



Luton Central SDA Church

Departmental Reports

for

Business Meeting

28 January 2017

(Revision 1.1)

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

Membership at start of 2016 was	301
Membership to-date is	309

Church Membership Movements

		Qtr Ending 31 Mar 2016	Qtr Ending 31 Jun 2016	Qtr Ending 30 Sept 2016	Qtr Ending 31 Dec 2016	Totals
Number Added in:						
Baptism		0	3	8	0	11
Profession of Faith		0	0	1	0	1
Transfer In	Local	0	0	0	0	0
	Foreign	0	2	0	0	2
Number Removed by:						
Death		0	0	0	0	0
Apostasy/Missing		0	0	0	0	0
Transfer Out	Local	3	1	0	2	6
	Foreign	0	0	0	0	0
Summary:						
Gain/Loss		- 3	4	9	- 2	8
Membership at the end of quarter*		298	302	311	309	

Conference Treasurer (R King)

Department/Ministry: Conference Treasury	Period Covering: Jan – Dec 2016
Author: Richard King	Date: 14 January 2017

I would like thank our team for all their hard work during 2016,

- 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 2016														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	£ 1,883.33	£ 68.50	£ 123.00	£ 15.00	£ 314.00	£ -	£ 13,518.76	£ 817.58	£ 12.00	£ -	£ -	£ 95.20			£ 16,847.37	£ 11,414.64
February	£ 1,325.66	£ 63.50	£ 31.00	£ 14.47	£ -	£ 20.00	£ 8,559.38	£ 606.69	£ 40.00	£ -	£ -	£ 40.00			£ 10,700.70	£ 6,190.78
March	£ 1,788.63	£ 56.50	£ 43.00	£ 297.61	£ 10.00	£ 10.00	£ 9,334.99	£ 779.74	£ 10.00	£ 1.00	£ -	£ 30.00			£ 12,361.47	£ 7,792.17
April	£ 1,959.68	£ 60.50	£ 111.00	£ 83.14	£ -	£ -	£ 11,284.34	£ 860.79	£ 5.83	£ 5.00	£ -	£ 40.00			£ 14,410.28	£ 8,370.42
May	£ 1,711.85	£ 82.50	£ 47.50	£ 10.00	£ -	£ 20.00	£ 9,060.01	£ 776.70	£ 5.00	£ -	£ -	£ 32.00			£ 11,745.56	£ 8,064.26
June	£ 1,603.41	£ 78.60	£ 44.00	£ 214.03	£ -	£ 10.00	£ 6,877.50	£ 506.20	£ -	£ 5.00	£ -	£ 100.00			£ 9,438.74	£ 5,159.83
July	£ 1,872.59	£ 94.05	£ 46.00	£ 17.51	£ 770.11	£ 10.00	£ 12,319.17	£ 697.65	£ -	£ 5.00	£ -	£ 40.00		Hope Chan	£ 15,877.08	£ 8,563.26
August	£ 1,365.85	£ 56.10	£ 128.75	£ 198.20	£ -	£ 10.00	£ 6,929.48	£ 654.91	£ 5.00	£ -	£ -	£ -			£ 9,348.29	£ 6,277.04
September	£ 1,619.13	£ 81.50	£ 37.00	£ 10.00	£ -	£ 10.00	£ 8,270.42	£ 614.91	£ 5.00	£ 10.00	£ -	£ 20.70			£ 10,678.66	£ 5,503.38
October	£ 2,077.59	£ 117.40	£ 38.00	£ 146.09	(incl Harvest) £ 20.00	£ 10.00	£ 13,787.71	£ 706.48	£ 343.86	£ -	£ -	£ 22.00			£ 17,269.13	£ 10,516.31
November	£ 1,532.58	£ 35.00	£ 46.50	£ 3.10	£ 5.60	£ 10.00	£ 7,720.39	£ 642.05	£ 10.00	£ -	£ 20.00	£ -			£ 10,025.22	£ 6,422.27
December	£ 1,867.35	£ 106.00	£ 61.00	£ 538.07	£ 3.00	£ 10.00	£ 13,686.63	£ 774.82		£ 30.00		£ 50.00		Hope Chan	£ 17,136.87	£ 10,812.70
Totals	£ 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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Women's Ministries (A Davis)

Department/Ministry: Women's Ministries	Period Covering: Oct – Dec 2016
Author: Avery Davis	Date: 13 Jan 2017

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

1. To engage with the wider local community at community led events, fun days and festivals using health based activities and other practical tools. Target May – July events.
2. To hold more Saturday night meetings at ladies' homes.
3. To plan special programmes for 2017 and identify suitable speakers/presenters/venues.

