kraus
 - d. Church Administrator – David Booms
11. 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
 - f. Community Engagement – Linda Werner
 - g. Finance Committee - Erik Storlie
12. Old Business
 - a. Strategic Plan review
13. New Business
 - a. Pr. Tori's new position description
 - b. Draft Budget overview–Role of Council Liaisons representing Ministry teams and small groups.
 - c. Annual Meeting Agenda
14. Upcoming Meeting Dates:
 - a. Thursday, July 18th - zoom 7 pm
 - b. Thursday, August 22nd - in person (run through of annual meeting). 6 pm
15. Headlines – Recap key communications messages for next 30 days
16. Adjournment
17. Closing prayer: Pam

Pr. Eric's Council Report

June 2024

The people of Israel would often affirm before the Lord God, "A wandering Aramean was my ancestor, and he went down to Egypt and lived there as a foreigner with a household few in number, but there he became a great, powerful, and numerous people. (Dtr. 26:5)

Reflections from the Past

51 Then Jesus said to Bartimaeus, "What do you want me to do for you?" The blind man said to him, "My teacher, let me see again." 52 Jesus said to him, "Go; your faith has made you well." Immediately he regained his sight and followed him on the way. - Mark 10

In her sermon at this year's Synod Assembly, Bishop Lull asked the question, "Would you join the Church of St. Bartimaeus?" She answered her own question, "If there were doors, they would always be open. No one would be too little, too broken, too weird, too much of a stranger to not be welcome in the Church of St. Bartimaeus. No one would need to fear to be known as their authentic self.... No one would worry about what it would cost to join the Church of St. Bartimaeus, because everyone would know that they came as beggars, leaving their security and privilege behind to follow the Son of David, who gave away all — out of love for everyone."

It is important that we ponder what dream God has in store for us as Roseville Lutheran. That dream will inspire what we see our congregation becoming in the future. Who will be among us? Why will they choose to be among us? What about us inspires others to join us in being the body of Christ for the world?

Interim is not only a time for doing but also a time to ponder. A time to step into God's dream for us and envision what that might be for us in the future.

Scripture reminds us that without vision, without pondering, the people perish. We perish in our doing and our planning without taking time to ponder God's dream for us. Dr. King had a dream, not a plan that inspired thousands.

So ask yourself, "What is God's dream for us as Roseville Lutheran?" and see where that dream takes you.

Reflections for the Future

The Transition Team continues its work on the MSP. Once we have a call committee in place we will know the chair of that committee and their name will be included in the MSP. At that point you will need to look over the MSP one last time before it is submitted to the Synod for their approval. Once approved we will then enter into Phase Three of the Call Process. In this phase the Call Committee interviews potential candidates. The Phase Three timeline is difficult to know. It could be short. It could be long. There are known and unknown factors that contribute to the length of time. I have January in mind but you never know.

On a lighter note I am overseeing this year's Oktoberfest. Will is already working on the food and drink menu. We hope to transform the Social Hall into a German beer hall. If you are interested in helping or know someone who might be interested then let me know.



Position Title: Associate Pastor

Position Description: Youth and Young Adult Ministries

Coordinates: Volunteers

Reports to: Senior Pastor

Job Description

Full time, salaried

Health Care benefits class: Full time Salaried

Job Summary

1) Faith Formation

3 Essential Functions:

- *Manages and coordinates*
- *Communicates*
- *Equips*

3 Core Competencies:

- *Attention to detail*
- *Process management*
- *Creativity, innovation*

Duties

- 1) Coordination of Confirmation ministries
- 2) Direct oversight of youth and young adult ministry activities and ministries with an emphasis on relationship building.
- 3) Identify, train, support, appreciate, and encourage adult and student volunteer leaders.

2) Staff Lead

3 Essential Functions:

- *Manages and coordinates*
- *Advises*
- *Initiates*

3 Core Competencies:

- *Decision making and problem solving*
- *Interpersonal skills*
- *Motivating others*

Duties

- 1) Supervision and oversight of Youth Ministries and Young Adult ministries including fundraising and budgeting.
- 2) Coordination with Pastors for opportunities for youth and young adults to engage in worship, mission, and service.
- 3) Communication and outreach with local universities and seminaries for opportunities for engagement.

