

# THE LORD'S NEW CHURCH WHICH IS NOVA HIEROSOLYMA

## Monthly Corporation Newsletter

### Executive Director's Message

2016 has barely begun and there are already quite a few projects in the Corporation's "pipeline"

- The FY 2014-15 Audit is nearly complete and is slated for review at the January Finance Committee meeting.
- The Personnel Committee is planning to hire an actuary to do a study on the retirement funding needs for the entire Organization
- The Website Committee has interviewed several potential web designers/developers and will be reviewing cost proposals in January & February.
- The FY 2016-17 Budgeting process has begun.
- Regarding #4 on the list, the full timeline of budgeting deadlines can be found on Page 2.

It is critical that everyone who has budgeting responsibilities be aware of and meet the upcoming deadlines.

~Angela Doto

### Church Hall Renovation Progress

In February 2015, the Board of Directors approved funds to renovate the Church Hall in Bryn Athyn to make it handicap accessible and to make other necessary updates so that it is in building code compliance.

Now that the initial design and permitting process are complete, the work is underway!

- The heating system in the Archives has not been working well for quite some time. The new heating system will be operational by January 18.
- The contents of the storage rooms, "meat locker" and copy room are all being relocated so that renovations can occur.
- A separate storage room was added to the Church Hall basement. It was specially designed to be a safe storage space for books. (*See during construction and after pictures below*)



**Board Resolution Approved in January**

**First Draft FY 2017 Budget Planning and Available Funds:** As a first draft, the Board of Directors approves the distribution of \$2,350,000 to the various funded entities of the Church.

**FY 2016-17 Approved Plan Budget Process Timeline**

<b>Time Period</b>	<b>Task</b>
<b>January 9</b>	First draft of FY 2016-17 Budget is presented to the Board. Board of Directors votes on Resolution to approve Budget Timeline and preliminary budget amounts for each entity.
<b>January and February</b>	In January and February, each budgeted entity holds meetings with their societies, boards, etc. to discuss their FY 2016-17 budget needs. ICP holds meetings to discuss larger church plans, such as new theological students or priests, training needs, travel plans, etc.
<b>DEADLINE:</b>	<i><b>NO LATER than March 1</b></i> , each entity submits their request to the ICP.
<b>March</b>	The ICP reviews initial entity plans and works with each budgeted entity to make changes.
<b>DEADLINE:</b>	<i><b>NO LATER than April 1</b></i> , the ICP prepares a first draft plan and budget (based on discussions with all entities,) and sends it to the Corporation.
<b>April</b>	The Finance Committee reviews the budget from the ICP and holds a joint meeting if necessary to clarify requests.
<b>May</b>	Final updates are made to any Foreign Exchange rates and any other budgeting or income factors that would alter the overall budget.
<b>DEADLINE:</b>	No LATER than May 25, Finance Committee reviews all compiled budget information and approves the recommendation to send it to the Board of Directors.
<b>DEADLINE:</b>	On June 3, the completed FY 2016-17 Budget and associated presentation is sent to the Board of Directors for review.
<b>June 11 (Board Meeting)</b>	Board votes to approve FY 2016-17 Budget.
<b>July 1</b>	FY 2016-17 Budget goes into effect.

## Committee Meeting Summaries

(All times listed are Eastern Time Zone)

***Antiquities***

**Recent Activities:** There have been no recent meetings.

***Personnel Committee***

**Recent Meeting:** Wednesday, November 18, 2015

**Meeting Focus:**

- The entire meeting was devoted to discussing Worldwide Retirement.
- In order to determine how retirement funds will be currently saved and distributed in the future, the Personnel Committee will be making a recommendation to the Board to hire an Actuary to complete an analysis of all options.
- The next steps will be for the Committee to compare the funds needed from the Church Endowment, the benefit that Priests & Employees would receive, the ease of maintaining the plan, and the ongoing costs of maintaining the plan.