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

1. During the 4th quarter of 2016, the department was visibly dormant due to personal commitments. The Team used the time to reflect on what had been done well during the year and what needed improving. Lessons were learned.
2. Confirmed speaker for WM Prayer Breakfast to be held the first weekend in March 2017.
3. Attended two training days arranged by the Women's Ministries Department of the British Union and South England Conferences.
 - BUC Women of Virtue Programme in which leaders from both SEC and NEC were able to work together in training new participants to the WOV programme. 23 October 2016.
 - SEC Effective Communication Training Programme to provide tools and techniques to promote better communication outcomes within our churches and communities. 24 October 2016. There will be 2 further training days to complete this course. 15 January 2017 and one other.

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

1. To hold Friday night prayer programmes in multiple homes in recognition of Women's World Day of Prayer on Friday 3rd March 2017 and to plan and deliver a Women's Prayer Breakfast on Sunday 5th March 2017
2. To continue providing the women of Luton Central with a regular newsletter which is

informative, nurturing, affirming and inclusive.

3. To strengthen our links with the charity Women's Aid and continue collecting and delivering food/clothing and toiletries to the local women's refuge.

LUTON CENTRAL WM REPORT FOR THE 4TH QTR 2016 (13th January 2017)

Social Committee (S Gwasira)

Department/Ministry: Social Committee **Period** 3rd Quarter
Covering:

Author: Sevi Gwasira **Date:** 14 January 2017

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

1. Advertising events such as the Banquet through the use of posters, WhatsApp and face-to-face
2. In advertising the Social Night we have used the bulletin and promoting it in church

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

1. We had a Social Night on 22 October which was well attended and members present were happy to have more social nights in the future.
2. We had a Banquet on the 3rd December which was very successful. Those members who attended were happy for us to continue planning more banquets

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

1. We are planning to have a Social in February
2. We are planning to have a Cultural Day in May. This will be a full day involving a Sabbath School and Divine Service programmes. A guest speaker will be invited to speak during Divine Service. Finally, in the evening we plan to organise a concert. More details will follow.
3. A boat trip is planned for July for those who did not manage to go last time. There will be just 40 spaces so please book early with your deposit.
4. A sea side trip will be planned for August.
5. Fundraising Concert in October
6. December will have a Banquet

Dates for the above events to follow

Comments:

The SOCIAL TEAM which includes:

- Sister Sevi
- Sister Angela
- Sister Abigail
- Elder Nyamboki

We agreed to work as a team and came to a conclusion that anything we plan to do we will be in support of each other either by attending or contributing in some way or another

We are aiming to bring souls to Christ through all these social events

We want to get to know each other as a family. Bind us together Lord

We are encouraging everyone to join in these events - Pastor and his wife; all Board Members with their families; all departments to work together and support all the events

Elders (T Mandeya)

Department/Ministry: Elders	Period Covering: Sept-Dec 2016
_____	_____
Author: Tapiwa Mandeya	Date: 16 Jan 2017
_____	_____

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

1. Work closely with the SEC in its campaign to spread the good news under the motto "Evangelism everyone everywhere". The aim is to promote local and world church growth.
2. Reclaiming missing members and holding onto the new ones.
3. Visitations and prayer ministry. Praying for the church, the sick and those in need.
4. Work with all church Departments to maintain peace, harmony and unity within the church

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

1. Church membership growth through baptisms.
2. Major improvements in the visitation programme since the arrival of Pastor Holford.
3. Prayers are held every Sabbath after divine service for those in need
4. A more focussed, coherent and united team. Team meetings being held more regularly every month

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

1. Continue with the visitation and prayer ministry programme
2. Continue to reclaim the missing members
3. Continue promoting "Evangelism everyone everywhere" for the growth of the church
4. To lead by example as elders, and support other local church leaders in their respective Departments the progression of the ministry to the community at large.
5. To promote peace and unity within God's church

