

AGENDA

1. Attendance – establish quorum- Val Velde
2. Approval of current agenda
3. Approval of prior month's minutes
4. Finance Report/ Budget – Erik Storlie/ Kathy
 - a. Update on Christine Burbach
 - b. Giving level to synod- Potential Reduction
5. Transition Team Report (Ministry Site Profile) Update- Andrew
6. Call Committee nomination process
 - a. 6 people needed, 12 nominated
7. 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
8. 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
9. Old Business
 - a. Strategic Plan review
10. New Business
 - a. Draft Budget overview–Role of Council Liaisons representing Ministry teams and small groups.
 - b. Mutual expectations document-approve
 - c. Helpers for registration and teller help for annual meeting
11. Upcoming Meeting Dates:
 - a. Aug 20 Budget 101 7:00 pm Zoom
 - b. Thursday, August 22nd - in person (run through of annual meeting). 6 pm
12. Headlines – Recap key communications messages for next 30 days
13. Adjournment
14. Closing prayer: Pam

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

July 18, 2024 at 7:00 pm: Virtual meeting

Link to [Strategic Plan](#):

- **Call to Order** – Val Velde (7:02 pm)
- **Attendance** (established quorum) Council/Staff: Jim Stark, Linda Werner, Pam McCulloch, Nancy Brown, Karen Roger, Sarah Richter Val Velde, Erik Storlie, Andrew Olsen: Staff: David Booms, Pastor Marty, Pastor Eric
- **Approval of current agenda:** m/s (Linda/Pam) accepted without dissent.
- **Approval of prior month's minutes:** m/s (Jim/Sarah) 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.*)
- **Transition Team:** Andrew Olsen reporting: 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). Work on the Mission Site Profile is nearly complete and will be presented for approval at the August council meeting. This will include a first-year ministry expectation compilation. Council is looking for input from the Transition Team on core competencies needed on the call committee
- **Call committee:** Call committee nomination process has been completed. There are 12 applicants, and they will be discussed at the August council meeting
- **Discussion about restricted funds:** Will be discussed at the Budget 101 meeting on August 20.
- **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. Dave mentioned that the business plan is a being prepared but is not completed.
- **Finance Report:** Erik: There are no financial reports for May or June. See the preliminary narrative report from the finance committee. Kathy Averson, interim Finance Specialist anticipated completion withing the next week. Chrisine Burback, financial director, is no longer employed by the church. We are behind in closing financial reports for the year. The designated and restricted funds transfers show up as income and this complicates the closing. A financial addendum to the annual report will be needed.
- **Organ Project Team Update:** See the written report. The financial goal has been met! Thanks to the Organ Project Team.
- **Annual Report: Dave:** Annual reports were due on July 15.
- **Benevolence to Synod:** In June, Pastor Marty brought forward a request, from Mission and Outreach, that 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 and keep total benevolence at 5 percent of expected giving as has been the practice. Concerns were expressed, at the June meeting, 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 in June and was removed from the table (m/S: Jim/Sarah; passed without dissent). See attached proposed spending plan. After lengthy discussion a motion was offered to adopt the lower proposed budget (\$61,00 versus \$71,750) at the discretion of the Mission and Outreach Ministry.

If budget income projections allow for the greater budget amount, the Ministry and Outreach Team should recommend the greater budget amount. m/s: Jim/Sarah: passed without dissent.

- **Nominating Committee Update:** The slate of candidates is ready for the annual meeting.

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. Pastor Eric reminded us that the selection of the call committee is the responsibility of 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. The New Orleans youth event is going well!
- **Pre-School and Nursery-** No report
- **Church Administrator.** (See detailed written report). Insurance issues: Dave continues to seek options to reduce our insurance premiums and is seeking a policy revision. 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. The child-care house and garage both need new roofs. Dave has an estimate of \$15,625 and \$6,200 respectively for the house and garage. Delay options were discussed. A motion was offered to use funds from the (restricted by council) fund to move forward with the roof replacement. (m/s: Pam/Linda). Passed without dissent. Table articles are due. A new website is about ready for a roll-out.

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

- **Mission & Outreach** – Karen Rogers: School supply drive in August is underway
- **Endowment** – Sarah Richter: No report. The Endowment Committee continues to meet.
- **Justice & Congregational Learning** – Andrew Olsen
- **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

Upcoming Meeting Dates:

Thursday, August 22nd (run through of annual meeting) 6 pm
Annual meeting: August 25
Budget 101 by zoom, August 20 at 7pm

Motion to adjourn m/s Jim/Erik:8: 45 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 budget 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: \$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.

