



# 2010 - 2011 ANNUAL REPORTS

## ADVENT LUTHERAN CHURCH

Compiled June 1, 2011

## 2010-2011 Annual Report -- Advent Lutheran Church 2010-2011 Council

**Name:** 2010-2011 Advent Church Council

### Members:

Pastor Ward Misenheimer	Lenore Watson, Advocacy
Pam Rhynes, President	Diane Wassum, Nurture & Fellowship
Joe Palumbo, Vice President	Claude Ingolia, Stewardship
Kay Weems, Secretary	Rick Messina, Christian Education
Dick Kuklantz, Treasurer (resigned 4/14/11)	John DiRe, Property
Ed Efir, Finance	Carolyn Osborne, Witness
Chris Cochran, Social Ministry	Sarah Sue Hardinger, Worship
Betsy Dailey, MileStone Ministry & Adventure Preschool	

### 2010-2011 Goals:

- General oversight of life and activities of the congregation and to ensure everything is done in accordance with the word of God and faith and practices of the ELCA.
- Be responsible for financial and property matters of the congregation.
- Ensure that provisions of constitution and bylaws are carried out properly.
- Provide for annual review of membership roster.
- Be responsible for appointment and supervision of the salaried lay workers of the congregation.
- Present comprehensive annual report to the congregation.
- Manage congregation finances to hold spending in line with approved financial plan.
- Keep congregation fully informed on all matters.

### Highlights for 2010-2011 include:

#### GENERAL:

- The Advent Church Council met on the following dates to conduct business of the congregation: July 14, July 25, August 22, September 25, October 17, October 24, November 21, December 19, January 23, February 27, March 27, April 17, May 31 and June 26.
- The Advent Executive Board met on the following dates to discuss the agenda items for upcoming council meetings: July 20, August 12, September 20, October 11, October 18, November 15, January 9, January 17, March 21, May 16, and June 20.
- Reviewed and discussed possible ownership of building in Alta Cayma that houses ministry of Jim and Gloria Hintz. Funds for the purchase of this building were left in the will of a benefactor and it appeared that the will stipulated Advent directly owning the building. Final resolution was that the funds were transferred directly to the charitable organization established by Jim Hintz for the ministry and Advent was not required to own the building.
- Set up 4 task forces within Council with goals to help Advent achieve focus items from the Plan of Ministry and other needs within the congregation.
  - Task Force for less than 3 month implementation:
    - General excitement about accomplishments of members during worship, on website, bulletin/newsletter and let people see benefits of achievements. **ACCOMPLISHED BY ESTABLISHMENT OF BLUE BOARD IN NARTHEX.**
    - Communicate to congregation honestly, directly, and positively on financial basis. **ACCOMPLISHED BY CONGREGATIONAL UPDATES GIVEN DURING SUNDAY MORNING WORSHIP 6 TIMES SINCE JULY 1, 2010. THESE TALKS WERE FOLLOWED BY A PUBLICATION TO THE ENTIRE CONGREGATION BY EMAIL OF THE TALKS.**
    - Generate/designate extra \$\$ to quadrants beginning possibly September if over budgeted amount. **ACCOMPLISHED BY CLOSELY MONITORING GIVING AND EXPENSES. IN JANUARY ALL DEFICITS WERE CLEARED AND WE WERE ABLE TO ALLOCATE \$320.70 TO THE 4 QUADRANTS.**
    - Each board designate communication person. **LITTLE PROGRESS ON THIS ITEM DURING THE YEAR.**

## 2010-2011 Annual Report Continued -- Council

- Get website current and maintain regularly. **REVISED WEBSITE HAS BEEN UNDER CONSTRUCTION AND SHOULD BE RELEASED TO CONGREGATION BY END OF JUNE 2011.**
- Task Force for 3-6 months to implement:
  - Every member visits. **DISCUSSED BUT NOT ACCOMPLISHED.**
  - Evangelism workshop. **STILL BEING DEVELOPED BY WITNESS.**
  - Involve surrounding community in Advent events. **ACCOMPLISHED BY FLYERS DISTRIBUTED TO SURROUNDING AREA FOR FALL FESTIVAL, CHRISTMAS SEASON, EASTER SEASON. HEAVY NEIGHBORHOOD TURN OUT FOR FALL FESTIVAL.**
  - Service projects for youth in community. **A NUMBER OF PROJECTS WERE COMPLETED: 1) 6<sup>TH</sup>-12<sup>TH</sup> GRADE SERVED AT URBAN MINISTRY; PARTICIPATED IN HUNGER AWARENESS LOCK-IN BY FASTING FOR DAY & DISTRIBUTED SANDWICHES TO HOMELESS DOWNTOWN; WORKED AT OPERATION CHRISTMAS CHILD WAREHOUSE. 6-7<sup>TH</sup> GRADES COLLECTED FOOD FOR 2<sup>ND</sup> HARVEST FOOD BANK; SERVED LUNCH AT URBAN MINISTRY; SORTED CLOTHING AT MEN'S SHELTER. 8-12 YOUTH MADE REPAIRS AT MEMBER'S HOUSE. MUSTARD SEEDS PROMOTED CROP WALK; MADE ANGELS FOR ANGEL TREE; SOUPER BOWL OFFERING; GAVE PARTY FOR CHILDREN AT PLAZA PLACE FOR EASTER.**
  - Create unique worship experiences. **ACCOMPLISHED BY WONDERFUL ADVENT AND LENT/EASTER SEASON DESIGNED AND PRESENTED BY DIRECTOR OF MUSIC AND WORSHIP BOARD.**
- Task Force for 6-12 months to implement:
  - Stewardship focus: **ACCOMPLISHED IN APRIL AND MAY LEADING UP TO CONSECRATION SUNDAY ON MAY 15.**
  - Involve community in entertainment night. **ACCOMPLISHED DURING FALL FESTIVAL BUT NO OTHER SPECIAL ACTIVITIES DONE IN THIS AREA.**
- Task Force for Unity was also established but it appeared this task force conflicted with Nurture and Fellowship so no additional activities were performed in this area by Council.
- Reviewed and approved Kitchen Use and Care Policy in July 2010.
- Authorized Property Board to spend \$5000 from Maintenance Reserve for list of repairs to be performed around the grounds.
- Held retreat on September 25 with Council, Board Chairs, Staff.
- Authorized the installation of a security system by ADT. Total initial cost is \$6500 which includes all parts and labor for one year. After one year the cost will be \$45 per month. Key fobs were distributed at a cost of \$10, reimbursable upon return of FOB.
- Worked with Adventure PreSchool to make arrangements for repayment of \$10,624 debt still on the books July 1, 2010. APS paid to Advent \$2470 on November 10 and will begin making monthly payments of \$200. In addition between June 1-15 of each year, they will pay 10% of their fund balance. Once this debt is retired, APS staff and board will work with Advent Church Council to set a reasonable monthly payment for cost reimbursement.
- Approved moving the Director of Spiritual Development from interim position to full-time position in October 2010. Funds to make this possible during the 2010-2011 fiscal year were made available by gifts from several member families.
- Reviewed and affirmed Sanctuary Covenant presented by Christian Education.
- Worked with Finance to establish an Audit Committee. Additional staff is needed to accomplish the full audit and this work will continue into the next fiscal year.
- In April 2011 reviewed the list of members presented by Pastor Ward who have been removed from the rolls by transfer or non-activity.
- Installed and charged the 2011-2012 Nominating Committee consisting of Gene Reid, James Bakke, Mary Carriker, Bob Hagemann, Carol Hance, Carol DiRe. Gene served as chair.

