

1. Call to Order: 7:05
2. Opening devotions: Pastor Kent
3. Attendance – establish quorum (need 5 Council members)
  - a. Attendance: Karen, Andrew, Pam, Jayanti, Sarah, Naomi, Jim, Dave Werner; Pastor Kent, Carol Garbisch, Nancy Johnson, Mona Lackore
  - b. Absent: Nancy Brown, Pastor Marty
4. Approval of current agenda
5. Approval of the prior month's minutes
  - a. M/S Pam/Andrew - all approved
6. **Business:**
  - a. Update "Discovery process for CYF and Hiring update.- hiring process.
    - i. Marty working with search team, creating a job description. Goal to post position by end of the month. Nick Clark for the summer. Nick may return in August to maintain ministries unless we find a good candidate for youth pastor.
    - ii. Taylor will continue with RLC even if a full time person is hired. Goal is that we will continue the youth ministry intern position into the future.
  - b. Synod Assembly May 15-16, recap: Pastor Kent
    - i. Pastor Justin Grimm was elected as Bishop for St. Paul Synod.
    - ii. RLC is hosting the send-off party for Bishop Lull at the end of July.
  - c. Constitution review and update– Briefing by Mona Lackore– Draft is in the May council folder. Significant changes summary in May Council folder. Discuss with motion the approve at June meeting <https://docs.google.com/document/d/1attZADKgR0bw9rghKCGxOgg7VoJqrP0P/edit>
    - i. Process:
    - ii. June - Council approves draft
    - iii. July - Congregational feedback
    - iv. August RLC 2026 Annual Meeting, congregation votes to approve and send our draft to the Synod.
    - v. Synod has the year to review and suggest changes.
    - vi. In the 2027 Annual Meeting, RLC votes to ratify the Constitution. (We are ratifying what the synod approves.)
  - d. Committee and Task Force Briefing-Personnel Committee
    - i. Committee formed in August 2025. Consists of Dave, Amy Brown and Kris Olson
    - ii. They have been focused on (1) developing and updating all of the job descriptions of all paid employees at the church (2) managing and supporting the church through conflicts and challenges, policies and procedures.

- iii. The process of clarifying job descriptions has revealed that staff are consumed by responsibilities that are not necessarily aligned with the stated position. This reveals an opportunity for greater conversation about how roles are supported by volunteer teams.
- e. Website presentation: postponed until June
- f. Pastor Kent's one-year review completed. Thanks for your input.
- g. Facilities staffing update: Nancy
  - i. New custodian, Chris, has been with RLC for five weeks and it is going very well.
- h. Appointment to fill Dot Probst's council position
  - i. Motion to appoint Dave Werner as Council member to fill a member-at-large position until Annual Meeting (August) M/S: Andrew/Naomi. All approved.
  - i. Fall meeting: Council/staff/committee and TF chairs: introductions. Lay leader handbook/emergency preparedness training introduction– tentatively September 2026. Focus on Security Training
    - i. There will be a separate Council retreat in August.
- j. Annual meeting set: Aug 23 after church.
  - i. Budget 101 and constitution briefing on Aug 18
- k. Stewardship for all Seasons– **Council poll, respond by June council meeting. In the May shared drive** (2yr synod program with Pastor Pete Reuss)
  - i. In June, Council will prioritize the top three goals.
  - ii. Once the priorities are identified, the Stewardship team will work with Pastor Reuss on a plan.
- l. Budget review and motion to approve- Naomi and Nancy
  - i. M/S: Karen/Jayanti.. All approve.
- m. Andrew motioned to approve all of the team charters below. Naomi seconded them. Discussion about purpose of these taskforce documents – it is to formalize their work. All approved the documents. Motion passed.
  - i. [Constitution Update Task force](#). Motion to approve charter
  - ii. Campus Security/ Safety Task Force Motion to approve charter. The charter is in the May Council folder. Focus is on IT and building security and training. TF is revising the campus emergency plan that is being updated. [Charter Security TF-2026](#)
  - iii. [Design Team Charter](#): Review/ motion to approve-JIm (In May Council Folder)
- n. [Financial operations Policy manual](#) approval – Naomi and Nancy presented the updated manual
  - i. Pam motioned/Andrew second to approve updated manual. All approved.
- o. Nominating committee– [Nominee slate](#) approved in April:
- p. New member recommendations– Pastor Kent reviewed the new members who joined RLC in the past few months.
- q. pRaise campaign canceled- RLC Jazz 10am Worship, 4pm Concert and reception May 31

- r. Insurance update- hopefully back to normal market rates. Nancy gave history of premium changes.
  - i. We are on track to be back to market rate insurance by August. This new insurance will cover HNOA (Hired-non-owned-auto insurance) which will cover the liability for staff and volunteers as they drive to visits or church-related activities. (Example: This could allow for Care Team or M&O to take people to appointments. The volunteer would have to have their own auto license and insurance primarily and have a declaration on file with the church.)
- s. Properties: Moving forward with proposal from Life Save, fire monitoring hardware– \$16,380.00 and allow budgeting for the project up to \$20,000.00. Expenditure approved by Finance. Working on priorities for maintenance that is needed in the near term and adding cameras.
- t. Habitat for Humanity- Spring event postponed until house is completed
- u. Annual calendar of asks– No new updates or new asks for the calendar.

## **7. Monthly staff reports**

- a. Senior Pastor – Pastor Kent (PK)
  - i. Stewardship For All Seasons: council identifies 3-4 ministry priorities and how much these will cost. Capital Campaign preview: 1st Ministry Budget, 2nd Stewardship and Intention of Giving, 3rd Annual Meeting to Approve Budget based on Intentions to Give.
  - ii. PK also highlighted the new summer worship schedule and the proposed Fall Worship schedule: 8:30 Traditional worship; 9:30 Fellowship and education; 10:30 Contemporary worship. Full details and a communication plan to be shared.
  - iii. Karen motioned to change worship to 8:30 Traditional worship; 9:30 Fellowship and education; 10:30 Contemporary worship. Jayanti seconded the motion. All approved.
  - iv. PK asked about strategic planning process. Goal is to build upon the prior plan and integrate the Stewardship for All Seasons, and current realities.
- b. Associate Pastor – Pastor Marty not present. See his report.
- c. Finance and Administration - Nancy - we are behind with general offerings, but due to lower expenses, we're in a good position. We have a strong reserve fund.
- d. Administrative Assistant – Mary - not present. See report.

## **8. Committee Liaison & Project Team Reports**

- a. Mission & Outreach – Karen Rogers - highlight about Central Park tutors. They finished for the year and are debriefing on the year.
- b. Finance- Naomi - see above.
- c. Endowment – Jayanti Ray
  - i. Endowment update: the Ending Life Well session went well. Approx 55 people attended event.
  - ii. Requested endowment grants was \$22,940. Endowment committee vetted and approved seven grants totalling \$17,940. ( found in the Endowment Committee minutes)

- iii. By email, Council motioned to approve the RLC endowment [grant request list](#), as archived in the May Council folder. M/S: Jim/Naomi.
  - d. Justice & Congregational Learning - Andrew Olson
    - i. Andrew highlighted the work of the ONAM team to better understand/educate about our Native Communities. Question from the group is to understand if we should post/share a Land Acknowledgement statement.
    - ii. Jim motioned to accept the Land Acknowledgement statement. Pam seconded. All approved with the small edit suggested by Carol Garbisch to remove the word “simple” from the phrase about RLC mission.
  - e. Small Groups and Care Team - Pam McCulloch - see report
  - f. Children, Youth & Families - Nancy Brown - no report
  - g. Community Engagement Dave - No report
  - h. Organ Project Team- See report. Working to finalize the project end date.
  - i. Properties Project Team - Sarah Richter - see report.
  - j. Prayer: Pam
9. Update Headlines – Recap key communications messages for next 30 days—old entries shown below. Needs updating
- a. New Fall schedule
  - b. Budget 101 and Annual Meeting schedule
  - c. All ministry teams need to submit short report for the Annual Report. Deadline July 1.