3) Worship and Pastoral Leadership

3 Essential Functions:

- *Serves*
- *Strengthens*
- *Assists*

3 Core Competencies:

- *Worship leadership*
- *Preaching/teaching*
- *Spiritual maturity*

Duties

- 1) Participate in worship services and special celebrations of the congregation
- 2) Occasional preaching, funerals, Bible studies, pastoral counseling, prayer and visitation with a specific focus on CYF members and friends, and other pastoral responsibilities within the life of the congregation.
- 3) Collaborate and initiate worship ideas and themes with pastoral staff, CYF staff and other teams and strengthen the youth and young adult participation in worship

4) Development of own pastoral call and responsibilities that comes with being in the St. Paul Synod through continuing education, synod assemblies, bishop's theological conference, conference gatherings, first call retreats, and anything else that the St. Paul Area Synod requires.

4) Team Participation / Meetings

- a) Weekly: Pastoral Staff, All Staff, and CYF
- b) Monthly: Council
- c) Yearly: Annual meeting
- d) Communication: emails, Table articles (quarterly), phone calls, face-to-face meetings, CYF Bi-monthly mailing, etc

Qualifications

Bachelor of Arts

Master of Divinity / Master of Arts - ELCA or sister organization

Experience with working in a multiple staff environment

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

Job description date: May 2024

Core competencies explanations:

Attention to Detail

Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Process Management

Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.

Creativity / Process Management

Creative ideas to assist in discerning the processes necessary to get things done; knows how to organize people and activities; understand how to separate and combine tasks into efficient work flow.

Decision making and problem solving

Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.

Interpersonal skills

Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

Motivating others

Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empower others; invites shared input and decision making; makes each individual feel that his/her work is important.

Worship leadership

Designs and facilitates relevant and inspiring worship; combines elements of theology, music and art to promote experiences of the sacred; crafts worship flow that reinforces a theme or purpose; fosters worship moments that invite participants into an encounter with the divine; creates liturgical moments that embrace the work of the people in worship.

Preaching/teaching

Is a consistently effective preacher; able to inspire from the pulpit; communicates a clear, consistent and relevant message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through a pulpit presence.

Spiritual maturity

Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with a constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Associate Pastor, Marty Wyatt

June 2024

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

- Prepping for ONAM's JustMove this fall
- Pastoral visits-doing lots of them, spending lots of time here
- Guatemala Display up in passageway hallway and working on planning our next trip in March of 2025
- Planning for our participation in Pride
- 4 Funerals in 10 Days here at church. It's been an incredibly busy month. More people are asking for help and resources.

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 forward to participating in Twin Cities LGBTQIA Pride Festival with other area RIC churches June 29-30- you can sign up to help online
- VBS: June 24-28 (Next Week!)
- 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
- Kids go to Camp Wapo in the end of July

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?

Vote to decrease benevolence to the Synod based on average worship attendance and Mission and Outreach Partnership budget, as recommended by Mission and Outreach Partnership team. We currently send \$1666 a month to the Synod to support Synod-wide ministries. This comes out of the Mission and Outreach Partnership budget. This team suggests that we decrease this to \$1000 a month, which will allow us to fund the dresser build, Guatemala Project, and Feed My Starving Children. All pastors are in favor of this action.

Ministry: children's

Date: 6/20/24

Prepared by: Jenna Baccam

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

- Last week I cleaned out and reorganized the nursery! It hadn't been touched since before covid and there were a lot of things in there that were no longer functional or were very unsanitary. It has been set up now to be more independent for those who come in and hopefully easier for people to clean up. A concern here was how it hadn't been touched in so long, yet it was open every Sunday and kids were playing in there. It was very unsanitary; dirty diapers were left in the diaper genie (for who knows how long), dead bugs scattered throughout the corners of the room, and toys that had not been sanitized in almost 4 years. It has also been a concern of mine that it is constantly left messy and people do not seem to be cleaning up after themselves. What are ways we can improve this and the longevity of this space?
- The last day of RLC Kids was about a month ago. We spent the time playing with the parachute and eating snacks. The kids seemed to love the parachute and I will definitely be bringing it back for more mornings next year. It's always a fun time to celebrate with the kiddos!
- During the Praise block party we had many youth volunteers helping at the kids stations (games, wacky hair, cotton candy, bubbles, etc.) and it was so great to see our youth step up to volunteer as well as have fun with it! The kids and youth both really seemed to enjoy themselves.