## 2010-2011 Annual Report Continued -- Council

- Reviewed and spent many hours in discussion on the best way to propose and implement Pastor Ward's vision for Advent. This vision consists of focusing more on congregational life. A final recommendation was made which was voted on during the January semi-annual congregational meeting.
- Recommended and presented to congregation in January semi-annual congregational meeting proposal to refinance existing mortgage of \$1,106,000 from 6.125% to 4.875% with 20 year term that has a 5 year ARM. This recommendation passed with 133 Yes, 4 No, and 1 Abstain. The congregation will continue making the same mortgage payment as previously in order to decrease the overall interest paid during the life of the loan. As a secondary part of the motion to focus on congregational life (see below), funds will be withheld from the mortgage payment to cover additional administrative costs through June 2012. \$1500 was approved by the congregation; however, when all reorganization was complete, it was determined that the amount to be deducted will be between \$933 and \$1087 per month, depending on the number of hours worked by the Administrative Assistants.
- Recommended and presented to congregation in January semi-annual congregational meeting proposal to realign church council from current 15 members to 13 members beginning with the 2011-2012 term. This recommendation will eliminate the council liaison positions for Finance and the Milestone Ministry and Adventure PreSchool boards. Finance will be represented by the Treasurer, Milestone Ministry by Christian Education, and Adventure PreSchool by the Social Ministry liaison until such time as this can be moved under the Outreach Quadrant. Included in this proposal is that Council will have 3 years to work through the restructuring without making changes to the constitution or bylaws until January 2014 with a congregational vote on the amended constitution and bylaws in June 2014. This recommendation passed with 121 Yes, 17 No, and zero Abstentions.
- Recommended and presented to congregation in January semi-annual congregational meeting proposal to realign duties of church administrator, Ann-Marie Durazo, so that 20 hours per week can be devoted to focus on congregational life. The 20 hours removed from her will be picked up by increasing the hours of the current Clerical Assistant from 20 to 25-28 depending on requirements and by hiring a new assistant to focus on worship preparation. This proposal called for the approval to spend up to \$1500 per month through June 2012 from the savings from the required mortgage payment. After June 2012 if it proves this position is indeed reaching appropriate goals, the funding will be included in the approved financial plan for 2012-2013. The proposal passed with 80 Yes, 51 No, 4 Abstain.
- Hired new Administrative Assistant to handle all worship preparation duties. This is a 10 hour a week position.
- Realigned work responsibilities of Betsy Manning, clerical assistant, to incorporate facility oversight. Her title is changed to Administrative Assistant. Her work hours will range from 25 to 28 hours per week based on current need.
- Worked with Pastor Ward and Ann-Marie Durazo to develop goals for focus on congregational life.
- Held 2 forums for congregational participation prior to January semi-annual congregational meeting.
- Held semi-annual congregational meeting on January 30, 2011.
- Board chairs and council liaisons reviewed and updated the Advent Plan of Ministry for 2011-2012 and presented to congregation.
- Held one forum for congregational participation prior to June semi-annual congregational meeting and arranged for email address for members to forward questions to in preparation for the meeting.
- Held semi-annual congregational meeting on June 5, 2011.
- Designated members to serve on a Personnel Committee and began work with reviewing/revising Personnel Manual.
- Began work on developing a Facility Use policy.

## 2010-2011 Annual Report Continued -- Council

### **FINANCIAL:**

- Began the fiscal year with a \$7494 deficit because of a 3 payroll period in June 2010 and very low contributions prior to that month. Council, in addition, approved an additional \$2926.07 for program items not covered in the financial plan but required to provide necessary functioning. These deficits were cleared at the end of January 2011.
- At the end of January our giving had outpaced the required amount to date for the financial plan plus the deficits for the year with a surplus of \$962.10. As promised to the congregation in August 2010, one third of this amount was allocated to the quadrants for their use as they determined necessary. Allocations were as follows: Worship \$44.83 (13.98%), Outreach \$136.20 (42.47%), Spiritual Development \$95.92 (29.91%), and Nurture and Support \$43.75 (13.64%). These allocations were based on the percentage of the Plan of Ministry for each quadrant.
- Closely monitored all giving and expenses for the year. Giving began declining in February and we struggled the remainder of the fiscal year to ensure we do not end the year with another deficit.
- Approved a total of \$37,603 in awards from the Wubben Endowment. Outreach awards totaled \$24,003 and educational awards totaled \$13,600.
- Received slightly over \$1000 from Thrivent Choice this year and approved the funds to be used by the Outreach Quadrant.
- Gave 7 congregational updates during Worship in order to ensure all members were aware of our financial situation.

