



Luton Central SDA Church

Departmental Reports

for

Business Meeting

17 February 2018

(Revision 1.0)

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

Membership at start of 2017 was	309
Membership at the end of 2017 was	309

Church Membership Movements

		Qtr Ending 31 Mar 2017	Qtr Ending 31 Jun 2017	Qtr Ending 30 Sept 2017	Qtr Ending 31 Dec 2017	Totals
Number Added in:						
Baptism		14	0	0	0	14
Profession of Faith		0	0	0	0	0
Transfer In	Local	0	0	0	0	0
	Foreign	4	0	0	0	4
Number Removed by:						
Death		3	0	2	0	5
Apostasy/Missing		1	0	0	0	1
Transfer Out	Local	3	0	3	3	9
	Foreign	2	0	0	1	3
Summary:						
Gain/Loss		9	0	- 5	- 4	0
Membership at the end of quarter*		318	318	313	309	

Conference Treasurer (R King)

Department/Ministry: Conference Treasury	Period Covering: Jan - Dec 2017
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Author: Richard King	Date: 4 February 2018
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I would like thank our team for all their hard work during 2017,

- Sis. Ruth Kengere-Otieno
- Sis. Vivienne Rashford
- Sis. Sibongile Chikwama

Also, to thank our Church members for your faithful return of Tithes and Offerings. May the Lord Bless you all.

Bro. Richard King

Month	Offerings 2017														Totals	
	Local Funds						Conference Funds								Total	Gift Aid Total
	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		
January	£ 1,509.06	£ 41.00	£ 13.00	£ 95.36		£ 10.00	£ 6,000.65	£ 548.21		£ 10.00		£ 35.00		£ 300.00	£ 8,562.28	£ 5,105.83
February	£ 1,669.46	£ 69.50	£ 28.50	£ 35.60			£ 10,588.71	£ 645.98	£ 212.64			£ 45.00			£ 13,295.39	£ 6,582.00
March	£ 1,857.97	£ 37.50	£ 19.00	£ 25.00			£ 9,641.83	£ 622.03	£ 5.00						£ 12,208.33	£ 7,694.99
April	£ 2,118.80	£ 66.50	£ 28.00	£ 398.28	Test God Investment £ 10.00	£ 10.00	£ 14,929.29	£ 746.73	£ 5.00	£ 5.00					£ 18,317.60	£ 12,141.61
May	£ 1,565.70	£ 275.00	£ 70.00	£ 137.94	Building Project £ 1,105.00		£ 7,542.20	£ 617.59	£ 9.00			£ 5.00			£ 11,327.43	£ 5,202.56
June	£ 1,293.06	£ 47.67	£ 41.50	£ 10.00		£ 20.00	£ 9,003.29	£ 513.90	£ 19.00			£ 30.00			£ 10,978.42	£ 6,433.48
July	£ 1,649.30	£ 316.00	£ 81.00	£ 284.26	Building Project £ 50.00	£ 10.00	£ 10,360.26	£ 695.57	£ 26.00	£ 5.00		£ 10.64			£ 13,488.03	£ 7,980.00
August	£ 1,308.12	£ 47.50	£ 25.00	£ 15.00		£ 10.00	£ 7,877.65	£ 498.62	£ 19.00						£ 9,800.89	£ 5,753.17
September	£ 1,919.80	£ 68.00	£ 42.60	£ 116.41		£ 10.00	£ 11,979.92	£ 587.87	£ 14.00	£ 6.50					£ 14,745.10	£ 9,762.42
October	£ 1,548.26	£ 219.25	£ 56.79	£ 254.85	Building Concert £ 356.53	£ 15.00	£ 9,737.91	£ 614.61	£ 24.00	£ 30.00		£ 15.00			£ 12,872.20	£ 7,921.20
November	£ 1,866.20	£ 55.70	£ 36.20	£ 152.02	£ 15.00	£ 10.00	£ 8,280.64	£ 457.64	£ 14.00			£ 20.00			£ 10,907.40	£ 7,394.96
December	£ 2,322.39	£ 209.82	£ 95.83	£ 265.40		£ 15.00	£ 14,160.01	£ 685.66	£ 21.00			£ 70.00			£ 17,845.11	£ 13,932.08
Totals - 2017	£ 20,628.12	£ 1,453.44	£ 537.42	£ 1,790.12	£ 1,536.53	£ 110.00	£ 120,102.36	£ 7,234.41	£ 368.64	£ 56.50	£ -	£ 230.64	£ -	£ 300.00	£ 154,348.18	£ 95,904.30
Totals - 2016	£ 20,607.65	£ 900.15	£ 756.75	£ 1,547.22	£ 1,122.71	£ 120.00	£ 121,348.78	£ 8,438.52	£ 436.69	£ 56.00	£ 20.00	£ 469.90	£ -	£ 15.00	£ 155,839.37	£ 95,087.06