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?

- VBS is happening this next week! This has been a very long process of planning over the last few months. Our theme this year is Camp Firelight, where we will be following people in the bible and how they trusted God and how we can trust God in our own lives. We have an abundance of volunteers this year and are so grateful for all who have stepped up!
- The National Youth Gathering will be approaching next month! Pastor Tori and I will be leading a group down to New Orleans with a partner church in Apple Valley. We are looking forward to having some of our youth get to experience what a gathering is like and meet other Lutherans from around the country.
-

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?

Staff: Support Services

Date: June 16, 2024

Prepared by: David Booms

Administration

- Custodian
 - Interviewing to fill open AM hrs position
- Security System
 - Camera system hard drive replaced
- Working with Insurance Comp and our agent
 - Compliance with inspection results - **Complete**
 - Obtaining a rider for participation in PRIDE parade
- Managing daily operations and maintaining office supplies and records.
- Coordinating, planning, and executing church events.
- Participate in Project Teams, pay bills and oversee staff payroll.
- Managing Vendor relations
- Booking Spring/Summer events
- **PreSchool ChildCare Project**
 - 2022/23 Sher Noot in search of cost savings & revenue generation presented an idea to bring the ChildCare Operations into the LL of the 1955 bldg. Concept approved by Pastor Lauren & Exec Team to get proposals for bringing the LL up to code. Selected two companies to put together a proposal. (Station 19 & Langer Construction) Will require \$22,500. Project put on hold
 - 2024 Revenue projections, debt, changes to the rules governing ChildCare operations suggest the time is right to pursue the project.
 - Step 1: have construction proposal completed
 - Fund with Restricted by Council money
 - Step 2: Undergo upgrade keeping ChildCare open
 - Fund with loan from Endowment (which funded purchase of Childcare House) with interest rate.
 - Step 3: Sell Childcare House
 - Profit to pay off Preschool debt, replenish Restricted by Council fund.
 - Can repay some portion of the Endowment Loan
 - New Preschool ChildCare operation could support larger numbers of children, higher fees, competitive pay, etc...

Facilities

- Troubleshoot McQuay HVAC unit. Found Controller needed replacing
- Event set up/tear downs
- Equipment repairs
- Admin work

- Change trash pick up from weekly to bi-weekly-approximately \$ 1400/year savings
- Irrigation start up and repairs to heads and gate valve
- Prepare for insurance reinspection

Communications

- **Website:** site map design has been approved. Template will be customized and then we begin the building of pages for the new website. Volunteer Management System work is in tandem with the website update. This is the major focus for the Communications department this summer.
- **Next Publication Deadlines:**
 - **Annual Reports due 12:00 Noon Monday, July 15** (Annual Meeting is Sunday, Aug. 25 with ONE worship at 9:00 am and the meeting to follow at 10:00 am in the Worship Center). Send reports to dpederson@rosevillelutheran.org.
 - **Sept-Oct-Nov TABLE due August 1.** Send articles/stories, photos to Daniel at dpederson@rosevillelutheran.org.

Hospitality

- Adjustments being made to our Fee schedule and Rental Agreement Policies/Procedures
- Four major equipment failures-**UPDATE**
 - Coffee Machine (Resolved)
 - Double Door Cooler (Resolved)
 - Dishwasher (Resolved)
 - Ice Machine(Resolved)
- Fees/Offerings
 - I have decided to discontinue Donut Hut and begin making pastries, donuts, and muffins in house for a fraction of the price. I estimate this will save us over \$1000/yr
 - rNew standardized menu choices for plated dinners
 - Revised current funeral menu
 - Creating a buffet menu for groups other than funerals
 - This will allow us to more easily sell the concept of holding events within our walls in a way that allows our groups to create custom events and generate more revenue for both facility rentals as well as food sales
 - Please reach out to Will directly if you would like any copies of the menus or new
- Events/ Programs supported

- Funerals
- Community groups
- Catered Grad party

Ministry: Preschool and Childcare

Date: 6/7/2024

Prepared by: Sher Noot

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

The final days of preschool were May 22nd and 23rd. We had a short program in the classroom, Karen read a short story by Robert Munsch. Pastor Tori and Jenna who gave a blessing over the children and the program. The children sang a cute celebration song. Parents were in attendance. The parents expressed joy and thanksgiving for how well the year went, and how happy they were to be a part of the RLC Preschool and Childcare Community.