### **2011-2012 Goals:**

- Closely monitor giving and expenses to ensure we can meet our approved Plan of Ministry.
- Keep line of communications open to the congregation.
- Stabilize the Personnel Committee and modify as necessary the Personnel Manual, followed by bringing everyone to the necessary level.
- Assist Property Board in ensuring there are funds available for necessary repairs and maintenance.
- Complete of financial records of church.
- Complete and implement Facility Use Policy.
- Assist in focus on congregational life and provide updates to congregation on regular basis.
- General oversight of life and activities of the congregation and to ensure everything is done in accordance with the word of God and faith and practices of the ELCA.
- Be responsible for financial and property matters of the congregation.
- Ensure that provisions of constitution and bylaws are carried out properly.
- Provide for annual review of membership roster.
- Be responsible for appointment and supervision of the salaried lay workers of the congregation.
- Present comprehensive annual report to the congregation.
- Manage congregation finances to hold spending in line with approved financial plan.
- Keep congregation fully informed on all matters.

**Respectfully submitted,  
Pam Rhynes 5/23/2011**

## 2010-2011 Annual Report -- Advocacy Board

**Board Name:** Advocacy Board

**Board Members:** Eric Heberlig, Lenore Watson, Karen Montaperto

### 2010-2011 Goals and How Accomplished:

- Study various opportunities for advocacy on social justice issues on local, state, national, and international levels.
  - Conducted a Christianity and Current Events Sunday School class as an advocacy educational activity.
- Help Advent set priorities for advocacy efforts
  - Raise awareness of Lutheran World relief and fair trade issues
    - Advocacy Board participated in the Advent Fair and had two tables related to fair trade products and encouraged congregational members to use the ELCA Good Gifts program
    - Fair trade coffee products are sold once a month
  - Publicize to membership on an ongoing basis current and relevant organizations and opportunities
    - The Advocacy Board uses the E-news and bulletin to publicize opportunities to participate in community-based activities
- Maintain Advent's membership in, and participation in the activities of the following advocacy organizations and others that Advent may join in the future:
  - H.E.L.P. (Helping Empower Local People)
    - Three individuals participated in the training for orientation for the HELP Restoring and Sustaining Housing Property Values for congregation leaders
    - Two individuals participated in the rally for the campaign

### Highlights for 2010-2011 Include:

As stated above

### Goals for 2011-2012:

- Complete recruitment and training of volunteers from Advent for the H.E.L.P. campaign related to housing
- Fully pay dues for H.E.L.P.
- Continue to raise awareness of other advocacy opportunities

## 2010-2011 Annual Report -- Christian Education Board

**Board Name:** Christian Education

**Board Members:** Jim Mottonen, John Basilice, Charlene Bakke, Jennifer Winterhalter, Lara Bennett, Kelly Schrader, Rebecca Kelly, Rick Messina, Betsy Dailey, Toni Hagerman

### 2010-2011 Goals & How Accomplished:

- Safe Sanctuary Policy completed and approved
- Continue to provide an excellent Sunday school program for children (preschool – 7th grade)
- Work towards providing an excellent Sunday school program for youth (8th-12th grades)
  - Provide suitable curriculum resources for youth Sunday School
- Work towards providing an excellent Sunday school for adults
  - Improve meeting space for adults
  - Provide several new topical classes in succession so that there is no interruption in availability of classes
    - Thinking theologically about current events
    - Spiritual issues raised in contemporary movies
    - The Bible and Science
    - Bible 101
- Improve communication concerning adult learning opportunities
  - Directional signage to meeting spaces
- Increase adult education opportunities held on Saturdays or weeknights
  - Adult one-day Saturday seminars offered bi-monthly
- Work with other ministries to provide a Wednesday night program for 6 weeks in fall and 6 weeks in spring
- Increase connections with United Campus Ministry, helping our own youth to transition into college-aged ministries
  - Invite Steve Cheyney to attend senior high Sunday school, 8:12 youth group, or First Friday to meet students
- Develop curriculum template for all ages
  - Appoint ad hoc committee to draw up plan and make recommendations to Christian Education Board—to be completed in time to guide curriculum selection for fall 2010
- Teacher education events
  - Use adult one-day seminars to provide opportunities for teacher enrichment
    - Special needs children in the church setting
    - Helping people of all ages to memorize scripture
    - The Big Picture of the Bible
    - Prayer practices in the classroom
    - Our Jewish heritage

### Highlights for 2010-2011 include:

- In Matthew 25 Jesus talks to us about feeding the hungry. But what does hunger feel like? To help the 8-12<sup>th</sup> graders understand we sponsored a 24 hour fast and lock-in. They were not allowed to eat solid food for 24 hours and then only after they had passed out sandwiches to a group of homeless people.
- First Fridays were a big hit with Harry Potter Christmas and Valentines Day being the favorites.
- The Fall Festival was a huge success for the church and our neighbors. We saw many new faces that day.
- In December and January we had a Girls Lock-In and a Boys Only Night for our 5-7<sup>th</sup> graders to talk about changing bodies.
- Adult Bible Studies continued to be offered and we even hosted a series of Saturday Morning lectures.
- 6<sup>th</sup>-12<sup>th</sup> grade youth served drinks at Urban Ministry Center. They also worked at the Operation Christmas Child warehouse and Christmas caroled in the Advent neighborhood.
- 6<sup>th</sup>-7<sup>th</sup> grade youth collected canned foods for 2<sup>nd</sup> Harvest Food Bank, helped serve lunch at Urban Ministry Center, and sorted clothing at the Men's Shelter.
- 8-12 Youth helped do some house repairs for a member.
- Mustard Seeds youth promoted CROP walk, made angels for the Angel Tree, held the Souper Bowl offering, and gave an Easter party for the kids at Plaza Place.

