

Divinity Lutheran Church  
Spring Meeting of the Congregation – May 17, 2009 – 12 p.m. – Sanctuary

AGENDA

1. Call to order Leslie Crowe, President of Congregation
2. Opening Devotions Pastor Doug

P: As members of the body of Christ, let us join our hearts and voices in prayer:

P: Holy God, we give you thanks for this community of faith, gathered here by the power of the Holy Spirit. We thank you for your abundant grace. We sense it in the beauty of your creation, we experience it through our neighbors, we know it in the love of Jesus Christ.

**C: What a fellowship, what a joy divine! We lean on the everlasting arms of God.**

P: Gracious God, we give you thanks for your sustaining love. When we wonder if there is enough, help us to trust that you are always near. When we wonder if we have gifts to share, give us courage to boldly proclaim your love. When we wonder where to go, may we lean on your everlasting arms.

**C: What a fellowship, what a joy divine! We lean on the everlasting arms of God.**

P: Loving God, you have called us to be your hands and feet in the world. By your grace, teach us to be good neighbors. Through trust in Christ, help us to put our faith into action. Washed in the waters of baptism, may we live as Christ's body in the world.

**C: What a fellowship, what a joy divine! We lean on the everlasting arms of God.**

P: We give you thanks, Almighty God, that you have brought us this far by faith. Lead us boldly into the future as we trust in your grace and mercy through Jesus Christ, our Savior.

**C: Amen.**

**Hymn** *What a Fellowship, What a Joy Divine* **ELW 774**

3. Financial Report Paul Klemme and Tony Chilia
4. Need for Capital Improvement
5. Report of Nominating Committee
6. Election of Officers and Board Co-directors
7. Adjournment

**Divinity Lutheran Church Fall Congregational Meeting Sunday, November 2008**  
**10:15 a.m.**

1. Meeting was called to order by Leslie Crowe and devotions were given by Pastor Doug.
2. Minutes were not printed out in time, therefore they were postponed.
3. Old Business: none
4. New Business:
  - 2009 Ministry Plan: Budget already approved by Council. Paul Klemme gave a description of the timetable to make up a budget and the many times in the last few months it was gone over. The income was a 3% offering growth rate. Because of the classrooms not being rented on Saturday, they were not in the budget. The Digest income has been corrected. Expenses comprised of an increase in the gas for heating this winter, 3 % increase in staff salaries, Benevolence of 10 %, and the Youth Position with a start date of March 2009. There was some discussion at this time. Motion was then put on the floor by Judy Junker to accept the 2009 Ministry Plan. Jim Deily seconded. Motion carried.
  - Youth Ministry Director: Doug Smith gave an update on this position. They are talking to a possible candidate, Laura Ramsey. Pastor Doug and Doug Smith have talked with her and she is visiting the senior high class today. On Monday, November 3, Leslie will meet with her. Her experience includes two years in the Peace Corps, worked in a youth program in Colorado Springs and has gone on a youth trip with these young people to New Orleans. She has a degree in Child Psychiatry. Doug is going to call her references this week.
  - Capital Improvement Campaign: Leslie Crowe, Jim Votava, and Dan Beemer went around the church looking at areas in which the building needs repair. They are looking at contractors and getting bids for the repairs. In January and February of 2009 there will be a campaign for funds for this purpose. The proposal amount is \$150,000. The parking lot also needs some work. The chimney has major problems and they also want to have funds ready for the boiler. The plan is to be proactive on possible problems.
  - Classrooms 10 and 11: At this time there is a need for temporary storage and so these two classrooms have been designated for this purpose. John Sesock is going to build shelves to hold materials. The council has approved this for temporary storage. Also the dividers in the other classrooms are going to be taken down as they are not being used.
5. Additional Business: none
6. Motion to adjourn was made by Judy Junker and seconded by Jeanne Mapes. The meeting adjourned at 10:50 a.m. with the Lord's Prayer.

In His Service, Joyce Tallman  
Recording Secretary

## Report of the Pastor

Divinity Sisters and Brothers in Christ,

I write this while preparing for Eunice Radike's funeral on March 26. As I help say "goodbye for now" to those long-time Divinity members who helped lay the groundwork for our ministry, I think we have much to thank them for and much to learn from their lives. I want to share with you a little bit about Eunice that would also describe the lives of many of our Divinity 80 and 90 some-things.

Eunice was born into this world on November 8, 1918 and was blessed with a younger brother, Warren, in 1924. Eunice and Warren were raised and nurtured in the neighborhood at W. 25<sup>th</sup> and Scranton Where they served in St. Matthew Lutheran Church. Eunice remembered darning nylons, using gas lights in a house without electricity, and using a nickel to go to the show and eat popcorn. Eunice learned at a young age to live frugally, to work hard, and to give thanks to God for family, friends, and church.