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Local Treasurer (H Mokaya)

Department/Ministry: Local Treasurer	Period Covering: Jan - Dec 2017
Author: Henry Mokaya	Date: 4 Feb 2018

Luton SDA Church
 2017 Summary of Funds
 31 December 2017

Church Funds

Balances Brought Forward from 2016

Petty Cash	288.91	
Current Account	33,918.47	
Savings Account	668.44	
SEC Trust Fund Account	93,603.18	
		128,479.00

Income in 2017

Budget Offering	20,710.98	
Bank Interest	513.58	
Inland Revenue Tax Refund	8,961.20	
Trust Fund Income	251.95	
Miscellaneous Income	1,300.00	
Special Projects (English Ross)	355.00	
Departmental Income	7,346.26	
Total		39,438.97

Expenditure in 2017

Bank Charges	0.00	
Operating/Departmental Expenses	24,027.95	
Conference Wide Development	1,050.00	
Special Offerings (Misc)	2,979.66	
Special Projects (Survey& Renovation)	7,239.80	
Reserves	4,105.06	
Total		39,402.47

Surplus (Deficient) end of 2017/ Q4 36.50

Year End Financial Position

Balances Carried Forward to 2018 Q1

Petty Cash	90.77	
Current Account	14,741.48	
Savings Account	10,301.61	
SEC Trust Fund Account	99,224.86	
Total		124,358.72
Debtors	4,950.00	
Creditors	0.00	
Grand Total		129,308.72

Budget 2018	
Operating Expenses	
Church Building Maintenance	4,500
Cleaner	3,120
Cleaning Materials	1,000
Delegates	1,000
Flowers	400
Heating & Lighting	6,000
Insurance	3,900
Miscellaneous	500
Photocopier and Stationery	700
Sabbath School Quarterlies	300
Telephone	600
Water Rates	200
Sub-Total	22,220
Local Evangelistic Expenses	
Adult Sabbath School	200
Adventurers	400
AYS	250
Children Sabbath School	250
Children's Choir (Promise)	100
Communication	200
Community Services	480
Education	100
Evangelism	500
Family Life	300
Health & Temperance	100
Hospitality Dept	100
Library	200
Pathfinders	600
Personal Ministries	250
Prison Ministries	100
Samaritan Local Relief	
Social Club	200
Single Women	150
Men's ministries	150
Music	100
Women Ministries	200
Youth Evangelism	50
Sub-Total	4,980

Local Development	
Church School Subsidy	1,000
Children's Fund-Raising A/c	-
Fund-Raising Committee	
Personal Ministries Secretary	50
PA system	200
Upper Yth Hall Deco	
Sub-Total	1,250
Conference Wide Development	
Building Fund	500
Conference AYS	-
Conf Good Samaritan Fund	-
Church planting	250
Sub-Total	750
Special Offerings	
British & Foreign Bible Society	50
Education	50
Famine Relief	100
Home for the Elderly	-
Messenger	1,040
Radio	50
Temperance	-
Discovery Bible School	50
Youth Magazine	50
Sub-Total	1,390
TOTAL	30,590

