

1. Opening devotions: Nancy Brown
2. Call to Order
3. Attendance – establish quorum (need 5 Council members)
  - a. Jim, Naomi, Sarah, Pam, Karen, Andrew, Nancy Brown, Nancy Johnson, Pastor Kent, Mary Johnson
  - b. Absent: Pastor Marty
  - c. Guests: Nick Clark, Ben Guengerich
4. Approval of current agenda - Approved
5. Approval of the prior month's minutes - Approved
6. **New Business:**
  - a. Discovery process for CYF ministries- Link to the Discovery Team's final report. [Discovery Team final report — Roseville](#)
  - b. Reviewed Discovery process and report.
    - i. Recommendations include either a) hire a full-time position or b) hire a collaboration of part time roles. Preference is for full-time candidate, but the market is challenging - few people available for these roles.
    - ii. Next steps: Council to determine if we move forward with FT or PT staffing model; create a search team and begin search process; assemble a CYF ministry team.
    - iii. Move to approve the Discover Team report M/S: Pam/Andrew
    - iv. Motion (by email) to move forward with search process for a full-time CYF position M/S Naomi/Jim
  - c. Pastor Kent's one-year review: Jim
    - i. April 21– your input is important
    - ii. <https://docs.google.com/document/d/1m-32MdFMdnYvwTPL8fTNzmeBUcRsmYbS/edit>
  - d. Council Vacancy–60 days to fill vacant positions.
    - i. Once new Council candidates identified and confirmed, we will move to nominate one to start earlier and fill the empty Council position.
  - e. Synod Bishop candidates forum, April 12, being welcoming hosts.
    - i. Need support with hospitality. Will send an email requesting help
  - f. Proposed Annual meeting - Aug 23; Budget 101 meeting - Aug 10 (Monday)
    - i. Determine final dates in April
  - g. Policy approvals– Safe kinds and Operational Ethics
    - i. Motion to approve the policies M/S: Karen/Naomi. Motion approved.
  - h. Council approval Operational Ethics and Safe Kids Policy:  
<https://docs.google.com/document/d/1RCPBTxUI1truxjUu-EKmyjypHXEvZSRs0QPckIpRnqc/edit?tab=t.0>

<https://docs.google.com/document/d/127UrfdzspDI6mZeNVLUBr07IkYn08Rac/edit>

- i. pRaise campaign– help from council is needed, new approach because of time limits
    - i. Council team will assemble to determine a plan: Andrew, Naomi, Sarah, Karen and Carol
  - j. Campus Security Task Force is up and running. Task Force Charter is in draft form. We have an emergency plan that needs updating and training for staff and volunteers.
  - k. Policy documents: Discuss two policy docs each month: Safe Kids and Operational Ethics See above
  - l. Insurance update- hopefully back to normal market rates
    - i. Nancy finishing up the last two applications to move RLC to the standard insurance market. Goal is to reduce our insurance premium prices by moving back to the standard market.
  - m. Update website: Ryan has a team to help update the website and work is underway
  - n. Properties: Recommend acceptance of proposal from Life Save, fire monitoring hardware– \$16,380.00 and allow budgeting for the project up to \$20,000.00.
  - o. Financial Audit– completed and announced to congregation in March newsletter
  - p. Google drives for committees/ministry teams- Reminder
  - q. Habitat for Humanity- Spring event postponed until house is completed
    - i. Holy Hammers and Bud's Bunch will work on the Childcare Habitat House. Will publish the volunteer dates and opportunities.
  - r. Constitution review and update: Initial meeting with Synod was held. Forming a task force, looking for volunteers- Jim Looking for volunteers: Carrie Hanton, Ramona Lackore and KJ Bach (advisor).
  - s. Stewardship 2025-26 - Stewardship For All Seasons (2yr synod program - \$2,900!)
    - i. RLC Stewardship team will work with Stewardship for All Seasons to develop and enhance the RLC stewardship efforts.
    - t. FYI: Auto, Abuse and Molestation Insurance coverage-Review staff and Volunteer Policies - Nancy reviewing/updating policies
    - u. Budget. Discuss with committees. What increases or decreases are needed for the 2026-2027 budget. Changes and updates due by March Council meeting. Properties will submit in early April.
- 7. Monthly staff reports**
- a. Senior Pastor – Pastor Kent
    - i. Stewardship For All Seasons and Capital Campaign preview: 1st Ministry Budget, 2nd Stewardship and Intention of Giving, 3rd Annual Meeting to Approve Budget based on Intentions to Give.
  - b. Associate Pastor – Pastor Marty
  - c. Finance and Administration - Nancy
  - d. Administrative Assistant – Mary
- 8. Committee Liaison & Project Team Reports**

- a. Mission & Outreach – Karen Rogers
  - b. Finance- Naomi
  - c. Endowment – Jayanti Ray
  - d. Justice & Congregational Learning - Andrew Olson
  - e. Small Groups and Care Team - Pam McCulloch
  - f. Children, Youth & Families - Nancy Brown
  - g. Community Engagement
  - h. Nominating – Sarah Richter
  - i. Organ Project Team- Jim
  - j. Properties Project Team - Sarah Richter
  - k. [Endowment Charter](#) - approved last month
    - i. End of Life Support: Kevin Peterson, Bill Metzger
  - l. Prayer: Pam
  - m. Adjourned 8:47pm
9. Headlines: Recap key communications messages for next 30 days
- a. **Audit completed:** Akins-Henke and 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. Members can review the audit information by contacting the church office.
  - b. **Volunteer:** Ryan Avenue Habitat House: Help renovate the former Child-Care house (sold to Habitat for Humanity) from April 27 – June 26. This project continues the legacy of Bud Helman and the "Holy Hammers" network. Contact: Jim Stark at jim.stark3215@gmail.com
  - c. **Youth & Family Ministry:** New Strategic Vision: The Church Council has approved the Discovery Team's report—a strategic guide for future staffing and programming for our Children, Youth, and Family ministries. We are forming a ministry team to create a new job description and then begin the search process for a new CYF Staff member. The report will soon be on our website. Special thanks to Nick Clark and the Discovery Taskforce for their hard work.
  - d. **Community Support:** Rental Assistance: In partnership with Roseville Schools and Do Good Roseville, RLC has provided rental assistance to 52 families. To contribute to these ongoing efforts, contact Nancy in the church office.
  - e. **Winter Volunteer Appreciation:** A huge thank you to the many volunteers who kept our ministry moving this winter, from Lenten hospitality and snow removal to hosting the Monarca event and waxing the floors, and more. We could not function without your help.
  - f. **Become a sustainer:** In light of the recent snowstorms and upcoming Spring vacations, we encourage RLC members and friends to [Become Sustainers](#) and make RLC contributions online.



# Discovery Report

*Roseville Lutheran Church, Roseville MN*

## *Discovery Team Members*

- Nancy Brown
- Emily Dullea
- Ben Guengerich
- Ginny Mullen
- Doug Richter
- Priya Storlie

## *Purpose*

Help Roseville Lutheran Church (RLC) evaluate the current state of its youth and family ministry program and create a strategic vision for its future.

## *Process*

Beginning in November 2025, the Discovery Team (DT) met approximately once per month for 90 minutes at a time. DT members were specifically invited to serve on this team based on their dedication to RLC's ministry to children and youth, and RLC overall mission. Each member was able to offer valuable feedback and a unique individual perspective that helped the DT honor the past, evaluate the present, and envision the future of youth ministry at RLC.

This group spent 2 sessions strategically thinking through the vision, mission, and values of RLC in relation to its youth and family ministry program, 1 session drafting congregational listening sessions, 1 session analyzing the results of those surveys, and 1 final session creating strategic planning proposals for future staffing and program models. This report is the culmination of that work, intended to be a guide for staffing and programming decisions for the next phase of youth and family ministry.

# Faith Assets at RLC

*Cultural Strengths of Children and Youth Ministry at  
Roseville Lutheran Church (RLC)*

from Exemplary Youth Ministry Study ([www.firstthird.org/eym](http://www.firstthird.org/eym))

The Faith Assets are elements that describe congregational culture and make-up a framework for congregations to use in developing the faith of young people. The study points to these 44 elements as ways and means through which congregations have, over time and with great

effort, built their capacities to influence the faith of young people. These elements are descriptive not prescriptive. Rather than being all encompassing, they are part of a growing body of knowledge about what it takes from the congregation, the family and the youth ministry to help young people's faith life grow to maturity.

