



Luton Central SDA Church

Departmental Reports

for

Business Meeting

30 January 2016

(Revision 1.0)

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

Membership at start of 2015 was	311
Membership at end of 2015 was	311

Church Membership Movements

		Qtr Ending 31 Mar 2015	Qtr Ending 31 Jun 2015	Qtr Ending 30 Sept 2015	Qtr Ending 31 Dec 2015	Totals
Number Added in:						
Baptism		0	5	0	3	8
Profession of Faith		0	0	0	0	0
Transfer In	Local	0	0	0	0	0
	Foreign	1	0	0	1	2
Number Removed by:						
Death		0	0	1	0	1
Apostasy/Missing		0	0	0	6	6
Transfer Out	Local	1	0	2	5	8
	Foreign	3	0	2	0	0
Summary:						
Gain/Loss		- 3	5	5	- 7	0
Membership at the end of quarter*		308	313	318	311	

Conference Treasurer (R King)

Department/Ministry:	Conference Treasury	Period	
		Covering:	Jan – Dec 2015
Author:	Richard King	Date:	15 Jan 16

Month	Offerings 2015														Totals	
	Local Funds						Conference Funds									
	Church Budget / Small Donations	Church Building	Youth / Children	Good Samaritan	Other	Comm Services	Tithe	Sabbath School	ADRA	13th Sabbath	Week of Sacrifice	Birthday & Thanks	Conference Development	Other	Total	Gift Aid Total
January	£ 1,812.41	£ 93.74	£ 107.25	£ 10.00		£ 10.00	£ 13,306.19	£ 689.25	£ 5.00			£ 15.00			£ 16,048.84	£ 11,065.35
February	£ 1,455.36	£ 125.89	£ 28.23	£ 29.30	Concert £ 1,300.40	£ 10.00	£ 11,023.24	£ 601.89	£ 5.00			£ 66.60		LSDAC £ 300.00	£ 14,945.91	£ 8,742.32
March	£ 1,615.69	£ 43.50	£ 80.37	£ 136.85	Concert £ 10.00	£ 10.00	£ 9,690.32	£ 459.49	£ 5.00	£ 15.00		£ 35.00			£ 12,101.22	£ 8,940.69
April	£ 2,521.46	£ 81.05	£ 43.50	£ 288.75	CR UK £ 132.30	£ 10.00	£ 12,546.27	£ 607.47	£ 5.00			£ 30.25		AWR £ 2.00	£ 16,268.05	£ 11,627.35
May	£ 1,743.88	£ 76.20	£ 52.00	£ 9.70		£ 10.00	£ 12,370.77	£ 738.89	£ 5.00			£ 10.00			£ 15,016.44	£ 9,230.98
June	£ 1,349.76	£ 32.50	£ 23.00	£ 227.91		£ 10.00	£ 8,225.85	£ 502.41	£ 5.00			£ 25.00			£ 10,401.43	£ 6,818.82
July	£ 1,343.31	£ 48.00	£ 48.76	£ 11.90			£ 10,520.26	£ 512.25	£ 5.00	£ 3.00		£ 80.00			£ 12,572.48	£ 7,767.46
August	£ 1,636.37	£ 63.50	£ 36.00	£ 262.05		£ 10.00	£ 13,876.14	£ 626.93	£ 10.00			£ 5.00		Hope Chnl £ 4.00	£ 16,529.99	£ 11,426.08
September	£ 1,481.29	£ 43.00	£ 11.00	£ 62.11	Music Dept £ 57.91	£ 10.00	£ 9,145.68	£ 657.31	£ 5.00	£ 10.00		£ 10.00			£ 11,493.30	£ 7,740.30
October	£ 2,163.39	£ 57.90	£ 175.00	£ 288.23		£ 10.00	£ 14,653.73	£ 977.92	£ 25.00	£ 4.00		£ 150.00			£ 18,505.17	£ 11,994.40
November	£ 1,154.57	£ 67.00	£ 27.00	£ 12.85	Children Dept £ 150.00		£ 7,587.41	£ 528.73	£ 5.00		£ 10.00	£ 1.00			£ 9,543.56	£ 5,502.90
December	£ 1,473.29	£ 43.50	£ 46.00	£ 10.05	Harvest £ 10.00	£ 5.00	£ 11,494.21	£ 742.17	£ 5.00	£ 17.00		£ 50.00			£ 13,896.22	£ 9,476.40
Totals	£19,750.78	£ 775.78	£ 678.11	£ 1,349.70	£ 1,660.61	£ 95.00	£ 134,440.07	£7,644.71	£85.00	£ 49.00	£ 10.00	£ 477.85	£ -	£ 306.00	£ 167,322.61	£110,333.05