Comments:
Please continue to pray for the leadership and the unity of the church

Pathfinders & Adventurers (J Gittens)

Department/Ministry: Pathfinders and Adventurers	Period Covering: 2016/17
Author: Junior Gittens	Date: 15/1/17

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

1. No specific actions passed but worked within the curriculum to support Adventurers and Pathfinders

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

1. Successful investiture program and 4 Pathfinders baptised.
2. Despite staff shortages and dairy clashes we still managed some sessions
3. Attendance at KCFS by some staff and Junior counsellors

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

1. Adventurers to visits Keech hospice
2. MIT,S Junior counsellors and guides to receive basic staff training.
3. Recruit more volunteers. Invite specialized speakers to the club.
4. Run the club on a consistent basis and be able to collect subs from parents
5. Organize area camps and plan for summer camps.

Comments:

We suffer from lack of space, staff and resources. Adventurers and Pathfinders is still the foremost

Department of the church that evangelises children and we will do our best to make sure this continues

Thank you for your support and we look forward to more continuing the work.

PLEASE PRAY FOR THIS DEPARTMENT AND ITS LEADERS

Children Sabbath School (S Gunter)

Department/Ministry: Children Sabbath School	Period Sept-Dec 2016
_____	Covering: _____
Author: Sandra Gunter	Date: 16 Jan 2017
_____	_____

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

1. Added a new Sabbath School Class called Realtime Faith for 12 – 15 year olds. Andrea Jarrett joined the team to teach the class.
2. Three teachers joined to teach the Teens – Careen Hanson, Junior Johnson and Gary Gunter. These teachers teach the 16 – 18 year olds.
3. Baby Dedication format changed and now takes places during Divine Service with Cradle Roll participation.

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

1. Installation of new felt boards in the Cradle Roll Room. The existing have been in place for in excess of 20 years and are very tired looking, the new boards will bring colour and freshness to the room.
2. Organise a trip to Woodside Animal farm for the children
3. Interactive session on a Sabbath afternoon
4. Appointment of new teachers to support the existing teachers of the younger classes. Help is urgently required for the Junior and Kindergarten Classes and drop in volunteers for the holiday periods.

Comments:

I would like to thank,

- the teachers for their tireless effort, dedication and continued support.
- the parents for encouraging their children to study their lesson weekly and preparing them for the 13th Sabbath School programme each quarter.
- Children Ministries leader for her support and guidance.
- Ministerial Pastor and the Children Sabbath School Sponsor, Elder Beke

Publishing Department (A Jarrett)

Department/Ministry: Publishing Department	Period 2016 - 2017
_____	Covering: _____
Author: Andrea Jarrett	Date: 15.01.2017
_____	_____

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

1. Stop surplus ordering at a cost to the church.
2. Encourage members to give contact details to send out reminder emails/texts so they do not miss out on receiving their quarterlies, as we will not order surplus.
3. 10-minute spot once a month to promote books/media for Literature Evangelism and Bible Study.

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

1. We have set up an ABC satellite shop for Church members, regular visitors and departments allowing members to have easy access to literature which assists them to serve and evangelise to family, friends and their communities.
2. Since the ABC satellite opened in October 2016 we have sold over £1,600 worth of products with 10% of the proceeds going to our PM department. This is a huge achievement considering we have no premises to work from and we've been limited to 2 book sales since starting last year. This shows there is a real need and appreciation for this service.
3. We have balanced all accounts sent the information to the treasury with clear transparent records and all invoices accounted for. Our account is credit.
4. We no longer order surplus books which saves the church money.
5. We've helped reduced Sabbath School and other departments post and packing payments, which were considerable by setting up ABC shop.

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

1. To partner with other church departments to ensure the media we purchase and promote supports their plans and programmes throughout the year. Sabbath School has always been well catered for, but we aim to extend that tailored support to Family Life, Stewardship, Education, etc.

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 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.

5. Invite Adventist authors to Luton Central for programmes, promotions, and book sales.

6. 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 too.

7. Refurbish the Personal Ministries room to allow us to use it as an office for PM functions/services of the church as well as an ABC satellite shop, this will allow me to carry out the PM Secretary service efficiently and provide regular opening hours for the ABC store, providing the church with all the support and assistance they need in their personal ministries.