**Motion to adjourn: 9:02**

**Pam closed in prayer.**

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6. **Business:**
  - a. Update "Discovery process for CYF and Hiring update.- hiring process.
  - b. Synod Assembly May 15-16, recap: Pastor Kent
  - c. Constitution review and update– Briefing by Mona Lackore– Draft is in the May council folder. Significant changes summary in May Council folder. Discuss with motion the approve at June meeting <https://docs.google.com/document/d/1attZADKgR0bw9rghKCGxOgg7VoJqrP0P/edit>
  - d. Committee and Task Force Briefing-Personnel Committee: Dave Werner
  - e. Website presentation: postponed - Ryan, Trupti, Andy W. Dawn H., Rich W.
  - f. Pastor Kent's one-year review: Review completed. Thanks for your input.
  - g. Facilities staffing update: Nancy
  - h. Appointment to council to fill Dot's council position? Dave Werner–council action
  - i. Fall meeting" Council/staff/committee and TF chairs: introductions. .Lay leader handbook/ emergency preparedness training introduction– September 2026? Focus on Security Training
  - j. Annual meeting, Aug 23, Budget 101 Aug 18 constitution briefing on Aug 18
  - k. Stewardship for all Seasons– **Council poll, respond by June council meeting. In the May shared drive** (2yr synod program) Pastor Pete Reuss  
[https://docs.google.com/document/d/1KyCAOxWVxkuEcRxfOQPJpexWPi\\_emqo9/edit](https://docs.google.com/document/d/1KyCAOxWVxkuEcRxfOQPJpexWPi_emqo9/edit)
  - l. Budget review and motion to approve- Naomi and Nancy [council powerpoint.pptx](https://docs.google.com/document/d/1X1radTsaQ1EcqFBC9s9ZcyR3JaPmlkfl/edit)
  - m. **Constitution Update Task force. Motion to approve charter**  
<https://docs.google.com/document/d/1X1radTsaQ1EcqFBC9s9ZcyR3JaPmlkfl/edit>
  - n. **Campus Security/ Safety Task Force is up and running. Motion to approve charter. Charter is in the May Council folder. Focus is on IT and building security and training. TF is revising the campus emergency plan that is being updated. [Charter Security TF-2026](#)**
  - o. **Design Team Charter: Review/ motion to approve-JIm (In May Council Folder)**  
<https://docs.google.com/document/d/1cFuKvREXiiDMHbkiP082QXX0Tq0hNm43/edit?pli=1>
  - p. Nominating committee– Slate approved in April: [Nominating April Council Report S.Richter](#)
  - q. **Financial operations Policy manual: Naomi and Nancy: Motion to approve. The document is in the April council folder.**  
<https://docs.google.com/document/d/1vWhD8KTjqlpoxwtGmhPKly39V-i3JRmvRQOVHl3JU4l/edit?tab=t.0>
  - r. New member recommendations– Pastor Kent
  - s. pRaise campaign canceled- RLC Jazz Worship, Concert and reception May 31
  - t. Insurance update- hopefully back to normal market rates History of premium changes- Nancy

- u. Properties: Moving forward with proposal from Life Save, fire monitoring hardware– \$16,380.00 and allow budgeting for the project up to \$20,000.00. Expenditure approved by Finance. Working on priorities for maintenance that is needed in the near term. Add cameras.....
- v. Google drives for committees/ministry teams- Reminder
- w. Habitat for Humanity- Spring event postponed until house is completed
- x. ONAM Land Acknowledgement - Andrew
- y. Annual calendar of asks– updates or new asks? [Annual Calendar of Ask:](#)

## 7. Monthly staff reports

- a. Senior Pastor – Pastor Kent
  - i. Stewardship For All Seasons and Capital Campaign preview: 1st Ministry Budget, 2nd Stewardship and Intention of Giving, 3rd Annual Meeting to Approve Budget based on Intentions to Give.
- b. Associate Pastor – Pastor Marty
- c. Finance and Administration - Nancy
- d. Administrative Assistant – Mary

## 8. Committee Liaison & Project Team Reports

- a. Mission & Outreach – Karen Rogers
- b. Finance- Naomi
- c. Endowment – Jayanti Ray
- d. Justice & Congregational Learning - Andrew Olson
- e. Small Groups and Care Team - Pam McCulloch
- f. Children, Youth & Families - Nancy Brown
- g. Community Engagement Dave
- h. Nominating – Sarah Richter
- i. Organ Project Team- Jim
- j. Properties Project Team - Sarah Richter
- k. Endowment Charter: End of Life Support: Kevin Peterson, Bill Metzger. Approved last month
- l. [dit?tab=t.0https://docs.google.com/document/d/1ZQQP5MR2S43LrJ1hD3mhOQ4Dgd0/editykkf81iESHZQDYAanhttps://docsTwCl/](https://docs.google.com/document/d/1ZQQP5MR2S43LrJ1hD3mhOQ4Dgd0/editykkf81iESHZQDYAanhttps://docsTwCl/)
- m. Prayer: Pam

## 9. Update Headlines – Recap key communications messages for next 30 days–Old entries shown below. Needs Updating.

- a. **Roseville Lutheran continues to support our neighbors in need** in cooperation with Roseville Schools, DoGood Roseville and our neighborhood communities of faith. You can still contribute through Nancy in the church office. At this time RLC has provided rental assistance to 52 families totaling \$xxx.

- b. **Thanks to the many volunteers** who have worked to address facility and ministry needs over the winter. Some of those activities include hospitality during Lenten Wednesdays, snow revival, hosting during the Monarco event, and a floor waxing. The volunteers are too many to name but thanks to you all!

**Parking lot issues:**

**Proposed congregational informational meeting:** Evening zoom– not a congregational meeting. Not actions taken: Brief discussion of the following: heating plants: reserve fund and other facility needs, constitution update, pRaise campaign, Financial audit, synod conference recap, council reorg, cross status, building security, more?. Very brief updates with time for questions One hour.

Security and panic button advice from Bob Z: Bob spoke with the Roseville PD e Commander yesterday and here's what she had to say:

Entry to bldg. Police carry the same keys to the fire box located at door 4 as fire. They would enter bldg in search of incident or occupants. They will not go in search for any panels or other means that might show location of device holder. Currently, the only users Rsvl police are aware of using this technology are banks.

I asked about having a select group trained to call 911 after panic alarm was activated for updating information on where incident is located-she said that would be pivotal to aiding the response team's efforts in locating the incident. She had no concerns other than if alarms were accidentally activeade d to be sure and immediately call 911.

Police will not follow a church response plan or locate panels to tell them where an incident is happening. Bottom line: Panic button probably not needed. Staff and volunteer training is important

**File management discussion-** Ministry Reports: Jim, Please name your files as follows: (Ministry Team, Council Member, Month and Year)

Plan for funds from American Rescue plan and sale of childcare house (sanctuary HVAC?)

## **SIGNIFICANT AMENDMENTS TO THE RLC CONSTITUTION AND BYLAWS ratified by the congregation on 8/22/2022**

Re: red-lined version dated 5/10/2026

1. Note: Please keep in mind that if a paragraph has an asterisk before the paragraph number, it means that RLC cannot change the language (except for minor changes) and generally speaking the changes that you see red-lined in these asterisked paragraphs are changes required by the ELCA.

8.05.01: changed “shall” to “may” in connection with classifying members as inactive.

10.01.02: changed the date range for scheduling the annual meeting

10.09: changed “*ex officio*” to mean having a voice but not a vote. Note: per *Robert’s Rules of Order* (see 10.07), persons having a voice but no vote may make a motion.

5. Section 12.01 changed to add the senior pastor and the associate pastor(s) as **voting** members of the Council

11.02.01, 12.02.01, 13.02.01, 13.03.01, 13.04.01: changed the start and end of the terms of office and membership on committees. New language is that the term starts at the adjournment of the annual meeting and ends at the adjournment of the annual meeting of that officer’s or member’s set term.

7. 11.04.01, 12.13, 13.08 and Chapter 14: Changed to consistently use the words “committees” and “organizations.” All groups, no matter how they are titled, will fall under one of these two categories. We deleted the term “task force” and “special interest group” in order to eliminate ambiguity. In other words, it is allowed to title a group a “task force” or a “special interest group” (or whatever title) and those entities all fall under the definition of “organization.”

