

# THE LORD'S NEW CHURCH WHICH IS NOVA HIEROSOLYMA

Corporation Newsletter

February 2016

## Executive Director's Message

There is certainly no going back now; demolition of the storage room, bathroom and children's room of the Church Hall is nearly complete.

Below is a door indicated by a red arrow.



It is likely this door hasn't been opened in 50 years!



The last photo shows further inside the space, which formerly served as copy room and storage room.

All has been cleaned out to make room for new church offices. The doors you see in the first image will soon have large windows with a lovely view of the courtyard.

In other news, the FY 2016-17 Budgeting process is in full swing. All entities who wish to receive budgeted funds in the next fiscal year must submit their first draft budgets to the ICP by March 1. I have talked to several entities and have noticed a proactive approach to budgeting this year. This is a positive change from previous years and should yield good results.

~Angela Doto

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## Committee Meeting Summaries

*(All times are Eastern Standard Time Zone)*

### Antiquities

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

### Personnel Committee

**Recent Meeting:**

Wednesday, February 17, 2016

**Meeting Focus:**

A presentation on Priest Housing and Salary Study and Resolutions from 2007 regarding priest housing were reviewed. Further information will be gathered for the next meeting.

Policy additions and changes for spousal benefits after the death of a current or retired priest or employee were discussed.

**Next Meeting:**

Wednesday, March 23, 2016 11:00

### Joint Committee

**Previous Meeting:**

Thursday February 11, 2016

**Meeting Focus:**

- Budget Plan FY 2016-17 for the Property
- Tree work at two locations
- Church Hall Renovation update
- Power surge disruptions

**Next Meeting:**

Thursday, March 10, 2016, 7:00 p.m.

### Finance Committee

**Recent Meeting:**

Tuesday, January 26, 2016

**Meeting Focus:**

- NCIF and Pitcairn Fund review
- FY 2014-15 Audit Draft
- Corporation Account Spending Policy
- Draft Fundraising Policy

**Next Meeting:**

Tuesday, February 23, 2016, 10:00 a.m.

	Executive Committee
	Joint Committee
	Board of Directors
	Personnel Committee
	Finance Committee

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					

March '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		

## **Resolutions Approved at the February Board of Directors Meeting**

### **2016-04 Fiscal Year 2015 Audit**

The Board of Directors voted to approve the fiscal year 2015 audit report as submitted

### ***2016-05 Corporation Account Spending Policy– Revised***

The Board approved an update to the Corporation Account Spending Policy. This policy was written in 2013 in order to have a written, Board-approved document to explain of how Income from the Church Endowment and other sources is to be correctly distributed and spent. The revised document reflects changes in practice and the creation of the Property Management Corporation.

### **2016-06 Close PNC Bank Account**

There is an account held at PNC Bank, in the name of The Lord's New Church's that contains approximately \$2,000. There are not thorough records as to why this account was set up. While it is unclear exactly when and why this account was established, the account has been dormant since 2011.

The Board of Directors directed Treasurer, Ilah Salverian to withdrawal all funds and close this account at PNC Bank. The Executive Director will then deposit the funds into the current Wells Fargo operating account for use toward approved FY 2016 budget needs.

### ***2016-07 Lesotho High School Fund and Matching***

The Board decided, in order to motivate more fundraising toward building a High School in Lesotho, the Corporation will match two dollars for every dollar raised toward this cause. The match will continue until

- a) \$125,000 has been raised by outside sources;
- b) \$300,000 has been added by the Corporation;

*or*

- c) the donations and matches added to an investment fund reach a value of \$350,000.

## **Resolutions Approved at the February Board of Directors Meeting (continued)**

### **2016-08 Fundraising Policy**

The Board approved a Fundraising Policy that applies to both the Corporation and the Philadelphia Society. Some highlights include:

Funds shall be solicited in a respectful manner and without pressure. All persons, whether or not they are Church members, or affiliated with the Church and Organization, who wish to solicit funds on behalf of the Organization must acquire written permission from the Organization Executive Director prior to beginning any fundraising activities. The manner and timing of donor acknowledgments and a donor privacy policy were approved. Gift acceptance restrictions were determined. Tax receipts will be provided.

