

1. Opening devotions: Pam.
2. Call to Order - 7:04 pm
3. Attendance – establish quorum (need 5 Council members). Jim , Bill (endowment) Kevin (endowment), Naomi, Nancy, Pam, Nancy, Karen, Pastor Marty and Pastor Kent, Jayanti
4. Approval of current agenda - m/s Nancy/Naomi - approved.
5. Approval of the prior month's minutes - m/s - Karen/Jayanti - approved
6. **New Business:**
 - a. Council organizational discussion/recruitment: Sarah/Jim
 - i. Jayanti - will do Christian Life, Karen - Mission and Outreach and Partnerships.
 - ii. We need names for council liaison positions, VP, nominating, finance and endowment positions.
 - b. Pastor Kent's one-year review: Jim
 - i. Pastor Kent's review process–your comments are important
 1. Will have 1 yr review after Easter..
 2. Want input from council members. Questions located in the link. Please go into the document to place comments. To be done prior to the next council meeting.
 3. Staff will get questions to answer as well.
 - ii. <https://docs.google.com/document/d/1xhnQfblMHH2hzwP3r-AVXlfnE6q9iR7/edit>
 - c. St. Paul Synod Conference Feb 14– Summary from those who attended
 - i. Pastor Kent, Sarah, Pam,, Karen and Jim attended.
 - ii. Discussed nominations for bishop. Got down to 3 candidates from our conference.
 - iii. RLC will be hosting Synod to get information statements from the candidates for bishop position.. Please attend and learn more..
 - d. Update on heating systems: Repair, pray and wait for now. Will need to reserve dollars for likely replacement in 3-5 years.
 - e. Council vacancy– 60 days to fill vacant positions. Suggestion?
 - i. Need to fill the remainder of Dot's term. Will get nominations to appoint replacement until elections held during August congregational meeting..
 - f. Endowment Charter: End of Life Support: Kevin Peterson, Bill Metzger see below
 - i. Kevin and Bill presenting the Endowment Committee Charter. Added a mission statement to the charter.
 - ii. Motion to accept the charter as amended - m/s - Naomi/Karen. Motion approved
 - iii. End of Life Task force charter - presented by Bill Metzger.
 1. Motion to accept task force charter- m/s Karen/Pam - Motion approved

- g. Campus Security Task Force is up and running. Advice from Roseville PD. See below. Task Force Charter is in draft form. We have an emergency plan that needs updating and training for staff and volunteers.
 - i. Working on finalizing the task force charter. Will come with more details at the next meeting.
 - h. Policy documents: Discuss two policy docs each month: Safe Kids and Officer Ethics See below
 - i. Discussion deferred until next meeting.
 - i. Update: Discovery process for CYF ministries
 - i. Listening sessions with confirmation students and on a Sunday from parents.
 - ii. The CYF task force will present findings/updates at the 3/2026 meeting.
 - j. Update: Website Proposal: Pastor Kent
 - i. Still looking for more people to work on this. Will start work now.
 - k. Financial Audit– completed and announced to congregation in March Newsletter
 - l. Congregational information meeting: Zoom? See below
 - m. Google drives for committees/ministry teams- going well. Will try to get each committee to have their own google drive.
 - n. Habitat for Humanity- Spring event at RLC- Pastor Kent - date change to June 27, 2026
 - o. Constitution review and update: Initial meeting with Synod was held. Forming a task force, looking for volunteers- Jim Looking for volunteers
 - p. Stewardship 2025-26 - Update well need to hold pRaise - need names for a new team
 - i. Will plan to invite all congregants to do automated giving as part of pRAISE.
 - ii. Looking for more volunteers to help with pRAISE events.
 - q. FYI: Auto, Abuse and Molestation Insurance coverage-Review staff and Volunteer Policies- JIm, Policy statement sent to HUB. Waiting on “Safe Kids” policy from HUB
 - i. HUB targeting March 6th to get RLC into the standard market. Will help lower rates.
 - ii. Have sent in paperwork for safe kids and volunteer policies for approval and updates on Molestation and abuse coverage.
 - r. Annual calendar of asks– updates or new asks? [Annual Calendar of Ask:](#)
 - i. Shop with scrip was brought forward as a possible fundraising.
 - ii. Felt that the backend work wasn't worth it when done for youth fund raising. Decided not to move forward with this for now.
 - s. Budget. Discuss with committees. What increases or decreases are needed for the 2026-2027 budget. Please bring budget requests by March council meeting.
- 7. Monthly staff reports**
- a. Senior Pastor – Pastor Kent
 - i. Capital Campaign preview
 - 1. Working on stewardship prior to being ready to do a capital campaign.

2. Would like to get leaders of church committees together to discuss what all the needs would be - roof, lighting, HVAC, parking lot, AV streaming etc. 3+ million dollars.
 3. Will get zoom meeting together to connect leaders/committees on needs.
 - ii. Considering changing the worship schedule on Sunday AM services next fall. Looking to have one service in the summer 2026.
 - b. Associate Pastor – Pastor Marty - Stands as written.
 - i. 51 families served with rent support.. Amen.
 - ii. Guatemala coming up 3/7/2026 - 3/14/2026.
 - c. Finance and Administration - Nancy
 - i. Running surplus, but only due to lower expenses.
 - ii. 28000 dollars below on offerings. Behind last year's offering numbers.
 - iii. ELCA report done today.
 - d. Administrative Assistant – Mary - SAW
8. Committee Liaison & Project Team Reports
 - a. Mission & Outreach – Karen Rogers
 - i. Peanut butter and pasta for fundraiser in March
 - b. **Finance- Naomi**
 - i. Motion made to designate Carol Garbisch as treasurer - m/s Karen/Nancy - approved.
 - c. Endowment – Jayanti Ray - SAW
 - i. The due date is 5/1/2026 for endowment grants.
 - d. Justice & Congregational Learning - Andrew Olson - SAW
 - e. Small Groups and Care Team - Pam McCulloch - SAW
 - f. Children, Youth & Families - Nancy Brown
 - g. Community Engagement
 - h. Nominating – Sarah Richter - SAW
 - i. Organ Project Team- Jim
 - i. Work is being done next week. Moving forward.
 - ii. Hopeful dedication 9/20/2026.
 - j. Properties Project Team - Sarah Richter - SAW
 - k. **Ethics Policy:**
<https://docs.google.com/document/d/1encj3DID7IOULwIsKfzvZ5dNXLTUfvARI-ui1R-dQbc/edit?tab=t.0>
 - l. **Safe Kids Policy:**
<https://docs.google.com/document/d/127UrfdzspDI6mZeNVLUBr07IkYnO8Rac/edit>

- m. **Endowment Charter: End of Life Support: Kevin Peterson, Bill Metzger**
[.google.com/document/d/1ZkFxdMN5enaeAQ5cKaJZtWdx3c](https://docs.google.com/document/d/1ZkFxdMN5enaeAQ5cKaJZtWdx3c)
 - n. [edit?tab=t.0https://docs.google.com/document/d/1ZQQP5MR2S43LrJ1hD3mhOQ4Dgd0/editykkf81iESHZQDYAanhttps://docsTwCl/](https://docs.google.com/document/d/1ZQQP5MR2S43LrJ1hD3mhOQ4Dgd0/editykkf81iESHZQDYAanhttps://docsTwCl/)
 - o. Prayer: Pam
9. Update Headlines – Recap key communications messages for next 30 days
- a. Constitution update.
 - b. Organ updates
 - c. The HVAC system doesn't need immediate replacement. Plans made for fixing/maintaining for 3-4 years.

