

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/1fvLMOIhsr91IrR_9F9AANDkMveHBZs90/edit?usp=drive_link&oid=112068348865926185511&rtpof=true&sd=true
 - https://docs.google.com/presentation/d/1EEf4czKtjylpEnN2-ZRUibTydIRCKHg3/edit?usp=drive_link&oid=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

LAND ACKNOWLEDGMENT

We at Roseville Lutheran Church acknowledge that our congregation gathers on the sacred homelands of the Očhéthi Šakówinj ("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.

FINANCIAL

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?

CONSTITUTIONAL

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
Holy Trinity Lutheran Church ELCA	Minneapolis	Gave \$250,000 in unrestricted proceeds from a land sale to the Indian Land Tenure Foundation.
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.
Woodlake Lutheran Church ELCA	Richfield	Added Makoce Ikikcupi, a Dakota-led land recovery project, as an ongoing giving partner as part of its justice initiatives.
Oak Grove Presbyterian Church	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.
Creekside United Church of Christ	Twin Cities	Established its own reparative justice fund, partnered with the Twin Cities Repair Community for Makoce Ikikcupi.
Presbyterian Synod of Lakes and Prairies covers Minnesota	October 2020	Voted to dedicate \$351,000, 15% of its unrestricted net assets, to seed a "Restorative Actions" fund.

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.

Roseville Lutheran Church

Emergency and Safety Operations Plan (ESOP)

Draft—Updated, August 30, 2026
by Jim Stark
Needs Council approval and implementation

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3) GENERAL MEDICAL EMERGENCY PROCEDURES

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- Procedures for Harassing or Obscene Phone Call
- Procedures for Bomb threat call, text of email
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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 or 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

- o Announce, ask for help, from medical professionals in attendance.
- o Follow the advice of medical professionals
- o If there are no medical professionals, call 911. Use your discretion. Error on the side of safety,
- o 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).
- o Describe the known or suspected injuries or fatalities, Identify Help needed
- o Send someone to the appropriate entrance to meet the emergency responders and guide them into the building
- o Stay on the phone until the agent advises you to hang up
- o Have someone notify the ASL using the emergency contact list.
- o 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 arrives
- 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:
 - o Call the police, file a report and receive a report number

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

Procedures for Bomb Threat Call, Text or Email

Training need: Yearly for staff, and office volunteers

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

When informed, the ASL should immediately:

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

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.

- 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 alarm 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 have 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 company like Viking Sprinkler. Fire panel will need to be reset as well. A list of what needs to be reset or checked including HVAC, and fire doors.

Fire training Schedule and Execution

- **Training:** Review the emergency plan with workers when first hired, when their job responsibilities change, or when the physical layout/plan is updated.
- **Drills:** Conduct regular practice drills to test the efficiency of the alarm response and evacuation procedures.
- **Fire Extinguishers:** If employees are designated to use portable extinguishers, provide specialized instruction 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. Currently, Facility Manager and Church Administration
- Determine who:
 - o handles notification of disruption to business hours, events, and Sunday service?
 - gives all clear to reenter the building?
 - o Is the liaison between the insurance company and contractors?
 - o gives to ok to access cars from the parking lot