11.04.02 and 13.03.02: changed name of the single position from “Director of Finance and Treasurer” to the names of two separate positions “Church Business Administrator” and “Treasurer”. Eliminated references to the Development Director since that position no longer exists.

12.05.01(c): changed language to eliminate ambiguity.

13.02.05: not a change but calling to your attention that this language indicates that no nominations from the floor for officers and committee members are allowed at a congregational meeting.

# **Congregational Charter- Constitution Review Task Force**

## **Ministry Area: General Ministry**

### **Draft April 26, 2026**

**Background:** Recent amendments passed by the ELCA to the ELCA constitution and bylaws template require Roseville Lutheran Church (RLC) to update and revise its constitution and bylaws (approved and ratified 2022) (“constitution”). The ELCA amended the template constitution and bylaws in 2022 and 2025 and Roseville Lutheran Congregation (RLC) has not incorporated those required amendments into its constitution. A task force is needed to review the current constitution in light of the required ELCA amendments and non-required sections that may need amending. Based on this review, amendments to the constitution will be made, approved by Council, and presented to the congregation for discussion and approval at an annual meeting.

**Purpose:** The task force is charged with assisting the Council by making recommended amendments to the constitution.

#### **Tasks and Objectives**

- Review the 2022 RLC constitution
- Incorporate amendments required by the ELCA
- Recommend changes to the non-required sections
- Prepare a draft constitution for consideration by Council and the congregation
- Assist Council in communicating to the congregation the substantive proposed amendments to the constitution
- Assist in meetings of the congregation, as required, to approve the amended constitution.

#### **Roles and Responsibilities**

- The Task Force will serve in an advisory capacity to the Council, collaborating with staff in assessing and revising the constitution
- Assist Council and the Senior Pastor in communicating the need and content of the revised constitution of the congregation.
- Assume best intentions. *Community united by grace* in all interactions, attempt to inspire faith, joy, respect, kindness and gratitude.

#### **Areas of Focus**

- Review of the constitution and incorporation of required ELCA amendments
- Suggestions for constitutional amendments to the non-required sections of the constitution

#### **Key Deliverables**

- A draft revision of the constitution
- Communication products for the congregation.
- Presentation materials for congregational meetings

#### **Members**

Carrie Hefte Hanton – Chair  
Ramona Lackore  
Jim Stark, President– Council Liaison  
Naomi Tetzlaff- President Elect  
KJ Bach – advisor  
Pastor Kent

**Stewardship for all Seasons—Council Homework: Based on the information, below, from Pastor Kent:**

**Please add to the list below, our goals for the coming year. Just add to the list below. Leave your initials your goals and by goals where you agree. (We will need to narrow these ministry priorities down to the top 3-4)**

1. Grow our Children, Youth, and Family ministries: JS, SR, NT
2. Grow our young adult ministry: JS
3. Grow and train our volunteer base JS, SR, NT
4. Strengthen hospitality ministry: JS, SR
5. Strengthen worship and music ministries: JS, SR, NT
6. Sustain current ministry and mission excellence: JS, SR
7. Increase our outreach and service in the community and around the world: JS
  - a. *Alternative goal phrasing:* Build upon the success of our outreach and service in the community (SR), NT
8. Increase the utilization of our building, e.g the activity center: JS, SR, NT
9. Continue work on upgrading website, security, and facility. NT
10. Add to the list here

**How much of an increase are we going to ask for?** I think this should follow our prioritized goals. When we agree on those we need to estimate costs and then make that appeal to the congregation JS, SR

**From Pastor Kent:**

Questions for the Council to answer (by August):

1. How much of an increase are we going to ask for?
2. What are our goals for ministry priorities and possibilities? "We want to grow by "X" so that we can accomplish "Y".

**We need to identify 3-4 goals for the coming year.**

Separating "Tactics" from "Goals"

Initial answers to question #2:

- grow our Children, Youth, and Family ministries
- strengthen our Hospitality ministry
- strengthen our worship and music ministries
- sustain current ministry and mission excellence
- Increase our outreach and service in the community and around the world

**Pastor Kent Claussen Gubrud**

April 17, 2026 – May 21, 2026

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

- **Personnel Update** – new custodian, Chris is a good fit. Personnel has been updating job descriptions and meeting with staff. Need to prioritize Hospitality position to what we can afford, which is a maximum of 30 hours per week. (*A funeral luncheon alone takes over 20 hours*). Would outside groups pay more to cover staffing costs for meals?
- **Sunday evening groups/classes for fall** – The Practicing the Way Course was well received. Discussing ideas for next fall with Pastor Rolf and Pat Derry.
- **New Sunday morning CYF schedule planning** – began brainstorming for RLC Kids and intergenerational ideas for the new Sunday morning schedule with Gena and Taylor Mickley – good ideas and excitement.
- **FMSC Meal Pack at Incarnation** – packed meals and connected with RLC and Incarnation members and leaders. Talked with Beth Jacobson and Kathy Miller about ideas to increase participation next year.
- **New members received** – Karla Franke and Audra Miles joined May 3, Phil Illiff and Bruce and Jan Wing joined May 17. More potential new member visits in process.

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?

- **Fall Sunday morning schedule change proposal** – after many conversations with church members from both services, along with the Adult Ed. Committee, feedback from the CYF Discovery team, and staff, I am proposing the following new fall Sunday morning schedule: **8:30am** worship, **9:30am** Fellowship and Faith Formation (along with extra time for the worship band to set up and rehearse), and **10:30am** worship.
- **Personnel Committee** – continue meeting with staff members to update job descriptions
- **ONE Worship this summer at 10am!** – We will be using Marty Haugen’s “Now the Feast and Celebration” for our summer liturgical worship with a variety of musical styles for hymns and church members providing anthems and other music.
- **Stewardship for All Season** – council homework – 3-4 ministry priorities - [https://docs.google.com/document/d/1KyCAOxWVxkuEcRxfOQPJpexWPi\\_emqo9/e](https://docs.google.com/document/d/1KyCAOxWVxkuEcRxfOQPJpexWPi_emqo9/e) dit
- **Stewardship and Capital Campaign Timeline** –  
2026, 2027 – improve and grow stewardship ministry support and restructure process: Spring – develop ministry budget, Fall – stewardship focus, Winter – revise ministry budget based on stewardship and hold annual meeting.  
2028-2029 – begin Capital Campaign with professional consultant - 3-year financial commitments to support \$3 Million+ worth of repairs and improvements to our facilities.

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

- **Suggestions for more members of the Stewardship Committee?**
- **Updating the Strategic Plan** – I would like to go forward and meet with Mary Frances, who helped with our current Strategic Plan, to discuss next steps on updating it.
- **Fall Ministry Fair/Community Block Party?** Is this something we want to use the budgeted pRaise funds for to make it a really fun event for our neighbors and friends with inflatables, games, food trucks, music, etc.? We'd also need a planning team and a big team of helpers!

# Roseville Lutheran Church

## Committee Charter

2026

**Committee Name:** Design Continuity Team

**Type of Committee:** Standing Committee and as Advisors to Pastors and Facilities Committee

**Reporting:** To Roseville Lutheran Church Council

**Mission:** Enhance the spatial and visual ambiance of RLC's worship and fellowship environments by expressing a sense of God's presence using Scripture, Christian artwork and judicious interior design selections.

**Purpose:**

1. To make recommendations about and provide direction to aesthetic choices and projects which impact the quality and beauty of the church environment, ensuring that positive outcomes will endure and be appreciated into the future.
2. To procure and install appropriate Christian art exhibits or informative displays for the Corridor Gallery; provide the artists with adequate honoraria and expense reimbursement.
3. Assist Facilities Committee with display, management and safe storage of RLC's archive of artwork; maintain permanent documentation of authenticity.

