

**St. Luke Lutheran Church**  
**9 St. Luke's Way**  
**Bloomsburg, PA 17815**

**Strategic Plan 2017 - 2021**

## ST. LUKE LUTHERAN CHURCH MISSION STATEMENT

The mission of this congregation is to welcome people in to help them grow in faith and go out to care for others.

### MISSION GOAL

The purpose of our mission is to turn all people into passionate followers of Jesus Christ. This is accomplished if we restore all people to unity with God and each other in Christ. This church will pursue its mission as it prays and worships, proclaims the Gospel, and promotes justice, peace, and love. This church carries out its mission through the ministry of its members.

Our purpose is based on a biblical declaration made by Jesus in Matthew 28:19-20: “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.”

### VISION

We are people working toward putting Christ first in our life.

### VALUES

- Success is people doing ministry, leaders who develop leaders, and faithfulness to our Mission.
- Biblical Faithfulness that values the Scriptures as the Word of God and guiding us to our best efforts to think and act like Jesus as we experience and interpret our world.
- Hospitality that reaches outside our four walls meeting others wherever they are in their journey and make decisions based on their needs. We are generous toward those in need and respond with compassion.
- Discipleship whereby we encourage fully devoted followers of Jesus who help others to become fully devoted followers of Jesus.
- Servanthood that recognizes Jesus as Savior and also as Lord and leader in our lives. The master calls us to use our gifts in ministry meeting the needs of others both inside and outside the church.
- Safe Place fostering a high standard of ethics in ministry, relationships, finances, and operations that create a culture of mutual trust and confidence. We recognize we are all sinners in need of God’s grace and reflect in His grace to others.
- Teamwork that establishes and maintains productive relations with others while doing the mission and ministry of the church. We celebrate the diversity of God’s children and the unity that God calls us to in the mission of His church.
- Respect others and follow biblical principles in all relationships. We work through our differences in a way that brings honor to God. We hold ourselves accountable to God and one another on our journey.

## LIVING GOALS

The core commitment of the Great Commission is to make Disciples of Christ. This is ongoing, long-term commitment to the priority of people, and the process by which they become mature in Christ.

As a church we accept the goal and challenge of our Lord Jesus Christ to:

- Accept Jesus' Lordship
- Strengthen the Foundations of Faith
- Proclaim the Love of Jesus through His Word and Sacraments
- Enhance the Spirit of the Church
- Serve as Christ Served
- Pray
- Become personal and intimate in our relationship with Jesus our Savior

## ACTIVITY GOALS

Build spiritual ties between members of this church and their Lord Jesus.

Build spiritual ties between the members of this church in their commitment to Jesus and to other members of this church.

Build servant ties between the members of this church and the community around us by following the examples of our Lord Jesus Christ.

## **1. Worship Committee:**

Worship is at the heart of the Church's life – the source of strength and will for evangelism, stewardship, service, and all other aspects of our life in Jesus. St. Luke Lutheran Church will strive to meet the following expectations as central to its worship life:

A.) Provide meaningful worship experiences that will meet the needs of all those on a journey of faith regardless of where they may be on their journey. Emphasis is placed on weekly celebration of Holy Communion, proclamation of the Word of God and empowering the people through prayer.

B.) Use the musical gifts of our members by encouraging individual gifts and the formation of music groups in church.

C.) Develop a diversity of worship expressions blending traditional and contemporary worship forms, periodic use of liturgical drama as a medium for proclaiming the Word, and emphasis on the liturgical seasons and patterns.

### **Committee Purpose**

The Worship committee meets and helps carry out the vision of the church through the way it worships. The committee plans the ways the church will worship. One duty of this team is to design worship services that nurture and enhance the congregation's worship life. This is accomplished with the leadership of the pastor through dynamic, meaningful services.

## **Strategic Plan 2017 – 2021**

### Strategic goals for Worship

Ongoing every year activities

- Continue to solicit and train members to assist in: setting up, cleaning up, and distributing Holy Communion (work on training new people for these important ministries); acolyte's; lectors; others assistants.
- Identify at least one special music event per year (hymn sings; special groups; etc.)
- Find a way to balance the comfort level of our worship services so people are at ease, but also challenged to grow in their discipleship.
- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

### 2017

1. Worship Committee meet four time during the year typically January, April, August, and November 2017.
2. Develop the committee guideline by August, 31, 2017 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee
  - Membership

- Terms of members, if appropriate
- 3. Description of talents needed on the committee to be successful develop a Worship Arts Ministry Group to brainstorm creative ways of including artistic and expressive forms of worship into our pattern in order to connect with our congregants through a variety of ways by August 31, 2017
  - a. Creativity, music, style, etc.; examples might include - Puppet Ministry; Drama's; other creative ways of presenting the gospel message
- 4. Review current worship services and possible need to add/subtract worship services (pros & cons) (every even year) during the regularly scheduled November meeting. Outside of the Sunday morning timeslot - Saturday Day/Eve, Mid-week, Sunday Eve, other?
- 5. Upgrade from screen and projector to large LED TV's – two up front, and one in the back – in order to take advantage of newer, cheaper, and more advantageous technologies in order to enhance the worship experience; connect to computer in rear of church to run the projection. By September 30, 2017.
- 6. Provide/Develop ways for the congregation to “take-home” something from the sermon for the day, in order to facilitate Discipleship growth. December 31, 2017.

### **2018**

1. Worship Committee meet four time during the year typically January, April, August, and November 2018.
2. Implement creative way to use TV screens to provide more interactive worship, reduce use of paper-copied bulletins, and offer video illustrations that connect with worshippers lives in the sermons. Once per month starting June 2018.
3. Review current worship services and possible need to add/subtract worship services (pros & cons) (every even year) during the regularly scheduled November meeting.
  - a. Outside of the Sunday morning timeslot - Saturday Day/Eve, Mid-week, Sunday Eve, other?

### **2019**

1. Worship Committee meet four time during the year typically January, April, August, and November 2019.
2. Develop a plan to reconfigure/renovate chancel platform and choir area to create more usable options – work with Property/Christian Ed and others for ideas on flex-use possibilities. February 28, 2019.

### **2020**

1. Worship Committee meet four time during the year typically January, April, August, and November 2020.
2. Review current worship services and possible need to add/subtract worship services (pros & cons) (every even year) during the regularly scheduled November meeting.
  - a. Outside of the Sunday morning timeslot - Saturday Day/Eve, Mid-week, Sunday Eve, other?