The year "1956" at the age of 38 was the beginning of the "dance" for Eunice. Pastor Don presided at Eunice and Erwin's wedding on August 11, 1956 in Divinity's original sanctuary – our fellowship hall. They moved into a new house on Meadowbrook and became members of Divinity on December 9, 1956. Over the years, Eunice enjoyed being a part of Divinity's golf and bowling leagues, while serving others by greeting people as they came through our doors for worship, making prayer shawls for folks in the hospital, being in a circle of women studying the Bible, and being a very dedicated minister of prayer in our prayer chain for over 13 years. I remember Eunice always sitting with her son in the second pew in front of the pulpit and being the first to come forward to receive the bread and wine of Holy Communion.

Eunice wrote, "After going through colon cancer, heart attack, quadruple bi-pass, hole in retina, knee and back surgery, 2 pace-makers, shingles, meniers - He has carried me through all, 'One pair of footprints in the sand,' I owe my life to God and my church."

As a congregation standing on the groundwork and ministry of our elderly members, we give thanks to God for their lives and their faith. As we continue on the "Divinity journey" we, too, learn to live frugally, to work hard, and to give thanks to God for family, friends, and church.

As I look back on the past year, I give thanks for so many Divinity brothers and sisters who have worked hard in continuing to build and strengthen our ministry together. As you read the reports of ministry that follow, say a prayer of thanksgiving for each of them and for the people who have faithfully served in each ministry.

I especially give thanks that the office next to me is finally occupied and busy with youth director Laura and parents busily strengthening our youth ministry. During this past year our youth ministry has moved from being a weakness to a strength.

I also give thanks for Divinity members coming through financially during the last two weeks of December to help us meet our budget. I know the challenge will be greater this year with an additional staff person and my being on sabbatical over the summer simultaneous with a bottomed-out economy. I hope and pray that our Divinity family will continue to come through with the needed financial resources – especially over the summer when I'm gone to Holden Village Luther Bible Camp and other points west. Thank you for the gift of my first sabbatical after 24 years of ordained ministry!

May God continue to bless us on our journey together as Divinity Lutheran Church standing on the groundwork and faith of those who have served here before us. Most of all, we give thanks for our brother, Jesus Christ, the cornerstone of all we do and all we are as his body serving in his world.

**In Christ,  
Pastor Doug**

## **Report of the Planning Council President for Year 2008**

Another year has passed by. For Divinity 2008 was a busy year no doubt. We celebrated Pastor Don's 60 years of Ordination and Divinity's 60 years as a congregation. God has blessed us and continues to bless us.

I am thankful for the continued support of the people who are Divinity Lutheran Church. We found ourselves in good financial condition at the end of 2008. This is due to the continued support of you its members. Despite a tough national and world economy you have continued to recognize that God's mission on Earth requires funding. Thank you. We will continue to be good stewards of your gifts of money.

We also rely heavily on the gifts of time and talent. People are called to be the hands and feet of Christ. Here at Divinity we are blessed by many who give freely of their time and talents. The next time you Commune, attend a worship service, eat a meal or any other of a multitude of events here remember that it takes people to make these things happen. Take a moment to thank those that are involved. Consider becoming involved. It really is rewarding.

In 2008 we looked carefully at our physical plant. Many things need to be upgraded, replaced or repaired. We are proceeding with getting price quotations on key elements of the plan. Despite the financial upheaval we will need to address several issues and that will mean we need funding. We pray that at least some of our needs can be addressed in 2009.

It is our great joy that we found a Youth Ministry Director. Laura Ramsey has already made a big impact on our youth. We want each of you to offer her support and encouragement. She has been trained in youth ministry, thanks to the kind financial support of a parishioner. What she learned is of great value to Divinity and its youth. They are our future!

Divinity is an active congregation. There are many opportunities that bring people into our midst. I encourage each of you to be welcoming to those that visit us. Often that one on one contact is what makes a person want to join our congregation. Be warm and friendly when you see a stranger.

I offer my thanks to the generous team that audited the Divinity financial statements and books. Their report indicates that we are handling our finances according to sound principles. There are some areas that required attention. The Board of Finance has begun to address these issues. A copy of their report is available to anyone interested. Please let me know directly.

Areas of continued concern are Worship and Sunday school attendance. We monitor these areas monthly. We have been blessed with new members who have joined us. Many have brought children and teens to our family. We thank God for their presence.

Planning Council approved a sabbatical for Pastor Doug. We hope that his time away is one of personal peace and spiritual growth. We are pleased that Pastor Terry Ruther will be among us during Pastor Doug's absence.