**Scope of Authority:** Authority to recommend design enhancement and to forward appropriate design policies to the Church Council

**Membership:** 1 Chairperson, 1 Secretary, 5 total members minimum

**Term:** Minimum two years

**Meeting Frequency:** Once a month as needed, send email notifications.

**Communication:** Emails, minutes, copies of project plan(s); report at Council meetings

**Functions:**

1. Develop and maintain the Design Continuity Team minutes, history, project plans and other documents
2. Monitor the interior and exterior of the church building to determine design needs and make recommendation to the Church Council as needed.
3. Establish criteria to maintain design continuity within the established palette throughout the RLC campus. This will apply to design enhancements, including architectural elements and both newly procured and donated artwork and decor.
4. Review and approve design requests in a timely manner, with recommendation to the Church Council as needed

Submitted April 2026



*"Love God. Love your neighbor. A community united by grace."*

## **Congregational Security Task Force**

**Ministry Area: RLC Resources**

**May 1, 2026 (JRS)**

### **Background**

Recent events have raised awareness about church security and safety. A task force team is needed to assess the status of church safety and security and to recommend changes as necessary and affordable.

### **Purpose**

The task force is charged with assisting the Church Council in the near term, as they make decisions about the most pressing near-term campus security issues. These decisions may include the following topics: physical safety, usher and greeter training, active shooter /attacker training, fire and weather alert safety, signage, security camera upgrades, panic button hardware, electronic door locks and door policies, as well as cyber computer system upgrades.

#### **Short-Term Maintenance**

- Prioritize the issue and provide cost estimates for the council
- Support Council and Senior Pastor in communications about Campus Security
- Explore and recommend the creation of a worship committee to work with and organize staff regarding ushers, greeters, readers and communion servers
- Provide training for all worship volunteers and staff

#### **Long-Term Improvements**

- Create a program to support, train and organize worship volunteers and staff.

### **Roles and Responsibilities**

- This Task Force will serve in an advisory capacity to the Council, collaborating with staff and volunteers in assessing the security needs of the congregation.
- Assist Council and the Senior Pastor in communicating the security needs to the Congregation.
- Help provide service opportunities within the congregation.
- Assume best intentions. *Community united by grace*  
In all interactions, attempt to inspire faith, joy, respect, kindness and gratitude.

### **Areas of Focus**

- Safety training
- Safety Infrastructure
- Volunteer recruitment and organization

### **Key Deliverables**

- Essential building investments to support congregational securing and safety
- Safety training product
- Periodic communications to the Council & staff regarding the assessments and estimates.
- Comprehensive report to the Council by June 2026 on improvements.
- Recommendation of implementation of prioritized improvements

## **Members**

Bob Zismer, Campus Manager, Staff Liaison

Jim Stark, President– Council Liaison

KJ Bach

Kevin Peterson

Rachel and Scot Dickensen

Becky Berkas

Kevin Roth

Mary Schultz

John Shardlow

To be updated

Recruited RLC members and friends with applicable talent and expertise??

Agenda - May 13th 2026

Attendees - Naomi, Pastor Kent, Nancy, Mona, Carol.

Opening Prayer - Naomi

1. Finance reports - Nancy
  - a. Offerings were down for the month of May by 20,000. Year to date we are 3000 dollars behind in receipts to budget. Expenses continue to be below budget YTD so still in the positive financial position.
2. Insurance update - - Nancy
  - a. We have a quote for HUB - will be around 100,000 for next year. We will be back to standard market in 8/2026. Cost is a little more overall, but we are now getting insured for abuse and molestation, professional liability, volunteer liability.
  - b. Looking at auto insurance for Jr High trip to Duluth. Will rent cars.
  - c. We have no hired, non owned auto insurance for staff or anyone that runs an errand for the church. We need to have this.
  - d. This is purchased as secondary policy, expensive currently.. Should be less expensive once we are back on standard market in 8/2026..
  - e.
3. Budget - Please review the 5/5/2026 version in the finance shared drive. Nancy, Naomi, Carol
  - a. Discussed areas that have greatly increased or decreased in budget.
  - b. Will move forward to council to have them discuss
  - c. Will provide update to the budget once more is known on insurance costs.
4. Review finance committee charter - Discussed and updated charter.
  - a. Thank you Mona for providing updates and revisions.
  - b. Reviewed verbiage for amounts approved by pastor, finance, council and congregation. Will amend to be in the same language/amounts as constitution/finance policy. Also updated hours and requirements for finance committee members.
  - c. Put in continuing resolution for who can do financial business on behalf of the church. Will be updated yearly. Sr Pastor, CBA, treasurer and President.
  - d. Committee service will start at the end of the annual congregational meeting.
  - e. Will place an updated version in finance google drive and review and confirm at next finance meeting.
5. Organ committee fund - expenses
  - a. Will discuss with the organ committee's financial plan for the future. Plan for expenses as we are preparing for organ budgetary needs in the future.

6. Constitution review and Finance policy procedure update. See above section on finance charter update.
7. Date for next meeting - June 17th 6:00 pm
8. Adjourn - 7:31 pm

# April 2026

## Roseville Lutheran Church Stmnt of Financial Position - As of April 30, 2026

6/7/2026

### 1 RLC Checking Account

2 Balance Per Bank Statement	\$112,533.81
3 Deposits in Transit	\$0.02
4 Outstanding Bank Withdrawals	
5 Outstanding Checks	\$19,763.98
6 GL Bank Balance	\$92,769.85

7 Checking Account	\$92,769.85
8 Petty Cash	\$500.00
8 Vanguard Money Market ERC (\$343,747.16), Ryan Ave (204,095.47)	\$1,237,360.16
9 Cetera/Franklin Investment	\$0.00
9 <b>Total Cash Accounts</b>	<b>\$1,330,630.01</b>

10

### Dedicated Funds

Properties Fund (includes Building, Site Beutification, Lively Landscapers)	\$114,289.42
11 Education & Children's	\$695.71
12 Worship & Music	\$24,772.35
13 Stewardship/Memorials	\$1,825.00
14 Christian Life	\$3,591.07
15 Mission and Outreach	\$37,497.35
16 Youth Ministries	\$16,055.41
17 Other Restricted Funds by Donor	\$0.00
18 Estate Gifts	\$0.00
19 Summer Programming	\$780.00
20 Mission Trips	\$11,440.67
21 Contemplative Practices	\$3,916.83
22 Christian Life Activities	\$24,192.07
23 Youth Ministry Activities	\$18,679.85
24 Endowment Fund Gifts and Grants	\$145.00
25 <b>Total Dedicated Funds (Organ, Reserve and Ryan Ave Funds listed separately)</b>	<b>\$257,880.73</b>

26

Organ Fund	\$99,246.95
27 Reserve Fund (per finance committee 3/2025)	\$771,474.12
28 <b>Total Organ Fund and Reserve (including Ryan Ave Funds)</b>	<b>\$870,721.07</b>

29

<b>Total Dedicated Funds</b>	<b>\$1,128,601.80</b>
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30

<b>Funds in surplus/deficit of Dedicated Funds</b>	<b>\$202,028.21</b>
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31

### Summary of Unrestricted Cash

32	Funds in surplus/deficit of Dedicated Funds	\$202,028.21	
33	Liabilities	(\$56.88)	
34	Operating Funds Assets	\$202,085.09	0.00

35 See YTD Cash Flow Stmt to show reconciled

**RLC Endowment**

36	Endowment Fund NorthStar Checking	\$3,802.13
37	Endowment Fund Vanguard Balanced Index Adm Fund (VBIAX)	\$839,915.01
38	<b>Total Endowment Department 100</b>	<b>\$843,717.14</b>

39

	<b>Total RLC Assets (Cash Accounts + Endowment Fund)</b>	<b>\$2,174,347.15</b>
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40

## RLC Receipts Analysis

Budget Vs. Actual	Actual	Budget	Excess (Deficit)	Actual % of Budget
July	83,857.99	79,158.26	4,699.73	105.94%
August	101,754.82	85,758.34	15,996.48	118.65%
September	74,284.44	80,958.34	(6,673.90)	91.76%
October	87,581.93	98,908.34	(11,326.41)	88.55%
November	115,139.33	105,708.34	9,430.99	108.92%
December	140,229.69	148,858.34	(8,628.65)	94.20%
January	164,826.78	195,358.34	(30,531.56)	84.37%
February	121,343.62	83,608.34	37,735.28	145.13%
March	136,955.01	122,458.34	14,496.67	111.84%
April	78,102.00	114,250.00	(36,148.00)	68.36%
May			0.00	
June			0.00	
<b>Total to Date</b>	<b>1,104,075.61</b>	<b>1,115,024.98</b>	<b>(10,949.37)</b>	<b>99.02%</b>

