

1. Call to Order
2. Opening devotions- Pam
3. Attendance – establish quorum (need 5 Council members)
 - a. Attendees: Jim, Naomi, Sarah, Dave, Karen, Pam, Nancy Brown, Jayanti, Nancy Johnson, Mary Johnson, Pastor Kent, Carol Garbish
 - b. Absent: Pastor Marty, Andrew Olson
4. Approval of current Budget 101 recap agenda - 30 attendees, well attended, good questions.
5. Approval of the prior month's minutes. M/S: Karen/Pam. All approved.
6. **Business:**
 - a. Annual meeting preparation: review Powerpoint, assign meeting assistants
 - b. Update Search process for CYF and Hospitality
 - i. There is a candidate for the CYF Director.
 - ii. There are many candidates for Hospitality Coordinator.
 - c. Website update - Ryan and team members met and are moving forward with the project plan.
 - d. Constitution update - The congregation is set to vote on the draft of the constitution at the annual meeting. There are not opportunities for amendments and revisions at this time. If there is something they disagree with, they will vote 'no.' Following the vote, the constitution is sent to the Synod for review/approval. Final vote for approval is at the 2027 RLC Annual Meeting.
 - e. Emergency and Safety Operational Plan
 - i. New plan and training deck found in the August Council folder.
 - ii. Goal is to post the final version to the RLC website so that relevant ministry groups will share the plan with their ministry groups and volunteers.
 - iii. **ACTION:** Council to review both the plan and the training deck
 - f. **September 26, 2026:** Fall meeting for Council/staff/committee and TF chairs: agenda to include introductions, lay leader handbook, emergency preparedness training introduction.
 - g. Stewardship for All Season, Council narrowed the top ministry priorities for the Stewardship Team to move forward with the materials for the appeal - Annual Appeal kicks off Oct. 11, **Council Commitments needed by Oct. 25**, Nov. 8 Commitment Sunday, Nov. 22 Celebration Sunday
 - h. **Ministry Fair, Sept 13** - contact your committees/teams to prepare materials and people for their table.
 - i. **ACTION:** Reach out to your committees/task forces to confirm their intent to participate in the Ministry Fair. Each group is in charge of creating display and materials.
 - ii. NOTE: Joe Ziegler would like to hold space at the Fair to promote Habitat and the Holy Hammers group.
 - i. Financial operations policy manual was approved and in the April council folder. The finance charter is awaiting ratification of the new constitution to be finally approved.
 - j. New member recommendations - Amy and Mike Kennedy, Linda and Mitch Bendix (re-joining), Erik Lundborg (marrying Anna Gedstad)

- k. Properties: Parking lots were patched in August. Working on priorities for maintenance that is needed in the near term.

7. Monthly staff reports

- a. Senior Pastor – Pastor Kent
- b. Associate Pastor – Pastor Marty
- c. Finance and Administration - Nancy
 - i. Good news - generous giving! Offerings over budget by \$20k
 - ii. Bad news - insurance premium full prepayment caused a deficit... but given the overage in offerings, we have less of a deficit than planned.
- d. Administrative Assistant – Mary - Stands as Written

8. Committee Liaison & Project Team Reports

- a. Mission & Outreach – Karen Rogers
 - i. Kris Olson will step aside (but remain on committee) as Janelle Olson steps into the lead
- b. Finance- Naomi - no report
- c. Endowment – Jayanti Ray - no report
- d. Justice & Congregational Learning - Andrew Olson
- e. Small Groups and Care Team - Pam McCulloch - stands as written
- f. Children, Youth & Families - Nancy Brown - no report
- g. Community Engagement Dave - no report
- h. Nominating – Sarah Richter - no report
- i. Organ Project Team- stands as written
- j. Properties Project Team - Sarah Richter - stands as written
- k. Final council meeting for Nancy, Pam and Jim: Thanks for all you have done. Council has been an uplifting experience. You are good people. Keep up to good work>
- l. Prayer: Pam
- m. Meeting Adjourned at 8:00 pm

9. Headlines:

- a. Ministry Fair, Sept. 13: Ministry committees should plan their table displays and print any needed materials for their tables. Email Andrew Olson to confirm your committee participation.
- b. Register for CYF: [Register Here](#)
- c. New Sunday Schedule starts on Sept. 20
- d. Interviewing candidates for CYF and Hospitality positions
- e. Cleaning Blitz: Oct. 3, 9-12p: Attend and help clean the Activity Center and Office Area: Register to attend using [this registration link](#).

1. Call to Order
2. Opening devotions- Pam
3. Attendance – establish quorum (need 5 Council members)
 - a. Attendees:
 - i. Council: Jim, Sarah, Karen, Jayanti, Pam, Nancy, Dave
 - ii. Staff: Nancy, Mary, Pastor Kent and Pastor Marty
 - b. Absent: Andrew Olson, Naomi Tetzlaff
4. Approval of current agenda. Motion to approve: Dave/Second: Sarah. All in favor.
5. Approval of the prior month's minutes. M/S: Karen/Pam. All approved.
6. **Business:**
 - a. Update"Search process for CYF and Hiring update.- position approved, search process underway. Pastor Marty shared that the position is posted in several places. We have some interest and will prepare for interviews.
 - b. Website update work is underway.
 - c. Constitution review and update.
<https://docs.google.com/document/d/1attZADKgR0bw9rghKCGxOgg7VoJqrP0P/edit>
 - i. Limited participation and input at the first meeting on July 12. Second meeting on July 26.
 - ii. Thank you to Carrie Hefte and Mona Lakore for their work.
 - d. Parliamentarian for annual meeting - Jim is still working on finding a parliamentarian for the Annual Meeting.
 - e. Annual report– work in progress. Thank you for submitting your content.
 - f. Fall meeting" Council/staff/committee and TF chairs: introductions. Lay leader handbook/ emergency preparedness training introduction– **September 26, 2026** Focus on Security Training
 - g. Annual meeting, Aug 23;
 - i. Aug. 18: Budget 101 briefing. Invitations to the Budget 101 meeting will be in the bulletin and eBlast.
 - h. Stewardship for All Seasons – Council voted and prioritized the following areas:
 - i.
 - j. Budget process- Naomi and Nancy [council powerpoint.pptx](#)
 - i. We closed the year and have a surplus of \$196k as of July 7. This may change due to late submissions of expenses, but overall we are in a strong position.
 - ii. The surplus will be directed as follows: \$50k in general budget and the remainder added to the reserve fund.
 - iii. The 2026-2027 budget was approved at the June meeting.
 - k. Nominating committee– Slate approved in April: [Nominating April Council Report S.Richter](#)
 - l. Financial operations Policy manual: Naomi and Nancy: Approved. The document is in the April council folder.

07/16/2026 7:00 pm

- i. [Finance committee charter](#) references the new constitution so we are waiting for the new constitution to be approved.
- m. Campus Security/ Safety Task Force. The charter for the group was approved. Committee focus is on IT and building security and training. The taskforce is revising the campus emergency plan which is being updated and powerpoint presentations about safety training are in development. These will be shared with volunteers and staff as they are ready.
- n. New member recommendations - Wondimu Sonessa and family, and Shelly Anderson - Aug. 9
 - i. While we haven't "approved" new members before, it is officially in the constitution so we are moving forward with this process.
 - ii. Motion to approve new members: M/S - Pam/Karen. All approved.
- o. 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.....
- p. Habitat for Humanity- event postponed until house is completed. Joe Ziegler will be the contact for Habitat Holy Hammers group.
- q. ONAM Land Acknowledgement. In May we approved the Land Acknowledgement. The ONAM team continues to review how to live into this mission and will return with their research and recommendations.
- r. Annual calendar of asks– updates or new asks? [Annual Calendar of Ask:](#)
 - i. ACTION: Everyone is asked to review the calendar to determine asks for 2026-2027.

7. Monthly staff reports

- a. Senior Pastor – Pastor Kent - stands as written. Highlights:
 - i. Consolidating janitorial positions into one. Chris - new custodian - taking on a full-time role. Bean's evening position was eliminated. Chris will take over both custodial and maintenance roles (Arlen's former role)
 - ii. Julie Wendland recommended the Hospitality Director role be a full time role
 - iii. 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 - stands as written.
 - i. Discussion about future CYF volunteer team
- c. Finance and Administration - Nancy - see financial reports
- d. Administrative Assistant – Mary - stands as written.
 - i. Highlight: the letter inviting members to the annual meeting was mailed on 7/16. The annual report will be posted online or can be picked up at church.

8. Committee Liaison & Project Team Reports

- a. Mission & Outreach – Karen Rogers
 - i. No July meeting. School supply drive will start at the end of July/early August. Supplies will benefit Roseville School District.

- b. Finance- Naomi - see financial reports.
- c. Endowment – Jayanti Ray - No meeting this month.
- d. Justice & Congregational Learning - Andrew Olson - No meeting this month.
- e. Small Groups and Care Team - Pam McCulloch - Stands as written.
- f. Children, Youth & Families - Nancy Brown - Stands as written.
- g. Community Engagement Dave
 - i. Dave reported about conversation with Julie Wendland on rental income and how it is tracked. We have opportunities to streamline this process and improve it.
 - ii. Sarah reported on her exploration of hosting State Fair parking. It is an extremely cumbersome process. The city of Roseville is not in favor of offering new Roseville-area church parking lots due to the neighborhood concerns of traffic and people. Further, the State Fair requires that parking venues staff their own lots for 12 days, 18 hours/day. The total payout/funds raised is a max of \$6000-\$8000.
- h. Nominating – Sarah Richter - See 2026-2027 Leadership Candidate slate in the annual report.
- i. Organ Project Team- Nordlie will be onsite to finish organ this month.
- j. Properties Project Team - Sarah Richter - No meeting this month. See report from Facilities.

9. Headlines

- i. Announce budget and constitution briefing dates
 - ii. Aug. 18: Budget 101
 - iii. July 26, 9 am: Constitution update meeting
- iv. Announce annual meeting, Aug. 23 at 11 am
- v. New Ministry Fair, Sept. 13 after 10 am service. Ministry committees should plan for their tables.
- vi. New Ministry year with new schedule begins Sept. 20. Worship at 8:30 and 10:30 am; education hour in between.
- vii. School supply drive to begin in late July/early August. Donations will be shared with Roseville schools.
- viii. Registration for CYF begins in August.
- b. Move to adjourn: Pam/Second: Dave
- c. Close in Prayer: Jim

1. Call to Order
2. Opening devotions- Pam
3. attendance – establish quorum (need 5 Council members)
4. Budget 101 recap
5. Approval of the prior month's minutes
6. **Business:**
 - a. *Annual meeting preparation: review Powerpoint, assign meeting assistants*
 - b. Update Search process for CYF and Hospitality
 - c. Website update -moving forward, purchasing software, building new website, reviewing existing
 - d. Constitution update.
 - e. Emergency and Safety Operational Plan– Training overview
 - f. *Emergency and Safety Operational Plan: In August Folder– council approval needed*
 - g. Fall meeting” Council/staff/committee and TF chairs: introductions. .Lay leader handbook/ emergency preparedness training introduction– **September 26, 2026**
 - h. Stewardship for All Season, Council narrowed the top ministry priorities for the Stewardship Team to move forward with the materials for the appeal - Annual Appeal kicks off Oct. 11, **Council Commitments needed by Oct. 25**, Nov. 8 Commitment Sunday, Nov. 22 Celebration Sunday
 - i. Ministry Fair, Sept 13 - contact your committees/teams to prepare materials and people for their table
 - j. Financial operations Policy manual: Naomi and Nancy: Approved. The document is in the April council folder. **Charter to wait for the new constitution.**
<https://docs.google.com/document/d/1vWhD8KTjqlpoxwtGmhPKIy39V-i3JRmvRQOvHl3JU4I/edit?tab=t.0>
 - k. New member recommendations - Amy and Mike Kennedy, Linda and Mitch Bendix (re-joining), Erik Lundborg (marrying Anna Gedstad)
 - l. 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.....
 - m. Habitat for Humanity- event postponed until house is completed
 - n. Annual calendar of asks– updates or new asks? [Annual Calendar of Ask:](#)
7. **Monthly staff reports**
 - a. Senior Pastor – Pastor Kent
 - 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-
 - j. Properties Project Team - Sarah Richter
 - k. Endowment Charter: End of Life Support: Kevin Peterson, Bill Metzger. Approved:
[dit?tab=t.0https://docs.google.com/document/d/1ZQQP5MR2S43LrJ1hD3mhOQ4Dgd0/edityk81iESHZQDYAanhttps://docsTwCI/](https://docs.google.com/document/d/1ZQQP5MR2S43LrJ1hD3mhOQ4Dgd0/edityk81iESHZQDYAanhttps://docsTwCI/)
 - l. Final council meeting for Nancy, Pam and Jim:Thanks for all you have done. Council has been an uplifting experience. You are good people. Keep up to good work>
 - m. Prayer: Pam
9. Update Headlines – Recap key communications messages for next 30 days–Old entries shown below. Needs Updating. **The following are old.**
- a. **Announce budget and constitution briefing dates**
 - b. **Announce annual meeting**
 - c. **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.
 - d. **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:

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 activated 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)

August 23, 2026

Decisions about:
Constitution revision
Lay leader election
Budget approval

ROSEVILLE
LUTHERAN CHURCH
ANNUAL MEETING

Call to Order

- **Thanks for attending**
- **Establish quorum (100)**
- **Meeting called to order**

Review of Meeting Rules

We adhere to Robert's Rules of Order

Our Parliamentarian is the final authority on process

- **John Shardlow is our Parliamentarian**
- **We will briefly review meeting rules**



RLC Annual Meeting Agenda

1. Review/Approve Agenda - voice vote
2. Opening Prayer - Pastor Marty
3. Meeting Rules and Etiquette: Establish quorum: call to order
4. Approve 2025 Annual Meeting Minutes - voice vote
5. Proposed Constitution Revision; Ballot vote
6. Election of Lay Leaders; Ballot Vote
7. 2026-27 Budget Proposal; Ballot Vote
8. Reports: President, President-Elect, Organ Project Team
9. Message from Senior Pastor
10. Results of Ballot Votes
11. Motion to Adjourn, Closing Prayer Pastor Kent

VOTE: 2026 Agenda

- ❑ **Motion/second to approve**
- ❑ **Discussion**
- ❑ **All in favor state “aye”**
- ❑ **All opposed state “nay”**

Opening Prayer

Pastor Marty

Meeting Rules

A few notes about meeting rules and process

Voting reminder

- **Voiced votes: Minutes and Adjournment**
 - Approval: Respond “aye” or “nay” when prompted
- **Ballot votes**
 - Constitution, Lay Leadership, and Annual Budget--use printed ballot
 - Pass toward the center aisles
 - Results shared at end of meeting

**Questions and comments will be invited
at designated times during presentations**

Microphones will be passed as you raise your hand.
Please use the microphones so that all can hear
your question. Introduce yourself, then state your
question or motion.

Minutes: 2025 Annual meeting

- *Full Minutes in Annual Report*
- Call to Order - President Erik Storlie
- Opening Prayer - Pastor Marty Wyatt
- Meeting rules and etiquette reviewed, Tom Lund parliamentarian
- Quorum established - 117
- Approve Agenda/2024 Minutes
- Election of Lay leadership. All approved.
- 2025-2026 Budget proposal and vote. Approved
- President's Report - Erik Storlie
- President- Elect's report – Jim Stark.
- Senior Pastor's report - Pastor Kent
- Closing Prayer - Pastor Kent Claussen Gubrud.
- Motion to adjourn

VOTE: 2025 *Minutes*

- ❑ **Motion/second/questions**
- ❑ **All in favor state “aye”**
- ❑ **All opposed state “nay”**

Constitution Revision

- **A great deal of work has been done over the winter and spring**
- **Thank you to the task force: Carrie Hefte Hanton, Mona Lackore, Jim Stark, Naomi Tetzlaff, KJ Bach, Pastor Kent**
- **In particular, to Carrie Hefte Hanton and Mona Lackore**

A revision was needed

- ▣ **Revisions required by the ELCA/Synod**
- ▣ **Revisions to clarify language**
- ▣ **Three significant revisions**

Significant Revisions

- ❑ **Annual meeting date between May 1 and August 31**
- ❑ **Terms for Council and Committees begin and end at close of annual meeting**
- ❑ **Pastors have voting rights on Council**

PROCESS - Next

- **Congregation votes on the amendments today**
- **Sent to St. Paul Area Synod for approval**
- **Congregation votes to ratify at 2027 annual meeting or at the next called meeting**

Constitution Revision Process

- The only option available to the congregation at this annual meeting is to vote the proposed constitution--up or down.
- There can be no new amendments made at this meeting.
- Any new amendments, that have the support of the church council, would need to go through the required process and be voted on at the next annual meeting.