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.

Children's Ministries (K Anderson)

Department/Ministry: Children's Ministries	Period Covering: Sept-Dec 2016
Author: Karen Anderson	Date: 16 Jan 2017

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 some 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 teacher preparing for lessons and the children were not in Sabbath school but were engaged in other activities at church or other functions.
5. Successful Children's campaign.

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

1. Successful children's campaign, where children were given the opportunity to witness to their peers for an entire week.
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 that the children are being taught Bible truths, Christian and Adventist beliefs and values; not just what the quarterlies offered.
4. Children participating in the divine services e.g. reading of the scripture passage.
5. Prayer breakfast for the children.
6. Suggestions box placed in the foyer for suggestions and concerns that parents or members of the church may have.

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

1. Witnessing programmes that gives the children 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 data base of the parent's information so teachers are aware of whom to contact in cases of emergency and any allergies that the child may have. This will only be available to the teachers who will be teaching the child for confidential reasons.

4. Children's church: A special service for the children in the youth hall away from the adults during divine service.

5. Children's campaign to be planned for the half – term in May **(27 May -3 June 2017)**

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

Comments:

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

Men's Ministries (F Davis)

Department/Ministry: Men's Ministries	Period Covering: Sept-December 2016
_____	_____
Author: Frederick Davis	Date: 15 January 2017
_____	_____

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

1. To meet and touch base more frequently as a team formally or informally.
2. To use our Spheres of influence regarding networking, then sharing what we have learnt
3. To help financially where we can within our budget, where there is a need.

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

1. We have built bridges with the Men on a social basis and set up our WhatsApp Forum
2. We have shown solidarity with grieving Brothers and have been a shoulder to cry on behind the scene

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

1. To restart the Men's Choir and sing at least once this quarter
2. Debate nights on at least two Saturday nights, starting in February venue Church or someone's house
3. We would like to start planning for a Men's weekend Camp/Hostel (Fri-Sunday)
4. Boys to Men- we want every Church Brother to nurture/Sponsor at least 1 young Boy or Man
5. To Recruit at least 1 more member to the Men's Dept.

Comments:

The Men's Ministries Dept. has gone quiet throughout the last quarter; however, we want to

rejuvenate our Dept. Therefore, we want to jump start by setting small target/ goals and getting the men to participate in these. We understand that Men are rather busy but we still believe that we can do all things through Christ who strengthens us!

Library (S L Thompson)

Department/Ministry: Library	Period 2016/17
_____	Covering: _____
Author: Shauna Leigh Thompson	Date: 15/01/2017
_____	_____

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

- | |
|--|
| 1. Reorganised library |
| 2. Recruit a new assistant |
| 3. Create a system of reminders to encourage those with overdue items to return them |
| 4. Ask more members to read to the children & church authors to provide a reading |

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

- | |
|--|
| 1. Established book club |
| 2. Children's story time |
| 3. Gained a number of new books and DVDs through purchases and donations |
| 4. Reorganised library |
| 5. Adults have now started to use the library |

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

- | |
|---|
| 1. Induct new library assistant |
| 2. Move room and refurbish library |
| 3. Develop book club by increasing numbers |
| 4. Hold children's story time more regularly with hosted readings |
| 5. Implement a reading challenge initially for the children |

Comments:

Unfortunately, the nominated library assistant relocated to another part of the country which has meant that at times the library has been closed.

Community Service—Call to Serve (D Bourne)

Department/Ministry: Community Service – Call to Serve
Period Covering: Last Quarter 2016

Author: Doreen Bourne
Date: 16 Jan 2017

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

1. Maintain contact and provide community needs when identified by providing food, clothing, furniture
2. Maintain contact with external support.
 Food Bank- helping both in the church and in the community
 Sainsbury supermarket- the department are now registered with them.
 Charity in Watford—we remain registered and obtain food items given to church and community.
 Seek Sponsor for sending Barrel to Jamaica and providing meals and gifts for Homeless that we serve via Noah Enterprise Luton— boldly send amount needed.
3. Send Barrel to poor school in St.Catherine, Jamaica.
4. Provide 3 course meal and gifts on December 11/12/16 to the homeless we serve each month.