Discovery Team members reviewed the 44 Faith Assets, and determined that the following Faith Assets were most applicable to the current Congregational and Youth Ministry culture at RLC. This is based on the personal experiences and perception of our Discovery Team members.

## Initial Considerations from the Discovery Team:

- The assets below represent the overall culture of RLC as a whole, and are not exclusive to Children, Youth and Family (CYF) ministry.
- All of the below values could be sorted into two broad categories: **Outreach Partnerships** and **Faith Formation**.
  - **Outreach Partnerships** – includes Mission and Outreach, immigration, and social justice.
  - **Faith Formation** – includes CYF ministry, adult education, and aspects of worship.
- Categorizing Faith Assets in this way may help prioritize certain ministry initiatives and clarify the vision going forward for CYF ministry.

## “Enduring Values” at RLC

*What faith assets are strongest or most evident at RLC today (ranked)?*

### Primary Assets

- **Demonstrates Hospitality:** The congregation values and welcomes all people, especially youth. **Outreach Partnerships**
- **Promotes Service:** The congregation sponsors outreach, service projects, and cultural immersions both locally and globally. **Outreach Partnerships**
- **Encourages Thinking:** The congregation welcomes questions and reflection on faith and life. **Outreach Partnerships & Faith Formation**
- **Establishes a Caring Environment for Youth:** Youth Ministry provides multiple nurturing relationships and activities, resulting in a welcoming atmosphere of respect, growth, and belonging. **Faith Formation**

### Secondary Assets

- **Makes Mission Central:** The congregation consistently witnesses, serves, and promotes moral responsibility, and seeks justice. **Outreach Partnerships**

- **Supports Youth Ministry (Pastoral):** Pastors understand, guide, and advocate for youth ministry and its adult volunteers. **Faith Formation**

## “Emerging Values” at RLC

*What faith assets would we like to prioritize most going forward (ranked)?*

### Primary Assets

- **Demonstrates Competent Adult Leadership (Staff and Volunteers):** Adults foster authentic relationships and utilize effective practices in youth ministry with a clear vision strengthened by training and support. **Faith Formation**

### Secondary Assets

- **Encourages Thinking:** The congregation welcomes questions and reflection on faith and life. **Outreach Partnerships & Faith Formation**
- **Creates Community:** Congregational life reflects high quality personal and group relationships. **Faith Formation**
- **Uses Many Approaches:** Youth Ministry intentionally and creatively employs multiple activities appropriate to the ministry’s mission and context. **Faith Formation**
- **Models Faith (Youth Director):** The youth ministry is a role model reflecting a living faith for youth and adults. **Faith Formation**

## Recommendations from the Discovery Team:

- Seek a ministry candidate with giftedness that can uphold and elevate these Faith Assets at RLC.
- Pursue a ministry model that maintains and expands the scope of these assets to reach RLC families more broadly and more deeply.
- Pursue a CYF staffing and volunteer model that prioritizes programming and initiatives which support **Faith Formation** values, and allows for **Outreach Partnerships** initiatives to continue to be supported by other staffing and volunteer positions at RLC.

# Congregational Listening Sessions

## PROCESS OVERVIEW AND QUESTIONNAIRES

DT members designed and implemented congregational listening sessions, open to all members of RLC.

The first listening session took place on Wed, Feb. 4 with Confirmation students. Confirmation small groups met with their usual small group leaders and 1 member of the DT for a majority of the hour. The second and third listening sessions both took place on Sun, Feb. 8 after each worship service. Tables were set up in the Social Hall with 1 DT member seated per table, each

with a posted discussion topic. Participants were invited to spend time at whatever tables/topics they were most drawn to, with the option to move between if ever/whenever they chose to.

When planning the format and drafting questions for the listening sessions, the DT's goal was to create a setting that was welcoming and approachable, and fostered open-ended group discussions. Participants were also encouraged ahead of time to be honest and forthcoming in their responses, and to not withhold constructive criticism. We had roughly 50-60 Confirmation participants at our Wednesday session, and 35-40 total participants (almost entirely adults) on Sunday. Links to the discussion questions are below:

Listening Session, Confirmation Students:  
[Listening Session Template -- Confirmation](#)

Listening Session, Congregation:  
[RLC Listening Session template.docx](#)

## Desired Outcome for Youth at RLC

### PER CONFIRMATION LISTENING SESSIONS

- Fun; chance to form and deepen friendships.
- Safe space to question and share.
- Connection to caring adults.
- Engaging for all learning styles.
- Relevance; topics tie directly to my lived experience.
- Purpose; Meaning; Identity.
- Spiritual and emotional support.
- Feel respected and valued.
- To know others and be known.
- Service; opportunities to value their neighbor.

## Desired Outcome for CYF at RLC

### PER CONGREGATIONAL LISTENING SESSIONS

- Youth to have an understanding of church as a place of love, belonging.
- Strong communication from staff.
- Community support; more opportunities to connect with other parents and families.
- Continued relationship with Wapo.
- Worship to be more inviting/inclusive of youth.

## Recommendations from the Discovery Team:

- Seek a ministry candidate who has a passion and a vision for similar goals and outcomes.
- Seek a ministry candidate who can strategically shape the model of ministry at RLC to achieve these desired outcomes.
- Pursue a ministry model that regularly assesses and reflects on whether these goals are being achieved and makes adjustments accordingly.

## Core Competencies

### PER DISCOVERY TEAM ANALYSIS OF SURVEY RESULTS

- **Relational:** makes sincere personal connections with youth; relates faith to real life issues.
- **Visionary:** seeks new, creative ways to make church/faith more meaningful to youth.
- **Organized:** plans events and programs for youth; detail-oriented and efficient.
- **Empowering:** equips and supports adult volunteers in youth ministry. Develops service and leadership skills for youth.
- **Communicator:** effectively communicates the vision of the ministry, as well as specific programming details, with families and volunteers.
- **Models Faith:** models a living faith for youth and adults.

## Reflections from the Discovery Team:

- The Relational competency seems to be overwhelmingly the most desired competency for this position from both the youth and adult participants. For these respondents, being a Relational Children, Youth, and Family staff person is the cornerstone for the relationship-building aspect of this ministry. The desire for the incoming staff person to have a strong congregational presence, as well as a presence at community events, would also be included in the Relational competency. Per all the listening sessions, there is a universal desire for this staff person to create personal connections with youth, as well as parents and families. Crucially, this competency relates not only to the desired qualities of the eventual staff person, but also the desires for the youth ministry culture as a whole—inspiring authenticity and relationship-building *in others* is essential.
- As mentioned above, youth participants most often cited the importance of building authentic relationships with their friends in the program. In many cases, especially for high school students, there is a strong desire for more of these opportunities to be offered at RLC. The Visionary competency will be essential to this effort. The Discovery Team talked about how that wouldn't necessarily mean bringing in a person with a pre-established plan for how to update the ministry model at RLC. Rather, this is a competency that indicates someone who is willing to be open and attentive to the needs of the context, to listen to those needs as they are voiced, and to seek a creative solution accordingly. In some cases, this may mean trying ministry initiatives that

struggle or fail and having the necessary tools to anticipate challenges and plan accordingly, to troubleshoot, to pivot, or to start over with a new approach.