**Next Meeting:** Wednesday, January 20, 2016, 11:00 am.

***Joint Committee***

**Previous Meeting:** Thursday December 10, 2015

**Meeting Focus:**

- Options for the future use of 2525 Creek Road
- Renovations for the Rondavel
- Next steps for the Property Management Corporation
- Status of Events on the Property

**Next Meeting:** Thursday, January 14, 2016, 7:00 p.m.

***Finance Committee***

**Recent Meeting:** Tuesday, December 1, 2015

**Meeting Focus:**

- FY 2015-16 Budget revisions
- Review of Council of Clergy and Assembly expenses
- FY 2016-17 Budget Draft and Timeline

**Next Meeting:** Tuesday, January 26, 2016, 10:00 a.m.

### January/February Meeting Calendars

January '16						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '16						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

	Executive Committee
	Joint Committee
	Board of Directors
	Personnel Committee
	Finance Committee

## Summary of Recent Board Resolutions

*The following Resolution was approved at the December 12th meeting.*

The Board of Directors will convene regular meetings at 9:00 AM (Bryn Athyn time) on the second Saturday of each of the following dates:

January 9, 2016

February 13, 2016

March 12, 2016

April 9, 2016

May 14, 2016

June 11, 2016

July 9, 2016

August 13, 2016

September 10, 2016

October 8, 2016

November 12, 2016

December 10, 2016

*The following Resolutions were approved at the January 9th meeting.*

**Bank signatories and Policy:** Lisa Weiss, Executive Assistant, and Siri Hurst, a Member of the Lord's New Church Corporation, will be added as bank signatories for Corporation Accounts.

**Fiscal year 2015-16 Budget Revisions:** The Board of Directors approved a revised Fiscal Year 2015-16 Operations Plan and Budget that totals \$3,554,862. This amount includes the funding for the operations of the Corporation, the Property in Bryn Athyn, the International Church and the Church's operations in Croatia, Lesotho, the USA, Serbia, South Africa, Sweden, and Ukraine, and, \$642,471 for capital projects and expenses.

### Corporation Contact Information:

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*Ms. Angela Doto, Executive Director:*

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Kris Walker, Bookkeeper:

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Lisa Weiss, Executive Assistant

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***Reminder: When any of your contact information changes, please let the Corporation know!***

### Cash for Causes – Gift Cards

If you shop at Giant Food, Giant Gas or Martins, this is a great way to help raise funds for the Corporation.

Whether you live near or far, you can purchase a gift card from us, and you will **donate both to the Church and those in need at the same time!**

Simply purchase a Giant Gift Card. LNC will then use that gift card to purchase food for a local food bank. By doing this, Giant donates 5% of the gift card value back to the Church or Corporation. You donate \$100, we spend \$100 on the needy, and LNC receives \$5 back.

***Please contact Angela Doto to purchase your cards***

## CRORC Timeline Update January 2016

Note: The CRORC Timeline outlined work to be done from November 2015 through October 2016. Priorities and workloads have shifted constantly. The date of completion for all tasks has been removed. Any tasks that have been fully completed will be reported for one month, and then removed from this list.

The entire CRORC Timeline included 41 tasks. To date, 18 tasks have been completed or have a scheduled completion date; 11 tasks are in process; 4 tasks have been delayed due to complex factors; 8 tasks have not yet been started or no feedback has been given.

To make it easy to see what has been updated, all newly updated tasks are highlighted in Green.

<b>Corporation Policies</b>	<b>Status</b>	<b>Notes</b>
Take all Policy Resolutions passed by the BOD since 2003 and create a Policy Handbook by Category. (ED & EA))	In Process.	
Develop a Procedures Handbook that defines how the Policies passed by the BOD will be implemented. (ED & EA)	In Process.	
Place the Policy and Procedures Handbook on a shared network for all Societies & Dioceses to access; update and maintain on a monthly basis. (ED & EA)	In Process.	
<b>Personnel</b>	<b>Status</b>	<b>Notes</b>
Consider developing a policy regarding who decides the job description, salary, evaluation, and supervision for the Diocesan & Society Administrators	Delayed	
Assist the Priests in developing Job Standards and Performance Accountability/Evaluation System and implement the system for all priests. (Personnel Committee, ICP & COC)	Delayed	So far, the priests have agreed to a Job Description, but have yet to approve a system of accountability/evaluation system.
Research, develop, & implement an internship/AmeriCorps program to assist in establishing order in Corporation materials, grant writing, and completing projects for the Corporation. (ED, Personnel & Finance Committees)	In Process	Job Description and Research is being completed as time allows.