### **2021**

1. Worship Committee meet four time during the year typically January, April, August, and November 2021.

## **2. Education Committee:**

Education provides the foundation to experience and understand Church's life. It provides the source of strength and will for evangelism, stewardship, service, and all other aspects of our life in Jesus. St. Luke Lutheran Church will strive to meet the following expectations as central to its education:

- A). Emphasize the foundation of faith in the Bible and the basic truths of the Christian Faith.
- B). Encourage and equip members who have the gift of teaching to use their gifts in the learning ministries of children and adults in this congregation.
- C). Encourage sharing of faith through small group ministries such as men, women, and youth ministries.
- D). Encourage active learning through biblically-based service projects.
- E). Provide support information for parents seeking to educate their children in the Christian Faith.

### **Committee Purpose**

The primary function of the Education Committee with the guidance of the Pastor(s) shall oversee the conduct and promotion of the schools and the activities of all educational organizations within the congregation or sponsored by St. Luke. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the Church's periodicals and books of family devotion into the homes of the congregation.

### **Strategic Plan 2017 – 2021**

#### Strategic goals for Education

Ongoing every year activities

- Hold one Munchkin Brunchkin per month.
- Children involved in at least two service projects/year.
  - God's Work-Our Hands day local project
- Provide at least two interactive home devotional activities per year.
- Schedule at least one Munchkin Brunchkin - non-Sunday events per year.
- Include Faith Forest (Grade 1 - Grade 5) "field trips" to worship at least twice per year.
- Offer at least one Cross-Generational event per quarter working with Hospitality.
- Email reminders for special events.
- Hold parent meeting in fall for all parents (children in grades 5 and younger).
- Intentionally meet at least 6 new parents each year.

- Maintain Bulletin Boards with Christian Ed and Youth events.
- Work with Technology Committee to keep web site Christian Education information current.
- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

## **2017**

1. Attend (and encourage at least one other person to attend) e-Formation for on-line and social media preparation/instruction by June 30, 2017.
2. Offer Young Families class such as (parenting, marriage, time management, etc) by June 30, 2017.
3. Develop a database to identify individuals within age groups in congregation by December 31, 2017.
4. Invite parents at least four times/year to Faith Forest Learning Hour by December 31, 2017.
5. Decide if a new curriculum will be implemented for God's Growing Garden Room (preschool) and Marvelous Meadow room (Kindergarten) by December 31, 2017.
6. Work in cooperation with Hospitality to offer two cross-generational events (either Sunday morning or weekday) by December 31, 2017.
7. Research options for children activities as alternative for children's sermon by December 31, 2017.
8. Meet with representatives from varying age segments to identify wants/needs by December 31, 2017.
  - a. Especially young adults and young families
  - b. Develop goals with them
9. Develop a Christian Education Handbook by December 31, 2017.
10. Publish Christian Ed/Youth Newsletter at least every 2 months by December 31, 2017.

## **2018**

1. Coordinate all mid-week ministries to allow greater attendance by the congregation by March 31, 2018.
2. Evaluate the need to offer Young Families class such as (parenting, marriage, time management, etc) by June 30, 2018.
3. Develop and pilot a Lutheran Theology class by December 31, 2018.
4. Increase children/youth participation during the worship service at least twice a year by December 31, 2018.
5. Publish Christian Ed/Youth Newsletter at least every 2 months by December 31, 2018.

## **2019**

1. Evaluate the need to offer Young Families class such as (parenting, marriage, time management, etc) by June 30, 2019.

2. Offer a Lutheran Theology class by October 31, 2019.
3. Develop and pilot a new members class/mentors by December 31, 2019.
4. Increase children/youth participation during the worship service at least four times per year by December 31, 2018.
5. Publish Christian Ed/Youth Newsletter at least every 2 months by December 31, 2019.

## **2020**

1. Evaluate the need to offer Young Families class such as (parenting, marriage, time management, etc) by June 30, 2020.
2. Review and update Christian Education Handbook by December 31, 2020.
3. Work with Hospitality to schedule at least 10 per year family/all church social or cross-generational events by December 31, 2020.
4. Solicit and train learning hour teachers to allow coordinators of each Learning Hour age group to teach less than 50% of the Sundays by December 31, 2020.
5. Publish Christian Ed/Youth Newsletter at least every 2 months by December 31, 2020.

## **2021**

1. Evaluate the need to offer Young Families class such as (parenting, marriage, time management, etc) by June 30, 2019.
2. Review and update Christian Education Handbook by December 31, 2020.
3. Work with Hospitality to schedule at least 10 per year family/all church social or cross-generational events by December 31, 2020.
4. Solicit and train learning hour teachers to allow coordinators of each Learning Hour age group to teach less than 50% of the Sundays by December 31, 2020.
5. Publish Christian Ed/Youth Newsletter at least every 2 months by December 31, 2020.



### **3. Stewardship Committee**

While traditionally thought of as only concerning money, stewardship includes all the resources we are given by God - our time, our talents and our treasure. In returning to the church a portion of these resources the people provide opportunities for St. Luke to fill not only the needs within the St. Luke community, but to also reach a wider world of needs. As such the church will strive to meet the following expectations as central to its stewardship life:

- A). Stress that the basis of biblical stewardship is tithing. Return to God that which already belongs to him.
- B). Encourage diligence in the use of donated resources. Congregation must have confidence about the use of donated resources.
- C). Congregational giving is not to a budget but to ministries, and ministries occur when individuals choose to use their spiritual gifts.

#### **Committee Purpose**

The Stewardship Committee focus is to ensure that St. Luke has the resources needed to carry out the mission and goals of St. Luke's ministries.

#### **Strategic Plan 2017 – 2021**

##### Strategic goals for Stewardship

Ongoing every year activities

- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

#### **2017**

1. Semi-annually, mention in Connections and Snapshot, Simply Giving direct deposit availability typically March and September in Connections and January and July in Snapshot. Start March 2017.
2. Conduct quarterly temple talks by ministry leaders or congregation members about their growth in faith through the use of their time, treasure and talents both in and outside of St. Luke's. Typically February, May, August and November. Start August 31, 2017.
3. Convene twice yearly committee meetings (March and September) to review and plan stewardship activities. Start March 2017.
4. Review existing or develop a committee guideline by March 31, 2017 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee

- Membership
  - Terms of members, if appropriate
  - Description of talents needed on the committee to be successful
5. Twice yearly (May and November) Stewardship Education through rotating programs including, but not limited to: sermon, liturgy worship embedding; article in Connections, Snapshot emphasizing importance of stewardship and connection to ministry, spiritual life; temple talk from congregation member, perhaps by “leader” of a ministry area being emphasized. November 30, 2017

Incorporate into education times the importance of working towards a tithe and the biblical example of tithing by March 31, 2017.

