

THE LORD'S NEW CHURCH WHICH IS NOVA HIEROSOLYMA

Corporation Newsletter

September-October 2016

Executive Director's Message

Preparing for the Annual Corporation Meeting

Preparations are underway for the 2016 Annual Corporation Meeting. If you have not received your Ballots, Proxies and Corporation Booklet, please contact our offices without delay.

There is one applicant for Corporation Membership. We look forward to counting your ballots and seeing you at the meeting.

Worldwide Retirement

For many years, the Personnel and Finance Committees have discussed how to provide retirement funds to each eligible priest and employee. The Personnel and Board agreed on preliminary ideas for plans in each country.

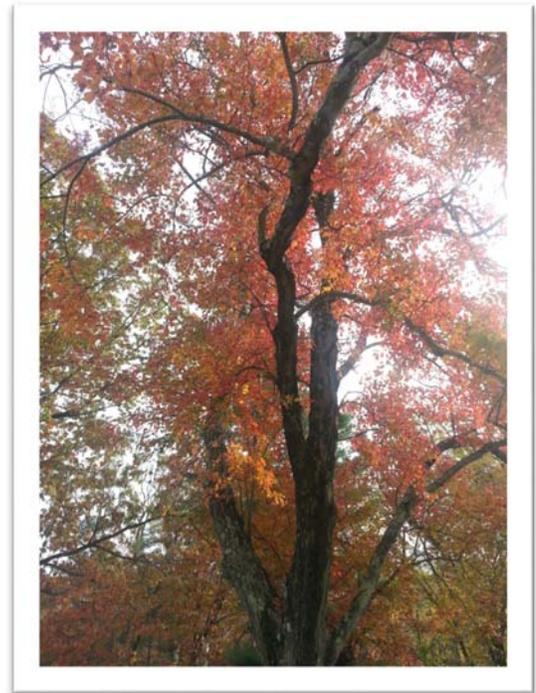
It is anticipated that by July 2017, all plans will be effective world-wide.

Office Changes & Rev. Rose

Over the Summer, the Corporation Staff moved into the new offices in the Church Hall area. It has been an exciting change for all of us; we are more connected and working in a spirit of unity.

One more office is needed for Rev. Thomas Rose was recently hired for a one year term as Assistant to the Pastor. The Board approved a plan for the needed office. **See page 9.**

~Angela Doto



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Committee Meeting Summaries

(All times are Eastern Standard Time Zone)

Antiquities

The Committee is researching for an appraiser to assess the dining room table currently in the Creek Road house.

Personnel Committee

Last Meeting: September 21, 2016

Meeting Focus:

Discussed options for hiring Rev. Tom Rose as the Assistant to the Pastor.

Reviewed worldwide retirement options.

Discussed renewal of medical insurance for employees.

Next Meeting: Wednesday, October 26, 2016 11:00 am

Finance Committee

Last Meeting: September 27, 2016

Meeting Focus:

Reviewed and revised policies for Organizational Policy Handbook.

Next Meeting:

Tuesday, October 25, 2016, 11:00 a.m.

October '16						
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30	31					

	Executive Committee
	PMC Board
	Board of Directors
	Personnel Committee
	Finance Committee

Resolutions Approved by the Board of Directors

September

2016-21 Nominating Committee 2016-2017

The following people will serve on the Nominating Committee:

- Sher Huss, Chair
- David Perry
- Esther Yardumian-Smyth
- Dawn Potts
- Elliot Pewa

2016-22 Revised FY 2017 Budget

Board of Directors approved revisions to the plan and budget and the total expenditure of \$3,300,773 for FY 2017.

2016-23 Financial Management Policy

The Financial Management Policy gives information about who can adjust budgets and the amounts they are able to change. This new revision allows the Executive Director to make changes to the budget without prior approval from the Board, based on the exchange rate, or when an excel formula error is made.

2016-24 NCIF Audit Committee

The Board of Directors consented to empower the New Church Investment Fund Committee (NCIF) to approve the work done by the auditors for the NCIF and this empowers the NCIF to delegate the approval to the NCIF Audit committee. Also, the Executive Director is to report the results of the Audit to the Board.

2016-25 One Time Salary Advance - Rev. Duke Gcabashe

the Board of Directors approved a one-time payroll advance for Rev. Gcabashe, that he will pay back in full to the Corporation through appropriate payroll deductions over the twelve months following the funds being available to him. He signed an agreement that shows he understands this this is a one-time payroll advance and it will not be available to him in the future.

2016-26 One Time Salary Advance - Timothy Fleisch

the Board of Directors approved a one-time payroll advance for Mr. Fleisch , that will pay back in full to the Corporation through appropriate payroll deductions over the twelve months following the funds being available to him. He signed an agreement that shows he understands this this is a one-time payroll advance and it will not be available to him in the future.

2016-27 Hiring Rev. Tom Rose

The Board of Directors approved hiring Rev. Tom Rose as Assistant to the Pastor, on a one year contract. His primary duties will be preaching Contemporary Services.

Resolutions Approved by the Board of Directors

October

2016-29 One-time Loan policy revision

Employee One-time loan requests are often time sensitive. Prior to this Resolution, only the Board of Directors could approve a one-time loan request. This modification allows the Finance Committee, Executive Committee or Board to review and approved one-time loan requests. The Board must be notified by email when a loan is approved.

2016-30 USA Mandatory Computer Network Use Policy

This new policy requires that all Priests and Staff in the USA keep their work product saved on a common computer server. This will protect work product developed by LNC Priests & staff in the US and to maintain a comprehensive networked database of all electronic materials related to the Church and its Corporations.

