

St. Luke Lutheran Church  
Gales Ferry, CT  
Director of Music Report  
August 2012

Well, I just chose the hymns for Sunday. While the power trip is nice ☺, it's very strange as well. I think Steve left us in a very good place, because he let us do our own thing while gently guiding us as needed. I am hesitant, but confident that we as a staff know how to do this.

God does not call the equipped, He equips the called.

- Pastor Steve's Farewell Sunday was enhanced by the Senior Choir's anthem at 8:15 and Gina's incredible original bell composition "Montana Hope" at both services. I am very grateful to all those who took time out of their summer to rehearse and participate.
- The memorial service for Sue Portofee's mother, Virginia will be this Sunday, August 19 at 2 PM. Virginia loved seeing her grandchildren play handbells, so Sue has asked if I could put together a choir for the service. That's in the works.
- New choir robes have been selected and a deposit put down. The Choir is being measured for them, and as soon as that is done, we will order! The family of Betty Sprague is generously donating these. We plan to debut them at Lessons and Carols (December 2) which is right near Betty's birthday. We will need to dedicate them during the worship the following week (December 9.)
- We plan to install Gina as the Church Musician on September 16. I will write an article for the September Scroll about it.
- Gina and I are working out the logistics of the new bell choir. We have not found another set of bells (cheap enough) but are still looking.
- Heather Pollin announced that she can no longer play for the Senior Choir. I am exploring other avenues and have posted on the AGO (American Guild of Organists) website. Alice Carter has graciously offered to help out, but she does not want the job.
- If you haven't seen the pics on the website of CHC Tour to PA, check them out. We had a fabulous time, and the kids really made St. Luke proud.
- The Celebrate Team is back. Senior Choir rehearsal resumes on August 28. All other rehearsals resume the week of September 9.

And off we go!

Terri

CR 3.08.14            CHURCH MUSICIAN

TITLE:                CHURCH MUSICIAN (PART TIME)

SUPERVISED BY:    DIRECTOR OF MUSIC

OVERSIGHT TEAM:    WORSHIP PURPOSE TEAM

**GENERAL DESCRIPTION:** Will work closely with the Director of Music to prepare instrumental pieces, including handbell arrangements of special music for Festival Sundays and Celebrate songs. The Church Musician will arrange the music for, as well as direct, the Joyful Noise hand chime choir and the Glory Ringers hand bell choir every Friday during the academic year and when they play in and out of church. The Church Musician would continue to arrange music while directing Joyful Noise and Glory Ringers.

#### EDUCATION AND EXPERIENCE

Minimum of a High School diploma or GED

Youth ministry experience

Knowledge of and proficiency with handbells and instrumental music

#### ESSENTIAL RESPONSIBILITIES

- 1) Arranging (*Year round*)
  - a. Celebrate Team: Arranging music for instruments and vocals as necessary and as approved by the Director of Music.
  - b. Festival Sundays: Arranging music for instruments as necessary and as approved by the Director of Music.
- 2) Joyful Noise (*3<sup>rd</sup> - 4<sup>th</sup> grade hand chimes*)
  - a. Preview and select music
  - b. Prepare each ringer's music
  - c. Direct Joyful Noise when they play for worship (about every 6 weeks, and always for "Hallelujah for Handbells" concert in June)
  - d. Rehearse Joyful Noise
- 3) Glory Ringers (*4<sup>th</sup> - 5<sup>th</sup> grade hand bells*)
  - a. Preview and select music
  - b. Prepare each ringer's music
  - c. Direct Glory Ringers when they play for worship (about every 6 weeks, and always for "Hallelujah for Handbells" concert in June)
  - d. Rehearse Glory Ringers
- 4) Substitute for the Director of Music (*Year round*)
  - a. Direct (up to 4) music rehearsal(s)

St. Luke Lutheran Church  
Gales Ferry, CT  
Church Office Report  
for June & July 2012

<u>Event</u>	<u>Date</u>	<u>Name</u>
Births		
Baptisms	June 24, 2012	Adrianna Leigh West (Reandra and Michael West)
	July 29, 2012	Jaxon Alexander Wilkinson (Katelyn Forster and James Wilkinson Jr.)

