



ST. LUKE'S  

---

LUTHERAN CHURCH

**Annual Report to the Congregation**

**2011**

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*St. Luke's is committed to knowing Christ and making Christ known.  
We strive to develop a Christian community that invites and values all people, that nurtures growth with God and each other,  
and that encourages openness, acceptance, trust and service to God and God's community.*

**ST. LUKE'S LUTHERAN CHURCH  
ANNUAL CONGREGATIONAL MEETING  
Sunday, January 29, 2012  
12:15 p.m.**

**AGENDA**

- 1. Call to Order and Opening Prayer**
- 2. Appointment of Parliamentarian and Tellers**
- 3. Determination of Quorum (10% of voting members)**
- 4. Approval of Agenda**
- 5. Reports of Congregation Council, Staff, Committees and Cabinets**
  - a) Financial Management Team (FMT)**
    - 1) Financial Report 2011**
    - 2) Financial Review Committee**
    - 3) Recommendation of 2012 Spending Plan**
    - 4) The Big Financial Picture**
    - 5) Highlights from the Financial Reports**
  - b) Nominating Committee**
    - 1) Nominations from the Floor**
    - 2) Election of Candidates**
- 6. Election of St. Luke's Voting Members to 2012 Metropolitan Chicago Synod Assembly**
- 7. Business/Council Recommendations**
  - a) Call Committee Progress**
  - b) Resolutions**
- 8. New Business / Items from the Floor**
- 9. Recognition of Staff, Retiring Council Members and Cabinet Coordinators**
- 10. President's Closing Remarks**
- 11. Pastors' Closing Comments and Prayer**
- 12. Adjournment**

## Interim Lead Pastor Annual Report 2012

*I give thanks to my God always for you because of the grace of God that has been given you in Christ Jesus, for in every way you have been enriched in him, in speech and knowledge of every kind— just as the testimony of Christ has been strengthened among you— so that you are not lacking in any spiritual gift as you wait for the revealing of our Lord Jesus Christ. He will also strengthen you to the end, so that you may be blameless on the day of our Lord Jesus Christ. God is faithful; by him you were called into the fellowship of his Son, Jesus Christ our Lord. (1 Corinthians 1:4-9)*

I grew up in suburban Philadelphia, not far from a commuter rail line that carried many of the parents of friends (mainly fathers, at that point) to and from work in the city, much as METRA does for Park Ridge. My friends and I often took the train downtown, especially on weekends. In most commuter rail cars, almost all of the seats are designed to flip from one side to the other so that you always face forward. However, seats closest to the doors or the ends of the car are often fixed, so that you have to ride backward if you sit in them. More than once my friends and I travelled home looking back from where we came than forward to where we were going.

Theology, as our Jewish colleagues remind us, is often like riding in a train backward. It's only by looking back that we can see clearly what God has done, and therefore state with some confidence what God will continue to do in the future. Annual meetings function in the same way. We look backward so we can see more clearly where God is leading us.

2011 has been a year of many changes, not all of them for the better. Nancy Olson retired, and Pastor Steve Larson resigned to be with his wife, Rebecca, who now works for the Lutheran World Federation in Geneva, Switzerland. Sixteen members or friends of the Congregation died and were buried through the auspices of this church. Two former pastors, Howard Palm and Ken McKnight, passed away in 2011. Corporations and non-profit organizations – including the Evangelical Lutheran Church in America (ELCA) Churchwide Office – continue to shed jobs. At times like these, it would be easy to get discouraged.

But taking a “backward look” reminds us not to be discouraged and to look forward. The God who has carried us all this time, still carries us today. The God who began creating by creating the universe will act creatively in our lives to redeem us. Jesus, our Lord, who first called the twelve disciples together, still “calls, gathers, enlightens and sends” me and all other Christians. God’s spirit, active at the creation, continues to form community in worship, in fellowship, in service. God has worked in our lives in the past and will continue to work in and for us this year as well.

How does this look specifically? In the seven months I have been with you, I see the following ways that St. Luke's Lutheran Church engages its members, it's local community and the world that God loves:

- We have been learning the intricacies and the possibilities of the new building as we have lived in it. We are also encouraged to understand that there is sufficient interest in the second floor “build-out” to do some preliminary work toward that end. We have also shared our building as a resource for “off-site” meetings of staff of the Churchwide Office of the ELCA and events sponsored by the Metropolitan Chicago Synod.
- We worshiped God in ways that were meaningful for people at all levels of spiritual development. Over two hundred members from grade school to octogenarians take a leadership role in St. Luke's worship as assisting ministers, lectors, choir members, musicians, ushers, greeters, etc. St. Luke's Lutheran Church has also served as a resource to the entire church as it hosted the *Music that Makes Community* workshop and also the Annual Augsburg-Fortress Music Clinic.
- We have opened ourselves more to the Park Ridge community with an Open House in the fall and a door-hanger invitation to our Advent events: the 72<sup>nd</sup> Candlelight service, the Longest Night Service and the public rendition of Dickens' *Christmas Carol*. We have been encouraged to see neighbors and friends at these events.
- *Continued on next page*

*Interim Lead Pastor Report, continued*

- We have seen the interconnected of our mission as a congregation and as a part of the Evangelical Lutheran Church in America as we welcomed our missionaries – The Hartwig family who served in Tanzania to develop a hospice ministry and the Stubbs family who have served in Tanzania developing the Music Department at the Makumira University College. We also saw the interconnectedness of our mission as we sponsored a *Glocal* (global/local) festival in May and as members traveled to Holden Village for a week in prayer, retreat and renewal.
- We reach out to our members through visitation at the time of illness in the hospital or nursing home. We have Communion Visitors who take communion to shut-ins. We look for ways to engage and deepen the experience of community of members of St. Luke's.
- In the area of Christian Education, we continue to offer multiple educational opportunities for children and adults.
- We continue to work with other congregations – in the ELCA as a cluster of congregations known as the Near West Conference and in Park Ridge Ministerial Association. Together we can do more than any one congregation can do.

The other staff members will give greater detail to the items I mention above. But what is very clear in all that is said above is that God is still active in our midst, still calling us to the faithful use of our time, talent and treasure. From looking backward, we learn to look forward to God's continuing activity. For this activity, and for your part in it, I give thanks, in the same way that St. Paul gave thanks for the ministry of the church in Corinth seen in the opening quotation.

Specifically, I would like to thank the following individuals:

The other pastors – Kristi and Mac, and also Patty Hewitt (who is filling in for Kristi during Kristi's sabbatical in January and February) as we share this ministry entrusted to us frail human beings.

Our Musical Staff – Anne and Melinda -- whose talent brings depth to our worship.

Our Education Staff -- Jeannine, who works with teachers and administrators to give a quality educational experience for our children.

Our Support Staff – Jeanne and Annette – who, among all else they do, make sure that our printed materials are created well, completed on time and under budget.

Finally, I thank all of our volunteers – The Executive Committee, the Council, the Cabinet Coordinators and members and all volunteers who use their talents to make this place what it is.

*"I give thanks to my God always for you."* As the Call Committee continues its task of finding your next lead pastor, know that it is my privilege to serve you as your Interim Lead Pastor. I thank God for each one of you and keep you in my prayers. I hope you do the same for me, and for each other.

God's blessings, and mine, always,

George Koch  
Interim Lead Pastor

## 2011 Annual Report of the Associate Pastor

Looking back. Looking ahead. Annual reports provide an opportunity for both. Looking back at mission and ministry that has been in the past and looking ahead to mission and ministry that will be in the coming year.

Looking back, it was a year of changes and loss that at times threatened to overwhelm us – the retirement of Member Care Coordinator, Nancy Olson and the resignation of Lead Pastor Stephen Larson began the year. The deaths of two of St. Luke's former Pastors, Howard Palm in April and Kenneth McKnight in September, added to our sense of loss and feeling that an era has ended. Add in the personal losses we have each experienced in our families, our work life, our health, and our friendships and we find our spirits resonating with the cry of the Psalmist, "My God, my God, why have you forsaken me? Why are you so far from helping me, from the words of my groaning? O my God, I cry by day, but you do not answer; and by night, but find no rest." [Psalm 22:1-2] Has the season of Lent really held us for a year?

And yet, looking back, it was also a year of firsts that reminded us of God's enduring faithfulness. The new spaces of our building addition allowed us to host the national Music That Makes Community workshop which brought worship leaders and members from many different denominations to St. Luke's to pray and praise and return to their congregations with new songs in their hearts and voices. We hosted a Glocal Mission Event (Global and Local) and heard stories of the mission of Christ in action around the world in ministry partnerships that change lives in positive ways. In December, we reached out to our neighbors to invite them to our traditional Candlelight Service of Lessons and Carols and to a new event – a one-man reading of Charles Dickens' *A Christmas Carol* as well as to our Christmas Eve and Day celebrations of Christ's birth. Worship, Global and Local Mission, reaching out to tell of Christ's birth in story and song – these are gifts from God we live each day – the season of Christmas incarnation come to life.

Looking ahead, we cannot see exactly what is to come. Our Call Committee will begin interviewing candidates to serve as Lead Pastor. The process will take however long it takes. We trust that the Holy Spirit will guide candidates, the Call Committee, the Council and our congregation in decisions that will lead to a good partnership for mission and ministry in the years to come. We hear the promise of God through the prophet Jeremiah, "For surely I know the plans I have for you, says the LORD, plans for your welfare and not for harm, to give you a future with hope." [Jeremiah 29:11]

As I look ahead to the new year, I give thanks for the gift of sabbatical time to Refocus and Renew for mission and ministry. I begin this year worshipping in other local congregations and looking at the ways our community has changed in the past ten years and the ways St. Luke's is positioned to reach out within this new context with the good news of Jesus Christ for people who are longing to hear that God's plans for us are for a future with hope. Thank you for the gift of time for personal renewal through rest and exercise, music and time with my family. Thank you for welcoming Interim Associate Pastor Patty Hewitt in joining Interim Lead Pastor George Koch during these two months I am on sabbatical leave.

- Thank you to the many volunteers who carry out the daily mission and ministries of St. Luke's.
- Thank you to Cabinet Coordinators in 2011 Kathy Raeder (Congregational Life), Jo Ellen Krantz (Education & Learning), and Sara Carolan (Member Care), and also to Jim Henderson (Church Building Team Chair), Paula Zawojski (Human Resources Chair), and Irene Jinks (Council President). Their leadership in these areas with which I have worked most closely this year is a gift that blesses us all.
- Thank you to Jim Schrop, Robert and Thersa Martinez, Mark Kogut, Melissa Woppel, Sami Niese, Ali Niese, Becky Weber, Amanda Cassarella, and Iris Henderson. Their presence in keeping the building secure and clean and the children in the nursery safe is an often unseen but important part of our ministry.
- Thank you to Annette Kern, Jeanne Rice, Melinda Hoiland, Anne Krentz Organ, Jeannine Oakes, Interim Lead Pastor George Koch, Pastor Mac Minnick, Interim Associate Pastor Patty Hewitt, and Pastor Stephen Larson. Working on this staff team has been and continues to be a blessing.

In Peace,  
Rev. Kristina C. Weber

## 2011 Report of the Congregation Council

During 2011 the Congregation Council (Council) was called upon to provide leadership as we progressed with the kick-off of our second capital campaign and the unexpected need for a new Lead Pastor, and, as we dealt with the ongoing difficult economic environment. With challenge, comes opportunity, so Council has been soliciting feedback from members, and leveraging our amazing volunteer resources, as we reexamine ourselves and our strategies in accomplishing, and broadening, the mission and ministry of St. Luke's.

Our constitution assigns the following (summarized and highlighted) responsibilities to Council.

- Oversee the life, activities and administration of the congregation.
- Lead the congregation in stating its mission, doing long-range planning, setting goals and priorities, and evaluating its activities in light of its mission and goals.
- Seek to involve all members of the congregation.
- Arrange for pastoral service.
- Be responsible for the financial and property matters and an annual balanced budget for the congregation.
- Be responsible for the employment and supervision of the salaried lay workers of the congregation.
- Act as the Board of Trustees

The following persons were elected or appointed as officers of the congregation:

President – Irene Jinks

Assistant Treasurer – Betty Weber

Vice President – Kyle Cartwright

Financial Secretary – Don Nelson

Secretary – Joe Pomilia

Recording Financial Secretary – Art Johnson

Treasurer – Jerry Gudukas

These additional individuals served on Council for all or part of 2011.