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

Continued support in letting people know about RLC Preschool and Childcare.

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?

I am looking for someone to build and install a Little Free Library.

Staff / Ministry: Nominating Committee

Date:06/6/2024

Prepared by: Jim Stark

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

- The committee has met several times, over the last months. I am pleased to let you know that we have a nearly complete slate of candidates. We need your approval for a full slate of candidates for our June meeting.
- 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 Nominating Committee has been working, since January of 2024, on the slate of candidates for this year's Annual Meeting. Following are the ten positions our records indicated needed to be filled and the individuals that have agreed to be on the ballot:

- **Vice President - Naomi Tetzlaff**
- **Council -Care and Small Group: Pam McCulloch** (Pam's first term is expiring, but bylaws allow a person to serve a second two-year term, which Pam has agreed to do.)
- **Council - Children, Youth and Family: Nancy Brown** (Nancy's first term is expiring, but bylaws allow a person to serve a second two-year term, which Nancy has agreed to do)
- **Council -Membership Engagement: Dot Probst** - two-year term.
- **Finance Committee - Rebecca Field** - three-year term
- **Endowment Committee**
- **Carrie Hefte Hanton** (Carrie's first term is expiring, but bylaws allow a person to serve a second term (three-year term) , which Carrie has agreed to do)
- **Audra Engebretson** (Audra first term is expiring, but bylaws allow a person to serve a second term (three-year term), which Audra has agreed to do)
- **Mona Lackore** - three-year term
- **Nominating Committee - Bob Bergstrom** - two-year term
- **Nominating Committee - Brad Mennicke**- two year term

May 2024– DRAFT

The pastoral call process is God’s activity, but God works through the congregation, church council, pastors, and synod staff to call a pastor to serve Roseville Lutheran Congregation. The decision to call a pastor belongs to the congregation.

The transition team is actively working to prepare the Ministry Site Profile, in collaboration with the congregation and the church council. The profile provides an assessment of the congregation’s needs and priorities as related to the position of Senior Pastor. The profile is used by the synod to match potential candidates with Roseville Lutheran. As the transition team completes their work, the council is seeking members who might be interested in serving on the Call Committee.

The role of the Call Committee is to canvas, interview and assess pastoral candidates that are recommended by the synod. The congregation will also be given a chance to recommend the names of potential candidates. These candidates will be contacted by the synod to determine if they wish to be interviewed by the Call Committee.

The council’s intent is that the call committee will represent the breadth and diversity of the congregation. The committee will consist of six individuals, as required by the constitution. We expect that there will be significant interest in the committee, and the council will not be able to honor all of those expressing interest.

The Call Committee is responsible for recommending a preferred candidate to the Congregation Council. The council then votes to present the preferred candidate to the congregation for a final vote.

We expect that the committee process will include frequent meetings over an extended amount of time. Please express your interest in being considered for the Call Committee, or nominate a member, by completing this form. Nominees must be active members of the congregation. Thank you for your prayerful consideration.

I wish to lift myself, or the following member, for consideration as a member of the Call Committee.

Candidate’s Name:

Email address:

Telephone number:

Reasons for recommending this candidate:

Candidates’ involvement with Roseville Lutheran:

Other Information:

Submitted by:

Email address or phone number

Date:

Please submit your nominations to Erik Storlie, president elect (erikstorlie@gmail.com) or Pastor Eric (elesher@rosevillelutheran.org), or mail them to the Church Office (Attention Pastor Eric). **The nomination process will close on June 30th, 2024.**

Request for interest in Senior Pastoral Call Committee:

The Church Council (Council) is seeking nominations for consideration as members of the Call Committee (CC). You are encouraged to nominate yourself or to recommend a member of the congregation. The pastoral call process is God's activity, but God works through the congregation, Church Council, pastors, and Synod staff to call a pastor to serve Roseville Lutheran Congregation (RLC). The final decision to call a pastor belongs to the congregation. The Transition Team is finalizing the Ministry Site Profile (MST). The MST provides an assessment of the congregation's priorities as related to the position of Senior Pastor. The MST is used by the Synod to match candidates with RLC. Because the Transition Team is completing its work, the Council is ready to begin the process of forming the Call Committee.