- Especially as we consider new, adapted, or expanded ministry initiatives, having a staff person with a strong Organizational competency will be an essential part of the process. This is congruent with the adult's desire for a Relational CYF staff person—adults want youth to feel personally connected to CYF staff and other members at RLC, youth are specifically looking for more opportunities to make meaningful peer-to-peer relationships. Both top competencies point to the same values of connectedness, relationships, and authenticity. Once again, the idea that this staff person would be equipped to inspire authentic relationships *in others* is essential.
- The Empowering competency affirms the high level of importance for the volunteer work at RLC and how volunteers contribute to the success of CYF ministry . There are ministry areas that are heavily supported by volunteers— including Confirmation Small Groups, VBS, and seasonal events (e.g. the Christmas Program, Dresser Build, etc.). There are other ministry areas where there is room for volunteers to take on a more involved role, such as RLC Kids or summer mission trips. In all of the above, CYF staff would need to continue to offer continual leadership. This would include volunteer recruitment and support for members, especially as a strategy for inviting new ideas and avoiding volunteer burnout.
- Seeking a candidate who is Organized (detail-oriented) and a good Communicator are together perhaps the most catalyzing competencies for all others on the list—Relational, Empowering, and especially Visionary are all much less effective without the underpinnings of a well-structured model of the broader ministry. The DT also drew connections between the Organized/Communicator competency and the Visionary competency, and the importance of strategically executing a vision through good collaboration, effective communication, and reliable execution.
- Modeling Faith is a key competency for anyone interested in a ministry position, especially when working with youth. For many young people who go through our Children's or Confirmation ministry programs, their parents are the primary role models for living a life of faith—and some students may not even have that. For any young person, the idea of growing into adulthood while living a life of faith may feel confusing, exclusionary, inauthentic, or otherwise out of reach. It is important for young people to see this ministry staff person as someone who is committed to the Gospel and the mission and vision of RLC in their daily lives. This isn't a desire for someone to be perfect; but rather someone who is committed to working through the same faith struggles as anyone else with humility, grace, and authenticity.
- There are opportunities for a person with a minor deficiency in one competency to compensate for that through another competency. As an example, leveraging recruitment and volunteer training (Relational/Organized) in order to establish and lead a volunteer Youth Team dedicated to imagining new youth ministry initiatives (Visionary) could be an effective model, if such a model was well-suited to the ministry candidate's strengths.

# Guiding Principles for CYF Staffing and Programming at RLC

PER THE DISCOVERY TEAM

| Relational  | Educational   |
|---|---|
| <ul style="list-style-type: none"> <li>● Seeks to know more about others               <ul style="list-style-type: none"> <li>● Asks thoughtful questions</li> </ul> </li> <li>● “What’s going on with you now?”</li> </ul> | <ul style="list-style-type: none"> <li>● Seeks for others to know more               <ul style="list-style-type: none"> <li>● Provides thoughtful answers</li> </ul> </li> <li>● “What will you need to know later?”</li> </ul> |
| <p style="text-align: center;"><i>Values</i></p> <ul style="list-style-type: none"> <li>○ Community/Connection</li> <li>○ Belonging/Hospitality</li> </ul>  | <p style="text-align: center;"><i>Values</i></p> <ul style="list-style-type: none"> <li>○ Learning/Knowledge</li> <li>○ Development/Growth</li> </ul>   |

## Recommendations from the Discovery Team:

- Seek a ministry candidate whose strengths and priorities in ministry align much more with the **Relational** Model of leadership above.
- Pursue a ministry staffing and/or volunteer model that can provide essential support for the Educational Model functions of the role, shown above.

| Innovative  | Administrative   |
|---|--|
| <ul style="list-style-type: none"> <li>● Present, with Futuristic view: “How does this shape where we’re going?”               <ul style="list-style-type: none"> <li>● Big-Picture oriented; imagines</li> <li>● Strong communication: articulates vision</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Present, with Historic view: “How does this reflect where we’ve come from?”               <ul style="list-style-type: none"> <li>● Detail oriented; executes</li> <li>● Strong communication: provides information</li> </ul> </li> </ul> |
| <p style="text-align: center;"><i>Values</i></p> <ul style="list-style-type: none"> <li>○ Exploration/Curiosity</li> <li>○ Vision/Relevance</li> </ul>  | <p style="text-align: center;"><i>Values</i></p> <ul style="list-style-type: none"> <li>○ Stability/Consistency</li> <li>○ Efficiency/Implementation</li> </ul>  |

## Recommendations from the Discovery Team:

- Seek a ministry candidate whose strengths and priorities are fairly balanced between the two models above, but lean toward the **Innovative** Leader model above.
- Pursue a ministry staffing and/or volunteer model that can provide essential support for Administrative functions of the role, shown in the model above.

## Special Considerations from the Discovery Team:

- Although youth engagement is a prominent concern for many people in the congregation, the DT recognizes that attendance is not always the most reliable metric of a youth ministry's overall health. Especially as this ministry continues to adapt to changing circumstances in this next phase of ministry, it is essential that ministry leaders at RLC prioritize the values named in this report, with an understanding that our progress may not be easily quantified.
- Although the DT believes that a person who exhibits the Core Competencies would greatly strengthen Children, Youth, and Family ministry at RLC, the DT recognizes that no one person will be able to, on their own, address all the concerns brought forward in the survey. In the next section, we'll look at potential staffing models to help support the efforts of the incoming Children, Youth, and Family ministry candidates.

# Program Recommendations

PER DISCOVERY TEAM

## Sunday Education Hour – Restructure

The current Sunday worship model, especially as it relates to RLC Kids, involves children leaving worship during the sermon and having 10-15 minutes of educational and fellowship based programming. While this model was a useful change during COVID and immediately after, it's no longer ideal for children or their families.

There have been some discussions outside of the Discovery process considering a change to the Sunday morning worship structure that would include an hour-long break between worship, possibly starting Fall 2026. The DT supports this proposal, for a number of key reasons:

- Having an hour-long break between worship would grant more time for the youth to be together at RLC Kids (probably a 45 minute program block within the hour-long break). This affords more opportunities to deepen educational and fellowship ministry goals.
- One combined session allows for children from both worship services to participate in one larger group for RLC Kids. There are many benefits here, including a more unified RLC Kids community, greater engagement, and a more consistent experience.

- Some parents (and elementary-aged youth) from our conversation groups expressed a desire for more regular music opportunities for kids. Part of that extra time could include opening RLC Kids with camp songs or other music opportunities.
- An education hour keeps youth in worship during worship time, which aligns more closely with our values of worship being inclusive to people of all ages.
- There are greater opportunities for Sunday morning fellowship with age groups that do not feel a strong sense of belonging or connection within their peer groups. This is especially true for 4-6th graders, middle schoolers, and high schoolers. A dedicated education hour may offer an opportunity for these age groups to have their own fellowship programs outside of RLC Kids.
- Many parents expressed a desire for more opportunities to connect with other adults on Sundays. With this new worship structure, they could join Adult Ed, or have coffee in the Social Hall, or perhaps participate in a new ministry initiative dedicated to fellowship for parents of young families.

This model would likely require a larger volunteer coalition, especially if multiple programs for different age groups are eventually implemented. The CYF Intern position could continue to oversee RLC Kids, and the incoming CYF staff person would likely be responsible for volunteer recruitment and overall organization for other age groups.

## New High School Ministry Initiatives

From the beginning of our Discovery process, one of the most obvious gaps in ministry at RLC is with high-schoolers. Although this is an understandable and fairly common situation for churches, the DT strongly recommends making this a CYF program focus going forward.

This will require a certain amount of trial and error, patience, and adaptability with new program initiatives. Although the DT can't prescribe an exact program model for high school ministry, there are a few opportunities that should be considered:

- The middle school Service Learning Trip has a couple years of momentum, continuing this summer. Especially as those students age up, this is a great opportunity to offer fellowship and meaningful service to high schoolers in future summers.
- Regular fellowship opportunities—offered either on Wednesday nights, Sunday mornings, or as monthly events—would offer high schoolers predictability with their schedules and consistent connection with their peers.

## Confirmation Ministry Adjustments

The two most consistent pieces of feedback from Confirmation students were:

- Time with my small group is incredibly valuable. Small group time offers the most opportunities to connect with my peers, to engage directly with the material on a personal level, and to feel relaxed and “myself” in a church setting.
- Large group teaching is difficult to sit through, and I don’t always understand how it relates to me or my life.

With this, the DT would like to propose adjusting the breakdown of Large Group/Small Group from 30 minutes each to possibly 15 minutes Large Group, 45 minutes Small Group. This is something that could be planned for and implemented starting Fall 2026. Additional considerations :

- This may require a more robust system of recruiting, equipping, and supporting volunteers, given that their leadership would take on a larger role in the goals of the program. As an example, there may need to be more time dedicated to the Confirmation Leader meetings each night before class starts, to allow staff more to check in with volunteers and offer support.
- Some of the existing curriculum would need to be adjusted—large group lessons would need to be streamlined and small group materials would need to be expanded.
- This might open up the candidate pool somewhat, as duties for leading Large Group Confirmation might not require as much formal theological training as the current model.

