

- 1) Opening devotions: Sarah
- 2) Call to Order 7:05
- 3) Attendance – establish quorum (need 5 Council members)
 1. Present: Council: Karen, Jayanti, Pam, Naomi, Andrew, Nancy; Staff: Pastors Marty and Kent, Nancy Johnson, Nick
- 4) Approval of current agenda
- 5) Approval of the prior month's minutes
- 6) New and Old Business:
 1. Ministry Team Charters. Only see M&O, Early Childhood, Campus Facility Task Force: Council Members should search for copies. Important for Nominating. Send copy to Jim
 2. Council organizational discussion: Sarah
 - Motion to approve the proposed council structure as discussed with the changes. M/S: Andrew/Karen
 3. Learning event– thanks– Follow up process
 4. **Delayed until February: Endowment Charter: Jayanti, Bill M, Kevin P.**
 5. Update: Discovery process for CYF ministries- Nick Clark
 - The Discovery team is 6 members; initial focus on defining values and goals of ministry
 - Focusing on defining enduring values and emerging values
 - Next steps: Hosting Listening Sessions on Feb. 4 and 8 to hear from confirmation students and church members.
 6. Website Proposal- Pastor Kent/ Ryan
 - Beginning design for new website in January
 - Website and social media are front door to the church
 - Need to identify potential taskforce members
 - Goal: launch by August - annual meeting
 7. Financial Audit Report- Nancy. See the newsletter below.
 - Finance committee received the completed audit last night. Only a few outstanding items to address. Congregation may review the financials at request.
 8. Sanctuary Cross– removed– Survey? Is a cross an important part of the sanctuary? Cost estimate?
 - Mural and cross have been taken down. Cross removed safely and stored for future. Will need to determine future plans.
 9. Sanctuary heating Issue: Problems persist. Waiting on options and costs before informing the congregation. (See Properties report.)
 10. Discussion Liability waiver for volunteers
 - Update: RLC volunteers are covered under our liability insurance. The only waiver needed is for work with youth.

11. Pastor Kent's review process
 - Conducted a mid-year review on Jan. 14. End of year review will take place after Easter.
12. Google drives for committees/ministry teams- Comments requested for "Best Practices" Draft Reminder -Jim
13. Habitat for Humanity- Spring event at RLC- Pastor Kent - May 16, 2026
 - RLC is hosting the Habitat Spring event in May. This is a regional event for HfH affiliates and the goal is to tour the newly finished RLC Habitat House.
14. Supporting staff- what can we do? Jim
15. Constitution review and update: Beginning the process, forming a task force, looking for volunteers- Jim
 - Seeking volunteers
16. Policy documents -Please preview and update.> discuss two policy docs each month
17. Stewardship 2025-26 - Update - we will need to hold pRaise - need names for a new team
18. Roseville Park issues- waiting on the city. Jim
19. Financial Audit– information item– waiting on report from the Auditor
20. FYI: Auto, Abuse and Molestation Insurance coverage-Review staff and Volunteer Policies- Jim, Policy statement sent to HUB. Waiting on "Safe Kids" policy from HUB
21. St. Paul Synod Conference Assemblies - Saturday, Feb. 14, 9am-noon, Christ the King, New Brighton - RLC is allocated 12 voting members!
 - Consider inviting your committee members to this event. This is a Bishop election year.
22. Annual calendar of asks– updates or new asks? [Annual Calendar of Ask:](#)
 - Motion to approve a fundraising campaign to support emergent neighbor needs through the month of February. M/S: Andrew/Pam. Approved.

7) Monthly staff reports

1. Senior Pastor – Pastor Kent
 - Highlights - new and interested members
 - Taskforce to look at potential changes to worship and Sunday schedules
 - Spiritual growth group - great interest
 - Care team - assembling resource list to support evolving congregation and community needs
2. Associate Pastor – Pastor Marty
 - Dresser build on Jan. 25 - need volunteers to help with dresser build set up on Jan. 24
 - Need 9th grade mentors - help promote
 - Investigating becoming an Amparo-affiliated congregation
3. Finance and Administration - Nancy

- We have a modest surplus currently, but we are actually behind in current donations. The surplus is because of lower staffing levels and lower giving.
4. Church Administrator – Mary
- 8) Committee Liaison & Project Team Reports**
1. Mission & Outreach – Karen Rogers
 2. Finance- Naomi
 - We have undesignated funds from memorial and estate gifts that were left to RLC. On a quarterly basis, the funds are supposed to be allocated as follows: unrestricted gift policy: 20% endowment; 20% reserve fund; 60% to be allocated at Council discretion.
 - Finance recommends that we allocate 20% to endowment and 80% to the reserve fund. This is different from the policy
 - Andrew moves that for Q1 2026 - allocate unrestricted gifts and memorials that are over \$5000 as follows: 20% endowment; 20% reserve fund; 60% neighbor support. M/S Andrew/Sarah
 3. **Endowment – Jayanti Ray - no update at this time**
 4. **Justice & Congregational Learning - Andrew Olson**
 - Andrew presented a holistic overview of the ministries he liaisons with. Promoted the Braver Angels event in April to help train people on how to have conversations with people you may not agree with.
 5. Small Groups and Care Team - Pam McCulloch
 6. Children, Youth & Families - Nancy Brown
 7. Community Engagement
 8. Nominating – Sarah Richter
 9. Organ Project Team- Jim
 10. Properties Project Team - Sarah Richter
 11. Prayer: Pam
- 9) Update Headlines – Recap key communications messages for next 30 days**
1. Announce Audit Report to congregation: Akins-Henke ad company completed an audit of the congregational finances, investments and financial procedures. Council recommended this audit because we have a new Senior Pastor, a new Director of Finances and because there has not been an outside audit in several years. The audit results were positive. A few procedural recommendations were suggested and are being implemented. The audit documentation is rather long. Members can review the audit information by contacting the church office.
 2. We thank volunteers for the help with mural removal and recent community events.
 3. We need volunteers for the following efforts: please contact Pastor Kent with interest.
 - Constitution updates - help with review and revisions to RLC Constitution
 - Lenten Mentors - Mentor and support 9th graders during Lent (Feb. - March)
 - Lenten Suppers - help serve and clean up the meals

- Communication committee - advise on website updates
 - Security taskforce - advise on building and cyber security plans
4. Heating system updates - The Properties Committee is working to address multiple HVAC failures in the Worship Center, focusing on short-term fixes to ensure heating reliability while developing a long-term strategy for maintaining and upgrading the aging systems. The committee will present options and recommendations to the Council and Finance meetings in January, with a full presentation planned for February.