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Family Ministries (J Nyamboki)**Department/Ministry:** Family Ministries**Period** Jan - Dec 2015
Covering:**Author:** Justus Nyamboki**Date:** 12/01/16**List the actions passed by your Department/Ministry during this period:**

1. To continue supporting church families through family related programmes
2. To work with other departments to support family ministry
3. Make use of church members to support family related programmes
4. To present monthly 10 minute family spot during Sabbath school
5. To organise marriage seminars for Luton Central Church married couples
6. To organise family ministry Sabbath days

List the major achievements of your Department/Ministry for this period:

1. Conducted Christian Home and Marriage Sabbath on 14/2/15.
2. Organised married couples seminars on 14/2/15 and 6/6/15
3. Conducted monthly 10 minute family spot- anger management, family worship, love language-children, forgiveness, role of youth in church, quality relationships in church,
4. Facilitated Family Togetherness Sabbath on 12/12/15.

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

1. Smooth handover to next Family ministry leaders

Comments:

Education (R Gayle)**Department/Ministry:** Education**Period** Jan – Dec 2016
Covering:**Author:** Rushell Gayle**Date:** 18 Jan 2016**List the actions passed by your Department/Ministry during this period:**

1. Home Schooling Club

Parents and students who do home-schooling will be meeting on a Tuesdays at church for support and interaction. This will programme will be overseen by Shauna-Leigh Thompson

2. Revision Pack Sponsorship

Members will be encouraged to sponsor a student with a revision book or pack of revision material.

3. Work with Youth Department to put on a Career's Fair

4. Work with Youth Department to put on AY programmes / sessions on study skills

Stewardship (E Gayle)

Department/Ministry: Stewardship	Period Covering: Jan – Dec 2016
Author: Errol Gayle	Date: 20 January '16

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

1. To conduct Bible Class to engage and educate the church more about stewardship and how as Christians we have a duty to be good faithful stewards.
2. To use the offertory time in divine service to promote liberal giving by providing those who are doing the offering with information to share each week.
3. Provide a money management session during one AYS, to encourage members that it is still possible to return a faithful tithe as well as save and still stay out of massive debts.
4. Get at least 10 people to sign up for Gift aid by explaining to the church and individual members what it is all about.
5. Promote evangelism through the use of time and talent to serve and witness to others who are not of our faith.

Adult Sabbath School (S Haughton-Gordon)

Department/Ministry: Adult Sabbath School	Period Covering: 1 st Quarter 2016
Author: Stacy-Ann Haughton-Gordon	Date: 19 January '16

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

1. Theme for 2016 "Learning More About God"
2. 2 Visitors Days – 30 April & 3 September 2016
3. Allocate books of the bible to Sabbath school classes to encourage participation
4. Allocate 3 inspirational teachers for each Sabbath school class (rota basis) to encourage development of new teachers who will one day be Sabbath school lead teachers.

