



*Open Hearts...
Open Minds...
Open Doors!*

Foundation for our Ministry in 2008

Volunteer Leadership Teams in these three areas of ministry “Open Hearts, Open Minds, and Open Doors” will be free to create, invent, and implement new ideas that will lead us toward fuller growth in that area. One leader from each team will be on the Administrative Council which will meet six times per year to balance and help facilitate the ministries. All meetings will be wrapped in prayer.

This “story and pictures” presentation of our plan for ministry for 2008 makes more sense than a budget spreadsheet. The spreadsheet is certainly still available if you want to come join the work of the Stewardship/Finance Team! This presentation, categorized by our areas of ministry, is an attempt to ask for what will be needed to evenly fund all our areas of ministry.

The church is a unique institution in that it exists for the benefit of those persons outside it. Our ministry is not to ourselves but to the people and families around us. If our mission ever becomes preserving the church, then we will have turned inward and begun to die. The organization of this Ministry Plan, with our highest priorities being Open Hearts, Open Minds, and Open Doors, will keep us all moving in the outward direction. The church is called to continue the ministry of Jesus himself in making disciples of all people.

Some who use this ministry document may feel drawn to “pick and choose” the areas that are the most appealing, like a buffet lunch where you serve yourself. As much fun as that might be, please trust that the leaders of the church have invested significant time and energy, prayer and reflection into this plan for ministry, and that we recommend it as a full and balanced meal.

It is a meal that will nourish our mission and ministry for 2008 and beyond!



Open Hearts

Spiritual Formation and Growth

In 2008, our Open Hearts leadership team will plan and carry out events for **Spiritual Formation and Growth**. This area includes worship, spiritual growth, prayer, growth groups, support groups (other than Sunday School), and nurturing ministries. Here are some examples of the efforts of this group (We won't get it all done in the first year!):

- Encourage every group that meets within the church to have a Spiritual Formation component.
- Planning and Support for Worship and the Sacraments
- Music, Arts, Displays, Banners, Sanctuary environment, Creative expression
- Organize and encourage groups for support, prayer, spiritual formation,
- Help plan special seasonal services throughout the year
- Encouraging spiritual retreats such as Emmaus and use of devotional resources
- Cooperation with other churches for community worship services
- Stay in touch with members and consider requests and balancing music in our worship
- Nurturing through Care Corps (food for recuperations and funerals)

Our worship is the most significant gathering of our church family in all its diversity. Our worship is rich, filled with prayer and praise, inspiring music, affirmation of our faith, the sacraments, and creative scriptural preaching. It is a way to be reenergized for the challenges we face in the coming week while it is also a way of offering up all the work and service that you have completed in the week just past. Coming to worship seems to be enough for many people who are not involved in the further ministries and mission of the church. They are missing out on the great blessing that comes when we put our worship to work in the world! Worship is a different experience for everyone present. For the most faithful, it is life-saving and at the same time life-giving!

Some \$1700 has been approved for music and music supplies. Printed music for just one anthem with enough copies for our Eleventh Hour Choir costs around \$60.00. The Worship Team asks for \$1000 to cover the costs of candles, decorations, special services, and supplies for the Sacraments, including \$200 for acolyte supplies. Spiritual Formation needs around \$300 for devotional resources such as Upper Room. \$1000 is set aside for our Consecration Sunday stewardship program which helps us all grow spiritually. Our Care Corps asks for a slush fund of \$200, though it often goes unused.

In addition to the worship leadership of our appointed clergy, we have ministry staff who serve specifically in the area of worship and spiritual formation. The salaries of our part-time Director of Music Ministries and Pianist/Accompanist total around \$15,400. This Team will encourage spiritual growth and make opportunities available in such activities as retreats, prayer services, mission trips and possibly a new Sunday evening youth-oriented worship experience in 2008.

The primary representative from the staff ministry team for this area of ministry called Open Hearts will be the Director of Music Ministries, Yvette Rowan. The total budget for Open Hearts is \$19,800.

