

# THE LORD'S NEW CHURCH WHICH IS NOVA HIEROSOLYMA

Corporation Newsletter

July-August 2016

## Executive Director's Message

### ***Annual Corporation Meeting***

The Annual Corporation Meeting will be on Saturday, November 12, 2016. We kindly ask that anyone responsible for submitting an Annual Report, do so as soon as possible, but no later than Friday, September 16.

We have also emailed a poll to the Corporation members in the USA, asking if they would prefer an emailed copy of their ballots, proxies and ACM booklet.

### ***Office Relocation***

Over the summer, the Corporation Staff moved out of the Pitcairn House and into the newly renovated wing of the Church Hall. The old storage room, copy room and "meat locker" are now gone, and in their place are clean, professional offices and a more organized storage room. Visitors who haven't been to the Church Hall since the renovation are finding the changes a delightful surprise.



The windows are the last item to be completed. They will look like the original doors, and include the original Yellin hardware.

### ***New Website***

Coming in the near future—a new International LNC website! The Website Committee has been working hard on content and design for the new website. We will email you with a link when it is ready for viewing in September! Further upgrades will continue after the initial launch. There is still content to be written and edited. If you are interested in helping with website content re-writes, please contact me at [ado-to@thelordsnewchurch.org](mailto:ado-to@thelordsnewchurch.org)

### ***Priest Passings***

This year has seen many former priests of the Lord's New Church pass on to the Spiritual World. Rev. Olle Hjern and Rev. Risto Rundo in March, and most recently, Rev. Paul Booth at the end of July. With them passes a wealth of knowledge and history of The Lord's New Church.

### ***Return to Work***

I have officially returned from maternity leave. I can't thank The Lord's New Church enough for the opportunity to be at home, bonding with my little girl. A special thank you to Sher Huss, Lisa Weiss and Natalie Zeitz for their hard work in my absence.

~Angela Doto

## **In This Issue**

- Executive Director's Message
- Committee Updates
- Meeting Calendar
- Board Resolutions
- CRORC Report

## **Committee Meeting Summaries**

*(All times are Eastern Standard Time Zone)*

### **Antiquities**

Materials Conservation has installed an environmental monitoring system in the Chapel. The information will be downloaded onto a computer and assessed once a month by conservators. They will give us a report with recommendations at the end of the monitoring period next year.

Materials Conservation also provided a proposal for conservation work in the Chapel. This proposal is extensive and covers items both intrinsic (such as built in columns) and extrinsic or moveable (such as furniture). We will start with those items most in need of conservation and also work on a five year plan.

John Bruell is creating a leather cover for one of the antique chairs in the Chapel. He will produce one cover for approval before making any others.

The Antiquities Committee recommends that the antique dining room table presently at Creek Road house be moved and used as the Board table if this idea is accepted. We will have a sturdy piece of glass on top for protection. It once belonged to Bishop Odhner's family and is estimated to be about 150 years old. We have agreed to have an appraisal and an estimate on refinishing it since it has been damaged by past occupants.

We are presently working on a brochure for a self guided tour of the Chapel. Natalie Zeitz has offered to design this for us.

The Smit painting "Rocks in Recloses" has been professionally packed by Gannotta Fine Art Services and taken to Steven B. Erisoty, conservator, for conservation.

- Siri Y Hurst, Chair, Antiquities Committee

### **Personnel Committee**

**Last Meeting:** April 20, 2016

#### **Meeting Focus:**

Discussions on Europe salary/housing and worldwide retirement, comparing pension to 403(b) plans.

**Next Meeting:** Wednesday, September 14, 2016 11:00 am

### **Finance Committee**

**Last Meeting:** May 24, 2016

**Meeting Focus:** Address budget issues for June presentation on FY2016-17 Plan and Budget.

#### **Next Meeting:**

Tuesday, August 23, 2016, 11:00 a.m.

## Committee Meeting Summaries Continued

### Report from the Property Management Corporation

We are in the process of finalizing our lease and sub-lease agreements between entities that use the property. We are also refining the language in our event contracts. Our goal is to shift employees over to the new corporation by the end of the calendar year.

Berith Hogan has been hired as our Events Coordinator and Administrative Assistant to the Estate Manager.