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

1. Two Visitors Days – **30 April & 3 September** (Outreach). The main emphasis will be on soul winning.

The main audience will be targeting of non-Adventist and those in the community. We anticipate joint working with various departments such as Pathfinders, Youth and Community services to distribute flyers in the community inviting the community and non Adventist to the event
2. Encourage Sabbath School/church to develop a closer walk with God through our Theme – "Learn More About God" – (In-Reach)

We will do this by setting monthly challenges for each Sabbath school class to study designated books of the bible and impart/share that knowledge with the church. Over an 8 month period, the church will have a deeper knowledge of various books in the bible

3. Encourage whole church participation to increase attendance at Sabbath School – (In-Reach)

- Frequent reminders of Sabbath school start time and recognition for early attendance
- Families allocated various programmes
- Independence Day - different represented countries facilitating Sabbath school programmes
- Allocating Sabbath school programmes to various classes
- Birthday recognition at the end of each month

4. Visit and phone members missing from Sabbath school for more than 2 weeks –

- Place and emphasis on teachers to make note of members missing for more than 2 weeks and report this to the Sabbath School team.
- Sabbath school team follows up with a phone call and visit.

5. Visitation Programme:

- A dedicated Sabbath school Superintendent is allocated the visitation programme.
- Superintendent will work with designated Elders to arrange visits to members who are unable to attend church due to illnesses etc.

Children's Ministries (K Anderson)

Department/Ministry: Children's Ministries	Period Jan-Dec 2015 & Covering: Jan- Dec 2016
Author: Karen Anderson	Date: 19 January '16

When his disciples would have sent the children away, thinking that they were interrupting the important work of the Master, Christ said, "Let them come... for such is the kingdom of heaven." (Matthew 19:14.) Children are a precious, most important part of God's church.

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

1. To promote the spiritual, emotional and intellectual development of the children within the church community.
2. Continuation of Children's Sabbath School before Communion services.
3. To have the inclusion of children in all programmes and activities of the church.
4. Better communication between the Children's department and the other departments in the church. This was to alleviate the conflicts with teachers preparing for lessons and the children who were not in Sabbath School but were engaged in other activities at church or other functions.

List the major achievements of your Department/Ministry for this period:

1. Successful Children's campaign
2. Success of children's day where the children were given the opportunity to conduct the service for an entire Sabbath.

3. Thirteen Sabbath Programmes that shows the children are being taught Bible truths, Christian and Adventist beliefs and values; not just what the quarterlies offered.

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. A quarterly newsletter to inform parents of the upcoming events in the Children's department

3. Keep an updated permanent record of all the children in the church and the children of non-members who attend or have attended outreach programmes or visited Sabbath School. A database of the parents' information so teachers are aware of whom to contact in cases of emergency and to clarify any allergies that the child may have. For data protection and confidentiality, the records will only be available to the teachers who will be teaching the children.

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. A better rapport with parents and teachers, this will help to encourage children to participate more in Sabbath School classes and activities. This will enhance their spirituality and improve their attendance.

Comments:

Thanks for your continued support and encouragement, let us continue to work and nurture the children's spiritual growth towards a lifelong relationship with God.

Internet Ministry (D Gunter)

Department/Ministry: Internet Ministry **Period** Jan – Dec 2016
Covering:

Author: Darren Gunter

Date: 20/01/ 2016

Comments:

As a department, we have continued to promote church programs online, increase our social media profile and regularly update our website. We continue to work with the PA team to publish not only sermons online, but special items as well. In the next year we plan to hopefully start to show videos as well, online. In line with those plans, we are currently working with the Child Safety team to develop a strategy for the displaying of children online. We are currently looking for another member to join the team.

Adventurers & Pathfinders (J Gittens)

Department/Ministry: Adventurers & Pathfinders	Period Covering: 2016
Author: Junior Gittens	Date: 18 Jan 2016

List the actions passed by your Department/Ministry during this period:
1. Encourage and facilitate staff training. (First Aid. BST. KCFS.)
2. Write procedure and carry out a fire drill
3. Change structure of Club time to start classes first
4. No child to leave Club premises for shops etc.

