



Luton Central SDA Church

Departmental Reports

for

Business Meeting

18 January 2014

(Revision 1.0)

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Church Clerk (G Gunter)**Luton Central Membership Statistics**

Membership at start of 2013 was	269
Membership at end of 4 th Qtr was	288

Church Membership Movements

		Qtr Ending 31 Mar 2013	Qtr Ending 31 Jun 2013	Qtr Ending 30 Sept 2013	Qtr Ending 31 Dec 2013	Totals
Number Added in:						
Baptism		0	14	0	5	19
Profession of Faith		0	1	0	0	1
Transfer In	Local	0	0	0	2	2
	Foreign	1	1	4	0	6
Number Removed by:						
Death		1	0	0	2	3
Apostasy/Missing		0	0	0	0	0
Transfer Out	Local	2	0	1	2	5
	Foreign	0	1	0	0	1
Summary:						
Gain/Loss		- 2	+ 15	+ 3	+3	+ 19
Membership at the end of quarter*		267	282	285	288	

Department/Ministry: Church Clerk	Period Covering: 2014
_____	_____
Author: Gary Gunter	Date: 11 January 2014
_____	_____

List the actions passed by your Department/Ministry during this period:
--

1.

2.

List the major achievements of your department/ministry for this period:

1.

2.

List the major plans of your Department/Ministry for next quarter:

1. Update the contact details of individuals on the church register (membership list / directory)

2. Arrange for members & regular visitors to complete contact forms

3. There are a large number of members on the church register who are either missing or no longer living according to the core principles of the SDA faith. Throughout 2014 the Church Clerk will work with the Pastoral Team, Church Board and the members of the Luton Central in making a real effort to complete the first pass of a housekeeping exercise.

4. Start work on aligning the Conference and local membership lists

Conference Treasurer (D Dwyer)

Department/Ministry: Conference Treasury	Period Covering: Oct - Dec 2013
_____	_____
Author: Delroy Dwyer	Date: 11 Jan 2014
_____	_____

List the actions passed by your Department/Ministry during this period:

1. All tithes envelopes dating over four years need to be shredded
2. Acquire a lockable cabinet for the storage of received tithes envelopes in a secure area (strong room)
3. Upload members details onto excel spreadsheet and upgrade recording of money - computerised
4. Presentation during Sabbath School ten minutes spot

List the major achievements of your department/ministry for this period:

1. Maintained the counting and banking of tithes and offerings despite minor setbacks
2. Backlog of Treasury reports resolved and monthly reports back on track and sent to the SEC on time
3. Speaking to individual members re: signing onto the Gift Aid scheme / correcting members bad habits

List the major plans of your Department/Ministry for next quarter:

1. Ensure everything is up-to-date and ready for the new in-coming Treasury team

- | |
|---|
| 2. Two new receipt books and an up-to-date Gift Aid members list, ready for the new Conference Leader |
| 3. October – December 2013 Quarterly report completed and returned to SEC |
| 4. Consider computerised system for the recording of money |
| 5. Continue with the promotion of Gift Aid and its benefits for both the church and the giver |

Comments:

Treasury team for 2013 suffered a great loss with the departure of both Andrew Sibanda in April and Asher Moyo towards the latter part of this quarter (including Priya Solomon who was unable to assist).

Thanks be to God for Ruth Kengere-Otieno and Shauna Leigh Thompson assistance during this period, Richard King assisting with banking and Elder Gayle and Gary Gunter helping out when necessary.

Family Ministries (J Nyamboki)

Department/Ministry: Family Ministries	Period Covering: Feb – May 2014
_____	_____
Author: Justus Nyamboki	Date: 5 January 2014
_____	_____

List the actions passed by your Department/Ministry during this period:

1.

2.

List the major achievements of your department/ministry for this period:

1.

2.