Women's Ministries (A Davis)

Department/Ministry: Women's Ministries	Period Covering: Jan – Dec 2017
Author: Avery Davis	Date: 1 Feb 2018

List the actions passed by your Department/Ministry during this period: Jan – Dec 2017

1. To support the Family Life Week in Sept 2017 by donating £100 from the WM dept budget
2. To continue producing Quarterly newsletters for the women of Luton Central to keep them updated on relevant issues, training opportunities and events.
3. To Plan and execute a Women's Prayer Breakfast to include women from both LC and Luton North congregations and their guests.
4. To provide appropriate events for social connectedness between the women of the church and avenues for learning and sharing such as tea parties, discussion groups, knitting and sewing groups and any other need identified.

List the major achievements of your Department/Ministry for this period: Jan – Dec 2017

1. Creating and distributing regular newsletters for LC women throughout 2017.
2. Prayer breakfast event "Hey Beautiful... You've got This!" in 1st Quarter, keynote speaker Karen Holford, Family Life Director (TED), with 45 women in attendance. Presenting and discussing strategies to meet the challenges of modern life from a Christian perspective and providing the women with an opportunity to de-stress and refresh.
3. Hosted "My Cup Runneth Over" tea parties in women's homes and conducted a sewing/knitting taster session, which were attended by members of LC and non-church guests. Tea tasted, Repairs demonstrated and friendships made.
4. Obtained funding for and started sewing classes in conjunction with Area 7 and SEC for

women in the area. A set of 5 monthly Sewing Classes have begun with a substantial waiting list. The tutors are volunteers and unpaid.

List the major plans of your Department/Ministry for next quarter: FIRST QUARTER 2018 PLANS

1. To continue providing a regular newsletter for the women of Luton Central and promote Conference, LC and community events, training and resources. Execute any outstanding plans from 2017.

2. To continue delivery of a second set of sewing classes on 3rd Sunday of each month (commencing March 2018) and identify more teachers so that the equipment can be maximised through multiple classes or different days. To actively promote these classes in the wider community.

3. WM Team to attend Domestic Abuse training to equip themselves and, in turn, the women of the church with an awareness of and the appropriate tools for supporting and providing assistance to survivors of such relationships.

4. To establish a Prayer Walking network among the women.

5. To encourage and support the work of other departments, for example: Community Services *Keep Fit/ Soup Kitchen*; Men's Ministries/Family Life/ Youth Dept: *Youth and Couples mentoring*; Children's Ministries: *Holiday Bible School*.

6. To support and promote the Area 7 & SEC Women's Day of Prayer programme on 3rd March at High Town Methodist Church, Luton, through attendance and programme participation. We hope this will be a means of resurrecting our Women's Choir.

Comments:

Thank you to the outgoing team of 2016/17, in whose footprint we lightly step as we navigate some of the challenges they have previously met. We appreciate the resources, information and networks they have already put in place and made available to us. These will certainly contribute to any successes we enjoy during our 2018/19 term in office.

Special thanks to Sister Careen Hanson, Sister Karen Jarrett and the other musicians for

their dedication in leading and supporting the Women's Choir and our programmes throughout 2016/17.

A huge thank you to Sister Peggy Donaldson, Sis Sevi Gwasira, Sis Jennetta Barker and Sis Sarah Davis, who have stepped in on a number of occasions to assist in setting up and packing away for our early morning programmes.

Sincere thanks and appreciation to the outgoing Head Deacon and his team for their willingness. And in particular, to Bro Wayne Anderson for his electrical expertise, without which the sewing classes could not have gone ahead.

Inexpressible gratitude to our families for their patience as we continue to juggle home commitments with the requirements of our various ministries, thank you for being there.