"The Harvest" Children's Sermon by Natalie



Open Minds

Teaching and Learning

In 2008, our Open Minds leadership team will plan and carry out events for **Teaching, Learning, and Making New Connections**. This area includes Sunday School Classes and any other classes for Bible Study or Parenting, or Basic Christianity. Here are some examples of the efforts of this group (Again--we won't get it all done in the first year!):

- Encourage each group that meets to have a Teaching and Learning component.
- Sunday School
- Confirmation
- Bible Study groups
- Facilitating small groups

- Dinner groups (to be considered or developed)
- Sunday School Curriculum
- Sunday School Gatherings, Fellowships, and New classes
- Recruiting, Training and Supporting teachers

This area is about Making Disciples through Teaching and Learning. It is about connecting people to Jesus Christ and to the church family. All we do is aimed at making and nurturing disciples. In addition to its inherent administrative tasks, this is very personal bridge-building work. It includes Sunday School Classes, groups for Bible Study and Fellowship, Support Group resources, and the Heritage and Archiving of our story and history. We currently have six adult classes plus a children's class, a preschool class, and a class for youth.

Heritage and Archives is an underdeveloped area in which we need to focus on preserving our story and pictures and getting them into some organized and distributable form. We need someone to come forward who feels called and drawn to this area of telling our story.

Sunday School curriculum materials for Kindergarten through Senior High cost around \$1700 for the year. Small groups are often self-funding but some funding, around \$200, is needed for Bible Studies and Support groups. Most of our six adult Sunday School classes pay for their own materials but we want to be able to offer some help and also to provide start-up materials for new classes at around \$150. We give our third graders beautiful "New Adventure Bibles" and present them in worship. They cost around \$20 each. We give our graduating seniors small leather-bound "backpack" Bibles. They cost about \$25 each and have print smaller than anyone except a college student could read. But they're small enough to carry. For both these Bible ministries this year, we anticipate needing about \$425. For teaching and training our leaders in the areas of ministry we need to spend around \$200, mostly for literature and honoraria for guests. Disciple Bible Study programs need some funds for advance literature and for video resources that are part of the teaching. So \$400 is needed.

Lakeway UMC has a strong and long-term new commitment to growing our ministry with youth and children. Salary for our full-time Minister with Youth and Children is \$25,200 with \$7656 in health insurance, \$5040 in pension, and \$2000 in reimbursable expenses.

Because we care so much for the safety and health of our children and youth, we participate in the *Safe Sanctuaries* project. We budget \$300 for background checks on all volunteers with youth and children and on any persons who handle money even though they are also bonded by annual conference insurance. Also \$300 is budgeted for nursery and childcare expenses in addition to hourly wages for our two workers which are typically about \$2,000 per year.

\$1600 is currently budgeted for Youth Activities. This amount is kept low because the youth raise funds in several other ways. A significant amount was raised and spent for Youth Mission Trips in 2007. Some of it was done through church-wide events like the Pumpkin Patch and Valentine Dinner and some was raised through designated contributions. Another \$1000 is requested for General Children's Ministries. The Vacation Bible School budget is \$1200 plus various donations of food or craft or other goods.

Pastoral Leadership is offered in this area of ministry by Rev. Natalie Woods, Minister with Children and Youth. The budget for Open Minds is \$49,371.



Coats for the Cold, November 3, 2007

Open Doors

Recruiting and Welcoming

A team of ministers plan and teach us to reach out by **Recruiting and Welcoming**. We want to clearly emphasize that it is our responsibility to go out and invite or recruit others to be a part of the church as well as simply welcome those who come to us (We've been doing a great job of that!) This area of ministry includes the following:

- Help each group that meets in the church to have a Recruiting and Welcoming component.
- Missions such as Coat Drive, Christmas adoptions, Angel Tree, Air Chapel, School Supplies, and others
- Evangelism (our doorstep ministry and communion for the homebound or hospitalized)
- Invitations such as door hangers (“we’ve been to your house, now we hope you will come to ours!”) or mailings
- Fellowship—that traditional area responsible for church gatherings like Mardi Gras, Fatted Calf Homecoming, Thanksgiving Dinner, Feast of Andrew, and others
- Communications, website, publicity, which are all open doors into the church
- Neighborhood groups (for evangelism and just for getting acquainted) –Simmons Shores or Preston Shores, for example
- Gift distribution such as a mug, a plant, or a loaf of bread

The newest area under Open Doors is our effort to try to reach out and recruit members as well as simply welcoming those who come to us. This does not require much money spent but does require all our awareness and participation.

We need to use all our missions for invitational purposes—not to strengthen the church, but to offer something precious to the people who on the receiving end of our generosity. Our mission is to make disciples of Jesus Christ. At Lakeway we are guided by this addition: “Worship, Learn, and Love, With a Servant Heart”. So as we serve in Mission, we also invite others to joins us in that work. Lakeway has been built and nourished upon a tradition of serving others with our passion as well as with our pocketbooks. We have always brought offerings of time, talents, and service, as well as money gifts. All of these are vital and life giving!

Throughout the year we have special offerings for shorter-term mission projects. In the past twelve months, we have collected items or funds for school supplies, hurricane relief, health kits for UMCOR, Angel Tree, Visions of Sugarplums, the Air Chapel Ministry, our annual Coat Drive, and serving families at Christmas with meals and presents. Our Communion offerings on first Sundays are part of what is

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collected for these special purposes. Our youth have eagerly raised funds for hunger relief through World Vision. Though none of these funds have traditionally been budgeted through the regular operations budget, they always attract generous support. Our overall investment in mission work will continue many of these items and others like them as goals.

Our Resale Barn funds are kept entirely separate from the church funds and Lakeway UMC does not receive any financial income from this ministry. However, Lakeway members have given overwhelming support in volunteer hours. We need to increase this involvement. After Resale Barn staff and operational expenses, all profits go to our neighbors in need. The folks of our community and area have been extremely generous in donating good sellable items to this ministry. And in offering volunteer hours to help process these items and run the store. In 2006 the Pottsboro Are Chamber of Commerce named the Resale Barn Business of the Year. In that calendar year we gave away \$111,000.

Our connectional giving through our North Texas Conference Apportionments includes support for the missions, agencies, and administration of the North Texas Conference and the General Church in such areas as World Missions, support of UM colleges/universities, conference communications, and advertising/welcoming programs such as Igniting Ministries. Our fair share is calculated with a factor based upon our membership and our program budget. For 2008, our apportionment is \$30,657. This amount is paid in ten monthly installments to the Conference Treasurer. As of November 2007, we are current with our 2007 apportionments. The work of apportioned missional giving is an opportunity to participate in the larger ministry of the North Texas Conference and the whole United Methodist connection.

Our Mission Budget includes \$1800 for Youth Travel Expenses since we do not have a church van. In addition, we ask for \$300 for A.S.K. Alliance for Saving Kids and “Less Tears, More Years”, a community based program to save youth from drugs and to cultivate good driving training. And \$200 to help support the annual ministries of the Pottsboro Ministerial Alliance.

Significant work can be done in the area of Welcoming Ministries without spending much money. This area funnels new life and energy into our church family by inviting and welcoming visitors and new members. And it helps us share the blessings of our church family with others. Therefore it needs strong support in every way. Our Evangelism committee works on this with our Doorstep Visitation program of first-time visitors, our Spring Picnic, our Name Tags, our Greeter Program, our hospitality coffee mugs, packed with information about our congregation, and through our Visitor and New Member receptions, held quarterly. The Evangelism Committee has requested \$1100 for this work in 2008. Our modest ad in the Pottsboro Press costs about \$900 per year and we spend another \$350 on local ads such as those in school printed programs. We need about \$400 to bring in bands for Fatted Calf and Mardi Gras to enhance the energy and celebration of our worship and gathering on those traditional days. And another \$200 will be needed to support the annual spring “Bring a Friend” Picnic and Ice Cream Contest.