Deaths

Funerals

Weddings

New Members received:

Transfers:

St. Luke Attendance for June & July

Month of June	2011	2012	Month of July	2011	2012
Week 1	276	303	Week 1	162	166
Week 2	224	212	Week 2	173	197
Week 3	181	208	Week 3	146	181
Week 4	183	273	Week 4	171	206
Week 5	n/a	n/a	Week 5	201	205
Totals for the month	864	996	Totals for the Month	853	955
Average Attendance	216	249	Average Attendance	171	191

There was an increase in this year's attendance over last year's attendance.

The church office received an email from Pinky Shabarekh, requesting permission to use Fellowship Hall for Zumba classes in the fall. The arrangement the church had with Ms. Shabarekh in the spring was a sliding cost structure, where the fee was \$10/use for 10 students or less, and \$20/use when the number of students is greater than 10. The church was paid \$100 last spring for 10 weeks of 1 hour sessions.

I am requesting Council to review and approve this request.

Respectfully submitted,

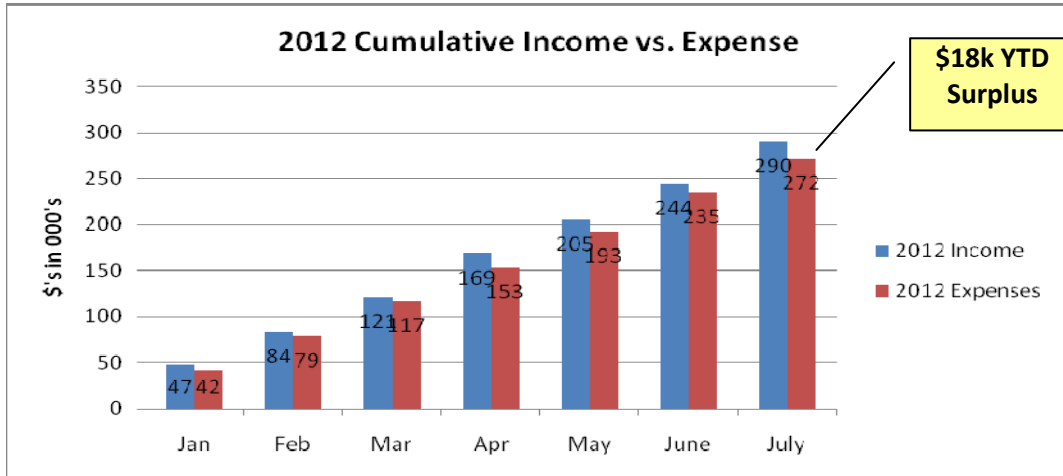
Ruth A. Mushinsky-Dirlam  
Administrative Specialist  
August 10, 2012

