

- 1) Opening prayer: Pastor Kent
- 2) Call to Order
- 3) Attendance – establish quorum (need 5 Council members)
- 4) Approval of current agenda
- 5) Approval of the prior month's minutes
- 6) New Business:
  1. Pam requested the floor–past council minutes
  2. Undesignated bequests policy if approved by Finance: Approval needed
  3. Stewardship 2025-26.
    - Update from Stewardship Team (Andrew/Pastor Kent)
  4. Approval of authority for financial transactions: action required
  5. Stormwater city fee reduction- Information Item- Jim
  6. Financial Audit– information item Jim
  7. FYI: Auto, Abuse and Molestation Insurance coverage Carol is working on quotes for missing coverages.
  8. October Council meeting: October 23rd
  9. FYI Parking lot patching is completed as of Sept 3rd. Approval of \$3208 from the Building Fund along with the \$4000 in the General Ministry Budget for the Parking Lot patching. Request for funding approval to repair the Commons, Lounge and hallway roofs. The request was for \$5000 from the Building Fund. Discussion
  10. Properties project team - we need a Council liaison
- 7) Review [Annual Calendar of Asks](#): Lively Landscapers: The dates for online ordering are Feb 16-Apr 2, 2026 with delivery to RLC on May 6.
- 8) Monthly staff reports
  1. Finance – Naomi
  2. Senior Pastor – Pastor Kent - council devotions
  3. Associate Pastor – Pastor Marty
  4. Church Administrator – Mary Johnson
- 9) Committee Liaison & Project Team Reports
  1. Mission & Outreach – Karen Rogers
  2. Endowment – Jayanti Ray
  3. Justice & Congregational Learning - Andrew Olson
  4. Small Groups and Care Team - Pam McCulloch
  5. Children, Youth & Families - Nancy Brown
  6. Community Engagement - Dot Probst

## Council Agenda

9/18/2025, 7:00 pm

7. Nominating – Sarah Richter
8. Organ Project Team- Jim
9. Properties Project Team - Pastor Kent (new liaison - Sarah Richter)
10. Ministry Fair recap– all

**10) Headlines – Recap key communications messages for next 30 days**

1. Property Project Team charter approved.
2. Intern CYF Associate Director hired
3. Council beginning devotions sharing faith stories

Parking lot issues:

Plan for funds from American Rescue plan and sale of childcare house

- 1) Opening prayer: Pastor Kent
- 2) Call to Order at 7:04
- 3) Attendance – establish quorum (need 5 Council members): *Quorum established: Jim; Mary; Naomi; Marty; Pam; Jayanti; Nancy; Sarah; Kent: Karen; Andrew*
- 4) Approval of current agenda: Motion/Second: *Pam/Naomi; all approved*
- 5) Approval of the prior month's minutes: M/S: *Pam/Naomi; all approved*
- 6) New Business:
  1. Pam requested the floor–shared historic council minutes for curiosity and fun
  2. [Undesignated bequests policy](#) if approved by Finance: Approval needed
  3. Motion to discuss and amend the policy(Andrew)
    - Discussion: Consider increasing the amount allocated to Endowment from 10-20%
    - Consider setting a max amount for a reserve fund and then once we meet that threshold, then we modify the allocation proceeds.
    - Pam: Asked how much we counsel the donors on these larger unrestricted gifts. If we can, she encourages more discussion with families.
    - Andrew: this policy is more of a contingency policy. If there is no contact with the donor; this is how we would approach the donation.
    - Suggest: Endowment (20%) Designated Ministry Funds (60%) Reserve Fund (20%)
    - Motion to table for next month: M/S: Pam/Andrew
  4. Stewardship 2025-26.
    - Update from Stewardship Team (Andrew/Pastor Kent)
    - Kick off: Oct. 5 and will culminate with Stewardship Sunday: Nov. 16
    - Theme: Duty and Delight, book by Mark Allen Powell
    - Discussion about theme of the campaign. TED Talks in the Lounge about giving. "Giving as an act of worship."
    - There is a significant gap in number of households who give regularly through pledges/commitments vs. occasional gifts. Goal is to increase number of sustaining givers and pledges.
  5. Approval of authority for financial transactions: action required
    - Resolve that the RLC council president, senior pastor and the Director of Finance have authority to transact financial obligations and documents for the congregations.
    - M/S: Andrew/Naomi: Motion passes
  6. Stormwater city fee reduction- Information Item- Jim
    - RLC owns a portion of the basketball courts and parkland as a result of the land swap when we built the sanctuary. A concern arose because we are assessed for runoff for a part of the park that we do not use. That led to concerns about RLC liability for an injury occurring on the

9/18/2025, 7:00 pm

- part of the park owned by RLC. Council is exploring the sale of the RLC part of the part to the city, for a de minimis amount, to reduce our liability
7. Financial Audit– information item Jim
    - The last audit was in 2018. We received three bids and have selected an audit firm that was the low bidder. The Finance Committee will lead this process. The process will take 2 to 3 months.
  8. FYI: Auto, Abuse and Molestation Insurance coverage. Carol is working on quotes for missing coverages. The auto coverage is generally related to renting vehicles, not youth casual daily outings like a Confirmation group going to ice cream.
  9. October Council meeting: October 23rd
  10. FYI Parking lot patching is completed as of Sept 3rd. Approval of \$3208 from the Building Fund along with the \$4000 in the General Ministry Budget for the Parking Lot patching. Request for funding approval to repair the Commons, Lounge and hallway roofs. The request was for \$5000 from the Building Fund. Discussion
    - Finance approved this request.
  11. Properties project team - we need a Council liaison. The Project team was approved last month. Now we need a Council Liaison to share reports back to Council.
    - Sarah Richter will serve as liaison.
- 7) Review [Annual Calendar of Asks](#): Lively Landscapers: The dates for online ordering are Feb 16-Apr 2, 2026 with delivery to RLC on May 6.
1. Motion to add Lively Landscaper fundraiser to calendar. M/S: Naomi/Andrew: Approved
  2. Request that each ministry team review the annual calendar and edit/update as needed for the next meeting.
- 8) Monthly staff reports
1. Finance – Naomi
    - Offerings are up for July/August; Cash flow is strong; Expenses are lower than budgeted.
  2. Senior Pastor – Pastor Kent shared a template for how Council will start a new practice of sharing devotions at each meeting.
    - Pastor Kent will set up a Google doc for Council devotion signups. Pam volunteered for October.
  3. Associate Pastor – Pastor Marty
    - Highlight - the Guatemala trip is 3 people shy of being completely full.
  4. Church Administrator – Mary Johnson (See report)
- 9) Committee Liaison & Project Team Reports
1. Mission & Outreach – Karen Rogers
    - Highlight: Winter Clothing Drive and Sock Drive: Sept. 28-Oct. 26. Donations will benefit Roseville School District
  2. Endowment – Jayanti Ray

- Reviewed the Endowment Charter. Would like to add a Project coordinator position within the committee.
  - Meeting elected Committee officials.
  - By Oct. 16, will return with the updated charter for approval at Council Meeting
3. Justice & Congregational Learning - Andrew Olson
    - Highlight: Braver Angels will come to RLC in Spring to foster mutual conversations
  4. Small Groups and Care Team - Pam McCulloch
    - Highlight the Prayer Walk that took place in N. Minneapolis. Positive experience. Will repeat in October.
  5. Children, Youth & Families - Nancy Brown (see report)
  6. Community Engagement - Dot Probst (see report)
  7. Nominating – Sarah Richter (No report)
  8. Organ Project Team- Naomi (See report)
    - Still waiting for a few pipes from the Netherlands.
    - Goal is to have installation completed by Christmas Concert.
  9. Campus and Facilities Task Force - Pastor Kent
  10. Ministry Fair recap– all
    - Identified need to highlight ministries year-round, not just once/year
    - Need to focus more on our welcoming and engagement practices
- 10) Headlines – Recap key communications messages for next 30 days**
1. Winter clothing and sock drive: Sept 28-Oct. 26
  2. Council will begin a new practice of sharing personal devotions at each meeting.
  3. Property Project Team charter approved. Sarah to liaise with the project team.