List the major achievements of your Department/Ministry for this period:
1. n/a

List the major plans of your Department/Ministry for next quarter:
1. Our main and on-going aim is to help the children to develop a closer relationship with Jesus through Adventurers and Pathfinders
2. To closely work with other departments in the church. This is not only a requirement of some classes but helps to foster the understanding that we are all part of the church. Discussions have already taken place and some have already moved into action
3. To encourage and support the non-Adventist children and their families, who attend the Club

Comments:

The Adventurer and Pathfinder Club have over 80 children between them, and it's a costly department to run. There is a large amount of training available to us through the conference and we would like all staff to have the opportunity to access and update their skills, some training is mandatory.

Not everyone who attends the club can afford the subs we charge as some have 3 or 4 children attending. So we need additional financial support to help us to be effective in our ministry.

We would like to thank those who have supported us in their different ways in the past year, and thanks those still working with us or who have just joined.

Library (S Thompson)

Department/Ministry: Library **Period** Jan 2016 –
Covering: Dec 2017

Author: Shauna-Leigh Thompson **Date:** 21/01/16

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

1. We intend to redecorate and refurbish the room in order for it to be more welcoming
2. Put in place a team of librarian readers who will check any new material that is donated or bought before it is made available for members. This is to ensure it is consistent with our beliefs.
3. Story /reading time for young children after Fellowship lunch
4. Request that members make donations to the library that can educate and spiritually uplift.
5. Request that departmental leaders make donations in relation to their specific ministry to encourage member engagement
6. Sell worn or damaged books and out-dated media to raise money to restock
7. Start a monthly book club for members

Comments:

Music (K Jarrett)

Department/Ministry: Music	Period Jan 2016 – Covering: Dec 2017
Author: Karen Jarrett	Date: 20/01/16

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

1. Keep Christ at the centre of our work by organising time for daily personal devotions. Meet together regularly for prayer, devotions & sharing testimonies. This will enable us to serve and minister effectively.
2. Organise and train seven effective Worship Teams that reflect our congregation as a whole.
3. Organise rehearsal sessions and workshops to support, train and mentor church musicians.
4. Work closely with the Pastoral Team & PA department to enhance the worship experience of every member and visitor. This includes selecting and using music that supports the worship theme in different services.
5. Include the congregation within the worship experience by asking them for their input, feedback favourite songs & testimonies.

Family Ministries (C Mthombeni)

Department/Ministry: Family Ministries **Period** 01/01/2016 -
Covering: 30/04/2016

Author: Courage Mthombeni **Date:** 16/01/16

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

1. Family Ministries Training

SEC Certificate in Family Life Education Pt 1 Training: Watford

February 7

2. Christian Marriage and Christian Home Day

Sabbath, February 13 (Emphasizes Parenting and Marriage) –

(Collaborative work with AMO and Women's Ministry Departments)

3. Family Ministries Training

SEC Certificate in Family Life Education Pt 2 – Sunday 28 February

4. SEC Blended Hearts Marriage Retreat

18-20 March Wokefield Park

5. 10 minutes talk once every month on topical family matters

6. Family Ministries Training - Watford

SEC Certificate in Family Life Education Pt 3 – 17 April

Comments: FUTURE OUTLOOK

1. Singles' Weekend – Cultivate Purpose & Let God

15-17 July 2016 – Guest Pastor Fraser

2. Picnic day for adults in summer – date to be announced

3. Family Togetherness Week: September 6-12

Family Togetherness Day: Sabbath, September 12 (Emphasizes the Church Family)

Guest Speaker being invited for the week

Women's Ministry (A Davis)

Department/Ministry: Women's Ministry	Period Jan 2016 – Covering: Dec 2017
Author: Avery Davis	Date: 20/01/16

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

1. The 2016/17 WM committee met and elected the following officers: Secretary: Regina Ncube; Treasurer: Emma Fetalino
2. The 2016/17 WM committee met and agreed to recruit a Singles Ambassador and a Prayer Leader to assist the team.
3. The 2016/17 WM committee met and agreed to devote the greater portion of 2016 to 'in-reach' in order to be better prepared for a programme of active 'outreach' during 2017.