Pr. Eric's Council Report

July 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

I met with Bishop Lull a couple of weeks ago. I gave her an update on the work of the Transition Team here at Roseville Lutheran. Discussed some of the exciting things going on here and some of the painful things that have gone on here in the past year as well. She is very aware of this congregation's past and present history.

She will be ready to meet with the Call Committee in September. She is willing to meet with congregation to review the MSP and answer any questions about the Call Process moving forward. It would be nice to get her here some time in September or October to maybe preach and present or an evening event during these same months. The evening event might be easier to accomplish because Sunday mornings are busy for her.

One thing we need to determine is how we want to select our Call Committee. I have added the nomination profiles to the July Council folder. I believe we have 12. We need 6. Do you want Executive Committee to identify the 6 or the Congregational Council? If so, how will we accomplish this?

Reflections for the Future

Erik Storlie asked me to access the following:

- a staffing plan that is responsive to current ministry needs and strategic direction, and that outlines roles, responsibilities, and compensation.
- staffing organizational chart
- staff performance evaluation processes

Our current staffing configuration seems responsive to ministry needs and direction. Although we need to further work on direction and thus the need for a Strategic Planning Committee. More on that in September. The Strategic Plan we have is a starting point but needs more work to help in moving us forward.

We do have some staffing gaps left over from all the transition this past year. Your next Senior Pastor will need to work with Endowment Committee to grow that fund. Be directly involved with interviewing and replacing administrative and program staff. Support staff can be carried out by the Parish Administrator. Also developing Small Group ministry will be important in "Building a Sense of Community". Pam and I have started some of this already.

There are two gaps leftover from previous staff transition. Volunteer management and Database management. Perhaps these are connected. I don't know. So, we need to explore this some more moving forward.

Organizational chart looks good. Performance evaluation process looks good. Implementing the process is another issue. It would be good for the Call Committee to discover what evaluation tools your next Senior Pastor will be using to fulfill the evaluation process that is in place.

If you as a council feel like you want to do a deeper dive into Organizational Intelligence then I would recommend the following from Kairos Christian Resources. There would be a cost and consultant involved but it might be worth the effort. Certainly, an appropriate effort during an interim. If you are interested I can follow up with Kairos.

Organizational Assessment offered by The Joshua Group (a branch of Kairos Christian Resource Development)

Grounding our work is a commitment to understanding you. Organizational Intelligence assures a time of deep listening that allows every voice is heard and a full perspective on the life of the congregation/organization to be gained. Meeting people where they are and understanding that many voices and perspectives is a gift that launches our work together in powerful ways. Using environmental scans of internal culture, leadership and external context helps create an accurate picture of your current reality through a mix of quantitative data and qualitative conversations.

Equipped with an accurate picture of your ministry, engaged people participating, and a process for discerning God's preferred future for your congregation—this is a powerful time of reflection, discernment and clarity for your organization.

Organizational Assessment is made up of:

- Congregational assessment (using The Missional Assessment Profile)
- Leadership Systems Inventory, to understand your leadership systems
- Consultant led interviews and focus groups for quantitative data
- Environmental scans of the community in which you serve.
- Reports, presentations and interpretations of these instruments and their data give you the most helpful information about your church for future decision making.
- Consultants working with you to not only share the findings but help discern what it means and create a plan to move forward into greater health and vitality.

That's all for now! Thanks!

Associate Pastor, Marty Wyatt

July 2024

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

- RLC participated in the Twin Cities LGBTQIA Pride festival for the first time ever! We hosted a booth in the park and worked with our network of RIC churches to staff it over the weekend. It was well received. I had a number of great conversations with people who thanked us for being there and it was fun for RLC members and friends to be there as well
- Vacation Bible School was a success. Kids ask such wonderful questions and have such curiosity, it's a beautiful thing
- Pastoral visits-doing lots of them, spending lots of time here
- Prepping for ONAM's JustMove this fall-including a joint collaborator's meeting with representatives from 4 different churches

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?