Motion to adjourn 8:19: M/S: Karen/Pam

As of 8/21/2025

Expenses	Budget 25/26	Budget 24/25	Actual 24/25
<b>Staff Compensation and Benefits</b>			
Retirement Savings Plan and Health	96,648	138,400	92,587
Family leave Insurance- 6 months	2,173	0	0
Staff Salaries (includes 2% raise) and housing	708,591	696,846	727,636
Contracts (1099's) Worship, Music, Communications	57,328	0	0
<b>Staff Support--Clergy</b>			
Travel and mileage	3,400	3,400	1,715
Con Ed and Sabbatical	7,150	5,400	2,247
Moving expenses	0	20,000	0
<b>Ministry/Programs/Outreach</b>			
Worship/prayer	18,950	10,900	19,099
ELCA Benevolence	20,000	12,000	12,000
Mission/Outreach	51,000	47,000	50,632
Children's Ministry	900	900	845
RLC Kids	2,200	2,050	1,478
Children's Worship	600	1,050	214
Total Youth and Family	9,780	10,280	9,236
Adult Education	3,000	2,500	3,150
Justice, Immigration, ONAM	3,000	2,200	1,072
Hospitality	30,150	35,850	44,045
Life Ministry	7,500	8,300	5,780
<b>Ministry and Congregational Support</b>			
Sustaining /Bus Man/Stewardship	15,100	15,350	13,356
Admin/Finance/Insurance/Audit	72,900	67,914	108,216
Congregation Council	600	3,500	619
Computers/ Networks	21,000	22,000	18,376
Human Resources	1,450	1,950	5,228
Office support	13,400	10,800	13,159
Print/publish/mail	28,050	29,300	28,909
Communications	8,500	10,850	5,994
<b>Building /Grounds/ Property</b>			
Property/Buildings	132,000	143,500	120,532
<b>Total Expenses</b>	<b>1,315,370</b>	<b>1,302,240</b>	<b>1,286,125</b>
<b>Income</b>			
General Offerings	1,152,220	1,046,165	973,458
Other offerings	73,250	162,835	248,564
Other Receipts	89,900	93,150	169,940
<b>Total income</b>	<b>1,315,370</b>	<b>1,302,150</b>	<b>1,391,962</b>
<b>Income minus Expenses</b>	<b>0</b>	<b>(90.00)</b>	<b>105,837</b>

August 2025

Roseville Lutheran Church  
Stmnt of Financial Position - As of August 31, 2025

RLC Checking Account	
Balance Per Bank Statement	\$137,191.81
Deposits in Transit	\$3,507.69
Account Receivable (Insurance Refund)	\$48,516.38
Outstanding Bank Withdrawals	\$0.00
Outstanding Checks	\$3,215.10
GL Bank Balance	\$186,000.78

Checking Account	\$186,000.78
Petty Cash	\$500.00
Samaritan Checking	\$239.38
Vanguard Money Market ERC (\$343,747.16), Ryan Ave (204,095.47)	\$764,190.65
Cetera/Franklin Investment	\$205,140.14
Total Cash Accounts	\$1,156,070.95

Dedicated Funds	
Properties Fund (includes Building, Site Beutification, Lively Landscapers)	\$103,505.67
Education & Children's	\$654.04
Worship & Music	\$16,389.26
Stewardship/Memorials	\$2,885.00
Christian Life	\$6,676.07
Mission and Outreach	\$20,981.02
Youth Ministries	\$14,704.66
Other Restricted Funds by Donor	\$210.00
Estate Gifts	\$41,890.33
Mission Trips	\$16,506.13
Contemplative Practices	\$4,711.76
Christian Life Activities	\$24,868.58
Youth Ministry Activities	\$17,508.69
Endowment Fund Gifts and Grants	\$30.00
Total Dedicated Funds (Organ, Reserve and Ryan Ave Funds listed separately)	\$271,521.21

Organ Fund	\$96,147.93
Reserve Fund (per finance committee 3/2025)	\$762,096.06
Total Organ Fund and Reserve (including Ryan Ave Funds)	\$858,243.99

Total Dedicated Funds	\$1,129,765.20
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Funds in surplus/deficit of Dedicated Funds	\$26,305.75
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Summary of Unrestricted Cash	
Funds in surplus/deficit of Dedicated Funds	\$26,305.75
Liabilities	\$0.00
Operating Funds Assets	\$26,305.75

RLC Endowment	
Endowment Fund NorthStar Checking	\$1,781.00
Endowment Fund Vanguard Balanced Index Adm Fund (VBIAX)	\$774,413.00
Total Endowment Department 100	\$776,194.00

Total RLC Assets (Cash Accounts + Endowment Fund)	\$1,932,264.95
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RLC Receipts Analysis

Budget Vs. Actual	Actual	Budget	Excess (Deficit)	Actual % of Budget
July	83,857.99	79,158.26	4,699.73	105.94%
August	101,754.82	85,758.34	15,996.48	118.65%
September			0.00	
October			0.00	
November			0.00	
December			0.00	
January			0.00	
February			0.00	
March			0.00	
April			0.00	
May			0.00	
June			0.00	
Total to Date	185,612.81	164,916.60	20,696.21	112.55%

YTD Cash Flow Statement

	Income	Expense	Gain/Loss	Cash on Hand
**Operating Ending balance as of 6/30/2025				11,011.64
July	83,857.99	80,813.85	3,044.14	14,055.78
August	101,754.82	89,504.85	12,249.97	26,305.75
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
YTD Totals	185,612.81	170,318.70	15,294.11	

Comparison Information 2025/2026 Offering

	2025/2026 Offering	2024/2025 Offering	%	Increase (Decrease)
July	75,927.71	64,580.07	17.57%	11,347.64
August	92,401.13	62,730.50	47.30%	29,670.63
September		61,916.38		
October		80,651.07		
November		84,143.20		
December		128,155.86		
January		159,037.29		
February		73,260.93		
March		104,924.09		
April		95,653.53		
May		119,115.11		
June		85,632.13		
Total to Date	168,328.84	1,119,800.16		41,018.27
2024/2025 Offering to Date		127,310.57	32.22%	



Expense Summary

	Actual for Period	Monthly % of Yearly Budget	Actual YTD	Budget Annual	YTD % of Budget
Personnel	50,823.26	5.75%	112,286.19	883,490.00	12.71%
Program Ministries					
Worship and Prayer	346.38	1.83%	611.38	18,950.00	3.23%
Benevolence/Mission and Outreach	1,816.67	2.56%	4,044.35	71,000.00	5.70%
Justice & Congregational Learning	0.00	0.00%	0.00	6,000.00	0.00%
Education & Children	0.00	0.00%	0.00	3,700.00	0.00%
Youth and Family	7.35	0.08%	7.35	9,780.00	0.08%
Christian Life	748.18	1.99%	1,050.10	37,650.00	2.79%
Sustaining Ministries					
Stewardship	840.75	5.57%	1,664.31	15,100.00	11.02%
Administration & Finance	22,426.89	34.66%	23,337.43	64,700.00	36.07%
Congregation Council	0.00	0.00%	0.00	600.00	0.00%
Computer/Network	1,273.92	6.07%	2,529.13	21,000.00	12.04%
Human Resources	12.95	0.89%	12.95	1,450.00	0.89%
Office Support	1,549.88	11.57%	2,548.60	13,400.00	19.02%
Printing/Publications/Mailings	1,682.49	6.00%	5,102.24	28,050.00	18.19%
Communications	169.10	1.99%	940.19	8,500.00	11.06%
Properties/Buildings					
Utilities/Assessments	4,822.54	6.10%	11,064.21	79,100.00	13.99%
Cleaning & Maintenance	1,617.54	6.88%	3,664.74	23,500.00	15.59%
Grounds & Parking Lots	35.18	0.19%	84.37	18,650.00	0.45%
HVAC	317.53	7.38%	317.53	4,300.00	7.38%
Lighting	0.00	0.00%	0.00	1,000.00	0.00%
Security	1,014.24	18.61%	1,053.63	5,450.00	19.33%
Total Expenses	89,504.85	6.80%	170,318.70	1,315,370.00	12.95%