## Formation of a Volunteer CYF Ministry Team

This would be a volunteer-led, staff-supported team that would report to council in some capacity. Creating this volunteer team would afford several ministry opportunities:

- Regular, structured feedback from leaders within the congregation. This could range from brainstorming and troubleshooting specific programs or events, to the broader visioning of overarching ministry goals.
- Delegation of specific ministry responsibilities. The CYF Ministry Team might choose to take ownership of one or two specific CYF initiatives, and work together on planning and execution. The question of what specific initiative(s) would be up to the Ministry Team itself, but some ideas for RLC might be working on monthly Youth Fellowship events, or regular Sunday education-hour programming for a specific age group.
- More of a network-based, community focus on volunteer recruitment, rather than invitations to serve coming solely from individuals on staff. Peer fellowship and support for parents and other adults connected to the CYF program.

# Staffing Recommendations

## PER DISCOVERY TEAM

The DT discussed two primary options for hiring and staffing this CYF ministry position:

- A. Creating a job posting and hiring for one CYF full-time staff person (40 hours).
- B. Creating multiple job postings and hiring multiple candidates at half-time or partial time (10-20 hours), totaling at-or-near 40 hours.

After careful discussion, there was consensus that both of these two staffing models could be successful, and that the pros and cons of each were worth including in our report.

### Considerations for a Single, Full-Time Staffer

- With a single full-time staff person, a majority of the responsibilities would fall to this one person. This would have the benefit of creating a more centralized program model.
- Quality candidates with specific gifts in ministry might be more likely to look for full-time work, with benefits. Theoretically this person would be able to stay on staff for several years, building up a program and developing relationships within the congregation.
- This would likely require an external posting, for which there may not be a very wide pool of qualified candidates.

### Considerations for Multiple, Part-Time Staffers

- With multiple part-time staff, there is an opportunity to look for candidates within the congregation. In previous contexts, InterServe has been able to help members from within a congregation who are available for part-time work to transition into a staff role.
- Even with one or two part-time staffers, some ministry responsibilities named in this report might still need to be covered by volunteers. This can be a very successful, team-based model that might also include any combination of the following:
  - Unpaid volunteers or volunteer teams.
  - “Super” volunteers who receive a stipend for their work (usually 5-10 hours).
  - The creation of a CYF Ministry Team. As mentioned above, this recommendation would be valuable under both staffing models, but could potentially have a more robust supporting role under the multi-staff model, if needed.
- With a multi-staff model, there may be more opportunities to hire candidates with specialized qualifications or callings. A quality candidate with skills that skew towards Children’s Ministry, for example, would be a great fit for a team-based, multi-staff model.

While considering both options, the DT realized that the greatest determining factor would be the availability of candidates. The DT has a slight preference for pursuing a single-staff model initially, with the option to pivot to a multi-staff model if hiring prospects are scarce for full-time candidates. Ultimately, the DT will consult with RLC staff and council before additional steps are taken.

**Pastor Kent Claussen Gubrud**

February 20, 2026 – March 19, 2026

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

- **Personnel Changes** – after a long Corrective Action process with Johnathan (Jay) Newman, on 3/17/26 we let him go. We are in the process of seeking a new candidate for our custodian position, and as of the writing of this report, we already have six applicants.
- **Need team for spring 2026 pRaise!** – none of the people, whose names I was given, have stepped up to help. I need help recruiting new leaders and a new strategy to fundraise (hopefully for the last time), for our ministry budget!
- **Practicing the Way Course** – we have had excellent conversations and shared learning with the participants. The goal is to offer this class again next fall and next winter/spring on Sunday evenings, and perhaps other spiritual growth opportunities as well.
- **March 1 Adult Ed presentation “Back to the Future”** – mostly positive response. One angry letter about the idea of “blended worship” this summer. Please give me your feedback. <https://www.youtube.com/watch?v=OaTVdeEw-u8>
- **Visiting new members** – we are planning a new member reception after Easter.
- **Lent** – the new liturgy has been well received. However, on 3/11, the Roseville spring break, we only had **24 people in worship at 7pm!** We need to reassess our Wednesday Lenten offerings, especially for confirmation and elementary school families. What is needed?

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** – we are working to find a new custodian and on updating all staff job descriptions before putting a review process in place
- **Website** – still working to recruit and gather a team in partnership with Ryan.
- **ONE Worship this summer at 10am!** – I made the decision to try ONE worship this summer at 10am. “Liturgical worship with a variety of musical styles.”
- **Sunday morning schedule change needed for the fall** – Changing the fall schedule to allow for more involvement, time, and options for Christian Education/Faith Formation for all ages, participation in fellowship to build better connections across the generations at RLC, and rehearsal/prep time for the Contemporary Music Ensemble. ***I will need the full backing and open support of council in order for these changes to go as smoothly as possible.***
- **Stewardship for All Season** – we will be joining the next two-year cohort to “*learn proven basic principles and effective methodologies to carry out a productive stewardship program*” “*resulting in more money for ministry, more energized stewards, and a culture of generosity.*” This is our next step to correct our budgeting, stewardship, and annual meeting process, toward the needed capital campaign in the next 3 years. Cost \$2,900 (plus \$650 for professional graphic designer).p

- **Stewardship and Capital Campaign Timeline –**  
2026, 2027, 2028 – improve and grow stewardship ministry support and restructure process: Spring-Summer – develop ministry budget, Fall – stewardship focus, Winter – revise ministry budget based on stewardship and hold annual meeting.  
Goal: pRaise changes focus to support outreach and ministry partners.  
2028-2029 – begin Capital Campaign with professional consultant - 3-year financial commitments to support \$3 Million+ worth of repairs and improvements to our facilities.
- **Palm Sunday Faith Action –** we (ONAM, Immigration, Mission and Outreach) are inviting members of RLC to participate in this interdenominational faith action at the State Capitol on Palm Sunday afternoon. A march from University and Dale to the Capitol, followed by a worship/rally/protest with a mass choir led by the Black Churches.

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

- **pRaise Team needed and different approach for this year?!**
- **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/> (see below for more info)
- **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

**The Congregational Vitality Assessment (CVA)** is a ground-breaking [research-based](#), online diagnostic tool designed to provide a congregation with an assessment of its Vitality (how healthy it is) and its Sustainability (whether it has the people, financial, and contextual resources necessary to survive).

The CVA measures 11 areas of congregational vitality, including:

1. Vision, Mission, and Discernment
2. Lay Engagement and Empowerment
3. Context Awareness and Inclusion
4. Change Readiness
5. Dealing with Differences and Conflict
6. Worship
7. Spiritual Life
8. Formation, Education, and Training
9. Outreach
10. Leadership and Organization
11. Stewardship.

It also measures internal and external congregational sustainability.

**Associate Pastor, Marty Wyatt**

March 2026

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

- Community needs continue to present themselves-food insecurity in our schools, support for our most vulnerable, housing stability help, etc-these are ways that we continue to love our neighbors with our actions and our resources during difficult times
- Guatemala Service Learning Trip was March 7-14-wonderful trip again. Worked with a school in San Andres Itzapa with about 1000 students. They hadn't started the project before we got there, so we didn't get to see as much progress as we usually do, but Santiago will remain in contact with them and us and make sure it gets done. We got to visit the students we support with scholarships at the Christian school in Santa Apolonia. These students are getting ready to move on to the next phase of their studies, which will mean choosing a career path, which is also more expensive.
- As an FYI, I'm on the Lutheran Campus Ministry-Twin Cities board of directors at the University of Minnesota. We had our retreat this past month, which was very exciting. Lots of good ideas about young adults and their faith lives. I'd like to talk about hosting a student preaching for LCM Sunday next year.

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

- Continuing to support and show up for our neighbors and community
- Lent, Holy Week, and Easter
- Prepping for Confirmation Sunday- April 26th at 10:30 service
- 9th Grade Confirmation Retreat
- Communion Instruction Workshop
- Good Friday Activity Day
- Wrapping up the program year-RLC Kids and Confirmation

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

Minutes- March 18th 2026

Attendees - Mona L, Jim S, Carol G, Nancy J, Naomi T.

Opening Prayer - Naomi

Welcome Carol G as treasurer. Appointed by council. 3 year term.