Every year brings challenges and opportunities. We ask for God's guidance and your prayers as we move forward.

**In Christ's service,  
Leslie Crowe  
Planning Council President**

### **Report of Lay Visitation Minister**

We are in the middle of the Lenten Season as I now look back to the events of the past year, and review my responsibilities and opportunities. The year 2008 presented what I think was a wide spectrum of learning experiences,

Some of my personal experiences over the past year include but are not limited to the following: The Southwest Stephen Ministry Network Team Mid-winter Spiritual Retreat held at Southwest General Hospital, Two education programs sponsored by the Lutheran Home at Concord Reserve. I attended and enjoyed the Fall Gathering of the Women of the Evangelical Lutheran Church in America, Northeastern Ohio Synod, Cleveland West Cluster at First Lutheran Church in Strongsville. And, I attended a very happy occasion at the Traditions where the 99th birthday of Elsie Yehle was celebrated. Toward the end of the year it was time for me to stretch and grow as I gave the sermon for our Christmas Day service with Pastor Don offering the Holy Meal. I am grateful to Larry Wise for his assistance with the sound system and microphones. His help allowed me to concentrate on the sermon, and to relax. The year 2008 ended with my officiating at the funeral for Norman Woleen at the Sauer-Good-Powell Funeral Home.

My primary obligation is to our homebound Family, and as it is in every year the number of folks on that list is usually about the same, somewhere between 50 to 60 people. The names change for obvious reasons but the number is fairly constant. Members of Our Family may be in their homes, Assisted Living facilities or in Nursing Homes, but they seem to enjoy our visit as much as I do. They may have monthly communion carriers, but I offer the Holy Meal and it is always accepted and appreciated. If family members are present they usually participate in this special time. At times the anointing with oil is requested and this becomes a very special time for all involved. It is such a privilege for me to be able to share His love with them in these ways.

We do continue to have three gatherings for our homebound and caregivers each year. Once on Maundy Thursday when they are invited to the noon worship service with lunch immediately following, then a summer time picnic in the church parlor with a cook-out environment with games and songs and lots of fun. We finish the year with a very happy Christmas party. We still take personal pictures of them during these times and they get to take a picture home with them.

Many thanks to Ed Kahl, John Smeets and Larry Jones for making this nice touch a reality. Drivers are provided for them if they do not have a friend or relative who can accompany them on these days. Attendance at these events has increased over time. As always, it is with the cooperation of the Boards of Witness and Parish Life, the volunteers and Janet Schoch who lends her pianist skills to these events that provide a large contribution to the success of these events. Larry Jones has filled in with his piano talent when Janet was not available.

Judy Junker, Leslie Crow and Diane Conroy have taken over the responsibility of the monthly Nursing Home Services for two reasons. One is because my voice cannot project the way it used to, and second, they enjoy this time very much. Once a year Laura Smith and Karen Hearld take our youth to do a service. They serve communion, take part in a service, provide their own music, and help the residents in any way they can. The report I get back is how very much our young people enjoy this time. Getting this news really gives me such a warm feeling about our kids, and the teachers who lead them. We can be very proud of them. This is such a nice time for the folks who do reside in these places.

As the Stephen Ministry Coordinator I continue to manage this ministry at Divinity. We have completed all the training for the fifth class of ministers including their continuing education. We had a two day retreat at Camp Mowana, a time that includes very intensive study about what could be delicate or difficult situations. Peer Supervision continues on a monthly basis with occasional additional training or information sessions that I am able to schedule. I plan the budget and training module schedule for this ministry, arrange the commissioning service and reception, prepare the commissioning packets, get the badges, do the paper work involved and work with Pastor Doug to establish the caring relationships in this ministry. Our Stephen Ministers are exceptional in their work and responsibilities and are truly dedicated to their calling. In the coming year Pastor Doug will attend a refresher course and Allan Hamula will accompany him to receive initial Leader training. The completion of their studies, along with interest expressed by our congregation will determine the schedule for a Fall class(s).

I address the New Members during one of their three classes and I provide the information for the "New Member Packet" that each family receives. The packets contain a lot of information about the activities here at Divinity as well as several booklets about our Lutheran faith.

I continue to coordinate the Card Ministry, making sure we have a supply of the cards we use including cards sent for significant birthdays, anniversaries, get well, new births, sympathy, Easter and Christmas greetings to the homebound, and cards to the Confirmands. The volunteers who send the cards for this ministry are very much appreciated. I send personal cards or notes and make phone calls when it is appropriate to do so.

