RLC Council Minutes - October 22, 2026 - 7:05 pm.

1) Call to Order - Naomi Tetzlaff
2) Attendance – establish quorum
   a. Present: Naomi Tetzlaff, David Werner, Andrew Olson, Jayanti Ray, Mary Beth Hatteberg, Sam Holsen, Emily Dullea, Pastor Marty, Pastor Kent, Carol Garbisch, Nancy Johnson
   b. Absent: Sarah Richter, Karen Rogers, Mary Johnson

3) Devotion - David Werner
4) Approval of current agenda M/S: Andrew/ Emily All Approved
5) Approval of prior month's minutes M/S: Jayanti/Sam All Approved
6) Items for discussion -
   a) Pastor Marty's ministry transition
      - Exit interview was done on 10/13/2026
      - October 25th - Pastor Marty's last day.
         (1) Come to send off between services - celebration/thank you.
      - Action: Exec and Council will continue to work with the Synod on Interim Pastor needs
      - Action: Interim minister will come, and set up a transition team to review ministry needs
      - Action: Create a call committee after review is done

   b) Security and Safety Policy

      Motion to approve the Security and Safety Policy M/S Andrew/Emily All Approved

      Action: This will be a living document that will be updated, added to and adjusted as needed. Council will partner with the Properties committee and other volunteers around implementation

   c) https://docs.google.com/document/d/1fvLMOIhsr91lrR_9F9AANDkMveHBZs9O/edit?usp=drive_link&ouid=112068348865926185511&rtpof=true&sd=true

   d) https://docs.google.com/presentation/d/1EEf4czKtjylpEnN2-ZRUibTydIRCKHg3/edit?usp=drive_link&ouid=112068348865926185511&rtpof=true&sd=true
      - Will need a team to help implement this.
         (1) Jim Stark/KJ to help create modules and maps for evacuation routes and AED/fire-extinguisher locations.
         (2) A meeting is scheduled for 10/27 to look at floor plan, making modules and maps
      - Reviewed recommendations from presentation
         (1) Update maps within the facility

(2) Establish an emergency information sheet for non-RLC meeting contacts as part of the building use document

(3) Create an 'Emergency Procedures' document to be posted in all meeting rooms of basic activities to follow.

(4) Voice message and website should state that, after hours, emergency call should be directed to 911.

(5) Provide training to staff and key volunteers annually

(6) Install an all-facility intercom

(7) Have training PowerPoint modules for new staff and new volunteers, focused on specifics to each group

(8) Create a process to have an acting staff lead (ASL) in charge during business hours

e) Calendar of Asks - Motion to approve Calendar of Asks as submitted M/S: David/Jayanti All approved

- Annual Ask Calendar (2026-2027) for council approval. docx

f) Stewardship - Pastor Kent/Andrew/Marybeth - Council materials are in the mail, please return by next Wednesday, Oct. 28. Congregational materials are expected to be in the mail by Monday, October 26th.

7) New business -

a) Hospitality update - position filled. Ben Hanson - first day was October 16th.

- Celebration for Julie Wendland - November 15th.

b) CYF position Filled and still looking -

- Taylor Mickley - will increase to 30 hours, plus Nick will stay with us for confirmation.
- Since Taylor is also a student at the University we will continue to advertise and look to fill a full time position

c) Tours of the church by KJ for committees and council members.

- Discuss with committees and schedule a time for a Tour of the church if you are the committees are interested

d) Update/Recap from Lay leadership meeting - 9/26.

- RLC groups interested in advertisement/sign up for their events are urged to use the Welcome desk in the foyer. Please coordinate with Mary Johnson
- Start planning in July to give time for committees to get ready. (Lay Leader guidebook now includes Ministry Fair and begin prep date (July))

e) Website design update - Pastor Kent.

The upgrade and redesign of the website is a much more difficult and time consuming project than originally hoped for. Coupled with the severe limitations of the current Shelby database Nancy Johnson has looked into new potential database systems. After researching six (6) potential vendors a new system called REALM has risen to the top for consideration. This system comes with many modules that would not only assist with Website development but would also easily handle functions such as Automated Giving, Membership roles, Finance reporting and all this comes at a lower cost than the Shelby system.

Action: Nancy will continue to research the potential of this new database system and work with Pastor Kent and Council regarding a final decision.

8) Monthly staff reports

a) Finance – Nancy

Giving continues in a downward trend. While the bottom line remains in the black due to expenses also being down, added expenses due to two new hires will begin to hit the books and without a rebound in giving we will be forced to eat into reserves. Stewardship and On Line Giving/Automated Giving are top priorities.

Nancy discussed the REALMS database she has been researching. Council asked multiple questions and all were receptive to Nancy continuing due diligence on a potential new Database.

b) Senior Pastor – Pastor Kent

Pastor Kent reviewed his written report. Stands as written

c) Associate Pastor – Pastor Marty Wyatt

Pastor Marty joined Council for his last time at RLC. He offered his thanks and highlighted that "in the past 4 years we have done some wonderful stuff" in turn Council thanked him for his many contributions over the last four years. Report stands as written

d) Church Administrator – Mary Johnson

The report stands as written.

9) Committee liaison reports - Please name your files as follows: (Ministry Team, Council Member, Month and Year)

a) Outreach and Partnerships – Karen Rogers Report stands as written

b) Stewardship and Endowment – MaryBeth Hatteberg Report stands as written

- The October 2026 Endowment funding recommendations were discussed and unanimously approved.

c) Congregation and Community Engagement - Andrew Olson

No report but Andrew highlighted that the Ushering program is evaluating sign up options

d) Christian Life - Jayanti Ray Report stands as written

e) Children, Youth & Families - Emily Dullea Report stands as written

f) Operations and Infrastructure - Sam Holsen Report stands as written

g) Finance Committee - Sarah Richter Report stands as written

h) Nominating – David Werner

No report as Nominating will begin its work starting in January of 2027

i) Organ Project Team - David Werner. Report stands as written

10) Upcoming dates

a) Trunk or treat October 24th

b) October 25th, Pastor Marty's thank you/good bye celebration.

c) Nov. 1 - All Saints Sunday and 3pm Durufle Requiem Concert

d) November 8th - Stewardship intent to give Sunday.

e) November 15th - Thank you to Julie Wendland.

11) Headlines –

1) Stewardship . . .Growing Abundant Faith and Love! All members will be receiving Stewardship materials and are prayerfully asked to assess their giving and consider what increasing their giving can mean to accomplishing our ministry priorities at RLC. The use of On Line Giving/Simply Giving/Automated Giving is a great way to provide ongoing support.
2) The RLC Youth Event - Youth Gathering will be summer of 2027
3) THANK YOU Julie Wendland for a job well done !!

12) Adjournment

Meeting adjourned at 8:36 p.m.

13) Closing prayer

RLC Council Agenda - October 22, 2026 - 7:00 pm.

1) Call to Order - Naomi Tetzlaff
2) Attendance – establish quorum
3) Devotion - David Werner
4) Approval of current agenda
5) Approval of prior month's minutes
6) Items for discussion -
   a) Pastor Marty's ministry transition
      - Exit interview done 10/13/2026
      - October 25th - Pastor Marty's last day.
         (1) Come to send off between services - celebration/thank you.
      - Interim minister will come, and set up a transition team to review ministry needs
      - Create a call committee after review is done

   b) Security Presentation - please review and come ready to discuss.
   c) https://docs.google.com/document/d/1fvLMOlhsr91lrR_9F9AANDkMveHBZs9O/edit?usp=drive_link&ouid=112068348865926185511&rtpof=true&sd=true

   d) https://docs.google.com/presentation/d/1EEf4czKtjylpEnN2-ZRUibTydIRCKHg3/edit?usp=drive_link&ouid=112068348865926185511&rtpof=true&sd=true
      - Will need a team to help implement this.
         (1) Jim Stark/KJ to help create modules and maps for evacuation routes and AED/fire-extinguisher locations.
         (2) We are meeting 10/27 to look at floor plan, making modules and maps
      - Review recommendations from presentation
         (1) Update maps within the facility
         (2) Establish an emergency information sheet for non-RLC meeting contacts as part of the building use document
         (3) Create an 'Emergency Procedures' document to be posted in all meeting rooms of basic activities to follow.
         (4) Voice message and website should state that, after hours, emergency call should be directed to 911.
         (5) Provide training to staff and key volunteers annually
         (6) Install an all-facility intercom
         (7) Have training PowerPoint modules for new staff and new volunteers, focused on specifics to each group
         (8) Create a process to have an acting staff lead (ASL) in charge during business hours
   e) Calendar of Asks - discuss and approve.

- Annual Ask Calendar (2026-2027) for council approval. docx

f) Stewardship - Pastor Kent/Andrew/Marybeth - your materials are in the mail, please return by next Wednesday, Oct. 28.

7) New business -

a) Hospitality update - position filled. Ben Hanson - first day October 16th.
   - Celebration for Julie Wendland - November 15th.

b) CYF position Filled and still looking - update.
   - Taylor Mickley - will increase to 30 hours, plus Nick will stay with us for confirmation.

c) Tours of the church by KJ for committees and council members.
   - Discuss with committees to schedule a time to do this.

d) Update/Recap from Lay leadership meeting - 9/26.
   - Should we have advertisement/sign up in the Foyer at the Welcome desk.
   - Start planning in July to give time for committees to get ready. (Lay Leader guidebook now includes Ministry Fair and begin prep date (July))

e) Website design update - Pastor Kent.

8) Monthly staff reports

a) Finance – Nancy

b) Senior Pastor – Pastor Kent

c) Associate Pastor – Pastor Marty Wyatt

d) Church Administrator – Mary Johnson

9) Committee liaison reports - Please name your files as follows: (Ministry Team, Council Member, Month and Year)

a) Outreach and Partnerships – Karen Rogers

b) Stewardship and Endowment – MaryBeth Hatteberg

c) Congregation and Community Engagement - Andrew Olson

d) Christian Life - Jayanti Ray

e) Children, Youth & Families - Emily Dullea

f) Operations and Infrastructure - Sam Holsen

g) Finance Committee - Sarah Richter

h) Nominating – Dave Werner

i) Organ Project Team - Dave Werner.

10) Upcoming dates

a) Trunk or treat October 24th

b) October 25th, Pastor Marty's thank you/good bye celebration.

c) Nov. 1 - All Saints Sunday and 3pm Durufle Requiem Concert

d) November 8th - Stewardship intent to give Sunday.

e) November 15th - Thank you to Julie Wendland.

11) Headlines – Recap key communications messages for next 30 days

12) Adjournment

13) Closing prayer

DRAFT Meeting Minutes - September 10, 2026 7:00 p.m.