Meeting adjourned at 9:07 pm

Parking lot issues:

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

New Paul Oman painting #2 hung in the Commons. Oman #1 hanging in the Social Hall in a protected, yet visible location.

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

Pastor Kent Claussen Gubrud

December 19, 2025 – January 15, 2026

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

- **Personnel Needs** – working on clarifying and defining Hospitality, Funeral, and Event staffing and volunteer needs, and our Facility staffing needs.
- **First Advent and Christmas at RLC** – It was a wonderful, busy, and inspiring Advent and Christmas at RLC. The Christmas concert with the joint choir and all of our musicians was incredible. Julie Wendland and the Hospitality Crew did a great job with the refreshments. The Christmas Eve worship services were beautiful.
- **Advent Vespers** – I hosted a weekly Advent Vespers on Sunday nights with former church camp staff members from Wilderness Canoe Base, Christikon, Holden Village, and their friends. Thinking about opening it up to the whole congregation next year.
- **Funerals and Hospitality** – we have had a lot of funerals, which has relied on the hard work and many hours from Julie Wendland, her husband, Rich, KJ, and a team of volunteers to make it all happen. RLC Hospitality at it's best! But it is stretching us thin, and we need to review what we can sustainably and affordably offer for funeral receptions in the future.
- **Need team for spring 2026 pRaise** – we need names of potential pRaise team members to start planning now!
- **Visiting new members** – we received 6 new households into membership on Jan. 11!

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

- **Personnel Committee** – continue to work on standardizing and updating all staff job descriptions before putting a review process in place
- **Website** – see Ryan's website proposal shared tonight – need to create a website and Communications team!
- **Sunday morning schedule changes needed** – still in process - small task force is being formed – Adult Ed., CYF, Contemporary Band, and others
- **Spiritual Growth Group** – 9 people have met to form a new group or two for Spiritual Growth
- **Care Team** – I met with five people from the Care Team to assess what the capabilities for care and the need for care are in our congregation. Creating a list of local resources and services for people in need, especially seniors, in our church and community.

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

-

- **HVAC for the sanctuary** – while it was cold for one Sunday during worship, it brought to light for a wide swath of RLC members the need to address our large facility improvements. While we are not in a position to run a Capital Campaign, the congregation is going to need to make some hard and important decisions very soon.
- **Next steps for 55 Building** – Bob Zismer is looking into options for closing off the 55 Building.
- **Step before focusing on updating the Strategic Plan** – please review congregational vitality assessment and come prepared to discuss at the next council meeting - <https://faithx.net/congregational-vitality-assessment/>
- **Council members continue to host small groups** – coordinate with Pastor Kent to continue to get to know more people at RLC – could be a gathering at a coffee shop or restaurant

Associate Pastor, Marty Wyatt

January 2026

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

- Christmas Season
- Sharing Tree
- Community Needs continue to present themselves-food insecurity in our schools, support for our most vulnerable, etc
- Community Support-Church showing up, holding space for people-this is loving our neighbors

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?

- Dresser Build: January 21 and 25
- There are lots of opportunities to get plugged in and show up for our neighbors right now. Love God, Love your Neighbor. ONAM, Immigration, and Mission and Outreach Partnerships continue to be busy with their varied, important work
- Confirmation Lock in
- Getting ready for Lent, particularly 9th Grade mentors and curriculum
- Guatemala Trip coming up

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?

Consider being a Lenten mentor

Minutes Finance committee January 14, 2026

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

Opening Prayer - Naomi 5:48 pm

1. Financial report - Nancy - 5:50 - 6:00
 - a. Nancy reviewed the church's financial position.
 - b. Please see the report in the council folder.
 - c. Discussion regarding distributing undesignated gifts and gifts. Finance committee recommendation is 20% to the endowment fund and 80% to the reserve fund.
2. Audit update - Georgia Akins presented an independent audit of RLC finances and procedures. Given some items to work on, updates to procedures will be made based on these findings.
3. Furnace Repairs/replacement update for Worship center, commons and office. Furnaces will need to be replaced in the near future as they are 25 years old. Have replaced parts but this is not a long-term solution. The Properties committee is working with Bob Zismer to develop a contingency plan and get estimates put together for fixing solutions. Will get further updates as they become available.
4. Organ fund - discussed option of keeping interest generated from the organ fund, in the organ fund, and not having interest going to the general operating fund. Began discussion and will continue at the next meeting.
5. Finance Policy/Procedure updating. Naomi/Nancy/Carol - Carol put in questions/concerns on current policy. Please see the policy in shared drive to review and leave comments.
6. Google shared drive for the finance committee is created.
7. Date for next meeting Tuesday February 17th 6:00 pm
8. Adjourn - 6:59 pm

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December 2025

Roseville Lutheran Church
 Stmt of Financial Position - As of December 31, 2025

2/7/2026

1 RLC Checking Account	
2 Balance Per Bank Statement	\$114,159.53
3 Deposits in Transit	\$8,597.00
4 Outstanding Bank Withdrawals	\$0.00
5 Outstanding Checks	\$29,182.88
6 GL Bank Balance	\$93,573.65
7 Checking Account	\$93,573.65
8 Petty Cash	\$500.00
8 Samaritan Checking	\$239.54
9 Vanguard Money Market ERC (\$343,747.16), Ryan Ave (204,095.47)	\$1,105,135.70
9 Cetera/Franklin Investment	\$2,873.53
10 Total Cash Accounts	\$1,202,322.42
Dedicated Funds	
11 Properties Fund (includes Building, Site Beutification, Lively Landscapers)	\$93,146.13
12 Education & Children's	\$695.71
13 Worship & Music	\$30,137.17
14 Stewardship/Memorials	\$9,275.00
15 Christian Life	\$6,826.07
16 Mission and Outreach	\$16,250.87
17 Youth Ministries	\$15,735.41
18 Other Restricted Funds by Donor	\$0.00
19 Estate Gifts	\$41,890.33
20 Mission Trips	\$18,109.35
21 Contemplative Practices	\$3,916.83
22 Christian Life Activities	\$21,566.95
23 Youth Ministry Activities	\$16,973.39
24 Endowment Fund Gifts and Grants	\$830.00
25 Total Dedicated Funds (Organ, Reserve and Ryan Ave Funds listed separately)	\$275,353.21
26 Organ Fund	\$99,857.93
27 Reserve Fund (per finance committee 3/2025)	\$762,096.06
28 Total Organ Fund and Reserve (including Ryan Ave Funds)	\$861,953.99
29 Total Dedicated Funds	\$1,137,307.20
30 Funds in surplus/deficit of Dedicated Funds	\$65,015.22
31 Summary of Unrestricted Cash	
32 Funds in surplus/deficit of Dedicated Funds	\$65,015.22
33 Liabilities	\$0.00
34 Operating Funds Assets	\$65,015.22
35 RLC Endowment	
36 Endowment Fund NorthStar Checking	\$301.77
37 Endowment Fund Vanguard Balanced Index Adm Fund (VBIAX)	\$805,006.74
38 Total Endowment Department 100	\$805,308.51
39 Total RLC Assets (Cash Accounts + Endowment Fund)	\$2,007,630.93