Jason Burrows, Eric Clarke, Dennis Diana, Nikole Dolson, David Duffy, Janet Hoiberg, Pastor George Koch, Joel Kwasigroch, Pastor Stephen Larson, Lynda Minnick, Pastor Emeritus Malcolm Minnick, Todd Raeder, Debbie Roman, Phil Stavrides, Janet Wasilewski, Pastor Kristi Weber, Betty Weber, Pastor Patricia Ann Hewitt and youth members: Kelly McCurry and Jenny Calahan.

The following is a summary of important actions taken by Council during 2011, which have been grouped to better link initiatives to core functional responsibilities of Council. Please refer to monthly reports provided during the year for additional details of minor actions or informational items. Minutes were prepared for all monthly or special Council meetings. Since the last Annual Meeting of the congregation the Council met every month and had special meetings on March 5, June 24, July 20 and November 2.

In order to effectively handle our broad responsibilities Council has been blessed to have qualified support from various subcommittees, which have been assigned certain duties, as appropriate. Many of the actions taken and accomplishments achieved could not have been completed without the support of these committees and the staff of St. Luke's.

**Policy Development and Continuing Resolutions** – Over the past few years Council has been focused on improving our Policy Development in order to provide clarity regarding many core processes and procedures. Clear policies, linked closely with our mission and ministry, ensure that all resources are used in a prescribed way. Additionally we may eliminate ambiguity and/or inconsistent practices.

- An Art & Design Policy was adopted, which authorized and established an Art and Design Committee. The Art and Design Committee reports directly to Council. The Art and Design Policy establishes common practices and understandings regarding our intention in preserving the physical and aesthetic integrity of the building and at the same time using the facilities in various ways to serve as a resource for the mission and ministry of the church.
- An update to the Building Use Policy was adopted on a conditional basis. The update to this policy was intended to better clarify certain policy areas taking into account situations that have arisen since we occupied

our larger space. An effective Building Use Policy ensures that St. Luke's facility is used properly and in alignment with our overall mission.

- The Human Resource (HR) Policy was updated during 2011. During this process a framework for how personnel matters should be handled was adopted in the form of a "White Paper". Once that framework was established and the roles and responsibilities of the Lead Pastor, Council and the HR Committee in matters of Human Resources were clearly delineated, work was completed on the HR Policy. The HR policy establishes the Chair of HR as member of Council with voice-only unless that individual has already been elected by the Congregation as a regular Council member. The HR policy also updates our employee benefit programs.
- The Council approved a mission statement for the Financial Management Team (FMT). The mission statement updates and clarifies the role of FMT and that FMT reports directly to Council.
- Adopted as a Continuing Resolution: The treasurer shall be a member of the congregation council with voice and vote. In the absence of the treasurer, the assistant treasurer may serve as a council member with voice and vote at meetings of the congregation council.

**Financial and Budgeting** – One of the most critical roles for Council is overseeing the financial health of St. Luke's. With the expert assistance of FMT, Council reviewed monthly reports and engaged in detailed analysis at each Council meeting. St. Luke's has been blessed to have strong financial support from members through this difficult financial climate, and, as we undertook a large building project. Despite this strong support, and good fiscal discipline, we continue to face tough financial choices. A clear level of coordination and communication with members will be needed so that everyone has an understanding as to what limitations to our mission and ministry may need to take place as we balance our annual Spending Plan and mortgage obligation. Here are some specific actions taken related to financial matters during 2011.

- On a monthly basis Council reviewed and approved financial reports from the Treasurer and Financial Secretary as well as from the Church Building Program Co-Treasurers.
- Received and reviewed audit reports as completed by the Financial Review Team.
- From time to time during the year Council authorized the use of dedicated accounts, contingency funds and Spending Plan carryover balances.
- Approved a recommendation from FMT on behalf of Second Campaign Leadership Team for the budget of \$70,000 in the Restricted Fund for the campaign.
- Authorized the fund raising calendar and the use of Loose Fund Offerings.
- Approved a recommendation from Endowment Fund Trustees for distribution of 2010 funds.
- Confirmed the use of designated memorial funds and determined the use of undesignated memorial funds.
- Council conducted a special meeting on our Needs and Concerns related to financial planning (a summary of that paper is being shared by FMT as a part of the annual meeting).
- Reviewed, discussed and approved a Spending Plan (budget) for the 2012 calendar year. Complete details of the Spending Plan are included in Annual Report to the Congregation.
- Authorized the Treasurer to pay bills as tentatively included in the 2012 Spending Plan during the month of January 2012 in order to avoid any business interrupt prior to the Annual Meeting.

**Capital Campaigns & 100 Year Anniversary** – Council has worked closely with the "Let Your Light Shine" (LYLS) Committee and the Stewardship Committee, as well as our consultant Kairos and Associates. During 2011 the campaign was kicked off and efforts continue to reach out to those members that have not yet contributed or pledged. The second Capital Campaign has not received the participation that was originally projected. Council may need to undertake further efforts to improve participation during 2012. In 2014 when we transition to paying the mortgage out of our Annual Spending Plan we may encounter budget balancing issues, unless more funding is received. It will also be difficult to complete build out of our unfinished spaces without additional funding.

As it relates to plans for the 100 Year Anniversary, Council directed the Executive Committee to begin planning for the event that will take place in 2014.

**Staffing, Employment and Personnel** – One of the most important functions for Council is the proper handling of all employee related matters. Since the need arose unexpectedly and regretfully for a new Lead Pastor the past year has been unusually active in this area. Further, the current environment requires that we be diligent in ensuring that all resources, especially our staff and volunteer resources, are operating in the most productive manner possible and are closely aligned to the defined goals and objectives of our congregation.

During 2011 Council has worked with our Lead Pastor and the various committees assisting in our hiring and volunteer nomination processes. The following are highlights of tasks completed.

- Welcomed Bishop Miller who walked the council through the transition and call process for a new Lead Pastor.
- Approved the members of a leadership team consisting of John English, Irene Jinks, Gerry Mears, Lee Schafer and Kim Schaeffer to work with Bishop Miller to engage an Interim Lead Pastor that will also function as an advisory/support team when that person begins service.
- Pastor George Koch was chosen by the leadership team as Interim Lead Pastor and the Council ratified the Interim Ministry Covenant.
- Approved a recommendation for appointments to positions of cabinet coordinators as well as council liaisons to cabinets and other committees.
- Received a report from Pastor Koch outlining the first steps in the call process and affirming the plan to place an invitation to the congregation to nominate people for the Call Committee in the June Messenger and other venues of communication.
- Approved a recommendation from Human Resources (HR) Committee to provide a 1% salary increase to Director of Children, Youth and Family Ministries, retro-active to May 16 through the remainder of 2011.
- Conducted a Council Retreat on the needs of churches of varying sizes and characteristics. This discussion was designed to support the Transforming Church Index (TCI) documentation, which is integral to the call committee process.
- Reviewed the list of persons nominated by members of the congregation to serve on the Call Committee and prioritized the listing according to various categories; set a committee of seven and selected members to be contacted to serve.
- Conducted a special meeting that included a presentation by Carol Becker, facilitator of the survey sponsored by the Education and Learning Cabinet, and discussed plans for implementation of suggestions with the cabinet coordinator and associate pastor.
- Selection was completed for the call committee and confirmed the appointment of John Timmer as chair.
- Received copies of the Transforming Church Index (TCI) report based on the survey done by the congregation and the preliminary Ministry Site Profile prepared by the Call Committee.
- Conducted a special council meeting to review the results of the TCI.
- Granted permission for St. Luke's to serve as the coordinating group to handle finances for transportation for youth and chaperones from St. Luke's and other congregations who will be attending the National Youth Gathering in New Orleans in 2012.
- Approved the Ministry Site Profile prepared by the Call Committee.
- Received reports from the Executive Committee on both a three and then a six-month evaluation of the Interim Lead Pastor. The committee commended Pastor Koch on the work he has done for us to date.
- Approved entering into an agreement with an interim pastor for the period of Pastor Weber's sabbatical leave, with costs not to exceed \$8,000, to be funded from the dedicated account for this purpose, using funds presently in the account and the balance from the 2012 spending plan.

- Appointed an interview team for the interim associate pastor consisting of Pastor George Koch (chair), Irene Jinks (council), and Paula Zawojski (HR).
- Approved the employment of the Rev. Patricia Ann Hewitt to serve as Interim Associate Pastor during Pastor Weber's sabbatical.
- Received a report from the Nominating Committee for a slate of candidates to be presented for election at the annual meeting in January.

**Building** – During 2011 several building related matters were brought before Council for action. These matters related to build out of unfinished space, repair of the 1929 building and various requests related to the use of our facilities. Here are some highlights.

- Received an update on the Church Building Project. Of note, with the savings in the various contingency funds, the focus is on functional projects. Added to this, research is underway regarding the primary (existing) boiler which is leaking and did not receive a favorable initial inspection.
- Received progress report on identifying funding for the Repair Project to the 1929 structure. This was noted as a significant project, which will require the attention of Council because of the scope of the project and the cost.
- Approved recommendations from Operations and Maintenance Cabinet to disband the present building team at the conclusion of their work and give the responsibility for ongoing work to OMC, with sincere thanks expressed to the Building Team for all that they have done; to appoint a new master planning task team to identify and prioritize future projects.
- Received verbal update on the Church Building Project and approved recommendations, to authorize building team to make a final decision on replacement of kitchen door and Henderson Hall within the scope of the current project and to authorize building team to make a final decision on best method to refinish Henderson Hall floor.
- Authorized two building matters: (1) to allow Maine South Orchestra to use the sanctuary and atrium for two chamber concerts; and (2) to allow wine to be served at an event for advance givers to the LYLS campaign.
- Approved recommendation from Operations and Management Cabinet to enter into a 2-year contract with Sherman Mechanicals for preventive maintenance on the boiler system at an annual cost of \$3,120 and paid quarterly. approved a contract with Otis Elevator for inspection and maintenance service, at a cost of not more than \$4,310 for the first year; a contract with First Detection Systems for inspection of alarm, emergency lighting and sprinkler systems at a cost of \$485; a contract with Martin Petersen Co. to perform required tests on backflow preventers and sump pumps at a cost of \$700.
- Approved a request from Anne Krentz Organ to host a meeting of the Association of Lutheran Church Musicians at St. Luke's in February, 2012, with building use fees waived
- Approved use of facilities for three chamber music concerts by the Chicago Philharmonic Orchestra in 2011-2012, with use fees waived.
- Received an informational report on upper level build out and costs; this will not be considered until more funds are available.
- Approved a Master Planning Team consisting of Rick Libner, Anne Organ, Jim Henderson, Gary Cartwright, Debbie Roman and the Lead Pastor.

Respectfully submitted,

Joe Pomilia

Congregation Secretary

## **HR Committee**

### **2011 Annual Report to the Congregation**

Committee Members during 2011

Paula Zawojski, Chair  
Nicole Dolson, Council Liaison  
Lee Schafer  
Dean Peterson  
Heather O'Reilley  
Interim Pastor George Koch  
Pastor Kristi Weber

Early 2011 member:  
Pastor Stephen Larson

Major accomplishments for 2011:

- Prepared and presented HR committee continuing resolution outlining responsibilities and role of committee. Approved by Council.
- Prepared and presented Personnel Policies and Procedures revision along with cost implications to Council for approval in 2010, continued review and discussions led to final approval in November, 2011.
- Consulted and addressed staff human resource/employee relations questions and concerns throughout the year.
- Approval and support of Pastor Kristi Weber's sabbatical for Dec 26, 2011
- Initiated staff job description review for all positions.

## NOMINATING COMMITTEE 2011 Annual Report

**Members:**    Dee Dee Kohldorfer and Craig Moen                      Terms expire January, 2012  
                      Paula Besler and Tom Lynch    Terms expire January, 2013  
                      Lynda Minnick and Nikole Dolson    Council Members for 2011

**Summary:**

The Committee nominates Jeff Bork, Laure Mullaney, Debbie Roman, and Paul Schroeder to serve three year terms on the Congregation Council (the Class of 2014). The Committee nominates Dennis Diana to serve a one year term on the Congregation Council (the Class of 2012). Jason Burrows, Nikole Dolson, and Joel Kwasigroch will be leaving Council. The Committee nominates Jerry Gudukas to serve a one year term as Congregation Treasurer. The Committee nominates Tom Anderson to serve a three year term on the Financial Review Committee (the Class of 2014). Jeff Bork will be leaving the Financial Review Committee. The Committee nominates Janet Hoiberg to serve a three year term as a trustee of the Endowment Fund (the Class of 2014). Terry Hendrickson is the retiring trustee. The Committee nominates Vicki Loise and Jason Burrows to serve two year terms on the Nominating Committee (the Class of 2013). Dee Dee Kohldorfer and Craig Moen are the Nominating Committee members whose terms are expiring.