Comparison Information 2024/2025 Expenses

	2025/2026 Expenses	2024/2025 Expenses	%	Increase (Decrease)
July	80,813.85	105,255.54	-23.22%	(24,441.69)
August	89,504.85	92,852.25	-3.61%	(3,347.40)
September	0.00	90,983.25		
October	0.00	101,628.95		
November	0.00	94,295.97		
December	0.00	102,333.66		
January	0.00	111,712.96		
February	0.00	102,664.91		
March	0.00	199,910.70		
April	0.00	99,077.08		
May	0.00	98,649.55		
June	0.00	86,760.46		
Total to Date	170,318.70	1,286,125.28		(27,789.09)

2024/2025 Expenses to Date

198,107.79

-14.03%

## RLC Receipts Analysis

Budget Vs. Actual	Actual	Budget	Excess (Deficit)	Actual % of Budget
July	83,857.99	79,158.26	4,699.73	105.94%
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November			0.00	
December			0.00	
January			0.00	
February			0.00	
March			0.00	
April			0.00	
May			0.00	
June			0.00	
<b>Total to Date</b>	<b>185,612.81</b>	<b>164,916.60</b>	<b>20,696.21</b>	<b>112.55%</b>

## YTD Cash Flow Statement

	Income	Expense	Gain/Loss	Cash on Hand
**Operating Ending balance as of 6/30/2025				11,011.64
July	83,857.99	80,813.85	3,044.14	14,055.78
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September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
<b>YTD Totals</b>	<b>185,612.81</b>	<b>170,318.70</b>	<b>15,294.11</b>	

## Comparison Information 2025/2026 Offering

	2025/2026 Offering	2024/2025 Offering	%	Increase (Decrease)
July	75,927.71	64,580.07	17.57%	11,347.64
August	92,401.13	62,730.50	47.30%	29,670.63
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June		85,632.13		
<b>Total to Date</b>	<b>168,328.84</b>	<b>1,119,800.16</b>		<b>41,018.27</b>

2024/2025 Offering to Date 127,310.57 32.22%

2 month 17.00%

Expense Summary

	Actual for Period	Monthly % of Yearly Budget	Actual YTD	Budget Annual	YTD % of Budget	Compared to last month
Personnel	50,823.26	5.75%	112,286.19	883,490.00	12.71%	
Program Ministries						
Worship and Prayer	346.38	1.83%	611.38	18,950.00	3.23%	
Benevolence/Mission and Outreach	1,816.67	2.56%	4,044.35	71,000.00	5.70%	
Justice & Congregational Learning	0.00	0.00%	0.00	6,000.00	0.00%	
Education & Children	0.00	0.00%	0.00	3,700.00	0.00%	
Youth and Family	7.35	0.08%	7.35	9,780.00	0.08%	
Christian Life	748.18	1.99%	1,050.10	37,650.00	2.79%	
Sustaining Ministries						
Stewardship	840.75	5.57%	1,664.31	15,100.00	11.02%	
Administration & Finance	22,426.89	34.66%	23,337.43	64,700.00	36.07%	↑ Insurance renewal 8/1/25
Congregation Council	0.00	0.00%	0.00	600.00	0.00%	
Computer/Network	1,273.92	6.07%	2,529.13	21,000.00	12.04%	
Human Resources	12.95	0.89%	12.95	1,450.00	0.89%	
Office Support	1,549.88	11.57%	2,548.60	13,400.00	19.02%	
Printing/Publications/Mailings	1,682.49	6.00%	5,102.24	28,050.00	18.19%	↓
Communications	169.10	1.99%	940.19	8,500.00	11.06%	↓
Properties/Buildings						
Utilities/Assessments	4,822.54	6.10%	11,064.21	79,100.00	13.99%	↑
Cleaning & Maintenance	1,617.54	6.88%	3,664.74	23,500.00	15.59%	
Grounds & Parking Lots	35.18	0.19%	84.37	18,650.00	0.45%	
HVAC	317.53	7.38%	317.53	4,300.00	7.38%	↑
Lighting	0.00	0.00%	0.00	1,000.00	0.00%	
Security	1,014.24	18.61%	1,053.63	5,450.00	19.33%	↑
Total Expenses	89,504.85	6.80%	170,318.70	1,315,370.00	12.95%	

Comparison Information 2024/2025 expenses

	Expenses	Expenses	%	Increase (Decrease)
July	80,813.85	105,255.54	-23.22%	(24,441.69)
August	89,504.85	92,852.25	-3.61%	(3,347.40)
September		90,983.25		
October		101,628.95		
November		94,295.97		
December		102,333.66		
January		111,712.96		
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April		99,077.08		
May		98,649.55		
June		86,760.46		
Total to Date	170,318.70	1,286,125.28		(27,789.09)
2024/2025 Expenses to Date		198,107.79	-14.03%	

**Detail Ledger Report for August 2025**  
**1 Roseville Lutheran Church**  
**25-26**

**0 Balance Sheet Accounts**

**37290 Reserve Fund**

ERC funds to New account-Reserve Funds	172,274.05	
IRS ERC 1st Qrt 2021	171,473.11	
Additional ERC Payment	3,882.39	\$347,629.55 Total ERC funds
Acct#36600 Special Designation Year-End Per Fin Committee trf to Reserve	4,773.41	
Acct# 31520 Memorials as of 6/30/25 Year-End Per Fin Committee trf to Reserve	16,431.80	
Acct# 31520 June Memorial Gift	100.00	
Acct# 37280 Estate Gifts Year-End Per Fin Com to Reserve	188,960.03	
Childcare house sale proceeds	204,201.27	
Total Reserve Fund as of August 31, 2025	<u>762,096.06</u>	

**37290 Reserve Fund Totals:**

## Agenda Finance committee Sept 17th 2025

Attendees - Pastor Kent, Jim Stark, Romona Lacore, Rebecca Field, Merle Gaedy, Naomi Tetzlaff.

1. Financial report - Carol's report. Budget looking good for first two months.
2. Dates for future meetings - will be second Wednesday of each month. Next date 10/8/2025 at 6:00 pm
3. Roofing request - KJ
  - Common, Lounge and Hallway roofing repairs.
  - Two bids - McPhillips - 5000 dollars
  - Central 4935 dollars
  - Request 5000 from building fund. Discussed and agree to move forward.
  - Discussion with KJ on the phone.
4. Fire Panel Dial Out system add on.
  - 3 bids obtained. Only one for update, others a completely new system.
  - Muska - 4700 plus \$20/month for cell service (in budget already).
  - Will move forward with recommendation to update the current panel as requested.
5. Parking lot - done with patching.
6. Old business
  - a. Audit Update - Moving forward. Rebecca has a meeting in early October to go over details. Will continue to work with Carol.
  - b. Work for online giving process, and revised giving statement process - Looking at options for simpler, less expensive options.
  - c. Updated policy for undesignated gifts - will be discussed at Council 9/18/2025
7. New Business -
  - a. Discussing boundaries of park abutting Roseville campus.
8. Adjourn - 6:45 pm.

**Ministry: Shared Services**

Date: August 2025

**Administration:**

Prepared by: Mary Johnson

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

There has been a lot of “cleaning out” being done around the church by our dedicated volunteers! This includes:

- 60 boxes of financial record shredding that has been take care of
- Metal recycling that includes broken folding chairs, 40' of display mast, file cabinets, kitchenware & “tech dump” items to name a few
- MANY 3-ring binders of decades of committee reports that have been sorted through & recycled; keeping Council Meeting minutes & Annual Reports as recommended by the ELCA Records Retention guidelines.
- The 48-building loft is ALMOST now empty after a year of sorting, pitching & purging.
- The Childcare/Preschool Employee & Children’s records are being retained per state cords retention guidelines.