** See YTD Cash Flow Stmt

RLC Receipts Analysis

Budget Vs. Actual	Actual	Budget	Excess (Deficit)	Actual % of Budget
July	83,857.99	79,158.26	4,699.73	105.94%
August	101,754.82	85,758.34	15,996.48	118.65%
September	74,284.44	80,958.34	(6,673.90)	91.76%
October	87,581.93	98,908.34	(11,326.41)	88.55%
November	115,139.33	105,708.34	9,430.99	108.92%
December	115,204.39	148,858.34	(33,653.95)	77.39%
January			0.00	
February			0.00	
March			0.00	
April			0.00	
May			0.00	
June			0.00	
Total to Date	577,822.90	599,349.96	(21,527.06)	96.41%

YTD Cash Flow Statement

	Income	Expense	Gain/Loss	Cash on Hand
**Operating Ending balance as of 6/30/2025				11,011.64 **
July	83,857.99	80,813.85	3,044.14	14,055.78
August	101,754.82	91,153.49	10,601.33	24,657.11
September	74,284.44	80,380.34	(6,095.90)	18,561.21
October	87,581.93	83,667.96	3,913.97	22,475.18
November	115,139.33	93,498.18	21,641.15	44,116.33
December	115,204.39	94,305.50	20,898.89	65,015.22
January				
February				
March				
April				
May				
June				
YTD Totals	577,822.90	523,819.32	54,003.58	

Comparison Information 2025/2026 Offering

	2025/2026 Offering	2024/2025 Offering	%	Increase (Decrease)
July	75,927.71	64,580.07	17.57%	11,347.64
August	92,401.13	115,535.50	-20.02%	(23,134.37)
September	67,837.36	108,074.64	-37.23%	(40,237.28)
October	82,391.43	81,141.07	1.54%	1,250.36
November	109,159.53	86,912.34	25.60%	22,247.19
December	99,343.22	128,155.86	-22.48%	(28,812.64)
January		159,037.29		
February		73,260.93		
March		104,924.09		
April		95,653.53		
May		119,115.11		
June		85,632.13		
Total to Date	527,060.38	1,222,022.56		(57,339.10)
2024/2025 Offering to Date		584,399.48	-9.81%	

6 months

50.00%

Expense Summary

	Actual for Period	Monthly % of Yearly Budget	Actual YTD	Budget Annual	YTD % of Budget	Compared to last month
Personnel	64,302.87	7.28%	346,820.03	883,490.00	39.26%	
Program Ministries						
Worship and Prayer	5,786.57	30.54%	11,870.80	18,950.00	62.64%	↑
Benevolence/Mission and Outreach	2,275.91	3.21%	18,320.27	71,000.00	25.80%	↓
Justice & Congregational Learning	248.72	4.15%	3,250.36	6,000.00	54.17%	
Education & Children	0.00	0.00%	167.14	3,700.00	4.52%	
Youth and Family	677.60	6.93%	4,451.11	9,780.00	45.51%	↓
Christian Life	3,491.52	9.27%	9,820.45	37,650.00	26.08%	↑
Sustaining Ministries						
Stewardship	1,156.58	7.66%	5,535.48	15,100.00	36.66%	
Administration & Finance	753.80	1.17%	36,593.03	64,700.00	56.56%	↓
Congregation Council	0.00	0.00%	0.05	600.00	0.01%	
Computer/Network	1,413.75	6.73%	7,798.87	21,000.00	37.14%	
Human Resources	12.95	0.89%	301.75	1,450.00	20.81%	
Office Support	898.29	6.70%	6,451.84	13,400.00	48.15%	
Printing/Publications/Mailings	2,557.74	9.12%	15,660.51	28,050.00	55.83%	
Communications	1,770.70	20.83%	5,488.08	8,500.00	64.57%	↑
Properties/Buildings						
Utilities/Assessments	5,307.17	6.71%	30,264.11	79,100.00	38.26%	↑
Cleaning & Maintenance	862.33	3.67%	8,816.11	23,500.00	37.52%	↑
Grounds & Parking Lots	2,360.00	12.65%	9,258.24	18,650.00	49.64%	↑
HVAC	0.00	0.00%	416.51	4,300.00	9.69%	
Lighting	40.00	4.00%	343.95	1,000.00	34.40%	
Security	389.00	7.14%	2,190.63	5,450.00	40.20%	
Total Expenses	94,305.50	7.17%	523,819.32	1,315,370.00	39.82%	

Comparison Information 2024/2025 Expenses

	2025/2026 Expenses	2024/2025 Expenses	%	Increase (Decrease)
July	80,813.85	105,255.54	-23.22%	(24,441.69)
August	91,153.49	92,852.25	-1.83%	(1,698.76)
September	80,380.34	90,983.25	-11.65%	(10,602.91)
October	83,667.96	101,628.95	-17.67%	(17,960.99)
November	93,498.18	94,295.97	-0.85%	(797.79)
December	94,305.50	102,333.66	-7.85%	(8,028.16)
January	0.00	111,712.96		
February	0.00	102,664.91		
March	0.00	199,910.70		
April	0.00	99,077.08		
May	0.00	98,649.55		
June	0.00	86,760.46		
Total to Date	523,819.32	1,286,125.28		(63,530.30)
2024/2025 Expenses to Date		587,349.62	-10.82%	

Detail Ledger Report for Dec. 2025
1 Roseville Lutheran Church
25-26

0 Balance Sheet Accounts

37290 Reserve Fund

ERC funds to New account-Reserve Funds	172,274.05	
IRS ERC 1st Qrt 2021	171,473.11	
Additional ERC Payment	3,882.39	\$347,629.55 Total ERC funds
Acct#36600 Special Designation Year-End Per Fin Committee trf to Reserve	4,773.41	
Acct# 31520 Memorials as of 6/30/25 Year-End Per Fin Committee trf to Reserve	16,431.80	
Acct# 31520 June Memorial Gift	100.00	
Acct# 37280 Estate Gifts Year-End Per Fin Com to Reserve	188,960.03	
Childcare house sale proceeds	204,201.27	
Total Reserve Fund as of Oct 30, 2025	<u>762,096.06</u>	

Proposed Changes to RLC Council Representation

Sarah Richter, Council Vice President

January 2026

Executive summary

- **Background:**

- Council positions were redesigned in 2023 to align with RLC's strategic plan.
- Recent transitions have shown that current structure no longer fully supports evolving priorities and ministries.