The PMC has elected the following slate of officers that will serve until our first annual meeting in February. Sher Huss, President; David Perry, Vice President; Ilah Salverian, Treasurer; Lisa Weiss, Secretary.

We are in the process of relocating the LNC Corporation offices and the Pastor's office to the Church Hall complex. Installation of our new telephone system is beginning now and we hope to have full installation, testing, and training completed by Labor Day.

We are working on a new master key system which includes a combination lock on the exterior kitchen door. This will limit the need to issue keys which will help us keep better control of the system.

Annual exterior pointing has been completed and a three inch concrete cap has been installed on the Orangery to prevent further decay while we develop future plans.

Soon we will begin roadway resurfacing at the Mason's Mill road entrance and tree work to preserve the Linden tree next to the Chapel.

The Antiquities Committee is working with a material conservation company to prioritize care for antique furniture in the Chapel. They are also considering future care and use of the Dining Room table currently located in the Creek Road House.

- Leonard Rose, Estate Manager

August '16						
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21	22	23	24	25	26	27
28	29	30	31			

September '16						
Su	M	Tu	W	Th	F	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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25	26	27	28	29	30	

	Executive Committee
	PMC Board
	Board of Directors
	Personnel Committee
	Finance Committee

## **Resolutions Approved by the Board of Directors in June and August**

(There was no July Board Meeting)

### **June**

#### **European Salary/Housing Change:**

The Lord's New Church has been moving toward providing compensation for Priest housing within their salary and not paying rents directly. The Board voted to make the following changes:

Salaries for Revs. Rogovoy, Sever and Zikic will be based on the "Housing Not Provided" salary scale in fiscal year **2016-2017** and full housing support will be given.

In fiscal year **2017-2018**, these three Priests will be moved to a new "Housing Not Provided" scale that reflects the cost of housing, in their own areas. If the priests continue to use their homes as office/church service space, they will receive an additional stipend. If outside of office/church service space is used, the stipend will not be included in the salary but a separate amount will be provided for the rental space.

The "Housing Not Provided" salary scale for Ukraine West and Sweden will be re-evaluated at a future Board meeting and reviewed before the next annual budget is approved.

#### **Croatia Salary Correction**

A small Excel error was noted in the salary spreadsheet and caused the calculated salary for Rev. Sever to be incorrect. The Board approved a one-time payment of \$369.00 to Rev. Dusko Sever to correct the calculation error in the salary scale.

#### **Fiscal Year 2016-17 Plan and Budget**

The Board approved, for fiscal year 2016-17 beginning July 1, 2016, the Operations Plan and Budget totaling \$3,241,559. This amount includes the funding for the operations of the Corporation, Property Management Corporation in Bryn Athyn, the International Church and the Church's operations in Croatia, Lesotho, the USA, Serbia, South Africa, Sweden, and Ukraine, including capital projects and expenses.

### **August**

#### **One-Time Salary Advance for Rev. Zachariah Seutloali**

Board of Directors approved a one-time payroll advance of up to \$1670 that Rev. Seutloali will pay back in full to the Corporation through appropriate payroll deductions over the twelve months following the funds being available to him.

## CRORC Timeline Update August 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; 12 tasks are in process; 3 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.	The Website team is working with the Skymark web designers and hope to have the updated site available for viewing in September.
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	<p>Personnel Committee has been reviewing migration of USA pension plan to 403b. An actuary provided information on how much would need to be saved for all Priests and Employees to have a pension or 403b type retirement plan.</p> <p>The Personnel Committee is further discussing how best to implement retirement savings and plans worldwide, matched to each country.</p> <p>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. Dir. and Exec. Cmte)	In Process.	A draft version has been created and reviewed by the Executive Director and Legal Counsel. Bylaws updates will be proposed at the 2017 Annual Corporation meeting.
<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 & FY 2017 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.

<b>Church to Initiate Work</b>		
<b>Tasks Sent to IIC, ICP, &amp; COC</b>	<b>Status</b>	<b>Notes</b>
<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>	In Process	Some of these topics were discussed in April & May, at special Board/ICP meetings. No official plans were made.
<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.

### 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.

#### Corporation Contact Information:

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