List the major plans of your Department/Ministry for next quarter:**1. Support the conference programmes**

- Family retreats
- February 8-15 Christian home and marriage week
- February 8th Christian marriage day
- February 15th Christian home day
- 28th - 30th March - Intimate Allies Weekend
- September 7-13 family togetherness week

2. Improve and develop family relationships

- family life campaign
- marriage retreat
- seminars
- family life workshop series (February)

- | |
|---|
| 3. In-reach; access to therapeutic support - (via social media) |
| 4. Improving access to resources for families - (data base) |
| 5. Support of local activities which promote family life - (sports/ fun day) |

Comments:

Community Services (V Rashford)

Department/Ministry: Community Services	Period Covering: 2013
_____	_____
Author: Vivienne Rashford	Date: 7 January 2014
_____	_____

List the actions passed by your Department/Ministry during this period:

1. Visitations to senior citizens homes (3 homes in Landsdowne Road)
2. Purchase of Christmas goodie bags (some are still in the CS room upstairs)
3. Sabbath morning visitations to worship with the shut-ins. This is a joint venture with the Sabbath School Dept.
4. Continued work with the luncheon club and make effort to invite more senior folks to attend.

List the major achievements of your department/ministry for this period:

1. Due to illness and lack of commitment by team members at times due to their personal commitment elsewhere, it wasn't possible to do a lot of planned work during 2013. We didn't manage to have the car boot sale and other fund-raising activities. We also planned to have a couple of breakfasts for students but was unable to do it because of the above problems.

2.

3.

List the major plans of your Department/Ministry for next quarter:

1. Thanks to the youth department, we have had a full complement when visiting the homes. We hope to improve on that by getting firm commitment for individuals to accompany us every first and last Sabbath of each month.

2. The Sabbath morning visitations to the shut –ins to be recommenced as soon as possible, with the Sabbath School Ddepartment.

3. We hope to have a Community Services Day on either the 26/4/14 or the 5/5/14. We have not had one in years and hope that this will give the church an opportunity to display our activities in the C.S. room and invite various members of the community to inform them of our purpose as a church in the community. “To assist in any way that we possibly can”

4. We have also planned to have a breakfast for students as soon as possible. The suggestion was to have it during the week of prayer. There is normally a prayer breakfast on the Sunday morning and we will communicate with the youth department offering our assistance and provide small bags for the students attending.

5. Various individuals have been allocated tasks to ensure the effectiveness of the dept. We would ask church members to inform us if they know of individuals in the community who might need our assistance. We also would like our own members to indicate any need that we are able to fill. There is no need to publish it in church, just let one of us know.

Comments:

As stated above, it was a difficult year for me as the leader. Despite of serious illness and other problems, we tried our best to do what the Lord asked us to do. I would like to thank all those who have assisted through the year and would ask if anyone has ideas of how we can reach souls through this department, please, let us know. May God bless us all in our

work of going into all the world as a witness for Christ. He is coming soon.

Men's Ministries (R Caesar)

Department/Ministry: Men's Ministries	Period Covering: 2013/2014
Author: Renshaw Caesar	Date: 06/01/14

List the actions passed by your Department/Ministry during this period:

1. Role model - Acquire volunteers in various professions to provide guidance to the youth with their academic work or career path.
2. Work with personal ministries department to empower members and non - members through socialising and forming prayer bands.
3. Organise men's weekend retreat in conjunction with SEC or with Luton, North, Bedford and Milton Keynes.
4. Increase men's participation in church activities by: strengthening men's choir, men's breakfast and team building event- indoor/outdoor sports/games

List the major achievements of your department/ministry for this period:

1. Organised and participated in various community services especially helping our senior citizens in whatever capacity required.
2. Organised team building and men's breakfast events, which were well attended.
3. Ministered to the emotional and spiritual needs of our members in times of bereavement and sickness.

List the major plans of your Department/Ministry for next quarter:

1. Partner youths with mentors that were assigned to them from previous quarter.
2. Community service (DIY assistance to the elderly/single mothers in the church and community).
3. Prayer breakfast on the 4th Sunday of each month
4. Organise father and son social events (movie night etc).

Internet Ministry (D Gunter)

Department/Ministry: Internet Ministry Dept	Period Covering: January – April 2014
Author: Darren Gunter	Date: 05/01/14

Motto: Allowing someone new to hear the Gospel every day.