Evangelism cards, postage, and name tags are supported through the Office Administration area though these expenses are significant. But in the coming year, we need a general church brochure for distributing to newcomers in our community through the Chamber of Commerce’s new Visitor Center. We need around \$350 to do this well. Our website, currently maintained by the pastor could use some professional attention although this is very expensive and will not be included at this time.

Though on call for all three ministry areas, the senior pastor will be will be the primary pastoral resource for Open Doors which includes Missions and Evangelism. The total budget for the area of Open Doors is \$36,257.

In addition to the first three Ministry Areas...

Pastoral Support

Rev. Sam Caldwell is the third pastor of Lakeway UMC and has been our pastor, serving faithfully since March of 1998. Our pastor works full-time and more with a varied job description which includes the following priorities: 1) preaching and worship, 2) communications (telling our story), 3) community (ministerial alliance, school participation), 4) administration and meetings, 5) evangelism, 6) pastoral care and spiritual counseling (including hospitals, weddings and funerals), 7) conference connections, 8) matching ministers and ministry (nominations of leaders), and 9) teaching. Pastors must be fed spiritually and care for themselves in order to care for others. To ensure his own spiritual vitality and responsible self-care, our pastor participates in continuing education through the Conference and the Texas Methodist Foundation and other opportunities. There are also times of solitude set aside for study, prayer, and planning.

Currently your pastor serves as President of the Pottsboro Ministerial Alliance (seven churches), serves on the North Texas Annual Conference Worship Team, is a member of the Board of Directors of the Prothro Center and is a member of the Texoma Emmaus Community. In addition, he serves on our Pottsboro ISD Health and Wellness Task Force.

The salary and the items paid on behalf of the pastor (utilities and family's health insurance) total about \$51,320. In addition, the church also pays for required pastoral benefits of pension (\$5700) and health insurance (\$7512) and pays for reimbursable travel and vouchered expenses (\$4000). This totals \$68,532. And in the itinerant tradition of Methodism, the use of a parsonage is provided as a home for the pastor and family while appointed to serve here in Pottsboro.

Office Administration

We have a printer lease which costs far less per copy than using a copier. The budget for this is about \$1574 with a maintenance contract of around \$1000. Other office supplies run about \$3500, dues and subscriptions about \$350, and postage around \$1600. Cleaning and Kitchen supplies run about \$1200 with 500 going to office equipment, 1000 to youth program equipment, and around \$300 in honoraria for guest speakers or guest preachers.

The church secretary salary at around \$17,979 is a part of the cost of keeping our administrative office in order. Significant computer improvements were accomplished at the beginning of 2005 with a special donation just for that purpose. But we need to keep up with changes and new needs so we ask for a budget of \$600. By action of the Pastor-Parish Relations, Finance, and Administrative Council, we now have a paid treasurer who is responsible for accounting, bill-paying and checkwriting, tax filing, and payroll. That salary is \$3500 per year, based upon about four hours per week.

Social Security payments for employees in the areas of childcare, secretary, and music total about \$4,000. Clergy continuing education (\$450) and annual conference expenses for two lay and two clergy members (\$850) total about 1300.

These Office Administration needs total \$38,413.

Managing the Assets—the work of the Trustees

The church has carried debt on the new Resale Barn building. Generous donations along with the operations, staff, and volunteers of the Resale Barn have enabled the Resale Barn Board to retire this debt (originally over \$200,000) in October of 2007, in only two and a half years...WAY ahead of schedule. Yea!