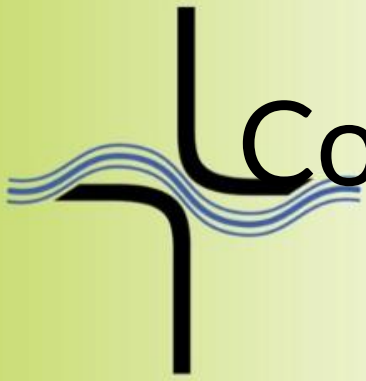
VOTE: Approval of revised Constitution

- ❑ **Motion/Second/Discussion**
- ❑ **Vote to approve or disapprove amendments to Constitution and Bylaws**
- ❑ **Use your ballots**

Lay Leader Election – Sarah Richter

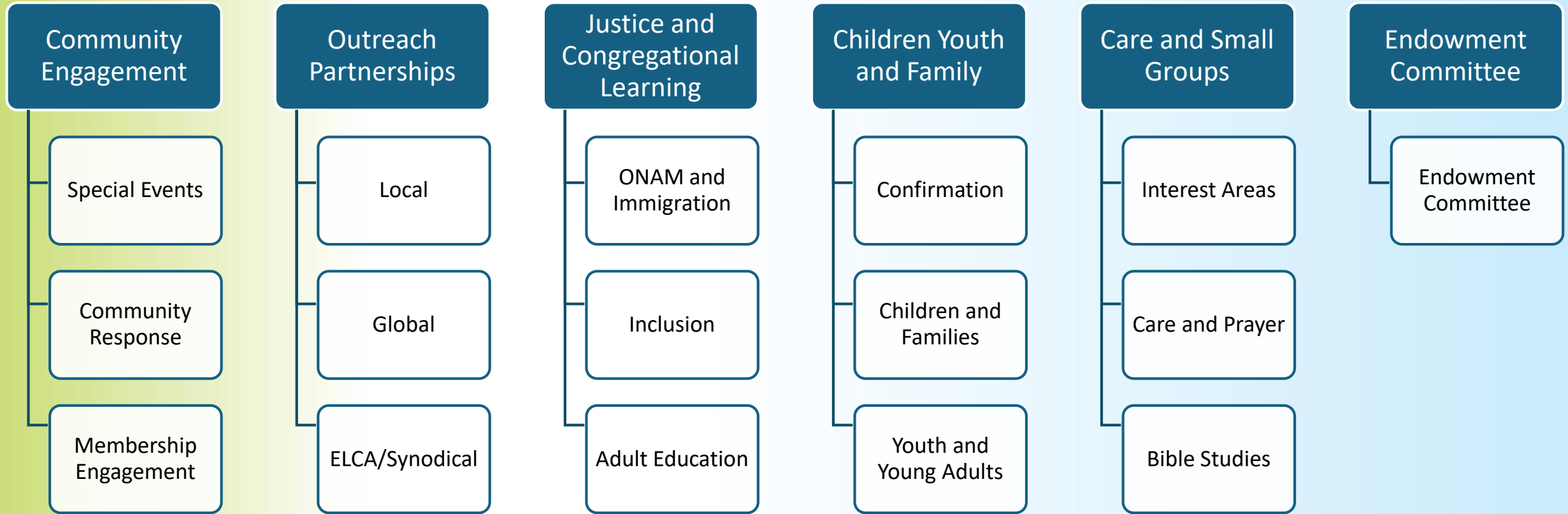
**Thank you to the Nominating
Committee for your great work!**

- Bob Bergstrom
- Brad Mennicke
- Kevin Miller
- Dave Tetzlaff
- Sarah Richter



Council structure updates

Council structure through 2026





New Council structure

Outreach Partnerships

Mission & Outreach

ONAM

Immigration

Children, Youth & Family Ministry

Children's ministry

Confirmation and high school youth ministry

Christian Life

Care & small groups

Adult education
• Family/community education

NEW (2026-28)

Stewardship

Stewardship
• Spiritual gifts

Endowment

NEW (2026-28)

Congregation & Community Engagement

Community support
• Funerals
• Comm. events

Worship/Music hospitality
• Design team
• Welcome/ushers, communion

NEW (2026-28)

Operations & Infrastructure

Properties team
• Organ and Lively Landscapers

Communication & technology



New Council structure

Karen Rogers '27

Emily Dullea '28

Jayanti Ray '27

Mary Beth Hatteberg
'28

Andrew Olson '27

Sam Holsen '28

Outreach
Partnerships

Children, Youth
& Family
Ministry

Christian Life

Stewardship

Congregation
& Community
Engagement

Operations &
Infrastructure

'27 or '28 indicates term expiration year



NOMINATIONS

- Executive Council Vice President
(3-year term)
- *Vote for one*



Dave Werner



NOMINATIONS

- Council liaisons
- *Vote for three*



Emily Dullea
Youth and Family



Mary Beth Hatteberg
Stewardship



Sam Holsen
Operations and Infrastructure



NOMINATIONS

- Finance Committee
- *Vote for one*



Jake Donahue



NOMINATIONS

- Endowment Committee
- *Vote for three*



Bill Metzger



Linda Nelson



**Mike
Tostengaard**



NOMINATIONS

- Nominating Committee
- *Vote for two*



Dave Gubbrud



Brad Mennicke

MOTION: *Nominations*

- ❑ **Motion/Second/Discussion to approve lay leadership candidates as presented**
- ❑ **Use your ballots**

2026-27 PROPOSED MINISTRY BUDGET: NAOMI TETZLAFF



Finance Committee

Thank you to the Finance Committee for its dedicated work!

- **Mona Lackore**
- **Merle Gaedy**
- **Rebecca Field**
- **Nancy Johnson**
- **Carol Garbisch**
- **Naomi Tetzlaff**

Budget in a Nutshell

- **Proposed: \$1,344,918**
- **Last year's budget: \$1,315,370**
- **That's a 2.25 percent increase**

Expected Income

	Expected 26/27	Budget 25/26	Actual 25/26
General Offerings	1,206,418	1,152,220	1,125,788
Other Offerings	38,500	73,250	38,985
Other Receipts	100,000	89,900	130,826
Total Income	1,344,168	1,315,370	1,295,599

Budget Observations and Trends

- Ended the year with a surplus (+\$197,960)
- 2025-26: Total general offerings increased.
- However, the total receipts decreased with no pRAISE campaign and less special gifts.
- Moving toward increased stewardship and less reliance on special appeals.

Budget Observations and Trends

- **Goal: Fund operations through growth in stewardship, with designated appeals for targeted ministries.**
- **Expanded stewardship program is key and is in process.**

Proposed Brief Expenses 26-27

Expenses	Budget 26-27	Budget 25-26	Actual 25-26
Staff Comp, Benefits, Support	833,025	875,290	706,736
Ministry Programs, Outreach	146,075	147,080	120,738
Ministry and Cong Support	212,600	161,000	135,138
Buildings, Grounds, Property	153,218	132,000	136,606
Total Expenses	1,344,918	1,315,370	1,099,218

FY 26-27 Expense Highlights

Proposed spending (\$1,344,918) is an increase of 2.25%

- **25/26 Salaries/benefits were reduced because of open positions**
- **Will be filling some staff positions (Children, Youth and Family ministry, Hospitality Coordinator)**
- **These costs are planned in the 26/27 budget**
- **Insurance costs are higher due to needed additional coverage**

FY 26-27 Expense Highlights

- **Staff salaries increased by 3%**
- **ELCA benevolence remains at \$20,000**
- **Mission and Outreach increased budget by \$6,500**
- **Hospitality budget decreased by \$8,700 due to excellent cost management over the fiscal year**

Reserve Fund

- . Created a dedicated reserve fund. It is invested.**
- . We will need to prioritize the best use of these funds– there are many facility needs and this process is in progress**
- . Finance Committee and Council will make recommendations for expenditures.**

Summary

- We ended the fiscal year with a surplus, due to to decreased expenses in staffing
- Budget expenses next year are increased 2.25%
- We saw an increase in general offerings
- We were able to exceed budget with out a pRAISE campaign in 25/26
- Continued stewardship will be key to the 26/27 budget
- We have a significant reserve fund with many facility needs

MOTION: *Budget*

**Motion/Second/Discussion to approve
2026-27 Budget
Use your Ballots**

Messages and Reports

- ❑ **President**
- ❑ **President Elect**
- ❑ **Organ Project Team**
- ❑ **Senior Pastor**

President's Report

Reflecting on the last three years

President's Report

- Made difficult and major decisions
- Challenges strengthened and unified our community of faith
- Our attendance is rebounding, finances are sound, we have a significant reserve fund
- We are making positive changes to business operations using the talents of our members

President's Report 2

- **We have a lot left to do - staffing, facilities improvements, stewardship, capital campaign**
- **Responded to concerns about building security (Safety Operational and Training Plan)**
- **However, today's message is one of hope and encouragement**
- **That's because of Christ's guiding hand, our staff, and all of you as volunteers**

Change!

- **Change has provided opportunities to refine and refocus our staffing, missions, ministries, stewardship, and business practices**
- **With Pastor Kent's vision, we have reorganized council responsibilities to better support ministries, and ministry organizations**
- **Thanks to so many for your time and financial contributions!**

Community Outreach and Needs

- **In addition to serving our members and missions, we serve the greater community in many ways**
- **That also requires staff and many volunteers**
- **Thanks again to all of you!**

We are blessed

- Senior Pastor Kent - with a new vision
- Pastor Marty's unique strengths as Associate Pastor
- Pastor Rolf's compassionate care as Visitation Pastor
- John and our unique music program
- Dedicated and talented support staff
- Our council and ministry teams that work so well
- You, as faithful volunteers, make this all work

Thank You All!

- **Being on Council – You see the passion, and importance of lay leaders**
- **You get a picture of how this all comes together**
- **You are so important as faithful volunteers!**
- **You get to see the dedication of staff and the work that is unnoticed**
- **Council has been a blessing – difficult discussions handled with trust and respect**
- **Love God - Love your Neighbor– We are living that!**
- **The congregation is in good hands, building on a Christ-centered vision**
- **Still, there is a lot to do**

Naomi Tetzlaff - President Elect

- **Looking forward**
- **Priorities**

Moving Forward 26/27

- We are excited for the upcoming year
- Continuing the momentum from 2025/2026
- The new organ will be completed. Our worship experience will be enhanced and will give us an opportunity for community to experience RLC
- New schedule for worship and education/social time will allow more time to learn and get to know each other
- Look forward to growth in our Children, Youth and Family programs and the hiring of full-time staff position

Moving Forward 26/27-2

- **A stewardship-development plan and program is getting started**
- **There is work being done to update the constitution**
- **Ministry Teams and committees like Mission and Outreach and ONAM continue to work with our community partners**
- **We will continue using our building for the many activities of our community – Boy Scouts, AA, Cheerleading/Dance and AP testing to name a few**

Facilities and Campus Safety

- **“Our” Habitat House will provide affordable housing**
- **Carry out plans of campus safety**
- **Hire CYF Director and hospitality staff**
- **Respond to facilities and infrastructure needs: (heating plants, parking lots, roofs, preschool building decision)**

Priorities – a lot to do!

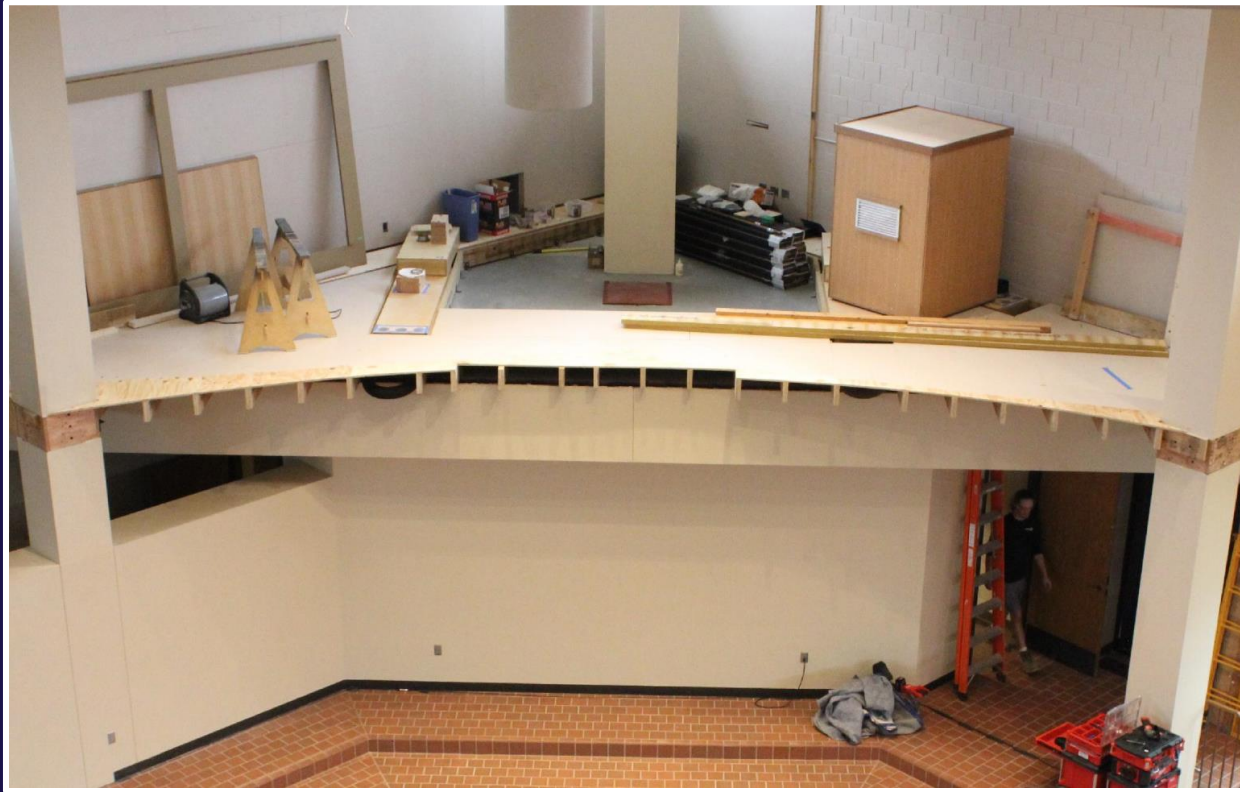
- Hire Children Youth and Family Director
- Hire Hospitality staff
- Address church building repairs and updates
- Work with the new council structure to meet congregational needs and growth
- Stewardship development to maintain a positive financial position
- Complete the update of the constitution
- Continue to work on our mission to Love God and Love our Neighbors.

Organ Project Team Report

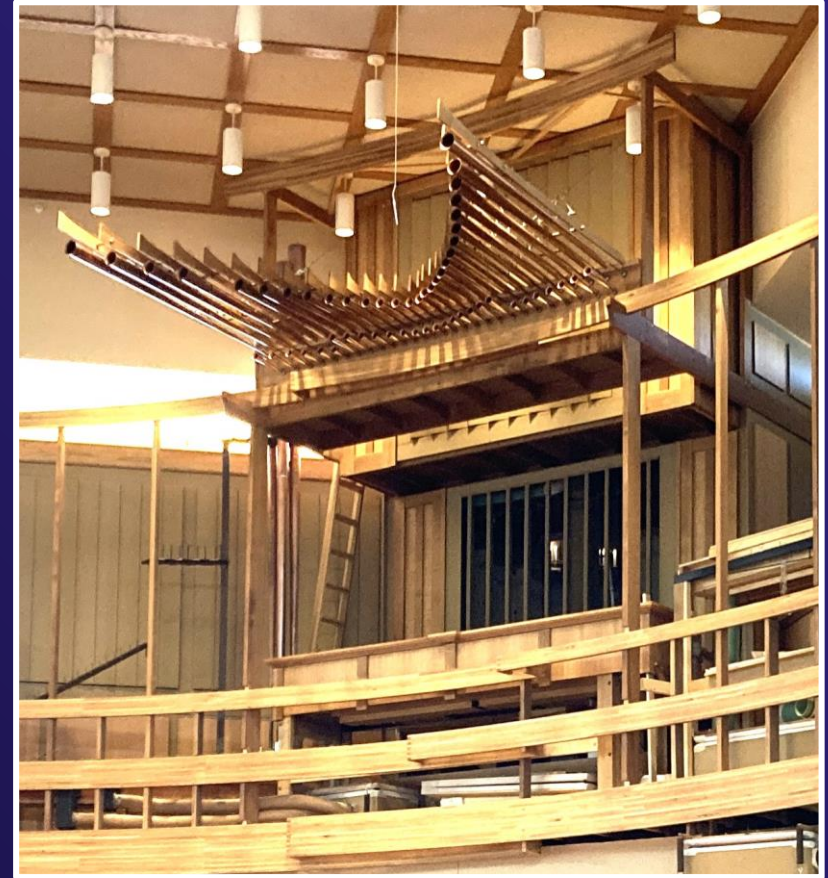
Julie Henry

Organ Project Team Report

Project Team: KJ Bach ~ John Helgen ~ Julie Henry ~ Scott Henry ~
Naomi Tetzlaff~ Dorothy Tostengard ~ Dr. Greg Peterson



June 2025



June 2026

What's Next?