List the major achievements of your Department/Ministry for this period:

1. The WM team has met and drawn up a scheme of activities, plans and events to be carried out during the 2016/17 term.
2. On 23rd January 2016, the new WM team presented an introduction to the history and mission of WM during the adult Sabbath school period

List the major plans of your Department/Ministry for next quarter: PLANS FOR 1ST QTR 2016

1. To plan and deliver in conjunction with Men's Ministries and Family Life a special February social event inclusive to both couples and singles
2. To continue forging links with local groups and to build on the relationship with the charity Women's Aid, begun by the previous WM team.
3. To identify the felt needs of the women of the church and find ways of harnessing the

combined energies of multiple departments in order to meet those needs

4. To plan and deliver a Women's Day of Prayer programme on Sabbath 5th March

5. To seek out opportunities to encourage the women of our church to fully participate in local, conference and union level training, events and retreats to nurture their spiritual, emotional and physical health.

Comments:

Hospitality (A Duncan)

Department/Ministry:	Hospitality	Period Covering:	Jan 2016 – Dec 2017
Author:	Arlene Duncan	Date:	21/01/16

The hospitality department served lunch every Sabbath. We run a potluck service and depend on volunteers

We supported various departments within the church whenever they had their special days.

We received donations from various members in terms of food items and utensils, which were useful in the efficient running of the department.

List the major plans of your Department/Ministry for next quarter:
1. For 2016-2017- we intend to encourage more members to bring food items on Sabbath in order for us to have a wider variety of food each Sabbath. Our intention is to only warm the food products on a Sabbath and not to carry out any cooking unless it is an emergency.
2. We intend to continue to serve more people from the community during the lunch period to reach out and evangelize to our community.
3. We will be asking for even more donations this year so that we will continue to help.
4. We intend to get all the members of the team to get their food hygiene certificate so that we are sure that every member knows how to prepare and serve food safely for others. We will be encouraging as many members as possible to also complete this training test especially if they are going to contribute and serve food.
5. We will be nominating and working closely with the young people and other departments to volunteer to help with the serving and cleaning of the designated areas.
6. We will be encouraging other departments to get their own volunteers to help whenever they have special days

Prison Ministry (A Caesar)

Department/Ministry: Prison Ministry	Period 01/01/16 – Covering: 31/03/16
Author: Ann Marie Caesar	Date: 20/01/16

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

1. We met with the prison ministry leader from Bedford SDA Church
2. Recruited more members to join the team
3. Looked at how we can better help the women at Yarl's Wood Detention Centre

List the major achievements of your Department/Ministry for this period:

1. We were able to assist one of the brethren financially who was deported back to her country
2. We have assisted few of the women by providing credit for their phones when needed
3. We have made the necessary contact with the relevant party to extend our ministry into Bedford Prison.

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

1. We are planning to meet with the Chaplain for Yarl's Wood to see how we can be part of the team that present service on Sundays.
2. We are in the process of completing the relevant forms which will grant us access inside

Bedford Prison with Bedford SDA team

3. Trying to see how we can reach non - Adventist in the detention centre as we are currently restricted to seeing only SDA members.
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Comments:

Deacon and Deaconess (D Davis)

Department/Ministry: Deacon and Deaconess **Period Covering:** 1st Quarter

Author: Douglas Davis **Date:** 21/01/16

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

1. To assist members and visitors to entering the sanctuary at an appropriate time.
2. To maintain reverence in the sanctuary by ushering all to meet and greet in a more appropriate please.
3. To create an environment where members and visitors can pray and meditate after Divine Service

List the major achievements of your Department/Ministry for this period:

1. The Department has assisted in taking communication to church member who are unable to attend church. Members who are currently ill were also visited and prayed with.
2. The Department had always ensured that all preparation were made and executed when communion took place. The Department had never fail to make full preparation for baptisms candidates.
3. We have maintained a presence at the front door, greeted visitors and members and give out bulletins to all. The Deaconesses has beautified the sanctuary with flowers from week to week giving all who enter the church a seenic experience.
- 4.