Administrative Support	Status	Notes
<p>Assist the Priests in developing an effective outreach program to spread the Word of the Lord by Using the Social Media Network Using Publication Funds to translate &amp; publish the Third Testament, etc. Assist each Church entity in developing an appropriate Outreach Plan for their Society or Diocese. (IIC, Publication Committee, ICP, COC, BOD, &amp; ED)</p>	Not started.	
<p>Develop a Shared Network to be used by all Church Entities, Corporation, and Church members to improve communication and have all policies, procedures, forms, etc. available to all.</p>	In Process	
<p>Assist the Priests in developing a long range plan and vision for LNC. (ED, IIC, ICP, COC &amp; Church members)</p>	Not started.	
<p>Assist the Priests in developing the standards for starting and supporting a Church Mission (start-up) for the church. (ICP, COC, ED, Finance &amp; Personnel Committee)</p>	Delayed	Preliminary research and discussions have occurred, but no significant progress
<p>Form a committee to review and decide how to update and improve the International Church Website.</p>	In Process.	Committee has formed. Possible vendors are scheduled to give price quotes in January and February 2016.
<p>Research, develop &amp; implement an incentive/reward system for employees and volunteers. (Personnel Committee, Finance Committee, BOD, ICP, &amp; ED)</p>	Not started	
<p>Research, develop, &amp; implement a retirement plan that is cost effective and available to all priests, Diocese &amp; Society employees, and Corporation employees. (Personnel Committee, Finance Committee, BOD, &amp; ED)</p>	In Process	<p>Personnel Committee has been reviewing migration of USA pension plan to 403b. The Personnel Committee will choose an actuary to investigate this matter further. A fund was started in FY 2015 to start saving for Ukraine retirement. RSA and Lesotho's Provident funds will be reviewed. In the meantime, any priest or employee in RSA or Lesotho who is eligible to participate in the Provident Fund, must do so, in order to be considered for any future retirement benefits.</p>

<b>Organization Structure</b>	<b>Status</b>	<b>Notes</b>
Work with Legal Counsel to update By-Laws as changes are made to the Corporation structure, functions, or to clarify information. (Ex. Director and Executive Committee)	In Process.	A draft version has been sent to Legal Counsel. By-Laws revisions to be sent to 2016 Annual Corporation Meeting for vote.
<b>Financial</b>	<b>Status</b>	<b>Notes</b>
Increase the financial knowledge and awareness of Corporation members by holding an annual training for them regarding financial changes & decisions that have been made, also make them aware of their fiduciary responsibilities. (Finance Committee & ED)	In Process.	
<b>Functional Relationship with Dioceses, Societies, Missions, etc.</b>	<b>Status</b>	<b>Notes</b>
Identify ways to utilize the skills & knowledge of Corporation members. (ED, BOD, & Corporation members)	In Process	Efforts continue.
Develop a descriptive document that defines the Corporation's relationship with each Church Entity and share with Church Entity and Corporation members. (CRORC Committees, ED, & BOD)	Delayed	A draft document has been created. This project is continued as time allows.
<b>Tasks Sent to IIC, ICP, &amp; COC</b>	<b>Status</b>	<b>Notes</b>
Develop clear definitions of the roles for the Priesthood in regards to the Ecclesiastical governance of the church. (ICP, Council of Clergy & IIC)	Not Started.	No feedback from ICP at this time.
Discuss the issue that church and corporation members do not view the priests as leaders in the church and how to change this perception. Present a written plan to the Corporation membership. ( IIC, ICP, COC, & Church members)	Not Started.	ICP has discussed this, but no formal written plan has been submitted yet.
Identify training needs of the priests and submit a request to the Corporation to assist in identifying potential trainers, including Corporation members or employees. (ICP, COC, Personnel Com. BOM, BOT)	In Progress.	Some requests approved FY 2016 budget process.

<p>Develop a plan for the future of the church including, but not limited to:                  Development of priests to lead in the future                  Recruitment of priests to serve those areas with a need for additional priests                  Growth in the Church “In Growth”                  Develop plans to reach current members of church who are inactive or distant members                  How to spread the Word of the Lord                  Publications beyond translated books                  Outreach plans                  Look for ways to promote alternatives for financial self-sufficiency dependency on the Church Endowment(IIC, ICP, COC, BOD, BOM, BOT, Sweden Foundation, &amp; Church Members)</p>	<p>Not Started.</p>	<p>No feedback from ICP at this time.</p>
<p><b>Tasks Sent to IIC, ICP, &amp; COC</b></p>	<p><b>Status</b></p>	<p><b>Notes</b></p>
<p>Discuss whether it is time to have a Bishop again to help address the issue of leadership and accountability amongst the priests and present results of discussion at next Assembly. (IIC, ICP, COC, &amp; Church Members.)</p>	<p>Not Started.</p>	<p>No feedback from ICP at this time.</p>
<p>Consider how and when it is critical to start a Church Mission (start-up) and create a policy and document with the support from the Corporation. (ICP, COC, IIC, &amp; ED)</p>	<p>Not Started.</p>	<p>No feedback from ICP at this time.</p>