St. Luke Lutheran Church  
Bookkeeper's Report  
2011

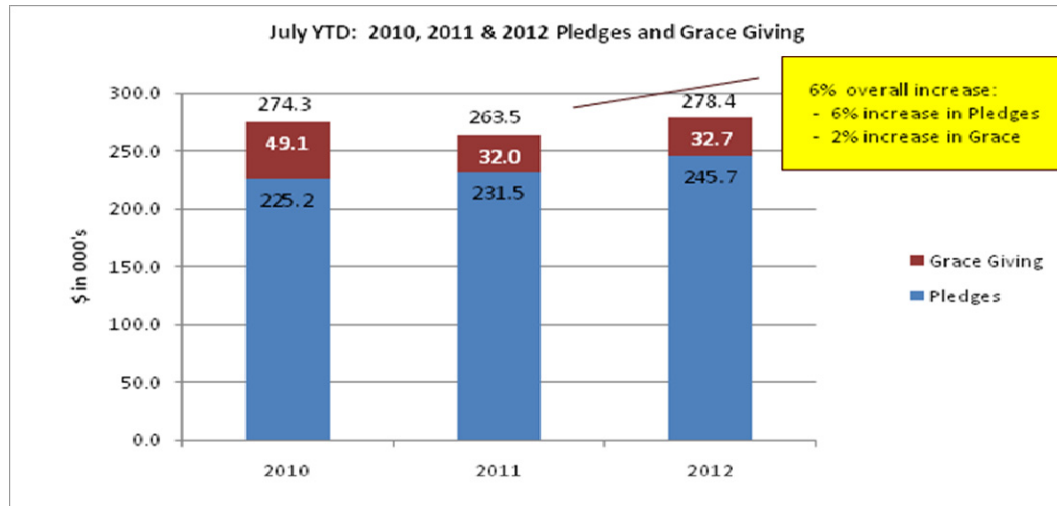
Account Number	Account Name	April 2011	Year to Date	Prior Year YTD	% of Budget YTD	Annual Budget	Annual Budget Remaining
<b>Income</b>							
	Offerings	42,263.36	156,774.43	165,935.58	95	493,252.00	336,477.57
	Structures Income	125.00	490.00	745.00	65	2,250.00	1,760.00
	Interest Income	9.74	37.35	94.18	49	230.00	192.65
	Other Income	0.00	4.63	3,837.95	0	0.00	0.00
<b>TOTAL INCOME</b>		<b>42,398.10</b>	<b>157,306.41</b>	<b>170,612.71</b>	<b>95</b>	<b>495,732.00</b>	<b>338,425.59</b>
<b>Expense</b>							
	Lead Pastor Expenses	9,135.53	37,704.52	35,315.68	99	114,792.00	77,087.48
	Associate Pastor Expenses	0.00	0.00	29,037.27	0	0.00	0.00
	Pastoral Intern Expenses	0.00	244.80	0.00	3	22,300.00	22,055.20
	Staff Salary	9,431.48	37,580.36	32,534.63	99	113,403.00	75,822.64
	Subcontractors	725.00	1,775.00	509.00	169	3,150.00	1,375.00
	Office Expense	737.26	3,839.03	4,565.48	77	14,975.00	11,135.97
	Contractual	6,595.69	19,166.22	18,020.91	100	57,640.00	38,473.78
	Insurance	0.00	1,334.00	1,354.00	49	8,200.00	6,866.00
	Computer Related	199.00	631.39	862.49	86	2,200.00	1,568.61
	Financial	1,751.26	6,525.91	4,316.12	97	20,145.00	13,619.09
	Total Administrative Expense	9,283.21	31,496.55	29,119.00		103,160.00	71,663.45
	Discipleship	(221.51)	1,782.98	1,592.28	43	12,296.00	10,513.02
	Evangelism	19.39	1,221.91	1,706.19	59	6,200.00	4,978.09
	Fellowship	657.04	1,235.96	951.84	77	4,800.00	3,564.04
	Worship	388.80	2,684.24	1,946.31	100	8,030.00	5,345.76
	Facilities Support	2,842.36	10,758.82	9,507.79	98	33,045.00	22,286.18
	Synod Support	4,226.34	15,672.45	16,605.56	95	49,325.00	33,652.55
	Local Support	490.37	2,590.33	2,024.83	51	16,625.00	14,034.67
	Total Outreach	4,716.71	18,262.78	18,630.39		65,950.00	47,687.22
	Budgeted Expense	36,978.01	144,747.92	160,850.38	88	487,126.00	342,378.08
	Total Council Approved	801.13	2,952.63	360.00	100	8,606.00	5,653.37
<b>TOTAL EXPENSE</b>		<b>37,779.14</b>	<b>147,700.55</b>	<b>161,210.38</b>	<b>89</b>	<b>495,732.00</b>	<b>348,031.45</b>
	Difference	4,618.96	9,605.86	9,402.33			

St. Luke Lutheran Church  
Gales Ferry, CT  
**Treasurer's Report**  
**YTD July 2012 Results**

YTD July net surplus is \$18k. This surplus is \$10k (or 4%) higher than YTD July 2011.