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

1. Plans are being made for Deacon and Deaconess to visit church member.

2. To maintain a roster to ensure all Deacon and Deaconess are properly engaged in the duty as described by the church.

3. To work with the Pastor Elders and all church department to ensure the smooth running of the church.

4. To ensure that the church is clean and properly maintained

Comments:

We hope that all members will cooperation with the Deacon and Deaconess and support our work. We pray by the grace of God all will be able to appreciate what we are aiming to accomplish.

Please pray for this department that we continue to work for the glory of God.

Local Treasurer (H Mokaya)**Department/Ministry:** Local Treasurer**Period**
Covering: Jan – Dec 2016**Author:** Henry Mokaya**Date:** 21/01/16**2016 Church Budget Proposal****Operating Expenses**

	Budget 2016	B/F 2015	Income	Spent	Balance 2016
Church Building Maintenance	4,500.00	30.38			4,530.38
Cleaner	2,080.00				2,080.00
Cleaning Materials	1,000.00				1,000.00
Delegates/training	1,000.00				1,000.00
Flowers	400.00				400.00
Heating & Lighting	6,000.00				6,000.00
Insurance	3,200.00				3,200.00
Library	200.00				200.00
Miscellaneous	500.00				500.00
Sabbath School Quarteries	300.00				300.00
Telephone	600.00				600.00
Water Rates	200.00				200.00
Sub Total	19,980.00			0.00	

Local Evangelistic Expenses

	Budget 2016	B/F 2015	Income	Spent	Balance 2016
Adult Sabbath school	150.00				150.00
Adventurers	450.00				450.00
AYS	250.00				250.00
British & Foreign Bible Society	50.00				50.00
Children sabbath School	250.00	135.00			385.00
Children 's Choir (Promise)	100.00				100.00
Communication	200.00				200.00
Community services	150.00	682.91			832.91
Education	100.00				100.00
Evangelism	500.00				500.00
Family Life	200.00				200.00
Health & Temperance	100.00				100.00
Pathfinders	650.00				650.00
Personal Ministries	150.00				150.00
Prison Ministries	100.00				100.00
Samaritan Local Relief		2,216.08			2,216.08
Social Club	100.00				100.00
Men's Ministries	200.00				200.00
Women Ministries	200.00				200.00
Youth & Children Evangelism	50.00	1,223.18			1,273.18
Sub Total	3,950.00	194.91	224.00	0.00	4,368.91

Local Development					0.00
Church School Subsidy	1,000.00				1,000.00
Children's fundraising	0.00	646.62			646.62
Fund Raising Committee		1,310.40			1,310.40
Music	100.00	24.46			124.46
Personal Ministries Secretary (publishing)	50.00				50.00
PA System	200.00				200.00
Upper Youth Hall Deco		1,000.00			1,000.00

Sub Total	1,350.00				
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Conference Wide Development					0.00
Building Fund	250.00				250.00
Conference AYS	0.00				0.00
Conf Good Samaritan Fund	0.00				0.00
Church Planting	500.00				500.00

Sub Total	750.00	0.00	0.00	0.00	
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Special Offerings					
Education	50.00				50.00
Famine Relief	100.00				100.00
Home for Elderly	0.00				0.00
Messenger	1,100.00				1,100.00
Radio	50.00				50.00
Temperance	0.00				0.00
Voice of Prophecy	50.00				50.00
Youth Magazine	50.00				50.00

Sub Total	1,400.00	0.00	0.00	0.00	
Total Budget	27,430.00				

Total To be raised	27,430.00
Weekly Target	527.50
Weekly Target/person (150)	3.52