- Remaining 7 windchests and 3200 pipes
- Finish tuning and voicing
- Use and play the organ
- Sign-off, acceptance, final payment

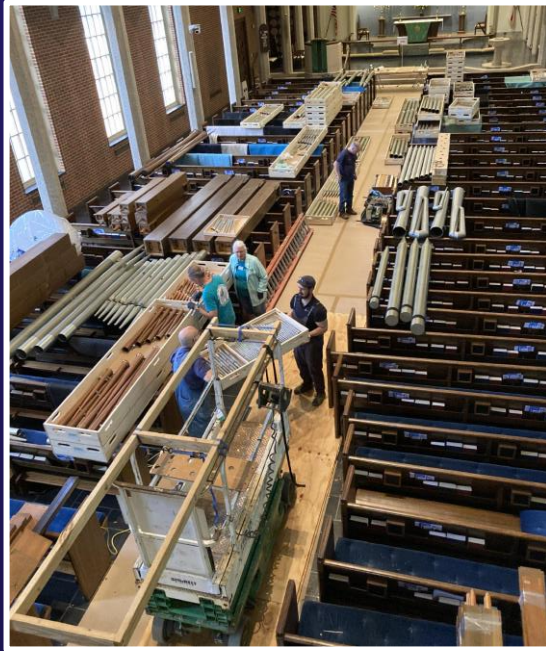
Ready for October 11 Event

Upcoming Organ Events

Oct 11	Metropolitan Symphony Orchestra
Nov 1	All Saints Celebration
Nov 15	Organ Dedication
Dec 12	National Lutheran Choir Concert
Dec 19	RLC Christmas Concert
Jan 30	National Lutheran Choir Tune-up
Feb 27	TCAGO Pipe Organ Discovery Day
May 15	Kenwood Symphony Orchestra

To Be Scheduled: recital by Dr. Gregory Peterson, organ recital series, collaborative Twin Cities American Guild of Organists events, hymn sings, guest choirs, RLC "Play the Organ", silent movie night with organ

RLC Volunteers = SUCCESS



Pastor Kent

Pastor Kent

Pastor Kent

ABIDING IN JESUS, BEARING FRUIT FOR THE KINGDOM

“I am the vine, you are the branches. Those who abide in me and I in them bear much fruit, because apart from me you can do nothing.”

John 15:5

Pastor Kent

New Sunday Schedule

8:30 am Worship

9:30 am Education and Fellowship

10:30 am Worship

- **Inspiring worship for all**
- **Faith formation and Christian education opportunities for all ages**
- **Fellowship to grow as a community**

Pastor Kent

- **Serving our Neighbors**
- **Faith formation and Christian education**
- **Growing our Staff**
- **“Stewardship for All Seasons”**
- **All-In Relational Ministry**
- **Thank you for being a blessing!**

Voting Results

MOTION: *Adjournment*

**Motion to adjourn the
RLC Annual Meeting**

VOTE: *Adjournment*

All in favor state “aye”

All opposed state “nay”

Closing Prayer

Pastor Kent

*Go in peace
and serve the Lord!*

Thanks be to God!

THESE SLIDES
NOT USED IN
PRESENTATION

Moving Forward

- **“Our” Habitat House will provide affordable housing**
- **Update and implementing our strategic plan to fit needs**
- **Increased our Missions and Outreach programs**
- **Grow our commitment to stewardship and giving**
- **Carry out plans for campus safety**

Reflecting on Last Year-1

- We are blessed to have more stability in our staffing, and thankful to have Nancy Johnson hired as Church Business Administrator.
- We celebrated our positive financial position by not having to have a pRAISE campaign.
- Hospitality hosted many events. Thank you Julie and Rich Wendland and all of those who volunteer to make those events happen.

Reflecting on Last year-2

- Properties committee works weekly, sometimes daily to help staff maintain building
- Our boiler/furnaces were able to be “fixed” to maintain for a couple of years.
- Pre school house was cleaned out and a successful rummage sale was organized.
- RLC responded to the needs of our community with the Monarca event hosted at RLC and the help with rent, food and transportation for our neighbors.
- Thank you to so many of our volunteers who have made the work of RLC possible.

We Move Forward 2

- **Respond to facilities and infrastructure needs (heating plans, parking lot, preschool building, roofs)**
- **Updating our constitution**
- **Refocusing our children, youth, and family programs and worship format**
- **Grow and utilize our members' talents through task forces to assist our mission and business practices**

July 2026

Roseville Lutheran Church Stmnt of Financial Position - As of July 31, 2026

8/29/2026

1 RLC Checking Account

2 Balance Per Bank Statement	\$72,674.79	
3 Deposits in Transit	\$3,000.00	
4 Outstanding Bank Withdrawals	\$1,003.01	
5 Outstanding Checks	\$4,821.92	
6 Temp Reconciliation (Paid Portico 2x's in July + EF correction)	\$3,503.71	\$3763.71-\$260
7 GL Bank Balance	\$73,353.57	

8 Checking Account	\$73,353.57	
9 Petty Cash	\$500.00	
9 Vanguard Money Market ERC (\$343,747.16), Ryan Ave (204,095.47)	\$1,178,515.53	
10 Cetera/Franklin Investment	\$0.00	
11 Total Cash Accounts	\$1,252,369.10	

Dedicated Funds

12 Properties Fund (includes Building, Site Beutification, Lively Landscapers)	\$108,085.07	
13 Education & Children's	\$695.71	
14 Worship & Music	\$20,776.73	
15 Stewardship/Memorials	\$380.00	
16 Christian Life	\$3,704.07	
17 Mission and Outreach	\$25,902.16	
18 Youth Ministries	\$10,975.41	
19 Other Restricted Funds by Donor	\$25.00	
20 Estate Gifts	\$0.00	
21 Summer Programming	\$780.00	
22 Mission Trips	\$11,440.67	
21 Contemplative Practices	\$3,916.83	
22 Christian Life Activities	\$28,294.30	
23 Youth Ministry Activities	\$22,509.93	
24 Endowment Fund Gifts and Grants	\$0.00	
25 Total Dedicated Funds (Organ, Reserve and Ryan Ave Funds listed separately)	\$237,485.88	

Organ Fund	\$106,444.93	
26 Reserve Fund (per finance committee 3/2025)	\$907,816.15	
27 Total Organ Fund and Reserve (including Ryan Ave Funds)	\$1,014,261.08	

28 Total Dedicated Funds	\$1,251,746.96	
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29 Funds in surplus/deficit of Dedicated Funds	\$622.14	\$0.00
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30**Summary of Unrestricted Cash**

31Funds in surplus/deficit of Dedicated Funds \$622.14

32Liabilities

33Operating Funds Assets	\$622.14
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See YTD Cash Flow Stmt to show reconciled

34**RLC Endowment**

35Endowment Fund NorthStar Checking	\$6,865.91
36Endowment Fund Vanguard Balanced Index Adm Fund (VBIAX)	\$852,222.32
37 Total Endowment Department 100	\$859,088.23

38 Total RLC Assets (Cash Accounts + Endowment Fund)	\$2,111,457.33
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RLC Receipts Analysis

Budget Vs. Actual	Actual	Budget	Excess (Deficit)	Actual % of Budget
July	118,819.03	85,937.82	32,881.21	138.26%
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
Total to Date	118,819.03	85,937.82	32,881.21	138.26%

YTD Cash Flow Statement

	Income	Expense	Gain/Loss	Cash on Hand
**Operating Ending balance as of 6/30/2026				61,011.64
July	118,463.55	178,853.05	(60,389.50)	622.14
August	0.00	0.00	0.00	
September	0.00	0.00	0.00	
October	0.00	0.00	0.00	
November	0.00	0.00	0.00	
December	0.00	0.00	0.00	
January	0.00	0.00	0.00	
February	0.00	0.00	0.00	
March	0.00	0.00	0.00	
April	0.00	0.00	0.00	
May	0.00	0.00	0.00	
June	0.00	0.00	0.00	
YTD Totals	118,463.55	178,853.05	(60,389.50)	

Comparison Information 2025/2026 Offering

	2026/2027 Offering	2025/2026 Offering	%	Increase (Decrease)
July	108,014.00	75,927.71	42.26%	32,086.29
August	0.00	92,401.13		
September	0.00	67,837.36		
October	0.00	82,391.43		
November	0.00	109,159.53		

December	0.00	120,093.52		
January	0.00	156,658.57		
February	0.00	114,043.36		
March	0.00	121,670.24		
April	0.00	78,427.00		
May	0.00	79,710.00		
June	0.00	66,453.00		
Total to Date	108,014.00	1,164,772.85		32,086.29

2025/2026 Offering to Date

75,927.71

42.26%

1 month

8.33%

Expense Summary

	Actual for Period	Monthly % of Yearly Budget	Actual YTD	Budget Annual	YTD % of Budget
Personnel	64,600.56	7.75%	64,600.56	833,025.00	7.75%
Program Ministries					
Worship and Prayer	1,474.00	8.35%	1,474.00	17,650.00	8.35%
Benevolence/Mission and Outreach	2,982.12	3.85%	2,982.12	77,500.00	3.85%
Justice & Congregational Learning	0.00	0.00%	0.00	6,500.00	0.00%
Education & Children	335.16	9.06%	335.16	3,700.00	9.06%
Youth and Family	0.00	0.00%	0.00	11,775.00	0.00%
Christian Life	599.75	2.07%	599.75	28,950.00	2.07%
Sustaining Ministries					
Stewardship	1,038.68	5.26%	1,038.68	19,750.00	5.26%
Administration & Finance	95,438.67	87.16%	95,438.67	109,500.00	87.16%
Congregation Council	0.00	0.00%	0.00	600.00	0.00%
Computer/Network	1,299.97	6.19%	1,299.97	21,000.00	6.19%
Human Resources	51.80	3.57%	51.80	1,450.00	3.57%
Office Support	1,008.11	7.20%	1,008.11	14,000.00	7.20%
Printing/Publications/Mailings	3,891.25	12.84%	3,891.25	30,300.00	12.84%
Communications	1,096.45	6.65%	1,096.45	16,500.00	6.65%
Properties/Buildings					
Utilities/Assessments	4,801.39	5.72%	4,801.39	83,884.00	5.72%
Cleaning & Maintenance	215.19	0.67%	215.19	32,200.00	0.67%
Grounds & Parking Lots	19.95	0.08%	19.95	24,700.00	0.08%
HVAC	0.00	0.00%	0.00	3,910.00	0.00%
Lighting	0.00	0.00%	0.00	500.00	0.00%
Security	0.00	0.00%	0.00	7,424.00	0.00%
Total Expenses	178,853.05	13.30%	178,853.05	1,344,818.00	13.30%

Comparison Information 2024/2025 Expenses

	2026/2027 Expenses	2025/2026	%	Increase (Decrease)
July	178,853.05	80,813.85	121.31%	98,039.20
August				0.00
September				0.00
October				0.00
November				0.00
December				0.00
January				0.00
February				0.00
March				0.00
April				0.00
May				0.00
June				0.00
Total to Date	178,853.05	80,813.85	121.31%	98,039.20
2025/2026 Expenses to Date		80,813.85	121.31%	

*InsurancePaid in Aug 25/26

Detail Ledger Report for July 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	16,531.80	
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	
Acct# 31520 2026 Memorial Gifts less than \$5000	2,150.00	
25/26 General Fund surplus funds per Finance Committee	134,192.03	
<u>Total Reserve Fund as of July 31, 2026</u>	<u>907,816.15</u>	

37290 Reserve Fund Totals:

Minutes Finance - August 19th - Attendees - Nancy, Carol, Mona, Naomi

1. Opening Prayer - Naomi
2. Finance reports - Nancy. We had a good July with 107,900 in general offerings. Reversing a trend down the prior 3 months. Total receipts up as well.
3. Organ committee fund/concerts - update. John and Julie to attend at a later date to discuss organ concert proceeds/funding.
4. Insurance update - - Nancy . Has been in discussion with HUB insurance company in July and they are still working on leveraging their contacts to get the best rate. Nancy sent in more requested information to HUB this week to work on getting back to primary market.
5. Review finance charter - no further action until Constitution is voted on at congregational meeting 8/23/2026.
6. Old Business
 - a. Reserve fund discussion- keeping 3 months of operating expenses in the reserve fund at all times. It is 270,000 dollars at this time - expenses averaging 90,000 per month.
 - b. Holding 50,000 from 2025/2026 surplus in reserve for 2026/2027 general fund
7. Date for next meeting - September 2026 - TBD by Sarah Richter/finance committee..
8. Adjourn - 6:40

Roseville Lutheran Church

Emergency and Safety Operations Plan (ESOP)

Draft—Updated, August 10, 2026 by Jim Stark
Needs Council approval and implementation
See the associated PowerPoint for training

TABLE OF CONTENTS

Table of Contents—page numbers to be added. Maps need to be added. (I’d propose that each heading be built into a PowerPoint module for training to specific groups. The groups are indicated in the document)

ADMINISTRATION (page numbers to be added)

- Purpose
- Limits of Liability
- Lines of Authority
- Procedures for Contacts with the Media
- After any Threat or Disaster

EMERGENCY CONTACT PROCEDURES

- General Emergency Procedure
- Emergency Notification Procedures

MEDICAL EMERGENCY PROCEDURES

- General Medical Emergency Procedures in the Facility
- Specific Medical Procedures for Ushers, Greeters and Staff and Lead Choir Members

EVACUATION, SEVERE WEATHER, FIRE, AND OTHER DISASTER PROCEDURES

- Facility Evacuation Procedures
- Procedures for a Severe Weather
- Procedures for Fire

THREATENING, HARRASING, CRIMINAL OR TERRORISTIC ACTIVITY PROCEDURES

- Procedures es for Active Shooter or Attack
- Procedures for Threatening Phone Call of Voice Mail
- Procedures for Harassing or Obscene Phone Call
- Procedures for Bomb threat call, text of email

BEHAVIORIAL CONCERN PROCEDURES

SAFETY TRAINING, PROCEDURES AND EQUIPMENT

RECOMMENDATIONS TO COUNCIL

TABLE TOP EXERCISES

Maps are not included in this draft. I found that the several maps in the previous draft interrupted the flow of the text. We can work on appropriate maps as we continue to make revisions and decisions. Each major heading should have a map showing the appropriate locations of things like First Aid kits, fire alarms, Fire Extinguishers, Pull stations, and Emergency Exits.

1) ADMINISTRATION

Purpose

The safety of our staff, members, and friends is a top priority for the congregation. Recent events in the community have focused our need to have an updated Emergency and Safety Operational Plan (ESOP) The purpose of this document is to outline plans to ensure the safety of those in the facility. This plan describes processes, training and signage needed to ensure the safety of those who use the facility. Preplanning is essential for minimizing adverse effects of an emergency or disaster. The following ESOP is designed to identify key procedures to help reduce the impact of an emergency or disaster.

Limits of Liability

Roseville Lutheran Church (RLC) of the Evangelical Church in America is not liable under any circumstances – including but not limited to negligence- for any special, consequential or incidental damages that may result from the use of these materials even if the Roseville Lutheran Church or a Roseville Lutheran Church authorized representative has been advised of the possibility of such damages. RLC is also not liable for damages or injury, including but not limited to damages or injury caused by the use of these materials, whether resulting, in whole or in part, from breach of contract, tortuous behavior, negligence, or otherwise. **Needs review by and attorney JRS**

Lines of Authority

Training Need: Staff

The Senior Pastor, or his/her designee, are responsible for the safety of the facility and those in the buildings. During business hours, there should always be a staff member in charge. This person should be known to staff in the Senior Pastor’s full-day, or greater, absence. In this document, that individual is referred to as the **Acting Staff Lead (ASL)**. The suggested lines of authority are as follows: Senior Pastor, Associate Pastor(s), Business Administrator, Facilities Manager, and Office

Administrator. After Business hours, safety and emergency concerns should be directed to 911. As is possible, the Senior Pastor, or ASL, should be informed of emergencies by phone, text message or email.

Procedures for Contacts with the Media

Training need: Staff

It generally is not advisable to contact the media regarding threats described in this document, or for criminal acts of vandalism, carried out or threatened. Only the Senior Pastor, or their designee, should speak to the media for the congregation. There are several reasons for not informing the media which may include:

- Preventing the likelihood of imitative behavior by another perpetrator
- Preventing offenders from feeling that their “handiwork” is being glorified by publicity
- Maintaining control over the situation in conjunction with authorities.

After any Threat or Disaster

- Follow the guidelines and directives of Roseville Police or Fire Department
- Follow the detailed guidelines in this document
- Inform the St Paul Area Synod
- Assess damage/status of church property
- If necessary, secure the church property. This means any broken windows or doors should be covered with plywood so that vandals cannot get inside. Holes in the roof should be covered with large tarps. Focus only on what it takes to make the buildings safe, sanitary and secure. Do not do more until the insurance company has been informed. Keep a journal of everything done; record the events with pictures and videos. These will be important documentation of the disaster and may be useful in obtaining more help and materials when needed. Use cell phones to take videos.
- Secure a temporary place of worship, if necessary.
- After the insurance assessment has been done, coordinate repairs to the church property
 - o Insurance claims should only be submitted by the Business Administrator with consultation form the Senior Pastor and council

2) EMERGENCY CONTACT PROCEDURES

General Emergency Procedure

Training: Yearly training for staff, ushers, greeters, council, choir and worship choir leads, committee and task force leads, non RCL organization leads.

- Remain calm, use common sense, communicate confidence
- Assess the situation quickly
- Decisions should be made by the Acting Staff Leader (ASL) during business hours
- The safety of people must be uppermost, error on the side of safety, account for everyone if possible
- Seek advice from staff or lead volunteers, if available—see the contact list in this document
- Call 911 at your discretion. Error on the side of safety.
- Evacuate the facility if needed—follow the evacuation plan in this document
- Order shelter-in-place if the situation warrants
- Order movement to severe weather safe places, if necessary
- Pull the fire alarm when there is a fire
- Account for everyone in the building, if possible
- Inform the ASL, if possible
- All of these decisions need to be discretionary and made by the staff/volunteer-in-charge of by trusted volunteers
- Stop

Emergency Notification Procedures

Training need: Yearly review for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, and non-RLC organizational lead

Use the following emergency phone numbers for any situation that presents a danger to people or to the security of property. For medical or other safety emergencies, call 911 or the appropriate emergency numbers listed below. During business hours, contact the ASL and/or 911, based on your assessment of the situation. Error on the side of safety.