## **CHRISTIAN EDUCATION ANNUAL REPORT CONTINUED....**

### **2011-2012 Goals:**

- Continue to provide an excellent Sunday school program for children (preschool – 7th grade)
- Work towards providing an excellent Sunday school program for youth (8th-12th grades)
- Provide suitable curriculum resources for youth Sunday School
- Work towards providing an excellent Sunday school for adults
- Increase connections with United Campus Ministry, helping our own youth to transition into college-aged ministries
- The 20-somethings in our community who are searching for a church home aren't being served as strongly as they could be. Need to improve offerings.
- Distance learning. Online Classes. Podcasts. If people can't come to us physically maybe we can at least encourage them to be with us spiritually electronically.

## 2010-2011 Annual Report -- Finance Board

**Board Name:** Finance Board

### **Board Members:**

Debbie Poovey, Chair  
Mark Hofer, Financial Secretary  
Open, Treasurer  
Ed Efird, Council Liaison  
Ann Marie Durazo, Bill Payer  
Claude Ingolia  
Gene Reid  
Dan Brown  
Carol Hance

### **2010-2011 Goals & How Accomplished:**

- Advent continued with a reduced 2010 - 2011 budget. We started the fiscal year with a \$7,000+ deficit. As a congregation we were able to eliminate this deficit by early 2011 and began distributing a portion of the funds received that exceeded the budgeted amount to the quadrants.
- The Finance board was able to manage our funds to assure all our expenses were paid in a timely manner. Monthly analysis of Advent's financial condition was performed and financial details were provided to council members to support various temple talks and communications sent to the congregation.
- In depth analysis of current mortgage and refinancing options was explored. Based on current rates we determined that Advent could significantly reduce its annual interest payments if we refinanced our mortgage. Refinance details were provided to council and the congregation for approval.

### **Highlights for 2010-2011 include:**

- Provided monthly financial reports to the Church Council
- Tracked income and expenditures and recommended actions to the Church Council to maintain a balanced budget
- Maintained a group of offering counters to timely count and deposit offerings
- Prepared the 2010 – 2011 budget and financial plan.
- Refinanced the mortgage with ELCA Mission Investment Funds to reduce our interest rate by 1.25%
- Created an Audit Committee to begin a review of the financial processes and procedures of Advent to audit the financial statements presented

For in depth details see the Financial Secretary's and Treasurer's reports.

### **2011-2012 Goals:**

- Continue to maintain a balance between expenditures and donations.
- Generate and deliver Financial Reports to council and boards on a timely basis
- Meet contractual and legal financial obligations
- Provide clear communication to the congregation about Advent's financial status
- Further the activity of the audit committee to perform annual audits of Advent's financial statements

## 2010-2011 Annual Report -- Nurture and Fellowship Board

**Board Name:** Nurture and Fellowship Board

**Board Members:** Lynn McKittrick, Diane and Mark Large, Diane Wassum, Pat Kelly (Glen Kelly huge help but not an "official member) Mona Ingolia, Amy Dodson, Pat O'Rourke, Janet Rasmussen, Diane Wassum

### 2010-2011 Goals & How Accomplished:

- Recruit/invite additional members to volunteer in the nurturing and fun and fellowship ministries of Advent to allow us to fully carry out our Nurture and Fellowship committee mission: **DEVELOPED INDIVIDUAL SUB GROUP RESPONSIBILITIES WITH LEADERS FOR EACH GROUP- HOSPITALITY COORDINATOR- JANET RASMUSSEN, COLLEGE STUDENTS- PAT O'ROURKE, KITCHEN OVERSIGHT- PAT KELLY, AND AT LARGE MEMBERS TO ASSIST WITH ALL THE MINISTRIES OF THE COMMITTEE- LYNN MCKITTRICK, MONA INGOLIA, AMY DODSON, MARK AND DIANE LARGE AND DIANE WASSUM**
- Establish a hospitality coordinator position and recruit volunteers to assist with this ministry during Sunday worship: **JANET RASMUSSEN HAS DONE AN EXCELLENT JOB OF COORDINATING VOLUNTEERS TO ASSURE THAT WE HAVE COFFEE TO ENJOY BETWEEN SERVICES ON SUNDAYS**
- Provide nurture and support to ALC college students: **MAINTAIN ADDRESS LIST FOR ALL ALC COLLEGE STUDENTS, PROVIDE 2 EXAM CARE PACKAGES/YEAR, SEEK OTHER WAYS TO PROVIDE NURTURE AND SUPPORT FOR ALC COLLEGE STUDENTS- PAT O'ROURKE HAS DONE A TERRIFIC JOB OF COLLECTING ADDRESSES AND ONLINE CONTACT INFORMATION THROUGH FACE BOOK SO THAT WE CAN SHOW OUR ADVENT COLLEGE STUDENTS THAT WE CARE ABOUT THEM AND ARE THINKING ABOUT THEM, PARTICULARLY DURING END OF SEMESTER FINALS**
- Coordination of receptions/meals for Lenten Wednesday night meals, one congregational meal during XMAS season, special occasion receptions for staff/clergy: **THIS WAS ACCOMPLISHED SUCCESSFULLY BY OUR COMMITTEE AS A WHOLE WITH THE HELP OF THE ENTIRE CONGREGATION**
- **Assure proper use and care of the ALC kitchen: PAT KELLY HAS DONE A TREMENDOUS JOB THIS PAST YEAR , ALONG WITH HER HUSBAND GLEN, OF TRAINING ADVENT MEMBERS IN THE USE AND CARE OF THE KITCHEN, WORKING WITH MAJOR USERS OF THE KITCHEN TO ORGANIZE SUPPLIES, AND APPROPRIATELY UTILIZE THIS WONDERFUL RESOURCE.**
- Sponsor and advertise at least one fellowship event per quarter: **ACCOMPLISHED BY COORDINATION WITH ENTIRE COMMITTEE**