The Call Committee (CC) will be responsible for recommending a preferred candidate to the Council. The CC will canvas, interview, and assess candidates recommended by the Synod. The congregation will also be given a chance to recommend the names of potential candidates, by contacting Jim Stark, Council Vice President (Jim.Stark@Lcc.mn.gov). When the CC agrees on a candidate, Council will vote to present the candidate to the congregation for a final decision.

We expect that the Call Committee (CC) process will involve frequent meetings over an extended amount of time (several months). We anticipate that the CC will begin its work later this summer. Please express your interest in being considered for the CC, or nominate a member, by completing this fillable form ([link](#)). The form also is available at the church website. Paper copies are available at the welcome desk. You can email your forms to Erik Storlie (erikstorlie@gmail.com) or to Pastor Eric (elisher@rosevillelutheran.org), or mail them to the Church Office (Attention Pastor Eric, Roseville Lutheran Church, 1215 West Roselawn Avenue, Roseville, MN 55113)

Thank you for your prayerful consideration.

Val Veldi, Congregational President



LOVE GOD
LOVE YOUR
NEIGHBOR

RLC Endowment Fund & Legacy Giving Taskforce

Background

In the late 1970s, RLC established an endowment fund to enhance the extended ministry and mission outreach of the congregation apart from the congregation's general operations and annual giving. The objective of the endowment fund was to help RLC fulfill its mission to support areas of:

- Faith, worship, and prayer
- Discipleship
- Service and stewardship
- Evangelism

Since its founding, the endowment fund has grown to \$600,000. The endowment fund has stagnated over the past 10 years in charitable giving growth. Growth has been mostly associated with the growth of the mutual fund containing the endowment corpus. Approximately 5% of the \$600,000, or \$30,000, is distributed annually in grants. This distribution amount, although helpful, will not allow RLC to contribute significantly, or strategically, to RLC's ministry and outreach work.

We believe we have missed opportunities. The endowment funds and legacy giving could be much greater looking at the 55 years this program has been in place compared to the number of RLC members who have died over this same period. As such, we would like to understand why this giving has been so low over this period—and address it—in order to provide more support to RLC ministries, mission, and outreach opportunities in the future.

When RLC members created the endowment fund in the 1970s, their vision was to build a resource that would benefit future RLC ministries and outreach. It is now our turn to build and strengthen our endowment and legacy giving program for the next generation.

Purpose

With Council approval, the purpose of this taskforce is threefold:

Understand the past

We will investigate the past 55 years to develop the history of endowment and legacy giving compared to members lost during that same time. Further, the taskforce will attempt to identify current family units who have committed endowment and/or legacy gifts to RLC. The combination of history and current commitments will help us to better understand the current state of these giving programs and the growth opportunities.

Explore current and future opportunities for which endowment and legacy gifts could support

1 June 2024

We will investigate and understand the congregation's desire to grow the RLC endowment fund and legacy giving for future years. This may include data analysis, small group forums, conversations, or surveys to understand the congregational interest in legacy/endowment fund giving, as well as their visions and interests for what their legacy gifts could benefit at RLC and beyond. We will also look at how to formalize recognition of these donors.

The taskforce will investigate opportunities to reduce RLC's ongoing expenses which are currently supported by annual giving. We would like to understand the investment required to reduce/eliminate these expenses in order that RLC could provide more resources for mission and outreach. (Example: Invest in solar or geothermal to reduce ongoing expenses like energy bills or snowplowing.)

Lastly, we will explore interest in concepts that tie congregational members to our historic register of the original church structure like a columbarium or burial garden site and how it might increase the commitment to endowment and legacy giving.