- **Current Challenges:**

- Not all church needs are adequately represented (e.g. properties/facilities).
- Some Council roles (e.g., Community Engagement) lack clear alignment to committees/ministries, causing overlaps and gaps.

- **Need for Change:**

- Council roles must be refined to better support ministries and address representation gaps.
- Realignment will help Council members increase their effectiveness.
- NOTE: Church constitution states that there will be six Council positions, in addition to three Exec. Council positions. It does not state what the Council positions should represent.

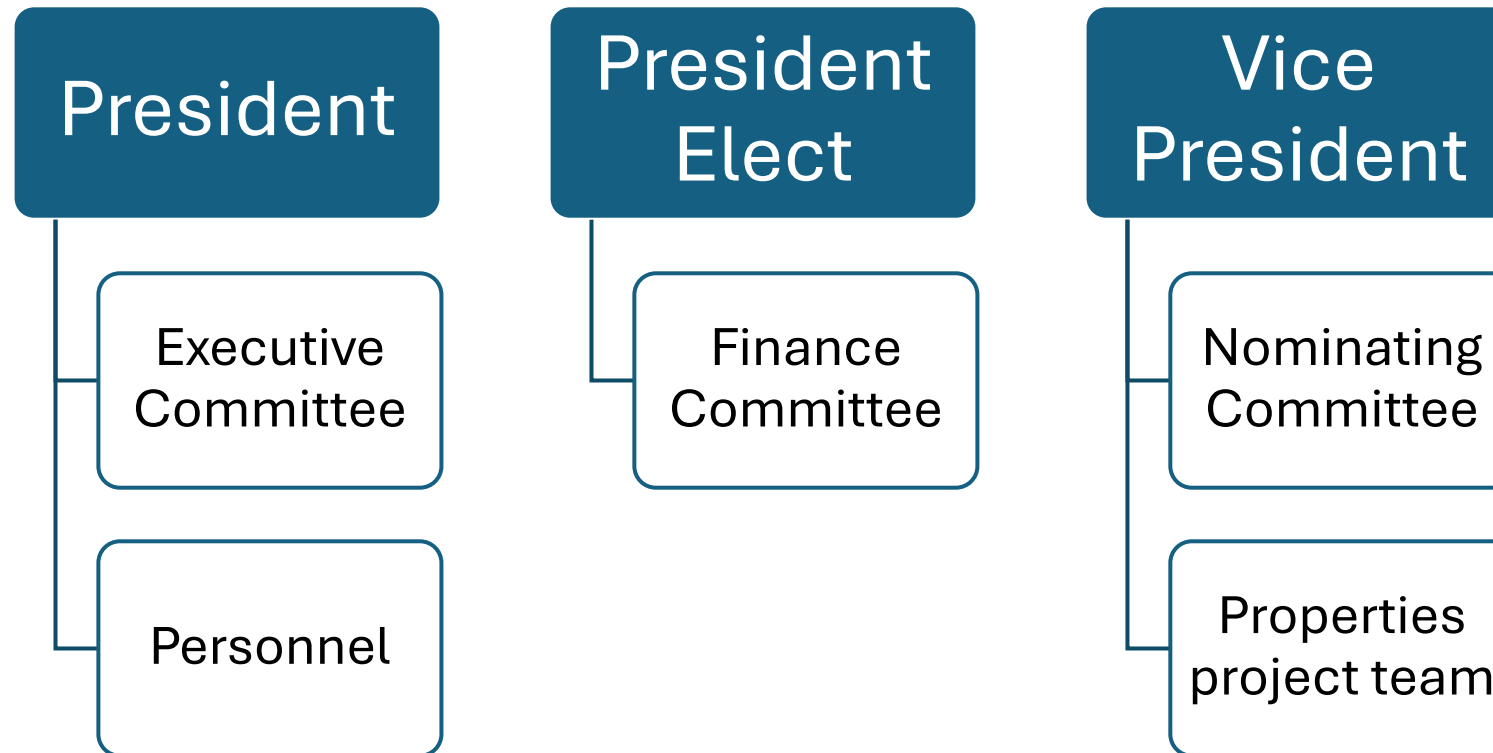
- **Proposed Solution:**

- Redefine positions to align with ministry priorities and current church needs.
- Clarify role descriptions and ensure comprehensive representation.

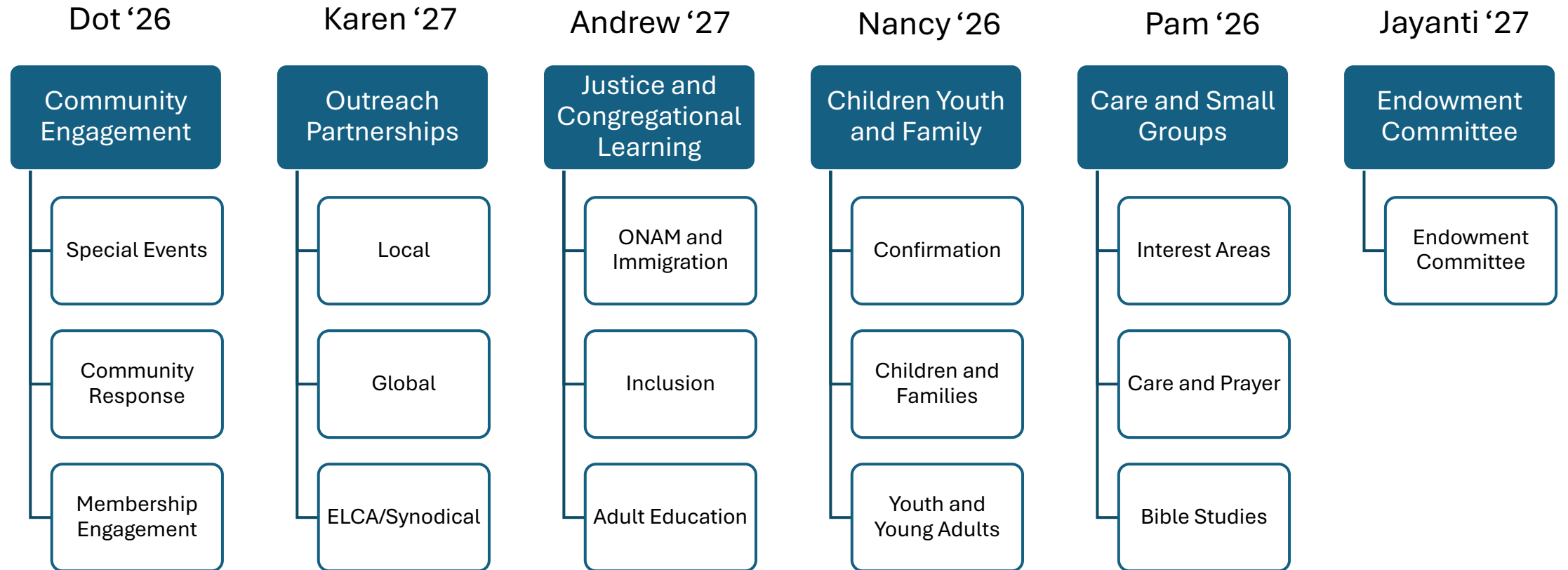
- **Expected Outcomes:**

- Improved clarity and accountability for Council roles.
- Stronger alignment between leadership and ministries.
- Enhanced ability to meet the congregation's evolving needs.