**A HUGE thank you to all of the efforts by volunteers to cleanout decades of ‘the old RLC’!**

The past 2 months have been extremely busy for our Hospitality Ministry:

- Since June, RLC has coordinated **9 funerals**. This requires much planning and preparation.
  - This could not be done without **Julie Wendland and the many volunteers who come in the prep the food, set the tables, and host the events on the day of the funeral and LAUNDRY!**
- We have also planned and executed many other events including:
  - Alpha Delta Kappa (ADK) dinners/luncheons (they meet the 2<sup>nd</sup> Tuesday of each month)
  - Sunday treats in the Social Hall
  - Ministry Fair

Fall programming for outside groups renting space has begun! I encourage you to check out RLC’s full calendar on the website!



## **Staff Report to Council**

**Ministry: Care and Small Groups Council Liaison**

Date: 9/18/25

Prepared by: Pam McCulloch

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

- Thanks to members of Men's Bible Study, Care Team, RLC Reads, Quilters, Prayer Shawls and Pastor's Bible Study for their participation in the ministry Fair. It was a great day with many folks stopping by to check out what each group is doing.

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

- RLC Reads started last Thursday with 18 folks discussing Bitter Grounds. The next meeting will be October 9 at 7 pm in the Gather space/Coffee Shop to discuss the Perks of Being a Wallflower by Stephen Chbosky. This is the month to discuss a banned book and should be an interesting discussion. All are encouraged and welcome.
- Men's Bible Study will begin the study of the book of John this Saturday at 8:30 either outside or in the Gather / Coffee Space.
- Quilters have resumed and continue to look for new members.

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

Not at this time.



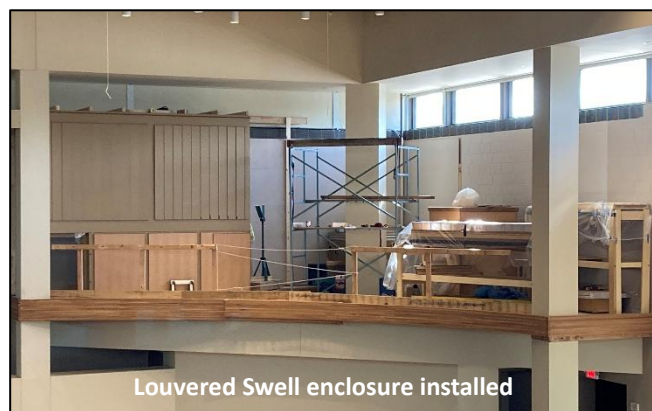
## Organ Project Team Report – September 18, 2025

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

### 1. Organ Progress

Nordlie estimated there were 3 weeks of organ construction and several weeks of tonal finishing before the project is complete. The goal is to have the organ finished by early December and playable for the Christmas concert.

Nordlie was back at RLC September 15-18 for construction week 1 of 3 and made great progress. The beautiful 30-foot arced oak casework was mounted at the outer edge of the loft floor, the Swell windchest was installed behind the louvered Swell enclosure, the blower was installed and the other large windchests were hoisted into the loft. The Nordlie team plans to be back for week 2 of 3 the week of October 13 to install more windchests and the other louvered enclosures. After that trip, they most likely will be back every other week until the project is completed.



### 2. Update on Remaining Pipes

The new and refurbished pipes from Oyster Pipe Works in Ohio are finished! Joseph Brown and Scott Henry left this morning to collect them and get them to Nordlie's shop in Sioux

Falls. Then Nordlie can complete pipe racks and windchests which require the precise diameter of each pipe.

There are still a few new pipes coming from the Netherlands; we are waiting for a status.

### **3. Volunteer Involvement**

A big thank you to the 10 volunteers who provided lunch items Monday – Wednesday and the 4 building assistant volunteers who helped clear the work area, assisted Nordlie with a lot of heavy lifting, cleaned up and reset everything after work was completed.

***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 part of a lunch for the organ work crew! Next opportunity will be the week of October 13 and the link to sign up will be in the eBlast.

- 1) Opening prayer: Pastor Marty
- 2) Call to Order
- 3) Attendance – establish quorum (need 5 Council members)
- 4) Approval of current agenda
- 5) Approval of prior month's minutes
- 6) New Business:
  - a) Annual Meeting run-through
  - b) Property Project Team charter approval. Vote needed.
  - c) Intern Assistant CYF Director Position. Vote needed.
  - d) Stewardship 2025-26.
  - e) October Council meeting - keep Oct 16?
- 7) Items for Discussion
  - a) Undesignated bequests policy if approved by Finance. Delay until September.
- 8) Monthly staff reports
  - a) Finance – Carol Garbisch and Jim Stark
  - b) Senior Pastor – Pastor Kent
  - c) Associate Pastor – Pastor Marty Wyatt
  - d) Church Administrator – Mary Johnson
- 9) Committee Liaison & Project Team Reports
  - a) Mission & Outreach – Karen Rogers
  - b) Endowment – Sarah Richter
  - c) Justice & Congregational Learning - Andrew Olson
  - d) Small Groups and Care Team - Pam McCulloch
  - e) Children, Youth & Families - Nancy Brown
  - f) Community Engagement - Dot Probst
  - g) Nominating – Naomi Tetzlaff
  - h) Organ Project Team - Erik Storlie
  - i) Campus and Facilities Task Force - Jim Stark
- 10) Annual calendar of asks
- 11) Upcoming dates
  - a) Annual Meeting - Aug. 24
  - b) Ministry Fair/One Worship - Sept. 7 - coordinate with your committees

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

- a) Property Project Team charter approved.
- b) Intern CYF Associate Director approved.

Parking lot issues:

Plan for funds from American Rescue plan and sale of childcare house

Financial audit

AUGUST 2025 COUNCIL MEETING MINUTES - draft until approved by council

- 1) Opening prayer: Pastor Marty
- 2) Call to Order - 7:00 pm
- 3) Attendance – establish quorum (need 5 Council members) - Dot Probst, Nancy Brown, Mary Johnson, Naomi Tetzlaff, Pam McCulloch, Jim Stark, Pastor Marty, Pastor Kent, Sarah Richter, Karen Rogers, Carol Garbish
- 4) Approval of current agenda - m/s Karen/Mary - approved
- 5) Approval of prior month's minutes - m/s Jim/Nancy - approved
- 6) New Business:
  - a) Annual Meeting run-through
  - b) Property Project Team charter approval. Vote needed.
    - Reviewed the charter.
    - Need a council liaison position for this.
    - Motion to approve - Jim/Pam. Approved
  - c) Intern Assistant CYF Director Position. Vote needed.
    - We have the opportunity to have college student, work with RLC kids programs. In time of transition in CYF ministry will help work with Nick and Pastor Marty. 10 hours a week at this time. Motion/second - Pam/Karen - approved
  - d) Stewardship 2025-26.
    - Offering - for operating budget, separate from gifts to special appeals.
    - Will be discussing stewardship in fall, and what to do in future with PRAISE and special appeals.
    - The team is working on this for fall.
  - e) October Council meeting - keep Oct 23rd meeting. Moved from 16th for MEA.
- 7) Items for Discussion
  - a) Undesignated bequests policy if approved by Finance. Delay until September.
- 8) Monthly staff reports
  - a) Finance – Carol Garbisch and Jim Stark
    - Patch parking lot - will move forward with the patching the worst portions of parking lots.
    - Will move forward with a financial audit.
      - (1) Motion to adjust budgetary lines by 10,200. Will reduce salary lines and insert audit as line item. Motion/second - Karen/Sarah - approved.
  - b) Senior Pastor – Pastor Kent