## YTD Cash Flow Statement

	Income	Expense	Gain/Loss	Cash on Hand
**Operating Ending balance as of 6/30/2025				11,011.64**
July	83,857.99	80,813.85	3,044.14	14,055.78
August	101,754.82	91,153.49	10,601.33	24,657.11
September	74,284.44	80,380.34	(6,095.90)	18,561.21
October	87,581.93	83,667.96	3,913.97	22,475.18
November	115,139.33	93,498.18	21,641.15	44,116.33
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	121,438.47	90,491.39	30,947.08	173,514.37
March	136,955.01	96,552.41	40,402.60	213,916.97
April	86,474.51	98,306.39	(11,831.88)	202,085.09
May				
June				
<b>YTD Totals</b>	<b>1,112,542.97</b>	<b>921,469.52</b>	<b>191,073.45</b>	

## Comparison Information 2025/2026 Offering

	2025/2026 Offering	2024/2025 Offering	%	Increase (Decrease)
July	75,927.71	64,580.07	17.57%	11,347.64
August	92,401.13	115,535.50	-20.02%	(23,134.37)
September	67,837.36	108,074.64	-37.23%	(40,237.28)
October	82,391.43	81,141.07	1.54%	1,250.36
November	109,159.53	86,912.34	25.60%	22,247.19
December	120,093.52	128,155.86	-6.29%	(8,062.34)
January	156,658.57	159,037.29	-1.50%	(2,378.72)
February	114,043.36	73,260.93	55.67%	40,782.43
March	121,670.24	104,924.09	15.96%	16,746.15
April	78,102.00	95,653.53	-18.35%	(17,551.53)
May		119,115.11		
June		85,632.13		
<b>Total to Date</b>	<b>1,018,284.85</b>	<b>1,222,022.56</b>		<b>1,009.53</b>
2024/2025 Offering to Date		816,697.70	0.12%	

10 months

83.33%

## Expense Summary

	Actual for Period	Monthly % of Yearly Budget	Actual YTD	Budget Annual	YTD % of Budget	Comp to las mont
<b>Personnel</b>	60,931.14	6.90%	590,495.53	883,490.00	66.84%	↑
<b>Program Ministries</b>						
Worship and Prayer	1,647.70	8.69%	16,641.46	18,950.00	87.82%	↑
Benevolence/Mission and Outreach	10,456.17	14.73%	51,050.82	71,000.00	71.90%	
Justice & Congregational Learning	730.00	12.17%	4,980.36	6,000.00	83.01%	
Education & Children	54.20	1.46%	279.25	3,700.00	7.55%	
Youth and Family	2,982.01	30.49%	7,704.85	9,780.00	78.78%	
Christian Life	1,178.75	3.13%	21,031.98	37,650.00	55.86%	
<b>Sustaining Ministries</b>						
Stewardship	1,129.53	7.48%	13,197.77	15,100.00	87.40%	
Administration & Finance	1,806.37	2.79%	42,197.67	64,700.00	65.22%	
Congregation Council	0.00	0.00%	0.05	600.00	0.01%	
Computer/Network	2,708.71	12.90%	15,701.09	21,000.00	74.77%	
Human Resources	408.19	28.15%	741.33	1,450.00	51.13%	
Office Support	1,098.72	8.20%	10,890.74	13,400.00	81.27%	
Printing/Publications/Mailings	1,529.66	5.45%	26,360.33	28,050.00	93.98%	
Communications	1,175.95	13.83%	9,767.87	8,500.00	114.92%	↑
<b>Properties/Buildings</b>						
Utilities/Assessments	8,763.12	11.08%	69,082.22	79,100.00	87.34%	
Cleaning & Maintenance	1,556.17	6.62%	13,659.77	23,500.00	58.13%	
Grounds & Parking Lots	150.00	0.80%	24,352.34	18,650.00	130.58%	↑
HVAC	0.00	0.00%	724.51	4,300.00	16.85%	
Lighting	0.00	0.00%	343.95	1,000.00	34.40%	
Security	0.00	0.00%	2,265.63	5,450.00	41.57%	
<b>Total Expenses</b>	<b>98,306.39</b>	<b>7.47%</b>	<b>921,469.52</b>	<b>1,315,370.00</b>	<b>70.05%</b>	

## Comparison Information 2024/2025 Expenses

	2025/2026 Expenses	2024/2025 Expenses	%	Increase (Decrease)
July	80,813.85	105,255.54	-23.22%	(24,441.69)
August	91,153.49	92,852.25	-1.83%	(1,698.76)
September	80,380.34	90,983.25	-11.65%	(10,602.91)
October	83,667.96	101,628.95	-17.67%	(17,960.99)
November	93,498.18	94,295.97	-0.85%	(797.79)
December	94,455.50	102,333.66	-7.70%	(7,878.16)
January	112,150.01	111,712.96	0.39%	437.05
February	90,491.39	102,664.91	-12.14%	(12,173.52)
March	96,552.41	199,910.70	-51.70%	(103,358.29)
April	98,306.39	99,077.08	-0.78%	(770.69)
May	0.00	98,649.55		
June	0.00	86,760.46		
<b>Total to Date</b>	<b>921,469.52</b>	<b>1,286,125.28</b>		<b>(179,245.75)</b>
2024/2025 Expenses to Date		<b>1,100,715.27</b>	<b>-16.28%</b>	

**Detail Ledger Report for April 2026**  
**1 Roseville Lutheran Church**  
**25-26**

**0 Balance Sheet Accounts**

**37290 Reserve Fund**

ERC funds to New account-Reserve Funds	172,274.05	
IRS ERC 1st Qrt 2021	171,473.11	
Additional ERC Payment	3,882.39	\$347,629.55 Total ERC funds
Acct#36600 Special Designation Year-End Per Fin Committee trf to Reserve	4,773.41	
Acct# 31520 Memorials as of 6/30/25 Year-End Per Fin Committee trf to Reserve	16,431.80	
Acct# 31520 June Memorial Gift	100.00	
Acct# 37280 Estate Gifts Year-End Per Fin Com to Reserve	188,960.03	
Childcare house sale proceeds	204,201.27	
Jan. 2026 transactions - memorials and estate gifts per council	9,378.06	
Total Reserve Fund as of April 30, 2026	<u>771,474.12</u>	

As of 4/30/2026

Expenses	Budget 26/27	Budget 25/26	Budget 24/25	Actual YTD 25/26 as of April 30	
<b>Staff Compensation and Benefits</b>					
Retirement Savings Plan and Health	117,000	96,648	138,400	67,307	
Family leave Insurance- 6 months	5,000	2,173	0	1,052	
Staff Salaries (includes 3% raise) SS and housing	640,375	708,591	696,846	477,836	
Contracts (1099's) Worship, Music, Communications	61,000	57,328	0	42,855	
<b>Staff Support--Clergy</b>					
Travel and mileage	2,500	3,400	3,400	985	
Con Ed and Sabbatical	7,150	7,150	5,400	460	
Moving expenses	0	0	20,000	0	
Total Compensation, Benefits and Staff Support	833,025				
<b>Ministry/Programs/Outreach</b>					
Worship/prayer	17,650	18,950	10,900	16,641	
ELCA Benevolence	20,000	20,000	12,000	16,667	
Mission/Outreach	57,500	51,000	47,000	34,384	
Children's Ministry	900	900	900	0	
RLC Kids	2,200	2,200	2,050	225	
Children's Worship	600	600	1,050	54	
Total Youth and Family	11,775	9,780	10,280	7,705	
Adult Education	3,000	3,000	2,500	1,755	
Justice, Immigration, ONAM	3,500	3,000	2,200	3,225	
Hospitality	21,450	30,150	35,850	20,717	
Life Ministry	7,500	7,500	8,300	314	
Total Ministry/Program/Outreach	146,075				
<b>Ministry and Congregational Support</b>					
Sustaining /Bus Man/Stewardship	19,750	15,100	15,350	13,198	
Admin/Finance/Insurance/Audit	109,500	72,900	67,914	42,198	
Congregation Council	600	600	3,500	0	
Computers/ Networks	21,000	21,000	22,000	15,701	
Human Resources	1,450	1,450	1,950	741	
Office support	13,500	13,400	10,800	10,891	
Print/publish/mail	30,300	28,050	29,300	26,360	
Communications	16,500	8,500	10,850	9,768	
Total Ministry and Congregational Support	212,600				
<b>Building /Grounds/ Property</b>					
Property/Buildings	153,218	132,000	143,500	110,428	
<b>Total Expenses</b>	<b>1,344,918</b>	<b>1,315,370</b>	<b>1,302,240</b>	<b>921,467</b>	2.25%
<b>Income</b>					
General Offerings	1,205,668	1,152,220	1,046,165	980,805	
Other offerings	38,500	73,250	162,835	37,480	1.53%
Other Receipts	100,000	89,900	93,150	94,258	
<b>Total income</b>	<b>1,344,168</b>	<b>1,315,370</b>	<b>1,302,150</b>	<b>1,112,543</b>	
<b>Income minus Expenses</b>	<b>-750</b>	<b>0</b>	<b>(90.00)</b>	<b>191,076</b>	