Motion to adjourn 8:35 pm - m/s - Jim/Nancy - approve.

Pastor Kent Claussen Gubrud

January 16, 2026 – February 19, 2026

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

- **Personnel Needs** – working with Personnel and Nancy Johnson on updating staff job descriptions and addressing a staffing issue.
- **Need team for spring 2026 pRaise** – we need names of potential pRaise team members to start planning now! Anticipated funds needed to allow us to hire a new CYF staff person and Hospitality person is between \$40,000-60,000 at this time.
- **Prayer Vigil** – organized a prayer vigil following the killing of Alex Pretti.
- **Practicing the Way Course** – started a Sunday evening class called, “Practicing the Way” with 8 participants for 8 sessions, learning spiritual formation faith practices. The goal is to offer this class again next fall and next winter/spring on Sunday evenings.
- **Visiting new members** – we continue to have visitors who are interested in joining us at RLC. I have been having coffee and lunch meetings with these prospective members and look forward to a new member reception later this spring.
- **Planning for Lent** – introducing a new liturgy for Wednesday nights, “Isaiah: Is This the Fast We Choose,” to go along with the material from Kate Bowler, “Bless the Lent We Actually Have.”
- **6 month review at 9 months** – met with Executive Committee, Personnel, and members of the Call Committee to give my feedback on my first six+ months of ministry at RLC.
- **Served for a second time at Loaves and Fishes** – I enjoyed serving with members of RLC and Lutheran Church of the Resurrection, connecting with the guests at the Dorothy Day Center. Graduated from Ranch Dressing to serving Cheesy Potatoes.

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?

- **Personnel Committee** – continue to work on standardizing and updating all staff job descriptions before putting a review process in place
- **Website** – I am helping Ryan pull a team together to create a new website based on the plan he shared last month.
- **Sunday morning schedule changes needed for summer and fall** – looking to consolidate summer Sundays into one blended worship service. Changing the fall schedule to allow for more involvement, time, and options for Christian Education/Faith Formation for all ages, participation in fellowship to build better connections across the generations at RLC, and rehearsal/prep time for the Contemporary Music Ensemble.
- **Stewardship** – developing a plan for this spring to increase the number of people using automated giving as a step toward increasing stewardship and decreasing the amount needed for pRaise. Developing a plan to help RLC members identify their

- Talents and Gifts toward getting more involved in the ministries of RLC this fall at the Ministry/Mission Fair.
- **Meeting with former RLC Consultant, Mary Frances, who helped create the organizational chart and strategic plan.** In what ways can she help us focus on our mission and ministry going forward?
 - **Attending the “Stewardship for All Seasons”** – a year round stewardship focus, led by the St. Paul Area Synod, and connecting with a potential church finance consultant to help us make the necessary changes to our budget/stewardship/annual meeting process in preparation for a much needed Capital Campaign!
 - **Question for council** - how many of you are aware of the need to hold a Capital Campaign in the next 2-3 years? Do you know the estimated amount of money that needs to be raised?

What might Council provide to help support their efforts at this time?

- **Step before focusing on updating the Strategic Plan** – please review congregational vitality assessment and come prepared to discuss at the next council meeting - <https://faithx.net/congregational-vitality-assessment/>
- **Council members continue to host small groups** – coordinate with Pastor Kent to continue to get to know more people at RLC – could be a gathering at a coffee shop or restaurant

Associate Pastor, Marty Wyatt

February 2026

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

- Community Needs continue to present themselves-food insecurity in our schools, support for our most vulnerable, etc
- Community Support-Church showing up, holding space for people-this is loving our neighbors
- Super successful Dresser Build-we built all 50 dressers and reset the space by 1pm

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?

- Continuing to support and show up for our neighbors
- Guatemala Trip coming up March 7-14
- Lent and Holy Week
- Prepping for Confirmation Sunday Details

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: Shared Services

Date: February, 2026

Administration:

Prepared by: Mary Johnson

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

The following was submitted by Julie Wendland highlighting the support for Events at RLC since January 2026. The purpose is to provide awareness as to the activities and tasks that are completed when managing multiple events:

Significant Events:

- Monarca Anti-ICE Awareness Training (Jan 10)
 - Crowd Control barriers & additional directional signage
 - Greeter & Parking Lot Support (lots of additional volunteers quickly pulled together and security for over 1000 people in the Sanctuary)
 - Restroom servicing
 - Teardown & Cleanup for Sunday worship
- Lift Usage: (Jan 12-13)
 - Mural Takedown and moving it to storage,
 - Remove Outdoor wreath from the south entrance
 - Replace water-stained ceiling tile in Commons
- Removal of Sanctuary Cross and moving it to storage (behind Mural in Social Hall)
- Cleaning of the Great Hall
 - Removal of items stored in the Great Hall
 - Deep cleaning of all surfaces & vacuuming multiple times
- Funeral in the Great Hall – significant initial setup design, food support and teardown & cleanup
- Dresser Build – receiving of 50 dresser kits, storage of kits, setup of the Activity Center to support the build (Wednesday night Confirmation build and Sunday congregation build), management of all of the cardboard (stacking and removal, 2 extra recycle pickups), cleanup of the Activity Center before Monday evening for a large Boy Scout event, movement of all of the completed dressers out of the Activity Center to Upper Lobby and then to the truck to go to Bridging. Additional work was avoided when a large Girl Scout event planned for the Activity Center between Wednesday & Sunday of dresser build was cancelled due to the extreme cold temps.
- Prayer Vigil for Peace and Justice – setup and take down of the All Saints candle arrangement in the Sanctuary.
- OLLI – U of M Education – 7-week series, multiple classes on Thursdays needing A/V
 - 45a: Class room setup, then reset for RLC Kids on Sundays
 - Social Hall
- National Lutheran Choir Tune-up – Jan 30-31
 - Additional directional signage

- Director's session and supper Friday night (47 directors)
- General session – 660 attendees, coffee and water available to all, extra seating added to the sanctuary
- Director's session and lunch Saturday (60 directors)
- Setup and cleanup of the Commons, Sanctuary and Social Hall for Sunday Worship
- Collection of all the food shelf donations
- Funeral – Feb 13 -14 evening visitation, funeral and meal for 125 people
 - Setup of the Commons, Sanctuary and Social Hall Friday morning
 - Cleanup and reset of the Commons, Sanctuary and Social Hall late Saturday for Sunday morning
- Start of Lent – Feb 18: Wednesday evening services, soup suppers (Worship Center & Social Hall)

Weekly On-Going:

- Sanctuary and Commons: Sunday morning services (including Communion set up and clean up)
- Activity Center and Room 45A: RLC kids
- Social Hall: Food and Fellowship
- Room 40: Sunday Adult Education
- Lounge: Monday Bible Study (Moving from Rm 40 to Lounge, remove setup/teardown and door schedule)
- Library: Staff Meeting – moved from Rm 40 to Library to remove a setup and takedown task
- Social Hall: Hole in the Donut and Sponsor Meetings – over 100 people weekly, the group sets up and puts away additional chairs that are needed for each meeting
- Rm 45b: Violin Lessons Tuesday evening
- Great Hall: RLC member Trumpet Practice
- Heritage Hall: Quilters
- Heritage Hall: Boy Scouts
- Rm 45b: Tai Chi
- Social Hall, Rm 40, Rm 45a, 45b, Lounge, Upper Lobby, Activity Center, etc.: Confirmation
- Worship Center: Choir Practice
- Rm 45c: Bell Practice – 2 different groups

Bi-Monthly Meetings:

- Toastmasters
- Men's Bible Study
- Spiritual Formation Small Group

Monthly Meetings:

- Finance
- Council
- Girl Scouts – two different troops
- Cub Scouts
- Moms Group Bible Study

- RLC Reads
- NorthStar Railway Society
- Scrapbooking
- A number of committee meetings

Planning for future significant events:

- Wednesday Lenten services and soup suppers
- Concordia College lunch and concert (Feb 22)
- WAPO quarterly board meeting (Feb 22)
- Nordlie Organ Crew (Feb 23-27)
- Easter
- Roseville Area School AP Testing (April 30 – May 16 – needing EVERY rectangle table RLC has!)