### Highlights for 2010-2011 include:

- Kitchen Use and Care-established and maintained kitchen guidelines, trained over 30 individuals in use and care of kitchen, organized the kitchen and supply closet, held a fund raiser to stock our coffee supply and received over 80 pounds of coffee.... That's a lot of coffee!
- Hospitality: Provided coffee, refreshments for social time between services on Sundays
- Fun and Fellowship activities: Organized a trip in October to the Corn Maze with over 100 in attendance, had a fun time after the Fall barbeque playing bunko, organized a fun adult game night and wine tasting in March with 30 in attendance
- Receptions and meals: In August provided a reception for Meghan Large, in December our committee coordinated a cookie social after the Children's Christmas Program, provided punch and Moravian cookies for the "Hanging of the Moravian Star", coordinated the Christmas Pot Luck luncheon, provided a sit down meal for the "Longest night" service, and coordinated the Lenten meals
- College student ministry: With the help of the congregation we sent a goodie pack in December with well wishes to 40 of our Advent members that are attending college and again in April we sent Panera gift cards to them during finals

### 2011-2012 Goals:

- a. Sponsor and advertise at least one fellowship event per quarter. Will seek ways to make new members aware of and personally invited to fellowship events
- b. Will provide coffee ministry during Sunday worship
- c. Provide nurture and support to ALC college students-Maintain address list for all ALC college students, provide 2 exam care packages/year, seek other ways to provide nurture and support for ALC college students
- d. Coordination of receptions/meals for Lenten Wednesday night meals, one congregational meal during XMAS season, special occasion receptions for staff/clergy
- e. Assure proper use and care of the ALC kitchen (See ALC kitchen use and care policy)

## Annual Report -- Property Board

**Board Name:** Property Board

**Council Liaison:** John DiRe

**Board Members:** Gerry Osborne (Chairman), Tony Poovey, Mark Large, Chris Frisina, Ralph Yarberry, Wes Settle, Lynn McKittrick, Dan Brown, Keith Wassum, JR Durazo, Terry Wisner

### **2010-2011 Goals & How Accomplished:**

1. To reorganize the Property Board by recruiting volunteers who oversee specific areas of maintenance and upgrade, such as Kitchen, Roof, Plumbing, Landscaping, etc. – This was partially achieved, however not enough members stepped forward to take responsibility and fill all identified roles.
2. We initially identified 110 large and small projects that needed attention. By this spring, that overall list had grown to 142 items. Sixty-eight (68) items on that total list have been completed, with an additional eight (8) items partially completed. Up to this point, two volunteer work days have been scheduled, with numerous smaller work crews participating throughout the year, as well as the use of professional services, as needed.
3. A maintenance reserve fund of \$ 20,370 remained from the prior year's campaign by Tony Poovey to replace the roofing on the Sanctuary, Narthex, and Administration Building. With careful planning, and a number of added and appreciated donations from Advent members, a good deal of work has been accomplished, still leaving a maintenance reserve of \$ 16,980, as of April 24, 2011. Of that amount, approximately \$ 5,000 will be utilized in May or June to repair and restore the bathrooms off the Narthex

### **Highlights for 2010-2011 include:**

1. A keyless access control system was installed on the Administration, Orinson Hall, and Advent Pre-school doors in January, enabling greater access to Advent members, with improved accountability.
2. The ceiling tiles in the Narthex, Gathering Space, Parlor, Hall to Sacristy, and Cry Room were replaced.
3. Cabinet doors in the Parlor were replaced.
4. Narthex walls were repaired and repainted
5. A new fence screen and plantings were added in front of the HVAC equipment
6. A major hole in the Administration building foundation was repaired
7. Over 16 members participated in the volunteer work day before Palm Sunday

### **2011-2012 Goals:**

1. To regularly schedule monthly volunteer work days
2. To repair and repaint the Sanctuary ceiling
3. To re-side or re-stain the Administration Building
4. Add or replace Advent signs
5. Increase and maintain the Maintenance Reserve Fund at \$ 40,000

## 2010-2011 Annual Report -- Social Ministry Board

**Board Name:** Social Ministry

**Board Members:** Abby Bostian, Amy Burns, Chris Cochran, Kay Weems, Debra Efird, Dick Kuklantz, Pam Isacks, Esther Abdel-Hameed, Cheri Strickland, Jim Hintz, Pastor Diane Wales, Jesse Priser, Mary Carriker

### 2010-2011 Goals & How Accomplished:

- Serve and witness to the homeless
- Feed and witness to the hungry
- Serve and Witness to marginal survivors

### We accomplished our goals by providing funds and/or donations and time to the following:

- June and Mabel Porter Chili Supper
- Advent Has Heart, Blood Drives
- Christmas in August Bookbags
- CROP Walk
- Habitat for Humanity
- Room in the Inn
- Christmas Giving Tree
- Operation Christmas Child
- Weekly Sandwich Making – funded through contributions to the Little Red Man
- Peru Mission Support and dinner