RLC Executive Committee (current)



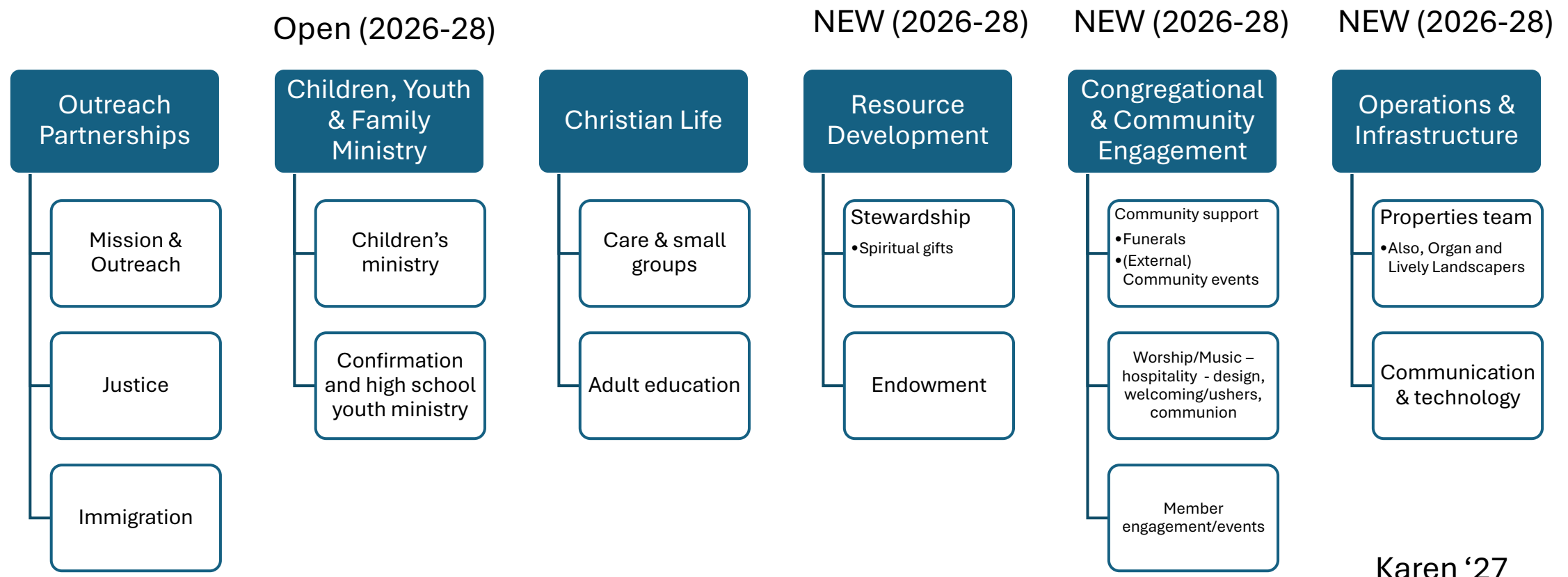
RLC Council Liaisons (current)



'26 or '27 indicates year term expires

Future state recommendations:

Alignment of council positions with ministry priorities



Karen '27
 Andrew '27
 Jayanti '27

Current Council members – what is your passion/interest?

Role descriptions

- **Outreach and partnerships:** (Revised) Centralizes all outreach groups under one Council liaison including mission & outreach, justice and immigration. Continues to include local, global, Synod and ELCA outreach as well as financial support for several groups and organizations.
- **Children, Youth and Family Ministry.** Not much change. Responsibilities would include children, youth and young adult ministries and programs, including confirmation.
- **Christian Life:** (Revised) Liaison focused on congregational care, visitation, adult spiritual education and enrichment, small- group social ministry, Bible studies and reading group. A goal would be to reinvigorate small group social ministry.
- **Resource Development:** New Liaison with Endowment, and Stewardship Committees, stewardship being inclusive of spiritual gifts as well. Form committees (stewardship) as appropriate and needed. This person would have overall connections with stewardship and congregational financial issues. The president elect would continue to develop the budget and be the chair of the finance committee. A goal would be to formalize and grow the stewardship program.
- **Congregational and Community engagement:** (Revised role) Liaison with Hospitality Team for funerals, internal RLC and external community events; support hospitality through Worship and Music Ministries including ushering, communion, design team. (Alternative name: Hospitality)
- **Operations & Infrastructure (New)** Building and grounds, communication and technology, website revision, building design, and long-range facilities planning. Liaison with staff and building and properties committee. A goal would be to formalize a plan for the facility needs of the future working with the Property and Facility Task Force. *(Alternative names could include Facilities and Technology Resources, Administrative Resources, Support Services, Property and Communication Management)*

ROSEVILLE LUTHERAN CHURCH
WEBSITE PLAN & NEXT STEPS



WHY A NEW WEBSITE?