- Identify yourself, the type of emergency, and the specific location of the emergency. Give the street address (1215 Roselawn Ave W, Roseville, MN 55113). If the emergency is on the upper level, tell them to enter from the Ryan Avenue upper parking lot (Door 2).
- Describe what has occurred--be concise and factual
- Describe injuries or fatalities--Identify immediate help needed
- Send a trusted person to the appropriate entrance to meet the emergency responders. Have that person guide responders to the appropriate location.
- When calling, stay on the phone until the ASL/staff member/operator/agent advises you to hang up
- Contact or leave a message with the ASL
- Other emergency instructions are in this document or on the facility emergency signage

Local Emergency Numbers
Ambulance: 911
Fire (Emergency): 911
Roseville Fire (Non-emergency): 651-792-7009
Gas Leaks: 800-895-4999
Electrical Outage: 800-859-4999
Poison Information Center: MN 800-222-1222
Police (emergency): 911
Police (non-emergency): 651-767-0640
Rape/Victim Services: 800-656-4673
Homeland Security: 202-282-8000
Water: 651-792- 7004 After Hours: 651-767-0640

Your Location’s Emergency Contact List		
Individuals who should be contacted in an emergency are:		
Name	Work Number	Mobile Number
1. Kent Claussen Gubrud	651-487-7752, ext 223	612-479-9243
2. Bob Zismer	651-487-7752, ext 210	612-616-4875
3. Marty Wyatt	651-487-7752, ext 224	763-742-9609
4. Nancy Johnson	651-487-7752, ext 203	612-840-1557

3) MEDICAL EMERGENCY PROCEDURES

General Medical Emergency Procedures in the Facility

Training needs: yearly training for staff, lead volunteers

- Announce, ask for help, from medical professionals in attendance.
- Follow the advice of available medical professionals
- If there are no medical professionals, call 911. Use your discretion. Error on the side of safety,
- When you call 911, identify yourself, the type of emergency, and the specific location of the emergency.

Give the street address (1215 Roselawn Ave W, Roseville, MN 55113). If the emergency is on the upper level, tell them to enter from the Ryan Avenue upper parking lot (Door 2).

- Describe the known or suspected injuries or fatalities--Identify immediate help needed
- Send someone to the appropriate entrance to meet the emergency responders and guide them into the building
- Stay on the phone until the agent advises you to hang up
- Have someone notify the ASL using the emergency contact list.
- Use the First Aid kits or the AED—see the emergency signage

Specific Medical Procedures for Ushers, Greeters and Staff and Lead Choir Members

Training need: Staff, ushers, greetings and choir and worship band leads

Prior to an event:

- Identify the Acting Staff Lead
- Identify staff at the welcome desk
- Identify the lead usher
- Know the location of all exits, the AED/defibrator and first aid kits.
- Have cell phone available and on mute
- In any event remain calm, call 911 as soon as possible
- Follow the other procedures in this document as necessary

In the event of any medical emergency:

- Announce, ask for the assistance, from medical professionals in attendance
- Follow the advice of medical professionals
- No medical professionals? call 911. Use your discretion. Error on the side of safety
- No medical professionals: Identify a point person (head usher for example).
- The lead would stay with the person and direct others until medical help arrivrs
- When you call 911, identify yourself, the type of emergency, and the specific location of the emergency.
- Describe the known or suspected injuries or fatalities--Identify immediate help needed
- Send someone to the appropriate entrance to meet the emergency responders and guide them into the building
- Have someone notify the ASL using the emergency contact list.
- Set up a privacy screen that are in the usher closet
- Stay on the phone until the agent advises you to hang up
- Use the First Aid kits and AED/defibulator—see the emergency signage
- Give the street address (1215 Roselawn Ave W, Roseville, MN 55113). If the emergency is on the upper level, tell them to enter from the Ryan Avenue upper Parking Lot (Door 2).

4) EVACUATION, SEVERE WEATHER, FIRE, AND OTHER DISASTER PROCEDURES

Facility Evacuation Procedures

Training need: Yearly training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non RCL organization leads)

- Depending on circumstances, the first and most important decision is whether to shelter-in-place or evacuate
- Evacuation or shelter-in-place instructions should be provided over the intercom
- In the event of a fire, evacuate the building and pull the fire alarm

- In any emergency, call 911 as soon as possible
- Follow exit signs and proceed briskly, without running, go to the pre-set location--Bruce Russel Park.
- In case of an active shooter, relocate to St Rose of Lima Church, 2048 Hamline Ave, Roseville MN
- After evacuation, at the relocation site-- account for everyone who was in the building, if possible
- Secure the facility after evacuation, if that can be done safely
- Make appropriate calls to staff and families, after consultation with the ASL
- Attend to minor injuries.

Procedures for a Severe Weather

Training Need: Yearly refresher training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non RCL organization leads

A weather threat is our greatest natural disaster risk. Spring and summer are the tornado season. They're most likely to happen between 3 and 9 p.m. Should threatening weather conditions develop, rely on Roseville's weather sirens, mass media, or social media. Also consider weather alert radios (NOAA radio Freq162.550), cell phone alerts and television (Comcast cable channel 7, the Weather Channel or public television or radio) to monitor the provided severity of the weather.

A tornado watch means that weather conditions are favorable to the formation of tornadoes. A tornado warning means that a tornado has been sighted in the area. If the Weather Service issues a severe weather or tornado warning for your immediate area follow these procedures:

- Warn everyone in the building to meet in the storm shelter, use the intercom
- Close all doors; stay away from windows. Best to shelter in the lower level Social Hall & rooms off of the hallway.
- During severe weather, the City of Roseville sounds emergency weather alarm sirens. If you hear the sirens, beckon those who are outside to come in and to meet in the storm shelter area. See the posted maps in the facility or in this document. The blue diagonal lines indicate storm shelter areas. Everyone should fit in the hallway by Rms 45a-c If not, use rooms 43, 40, the Music Room, all four bathrooms on the lower level and then, if necessary, use the Social Hall.
- If you are unable to make it to the lower-level storm shelters, direct individuals to the storm shelters on the upper level. The best place would be the internal staff offices followed by the north and south lounge.
- A flashlight and battery-powered radio are available in room 45a-c.
- Remain sheltered until an all-clear is given by the National Weather Service
- When you receive the all-clear, make sure everyone is safe—account for everyone if possible

Procedures for Fire

Training needs: yearly refresher training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non RCL organization leads

- Remain calm
- Activate fire alarms with a Fire Pull Station. The fire doors will close automatically. However, you will still be able to exit
- Call 911 and the Fire Department
- Exit the building at the closest door. Follow the evacuation plan. Consult signage if necessary.
- Assemble in Bruce Russell Park, as far away as possible from the building, wait for further instructions
- If another point of assembly is needed (cold weather for example) the relocation point is St Rose of Lima Church, 2048 Hamline Ave N. Phone 651-488-7991.

5) THREATENING, HARRASING, CRIMINAL OR TERRORISTIC ACTIVITY PROCEDURES

Procedures for Active Shooter or an Attack

Training need: yearly refresher training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non RLC organization leads

When a hostile person(s) is potentially causing deadly harm, your priorities are to Run, Hide, and Fight. If there is an active shooter, find cover and protect yourself—use pews if needed. Do not call or identify any law enforcement officers. Look for possible avenues of exit, including windows. Be aware of possibilities (power failures, black outs, fires) and be prepared to act.

Run: If you think you can safely make it out of the building. If you decide to run, do not run in a straight line. Keep objects between you and the hostile person(s)--use trees, vehicles or other objects to block your view from the attacker. When away from the immediate area of danger, summon help any way you can and warn others. Call 911. Assemble at St Rose Catholic Church, 2048 Hamline Ave, Roseville, MN

Hide: If you decide to hide, make sure it is in a well-hidden space or you may be found as the intruder moves through the building. If possible, lock yourself in the room you are in. In rooms without locks, barricade yourself in the room with tables, chairs or other objects. Lock the window and close blinds or curtains. Stay away from windows. Turn off lights and audio equipment. If communication is available, call 911. Do not open the door unless you are certain the person wanting access is an authority. Don't talk, remain quiet and stay calm. **Do not sound the fire alarm**—Fire alarms signal occupants in rooms to evacuate the building and place them in potential harm.

Fight: If caught in an open area, you may need to fight back. This is dangerous, but may be your only option. If you are caught by the intruder and are not going to fight back, follow their directions. Don't look the intruder in the eye. Once law enforcement arrives, obey their commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

In the event of a hostage situation, do not identify law enforcement officers in the facility.

Procedures for Threatening Phone Call or Voice Mail

Training need: yearly for staff, and office volunteers

Be calm; do not argue with or agitate the caller. Listen. Stay on the line, if possible, and ask the following questions:

- Who are you?
- Who would you like to speak to?
- Would you like to speak to a pastor?
- When are you going to carry out the threat?

- Why are you going to do this?
- How are you going to do this?

As you are speaking, attempt to get the attention of the ASL, staff, or a trusted volunteer. At your discretion, have them call 911 and report to the ASL while you remain on the phone. After the phone call is terminated, document the incident with as many details as you can recall about the conversation and the caller. The ASL should:

- Make the decision to evacuate (see evacuation instructions)
- Notify the police
- Advise all staff members of the threat
- Designate a staff person to meet the police, if necessary.

Procedures for Harassing or Obscene Phone Call

Training need: staff and office volunteers

All threatening phone calls are to be taken seriously. Follow these guidelines:

- Hang up immediately.
- If the calls continue, transfer them to the ASL The ASL should:
 - o Call the police, file a report and receive a report number
 - o After the phone call is terminated, document the incident with as many details as you can recall about the conversation and the caller.
 - o If the calls continue, log the date and time, sex of the caller, what was said and any distinctive caller characteristics
 - o Call the telephone company to arrange a trace put on the phone, Consult with the policy. If authorized, carry out the telephone company's instructions

Procedures for Bomb Threat Call, Text or Email

Training need: Yearly for staff, and office volunteers

- Be calm and courteous.
- Listen and take notes.
- As you are on the phone, try to gain the attention of the ASL or other staff. Decide whether to call 911.
- Inform the ASL
- If possible, ask the following questions while on the phone:
 - o Who are you?
 - o When will the bomb go off?
 - o Where is the bomb located?
 - o What kind of bomb is it?
 - o What does it look like?
 - o Why did you place the bomb?
 - o Who are you?

When informed, the ASL should immediately:

- Decide whether to evacuate the building using the evacuation plan
- Notify the police by calling 911
- Advise staff and volunteers/guests not to touch anything suspicious
- Designate a staff person to meet the police at the appropriate door (Upper or lower) Whenever the police or fire staff arrive at a building, they may want to meet with the ASL to see floor plans and utility locations. The ASLs should be aware of the locations of these plans.
 - After the phone call is terminated, document the incident with as many details as you can about the conversation and the caller

6) BEHAVIORIAL CONCERN PROCEDURES

Procedures for Visitor Showing Behavior of Concern

Training need: Yearly training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non RCL organization leads

Follow these procedures when the behavior of a member, or visitor, is of concern during worship or during another church event. Discretion is needed:

- Notify the ASL or staff—seek their advice
- If necessary, approach and greet the person. Be polite, ask if they need assistance.
- Ask if you can call someone for them.
- If concerns persist, and the person seems threatening, call 911

7) SAFETY TRAINING, PROCEDURES AND EQUIPMENT

Safety training (See the suggested training list for each procedure)

Procedures, Assure that:

1. training is conducted at the appropriate schedule for each procedure
2. new volunteers are encouraged to view appropriate training modules.
3. fire drills and weather drills are conducted at least yearly
4. phone numbers in this document are checked & updated at least yearly.
5. staff members and key volunteers know the location of fire extinguishers and how to use them.
6. critical computer data is stored off-site at least weekly.

Walk-throughs, assure that:

7. evacuation routes are clearly marked.
8. stairwells and hallways are not obstructed by stored items.
9. there are no combustibles in stairwells.
10. AEDs and fire extinguishers are unobstructed

- 11. that utility shut-offs are unobstructed and clearly marked.

Utility Shut-offs. Assure that:

- 12. staff, key volunteers have access to and know how to shut off utilities and air intake in an emergency.
- 13. selected staff, key volunteers know what conditions require turning off utilities.

Training: Assure that:

- staff members and key volunteers are briefed on this ESOP.
- an adequate number of ushers or staff know how to do CPR
- There is emergency drill included in this manual are addressed annually
- general First Aid education is provided annually
- education on how to use a fire extinguisher is provided annually

Emergency Supplies and Equipment

The following emergency items are available and can be found at the following locations?

- Battery-powered commercial radio
- NOAA weather radio with S.A.M.E. capability
- extra batteries
- flashlight
- water
- food
- First Aid kit
- whistle to signal for help
- dust or filter masks
- moist towelettes for sanitation
- wrench or pliers to shut off utilities
- plastic sheeting and duct tape to “seal the room”
- garbage bags and plastic ties for personal sanitation.
- Hazardous Materials Pocket Guide

8) RECOMMENDATIONS FOR COUNCIL

- Update maps within the facility
- Establish an emergency information sheet for non-RLC meeting contacts as part of the building use document
- Create an ‘Emergency Procedures’ document to be posted in all meeting rooms of basic activities to follow.
- Voice message and website should state that, after hours, emergency call should be directed to 911.
- Provide training to staff and key volunteers annually
- Install an all-facility intercom
- Have training PowerPoint modules for new staff and new volunteers, focused on specifics to each group
- Create a process to have an acting staff lead (ASL) in charge during business hours

STOP HERE

TABLE TOP EXERCISES

Stop here for now

Jim Suggests that the crossed-out materials are not needed in this document. Possibly elsewhere?

~~Special Care For Persons With Special Needs during RLC activities~~

~~If your church has special care ministries or a Stephens Ministry program, they provide shepherding within your local church. In a crisis, they may wish to expand their focus to include persons beyond the congregation.~~

~~Your church should keep a list of the congregations’ needy including persons confined to their bed or restricted by a wheelchair or walker and persons who would need assistance in providing more than basic care for themselves. Reach out to them now. Recruit volunteers to help care for them until family members can take over or aid in evacuation.~~

~~Identify Needs Within the Congregation (is this section appropriate? Is this appropriate with privacy concerns?) I don’t think this secation is needed, Howevver we mayt need a secrion about visitors with special needs that present disrubptions during worship.~~

~~The first level of response is to the (your church) add the name of the church. RLCongregation, then the community and then the state. The existing church directory (not public accessible, only staff have access thru Shelby software) is a list of the congregation and will be used by the PERSON IN CHARGE’s delegate to contact all of the congregation and then report back to the PERSON IN CHARGE regarding the specific needs following a disaster.~~

- ~~1. After a storm or other disaster (your church name) make this specific to RLCwill concentrate on person-to-person contacts to identify conditions and needs. The calling process:
 - ~~a. Sections of the membership list are assigned to a leader who then contacts those persons on his/her list.~~
 - ~~b. If the person called does not answer, the caller continues until someone is reached and the list is complete. If someone should definitely be at home and there is no answer, the caller should go check on that person or family. It is important to keep calling until all have been reached.~~
 - ~~c. Record the person's response, noting if there are injuries, crises, and special needs and if the home is habitable. Use the following questions to glean a better understanding of urgency and needs:
 - ~~i. Do you have any damage to your home?~~
 - ~~ii. Do you need help? What are your needs?~~
 - ~~iii. Can you continue living in your home? Do you have a place to stay?~~
 - ~~iv. Are your driveway and doors clear?~~
 - ~~v. It is recommended that you contact your insurance company and take photos.~~
 - ~~vi. Do you know what agencies to contact for help?~~
 - ~~vii. If you are okay, are you willing to offer help to others and if so, what type?~~~~
 - ~~d. Contact the emergency post by phone or in person immediately and report your findings.~~~~
- ~~2. If the disaster is a severe enough, the state or county agency responsible for disaster will probably appoint a local relief agency to coordinate a response to help local homeowners with making their homes safe, sanitary, and secure. It is important that we urge our congregation's homeowners to work with that agency to get prioritized once the protocol becomes clear.~~
- ~~3. The Roseville Lutheran Church has several Early Response Teams of volunteers. They will be routed and organized by the Conference Disaster Response Coordinator.(who are these people and where is the contact info kept?)~~

Use of Roseville Lutheran Church as a Shelter

If the church is offered to be a designated emergency shelter, the Roseville Lutheran Church recommends the American Red Cross inspects the building and facilities and either accept or reject it as a shelter. However, state law allows every county and major city to designate and use any facility they name as a shelter. As an approved Red Cross Shelter, the Red Cross will take control of the church facility and after the imminent danger has passed, volunteers will take over and they will operate as needed from the church.

It is highly recommended that the church not open as a shelter independently. When working with an approved agency such as the Red Cross, any damage to church property caused by the shelter residents will be reimbursed by that agency. Additionally, all liability incurred by residents will be covered by the agency.