### Highlights for 2010-2011 include:

- CROP Walk
- Sandwich Making
- Room in the Inn
- Christmas Giving Tree
- Operation Christmas Child
- Christmas in August Bookbags
- Advent Has Heart Bags for the Homeless
- June and Mabel Porter Chili Supper
- Raised \$750 at Chili Supper for Karen Cares Fund of Charlotte Emergency Housing and received \$250 from Thrivent for this organization
- Advent Lutheran Church received funds from Thrivent Choice for the first time this year. The church council allocated the funds to Outreach for distribution as we saw necessary. Gifts were made to the following from these funds:
  - Signs and Banners (Witness Board) \$200
  - Lutheran Services for the Aging \$300
  - Disaster Relief \$300
  - HELP (Advocacy Board) \$100
  - Bread for the World (Membership-Advocacy Board) \$35
  - Support Nicolette Filson Work in Costa Rica \$100
  - "Seed Money" for Other Projects \$65
  - Men's Shelter of Charlotte \$100
  - Costa Rica Day Care \$100
  - RAIN partner \$100
  - Lutheran Family Services \$100
  - Crisis Assistance Ministry \$100

### 2011-2012 Goals:

- We will continue to Serve and Witness to the Homeless, Feed and Witness to the Hungry, and Serve and Witness to Marginal Survivors through our "traditional annual events".
- We will strive to expand Advent Has Heart to be an on-going effort rather than an one-time event
- We want to expand our "hands on" interaction with Plaza Place,
- We will work with our fellow Outreach quadrant members in the distribution of the Thrivent Choice funds (including communication to the congregation of the recipients of the funds).

## 2010-2011 Annual Report -- Stewardship Board

**Board Name:** Stewardship

**Board Members:** Jeff Hibbeler, Claude Ingolia, Tony Poovey, Gene Reid

### **2010-2011 Goals & How Accomplished:**

To continue to help the members of the congregation of Advent Lutheran Church understand and appreciate what joyous giving truly means, by returning to God our thanks for the abundant blessings He has generously bestowed upon us.

### **Highlights for 2010-2011 include:**

- Two six-week sessions covering Stewardship of our planet and our minds offered by April and Jeff Hibbeler during the Sunday School hour.
- During the 2010-2011 fiscal year requests to conduct appeals and fundraisers were limited to no more than one per Sunday, in order to avoid multiple appeals on the same day. Appeals were approved for the following:
  - Operation Christmas Child (Shoeboxes)
  - Sale of Advent Pride shirts
  - Purchase of kitchen supplies
  - Care Packages for Advent college students
  - Peru card sales
  - Fair Trade coffee and tea sales
  - Dinner and talent show
  - Food items for distribution to the homeless
  - Starbucks gift cards for Advent college students
  - Cookies and donations for Kairos Prison Ministry
  - Car wash for Youth
- Participated in the quadrant presentations which served as the lead into the 2011-2012 financial campaign focusing on "Living Out our Plan of Ministry". Commitment cards were distributed on May 1 and returned beginning May 15. The congregational meeting to vote on the financial plan for the Plan of Ministry will be held June 5.

### **2011-2012 Goals:**

- Implement the goals supported by the 2011-2012 financial plan to enable us to live out our Plan of Ministry at Advent Lutheran Church.
- Utilize bulletin inserts, video messages and flyers to enable us to assist in maintaining a year-round focus on Stewardship.
- Continue to offer classes to help the congregation understand that Stewardship is not just about money, but it is also about our time and skills and how we use them.
- Plan and coordinate stewardship appeal in spring of 2012

## 2010-2011 Annual Report -- Witness Board

**Board Name:** Witness Board

**Board Members:** Barbara Blish, Rosemary Glatzel, Carolyn Osborne and staff members Pastor Diane Wales and Ann-Marie Durazo

### 2010-2011 Goals & How Accomplished:

- Train members and sponsor events with the goal of increasing the number of visitors at Advent
  - Invite neighborhood adjacent to Advent Lutheran Church to worship and events: **Flyers were distributed to College Downs neighbors for VBS, Fall Festival, Seasons of Advent, Lent/Easter**
  - Educate the congregation to become more effective witnesses: **Evangelism study (“A Story Worth Sharing”) was offered during adult Sunday School and Wednesday evenings (5 congregants attended the classes)**
  - Collaborate with UCF to serve UNCC and welcome students to Advent: **Met with Pastor Steve Cheney in July and involved 5 volunteers from Advent to assist with Move-In Weekend at the UCF free hot dog booth on campus August 21, 2010.**
- Eliminate Yellow Pages advertising and begin master campaign to “advertise” advent through banners, signs, public service announcements, Tshirts: **Sold “Advent Pride” shirts and sweatshirts; Released ‘Seasonal’ news to 3 newspapers and one TV station**
- Improve Advent’s website and make it ‘visitor’ friendly: **Ann-Marie Durazo put this project into test mode in March 2011 with proposed launch date of April 2011**

### Highlights for 2010-2011 include:

- Wubben Endowment funds (\$500) received for outreach
- ‘Catch the Spirit’ conference in Atlanta attended by Carolyn Osborne and Barbara Blish
- Two Newcomers Classes offered to frequent visitors
- Advent Pride shirts and sweatshirts were offered to members as an indirect way to advertise Advent

### 2011-2012 Goals (to be divided between Witness and Connect Ministries):

1. Proceed with division of responsibilities: ‘Witness’ to Outreach and ‘Connect’ to Nurture and Support Quadrants.
2. Sponsor a “Bring a guest to Advent” Sunday -- Up-date name tags with quadrant color (sticker or ribbon)
3. Explore ‘Connector’ concept in Gathering Space.
4. Educate congregation on use of ‘on-line’ photo directory.
5. Up-date photo board in Narthex as a Connect Ministry tool
6. Invite UNCC staff/students to worship and to participate in Advent’s programs
7. Train sponsors before assignment to New Disciples
8. Publish an Advent brochure to use for outreach
9. Equip the congregation to be more effective witnesses
10. Evaluate paid advertising in University City Magazine/Yellow Pages
11. Continue master campaign to ‘advertise’ Advent through banners, signs, public service announcements, Advent ‘Pride’ shirts