# Projected Income

Expected 26/27

Budget 25/26    Projected

Actual YE

25/26

General Offerings

1,206,418

1,152,220

1,150,000

Other Offerings

38,500

73,250

40,000

Other Receipts

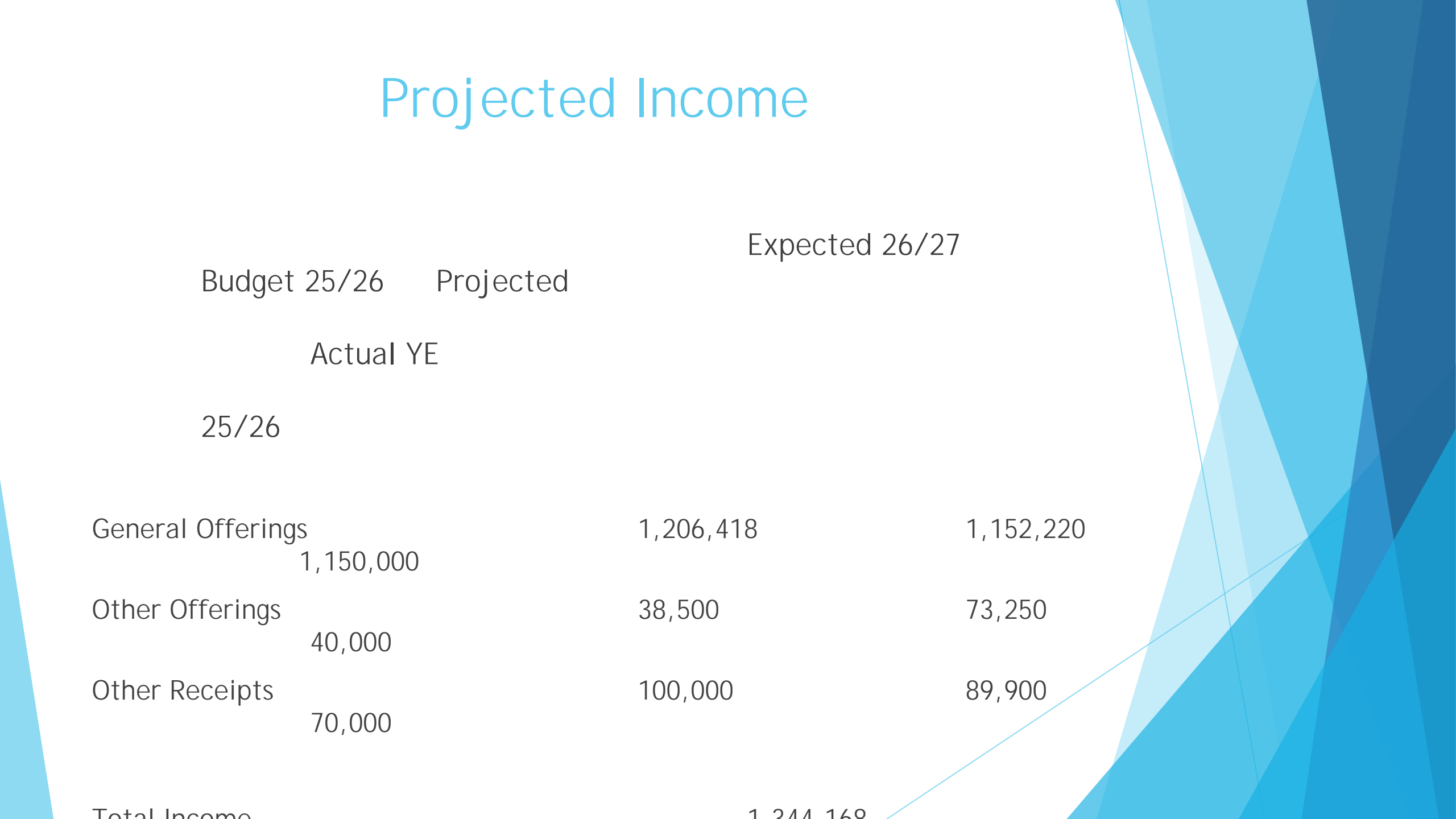
100,000

89,900

70,000

Total Income

1,344,168



# Proposed Brief Budget 26-27

Expenses 25/26	Actual 25/26	Budget 26/27	Budget as of April 30, 2026
Staff Comp/Benefits/Support	590,496	833,025	875,290
Ministry/Programs/Outreach	101,689	146,075	147,080
Ministry/Cong. Support	118,857	211,850	161,000
Building/Grounds/Property	110,428	153,218	132,000

# Expense Breakdown

## Another way to view the budget

	Budget
Expenses, Top six 26/27	
Staff Salaries and compensation	718,025
Property and Grounds 153,218	
Retirement and Savings Plan and Health	122,000
Admin/Finance/Insurance	109,500
Mission/Outreach 7,500	5
Total Expenses 1,344,168	

# Budget by Ministry Program

## Another way to view the budget

Personnel Expenses/Compensation	707,375
Business Management	
211,850	
Property and Buildings	
153,218	
Retirement Savings Plan and Health	
122,000	
Mission and Outreach	
57,500	
Christian Life/Hospitality	
28,950	
Worship and Prayer	
17,650	
Youth and Family	

As of 4/30/2026

Expenses	Budget 26/27	Budget 25/26	Budget 24/25	Projected YTD 25/26 as of June 30	
Staff Compensation and Benefits					
Retirement Savings Plan and Health	117,000	96,648	138,400	85,000	
Family leave Insurance- 6 months	5,000	2,173	0	1,400	
Staff Salaries (Includes 3% raise) SS and housing	640,375	708,591	696,846	575,000	
Contracts (1099's) Worship, Music, Communications	61,000	57,328	0	52,000	
Staff Support--Clergy					
Travel and mileage	2,500	3,400	3,400	1,182	
Con Ed and Sabbatical	7,150	7,150	5,400	1,000	
Moving expenses	0	0	20,000	0	
<b>Total Compensation, Benefits and Staff Support</b>	<b>833,025</b>			<b>715,582</b>	
Ministry/Programs/Outreach					
Worship/prayer	17,650	18,950	10,900	20,000	
ELCA Benevolence	20,000	20,000	12,000	20,000	
Mission/Outreach	57,500	51,000	47,000	42,000	
Children's Ministry	900	900	900	300	
RLC Kids	2,200	2,200	2,050	225	
Children's Worship	600	600	1,050	54	
<b>Total Youth and Family</b>	<b>11,775</b>	<b>9,780</b>	<b>10,280</b>	<b>10,000</b>	
Adult Education	3,000	3,000	2,500	2,500	
Justice, Immigration, ONAM	3,500	3,000	2,200	3,900	
Hospitality	21,450	30,150	35,850	25,000	
Life Ministry	7,500	7,500	8,300	377	
<b>Total Ministry/Program/Outreach</b>	<b>146,075</b>			<b>124,356</b>	
Ministry and Congregational Support					
Sustaining /Bus Man/Stewardship	19,750	15,100	15,350	16,000	
Admin/Finance/Insurance/Audit	109,500	72,900	67,914	55,000	
Congregation Council	600	600	3,500	0	
Computers/ Networks	21,000	21,000	22,000	19,000	
Human Resources	1,450	1,450	1,950	950	
Office support	13,500	13,400	10,800	13,500	
Print/publish/mail	30,300	28,050	29,300	32,000	
Communications	16,500	8,500	10,850	12,000	
<b>Total Ministry and Congregational Support</b>	<b>212,600</b>			<b>148,450</b>	
Building /Grounds/ Property					
Property/Buildings	153,218	132,000	143,500	135,000	
<b>Total Expenses</b>	<b>1,344,918</b>	<b>1,315,370</b>	<b>1,302,240</b>	<b>1,123,388</b>	<b>2.25%</b>
Income					
General Offerings	1,206,418	1,152,220	1,046,165	1,150,000	
Other offerings	38,500	73,250	162,835	40,000	1.59%
Other Receipts	100,000	89,900	93,150	70,000	
<b>Total income</b>	<b>1,344,918</b>	<b>1,315,370</b>	<b>1,302,150</b>	<b>1,260,000</b>	
Income minus Expenses	0	0	(90.00)	136,612	