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

1. Sent 3+ barrels to poor school in Jamaica containing books, paints, stationary, toys, shoes, clothes and dry food. Providing gifts and 3-course meal to homeless.
 2. Continued visits to 4 care homes (Coordinated by Sis Rashford and Bro. Jarrett Sr)-plus another showing interest at present the young people have visited, Community Service Team will Coordinate.
 3. Provided 20 Fruit baskets for Elderly, young single mothers and young single fathers all were delivered on 25/12/16-Christmas Day.
- During the last 4 months, the department have helped over 10 families in the community with clothes, 5 with furniture, 2 with accommodation and more than 45 with food.

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

1. Commence exercise classes February 2017

a. Classes will take place- Women, Men and Children (Instructors already confirmed for each group) INVITE YOUR FRIENDS- more details to follow.

b. Maintain ongoing projects --- build relationships.

2. Community Service Award--- will be awarded to individuals who have made--- a difference in the community.

3. Cake sale --- funds to be donated to ADRA (Last cake sale March 2016-£152 was given to PM for ADRA)

4. Physical support to Tuesday Lunch Club and Elderly in the Church (both coordinated by Sis Sharon Daley) ---visits have taken place.

5. Get more involvement from all departments—there is a job for everyone. What do you want to do?

Comments:

Meal and gifts for homeless-£280 and Jamaica Early years School £465. We were able to send out the equivalent of 3 and a half barrels in 2 barrels and a large container/ box. We will be doing a full presentation when we obtain more feedback. The school, Cudjoes Hill Early Years, St. Catherine, Jamaica have confirmed they have the items and are very grateful and felt for them, Christmas came in January---they are busy sharing. We were able to serve meals and gave out gifts to the homeless on 11/12/16. The men and women were very thankful.

A big Thank you to God to direct us to never give up. Thanks to the church, Pastor and Elders for supporting the Department. A special thank you to my team for support, hard work and a harmonious spirit.

In the book, Christian Service, page 177—EGW, the inspired writer states, “let the people understands the plans and share in the work”.

Internet Ministry (D Gunter)

Department/Ministry: Internet Ministry

Period Jan - Dec 2017
Covering:

Author: Darren Gunter

Date: 17 Jan 2017

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

1. Worked with the communications department to get the bulletin online on a regular basis
2. Advertised the majority of special days happening at Luton Central
3. Continued a verse of the day online program which has greatly increased our social media followers.

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

1. To work with the PA department to begin putting sermons back online
2. To get the work of the community services team online/publicised
3. To work with the PA department and Pastoral team to work on steps to start to stream our service
4. To further develop the website to include all the ministries of Luton Central

Comments:

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Building Committee (W Anderson)

Department/Ministry: Building Committee
Period Covering: January - December 2017

Author: Wayne Anderson
Date: January 15, 2017

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

1. Improve heating at the main entrance of church.
2. Installation of new cooker.
3. General maintenance of church building.

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

1. To improve lighting in the sanctuary.
2. To create more space to facilitate more space for the children in the upper youth hall.
3. To relocate PA system to a secure location.
4. To install a new fire alarm system to meet the current building regulations.
5. To make kitchen more secure by installing a shutter.

Comments:

Adult Sabbath School (S Haughton-Gordon)

Department/Ministry: Adult Sabbath School	Period 1 st Quarter 2017
_____	Covering: _____
Author: Stacy-Ann Haughton-Gordon	Date: 15 January 2017
_____	_____

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 – end of February early March 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 those who are unable to attend church. |

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

- | |
|---|
| 1. Homecoming Day – Feb/early March: To reach out to members who once attended our church and haven't attended for some time for whatever reason. |
| 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) <ul style="list-style-type: none"> • 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 Elders to arrange visits to members who are unable to attend church due to illnesses etc.