Lakeway UMC is building a significant amount of equity value in the beautiful parsonage at 27 Lakecrest Drive in Tanglewood. The note was refinanced in 2006 to take advantage of lower interest rates. In order to payoff principal faster, we have budgeted more than just the minimum payments. Principal payments are increased to 10,000 per year and interest payments are expected to be \$7,860. As of Fall 2007, it would take just about \$90,000 to pay off this note. The Stewardship/Finance Committee and Administrative Council are considering planning a Capital Funds Drive for this debt and for some other capital items that include our goals and dreams. The parsonage is the only financial debt for which the church is responsible. A monthly saving of around \$1500 would result if we could eliminate this debt. So the annual plan for keeping the parsonage note current and getting a little more ahead with principal in 2008 will be \$17,860.

Facilities, Insurance, Utilities, and Building Care

\$15,400 is needed for church building utilities including electrical, phones, water, internet access, landscaping, and cell phones for both our ministers. Efforts have been made to lower these expenses. For example, Internet Texoma now provides our high-speed wireless internet service complimentary for the privilege of placing a repeater antenna on our roof to serve nearby neighborhoods. In addition, we participate in an electric co-op with other UMC's to lower our electric costs. In 2007 we improved landscaping equipment like mowers and weed trimmers with a large gift, designated for this purpose.

As of January 2007 our Property and Liability Insurance Coverage is with UM PACT. Our annual premium is \$8600. Participation in UM PACT (Property and Casualty Trust) was mandated by vote of the annual conference in June 2006 for all the churches of the North Texas Conference. With UM PACT, we save a little premium, but the main advantage is that we receive greater coverage and will know that every church in our conference has the same coverage. Because of this assurance, we would be protected from sudden liability for someone else's mistakes or negligence just because of our connection with the other 300-plus local churches in our conference.

We have a twice-a-week cleaning service (Monday morning and Friday morning) with a local janitorial service (Final Details). This service costs \$8500 per year. Our Trustees Team and other members do repairs, maintenance, and landscaping as volunteers. In the absence of a staff custodian, volunteers set up and break down tables chairs and other equipment for various events. We still need to keep these items: a \$400 allowance for furniture or appliance needs, and \$500 for landscaping for the church buildings.

Because some things just can't be planned (unexpected expenses like roof repair or air conditioning) we have a capital fund for major repairs or upgrades. We need to set a high goal of what amount to hold in such a fund. We want to add to a general building maintenance fund by \$4,000 in case larger building repairs are needed. We already have a set-aside general fund cash operating reserve of \$10,000 for possible unexpected repair or replacement costs. Our plan is to add an amount each year and let it accumulate as an emergency fund. With air conditioners and other equipment now 12-15 years old, this capital fund is now necessary. Over time, this fund will keep us from having to plead to the congregation for additional funds when there is an acute need.

The total for Facilities, Insurance, Utilities, and Building Care is \$41,400.

Special Giving

Memorial Gifts received are managed by the Stewardship Finance Team and the Trustees and are considered sacred. If such gifts are made for a specific designated item or ministry they must be acknowledged for that purpose by the Finance Committee and Trustees or be returned to the donor. If they are undesignated gifts, they remain in the memorial gifts reserve fund and are kept until a decision is made to use them for some particular purchase that will have lasting value—always in remembrance of ones in whose memory the gifts were given.

We do have an Endowment Account with Texas Methodist Foundation. Our Stewardship/Finance Team is working to develop giving to this account for long term growth. The charter for our Endowment Fund is very specific on the restrictions of funds in this account for long term use. We have budgeted a \$1,000 annual contribution from the budget. We hope to promote and accept significant lifetime gifts for the long-term future of the church from generous individuals in many forms of giving such as life insurance, wills, and trusts. The Stewardship/Finance Team expects to be hosting some programs on this kind of giving in the near future.

In Summary...

God is faithful. The total of all our ministry goals for 2008 is almost \$272,000. Based upon our careful predictions and the estimates of giving received on Consecration Sunday (October 28, 2007) and the weeks following, we will have the income needed to fully fund this total ministry goal. Praise the Lord!

Open Hearts, Open Minds, Open Doors...

The people of Lakeway United Methodist Church

Lakeway United Methodist Church

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