1. Finance reports - Nancy. We are still ahead of the budget overall, although the surplus is getting smaller.
  - a. Offerings are up in February, so now on budget for general offerings.
  - b. The expense of snow removal is way up this year. Will be adjusted for next year's budget
  - c. Large gift x 2 - going towards the general budget in March 2026.
2. Insurance update - March 6th potentially back in standard market -
  - a. Nancy is completing two applications to get back into the standard market. Will get this sent to Nick from HUB and hopefully will get back into the standard market. This will result in lower premiums and better coverage.
3. Budget - Nancy, Naomi. We are getting the numbers in from groups and should have initial numbers to discuss for the April finance meeting. Carol will be helping with the process as the treasurer.
4. Bruce Russel Park Boundary issue- Jim
  - a. We are looking to sell our portion of the basketball court back to the city. Working with the city to get the lines drawn. We would sell for a dollar/give away. RLC not wanting any liability with the basketball court. Will meet with the city in upcoming weeks.
5. Time clock addition - Nancy proposing to have Time Clock instead of just manual recording of time sheets. This would be a facial recognition monitor to clock into and out of work. Workers would need to be on site to clock in. Ties into Paychex.
  - a. 625.00 for the monitor, installation and training - one time cost.
  - b. 294.00 per month moving forward.
  - c. Paying 100.00 per pay period to Paychex now.
  - d. Due to cost - consider a regular manual time clock. This item not felt to be worth the cost after discussion of pros/cons..
6. Property TF request: 20K for fire alarm board panel upgrades, and \$10,00 for Security Camera upgrades. Not to exceed amounts. Jim presented for properties committee.

- a. Currently two panels - one panel not working, one is ok. The bid is to replace the non-working panel. We are currently not at code and need to do this work.
  - b. For the camera upgrades - property committee would buy the cameras and replace the 2K cameras with 4K cameras with RLC labor (KJ and Joseph). Can use the existing wiring. This will cost 9500 - to be replacing current cameras and adding two more. **Please see the report at the end of the minutes for details.**
  - c. The money to come from the building fund
  
7. Shop with scrip - discussed at council and thought to be more work than the money received for the effort.
  
8. Restricted fund donation - Visitation ministry - follow up from last meeting
  - a. Money placed in restricted account for care team ministry at Pastor Rolf's discretion.
  
9. Organ committee fund - keeping interest in their fund.
  - a. Had further discussion this month after tabling discussion last month.
  - b. Will work on finance policy to distinguish organ fund, and to keep interest in organ fund. Recognition made that if and when the fund is fully depleted, the organ will need to be in RLC budget for maintenance and upkeep.
  
10. Furnace Repairs/replacement update for worship center, commons and office.
  - a. Ok to do repairs for the next 2-3 years, and put off full replacement for now.
  - b. There are back up plans for heating if the furnace fails, that are not cost prohibitive.
  
11. Stewardship For All Seasons - This is a program that will work with RLC for 2 years to help with Stewardship, and subsequently a capital campaign. It is through the synod. Will be 2900.00. This was approved by Pastor Kent and funds provided in the budget already.
  
12. Finance Policy/Procedure updating. Naomi/Nancy/Carol - Carol put in questions/concerns on current policy. Please see the policy in the shared drive to review and leave comments.
  - a. Need council approval to make changes to policy. Will discuss at 3/19 meeting.
  - b. There is mention of the safe deposit box - do we have one, where is it, and if so what is in it? Will need to look further into this issue. There is no safe deposit box now. Records are in the safe at church. Will look into need for this.
  - c. Contribution records - timing of sending out reports of individual's donor contributions to RLC. After discussion, will move to 2 times a year notification of giving (was q 3 months).
  - d. Meeting with the congregation at 10:10 hour to update them on RLC's financial position and answer their questions. Will move to a once yearly update at 10:10 hour, which was quarterly in previous finance policy. Discussed 2/2026 meeting.

13. Old business

- a. Financial Policy and Procedure Manual - review and update.
  - i. Working on this as noted above.

14. Date for next meeting - 4/8/2026 - 6:00 pm

15. Adjourn - 7:04 pm

Addendum: 3/23/2026

Vote to move forward with the Fire Panels approved by email vote.

Naomi

·  
·  
**Recommendation for Fire Monitoring Panel Replacement**

**Item/Issue**

The fire monitoring system within the church has two fire monitoring panels that work concurrently to respond to fire alarms and to send out notice of the alarm. One of the panels is identifying alarms that do not exist. The alarm is typically sent to the Roseville Fire Department, however false alarms are charged to the church, so recently the alarms have been monitored by church staff. The faulty monitor panel and faulty devices/alarms require replacement to correct the false alarms and have alarms sent directly to the Roseville Fire Department.

**Proposed Repair**

Removal and replacement of existing faulty monitoring panel and faulty devices/alarms.

Three fire alarm companies were contacted to review the existing situation and to provide a quote for repairs. Responses noted that the current system has outdated devices and that areas of the church are not monitored to the requirements of the current fire code. Two quotes received replace the existing faulty items with limited upgrades to the current system.

Life Saver \$16,380

Fire Protection Equipment \$26,347

Johnson Controls - Quote in Process however it will be based on entire system replacement which is anticipated to exceed \$100,000.

The proposed quote from Life Saver noted there will be some additional cost to complete the project such as permitting, possibly additional wiring and other construction related expenses. The additional cost is not expected to exceed a couple of thousand dollars.

**Recommendation from Properties Project Team**

Recommend acceptance of proposal from Life Saver in the amount of \$16,380.00 and allow budgeting for the project up to \$20,000.00.

# February 2026

Roseville Lutheran Church  
 Stmt of Financial Position - As of February 28, 2026

4/4/2026

|   |  |                       |               |
|---|--|-----------------------|---------------|
| <b>1 RLC Checking Account</b>             |  |                       |               |
| 2   | Balance Per Bank Statement   | \$46,668.91           |               |
| 3   | Deposits in Transit  | \$571.00              |               |
| 4   | Outstanding Bank Withdrawals   |                       |               |
| 5   | Outstanding Checks   | <b>\$30,104.55</b>    |               |
| 6   | GL Bank Balance  | \$17,135.36           |               |
| <hr/>                                     |  |                       |               |
| 7   | Checking Account   | \$17,135.36           |               |
| 8   | Petty Cash   | \$500.00              |               |
| 8   | Samaritan Checking   | \$0.00                | Closed 2/2026 |
| 9   | Vanguard Money Market ERC (\$343,747.16), Ryan Ave (204,095.47)                    | \$1,279,942.59        |               |
| 9   | Cetera/Franklin Investment   | \$0.00                |               |
| 10  | <b>Total Cash Accounts</b>   | <b>\$1,297,577.95</b> |               |
| <hr/>                                     |  |                       |               |
| <b>Dedicated Funds</b>                    |  |                       |               |
| 11  | Properties Fund (includes Building, Site Beutification, Lively Landscapers)        | \$125,942.80          |               |
| 12  | Education & Children's   | \$695.71              |               |
| 13  | Worship & Music  | \$26,554.07           |               |
| 14  | Stewardship/Memorials  | \$1,675.00            |               |
| 15  | Christian Life   | \$1,912.78            |               |
| 16  | Mission and Outreach   | \$15,920.10           |               |
| 17  | Youth Ministries   | \$15,965.41           |               |
| 18  | Other Restricted Funds by Donor  | \$0.00                |               |
| 19  | Estate Gifts   | \$0.00                |               |
| 20  | Summer Programming   | \$420.00              |               |
| 21  | Mission Trips  | \$17,946.35           |               |
| 22  | Contemplative Practices  | \$3,916.83            |               |
| 23  | Christian Life Activities  | \$22,091.71           |               |
| 24  | Youth Ministry Activities  | \$18,911.04           |               |
| 25  | Endowment Fund Gifts and Grants  | \$40.00               |               |
| 26  | <b>Total Dedicated Funds (Organ, Reserve and Ryan Ave Funds listed separately)</b> | <b>\$251,991.80</b>   |               |
| <hr/>                                     |  |                       |               |
| 27  | Organ Fund   | \$100,087.93          |               |
| 28  | Reserve Fund (per finance committee 3/2025)  | \$771,474.12          |               |
| 29  | <b>Total Organ Fund and Reserve (including Ryan Ave Funds)</b>                     | <b>\$871,562.05</b>   |               |
| <hr/>                                     |  |                       |               |
| 30  | <b>Total Dedicated Funds</b>   | <b>\$1,123,553.85</b> |               |
| <hr/>                                     |  |                       |               |
| 31  | <b>Funds in surplus/deficit of Dedicated Funds</b>                                 | <b>\$174,024.10</b>   |               |
| <hr/>                                     |  |                       |               |
| <b>32 Summary of Unrestricted Cash</b>    |  |                       |               |
| 33  | Funds in surplus/deficit of Dedicated Funds  | \$174,024.10          |               |
| 34  | Liabilities  | \$331.44              |               |
| 35  | <b>Operating Funds Assets</b>  | <b>\$173,692.66</b>   | 0.000000000   |
| <hr/>                                     |  |                       |               |
| See YTD Cash Flow Stmt to show reconciled |  |                       |               |
| <b>36 RLC Endowment</b>                   |  |                       |               |
| 37  | Endowment Fund NorthStar Checking  | \$456.91              |               |
| 38  | Endowment Fund Vanguard Balanced Index Adm Fund (VBIAX)                            | \$818,305.15          |               |
| 39  | <b>Total Endowment Department 100</b>  | <b>\$818,762.06</b>   |               |
| <hr/>                                     |  |                       |               |
| 40  | <b>Total RLC Assets (Cash Accounts + Endowment Fund)</b>                           | <b>\$2,116,340.01</b> |               |