Social Committee (S Gwasira)

Department/Ministry: Social Committee	Period 2018
_____	Covering: _____
Author: Sevi Gwasira	Date: 2 February 2018
_____	_____

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

- | |
|--|
| 1. To make sure there is enough food every Sabbath for everyone to eat, including our visitors |
| 2. To have more Anniversary Celebration lunches at church |
| 3. To have more birthdays lunches at church |
| 4. To have more members involved in preparing food to bring to church |
| 5. To have enough disposable items to use for lunch |
| 6. All departments leaders to arrange food for their special days and the team should stay at church on their day and take the lead during lunch |

Comments:

We will work as a team during 2018

We aim to have more people who stays at church so we can have dinner together and to know each other as we have fellowship lunch together

We want to have unity as one family

We are encouraging everyone to bring a dish for lunch once every month

We are encouraging everyone to stay for lunch once every month

The following is a list of items that the team are asking member contribute,

- Rice cooked or uncooked
- Monetary donations
- Disposable items
- Drinks
- Cakes

- Macaroni cheese
- Anything that can be of use to the kitchen

Finally, thank you to all those who always make sure they bring food to church every Sabbath, may God continue to bless you - Keep it up!

Education (R Kengere-Otieno)

Department/Ministry: Education	Period Jan - Dec 2018
_____	Covering: _____
Author: Ruth Kengere-Otieno	Date: 1 Feb 2017
_____	_____

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

1. Promoting Adventist Education as well as enlightening our members on the issues occurring in the Education System.

2. Arrange for an Education Symposium day

3. Support parents who are taking their children to Adventist Educational Institutions – School fees proposal

4. Provide appropriate support for Christian Teachers in our local congregation

5. Encourage our youth to join Public Campus Ministry when they go to University

Comments:

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Adult Sabbath School (S Haughton-Gordon)

Department/Ministry: Adult Sabbath School	Period Covering: Jan – Dec 2017
Author: Stacy-Ann Haughton-Gordon	Date: 6 February 2018

List the actions passed by your Department/Ministry during this period:
1. Theme “Learning More About God” will continue into 2017
2. Home Coming Day – 15 April 2017
3. Visitors Day – 9 September 2017
4. Continue with the allocated books of the bible for Sabbath school classes – Teachers will be encouraged to present more on their allocated books to enable members to learn more about the designated books and God’s plans for us.
5. Place greater emphasis on the Visitation Programme to visit the shut-in

List the major achievements of your Department/Ministry for this period:
1. Theme: Learning more about God. We encouraged participation from each class on a monthly basis whenever possible to deliver the Sabbath School Programme and present something from their designated book of the bible.
2. Sabbath School Homecoming Day was held on 15th April 2017 with Guest Speaker Pastor Goddard who was very well known to the congregation. We worked in collaboration with our resident Pastor, Elders and members to produce a list of members who once fellowshipped with us and no longer attends the church for various reasons. We wrote individual letters and issued invitation cards and relied heavily on church members to issue invitation cards to their friends and families. We worked in conjunction with various departments who presented on the key things that they do to meet the needs of the community, meet and greet, usher people to seats, provide gifts and church members provided an overwhelming support in inviting people and ensured that they were well fed.
3. Sabbath School Visitors Day was held on the 9th September 2017 with Guest Speaker

Pastor Sam Mahlangu who spoke on the Theme “Ready or Not, Here He Comes”. We went from door to door within the community and distributed approximately 200 flyers to our neighbours and well as provided invitation cards to church members to invite their neighbours, friends and families to the event.

Yet again we received an overwhelming support in food contribution from our church members, presentation on the day from various departments, gifts presented to our visitors and a warm welcome at the door.

Comments:

The Sabbath School team 2016/17 was highly committed and served the church well during the last 2 years in ensuring that a programme was delivered to the church on a weekly basis. I am truly grateful for the support and co-operation received from the team over the years and wish them every success in their new roles.

Publishing Department (A Jarrett)

Department/Ministry: Publishing Department	Period 2017-2018
	Covering:
Author: Andrea Jarrett	Date: 17 Feb 2017

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

1. Luton Central ABC Outlet opens Wednesdays 6pm – 7.30pm and 2nd Sunday of each month from 10.30am – 1pm. Saturday evening when Sunset is before 6pm the ABC shop is available.
2. Publishing and ABC services are also available by contacting Andrea Jarrett directly, for queries, requests and payments.
3. Provided support to Sabbath School, Interest Coordinator Dept, Children's Ministries.