"But my life is worth nothing to me unless I use it for finishing the work assigned me by the Lord Jesus—the work of telling others the Good News about the wonderful grace of God." – Acts 20:24 (NLT)

Internet Ministry is a fairly new department within the church. It seeks to take advantage of the fact that the majority of people now obtain their information online and it is increasingly the best way to reach people worldwide. Luton Central have been an allocated web space from the South England Conference which we maintain, and in addition we have our own web space, lutoncentral.org.uk and lutonsda.org.uk. Furthermore, we have one of the highest amounts of Facebook followers, as a church, and have a large amount of followers on Twitter as well. We have recently started growing a presence on other social media sites such as YouTube, Soundcloud & Google+.

We have two main aims as a department; publicising Luton Central online and evangelism.

With the publicising aim, we plan to work closely with the Communication department to advertise the different programs we run at Luton Central as well as reporting on the ministries that take place within our church.

Regarding evangelism, we plan to work closely with the Personal Ministries Department to see how we can support and assist the work they do on a more global stage. One of our most exciting plans comes from working with the PA department in order to start streaming our services online so the world can watch our services live. At the moment, some of our services have already been recorded and are available via YouTube, including the last two campaigns that we recently had.

There are certain policies that we have to get in place in regards to streaming including the recording of children, public and private places in church, copyright and other issues. The aim is to start recording on a regular basis from the beginning of March. We will inform the church about that closer to that date.

Our current online services are:

- Bible verses shared daily on Facebook and Twitter
- Recorded sermons available on iTunes and other podcast websites
- Special items performed at Luton Central shared on Soundcloud

- Church events displayed on Google+
- Videos of our services shared via YouTube

We are looking for other creative ways of sharing the Gospel and Luton Central via the internet and will report on these as they come along

PA Department (D Gunter)

Department/Ministry:	PA Dept	Period Covering:	January 2014 – April 2014
Author	Darren Gunter	Date	05/01/14

The PA Department's main service is to help improve the quality of our services through the use of amplifying sound (microphones) and displaying relevant information on the screens which include songs and important messages. The other services that we perform are the recording of services (audio and video) and the taking of photos of different events at Luton Central.

To accomplish this, the department is split into three areas:

- Audio Team (the traditional PA team which includes the computer usage as well)
- Video Team
- Photo Team

We have a large team which include a mix of experienced individuals and those with little or no experience.

Our two main aims to start the year are to offer training for the team and video recording (streaming).

Because of the amount of new members in the team, training is a priority for us. As a consequence, there may be some things that will go wrong in the services, but we ask you to bear with us. Training will be a combination of in house training and also from those who work regularly in the media side of the conference who have offered to help with training as well.

We have always aimed to record all the sermons and although we had some difficulties with this in the previous year, we are now getting back to where we were before. Our sermons are once again available via iTunes and other internet sites. We have never been in the position of being able to video record our services but now with the introduction of a video team, we aim to start to regularly record our services and with the help of the Internet Ministry department, be able to start streaming our services live.

Sometimes we have special days and there are no records of it, except in our own memories! There is a new photography team within the department whose aim will be to capture the day in photographs. This can be then passed on to the Communication and Internet Ministry Departments as a way of promoting some of the events that have taken place at Luton Central. There are certain policies that have to be drawn up including taking photographs of children and we are working with the relevant departments to get that set up.

We also have a lot of broken equipment and loose wires hanging around. We will be working with the Building Committee to improve on the look of our areas especially the front of the lower pulpit and also better secure the area upstairs with the mixer and the computers.

What we ask from the church is that they treat the equipment with the same reverence they would any other part of the church. A lot of equipment gets broken at church and there is a huge cost to replace them. A lot of this can be avoided by vigilance by other members, who sometime just stand-by while children play with the microphones and other equipment! We also ask that parents also enforce the fact that equipment is not there to play with.