Present recommendations and an implementation plan

The taskforce will prepare a comprehensive final report and recommended implementation plan based on data and discovery from research, small group input, and surveys for the Council. The report will include the information outlined in the key deliverables section of this document.

Roles and Responsibilities

The RLC Endowment & Legacy Giving Taskforce will serve in an advisory capacity to the Church Council and work collaboratively with staff, volunteers, and committees/teams. The task force:

- **Mission:** Explore history, interest, passion areas for end of life giving and feasibility of growing the endowment fund and legacy gifts to RLC as well as provide a recommended plan for execution.

- **Timeframe:** 9-12 months following approval from Council. At the conclusion of the taskforce, the taskforce team will bring their findings and recommended plan to Council to address this giving issue. •

Members: a subset of endowment committee members, small number of congregational members, select staff member(s), and a Council liaison.

With approval from the Council to begin this taskforce, we will commence work and return within the year with results and recommendations to monitor and guide the execution of the process of growing the endowment fund and legacy giving at RLC.

Areas of Focus

Once the detailed project plan for this taskforce has been established it will be sent to Council as information while seeking council approval for how the taskforce intends to accomplish its work. This detailed project plan will be provided by the end of August 2024. This project plan could be used as the Council desires for communication at the Annual congregational meeting.

This detailed project plan would cover the following areas and action steps:

Proposed action steps:

- The initial step would be for the taskforce to discuss and get commitment to steps, timelines, goals, and scope of this project plan as defined below.
- To discuss and build the definitions for Endowment Funds, Legacy Giving and Legacy Society while exploring how to recognize past, present, and future contributions outside of the annual funds.

2 June 2024

- To identify all endowment and legacy givers that have passed away but should be recognized by meeting a standard of requirements defined in previous step.
- To contact all living past and current pastors to see if they would be open to include RLC in their endowment or legacy giving in some way.
- To get a list of RLC Family units 60 years and older with this group stratified by 60's, 70's, 80's and 90's while identifying any committed members to Legacy giving.
- To discuss the concept and plan of RLC Legacy Society with requirements to become a member. Use this definition to get feedback during our discussions and discoveries.
- To discuss and identify the areas of interest that would be of interest to explore for congregation feedback, and interest for commitment plus priority to fund as money is available.
- To discuss and explore the impact to the congregation for becoming environmentally friendly church and a burial site / columbarium analyzing the effect and impact on Legacy Giving and Endowment Funds. Develop cost investment for areas of interest and potential return and benefits of funding these areas of interest.
- Develop the materials (presentation, draft letter and questioner) to be shared with the pilot group in preparation for working meetings.
- In a work meeting, test and explore created information with pilot group of RLC members for comment, feedback and recommendations for improvements then conduct additional work meetings.
- Once the work meetings, surveys and one-on-one conversations are complete, the information will be summarized by the areas of interest, work meeting feedback/learning, and growth goals and measurements for implementation. This would include RLC Legacy Society definitions. This consolidated information would then be presented to the Council and Endowment Committee for input, feedback, for feedback and approval for the plan and plan goals.
- The feedback from Council and Endowment Committee on the plan and plan goals would be used to strengthen endowment and legacy giving program. This information will be used to refine the plan, process and questionnaire to be delivered to the congregation for growing endowment and legacy giving.
- All the above tasks should be targeted for completion in a year or less.

Once the final report from the taskforce is reviewed and approved by Council, the detailed implementation approach developed as a part of the final report will be ready for congregational communication. The process of implementation could begin with communication to the congregation for awareness, expectations for year two describing how the congregation will be approach with by this plan and when how the plan would be roll out to the congregation.