- Job description for Business administrator has been posted. Getting some replies and interviews are starting.
  - New monthly format of newsletter that will be mailed to RLC households. We have a new mailing company that will help get improved communication.
  - c) Associate Pastor – Pastor Marty Wyatt
    - Riverside Innovation hub has concluded. Will share learnings with the congregation.
    - Camp Wapo - 38 students were at camp. Participants had a great time.
    - Fall programming getting underway - please register for programs.
  - d) Church Administrator – Mary Johnson - SAW
- 9) Committee Liaison & Project Team Reports**
- a) Mission & Outreach – Karen Rogers - SAW
  - b) Endowment – Sarah Richter - SAW
  - c) Justice & Congregational Learning - Andrew Olson - SAW
  - d) Small Groups and Care Team - Pam McCulloch - SAW
  - e) Children, Youth & Families - Nancy Brown - SAW
  - f) Community Engagement - Dot Probst - No report today.
    - Spiritual gifts inventory this fall.
  - g) Nominating – Naomi Tetzlaff - SAW.
  - h) Organ Project Team - Erik Storlie
    - Pledges - 99% done. Only one remains
    - Organ work delayed. Supply chain interruptions. They are working with Nordlie to get this done as quickly as possible.
  - i) Campus and Facilities Task Force - Jim Stark - SAW
  - j) Next Council/Meeting - will do a meal and meeting Sept 18th. Start at 6:00 pm.
  - k) For upcoming monthly newsletters - will want to pick 2-3 updates to Congregation.
    - Intern position approved - Welcome Taylor Mickley
    - New Council and property project team is formed. Will be meeting to prioritize the work that needs to be done at and on church property.
    - Ministry Fair - September 7th. One service at 10:00 am, Ministry fair to follow
- 10) Annual calendar of asks**
- 11) Upcoming dates**
- a) Annual Meeting - Aug. 24
  - b) Ministry Fair/One Worship - Sept. 7 - coordinate with your committees
- 12) Headlines – Recap key communications messages for next 30 days**
- a) Spiritual Gift retreat.

- b) Property Project Team charter approved.
- c) Intern CYF Associate Director approved.

13) Erik Storlie's last meeting. He has served with grace, calm and perseverance throughout the past 3 years. He will be greatly missed on council.

14) Motion to adjourn -Pam/Dot m/s - approved.

Parking lot issues:

Plan for funds from American Rescue plan and sale of childcare house

Financial audit

**Pastor Kent Claussen Gubrud**

July 20 – August 21, 2025

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

- **Interim CYF Director from InterServe** – Nick Clark has started at RLC!
- **Personnel Team** – Church Business Administrator position has been posted. Initial phone interviews in the next week
- **Stewardship Team** – 3 members are planning our fall focus
- **Property Projects Team** (CFTF recommendation) – charter submitted for approval, 3 members to start

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?

- **Ministry Fair Sunday** – Sept. 7<sup>th</sup> – 10am Worship, 11am Ministry Fair and Treats (see committee responsibilities below!)
- **New Newsletter** – watch your mail for new monthly newsletter for September (huge thanks to Ryan K.!)
- **Sunday morning schedule changes needed** – small task force is being formed
- **Spiritual Gifts Retreat** – Sat. Oct. 11 9am-3pm
- **Drawn to the Word with Paul Oman** – Oct. 26 – One Worship

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

- **Ministry Fair Planning** – Each committee or team is responsible for the following:
  - Designate a person(s) to help with table set up on Sunday morning, Sept. 7 at 8am
  - Decorate your table
  - Create sign-ups and/or hand-outs with a list of ministry opportunities for the coming year
  - Clean up and take down your table
- **Natural Church Development** – please review the 8 quality characteristics for Church Health and Growth



**Associate Pastor, Marty Wyatt**

August 2025

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

- Riverside Innovation Hub- retreat was a wonderful time to explore how we might bring what we've been learning with Augsburg to the wider congregation. More to come on this!
- Camp- 38 students attended camp at Wapo either through Seeds or week-long camp
- Boundary Waters Trip- Led by Adam Boldenow and Grant Hatteberg-thankful for their leadership on this trip! The youth had a wonderful time!
- CYF Transitions- Adam finished their work with us, Nick started-grateful for both of them

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?

- Potential mentoring opportunities with the school and recent immigrants- working with key staff to understand the need here
- Assisting with transitions and visioning for the future
- Preparing for fall programming-Almost all set with Confirmation small group leaders, getting students registered, and getting everything set for kick-offs
- Pending Approval-Taylor Mickley will start next week as our Intern Assistant CYF Director-10 hours per week working primarily with RLC Kids and one off events

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?

Encourage folks to register for fall programming-this helps immensely with planning!

**Finance Committee, RLC, August 20, 2025**

- Agenda
  1. Financials: Carol discussed year-end financial documents. See financial statements from Carol
  2. Updated policy for undesignated funds: Carol and Rebecca—document is in the August council folder—discussed additional process statements—Carol will revise the document,
  3. Parking lot patching decision: KJ Bach: Three bids. The cheapest of the bids is the preferred contractor. The bid is about \$7,000, depending on the number of truck loads of asphalt. There is \$4,000 in the budget. Finance approved the additional expenditure depending on approval by council.
  4. Financial Audit- Rebecca, Jim: Finance suggested moving forward with the audit. It is not included in the budget and budgeted funds will need to be allocated from the staff salary line.
  5. Discussion about maintaining the equivalent of one-month's salary in checking, moving the remainder to Vanguard.
  6. Work is progressing on a revised giving statement process and a simplified on-line giving process.
  7. Attending: Nick Velde, Pastor Kent, Erik Storlie, Merle Gaedy Carol Garbisch, Jim Stark

**This is the unfiltered ai notes.**

# 08-20 Meeting Summary: Church Property Management, Financial Oversight, and Technology Upgrades

> Date & Time: 2025-08-20 18:04:23

> Location: [Insert Location]

> Attendees: [Speaker 2] [Speaker 7] [Speaker 3] [Speaker 5] [Speaker 4] [Speaker 1] [Speaker 6]

**## Overview**

This document summarizes a series of church leadership meetings held prior to August 20, 2025, focusing on property management, financial oversight, policy revisions, and technology upgrades. Key discussions included parking lot and roofing repairs, the future of the 55 building and related partnerships, budget amendments for audits, financial policies for gifts and investments, stewardship improvements, and the need for a website redesign. The meetings highlighted ongoing challenges in balancing ministry and business priorities, the importance of clear processes and communication, and the

need for operational excellence. Action items and open issues are consolidated at the end for clarity and follow-up.

### **## Property Management and Repairs**

#### **### Parking Lot and Roofing Repairs**

- Three bids for parking lot repairs were received: \$8,500, \$7,200, and possibly \$6,358, with Allied Asphalt as the preferred vendor. An extra truckload of asphalt may cost \$850, bringing the total to \$7,208.

- Allied Asphalt is experienced with large projects.

- Repairs are targeted for completion before September 6, ahead of a funeral and ministry fair.

- The original budget request for repairs was \$5,000, but only \$4,000 was approved. An additional \$3,000 is requested from the building fund.

- Previous emergency repairs cost \$5,000, totaling \$12,000 spent on the parking lot.

- Repairs will use "skin patching" rather than milling, as milling could worsen the asphalt.

- A map of pothole repairs is available; final costs may be as low as \$6,500 if no extra truck is needed.

- Roofing repairs are upcoming, with two bids around \$5,000 and a third pending. These are not in the current budget and will be funded from the building fund.

- Coordination for vendor visits is challenging due to staff schedules.

#### **### Building Demolition and Daycare Partnership**

- The daycare partner withdrew after reviewing demographics and competition, citing insufficient children for viability.

- The withdrawal was communicated via email and is final.

- \$6,000 was spent on preliminary plans, split evenly between the church and partner.

- The next step would have cost \$50,000–\$60,000 but will not proceed.

- The church is moving forward with obtaining a third bid for building demolition.

- A team led by KJ is organizing removal, sale, or donation of equipment and items from the building.
- Former program leaders are being recruited for cleanup and preparation.
- The building was originally intended as a temporary structure with a 20-year lifespan, not the 50–70 years it has lasted.
- Two quotes for demolition range from \$200,000 to \$300,000 due to asbestos, utilities, and other complexities.
- Additional drainage work is included in one bid, to be coordinated with parking lot repairs.