- Modernize online presence
- Improve accessibility and usability
- Showcase events and programs
- Strengthen communication and engagement

WEBSITE GOALS

- Clear, user-friendly navigation
- Mobile-responsive and fast-loading
- Easy content management for communications staff
- Highlight events and ministries
- Encourage online giving and engagement

WHO WE'RE SERVING

- Current congregation members
- Prospective members
- Families, youth, seniors
- Event attendees and volunteers

KEY FEATURES

Event calendar & registration

Online sermons & resources

Volunteer sign-ups

Donations & giving integration

Blog/News updates

Contact forms & directions

CONTENT STRATEGY

- Ministries & programs
- Weekly sermons and devotionals
- Event announcements
- Community stories & testimonials
- Staff & leadership bios

LOOK & FEEL

- Warm, welcoming, faith-focused design
- Church colors, fonts, and imagery
- Intuitive navigation for all ages
- Mobile-friendly layouts

NEXT STEPS / ACTION PLAN

PHASE 1

TEAM & PLANNING

JANUARY 2026

- Goals
 - Identify Participants
 - Define Project Scope and Objectives
 - Conduct Kickoff Meeting
- Key Actions
 - Assign Project Leads
 - Clarify "must-have" vs. "nice-to-have features"
 - Discuss preliminary budget/resources

PHASE 11
NEEDS ASSESSMENT & CONTENT
PLANNING
FEB-MAR 2026

- Goals
 - Determine website content and functionality needs
- Key Actions
 - Survey staff, pastors and committees
 - Audit current website content
 - Create site map and define structure

PHASE 1II

DESIGN & DEVELOPMENT

APRIL & MAY 2026

- Goals
 - Build website according to approved plan
- Key Actions
 - Develop first draft of website for review
 - Content creation for new website
 - Migration of content from old website

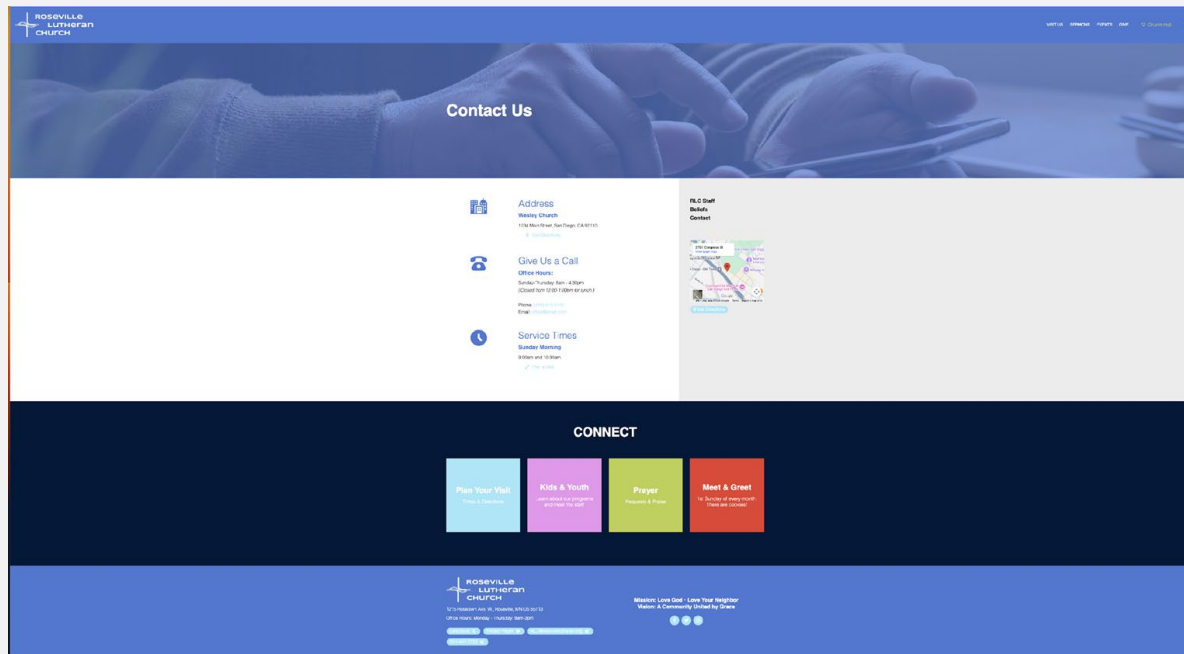
PHASE IV REVIEW & TESTING JUNE 2026

- Goals
 - Ensure website works correctly before launch
- Key Actions
 - Staff & pastors review
 - Congregational Council review
 - Test navigation, links, forms, donations, etc.
 - Revise based on feedback

PHASE V LAUNCH & POST-LAUNCH JULY 2026

- Goals
 - Officially launch website at Annual Meeting
 - Maintain website and monitor for issues
- Key Actions
 - Unveil new website and functionality at Annual Meeting
 - Announce New Website via social media
 - Phase out the old website
 - Monitor performance and gather feedback
 - Establish ongoing maintenance plan

WEBSITE EXAMPLE



<https://31817.shelbnextsites.com/>

QUESTIONS & FEEDBACK

Group: Children, Youth & Family

Date: 1/14/26

Prepared by: Nancy Brown

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

- RLC Kids celebrated the last Sunday before Christmas with a Christmas Party.
- RLC Kids and Confirmation started back up in January after Christmas. It is good to see everyone excited to be back!
- Our Confirmation groups had a Gathering Time on Wednesday January 14th. Some small groups gathered at church and connected through games, crafts, food and more! Other groups got together outside of church to build connections with each other.

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?

- Sunday January 25th is our dresser build. Families are encouraged to stay and build another dresser as a family after the service, or join us for RLC kids to build one then. We would love to see many of our youth involved!
- Vacation Bible School will be June 22-26 from 9 AM to noon every day. The ages for VBS are 3 years old to completion of 4th grade. The theme will be "Who is My Neighbor" and we will be exploring our neighbors around the world and our relationship in supporting them. Registration and payment will be due by June 15th!
- Wapo registration opens on January 15th. Seeds campers (completed 1st-3rd grade) will be July 24th to July 26th. Students who have completed 4th - 9th grade can attend camp July 26th to July 31st. Ox Lake is a camp for high school aged kids, and they will be hosting RLC from July 26th to July 31st.
- RLC will be hosting a middle school mission trip to Duluth this summer from 06/11-06/16, as well as a high school trip to Milwaukee from 07/12-07/17.
- We will be hosting a first communion lesson on March 28th at around 9 AM. This class is "recommended" for third graders, however if you think or do not think your

child is ready you are more than welcome to register early or wait to register next year. Registration will be coming soon.

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

- None at this time.

Group : Care and Small Groups

Date: 1/14/26

Prepared by: Pam McCulloch

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

- RLC Reads - Despite a rainy night 21 people gathered on January 8 to discuss **The Emperor of Gladness** by Ocean Vuong. Bob Bergstrom does a great job leading the discussion.
- Quilters - Debbie Kay reports the following: “ The Quilting Group is driven by our shared goal of bringing warmth and comfort to those in need. We appreciated the opportunity to have a congregational prayer blessing on the quilts as they made their way to our neighbors in need this year. That display was half of the 248 quilts that were donated. We have been actively networking for interested individuals and hope that focus will help. We thank the council for the support of our mission.”
- Men’s Bible Study Group - The men’s group is supporting one of their members who recently had a baby boy. They will help provide clothing and baby things as needed. They continue to meet on the 1st and 3rd Saturdays at 8:30 AM in the upper lobby area.
- Care Team - The Care Team is under construction with the help of Pastor Kent. They met January 10 to discuss how they can be more effective in the lives of RLC members.