All of these require the constant monitoring of scheduled events on the calendar for security setup of door unlocking and locking. A manual process that can only be set up seven days ahead of time.

There is also the need for constant cleaning of common spaces, bathroom maintenance, garbage, recycling, etc., which all acquire supplies and equipment maintenance.

To reduce the impact on custodial staff for multiple room setups within a single room, there is an effort to establish standard configurations within each of the most used rooms. Groups will be encouraged to use the room with the configuration that they need. If groups request an additional table, it may be available at the side of the room for them to set up during their meeting. The request will be for them to leave the room the way they find it, i.e. fold the table and put it back against the wall.

With winter there is also the task of the snow removal from the sidewalks and entrances to Doors 1 and 2 as soon as possible. Door 3 can sometimes be delayed depending on meetings. In addition, the entrance and sidewalks for Doors 4 and 5 also need to be shoveled in case of an emergency evacuation.

Minutes - Finance committee February 17, 2026 - 6:00 pm

Attendees - Merle, Pastor Kent, Jim, Nancy, Rebecca, Naomi

Opening Prayer - Pastor Kent

1. Organ committee presentation. Julie and Scott Henry came to discuss accrued interest staying in the organ fund.
 - a. Discussed budgeting for organ maintenance and performances as part of RLC overall budget and accrued interest staying in the organ fund.
 - b. Will have further discussion on this in the future.
2. Finance reports - Nancy
 - a. Offerings for 2025/2026 lag behind 2024/2025, and behind budget.
 - b. Expenses are lower than budget so ahead on overall financial status, but not sustainable long term as we will hire for staff positions. Must work on stewardship.
 - c. See financial report in Council February folder for details.
3. Furnace Repairs/replacement update for worship center, commons and office.
 - a. Ok to do repairs for the next 2-3 years, and put off full replacement for now.
 - b. There are back up plans for heating if the furnace fails, that are not cost prohibitive.
4. Unrestricted funds - After recommendation from finance to put 20% endowment and 80% reserve fund, Council met 1/2026 and decided to do 20% endowment, 20% reserve fund and 60% to Helping neighbors fund.
5. Discuss reviewing and signing bank statements monthly. Sign up sheet made.
6. Commitment Sunday update from 11/16/2025. Will Start budget discussion next meeting. Still at 133 pledges.
7. Carol Garbisch was put forward to fill the position of Treasurer. After discussion, the position and candidate was approved by the finance committee and the candidate will be brought to the RLC council meeting for appointment.
8. Finance Policy/Procedure updating. Naomi/Nancy/Carol - Carol put in questions/concerns on current policy. Please see the policy in the shared drive to review and leave comments.
 - a. There mention of the safe deposit box - do we have one, where is it, and if so what is in it? Will need to look further into this issue.

- b. Contribution records - timing of sending out reports of individual's donor contributions to RLC. After discussion, will move to q 6 month notification of giving (was q 3 months).
 - c. Meeting with the congregation at 10:10 hour to update them on RLC's financial position and answer their questions. Will move to a once yearly update at 10:10 hour, which was quarterly in previous finance policy .
- 9. Request for money for chairs and floor in social hall.
 - a. Requesting \$2000 to replace loose tiles in the Social Hall from the Building Fund.
 - b. Will move forward with this request.
 - c. Will need new chairs in the future as well as floor replacement
- 10. Restricted fund donation - Nancy
 - a. Nancy will follow up with the donor, and Pastor Kent with staff.
- 11. Shop with scrip - Nancy
 - a. Buy gift cards online and proceeds go to the youth. Raiserright system.
 - b. Consider for upcoming fundraiser.
 - c. Present to council to discuss.
- 12. Next meeting - March 18th, can we move to Tuesday March 17th - 6:00 pm or Thursday 19th at 5:45. Lent services Wednesday the 18th.
- 13. Old business
 - a. Online giving process updated. Nancy - Work continues on this.
 - b. Insurance coverage update - Nancy, Pastor Kent
 - i. March 6th is the date that HUB will go to market to get us back into the general/standard market. Work comp policy update due then as well.
 - c. Financial Policy and Procedure Manual - review and update.
 - i. Working on this as noted above.
- 14. Date for next meeting - will send out email to see if we can do 3/17 or 3/19 at 5:45
- 15. Adjourn - 7:15 pm

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January 2026

Roseville Lutheran Church
 Stmt of Financial Position - As of January 31, 2026

3/1/2026

RLC Receipts Analysis

Budget Vs. Actual	Actual		Excess		Actual	
			(Deficit)	% of Budget		
July	83,857.99	79,158.26	-4,699.73	-5.60%		
August	105,754.82	85,758.34	-19,996.48	-18.86%		
September	74,284.44	80,958.34	(6,673.90)	-9.00%		
October	87,881.93	88,908.34	(1,026.41)	-1.17%		
November	115,139.38	105,708.34	-9,431.04	-8.19%		
December	115,204.39	148,858.34	(33,653.95)	-29.18%		
January	164,826.78	195,358.34	(30,531.56)	-18.53%		
February						
March						
April						
May						
June						
Total to Date	742,648.88	784,708.30	(42,059.42)	-5.66%		

YTD Cash Flow Statement

	Income	Expense	Gain/Loss	Cash on Hand
July	83,857.99	80,813.85	3,044.14	11,011.64
August	105,754.82	81,151.49	24,603.33	24,657.11
September	74,284.44	80,380.34	(6,095.90)	18,561.21
October	87,881.93	83,667.96	4,213.97	22,475.18
November	115,139.38	93,498.18	21,641.20	44,116.37
December	140,229.69	94,455.50	45,774.19	89,890.52
January	164,826.78	112,150.01	52,676.77	142,567.29
February				
March				
April				
May				
June				
YTD Totals	767,474.88	636,110.33	131,555.45	

Comparison Information 2025/2026 Offering

	2025/2026 Offering	2024/2025 Offering	%	Increase (Decrease)
July	79,527.21	64,588.07	17.57%	14,947.64
August	92,461.13	115,533.50	-20.03%	(23,134.37)
September	67,837.36	108,074.64	-37.23%	(40,237.28)
October	82,391.43	81,144.07	1.54%	1,247.36
November	109,519.52	95,291.24	15.69%	14,228.28
December	95,943.22	128,155.86	-22.88%	(32,212.64)
January	156,658.57	158,037.29	-1.50%	(1,378.72)
February		73,360.93		
March		104,024.09		
April		95,653.51		
May		119,115.11		
June		83,633.13		
Total to Date	683,718.95	1,222,022.56		(538,303.61)