1) Call to Order - Naomi Tetzlaff

2) Opening Prayer - Pastor Marty

3) Devotional - Naomi

4) Attendance - Present: Naomi Tetzlaff, Sarah Richter, David Werner, Andrew Olson, Karen Rogers, Jayanti Ray, Mary Beth Hatteberg, Pastor Marty, Pastor Kent, Nancy Johnson, Mary Johnson, Carol Garbisch

Absent: Sam Holsen, Emily Dullea

5) Approval of current agenda. Motion by Andrew, Seconded by Karen - passed **6)**

Approval of prior month's minutes Motion by Karen, Seconded by Andrew - passed

7) Items for discussion -

a) ONAM - Land Acknowledgement statement and reparation discussion. Heather Awad and Alice Neve

Motion: Resolution made by Andrew, seconded by Karen strongly encouraging the Endowment Committee to make changes to their charter to allow a permanent allocation to Indigenous supporting organizations from funds annually - Passed (The purpose of the funds is for reparation.)

b) Emergency and Safety Plan.

The Safety committee will present at the Lay Leadership meeting 9/26 and will take feedback.. Action: We will discuss further at the 10/22/2026 council meeting.

8) New business -

a) Ministry Fair - September 13th, 2026 Due to weather concerns the event will be held in the Activity Center. At present 19 tables have been reserved. At the September 26th Lay Leadership event the Ministry Fair will be part of the agenda to allow a de-brief of the event to assess strengths and opportunities for future events.

b) Update on CYF position. A position offer is expected soon. Details will be shared once an offer is extended and accepted.

c) Update on Hospitality position Three candidates will be interviewed the week of Sept 14th.

d) Constitution Update. Passed congregational vote. Goes to Synod, if approved, vote to ratify at 2027 annual meeting.

e) Lay Leadership meeting - Will be held 9/26/2026.

f) Properties committee meeting - 8/26/2026

- Cleaning Blitz 10/3/2026 - 9-12:00
- Other meeting discussion appears in the Operations and Infrastructure Report under Committee liaison reports.

g) Approval of authority for financial transactions:

Motion: made by Karen, seconded by Jayanti - Resolve that the RLC council president, senior pastor and the Church Business Administrator have authority to transact financial obligations and documents for the congregations. - Passed

h) New Members - working to finalize a list of names for the next New Member Sunday.

i) Stewardship - Annual Appeal kicks off Oct. 11, Nov. 8 Commitment Sunday, Nov. 22 Celebration Sunday.

j) Annual Calendar of Asks - The 2026/2027 Calendar of Asks will be reviewed and updated at the

September 26th Lay Leader meeting.

k) Youth (Grades 8-12) Lock-in at RLC Friday October 2nd - Synod sponsored for all youth of synod. Twenty (20) churches are participating in this event.

9) Monthly staff reports

a) Finance – Nancy August was not a positive financial month. Expenses remain under budget but offerings income was down significantly from budget.

b) Senior Pastor – Pastor Kent. Stands as written

c) Associate Pastor – Marty Wyatt Stands as written

d) Church Administrator – Mary Johnson Church rental space fills up fast as Fall begins.

Action: Space is at a premium so get all space requests in as soon as possible

10) Committee liaison reports -

a) Outreach and Partnerships – Karen Rogers Three reports (O & M, ONAM, Immigration) stand as written

b) Stewardship and Endowment – MaryBeth Hatteberg No written report

c) Congregation and Community Engagement - Andrew Olson No written report

d) Christian Life - Jayanti Ray Stands as written

e) Children, Youth & Families - Emily Dullea No written report

f) Operations and Infrastructure - Sam Holsen Stands as written

g) Finance Committee - Sarah Richter Stands as written

h) Nominating – David Werner No written report

i) Organ Project Team - David Werner. Stands as written

j) Executive Committee - the first Executive Committee meeting of the new year took place 9/8/2026.

11) Upcoming dates

12) Headlines

Cleaning Blitz is Oct. 3, from 9 a.m. to Noon. Questions contact Tim Hanson at tim.julie.hanson@gmail.com or KJ Bach at k-j-o@msn.com. Register to attend using this registration link.

Lay Leadership Meeting is September 26th starting at 9 a.m.

Need one (1) more small group leader for Confirmation. Contact Pastor Marty.

Divine Drama and All In Relational Ministry - Register here: https://rlcweb.myshelby.org/default.aspx?page=3347

13) Adjournment Passed by mutual consent

14) Closing prayer

Agenda - September 10, 2026

1) Call to Order - Naomi Tetzlaff

2) Opening Prayer - Pastor Marty

3) Devotional - Naomi

4) Attendance – establish quorum (6)

5) Approval of current agenda

6) Approval of prior month's minutes

7) Items for discussion -

a) ONAM - Land Acknowledgement statement discussion. Heather Awad

- ONAM Indigenous Justice proposal 92026 (1).pdf

b) Emergency and Safety Plan. Please review. The Safety committee will present at the Lay Leadership meeting 9/26 and will take feedback then. We will discuss further at the 10/22/2026 council meeting.

- https://docs.google.com/document/d/1fvLMOIhsr91lrR_9F9AANDkMveHBZs9O/edit?usp=drive_link&ouid=112068348865926185511&rtpof=true&sd=true

- https://docs.google.com/presentation/d/1EEf4czKtjylpEnN2-ZRUibTydIRCKHg3/edit?usp=drive_link&ouid=112068348865926185511&rtpof=true&sd= true

8) New business -

a) Ministry Fair - September 13th, 2026

b) Update on CYF position

c) Update on Hospitality position

d) Constitution Update. Passed congregational vote. Goes to Synod, if approved, vote to ratify at 2027 annual meeting.

e) Lay Leadership meeting - 9/26/2026.

- Council to attend if able.

f) Properties committee meeting - 8/26/2026. Recap

- Cleaning Blitz 10/3/2026 - 9-12:00

g) Approval of authority for financial transactions: action required

- Resolve that the RLC council president, senior pastor and the Church Business Administrator have authority to transact financial obligations and documents for the congregations.

h) New Members -

i) Stewardship - Getting started. Annual Appeal kicks off Oct. 11, ***Council Commitments needed by Oct. 25***, for Nov. 1st announcement, Nov. 8 Commitment Sunday, Nov. 22 Celebration Sunday.

j) *Emergency and Safety Operational Plan: In August Folder– council approval needed*

k) Annual Calendar of Asks - Review and update.

- Annual Ask Calendar (2026-2027) for approval.docx

l) Youth (Grades 8-12) Lock-in at RLC Friday October 2nd - Synod sponsored for all youth of synod

9) Monthly staff reports

a) Finance – Nancy

b) Senior Pastor – Pastor Kent

c) Associate Pastor – Marty Wyatt

d) Church Administrator – Mary Johnson

10) Committee liaison reports - Please name your files as follows: (Ministry Team, Council Member, Month and Year)

a) Outreach and Partnerships – Karen Rogers

b) Stewardship and Endowment – MaryBeth Hatteberg

c) Congregation and Community Engagement - Andrew Olson

d) Christian Life - Jayanti Ray

e) Children, Youth & Families - Emily Dullea

f) Operations and Infrastructure - Sam Holsen

g) Finance Committee - Sarah Richter

h) Nominating – Dave Werner

i) Organ Project Team - Dave Werner.

j) Executive Committee

11) Upcoming dates

12) Headlines – Recap key communications messages for next 30 days

13) Adjournment

14) Closing prayer

ONAM: Indigenous Justice Proposal Roseville Lutheran Church

Prepared for Church Council and the Endowment Committee

This proposal reflects something new for us at Roseville Lutheran. Our hearts and minds have changed, and so has our understanding of what it means to live out our faith. This is reparations, not missions: a recognition that our congregation has benefited from land and systems taken from Indigenous peoples, and that living that out means allocating real resources, not only serving need. RLC is already involved with Interfaith Action of Greater Saint Paul, and ONAM is looking to help RLC deepen that involvement, in particular with the Department of Indian Work, through:

Monetary support

Meeting immediate needs

Inviting speakers to RLC

LA N D ACK NOWLE D GME N T

We at Roseville Lutheran Church acknowledge that our congregation gathers on the sacred homelands of the Očhéthi Šakówiŋ ("oh-CHEH-tee shaw-KOH-we") and the

Wahpekute ("wah-PEH-koo-tay") Band of the Dakota Nation. We honor with gratitude the Indigenous peoples who have cared for this land across generations and who continue to shape this community through their voices, culture, wisdom, and resilience.

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

At Roseville Lutheran Church, our mission is: Love God. Love your neighbor. Guided by this calling, we seek to embody God's love for all creation and to walk alongside our Indigenous neighbors with humility, respect, and hope.

Why this, why now

Our land acknowledgment names a commitment. This proposal is how ONAM recommends we begin to live it out. Since 2016 the ELCA has repudiated the Doctrine of Discovery, and in 2022 it issued a formal Declaration confessing harm to American Indian and Alaska Native people and encouraged ELCA entities to pursue concrete reparative action.

Congregations and church bodies across Minnesota and the country are putting this into action, as shown on the final page.

The pattern across all of these is the same: name a concrete, recurring funding source; give it to an Indigenous-led organization rather than build a new church program; and treat the commitment as ongoing rather than a single gesture.

Goals

Turn RLC's land acknowledgment into a standing, funded commitment rather than words read at the start of a service.

Deepen our relationship with Interfaith Action's Department of Indian Work through a recurring reparative gift, rather than a single symbolic donation.

Ensure that RLC's ultimate relationship to this land is reflected in its governing documents, not

only its stated values.

Have ONAM continue to involve the congregation in Indigenous justice education, experiences, and actions to support our Indigenous neighbors.

The proposal

ONAM brings two related requests, one financial and one constitutional. ONAM INDIGENOUS

JUSTICE PROPOSAL ROSEVILLE LUTHERAN CHURCH

FI N A N CIAL

ONAM has grappled with whether this funding should come from the Endowment or from the church's regular budget.

Endowment option: If it were an endowment gift, ONAM would ask that the Endowment Committee adopt a standing practice of directing 5% of the funds released at each semi-annual grant distribution to Interfaith Action's Department of Indian Work. This commitment would be codified through Council so that it continues beyond any one Endowment Committee's membership.

PROS

An established fund of the church, and likely to grow over time.

CONS

Endowment seems to run independently.

Congregants may not feel a personal connection to the gift, since it could read as money coming from wills and estates of deceased congregants rather than from the congregation itself.

Regular budget option: The alternative is to look at the church's regular budget. In this case, we would propose the $1,250 per year that we have, with a possible 3.5% increase every year.