The Church As A Spiritual Center

If the church is not heavily damaged and is safe to occupy, it must remain open as a spiritual center. Even if the whole area is demolished, there will be a need to conduct some sort of Sunday/Worship Service. It may be for prayer, for gathering to see who and what is still standing, for information passing and for just what ever is necessary. But, the service must be held in the face of all odds, the people will need it and they will depend on it.

The church will become the local spiritual center as well as the focal point of any response/recovery efforts. The churches outside the affected area will be the rallying point for volunteers, supplies, administration, and prayer vigils. Keep the doors open to the spiritual refuge.

In the event that the church facilities are declared unsafe for any reason, the pastor and available members of the Church Council will select a site where worship can be held. If the church should fall victim to the disaster and not be safe for occupancy or remain only as a pile of holy rubble, at least find a tree, tent or awning to gather under. Set up a homemade altar and make a cross to adorn it. The pastor and the victims will need this Holy Ground to turn to at this time.

Take the time before an emergency or some disaster strikes to covenant with other churches, including other denominations, so that you may enjoy that cooperative atmosphere in the wake of some disaster. The covenant with other churches will make your program stronger and more efficient especially when outside help is days or weeks away.

With the RLC's Google Workspace are the software and data accessible through a remote connection (working from home or from another internet connected facility, e.g. nearby church, office building?), the day-to-day data operations of RLC could continue. Printing facilities would need to be borrowed or procured.

All of this document assumes that staff is present while the church facility is in use. Often there are groups at RLC when there is no staff or designated volunteers. Disaster and emergency situations can happen at any time.

Training for volunteers needs to include instructions to defer all communications to the pastors or appropriate church representative, not the volunteer.

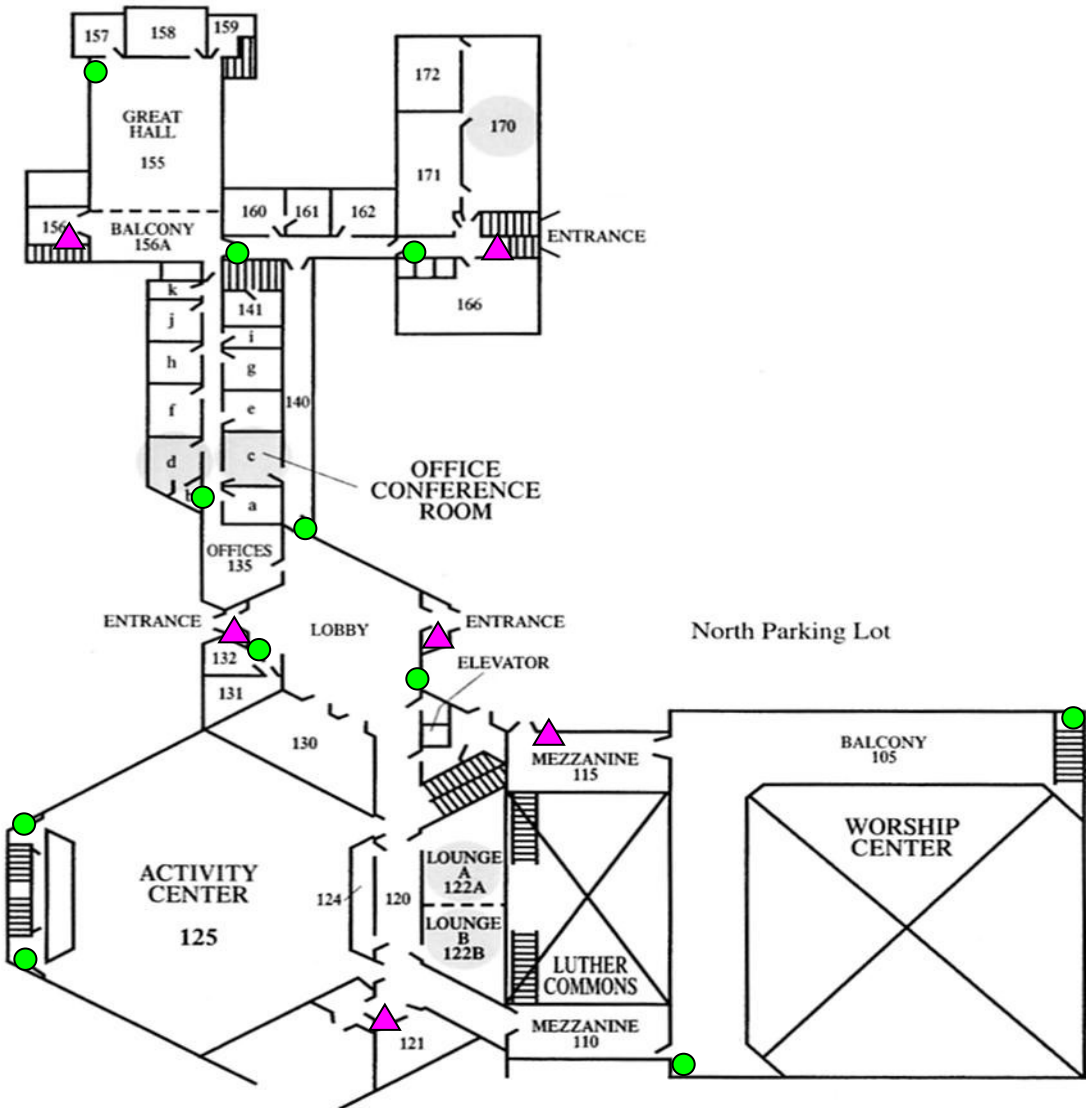
Also privacy concerns - questions from other members of the church about who/what

Could there be a very generic streamlined emergency plan by the door of each room or at least the rooms that are frequently used by outside agencies.

Resource maps to be updated and added to each section, as appropriate.

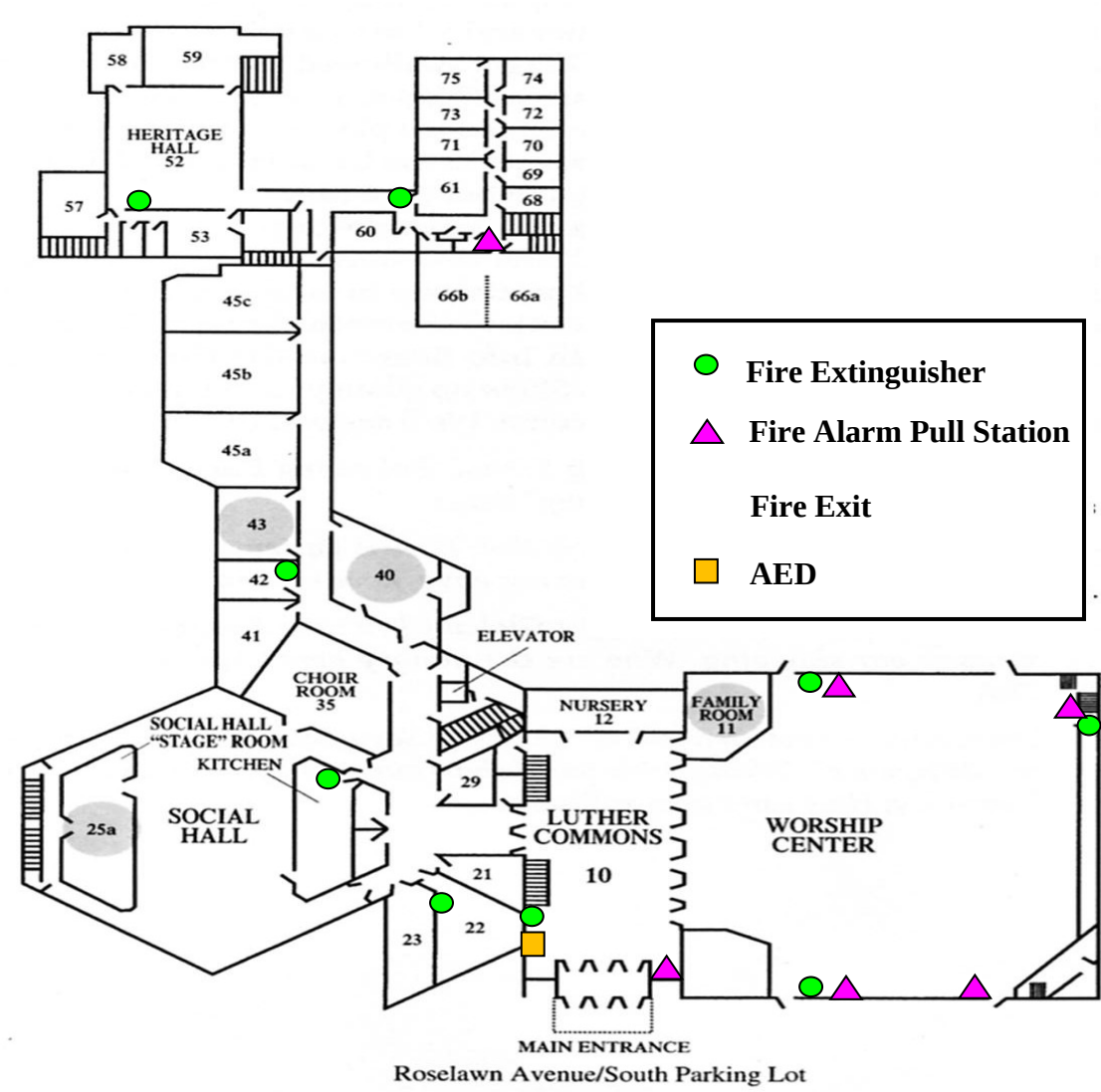
MAP #1 (Add Door #3 a fire exit?)

Upper Level Rooms



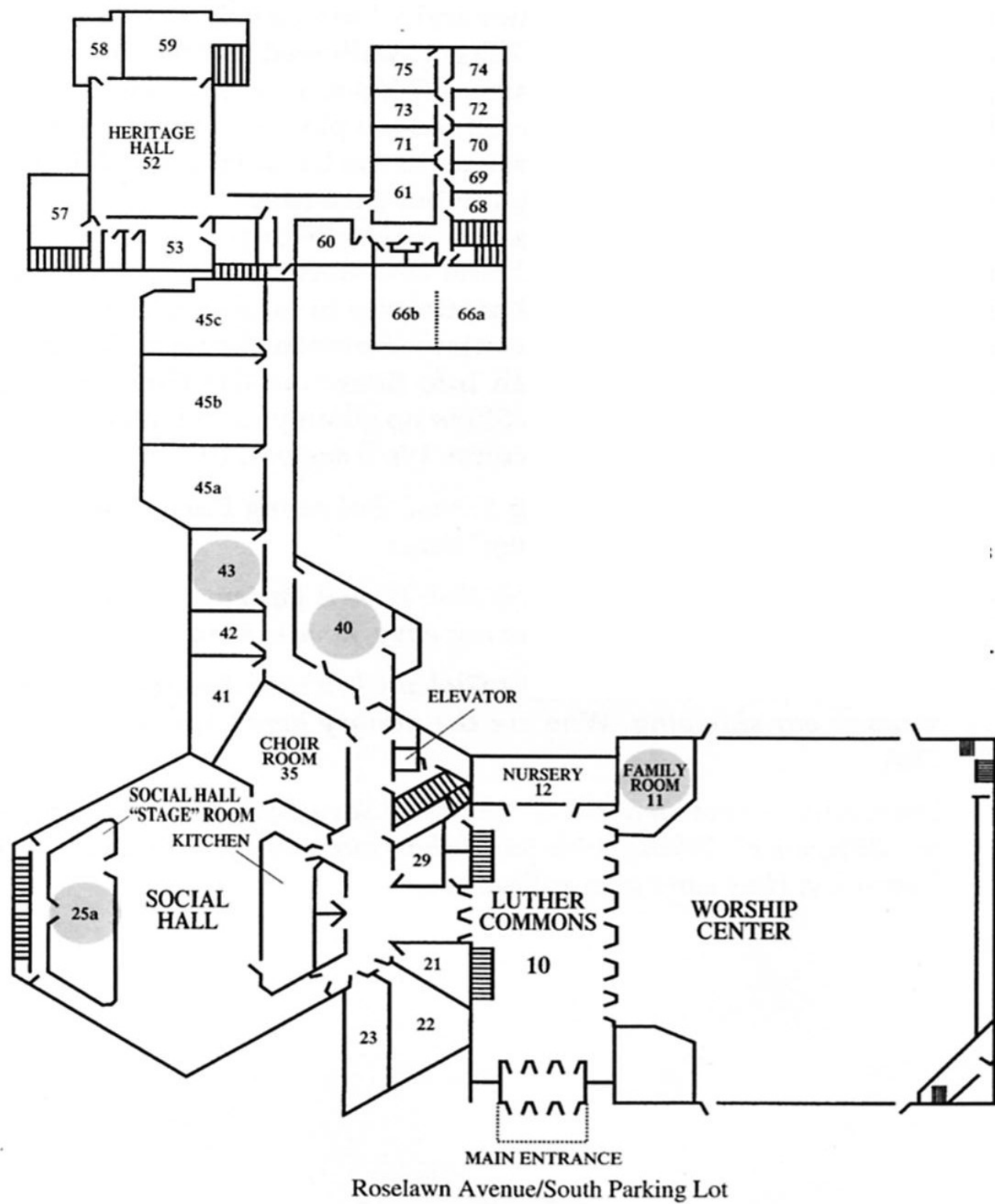
Show locations of fire extinguishers on the following map. They should not be locked (room 42 and 22?)