### ## Financial Oversight and Policy

#### ### Budget Amendments and Audit Funding

- The upcoming audit will cost approximately \$10,500, not currently in the budget.
- The council has not yet voted on the budget; a budget amendment is proposed for the next meeting.
- Staffing costs are generous compared to actual needs, allowing for potential reallocation to cover the audit.
- The amendment will be presented at the council meeting and reflected in Sunday presentation slides.
- Savings from open positions may help offset the audit cost.

#### ### Approval Process and Budget Oversight

- Requests under \$5,000 can be approved by the senior pastor; amounts above \$5,000 require council and finance committee approval.
- The council defers to facilities management and finance for expertise and cash flow oversight.
- The finance team reviews fund availability and recommends approval.
- Urgent repairs may require expedited council approval.
- A standardized template for funding requests will be developed for the property projects team.

### ### Financial Policy for Gifts and Designated Funds

- The church has a firm policy for designated and restricted gifts but lacks a clear process for large, undesignated gifts.
  - Rebecca revised the policy, incorporating previous work by Eric; the council has not yet reviewed the new version.
  - Checks should be deposited promptly and documented, with allocation biannually.
  - Large gifts (\$5,000 minimum) go to a restricted fund, with finance recommending allocations to the council twice a year.
  - Most undesignated gifts are placed in the estate fund, which may be moved to an interest-bearing account.
  - The church has over \$200,000 in checking, with plans to move funds after paying insurance and receiving a \$50,000 refund.

### ### Policy Revision and Gift Allocation

- Process guidelines will be documented within the policy vehicle.
  - Aggregation of undesignated gifts (\$5,000 or above) will occur twice a year.
  - Most undesignated gifts are estate gifts, allocated to the estate restricted fund and distributed bi-annually.
  - The council will decide on the allocation of 70% of these funds, with flexibility for deficit years.
  - Allocation recommendations are not binding and should be stated as such.

### ### Investment Strategy and Fund Management

- Interest earnings are currently directed to the general budget, not restricted funds.
  - The Vanguard reserve fund is treated as restricted, except for the endowment fund.
  - Decisions are needed on allocating earnings (e.g., \$2,700) to the budget or reserve fund.
- Northstar investment vehicles carry principal risk and require re-evaluation.
  - External advice indicated high risk; the finance committee will revisit strategies next month and consider FDIC-insured options.

- The church's financial advisor may be invited to explain current investments.

#### ### Finance Committee Roles and Operational Excellence

- The finance committee has improved roles, responsibilities, and operational excellence.
- Appreciation was expressed for committee members' dedication.

#### ## Stewardship and Technology

#### ### Giving Statements and Stewardship Improvements

- Updates on giving statements include proper handling of IRA and donor-advised fund gifts.
- Non-deductible gifts are summarized, counting toward pledges but not tax-deductible.
- Fine-tuning of statements is ongoing.
- Encouraging pledging and automated giving is a priority.
- Only about 100 people currently pledge; automated giving rates lag behind similar-sized churches.
- Simplifying online giving is proposed, with a dedicated checking account for online donations.
- The former payroll account may be repurposed, pending bank approval and a trial period.

#### ### Website Redesign and Technology Upgrades

- The current website is difficult to navigate and requires a full overhaul.
- Users can access services only through specific emails, not directly from the website.
- Previous redesign efforts were lost due to staff and contractor turnover.
- The organization must rely on volunteers due to budget constraints.
- A committee is proposed to oversee the redesign and vendor selection.
- Researching other church websites for effective vendors and templates is suggested.

- Security considerations mean not everything should be handled internally.
- Budget concerns exist for hiring a company for setup and support.
- The plan is for in-house capability for routine updates, with external support for complex changes.

#### ### Financial Management and Account Balances

- The checking account should maintain a balance sufficient for one to two months of expenses.
- Bi-weekly payroll is approximately \$60,000; the account should not fall below this amount.
- Regular donations provide ongoing inflow.
- Past issues included withdrawing \$50,000 from a Fidelity account for payroll, resulting in financial loss.
- Vanguard provides next-day liquidity for transfers.
- The goal is financial stability, matching income to expenses, and deciding on the use of other funds.

#### ### Insurance and Operational Stability

- Insurance matters are improving, with expectations for further progress.
- The organization is recovering from previous disruptions, including COVID-19.

#### ## Church Business vs. Ministry Tensions

- Ongoing tension exists between operating as a business and fulfilling ministry objectives.
- Examples from other churches illustrate creative approaches to building use and outreach.
- The importance of process, transparency, and congregational involvement is emphasized, especially regarding building 55.

#### ## Open Issues & Risks

- The source of the additional \$3,000 for parking lot repairs is undetermined; options include the building fund or other designated funds.

- The process for handling unbudgeted property expenses requires clarification and formalization.
- Uncertainty exists about obtaining three roofing bids due to scheduling constraints.
- The timeline for parking lot repairs before September 6 is tight and may be impacted by delays.
- The full scope and coordination of drainage work with parking lot repairs need confirmation.
- The process for handling large, undesignated gifts remains unresolved until council approval.
- It is unclear how and when funds will be reallocated for the audit expense.
- Building 55's future requires careful communication to avoid congregational conflict.
- Risk of confusion regarding which building is being discussed.
- Allocation of interest earnings between the general budget and reserve fund is undecided.
- Northstar investment vehicles carry principal risk and require further review.
- Documentation of non-deductible gifts and giving statement compliance needs clarification.
- Uncertainty about adoption of automated giving and increased pledging rates.
- Loss of previous website redesign work and staff has left gaps in continuity.
- Unclear which company or contractor was previously responsible for the website redesign.
- Budget constraints may limit hiring external vendors for technology upgrades.
- The process for selecting a new website vendor and template is unresolved.
- Risk of financial loss if funds are withdrawn from investment accounts without oversight.

### ## Action Items

- [ ] Present the parking lot repair funding request to the council for approval.
- [ ] Develop a standardized template for property funding requests.



- [ ] Obtain a third roofing bid and prepare a recommendation for next month.
- [ ] Coordinate with Bob Z and Ellen regarding vendor scheduling and approvals.
- [ ] Formally establish the property projects team at the council meeting.
- [ ] Obtain a third bid for building 55 demolition.
- [ ] Present budget amendment for audit funding at the next council meeting.
- [ ] Update and finalize the financial policy for handling large, undesignated gifts.
- [ ] Remove, sell, or donate equipment and items from building 55.
- [ ] Reflect budget changes in Sunday presentation slides.
- [ ] Re-evaluate Northstar investment vehicles and report findings at next month's finance committee meeting.
- [ ] Review and update the letter template sent with giving statements to ensure accuracy and compliance.
- [ ] Trial use of the former payroll account as a dedicated online giving account for one to two months.
- [ ] Form a committee to oversee the website redesign and vendor selection.
- [ ] Research other church websites to identify effective vendors and templates.
- [ ] Maintain checking account balance sufficient for bi-weekly payroll and one to two months of expenses.

> **\*\*AI Suggestion\*\***

> AI has identified the following issues that were not concluded in the meeting or lack clear action items; please pay attention:

> 1. The source of the additional \$3,000 needed for parking lot repairs has not been determined, and council approval is still pending. This uncertainty threatens the ability to complete repairs before the September 6th deadline and may delay the project if funding is not secured promptly.

> 2. The process for handling large, undesignated gifts remains unresolved, as the council has not yet reviewed or approved the revised policy. Specifics regarding

aggregation, allocation, and documentation of these gifts need to be clarified to ensure compliance and transparency.

- > 3. Investment vehicles at Northstar carry principal risk, and details about their structure and historical performance are unclear. The finance committee must re-evaluate these options and consult with the financial advisor to prevent potential financial losses and ensure prudent cash management.
- > 4. The process for selecting a new vendor and template for the website redesign is unresolved, with uncertainty about previous responsibilities and a lack of identified skilled volunteers or affordable vendors. This gap threatens the continuity and effectiveness of technology upgrades.
- > 5. The process for handling unbudgeted property expenses and requests exceeding budget limits requires further clarification and formalization, including the development of a standardized funding request template to ensure consistent and transparent decision-making.