PROS

People in the church are likely to feel that the money is committed from all of us at Roseville Lutheran Church.

CONS

The budget is dynamic depending on the economy of the church.

Is this commitment more likely to remain permanent in the regular budget or in endowment? Will it remain as the action part of our land acknowledgment, where we live out our faith and love in action through this money?

CON STITUTION AL

ONAM asks Council to consider amending RLC's congregational constitution so that, in the event RLC should ever dissolve, its land, buildings, and remaining assets would pass to the Dakota Nation rather than to the ELCA. ONAM understands this would need review by synod and legal counsel, since ELCA model constitutions typically specify the synod as the default recipient in a dissolution clause. ONAM is asking Council's support to begin that review, not for a final vote today.

Together, these two asks, financial and constitutional, move RLC's commitment from words into structures that outlast any one budget cycle, council term, or generation of ONAM members. These will be permanent actions, acknowledging and paying reparations for our church's land that was stolen from the Dakota Nation.

Appendix: what other congregations are doing

Congregations and church bodies across Minnesota and the country are putting into action what follows here:

CONGREGATION OR BODY	WHERE AND WHEN	WHAT THEY HAVE COMMITTED
Woodlake Lutheran Church ELCA		
Holy Trinity Lutheran Church ELCA	Minneapolis	Gave $250,000 in unrestricted proceeds from a land sale to the Indian Land Tenure Foundation.
Oak Grove Presbyterian Church	Richfield	Added Makoce Ikikcupi, a Dakota-led land recovery project, as an ongoing giving partner as part of its justice initiatives.
Calvary Baptist Church	Minneapolis Since 2022	Has committed to annual financial reparations, described in their own commitments as "paying annual back rent," to Dakota and Ojibwe organizations, budgeted every year rather than given as a one-time gift.
	Minnesota	Committed approximately $250,000 to a synod-wide reparative giving program open to Black and Indigenous communities.
St. Luke Presbyterian Church	Minnetonka Monthly	Runs a recurring monthly designated offering ("Change for Change") that has named Makoce Ikikcupi as a recipient.
		partnered with the Twin Cities Repair Community for Makoce Ikikcupi.
Creekside United Church of Christ	Twin Cities	Established its own reparative justice fund, "Restorative Actions" fund.
Presbyterian Synod of Lakes and Prairies covers Minnesota	October 2020	Voted to dedicate $351,000, 15% of its unrestricted net assets, to seed a

Several of the above congregations belong to the Twin Cities Repair Community for Makoce Ikikcupi, a network of area churches that each commit to an internal Indigenous Solidarity workgroup, a published land acknowledgment, monthly accountability meetings, and, notably, putting restitution into their annual church budget as a standing line item.

ONAM INDIGENOUS JUSTICE PROPOSAL ROSEVILLE LUTHERAN CHURCH

Roseville Lutheran Church Emergency and Safety Operations Plan (ESOP)

Draft—Updated, August 30, 2026

by Jim Stark

Needs Council approval and implementation

TABLE OF CONTENTS

1) ADMINISTRATION (page numbers to be added after comments are received)

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

2) GENERAL EMERGENCY PROCEDURES

- General Emergency Procedure
- Emergency Notification Procedures

3) GENERAL MEDICAL EMERGENCY PROCEDURES

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

4) **PROCEDURES FOR SPECIFIC EVENTS**

- Facility Evacuation Procedures
- Procedures for a Severe Weather
- Procedures for Fire
- Procedures es for Active Shooter or Attack
- Procedures for Threatening Phone Call of Voice Mail
- Procedures for Harassing or Obscene Phone Call
- Procedures for Bomb threat call, text of email
- Behavioral Concern Procedures

5) SAFETY TRAINING, PROCEDURES AND EQUIPMENT

- Safety equipment
- Emergency supplies and equipment
- Fire alarm training
- Fire training; Schedule and Execution

6) RECOMMENDATIONS TO COUNCIL

Note: Maps are not included in this draft. Bob Z, KJ Bach and I will work on maps for this document when it is approved by council. Maps will also be prepared for posting at entrances to specific rooms. Each major heading should have a map showing the appropriate locations of things like First Aid kits, fire alarms, Fire Extinguishers, Pull stations, and Emergency Exits.

1) ADMINISTRATION

Purpose

The safety of our staff, members, and friends is a top priority. Recent events in the community

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

Limits of Liability

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

Lines of Authority

Training Need: Staff

The Senior Pastor, or his/her designee, are responsible for the safety of the facility and those in the buildings. During business hours, there should be a staff member in charge. This person should be known to staff in the Senior Pastor's full-day, or greater, absence. In this document, that individual is referred to as the **Acting Staff Lead (ASL**). The suggested lines of authority are as follows: Senior Pastor, Associate Pastor(s), Business Administrator, Facilities Manager, and Office Administrator. After Business hours, safety and emergency concerns should be directed to 911. As is possible, the Senior Pastor, or ASL, should be informed of emergencies by phone, text message or email as soon as possible.

Procedures for Contacts with the Media

Training need: Staff

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

- Preventing the likelihood of imitative behavior by another perpetrator
- Preventing offenders from feeling that their "handiwork" is being glorified by publicity

Maintaining control over the situation in conjunction with authorities.

After a Threat o*r* Disaster

Training: Staff

- Follow the guidelines and directives of Roseville Police or Fire Department
- Follow the detailed guidelines in this document
- Inform the St Paul Area Synod
- Assess damage/status of church property
- If necessary, secure the church property. Broken windows or doors should be covered

so that vandals cannot get inside. Holes in the roof should be covered. Focus only on what it takes to make the buildings safe, sanitary and secure. Do not do more until the insurance

company has been informed. Keep a journal of everything done; record the events with pictures and videos. These will be important documentation of the disaster and may be useful in obtaining more help and materials when needed. Take videos.

- Secure a temporary place of worship, if necessary.
- After the insurance assessment has been done, coordinate repairs to the church property
- Insurance claims should only be submitted by the Business Administrator with consultation form the Senior Pastor and council

2) GENERAL EMERGENCY PROCEDURES

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

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

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

Emergency Notification Procedures

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

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

- Identify yourself, the type of emergency, and the specific location of the emergency.

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

- Describe what has occurred--be concise and factual
- Describe injuries or fatalities--Identify immediate help needed
- Send a trusted person to the appropriate entrance to meet the emergency responders.

Have that person guide responders to the appropriate location.

- When calling, stay on the phone until the ASL/staff member/operator/agent advises you to hang up
- Contact or leave a message with the ASL
- Other emergency instructions are in this document or on the facility emergency signage

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

Your Location's Emergency Contact List
Individuals who should be contacted in an emergency are:

Name Work Number

1. Kent Claussen Gubrud 651-487-7752, ext 223
2. Bob Zismer 651-487-7752, ext 210
3. Marty Wyatt 651-487-7752, ext 224
4. Nancy Johnson 651-487-7752, ext 203

3) GENERAL MEDICAL EMERGENCY PROCEDURES

Medical Emergency Procedures in the Facility

Training needs: yearly training for staff, lead volunteers

- Announce, ask for help, from medical professionals in attendance.
- Follow the advice of medical professionals
- If there are no medical professionals, call 911. Use your discretion. Error on the side of safety,
- When you call 911, identify yourself, the type of emergency, and the specific location of the emergency. Give the street address (1215 Roselawn Ave W, Roseville, MN 55113). If the emergency is on the upper level, tell them to enter from the Ryan Avenue upper parking lot (Door 2).
- Describe the known or suspected injuries or fatalities, Identify Help needed
- Send someone to the appropriate entrance to meet the emergency responders and guide them into the building
- Stay on the phone until the agent advises you to hang up
- Have someone notify the ASL using the emergency contact list.

- Use the First Aid kits or the AED–see the emergency signage

Specific Medical Procedures for Ushers, Greeters and Staff and Lead Choir Members *Training need: Staff, ushers, greetings and choir and worship band leads*

Prior to an event:

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

In the event of any medical emergency:

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

4) PROCEDURES FOR SPECIFIC EVENTS

Evacuation Procedures

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

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

•In any emergency, call 911 as soon as possible

•Follow exit signs and proceed briskly, without running, go to the pre-set location-- Bruce Russell Park •In case of an active shooter, relocate to St Rose of Lima Church, 2048 Hamline Ave, Roseville MN •After evacuation, at the relocation site-- account for everyone who was in the building, if possible •Secure the facility after evacuation, if that can be done safely

• Make appropriate calls to staff and families, after consultation with the ASL

•Attend to minor injuries.

Procedures for a Severe Weather

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

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

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

• Warn everyone in the building to meet in the storm shelter, use the intercom

•Close all doors; stay away from windows. Shelter in the lower-level Social Hall & rooms off of hallway. •During severe weather, the City of Roseville sounds emergency weather alarm sirens. If you hear the sirens, beckon those who are outside to come in and to meet in the storm shelter area. See the posted maps in the facility or in this document. Everyone should fit in the hallway by Rms 45a-c If not, use rooms 43, 40, the Music Room, all four bathrooms on the lower level and then, if necessary, use the Social Hall.

•If you are unable to make it to the lower-level storm shelters, direct individuals to the storm shelters on the upper level. The best place would be the internal staff offices followed by the north and south lounge. (•Remain sheltered until an all-clear is given by the National Weather Service

- When you receive the all-clear, make sure everyone is safe—account for everyone if possible

Procedures for Fire

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

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

Procedures for Active Shooter or an Attack

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

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

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

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

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

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

Procedures for Threatening Phone Call or Voice Mail

Training need: yearly for staff, and office volunteers

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

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

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

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

Procedures for Harassing or Obscene Phone Call

Training need: staff and office volunteers

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

- Hang up immediately.
- If the calls continue, transfer them to the ASL The ASL should:
  - Call the police, file a report and receive a report number

  - After the phone call is terminated, document the incident with as many details as you can recall about the conversation and the caller.
  - If the calls continue, log the date and time, sex of the caller, what was said and any distinctive caller characteristics
  - Call the telephone company to arrange a trace put on the phone, Consult with the policy. If authorized, carry out the telephone company's instructions

Procedures for Bomb Threat Call, Text or Email

Training need: Yearly for staff, and office volunteers

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

- Why did you place the bomb?
- Who are you?

When informed, the ASL should immediately:

- Decide whether to evacuate the building using the evacuation plan
- Notify the police by calling 911
- Advise staff and volunteers/guests not to touch anything suspicious
- Designate a staff person to meet the police at the appropriate door (Upper or lower)

Whenever the police or fire staff arrive at a building, they may want to meet with the ASL to see floor plans and utility locations. The ASLs should be aware of the locations of these plans.