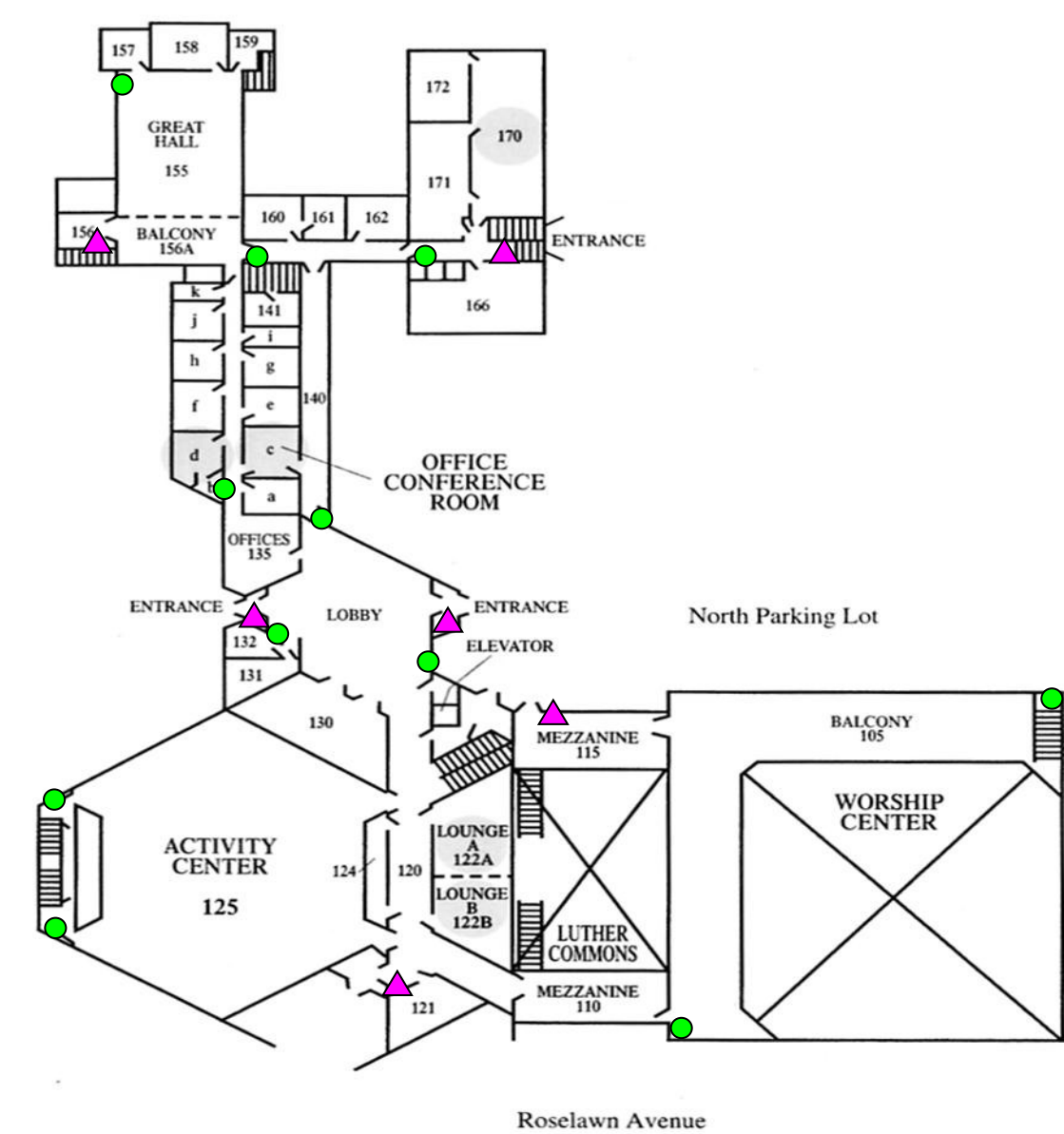
6) Recommendations to Council

- 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