## 2010-2011 Annual Report -- Worship Board

**Board Name:** Worship Ministry Board

**Board Members:** Sarah Sue Hardinger, Brenda Reid, Lenore Watson, John Lewis, Lynn McKittrick, Annette Nolan, Pr. Ward Misenheimer

### 2010-2011 Goals & How Accomplished:

- Create environments conducive to worship for all of God's children
- Support and train Sunday Servants who faithfully and lovingly create the altar and worship space, read God's word, and bring His gifts to the altar
- Provide space and financial resources for the Childrens' Church program

### Highlights for 2010-2011 include:

- **Environment:**
  - Altar, banners, candles, baptismal font, and all other areas of the sanctuary have been maintained and decorated for each liturgical season.
  - We have begun using liturgical colors for the bulletin paper to educate the congregation and support the colors in the sanctuary
  - In a cost-cutting measure we began creating the fillers for the pew pads instead of purchasing them
  - Music again played a key role in Vacation Bible School with Annette Nolan, Susan Hartsell, and Tracy Heberlig leading the group at the beginning and end of each morning session.
  - Kids Khoir and Beginning Recorders offered Tuesday evening musical opportunities for elementary age musicians. Monthly these groups participated in worship throughout the church year.
  - Pam Williams and Laura Nolan became members of Chancel Choir. Dave Wilson and Gerry Osborne joined the Grace Alive group adding percussion and guitar to the music at the 11am service.
  - Annette Nolan personally wrote 4 new services for the Advent season. The Hanging of the Greens which introduced the season and Longest Night Service on 12/21/10 created especially for those troubled and grieving during the season may become annual events. An adult/youth musical "And This Shall Be A Sign" was presented at both services and followed by a congregational potluck to commemorate the season.
  - The Lenten theme of "We Walk By Faith" was carried through Lenten Wednesday services and in both liturgical settings on Lenten Sunday services. A Wednesday evening labyrinth and multi-sensory prayer room (organized by Toni Hagerman) echoed the theme of a faith walk ("Surrounded by a Cloud of Witnesses") in Orinson Hall.
  - Holy Week was enhanced by an ongoing Pepper Choplin cantata featuring our combined choirs. Music and readings were used throughout all Holy Week services. Trumpet, bells, and combined choirs joined together again on Easter morning to finish the work and celebrate Christ's resurrection.
- **Support and Train Sunday Servants:**
  - Altar Guild gained 4 new members in 2010.
  - Lynn McKittrick held a refresher class for altar servants and updated them on new procedures and the addition of gluten-free wafers for those who are gluten intolerant.
  - Carol Hance, who assigns bread bakers, made us aware of the types of bread that can be purchased for those who have peanut allergies.
  - Lenore Watson, along with Rick Messina, conducted a class for new assistant ministers and we added 3 new servants for the late church service.
  - We added 3 young lay readers from the confirmation class.
  - John Lewis and Brenda Reid distributed guidelines to those who captain our Usher Teams
  - Ann-Marie Durazo, along with Meagan Durazo, has accepted responsibility for recruiting and training acolytes for both church services. They will start refresher training and new recruiting in early May.
  - Brenda Reid and Barbara Blish have taken on the responsibility for scheduling the worship servers.
  - Provided support and space for Childrens' Church.

### 2011-2012 Goals:

- Create environments conducive to worship for all God's children.
- Support and train Sunday servants who faithfully and lovingly create the altar and worship space, read God's word, bring His gifts to the altar, and provide music for His worship.

## 2010-2011 Annual Report -- ADVENTURE PRESCHOOL

**Board Name:** Adventure Preschool

**Board Members:** Jane Diane Smith, Betsy Dailey, Lenore Watson, Jenifer Winterhalter and Sharon Thrower

### 2010-2011 Goals & How Accomplished:

- Remain Financially Stable-the preschool has remained completely financially stable throughout the school year by consistently monitoring income and expenses.
- Enrollment: Have maintained enrollment with often going to wait list in some classes throughout school year. Some withdraws without notice have happened but the preschool has typically been able to fill those spots without issue. The board along with the director have put policies in place for those families who do leave with no notice-these families are not leaving for any negative reasons it is the diversity of our families and their traveling back to home country.
- Outreach/Partnering: the preschool partnered with the spiritual development, LMM with our Fall bbq and it was very successful once again. We were able to help raise money for youth missions as well as a little for preschool and provided a wonderful outreach for the community.
- Dumpster: the preschool has continued to pay for the dumpster services for the use of entire church and recently upgraded service to be picked up weekly rather than bi-weekly.
- Outreach within: the preschool has been able to help a congregation family in need by working closely with the care ministry team.
- Financials: the preschool has continued with our agreement in resolving the debt by making a monthly set offering back to the church and will meet at end of this school year to discuss further payment.

### Highlights for 2010-2011 include:

As stated above.