- After the phone call is terminated, document the incident with as many details as you can about the conversation and the caller

Procedures for Visitor Showing Behavior of Concern

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

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

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

5) SAFETY TRAINING, PROCEDURES AND EQUIPMENT

Safety training

Procedures, assure that:

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

Walk-throughs, assure that:

- evacuation routes are clearly marked.
- stairwells and hallways are not obstructed by stored items.
- there are no combustibles in stairwells.
- AEDs and fire extinguishers are unobstructed
- that utility shut-offs are unobstructed and clearly marked.

Utility shut-offs, assure that:

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

Training: Assure that:

● staff members and key volunteers are briefed on this ESOP.

6

● an adequate number of ushers or staff know how to do CPR
● There is emergency drill included in this manual are addressed annually
● general First Aid education is provided annually
● education on how to use a fire extinguisher is provided annually

Emergency Supplies and Equipment

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

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

Fire Alarm Training

To develop a fire alarm response training program compliant with Minnesota Occupational Safety and Health (MN OSHA) and federal 29 CFR 1910.38 standards, employers must use the following Emergency Action Plan (EAP) covering al arm recognition, evacuation routes, and personnel accountability.

- **Alarm**

Signals: Train workers to recognize distinct audible or visual alarm tones used for fire alerts.

- **Evacuation**

Routes: Map out and display primary and secondary escape paths from every work area. (We ha ve maps in place developed from a cad program. There are existing maps in the 55 building

- **Assembly Points:** Designate a clear, safe outdoor meeting location and establish roll-call procedures to account for all staff and visitors. Bruce Russel Park. Weather and grounds condition will need to be factored in the event of problematic weather, assemble at St Rose Church

- **Special**

Duties: Assign and train specific staff for assisting disabled individuals or shutting down critical plant

equipment before leaving. Assign a person familiar with the building to be the point of contact with Fire Department personnel. If the sprinkler systems have been deployed, the main shut off valve in the sprinkler room will need to be
shut off and heads activated replaced. That would be done through a certified fire suppression co mpany like Viking
Sprinkler. Fire panel will need to be reset as well. A list of what needs to be reset or checked in cluding HVAC, and fire doors.

Fire training Schedule and Execution

· **Training:** Review the emergency plan with workers when first hired, when their job responsi bilities change, or when the physical layout/plan is updated.
· **Drills:** Conduct regular practice drills to test the efficiency of the alarm response and evacuati on procedures. · **Fire**
Extinguishers: If employees are designated to use portable extinguishers, provide specialized in struction on the PASS
method (Pull, Aim, Squeeze. Include this in training material. Generally, employees should only attempt to extinguish fires no larger than a small office trash can and never place themselves at risk or in harm's way.

- Review or develop fire evacuation plan
- Training should include staff, event attendees, and congregation members
- Include fire extinguishers, pull alarm stations and notifying 911 once in a safe place
-

Determine who is responsible for handling alarm calls from fire monitoring services by title. Cur rently, Facility Manager and Church Administration

- Determine who:
  - handles notification of disruption to business hours, events, and Sunday service?
  - gives all clear to reenter the building?
  - Is the liaison between the insurance company and contractors?
  - gives to ok to access cars from the parking lot

6) Recommendations to Council

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

Example maps to be updated and added

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

Upper Level Rooms

Show locations of fire extinguishers on the following map. They should not be locked

(room 42 and 22? **Lower Level Rooms**

Fire Extinguisher

Fire Alarm Pull Station

Fire Exit

AED

SEVERE WEATHER Threat

MAP #2 Lower Level Rooms

FLOODS

happened.

Monitor reports on flood conditions. If advised to evacuate: •Shut off main electrical power to all buildings. •Secure the building.

•Calmly leave immediately.

•Contact someone on the emergency contact list?

Map # 3

11
12
VI. Map of Utility Cut-offs (gas meter needs to be marked on this map. The 'water shutoff' marked is for the fire suppression system (sprinklers). Main water shutoff is in Faculties Mgr.'s office near the electrical shutoff.)

Roseville Lutheran Church

Staff Report to Council

Ministry: Facilities

Date: 8/26

Prepared by: Sam Holsen

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

Completed Projects

- Parking lot patching completed
    - Total cost: approximately $5,000
- Fire alarm system project completed
    - System is live and communicating correctly

Safety & Security Planning

Reviewed a comprehensive building safety and security plan

- **Key Concerns Identified from Safety presentation (Jim)**

    - **Emergency Communication**
        - Building does not have a facility-wide intercom system for:
            - Tornado warnings
            - Emergency alerts
            - Other critical announcements

    - **Emergency Preparedness**
        - Additional signage and maps are needed throughout the building showing:
            - AED locations
            - Fire extinguisher locations
            - Emergency exits
                - Bob has already developed maps for kitchen, commons and by Mary's desk; there is also a fact sheet in the social hall that includes building lease agreement

    - **Building Security**
        - No nighttime custodian currently available
        - Nancy proposed creating a volunteer security team (approximately five members) to:
            - Secure exterior doors
            - Check windows

- Turn off lights
- Lock office areas

Long-Term Facility Needs

- Received roof repair estimates from Central Roofing totaling $345,925 for priority roof sections.
- Additional estimates received:
  - Sanctuary High Roof: $47,685
  - Activity Center Low Roof: $62,950

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:

Oct. 3: Cleaning Blitz

- Carpet cleaning scheduled for upper and lower levels (Sept. 1)
  - Approximately 24,000 square feet
  - Chris will complete carpet cleaning; support may be needed
- Volunteers needed to assist with:
  - Pre-cleaning vacuuming
  - General cleaning activities
  - KJ assembled a cleaning work sheet; committee reviewed and added to it
- Volunteer goal for blitz:
  - 20–30 participants
  - Approximately 40 participated last year
- Existing cleaning supplies from last year will be utilized

Council Support Requested

- Encourage participation across the congregation
- Help promote volunteer sign-up efforts

September 13: Ministry Fair

- Sam will host the facilities table; Tim and KJ are unable to attend; Tim is pulling together materials for the table
- Priority to highlight a Tuesday small working group beginning this fall and led by Bob, Jim and Tom. Group would meet periodically on Tuesdays from 9 to Noon to complete

various projects (painting, door repairs, table repairs, general, etc.)

Roseville Lutheran Church
1215 Roselawn Ave West, Roseville, Minnesota 55113

Staff Report to Council

Council Support Requested

• Help recruit volunteers with maintenance, carpentry, and painting skills •
Encourage congregation members to participate

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

Endowment Grant Application (Due October 1)

- Potential requests include:
  - **Tools & Equipment (KJ)**
    - Battery-powered drills
    - Battery-powered circular saw
  - **Site Planning Project (Tim)**
    - ~ $10,000 requested for development of a site plan addressing water treatment needs near the playground area; project may need to be done before replacing the parking lot
    - City survey work is expected to support project planning

Future Capital Needs: Roof Replacement and Repair

- **Central Roofing Estimate 1**
  - South Entry & Commons: $143,850
  - 1982 Link / Office Expansion: $113,225
  - Lounge Hallway: $96,350
  - Discount if completed together: ($7,500)
- **Central Roofing Estimate 2**
  - Sanctuary High Roof: $47,685
  - Activity Center Low Roof: $62,950

Council Support Requested

• Continue evaluating long-term funding and prioritization of roof repairs. •

Encourage congregational participation in volunteer projects.

• Support recruitment of an evening building security team.

• Consider supporting Endowment Grant request

Roseville Lutheran Church
1215 Roselawn Ave West, Roseville, Minnesota 55113

Staff Report to Council

Pastor Kent Claussen Gubrud

August 21, 2026 – September 10, 2026

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

- Synod Mission Support Thank-You Dinner – Janelle Olson and I attended this inspiring event and learned about the new mission starts, ministry redevelopment, and care for rostered ministers that we support through our benevolence. Thank you for supporting the shared ministry of the synod with $9,999.60, for the first half of the year.

- **Pastoral Care** – one of the privileges and important responsibilities of ministry are pastoral care visits. I was blessed to be able to accompany Ken and Linda Groth, along with their family and many friends in his last days in hospice care before his death. And now preparing for his celebration of life. Providing pastoral care to the members, families, and friends of RLC is a central part of our shared ministry. I am grateful to share this ministry with my colleagues Pastor Marty and Pastor Rolf.

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

- Fall Sunday Schedule – New schedule starts Sept. 20! Please continue to talk up the benefits of our new Sunday schedule, especially to families with kids involved in RLC kids, and people looking to connect more deeply by inviting them to conversation during the fellowship hour. As always, if you hear concerns or questions, either have people talk to me, or let me know who I should talk to.

- **Stewardship for All Season –** completed the brochure, gathering pictures, recruiting people for the Temple Talks, putting together the letters and bulletin inserts for stewardship that kicks off on Sunday, October 11.
- **All-In Relational Skills and Divine Drama Sundays this fall –** as of the writing of this report, very few people have registered for either course. Hoping to have more after the Ministry Fair Sept. 13.

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

- **Stewardship for all Seasons leadership commitments** – council members will be receiving the letter, brochure, and statement of intent form before Sunday, Oct. 25, and are requested to be returned to the church office by Friday, Nov. 1, to then be announced to the congregation on Sunday, Nov. 1 as a setting the example for the whole congregation!

ROSEVILLE LUTHERAN CHURCH

Staff Reportto Council

Associate Pastor, Marty Wyatt

September 2026

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

- Sent almost 50 kids to Wapo at the end of July
- Pastoral care visits
- CYF Search Committee- CYF Director position is posted online and we are working to fill it

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?

- Preparing for all of the things that fall and fall programming entail-especially CYF related with a new program structure and no full time CYF staff currently in place
    - Supporting Taylor with RLC Kids
    - Confirmation work-Leader training, Parent Orientation, Small groups, Final registration push, etc
- Hosting Flamy Grant concert September 26-this is a huge opportunity-she's sung at the Extravaganza, toured in Europe, and has billboard topping hits. This is an incredible chance to show hospitality and enjoy something unique that you might not usually get to experience. The music will be incredible.
- Hosting Synod-wide lock-in Oct 2 to foster excitement for the Youth Gathering this summer. 20 churches are signed up with roughly 100 youth anticipated. This is an exciting opportunity for us and we're hoping to get our youth to attend as well.
- Holding information sessions for the Youth Gathering for next summer
- Blessing of the Backpacks and Welcome Sunday

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

Finance committee
Meeting minutes, Sept 9, 2026
2:00 p.m.