Convene twice yearly committee meetings (March and September) to review and plan stewardship activities.

Semi-annually, mention in Connections and Snapshot, Simply Giving direct deposit availability typically March and September in Connections and January and July in Snapshot. September 30, 2017.

Conduct quarterly temple talks by ministry leaders or congregation members about their growth in faith through the use of their time, treasure and talents both in and outside of St. Luke’s. Typically February, May, August and November. November 30, 2017.

Twice yearly (May and Nov) Stewardship Education through rotating programs including, but not limited to: sermon, liturgy worship embedding; article in Connections, Snapshot emphasizing importance of stewardship and connection to ministry, spiritual life; temple talk from congregation member, perhaps by “leader” of a ministry area being emphasized November 30, 2017.

Continue to include in education times the importance of working towards a tithe and the biblical example of tithing by December 31, 2017.

## **2018**

1. Convene twice yearly committee meetings (March and September) to review and plan stewardship activities. September 30, 2018.
2. Semi-annually, mention in Connections and Snapshot, Simply Giving direct deposit availability typically March and September in Connections and January and July in Snapshot. September 30, 2018
3. Conduct quarterly temple talks by ministry leaders or congregation members about their growth in faith through the use of their time, treasure and talents both in and outside of St. Luke’s. Typically February, May, August and November. November 30, 2018.

4. Twice yearly (May and Nov) Stewardship Education through rotating programs including, but not limited to: sermon, liturgy worship embedding; article in Connections, Snapshot emphasizing importance of stewardship and connection to ministry, spiritual life; temple talk from congregation member, perhaps by “leader” of a ministry area being emphasized November 30, 2018.
5. Continue to include in education times the importance of working towards a tithe and the biblical example of tithing by December 31, 2018.

## **2019**

1. Convene twice yearly committee meetings (March and September?) to review and plan stewardship activities. September 30, 2019.
2. Semi-annually, mention in Connections and Snapshot, Simply Giving direct deposit availability typically March and September in Connections and January and July in Snapshot. September 30, 2019.
3. Twice yearly (May and Nov) Stewardship Education through rotating programs including, but not limited to: sermon, liturgy worship embedding; article in Connections, Snapshot emphasizing importance of stewardship and connection to ministry, spiritual life; temple talk from congregation member, perhaps by “leader” of a ministry area being emphasized November 30, 2019.
4. Conduct quarterly temple talks by ministry leaders or congregation members about their growth in faith through the use of their time, treasure and talents both in and outside of St. Luke’s. Typically February, May, August and November. November 30, 2019.
5. Continue to include in education times the importance of working towards a tithe and the biblical example of tithing by December 31, 2019.
6. Bi-Annual reminder to explore spiritual gifts through link on our website to ELCA survey. More in-depth with Jeff Kluck and Doug Klingerman by December 31, 2019.
7. Begin developing long term planning education series for roll out in following year to include planned or estate giving. Program should be led by a third party (not a sales person) for congregation’s educational purposes only. ELCA or synod presenter December 31, 2019.

## **2020**

1. Semi-annually, mention in Connections and Snapshot, Simply Giving direct deposit availability typically March and September in Connections and January and July in Snapshot. September 30, 2020.
2. Convene twice yearly committee meetings (March and September?) to review and plan stewardship activities. September 30, 2020.
3. Twice yearly (May and Nov) Stewardship Education through rotating programs including, but not limited to: sermon, liturgy worship embedding; article in Connections, Snapshot emphasizing importance of stewardship and connection to ministry, spiritual life; temple talk from congregation member, perhaps by “leader” of a ministry area being emphasized November 30, 2020.
4. Conduct quarterly temple talks by ministry leaders or congregation members about their growth in faith through the use of their time, treasure and talents both in and outside of St. Luke’s. Typically February, May, August and November. November 30, 2020.
5. Continue to include in education times the importance of working towards a tithe and the biblical example of tithing by December 31, 2020.

## **2021**

6. Semi-annually, mention in Connections and Snapshot, Simply Giving direct deposit availability typically March and September in Connections and January and July in Snapshot. September 30, 2021.
7. Convene twice yearly committee meetings (March and September?) to review and plan stewardship activities. September 30, 2021.
8. Twice yearly (May and Nov) Stewardship Education through rotating programs including, but not limited to: sermon, liturgy worship embedding; article in Connections, Snapshot emphasizing importance of stewardship and connection to ministry, spiritual life; temple talk from congregation member, perhaps by “leader” of a ministry area being emphasized November 30, 2021.
9. Conduct quarterly temple talks by ministry leaders or congregation members about their growth in faith through the use of their time, treasure and talents both in and outside of St. Luke’s. Typically February, May, August and November. November 30, 2021.
10. Continue to include in education times the importance of working towards a tithe and the biblical example of tithing by December 31, 2021.
11. Bi-Annual reminder to explore spiritual gifts through link on our website to ELCA survey. More in-depth with Jeff Kluck and Doug Klingerman by December 31, 2021.

#### **4. Benevolence / Special Projects Committee**

Benevolence is at the heart of the larger Church's life – the source of strength and will for evangelism, stewardship, service, and all other aspects of our life in Jesus. St. Luke Lutheran Church will strive to meet the following expectations as central to its responsibility to the larger Church life:

- A). Support the ministries of St. Luke, the community, the region, the state and around the world with our gifts.
- B). Budget for these gifts through the annual budget and include and encourage additional giving for this ministry as specifically designated.
- C). Benevolence includes the Do Unto Others (DUO) fund and projects shared with local agencies and foundations.

#### **Committee Purpose**

The committee oversees the use of church funds for individuals and families in need. The committee looks for people in the community and church wide that have needs that can be met by our financial help. The committee uses the Social Ministry Continuing Resolution CR C12.05.d.08.h to provide guidance and work with local social agencies and foundations to find those that need help at the present time.