### Goals for 2011-2012:

- Remain financially responsible
- Continue growing/remain at capacity
- Continue to partner with other various boards and ministries of Advent
- Become more visible of an outreach ministry of Advent
- Support our preschool staff with more continuing education opportunities

## 2010-2011 Annual Report -- Congregational Life Administrator

**Staff Title:** Congregational Life Administrator

**Staff Member:** Ann-Marie Durazo

### 2010-2011 Highlights:

(March 1, 2011 – June 2011)

- Care Ministry
  - Hosted “Pink” Sunday
  - Leadership in Care Ministry
  - Part of Hospital/Visitation Rotation
  
- Connect Ministry
  - Hosted “Scouts” Sunday
  - Hosted “Lunch with Pastor”
    - March 20
    - Follow Up Meeting, April 10
  - 8 New Members joined on May 8
  - Began New Connection Ministry (ADVENTurers – empty nesters group)
    - 1<sup>st</sup> Meeting was May 19 – 41 people attended
  
- Communication
  - Seasonal Brochures
  - New Kiosk
  - New Website (design, build & launch)
  
- Trained new staff member(s)

### 2011-2012 Goals:

(From March 2011 – June 2012)

#### Main Areas of Focus include:

- Further Development of Care Ministry (Have assumed role as Coordinator at resignation of previous coordinator)
  - Partnership of Lay Pastors/Care Ministers
  - Extended Care Follow –up
  - Peer Care
- Development of Connect Ministry
  - Enhance Sponsorship Program
  - New Members Visitation
    - Gift assessments
    - Volunteer Recruitment
  - Develop Member Retention Program
    - Peer Groups
    - Natural group training
    - accountability
- Communication
  - Enhancement of Website (Design & maintain new site)
  - Image Building
  - Local neighborhood building/development of relationships
  - Explore/enhance additional areas of communication

## 2011-2012 Annual Report Continued -- Congregational Life Administrator

### Secondary areas of focus:

- Connect Ministry
  - Visitor Follow up
- Nurture Ministry
  - Small Group Support Ministries
  - Demographic Study/development for specific fellowship
- Stewardship
  - Time & Talent Process
  - Volunteer Appreciation/recognition

### Benchmarks for Success

- A minimum of 75% of new member households will remain member households after one year.
- Development of at least 3 new connection ministries.
- A minimum of 4 new member classes per year.
- 10% increase of new member households joining from previous year.
- 7% increase in average weekly attendance from previous year.

## 2010-2011 Annual Report -- WUBBEN ENDOWMENT INVESTMENT

**Board Name:** Wubben Endowment Investment Committee

**Board Members:** Russ McKittrick, David Park, Jeff Hibbeler

### **2010-2011 Goals & How Accomplished:**

1. Provide quarterly funding for the Endowment Distribution Committee. For the calendar year 2010, \$6,030 was deposited per quarter and for calendar year 2011 quarterly amount has grown to \$11,933. This growth was achieved through sound investment principals and stewardship set forth by this board.
2. Monitor asset allocations, investments returns, and risk indicators by holding quarterly and impromptu meetings with Thrivent, our equity and fixed income advisor.
3. Educate Advent's community about the endowment. This was accomplished by holding a check presentation during the Sunday's worship announcement time.
4. All members of the board are available to the congregation for questions about the endowment. Numerous informal conversations have occurred as we refine our process with the congregation and Distribution Committee.

### **Highlights for 2010-2011 include:**

1. Provided quarterly funding for the Distribution Committee.
2. At the end of 2010 the Endowment had a balance of \$954,572 after all distributions. The Endowment financial year is from January 1 through December 31.
3. Quarterly check presentations during worship service announcement time.

### **2011-2012 Goals:**

1. Maintain two years worth of distributions in the endowments money market account.
2. Retain current investment manager, Thrivent and money market account provider, ELCA Mission Investment Fund.
3. Work closely with the investment manager to ensure the investment portfolio remains within our guidelines for asset allocation, risk, and return.
4. Educate Advent community by continuing the quarterly check presentations.

## 2010-2011 Annual Report -- WILLIAM D. WUBBEN DISTRIBUTION BOARD

**Board Name:** William D. Wubben Endowment Distribution Board

**Board Members:** Bill Bolen, Pamela Brady, Jennifer Frisina, Eric Heberlig (Chair), Brenda Reid

### 2010-2011 Goals & How Accomplished:

- Developed and approved descriptions of and requirements for Endowment Awards (Post-secondary education, Outreach, Spiritual Development), procedures and forms for applications, administrative guidelines for adjudication of awards.
- Amended Advent's Bylaws and Continuing Resolutions to include sections on the Board's operations.
- Made inaugural awards in all three categories.
- Developed job descriptions for members of the Board
- Promoted the Endowment to the congregation, including forums while Bylaw/Continuing Resolution changes were under consideration and by meeting with Boards and organizations in the Outreach quadrant.

### Highlights for 2010-2011 include:

- Awarded \$13,600 in education awards during this fiscal year
- Awarded \$24,003 in outreach awards during this fiscal year. Awards were as follows:
  - Mission trips
    - Costa Rica (2010 & 2011) \$4650
    - Tennessee \$1600
    - Washington DC Confirmation class (2010 & 2011) \$2700
    - Alta Cayma, Peru (2010 & 2011) \$2500
    - India \$500
  - Organizational Contributions
    - Keeping the Promise (NC Synod campaign for Lutheran Senior Services) \$525
    - Habitat for Humanity \$500
    - Charlotte Emergency Housing \$500
    - Living Waters Lutheran Church \$500
    - Alta Cayma Woodshop \$1000
    - Alta Cayma School Supplies \$1000
    - Loaves & Fishes \$1000
    - Second Harvest Food Bank \$1000
    - Urban Ministries \$1000
    - RAIN \$500
  - Disaster Assistance
    - Lutheran World Relief \$500
    - Red Cross \$500
  - Pastor's Discretionary Fund \$3028
  - New Advent Ministries
    - Witness Board--evangelism material and website upgrades \$500

### 2011-2012 Goals:

- Make refinements to award requirements, applications, and procedures as necessary in response to our learning during the first round of implementation.
- Educate students eligible for post-secondary educational awards that Advent membership (and therefore eligibility for Wubben awards) requires annual communion and recorded financial contributions. Enforce said requirement.
- Develop additional methods for promoting the Endowment to the congregation.
- Engage in first transition of new members to the Board and provide appropriate training.