Comments:

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Music (D Gunter)

Department/Ministry: Music	Period Covering: Jan – Dec 2017
_____	_____
Author: Darren Gunter	Date: 17 th January '17
_____	_____

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

- | |
|--|
| 1. Continue the work done by Karen (previous leader) to work with a group of praise team leaders that more reflect the church |
| 2. Continue to work with the Pastoral team and PA department to look at how we can better enhance the worship experience & environment in church |
| 3. Work with the PA department to fix the wiring and improve the equipment in the music area |
| 4. Work more closely with the Luton North Praise team to develop both praise teams |
| 5. Have the women's choir, men's choir, and children's choir take part more in church services. |
| 6. Look for ways to share our ministry to the community |
| 7. Work with the Youth Department to reintroduce the youth choir |
| 8. Develop a plan to train the younger children to be praise team leaders and members |
| 9. Look at ways to introduce more instruments into our worship service (e.g. violins, etc) |

Audio and Visual Department (A Mbano)

Department/Ministry: Audio & Visual Department
Period Covering: September – August 2016

Author: Akhani Mbano
Date: 22 January 17

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

1. To facilitate audio and visual display for all departments
2. To plan and ensure all that AV staff are trained on how to use the PA system effectively
3. To ensure all mics are charged and working effectively

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

1. Upgrade of cordless microphones and effectively using of them for all the programmes in church, including Sabbath school, Divine, Bible study, AY and other special events.
2. Training was provided and 80% of the team feel competent to use the PA equipment and operate Power Point presentations

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

1. To continue training staff
2. To ensure all the PA equipment's are safe and secured.
3. To submit proposals to the church board for the purchase of new equipment's (amplifier, speakers, studio mixer and microphones) that will improve audio and visual display in church. There have been significant technical difficulties with the current equipment hindering smooth running of services.

Comments:

Family Life (C Mthombeni)

Department/Ministry: Family Life	Period Covering: Jan – Dec 2016
Author: Courage Mthombeni	Date: 2/01/2017

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

1. Discussed with Sabbath School to do 10 minutes spot
2. Planning to be more inclusive and involve whole church family

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

1. Christian Marriage and Christian Home Day
Sabbath, February 13 (Emphasizes Parenting and Marriage) –
(Collaborative work with AMO and Women’s Ministry Departments – Couples Night Out)
2. Family Ministries Training. SEC Certificate in Family Life Education Pt 2 – Sunday 28 February
3. Singles’ Weekend – Cultivate Purpose & Let God, 15-17 July 2016 – Programme Facilitated by Christina Mthombeni and put on SEC calendar.
4. Family Togetherness Week: September 6-12, Family Togetherness Day: Sabbath, September 12 (Emphasizes the Church Family)

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

1. Christian Marriage and Christian Home Day, Sabbath, February 11, 2017 (Emphasizes Parenting and Marriage)
2. Attend Training programmes offered by SEC
3. 10 minutes talk once every month on topical family matters hindering smooth running of services.

FUTURE OUTLOOK:

1. Family Togetherness Week: September dates TBA. Intent to invite Guest speaker from abroad and do a programme with HOPE Channel.

2. Marathon programme for couples in collaboration with AMO and Women's Ministry.

3. Singles programme in collaboration with SEC

Communications (P Alang'o)

Department/Ministry: Communications	Period Covering:
_____	_____
Author: Peter Alang'o	Date: 20 January 17
_____	_____

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

1. The pastor through the board, requested for the team to source out cheaper broadband service for the church.
2. Pastor suggested that I replace the pulpits logo and letters as some are missing. I have consulted with the conference on the best place to source them and yet to be signposted in the right direction. Hence the task is still ongoing.
3. Repair or acquire a new photocopier to ensure good quality bulletins or other literatures are produced. As a team we continue to work with individuals to repair what we have to ensure this aspect is achieved.
4. Sort broadband issues in terms of the package.

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

1. The team has changed the broadband package used by the church after consultation with various providers.
2. The team continues to work in partnership with other departments to ensure that information is delivered to the church members in an orderly and timely fashion.
3. Brother Fred Davis assisted the church in acquiring a photocopier which is functional and in a better condition than what was previously in use.

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

1. We propose for the church to consider reducing and eventually phasing out bulletins. This can be achieved by uploading the bulletin to the church website hence printing fewer copies. This would minimise cost in the long run.
2. Continue to work in partnership with other departments in ensuring that information is

delivered to the church members with ease at all times.

3. For the church to be in a position of providing live streaming services which will cater for individuals who are unable to attend the church on that day but most importantly, it will foster the progression of the ministry to the community at large.

4. To train other team and church members on how to use the photocopier.

Comments:

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