Child Safety (C Mthombeni)

Department/Ministry: Child Safety	Period Covering: Jan - Apr 2014
_____	_____
Author: Courage Mthombeni	Date: 05/01/2014
_____	_____

List the major plans of your Department/Ministry for next quarter:
1. Hold a child safeguarding day in Church emphasizing prevention and early intervention as opposed to remedial action.
2. Undertake DBS (CRB) Checks on all officers who interact with potentially vulnerable persons like children and older people
3. Liaise and engage all departments to mainstream the Church's safeguarding policy for compliance
4. Encourage all members and especially church officers to undertake the church safeguarding policy training facilitated by the Conference.
5.

Comments:
All Elders, deacons and deaconesses who visit members and officers working with children and vulnerable adults to bring at least 3-4 different IDs, like driver's licence, passport, Finance letters within last 3 months, Bills, in one's name and current address for DBS (CRB) checks by Elder Careen Hansen and Courage Mthombeni. Starting next Sabbath, we can process for few officers.

Health and Safety (P McKinley)

Department/Ministry: Health and Safety	Period Covering: 2014
_____	_____
Author: Phillip McKinley	Date: 04/01/2014
_____	_____

List the actions passed by your Department/Ministry during this period:
1. Risk Assessment: Every three months to be reviewed
2. Rooms to have numbers
3. Church Fire System
4. Fire Aiders
5. Safety Signs

List the major achievements of your department/ministry for this period:
1.
2.
3.

List the major plans of your Department/Ministry for next quarter:

1. Risk Assessment

2. Fire System in Church

3. First Aiders on Duty every week in Church

4. Change the Health and Safety sign in the Church

5. Health and Safety to be taken more serious by the leader of the Board

Comments:

The Health and Safety team would like to work with each department to get the safety standard back in to the church.

Risk assessment will be done every three month to keep up the safety standard in the church

First Aider to be on duty every Sabbath in Church

The church needs a fire system in church to meet the legal health and safety regulations.

The Health and Safety sign in front of church need to be replaced with a new one.

Personal Ministry (V Sikhosana)

Department/Ministry: Personal Ministry	Period Covering: 2014
_____	_____
Author: V Sikhosana	Date: Jan 5, 2014
_____	_____

List the major plans of your Department/Ministry for next quarter:
1. Go down to Luton town in George square to promote our faith dressed in labelled T-shirts carrying tracts and questionnaire to share with the public return to church to feed back. This could be done in June/July.
2. Go out, one Sabbath every quarter to hand out tracts and drop leaflets through the doors. Return to Church to feed back.
3. Organise a list of individuals who require bible study, assigning teachers to study with them, and keep a record of all those receiving studies. Provide training for others to lead bible study.
4. Have a systematic leaflet distribution system. Organise a campaign to bring the gospel to Luton town, advertise campaign in the local paper.
5. Approach the local University to put us in their directory so students are aware of us.
6. Make better use of our Ten Minute spot to promote what is happening in the department as well as get updates of how different initiatives are getting on, including promoting reading material, i.e. Bible and Spirit of Prophecy.
7. Organise an evangelistic campaign sometime in October / November. Keep it to no more than 3 weeks. Ensure there is ground work to prepare for it by the end of September.

Comments:

Library (R Kengere)

Department/Ministry: Library	Period 3 rd & 4 th Quarter
_____	Covering: 2013
_____	_____
Author: R Kengere	Date: Jan 5, 2014
_____	_____

List the actions passed by your Department/Ministry during this period:

1.

2.

List the major achievements of your department/ministry for this period:

1. We held a food sale which raised £130. This amount was used to purchase video cases, children's dvds, children's books and music cds.

2.

List the major plans of your Department/Ministry for next quarter:

1..

Comments:

Our intention of computerizing the library services was not successful, however, we appreciate the computer donation that was given to the department.

Stewardship (E Gayle)

Department/Ministry: Stewardship **Period** Jan 2013- Dec
Covering: 2013

Author: Errol Gayle **Date:** Jan 5, 2014

List the actions passed by your Department/Ministry during this period:

1.

2.

List the major achievements of your department/ministry for this period:

1. Conducted one Sabbath School with main focus being on 'Who is a good Steward'

There was a whole day program on Stewardship with Pastor Esson promoting proper financial management.

2. Used the offertory period during divine service to promote liberal giving as well as to explain. briefly about how giving financially helps to make us a good steward. Completed but not frequently enough.