The prayer ministries at Divinity continue to do well. The Prayer Chains have been active for the past 13 plus years, and the Prayer Shawl Ministry continues to be self supporting with donations from our congregation that permit the shawls to be created by volunteers who lovingly pray while they create. We have given out 282 shawls since we began this ministry. That is a lot of stitches and most importantly a lot of prayer! I am a member of the Grace Prayer Team and Marilyn Sesock creates the schedule for the teams that pray on Sunday mornings. I plan and lead the commissioning service for these ministries each year, as our ministers once again commit to

serving Our Lord in prayer. I also work with Larry Jones to collect the thoughts and prayers for our Lenten and/or Advent devotionals.

There are times when I make hospital visits and will certainly do so when Pastor Doug is on Sabbatical this coming summer. I continue to read and look for ways to improve my ministry here at Divinity. I gather information that I think will assist our Stephen Leaders in their training efforts, as well as new material that might be of interest to a new member, and inspirational articles or prayers for our Prayer Chain Ministers. I certainly gain experience from my interactions with our Family as people stop to talk to me during the week. I believe that I am continuing to grow and that in itself is a blessing. I look forward to next year and new opportunities to serve, and I believe I will always be blessed by the lives I am privileged to share.

**Loretta Cross**  
**Lay Visitation Minister**

### **Report of the Director of Music**

The choir season is at its peak with the approach of the Holy Week. During this season the choir and the bell choir have done a lot of exciting things. We have celebrated Divinity's 60<sup>th</sup> anniversary on September 20, 2008, we have participated in the "Day of the Organ" celebration, put together by "Arts in Action" on October 19, 2008. We have celebrated Christmas with a "Cantata Sunday" on December 21, 2008, including excerpts from major choral works like the "Christmas Oratorio" by Saint-Saens and the "Christmas Story" by Alexander Matthews. The choir and the bell choir have teamed up with instrumentalists to enhance some of their performances. For this Holy Week we have prepared excerpts from "The Crucifixion" by J. Stainer for Good Friday, we will have small groups singing in many combinations for the *Tre-Ore* service and an anthem for choir, brass, bell choir and organ for Easter. Remember that the vocal choir is present every Sunday to sing in the Sanctuary and the choir members have put countless hours of work in order to present to you polished performances. The bell choir has also volunteered long hours to bring you songs of praise twice a month. Please consider supporting the choir and the bell choir by becoming a member or donating to the music fund. Divinity has purchased new bell equipment (foam, table covers) and we have now lights for each stand. We are in the process to improve the music storage system I have taken inventory of all existing music. A large donation of music scores has been received and I am in process of recording it and finding storage place. We have a couple of new members in the vocal choir and the bell choir but we need more. I have also started a children's choir for every student of Sunday school. Next September, I would like to expand the children's program. I thank all members of Divinity for their support for the music, for your volunteer hours and financial contributions.

Please continue to glorify God in song at Divinity Lutheran Church. Soli Deo Gloria!

**Maria Voljin**  
**Director of Music**

## **Report of the Director of Youth Ministry**

On November 10th of last year, I signed on to become Divinity's Director of Youth Ministry. I will be focusing the majority of my efforts on the development of the Senior High Ministry here at Divinity. Soon after - I was off to my first Council Meeting followed by a service event at the Redeemer Crisis Center to pack food with the Senior High Youth.

December 2008 was "jam packed" with learning opportunities for me. Mid way through the month I held a "Meet and Greet" for the Senior High youth and a few parents. We discussed expectations, concerns surrounding the Youth Ministry's current state, and began to work on group dynamics. We also took an afternoon to head over to the skating rink in Strongsville. While the group was small that was beside the point. We were together in fellowship with one another and that was the most important part of the event. I am hoping that next year we will have even more youth in fellowship with us.

In January 2009 the Senior High Youth and I ventured off to the LYO Winter Gathering in Independence, OH. It was my first chance to really get to know the youth in the church. Between origami and the plethora of workshops - we did just that ... got to know each other for who we really are outside of the church "box". I am proud to report that by the time we were all packed up and ready to leave the event the group was already talking about attending the gathering in January 2010!!! Additionally, I spent this month continuing to prepare for Camp Mowana 2009 and attending CERT School in La Grange, TX.

In early February 2009 I presented my two year, long range plan for Divinity's Youth Ministry. My vision for such a ministry is as follows: a ministry that spiritually moves and empowers youth to:

- Define their spiritual gifts through training and self-reflection
- Foster faith between their home life and church life through spiritual growth
- Raise awareness to the true meaning of living their lives as disciples of Christ through their acts of service

This vision will only be successful with the help of many and the willingness of heart of those youth of which I speak. I pray that with time and open-mindedness we can make leaps and bounds in the upcoming year in order to establish youth ministry here at Divinity as a ministry which truly and intentionally acknowledges youth and children as our most valuable members and assets of this church.