## RLC Receipts Analysis

| Budget Vs. Actual    | Actual            | Budget            | Excess<br>(Deficit) | Actual<br>% of Budget |
|----------------------|-------------------|-------------------|---------------------|-----------------------|
| July                 | 83,857.99         | 79,158.26         | 4,699.73            | 105.94%               |
| August               | 101,754.82        | 85,758.34         | 15,996.48           | 118.65%               |
| September            | 74,284.44         | 80,958.34         | (6,673.90)          | 91.76%                |
| October              | 87,581.93         | 98,908.34         | (11,326.41)         | 88.55%                |
| November             | 115,139.33        | 105,708.34        | 9,430.99            | 108.92%               |
| December             | 140,229.69        | 148,858.34        | (8,628.65)          | 94.20%                |
| January              | 164,826.78        | 195,358.34        | (30,531.56)         | 84.37%                |
| February             | 121,343.62        | 83,608.34         | 37,735.28           | 145.13%               |
| March                |                   |                   | 0.00                |                       |
| April                |                   |                   | 0.00                |                       |
| May                  |                   |                   | 0.00                |                       |
| June                 |                   |                   | 0.00                |                       |
| <b>Total to Date</b> | <b>889,018.60</b> | <b>878,316.64</b> | <b>10,701.96</b>    | <b>101.22%</b>        |

## YTD Cash Flow Statement

|  | Income            | Expense           | Gain/Loss         | Cash on Hand |
|--|-------------------|-------------------|-------------------|--------------|
| **Operating Ending balance as of 6/30/2025 |                   |                   |                   | 11,011.64 ** |
| July                                       | 83,857.99         | 80,813.85         | 3,044.14          | 14,055.78    |
| August                                     | 101,754.82        | 91,153.49         | 10,601.33         | 24,657.11    |
| September                                  | 74,284.44         | 80,380.34         | (6,095.90)        | 18,561.21    |
| October                                    | 87,581.93         | 83,667.96         | 3,913.97          | 22,475.18    |
| November                                   | 115,139.33        | 93,498.18         | 21,641.15         | 44,116.33    |
| December                                   | 140,229.69        | 94,455.50         | 45,774.19         | 89,890.52    |
| January                                    | 164,826.78        | 112,150.01        | 52,676.77         | 142,567.29   |
| February                                   | 121,343.62        | 90,218.25         | 31,125.37         | 173,692.66   |
| March                                      |                   |                   |                   |              |
| April                                      |                   |                   |                   |              |
| May  |                   |                   |                   |              |
| June                                       |                   |                   |                   |              |
| <b>YTD Totals</b>                          | <b>889,018.60</b> | <b>726,337.58</b> | <b>162,681.02</b> |              |

## Comparison Information 2025/2026 Offering

|                      | 2025/2026 Offering | 2024/2025 Offering  | %       | Increase (Decrease) |
|----------------------|--------------------|---------------------|---------|---------------------|
| July                 | 75,927.71          | 64,580.07           | 17.57%  | 11,347.64           |
| August               | 92,401.13          | 115,535.50          | -20.02% | (23,134.37)         |
| September            | 67,837.36          | 108,074.64          | -37.23% | (40,237.28)         |
| October              | 82,391.43          | 81,141.07           | 1.54%   | 1,250.36            |
| November             | 109,159.53         | 86,912.34           | 25.60%  | 22,247.19           |
| December             | 120,093.52         | 128,155.86          | -6.29%  | (8,062.34)          |
| January              | 156,658.57         | 159,037.29          | -1.50%  | (2,378.72)          |
| February             | 114,043.36         | 73,260.93           | 55.67%  | 40,782.43           |
| March                |                    | 104,924.09          |         |                     |
| April                |                    | 95,653.53           |         |                     |
| May                  |                    | 119,115.11          |         |                     |
| June                 |                    | 85,632.13           |         |                     |
| <b>Total to Date</b> | <b>818,512.61</b>  | <b>1,222,022.56</b> |         | <b>1,814.91</b>     |

2024/2025 Offering to Date 816,697.70 0.22%

8 months

66.67%

**Expense Summary**

|                                   | Actual for<br>Period | Monthly % of<br>Yearly Budget | Actual<br>YTD     | Budget<br>Annual    | YTD % of<br>Budget | Compared<br>to last<br>month |
|-----------------------------------|----------------------|-------------------------------|-------------------|---------------------|--------------------|------------------------------|
| <b>Personnel</b>                  | 54,625.71            | 6.18%                         | 470,697.10        | 883,490.00          | 53.28%             | ↑                            |
| <b>Program Ministries</b>         |                      |                               |                   |                     |                    |                              |
| Worship and Prayer                | 1,322.17             | 6.98%                         | 13,936.16         | 18,950.00           | 73.54%             | ↑                            |
| Benevolence/Mission and Outreach  | 10,062.27            | 14.17%                        | 38,486.30         | 71,000.00           | 54.21%             |                              |
| Justice & Congregational Learning | 0.00                 | 0.00%                         | 3,250.36          | 6,000.00            | 54.17%             |                              |
| Education & Children              | 41.34                | 1.12%                         | 225.05            | 3,700.00            | 6.08%              |                              |
| Youth and Family                  | 0.00                 | 0.00%                         | 4,722.84          | 9,780.00            | 48.29%             |                              |
| Christian Life                    | 2,297.54             | 5.85%                         | 13,982.04         | 37,650.00           | 37.27%             |                              |
| <b>Sustaining Ministries</b>      |                      |                               |                   |                     |                    |                              |
| Stewardship                       | 1,249.76             | 8.28%                         | 8,100.24          | 15,100.00           | 53.64%             |                              |
| Administration & Finance          | 401.00               | 0.62%                         | 39,342.22         | 64,700.00           | 60.81%             |                              |
| Congregation Council              | 0.00                 | 0.00%                         | 0.05              | 600.00              | 0.01%              |                              |
| Computer/Network                  | 2,689.81             | 12.81%                        | 11,740.57         | 21,000.00           | 55.91%             |                              |
| Human Resources                   | 31.39                | 2.16%                         | 333.14            | 1,450.00            | 22.98%             |                              |
| Office Support                    | 1,169.97             | 8.73%                         | 8,821.14          | 13,400.00           | 65.83%             |                              |
| Printing/Publications/Mailings    | 1,676.32             | 5.98%                         | 19,864.47         | 28,050.00           | 70.82%             |                              |
| Communications                    | 706.06               | 8.31%                         | 7,230.68          | 8,500.00            | 85.07%             | ↑                            |
| <b>Properties/Buildings</b>       |                      |                               |                   |                     |                    |                              |
| Utilities/Assessments             | 10,021.08            | 12.67%                        | 51,493.42         | 79,100.00           | 65.10%             |                              |
| Cleaning & Maintenance            | 1,573.68             | 6.70%                         | 11,221.08         | 23,500.00           | 47.75%             |                              |
| Grounds & Parking Lots            | 2,370.00             | 12.71%                        | 19,813.24         | 18,650.00           | 106.24%            | ↑                            |
| HVAC                              | 0.00                 | 0.00%                         | 416.51            | 4,300.00            | 9.69%              |                              |
| Lighting                          | 0.00                 | 0.00%                         | 343.95            | 1,000.00            | 34.40%             |                              |
| Security                          | 75.00                | 1.38%                         | 2,265.63          | 5,450.00            | 41.57%             |                              |
| <b>Total Expenses</b>             | <b>90,218.25</b>     | <b>6.86%</b>                  | <b>726,337.58</b> | <b>1,315,370.00</b> | <b>55.22%</b>      |                              |