# Reserve Fund

ERC Funds to New account - Reserve Funds	172,274.05
IRS ERC 1 <sup>st</sup> Qtr 2021	171,473.11
Additional ERC Payment	3,882.39
Acct #36600 Spec. Desig. Year-End Per Fin. Cmte trf to Reserve	4,773.41
Acct #31520 Memorials as of 6/30/2025 Year End Per Fin Cmte to Reserve	16,431.80
Acct 31520 June Memorial Gift	100.00
Acct #37280 Estate gifts Year End per Fin Cmte to Reserve	188,960.03
Childcare house sale proceeds	204,201.27

**Significant Events:**

- Bob Bergstrom Funeral
  - Large funeral event that required the Activity Center to be setup for the luncheon (33 round tables)
    - Required extra volunteers for the setup and cleanup
    - Used the Lounge to support the serving of all the food
  - Setup of the Commons and Sanctuary
  - Reset of all spaces used prior to Sunday services
- Vintage 4H
  - Hosted their semi-annual meeting and luncheon
- ADK Minnesota Conference
  - Hosted their annual conference (continental breakfast and luncheon)
- Twin Cities Women's Choir
  - Assisted the hosting of the choir. They needed the Activity Center as a green room.
  - Helped direct people
- Confirmation
  - Needed to move Adult Ed to a different location (Lounge)
- Bargain Basement
  - Moved all of the items that have been identified over the past two years that are no longer needed at RLC to the lower level of the Pre-school
  - Provided support for the free will donation of the bargain basement items
- AP Testing
  - Created a layout of the placement of all 62 tables in the Activity Center
  - Worked with Facility to have all of the tables moved to the Activity Center
  - Setup the 62 tables in the Activity Center
  - Setup round tables in the Lounge to support extended testing
  - Setup the charging support for all of the Crome books
  - Worked with the test administrator to review setup, AV support, etc
  - Provided support for arriving early to open doors and to lock up all spaces after testing each day
  - Provided snacks for every testing cycle (twice a day for ten days)
    - **Provided snacks for over 1,000 students!**
  - Worked with multiple groups to move them to other spaces for two weeks
  - Worked with all groups that usually use the Lounge to use other spaces for two weeks
  - Coordinated all of the activities to put everything back to the correct storage, return groups to their usual room usage
- Bea Anderson Funeral
  - Setup of the Commons, Sanctuary and Social Hall
  - Funeral luncheon
  - Reset of the Commons, Sanctuary and Social Hall for Sunday services
- Ending Life Well event
  - Special evening meal
- ADK meeting and meal
- OLLI Course Leadership Conference
  - Hosted their annual conference (continental breakfast and luncheon)
  - Multiple room setup for breakout sessions
- Hang banner above south entrance to announce 10 am worship service for the summer
- On-going support of OLLI sessions
- Nordlie – support for door opening
  - Volunteers provide support, clear and reset sanctuary and cleanup

### **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
- Library: Staff Meeting
- Activity Center: Champion Force (Youth cheerleading)
- 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
- Great Hall: 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

### **Monthly Meetings:**

- Finance
- Council
- Girl Scouts – two different troops
- Cub Scouts – Pack and den meetings
- Moms Group Bible Study
- RLC Reads
- NorthStar Railway Society
- Scrapbooking – need to reset the time for the motion alarms
- A number of committee meetings

### **Planning for future significant events:**

- Several of the “regular” groups will be taking the next few months off and will not require room setups, etc.
- Noel Biebl funeral – Wednesday, May 27
- Jazz concert and refreshments – Sunday, May 31
- VBS – June 22 through 26
- Bishop retirement service and reception – July 26
- Wilderness Canoe Base 70<sup>th</sup> Anniversary – October 24
- Cleaning and waxing of the lower level floors
- Carpet cleaning

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 require supplies and equipment maintenance. The addition of the new custodian has been a huge help. Especially given the need to support the large events this past month. Custodial assistance was needed during a couple of the weekends.

## Council Facility Report for May 2026

- Research replacement motor and blower assembly for FCU in social hall. Analyze rpm difference to output temp
- Reset auto-on/off timers for 3 air make up units that control heating and air make up to upper and lower levels. Reduced run time by 5 hrs per day for a savings of
- Meet with hvac tech and verified what programming options are available
- Supply run
- Deep scrub upper level bathroom floor
- Quotes on replacing trash room door (3)
- Service call to repair trash door and door to worship center
- Sourcing repair services to replace bearings on blower motor housing for social hall FCU
- Shut down boilers
- Replace filter on 80/30 ton McQuay units and air handling units. Grease motors
- Spent three days gathering information from Xcel Energy billing statements for completing Energy Star report for Department of Commerce
- Replace filters on air make up units

**Group: Children, Youth & Family**

Date: 5/27/26

Prepared by: Nancy Brown

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

- Sunday April 26th was Confirmation Sunday for our 9th graders. We had 19 students who affirmed their baptisms.
- On Sunday May 17th we honored our high school graduates at our worship service.
- RLC Kids wrapped up in the beginning of May with a party to celebrate the 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?

- A team is starting the search process for a director of Children, Youth and Families for RLC.
- 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!
- The middle school mission trip is in early June. They are excited for the trip!

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: Justice and Congregational Learning Council Liaison

Date: 5-21-26

Prepared by: Andrew Olson

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

**Adult Education** - Continue to have good participation with 20-40 participants per session. Excited about potential worship time changes for the fall and want to ensure that they are able to start on time.

**ONAM** - Draft of Land Acknowledgement statement

*We at Roseville Lutheran Church acknowledge that our congregation gathers on the sacred homelands of the Očhéthi Šakówiŋ (“oh-CHEH-tee shaw-KOH-we”) and the Wahpekute (“wah-PEH-koo-tay”) Band of the Dakota Nation. We honor with gratitude the Indigenous peoples who have cared for this land across generations and who continue to shape this community through their voices, culture, wisdom, and resilience.*

*As a congregation, we confess our participation in systems that have harmed and displaced Native peoples. We commit ourselves to listening, learning, building trusting relationships, and working toward truth, healing, and justice.*

*At Roseville Lutheran Church, our mission is simple:  
Love God. Love your neighbor.*

*Guided by this calling, we seek to embody God’s love for all creation and to walk alongside our Indigenous neighbors with humility, respect, and hope.*

**Immigration** -

.

**Updates:** Continued connection with local family whose kids will be going to VBS at RLC!

**Adult Ed:** Luli Flores-Hanson, Multi-lingual Administrator, Roseville Area Schools will be speaking Sunday, May 4 at Adult Education hour. A request has been received for assistance with funding of a bus (\$583.73) that would take Latinex students from RAS on a field trip. Immigration Team will contribute \$200 toward the bus from its budget.