#### **Strategic Plan 2017 – 2021**

##### Strategic goals for Benevolence / Special Projects

Ongoing every year activities

- Meet on a monthly basis, if there are needs to be discussed, and deal with them in a timely manner.
- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

#### **2017**

1. Review committee membership and form a committee that will meet the new focus for the committee by August 31, 2017.
2. Develop committee guideline by October, 31, 2017 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee

- Membership - must be able and willing to use e-mail and willing to search for and screen individuals and families who need help.
  - Qualified members can serve as long as they are willing.
  - Description of talents needed on the committee to be successful:
    - Spiritual gift of giving
    - Able to dedicate time to look for those in need
    - Have a strong passion and desire to help people
    - Be strong enough to say no if the case warrants
3. Establish a process for all social agencies requesting support and funding (either through Council or through direct appeals approved by council) by November 30, 2017 The process is to include:
- i. Verification of funds needed for the request.
  - ii. Approval of the request will be through Benevolence within budget or specifically donated funds for DUO.
  - iii. Financial resources will be documented through the church budget developed by council and approved by the congregation.
  - iv. Budgeted funds are distributed by Benevolence committee.
  - v. A request for funds through DUO must follow the Continuing Resolution that controls the process.
4. Develop and publish a photo directory of church members and associate members no later than October 31, 2017.

## **2018**

1. Report Benevolence expenditures to council three times per year - April, August and December beginning August 2018.

## **2019**

1. Report Benevolence expenditures to council three times per year - April, August and December beginning August 2019.

## **2020**

1. Report Benevolence expenditures to council three times per year - April, August and December, 2019.

## **2021**

1. Report Benevolence expenditures to council three times per year - April, August and December, 2021.
2. Update and publish a photo directory of church members and associate members by October 31, 2021 (this goal continues every odd calendar year).

## **5. Congregational Fellowship / Hospitality / Outreach**

Fellowship and hospitality are at the heart of welcoming people into the Church's life. St. Luke Lutheran Church will strive to meet the following expectations central to fellowship and hospitality:

- Provide family and individual activities to promote fellowship.
- Schedule church family events such as Knoebels, spaghetti dinners, picnics, etc.
- Sponsor mission trips for church members and others as approved by council.
- Provide supplies and support to the soup kitchen, food cupboard, and other organizations assisting those in need.
- Reach out to Bloomsburg University students.

### **Committee Purpose**

To provide fellowship activities within the congregation, facilitating opportunities for all ages and groups to learn to know each other and fellowship together and participate in a variety of activities that focus on various common interests and Christian values.

### **Strategic Plan 2017 – 2021**

#### Strategic goals for Congregational Fellowship / Hospitality / Outreach

Ongoing every year activities

- One fellowship activity per month to be planned and scheduled each year.
  - Strawberry festival
  - Peach festival
  - Wine trip to Finger Lakes
  - Bus trips to special events
- One cross-generational activity per quarter planned and scheduled each year working with Christian Education.
- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

### **2017**

1. Develop ideas for one fellowship activity per month for the remainder of this year by August 2017.
2. Develop schedule of known events and put on church calendar.
3. Develop ideas for the cross-generational activity per quarter for the remainder of this year by August 31, 2017.
4. Plan an overnight tent camp out on church property by August 31, 2017.

5. Review existing or develop a committee guideline by August 31, 2017 to include:

- Responsibilities
- Meeting frequency
- Chair person of committee
- Membership
- Terms of members, if appropriate
- Description of talents needed on the committee to be successful

\* Committees developed as needed for specific events

**2018**

1. Develop the schedule for one fellowship activity per month for the remainder of this year and put on church calendar by January 31, 2018.
2. Develop the schedule for the cross-generational activity per quarter for the remainder of this year and put on church calendar by January 31, 2018.
3. Evaluate the success of the events held annually by December 31, 2018.

**2019**

1. Develop the schedule for one fellowship activity per month for the remainder of this year and put on church calendar by January 31, 2019.
2. Develop the schedule for the cross-generational activity per quarter for the remainder of this year and put on church calendar by January 31, 2019.
3. Evaluate the success of the events held annually by December 31, 2019.

**2020**

1. Develop the schedule for one fellowship activity per month for the remainder of this year and put on church calendar by January 31, 2020.
2. Develop the schedule for the cross-generational activity per quarter for the remainder of this year and put on church calendar by January 31, 2020.
3. Evaluate the success of the events held annually by December 31, 2020.

**2021**

1. Develop the schedule for one fellowship activity per month for the remainder of this year and put on church calendar by January 31, 2021.
2. Develop the schedule for the cross-generational activity per quarter for the remainder of this year and put on church calendar by January 31, 2021.
3. Evaluate the success of the events held annually by December 31, 2021.



## **6. Youth Committee**

Focusing on youth is important for the future of the Church's life. St. Luke Lutheran Church will strive to meet the following expectations for youth:

- A). Focus on the development of engaging programs for all middle school and high school students.
- B). Provide for a safe environment for all youth.
- C). Solicit volunteers to continue to assist with the programs for the youth.

### **Committee Purpose**

The primary function of the Youth Committee with the guidance of the Associate Pastor shall be to oversee the conduct and promotion of the youth activities within the congregation or sponsored by it. It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the Church's periodicals and books of family devotion into the homes of the congregation.

## **Strategic Plan 2017 – 2021**

### Strategic goals for Youth

Ongoing every year activities

- Offer at least one MS only and HS only youth meeting per year.
- Hold at least one youth activity per month which will consist of one service event, one educational event and one a fun event every three months.
- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.
- Communicate with St. Luke youth at college at least twice a semester.
- Solicit volunteers to continue to assist with the programs for the youth.
  - Work to engage parents, not as chaperones, but as leaders
  - Train volunteers in how to interact with youth
  - Give opportunities to take the lead in the youth group

## **2017**

1. Implement a Mentor Program for confirmation students by January 31, 2017
2. Ask the youth to see if anyone would be willing to provide music for Mid-week worship/Bible study by March 31, 2017.
3. Develop a committee guideline by August 31, 2017 to include:
  - Responsibilities
  - Meeting frequency

- Chair person of committee
  - Membership
  - Terms of members, if appropriate
  - Description of talents needed on the committee to be successful
4. Contact other local youth groups to determine the feasibility of holding a joint youth group event by December 31, 2017
  5. Begin to prepare for National Youth Gathering in 2018.
    - a. Identify fund raising activities and gain approval from council by March 31, 2017.
    - b. Register by October 31, 2017.
    - c. Conduct approved fund raising events by December 31, 2017.
  6. Provide information to St. Luke college students attending college on campus ministry by August 31, 2017.