2024/2025 Offering to Date

584,399.48 10.22%

Expense Summary

7 months

58.33%

Compared

	Actual for Period	Monthly % of Yearly Budget	Actual		YTD Actual	Budget	YTD % of Budget
			YTD	Annual			
Personnel	69,101.35	7.82%	416,071.39	483,490.00	416,071.39	86.06%	-17.36%
Program Ministries							
Worship and Prayer	743.19	3.07%	12,613.99	18,050.00	12,613.99	70.00%	-29.99%
Homecare/Mission and Outreach	10,103.76	14.27%	28,424.03	71,000.00	28,424.03	40.03%	-40.03%
Justice & Congregational Learning	0.00	0.00%	3,200.34	6,000.00	3,200.34	53.34%	-46.66%
Education & Children	16.57	0.45%	183.71	3,700.00	183.71	4.97%	-95.03%
Youth and Family	271.73	2.78%	4,721.84	9,780.00	4,721.84	48.29%	-48.29%
Christian Life	2,010.29	5.34%	11,830.74	37,850.00	11,830.74	31.24%	-68.76%
Sustaining Ministries							
Stewardship	1,345.00	8.71%	6,850.48	15,500.00	6,850.48	44.37%	-55.63%
Administration & Finance	2,348.19	3.63%	38,941.22	64,700.00	38,941.22	60.19%	-39.81%
Congregation Council	0.00	0.00%	0.00	600.00	0.00	0.00%	-100.00%
Computer/Network	1,251.89	5.96%	9,050.79	31,000.00	9,050.79	29.20%	-70.80%
Human Resources	0.00	0.00%	301.75	1,450.00	301.75	20.81%	-79.19%
Office Support	1,189.33	8.95%	7,651.17	13,400.00	7,651.17	57.10%	-42.90%
Printing/Publications/Meetings	2,527.64	9.01%	18,188.15	28,050.00	18,188.15	64.88%	-35.12%
Properties/Buildings	1,016.54	17.10%	6,524.62	8,500.00	6,524.62	76.76%	-23.24%
Communications							
Properties/Buildings							
Utilities/Assessments	11,208.23	14.17%	41,427.34	79,100.00	41,427.34	52.41%	-47.59%
Cleaning & Maintenance	831.29	3.54%	6,647.40	23,500.00	6,647.40	28.30%	-71.70%
Grounds & Parking Lots	8,185.00	43.80%	17,443.24	18,650.00	17,443.24	93.53%	-6.47%
HRWC	0.00	0.00%	435.51	4,300.00	435.51	10.13%	-89.87%
Lighting	0.00	0.00%	341.89	1,000.00	341.89	34.19%	-65.81%
Security	0.00	0.00%	2,100.63	5,450.00	2,100.63	38.54%	-61.46%
Total Expenses	112,150.01	8.53%	636,110.33	1,315,370.00	636,110.33	48.36%	-51.64%

Comparison Information 2024/2025 Expenses

	2025/2026 Expenses	2024/2025 Expenses	%	Increase (Decrease)
July	80,813.85	95,255.54	-15.27%	(14,441.69)
August	91,151.49	92,821.21	-1.83%	(1,669.72)
September	80,380.34	90,883.25	-11.60%	(10,502.91)
October	83,667.96	91,628.95	-8.79%	(7,960.99)
November	93,498.18	94,295.97	-0.85%	(797.79)
December	94,455.50	102,339.46	-7.70%	(17,883.96)
January	112,150.01	111,712.96	0.39%	437.05
February	0.00	102,664.91		
March	0.00	199,910.70		
April	0.00	99,077.08		
May	0.00	98,445.51		
June	0.00	86,760.46		
Total to Date	636,110.33	1,286,125.28		(650,014.95)

2024/2025 Expenses to Date

587,949.62 -10.77%

1 RLC Checking Account		
2 Balance Per Bank Statement	\$180,320.96	
3 Deposits in Transit	\$0.00	
4 Outstanding Bank Withdrawals	\$694.15	
5 Outstanding Checks	\$10,339.17	
6 GL Bank Balance	\$160,085.64	
7 Checking Account	\$160,085.64	
8 Petty Cash	\$500.00	
9 Samaritan Checking	\$239.58	
10 Vanguard Money Market ERC (344,747.16), Ryan Ave (204,095.47)	\$1,108,554.80	
11 Cetera/Franklin Investment	\$0.00	
Total Cash Accounts	\$3,269,978.02	

Dedicated Funds	
11 Properties Fund (includes Building, Site Renovation, Lively Landscapes)	\$90,413.80
12 Education & Children's	\$695.71
13 Worship & Music	\$27,244.49
14 Stewardship/Memorials	\$1,460.00
15 Christian Life	\$6,826.07
16 Mission and Outreach	\$56,324.94
17 Youth Ministries	\$15,925.41
18 Other Restricted Funds by Donor	\$0.00
19 Estate Gifts	\$0.00
20 Summer Programming	\$150.00
21 Mission Trips	\$18,109.35
22 Contemplative Practices	\$3,216.83
23 Christian Life Activities	\$23,190.85
24 Youth Ministry Activities	\$16,777.87
25 Endowment Fund Gifts and Grants	\$0.00
Total Dedicated Funds (Organ, Reserve and Ryan Ave Funds listed separately)	\$259,035.32

27 Organ Fund	\$100,047.93
28 Reserve Fund (per finance committee 3/2025)	\$771,474.12
Total Organ Fund and Reserve (including Ryan Ave Funds)	\$871,522.05

Total Dedicated Funds	\$1,130,557.37
31 Funds in surplus/deficit of Dedicated Funds	\$138,820.65

32 Summary of Unrestricted Cash	
33 Funds in surplus/deficit of Dedicated Funds	\$138,820.65
34 Liabilities	\$3,746.64
35 Operating Funds Assets	\$142,567.29

0.000000000
 ** See YTD Cash Flow Stmt

RLC Endowment	
36 Endowment Fund NorthStar Checking	\$301.85
37 Endowment Fund Vanguard Balanced Index Adm Fund (VBIAX)	\$818,305.15
38 Endowment Department 100	\$818,607.00

40 Total RLC Assets (Cash Accounts + Endowment Fund)	\$2,087,985.02
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-\$90.00

Organ Project Team Report – February 19, 2026

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

1. Organ Progress

J.F. Nordlie returns next week February 23-27. It will be a big work week as they install the final casework arch near the ceiling, the remaining casework panels, several more windchests, connect final wind lines, test the console and test the blower. We expect to see pipes installed in March. Then the most important and time-consuming process of any pipe organ installation is the tuning and tonal finishing work which will take about 8 weeks. Nordlie's goal is to have the organ partially usable by Easter with final completion in May.

Volunteer response continues to be strong to requests for help with work crew lunches and building assistants. These volunteers fulfill RLC's contractual responsibilities which reduced the overall contract pricing. Volunteer contributions keep the project on budget and are equivalent to over \$32,000 to date. There will be more opportunities over the next several weeks.

2. Sunday February 22 – Organ update for Adult Education

The Organ Project Team will provide an update on the upcoming work and schedule, project financials, plans for future organ events and answer questions. The Lounge will be used for the presentation due to the Concordia Choir at RLC.

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?

Attend the Adult Ed update on Sunday!

Sign up to provide part of a lunch for the organ work crew for a future visit. Opportunities and link to sign up are published in the eBlast.