2016-31 Salary adjustment—Executive Assistant

The Executive Assistant position has duties that are consistent with the Fair Labor Standards Act (FLSA) Exempt definition. In order for this position to stay compliant with the law, the base salary for this position must increase slightly to meet the minimum salary for this category. The Board approved a small salary increase for the Executive Assistant for this reason.

2016-28 Office Change Budget Adjustments (See Images on Last Page)

Since Rev. Tom Rose will need space for an office, the Board approved the renovation of part of the unfinished storage room next to the Corporation and Society Offices. The Bookkeeper will be moved to the new office space and Rev. Rose will eventually have his office next to the Society's kitchen.

CRORC Timeline Update October 2016

Note: The CRORC Timeline outlined important Corporation work to be done over the course of several years. 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.

Corporation to Initiate Work		
Administrative Support	Status	Notes
Form a committee to review and decide how to update and improve the International Church Website.	In Process.	A new international website design was created. Information is currently being added and formatted. The Website team is working with the Skymark web designers and is excited to show the new site soon.
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)	Estimated Implementation July 1, 2017	The Personnel and Finance Committees thoroughly compared and contrasted Pension plans (Defined Benefit), 403b (Defined Contribution) and other retirement ideas. It was ultimately determined that each country needed its own solution A new retirement fund policy is being drafted with implementation expected July 1, 2017.
Organization Structure	Status	Notes
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.
Functional Relationship with Dioceses, Societies, Missions, etc.	Status	Notes
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.

Corporation to Initiate Work		
Corporation Policies	Status	Notes
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.	
Personnel	Status	Notes
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:</p> <p>Using the Social Media Network</p> <p>Using Publication Funds to translate & publish the Third Testament, etc.</p> <p>Assist each Church entity in developing an appropriate Outreach Plan for their Society or Diocese. (IIC, Publication Committee, ICP, COC, BOD, & ED)</p>	Not started.	

Church to Initiate Work		
Administrative Support	Status	Notes
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
Personnel	Status	Notes
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.
Tasks Sent to IIC, ICP, & COC	Status	Notes
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.

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"> 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, & Church Members) 	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, & 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

Corporation Contact Information:

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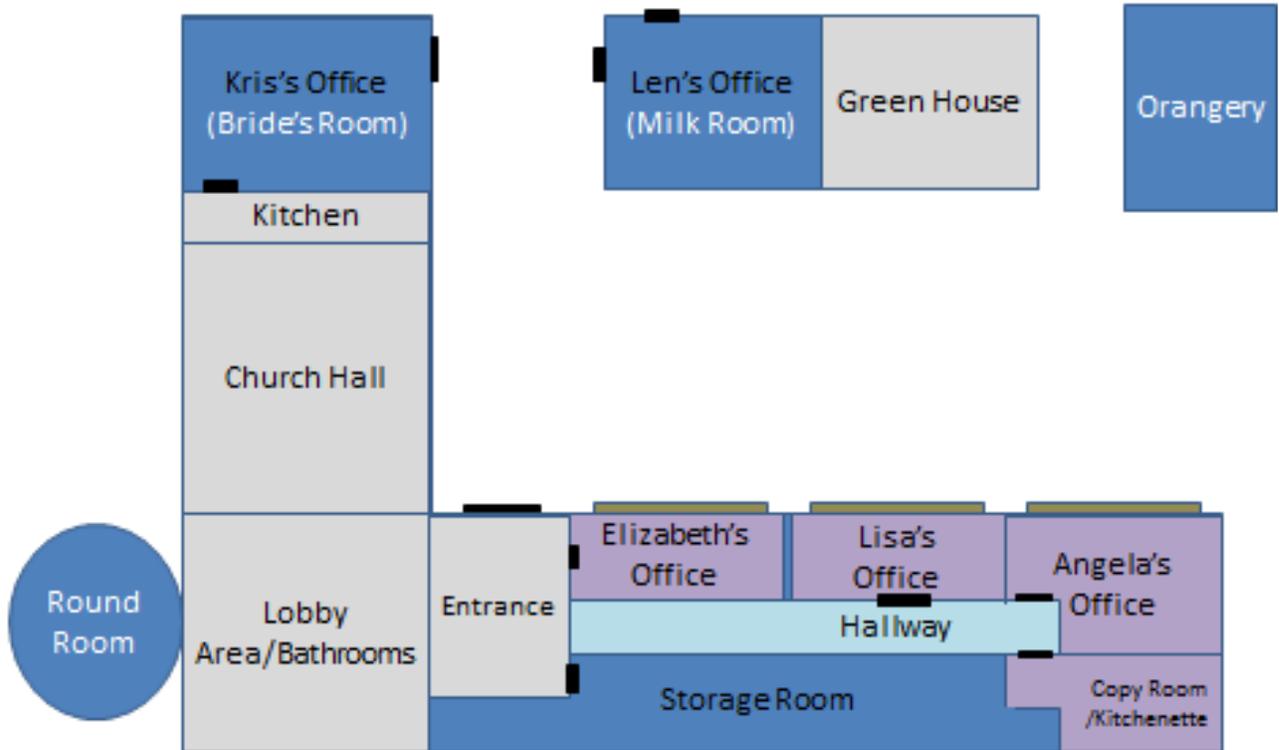
Lisa Weiss, Executive Assistant:
lweiss@thelordsnewchurch.org

Kris Walker, Bookkeeper:
accounting@thelordsnewchurch.org

Plan to add one additional office in Bryn Athyn

Current Offices

(Black rectangles show important doors. Drawings not to scale)



New Finished Office

(Black rectangles show important doors. Yellow shows Changes or New Areas. Drawings not to scale)