**Council and Committee Members Continuing to Serve (Incumbents):**

|          |  |   |
|----------|--|---|
| Council: | <i>Class of 2012</i>                   | <i>Class of 2013</i>                    |
|          | Kyle Cartwright (2 <sup>nd</sup> term) | David Duffy (1 <sup>st</sup> term)      |
|          | Dennis Diana (1st term one year)       | Irene Jinks (2 <sup>nd</sup> term)      |
|          | Lynda Minnick (2 <sup>nd</sup> term)   | Todd Raeder (1 <sup>st</sup> term)      |
|          | Joe Pomilia (1 <sup>st</sup> term)     | Janet Wasilewski (1 <sup>st</sup> term) |

Financial Review Committee:

|                      |                      |
|----------------------|----------------------|
| <i>Class of 2012</i> | <i>Class of 2013</i> |
| Leah Cannon          | Phil Miller          |

Endowment Fund Trustee

|                      |                      |
|----------------------|----------------------|
| <i>Class of 2012</i> | <i>Class of 2013</i> |
| Gail Pearson         | Michael Callahan     |

Nominating Committee

*Class of 2012*  
 Paula Besler  
 Tom Lynch

**Nominations Submitted by the Nominating Committee:**

|          |  |                                       |
|----------|--|---------------------------------------|
| Council: | <i>Class of 2012</i>                         | <i>Class of 2014</i>                  |
|          | Dennis Diana (2 <sup>nd</sup> term one year) | Jeff Bork (1 <sup>st</sup> term)      |
|          |  | Laure Mullaney (1 <sup>st</sup> term) |
|          |  | Debbie Roman (2 <sup>nd</sup> term)   |
|          |  | Paul Schroeder (1 <sup>st</sup> term) |

Congregation Treasurer (1 year term):                      Jerry Gudukas

Financial Review Committee (3 year term):                      *Class of 2014:* Tom Anderson

Endowment Fund Trustee (3 year term):                      *Class of 2014:* Janet Hoiberg

Nominating Committee (2 year term):                      *Class of 2013:* Vicki Loise & Jason Burrows



# Memorials and Special Gifts Committee

## 2011 Annual Report to the Congregation

Members who served on the committee in 2011 included: Jim Henderson, Kathy Thornley, Betty Weber, Pastor Koch, Kathy Figler and Mac Minnick.

The committee reviewed memorials and special gifts that had been received. They also meet to hear reports on contacts with family members as to where those gifts should be designated. A report of memorials and special gifts was published in the All Saints' Sunday bulletin on November 6, 2011.

In 2011, St. Luke's received about \$55,000 in memorials and about \$1,100 in special gift contributions. We are deeply grateful for the generosity of those who made memorial and special gift contributions. These figures do not include trusts and bequest gifts that are managed by FMT and the congregation council.

The committee usually waits about three months after a death to allow all the memorial gifts to be received. If the amount exceeds \$500 the family is contacted to see if they have a preference regarding the use of the funds. A list of needs is provided for their consideration. Special Gifts are usually designated when they are given. The final decision as to the use of memorials/special gifts is made by the congregation council. The use must be within the mission of the congregation.

As reported in the November 6<sup>th</sup>, All Saints' Sunday bulletin insert and in this report, memorial and special gift funds in 2011 provided or will provide –

|   |  |
|---|--|
| Library Furniture and books   | Memorial Ministries 2011 and 2012              |
| Yamaha Piano Maintenance  | Youth Programs Scholarship Fund                |
| Children's Ministries   | Youth Lounge Furnishings                       |
| Church Building Project – Equipment and Furnishings, Kitchen build out, mortgage, and | Build out for upper level, Music offices, etc. |
| Loan principle reduction payment.   | Landscaping – tree.                            |
| 4 Chancel wooden folding chairs   |  |

If any member is interested in serving on this committee, please speak with Pastor Minnick or one of the other members of the committee. You would be welcomed as a new participant in this area of service.

Submitted by:

Pastor Malcolm L. Minnick, Jr.  
Convener

The Congregational Life Cabinet facilitates events and programming to bring members of the congregation together to strengthen existing relationships, build new relationships, and coordinate activities that include participation from other cabinets. Events and Activities held throughout the year are planned to bring together different groups within the congregation.

The Congregational Life Cabinet began the year with a **Farewell Luncheon** held in February for Pastors Stephen and Rebecca Larson. This was one of the first big events to be held in Henderson Hall. Claire English coordinated this luncheon where we sadly said goodbye to our Pastor of the last eight years.

During Lent, two luncheons are held to serve a noon meal after the Ash Wednesday and Maundy Thursday services. Thank you to Julie Russell for setting up the **Ash Wednesday Luncheon** and to the Raeder and Figler families for coordinating the **Maundy Thursday Luncheon**. Thank you also to LaDonna Taylor and Nancy and Rich Bergman who coordinated the **Easter Breakfast** along with the Youth.

During the summer several members of the congregation attend **Concerts in Millennium Park** featuring a Preview of the Lyric Opera and Chicago Symphony Orchestra performances. These outings are coordinated by Melinda Hoiland and Todd Raeder. Also, this summer a **Golf Outing** was offered by Jon Tice and Norm Duncan but it was cancelled due to lack of interest.

A **Congregational Picnic** was held in September. Despite plans to enjoy the day at Centennial Park in Park Ridge, rain forced this event to be moved to Henderson Hall. We thank Kevin Goll and Joe Megyeri for coming to the rescue to provide grills for use at church. Thank you also to the many members who helped with this event.

In October, an **Open House for our Neighbors** was held. This event was coordinated by Claranne English. Neighbors in our immediate area were invited to tour our new facilities and to thank them for their patience during our construction. This event was also not well attended.

December activities included a very successful **Jul Fest Celebration** in Henderson Hall which was coordinated by Melinda Hoiland. Melinda also coordinated a presentation of **“A Christmas Carol”** by an actor from the Lyric Opera for which Debra Sanger coordinated refreshments. This event was a cooperative effort with the Outreach and Music and Worship Cabinets.

**Coffee Fellowship** held between our church services on Sunday mornings in our beautiful new Atrium provides a bright and lively atmosphere for our members to meet together, share news, and keep in touch. Thank you to Sarah Post for making this important opportunity possible by recruiting volunteers to set up and serve coffee and treats each week. Sarah is always looking for new volunteers to help provide this fellowship.

**“Come On Wednesday” (COW)** is another important fellowship opportunity open to our members of ALL ages. This weekly fellowship, which is coordinated by Candy Gustafson, includes a catered dinner along with choir rehearsals, confirmation classes, Bible Study groups, and more.

As part of the Congregational Life Cabinet, a committee to manage the kitchen is being set up. Anita Paxhia has graciously agreed to take the initiative on coordinating this committee.

Iris Henderson has faithfully coordinated our **Nursery** for the past several years. Nursery attendants are available during both Sunday Services, the Education Hour, COW, special services and new member meetings.

Several groups within our congregation get together monthly to share their common interests. These groups are **Couple's Bridge Club, Ladies Bridge Club, First Tuesday Men's Breakfast Group, Men's Bible Study, WELCA Circles and Quilters/Ladies Workshop. The S.L.O.W. (St. Luke's Organization of Women)** group has been meeting less frequently. We are trying to start new groups for **Young Adults** (ages 23 to 40, led by Adam Cartwright and Katie English) and also for **Young Families**.

The Congregational Life Cabinet is striving to find new ideas and new ways to provide fellowship opportunities for all segments of our congregation. We are thankful to all who have volunteered to help with our events over the past year and we welcome any new volunteers who would like to get involved in our mission.

Respectfully submitted,

Kathy Raeder  
Congregational Life Cabinet Coordinator

## THE ST. LUKE'S BOTTLE BAND

The twenty-nine members of the St. Luke's Bottle Band presented six shows at the church in the fall and also performed for two other events outside the church earlier in the year. The total amount received from these performances was \$23,925.00.

During the course of the year the Bottle Band purchased the following items for the church:

Six 8 ft. plastic tables (\$1,019.94)

A 12 microphone portable sound system (\$3,075.20)

New curtains for the stage (\$3,140.00)

The members of the Bottle Band are looking forward to another year of entertaining audiences with their unique blend of music and comedy.

Respectfully,

Paul Phillips  
St. Luke's Bottle Band Conductor

# **FIRST TUESDAY MEN'S BREAKFAST**

## **2011 ANNUAL REPORT**

Fifteen to twenty men continue to gather together for breakfast and programs each month except July, August and September. This group is made up primarily of the retired and semi-retired, but frequently those who can, give up an hour or so from gainful employment to join us for a good informal meal and discussion on subjects of interest to them.

During the past year we have had interesting talks and enlightening demonstrations on various subjects. Our favorite chefs, Carl Blomgren and Chester Smith, continue to please us with their outstanding pancakes and sausage.

We have no elected officers and everyone joins in procuring speakers and doing kitchen duty.

Howard Thorsson and Don Rusch  
Co-Chairs

## **EDUCATION AND LEARNING CABINET 2011 ANNUAL REPORT TO THE CONGREGATION**

Mission Statement: The Education and Learning Cabinet strives to strengthen the faith and knowledge of St. Luke's members and friends by providing life-long learning opportunities that will inspire, lead and guide all to be people of God living faithfully in the world.

The Education and Learning Cabinet, with staff support from Pastor Weber, continues to be energized by the leadership for Children, Youth and Family Ministries in the person of Jeannine Oakes. This year she, along with Ingrid Henehan, Gail Larson, Mary Jane Jaffe, Gerry Mears, Debbie Roman, Jo Ellen Krantz, and Pastor Kristi Weber have planned and implemented the work of this cabinet. We are grateful for their faithful commitment to the continuing development of education opportunities at St. Luke's.

We were pleased to move back into freshly painted and equipped classrooms, and new office space with the completion of the building project. Supplies that had been boxed up and stored were distributed to classrooms and new storage in the Children, Youth and Family Ministries office. Thank you to Gary Cartwright, Norm Maske, Gary Nesdahl, Bob Larson, Craig Moen, and Debbie Roman for their hard work.

Many thanks to all who participated in the Focus Groups, and special thanks to Julie Rink, Aleli Scerba, and Carol Becker for their work in organizing the groups and sifting through feedback. The Cabinet is very grateful for the feedback and has responded in many ways but would like to particularly mention the following: creation of the Children's Ministry Team, fall teacher fellowship and orientation event, Parent Sunday School fellowship opportunities, "teacher central" in the Education Office, meet the teacher posters, Spark Family magazine, online curriculum.

**Children's Ministries** - Special thanks go to Sue Yee for her leadership on Sunday mornings as well as the faithful service of many volunteers. Vacation Bible School and Worship and Music Cabinet's children's summer music program, Camp Allegro, (under the direction of Melinda Hoiland) were well attended. The theme for the current year is "Just Jesus". Currently, there are over 120 students registered for Sunday School. Teachers are working with the "Spark" curriculum for all our Sunday School classes. Jeannine directed the Sunday School Christmas program "Christmas in God's Global Barnyard." Ten 3rd-6<sup>th</sup> grade children were on stage. The younger Sunday school children made up the chorus.

**Confirmation and Youth Ministries** - There are 38 students in the confirmation program this year with the Come on Wednesday program back in full swing. Sunday mornings the youth forum has an average attendance of 8 youth. We are continuing the ministry of sending the Christmas Care Packages for college age and Confirmation Sunday led by the 8<sup>th</sup> Graders. Thirty three youth and 6 adults are preparing to attend the 2012 National Youth Gathering.

The **Adult Education Team** continues to provide multiple opportunities to grow in knowledge and faith, develop friendships, and open people to spiritual inspiration. Thanks for Mary Jane Jaffe and the team for their hard work. For additional information see the Adult Education Team report.