Lower Level Rooms

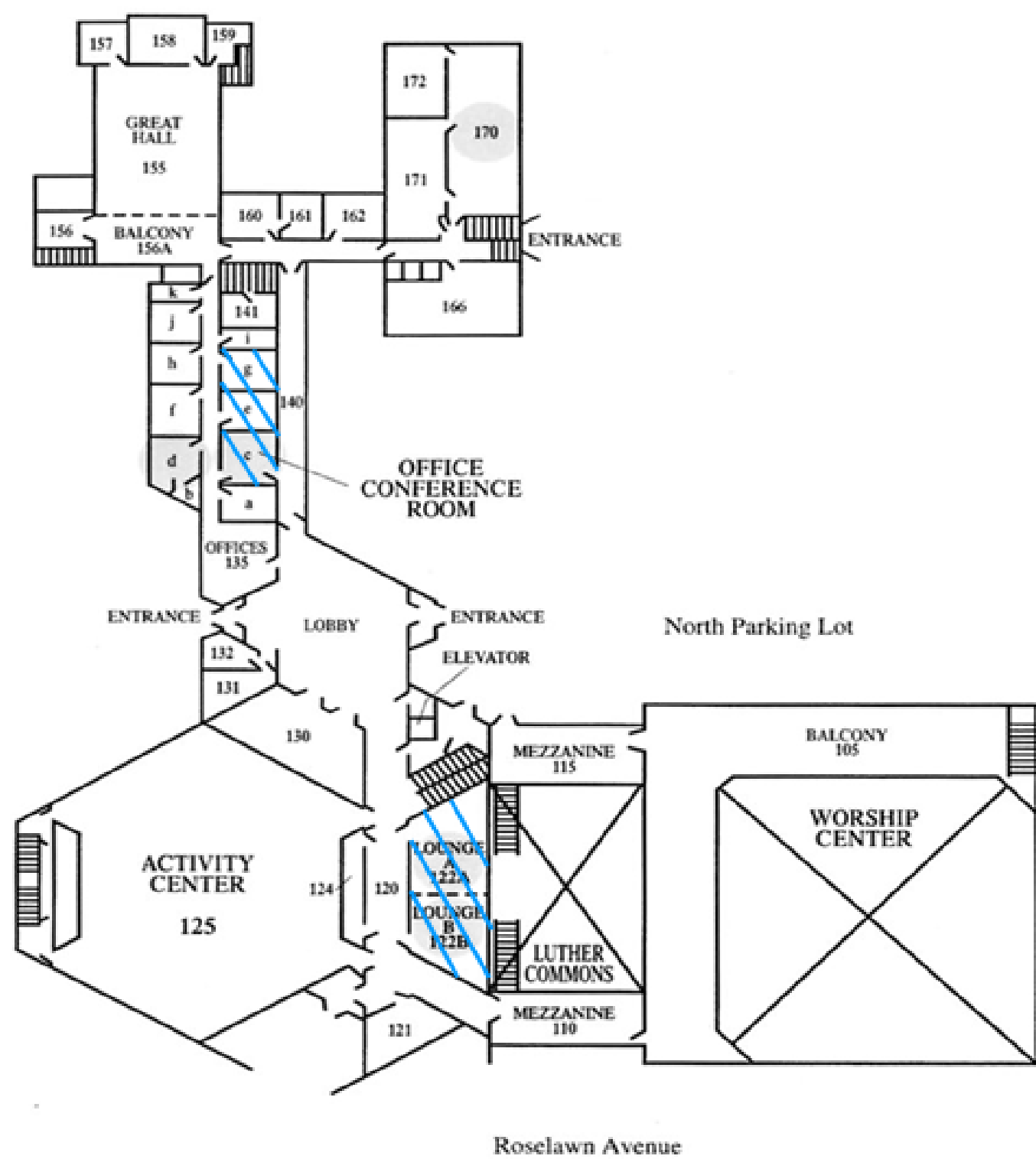


SEVERE WEATHER Threat

MAP #2 Lower Level Rooms



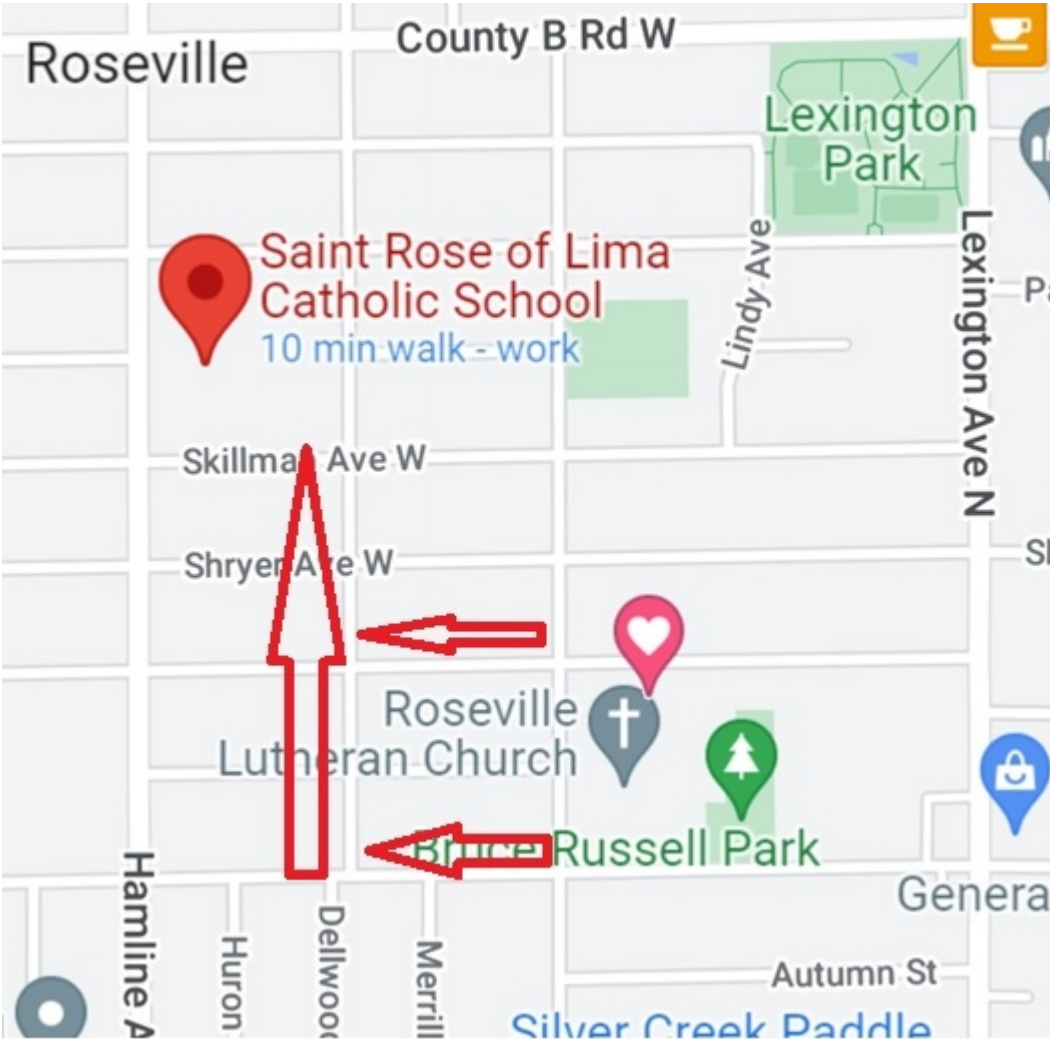
Upper Level Rooms



II. General Emergency and Evacuation Proedures

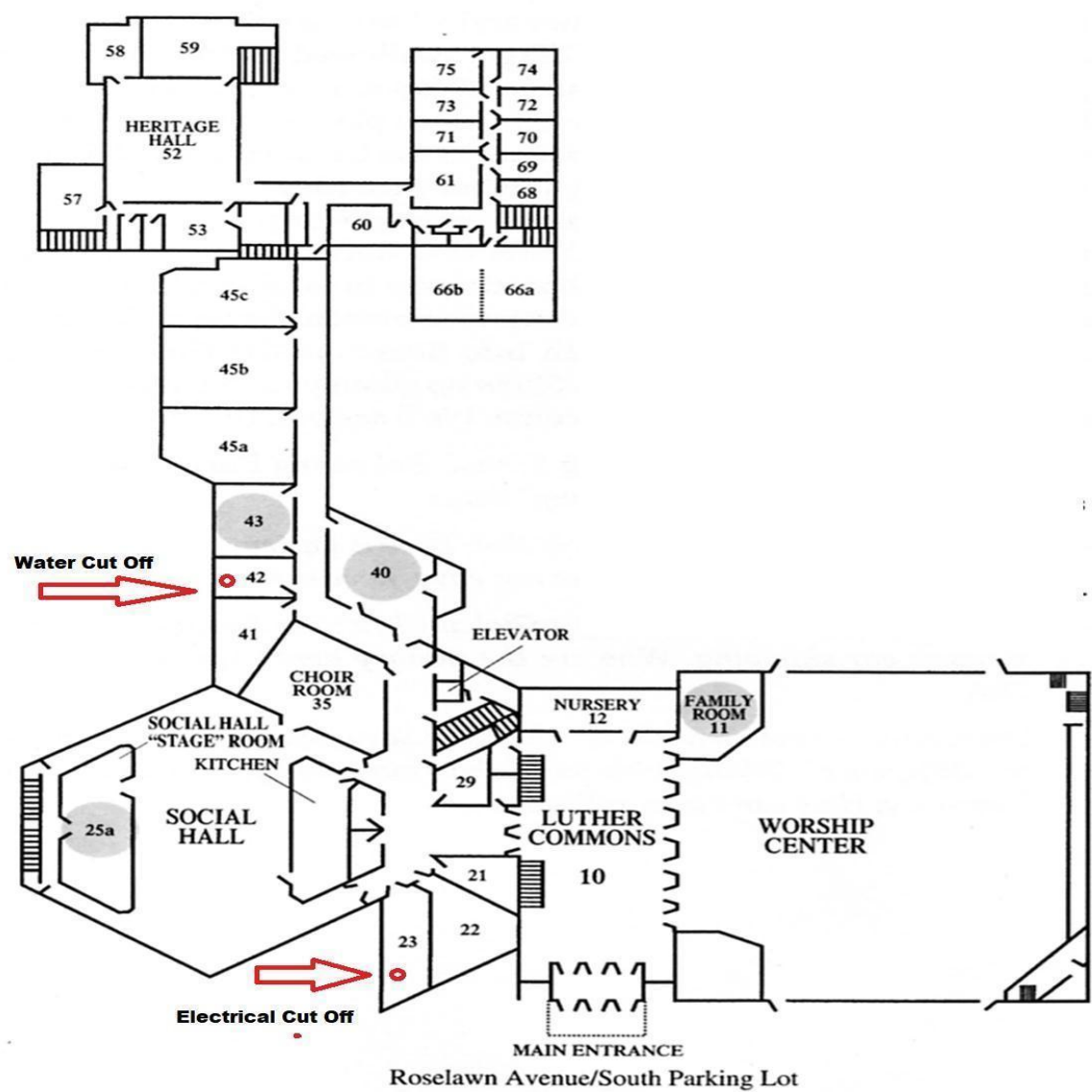


Relocation Point 2



VI. Map of Utility Cut-offs (gas meter needs to be marked on this map. The ‘water shutoff’ marked is for the fire suppression system (sprinklers). Main water shutoff is in Facilities Mgr’s office near the electrical shutoff.)

Lower Level
Room locator map



—Part 2 Church Tabletop Exercise *The task force should review and discuss the table top exercises,*

Introduction
Purpose

The purpose of the Tornado Exercise is to provide local churches with an opportunity to evaluate current response concepts, plans, and capabilities for response to a tornado with damage causing utility outages, hazardous chemical releases, debris hazards, displacement of single and multiple family homes and transportation disruption in your city. The exercise will focus on coordination and critical decision making for providing leadership, pre-planning for contingencies, and initiating active and reactive efforts geared to saving lives, providing services, and informing the church community during this type of natural disaster.

Scope

- The scope of the Tornado Exercise is to test and evaluate the following emergency functions:
- Warning/Evacuation
 - Communication
 - Crowd control
 - Medical emergency mitigation
 - Constraints hindering effective/prompt/successful actions
 - Youth – safety and care
 - Special populations
 - Resources available for assistance

Overall Objectives

Objectives are aimed at gaining an understanding of the concept, identifying opportunities or problems, and/or achieving a change in attitude. The Tornado Exercise has been developed to reflect ongoing activities and the following specific objectives:

- 1. Determine strengths and weaknesses in the local preparation.*
- 2. Identify critical issues and potential solutions.*
- 3. Evaluate communication systems protocols and determine their adequacy.*
- 4. Evaluate the local decision-making process and identify areas needing refinements.*
- 5. Identify key actions to be taken and by whom.*
- 6. Determine if church’s safety issues (shelter in place vs. evacuation, etc) have been adequately addressed in the Master Emergency Operations Plan (MEOP).*

How the Game is Played

The Tornado Exercise is a facilitated Tabletop. Ideally, a large group of church members and staff will participate and be subdivided into small groups (6 to 12 participants). Participants will respond to two distinct response situations:

Module 1 -Warning

Module 2 - Notification and Response

Each module begins with a situation briefing. Subsequently, participants will be asked questions by the facilitator. Participants will provide information regarding activities they would or should be doing at the time. Each module ends with a plenary session.

At the end of each module, exercise facilitators will moderate a discussion among participants designed to highlight key elements of each response phase and share the thoughts of the various small groups. Facilitators will then introduce the next module.

Roles and Responsibilities

Participants *respond to the situation presented based upon knowledge of current plans and procedures in place, and insights derived from any training they may have had.*

Facilitators *provide situation updates and moderate discussions.*

Assumptions / Artificialities

In any exercise, some assumptions or artificialities are necessary to complete play in the time allotted. During the Tornado Exercise, the following apply:

- The scenario is plausible, and events occur as they are presented.*
- There are no “hidden agendas” or trick questions.*
- All participants receive information at the same time.*

Exercise Rules

1. ***There is no textbook solution.*** Varying viewpoints, even disagreements, are expected. This is intended to be a ***safe, open, and stress-free environment.***
2. *Respond based on your knowledge of current plans and capabilities (e.g., you may use only existing assets.)*
3. *You are not limited by positions or policies. Make your best decision based on the circumstances presented.*
4. *Decisions are not precedent setting and may not reflect the church’s final position on a given issue. This is an opportunity to discuss and present multiple options and possible solutions.*
5. *Assume cooperation and support from first responders and agencies.*
6. *The situation updates, written materials and resources serve as the basis for discussion.*

Schedule of Events

Tabletop Engagement-Module 1 Warning

Discussion at the Tables

Group Presentations of Findings

. Module 2 Notification and Response

Discussion at the Tables

Group Presentations of Findings

. Summary of Actions and Closing Comments

After Action Report sent via E-Mail (this should be a report of your opinions, decisions, discussions – as well as a “to-do list” of changes to be made, procedures and practices to be implemented, as a result of this exercise)

Module 1 Warning

Sunday morning

February 26, 2006 – 8:00 a.m. - Weather

The local weather forecast is predicting severe thunderstorms. By 8 a.m. the National Weather Service has issued a tornado watch for *YOUR* county and the *YOUR* city until 2 p.m. that afternoon. It is an over-cast day with warm moist winds blowing 20-30 mph from the south, southeast. The current temperature is in the lower 70’s, but is expected to drop drastically tonight after a Canadian cold front comes through.

10:00 a.m. – Severe Thunderstorm Warning

A severe thunderstorm warning has been placed into effect until 12:00 noon; the SKYWARN net (a group of amateur radio operators trained as severe storm spotters) has been activated at the request of the National Weather Service (NWS) and *YOUR* city’s Office of Emergency Management (OEM).

10:15 a.m. – Weather Spotters Report

A local weather spotter radios in to the net and advises that he to the southwest of town. Another spotter in the same area stated touching down. The spotter also states that the tornado is part of town. Sirens are activated to warn citizens to take cover. power to the church is lost – and those inside your building(s) wind gusts. Body language shows that the congregation is



sees rotation in the clouds just that she sees a funnel cloud heading towards the northeast About this time all electrical evidence thunder and strong restless and concerned.

10:30 a.m. –Police Report

Police report to dispatch that a funnel cloud has touched down at the southwest corner of town at *LOCAL STREET* and *LOCAL AVENUE*. Its path appears to be about ½ mile wide. They are seeing debris and suspect that several industrial buildings, the railway, the local airfield and residential areas might be in the path. Dispatch relays findings to all emergency personnel.

10:45 a.m. –Leak Notification

A citizen who resides in a residential area called 9-1-1 to report there is heavy debris laying in the streets and all around their residential area. A cell phone call from a store owner on another street can see the rail lines from his store and has concerns that some of the rail cars are on their side and appear to be leaking something. At this point calls are flooding the dispatch center with reports of damage and injuries.

TASK:

On the basis of the above information, take 20 minutes to consider the questions in Module 1. Your focus should be on how, or if, you will respond and what actions you will take. Use the questions to stimulate and focus your thoughts. Identify any additional requirements, critical issues, decisions, and/or questions that should be addressed at this time.

Sunday Staff

- 1. Can you define the potential scope at this stage?
- 2. What constraints, if any, are you operating under?
- 3. What actions would you be taking at this time?

Initial Communications

- 1. What coordination, if any, do you have with Conference, local police and/or city Emergency Management officers, or other agencies? Is anyone answering the church phone on Sunday morning?
- 2. What are the immediate concerns relative to notifying the congregation, minimizing panic?

Initial Actions/Decisions

- 1. What are your key concerns/priorities?
Crowd control
Children’s Sunday School
Parking Lot – Traffic Control
Will your church receive a large number of passers-by seeking shelter?
- 2. Are there any limitations that would impede an effective emergency response effort? Assuming proper authorities were able to alert you to the knowledge that there are possible biohazards from leaking tank cars, what could you do? What evidence do you have that the tornado has passed – or has yet to hit your facility?
- 3. What actions would take place for special-needs populations that must be considered in an emergency? Do you have back-up power for medical equipment?

Module 2 Notification and Response

10:50 A.M. - 9-1-1 Dispatch

Dispatch was notified at 10:50 a.m. from PD that the funnel cloud had dissipated. Dispatch has notified Law Enforcement and Fire/EMS of several response sites. They are also dispatching local fire and HazMat to the leaking railroad tanker.

11:00 A.M. – Damage Reports

Someone just arriving at the church says radio news is reporting damage in the southwest part of the city. Utilities lines are down, transportation is impeded (major roads in the area are reporting vehicles blocking roads, debris problems, trapped victims), flooding is occurring in some low lying areas, several high-rise buildings have sustained wind damage with many windows blown out and falling glass hazards. Seven railroad tankers carrying Anhydrous Ammonia are leaking. Injured people are self-deploying to local hospitals. Those that are severely hurt are waiting for ambulances. Residents are calling the city and all local agencies, churches, etc. requesting assistance.

Task

On the basis of the above information, take 20 minutes to consider the questions in Module 2. Your focus should be on how you will respond and what actions you will take. Use the questions to stimulate and focus your thoughts. Identify any additional requirements, critical issues, decisions, and/or questions that should be addressed at this time.

Coordination

1. How will you confirm the reports? Do you have an emergency radio in the building?
2. You were able to confirm that the report is accurate. How is the response to this incident being coordinated?
3. Whose responsibility is it to see that the response efforts are coordinated?
4. What are your actions at this time?
5. How would populations with high vulnerability be monitored and protected?
6. What are your critical concerns?
7. What are the factors that may limit your emergency response capabilities?
8. Did anyone at the church suffer a heart attack or anxiety attack when hearing the news?
How are they being treated?
9. Is there a system in place to monitor these people, transport them to the hospital (if all city are in use), and notify relatives? Who will do these things – and how will they be activated?
What system is in place to care for the children in Sunday School of the parents who are transported to hospitals?

Notes:

With cell phone technology to alert a wide area of impending weather danger, or ‘stay in place’ alerts, this document needs to address how to use those alerts to the advantage of the people within RLC’s buildings.

There are several scenarios to consider within this document depending on who is occupying the building and when. External groups meetings at RLC after normal office hours seldom have an RLC staff member or congregation member onsite to provide directions in an emergency. RLC should consider providing contact names/phone #'s to those external groups or posting these names/phone #'s within each meeting room.

If Worship Services are occurring or a concert/gathering is the Worship Center, that also is a unique situation to document and train for. Wednesday evenings has several groups meeting throughout the building.

Sources

Every Business Should Have A Plan, US Department of Homeland Security, Washington DC 20528. www.ready.gov

Disaster Response Manual: Lovers Lane United Methodist Church, Lovers Lane United Methodist Church, Dallas, Texas, 10/8/03.

Church Tabletop Exercise, Steve Rice, Roseville Lutheran Church Disaster Response Advisory Board, 2006.

Disaster Preparedness and Response for Hampstead United Methodist Church, adapted from materials provided by the North Carolina UMC Disaster Response guidelines.