July YTD 2012 Total Income was up from the previous year by \$17k or 6%. YTD 2012 Pledges are \$23k or 10% higher than YTD 2011 levels. Grace Giving was \$8k or 25% below 2011 levels.

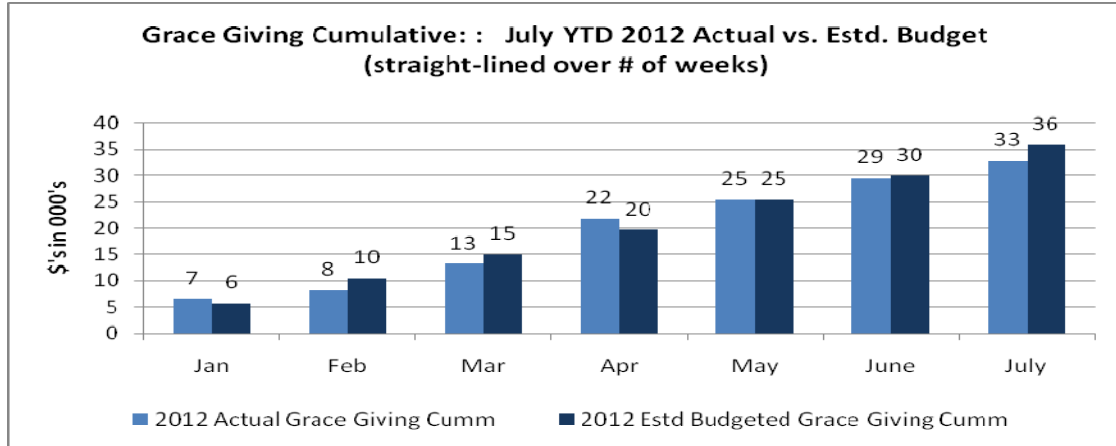
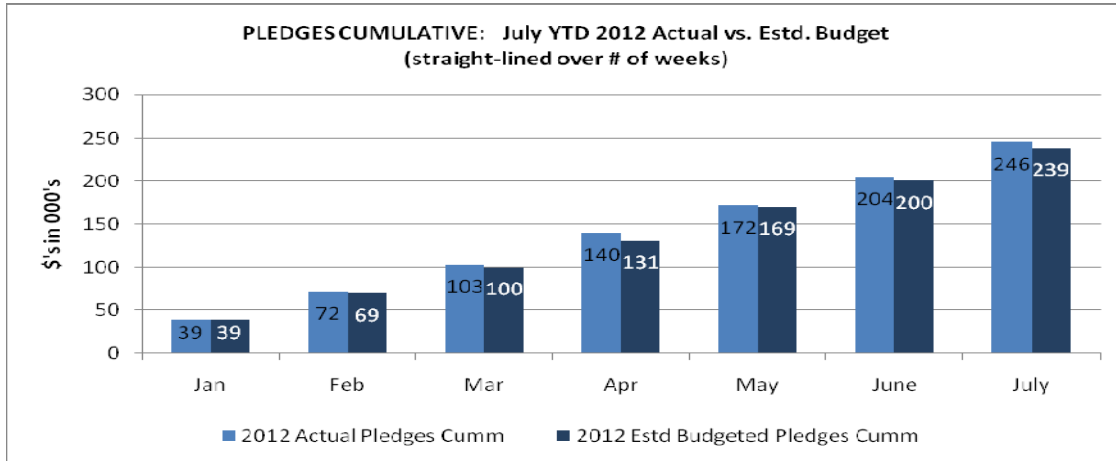


Monthly comparison of Actual vs. **Budgeted** Offering Income:

Total Offerings YTD are below budget by \$2k or ~1%. YTD Pledge Income is \$16k (or 6.6%) above budget, and higher than 2011 levels by \$23k. Offsetting that favorable margin is Grace Giving which is below budget by \$12k (or 33%), and lower than 2011 levels by \$8k. Additionally, Loose Cash and Special Envelopes are below budget and YTD 2011 actuals.