The **Dokmo Library** continues to support the ministries of St. Luke's, and new books are added frequently through donations and purchases. All members, including Sunday School classes, are invited to make use of the resources in the library.

This cabinet continues to seek ways to provide learning opportunities that meet the changing needs of the congregation. We are grateful for the involvement of each and every member. It is our goal to create Christian Education that meets our members where they are. Please feel free to address any questions, concerns, or hopes for the program to any of our Cabinet members.

Respectfully Submitted,  
Jo Ellen Krantz, Cabinet Coordinator

Director of Children's, Youth, and Family Ministries - Jeannine Oakes  
2011 Annual Report to the Congregation

In the early spring several of our members donated many hours organizing focus groups to evaluate our Children's and Youth programming. Many parents and volunteers/teachers participated in the groups and gave incredibly valuable feedback. As a result our summer was spent thinking through how to incorporate the feedback into our existing programming. We created a small task team, the Children's Ministry Team, to work specifically on engaging this feedback and furthering our programs. Some changes the team has made have been: a fall teacher fellowship and orientation event, Parent Sunday School fellowship opportunities, and "teacher central" in the Education Office. We're also excited about some of the ways we're bringing the news of our programming and teachers to the congregation and celebrating our teachers: meet the teacher posters, Christmas caroling to our Sunday School classrooms, Parent Sunday School events, and weekly e-mails. A few new programs have also grown out of focus group feedback as well as the Education Cabinet's hopes to engage faith in the home: Spark Family magazine is available, and our curriculum is available online for our teachers and parents have the ability to use the Spark on line program as well.

Our CMT and the E&L Cabinet have revised our "spiritual milestones" for each grade level and we've been stressing the learning of these goals in our classrooms. At the end of the program year (May 2012) we will have a Spring Program where all our children and youth will be able to recite their milestones for the congregation. This will provide a great celebration for the end of our Sunday School year.

The theme for the 2011-2012 Sunday School year has been "Just Jesus." Our rotation units have focused on Jesus' life and ministry, and we'll be learning a "Walk through the New Testament" this coming spring that will be showcased at the Spring Program!

Our Confirmation program continues to flourish and our classes are so big that we've divided the class into two smaller groups for better discussion of the lessons. Our confirmands have been very engaged throughout the year attending several fellowship events in addition to class such as the Ultimate Lock-in (St Luke's brought 21 of the 175 Lutheran youth who attended this event) and the 2nd Annual Jr Hi Ski Day (22 youth and 9 parents attended). Our Confirmation Orientation BBQ's continue to be a great way for our 6th grade families who will be entering Confirmation in the fall to fellowship with one another and learn about the program. This year was an Inter-faith unit year and our students learned a lot about our interfaith friends at visits to a Hindu Temple, an Islamic Cultural Center, and the Bahai Temple. They also visited the Lutheran Center and had the privilege of meeting Bishop Hanson who took the time to come and speak to us!

The Youth Drama Troupe has more than doubled in number since its formation. Sixteen middle schoolers participate weekly in the troupe. They had the privilege of performing at Elijah's Pantry's children's Christmas Party.

Our high school youth participated in a cultural immersion program on Pine Ridge Reservation. They learned about Native American culture and were able to learn about life on the res from youth, adults, and children - leading kid's time every afternoon was certainly a highlight for all! The National Youth Gathering continues to be a source of energy and faithbuilding for our youth: 33 youth and 6 adults are registered for the 2012 Gathering. I have been serving as a co-leader of the Youth Ministry Network and we're excited about the opportunities that the Gathering will provide in community building across the Metro Chicago Synod. I have been coordinating a transportation detail that will involve 27 congregations and 350 youth and adults. I've also been serving as the Synod's Youth Gathering Coordinator and am excited to be building these bridges across the Synod and plan our Synod day together at the Gathering. Our transportation detail will also include a Prayer Pilgrimage similar to the one I organized in 2009 with a closing worship with eucharist and commissioning. We anticipate about 450 youth and

adults will participate. Our Gathering participants will begin meeting monthly in January 2012, and I'm hoping to get more than just our 33 Gathering participants involved.

St. Luke's Dokmo Memorial Library  
2011 Annual Report

Again this year, the library provided various services for the congregation. The library team set up a display at the Let Your light Shine Campaign Taste of St. Luke's event in March. The Spiritual Practices Team used the library for "Invitation to Prayer" on Wednesdays during Lent. . The library set up a display of "One World-Many Stories" themed-books at the GlobalFest in October. An Advent/Christmas book sale was held in November for members to shop for themselves or for gifts. Our bookcart was utilized often in the atrium to display books and invite members to check out items.

Many book donations by members were gratefully accepted, the largest number from the collections of Pastors Stephen and Rebecca Larson, and also from Esther Kupjack. The generosity of our members who supported the Adopt-a-Book sale May 1 and 8 resulted in 28 new items added to our shelves. We continue to maintain a wishlist for those who wish to contribute to our resources.

Since the recent renovations, the new loveseat and desk are in place , as well as a "new" used coffee table and a donated flat screen computer monitor and desk lamp. The team cleaned out the fireplace and re-covered the children's floor pillows. A bulletin board was installed in the children's section. We are currently searching for an appropriate file cabinet, and chairs to coordinate with the loveseat.

A separate card catalog system was set up for children and youth books, to relieve crowded file drawers. A donation crate was set up in the library with a request to leave a name for acknowledgement with donated items.

A new bulletin board in the rear hallway was used for seasonal displays and messages encouraging member usage. "Plant a Seed - Read", "One World-Many Stories", and "The Light of the World - Prepare-Celebrate-Tell".

Our goals for the coming year include welcoming the Sunday School classes back to the library, and encouraging more members to utilize our resources. We appreciate the support and encouragement of the Pastors, Council and the Education cabinet, and thank our volunteers and donors, who keep the library fresh and inviting.

## Adult Education 2011 Report

In 2011, St. Luke's offered many adult educational opportunities:

### 1. Sunday Morning Adult Forums

Presentations by St. Luke's members and guests included:

"How Do We Extend Our Hospitality?", "Preview of Annual Congregational Meeting", "Better Than a Blog! Enjoy a Skype Conversation With the Hartwigs and Stubbs", "Canadian Bishop Susan Johnson speaks about the ELCA Church in Canada", "How Do We Relate to Lutherans Around the World?", "Let Your Light Shine With RefugeeOne", "Favorite American Hymns", "Tax Talk", "Cardiac Symptoms: Gender Differences You Need to Know", "Does God Really Care About Sustainability", "Re-Discovering Our Church Library and the Adopt a Book Sale", "Welcome to Pastor George Koch", "Have You Read a Good Book Lately", "Can't Find Your Keys? Don't Forget to Come to this Forum about Memory Issues", "Planning Your Estate to Avoid Unnecessary Complications and Taxes", "Holden Village Adventures", "Global Fest", "Young Adult Global Mission in South Africa", "Neonatal Intensive Care Unit at Lutheran General Hospital", "Youth Mission Trip Report", "Bread For the World", "Good Gifts Fair", "Christmas Craft- Making".

### 2. Wednesday Evening Adult Bible Studies

Topical studies presented in a series and facilitated by St. Luke's members included:

Exodus, Stories from John's Gospel, Numbers, Proverbs, "A Visit with the Hartwig Missionary Family", Book Discussion of "Still Alice", "Welcome Stubbs Missionary Family", Romans and a "Study of the Christmas Story".

### 3. Thursday Morning Adult Bible Studies

Bible Study led by Pastor Stephen Larson, Pastor Kristina Weber and Pastor George Koch

### 4. Saturday Morning Bible Studies

Men's Bible study led by Pastor Stephen Larson and Pastor George Koch

### 5. Summer Activities

Viewing of movie, "Invictus" and book discussion, "Last Child in the Woods: Saving Our Children from Nature Deficit Disorder".

Participants in Adult Education deal with topics within a one to six-part series, allowing in-depth treatment of issues. On Sunday mornings we sometimes invite outside speakers, though we primarily draw on the expertise of our own members. For Wednesday night events, we have welcomed several facilitators, all members of our congregation.

We would like to thank members of our congregation who have led or facilitated Adult Education sessions: Pastor Stephen Larson, Sister Anne Keffer, Barbara Gartner, Tom Anderson, Cindy Davenport, Dr. Del Stuzman, Claire Buttner, Pastor George Koch, Pastor Mac Minnick, Caroline Joesten, Scot & Cindy Grau, Ann & Matt Thompson, Tim & Janine Freedlund, Tim & Cindy Spiegel, Lara Miller, Candy Gustafson, Mike Cassarella, Susan Greve, Cindy Nomenson, Carol Tice, Todd & Kathy Raeder, Pastor Steve Nelson, Lynda Minnick, Paul Edison-Swift, Don McCoid, Pastor Dan Schwick, Dr. Tim McCurry, Gail Larson, John English, Melinda Hoiland, Mary Jane Jaffe, Pastor Paul Stone, Pastor Kristina Weber, Rita Hoffer, Anne Organ, Jeanine Oakes, and Heather O'Reilly.

Also, we thank Christopher Figler and Paul Edison-Swift for their expert AV assistance.

We welcome your participation in 2012! Any suggestions are always welcomed.

The Adult Education Committee- Claire Buettner, Rita Hoffer, Mary Jane Jaffe and Pastor Kristina Weber

## **Member Care Cabinet Annual Report - 2011**

In 2011, more than a hundred St. Luke's member volunteers participated in the various ministries of Member Care. There were many changes with Member Care this year, with the lack of a Member Care Coordinator staff member. We depend on the time and talents of many members of the congregation to carry out our ministries. Those who served on the Member Care Cabinet this year were Sara Carolan, Clare English, Brenna Huovie, Sister Anne Keffer, Pastor George Koch, Tim McCurry, Pastor Mac Minnick, Todd Raeder (council liaison), Mary Rhoton, Ruth Schroeder and Pastor Kristi Weber. We sincerely thank all who serve in the ministries of Member Care, though it's not possible to name everyone in this brief outline.

### **All Ages Support Programs**

Many programs are coordinated by Member Care, throughout the year, which serve the needs of members of all ages.

- Blood Pressure Team - coordinated by Jan Beyreis and Cindy Nommensen
- Card Ministry – many members participate in creating handmade cards to be sent to members who are sick or grieving. Amy Burrows helps to coordinate this ministry
- Care-giving Support – Adult Children of Aging Parents – coordinated by Clare English
- Career Transition – led by Jeff Bork, Pastor Mac Minnick, and Paul Sheehan – The Career Transition program has continued to expand, and supports members of St. Luke's as well as reaching out to more than 35 other congregations, forming a network of support for many. In addition to seminars, the team provides support through “members helping members”.
- CD Recording Ministry for Homebound members – coordinated by Mary Rhoton and Ruth Schroeder
- E-mail & Telephone Trees - coordinated by Dorothy Hendee and Mary Lou Sandvik
- Flower Delivery Team - coordinated by Iris Henderson
- Home Visitors - volunteers visit homebound members to deliver communion and devotional materials – programs coordinated by Mary Rhoton.
- Meals for Members Program – coordinated by Clare English.
- Prayer Chain - coordinated by Beth Ann Lynch
- Prayer Shawl Ministry - coordinated by Beth Ann Lynch. Prayer shawls were given to members who were homebound, hospitalized, grieving, those newly baptized, as well as seniors graduating from high school.
- Worship Greeters - coordinated by Arlene Cobble and Catherine Casserella. The Worship Greeter program has been moved to the Outreach Cabinet for 2012.

### **Spiritual Development**

As in past years, devotional resources are made available to the congregation through Member Care. We continue with the *Splash!* monthly newsletter mailings to parents of children up to three years old, which provide helpful guidance on child and faith development; Ruth Schroeder handles the coordination of the mailings for this program.

The Spiritual Practices Team continued their work of spiritual direction practices in the congregation. The team coordinated an Epiphany service, a Quiet Space for Prayer on Wednesdays during Lent, Pentecost Service, and a Healing service. The team has several members, and during most of 2011 Sister Anne Keffer served as the liaison to the cabinet for the Spiritual Practices Team.

### **Bereavement Support Programs**

Clare English coordinated the events of Giving Sorrow Words and Widow and Widowers Luncheons, held in 2011. The Giving Sorrow Words program was held in May for those who have lost a loved one. The Widows and Widowers Luncheon was held in November, for members grieving the loss of a spouse. Special thanks to

Diane Barounis, who assisted with both programs, including creating and leading the program for the Widow and Widowers luncheon.