Emergency Response Plan

Roseville Lutheran Church (RLC) Emergency and Safety Operations Plan (ESOP) August 2026

With yearly training suggestions for ushers, greeters, choir and worship choir leads, council, staff, hospitality volunteers, committee and task force leads and non-RLC congregation leads

Table of Contents-Chapters

- **Chapter 1: Administration: Process, Background and Need**
- **Chapter 2: General Emergency Procedures**
- **Chapter 3: Procedures for Specific Emergencies and User Groups**
- **Chapter 4: Additional Information**
(slide numbers will be added when review is complete)

PURPOSE AND NEED

The safety of our staff, members and friends is a top priority. Recent events have emphasized the need to have and to implement an Emergency and Safety Operational Plan (ESOP). The ESOP outlines plans to ensure the safety of those in the facility. **It describes processes, training and signage. This presentation summarizes the content of the ESOP.**

Preplanning is essential for minimizing adverse effects of an emergency or disaster. The ESOP is designed to identify key procedures to reduce the impact of an emergency or disaster.

There is some repetitiveness in in these graphics. That is because users will generally look at specific graphics

Chapter 1- Administration

Background

Need and use of this document

Process

Recommendations

Using this presentation

- This PowerPoint is intended as an overview of the Emergency Security and Operations Plan (ESOP), located at the RLC website.
- **Chapters are intended for specific groups or specific emergency situations**
- **The ESOP, and this presentation, are not intended as a reference when an incident occurs– there will not be time! They are intended for training, to prepare for an emergency**
- Specific chapters should be reviewed by staff and volunteer groups on at least a yearly schedule
- New volunteers and non-RLC building user leaders should be asked to review specific sections as training
- Suggestions for training schedules are included in each section

Administration- Limits of Liability

RLC (Evangelical Church in America) is not liable for special, consequential or incidental damages that may result from the use of these materials. RLC is also not liable for damages or injury, including but not limited to damages or injury caused by the use of these materials, whether resulting, in whole or in part, from breach of contract, tortuous behavior, negligence, or otherwise.

Media Contacts

It is not advisable to contact the media regarding threats, criminal acts of vandalism, carried out or threatened.

Only the Senior Pastor, or their designee, should speak to the media. There are several reasons for not informing the media which may include:

- ***Preventing the likelihood of imitative behavior by another perpetrator***
- ***Preventing offenders from feeling that their “handiwork” is being glorified by publicity***
- ***Maintaining control over the situation in conjunction with authorities.***
- ***Training need: Review by staff yearly***

Lines of Authority

The Senior Pastor, or his/her designee, are responsible for the safety of the facility and those in the buildings.

During business hours, there should be a staff member in charge in the facility. Staff know this process but lay Leaders should also be aware. The Acting Staff Lead should be known to staff during the Senior Pastor's full-day, or greater, absence. In this document, that individual is referred to as the Acting Staff Lead (ASL).

When there is no ASL in the building, volunteers should call 911 during any emergency.

Lines of Authority, Action Staff Lead (ASL)

Senior Pastor

Associate Pastor(s)

Business Administrator

Facilities Manager

Church Administrator

(After Business hours, safety and emergency concerns should be directed to 911. As soon as is possible, the Senior Pastor, or ASL, should be informed of emergencies by phone, text message or email)

Contact Information: Acting Staff Leads

During business hours:

Name/Work Number

Senior Pastor: Kent Claussen Gubrud 651-487-7752, ext 223

Associate Pastor: Marty Wyatt 651-487-7752, ext 224

Business Administrator: Nancy Johnson 651-487-7752, ext 203

Facilities Manager: Bob Zismer 651-487-7752, ext 210

Phone numbers for situations that presents a danger to people or to the security of property.

- **Ambulance: 911**
- **Fire (Emergency): 911**
- **Roseville Fire (Non-emergency): 651-792-7009**
- **Gas Leaks: 800-895-4999**
- **Electrical Outage: 800-859-4999**
- **Poison Information Center: MN 800-222-1222**
- **Police (emergency): 911**
- **Police (non-emergency): 651-767-0640**
- **Rape/Victim Services: 800-656-4673**
- **Water: 651-792- 7004 After Hours: 651-767-0640**

Recommendations to Council

- **Update maps at critical locations in the facility**
- **Create and post Emergency Procedures fact sheets, from the ESOP, containing basic directions. Post in all meeting rooms.**
- **Recruit and train First Response lay volunteers**
- **Update voice message and website messages--After hours emergency call should be directed to 911**
- **Provide this training to staff and key volunteers annually**
- **Explore installing an all-facility intercom for communication**
- **Use these PowerPoint modules for new staff, new volunteers and building-user leaders--focused on chapters specific to each group**
- **Create a process to have an acting staff lead (ASL) in charge during business hours**

Chapter 2- General Emergency Procedures

This chapter contains general information for ushers, greeters, hospitality staff and volunteers, choir and worship choir leads, council, staff, committee and task force leads, new volunteers, and non-congregational meeting leads

These individuals should review relevant parts of this chapter on at least a yearly basis

General Facility Emergency Procedures

The safety of people is most important: error on the side of safety, account for everyone if possible

Remain calm, use common sense, communicate confidence

Assess the situation quickly

Call 911 for any emergency

If possible, decisions should be made by the ASL during business hours

Seek advice from staff or lead volunteers if possible

Evacuate the facility if needed—follow the evacuation plan in this document

Order shelter-in-place if the situation warrants

Order movement to severe weather safe places, if necessary

Pull the fire alarm when there is a fire

Training: Yearly training for staff, ushers, greeters, council, choir and worship choir leads, committee and task force leads, non RCL organization leads.

General Medical Emergency Procedures

- **Call 911** Use discretion. Error on the side of safety,
- **Announce (ask for help) from medical professionals in attendance.**
- **Follow the advice of available medical professionals**
- When you call 911, identify yourself, the type of emergency, and the specific location of the emergency. Give the street address (1215 Roselawn Ave W, Roseville, MN 55113). If the emergency is on the upper level, tell them to enter from the Ryan Avenue upper parking lot (Door 2).
- Describe the known or suspected injuries or fatalities. Identify immediate help needed.

General Notification Procedures for Emergencies

Use emergency phone numbers in this document for any situation that presents a danger to people or to the security of property. **For medical or other safety emergencies, call 911 or the appropriate emergency numbers. During business hours, contact the ASL as soon as possible. Error on the side of safety.**

Other emergency instructions are in this document or on the facility emergency signage

When calling Identify yourself, the type of emergency, and the specific location of the emergency. Give the street address (1215 Roselawn Ave W, Roseville, MN 55113). If the emergency is on the upper level, tell them to enter from the Ryan Avenue upper parking lot (Door 2).

Describe what has occurred--be concise and factual. Describe injuries or fatalities--Identify immediate help needed

Send a trusted person to the appropriate entrance to meet the emergency responders. Have that person guide responders to the appropriate location.

When calling, stay on the phone until the ASL/staff member/operator advises you to hang up

Contact, or leave a message, with the ASL

Training need: Yearly review for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, and non-RLC organization lead

General Information-- After any incident

Account for everyone in the building, if possible

Inform the ASL as soon as possible

All decisions need to be discretionary and made by the staff/volunteer-in-charge, or by trusted volunteers

Training: Yearly training for staff, ushers, greeters, council, choir and worship choir leads, committee and task force leads, non RCL organization leads.

General Emergency Procedures--After an incident-2

After the Incident, the ASL should:

- Follow any guidelines and directives of Roseville Police or Fire Department
- Inform the St Paul Area Synod
- Assess damage/status of church property
- If necessary, secure the church property--Focus only on making buildings safe, sanitary and secure.
- Keep a journal of everything done; record the events with pictures and videos. Use cell phones to take videos.
- Secure a temporary place of worship, if necessary.
- After the insurance assessment has been done, coordinate repairs to the church property
- Insurance claims should only be submitted by the Business Administrator with consultation from the Senior Pastor
- *Training need: Yearly review by staff*

Chapter 3—Procedures for specific emergencies and specific user groups

(Slide numbers will be added)

Medical Procedures for Ushers

Evacuation Procedures

Severe Weather Procedures

Fire Procedures

Active Shooter or Attacker

Threatening Call or Message

Harassing or Obscene Phone Call of

Procedures for Bomb Threats

Procedures for Behavior of Concern

Medical Procedures for Ushers

Applies to: Ushers, Greeters and Staff, Hospitality volunteers and Lead Choir Members

Prior to any event:

- Identify the ASL, staff at the welcome desk, and lead usher
- Know the location of all exits, the AED /defibrillator), and first aid kits. Know the location of emergency signage
- Have your cell phone available and on mute
- Follow the other procedures in this document as necessary

Training need: Staff, ushers, greetings and choir and worship band leads

Medical Procedures for Ushers-2

Applies to Ushers, Greeters, Hospitality Staff, and Lead Choir Members

During an emergency

Announce, ask for the assistance, from medical professionals in attendance

Follow the advice of medical professionals.

Call 911. Use your discretion. Error on the side of safety. Stay on the phone until the agent advises you to hang up

Give the street address (1215 Roselawn Ave W, Roseville, MN 55113). If the emergency is on the upper level, tell them to enter from the Ryan Avenue upper Parking Lot (Door 2).

Training need: Staff, ushers, greetings and choir and worship band leads

Evacuation Procedures

- Applies to: Staff, Ushers, Greeters, Hospitality Staff, Lay Leaders. Lead Choir Members
- **Most important is the decision to shelter-in-place or evacuate**
- **Evacuation or shelter-in-place instructions should be provided over the intercom (recommendation to council)**
- **Fire? Announce, evacuate and pull the fire alarm**
- **Follow exit signs and proceed quickly tot the pre-set location--Bruce Russell Park** (exit signs are to be posted)
- **Active shooter? Evacuate and proceed to St Rose of Lima Church, 2048 Hamline Ave**

Severe Weather Procedures

- *Applies to: Staff, ushers, greeters, hospitality volunteers, choir and worship choir leads, council, committee and task force leads, non RCL organization leads*
- **A weather threat is our greatest natural disaster risk. Rely on Roseville's weather sirens, mass media, and social media**
- A tornado watch means that weather conditions are favorable to the formation of tornadoes. A tornado warning means that a tornado has been sighted in the area. If the Weather Service issues a severe weather or tornado warning, use the following procedures:

During severe weather, the City of Roseville sounds emergency weather alarm sirens. If you hear the sirens, beckon those outside to come in and proceed to the storm shelter area. See the posted maps in the facility or in this document.

Warn everyone in the building to meet in the storm shelter, use the intercom (recommended)

Close all doors; stay away from windows. Shelter in the lower-level Social Hall

If unable to make it to the lower-level storm shelters, direct individuals to the storm shelters on the upper level—best places are the offices followed by the north and south lounge

A flashlight and battery-powered radio are available at the welcome desk

Remain sheltered until an all-clear is given by the National Weather Service. When you receive the all-clear make sure everyone is safe—account for everyone if possible

- *Training Need: Yearly refresher training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non RCL organization leads*

Fire Procedures

- *Applies to: Staff, ushers, greeters, hospitality volunteers, choir and worship choir leads, council, committee and task force leads, non RCL organization leads*
- **Remain calm. Activate fire alarms. The fire doors will close automatically. However, you will still be able to exit**
- Exit the building at the closest door. Consult signage if necessary.
- Assemble in Bruce Russell Park, as far away as possible from the building, wait for further instructions
- If another point of assembly is needed (cold

Active Shooter or Attacker

- *Applies to: Staff, ushers, greeters, hospitality volunteers, choir and worship choir leads, council, committee and task force leads, non RCL organization leads*
- **When a hostile person is potentially causing deadly harm, your priorities are to Run, Hide, and Fight. Consult the full ESOP report.**
- **Run:** If you think you can safely make it out of the building. Assemble at St. Rose Church
- **Hide:** If you decide to hide, make sure it is in a well-hidden space or you may be found as the intruder moves through the building. Do not sound the fire alarm—Fire alarms signal occupants in rooms to evacuate the building and place them in potential harm.
- **Fight:** If caught in an open area, you may need to fight back. In the event of a hostage situation, do not identify law enforcement officer in the facility.
- *Training need: yearly refresher training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non--RLC organization leads*

Threatening Call or Message

- *Applies to: Staff and office volunteers*
- **Be calm; do not argue with or agitate the caller. Listen. Stay on the line, if possible, and ask the following questions if possible:**
- Who are you? Who would you like to speak to? Would you like to speak to a pastor? When are you going to carry out the threat? Why are you going to do this? How are you going to do this?
- As you are speaking, attempt to get the attention of the ASL, staff, or a trusted volunteer. At your discretion, have them call 911 and report to the ASL while you remain on the phone.
- After the phone call is terminated, document the incident with as many details as you can recall about the conversation and the caller.
- The ASL should make the decision to evacuate (see evacuation instructions)
- Notify the police, Advise all staff members, Designate a staff person to meet the police, if necessary.
- *Training need: yearly for staff, and office volunteers*

Harassing or Obscene phone call or message

- *Applies to: Staff and office volunteers*
- **All threatening phone calls need to be taken seriously. Follow these guidelines:**
- **Hang up immediately**
- **The ASL should decide whether to evacuate**
- If calls continue, transfer them to the ASL. The ASL should:
 - After the call is terminated, call the police, file a report and receive a report number
 - Document the incident with as many details as you can recall about the conversation and the caller.
 - If the calls continue, log the date and time, sex of the caller, what was said, and any distinctive caller characteristics

Bomb Threat

- *Applies to: Staff, ushers, greeters, hospitality volunteers, choir and worship choir leads, council, committee and task force leads, non RCL organization leads*
- **Be calm and courteous, Listen and take notes. As you are on the phone, try to gain the attention of the ASL or other staff. Decide whether to call 911.**
- If possible, ask the following questions while on the phone: Who are you? When will the bomb go off? Where is the bomb located? What kind of bomb is it? What does it look like? Why did you place the bomb? Who are you? When informed, the ASL should immediately:
- **Decide whether to evacuate the building using the evacuation plan**
- **Notify the police by calling 911**
- Advise staff and volunteers and guests not to touch anything suspicious
- Designate a staff person to meet the police at the appropriate door (Upper or lower) Whenever the police or fire staff arrive at a building, they may want to meet with the ASL to see floor plans and utility locations. The ASL should be aware of the locations of these plans.
- After the phone call is terminated, document the incident with as many details as you can about the conversation and the caller

Procedure for Behavior of Concern

- If a member or visitor displays behavior of concern during worship, or other church event, discretion is needed:
- **Find and discuss with the ASL or staff—seek their advice**
- If possible, greet the person. Be polite, ask if they need assistance. Ask if you can call someone for them.
- If concerns persist, and the person seems threatening, call 911
- *Training need: Yearly training for staff, ushers, greeters, choir and worship choir leads, council, committee and task force leads, non RCL organization leads*

Chapter 4--Other Information

Emergency Supplies and Equipment
Safety Training and Scheduling
Fire Alarm Training and Procedures
Table Top Exercises
Building Maps

Emergency Supplies and Equipment

The following emergency items are recommended to be available at the welcome desk.

- Battery-powered commercial radio and NOAA weather radio
- Extra batteries, flashlight
- First Aid kit
- Privacy Screen
- Dust or filter masks
- Moist towelettes for sanitation
- Wrench or pliers to shut off utilities
- Garbage bags and plastic ties for personal sanitation.
- Hazardous Materials Pocket Guide

Safety Training and Scheduling

- Training should be conducted at the appropriate schedule for each procedure, as noted
- New volunteers are encouraged to view appropriate training modules
- Non-RLC user leads should be required to view appropriate chapters of this document when they request an event
- Staff should review and update this document and the ESOP on an annual basis
- Fire drills and weather drills are conducted at least yearly
- Staff members and key volunteers should know the location of fire extinguishers and how to use them.
- Computer and data security should be reviewed annually

Safety Training- 2

Yearly walk-throughs, assure that:

Evacuation routes are clearly marked.

Stairwells and hallways are not obstructed by stored items.

There are no combustibles in stairwells.

AEDs and fire extinguishers are unobstructed

Utility Shut-offs. Assure that:

Utility shut-offs are unobstructed and clearly marked.

Staff and key volunteers have access to and know how to shut off utilities and air intake in an emergency.

Selected staff, key volunteers know what conditions require turning off utilities.

Training: Assure on an annual basis that:

Education on how to use a fire extinguishers is provided annually

An adequate number of ushers or staff know how to do CPR

There is emergency drill included in this manual are addressed annually

General First Aid education is provided annually

Fire Alarm Procedures

- An Emergency Action Plan (EAP) covering alarm recognition, evacuation routes, and personnel accountability is required that includes:
- **Alarm Signals:** Staff must be trained to recognize distinct audible or visual alarm tones for fire alerts.
- **Evacuation Routes:** Map of escape paths are required from every work area.
- **Assembly Points:** Designate a clear, safe outdoor meeting location and establish roll-call procedures to account for all staff and visitors. This is covered in our evacuation procedure. This needs to be determined. Door 5 is where the key box is located and fire connection is located. Probably need to stay clear of this area. See the Emergency evacuation procedures that suggests Bruce Russel Park in good weather and St Rose Church in cold weather
- **Special Duties:** Assign and train specific staff for assisting disabled individuals or shutting down critical plant equipment before leaving. There is no equipment to shut down. See the procedures for a fire. If the sprinkler systems have been deployed, the main shut off valve in the sprinkler room will need to be shut off and heads activated replaced. That would be done through a certified fire suppression company like Viking Sprinkler. Fire panel will need to be reset as well. Should make a list of what needs to be reset or checked-hvac could be one, fire doors another, there's more.