3. Been able to engage a large number of people regarding signing up for gift Aid.

4. Conducted Bible Class which engaged and educate the church about stewardship and how as Christians we have a duty to be good faithful stewards.

Youth (R Gayle)

Department/Ministry: Youth	Period Covering: 2013
_____	_____
Author: Rushell Gayle	Date: January 6, 2014
_____	_____

List the actions passed by your Department/Ministry during this period:

- | |
|---|
| 1. More preaching and bible based emphasis done by young people- taking ownership of church |
| 2. Fundraising |
| 3. Preaching and youth day plans |
| 4. |

List the major achievements of your department/ministry for this period:

- | |
|---|
| 1. Weekly youth programmes which engaged a lot of young people, youth planning and executing programmes |
| 2. Fund raising activities which help to raise funds for two youths who went to South Africa for youth service (concert, banquet etc.) |
| 3. Successful youth days especially with the weekend of youth preaching and the International youth day for doing good where young people where engaged in visiting and giving out letters of thank you to essential services |

List the major plans of your Department/Ministry for next quarter:
1. Induction and dedication service and questionnaire to gain peoples' input
2. International youth day and youth week of prayer(March 15-22)
3. More relevant and varied programmes which meet the needs of the young people and all the people who attend the meetings, more young people to play music and showcase their talents and gifts
4. Exchange programme
5. Outreach and in reach programme for evangelism

Comments:

Pathfinders & Adventurers (J Gittens)

Department/Ministry: Pathfinders & Adventurers	Period Covering: 2013
_____	_____
Author: Junior Gittens	Date: January 5, 2014
_____	_____

List the actions passed by your Department/Ministry during this period:
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1. Encourage regular attendance and participation

2. Ensure all children working towards the completion of coursework and honours

3. Work with and support junior counsellors

4.

List the major achievements of your department/ministry for this period:

1. Successful investiture programme for Adventurers and Pathfinders

2. Over 500 honours earned by Adventurers and Pathfinders

3. Pathfinder Club honoured by SEC with award for being an active club
--

List the major plans of your Department/Ministry for next quarter:

1.

2.

3.

Comments:

As a Club we managed to meet regularly and attended conference sponsored events and participate where required. Pathfinders led out in Rally Day as the Praise Team and also took over when other Clubs could not perform at short notice. Adventurers continue to grow and regularly have 40+ children in attendance and Pathfinders 20+ with 35 on the register.

Prayer Ministries (P Rusike)

Department/Ministry: Prayer Ministries	Period Covering: 2014
_____	_____
Author: Peggy Rusike	Date: January 6, 2014
_____	_____

List the major plans of your Department/Ministry for next quarter:
1. 22 nd February 2014 has been set aside for prayer emphasis. We will be having a guest speaker and the day will be dedicated to prayer and testimonies.
2. Sunday Prayer Breakfast has been planned for every quarter
3. We are planning to have a half night prayer for the next quarter with Luton North. No date has been put in place yet.
3.

Comments:
We solicit the support of our Church Elders in activities that prayer ministries will be running

Deacon & Deaconess (Douglas Davis)

Department/Ministry: Deacon & Deaconess	Period Covering: 2014
_____	_____
Author: Douglas Davis	Date: 07/01/14
_____	_____

List the actions passed by your Department/Ministry during this period:

1. Visitation of members to take place by deacon deaconesses
2. Communion to be given to housebound by deacon and deaconesses.
3. Deacon deaconess to ensure that visitors are well greeted and their names placed in Visitors Book
4. Deacon deaconess to assist in keeping reverence in the sanctuary.