### **Newer Member Support**

In 2011, new members joined during the summer. Through our New Member Sponsor Partnering program, these new members were partnered with current members who will serve as a point of contact, and help assist them in becoming involved in congregational life at St. Luke's.

### **Stewardship**

The Member Care Cabinet would like to thank the 2011 Stewardship Team: Tim Freedlund, Barbara Gartner, Scott Grau, Annette Parker, Paul Schroeder, Bob Trowsell, Sue Laursen-Yee, and Pastor Kristi Weber for all of their work. The Stewardship Team has the responsibility to assist all members of the congregation to understand **Stewardship** as the response of the Christian person to the gifts from God and the responsible use of them in all areas of life. The main focus was the stewardship program conducted in the fall, under the theme of "God's Work. Our Hands." The Stewardship team provided materials to members on St. Luke's programming planned for 2012 – through videos and an informational brochure.

The Member Care Cabinet looks forward to continuing its ministry to the members of St. Luke's in 2012. We welcome all members who are interested in serving the needs of St. Luke's through these ministries, and also look for new ideas for additional programs to serve the needs of our members. Finally, we thank all members who have shared their time and talents through their service to the programs of Member Care during 2011.

Respectfully submitted,

Sara Greiner Carolan  
Member Care Cabinet Coordinator

## **Operations and Management Cabinet**

### **Annual Report - 2011**

The Operations and Management Cabinet (Cabinet) is responsible for the operations of the Church Building. Earlier in the year, our Coordinator, Phil Stavrides stepped down due to a work opportunity. Joel Kwasigroch picked up the coordinator role and has been fortunate to have the support of the cabinet, building team and many other volunteers. A recurring theme is the great work volunteers have performed to support the church operations and assist staff with daily operations. I will not name specific individuals so as not to exclude any inadvertently but will detail some of the work that has been done. The cabinet includes representation of the Archives and Historical Preservation, Property, Technology, Capitalization, Financial Management, Art & Design, Building, Lead Pastor and Office Operations.

With the completion of the church addition, a flurry of activity has taken place to complete the space and complete items in the existing building. This activity includes moving furniture, hanging cabinets, painting walls, shopping for and purchasing shelving, moving items from basement storage to permanent locations, making repairs around the church and completing the kitchen to an operational state. A number of agreements were established to ensure the proper inspection and maintenance of our facilities. The agreements include inspection of the elevator, fire detection, fire sprinkler equipment and water intake valves.

Due to heavy rains, a leak occurred which found its way in the new washrooms. Again, volunteers came to clean the water and put in place water containment. The cause of the leak was established to be the placement of the bathroom fresh air intake. The fresh air intake was adjusted to correct the situation and ceiling tiles were replaced. Room setup is another area that we have been fortunate to maintain with the assistance of volunteer help. Room setup was done in the past by our cleaning service; however, this ceased as we changed cleaning services.

In 2010, an assessment was completed on structural repairs required of the 1929 building which includes the bell tower and west wall. The engineering team detailed a 3 phase plan of action. Identification of funding of such repairs for phase one has begun this past year. Pending full funding, the start of repairs may begin in 2012. Another item that has been at the forefront is the heating of the 1929 building. Currently, there are 2 boilers that are @30 years old. One is not operational as it leaks and repair has been investigated; finding a repairman in the area has been difficult. Replacement for the boiler is an option being investigated and cost is expected to be high. If a high efficiency unit is determined to be our best option, this should reduce fuel costs related to operations and may allow some chimney work on the 1929 building to be averted. In addition, some funding has been earmarked for the build out of the second floor unfinished space. The building team detailed a cost estimate for this space. As more funding is designated, this is a project could be developed.

Finally, a team has been established to complete the St. Lukes Building Plan. This team will complete the strategy of our building's future.

# Parish Coordinator

## 2011 Annual Report

In the past year a lot was been accomplished behind the scenes in the church office. The following is a partial list of the work that gets done:

### *OFFICE*

Served as receptionist by greeting visitors, answering phone calls and responding to correspondence  
Worked with people looking for food and financial assistance  
Request and track all assistance (food certificates, gas vouchers)  
Assisted in planning, coordinating and implementing administrative services and projects including but not limited to Annual Report to Congregation, Parochial Report to the ELCA Synod, monthly mailings of *The Messenger*, 2012 Stewardship Program, Quarterly Statements, St. Luke's Professional Directory, 2011-2012 St. Luke's Phone Directory and many other committee mailings as requested  
Provided support services to the Pastor(s) including planning and preparing all baptism (7), marriage (6) and funeral (21) bulletins and/or scripts and logistics for building use  
Produce certificates for baptism (7), first communion (10), confirmation (10), and marriage (6)  
Provided desk top publishing when needed  
Maintained all building office equipment, computers, printers and copy machines  
Provided assistance to staff in computer related matters  
Recruited volunteers for office projects  
Trained and oversaw the church office volunteer workers  
Assisted treasurer and financial secretaries in maintaining financial records as necessary  
Maintained the Simply Giving Program of contributions to the church  
Prepare direct payment donations for counters  
Coordinated and ordered the new 2012 subscriptions to the Lutheran Magazine  
Track and record Flower Chart orders and payment  
Supervise and track the sale of stock transfers from St. Luke's members  
Conducted the day to day business of the church office and other functions of the church  
Processed all incoming mail and correspondence  
Create and maintain a yearly calendar of church activities and building use  
Created invitations and/or labels for All Saints Sunday, New Member Class  
Coordinate packing, moving, unpacking of all office, workroom and storage room supplies and furniture  
Organized pantry and kitchen

### *DATA*

Maintained Parish records including all data base updates and hard copy in Parish registers  
Collected data and prepared congregational reports including Synod reports and statistical reports to council  
Requested and/or provided transfers (5) for members to/from other congregations  
Data entry and update of new members (11), transferred out members (5), inactive members (17) and members dropped per their own request (3) moved no transfer (2)  
Data entry for baptism (7), first communion (10), confirmation (10), marriage (6), and death (21)  
Maintained church directories

### *PUBLICITY*

Worship services  
Congregational programs  
Ads placed in the local phone directories  
Monthly placement of Messenger on web-site

### *BUILDING*

Served as purchasing agent for all church items including office supplies, kitchen supplies and cleaning supplies for the entire building and kept inventory records of same  
Stocked and put away all supplies  
Recorded and planned for building usage including permission letters, building use request forms and building use policies, maintenance of the church calendar, design of set-up plans and room layouts, collected and recorded fees for building usage, set thermostat in building, issued and tracked keys to building and other miscellaneous building logistic issues

Performed miscellaneous tasks as the need arose such as moving furniture, rearranging worship space for Sundays and various events in Henderson Hall or the Sanctuary and set up the pantry for COW and other various meetings, et al  
Supervised the cleaning company  
Set up new plan for cleaning schedule  
Worked on creating storage space (again)  
Reorganized and cleaned storage in workroom  
Continue to track number of copies being produced by new machine and monitor repairs  
Create and maintain building use calendar that reflects which rooms are used and when  
Liaison to the Operations and Management Cabinet  
Track and report all building maintenance issues and concerns to OMC  
Assisted with scheduling of building repairs and/or installations/cleaning  
Coordinated with contractors for repair work in sanctuary, air conditioning issues, ventilation issues; and other building maintenance issues

The building usage this past year has continued to increase. It is now approximately triple of what it was in 2007 and growing. We had many meetings take place in addition to our on going church programming. While we at St. Luke's continue to welcome outside groups to use our facilities, we have had to juggle some rooms and meetings to try to accommodate requests for building space and, while this is a great problem to have, we need to think in terms of a Building Manager to oversee all that is involved with maintaining a building of this size..

#### *MEETINGS*

Attended and participated in all staff meetings and in some cabinet/committee/budget meetings  
Attended and participated in Operations and Management meetings  
Conducted monthly meeting with cleaning crew and with set up man  
Interviewed 2 window washing companies and conducted "walk throughs" with each  
Consulted with Pastor(s) and/or Congregation Council on business and administrative matters  
Attended Shepherd Staff support group meetings

#### *ADDITIONAL*

Continue to create cards for the Card Ministry and for the Member Care Cabinet

Our volunteers continue to amaze me with their hard work and dedication to the task at hand. I would like to thank all those who have worked in the church office this past year. Your dedication week after week is appreciated, always. Your assistance has meant so much and I could not have done it without all of you. Special thanks to Craig and Debbie for work above and beyond.

Jeanne Grender Rice

## **Building Improvement Project 2011 Annual Report**

Although the new addition was dedicated in October 2010, some construction continued throughout much of 2011. At the end of 2011 only a few small items remain to be completed

**Landmarks:** Most of the work in the new addition was completed during 2010, but work remained to be completed in the 1929 building, especially in the gym, the new kitchen and the new Children, Youth and Family Ministries office. The contractor formally concluded their work in March, which allowed the congregation to convert the construction loan into a mortgage. But as warm weather returned, the contractor completed the replacement of the east entrance door and the integration of that entrance into our new security system. The contractor's personnel remained active on our behalf during the remainder of 2011, as we addressed some warranty issues and they will continue to work with us as long as any warranty issues remain.

Our general contractor completed the kitchen's walls, ceiling and floor plus all of the necessary plumbing and electrical work specified by our kitchen design, but we did not have sufficient funds to equip the kitchen and we only had a few of pieces of equipment remaining from our old kitchen that met current codes. In the spring we learned that the Borders chain of bookstores was closing all of their stores and was selling the kitchen equipment from their coffee cafes at drastically discounted prices. Thanks to the timely help of several members of the congregation, we were able to buy commercial grade work tables, a triple sink, a dishwasher and storage shelving that enabled us to finish the warming/catering kitchen that we now use. As funds become available in the future, we can make further additions to the kitchen plan and eventually have a full service kitchen.

During the summer we completed the landscaping of Cedar Street side of the new addition and made some additional improvements elsewhere. Professionals installed the five major trees and the sod, but the bulk of the landscaping work was done by members of the congregation, who responded in an outstanding manner to the call for volunteers. There were more volunteers than can be listed here, but a special word of thanks goes to the three members who planned and led the landscaping effort, Dick Hayden, Carol Becker and Kevin Goll. At the end of the year we had sufficient funds remaining to install the first phase of the proposed landscape lighting along the Cedar Street side of the building.

Late in 2010 we received a substantial complaint from one neighbor about the appearance of the roof dormer and the ductwork that had been installed to handle the gym's air conditioning. They asked the city to force us to remedy the situation, but the city attorney concluded that the city could not force the church to make any changes to the dormer or the duct. We had a contingency plan in place and elected to go ahead and make some aesthetic improvements as a good neighbor gesture. The dormer was covered with copper to match the adjacent roof and the duct was painted with a special flexible vinyl paint to match the color of aged copper roof.

Our painting contractor painted those interior walls in the 1929 building that were affected by the construction project, but most of the rest of the building was left unchanged. Thanks to many hours of volunteer work by Gary Cartwright, all of the remaining walls in the 1929 building were repainted to match the color scheme adopted for the new addition.

The use of many of the rooms in the 1929 building was changed as a result of the construction project, so much work was needed to equip these rooms for their new uses. Most of the wall cabinets and the shelving that were acquired during the 1971 project were preserved in off site storage during this construction project and were installed in new locations to serve new purposes in the 1929 building.

This work, along with the installation of new chalk boards and bulletin boards, required a large commitment on the part of several volunteers. We owe Norm Maske, Gary Cartwright, Gary Nesdahl, Bob Larson, Craig Moen and Debbie Roman special thanks for their many hours of work on this project.

**Challenges:** The severe weather experienced last summer exposed two problems that needed to be addressed. June's lengthy power outage exposed some gaps in our emergency lighting system, which were corrected. And the power surge accompanying the outage destroyed the electronic controls on our new water booster pump. The pump was repaired by the manufacturer under warranty.

The most dramatic problem arose during the summer's heavy rains, when rain bounced off of the sloping roof into the air intake of one of the new rooftop heating and air conditioning units. The water flowed through the air duct and down through the ceiling of the upper level men's restroom, causing a substantial amount of ceiling tile damage and cleanup work. After much analysis by our mechanical contractor and the manufacturer, that particular unit was raised to move it further from the roof. The work on the rooftop unit and the repair of the ceiling tile damage was done under warranty.