Attendees - Mona Lackore, Rebecca Field, Jake Donahue, Nancy Johnson, Carol Garbish

1. Introductions of committee members
2. Overview of finance committee roles and responsibilities
    a. **Action:** Mary to issue access to the Finance Committee Google Drive b. Note: Sarah and Jake to review for reference the Finance Procedure Manual and the Finance Charter (which is pending Constitutional ratification in 2027) 3. Financial report - Nancy's report
    a. Offerings were down $19,000+ in August, likely due to low attendance.
    b. We will keep an eye on this trend.
4. Parking lot - done with patching.
5. Discuss creating a policy for free will offerings at events.
    a. General consensus is that free will offerings taken at events should be allocated as follows:
        i. Donations will be allocated toward event expenses first.
        ii. Any profits over the amount of expenses shall be allocated toward general budget.
        iii. This will apply to concerts at which the organ is played or other events that ask for free-will offerings.
    b. **Action:** Mona will draft a policy and bring to the October meeting.

6. Dates for future meetings - It is challenging for committee members to meet in the evening vs. a virtual meeting during the day. We will work to balance both in-person and virtual meetings. For October 2026, we look to invite John Helgen and Julie Henry to discuss organ events and free will offering.
    a. Meeting options: Oct. 8 or 12 at 7pm

7. Adjourn - 3:00 pm.

Staff Report to Council

Ministry: Shared Services

Date: September, 2026

Administrative & Hospitality/Event Management:

Mary Johnson and Julie Wendland

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

Significant Events:

- Security camera upgrades continue, some of the new cameras are installed and recording!
- Many of the groups that have been on summer break and are starting back up
- Provided a luncheon for the first rehearsal for the Duruflé Requiem that will be performed on Nov 1
- Support the start of the carpet cleaning
    - Delayed due to rental equipment failures

- Painted the non-brick walls of the Activity Center
- The water fountain next to the Office entrance was replaced. It became much more complicated than originally planned. Needed a plumber and an electrician

Planning for future significant events:

- Funeral for Ken Groth on September 12 – anticipated luncheon for 175 in the Activity Center
- Welcome Sunday and Ministry Fair – September 13
- Confirmation starts September 23
- RLC Kids starts September 20 and will be using a new configuration in the Activity Center and Great Hall. This will require setup and take down each week before and after each Sunday.
- Return of coffee and treats in the Social Hall each Sunday morning with First Sunday Breakfasts
- Wilderness Canoe Base 70th Anniversary – October 24
- Various music events and rehearsals
- Replacement of chairs for the Social Hall
- Repainting of the Upper Lobby bathrooms
- Repainting of the east wall of the Lounge
- Repainting of the kitchen

Weekly On-Going:

- Sanctuary and Commons: Sunday morning services (including Communion set up and clean up)
- Lounge: Monday Bible Study
- Library: Staff Meeting
- 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; Tai Chi
- Heritage Hall: Quilters
- Activity Center: Champion Force (Cheerleader training)
- Sanctuary: Choir rehearsal
- Rm 45C: Bell rehearsal

Ministry: [Christian Life] - Council Liaison

Date: Sep 8, 2026

Prepared by: Jayanti Ray

-The Adult Ed committee has filled the schedule through the end of the year with excellent speakers who will present a variety of pertinent topics. The 2027 schedule is nearly full, too.

-Prayer Shawl Ministry is beginning to create scarves and hats for distribution this winter to those in

need. -The RLC Reads has a list of dates and books for this year.

Thank you for the opportunity to serve as the Christian Life Liaison.

Ministry: Immigration Team

Date: September 14, 2026

Prepared by: Nancy Olson

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

I. Opening Prayer
II. Updates
A. Ministry Fair report
B. Angel and Tania
1. moved to new address
2. soccer camp a success
3. tools purchased
C. Budget for this program year

D. November 22 education offering sponsored by immigration—a panel discussion from various members of the Roseville Schools –Jose Barrera, Principal at Little Canada elementary; Alonso Jaque Pino, Multilingual Learner teacher at RAMS; Alicia Paz, Dual Language Spanish Immersion secondary teacher; Jenny Loeck, Superintendent!

1. Any more publicity for this beyond the usual?

III. New Business
A. Orientation meeting September, 2026—**Marty?**
1. will provide info on church systems such as the calendar of asks and other procedures for committees RLC

2. From the email sent to me: “Council leadership invites our lay leaders to a morning retreat on Sept. 26 from 9am - 12pm. As we move into a new ministry year, we want to bring everyone together to align and discuss the following:

·The Ministry Handbook

· New RLC safety protocols and volunteer training

·Stewardship update and future capital campaign

· 2026-2027 calendar

Roseville Lutheran Church
1215 Roselawn Ave West, Roseville, Minnesota 55113

Staff Report to Council

In preparation, we ask that each committee plan to share a their high-level plans for the ministry year and key dates for initiatives. As a group, we will see if/where there are opportunities for collaboration.”
3. Can anyone represent us at this meeting?

B. Do Good Roseville: Learn How your Church can Help Roseville Families in

Crisis—**Marty?**

1. Meeting: September 24, 10:00-11:15 Lexington Park Building, 2131 Lexington Ave. , Roseville
2. will provide info about the Care Portal, a care-sharing network already in place—connects child-serving professionals such as Ramsey County, and the schools, the Roseville Police with churches, businesses, and community members who want to help. Needs are vetted and then shared. A need might be find a bed for a child.

3. can someone attend this meeting to see if it might involve immigrant needs?

C. Discuss in on goals for 2026-2027

1. Education

2. Advocacy? Is there any point with things moving so fast?

3. Ministry

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?

- **Is there a separate budget for Immigration - they have reached out to as Council Liaison to ask about their budget for this year?**

Staff Report to Council

Ministry: Mission and Outreach Partnership (MOP)

Date: September 5, 2026

Prepared by: Karen Rogers

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

1. Interfaith Action
    a. Heather Awad from ONAM inquired about the nature of our partnership. They are considering a reparation payment to the Department of Indian Work.
    b. Are they included in our 2026-27 budget?

2. Still want to start a more in depth relationship with Interfaith, ONAM thinking about a different type of involvement – potentially a reparation payment. 3. We want to show up as one church. IF we reach out potentially we do that together,
4. Kris will reach out to Rachel Morey about a potential tour.
5. No line item in our budget for them - can consider discretionary

6. Every Meal -
    a. Janelle met with Jan Kruchoski on 8/31 (Zak is leaving EM, Jan is filling in while they find a replacement); verified RLC's payment schedule and amounts ($3000x2, late fall and spring); Every Meal will invoice RLC for these payments.
        i. Reconcile this with 2025-2026 budget table??
    b. Volunteer schedule getting set with Central Park. Janelle completed the training and 1-2 new volunteers have been recruited.

7. School Supply Drive - debrief
    a. Dropped off 3 blue bins at Roseville District Center on 8/31!
    b. Any changes/notes/lessons learned for next year?
    c. Went well.
        Could consider supporting more than one organization next? For example Interfaith Action also has a school supply drive?

8. RLC Leadership Retreat 9/26
    a. Who will attend? Someone from
    b. Dave started a planning document - the ask is for high-level plans for the ministry year along with our key dates to our RLC Leadership Retreat on 9/26.
        Janelle to attend
        Karen to attend

9. Ministry Fair
    a. Recap of plans M&O table for the ministry fair on Sun. 9/13.
        Julie will have the shopping cart available.
        Kris - Christmas tree
        Karen - cement blocks
        Janelle - backpack and school supplies; tags
        All bring canned goods (reusable shopping bags)
        Janelle will print sign-up sheet

Dave emailed the QR code sheet (Janelle will print)
We talked about promoting every meal involvement at this Fair. Maybe we find someone??

10. Visiting the RAHS Food Shelf – On hold. Still on hold.

11. Adult Education
    a. Dresser Build January 24th
    b. Other Forums in 26/27 (JO note: I did not have notes on this from our August meeting, so just want to make sure we have this documented.)
    Can still keep this in mind if there is a program we want to do…for later in the program year

12. Harvest Pack Non-Profit
    a. Dave previously reached out to Keystone - they do not utilize Harvest Pack - and Every Meal, who does heavily utilize Harvest Pack meals. b. Current proposal: hold a pack during the 9:40-10:20 hour where we have a limited number of meals available to pack, with a set budget. Janelle reached out to Dominic to inquire about details.
    c. Potential funding source - discretionary funds (JO note: confirm this is what was decided?)
    d. Janelle send a note letting them we will not proceed for now..

13. Partnership Meetings to be scheduled - **Should we move ahead with one of these for the fall?**
    a. Dorothy Day - fall
    b. Roseville Schools - Peggy
    c. Keystone
    d. Interfaith Action - Rachel Morey

In person or email check in? We could just send emails to our partners and not do in person. Discuss in February

8. Updates
    e. Council Updates (Karen)
    f. New Budget (Dave)

i. Detailed budget reports (Operating and Restricted/Designated/Special)

Janelle provided an update on August 24th Synod.

14. 9. Meeting Dates (meeting time 5:30)

- October 1st

- November 5th
- December 3rd

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

- **Review Current Budget to see if M&O needs adjustments. Is the general offering on target for M&O to receive 6% of non-designated funds? If not, do we need to tweak numbers to our various partner ministries?**
- **Is there a separate budget for Onam or Immigration - both teams have reached out to ask about their budget for this year?**

2026/2027 Budget

Amount
When paid

Organization

ELCA $20,000 Monthly FMSC $8,000 All in April Dorothy Day $8,000 Monthly Every Meal $6,000 All in January

Keystone $6,000 March Bridging $8,000 Dec/Jan for dresser Guatemala $8,000 Jan/Feb Meals on Wheels $1,000 June
Wapo $3,000 June
Good Samaritan Fund $1,000
Lyngblomsten $1,000 June
Reconciling Works $1,000
TOTAL $71,000

ROSEVILLE LUTHERAN CHURCH
1215 ROSELAWN AVE WEST, ROSEVILLE, MINNESOTA 55113

Staff Report to Council

Ministry: ONAM

Date: September 8, 2026

Prepared by: Heather Awad

We met today by Zoom for final discussion before the RLC Council meeting Thursday. See notes below.

We will meet again September 15 at 4pm by Zoom:
https://us02web.zoom.us/j/9523676039?omn=88450206831
October 20 4pm we will meet in person at church.