Within 24 hours after I hopped off the plane from Texas I was back in the church making subs for the National Gathering fundraiser that month. It was another way in which we found we could be in fellowship with one another but share in the task of raising funds at the same time. The following Sunday, February 1st was Souper Bowl Sunday! The Confirmation Youth and Senior High Youth collected and counted canned goods and monetary donations. We ended up breaking our own personal record with a total of 82 non-perishables and \$431.00!!! This was a wonderful event which involved all generations of the church. I am happy to report that we are registered for next year.

March was a busy month full of amazing experiences. One in particular was the weekends the New Orleans Youth, adult leader volunteers and I spent in service, fellowship, and in closeness with God and each other during the "Starve-A-Thon Fundraiser/Service Projects Extravaganza" ... We literally did all these things and more! We ended up completing two service projects on Saturday along with group building and bible study. On Sunday, the youth and those adult leaders attending the National gathering collected canned goods and monies for the Divinity Food pantry. They also spent time in fellowship and eating breakfast with each other. There was time for reflection and many hugs on our way out the door. The best way to describe all that was gained over this retreat-like weekend was best said by one of our youth leaders ... "This is something you can't describe in words ... you simply have to experience it for yourself. .." One of my favorite quotes from the weekend was captured by one of the youth in attendance. When she was asked what she learned/awareness she gained from the whole experience she said, "I know I can go to my refrigerator anytime I am hungry and get something to eat. .. not everyone can do that."

In closing, I want you to know that I feel blessed to have found Divinity during my walk with Christ. He has an uncanny way of leading me into the most unique situations. I am confident that my work here will be life-changing and invaluable to my walk with the Lord. More importantly, I pray that you will find our walk together to be of value throughout your discovery of self and exploration of your role/purpose in the life God has granted you.

**Laura Ramsey**  
**Director of Youth Ministry**

## Report of the Board of Communications

### **Accomplishments for 2008**

- Installed new wireless microphone system in sanctuary
- Connected sound system in Fellowship Hall
- Installed monitor speakers for praise band
- Recorded all traditional services on CD for archival purposes
- Promoted radio advertisement for Easter service - cancelled further use of radio advertisements
- Assisted in the production of a 10 minute A V presentation of the history of our church for the 60<sup>th</sup> anniversary celebration

### **New projects for 2009**

- Installed wireless microphone system for the praise band
- Started mailing advertisement campaign starting in 2009
- Purchasing new wireless system to replace current system due to changes in FCC regulations (UHF channels 66-69 will no longer be available for use)

**Larry Wise, Kathy Lisy**  
**Co-directors Board of Communications**

## Report of the Board of Finance

### Financials – December 31, 2008

Income	\$400,491
Expenses	<u>\$388,573</u>
	\$ 11,918

Checking account balance as of December 31, 2008 was - \$45,713.

### 2009 Budget

Income	\$414,368
Expenses	<u>\$414,295</u>
	\$ 74

### Key Metrics

	<u>2008</u>	<u>2007</u>
Worship attendance	17,194	17,574
Sunday School attendance	2,236	2,557
Offerings	\$390,008	\$387,277
New members	30	31

### Notes

- We have begun to implement the audit recommendations put forth by the audit committee. The audit finds follow this board report.
- The process of consolidating and closing certain dedicated accounts that are completed or that do not match the definition for a dedicated account is under way.
- We have renewed several certificates of deposits to maximize our interest gain.

**Tony Chilia, Paul Klemme**  
Co-directors Board of Finance

## **Internal Audit Report for Divinity Lutheran Church - January 27, 2009**

With this report, the Audit Committee presents its audit of the financial books and records of the church to the Congregational Planning Council.

Audit Period: Year ending December 31, 2007

Audit performed by: David Bemer CPA (Inactive); Jeff Gattiker (Committee Chair); Lori Sullivan CPA and Laura White CPA. We have not audited, reviewed or compiled the financial statements of Divinity Lutheran Church year end December 31, 2007 in accordance with the American Institute of Certified Public Accountants' standards. The audit was conducted using the "Suggested Congregational Audit Program" as outlined in the "Congregational Audit Guide" as prepared for The Congregations of the Evangelical Lutheran Church in America.