One ongoing challenge involves learning to live with this new, more complex building. Some of the new features in the building are the elevator, fire sprinklers, new types of heating and air conditioning equipment and controls, a more sophisticated fire alarm system, computer controlled exterior door locks and access cards, outside video security cameras and more sophisticated lighting controls. While all of these things are desirable, they bring with them new challenges in using and maintaining them. It will take substantial time before life with these new items becomes second nature to us.

**Work remaining from initial project for 2012:** As 2011 draws to a close, we have some remaining warranty work involving the lintels of the windows in the new addition and some small issues with the masonry. We also have one window to be replaced under warranty and a small amount of electrical work remaining to be done in those rooms in the 1929 building that were partially remodeled. These items should be completed in the first quarter of 2012. We also have an unresolved claim outstanding for the defective carpet that was uncovered during the completion of the new addition.

**Unfinished parts of project:** As the final construction project was being developed in 2009, several items in the initial design were pulled from the project in order to trim the budget to fit the funds available. Many of these items were then carried as construction alternates to be completed as funds became available. Thanks to very favorable construction pricing and some special contributions, we were able to complete some of these alternates, notably the atrium skylights, the completion of the kitchen shell, the gym air conditioning and related infrastructure work and several smaller items.

We have a significant area of unfinished space on the upper level of the new addition and virtually all of the lower level of the new addition remains unfinished. In addition there are a number of other possible projects, mostly within the 1929 building. The cost for these various projects varies from \$2,500 to complete the landscape lighting to \$150,000 to complete the four classrooms and the two rest rooms on the lower level. At the end of 2011 a substantial amount of interest had been expressed and funds had been donated toward the completion of the upper level unfinished area, a project estimated to cost approximately \$60,000. At this point no schedule has been developed for the completion of this space.

As the current project ends, those of us on the building team wish to thank all of the members of the congregation for your support in the way of ideas, volunteer time, financial contributions and patience in bringing our project to such a successful conclusion,

Respectfully submitted,  
Jim Henderson, Chair

## Art and Design Team Annual report for 2011

In the fall of 2010, the Congregational Council appointed the Art and Design Team. The Team oversees the ways and means by which our church building and grounds may be maintained in a condition that will bear witness to God, enhance the appearance, and preserve the design and decorum of the place where we gather to worship, learn, and interact.

As we moved into our new space, the Art and Design Team (A&DT) was called upon to deal with many tasks as minor as putting "Daily Entrance" signs on the doors, to a huge endeavor as repairing and painting the Sunday School classroom walls in the 1929 building. A&DT leads the fight to **NOT use any type of tape to post items on walls**. Please remember to use blue tack or painters tape when a bulletin board or easel is not available! While A&DT's project list has diminished over the year, we are still presented with tasks to keep St. Luke's the beautiful and inviting place we love.

Following is a list of tasks completed by the Art & Design team in 2011:

1. Reviewed and hung artwork around the building.
2. Created and installed "Daily Entrance" signs for front and alley doors.
3. Fixed room signage around building.
4. Created legend in the elevator.
5. Repaired walls and painted 10 classrooms, nursery, and hallways in 1929 building.
6. Washed shelves and floor in Temple room as it had not been cleaned following building project. Thank you to Bottle Band members for helping!
7. Disposed of rug, old stage drapery, and miscellaneous junk from stage, moved costumes to other appropriate storage, and washed stage floor. Thank you to Bottle Band members for helping!
8. Installed cabinets and shelves saved from building tear down for use in: Nursery, 3 classrooms, lower level media closet, Education office, and Jeanne Rice's office.
9. Installed bulletin and erasable white boards in 13 classrooms. Thank you to a number of gentlemen who performed this task.
10. Created video library in room 151.
11. Moved Camp Allegro supplies to base cabinets in room 151.
12. Purchased steel storage cabinets for use in: Education office and 3 other locations.
13. Supervised completion and installation of custom furnishings: credenzas in Atrium, Conference room, Spangler Room; wooden backsplash for credenza in conference room; cabinets in rehearsal room; food donation cart.
14. Ordered and received new office chair for Library.
15. Created new convenient storage space for Quilt Ladies.
16. Created new storage space for Global Links.
17. Created new storage space for Prayer Shawl group.
18. A team member assisted Jeannine Oakes in consolidating all Education and Learning, youth and Vacation Bible School supplies into new Education office.
19. A team member assisted Craig Moen and the Sunset Subcommittee in sorting, placing, and tossing items stored in the "Hockey Rink" (unfinished area in lower level).

20. Ordered and had blinds installed in Education office.
21. Made recommendation regarding artwork offered to St. Luke's.
22. Facilitated installation of hardware so volleyball can be played in Henderson Hall.
23. Discussed the need for a mail delivery box. Project put on hold.
24. Approved a mail slot from Atrium entry into front office. OMC will handle installation.
25. Approved installation of lanterns at alley entrance. Installation pending.
26. Considered a Memorial Garden as a result of a request by Betty Anderson to have her ashes placed at St. Luke's. A&DT determined we presently do not have the appropriate amount, or location, of land suitable for a Memorial Garden.
27. Agreed the cement planters that were in front of Fox Hall do not suit St. Luke's present design concept. Disposing of them is a problem as they are extremely heavy.
28. Reviewing proposal for new furnishings and decorating theme for Youth Lounge.
29. Christmas Decorations. Gary Cartwright supervised the hanging of banners, wreaths, aisle candle holders, trees in Sanctuary and Atrium. He also hung greenery, lights and bows on the second floor railing in the Atrium.

Respectfully submitted,

Debbie Roman, Gary Cartwright, Jim Henderson,Carolynn Joesten

December 14, 2011

## **OUTREACH AND COMMUNITY SERVICE**

### **Annual Report – 2011**

**Cabinet Mission Statement: Inspire and motivate our members to share their stories of God’s love with others and serve human needs here and around the world.**

The Outreach and Community Service Cabinet implements its mission statement by direct action by members and teams organized for a specific purpose. The cabinet members serving during 2011 were Gary Nesdahl, Anne Thompson, Clare Buettner, Scott Grau, Cindy Grau, Lynda Minnick, Nancy Harding, Pastor Stephen Larson, Pastor George Koch,Carolynn Joesten, and John English.

Outreach is a priority. We continue to focus on further developing within our congregation a culture of invitation and hospitality. As part of this, we began with a dialogue with Ken Innskeep of the ELCA on outreach into the community. He stressed relationship-building on the part of members. Most people attend a church for the first time because someone with whom they relate has invited them. He suggested that the hospitality of welcome be extended by members one to another as well as by members to visitors, so all who come feel a part of our community. Out of these discussions we have created an expanded greeter program to be implemented in 2012.

As part of enhanced invitation, we invited our neighbors and others outside of the congregation to a reading of Christmas Carole by Frank Babbitt on Saturday December 17, 2011. One hundred fifteen (115) people attended the event, of which approximately 80% were guests from outside of the congregation. We were able to get several names and addresses so we can invite them to other events at St. Luke/s. Several of the guests were people who live in the St. Luke’s neighborhood. The event also raised about \$800 for the Main Township food pantry.

The Outreach and Community Service Cabinet also works with several Community Service Teams.

***The Outreach Visitor Team*** is designed to approach people who have visited St. Luke’s. On a rotating basis, 14 members call on first-time visitors, bringing a gift of bread to make a first contact with the congregation more meaningful. Five coordinators oversee this team: Carolynn Joesten, Todd and Kathy Raeder, Lynda Minnick and Dee Dee Kohlnorfer. The members involved in visiting and bringing bread, as well as those who receive them enjoy this ministry.

***The Social Ministry Team*** is one of our ministries to our neighbors. It sponsors the Christmas Card Tree project, a blood drive, 40 items for Lent for Elijah’s Pantry, a quilt drive and the Crop Walk, turkey drive, among other opportunities for local giving. Monthly efforts continue with First Sunday food contributions and second Sunday white socks for the Night Ministry. The

Social Ministry Committee predates the reorganization of St. Luke's into the cabinet structure and is currently guided by Ken Schoy.

***The Global Links Team*** fosters awareness of and participation in God's global mission, at home and around the world. See their report that follows this report for details.

***Bethel New Life Team*** leads St. Luke's participation in the Bethel New Life Christmas Store, coordinated by Kim Hendee.

***Sunday Night Suppers*** continue to be a strong tradition in Park Ridge. St. Luke's continues to work with local churches to provide Sunday evening meals on a weekly basis. We are thankful that Kim Hendee continues to coordinate this effort.

***Mission Support and Education***, including mission interpreters is responsible to help the congregation understand the importance of the larger church in the life of the congregation. The congregation is one level of church membership, with the congregation belonging to and supporting a synod at a state or regional level and a churchwide effort on a national level. Mission Interpreters are trained and commissioned to help their congregations understand how the money they donate is used for the greater good. This training and commissioning is done on a synodical level.

***Human Needs Assistance*** is another of St. Luke's responses to needs of individuals and organizations in our community. The economy and the city's decision to change their procedures for giving out funds, as well as cuts to human service agencies have resulted in greater need for response from our church. We regularly gave vouchers for food and gas to individuals who came to our doors.

The Cabinet also sponsors ad hoc events and tasks by members of the St. Luke's congregation. The Cabinet sponsored a visit to RefugeeOne in July 2011.

Last, but most important, St. Luke's mission support offering to the Metro Chicago Synod and the ELCA churchwide office in 2011 totaled \$107,880. These gifts allow our congregation to provide community service on a national and global scale in a coordinated and cost efficient manner.

## **2011 ANNUAL REPORT SOCIAL MINISTRY**

### **Mission:**

Social Ministry initiates and/or evaluates requests for social action, recommends appropriate action for St. Luke's and coordinates these activities.

**Committee Members:** Diane Erickson, Helen Fess, Marilyn Goll, Jean Igoe, Todd Raeder, Cheryl Ryback, Ken Schoy and Lois Shaw.

### **First Sunday, Food Sunday**

On a monthly basis, non-perishable food items are donated by the congregation and delivered to Maine Township Pantry in Park Ridge or Elijah's Pantry in Logan Square.

### **2nd Sunday, Sock Sunday**

On a monthly basis, fresh white socks donated by the congregation are delivered to the Night Ministry which in turn gives them to street people in Chicagoland.

### **Blood Drive**

The Blood Drive took place on March 15. There were 29 people who tried to give blood and 20 were accepted with 5 giving double. This could make a vital difference in people's lives. Thank you.

### **Forty-Something For Lent**

Two vans and three cars all completely jammed with food were required to bring the food to Elijah's Pantry in Chicago on Palm Sunday, April 17. Also \$515 was given.

### **Lutheran World Relief Drive**

This activity gives quilts made by people at St. Luke's for distribution in the world.

It was suspended this year due to the low quilt production but will resume in 2012.

### **Fundraiser for Elijah's Pantry**

The September 17 Elijah's Pantry fundraiser at St. Luke's in Park Ridge had about 35 people attending from several sponsoring churches and earned about \$1,955.

Pastor Kristi Weber and Dr. Tim McCurry were among the performers.

### **Niles/Park Ridge Crop Walk**

The Niles/Park Ridge Crop walk took place on October 16 with St. Andrew's as the host church. We had 287 people walk from several churches earning around \$35,000. Those figures are records. St. Luke's had 19 walkers and \$2,300. 75% goes to world hunger and 25% stays local.

### **Thanksgiving Turkey Drive**

On November 20, we collected and purchased 114 turkeys and delivered it all to Elijah's Pantry. There was also a successful tailgating party that we'll repeat next year.

### **Christmas Activities**

We attended an Elijah Pantry Christmas party in Logan Square for the neighborhood children on December 10 and helped them coordinate the party.

### **Christmas Card Tree**

This is a project where the congregation gives one card and money to church to put on the Christmas tree. This year the money will again go to the St. Luke's food voucher program to help hungry people who come to the door. The amount is \$995.00.

*Thanks to the congregation of St. Luke's for their generosity in supporting all our programs in 2011 and in past years. These ministries help many people.*

submitted by Ken Schoy

## **GLOBAL LINKS TEAM – Fostering Awareness of and Participation in God’s Global Mission**

**Nearly all Global Links activities offer education leading to participation.** Early in the year, team members facilitated four sessions of the ELCA Sunday School curriculum, *Hunger Causes, Hunger Hopes*, focusing on the causes of hunger and a commitment to its solution. The team wrote a second hunger curriculum for use by the rotation teachers in October. “Mission Moments” on the first Sunday of the month acquainted students with God’s activity around the world. An Adult Forum highlighted a Christian’s responsibility for care of creation.