- Registration will be live for JustMove on August 1-Look for it and please sign up for this important opportunity!
- Kids go to Camp Wapo in the end of July
- Annual Meeting is August 25 at 10am with one worship before at 9am
- Welcome Sunday and Ministry Fair is September 8

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?

Pastor of Youth and Young Adult Engagement

July 2024

Pastor Tori Kraus

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

- Contemplative and Spiritual Practice Group
 - Retreat is on July 20 at St. Kate's.
- Summer Theme: Everyday Contemplative
 - Following along with the book *Everyday Contemplative: The Way of Prayerful Living* by L. Roger Owens
 - Series is from Sunday, May 26 – Sunday, Sept. 1
 - I've heard positive feedback from lots of folks about this series and the book.
- ELCA Youth Gathering 2024 (July 16-20)
 - 2 youth completed the pre-events of MYLE and tABLE.
 - *MYLE is Multicultural Youth Leadership Event, and it empowers young people of color and those whose primary language is not English to claim their story as part of God's story.*
 - *tABLE blesses and encourages young people who live with a wide range of physical, cognitive and emotional disabilities so that they might grow as wise, faithful and courageous witnesses.*
 - Theme is "Created to Be" from Psalm 139:14
 - We are partnering with Christus Victor in Apple Valley.
 - *I am missing July Council because of the Youth Gathering*

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?

- Confirmation Registration goes live on August 1 – we will be needing small group leaders this year!

Is the group in need of resources, in addition to the plan budget, to help achieve their goals? What might Council provide to help support their efforts at this time?

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Ministry: childrens

Date: 7/11/24

Prepared by: Jenna Baccam

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

- The last week of June we held our annual Vacation Bible School. We had a blast with the kiddos again this year and I loved being able to lead VBS again now that I have had more experience. Something we are keeping in mind for VBS this next year is keeping it on the week we had. The one we did last year was when St Paul public schools were still in session, and the following week is Juneteenth so we don't want to do it there either. I believe keeping it on the same week consistently will help with attendance and volunteers.
- Also with VBS, we had a lot of people step up to volunteer who don't normally volunteer for something like VBS, or who haven't really ever worked with children before! I believe that doing an offering ask for volunteers really seemed to help, and to keep this in mind for next year when looking for volunteers.

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?

- Pastor Tori and I are currently in New Orleans on a trip for the National Youth Gathering. We both are very excited to bring a group to this event and watch as we all grow in our faith.
- For RLC Kids this year we are going to be using a different type of curriculum. We are hoping this will more closely align with what is being preached about in worship on a weekly basis. This past year the curriculum didn't align with the worship schedule pretty consistently and it ended up being me writing the lesson plan each week which was a lot of time spent in that area.
- At the end of this month we will be having a large group of kids attend camp wapo through either the week long program or the Seeds weekend programming. I will be heading up to camp at the end of the weeklong program so that I can stay for a part of their time and for a part of the seeds weekend. I am hoping that having a friendly face there will help them feel more comfortable and at home!

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: July 16, 2024

Prepared by: David Booms

Administration

- Supporting Finance Operations
- Installing new Phone System
- Custodian
 - New AM custodian Johnathan Newman
- 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 Summer/Fall events
- PreSchool ChildCare
 - Project> Business plan will be presented at September Mtg.
 - The Child Care House is in need of a new roof. Asking for authorization to use undesignated restricted funds.
 - House: \$15,625.00
 - Garage: \$6,250.00 (optional)

Facilities

- Only item of note is we passed insurance reinspection

Communications

- **Website:** We have received the “keys” to the new website and are building the updated pages. This is an exciting time of possibility and also a bit of a massive task, and major focus for the Communications Department. Volunteer Management System work is in tandem with the website update.
- Looking into costs/options for updating outdoor signage that is out of sync with our logo/fonts, and worship times/info, updated wording for Preschool (NOT “Nursery”) etc.
- **Next Publication Deadlines:**
 - **Sept-Oct-Nov TABLE due August 1.** Send articles/stories, photos to Daniel at dpederson@rosevillelutheran.org.
 - Thank you to all who submitted your Annual Reports. That will be coming out in early August.