**Accompaniment team needed to assist man through Jonathan House:** The possible need for another accompaniment team was discussed. The one-year commitment of RLC's woman's accompaniment team is coming to an end and continuation is being considered. Cost and commitment were discussed to have another team (for male or female asylum seekers). RLC men's group will be approached to ascertain their interest in a collaboration.

**Voting as a civic duty and right:** The team discussed if and to what extent we might be involved in efforts such as giving rides to polls, hosting a table for requesting a mail-in ballot, encouragement of voting, and all non-partisan efforts. Alice will take an inquiry to ONAM to determine their interest in a possible collaborative effort in this regard.

**Immigrant Restaurant Support:** Nine attended the April event at a restaurant serving Peruvian, Ecuadorian, and Colombian food. A wonderful time was shared! The May 6 visit will be to Holy Land restaurant in North East Minneapolis, 2513 Central Ave. NE, Minneapolis. This is a Lebanese Market and Deli. To share a ride, meet at RLC south parking lot at 11 AM.

**Ministry: Mission and Outreach Partnership (MOP)**

Date: May 7, 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) FMSC Update**

- a. Janelle will reach out to Kathy Miller and Beth for a summary of how the event went.

**2) RAHS food-pantry**

- a. Mary Christina is retiring
- b. We'd like to meet with the head of the food pantry at RAHS as a fact-finding conversation - how do they operate, do they need more support, Maria Christina will help facilitate the introduction.

**3.) Harvest Pack Non-Profit**

- a. RLC received a call from Dominic Michienzi who is with Harvest Pack. They are a nonprofit that is similar to FMSC. He said the difference is that they bring the food to us to pack. Please contact him if you are interested in learning more. Dominic's phone number is (651) 504-1919; his email is [dominic@harvestpack.org](mailto:dominic@harvestpack.org).
- b. Janelle will reach out to get information

**4) Partnership Discussions** to be scheduled for this year? Will schedule after our June meeting

- a. Partnership Meetings to be scheduled?
  - i. Dorothy Day - fall
  - ii. Roseville Schools - Peggy
  - iii. Keystone - would be a good idea
  - iv. Someone from the Synod Office - in process
  - v. Interfaith Action - Rachel Morey
  - vi. Other

**4.) Updates:**

- a) Reviewed Council Items - Karen  
Annual meeting August 23rd
- b) Reviewed Budget - Dave

5). Meeting Dates

1. Meeting Dates (meeting time 5:30)
  - . June 4<sup>th</sup> - 5:30 business and 6:00 meeting with Justin Grimm from Synod
  - a. July 2<sup>nd</sup>
  - b. August 6<sup>th</sup>
  - c. September 3<sup>rd</sup>
  - d. October 1<sup>st</sup>
  - e. November 5<sup>th</sup>
  - f. December 3<sup>rd</sup>

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?

- **Review Current Budget to see if M&O needs adjustments. Is the general offering on target for M&O to receive 6% of non-designated funds? If not, do we need to tweak numbers to our various partner ministries?**

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	All in January
Keystone	\$6,000	March
Bridging	\$8,000	Dec./Jan. for dressers
Guatemala	\$8,000	Jan/Feb
Meals on Wheels	\$1,000	June
Wapo	\$3,000	June
Good Samaritan Fund	\$1,000	
Reconciling Work	\$1,000	
Lyngblomsten	\$1,000	June
<b>TOTAL</b>	<b>\$71,000</b>	



**Group: Endowment Committee**

Date: 5/12/26

Prepared by: Jayanti Ray

Please see the meeting minutes from the Endowment Committee.

**Roseville Lutheran Church Endowment  
Committee**

May 12, 2026, 7:00 p.m.

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

Guests: Bill Metzger (Endowment Committee Emeritus member)

The meeting was called to order by Chairperson Kevin Peterson at 7:03 p.m.

1. Grant Requests

The Committee discussed the grant requests and voted that the amounts below be recommended to Council for approval:

## Council Liaison Report to Council

Organization	Requestor's name	Purpose	Requested Amount	Recommended Amount
Enterprise Development & Governance Facility (EDGF)	Gideon Njini	Livelihood support project for displaced women hawkers in Cameroon	\$5,000	\$0
RLC - Ending Life Well Endowment Sub-committee	Sara Mohn & Bill Metzger	Host a dinner to generate interest and to launch an education session	\$1,200	\$1,200
Jill Lund and the Central Park Tutors	Jill Lund	Purchase special binders for 5th grade students at Central Park Elementary whose families cannot otherwise afford	\$1,740	\$1,740
RLC - Roseville Lutheran Hospitality	Julie Wendland	Purchase new chairs for the Social Hall	\$5,000	\$5,000
RLC - Properties Team/Facilities Management	KJ Bach	Purchase new vacuum	\$1,300	\$1,300
RLC - New Evangelism and Welcoming Team	Pastor Kent	Provide relational ministry skills training - "All in Relational Ministry"	\$3,000	\$3,000
RLC - Adult Education Committee	Erik Wolhowe	Purchase new projector for the Lounge Area	\$3,500	\$3,500
RLC - Properties Team/Facilities Management	KJ Bach	Replace water fountain near Office (considered a low priority project)	\$2,200	\$2,200
<b>Available grant amount: \$18,140</b>			<b>\$22,940</b>	<b>\$17,940</b>

The value of the assets in the Endowment Fund is approximately \$840,000. After the Council votes on the grant recommendations on May 21, 2026, Carrie will send the emails to the grantees informing them of the amounts awarded.

### 2. Changes to Endowment Committee membership

Kevin reminded the Committee that he and Greg will roll off the committee in August 2026.

### 3. The Ending Life Well Dinner on May 10, 2026

Fifty-four people attended the "Ending Life Well" dinner. The task force will continue for another year in order to organize and market the educational sessions that will be held in the fall and winter of 2026-2027.

### 4. All Saints Fundraiser

The fundraiser the Endowment Committee did on All Saints Sunday was successful. If we start marketing it earlier next year, it could be even more successful.



## **Council Liaison Report to Council**

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Carrie Hefte Hanton  
Secretary

**Ministry: Properties - Sarah Richter**

Date: May 20, 2026

Prepared by: Sarah Richter

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**Fire alarm monitoring system**

The contract has been signed and they have submitted to the City for a permit. Currently waiting for the permit to be processed, which could (hope not) result in additional work to be completed in order to obtain the permit. Upon permit approval, ordering of materials and work will proceed.

**Security Cameras**

Finance approved the plans and related expenses to complete a overall upgrade to RLC's security camera system. The current security camera system PC is failing and newer technology allows for better resolution and recording capabilities.

Goal is a June-August 2026 installation.

Key infrastructure equipment has been donated by an RLC member to this project that allows for the purchase of larger recording harddrives. KJ Bach & Joseph Husby developing an installation plan for this new infrastructure equipment. KJ also developing an installation plan for replacing existing COAX cable with ethernet cable, and swapping existing Security Cameras to then connect to RLC's existing network infrastructure. Three new camera locations are being included in this installation for Door 5, Office Backdoor, & Great Hall.

**Capital improvement project review**

The Team reviewed and prioritized the project list developed by the Campus Facilities Task Force for each building. The team categorized items into tiers for near term, mid-term, and strategic capital projects. The team will continue to review and refine the list for future recommendations to Council.

**Group : Care and Small Groups**

Date: 5/21/26

Prepared by: Pam McCulloch

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

- RLC Reads - 15 people joined Nancy Olson as she led the discussion on **West With Giraffes** by Lynda Rutledge. It is a historical novel based on a true story of 2 giraffes that traveled across the country to the San Diego zoo in 1938 following a hurricane at sea. Many thanks to Nancy for her leadership and to Erik Wolhowe for his leadership of RLC.
- Men's Bible Study continues on the first and third Saturday mornings at 8:30 and continues the discussion of John.
- The Quilters honored Bea Anderson at her funeral by displaying quilts as family and guests walked into the worship center. The Quilters are also contributing many quilts to Bridging this 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 Thursday June 11 to prepare for next fall. All are welcome to bring their suggestions of books that might be of interest to all.
- Pastor's Bible Study will continue in the Lounge throughout summer except for holidays.

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.