In May, St. Luke’s hosted the **ELCA Glocal Mission Gathering**, bringing congregations across Metro Chicago Synod together for worship, music, and skill-building workshops. Our October **Globalfest** was a major event for all ages, with interactive displays noting our role in disaster relief, clean water development, malaria prevention, local food products, support of missionaries, and hunger alleviation programs. The Samba band captivated us all!

Another highlight of the year was the **ELCA Good Gifts Fair** featuring “God’s Global Barnyard,” designed to raise funds for the **World Hunger Appeal**. Posters, Messenger and web articles, and the bread basket (each loaf representing \$1,000) kept need and progress before the congregation. A “**Global COW**” with international dishes added to the coffers. St. Luke’s has exceeded the \$27,000 goal with a **total of \$27,313. Thanks be to God!**

It has been our joy to continue St. Luke’s **relationship with and partial support of missionaries**. A welcome home reception and forum greeted Sarah Griebler, back from teaching English for two years in Poland. Kim Kohlndorfer received a small scholarship for her participation in a medical brigade to Ghana. During an Adult Forum, we spoke to Dr. Kristopher and Rebecca Hartwig (developing a palliative care program through 21 Lutheran hospitals in Tanzania) and Carol and Randy Stubbs (developing the music department at Makumira University College in Tanzania) through Skype. Both families shared reflections on their ministries, in person, at Wednesday evening gatherings. Now that the Hartwigs have completed their term of service, we introduced the Rev. Kevin Jacobson, working in leadership development in Suriname, South America.

St. Luke’s members participated in **Bread for the World’s 2011 “Offering of Letters,”** joining congregations throughout our nation in advocating for more effective foreign assistance to reduce poverty. We value the work of this non-denominational Christian voice for ending hunger. We continue monthly sales of **fair trade coffee, tea and chocolate**, enabling local growers to receive a living wage for their products.

Global Links facilitated a glorious week at **Holden Village**, a Lutheran center for renewal in the Cascade Mountains of Washington, for 19 St. Luke’s members. Learning, worship, recreation, laughter, and radical hospitality filled our days and refreshed our spirits.

The team is preparing for a **Winter Farmers’ Market** at St. Luke’s on January 28.

## Worship and Music Cabinet Annual Report 2011

The Worship and Music Cabinet plans, oversees and evaluates the worship and music life at St. Luke's.

Members: Anne Krentz Organ, Melinda Hoiland, Kim Schaeffer, Debbie Sanger, Beth Ann Lynch, Janet Wasilewski, (council liaison) Pastor George Koch, Dee Dee KohIndorfer, Kim Garber Lifton and Karen Nystrom

The cabinet meets the second Thursday of each month at 6:15. New members are always welcome!

There have been some exciting things happening in the worship and music life of our congregation.

In worship, there have been some noticeable changes to the way some things have been done in the past. During Lent and Advent we have added a sung prayer response to the prayers of the day. The procession now stops in the aisle for the singing of the first hymn, and a Gospel procession has been added for some seasons of the church year. As a response to being 'green' and to also encourage worshippers to *hear* the word, during the season of Advent we stopped printing the text of the Readings in the bulletin. On All Saints Sunday members were encouraged to bring in photos of loved ones as we remember those who have gone before us. There was a lovely display of those in the atrium. Summer worship services returned and Melinda led a team of creative individuals to plan alternative forms of worship for Thursday evenings. New this year was also the Longest Night service held on December 21<sup>st</sup>. It was well received.

Behind the scenes, the cabinet is responsible for scheduling and training all worship leaders, preparers and servers. In 2012, will have renewed a worship manual project that will describe all the functions of the many people who help make worship 'happen' each time we gather.

The music life of our congregation is strong and vibrant thanks to the great leadership of Anne Krentz Organ and Melinda Hoiland. There are opportunities for singers of all ages to join a choir and many instrumental opportunities available to all.

This past spring St. Luke's hosted a workshop called "Music Makes Community". There were musicians and pastors from all parts of the country and several of our own members attended as well. Many of the ideas shared at the workshop have been implemented in our worship services. In July we hosted an Augsburg Fortress Music Clinic and Hymn Festival. We continue our relationship with the Chicago Philharmonic by presenting a three-concert chamber music series. In December, along with the Outreach Cabinet and Congregational Life Cabinet, we welcomed Frank Babbitt for a reading of "A Christmas Carol". These events are a wonderful way to reach out and connect with the wider church and our community.

Looking ahead, we continue our 7-year plan that began in 2007 to purchase new choir robes and continue to be in dialogue about new torches and other chancel appointments to match our processional cross. In 2011 we added wooden chairs to the chancel for worship leaders, replacing metal ones.

It has been a pleasure and a privilege to work with such wonderful cabinet members and staff. We always welcome feedback about worship and the music program.

Kim Schaeffer, cabinet coordinator

I am grateful for the opportunity to have served another year as the Director of Music Ministries at St. Luke's, where worship and music play a vital role in the life of the congregation. We have a large pool of talented musicians who make up our many choral and instrumental groups. We are enjoying our spacious choir rehearsal room and look forward to the completion of the upstairs corner rehearsal room for the handbell choirs, Orff Ensemble, and other instrumental groups. As we await the call of a new lead pastor, the music ministry hold steady with our weekly rehearsals and services. I look forward to another great year together with this congregation in 2012!

### Regularly scheduled choirs included the following during 2011:

- The **Youth Choir** (7<sup>th</sup>-12<sup>th</sup> gr.) is comprised of 12 young women who practice every Wed. from 7:00-8:00 pm, and lead worship twice per month, alternating between the 8:30 and 11:00 am services.
- The **Chancel Choir** (adults) includes 18 singers who practice every Thurs. from 7:45-9:00 pm, and lead worship most Sundays at the 11:00 am service.
- The **Sanctuary Choir** (adults) numbers 17 singers who lead worship twice per month at the 8:30 am service, and practice from 9:45-10:30 am on the Sundays that they sing.
- The **Chancel and Sanctuary Choirs** combined their talents to sing for special festival occasions: *Ash Wed.*, March 9; *Easter Sun.*, April 24; *Candlelight Service*, Dec.4; *Christmas Eve*, Dec. 24
- The **Celebration Ringers** (adults) numbers 13 handbell players. They practice on Wednesdays from 8:00-9:00 pm and play for worship on average once per month.

All of the choirs plus orchestra participated in the 72<sup>nd</sup> annual *Candlelight Service of Lessons and Carols* on Sunday, December 4, at 4:00 p.m.

Additional musical ensembles have enhanced our worship services during the past year. See report by the Director of Children's Music, Melinda Hoiland, for further listings:

- The **Requiem Choir** provides choral leadership for *funeral and memorial services* at St. Luke's. This choir provides an important ministry to bereaved families and those who attend the services. I am thankful for the singers who generously and graciously devote their time and talents.
- St. Luke's own **Dixieland Band** provided alternative worship on Sun., May 8. Led by pianist Lee Burswold, the group included Dave Ruth, trumpet; Burt Olsson, banjo; Michael Delaney, clarinet; and Dave Heim, percussion.
- **St. Luke's Orchestra** played on Easter Sunday, Reformation Sunday, the Candlelight service, and for Christmas Eve. Instrumentalists included: Lisa Ramsey, Lydia Ramsey, Paul Organ, Britta Hoiland, Kiersten Hoiland, Kate Griebler, violin; Claire Griebler, Daniel Hoiland, Greta Ramsey, Soren Ramsey viola; Barbara Burswold, cello; Eric Greve, bass; Melinda Hoiland, Caity Lynch, Karen Nystrom, flute; Amanda Cassarella, Sarah Griebler, Lynda Minnick, clarinet; Christine Phillips, oboe; Scott Grau, Dave Ruth, trumpet; Emily Hayden, James Jaffe, horn; Tom Anderson, Andrew Organ, Paul Phillips, trombone; Tim Clark, Dave Heim, percussion.
- The **Spirit Ringers Handbell Choir**, directed by BethAnn Lynch, played for the Candlelight service
- The **St. Luke's Fiddlers**, directed by Lisa Ramsey, performed for Jul Fest on Dec. 11

### Working together:

- The **Youth Choir** led music for the Epiphany Eve service on January 5, planned by the **Spiritual Practices Team**
- St. Luke's hosted three performances by the **Chicago Philharmonic Chamber Players**; concerts on Feb. 6 and Sept. 11; Haydn's *Seven Last Words* for our noon service on Good Friday, April 22

- **Noontime Prayer** services during **Lent** provided an opportunity for several musicians to offer their talents for extended prelude music
- Presented an **Adult Forum** on American Hymns and shape-note singing on March 13
- Worked with the All Saints Company based in San Francisco to host a three-day conference at St. Luke's called **Music that Makes Community**, March 31-April 2
- Together with Pastor Koch, presented a funeral hymn planning session, "**Hymns for the Final Journey**", May 25
- Hosted the **Augsburg Fortress Worship and Music Clinic**, including a **Hymn Festival** played by organist John Ferguson, July 18-19
- Convened the **Liturgical Arts Team** to research options for seating for our worship leaders and to discuss the possibility of engaging artist John Buscemi to create torch stands to complement the processional cross
- Did **acolyte training** with the **Confirmation Classes** in September
- Spoke to each **New Member Class** about the worship/music ministry.
- Children's Music Director Melinda Hoiland and I work together to coordinate our **multi-generational offerings of choirs and instrumental ensembles**.

#### Continuing Education:

- March 31-April 2 hosted and attended "**Music that Makes Community**"
- May 2-4 attended the **Institute of Liturgical Studies** at Valparaiso University
- July 18-19 hosted and attended the **Augsburg Fortress Worship and Music Clinic** at St. Luke's and accompanied all of the choral sessions
- July 31-Aug. 4 attended the **ALCM** biennial conference in Seattle, WA

#### Additional Professional Activity:

- Was elected "**President-elect**" of the **Association of Lutheran Church Musicians (ALCM)**. This is a two year term which began in October of 2011. I will assume the role of president in October of 2013, and the role of past-president in October of 2016. My service will end in October of 2017.
- Chaired a task team for Member Benefits for the **ALCM**
- Participated in a **Composers Retreat** sponsored by the **ELCA**, Feb. 7-10 at the Episcopal retreat center in Del Ray, FL.
- Played in the **St. Luke's Bottle Band** for benefit concerts on Feb. 19, March 12, Sept. 23-25, Sept. 30, Oct. 1-2
- Hosted and performed for the Chicago Chapter of the **American Guild of Organists** as part of their **Organ Crawl** on March 19
- Composed choral and instrumental music, including the anthem for choir and orchestra which was sung at St. Luke's on Easter Sunday, which has been published by **Augsburg Fortress**
- Played for three morning prayer services at St. Ignatius Chapel on the campus of Seattle University for the **ALCM biennial conference**, Aug. 1-3
- Played for an Evening Prayer service for the **ELCA Church Council** on Nov. 12

**Looking ahead** to the coming year, we continue to think imaginatively about how to accommodate peoples' musical gifts and talents into our worship life. We have a solid base for our music ministry with our choirs and instrumental ensembles. It is important to affirm these groups, and to continue to support them, both financially and with prayer. We also want to offer new avenues of participation that will bring more people into the music ministry at St. Luke's. Seasonal choir commitments and other short term musical commitments will present new opportunities for involvement.

**Respectfully submitted, Anne Krentz Organ**

## ***Melinda Ramseth Hoiland***

Director of Children's Choirs and Camp Allegro Music Camp  
Coordinator of Summer Thursday Worship and St. Luke's Concert Series  
*2011 Annual Report*

It's been another wonderful and busy year with lots of opportunities for the children and members of all ages to participate and lead in worship as well as participate in a variety of opportunities that encourages our faith to grow and brings us together as a community of believers.

***Cherub and Junior Choirs*** This year we have had from 9-10 Cherub Choir singers (K – 2<sup>nd</sup>) and 12-16 Junior Choir singers (3<sup>rd</sup>-6<sup>th</sup>) meeting weekly to prepare anthems, hymns and liturgies in preparation for leading worship every 3-4 weeks. Highlights include leading the Ash Wednesday, Maundy Thursday and Christmas Eve services, singing and playing in the Candlelight service and performing for the residents at St. Matthew Center for Health in May and December.