Hospitality

- Events/ Programs supported
 - Funerals
 - Community groups
 - Catered 50th Anniversary part
 - Catered Grad Party
- Added summer and fall catering “to-go” menu drop.
- Our official health inspection occurred on 7/11 and there were a variety of minor adjustments that we needed to make (paint, caulk, utilization of back store room etc.). However, the inspector commented on the excellent level of cleanliness in the kitchen and is willing to let us begin service under our Ramsey County License.
- So far, the donut switch has been a success. We have already saved nearly \$80 since making the switch!
- Social Hall.
 - The flooring is in disrepair in several spots, some ceiling tiles need replacements, the curtain has seen better days and several members of the congregation have approached me about the color of the walls.

Staff / Ministry: Finance Committee

Date: 7/18/2024

Prepared by: Erik Storlie

- 1) Present: Kathy Arveson, Erik Storlie, Pastor Eric Leshner, Merle Gaedy, Nick Velde, Dave Booms.
Absent: Gayle Gedstad
- 2) May and June reports
 - a) DRAFT May reports were reviewed. Final May reports will be sent out when completed.
 - i) Offering \$91,578 for the month with \$1,142,010 year to date. This is \$64,257 less than YTD last year.
 - ii) Total receipts YTD \$1,313,465, this is \$5,326 less than YTD last year.
 - (1) This includes all funds released from restriction, in February, funds released from restriction was \$104,000 greater than budget. YTD "Other Receipts" is \$55,180 greater than budget.
 - (2) Discussion regarding how to account for funds released from restriction. Definitive resolution not reached.
 - iii) Total income over/under expenses year to date (\$17,722), this is \$32,842 less than budget.
 - b) May & June report may be finalized in the next 1-3 days and will be sent out to Finance.
 - c) Discussion that the Finance Committee has not seen reconciliation of bank account transactions since February, this is a monthly duty of the Committee.
 - d) Kathy does not think a year end final report will be ready in time to publish in the Annual Report.
 - i) Discussion that a special Finance supplement to the Annual Report will need to be sent out when it is ready.
- 3) Budget Update
 - a) Budget work is under way. Year end final reports will need to be completed before a final budget proposal will be ready.
 - b) This will need to be approved by Finance, and then approved by the Council.
 - c) This can be presented in detail at the Budget 101 presentation planned for Tuesday, August 20th at 7pm.
- 4) Budget 101 planning
 - a) Date/time as above
 - b) Agenda:
 - i) Detailed budget proposal
 - ii) Insurance premium update
 - iii) Restricted Funds Policy update and discussion

- iv) Employee Retention Credit update
- 5) Upcoming Meeting Dates.
 - a) Tuesday, August 20, 7-8pm was planned. As this is the date of Budget 101, this will need to be moved.
 - i) I propose Tuesday August 13, noon - 1pm.

Ministry: Care and Small Groups

Date:7/17/24

Prepared by: Pam McCulloch

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

- Met with Pastor Eric to work on the process for Small Groups. We continue to gather information and resources to develop a plan to identify and implement Small Groups at RLC.
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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?

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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?

Reviewed budget with Kathy, Interim Budget Manager. Quilters requested that \$500 be added to Operational Budget for 2024-2024.

Ministry: Mission and Outreach Partnership (MOP)

Date: 7/17/2024

Prepared by: Karen Rogers

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

- 380 pounds of food was dropped off at Keystone from Spring Food drive.
- M&O has been working on budget numbers for next year. We tried to keep our budget at the same number as last year. In order to do that we proposed dropping our funding to ELCA as we had used restricted funds to meet the rest of our projected number this year. Following last month's Council meeting, the comments were that more discussion was needed around reducing funding to ELCA especially when we're looking for Pastoral Candidates. Council asked us to come back with more detail around the numbers needed to fully fund all the ministries M&O assists. See below for break out of budget fully funding all ministries vs. keeping budget as same amount as last year.

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?

- School Supply Drive will be held from July 28th to August 25th. Complete list of supplies will be in the July 25th eblast.

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?