Warmly, Heather

ONAM meeting Sept 8, 2026: Council proposal presentation — land acknowledgment, financial ask, and constitutional change

Present: Pastor Marty Wyatt, Alice Neve, Jayanti Ray, Kathy Miller, Lori Haaland, Heather Awad

Council Presentation Thursday (7:15 PM)

- Two asks being brought to council:
  - Financial: $1,250/year with 3.5% annual increase via regular budget, or 5% when endowment funds are drawn every 6 months.
  - Constitutional: change to—in the event RLC should ever dissolve, its land, buildings, and remaining assets would pass to the Dakota Nation rather than to the ELCA. Land acknowledgment already approved by council, no need to revisit.
- Framing approach agreed: open with faith foundation, share brief stories from the year
  - Sacred sites visit, Jim Bear Jacobs adult ed, congregation members connecting family history to Indigenous land loss
  - Then move into the ask
- Ask to council: decide on the financial piece; begin process on constitutional change
- Council may ask “what exactly are you asking?” so be ready with that clear answer
- Jayanti confirmed attending as council member and will vote when the time comes
- Alice available if needed (conflicts with RLC Reads night but will come)
- Presentation will be projected on screen; paper copies optional

ELCA Resources and ONAM Context

- ELCA Truth Seeking and Truth Telling Initiative: four upcoming sessions
  - Sept 15: Indian 101, 7-9 PM
  - Sept 30: Day of Remembrance of Boarding Schools (worship option Sept 27 or Oct 4)
  - Oct 8: Newcomer orientation, 7-9 PM
  - Nov 5: Quarterly gathering, 7-9 PM
- Lori to forward ELCA dates to Heather for inclusion in the e-blast ● ELCA Synod Assembly held a full day on this topic; webinars ongoing ● Sept 24 ELCA webinar: “Land Back as a Property Stewardship Ethic,” 6 PM Zoom
- Interfaith Action of St Paul, Department of Indian Works (Heather discussions

with Janelle Olsen and Kris Olsen): RLC officially partners, but no recurring projects or regular monies given. M&O glad that ONAM wants to deepen relationship with Interfaith Action of St Paul, Department of Indian Work No line item in their budget currently

Moving to a new location at Bandana Square, which is becoming a hub for services

Next Steps and Upcoming Meetings

- Thursday Sept 10: council presentation at 7:15 PM; Alice and Heather arrive/be ready at 7:00, Pastor Marty and Jayanti there in official council duties ● Next ONAM meeting: Zoom, Tuesday Sept 15 at 4:00 PM (same link) Brief debrief on how Thursday went, what's being heard since
- October meeting: in person at church
- Ministry fair Sunday: Alice, Kathy, Heather attending

ROSEVILLE LUTHERAN CHURCH
1215 ROSELAWN AVE WEST, ROSEVILLE, MINNESOTA 55113

Staff Report to Council

Organ Project Team Report – September 10, 2026

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

1. Organ Progress

• The console was moved out of the NE corner after finding a film and some mold or mildew on the keyboards. Thanks to Chris M. and KJ for cleaning the mold on the vent in the corner and painting. Nordlie will address cleaning up the keyboard.

• September 9-11: install 3 more windchests, pipe racks, a few more pipes, wiring and testing windchests.

There have been more hold-ups with components needed to complete a remaining windchest.

There are ongoing conversations and status calls to assess how best to manage the impact on upcoming events.

2. Upcoming Organ Events and Dedication

Several events are on the calendar:

• October 11: Metropolitan Symphony Orchestra featuring the Saint-Saens Symphony No. 3 (with John on the organ)

• November 1, 2026: All Saints Celebration; Ellingboe, Louise Bass, choir, organ and orchestra performing Duruflé Requiem

• November 14: Twin Cities American Guild of Organists gathering to check out the organ

• November 15: Organ Dedication service at 9 am, 2 pm afternoon concert recital by Aaron David Miller followed by a reception.

• December 12: National Lutheran Choir concert at RLC with organist Dr. Gregory Peterson • December 19: RLC Christmas Concert

• January 24, 2027: National Lutheran Choir tune-up with clinician and organist Tom Trenny

• February 27: TCAGO Pipe Organ Discovery Day for kids/families

• February or March (date TBD): organ recital by Dr. Gregory Peterson

• May 15, 2027 - Kenwood Symphony Orchestra; Grand Concerto by Stephen Paulus with organist Jacob Benda

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

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

Roseville Lutheran Church
1215 Roselawn Ave West, Roseville, Minnesota 55113

Annual Asks at RLC (2026-2027) - based on last year's calendar of asks

Pending Council approval in October 2026

Purpose: The purpose of this document is to coordinate our "asks" to the congregation in order to prioritize our Mission and Vision of Loving God and Loving our Neighbor.

In-kind contributions Fundraising events

Jan
Yearly Financial (Congregation Wide) Requests

Drive - buy items for LSS.
(Immigration)
Immigration

Feb Immigration Money

Lively Landscapers plant sale

Mar Easter appeal Food drive for Keystone

Apr Youth: Strudel sale May pRAISE RLC Campaign

June

July Guatemala School supply drive
for District Schools

Aug School supply drive
for District Schools

Sept

Oct. Winter clothing drive

Year-end appeal

Nov. Nov. 8 - Stewardship Sunday - pledge

Youth: Strudel sale

Love Lights/Endowment

Dec Christmas garden

Sharing tree

- Yearly Financial (Congregation Wide) Requests:
- February - Immigration Money Drive - goes to buy items for LSS
  - Led by Immigration Project Team
- March/ April: Easter Appeal Letter
- May: pRAISE RLC Campaign
- June/July: Guatemala
- October 11th - announce Stewardship appeal and give overview

- November 8, 2026: Commitment Sunday, November 22nd Celebration Sunday to announce results of Commitment Sunday. (Organ dedication November 15th).
- November: Guatemala Fundraiser (potentially)
- November: Endowment Committee Love Lights Fundraiser
- December: Christmas Garden Fundraiser (sent to previous donors)
- December: Year End Appeal

Yearly In-kind Donation (Congregation Wide) Requests:

- January:
- February: Immigration
- March: Food Drive for Keystone
- April:
- May:
- June:
- July/August: Backpack Drive for Central Park Elementary
- September:
- October: Winter Clothing Drive for CPE/(District) and Dorothy Day sept 28-Oct 26
- November:
- December: Sharing Tree for Central Park Elementary (gift cards), Bridging (household items), Every Meal ($'s donated)l and Keystone (hygiene) and looking into Inter-Faith Action (items for families in need)

Fundraising Events:

- October:
- November:
- Feb - March 2027: Lively Landscapers plant sale
- Youth fundraisers:

  Nov & April: Selling Strudels

  Red envelope - we will not do in 2026, but will do in 2027

ROSEVILLE LUTHERAN CHURCH

Staff Report to Council

Pastor Kent Claussen Gubrud

September 11, 2026 – October 22, 2026

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

- **Pastor Marty Taking a New Call –** After learning about Pastor Marty's impending vote and new call, immediately reached out to the St. Paul Synod for help developing a communication and transition plan. We have an excellent partnership with the synod and amazing church leadership at RLC to work together through this transition.
  Step 1 – Celebrate Pastor Marty, Oct. 25
  Step 2 – welcome our interim Associate Pastor (we don't have any candidates yet),
  Step 3 – set up a Transition Team,
  Step 4 – set up a Call Committee,
  Step 5 – welcome our new Associate Pastor.

- **The Ministry Fair (9/13) the Leadership Retreat (9/26) and Cleaning Blitz (10/3) –** I was struck by the positive energy and involvement for these events. A reminder that when we get together to serve, work, and have fun together we experience what it means to be a community united by Grace.

- **All-In Relational Ministry and Divine Drama on Sunday nights** – we've had good attendance for both classes on Sunday evenings. Looking forward to more opportunities and participation in the New 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?

- **Fall Sunday Schedule –** People of all ages are getting used to the new schedule on Sunday mornings. Great attendance at Adult Ed. RLC Kids is expanding to include an option for 7th – 12th graders, thanks to Taylor and Nick's leadership!

- **Stewardship for All Season –** Discovered how badly we need a new database, which Nancy Johnson is researching. We also discussed with Finance a better schedule to send out giving statements prior to the Stewardship drive and end of year/thank you statements at the start of December. Nancy and Carol have been working hard to put together the information we need for our personalized stewardship mailings. Big thanks to Marybeth, Chad, and Andrew, our Stewardship Committee for all of their help!

- **Stewardship and Capital Campaign Lessons for the Future** - In the process of personalizing the individual asks for commitments, we discovered that over 128 households made donations to special projects, like Helping Our Neighbors, the Endowment Fund, and other projects in the past year, but have made either zero or minimal offerings to the general ministry of the church. This is why we are focusing

so much on teaching and modeling good stewardship practices so that when we do hold our capital campaign, people do not take away from the general ministry giving to give to the capital campaign. The capital campaign is above and beyond giving to the general ministry of the church.

- **Interim Associate Pastor and Transition Team –** We will need to dip into non-designated reserves to cover the salary and benefits of the interim associate pastor. This person will have many more years of experience than Pastor Marty, and we will need to cover the difference. Once the interim is on board, we will need to identify members of a transition team to update our Ministry Site Profile and clarify our ministry needs for the next Associate Pastor.

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

- **Stewardship for all Seasons leadership commitments** – council members will be receiving the letter, brochure, and statement of intent form in the mail. Please return your Statement of Intent to the church office by Wednesday, Oct. 28th so that we can pull the numbers together to share with the congregation on Sunday, Nov. 1st. We are hoping for 100% participation from council members.
- *If you do not get your stewardship materials in the mail by this weekend, please let me know, so we can get that to you another way early next week.

Associate Pastor, Marty Wyatt

October 2026

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

- Hosted Flamy Grant-fantastic success, I've heard wonderful feedback and many thanks for having her.
- Synod-wide lock-in was a huge success
- Pastoral care visits
- Handing off responsibilities to prep for as smooth a transition as possible

It has been an honor to serve at Roseville Lutheran over these last years. We have done much good ministry together and it has been a joy to do that. We've also gone through much change together. Some of that change has been hard, but this is what helps us grow. You will undoubtedly continue to grow-in faith, in hope, and in love- as long as you continue to put love of God and love of neighbor as your first priorities.

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?

- Trunk or Treat on Saturday, Oct 24 9-11am rain or shine
- Bible Distribution on Oct 25th at both services
- 7&8th Grade Retreat at Wapo

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?