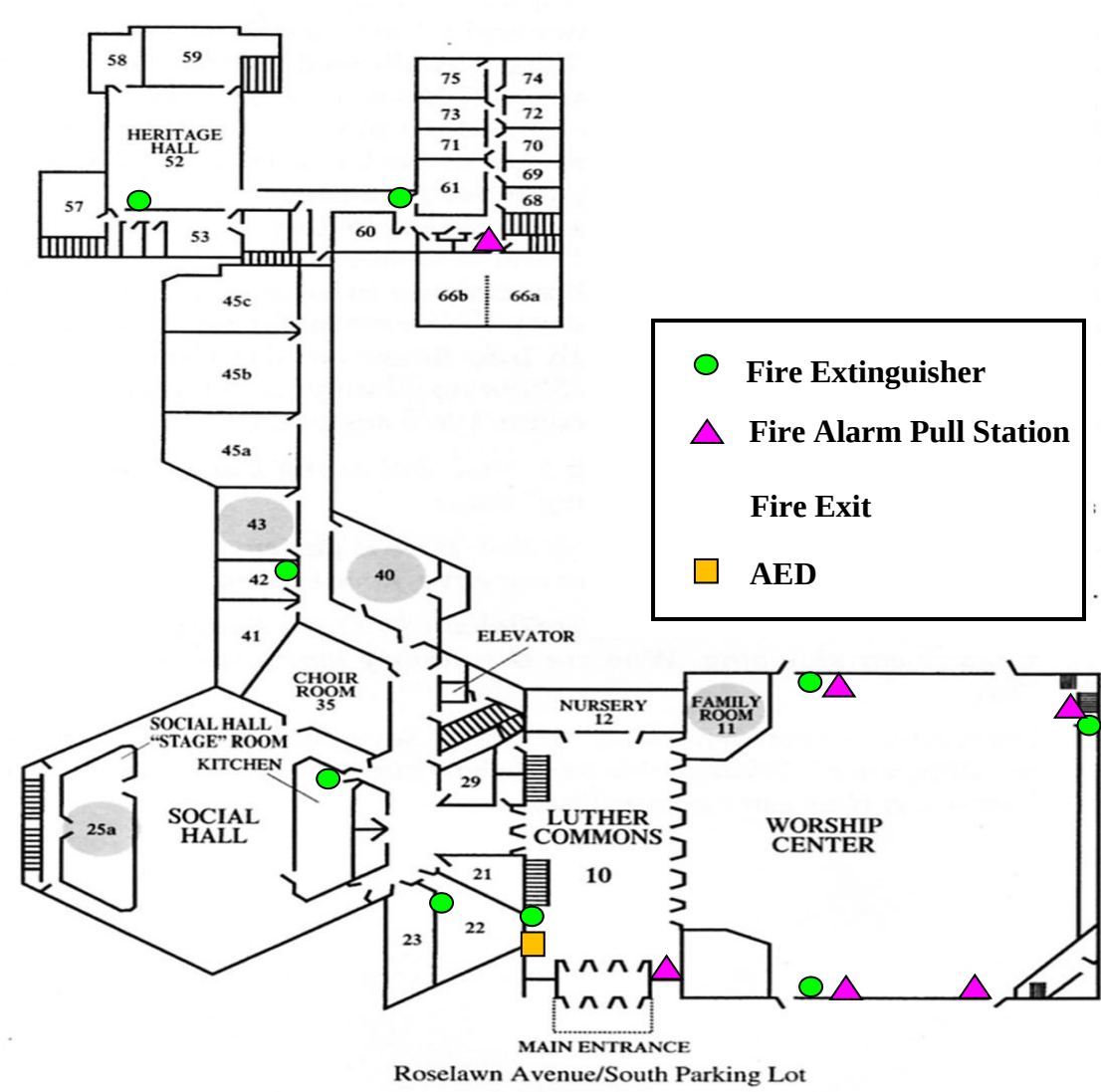
MAP #1 (Add Door #3 a fire exit?)