Fire Alarm Procedures-

2

Training Schedule and Execution

Initial & Update Training: Review the emergency plan with workers when first hired, when their job responsibilities change, or when the physical layout/plan is updated.

Drills: Conduct regular practice drills to test the efficiency of the alarm response and evacuation procedures.

Fire Extinguishers: If employees are designated to use portable extinguishers, training is needed yearly
Training:

- 1) Review, develop fire evacuation plan
- 2) Training to include staff, event attendees, and congregation members
- 3) Include fire extinguishers, pull alarm stations and notifying 911 once in a safe place
- 4) Develop notification list-Pastor, Church Admin
- 5) Who is responsible for handling alarm calls from fire monitoring services by the Facility Manager and the Church Administration
- 6) Who is authorized to (talk or not to talk) to the news media? See media contact procedure—Senior Pastor
- 7) Who handles notification of disruption to business hours, events, and Sunday service? The acting staff lead
- 8) Who gives all clear to reenter building? The acting staff lead
- 9) Who's the liaison between the insurance company and contractors? Business Administrator
- 10) Who gives to ok to access cars from the parking lot: The acting staff lead
- 11) Where do people shelter during inclement weather St Rose Church

Table Top Exercises

Task force does not recommend
Table top exercises

Maps and Map Signs

Task force recommendations:

Maps showing:

Exits

Fire extinguishers

Fire alarms

AEDs

First Aid kits

TEMPLATE

Thanks!

Be Safe and Secure
Thanks be to God!

Pastor Kent Claussen Gubrud

July 17, 2026 – August 20, 2026

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

- **Continuing Education and All-In Relational Ministry** – I had a fabulous time of renewal and learning at Christikon this past month. Paul Vasile was our presenter on the importance of singing and song in building communities of mutual care and trust - <https://www.paulvasile.com/> This ties in with my focus on All-In Relational Ministry training, which will be offered on Sunday nights this fall. “Love God; Love our Neighbors,” we talk and preach about it, even sing about it, but are we equipping people to live it out in the church and in their daily lives? Is this one way we can become a resource center for the community – teaching people the skills for living love?

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** – Recruited a small team to interview potential Hospitality candidates
- **Fall Sunday Schedule** – Word is getting out about the new fall schedule and planning is underway. Please direct anyone with questions or concerns back to me, or let me know who I should follow up with.
- **Stewardship for All Season** – Had the 2nd cohort meeting on zoom and working with the stewardship team on our fall appeal. Very excited and hopeful for a positive response, increased participation and generosity.
- **All-In Relational Skills and Divine Drama Sundays this fall!** – Excited to offer something new on Sundays this fall. Two adult learning options: All-In Relational Skills Training and the Divine Drama
- **New Member, Baptism, and Pastoral Care visits** – exciting to meet with potential new members, support families planning Baptisms, and meeting people in their suffering and life challenges, sharing the Gospel and listening to the movement of the Holy Spirit in their lives.
- **New RLC Polo and T-Shirt** – pre-order yours in time for Sept. 13 Ministry Fair!

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

- **Fall Ministry Fair – Sunday, September 13, following the 10am worship! Please notify your committees and teams to start preparing to host a table to promote their ministries.**

Ministry: Shared Services

Date: August, 2026

Administrative & Hospitality /Event Management :

Mary Johnson and Julie Wendland

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

Administration:

- o Started preparing materials for the Annual Meeting on 8/23

Significant Events:

- Hosted Bishop Lull's retirement program and reception for 300 people
 - o We received several notes of thanks for everything that Roseville Lutheran Church did to make this a wonderful event
- Supported the local Ramsey County elections on August 11.
 - o Equipment is dropped off and stored in the Activity Center before the election day. Door 2 is open for a very long day. Equipment was picked up the day following.
- Painting of the Lounge – is complete as originally planned...
 - o Ceiling tiles were painted
 - o Doors and door frames have been refinished
 - o Request has been added to paint the remaining east wall with the new wall color, to be completed at a later date
- Completed the repainting of the wall behind the choir in the sanctuary.
- Security camera upgrades continue
- Room 43 upgrade has been completed and is ready to be fully rented.
 - o A/V ready
 - o Tables and chairs setup
- Continued work on Great Hall.
 - o A/V updates
 - o Cleanup and organization
- Completed the annual deep cleaning of the kitchen
- Repurposed shelving to support the organization of supplies in the Resource Room for CYF
- Cleaned and repurposed metal cabinet to improve storage for Prayer Shawl group
- Completed the removal of the current year's documents to be shredded
- Filled a 30-yard dumpster with items collected from around the church facilities.
- Four pickup loads of metal recycling were removed from around the church facilities.
- Bargain basement items have all been removed. There are a few items that are still in the Pre-School cleanup. There are still some items that are being purchased from the Pre-School. Plans are being developed for what to do with the remaining items.
- Due to the extreme heat and no air conditioning in the Lounge, Bible Study was moved to the Commons for a couple of weeks. Tables were reconfigured to support this before and reset to support Sunday mornings after.

Planning for future significant events:

- The regular groups are all getting ready to start again in September.

- Various music events and rehearsals
- Installation of new water fountain by the Office
- Replacement of chairs for the Social Hall
- Welcome Sunday and Ministry Fair – September 13
- Wilderness Canoe Base 70th Anniversary – October 24
- Carpet cleaning - September
- Repainting of the Upper Lobby bathrooms
- Repainting of the non-brick walls in the Activity Center
- Repainting of the east wall of the Lounge
- Repainting of the kitchen

Ministry: Properties - Sarah Richter

Date: July 23, 2026

Prepared by: Sarah Richter

The following summary of property maintenance updates and cost estimates is prepared for the committee report:

Roofing Projects

Bob presented a cost estimate for roof repairs for the Commons, Activity Center and Lounge roof areas:

- **Minor Repairs:** An estimate of \$3,150.00 has been submitted by Central Roofing for repairs at five locations on the Commons, Activity Center, and Lounge roofs, to be completed on a Time and Materials basis.
- **Major Roofing Replacements:**
 - Commons Area: Estimated at \$160,950.
 - Lounge Area: Estimated at \$98,650.
 - Combined Savings: If both areas are completed concurrently, costs are reduced by \$6,500.
 - Worship Center and Activity Center: Estimated at \$208,000 for replacing asphalt shingles and converting cedar shakes to asphalt; alternatively, replacing the Activity Center cedar shakes with new shakes is estimated between \$111,600 and \$125,500.

Parking Lot Maintenance

- **2026 Repairs:** The full \$5,000 budget is allocated for placing 8.5 tons of bituminous material to address distressed (alligatored) pavement.
- **Future Overlay Project:** A 3-inch overlay for the north and south lots is estimated at \$388,000, with an additional \$22,000 for striping.
- **Note:** Costs for required stormwater management (City of Roseville requirement) and additional site improvements (regrading, handicap parking relocation, and storm sewer extensions) are not included in this estimate.

Operations and Security

- **Fall Cleaning Blitz:** Scheduled for October 3, 2026, from 9:00 am to Noon. The focus is on the Activity Center, Offices, and Library (including dusting, wood surface care, window washing, and radiator cleaning).

Council Liaison Report to Council

- **Christmas Mural:** Tim Hanson is leading the 2026 installation and coordinating with volunteers.
- **Security Upgrades:** Cabling for additional cameras is in progress, with 17 cameras planned to be operational upon completion. A network video recorder has been installed.
- **Emergency Planning:** A presentation regarding emergency and security issues is forthcoming at the next meeting.

The next meeting is scheduled for Aug. 26 at 6:30 pm.

Ministry: Mission and Outreach Partnership (MOP)

Date: Aug. 13, 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) **Visiting Food Shelf at Roseville High School** - Aug. 26th from 4-7

2) **School Supply Drive** -organize and drop off

Round 1 organize: week of Aug 17

Round 2 organize: 9:00 Aug 30

Plan to drop off on 8/31 at Roseville District Center - contact Merrie Z

3) **Adult Education**

a. Dresser Build January 24th

b. Other Forums in 6/27 - will be discussed in Sept.

4) **Ministry Retreat**

a. Each ministry team is asked to bring high-level plans for the ministry year along with our key dates to our RLC Leadership Retreat on 9/26.

b. Council Liaison and Ministry Lead of the team should plan to attend

5) **Ministry Fair**

a. Plan M&O table for the ministry fair on Sun. 9/13.

11:00 (after 10:00 service)

Dave will reach out on shopping cart from Julie W

Kris - Christmas tree

Karen - cement blocks

Janelle - backpack and school supplies; tags

All bring canned goods (reusable shopping bags)

Janelle will sign-up sheet

Dave will send the QR code sheet

6) **Turning over the M&O Chair** from Kris Olsten to Janelle Olson starting Sept. 2026

7.) **Harvest Pack Non-Profit** – any update? The idea was to potentially schedule a pack at RLC with Youth? Or a Sunday morning? Every Meal uses the food bags heavily; Keystone does not.

a. *Dave to reach out to Keystone and Every Meal to understand how they have utilized the food bags from this organization.*

i. Every Meal uses the food bags heavily; Keystone does not.

b. *Options for funding - Action Grants, special offering, people pay some funds, make the group smaller (youth, sign-up for limited number of people), discretionary funds*

Staff Report to Council

- c. Consider first Sunday of the month - packing 3000 meals (~\$1000), would allow each person to pack 50 meals per person

8) Partnership Discussions to be scheduled in September

- . Dorothy Day - fall
- a. Roseville Schools - Peggy
- b. Keystone - would be a good idea
- c. Interfaith Action - Rachel Morey

9) Updates

- a. Council Updates (Karen)
 - i. Annual Meeting 8/23
 - ii. Budget 101
- b. New Budget (Dave)
 - i. There was \$5900 left after everything is paid off (discretionary)
 - ii. Dave will ask Nancy for end of year balances

10). Meeting Dates (meeting time 5:30)

- Annual meeting is August 23rd
- September 3rd
- October 1st
- November 5th
- December 3rd

11) Partnership Impact:

Dear Janelle,

Every Meal is incredibly grateful for Roseville Lutheran Church's partnership this school year! Your partnership helps bridge the gap, ensuring children across Minnesota have food through the weekend.

See Your Impact

Together, at **Central Park Elementary**, we distributed:

- **1,428 food bags**, totaling **5,474 meals**

Thank you for your generous giving of **\$10,500** this school year.

Your support has allowed us to provide our Weekend meals to approximately **24 students** this school year.

During the 2025-2026 school year, Every Meal has distributed a total of:

- Weekend Meal Program: 358,630 food bags, totaling 1,374,628 meals
- Urgent Needs Response: 79,006 food bags, totaling 302,830 meals

Your support reaches far beyond a donation - it helps provide stability, nourishment, and hope to children every day. We truly could not fight child hunger in Minnesota without you.

Thank you!

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?**

2026/2027 Budget

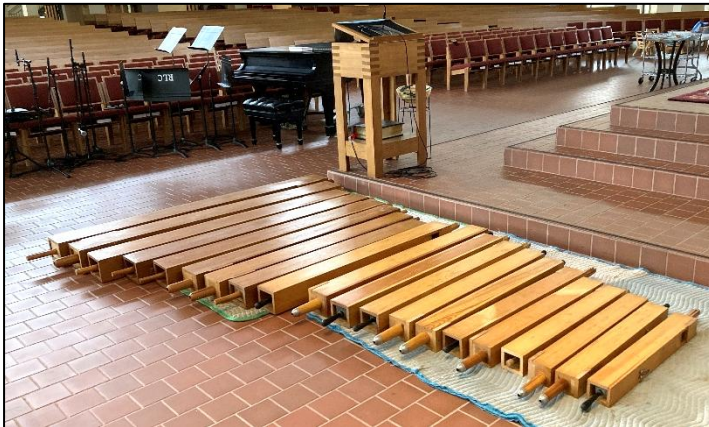
Organization	Amount	When paid
ELCA	\$20,000	Monthly
FMSC	\$8,000	All in April
Dorothy Day	\$8,000	Monthly
Every Meal	\$6,000	All in January
Keystone	\$6,000	March
Bridging	\$8,000	Dec/Jan for dresser
Guatemala	\$8,000	Jan/Feb
Meals on Wheels	\$1,000	June
Wapo	\$3,000	June
Good Samaritan Fund	\$1,000	
Lyngblomsten	\$1,000	June
Reconciling Works	\$1,000	
TOTAL	\$71,000	

Organ Project Team Report – August 20, 2026

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

1. Organ Progress

- July 22: installed small windchests, toeboards, 16' Bourdon wooden pipes in the Swell
- July 28: wiring of windchests
- Aug 11: small windchests, toeboards and 16' Quintadena pipes installed in the Choir
- Aug 17: frame/finish underside of protruding loft floor



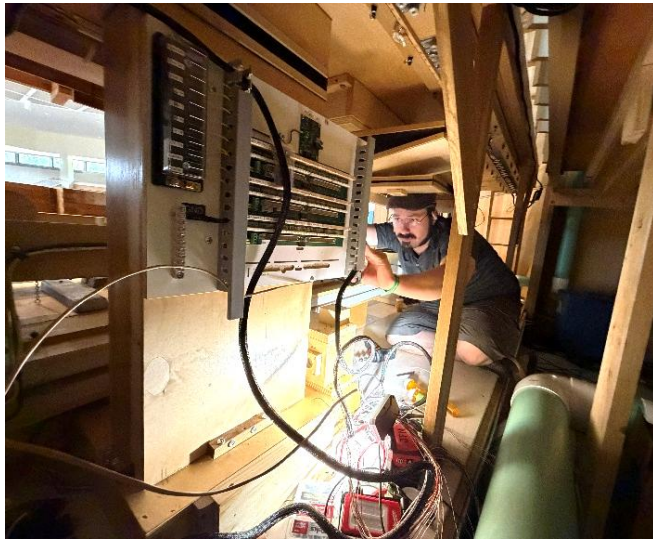
The Bourdon 16' pipes ready to be installed in the Swell enclosure (on the left of the organ loft). They are from the Möller organ!



Bourdon pipes in place at the north end of the Swell enclosure. For efficient use of the space, the mitered pipes fit over the shorter pipes and the pipes in front have “long toes” with PVC wind extenders so they don’t block the sound of the pipes behind them.



Another small off-set windchest and toe board guided into place.



Above: Zac wires windchests under the Great Division which is in the middle of the pipe loft in front of the upper and lower Choir enclosures. There is not much room to work!



Right: Joseph makes final adjustments to the Quintadena 16' pipes in the back corner of the loft - a stopped metal pipe that sounds like a flute.

We are behind the milestones we set in June for completion of the organ installation. There have been ongoing conversations, status calls and process adjustments to maximize productivity to be completed before the October 11 Metropolitan Symphony Orchestra event.

Nordlie plans to return September 8-11 to install the remaining 7 windchests and September 14-18 to install the remaining pipes. Voicing/tuning can be condensed since many pipes have been pre-voiced; voicing was done in Nordlie's shop, Oyster voiced the pipes they refurbished and Nordlie has notes about every Holtkamp pipe from their assessment visit in 2024.

2. Upcoming Organ Events and Dedication

Several events are in the works. Specific dates have been determined for the events below:

- **October 11:** Metropolitan Symphony Orchestra featuring the Saint-Saens Symphony No. 3 (with John on the organ)
- **November 1, 2026:** All Saints Celebration; Ellingboe, Louise Bass, choir, organ and orchestra performing Duruflé Requiem
- **November 14:** Twin Cities American Guild of Organists gathering to check out the organ
- **November 15:** Organ Dedication service at 9 am, 2 pm afternoon concert recital by Aaron David Miller followed by a reception.
- **December 12:** National Lutheran Choir concert at RLC with organist Dr. Gregory Peterson
- **December 19:** RLC Christmas Concert

- **January 24, 2027:** National Lutheran Choir tune-up with clinician and organist Tom Trenny
- **February 27:** TCAGO Pipe Organ Discovery Day for kids/families
- **February or March (date TBD):** organ recital by Dr. Gregory Peterson
- **May 15, 2027** - Kenwood Symphony Orchestra; Grand Concerto by Stephen Paulus with organist Jacob Benda

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?

Sign up to provide a lunch main dish, side dish or dessert for the organ work crew – there will be many opportunities mid-July through early September. Opportunities and link to sign up are published in the eBlast.

Group : Care and Small Groups

Date: 8/20/26

Prepared by: Pam McCulloch

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

- Pastor's Bible Study on Monday mornings at 10 AM in the lounge continues to bring in new participants as well as a consistent group of about 16 folks. Conversations are meaningful and educational. Follow-up by the pastors on Facebook is appreciated.
- Prayer shawl ministry and quilters continue through the summer. No new news.
- Men's Bible Study on the first and third Saturdays. They are intentionally going thru the book of John with Pastor Rolf being the facilitator and members occasionally leading the group. As Pastor Rolf often says "Lay lead, Pastor fed". The group also will have a toaster to toast their bagels.

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 resumes September 10 with a study of Theo of Golden by Allen Levi. A list of this year's books was posted in the August Messenger. All are encouraged to participate.

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.

Thanks for the opportunity to serve God and RLC as a council liaison.