Roseville Lutheran Church

Staff Report to Council

Ministry: Shared Services

Date: October, 2026

Administrative & Hospitality/Event Management:

Mary Johnson and Julie Wendland

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

Space Usage

- Overall facility utilization based on eSpace (internal calendar) reports:
  - Number of events: October 171 events, compared to 142 events for September
  - Number of people at events: 6355 for October compared to 4354 for September
  - 71.43% of available space is being utilized during the month

Significant Events:

- Security camera upgrades continue, most of the new cameras are installed and recording!
- Ken Groth funeral in the Activity Center for scheduled for 175 people, 200 attended, with 250 in the sanctuary for the funeral
- Moved the Ministry Fair to the Activity Center due to questionable weather. Received several comments that people prefer to have the Ministry Fair in the Activity Center in the future. Suggested that groups take pictures throughout the year that can be shown next year during the Ministry Fair.
- New RLC Kids schedule requires setup each week in the Activity Center and Great Hall
- Return of Sunday morning coffee and treats
- Return of First Sunday breakfast
- Several music rehearsal groups
- Flamy Grant Concert
- Fall Cleaning Blitz: 27 people, including 3 youth helped to clean the Activity Center, the ramp, windows (inside and out) in the Activity Center, Ramp, Offices, also wiped down the wall, etc in Heritage Hall
- Hosted the ADK Minnesota Board meeting and meal
- Hosted the fall Vintage 4H meeting and meal
- Hosting the fall session of OLLI classes – six weeks of classes in Rm 40 and the Social Hall, 2 to 4 classes on Thursdays, at times there are more than 100 people attending classes at the same time
- Ramsey County Health Inspection of the kitchen complete – no issues
- Hiring of a new Hospitality Director, Ben Hanson

Planning for future significant events:

- Various music events and rehearsals
- Establishing a group of volunteers to be greeters/hosts for Sunday morning and events
- Replacement of chairs for the Social Hall
- Wilderness Canoe Base 70th Anniversary – October 24 – over 200 people
- Touch-up of the murals
- Installation of the murals
- Repainting of the Upper Lobby bathrooms
- Repainting of the east wall of the Lounge
- Repainting of the kitchen

Website Update from Ryan (10/22/26)

Current situation –

- New website is currently set up with WordPress
- Only have 3 volunteers, 2 had to step back
- Website menus are already integrated
- Next steps:
  Building out of website pages with volunteers
  Meet with Joseph Husby who is interested in helping
- Timeline (3-4 months)

Option 2:

- Nancy Johnson is researching a new database for our church that would include website design and hosting (Realm)
- Realm would build the new website to our specifications and needs (we would still need volunteers to help with information for the various webpages)
- Realm offers 16 templates and customization options
- Nancy and Ryan have a meeting next week to look at the options, cost, and timeline
- Potential timeline would be 2-3 months for a new website to be up and running

Report to Council

Ministries: Endowment & Stewardship

Date: 10/22/2026

Endowment Committee Summary

The committee met on October 13th and discussed the following topics:

- October 2026 Grant Requests
- ONAM request to Council and Council's request to the Endowment Committee
- "Ending Life Well" Adult Education Series
- "Love Lights" All Saints Fundraiser for the Endowment Fund

October 2026 Grant Requests

The committee seeks approval by the council for the following grant requests:

Amount Available to Fund Requests - $18,340.77

Organization	Requestor's name	Purpose	Requested Amount	Recommended Amount
Joseph's Coat	Rebecca Bedner	1 month of supply of underwear	$2,225.00	$2,225.00
Opportunity Builds Africa (f/k/a Operation Bootstrap Africa)	Briana Pokorny	Repairs and improvement to pre-form 1 classroom at girls' school in Monduli, Tanzania	$5,071.00	$4,865.00
RLC Music Ministry	John Helgen	Purchase new stage platforming and equipment	$2,500.00	$2,000.00
RLC ONAM for donation to Interfaith Action of Greater St. Paul, Dept. of Indian Work	Heather Awad	Through the Dept of Indian Work: (1) food shelf, clothing closet, et.; (2) Youth wellness activities; (3) Diabetes education; (4) financial support and coaching for families in poverty	$1,250.00	$1,250.00
RLC Properties Project team	KJ Bach	Partially fund hiring a landscape architect to create a site plan for RLC parking lots and drainage issues. Having a site plan would enable RLC to apply for govt. grants	$7,500.00	$6,000.00
RLC Design Continuity team	Janet Risinger	Purchase seasonal decorations for Commons, fresh fall flowers, artwork, light fixtures in bathrooms	$2,500.00	$2,000.00
TOTALS			**$21,046**	$18,340.00

ONAM Special Request

The Committee continued its discussion from its September 2026 meeting regarding the Council's approval of a motion to strongly encourage the Endowment Committee to change its charter in order to allow a permanent allocation to Indigenous supporting organizations from funds annually.

The Committee determined it would like to have a meeting with Naomi Tezlaff and Sarah Richter (Council officers) to discuss the Council's motion. Bill Metzger is working with the Committee and Naomi and Sarah to find a date for the meeting in November.

Carrie Hefte committed that she will research whether the fiduciary duties of Endowment Fund members allows them to permanently allocate a percentage of the funds available for distribution to a particular grantee or to a particular need.

Ending Life Well Adult Education Series

Four sessions are on the schedule beginning October 18th going through January 17th 2027.

10/18/2026 - Last Minute Instruction
10/25/2026 - Funeral Planning
01/10/2027 - Financial Planning and Legacy Giving
01/17/2027 - Difficult Family Conversations with Aging Loved Ones

The sessions are hosted and promoted by the Adult Ed. Committee.

Love Lights All Saints Fundraiser

The fundraiser begins November 1st and runs through December 13th. On Sundays between services members of the committee will staff the welcome desk to facilitate participation.

Stewardship Committee Summary

The committee is pushing hard to accomplish the goals set forth by the council to increase giving through encouraging the congregation to prayerfully turn in letters of intent and consider automated giving. The committee is working toward this goal through education.

- Letters to the congregation were written and mailed
- Bulletin inserts were created and stuffed into bulletins
- Temple talk speakers were recruited and coached
- Packets are currently being assembled to be mailed this week including

- Brochure
- Intent to give card
- Return envelope
- Letter specific to each giving unit asking them to increase their weekly gift

At this moment the Stewardship Committee meets or communicates almost daily until the end of November at which time the Annual Appeal will be drawing to a close.

Respectfully submitted by:
Marybeth Hatteberg

Council Member Report

Christian Life Updates Sep-Oct 2026

I. Updates from Pam McCulloch

- RLC Reads- Thirty-one people met on October 8 to discuss *Attack of the Black Rectangles* by A.S.King. Traditionally, October is censored book month, and this book was chosen in honor of Bob Bergstrom who was a tutor at Central Park Elementary. His teacher purchased this book for his students from a gift given by CP tutors. This was the most participants at RLC Reads and included a fifth grader who read the book with his Mom and a 2-month-old who came with his Mom. It was an interesting discussion and gathering. The next RLC meeting will be November 12. All are welcome, even 2-month-old babies.
- Pastor Bible Study continues to gather 13-22 people on Monday morning to discuss the Gospel lesson for the following Sunday sermon. The discussion helps participants understand the scripture and sermon.
- Prayer Shawl Ministry is working on hats and scarves to be donated to Joseph's Coat this winter.

II. Adult Ed. Updates/Minutes

October 12, 2026, 11:00

Attendees: Jim Boyce, Pat Derry, Rolf Olson, Mary Schultz, and Erik Wolhowe. Wanda and Ruth Ellen were unable to attend.

Devotions: Pat shared a passage from N. T. Wright's book "God's Homecoming" and a passage from Revelations 21. These writings have been helpful to her as she mourns the recent passing of her father.

Council Report: Jayanti Ray's report was emailed to the Adult Ed. Team on September 19.

Review of Sept Mtg minutes: No changes were made to the Sept 14 minutes.

Discussion of name change: The discussion involving a name change to include 'Faith Formation' was tabled at Pat's request.

Review of September Forums : Attendance – 12 on 9/13; 40 on 9/20; 32 on 10/4; and 35 on 10/11. All presentations were well done and well received. Other observations noted that there was a mix of ages including some parents of RLC Kids which was one of the goals of the switch in Worship times. The tables in the front are working out well with the new chairs. Seating capacity is 41.

Update on Currently planned forums : The November 22 presentation with the panel from the school district may be very popular and concerns were expressed about Room 40 seating capacity. *NOTE: After the mtg, Erik discussed this with Rich Wendland who is currently handling the room assignments. Rich noted that with some modifications, the capacity can be increased to about 60. This should be adequate for the Nov 22 forum.*

Planning for future forums :

Jan 3 – leave open, unless a speaker wants it.

Feb 7 – Alice Neve is in touch with an Immigration speaker. The backup plan is to have Pat D and Rolf O do a follow-up on the Selma forum discussing Civil Rights in today's USA. This could also be scheduled for April/May.

Feb 14 – Alice Neve and Heather Awad have lined up Brenda Blackhawk, ELCA's Doctrine of Discovery.

April & May – No dates assigned as yet, but suggestion for potential speakers were advanced. Mary S will contact Mayrd Olson about ELCA Disaster relief. She will also check with RLC's council about the new Emergency Plan. Erik will check with the RIC team about contacting a speaker, potentially Professor Lowe at Augsburg (this was suggested last year by Pastor Marty). Erik has already contacted Wondimu Sonessa about a date in either April or May to discuss his book.

Other possibilities are listed on the **Speaker Schedule Sheet.**

Other Concerns: Erik noted that his 3-year term as co-chair will end in a few months, June 2027.

Next Meeting : November 9, 2026

Devotions for November : Jim Boyce

Meeting closed at 12:15 with the Lord's Prayer

Minutes by E. Wolhowe

III. 2026 Ministry Fair Review

(Prepared by Julie W, and KJ)

- Hospitality created the communication/advertising for the event.
- Pastor Kent created a document that laid out the duties of the Council Leadership Team
    - The document stated that table reservations were due to Julie Wendland before the Tuesday, Sept 8 staff meeting at 10 am.
        - No table reservations were received by the deadline.
            - This caused stress in determining the setup for the Ministry Fair
            - Required last-minute changes and stress because one person was representing more than one group and required groups to be rearranged.
    - Requests for easels and clipboards were due by Tuesday, Sept 8
        - No requests were received.
        - Clipboards were brought to the Activity Center because we knew that groups would be requesting them
    - The document stated that each group was responsible for creating and printing their own signs, displays, handouts, etc.
        - Requests were still sent to the Office and Communications
- Moved the Ministry Fair from the south parking lot to the Activity Center.
    - Temps were forecast to be cool and rainy
    - More comfortable seating capacity in the Activity Center
        - Set for 192 people, 24 tables due to large funeral the day prior
            - There was more seating capacity in the Activity Center compared to the parking lot
        - Set with 14 - 8ft tables for the ministry groups
    - Temperature is more controlled

        - Not only temperature but it was easier to manager paper and displays because the wind was not blowing things over
    - Easier to serve food
    - Encourages people to visit with one another and to visit the ministry tables
    - Many people commented that they really like having it in the Activity Center
        - Easier for our senior members to be able to get around
    - This created an opportunity for many people to discover the upper part of the church
- CYF added the cotton candy machine. The youth that were running the machine had a great time and the youth that wanted the cotton candy really liked the option.
- CYF setup games in the hallway. Some kids came out and played the games.