Group : Care and Small Groups

Date: 2/19/26

Prepared by: Pam McCulloch

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

- RLC Reads - From Bob Bergstrom- Nineteen of us met last night to marvel at the multitude of fascinating characters that live in **The Heaven and Earth Grocery Store** by James McBride. We talked about the sense of community that was evident in their small town that crossed racial and ethnic barriers, as we watched them support each other against prejudice and hardship. We reveled in the author's use of humor and the quirky names of many of the characters, and wondered aloud at the fascination with Monkey Pants' marble and the identity of his mother. It was a meeting filled with laughter and thoughtful insights by all. Thanks to all who were there.
- Prayer Shawl Ministry was represented in the Weekly E-blast and Worship update. An invitation was offered to all and one new member was added at our gathering on Sunday 2/15. Thanks to Lorene Roste for putting the message together.
- Mom's Bible Study has been meeting for many years. Most of the members had young children when they first started meeting and those children now have children. They meet in the upstairs Gather/Coffee space once a month.

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 may assist:

- RLC Reads will meet next on March 12 to discuss **My Friends** by Fredrik Bachman. This is the author of **A Man Called Ove**. Again all are welcome.

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

Not at this time.

Group: Children, Youth & Family

Date: 2/17/26

Prepared by: Nancy Brown

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

- Our RLC Confirmation students and RLC Kids participated in building dressers for Bridging in January. Between our youth and adult volunteers, we built all the dressers.
- Confirmation students participated in Prayer Stations at Confirmation last week. Students went from station to station with their small groups. Some of the stations included a prayer labyrinth, reading Bible verses about prayer, and praying for different areas of the world.
- Ninth graders and their families met in January to talk about the Confirmation process this spring. 9th graders will meet with their Lenten Mentors during lent. They also learned about Faith projects and Faith conversations.
- The discovery team for our Children, Youth and Families programs conducted two listening sessions about our current programs. We asked questions to our small groups of Confirmation students. We also had a listening session after both services on Sunday February 8th. Thank you to all who participated!

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

- We will also be hosting a family activity day on Good Friday at 10 AM. Watch for more information as we get closer to Good Friday.
- Vacation Bible School will be June 22-26 from 9 AM to noon every day. The ages for VBS are 3 years old to completion of 4th grade. The theme will be "Who is My Neighbor" and we will be exploring our neighbors around the world and our relationship in supporting them. Registration and payment will be due by June 15th!
- Wapo registration opens on January 15th. Seeds campers (completed 1st-3rd grade) will be July 24th to July 26th. Students who have completed 4th - 9th grade can attend camp July 26th to July 31st. Ox Lake is a camp for high school aged

kids, and they will be hosting RLC from July 26th to July 31th. Wapo registration will be closing on February 15th.

- RLC will be hosting a middle school mission trip to Duluth this summer from 06/11-06/16, as well as a high school trip to Milwaukee from 07/12-07/17.
- We will be hosting a first communion lesson on March 28th at around 9 AM. This class is "recommended" for third graders, however if you think or do not think your child is ready you are more than welcome to register early or wait to register next year. Registration will be coming soon.

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.

Facility Report for the Month of February, 2026

- Continued diagnostic service and repairs to 80-ton McQuay HVAC unit
- Develop contingency heating plan for 80-ton McQuay HVAC unit utilizing existing plenum, gas and electrical supply
- Evaluate 30-ton and 80-ton McQuay units identifying possible major component failure, cost, and labor charges
- Coordinate repairs and service work to kitchen water supply and cold storage equipment
- Sourcing 2 quotes for replacement fire panels to 55 bldg
- Testing fire devices in the 55 building for possible faulty smoke detector
- Identifying main water supply to 55 bldg and drainage points
- Develop cleaning program for building
- Event set up and general cleaning
- Troubleshooting and identifying cause for double fire doors failure to close

Ministry: [Endowment] - Council Liaison

Date: Feb 17, 2026

-The Endowment Committee did not meet in January. The meeting was held on Feb 3rd, 2026.

-The committee members reviewed and approved the Ending Life Well Taskforce Charter. The Taskforce plans to hold a dinner in May to increase awareness of legacy giving. The Council is requested to approve the charter (uploaded separately).

-The Council is also requested to review the Endowment Committee Charter (uploaded as a separate file) that was prepared last October. In November, there were discussions to improve the language of the Charter. Though the Charter was presented to the Council last year, it was not approved because of editorial suggestions. A mission statement has now been added to the revised Charter.

- The current market value of the RLC Endowment Fund is \$820,805.74. The Committee approved the report (prepared by Greg Johnson) on the investment status of the Endowment Fund. We will continue to have the RLC Endowment Fund invested in the VBIAX fund (in 2026).

-May 1st is the next deadline for submitting the Endowment Grant proposals.

Respectfully submitted,

Jayanti Ray

Roseville Lutheran Church Endowment Committee
Meeting Minutes

February 3, 2026, 7:00 p.m.

Present: Audra Engebretson, Carrie Hefte Hanton, Greg Johnson, Michelle Mennicke, Sara Mohn, Linda Nelson, Kevin Peterson, Louis Tschudy, Council liaison, Jayanti Ray, and RLC staff liaison, Nancy Johnson

Absent: Beth Jacobson

Guests: Bill Metzger (Endowment Committee Emeritus member)

The meeting was called to order by Chairperson Kevin Peterson at 7:04 p.m.

1. Report from Bill Metzger regarding the Ending Life Well Taskforce Charter

The committee discussed the Ending Life Well Taskforce Charter. A motion was made and seconded to approve the Charter as written. The Taskforce plans to hold a dinner in May which will include information to assist people in organizing life documents, funeral planning and legacy giving.

2. Review of the Endowment Fund performance in 2025

Greg Johnson had distributed information via email prior to the meeting on the Vanguard Balanced Index Fund – Admiral Shares (see ticker: VBIAX). The Endowment Fund assets are invested in VBIAX, which is made up roughly of 60% US stocks and 40% US bonds. The current market value of the RLC Endowment Fund is \$820,805.74. The expense ratio is ~0.07%, which is very low by industry standards.

Currently, 20% of all undesignated estate gifts to RLC are put into the Endowment Fund. The committee requested that Nancy Johnson start, as of January 1, 2026, tracking the source of the cash deposited into the Endowment Fund so that a report can be delivered to the Committee in early 2027 and each year thereafter.

A motion was made and seconded to approve the report on the investment status of the Endowment Fund as presented by Greg Johnson and to continue having the RLC Endowment Fund invested in the VBIAX fund in 2026.

3. Discussion of the grant submission process

The new platform for grant requests rolled out in October and it appeared to work well with the grants submitted in late October and early November. Kevin will work with Ryan Kotajarvi to get the information about the May 1, 2026, deadline for submitting grant requests into the March and April newsletter, the church bulletins, etc.

4. Endowment Committee Charter and Mission Statement

The draft of the Endowment Committee Charter will be revised by Carrie pursuant to the Committee's previous discussions. A draft of the Mission Statement will be distributed so that members can comment via email or Google docs.

5. Liaison to Endowment Committee

Jayanti has been reassigned by the RLC Council to be the liaison to Christian Life ministry priority. Jayanti will send the presentation with the new organization of ministry priorities.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Carrie Hefte Hanton
Secretary

RLC Endowment Committee Ending Life Well Taskforce

2/2/2026

Mission of Taskforce:

To guide people into healthy conversations around end of life planning. To assist people in organizing life documents, funeral planning, and legacy giving.

Purpose of this team:

To provide opportunities for RLC members to take control of end of life planning while providing family members and estate advisors with the information necessary to honor their wishes.