***Orff Ensemble*** has 10-15 children (3<sup>rd</sup>-6<sup>th</sup>) who prepare music to enhance worship, learn how to play together in an ensemble, explore and learn about various aspects of music and share their own creativity by improvising and composing their own pieces. I have continued to arrange much of the music we play; however, the children often help in creating and arranging the pieces.

***Recorder Consort*** involves 8-11 adults of various ages and skills and plays for worship periodically.

***Flute Choir*** is an intergenerational group that plays for worship periodically through the year and involves around 9-12 youth and adults.

This summer's ***Camp Allegro***, from June 13-17, involved 42 children, 27 youth helpers and 7 adults "Trekking through Europe" as we learned about music of the British Isles, Scandinavia, France and Switzerland, and Germany and Austria. Highlights included:

- a visit from Gerry Mears, who taught us some Gaelic language and about Ireland, and Tim McCurry, who demonstrated his Uilleann pipes
- an Irish band of musicians who played lively music that we enjoyed and danced to (with the help of Kristyn Tarpey, who knows Irish dancing)
- learning some Norwegian language from Daniel Hoiland
- dancing with Leikerringen Folk Dancers (Glenna and Karl Pearson's group)
- Skyping with Pastor Larson from Geneva, Switzerland
- A visit from Anne Krentz Organ, who demonstrated the organ for each of the age groups
- Water Day!!

The children led music for the Thursday evening worship service as well as at St. Matthew's Center for Health on Friday morning and visited Jerry Seidel and Char Argall, who were living there. We collected around **20 backpacks** full of school supplies for RefugeeOne and contributed **\$500** to the ECLA Disaster Response Fund. We also contributed toward the music space build-out and have about \$200 carryover for next year. This program continues to involve a wonderful mix of neighborhood children, members and non-members, and is a great outreach for our congregation.

***Thursday evening worship services*** - For our 11<sup>th</sup> summer, we had a core of 25-35 people, used our atrium and sanctuary space up around the altar, learned paperless music (as experienced at the Music Makes Community workshop held at St. Luke's in March), and tried some new and creative ideas generated by a small planning team and Pastors Kristi and George.

*Chicago Philharmonic Chamber Players* concert series. They presented a wonderful concert on Sunday, September 11, and we look forward to other concerts on January 15 and March 11, 2012.

***Other Programs and Activities I led or in which I was involved:***

*VBS* – led music and planned worship

*Seder meal* – led music

*Sunday School Christmas Program, Dec. 11* – led music

*Holden Village, Aug. 1-7* – coordinated logistics for nineteen people, a wonderful mix of ages, singles, couples, families and parent/child combinations. We experienced an incredible week of spiritual, mental and physical renewal in one of the most beautiful and remote parts of the country.

*St. Luke's Walk for New Orleans, Sept. 10* – organized planning team, funds raised were put toward the National Youth Gathering 2012.

*Jul Fest, Dec. 11* – organized planning team, funds raised went to the National Youth Gathering, about 120 attended, entertainment by Ole and Lena (Ed Grendahl and Claranne English), St. Luke's Fiddlers and the Bjornson Male Chorus. We raised **\$730** for the National Youth Gathering.

*A Christmas Carol, Dec. 18* – coordinated with W/M, Outreach and Congregational Life to create door hangers for neighbors (thanks to Debbie Roman for her design work), other publicity and logistics. 115 people attended this fabulous outreach event, most were non-members, and **\$800** was raised for the Maine Township Food Pantry.

***Continuing Education*** – I was fortunate to attend the **American Orff-Schulwerk Association's** national convention in Pittsburgh in November. I attended a wide variety of sessions dealing with choirs, conducting, church music, drumming, folk dancing, recorders and children with special needs. I also connected with other choir directors and music teachers around the country and shared ideas and thoughts about our programs. Thank you for allowing me this wonderful opportunity that greatly benefits my work at St. Luke's.

***Looking ahead***, the children's choirs plan to sing at a retirement center in the spring and at St. Matthew's in the summer for Camp Allegro as well as in December. Camp Allegro is set for July 9-13 – it is a "musical year," yet to be announced.

## CONGREGATIONAL MEMBERSHIP STATISTICS FOR 2011

### PASTORAL ACTS FOR 2011:

|                 |    |
|-----------------|----|
| Baptisms        | 7  |
| First Communion | 10 |
| Confirmations   | 10 |
| Marriages       | 6  |
| Funerals        | 21 |

|  | Baptized<br>*1321 | Confirmed<br>*1338 |
|--|-------------------|--------------------|
| 1. Membership end of 2010<br>*adjusted per 2010 ELCA congregational report |                   |                    |
| 2. Members received during 2011  |                   |                    |
| a. By baptism/children   | 6                 | 0                  |
| b. By adult baptism  | 1                 | 1                  |
| c. By affirmation of faith   | 11                | 5                  |
| d. By transfer from ELCA churches  | 0                 | 0                  |
| e. By transfer from Lutheran Church Missouri Synod                         | 0                 | 0                  |
| f. By transfer from Wisconsin Synod  | 0                 | 0                  |
| g. By transfer from other denominations                                    | 0                 | 0                  |
| h. From other sources/statistical adjustment                               | 0                 | 0                  |
| i. Associate members   | 0                 | 0                  |
| j. Reinstated into active member status                                    | 1                 | 1                  |
| k. Total members received this year  | 19                | 7                  |
| 3. Baptized members who were confirmed in 2011                             |                   | 10                 |
| 4. Totals  | 1340              | 1355               |
| 5. Members removed during 2011   |                   |                    |
| a. By death  | 17                | 17                 |
| b. By transfer to other ELCA churches                                      | 5                 | 3                  |
| c. By transfer to other churches   | 0                 | 0                  |
| d. For other reasons/statistical adjustment                                | 0                 | 0                  |
| e. Dropped per own request   | 5                 | 4                  |
| f. Placed on inactive status per Council                                   | 17                | 6                  |
| g. Total members removed this year   | 44                | 30                 |
| 6. Membership, end of December, 2011                                       | 1296              | 1325               |
| 7. Communing members:  |                   |                    |
| a. Confirmed - 685   |                   |                    |
| b. Unconfirmed - 78  |                   |                    |
| 8. Voting members:   |                   |                    |
| a. Communed and Contributed Confirmed - 661                                |                   |                    |

# ST. LUKE'S LUTHERAN CHURCH

## Annual Meeting - January 29, 2012

Be it Resolved:

1. That we express our thanks and praise to our loving God for the countless blessings that have been bestowed upon us during 2011, for granting our Congregation the ability and resources to know Christ and make Christ known.
2. That we pray to our loving God for the strength and commitment to continue the Lord's work in 2012 and to make Christ known.
3. That we thank each person who served our Congregation this past year as a member of our staff, namely; Interim Pastor George Koch, Pastor Kristina Weber, Interim Pastor Patricia Hewitt, Pastor Emeritus Mac Minnick, Anne Krentz Organ, Melinda Hoiland, Jeannine Oakes, Jeanne Rice, Annette Kern, Jim Schrop, and Melissa Woppel.
4. That we thank each person who served our Congregation this past year as a volunteer during 2011, including the members of the Congregation Council, Congregation Officers, Cabinets, Committees, Working Teams and Task Teams related to Church Leadership, Worship and Music, Education and Learning, Member Care, Outreach and Community Service, Operations and Management, and Congregational Life.
5. That we thank our members who have served the Congregation as members of the Congregation Council and who have served in other positions of leadership during 2011. We particularly note: Janet Hoiberg, Phil Stavrides, Nikole Dolson and Jason Burrows, who ended their terms from the Congregation Council in 2011; We also thank the officers of our Congregation, namely: Irene Jinks, President; Kyle Cartwright, Vice President; Joe Pomilia, Secretary; Jerry Gudukas, Treasurer; Betty Weber, Assistant-Treasurer; Don Nelson, Financial Secretary; Art Johnson, Recording Financial Secretary.
6. That we thank Jim Henderson and the entire Building Team for their hard work and dedication in completing the building project and the entire congregation for their generous support that made this new building possible.
7. That we offer our thanks to God for those persons who have been baptized during 2011, namely: Paul Yee; Jacob Rafael Arias, Levi James Arias, Adeline Sofie Freedlund, Ryder James Knieling, Mason Robert Lyons, and Emma Marie Stetler.
8. That we offer our thanks to God for those persons who have made their First Communion during 2011, namely: Emily Ann Bugai, Madelyn Marie Bugai, Kara Rose Gowlovech, Ryan Thomas Miller, Madeline Renee Russell, Molly Ann Russell, Matthew Raymond Ruth, Sidney Ann Simner, Emily Kristina Torre, and John Richard Wessel.
9. That we offer our thanks to God for those youth who affirmed their baptism, namely the 2011 Confirmation Class: Philip Joseph Wilson Bork, Kelly Elizabeth Golbeck, Jarrett James Gustafson, Lauren Elizabeth Melidosian, Greta Ellen Ramsey, George Chester Sargeant, Jake Nicholas Scarpelli, Willem Adolf Trenkenschu, Carmeron Scott Wolters, and Samantha Rae Zaug.
10. That we offer our thanks to God for the lives of those members who passed from this life during 2011, namely: Betty Anderson, Charlotte Argall, Grace Brinker, Philip Brooks Sr., Arlene Elsesser, Helen Erickson, Joan George, Gail Konczyk, Robert Kunz, Verna Peterson, Cloda Scholin, Shirley Seidel, Harry Shoemaker, Lucille Stover, Barbara Timmer, Edna Von Plachecki, and former pastors at St. Luke's Howard Palm and Ken McKnight.

11. That we offer our thanks to God for those persons who joined our Congregation during 2011, namely: Caren and Margaret Edsey; Carol and Sidney Simner; Rachel, Ethan and Ben Tobias; and Lance, Rebecca, Nolan and Hayden Weber.
12. That we commend the following members to other ELCA congregations per their request: Anna, Andrew and Emily Catsaros; and Stan and Nancy Olson.
13. That we commend the following members be removed from active membership status per their own request: Carolyn Gerina, Susan McCosky, James Muenzer, Monica and Adrian Matheis.
14. That we recognize that the following members be removed from active membership status to inactive membership status: Kasey and Phoenix Anderson and Patricia Castle; Deborah, Carson and Morgan Belcher; Tim Biancalana; Lee, Brenda, Jessica, Austin, Bryan, Stephanie and Adam Bishop; and Joanne, Michael and Nicole Wiedl.
15. That the Congregation Secretary is authorized to make typographic, spelling and grammatical corrections to the minutes of this Annual Meeting of the Congregation.
16. That the Congregation Council is authorized to review and approve the minutes of this Annual Meeting of the Congregation at its next regularly scheduled meeting.

**Mission Statement** (adopted 1982)

*We, the members of St. Luke's Evangelical Lutheran Church, are a congregation of people who believe in Jesus Christ. We are committed to glorifying God through worship and acting as His disciples by learning about our role in His kingdom on earth.*

*We are committed to changing lives through the Holy Spirit by the witness we make to those we meet in our daily lives and the service we render to the oppressed people of the world. We support and strengthen one another through Christian fellowship and by sharing the Good News that Jesus Christ is our personal Savior.*

**Vision Statement** (adopted 2003, revised 2006, adopted by congregation 2007)

*St. Luke's is committed to knowing Christ and making Christ known. We strive to develop a Christian community that invites and values all people, that nurtures growth with God and each other, and that encourages openness, acceptance, trust, and service to God and God's community.*

**Statement of Welcome** (adopted 2004)

*St. Luke's, as a community of the people of God, affirms its intention to openly welcome and value every person who comes to our church regardless of race, national and ethnic origin, age, physical, mental and emotional condition or capacity, gender, sexual orientation, marital status, economic situation or addiction.*

*We affirm that we are all unique individuals created by God, in need of God's forgiveness, and worthy of God's love and mercy.*

*All persons named and unnamed above are welcome within the membership of our congregation upon making the same affirmation of faith that all other members make.*

**Strategic Goals** (adopted 2009)

*IGNITE a passion for worship, ministry and mission at St. Luke's*  
*INVITE members and newcomers to connect through ministries, social*  
*and service opportunities*  
*IDENTIFY and mentor leaders*  
*INSPIRE the congregation to move forward with St. Luke's Building Plan*  
*IMPLEMENT*