## **2018**

1. Registered youth attend National Youth Gathering by July 31, 2018.
  - Conduct approved fund raising by June 30, 2018
  - Offer Bible Study by June 31, 2018
2. Identify with the Pastor the Confirmation mentors by July 31, 2018.

## **2019**

No specific goals identified

## **2020**

1. Begin to prepare for National Youth Gathering in 2021.
  - a. Identify fund raising activities and gain approval from council by March 31, 2020.
  - b. Register by October 31, 2020.
  - c. Conduct approved fund raising events by December 31, 2020.

## **2021**

1. Registered youth attend National Youth Gathering by July 31, 2021.
  - a. Conduct approved fund raising by June 30, 2021
  - b. Offer Bible Study by June 31, 2021
2. Identify with the Pastor the Confirmation mentors by July 31, 2018.

## **7. Property / Building Committee**

A facility is necessary to have a place to meet and provide ministry to focus on the Church's life. St. Luke Lutheran Church will strive to meet the following expectations with its facilities:

A). Maintain the building and property to allow it to be a place to conduct the mission of the church.

B). Constantly review the need for space to provide the best possible environment to worship, conduct the ministries of the church, and provide office space for the staff.

### **Committee Purpose**

The Property / Building Committee oversees the physical assets of the Church to support the ministries of St. Luke.

### **Strategic Plan 2016 – 2020**

#### Strategic goals for Property

Ongoing every year activities

- Meet a minimum of three times per year to address and evaluate property/building concerns.
- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

### **2016**

1. Install a suggestion box in the Narthex to receive input from the congregation by August 31, 2016.
2. Contact contractor to review the condition of and the feasibility and need to upgrade/replace 16 interior air handling units and 19 exterior condensing units by August 31, 2016.
3. Form a property committee of 3 to 5 people by August 31, 2016.
4. Develop a committee guideline by October, 31, 2016 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee
  - Membership
  - Terms of members, if appropriate
  - Description of talents needed on the committee to be successful
5. Contact contractors to review the feasibility of replacing the church lighting with LED lighting by December 31, 2016.

6. The Property Committee will meet a minimum of two times prior to December 31, 2016 to review and update property/building concerns.
7. Property Committee to decide who will install new carpet in the Narthex by December 31, 2016. (Carpet cost is approximately \$104/48 sq. ft.)

### **2017**

1. Property Committee to decide who will install new carpet in the West Wing hallway by December 31, 2017.

### **2018**

1. Property Committee to decide who will install new carpet in the Sanctuary by December 31, 2018.

### **2019**

1. Property Committee to decide who will install new carpet in 2 classrooms/offices by December 31, 2019.
2. Review the need for a phase III multipurpose room addition on the church by December 31, 2019.

### **2020**

1. Property Committee to decide who will install new carpet in the 2 classrooms/office by December 31, 2020. (Carpet cost is approximately \$104/48 sq. ft.)

### Future Goals

1. Mill, pave and line paint the entire parking lot in 6-8 years. Approximate cost of \$110,000.
2. Building roof has 30 year shingles of which some have been repaired and/or replaced in phases.
  - Approximately 84 square remain from the original church roof installed in 1998 and will need to be replaced no later than 2028 at a current cost of \$21,500.
  - Approximately 140 square were installed with the new church addition project in 2005 and will need to be replaced no later than 2035 at a current cost of \$35,800.
  - Approximately 116 square on the original church roof were replaced in 2012 and will need to be replaced no later than 2042 at a current cost of \$29,700.
  - Research and consider other roofing options (i.e. metal, etc.)

### Other committee help

1. Address a money savings plan for future major expenses: such as the parking lot, roof, heating and air conditioning, etc.

## **8. Finance Committee**

Financial support is necessary to conduct the ministries of a church. St. Luke Lutheran Church will strive to meet the following expectations to meet the financial needs:

- A). Manage the assets of St. Luke in a fiscally responsible manner.
- B). Audit the financial records of the church on a regular basis.
- C). Keep accurate records that meet accounting principles.

### **Committee Purpose**

The finance committee oversees the financial needs of the church. The finance committee oversees the cash receipts and that the money is appropriately handled from receipt through deposit. The Treasurer is a member of this committee.

## **Strategic Plan 2016 – 2020**

### Strategic goals for Finance

Ongoing every year activities

- Committee meets at least three times per year.
  - Submit budget requests by August 31 every year.
  - Review goals and update goals every year by September and submit to Goals Committee.
  - Perform audits annually to include:
    - Review a sample of approved bills to validate that they were approved and appropriate.
    - Review all contracts and bid projects to ensure they are appropriate and approved.
    - Review invoices to ensure they were appropriately approved.
    - Review the check register and select checks to review to ensure they were approved appropriately to be paid.

### 2016

1. Form committee by August 31, 2016.
2. Develop a committee guideline by October 31, 2016 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee
  - Membership
  - Terms of members, if appropriate
  - Description of talents needed on the committee to be successful

### 2017

1. Perform outside audit of our financial records by March 31, 2017
2. Review the possible pay down on the principle of the mortgage by December, 31, 2017

### 2018

1. No specific goals identified for this year.

### 2019

1. No specific goals identified for this year.

### 2020

1. Perform outside audit of our financial records by March 31, 2020.

## 9. Goals & Strategic Planning Committee

Goals & Strategic Planning is a process of defining strategy, direction, and making decisions on allocating resources to pursue this strategy. Strategic planning:

- A) Brings unity to the church as members come to focus on the mission and purpose of the church thus setting aside personal agendas.
- B) Encourages good stewardship as members are more likely to give talents, time, and finances to a church with a clear purpose.
- C) Allows the church the freedom to cull unproductive ministries and programs.
- D) Allows the church to strip away unnecessary elements that drain limited resources. Strategic planning gives the church a means to effectively evaluate progress and effectiveness.
- E) Reveals the church's strengths and weaknesses so that it may build on its strengths and shore up its weaknesses.
- F) Helps the church to embrace change as new members and new ideas come into the congregation. It helps in the assimilation of these members and ideas.