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

- RLC Reads will meet February 12 at 7 pm to discuss **The Heaven and Earth Grocery Store** by James McBride. All are welcome even if you haven’t read or finished the book.

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.

Facility January 2026

- Coordinate delivery and pick up of aerial lift
- Coordinate removal of cross
- Coordinate install of new water fountain and power connections
- Research and prepare scope of work for new fire panel-obtain bids
- Inspect main components off McQuay, 30 tone rtu and 20-ton rtu. Prepare summary of condition, cost, and availability of replacement parts
- Develop diagram and procedures for shutting down 55 bldg
- Process rebates for McQuay motor and 2-80-ton furnaces for Heritage Hall
- Pick up facility supplies
- Discussions with Saul from MEI elevator company on upgrade to door safety regulations

Ministry: Justice and Congregational Learning Council Liaison

Date: 1-15-2026

Prepared by: Andrew Olson

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

There is so much happening to respond to the pain in our communities and it is changing hour by hour. This is where we are called to be and make a difference, seeking to be the church the community needs. This will all be moving quickly.

Adult Education - Held a brainstorming session on January 4 regarding future topics, and many ideas came up including more interactive sessions, sessions about Islam, terminal illness, food insecurity. Sessions continue to be well done and well-received. Upcoming session with staff from Roseville Area Schools.

ONAM - Supporting Palm Sunday Path program and continuing their work around land acknowledgement, although their work is now pivoting to supporting those affected by immigration enforcement activities. Lots of organic work happening.

Immigration - Making the decision to pivot toward supporting people affected by immigration enforcement including support for individual families but also for other community organizations. There is lots of energy and passion to do things while also a need to be appropriately discrete while doing so.

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?

- How can we give people an outlet to “do something” while also being appropriate and discrete?
- Encourage people to attend Palm Sunday Protest

Ministry: Mission and Outreach Partnership (MOP)

Date: January 8, 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) **Sharing Tree** Debrief

- a) *Bridging - 2 car loads delivered*
- b) *Keystone - 2 car loads delivered*
- c) *Every Meal - waiting for the final \$ amount RLC wrote to Every Meal*
- d) *Central Park - first round of cards dropped off before the holidays. 2nd round will be used for food donations for families in urgent need of food resources. Marty is discussing details with Maria Christiana from the school district*
- e) *Interfaith Action - 1 car load delivered with games and toys*
- f) *Take aways from debrief: Consider midpoint dropoff before the Christmas concert at RLC to help move the items sooner. Make sure to count the # of items donated for the records*
- g) *Dorothy Day - there were leftover socks not distributed at Dorothy Day meal RLC hosted so they will be passed to Interfaith Action to be used.*

2) **Dresser Build Planning** - Wed. 1/21st for Confirmation Students and Sun. 1/25 for Congregation

- a) *Janelle contacted Joel Bisser to set up logistics fro 50 dressers (inform him of date, dates to visit, drop off, two build dates, pick up, confirm # of dressers and prices)*
- b) *Karen emailed Mary to reserve a room and invite volunteer experts, Tom Campbell and Jim Roste, to assist at the event.*

3) **Spend discretionary funds** on ramifications from Government Shut down

We donated an additional 4K to both Keystone and Every Meal.

4) **March Food Drive 1 - 29** - Pasta and Peanut Butter will be collected again for Keystone - Kris is sending communications to newsletter and eblast

5) **Language on bins to guide donations** being dropped off- we are considering adding Language to the Bins stating "Currently accepting Donations for _____" as we are receiving random drop off to donations that aren't being requested and have to be delivered somewhere as we don't have storage space to store. This one will continue to be discussed as we want it to care for our neighbors without the bins being a random dump site of people cleaning out their closets and pantries.

6) **Adult Education Speaker Series for 2026**

Staff Report to Council

- a) Dresser Build date January 25th
- b) Rachel Morey, Interfaith Action Feb. 1 - Kris reached out to to confirm
- c) Guatemala with Pastor Marty May 17th

8). **Meeting Dates**

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

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? **Please help build dressers on Sunday January 25 so we meet our commitment of 50 dressers.**

Working to get updated numbers of our ministry partners paid out year to date.

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.

M&O team is discussing if there should be a line item for designated funds added to our budget table to continue to keep the numbers in front of us regarding the partners we serve and the needs that are asked.

Organization	Fully Amount	When Paid
ELCA	\$20,000	Monthly to ELCA
FMSC	\$8,000	All in April 2026
Dorothy Day	\$8,000	Monthly available for the food purchases
Every Meal	\$6,000	\$3k in fall and \$3k in spring
Keystone	\$6,000	\$3k in fall and \$3k in spring sent to Angel Fund
Bridging	\$8,000	funds will be sent to Bridging - end of Dec '25 to Jan '26
Guatemala	\$8,000	funds put in designated accounts in Jan. -Feb. '26
Meals on Wheels	\$1,000	June

Staff Report to Council

Wapo	\$3,000	Spring 2026
M&O Discretionary Funds	\$1,000	
Reconciling Work	\$1,000	Fall of 2026
Lyngblomsten	\$1,000	either fall or spring based on amount in M&O
TOTAL	\$71,000	

Ministry: Properties - Sarah Richter

Date: Jan. 8, 2026

Prepared by: Sarah Richter

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

End-of- life challenges for many of the church HVAC systems

The Properties Committee convened to address multiple HVAC failures in the Worship Center and Heritage Hall, aiming to develop a comprehensive strategy for maintaining and upgrading the church's aging heating and cooling systems. The current situation involves significant risks, including potential building damage from heating failures and the need for costly repairs or replacements. Immediate focus is on ensuring heating reliability through short-term fixes, while a formal risk-benefit and cost-benefit analysis is required to guide long-term decisions.

The committee is preparing to present options and recommendations to the Council and Finance meetings in January, with a full presentation planned for February.

Action Items

1. **Assess Current HVAC Units across three building sections (Worship Ctr; Commons; Office)**
 - Determine the condition and status of each HVAC unit across all buildings.
2. **Estimate Costs**
 - Gather estimates for both repairing/refurbishing and fully replacing the three main HVAC units
3. **Develop Comparative Recommendations**
 - Prepare two sets of recommendations:
 - A: Repair/refurbish existing systems
 - B: Full replacement of units.
4. **Review Alternative Providers**
 - Evaluate other HVAC service providers and analyze tradeoffs.
5. **Create Emergency and Patch Plans**
 - Develop a contingency plan for catastrophic HVAC failure, including sourcing parts quickly and temporary heating solutions.
6. **Document and Communicate**
 - Prepare materials outlining the problems, estimated costs, and options for the January Council & Finance meetings.
 - Plan for a full presentation to the Council in February.
7. **Address Other Property Priorities**
 - Consider additional urgent needs: replacing the Worship Center roof (~\$500K) and upgrading the fire alarm system (\$20K-\$80K).