Scope of Authority of the team and supporting resources:

This team will be responsible for the planning and execution of events to foster actions in ending life well. We will provide information and tools to ease burdens on family members and estate advisors in order to fulfill end of life wishes.

List of actions and events:

- Identify and prioritize family units, starting with the oldest down to 40 years, to guide invitations to events.
- Learn from other resources while understanding information already created at RLC to help members in ending life well.
- Develop plans, programs and materials with desired RLC data to track and understand success or need for change in these programs and materials to foster family unit actions.
- Determine how to attract family members to attend events together, i.e. like a sponsored free dinner at church.
- Develop and execute processes that support older members who can't attend events, providing them the opportunity to use materials developed to end life well. Invite their family members to attend.
- Develop supporting events to facilitate actions with informational materials given at previous events.
- Gain support from pastoral staff, council, endowment committee, finance and administration.
- Develop, track and report information on our progress and impact of our mission.

Areas of Focus and Activities:

Develop plans, programs and materials.

Use the Shelby database to segment family units for invitations and tracking.

Plan and execute events for this mission through the RLC church calendar.

Identify and gain approval for timing and support resources for events.

Create and track measurements for this mission.

Scope of Authority of the team and supporting resources:

This taskforce operates under the scope of the Endowment Committee and its charter.

Execution of plans and programs must have pastoral, staff, council, and endowment committee support and willingness to provide required space and resources as a part of the process.

Key Deliverables with this charter:

- Events and process to support ending life well for all RLC members
- Measure the growth in stored funeral plans at RLC - at end of 2025 there were 6 funeral plans at RLC
- Growth in formalized commitments to RLC and RLC endowment funds – at end of 2025 there were 4 family unit or individual commitments recorded at RLC

Members of the team:

- Bill Metzger – Leader
- John Helgen
- Carolyn Hollatz
- Nancy Johnson – staff liaison
- Pastor Rolf Olson
- Lorene Roste
- Carol Solie

Approved by the Endowment Committee



Endowment President 2/3/26
Date

Approved by the Council

Council President _____
Date

Roseville Lutheran Church

Endowment Committee Charter

(Rev. Feb. 2026)

Mission Statement

The mission of the Endowment Committee at Roseville Lutheran Church (RLC) is to faithfully steward the gifts entrusted to the church by empowering a diverse range of ministries to share Christ's love and serve our congregation and communities through education, management, and distribution of endowment resources that can help strengthen worship, education, outreach, fellowship, and service initiatives.

Committee Purpose

- To sustain and grow the Endowment Fund (EF) through education, communication, fundraising and investment, working with the Pastoral and RLC staff to ensure a legacy of ministry and outreach support.
- To enhance ministry and outreach by soliciting and reviewing grant requests for projects and programs that support our mission, vision and values; grant recommendations are submitted to Council for approval.

The Purpose of the Endowment Fund

The EF is established by the RLC constitution for the purpose of extending congregational ministry and outreach by providing funds for projects that fit within one or more of the following ministry areas:

- Faith, Worship and Prayer
- Discipleship
- Service and Stewardship
- Evangelism

EF grants have been used to help extend the reach of existing ministries, create new mission and outreach efforts, enhance Christian education programs, provide for special worship and music activities, all in response to identified community needs locally, regionally and across the globe.

Structure

The Endowment Committee (EC) has 10 voting members, nine members elected by the congregation plus one Council Liaison. Each elected member serves a 3-year term, with three new members elected each year at the Congregational Annual Meeting, serving on a rotating basis. Outgoing members' terms end and new members' terms begin September 1.

Each year, the EC members will choose from among themselves by majority vote the following:

- **Chairperson**, to provide process oversight and direction, and to schedule and preside over meetings,
- **Treasurer**, to oversee fund maintenance and investments, and to coordinate approved grant distributions, in liaison with RLC Director of Finance and Treasurer,
- **Secretary**, to prepare and distribute committee meeting minutes, and
- **Endowment Committee Project Coordinator**, to work with the other EC members on programs to increase legacy commitments for endowment giving while tracking annual progress in growing commitments for the EF.
 - **Communications & marketing** – driving awareness of what is endowment, what does it support, benefits of endowment, how to get engaged, and general RLC communications (Table/Newsletter articles, mailings)
 - **Education** – coordinates dates and resources related to adult education, financial planning, funeral planning, health care directives, wills/estates

The Council Liaison is selected by the RLC Council and serves as the intermediary between Council and the EC.

Key staff partners

- Pastoral Staff
- Director of Finance and Treasurer (Finance Director)
- Communications Manager
- Care Ministry Team and Care Pastors

Activities

Committee activities throughout the year are as follows:

September	<ul style="list-style-type: none">● Onboard 3 new members, review this charter● Elect Chairperson, Treasurer, Secretary and Project Coordinator
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	<ul style="list-style-type: none"> • Solicit grant submissions for October 1 deadline or such other deadline set by the EC • Plan for coming calendar year including education and communication programs focused on growing Endowment Funds
Q4 Oct thru Dec	<ul style="list-style-type: none"> • Review plan for growing endowment for upcoming year • Review grant requests received as of October 1 and submit recommendations for Council approval • Assist staff in distributing approved grants • Execute Love Lights/All Saints Sunday activities • Plan program topics and dates to education and grow endowment fund commitments
Q1 Jan thru Mar	<ul style="list-style-type: none"> • Audit EF investment performance and management • Review the application process and forms to ensure accessibility and confirm that the information gathered properly empowers the review process • Calculate funds available to grant in calendar year • Execute planned program topics (such as funeral planning, estate planning, and dates tracking attendance and commitments.) Consider recording or templating materials for outreach and continued use
Q2 Apr thru Jun	<ul style="list-style-type: none"> • Solicit grant submissions for May 1 deadline or such other deadline set by the EC • Review grant requests and submit recommendations for Council approval • Assist staff in distributing approved grants • Track and measure key elements of the plan for the annual report to the congregation
July thru Aug.	<ul style="list-style-type: none"> • Prepare for departure of outgoing members • Plan for Q4 activities and grants
On Going	<ul style="list-style-type: none"> • Planning and executing programs and activities to support the growth of legacy giving to the EF

Duties and responsibilities

Planning

In September, and throughout the year as needed, the EC meets with the Pastoral Staff, RLC staff, and care ministry team to identify opportunities to sustain and grow the EF through gifts and fundraising. On an as needed basis, the EC seeks congregational input on how to enhance the attractiveness of giving to the EF. Also, the EC coordinates with the Communications Manager to promote grant applications and announce grant awards through the RLC website, social media, the Table, and other available media.

Growing Legacy Giving

The Project Coordinator will work with the Pastoral Staff, RLC staff, Care Ministry Team, and the EC to develop and execute programs that will actively engage the congregation in considering EF legacy gifts. These programs may include congregational education classes, one on one communication to explain and solicit legacy giving and getting ideas from the congregation on how to make legacy giving more attractive to RLC members. The results of these programs to grow legacy gifts will be tracked, with the support of RLC staff, to chart the growth of legacy gifts and the potential future growth of the EF. In Appendix B, attached to this charter, are the measurements to be implemented and used to track progress, commitments and fund growth from 2025 to 2035.

Fund management

During the first quarter of each calendar year, the Finance Director will provide to the EC the *Endowment Fund Investment Policy and Guidelines* most recently approved by Council. With the Finance Director, the EC reviews the management and performance of EF investments to ensure alignment with guidelines. Recommended changes, if any, are presented to Council for approval. The current *Endowment Fund Investment Policy and Guidelines* approved by Council is attached.