### **Committee Purpose**

The purpose of the Goals & Strategic Planning Committee with the guidance of the Pastor(s) is to oversee the development of goals for all committees as an outcome of the church strategic planning process and monitor and report the execution of the goals.

### **Strategic Plan 2016 – 2020**

#### Strategic goals for Goals Committee

Ongoing every year activities

- Goal committee to meet once a quarter.
- Submit budget requests by August 31 every year
- Coordinate goal setting for upcoming year with Council beginning in August 2016.

### **2016**

1. List all goals for all committees in chronological order to share with Church Council monthly beginning August 2016.
2. Develop a committee guideline by October 31, 2016 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee
  - Membership

- Terms of members, if appropriate
  - Description of talents needed on the committee to be successful
3. Review and revise goals if needed following annual Church Council retreat in October 2016.
  4. Report status of goals to Congregation by December 31, 2016.

### **2017**

1. Review and revise goals if needed following annual Church Council retreat.
2. Report status of goals to Congregation in June and December 2017.
3. Conduct Congregation Opinion Survey and Focus Groups

### **2018**

1. Review and revise goals if needed following annual Church Council retreat.
2. Report status of goals to Congregation in June and December 2018.

### **2019**

1. Review and revise goals if needed following annual Church Council retreat.
2. Report status of goals to Congregation in June and December 2019.

### **2020**

1. Review and revise goals if needed following annual Church Council retreat.
2. Report status of goals to Congregation in June and December 2020.

Note: The Church like any organization should review goals and objectives periodically to ensure that they are on track. In our case it would be the Church Council and the Goal Committee. The Council should also hold strategic planning meetings to determine what new goals should be added or existing goals revised and get feedback from the Congregation and paid staff i.e. Ministry Coordinator, Christian Education Coordinator, and Choir Director to ensure alignment.

## **10. Spiritual Health Committee**

### **Committee Purpose**

At St. Luke Lutheran Church we are called to bring the ministry of God into people's lives. This ministry group will focus on helping others to receive ministry, especially during difficult times, and providing support and training in order to equip our members for ministry. This ministry group will endeavor to empower our members as disciples of Jesus to be trained and then minister to others in various ways.

### **Strategic Plan 2016 – 2020**

#### Strategic goals for Spiritual Health

Ongoing every year activities

- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

#### 2016

1. Hold 3rd Stephen Ministry class in our congregation training 4-6+ Stephen ministers and commission in Worship by July 31, 2016.
2. Send at least two (2) Stephen Ministry members to week-long Stephen Leader's training. These individuals will help lead the Stephen Ministry program in our congregation by August 31, 2016.
3. Develop a committee guideline by October 31, 2016 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee
  - Membership
  - Terms of members, if appropriate
  - Description of talents needed on the committee to be successful
4. Pastor(s) meet with Shepherds in Shepherds and Lambs Ministry for support, encouragement, and training April and October starting October 31, 2016.
5. Provide Daily Bible Reading with the focus of Spiritual Transformation, living our lives with God by December 31, 2016. (Continuation Advent Study of "Life with God", by Richard J. Foster & Kathryn A. Helmers)
6. Solicit 3-5+ individuals/couples to attend Tres Dias Weekend by December 31, 2016.



## **2017**

1. Activate the Caring Callers group again to assess the pulse of the congregation by April 30, 2017.
2. Create a focus group to discuss ways of developing support groups in our congregation by June 30, 2017 to:
  - a. Take care of elderly parents
  - b. Help caregivers of those with dementia related diseases
  - c. Provide grief and divorce support and other needs.
3. Use the Caring Callers group again to assess the pulse of the congregation by July 31, 2017 (every odd year).
4. Pastor(s) meet with Shepherds in Shepherds and Lambs Ministry for support, encouragement, and training April and October starting October 31, 2017.
5. Solicit 3-5+ people/couples to attend Tres Dias Weekend by December 31, 2017.
6. Send Senior Pastor to Stephen Leader's training by December 31, 2017.

## **2018**

1. Implement outcome of focus group recommendations to support those in need by June 30, 2018.
2. Hold 4<sup>th</sup> Stephen Ministry Class – Commission Stephen Ministers in Worship by June 30, 2018.
3. Pastor(s) meet with Shepherds in Shepherds and Lambs Ministry for support, encouragement, and training April and October starting October 31, 2018.
4. Promote the attendance of 3-5+ people/couples to attend Tres Dias Weekend through church media by December 2018.
5. Evaluate the need and if appropriate, send two (2) Stephen Ministry members to week-long Stephen Leader's training. These individuals will help lead the Stephen Ministry program in our congregation by December 31, 2018 (Every even year).

## **2019**

1. Hold 5<sup>th</sup> Stephen Ministry Class – Commission Stephen Ministers in Worship by June 30, 2019
2. Pastor(s) meet with Shepherds in Shepherds and Lambs Ministry for support, encouragement, and training April and October starting October 31, 2019.
3. Use the Caring Callers group to assess the pulse of the congregation by July 31, 2019 (every odd year).

## **2020**

1. Hold 6<sup>th</sup> Stephen Ministry Class – Commission Stephen Ministers in Worship by June 30, 2020.
2. Pastor(s) meet with Shepherds in Shepherds and Lambs Ministry for support, encouragement, and training April and October starting October 31, 2020.
3. Promote the attendance of 3-5+ people/couples to attend Tres Dias Weekend through church media by December 2020.
4. Evaluate the need and if appropriate, send two (2) Stephen Ministry members to week-long Stephen Leader's training. These individuals will help lead the Stephen Ministry program in our congregation by December 31, 2020 (Every even year).

## **11. Personnel Committee**

Employees are the heart of the structure of the church's life. They are a source of strength and will for evangelism, stewardship, service and all other aspects of a life in Jesus. St. Luke Lutheran Church will strive to meet the following expectations as central to dealing with personnel:

- A) Encourage staff to become living examples of Christ and the mission and vision of the church.
- B) Fairly compensate employees within budgetary constraints.
- C) Evaluate staff to improve their efficiencies in performing their duties and supporting St. Luke church.