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

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Roseville Lutheran Church
Safe Kids Policy
December 11, 2025 JRS
Draft– not approved by Council

Expectations and Responsibilities of Adults Working With Children/Youth

Introduction: Both the mission and vision of Roseville Lutheran Church (RLC) include ministry to children and youth. RLC values the contribution adults make with children and youth. RLC staff and leadership want to be direct and clear in its support of these ministries. Therefore, this policy statement provides expectations and responsibilities for adults working with children and youth. These guidelines are meant not only to protect children and youth who participate in activities at RLC, but also as a support to adults in prevention of misunderstandings of their actions toward children and youth.

Understanding that the church is not immune from societal influences, we have established policies and actions for dealing with issues regarding misconduct. The “Addressing Sexual Misconduct” (document), prepared by Saint Paul Area Synod, is on file at the church office and is available for reference. It was the result of a study on sexual issues. Section A of the document provides an overview of Christian responsibilities and definitions of terms used throughout the document. Section B addresses ordained staff. Section C pertains to issues relevant to RLC Expectations and Responsibilities of Adults Working with Children and Youth at RLC and is a valuable reference..

Policy and Procedures of of Roseville Lutheran Church: A further clarification of the guidelines:

1. Volunteer or staff drivers must be 21 years or older and have a valid drivers license.
2. A background check will be conducted every other year for those working or volunteering with children or youth.
3. Alcohol, tobacco, and illegal chemical use is prohibited.
Use of alcohol or illegal chemicals by adults is not appropriate when participating in activities with children/youth, even when children/youth are not immediately present.
4. Adults will not meet with children and youth alone, in a non-public space, without parent/guardian permission. Two adults must be present when meeting in homes.

5. It is essential for overnight events (i.e., retreats, camping trips) with mixed groups to have adults of both sexes present the entire time. For same sex groups, more than one adult should be present at all times.
6. Whenever possible, counseling should take place during normal working hours when other staff are present or nearby. Options to this include: Have another person in the room; leave a door open with another adult nearby; meet in a public place.
7. Adult leaders will refrain from any actions or use of language that is hurtful and will instead promote a nurturing environment where all children and youth are cared for and affirmed.
8. Hurtful actions could include criticizing, pointing, public reprimand/ridicule, grabbing, pushing, or demeaning facial gestures. Nurturing actions could include supportive statements, respecting differences, complimenting, and acknowledging uniqueness in child and youth.
9. Words of encouragement, support, and affirmation are appropriate; words of affection are not, as a general rule., if it feels wrong, it is wrong.
10. Any relationship of a romantic nature between adults and children and youth is prohibited. This applies to both church and personal activities.
11. Inappropriate physical contact with children and youth is prohibited.
12. Appropriate touch, such as hugging or a reassuring gesture, will be done only in a group setting. Touching one another by hugging, holding hands with children/youth, or putting an arm around a child/youth are reassuring gestures that show you care. However, always do these gestures in a group setting. One way to keep touch from being misinterpreted by a single child/youth is to show the same affection to all children/youth. Avoid situations that could be misinterpreted; for example, allowing youth to sit on your lap, touching under water while swimming or water play.
13. Behaviors, which violate any of the statements above, are to be reported to a pastor, youth director, or parish education director of RLC.

Reporting of Misconduct

Reporting violations of the Expectations and Responsibilities of Adults Working with Children and Youth at RLC (referred to in the remainder of the document as guidelines) is the responsibility of all members who observe misconduct or perceived misconduct. Caution and common sense are encouraged, however, if anyone perceives that a child or youth is in danger of being abused, a pastor, education director, or youth director is to be notified.

Child Abuse: In the case of child abuse, anyone may report. However, under Minnesota state law, the following are required to report: a professional or the professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care,

education, law enforcement or a member of the clergy. Volunteers working with children and youth at RLC should contact the RLC staff member in charge of the particular program if child abuse is suspected. Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. The reporter's name is confidential, accessible only upon consent of the reporter or by court order. Anyone who is required to report and fails to do so is guilty of a misdemeanor.

Investigation of Allegations of Sexual Misconduct

An investigation will be made of any reported violations of the guidelines in this document following the guidelines of sexual misconduct of the ELCA Saint Paul Area synod.

Possible Action Steps

For other reports of alleged violations, possible responses may be no further action, further investigation, removal of the staff or volunteers's continued interaction with children and children at RLC. It is important that all participants in any investigation be aware of all issues of confidentiality related to the reporting.

ELCA Consultation and Discipline Procedures.

The synod procedures are set in the context of the disciplinary procedures of the ELCA as set forth in chapter [20] of the Constitution and Bylaws ([Addressing Sexual Misconduct, Saint Paul Area Synod, May 1993]).

Follow-up and support to Assist in Healing

The pastor, youth or education director will seek to be in regular contact with the victim(s). The victim(s) will be encouraged to meet with an advocate for support. For further guidelines see the Saint Paul Area synod Guidelines on file in the church office.

Expectations and Responsibilities of Adults Working With Children/Youth at Roseville Lutheran Church

Volunteer Acknowledgement

Overview

As an adult working with children and youth at RLC, you are valued and supported by this congregation. The following rules and standards outlined are for the protection of all. These expectations and responsibilities apply to all persons who supervise, chaperone, teach, counsel or in any way work with children and youth at RLC.

- Volunteer or staff drivers must be 21 years or older and have a valid drivers license.
- Have a background check conducted every other year.
- Alcohol, tobacco, and illegal chemical use are prohibited.
- Adults will not meet with children/youth alone, in a non-public space, without parent/guardian permission. Two adults must be present when meeting in homes.
- Adult leaders will refrain from actions or language that is hurtful and will instead promote a nurturing environment where all children and youth are cared for and affirmed.
- Any relationship of a romantic nature between adults and children/youth is prohibited.
- Inappropriate physical contact with children/youth is prohibited.
- Appropriate touch, such as hugging or a reassuring gesture, will be done only in a group setting.
- Behaviors, which violate any of the statements above, are to be reported to the director of children's ministry, youth director or a pastor of RLC.

As an adult worker/volunteer for Roseville Lutheran church I agree to abide by these guidelines.

Signature
NAME (print)

This policy was updated and approved by the RLC Council on