Calculating funds available for grant

At the start of each calendar year, the Treasurer will determine the amount of funds to be made available for grants in that year. The maximum amount available for grants is 5% of the three-year average of EF net assets on December 31 of the most recent years.

$$\text{Funds available for grant} = ((\text{Year1} + \text{Year2} + \text{Year3}) / 3) \times 5\%$$

For example, if the most recent three years' EF net asset totals were \$495,000 in year one, \$501,000 in year two, and \$504,000 in year three, the three-year average net assets would be \$500,000. Five-percent of that amount, or \$25,000, would be the maximum available for grants to be awarded through the end of the current calendar year, December 31.

Soliciting grant applications

Usually, grant applications are solicited twice each year. Working with the Communications Manager, the EC will promote grant availability, application requirements and deadlines at appropriate times during the year. The deadlines for grant applications are May 1 and October 1. The grant application form is made available on the RLC website, or in print form from the church office. Applications may be accepted from RLC members, from staff, and the general public.

Application review process

Grant requests are assessed based on their alignment with RLC mission, vision and values in support of Christian ministry and outreach. For example:

- Funding for new missions/ministry
- Educational programs, sponsorship, scholarships, camperships
- Local, regional or world mission projects
- Support for natural disaster relief
- Worship and music

The grants reviewed in each grant cycle are viewed as a unique group and during the review process the EC will take into account the following when reviewing grant applications and give preference to requests that meet one or more of these guidelines:

- Request comes directly from or has the direct involvement of RLC members.
- Requests that can clearly articulate a connection to RLC and its mission, vision and goals.
- Requests that provide evidence that the funding will help establish an on-going impact (as opposed to requests that will aid in only getting the event/program to its next grant request).
- Requests from individuals, groups or agencies that have not been funded by the EF in the past two funding cycles.
- Requests that offer the most opportunity to benefit groups or organizations versus requests for individual mission trips, education, scholarships or research.
- Requests that will assist RLC in becoming a more sustainable congregation that will successfully adapt to a changing world.

The Council liaison presents grant recommendations to Council for approval, and reports results back to the EC.

The total of all awards recommended to Council cannot exceed the amount available for the given year. However, when and how much to grant is at the EC's discretion. For example, if \$25,000 in grants is available, the EC may choose to recommend \$15,000 in a first round of grant requests, leaving \$10,000 available for a second round. The EC may choose not to award all available funds in any given year, in which case those funds remain in the Endowment Fund. They do not carry over to future years.



Endowment Committee Charter

In order to be considered by the EC, the grant request must be for a specific amount. The EC may choose to award a partial grant to an applicant. The EC may not award a grant that exceeds the specific amount requested in the grant request.

Respond to all applicants and distribute grants awarded

Within ten business days of the Council vote, the Development Director will notify each applicant whether their grant request was approved or declined. The Treasurer will then assist RLC staff in distributing EF grants to approved recipients.

Amending this charter

Proposed revisions to this charter require two-thirds majority support of EC voting members, pending approval by Council.

Approval

The Endowment Committee has approved this Charter as of _____

Signature (Chairperson of EC) _____ Date _____

The Roseville Lutheran Church Congregation Council approved this Charter as of

Signature (Council President): _____ Date _____

Appendix A – Endowment Fund Investment Policy and Guidelines

The purpose of the investment policy statement and accompanying guidelines are to define procedures for investing the assets of the Roseville Lutheran Church (RLC) Endowment Fund (EF). The statement is provided to ensure that assets are invested and administered in a responsible manner suitable for both the donors and the ultimate beneficiaries.

RLC Endowment Fund Investment Policy

General Investment Principles and Philosophies

- Funds shall be invested with care, skill, prudence and diligence.
- Investment funds shall be diversified in order to minimize the risk of loss.
- Cash is to be invested in short-term cash equivalents to provide safety, liquidity and return.
- Equity and fixed-income securities are to be diversified and invested according to asset allocation guidelines set forth below.
- Investments will be restricted to readily available mutual funds and exchange-traded funds.
- Risk is present in all types of securities and investing styles, however, some risk is necessary in order to produce long-term investment results sufficient to meet the EF's objectives.
- Since the EF is perpetual in nature, investments should be selected to reflect a long-term investment horizon.
- The EF Committee shall review and evaluate this Investment Policy annually and more often if there are major changes in capital markets or economic conditions.
- Investment selections should be reviewed by the Committee annually.
- All acquisitions of common stock or other types of property donated to the EF will be liquidated as soon as possible and deposited into the EF.

Investment Guidelines – Allowable Assets

Cash Equivalents:

- Bank Savings Accounts
- Money Market Funds
- Certificates of Deposit (FDIC Insured)
- Treasury Bills

Fixed-Income Securities:

- Short-term Bond Funds
- Intermediate/Long-term U.S. Gov't/Agency Bond Funds
- Intermediate/Long-term Corporate Bond Funds
- High-yield Bond Funds

Equity Securities:

- Index Funds
- Managed Funds (value, core, growth)
- EFT's (exchange traded funds)
- REIT Funds (real estate investment trusts)
- Global and International Funds

Asset Allocation Guidelines

The following guidelines are provided to assist the Committee in allocating the EF's assets to meet the principles and philosophies outlined above. As noted above, these guidelines should be reviewed and evaluated annually, taking into consideration any changes in capital markets or underlying economic conditions.

<u>Asset Class:</u>	<u>Desired Percent</u>	<u>Style Range</u>
Equity Securities:		
Large-cap U. S. Stocks	25%	20 – 30 %
Mid-cap U. S. Stocks	10%	8 – 12%
Small-cap U. S. Stocks	10%	8 – 12%
International Stocks	<u>15%</u>	<u>10 – 20%</u>
Total Equity Securities	60%	55 – 65%
Fixed-Income Securities	35%	30 – 40%
Cash	5%	3 – 10%
Total Portfolio	<u>100%</u>	

The Committee should attempt to balance the portfolio as closely as possible to the desired percentages outlined above. However, it is not practicable to maintain these exact allocations and it may be desirable under certain market conditions to depart somewhat from the specified percentages. Nevertheless, any departure beyond the specified style ranges should result in a thorough review of these guidelines as well as the principles and philosophies set forth on the preceding page.

Other Considerations

- In the event of receipt of a large donation (e.g. \$10,000 or more) the EF chairperson may call a special meeting of the Committee to consider and advise on the investment of the donation.

Appendix B: Measurements for tracking progress and commitments for Fund Growth

Proposed measurements have been established by the Endowment Committee and approved by Council to track the progress of RLC and the endowment committee in growing funds. The measurements will start with the fiscal year 2025 and continue through 2035.

Pastoral staff, Finance Director, and Endowment Chair need to steward named and known estate gifts. (i.e. the \$1M Care Ministry gift)

All other tracking will be done by individual spreadsheets. Each spreadsheet will cover ten years of the RLC church calendar starting in 2025 / 2026. The spreadsheets are:

- Current number of committed Legacy Givers and estimate of total amount from all givers
- Number and Types of programs (were programs recorded) for each calendar year including attendance by RLC members
- Number and Type of Care Ministry session delivered
- Number of Family units Funeral Plans Created and Total stored plans
- Number and Amount of donations for All Saints Sunday
- Number and Amount of Legacy gifts received annually by Endowment Fund
- Identify recognition program created and used for each year

Ministry: Mission and Outreach Partnership (MOP)

Date: February 5, 2026

Prepared by: Karen Rogers

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

Items:

1) Christmas gift card update - Nancy Johnson purchased the gift cards donated from the Christmas donations. Gift cards are to Walmart so she could pay from the donated funds. They've arrived and M&O Committee is making a plan to deliver them to Roseville Schools.