### **Committee Purpose**

The primary function of a Personnel Committee is to provide oversight of the professional staff members, in cooperation with the other appropriate committees. It shall prepare job descriptions as necessary, review and evaluate the work of the staff, recommend salary changes and allowances, approve vacation schedules, consider office equipment needs (including maintenance and upgrading of computers) and make recommendations to the council. The liaison to this committee is the vice-president of council.

### **Strategic Plan 2016 – 2020**

#### Strategic goals for Personnel

Ongoing every year activities

- Conduct regularly scheduled committee meetings to complete the business of the committee as outlined in the "Personnel Committee Guidelines" in May and October.
- Submit budget requests by August 31 every year.
- Review goals and update goals every year by September and submit to Goals Committee.

#### **2016**

1. Provide each staff member with a copy of the Personnel Manual and place a signed copy of the "Acknowledgement of Receipt" page in each members personnel file by August 31, 2016.
2. Review and submit to Church Council the Personnel Committee Guidelines for membership and term guidelines including membership and voting status of out-going Council Vice-President. Make changes as needed by August 31, 2016.

3. Establish and submit to Church Council term of existing committee members, continued interest in serving and implement staggered turnover schedule with appropriate replacement members by August 31, 2016.
4. Review, update and submit to Church Council committee operating procedures including process of selecting a chair by December 31, 2016.
5. Review and revise Personnel Manual to reflect changes in PA and Federal child abuse clearance requirements for staff and volunteers. (Create Volunteer Guidelines Manual?) Recommend any changes to Church Council by August 31, 2016.
6. All employees are given a copy of the Child Protection Policy and acknowledge receipt by June 30, 2016.
7. Review Employee Grievance Procedures in the Personnel Manual and suggest changes to Church Council by July 15, 2016.
8. Establish procedures for obtaining and storing clearances of all employees and volunteers by December 31, 2016.

### **2017**

1. Respond to Personnel needs as appropriate during regularly scheduled meeting or special meetings as needed.

### **2018**

1. Respond to Personnel needs as appropriate during regularly scheduled meeting or special meetings as needed.

### **2019**

1. Respond to Personnel needs as appropriate during regularly scheduled meeting or special meetings as needed.
2. Review and revise as necessary the Personnel Manual by December 31, 2019.

### **2020**

1. Respond to Personnel needs as appropriate during regularly scheduled meeting or special meetings as needed.

## **12. Mutual Ministry**

The Church's ministry is the mutual concern of both laity and the pastor. Mutual Ministry Committee encourages us to move away from a primary focus on the ministry of ordained clergy alone and includes all people of God in mutual work of ministry. There is one ministry in Christ and all baptized people participate in it according to the gifts given to them and the specific ministries entrusted to them.

### **Committee Purpose**

The primary function of the Mutual Ministry Committee is to keep the pastor and staff advised about the conditions within the congregation and to interpret to the congregation the ministry of the professional leaders.

### **Strategic Plan 2016 – 2020**

#### Strategic goals for Mutual Ministry

Ongoing every year activities

1. Meet a minimum of three times per year with the Senior Pastor to discuss perceptions and concerns within the congregation as well as review/discuss pastoral concerns and provide personal and confidential support for the Senior Pastors as needed.
2. Submit budget requests by August 31 every year.
3. Review goals and update goals every year by September and submit to Goals Committee.

#### **2016**

1. Review and revise, if necessary the Mutual Ministry Committee guideline by August 31, 2016.
2. Develop a feedback mechanism for the ministries of St. Luke Church by August 31, 2016.
3. Support the Interim and Assisting Pastors through December 31, 2016 or until a Senior Pastor is Called.
4. Support new Senior Pastor in forming a Mutual Ministry Committee by December 31, 2016.
5. Develop criteria for attributes of a Mutual Ministry committee member by December 31, 2016.

#### **2017**

1. Review the Mutual Ministry Committee guideline after a Senior Pastor is Called by December 31, 2017.
2. Review the feedback mechanism for the ministries of St. Luke Church with the Senior Pastor by December 31, 2017.

#### **2018**

1. Support the Associate Pastor in forming a separate Mutual Ministry Committee by December 31, 2018.

#### **2019**

1. Review the committee guideline and revise as necessary by December 31, 2019.

#### **2020**

1. No specific goals for this year.

### **13. Technology Committee**

Technology when used properly can enhance the learning experience in the education classrooms and in worship.

#### **Committee Purpose**

The technology committee reviews all software and hardware used at St. Luke. The committee work with other committees to ensure the equipment and programs are provided as approved by council.

#### **Strategic Plan 2016 – 2020**

##### Strategic goals for Technology

Ongoing every year activities

1. Meet as defined in the guidelines.
2. Evaluate all requests for technology updates and new technology and make recommendation to council.
3. Submit budget requests by August 31 every year.
4. Review goals and update goals every year by September and submit to Goals Committee.

#### **2016**

1. Identify committee members and meet by July 31, 2016.
2. Develop committee guidelines for Technology and submit to council for approval by August 31, 2016 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee
  - Membership
  - Terms of members, if appropriate
  - Description of talents needed on the committee to be successful
3. Conduct training on the use of the sound board by October 31, 2016.
4. Make a recommendation to council on upgrades to the Sanctuary projection system by October 31, 2016.

#### **2017**

1. Review the committee guideline to ensure it reflects what the committee is doing by August 31, 2017.

#### **2018**

No specific goals for this year.

#### **2019**

No specific goals for this year.

#### **2020**

No specific goals for this year.

## 14. St. Luke Preschool Board

### **Mission Statement: “Growing in God’s Love”**

The mission of St. Luke Preschool is to nurture the children through the love of God and each other in Christ. The preschool conveys God’s love by providing an environment conducive to learning through developmentally age appropriate activities; growing spiritually, socially, emotionally, physically, intellectually, and creatively. The learning experiences provided will enrich their lives as they learn educational and Christian principles.

### **What We Believe**

We believe that each child is a unique creation of God and we plan to meet each child’s needs. Children learn through play. As they play children construct knowledge by engaging in meaningful learning experiences. St. Luke provides an environment that allows children to continually apply the knowledge they gain in new experiences. We encourage our students to experiment, ask questions, test hypotheses and build theories. Our environment fosters the acquisition of problem-solving skills, as well as the knowledge of God’s world around them.