**Proposed 2024-2025
M&O Budget**

**Budget proposed
fully
funding all
Ministries**

**Budget at same amount
as
2023 - 2024**

Organization	Fully Amount	Adjusted to 5% of expected total giving next year
ELCA	\$20,000	\$12,000
FMSC	\$8,000	\$7,500
Dorothy Day	\$8,000	\$8,000
Every Meal	\$6,000	\$6,000
Keystone	\$6,000	\$6,000
Bridging	\$7,750	\$6,500
Guatemala	\$8,000	\$8,000
Meals on Wheels	\$1,000	\$1,000
Wapo	\$3,000	\$3,000
Preschool Scholarships	\$2,000	\$2,000
Lyngblomsten	\$1,000	\$1,000
TOTAL	\$70,750	\$61,000



Staff Report to Council

Organization	Fully Amount	Adjusted to 5% of expected total giving next year
ELCA	\$20,000	\$12,000
FMSC	\$8,000	\$7,500
Dorothy Day	\$8,000	\$8,000
Every Meal	\$6,000	\$6,000
Keystone	\$6,000	\$6,000
Bridging	\$7,750	\$6,500
Guatemala	\$8,000	\$8,000
Meals on Wheels	\$1,000	\$1,000
Wapo	\$3,000	\$3,000
Preschool Scholarships	\$2,000	\$2,000
Lyngblomsten	\$1,000	\$1,000
TOTAL	\$70,750	\$61,000

Group: Children, Youth & Family

Chair/Leader: Tori Kraus & Jenna Baccam

Date: 7/18/24

Prepared by: Nancy Brown

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

- Vacation Bible School was from June 24th-28th at church.
- Pastor Tori, Jenna, and a group of youth are currently at the ELCA National Youth Gathering in New Orleans from July 13th - July 24th.

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

- We have about 50 kids going to Camp Wapo this summer during the last week of July..
- Monday, August 12th is Lutheran Night at the Twins game, tickets are close to gone or gone!
- 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.

Call Committee Make Up

From St Paul Area Synod, Call Process Manual, Phase 3: The Call Committee

<https://spas-elca.org/wp-content/uploads/sites/49/2023/11/Call-Process-Manual-Phase-3.pdf>

Formation of the Call Committee

Timing

The call committee may be formed at the very beginning of the transition period and then given the task of over-seeing the transition process and writing of the Ministry Site Profile (MSP). However, most congregations form the call committee as the MSP is being completed. The call committee should be formed before the town hall meeting is held to debrief the MSP, since this profile is an important basis for the call committee's work.

Membership

The size, makeup and appointment of the call committee is provided for by the constitution of the congregation. Typically, the size of the committee is about six with no more than nine since it is difficult for larger committees to get the work done efficiently and to consistently have 100% attendance for meetings. It is crucial that the call committee meet when all members can be present especially when interviewing or deliberating on candidates. The call committee as a whole should be as diverse in age, gender, ethnicity and interests as the congregation is at-large, (i.e., "look like the congregation in miniature"). It is good practice to invite nominations for the call committee rather than to ask for volunteers. After these persons accept the appointment or election, the leadership should demonstrate pride and confidence in them, pray for and support them. The council may choose one council member and/or one member of the transition team to sit on the call committee as a natural liaison to these various groups. While they may have a dual role, they may not violate the confidentiality of the call committee. Serving on a call committee is a great opportunity to see how the local church is connected to the whole church, and to participate in opening a new chapter in the life and ministry of their congregation.

Qualities of Call Committee Members

When identifying candidates for the call committee, it is important to seek persons who:

- will prioritize this work and have the ability to meet regularly
- can maintain confidentiality
- can both listen deeply and also speak up
- will act in faith and prayerfulness
- enjoy the trust and respect of the whole congregation
- can think and decide for the good of the whole congregation rather than their own personal desires or that of any faction or subgroup

- do not have any personal agendas, grievances, or power issues within the congregation
- are not employed by the congregation or are past pastors of the congregation (or their spouses)
- are not from the same family (i.e., spouse or parent/child) as others on the call committee.

Call Committee Structure

There are many ways you might structure the work of the committee. Here's one idea that covers the tasks to be completed:

- **Chair/Convenor.** Unless otherwise designated or specified by the constitution, the committee should designate a chair at its first meeting to oversee the committee's work. The chairperson will convene meetings, set meeting agendas, and be the primary point of contact with pastoral candidates and the synod staff.
- **Communicator.** The communicator keeps the notes of committee's work, especially assignments and interview questions/process. The communicator may also be responsible for written communications between candidates and the committee, as well as keeping the congregation apprised of the progress of the committee through newsletter articles, Sunday bulletin announcements, etc.
- **Chaplain.** The Holy Spirit guides the entire call process through open and honest prayer, study and conversation. The goal is to discern the particular rostered minister whom the committee should recommend to the congregation for issuing a call. The chaplain makes sure that the committee develops devotional or prayer practices to ground their work together. The call committee should pray often throughout the call process and encourage the congregation to also pray for the call committee members, the candidates, and the congregation, that all may sincerely seek to discern God's will for the congregation.
- **Synod Staff.** A synod staff person will be assigned to work with the call committee throughout the process to guide, coach and assist as requested. The designated synod staff person will orient the call committee at the committee's first meeting, bring candidate names, pray and advise throughout the process.