List the major achievements of your department/ministry for this period:

1. Has assisted in making baptisms a success
2. Have begun to make inroads into achieving reverence in the sanctuary.
3. Visitation and communion given to housebound members

List the major plans of your Department/Ministry for next quarter:

1. Further improvement on the standard of reverence in the sanctuary
2. Deacon and Deaconesses to make themselves available to visit members
3. Deacon and Deaconesses to make themselves available to take communion to

housebound members

4. Deacon and Deaconesses to endeavour to give more bible studies.

5. Deacon and Deaconesses to get involved in evangelism throughout the year.

Comments:

Women's Ministries (R Ncube)

Department/Ministry: Women's Ministries	Period First Quarter
_____	Covering: 2014
_____	_____
Author: Regina Ncube	Date: 04/01/2014
_____	_____

List the actions passed by your Department/Ministry during this period:

1. To plan and coordinate outreach programmes in our local community. The department has identified The women's aid (local centre that works with women surviving domestic abuse and other life challenges).

2. To challenge each woman in the church to befriend at least one of their neighbours each quarter.

3. To work in partnership with other departments such as Men's, Family, Education Ministries.

4. Work alongside our Conference in realising our role and purpose in the mission field. Reach out to our women who no longer worship with us for whatever reason(s). A list of these has been compiled.

List the major achievements of your department/ministry for this period:

1. The department has been able to identify the need for outreach and has planned all its activities around that drive. Each month we aim to complete one outreach project.

2. The General Conference theme for the department is: 'Touch a heart, tell the world'. Our

theme for 2014 is: That's what friends are for!

3. A service of dedication is being planned by both the women and men ministries for the 25th January 2014 at 4 pm followed by the launch of 'That's what friends are for (A social for all the women between 6-7 pm.

4. Our theme of focus for February is: Love thy neighbour.

5. March theme: Pray for me as I pray for you (The 1st of March is the International Day of Prayer. Laura Osei will be our speaker for the day.

List the major plans of your Department/Ministry for next quarter:

1. April will see the official launch of the Women of Virtue programme by the BUC. This will be on Sabbath 26th and Sunday 27th April 2014. Sabbath will be a Day of Fellowship for all BUC women in Luton- High Town Methodist church. Additionally the day will see the official launch of Praying for our children UK chapter. Sunday will follow with the Women of Virtue experience where the 13 aspects of the programme will be demonstrated. This will be held in the North of England Warwickshire- Woodland Grange Conference Centre. At local level our monthly theme as we reach out and befriend our neighbours will be: It's about the cross

2. An Area 7 Retreat on the 2 - 4 May

3. We hope to work with students and families in and outside the church faced with exams of some kind. Theme for the month: 'Beginning of wisdom'

4.

Comments:

The department's main focus this year is to reach out. Each programme planned must cease to only engage 'us and make 'us feel good. The department seeks to reach out to the community to those less fortunate than us. To make the community know we are here to

serve them and that we care.

We will by no means overlook the needs within the church. The department strongly believes that charity begins at home. We will endeavour to do the best to serve the women in the church and the community at large.

The department also seeks to work closely with other departments within the church.

Children's Ministries (K Anderson)

Department/Ministry: Children's Ministries **Period** Oct - Dec '13 /
Covering: Jan - Mar '14

Author: Karen Anderson **Date:** January 5th 2014

List the actions passed by your Department/Ministry during this period:

1. To have the inclusion of children in all programmes and activities of the church
2. To promote the spiritual, emotional and intellectual development of the children within the church community.
3. Three teachers assigned to each Sabbath school class.
4. Continuation of Children's Sabbath school before Communion Services.

List the major achievements of your department/ministry for this period:

1. Success of children's day where the children were given the opportunity to conduct the service for an entire Sabbath.
2. Nativity Programmes
3. End of year event for the children

List the major plans of your Department/Ministry for next quarter:

1. Witnessing programmes where children are given the opportunity to visit nursing homes and distribute tracts within the community.

2. Meetings with children's Sabbath school teachers once a quarter.

3. All Sabbath school classes making a ten minutes presentation on thirteenth Sabbath to ensure that all the classes get an opportunity to share with the adults what they have done throughout the quarter.

4. Suggestions box placed in the foyer for suggestions and concerns that parents or members of the church may have.

5. Children's campaign to be planned for the half – term in May.

6. Graduation twice a year June and December.

Comments:

All departments need to communicate with the children's department when there are special programmes planned in which the children will be participating. This is to avoid situations where teachers make preparations for their classes, only to arrive at church to discover that the children are participating in other programmes.