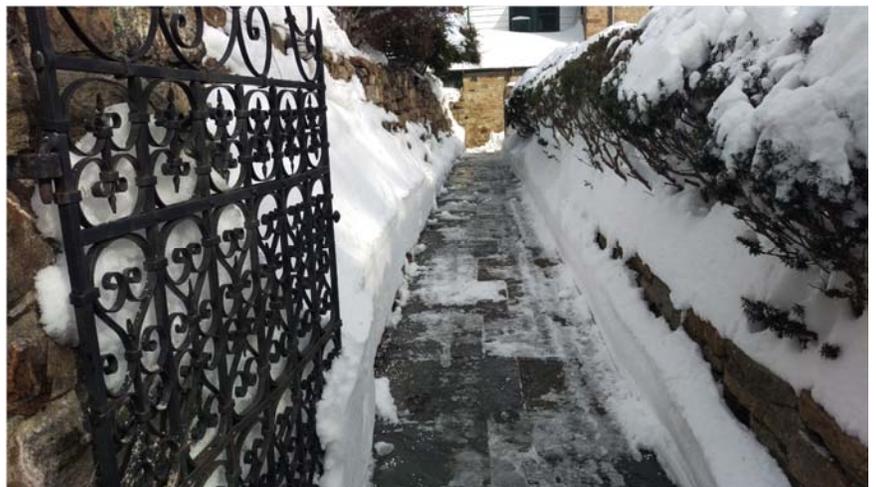
It was further suggested that other church entities review the policy and adapt a version for their Church/Diocese. The full policy will be distributed to the Philadelphia Society and anyone else wishing to fundraise on behalf of The Lord's New Church.

### **2016-09 PMC Board Member Selection**

At the 2015 Annual Corporation Meeting, a new Property Management Corporation (PMC) was established. Bylaws of the PMC require oversight by a "Property Board" composed of three members of the Philadelphia Society, a member of the ICP (and an alternate), and three members of the Corporation (one of whom must be the President).

The Board of Directors appointed the following people to the Property Board:

- Sher Huss
- Dirk Salverian
- Ilah Salverian



*Even after the walkway at the Pitcairn House was shoveled and safe to walk on after the January blizzard, it still felt like a lot of snow!*

## CRORC Timeline Update February 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, 19 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 to Initiate Work</b>		
<b>Administrative Support</b>	<b>Status</b>	<b>Notes</b>
Form a committee to review and decide how to update and improve the International Church Website.	In Process.	Vendors have been interviewed and costs have been submitted. Work on new website slated to begin in March.
Research, develop, & implement a retirement plan that is cost effective and available to all priests, Diocese & Society employees, and Corporation employees. (Personnel Committee, Finance Committee, BOD, & ED)	In Process	Personnel Committee has been reviewing migration of USA pension plan to 403b. An actuary has been hired to investigate this matter further. Report will be given to Personnel Committee in March.  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.
<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>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)	In Process	A draft document has been created. This project is continued as time allows.

<b>Corporation to Initiate Work</b>		
<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.	Expected completion December 2016
Develop a Procedures Handbook that defines how the Policies passed by the BOD will be implemented. (ED & EA)	In Process.	Expected completion December 2016
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>
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.
<b>Administrative Support</b>	<b>Status</b>	<b>Notes</b>
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 & 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, & ED)	Not started.	
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.	In Process	

<b>Church to Initiate Work</b>		
<b>Administrative Support</b>	<b>Status</b>	<b>Notes</b>
Assist the Priests in developing a long range plan and vision for LNC. (ED, IIC, ICP, COC & Church members)	Not started.	
Assist the Priests in developing the standards for starting and supporting a Church Mission (start-up) for the church. (ICP, COC, ED, Finance & Personnel Committee)	Delayed	Preliminary research and discussions have occurred, but no significant progress
<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.
<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.
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, & ED)	Not Started.	No feedback from ICP at this time.

Church to Initiate Work		
Tasks Sent to IIC, ICP, & COC	Status	Notes
<p>Develop a plan for the future of the church including, but not limited to:</p> <ul style="list-style-type: none"> <li>Development of priests to lead in the future</li> <li>Recruitment of priests to serve those areas with a need for additional priests</li> <li>Growth in the Church "In Growth"</li> <li>Develop plans to reach current members of church who are inactive or distant members</li> <li>How to spread the Word of the Lord</li> <li>Publications beyond translated books</li> <li>Outreach plans</li> <li>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)</li> </ul>	Not Started.	No feedback from ICP at this time.
<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>	Not Started.	No feedback from ICP at this time.



*In many previous years, Robins would migrate to slightly warmer climates for the winter. Now, they seem to be happy staying in Bryn Athyn all year long. Here you see a dozen Robins taking a drink or bath from the Pitcairn House pond.*

### 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.

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