2) Dresser Build Debrief- Wed. 1/21st for Confirmation Students and Sun. 1/25 for Congregation Logistics went well. Made our goal of 50 dressers. KJ sent an email after the event about additional recycling costs and we've added that to the M&O Budget for future reference. Thank you cards have been sent to Tom Campbell, Jim Roste, Joel Bissert, KJ Bach and Julie and Rich Wendland for all their help to make this event such a success.

3) Adult Ed - Feb. 1st Rachel Morey debrief

Good presentation, very engaging. Talked about making a donation to Interfaith Action. We can likely move some designated funds and work this into this year's giving. Possibly \$1,000 or \$500.

4) March Food Drive - Pasta and Peanut Butter will be collected again for Keystone March 1 - 29

- a) Kris took care of Communication
- b) Karen reached out to Mary J. to print signs for the bins and will get them added.

5) Blue Bins overflowing - need assistance delivering items in blue bins

- a) John Helgen did a drive in connection with a concert. 1517lbs of food delivered
- b) Dave will take extra socks and save them for next year for Dorthy Day
- c) Karen will drop off clothing items to Goodwill

6) Adult Education Speaker Series for 2026

- a) Guatemala with Pastor Marty May 17th

7). Meeting Dates

- a) Mar 5th
- b) April 2nd
- c) May 14th

Staff Report to Council

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?

- **Collecting Peanut Butter and Pasta for Keystone Community March 1 - 29**

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.

Organization	Fully Amount	When Paid
ELCA	\$20,000	Monthly to ELCA
FMSC	\$8,000	All in April 2026
Dorothy Day	\$8,000	Monthly available for the food purchases
Every Meal	\$6,000	\$3k in fall and \$3k in spring
Keystone	\$6,000	\$3k in fall and \$3k in spring sent to Angel Fund
Bridging	\$8,000	funds will be sent to Bridging - end of Dec '25 to Jan '26
Guatemala	\$8,000	funds put in designated accounts in Jan. -Feb. '26
Meals on Wheels	\$1,000	June
Wapo	\$3,000	Spring 2026
M&O Discretionary Funds	\$1,000	
Reconciling Work	\$1,000	Fall of 2026
Lyngblomsten	\$1,000	either fall or spring based on amount in M&O
TOTAL	\$71,000	

Ministry: Nominating Committee - Council Liaison

Date: Feb. 2026

Prepared by: Sarah Richter

Following approval of the new Council roles and responsibilities, we have confirmed that Jayanti Ray will serve in the new role of Christian Life liaison and Karen Rogers will serve as the Outreach and Partnerships liaison. Andrew Olson is considering options.

Nominating Committee is collecting names of potential candidates for several lay leadership and Council roles for 2026-2027. We have some names in mind, but need more. Notices for these roles are advertised in the eBlast and Newsletter. However, we must approach this process through many channels.

Help us identify candidates for these roles:

- **Children, Youth and Family Ministry.** Responsibilities include helping drive the strategy and engagement in children, youth and young adult ministries, including confirmation.
- **Stewardship: (New/Revised) Liaison with Endowment, and Stewardship Committees,** stewardship being inclusive of spiritual gifts. Form committees (stewardship) as appropriate and needed. This person would have overall connections with stewardship and congregational financial issues. The president elect would continue to develop the budget and be the chair of the finance committee. A goal would be to formalize and grow the stewardship program and support the growth of the endowment fund.
- **Congregational and Community engagement:** (Revised role) Liaison with Hospitality Team for funerals, internal RLC and external community events; support hospitality through Worship and Music Ministries including ushering, communion, design team. A goal would be to engage more volunteers, including streamlining processes and procedures for doing so.
- **Operations & Infrastructure (New) Liaison with staff, building and properties committee,** communication and technology, website revision, building design, and long-range facilities planning. A goal would be to formalize a plan for the facility needs of the future, working with the Property Team.

Council job descriptions are found here: [2026-2027 Job Descriptions - Council 2025-2026 - Google Drive](#)

We also seek recommendations for these lay leader roles:

- Nominating Committee (2)
- Endowment Committee (2)
- Finance (1)

ACTION NEEDED: Please speak with your committees and friends and suggest potential candidates. We can follow up.

Ministry: Properties - Sarah Richter

Date: Feb. 17, 2026

Prepared by: Sarah Richter

The Properties Team met on February 3 and February 16 to evaluate critical facility systems, address safety risks, and advance contingency planning. The most significant issue remains the fire alarm monitoring system, with additional focus on HVAC longevity, security upgrades, and emergency preparedness.

1. Fire Alarm Monitoring System (High Priority – Capital Decision Pending)

The existing fire alarm monitoring panel is malfunctioning and generating false alarms. The system is aged, and device compatibility and code compliance are significant concerns.

Replacement Options Identified:

1. **Panel + Device Replacement + Monitoring Unit**
 - \$26,347 (plus unique equipment and permits)
 - City of Roseville permit approval required
 - May trigger additional upgrades depending on inspection outcomes
2. **Full Code-Compliant Upgrade**
 - \$105,656.80
 - Combined total if both proposals are required: **\$132,003.80**

Further due diligence is underway:

- Meeting scheduled with a provider to assess whether faulty devices alone can be replaced.

Council Implication:

This is the most urgent facilities matter. A capital expenditure decision will likely be required once repair feasibility, compatibility, and permitting requirements are confirmed.

2. Worship Center HVAC System (3–5 Year Horizon)

The Worship Center HVAC system is approximately 30 years old. Some major components have been replaced.

- Estimated remaining life: 3–5 years
- Currently operational and adequate
- Emergency temporary heating provider identified (can utilize existing air distribution)
- Remote temperature monitoring implemented

Council Implication:

Begin long-range capital planning for replacement within the next 3–5 years while maintaining emergency contingency readiness.

3. Commons HVAC System (Higher Risk Profile)

The Commons HVAC system is also approximately 30 years old, with limited maintenance documentation and fewer known component upgrades.

- Failures are possible at any time
- Continued monitoring and prioritized maintenance recommended
- Replacement timeline to be determined

Council Implication:

Represents a moderate risk area requiring monitoring and potential mid-term capital planning.

4. Emergency Heat Plan – 55 Building

An emergency plan is being developed in the event of boiler failure in the 55 building.

- Draft task list prepared
- Research ongoing to determine location and termination of water service pipe
- Isolation procedures and shutoff logistics under review

Initial findings suggest abandoning the water system in the 55 building may be feasible if necessary.

Council Implication:

Risk mitigation planning is progressing; no immediate financial action required.

5. Building security plans

In January, we convened a security taskforce to assess building, volunteer, and cybersecurity needs.

Security efforts are expanding beyond cameras to include volunteer coordination, emergency preparedness, and cybersecurity. Several initiatives are in research and planning phases, with future recommendations anticipated as cost and scope become clearer.

6. Additional Items

- **Live Stream System:** Ongoing internal troubleshooting of hardware communication issues; no financial request at this time.
 - **Hearing Assist System:** Identified as a future accessibility upgrade for discussion.
 - **Next Meeting:** Tentatively scheduled for March 16.
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