### **Audit Objectives:**

The audit objectives related to the internal audit of Divinity Lutheran Church's financial books, records and operations include determinations that:

- Appropriate procedures are in place governing key financial operations and are being complied with;
- Proper segregation of duties are in place for all key financial transactions and are not being circumvented;
- Controls governing the congregation's investments and bank accounts are in place and operating as intended;
- All assets and liabilities recorded in the congregation's books and records are supported by independent documentation (i.e. bank statements and vendor invoices);
- All general ledger balances are appropriately reconciled to their underlying assets (i.e. bank statements) and liabilities (i.e. accounts payable) in a timely and accurate manner;
- All assets are properly classified in line with the donor's intent;
- All necessary insurance policies are in place and in force;
- The Saturday & Sunday (or special) offering is handled and counted in dual custody;
- All monies received and expenses incurred as a result of a special event are accounted for and can be traced back to the general ledger;
- The petty cash fund is closely monitored and controlled;
- That all major capital expenditures have been approved by the governing body (i.e. Congregational Council) called for in the congregation's by-laws;
- Expenses are appropriately approved and supported by the appropriate documentation;
- Fixed assets exist and are properly recorded in the general ledger;
- Personal identity information is properly safeguarded both in system and paper form;
- Controls over the payroll process are in place and operating as intended;
- An appropriate records retention policy is in place and being complied with;
- All vendors receiving a payment in excess of \$600 annually receive a 1099; and
- The appropriate data processing controls are in place and operating as intended.

Areas not included in the audit:

- The Endowment Committee accounts for Restricted Donations and Investments. Since they are not recorded on the general church books, this area was not included in this audit. It is recommended the books of the Endowment Committee be reviewed as another audit.
- Fixed Assets are not recorded in the general ledger and therefore were not included as part of the audit.
- Although an Insurance Policy is in place, the audit committee is not knowledgeable in this area. It is recommended another committee be formed of members knowledgeable in the insurance area to determine the adequacy of the insurance policy in place.
- The church does not have any mortgage of any kind, or any other long-term debt, and therefore was not part of the audit.

Based on audit work performed to achieve the objectives listed above, the books and records of Divinity Lutheran Church appear to be materially accurate. Testing performed also found, with some exceptions as noted in this report, that the controls governing the financial operations process appear to be in place and operating as intended. Although controls over financial operations appear to be adequate, additional work is needed in the following areas:

- There are no formal written office procedures. It is recommend office procedures be written for all office functions.
- The member's contribution statement should include the following statement, or something similar: "Please ensure the donation amount listed agrees with your records, and if not, contact the church office."
- Congregational offerings should be handled by more than one person and by non-related parties. It was observed that husband and wife teams occasionally handle the offering, and the Saturday offering may be handled by one individual.
- The Board of Finance does not maintain minutes of their monthly meetings, therefore authorization of special accounts could not be verified. All boards should prepare meeting minutes. They should be distributed to other boards and a master file of all boards' meeting minutes should be maintained.
- Total income from donations on the "Statement of Income and Expense by Account" could not be agreed to the total amount on the member's contribution statements. The difference appears to be due to members receiving credit for like kind contributions, which are not recorded as income on the financial statement (i.e. contributing new equipment with a receipt, where the member receives donation credit for the amount on the receipt). Such amounts are less than \$10,000 for 2007. It is recommended that Total Donation Income on the Income Statement be reconciled to the Members Contribution Statements
- Dedicated Receipts on the "Dedicated Accounts Receipt and Expenses Statement" include amounts for book adjustments where an actual amount was not received. Book adjustments include transferring of funds into the dedicated accounts and transferring amounts between dedicated accounts. It is recommended that book adjustments be entered in a way that does not distort actual receipts amount.
- Expenses for mileage, pension and other miscellaneous items are included in the same accounts with the wages & salaries for pastor, secretarial, music & custodial staff. These

expenses should be grouped separately in order for the payroll accounts to agree with all payroll filings and year-end reports.

- A Form W-9, Request for Taxpayer Identification Number, should be requested by all individuals and vendors performing work for the church. A Form 1099-Misc needs to be issued to individuals where total payments are \$600 or more to ensure compliance with tax rules and regulations.
- As an additional measure, the Treasurer should be advised when a new vendor is added to the system.
- Important documents should be stored in a locked, fire proof location (i.e. insurance policies and banking/investment records).
- On-site computer files should be backed-up at least weekly. A copy of the back up should be stored at an off-site location on a regular basis.
- Consideration should be given to updating the present computer system. An upgraded system including an external storage device with sufficient capacity for a full system backup along with routine data backups would provide for an expedient recovery of operations in the event of a system failure.
- The purchase order approving official is generally the same as the individual responsible for payment of expenditures. Committee meeting minutes should clearly state any actions regarding capital expenditures. A representative board member should timely prepare and submit a purchase order relating to a capital expenditure.
- Since capital expenditures are expensed as they are incurred an inventory of capital assets should be conducted. A schedule listing all church assets should be maintained indicating the acquisition date, description of the item, and amount of the expenditure. Items retired from service or with no value should be removed to accurately reflect a cost basis. Existing church assets should be listed on the balance sheet generated by the current accounting system. This should provide a basis to ensure that there is adequate insurance coverage of church assets.
- The bank reconciliations must be prepared by someone who does not have access to the general ledger and is not an authorized check signer.
- The bank reconciliations need to be signed and dated by the person preparing it.
- Petty cash needs to be reconciled quarterly.