Upper Level Rooms



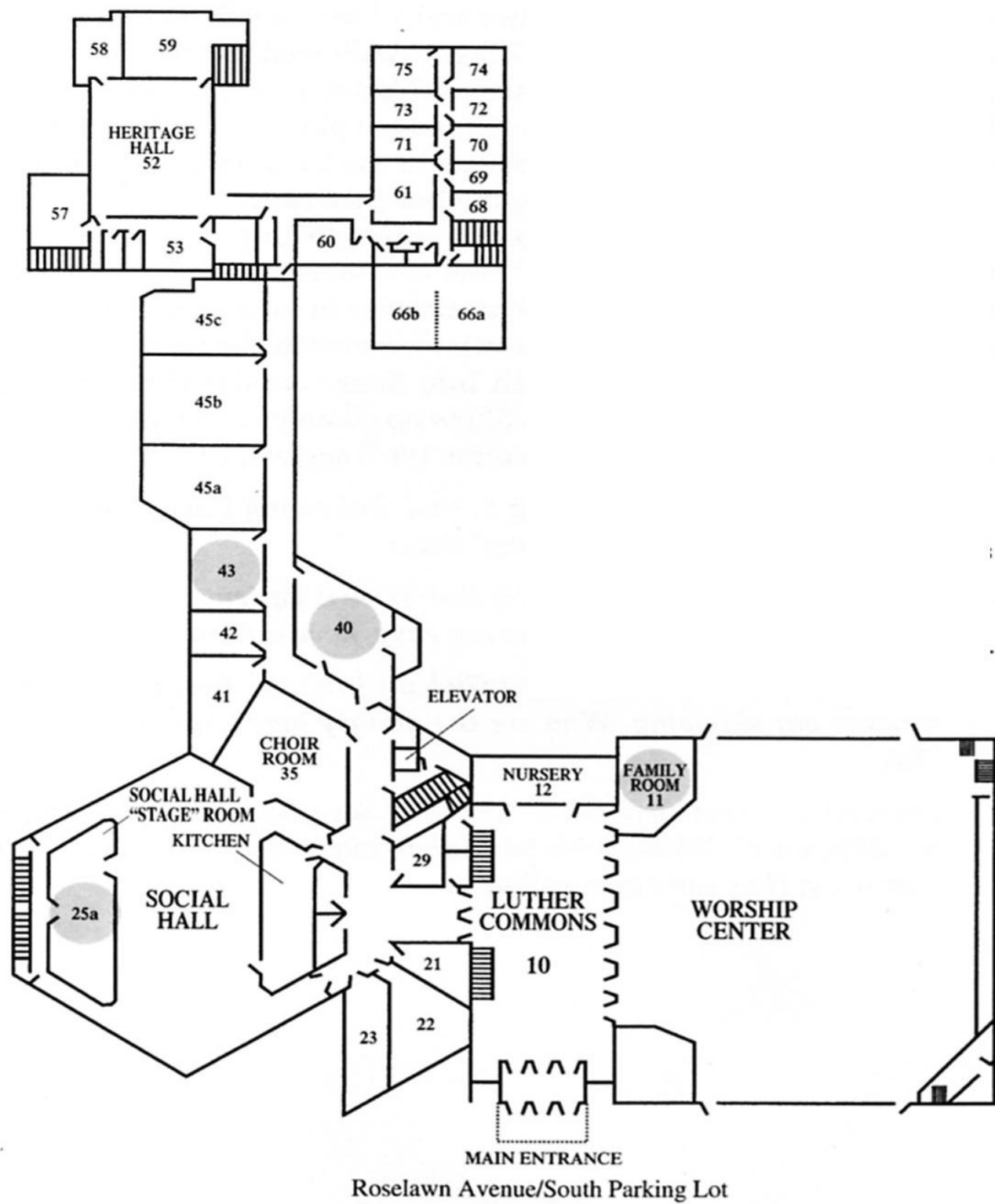
Show locations of fire extinguishers on the following map. They should not be locked (room 42 and 22?)