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

1. Publishing Ministries Day 15th July 2017 – Speaker Trevor Johnson (Stanborough Press Sales Manager) This helped to impress the importance of literature evangelism in witnessing and personal spiritual development.
2. Publishing Room Refurb (with the amazing help of Bro Richard King) was completed to high spec.
3. There is no outstanding balance on Luton Central SDA Church account with The Stanborough Press.
4. There is to be 10% made on sales of ABC stock this will at first go towards part payment of ABC refurb then future payments into the Evangelism Budget and up keep of ABC outlet.

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

1. Find more effective ways to inform other departments on how the Publishing Dept can be tailored to help their ministries.

2. To provide an efficient service in introducing church members to, and supplying them with publishing materials that will enhance their spiritual development. Effective use of 10 minute spots will be essential to this plan.

3. Establishing an ABC service that can be offered to neighbouring SDA churches i.e. Dunstable, Luton North, Stevenage etc....as well as to other non-SDA churches in Luton and our community.

4. To provide a service for shut-ins or those who have trouble attending church regularly, so they are able to browse the material we have on offer, and make purchases.

5. To ensure that the department promotes media that is in line with the Bible. This does not mean that other Christian media will not be available, but that if it is present, it will need to conform to the doctrines of the Bible. We will need to work closely with the Church Library to ensure this is consistent.

Comments:

The Publishing Department would like to commit to serving our church family in their outreach ministries within the community, family, work colleagues and friends, as well as helping them develop their spiritual lives.

Deacon and Deaconesses (D Davis)

Department/Ministry: Deacon and Deaconesses
Period Covering: Jan - Dec 2017

Author: Douglas Davis
Date: 5 February 2018

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

1. To ensure that the Deacon and Deaconess Department function effectively by placing Deacon and Deaconess in groups and organising a duty rosters to cover all church activities.
2. To ensure that all visitors are properly greeted and their names placed in the visitor's book and their contact information gained
3. To put training in place to equip all Deacon and Deaconess to carry out visitations
4. To put a visitation programme in place to enable Deacon and Deaconesses to carry out visitations to members and those who had previously visited the church.

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

1. Deacon and Deaconess were trained in how to carry out visitations
2. Arrangement for communion was put in place to serve communion in church. Everyone who wanted to participate in the foot washing service and receive Bread and Wine was able to do so. Communion was take to shut-in members and a number of official visitation to members were achieved
3. All arrangements were made to enable successful baptisms to take place

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

1. Training to be provided for Deacon and Deaconesses in Interest Coordinator work in order to assist with greeting at the door and in follow-up visitation.
2. To put a new visitation plan in place and encourage more Deacons and Deaconess to participate in visitations
3. Department to provide opportunities for young people to participate in Deacon and Deaconesses work

4. To ensure that new Deacons and Deaconess are trained to carry out their duties effectively and have on-going training for all in the Department.

Comments:

We wish to thank the Deacon and Deaconess who served in during 2016 to 2017. Special thanks are extended to those who served in 2016 to 2017, but will not be serving in the coming year. Deaconess has consistently week by week made contributions, given of their time and money to beautify the Church with flowers. Their donations are very much appreciated, thank you.

We would like to also thank Pastor Llew Edwards for agreeing to come to Luton and training the Deacons and Deaconess in how to develop their skills in visitation.

Pastor Bernie Holford also attended a meeting with the Deacon and Deaconess and was able to impart words of encouragement to the department. Pastor's input was appreciated and well received.