Key Deliverables

The output of this taskforce will be to:

- Produce a detailed Project Plan by end of August 2024 with detail on tasks and activity over next 9 months
- Produce a Council Report containing:
 - Summarized findings from our study
 - Data gathered and summarized from project work
 - Recommendations based on data and discovery during the project
 - Action/Implementation Plan for next steps to make endowment and legacy giving live and grow at RLC

3 June 2024

Taskforce team members

The Taskforce will consist of the following Members:

- Bill Metzger (Lead)
- KJ Bach
- Audra Engebretson
- Greg Johnson
- Sarah Richter
- Pastor Eric Leshner
- Pastor Rolf Olson



LOVE GOD
LOVE YOUR
NEIGHBOR

RLC Endowment Fund & Legacy Giving Taskforce

Background

In the late 1970s, RLC established an endowment fund to enhance the extended ministry and mission outreach of the congregation apart from the congregation's general operations and annual giving. The objective of the endowment fund was to help RLC fulfill its mission to support areas of:

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When RLC members created the endowment fund in the 1970s, their vision was to build a resource that would benefit future RLC ministries and outreach. It is now our turn to build and strengthen our endowment and legacy giving program for the next generation.

Purpose

With Council approval, the purpose of this taskforce is threefold:

Understand the past

We will investigate the past 55 years to develop the history of endowment and legacy giving compared to members lost during that same time. Further, the taskforce will attempt to identify current family units who have committed endowment and/or legacy gifts to RLC. The combination of history and current commitments will help us to better understand the current state of these giving programs and the growth opportunities.

Explore current and future opportunities for which endowment and legacy gifts could support

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- Greg Johnson
- Sarah Richter
- Pastor Eric Leshner
- Pastor Rolf Olson

Finance Committee Meeting - Zoom

- 1) Present: Kathy Arveson, Gayle Gedstad, Erik Storlie, Pastor Eric Leshar, Merle Gaedy, Christine Burbach. Absent: Nick Velde.
- 2) March and April reports
 - a) Reviewed financial reports from Shelby through April 2024.
 - i) Kathy and Christine recommend looking at the average of monthly giving for the PAST THREE YEARS when reviewing offerings.
 - ii) General discussion regarding what reports should be generated from Shelby for review by Council. Christine, Kathy, and Rebecca Field will set up a time in the next couple of weeks to look at Shelby reports.
 - iii) Still finalizing some bank and credit card reconciliations to finalize the March and April reports.
 - iv) Offerings year-to-date through March are 102% of last March (\$21,724). however, preliminary reports indicate contributions through April are 99% of last April (\$9523).
- 3) Budget Process
 - a) Christine has received budgets from all ministry areas. She will rough draft the budget then review with Pastor Eric. Council should have a rough draft of budget by June Council meeting.
 - b) Like last year, we will plan to base the 2024-25 budget on actual offerings averaged over the past 3 years.
 - c) The final budget report will need to be submitted for publication in the Annual Report by July 15.
 - i) We will not have final budget by the June 20 Council meeting.
 - (1) Plan to have prelim budget reviewed by Exec and Finance in a joint meeting June 27 or July 11. This would then need to be approved by Council prior to July 15 for publication which may require a special meeting.
- 4) Interest bearing accounts
 - a) Work is going on to ensure that we are maximizing the interest earned by funds held in accounts since, in general, interest rates are running about 5% in many bank accounts and money markets.
 - i) Discussion that standard practice in churches is to have earned interest flow to the operating fund, rather than to specific designated funds.
 - ii) Finance is still confirming interest rates in each account.
- 5) Upcoming Meeting Dates.
 - a) Tuesday, July 16, 7-8pm. PLAN IN PERSON.
 - b) Tuesday, August 20, 7-8pm.

Group: Children, Youth & Family

Chair/Leader: Tori Kraus & Jenna Baccam

Date: 6/20/24

Prepared by: Nancy Brown

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

- RLC Kids wrapped up its last session of the year on Sunday on May 19th.
- Confirmation Sunday was May 19.

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?

- Vacation Bible School will be June 24th-28th from 9AM-12PM at church. We are excited!
- Pastor Tori, Jenna, and a group of youth will be traveling to the ELCA National Youth Gathering in New Orleans from July 13th - July 24th.
- We have about 50 kids going to Camp Wapo this summer.
- Monday, August 12th is Lutheran Night at the Twins game.
- On Friday, August 16th we are having our Smore Summer event.
- Sunday September 8th is the kick off to our fall programming with our Ministry Fair.
- RLC Kids starts on Sunday September 15th.
- Family Fellowship and Crash Course will also run again during the 2024-2025 school 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?

- None at this time.