Implementation of the recommendations outlined in this report would help strengthen existing controls and provide additional efficiencies.

The auditors have performed the procedures and testing called for in the audit program. In doing so, the auditors have reviewed the procedures governing the financial reporting and operations process and has found the balances presented to be correct, procedures proper, and records properly kept, except as noted above.

**Jeff Gattiker, Audit Committee Chair**

The Planning Council President has reviewed this report and has discussed the recommendations presented by the auditors and the accompanying responses with the pastor and church management. The council will review progress being made to address any weakness identified in this report at subsequent council meetings. **Leslie Crowe, Planning Council President**

## **Report of the Board of Parish Life**

The goal of Parish Life is to bind Divinity members together in lives dedicated to the witness and service of all God's people. Parish Life develops and strengthens fellowship and family life both spiritually and socially.

Parish Life along with Women of the Church supervise the upkeep of the kitchens including the maintenance of all appliances.

Parish Life promotes, supervises and carries out scheduled and special events as well as assisting other boards. Some of the activities and events Parish Life sponsored or assisted were:

- Special celebrations/receptions
- 60<sup>th</sup> anniversary of Divinity
- Lenten dinners
- Helping with Homebound Luncheons
- Coffee hours
- Potlucks
- Clam bakes/game night
- Cleaning the kitchens
- Organizing rooms 10-11 for storage
- Buying paper supplies in bulk

Special thanks to the members of our board for their dedication and their many hours of service.

**Jackie Difford, Erik Schumacher**  
**Co-directors Board of Parish Life**

## **Report of the Board of Social Ministry**

- Coordinated twelve community meals at Redeemer Crisis Center with the confirmation class and senior youth assisting and making decorations for two of the meals.
- Collected and delivered donated clothing, household items, toys, plastic bags and furniture to Redeemer Crisis Center.
- Collected and delivered new school clothes in conjunction with Divinity youth.
- Taught one week of Redeemer's Vacation Bible School with the assistance of retired Parma School District Teachers. We provided bible stories, outdoor activities, crafts, games, refreshments, entertainment and funds for two assemblies during VBS.
- Actively recruited other congregations to assist with the monthly community meal.
- Presented information about Redeemer Crisis Center to Divinity New Member Classes.
- Hosted a Halloween party with Divinity Confirmation Class for over one hundred adults and children.
- Volunteered for food packing at Thanksgiving and Christmas.
- Hosted a Christmas party for Redeemer Crisis Center's children.

- Decorated and wrapped 150 coffee mugs containing candies and snack items. The congregation and Divinity Youth Group provided two pair of new socks to each person attending the December Community Meal.
- In December Divinity members donated over \$2000 to re-stock the RCC food bank.
- Assisted for two days at Redeemer's Christmas Outreach Program, distributing children's Christmas gifts and groceries to families.
- Supported Parma Heights Food Bank with grocery donations.
- Operated Divinity's Food Pantry and distributed food baskets at Easter, Thanksgiving and Christmas and other times as needed by the local community.

**Carole Naumann, Jan Jasko**  
**Co-directors Board of Social Ministry**

### **Report of the Board of Witness**

The Board of Witness hosted a New Members Spring Brunch on May 4, 2008, a Fall Luncheon on October 12, 2008, and a Winter Luncheon on February 22, 2009.

The Stephen Ministry has completed five training sessions for Stephen Ministers, including the continuing education classes. Peer Supervision continues on a monthly basis. A springtime weekend retreat was held at Camp Mowana. After Pastor Doug completes his refresher course in August (accompanied by Allan Hamula who will receive initial leader training) a new class will be started in the fall of 2009. A total of 23 ministers have been trained and even though this is a two-year commitment, 19 ministers continue to actively serve in this ministry. Some ministers serve more than one care receiver, depending on the situation.

The Prayer Ministry (Prayer Chain, Grace Prayer Team, Prayer Shawls, and the Prayer Walk) remain strong in their missions. The Prayer Chain either by PC or by telephone accommodates over 300 prayer requests each year and also does follow-up calls for the requests. The Prayer Shawl ministry continues to be blessed with private donations, and about 280 shawls have been given away at this time. The Prayer Walk meditation tape needs updating.