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

Date: August 13, 2025

Prepared by: Karen Rogers

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

### **1) Spend down of M&OP Discretionary Funds and Remaining 2024/2025 Budget:**

- a) \$3,000 Remaining in budget
  - i) \$1000 to Bridging
  - ii) \$2000 to Keystone
- b) For the \$25,600 in discretionary fund
  - i) \$2000 to Keystone
  - ii) \$6600 for Guatemala
  - iii) \$2000 outright donation to Dorothy Day
  - iv) \$15,000 HOLD for possible new needs:
    - (1) Camp Wapo Building fund
    - (2) Cost overrun at Dorothy Day for monthly groceries
    - (3) Address any additional costs for Bridging dressers
    - (4) Other unknown needs

2) **School Supply Drive** - Ran from July 27 - August 17 - Kris O and friend taking all items to Central Park August 24.

3) **RLC Impact with Community Partners** - Kris Olsen will present a slide at the Annual Meeting to highlight the ways RLC is making a difference with our community Partners (i.e. KeyStone, Central Park, Bridging, Guatemala, FMSC, and more).

4) **Ministry Fair** - Worked on Ideas for M&O Table for Sept. 7 at Ministry Fair .

5) **Adult Education Speaker Series for 2025/26** - M&O Finalizing details with Erik Wolhowe by end of Sept. due to early Table deadlines.

- i) January 25th: Dresser Build/Bridging
- ii) May 17 - Guatemala

6) **Website** - M&O continued working on updating their section on the RLC website.

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?

- School Supply Drive - waiting for total numbers but Kris mentioned at the 8/13 meeting it was already turning out to be successful and we still had one more weekend left. We discussed whether future donations should go to the larger Roseville School Community than just Central Park.

## Council Notes for August 2025 – Bob Zismer

- Site visit with Goodmanson Construction to discuss water leaks at door 2
- On site visit with Central Roofing to evaluate 8300 sq. ft of roof area for leaks and repair estimates
- Set up for events
- Researching wage rates for p/t maintenance technician
- Researching web sites for job postings that are free
- Coordinating replacement of pop machine
- Clean condensers on HVAC units
- Coordinate on site service repairs to 402 Crane boiler
- Carpet cleaning-office, commons, hallway, and Activity Center
- Asphalt repair bids
- Replacement light fixture for activity center-quote and order
- Quote replacing threshold for door 2 + sill pan

## **Organ Project Team Report – August 25, 2025**

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

### **1. Organ Progress**

Nordlie is working on wind chests, wiring harnesses, and case work in their shop. They expect the last two shipments of new and refurbished pipes very soon. This will allow them to complete pipe racks and windchests which require the precise diameter of each pipe. Once all the components are received and completed, there will be about 3 weeks of construction at RLC to assemble the organ followed by 6-8 weeks of final tuning and voicing. RLC's project is Nordlie's top priority!

### **2. Funding and Remaining Organ Intent to Gives**

The fulfilled commitment rate for the project is over **99 percent** with 1 outstanding Intent to Give.

***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?***

It is important to know:

- The delays affecting progress at RLC are primarily subcontractor delays and Nordlie is managing those relationships. Work continues in Nordlie's shop. Nordlie knows RLC is anxious and excited to finish the project. That is their goal, too.
- The project is in a good place!

**Group: Children, Youth & Family**

Date: 8/19/25

Prepared by: Nancy Brown

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

- In July our high school students went to the Boundary Waters and middle school campers went to Camp Wapo.

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?

- RLC will be working with InterServe which is an interim program for youth ministry. Nick Clark is our Interim CYF Director from InterServe. We look forward to working with him!
- Registration for RLC Kids and Confirmation is open! Fall kids programs start up in September.

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

- None at this time.

**Ministry: Care and Small Groups Council Liaison**

Date: 8/21/25

Prepared by: Pam McCulloch

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

- Members of the Men's Bible Study participated in a Prayer Walk in north Minneapolis in July and August. I was able to join them in August. We divided into small groups and walked around a few blocks in North Mpls praying for the homes in the neighborhood. There were about 8 people in my group (which included Pastor Rolf). There were about 45 people who participated all together and it was one of the most sacred experiences I have had. There will be another Prayer Walk in South Minneapolis this fall. This is an interfaith activity and was amazing.
- The Quilters continue on Hiatus and will begin in September, I think after Labor Day.

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?

- RLC reads begins September 11 at 7 PM in the upstairs Gathering Space sometimes called the coffee area. Gathering space is what I call it, sorry. They are reading Bitter Grounds by Sandra Benitez. It is 454 pages so you might want to get started. Discussions with this group are always interesting.
- Care and Small Groups are being encouraged to participate in the Welcome and Mission Fair September 7. I'm looking forward to it.

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

Not at this time.

**Ministry: Shared Services**

Date: August 2025

**Administration:**

Prepared by: Mary Johnson

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

- Hospitality & Events
  - Funerals, funerals, funerals!
    - Jodi Gubbrud
    - Don Nygaard
    - Jerry Boldt
    - Paul Romanowski
  - Luncheon for choir rehearsal
- Preparing materials for Annual Meeting



**Ministry: Nominating committee**

Date: 8/20/2025

Prepared by: Naomi Tetzlaff

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

- We currently have all positions filled with candidates.
- Vice president - Sarah Richter
- Church Council :
  - Andrew Olson ( will do second term) - Justice and Congregational Learning.
  - Karen Rogers (will do second term) - Mission and Outreach
  - Jayanti Ray - Endowment committee. Will take Sarah Richter's position.
- Endowment
  - Michelle Mennicke
  - Beth Jacobson (taking Mona Lackore's position)
  - Lou Tschudy ( will do second term)
- Nominating committee
  - Dave Tetzlaff
  - Kevin Miller
- Finance
  - Mona Lackore

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?

- The candidates have written their bio's for annual report and will be voted on at annual meeting.

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?

- We do not need any additional support.

**Group: Children, Youth & Family**

Date: 9/17/25

Prepared by: Nancy Brown

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

- Nick Clark has joined us as our Interim CYF Director from InterServe. Please say hello if you haven't met him yet!
- Taylor Mickley has also joined our staff as the Intern Assistant CYF director. She will be helping with RLC Kids and supporting our CYF team.
- Many kids and youth have been registering for RLC Kids and Confirmation.
- Our Ministry Fair was a success for Children, Youth, and Families on Sunday September 7th. We had many kids and families come by to say hello. They seem excited to start with our 2025-2026 programs.
- Our first official Sunday of RLC Kids was on September 14th. It was a great start and we look forward to many more Sundays!

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?

- Confirmation Leaders are meeting on Wednesday September 17th in preparation for supporting our Confirmation program.
- Confirmation starts for youth in grades 7th -9th on September 24th. We look forward to greeting our returning kids and welcoming our 7th graders into our Confirmation program.
- Families can still register for RLC Kids and Confirmation.

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

- None at this time.

## Facility Notes for Council Meeting-September 2025

- Change out 10 micron water filters for coffee machine and ice maker
- Stage and help set up/tear down for Ministry event on Sunday, September 7<sup>th</sup>
- Scrub and wax social hall floors
- Fire Sprinkler annual flow and tamper test
- Fire panel device and signal transmission to panel test-complete
- Research area space rental facilities and gather data on pricing and room size and options for Pastor Kent
- Wash condenser coils on 70 ton McQuay unit
- Set up for funeral
- Replace keys in fire box outside door 4
- Facility parking lot repairs
- Verify and update quotes for fire panel call out option
- Set up date irrigation system to have water vacated from sprinkler lines
- Schedule work with Muska Electric for repairs to outside globe light-complete
- Schedule repairs to roof leaks with Central Roofing
- Searching for Boom operator

Roseville Lutheran Church  
Council Meeting September 18, 2025  
Membership Engagement Report  
Dot Probst

Pastor Kent asked me last spring to begin attending the 10:30 service and initiate greeting people and getting acquainted with them. He also asked me to consider the idea of forming a team of 4 to 5 younger adults at that service who had a sincere interest in living a spiritual life with God. This core team would work together to facilitate and support a SPAS hosted Spiritual Gifts Retreat at RLC in early fall this year.