Ministry: Care and Small Groups

Date: 6/20/24

Prepared by: Pam McCulloch

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

- RLC Reads, led by Bob Bergstrom, met as a group on 6/17 /24 to decide the book list for 2024-25. A good discussion was held and a list chosen. Also discussed a change in meeting date that will not conflict with other RLC activities and a final date will be made known by the next council date.
- Pam and Pastor Eric will meet June 24 to continue discussion of Small Group development.
-
-

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?

- Debbie Kay, lead for the Quilters asks how funding for quilting supplies is added to the RLC annual budget now that funds have been removed from restricted funds.
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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?

RLC Organ Project – Birmingham/Sioux Falls Organ Uninstall Recap 6-18-2024

1. The uninstall of St. Luke's organ was an overwhelming success!
 - a. Work was completed in 6 days, most work days were 7 am – 6 pm
 - b. St. Luke's was very appreciative of RLC taking on the removal work. It saved them approximately \$100k in removal costs.
 - c. ***RLC volunteers were crucial to finishing the task in 6 days and contributed over 600 volunteer LABOR hours.*** Volunteers prepped the workspace with floor coverings on the main level, moved pews to create a work area, assembled pipe trays, assisted with demo, sorted components to save, recycle and dispose of, moved pipes from the balcony to the main level, cleaned and packed pipes, removed hundreds of magnets from the electronics to re-use, removed wiring, disassembled the organ console and other components, loaded the dumpsters, packed the trucks, re-set the pews and did final clean-up. RLC volunteers also prepped and served morning snack, lunch, and afternoon snack for the work crew of 16 each day.

Without the 10 RLC volunteers, Nordlie estimated the job would have taken 3 weeks vs 6 days and they would have had to hire 2 more crew members for the trip. This represents a significant savings to RLC!

2. The RLC volunteers invited St. Luke's staff to join us for "Lutheran Lunch" on Wednesday – tater tot hotdish, orange Jello salad and chocolate cherry cake.
3. St. Luke's feels we have become "family" as RLC re-purposes their organ and our respective organ projects are on the same timeline. They sincerely wish to continue the relationship!
 - St. Luke's is doing many things right - 400 new members joined last year and they are the 7th largest Episcopalian congregation in the country.
 - The Executive Administrator is interested in sharing St. Luke's organ removal experience with the RLC Council and would like to join a zoom meeting.
 - Many of our new friends want to visit RLC when the new organ is dedicated, including their Rector, his assistant and coordinator of worship, the executive administrator, organist, facility coordinator and their chef!
4. The Organ Project Team has worked hard to be good stewards of the investments in this project to make sure RLC gets the best possible pipe organ for the best value.
 - Refurbishing the Holtkamp organ and blending it with the best of our current organ will result in a beautiful, unique, like-new instrument saving RLC about \$1 million.
 - RLC endowment grants were used to cover organ consultant fees and pre-bid on-site assessment of the Holtkamp.
 - J.F. Nordlie worked with RLC on creative ways to save money. Having the Organ Project Team manage logistics and costs of Nordlie lodging, work-site meals, and organ component shipping saved RLC tens of thousands of dollars.

- 14 RLC volunteers provided treats for the Meet the Builder reception and snacks / lunch for the organ work crew in May when the first rank of RLC pipes was removed. This made efficient use of work crew time by allowing everyone to stay on-site.
 - Ten RLC volunteers donated **9-11 days** of their time and labor saving RLC extra contractor hours. The volunteers paid their own transportation and lodging costs. Food costs were covered by Thrivent action grants. This saved RLC thousands of dollars.
 - Five RLC volunteers donated 1 day of their time plus travel to Sioux Falls to assist the Nordlie crew in unloading the truck.
 - **\$285 went to the RLC youth fund** since Airbnb gift cards were purchased through RLC's youth gift card program for housing for the Nordlie craftsmen and RLC volunteers in Alabama. That is a WIN-WIN!
5. ***The Organ Project Team would like to raise the remaining \$42,612 by June 30*** to take advantage of the pricing Nordlie will honor for the 2 additional ranks of pipes and the special gift that has been committed to fund them. A few \$4000-\$5000 gifts would help reach the goal!