2026 Ministry or Group and Who

Table 1: Administration – Nancy Johnson
Hospitality - Mary Johnson & Julie Wendland

Table 2: Ushers - Mary Schultz
Design - Janet Robb & Sue Metzger

Table 3: Stewardship - Marybeth Hatteburg
Endowment - Bill Metzger

Table 4: Quilters - Debbie Kaye & Eldre Westegaard
Prayer Shawl - Pam McCulloh

Table 5: RLC Reads - Marj Bergstrom
Men's Bible Study - Mike Dolan

Table 6: Adult Ed - Eric Wolhowe
Meals on Wheels - Eric Wolhowe

Table 7: RLC Council - Sarah Richter & Dave Werner
Sunday Nights at RLC - Pastor Kent, Pastor Rolf, Pat Derry

Table 8: Music - Bells - Lori Haaland

Table 9: Music - Organ - Julie Henry

Table 10: ONAM – Heather Awad
Immigration – Alice Neve & Nancy Olson

Table 11: M&O – Janelle Olson, Kris Olsen, Karen Rogers

Table 12: Habitat for Humanity – Joe Zigler

Table 13: Property – Sam Holsen
Lively Landscapers – Linda Satrom & Joanne Otis

Table 14: CYF – Taylor Mickley & Nick Clark & the cotton candy machine

RLC MINISTRY FAIR NEEDS/RECOMMENDATIONS

Date: Sunday, September 13, 2026

Time: 11am-1pm

Where: South Parking Lot (Backup - Activity Center)

Council Leadership Team Responsibilities -

- Communicate with Council members their responsibilities, deadlines, etc.
- Recruit helpers for setting up and taking down for the event.
- Follow up with Council and Committees to make sure they get their table reservations in on time, etc.
- Help as needed the day of the Ministry Fair

Every Council Member Responsibilities - Contact your liaison Committee(s) or ministry group leaders with this information. Support and work with your committee(s) or ministry groups as needed. Attend the Ministry Fair and encourage others to attend. Help as needed.

Table Reservations - Committees/Teams/Ministry Groups must reserve their table half by Tuesday, Sept. 8 for the 10am Staff Meeting. Please contact Julie Wendland at wendland8120@msn.com before the deadline.

Committee/Teams/Ministry Group Responsibilities - Each group is responsible for creating and printing their own signs, displays, sign-up sheets, handouts, etc. Each group will have half of a table and two chairs for members to sit and answer questions, etc.

Requests for easels or clipboard also due by Tuesday, Sept. 8

Recruit helpers for Set-Up and Take Down - 8-10 helpers needed for both! Please give names of helpers for each group to Mary Johnson in the office by Thursday morning, Sept. 10.

- Set-Up Helpers - Meet in the Commons at 8am for directions
- Take Down Helpers - Meet at the South Doors at 12:30pm for directions

Recommendations for next year:

- Council should have Welcome Sunday/Ministry Fair on their Plan of Work beginning in July and should be putting together the communication/advertising of the event so that it is in the September Messenger (due to Communications the first week of August)
- Need to have the information to Hospitality and Facilities on which groups are hosting a table two weeks prior to event and who would be attending for each group, name and email address
    - Need time to group ministries and groups together in a meaningful path
- It needs to be communicated better to all groups that they are responsible for all creating and printing of materials for the event. The Office and Communication staff do not have the capacity to support this.
- Continue to have the Ministry Fair in the Activity Center.
    - Temperature controlled
    - People stay longer
- Setup this year was minimal due to the large funeral that happened the day prior. Recommendation for next year is to do the setup the day prior or on Friday before with volunteer help
- Need to have a committed group for staying and helping with the cleanup.

- Have all groups take pictures throughout the year that can be put together in a slide show that can be shown during the Ministry Fair via the A/V system in the Activity Center. Slides can have minimal words, no heavy text.
    - Need to have someone that will put together this opportunity to “advertise” engagement opportunities
- This event needs to be added to the Annual Budget. Nancy Johnson has a note for next year’s budget process to include this event with a specific budget that includes the food and any other expenditures

Roseville Lutheran Church

Staff Report to Council

Ministry: Family & Youth

Date:10/21/2026

Emily Dullea

RLC Kids continues to meet on Sunday mornings at 9:40 a.m. Planning is underway for a transition that will provide students in grades 7–12 with dedicated space for fellowship and programming on Sunday mornings!

Upcoming Activities:

- **Trunk-or-Treat — October 24:** This family-friendly event will take place from 9:00–11:00 a.m. in the north parking lot, with the activity center available in case of rain. Congregational members are invited to participate by hosting a decorated trunk or donating candy.
- **Annual Bible Day — October 25:** Bibles will be presented to third graders, preschool children who have not yet received a Spark Bible, and older children who missed receiving one previously. This is a special opportunity to celebrate and encourage the faith journeys of our children.
- **RLC Kids volunteer team:** Parents and other adults are being invited to help lead Sunday morning programming as the ministry makes room for dedicated programming for older youth.
- **Youth retreats and ELCA Gathering:** Registration is open for the seventh- and eighth-grade retreat and the ELCA Gathering for students in grades 8–12. With the ELCA Gathering registration deadline approaching in November, continued communication with families will be important.

There are many opportunities for the broader congregation to support these efforts through volunteering, participating in events, donating supplies, and encouraging children and youth in their faith.

Support Needed:

No additional financial needs have been identified at this time. The primary challenge is finding enough adult volunteers to support RLC Kids and make the transition to the new Sunday morning structure successful. Council's help in spreading the word and encouraging members to get involved would be greatly appreciated.

Council can help by sharing volunteer opportunities, encouraging families to participate in RLC Kids, and promoting upcoming youth events and registration deadlines.

October 14, 2026

Building Maintenance Report

October 9 – Fire Inspection and Winter Preparation

Fire Alarm Inspection

- On October 9, the fire inspector was on-site to observe the doors, sirens, and strobes activate when the fire alarm panel was placed in test mode.
- All systems operated as expected.
- The fire alarm panel is now live.
- The permit is pending final sign-off by the City of Roseville.
- Fire alarm flow test on 4020 panel complete

Winter Preparation and Building Maintenance

- Stock up on winter supplies, including salt and grit.
- Clean carpets throughout the entire building.
- Switch the building from cooling to heating.
- Locate a machine shop to rebuild the twin blowers for the social hall heating system.
- Repair the second twin blower assembly for use as a backup.
- Replace all HVAC and wall filters lubricate motors, and inspect belts.
- Coordinate removal and reinstallation of the twin blower assembly.
- Purchase three new pneumatic thermostats.
- Purchase replacement bulb for Mitsubishi projector in worship center.

Finance committee
Meeting minutes, Oct. 12, 2026
6:00 p.m.

Attendees - Mona Lackore, Jake Donahue, Nancy Johnson, Carol Garbish, Pastor Kent, Sarah Richter
Guests: Julie and Scott Henry, John Helgen

1. Discussion with Organ Project Team leaders and John Helgen about draft special event revenue and general ministry fund policy
    a. Conversation goal: find common ground on how to fund ongoing organ maintenance and support organ special events in a way that recognizes RLC's unique asset.
    b. The Organ Project Team has approximately $60,000 in a reserve fund for future maintenance.
    c. Discussion about annual maintenance vs. long-term maintenance needs. Should the reserve funds be saved for long-term deferred maintenance vs. adding a line item in annual budget for organ maintenance. How should the congregation manage this asset vs. using special events to fund it?
    d. Finance committee shared its draft policy; Organ Committee shared its proposal. Given the delays in organ launch date, we will continue to discuss options.

2. Financial report - Nancy's report
    a. Offerings continue to be lower than budget
    b. Will review donation trends in conjunction with stewardship efforts and determine a plan to address gaps.

3. Next meeting scheduled for Nov. 11, 6:00 pm, RLC office breakroom

4. Adjourn - 7:30 pm.

Organ Project Team Report – October 22, 2026

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

1. Organ Progress

Over 600 more pipes were installed last week. Most of them are behind the shades of the Swell enclosure on the left side of the loft and the remaining 40 copper Posaune pipes were installed in front of the Swell. Pipe tuning has also begun. Volunteer involvement continues to be strong with 9-12 lunch volunteers each week and building assistants as needed.





Work this week and next will focus on tuning and voicing in preparation for the All Saints Celebration on November 1 at 3 pm. With 80% of the pipes installed, all the ranks required for the music selections will be ready. The event will feature conductor Bradley Ellingboe, organist Louise Bass, RLC choir plus local singers for an 80-voice choir and orchestra performing Duruflé's Requiem.

The final pipes of the organ will be installed in November followed by more tuning and voicing. The organ dedication events that were scheduled for November 15, have been rescheduled for Sunday April 4, 2027.

2. Fall Corridor Gallery Exhibit

The Corridor Gallery exhibit chronicling RLC's pipe organ transplant story has received a lot of interest from RLC members and visitors alike. The exhibit depicts how the Holtkamp organ from Alabama and RLC's Möller organ were blended to create RLC's Nordlie Opus 63.

3. Upcoming Organ Events and Dedication

Several events are on the calendar:

- ***November 1, 2026, 3 pm:*** All Saints Celebration; Ellingboe, Louise Bass, choir, organ and orchestra performing Duruflé Requiem.
- ***November 14, 9:30 am:*** Twin Cities American Guild of Organists organ crawl starts at RLC to see and hear the organ, then continues to other Roseville churches. Open to the public!
- ***December 12, 7 pm:*** National Lutheran Choir concert at RLC with organist Dr. Gregory Peterson
- ***December 19, 7:30 pm:*** RLC Christmas Concert
- ***January 24, 2027:*** National Lutheran Choir tune-up with clinician and organist Tom Trenny
- ***February 27:*** TCAGO Pipe Organ Discovery Day for kids/families
- ***February or March (date TBD):*** organ recital by Dr. Gregory Peterson
- ***April 4, 2027:*** One-worship service, 2 pm recital by Aaron David Miller with reception to follow.
- ***May 15, 2027 -*** Kenwood Symphony Orchestra; Grand Concerto by Stephen Paulus with organist Jacob Benda

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

Plan to attend the *Remembering the Saints* performance on November 1 at 3 pm and the new organ's first program!

Sign up to provide a lunch main dish, side dish or dessert for the organ work crew – there will still be many opportunities during final pipe installation and tuning. Opportunities and the link to sign up are published in the eBlast.