The Homebound Communion Carriers faithfully take communion and tapes of Sunday worship services to those who request to receive them. The Homebound/Caregivers luncheon were provided on April 23, 2008, July 2, 2008, on December 3, 2008 and on April 9, 2009. Attendance of these gatherings increases annually and everyone enjoys the delicious sit-down meals and fun fellowships.

This year Divinity became a part of the Welcome Wagon program to new residents of Parma, Parma Heights, and Middleburg Heights areas. Welcome Wagon is doing a mailing to residents who moved into these areas in the last year for the Easter and Christmas season to inform them of our worship schedule. The Visitor's Center will be handing out a "Welcome" bookmark with Divinity address and phone number, plus a "Welcome" pen in a gift bag starting Easter 2009. The regular greeters continue to welcome everyone on Sundays and during Arts in Action special events.

For our outreach ministry, we sent out letters for the “Invite a Friend Weekend” and follow-up letters to Divinity visitors, plus Easter and Christmas invitations to our worship services. The Board of Witness and the Via de Cristo community hosted the last of the Lenten suppers and three Ultreyas. The Tract Rack ministry orders current materials which will include subject matters that will be of interest to the youth. The Card Ministry continues to send out greeting cards for special occasions.

Arts in Action sponsored several special events last year and spent \$6,900. It is looking to increase its funding in order to afford bringing in outside artists who require higher fees. Of the \$6,900, \$4,200 went for artists’ fees, with the rest going to administrative, hospitality, publicity, and a \$252 donation to Divinity. With the added activity in the fall, Arts in Action will need funding support from everyone.

**Fay Maldari, Diane Conroy**  
**Co-directors Board of Witness**

### **Report of the Board of Worship**

The Board of Worship participated in two major celebrations in the last year--The 60<sup>th</sup> anniversary of the congregation and the 60<sup>th</sup> anniversary of Pastor Don's ordination. Both events required the resources of the Worship Board with the Senior Choir, Bell Choir and instrumentalists performing at each.

A survey was conducted regarding worship practices. Much remained the same but the survey did initiate discussions by Pastor Doug on the appropriateness of applause during worship and the Psalm was reinstated back into the traditional worship service.

Maria began a new program with the Sunday School Children to teach them music for potential children's choir performances. Throughout the year Maria has also been cataloguing the entire music library and she replaced the padding and covers for the handbell tables.

Danette continues to lead our contemporary music band Chosen welcoming new instrumentalists this year and receiving a new drum set dedicated in memory of Joe Bemer.

**Nancy Kilkenny, Danette Gunkelman**  
**Co-directors Board of Worship**

### **Report of the Board of Youth**

We wish to express with heartfelt thankfulness all the effort and hours put forth by our Youth leaders this past year. Pastor Doug, the entire Divinity staff; Laura Ramsey, our Director of youth ministry, all of Divinity that supports our youth in all they do. Diane Conroy (national youth gathering) Karen Hearld (confirmation youth) Tim Kilkenny (summer youth group) John and Kris Klindworth (senior youth) Teresa Moe (senior youth) Mark and Jean Peracchio (national youth gathering) Matt Revilock (senior Sunday school teacher) Laura Smith (confirmation youth).

Our Confirmands: 7th-8th graders have enjoyed a mix of fun and service :crop-walk, serving a dinner at Redeemer, assisting with a nursing home service, collecting food and clothing along with their confirmation studies they are growing in their faith through fellowship while reaching out to others.

The Senior youth continue this same trend, and also have had many opportunities to grow through service-study- fellowship: Car-wash, pancake breakfast, rummage sales, rock-a-thon, setting up flowers, bake sale, spaghetti dinner, starve-a-thon retreat, lent dinner, ice skating, serving at Redeemer, food packing and helping to serve a meal, LYO, collecting backpacks and supplies for operation hope tote for the City Mission .It's not over yet. We look forward to another lock-in-retreat and joining in with the courtyard clean-up. Some of the senior youth will be attending the New Orleans national youth gathering this summer. Keep them in your prayers.

With all the 7th-12th graders so busy with fun events and service projects, it is our hope that the Divinity youth and their families will continue to renew their enthusiasm and investment with Divinity youth programs so as to nurture the growth of their faith in Jesus Christ and to empower the ability to share that faith with the community.

We see room for growth, especially in the future return of our younger youth group, Kids for Christ. We ask for your help, become a part of continued growth and support, join in the team of planning and leading our youth. Give serious thought to this issue as the youth is our future and sharing Christ the focus of our purpose.

**Kris Klindworth, Teresa Moe**  
**Co-directors Board of Youth**