After several months of attending that service I approached 4 church members: Kate Libra, Brad Mennicke, Ben Mullen, and Rachel Dickinsen. Including myself we have a spiritual leadership team of 5 people working with Pastor Kent on the retreat. We are organizing all aspects of the October 11, 2025, retreat and enlisting others to undertake supportive roles to make the event a ministry highlight of this 2025-2026 year.

Ideas for other Membership Engagement activities:

1. Restaurant hospitality gatherings as previously done. These would perhaps be initiated by the core spiritual team sponsoring the Gifts Retreat. Perhaps meet this fall after the retreat with the goal of more intimately developing fellowship.
2. Home potluck groups that include each member of the restaurant groups above, promoting the further development of fellowship and friendship ministry. Perhaps during spring to touch base and share the growth of each other's spiritual lives over the church year

End of report.

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

Date: September 18, 2025

Prepared by: Karen Rogers

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

Items:

1) **School Supply Drive** received approximately 30 grocery bags of items + Kleenex and other paper items. Next year our donations will go to the Roseville District Office vs. just Central Park so it can help more students in need.

2) **Ministry Fair** - turned out well with several people stopping by to learn about M&O ministry team  
Location of fair outside vs. inside was better

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

- a) Dresser Build date January 25<sup>th</sup>
- b) Rachel Morey, Interfaith Action Feb. 1<sup>st</sup>
- c) Guatemala with Pastor Marty May 17<sup>th</sup>

4) **Clothing Drive** discussed details of items needed and dates of drive

- a) Winter Clothing Drive for Roseville District Office - Kids Wintergear needed
- b) Sock Drive for Dorothy Day - Adult socks needed
- c) 9/28 - 10/26

5) **Sharing Tree**

- a) Set dates for sharing tree 11/30 - 12/21
- b) We're connecting with partners on items needed

5. M&O continuing to update their section on the RLC website

- a) Team working on M&O Website page - send any updates to Mary.

6. Meeting Dates

Oct 2<sup>nd</sup> - change to 9/25 Zoom 5:30  
Nov. 6<sup>th</sup> - in person - 5:30  
Dec. 4<sup>th</sup> - change to 12/8 6:30 in person

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?

- **Winter clothing drive -Kids snowgear and Socks for Dorothy Day 9/28 - 10/26**

## Staff Report to Council

- Kids snowgear going to the Roseville District Office - boots, snow pants, and gloves are most needed items but any winter snowgear is accepted
- Sock Drive for Dorothy Day - adult socks - dark colors, wool, blends are most needed items

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

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

**Associate Pastor, Marty Wyatt**

September 2025

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

- CYF Transitions- Nick and Taylor have started their work with us, going very well
- RLC Kids started September 14-went well
- Guatemala Info Sessions went well-lots of interest this year, interest in this partnership seems to continue to grow
- Riverside Innovation Hub- exploring how we might bring what we've been learning with Augsburg to the wider congregation. More to come on this, stay tuned

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?

- Confirmation is in the midst of kicking off-Had leader training last night, next week is Parent/Student Orientation, and then October 1st is first night with students
- MEA Movie Night Oct 17th
- Trunk or Treat Oct 25
- 7-8 Grade Confirmation Retreat Nov 7-9
- Potential mentoring opportunities with the school and recent immigrants- working with key school staff to understand the need here-this is on the back burner at the moment as programming kick-offs at RLC take priority and time

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

## **Roseville Lutheran Church Restricted Gift and Bequests Policy**

Roseville Lutheran Church (hereafter referred to as “RLC”) depends on the generosity of financial gifts to carry out our mission. These gifts are accepted with gratitude. Often these gifts from members and friends are given for a specific purpose and are referred to as Restricted Funds. RLC is committed to honoring the intent of the gift and at the same time remaining faithful to our mission.

### **Acceptance of Restricted Funds**

Restricted Funds are given by a donor for a specific purpose or ministry. Establishment of new Restricted Funds shall be approved by the RLC Council prior to acceptance of any gifts to that new fund to ensure that they align with the ministry and plans of RLC.

Funds gifted in this category should be accompanied with written designation by the donor; for example, written in the memo line of the check.

RLC will only accept and pass funds to organizations or ministries that hold a nonprofit status. No designations to individuals will be accepted.

Bequest gifts given at the time of a death should be designated for specific Restricted Funds as soon as possible but within 90 days of the gift, otherwise they will be treated in accordance with the “Undesignated Bequests” section below.

### **Release of Restricted Funds**

Restricted Funds will be released to the Operating Fund as costs are incurred for the intended purposes.

If the original restriction of the gift cannot or is not expected to be fulfilled, and if the donors can be identified, RLC should contact and ask if they would like to change the designation of their gift to be used for another purpose, or if the restriction can be released. The donor’s decision should be in writing, if possible, in order to avoid any misunderstandings.

In the event that the donor cannot be contacted, or if the need for such a program or project has been met or cannot be completed for any reason, the restriction may be removed and transfer the Restricted Fund to the Operating Fund as determined appropriate by the Finance Committee.

### **Notice to Donor**

To avoid being precluded from using restricted funds if a project is overfunded, completed or if the designation cannot be met, the following clause should be made known to the prospective donor:



*Spending of restricted funds is confined to official Council approved programs and projects. Each contribution directed toward an approved program or project will be used as restricted with the understanding that when the need for such a program or project has been met or cannot be completed for any reason as determined by RLC Council, the remaining restricted contributions will be used where most needed.*

### Accounting for Restricted Funds

Accounting for restricted fund activity will occur within the accounting system to track the contributions and the costs incurred to release the restrictions. The monthly financial reports to the Finance Committee will show the activity within the restricted and designated funds separate from the undesignated funds or operating portions of the budget.

RLC will avoid using restricted funds for budgeted or unbudgeted operating expenses. However, when necessary, these fund asset balances may be used to pay for operating expenses, with proper fund tracking to ensure that the restricted balances are accounted for and the intent that the funds will be used for the donor intended purposes, or released in accordance with policy above.

### Undesignated Bequests

Revised September 18, 2025

Bequests can include gifts such as estate gifts, or memorial gifts. If there is a restriction to the use of the bequest gift, the gift will be treated in accordance with the above policy. If there is no restriction or designation on the bequest gift:

- Gifts below \$5,000 will be deposited into the General Operating Fund and used for general operations or ministry needs.
- Gifts of \$5,000 or more will be reviewed by the Finance Committee for allocation decisions.

For undesignated bequest gifts exceeding \$5,000, the following allocation is recommended to balance immediate ministry needs, long-term sustainability, and wider church support:

- **Endowment: Allocate 20% to the church's endowment fund to support future ministry and financial stability.**
- **Designated Ministry Funds: Allocate 60% to one or more of the following, guided by current strategic priorities:**
  - General Fund for operating expenses
  - Capital improvements or maintenance reserves
  - Special ministry initiatives (e.g., outreach, youth programs, racial justice efforts)
- **Reserve Fund Retain 20% as a contingency reserve or for emergent needs as approved by the Executive Committee. Council may set a ceiling on the reserve fund at any time. If the ceiling is reached allocations to the reserve fund will**

**be postponed. It is the suggestion of the president that this ceiling be established after decisions about facilities needs are assessed**

This policy was updated and approved by the RLC Council on .

**Ministry: Justice and Congregational Learning Council Liaison**

Date: 9-18-25

Prepared by: Andrew Olson

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

Adult Education - started programs again, doing well on filling the calendar. Working together with Stewardship Team about some parallel programming. Especially important to highlight Braver Angels in the Spring.

ONAM - Sacred Sites Tour was on September 6

Immigration - much energy about learning from [Global Refuge/LSS about immigration](#), continuing work with Jonathan House, and ongoing relationship with family from Project Home.

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?

We do need to discuss how to engage the congregation more in Adult Education and the work of the Immigration Team.

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?

- nothing at this time.