Our goals at St. Luke Preschool are to help your child become:

- ◆ Aware of God’s Love for Them
- ◆ Good citizens and friends
- ◆ Self-directed individual
- ◆ Independent learners
- ◆ Questions posers
- ◆ Problem solvers
- ◆ Music and art lovers

We are a Child-Center Education Planted in Christ. Our approach to learning at St. Luke is based on the Reggio approach. Our curriculum reflects the observed interests of the children. As we explore topics, we integrate domains of personal and social developments, language and literacy, math, science, social studies and art.

With a commitment to small class sizes our early learning environment also provides a loving, nurturing, and Christian atmosphere. Working in partnership with parents, we focus on the whole child and strive to create a genuine love of learning in everyone.

**“Teach me and I’ll remember.  
Tell me, and I’ll forget.  
Involve me, and I’ll learn”**  
Benjamin Franklin

## **Committee Purpose**

Oversee the ministry of the St. Luke Preschool, and provide support for the teacher(s) who are administering this program.

## **Strategic Plan 2016 – 2020**

Strategic goals for Preschool These goals are based on the school year, not calendar year

Ongoing every year activities

1. Develop and distribute a survey to parents for their input to improve preschool by May 31 each year.
2. Submit budget requests by August 31 every year.
3. Review goals and update goals every year by September and submit to Goals Committee.
  - Conduct parent and teacher conferences, during November and March each year. The teacher may request board members to attend a particular session.
  - Provide opportunities for the preschool to connect with Senior Center during the year by May 31 of each year - this may include:
    - Halloween
    - Christmas
    - Practice sessions for plays
    - Greeting seniors
    - Open invitation for seniors to visit classroom and participate with reading, etc.
  - Provide opportunities for the preschool to connect with church by May 31 of each year - this may include:
    - Pastor's corner - 1/month
    - Open invitation for members of the congregation to participate with preschool
    - Flower planting
    - Bulletin board with preschool activities
  - Conduct at least one field trip per year by May 31 of the year.

## **2016-2017**

1. Increase enrollment up to 14 August 31, 2016.
2. Return to the 4 day per week program August 31, 2016
  - a. Offer parents options (instead of previous MWF & T/Th Class)
    - i. Number of days (4, 3, 2)
    - ii. Hours 9-12 (3-4 yr old); 9-2 (4-5 yr old)
3. Develop committee guidelines for Preschool Committee and submit to council for approval by August 31, 2016 to include:
  - Responsibilities
  - Meeting frequency
  - Chair person of committee
  - Membership
  - Terms of members, if appropriate
  - Description of talents needed on the committee to be successful

4. Teacher(s) and board meet quarterly to review the preschool program during November, February, April, August by August 31, 2017.
  - November meeting activities include: plan for Christmas and holidays; goals review and goals setting for next five years; and other items as identified by board or teacher(s).
  - February meeting activities include: planning remaining school year; identifying continuing education for preschool staff to include CPR, continuing professional development, and child abuse training; and other items as identified by board or teacher(s).
  - April meeting activities include: graduation celebration for end of school year for those moving to kindergarten; planning for next school year; beginning of next school year's budget; review and revise or update the Preschool Handbook; and other items as identified by board or teacher(s).
  - August meeting activities include: finalize budget; plan and conduct open house; and other items as identified by board or teacher(s).
5. Work with Technology Committee to develop a page for the preschool on St. Luke's web site by December 31, 2016.
6. Train teacher(s) and aide(s) on CPR and Child Abuse and Neglect by December 31, 2016.

### **2017-2018**

1. Develop an endowment fund (part of church endowment policy) to help parents pay for preschool December 31, 2017.
2. Teacher(s) and board meet quarterly to review the preschool program during November, February, April, August by August 31, 2018.
  - November meeting activities include: plan for Christmas and holidays; goals review and goals setting for next five years; and other items as identified by board or teacher(s).
  - February meeting activities include: planning remaining school year; identifying continuing education for preschool staff to include CPR, continuing professional development, and child abuse training; and other items as identified by board or teacher(s).
  - April meeting activities include: graduation celebration for end of school year for those moving to kindergarten; planning for next school year; beginning of next school year's budget; review and revise or update the Preschool Handbook; and other items as identified by board or teacher(s).
  - August meeting activities include: finalize budget; plan and conduct open house; and other items as identified by board or teacher(s).

### **2018-2019**

3. Teacher(s) and board meet quarterly to review the preschool program during November, February, April, August by August 31, 2019
  - November meeting activities include: plan for Christmas and holidays; goals review and goals setting for next five years; and other items as identified by board or teacher(s).



- February meeting activities include: planning remaining school year; identifying continuing education for preschool staff to include CPR, continuing professional development, and child abuse training; and other items as identified by board or teacher(s).
- April meeting activities include: graduation celebration for end of school year for those moving to kindergarten; planning for next school year; beginning of next school year's budget; review and revise or update the Preschool Handbook; and other items as identified by board or teacher(s).
- August meeting activities include: finalize budget; plan and conduct open house; and other items as identified by board or teacher(s).

### **2019-2020**

4. Teacher(s) and board meet quarterly to review the preschool program during November, February, April, August by August 31, 2020.
  - November meeting activities include: plan for Christmas and holidays; goals review and goals setting for next five years; and other items as identified by board or teacher(s).
  - February meeting activities include: planning remaining school year; identifying continuing education for preschool staff to include CPR, continuing professional development, and child abuse training; and other items as identified by board or teacher(s).
  - April meeting activities include: graduation celebration for end of school year for those moving to kindergarten; planning for next school year; beginning of next school year's budget; review and revise or update the Preschool Handbook; and other items as identified by board or teacher(s).
  - August meeting activities include: finalize budget; plan and conduct open house; and other items as identified by board or teacher(s).

### **2020-2021**

5. Teacher(s) and board meet quarterly to review the preschool program during November, Feb, April, August by August 31, 2021.
  - November meeting activities include: plan for Christmas and holidays; goals review and goals setting for next five years; and other items as identified by board or teacher(s).
  - February meeting activities include: planning remaining school year; identifying continuing education for preschool staff to include CPR, continuing professional development, and child abuse training; and other items as identified by board or teacher(s).
  - April meeting activities include: graduation celebration for end of school year for those moving to kindergarten; planning for next school year; beginning of next school year's budget; review and revise or update the Preschool Handbook; and other items as identified by board or teacher(s).
  - August meeting activities include: finalize budget; plan and conduct open house; and other items as identified by board or teacher(s).