**Comparison Information 2024/2025 Expenses**

|                            | 2025/2026 Expenses | 2024/2025 Expenses  | %             | Increase (Decrease) |
|----------------------------|--------------------|---------------------|---------------|---------------------|
| July                       | 80,813.85          | 105,255.54          | -23.22%       | (24,441.69)         |
| August                     | 91,153.49          | 92,852.25           | -1.83%        | (1,698.76)          |
| September                  | 80,380.34          | 90,983.25           | -11.65%       | (10,602.91)         |
| October                    | 83,667.96          | 101,628.95          | -17.67%       | (17,960.99)         |
| November                   | 93,498.18          | 94,295.97           | -0.85%        | (797.79)            |
| December                   | 94,455.50          | 102,333.66          | -7.70%        | (7,878.16)          |
| January                    | 112,150.01         | 111,712.96          | 0.39%         | 437.05              |
| February                   | 90,218.25          | 102,664.91          | -12.14%       | (12,459.65)         |
| March                      | 0.00               | 199,910.70          |               |                     |
| April                      | 0.00               | 99,077.08           |               |                     |
| May                        | 0.00               | 98,649.55           |               |                     |
| June                       | 0.00               | 86,760.46           |               |                     |
| <b>Total to Date</b>       | <b>726,337.58</b>  | <b>1,286,125.28</b> |               | <b>(75,402.90)</b>  |
| 2024/2025 Expenses to Date |                    | <b>801,727.49</b>   | <b>-9.41%</b> |                     |

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

**0 Balance Sheet Accounts**

**37290 Reserve Fund**

|   |                   |                              |
|---|-------------------|------------------------------|
| ERC funds to New account-Reserve Funds  | 172,274.05        |                              |
| IRS ERC 1st Qrt 2021  | 171,473.11        |                              |
| Additional ERC Payment  | 3,882.39          | \$347,629.55 Total ERC funds |
| Acct#36600 Special Designation Year-End Per Fin Committee trf to Reserve      | 4,773.41          |                              |
| Acct# 31520 Memorials as of 6/30/25 Year-End Per Fin Committee trf to Reserve | 16,431.80         |                              |
| Acct# 31520 June Memorial Gift  | 100.00            |                              |
| Acct# 37280 Estate Gifts Year-End Per Fin Com to Reserve                      | 188,960.03        |                              |
| Childcare house sale proceeds   | 204,201.27        |                              |
| Jan. 2026 transactions - memorials and estate gifts per council               | 9,378.06          |                              |
| Total Reserve Fund as of January 31, 2026                                     | <u>771,474.12</u> |                              |

**Ministry: Shared Services**

Date: March, 2026

**Church Administration:**

Prepared by: Mary Johnson & Julie Wendland

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

**Significant Events:**

- Start of Lent – Feb 18: Wednesday evening services, soup suppers (Worship Center & Social Hall)
  - Heavy evening snow required extra volunteer support to shovel snow
- Concordia College Luncheon and Concert
  - Created signage to move people to all the different locations
  - Needed to move Adult Ed (50 attended in the Lounge) and Sunday Morning Treats
  - Rooms 40, 43, 45b and Social Hall used to support the choir of 80
  - Needed to provide volunteer help to service the bathrooms upstairs and downstairs after Sunday morning prior to the concert and other groups in the afternoon
  - Needed to provide volunteers to help direct people to restrooms and water before concert and during intermission
  - Attendees of about 400
- WAPO Annual Meeting
  - At the same time of the concert, ~25 people in the Lounge
- OLLI – U of M Education – 7-week series, multiple classes on Thursdays needing A/V
  - 45a: Class room setup with one 8ft table, then reset for RLC Kids on Sundays
    - For the next series of classes, those sessions scheduled for Room 45a, will be moved to Room 40. This will eliminate the setup and reset of Room 45a
  - Social Hall
- Weekly Lent services and soup suppers (Worship Center and Social Hall)
  - One week there were more than 100 people at soup supper
  - Over 25 soup supper volunteers outside of regular Hospitality volunteers
- Merge 1<sup>st</sup> Sunday Breakfast and Pastor Kent Adult Ed presentation – Social Hall
- Social Hall floor patching
  - Needed to clear the room for the flooring company to have access to replace loose tiles
  - Needed to have the room reset on Friday and ready for Sunday morning
- Social Hall floor waxing (required finding multiple days where the Social Hall was not in use)
  - Lots of volunteer help to clear all furniture from the Social Hall after Soup Supper

- Facility Team support to scrub the floor before, polish the floor after and to reset the room
  - Five volunteers to help with the two days of waxing
- Daylight Savings – Clocks
  - There are 30 clocks that need to be changed, list of clocks maintained in a spreadsheet
- ADK Sorority – retired teachers (several RLC members are part of the group)
  - Meeting and meal – Social Hall – issues with Social Hall AV
  - This group is back for monthly meeting and meal, through May
- Music concerts on two additional weekends
- Nordlie – support for door opening
  - Volunteers provide support, clear and reset sanctuary and cleanup
- ONAM Movie Night
  - Setup and support of the Activity Center for this event, reset for the next day

**Weekly On-Going:**

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

**Bi-Monthly Meetings:**

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

**Monthly Meetings:**

- Finance
- Council
- Girl Scouts – two different troops
- Cub Scouts – Pack and den meetings
- Moms Group Bible Study

- RLC Reads
- NorthStar Railway Society
- Scrapbooking – need to reset the time for the motion alarms
- A number of committee meetings

**Planning for future significant events:**

- Wednesday Lenten services and soup suppers
- Pinewood Derby – Cub Scouts – Activity Center
- Nordlie Organ Crew (Mar 16 – 20)
- Wartburg College and St. Michael-Albertville Highschool concert (160 singers)
- Holy Week & Easter
- OLLI – next session starts during Holy Week
- Bishop Candidate Meet and Greet – April 12
- Braver Angel – April 13 and 20
- Roseville Area School AP Testing (April 30 – May 16 – needing EVERY rectangle table RLC has!)
- Preschool sale and Give Away (May 3 – 9)
- Ending Life Well – May 11<sup>th</sup> evening (100 + people) – hospitality serving food

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

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

The establishment of standard configurations has reduced the time needed to modify room setups. This is an on-going review of events and working with groups to adjust accordingly.

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

## Facility Council Report for March 2026

- Three bidders on replacement Fire Alarm Panel. Conduct onsite visits and review scope of work. “utilize all existing devices except those that are expired or defective, only replace what’s needed to ensure panel is operable and can be connected to a monitoring station”
- Meet with OnSite Equipment Rental and discuss options for connecting temporary portable heat to the worship center in the event McQuay heating/cooling unit fails
- Phone conversation with Lakes Propane services on time line for dropping and filling 500-gallon propane tank, permitting requirements, diagram submittal, consumption rate for 80,00 btu unit, cost/gallon and fuel monitoring
- Elevator quote for quarterly service and possible installation of interface module for door lock monitoring as required by ASME 17.3
- Prepare data sheets, connection location of portable heater, temp enclosure for door opening, distribution network for hot air, fueling, and all associated costs
- Track water supply lines in 55 bldg to identify location of water shut off valve
- Troubleshoot noise from circulating pump on new boiler

**Ministry: Properties - Sarah Richter**

Date: March 18, 2026

Prepared by: Sarah Richter

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**FIRE ALARM MONITORING SYSTEM**

Team agreed to forward recommendation for Life Saver to complete the repairs in the amount of \$16,380.00 with a project limit of \$20,000 for additional cost such as permitting, non-anticipated construction cost and potential wiring needs. Team submitted a request to Finance for approval from reserve funds.

**WORSHIP CENTER TEMPORARY HEATING PLAN**

An emergency temporary heating plan has been further detailed by contacting vendors regarding requirements to supply temporary heat. A detailed plan identifying needs and requirements is in process.