Note: There is no role for the interim pastor. The interim pastor is not involved in the call process as interim pastors are forbidden by synod constitutions and interim covenants from influencing the selection process.

RLC Considerations:

- **Generation**
 - Baby Boomer
 - Gen X
 - Millennial
 - Gen Z
- **Children's Programs**

- Music Programs
- Competencies
 - Leadership experience
 - Communications
 - Human Relations

Please list the five primary areas of activity or focus that you wish your newly-called rostered minister to give special attention to during the first year of his or her ministry at this congregation or organization:

Under the banner of the strategic plan, provide a spiritual vision for worship, preaching and teaching, placing priority on:

A. Staff leadership and mentorship: Build strong personal relationships with staff and lay leaders.

B. Management: promote "Operational Excellence."

- Provide guidance and oversight of the finances and management of the business of the congregation.
- Hardwire a strategic planning cadence with congregational input.
- Examine organizational structure, job descriptions, and accountabilities.

C. Congregational relationships: Foster a sense of community and build relationships with members of the congregation.

Other Items for Council to consider:

-Facilities maintenance assessment and funding plan.

Ministry: Organ Project Team

Date: 7/18/2024

Prepared by: Erik Storlie & Julie Henry

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

1. Fundraising

- Waiting for solid final figure from Finance. Requested 7/8.
- 6/27 = \$854,783 after postings
- Thank yous –waiting on names/addresses for OPT to send the organ project thank-you cards.

2. **Two additional ranks** – waiting on a formal document/contract from Nordlie outlining details of the additional expenditure (cost, what it includes, how it will be billed, etc.) to be signed by Nordlie and RLC to make it clear and official. Brings us to 59 ranks and 3351 pipes!

3. Celebration of reaching organ project financial goal

Date: Sunday, August 4

Announcement: at both services; at the beginning of the service as last announcement; to be more than a couple sentences from the pastor (TBD); OPT will make the announcement.

Treats: all agreed the pie “bar” sounds good (fruit/cream pies = \$120) cake is being served for Lucus the weekend before. Available between services and after 10:30 service.

4. Annual Meeting

- to include an OPT update. Key messages: Congregation-wide project, savings to RLC with volunteers, thrivent action grant to help cover food expenses, gifted used organ saves \$1M, saved St. Luke’s time and \$90K.
- Julie to create a couple of slides; use rendering of new organ design.
- John wants to be involved to make sure the *entire* Annual Meeting slide deck is improved to be more readable in the worship center (guidelines for best display such as using 3x4 format for the large screens, dark background with white text, font size should be 32-40 for readable text).

5. Organ Maintenance Fund

- who/what is involved in creating a restricted fund? Per Erik S, just needs to be approved by Council.
- Funds to pay for the organ dedication event should come out of the organ fund. Balance to go in the maintenance fund.

6. Organ Dedication Event

- Tentatively Fall 2025
- John will check with a couple local organists to scope out pricing, interest, etc.
- Greg can be a resource for what works, what doesn't
- John suggested 1 main performer that would choose their own literature. We need to be sure the vast majority of the music is approachable for all.
- Should include a hymn or 2 for audience participation
- Should be some brief words/dedication of the organ; possibly use the resource from the synod that spoke at the Shepherd of the Hills hymn festival last year?
- Special guests – Joseph and Nordlie, including John Nordlie; Birmingham visitors; Greg
- Reception to follow in the Commons and perhaps in the middle balcony and sound end balcony to decrease bottlenecks for food in commons?

For your calendars:

OPT meetings: Friday Aug 2; 10:30 am at RLC (we'll skip 7/23 and 7/30)

Celebration of reaching goal: August 4 between services and after 10:30

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?

- Updated reporting on the organ fund is necessary to close-out fundraising and report to the congregation.
- Thank you notes to donors have not been sent for potentially 6-7 months. The Project Team will write/send them, but need names and addresses (no amounts necessary). This is a huge miss as RLC looks to raise funds for other needs.