St. Luke Lutheran Church  
Gales Ferry, CT  
**Treasurer's Report**  
**YTD July 2012 Results**

OFFERINGS	2012 YTD Budget	2012 Actuals	Difference	%
Pledges	\$ 238.7	\$ 254.5	\$ 16	6.6%
Grace Giving	\$ 35.8	\$ 24.0	\$ (12)	-33.0%
Loose Cash	\$ 4.8	\$ 2.5	\$ (2)	-48.0%
Special Env	\$ 5.4	\$ 1.7	\$ (4)	-68.4%
<b>Total</b>	<b>\$ 284.6</b>	<b>\$ 282.6</b>	<b>\$ (2)</b>	<b>-0.7%</b>



We ended July with a YTD surplus of \$18.5k vs. \$11.5k the year before. Total Income is \$2.2k or 1% below budget while Total Expenses are below budget by a margin of \$20.5k or 7% which favorably supports our bottom line.

Respectfully Submitted,  
Jennifer Gilletti, Treasurer

Note: Please refer to Ellen Young's reports for more detail

St. Luke Lutheran Church  
Gales Ferry, CT  
People Support Team  
August 2012

Continuing Resolution for Church Musician

A continuing resolution (CR 3.08.14) has been crafted with input from Terri Meyer, Gina Williams, and the members of the People Support Team (Mark Larson and Marty Woods). This CR is submitted to the council for approval on August 15, 2012 along with this report.

Exit Interview for Pastor Steve

On Monday, August 6, 2012, the members of the People Support Team met with Pastor Steve for an exit interview. The questions asked were:

1. What do you consider your most important accomplishments in our congregation?
2. How have you seen the congregation's ministry evolve over your tenure here?
3. In what ways has the congregation been most effective in its mission in the past two to three years?
4. What will you miss most about this place and this ministry?
5. What are you not going to miss?
6. What in this ministry took the heaviest toll on your body and spirit?
7. How did our congregation bless you and your family? Where did we fall short?
8. Who are the people in the congregation who will have difficulty seeing you leave?
9. In what areas does the church have growth potential?
10. What important aspects of our ministry do you sense are "in progress" and need continued guidance?
11. Are there any critical issues that are currently side-tracking our mission and ministry and that the next pastor will need to understand before moving forward?
12. Is there anything you want to mention? Share? Caution us about?

St. Luke Lutheran Church  
Gales Ferry, CT  
People Support Team  
August 2012

Submitted by:

Your full name

Planning Team Meeting  
August 9, 2012  
St. Luke Lutheran Church, Gales Ferry CT

Team Members Present: Paul Anderson, President  
Felix Vajdos, Vice-President

Paul opened the meeting with prayer at 7:30 p.m.

- 1) Discussed Continuing Resolution for Church Musician
  - a. **Action Item: Planning Team recommends CR for Church Musician**
- 2) Discussed broad themes from Pastor Steve's Exit Interview
- 3) Discussed Healthy Covenant for Pastoral Transition for Pastor Mary Robinson during transition period from August 13, 2012 to September 30, 2012
- 4) Discussed interim pastoral Position
  - a. AGENDA item: Council discussion regarding compensation. Please review guideline from Synod office part of Healthy Transition Packet prior to Wednesday night.
  - b. Paul will contact Ecumenical Partners in conjunction with Synod office regarding availability
  - c. Pastor Alice Laird will meet with members of council to discuss process. Date to be determined, most likely a Wednesday evening.
    - i. Does St. Luke really want an Interim or is Transitional pastor o.k. to have?
- 5) Discussed what to do about Pastor Salary Line item
  - a. **Action Item: Pay for supply pastors and transitional pastors from Lead Pastor's budget line. Move excess amount to Staff Development Fund for future Pastor**
- 6) Discussed September 8, 2012 "Love Feast" invitation from Abundant Grace Ministry
  - a. Paul will follow up with email week of August 13, 2012.
- 7) Bishop Elect of NE Synod, Jim Hazelwood will speak with congregational council at September council meeting.

Meeting adjourned at 9:00 p.m.