**EMERGENCY HEATING PLAN FOR 55 BUILDING**

Additional investigation has determined where water service to the 55 building could be shut off while keeping Heritage Hall with water. An emergency plan identifying tasks needed to be completed in the 55 building should the heating plant fail will be developed.

**SECURITY CAMERAS**

The plan to complete the installation of additional security cameras and related hardware by volunteers and staff is viable and best way to progress. This item is still being reviewed and detailed. Cost of \$10-\$20k. Would like to have this project funded for a June-August 2026 installation. Property Committee will submit expense request to Finance for approval.

**INTERCOM UPGRADES**

The upgrade of the intercom system to Doors 1 and 2 allowing for communication between the office to arrivals is being considered with the upgrade of the security system. It appears the most viable way to improve this communication link is the installation of a system provided by GSSC, General Security System Corp, the church's current door security provider. This project is still in the development stage.

**SOCIAL HALL FLOOR REPAIRS/WAXING**

The social hall floor was repaired by replacing failing tiles and then cleaned removing scuff marks. The floor was then waxed with 6 coats of wax. Cleaning and waxing was completed by staff and volunteers.

**NEW BUSINESS**

**REVIEW 2025 - 2026 MAINTENANCE BUDGET**

The 2025 - 2026 Maintenance Budget was distributed to give the team an understanding of the items that are included in the annual maintenance budget. It was requested that the past 3 years of budgeting and actual expenses be provided for review to determine trends.

**2026 - 2027 CAPITAL IMPROVEMENT BUDGET**

Discussion was held on the maintenance budget and items that should be included as a Capital Budget item. Past budgets and Capital Improvement items will be further reviewed at the next Project Property Meeting. Goal to submit budget request by end of April.

**Group : Care and Small Groups**

Date: 3/19/26

Prepared by: Pam McCulloch

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

- RLC Reads - Despite rain/snow weather 23 participants had a great discussion of Fredrik Backman's **My Friends** on March 12. Bob Bergstrom reports: It was a fun gathering of Backman fans who saw love as the thread that bound the four misfits together during the summer of their 14th year, and enjoyed the reuniting of the group 25 years later because those characters never abandon the people who need them. We shared very personal childhood memories that reflected Backman's ability to communicate a universality of experiences in his poignant writing. The laughs and tears made me want to go back and read the book again. Thanks to all those who attended and shared their thoughts!
- Pastor's Bible Study continues on Monday Mornings at 10 AM in the upstairs lounge. A record setting snow fall this past weekend did not keep 8 members from joining Pastor Kent on Monday.
- Men's Bible Study continues on the first and third Saturday mornings at 8:30

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

- RLC Reads will meet next on April 9 to discuss Viktor Frankl's book **Man's Search for Meaning**. It's our spiritual Easter season book this year, and an all-time favorite of RLC's legendary Bud Helmen.

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

Not at this time.

**Group: Children, Youth & Family**

Date: 3/17/26

Prepared by: Nancy Brown

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

- Lenten Mentors are up and running with our 9th grade students and their mentors. It is exciting to see the energy and excitement when they meet to talk after the Worship service.
- Our 9th grade students are working on their Faith Projects this month. They have a 9th grade retreat on Saturday March 28th from 9 am - 1 pm at Roseville Lutheran.
- Our 7th and 8th grade Confirmation students are attending Wednesday worship and then meeting with their small groups after the service.
- The discovery team for our Children, Youth and Families programs conducted two listening sessions about our current programs. We then met and discussed our findings and observations.

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?

- Good Friday family worship/activity will take place at 10 AM in the activity center on April 3rd. There will be fun intergenerational fellowship through worship, crafts, and learning about the whole story of holy week. It can be a fun time for pre-k to grandma and grandpa, and there is no registration required!
- We will be participating in the Feed My Starving Children mobile pack this year! There will be shifts available from April 22nd to April 26th at Incarnation Lutheran Church. We also need to fund the food we pack. The cost of one meal is 0.29. Our goal is \$180,000 for 614,304 meals, which will feed 1683 kids for a year. Please consider both signing up to pack and providing a donation. The online sign-up is open now. Please sign up via the [FMSC mobile pack sign-up](#).
- 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!

- RLC's First Communion lesson will be on March 28th from 9 AM to 11 AM. This class is targeted for 3rd-6th graders; however, it can be taken at any time depending on your and your child's preferences! Please sign up for [First Communion sign up!](#) Students will receive their first communion at the Maundy Thursday worship at 7 PM on April 2nd!

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

- None at this time.

## Ministry: Justice and Congregational Learning Council Liaison

Date: 3-19-2026

Prepared by: Andrew Olson

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

A remarkable amount of work has taken place over the last few months in response to events in our community - an incredible amount of thanks are due!

**Adult Education** - Continue to discuss what the future of Sunday mornings looks like. Sessions continue to be very well received with planning well underway for next year.

**ONAM** - so much going on!

**Land Acknowledgement Statement:** Thanks to Pastor Marty for this discussion with us, and thanks to Alice and others who gathered land acknowledgement statements from other churches and organizations, and all who have contributed their thoughts.

**Summary:** we need to own our sins of both past and present as "the church." We need to state how we show up in the present and how that affects our future as good neighbors of Dakota people, on whose ancestral land our church resides. It is our current goal to have a land acknowledgement on our bulletins, and hanging in our church with some visual art.

**Action:** Jayanti is going to make a draft from what has been used at RLC at Thanksgiving along with other inspiring land acknowledgement statements from other churches. Draft to be through ONAM by the end of April. May: congregation invited to comment and work through it with us. June-Aug: the council and annual meeting for approval.

**Connection with Dakota people.** Goal of ONAM to have an ongoing percentage of RLC Endowment funds to go to an organization that supports our local tribal people/families.

**Action:** Jayanti is on Endowment and will work from within there. Heather to contact Kevin Peterson to discuss. Heather to explore the organizations RLC could sponsor through Interfaith Minnesota Department of Indian Work and American Indian Family Center in St. Paul. Which organization to choose, to present to Endowment, will be discussed at our April 21 meeting.

**March 19:** Sugarcane movie. Upper lot doors will be open 5:45-6:45pm.

**Immigration** - Continue to support local family as well as organizations (Jonathan House) and looking forward to the Palm Sunday March.

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

Date: March 5, 2026

Prepared by: Karen Rogers

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

Items:

- 1) **Christmas gift card update** - All gift cards have been delivered to Harambee. Staff is extremely grateful for the way RLC has been able to provide for families.
- 2) **March Food Drive** - Pasta and Peanut Butter will be collected again for Keystone March 1 - 29
  - a) Kris took care of Communication
  - b) If bins overflow, storage location will be under the staircase in Commons in that small room
  - c) Arrange for a pick up closer to the end of March if we receive the 2,000 pound limit needed for a special pick up.
- 3.) **Adult Education Speaker Series for 2026**
  - a) Guatemala with Pastor Marty May 3
- 4.) **M&O Budget**
  - a) Dave will send Nancy request for Designated funds for M&O as well as restricted fund accounts (i.e. FMSC, Bridging, Dorthy Day, Food Shelf, Immigration, and Helping our Neighbors)
  - b) Inquire if monthly offering is on track for M&O to receive 6% of the general offering of non-designated funds.
  - c) If there is no difference to the total church budget, M&O will plan to keep the 2026- 2027 budget the same as this year's budget.
- 5) **Council updates - Karen reviewed Council updates with team**
- 6). **Meeting Dates**
  - a) April 7th at 5pm - moved from April 2nd due to Maundy Thursday.
  - b) May 7th 5:30
  - c) June 4th 5:30

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?

## Staff Report to Council

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

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

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

### Ministry: Nominating Committee - Council Liaison

Date: March, 2026

Prepared by: Sarah Richter

Council positions confirmed for 2026-2027:

- Jayanti Ray: Christian Life liaison
- Karen Rogers: Outreach and Partnerships liaison.
- Andrew Olson: Congregation and Community Engagement liaison

Nominating Committee had identified and confirmed *new* candidates for the following positions:

- Council liaison: Stewardship
- Council liaison: Operations & Infrastructure

We are still recruiting for the following positions

- Council liaison: Children, Youth and Family Ministry liaison
- Endowment Committee (1)
- Finance (1)

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

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