Lower Level Rooms

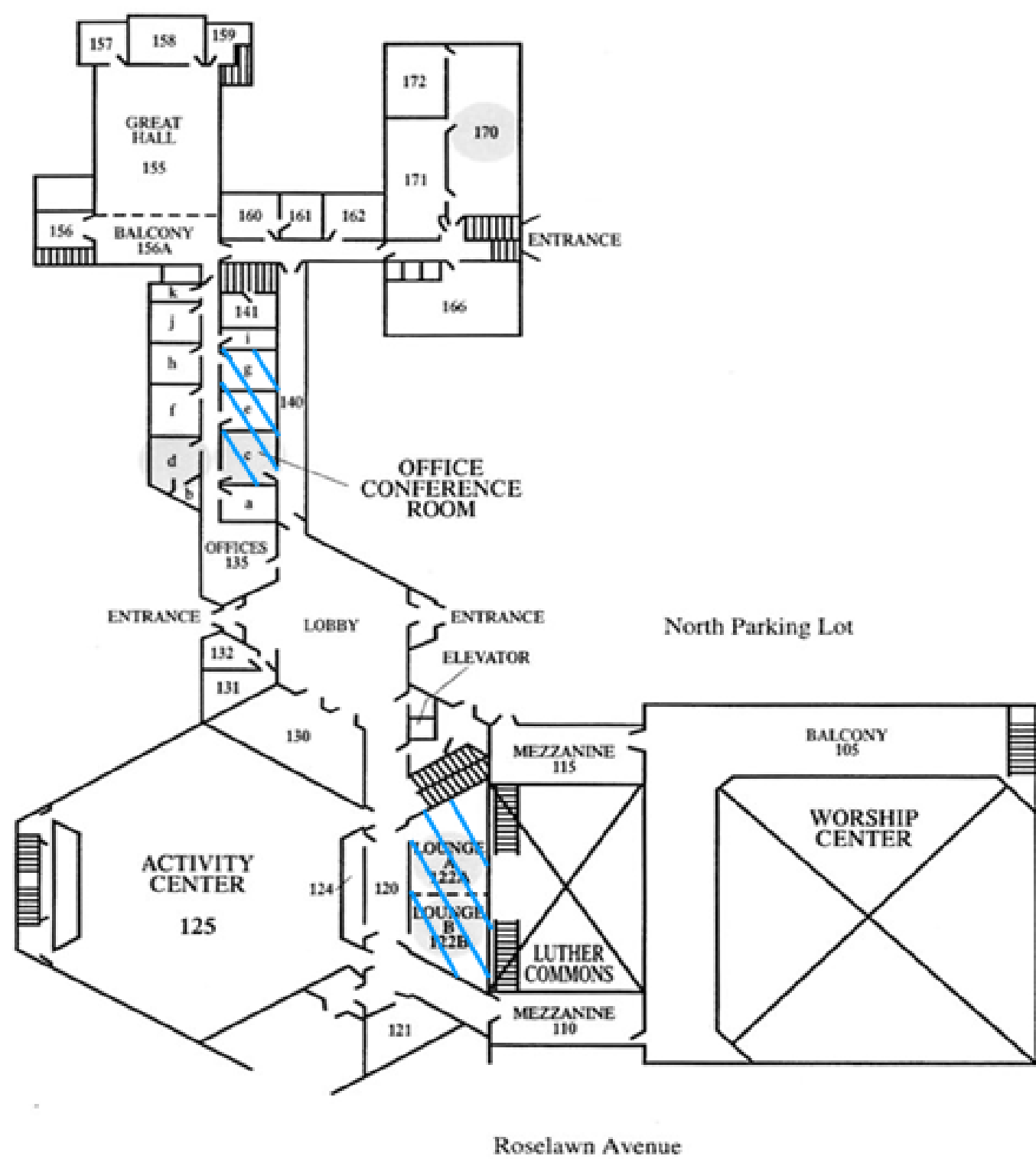


SEVERE WEATHER Threat

MAP #2 Lower Level Rooms

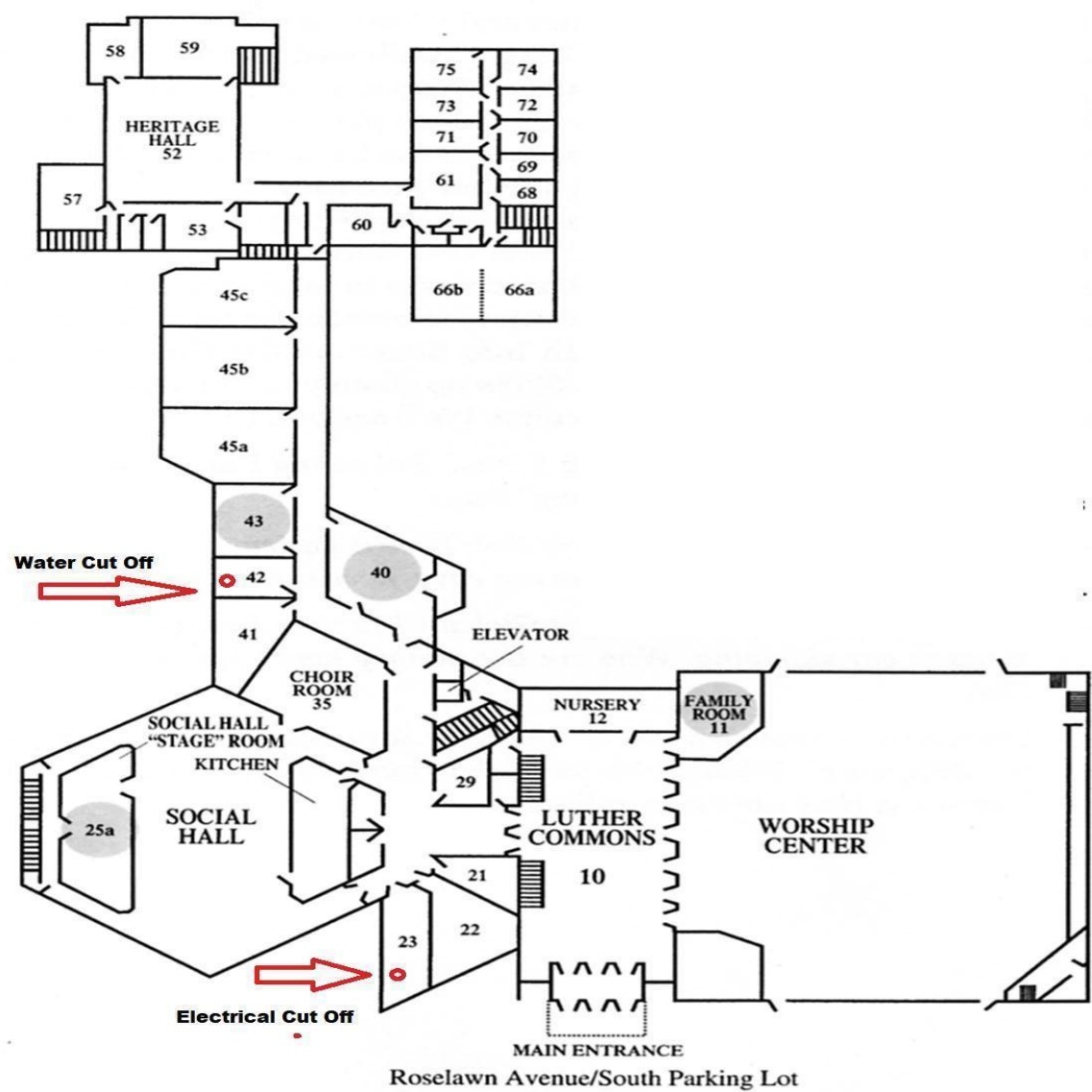


Upper Level Rooms



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.)

**Lower Level
Room locator map**



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.)

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

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!

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.

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
 - o 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

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?**

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

Staff Report to Council

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

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

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.

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.

	<u>Yearly Financial (Congregation Wide) Requests</u>	<u>In-kind contributions</u>	<u>Fundraising events</u>
<u>Jan</u>			
<u>Feb</u>	Immigration Money Drive - buy items for LSS. (Immigration)	Immigration	
<u>Mar</u>	Easter appeal	Food drive for Keystone	Lively Landscapers plant sale
<u>Apr</u>			Youth: Strudel sale
<u>May</u>	pRAISE RLC Campaign		
<u>June</u>			
<u>July</u>	Guatemala	School supply drive for District Schools	
<u>Aug</u>		School supply drive for District Schools	
<u>Sept</u>			
<u>Oct.</u>		Winter clothing drive	
<u>Nov.</u>	Nov. 8 - Stewardship Sunday - pledge Love Lights/Endowment		Youth: Strudel sale
<u>Dec</u>	Christmas garden Year-end appeal	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) 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