Men's Ministries (S Muwanga)

Department/Ministry: Men's Ministries	Period 2016 / 2017
	Covering:
Author: Sam Muwanga	Date: 29/12/2017

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

1. Galvanise men to be at the fore front of the ministry of our Lord Jesus Christ in the local church, the worldwide church and in the community. The theme for that period was clear, *"I can do all things through Christ who strengthens me"* (Philippian 4:13).
2. Mentorship of our young men.
3. Promote utilisation of our church member's skills/ specialism to the benefit of our church members and community
4. Encourage men of Luton central to work together as a unit; supporting one another, encouraging each other, share experiences and most important men praying for fellow men.

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

1. The men of the church have gotten more united over the last two years and this can only get better.

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

1. Mentorship of our young men; This is an on-going program from past leaderships, as a department we are encouraging grown men of this church to avail themselves to mentor a young person.
2. Working on empowerment of men; As a department, we are working on empowerment programs for the men of the church, starting with reminding ourselves that we are the priests of our homes and we have an obligation to fulfil this responsibility. The second area is for the men to identify more with Christ's ministry through our daily walks of life. As a committee, we intend to do wide range programs some of which we may have to identify the need by carrying out surveys.
3. Promote the helping hand project; where by men go out to work with members and the community especially the less able ones to do domestic chores such as: gardening, screw fixing, moving heavy items around the house, and other areas as need arises.

4. To foster unity among men and the entire church.

Family Life (C & C Mthombeni)

Department/Ministry: Family Life	Period Covering: Jan 2016 – Dec 2017
Author: Courage /Christina Mthombeni	Date: 03/02/2018

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

1. The department organised speakers for the Family Life Week and Family Togetherness Week within the two years in office.
2. Linked Luton Central Members with external counselling services.
3. Collaborated with other departments.

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

1. The department were able to invite speakers for the Family Life Week and Family Togetherness Week which were inclusive and took cognisance of the demographic nature of the whole church.
2. Collaboration with other departments to share costs and ideas, especially with AMO and Women's Ministry.
3. Counselling services offered even though intake was minimal.
4. Couples dinner held jointly with Women's Ministry and AMO.
5. Organised Singles Retreat at Conference level.

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

1. Hold seminars on different topics affecting families including health and relational matters.
2. Couple's Renewal of vows event.
3. Encouraged church members to attend other BUC Family related events.

Personal Ministries (V Rashford)

Department/Ministry: Personal Ministries	Period Covering: 1 st Quarter
_____	_____
Author: Vivienne Rashford	Date: February 2018
_____	_____

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

1. To support church members in growing spiritually together as a church and encourage our youth and teens to study the Word for strength and to overcome the difficulties they face in these times.

2. To recommence regular distribution of literature in the community, especially in the vicinity of our church. Introduce ourselves to our neighbours by sending them cards informing them that we are here and happy to help. Literature could include Steps to Christ and Bro Caesar suggested the Great Controversy to those who might be more interested to learn. We plan to tell people about Christ and not about our Church and its beliefs until' if they show an interest, Bible Studies can be the next step.

3. Fasting and prayer is necessary for spiritual growth. We plan to make it a regular feature, maybe one per quarter to pray for the Holy Spirit's presence in our Church and for us to be willing to be used. We also discussed doing prayer walks and group prayer. Praying on the phone or just meeting with others to pray and occasionally, all night or half night prayer meeting.

4. To communicate and link with other departments as we seek to unite in one accord for the glory of our Lord and Saviour, Jesus Christ.

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

1. We are excited. To God be the glory. On the 24th February Pastor Michael Mbui will be holding a training programme involving both churches. It came as a result of PM Leader attending his workshop at Newbold in January. We hope that this day will help us to better understand our role in the Church and what God wants us to be engaged in while we wait for His coming.

2. We have had two Committee meetings so far and both Publishing Leader and \Interests Co-ordinator would be interested to work with us.

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

1. As soon as the weather changes we hope to be doing some regular outreach activities.

Comments:

The Personal Ministries Department's responsibility is to provide the resources needed by members to unite their efforts with those of the Pastor and Officers in soul-winning service. By God's grace, we hope that we will do just that as a team.