

Buildings & Grounds Committee

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

Responsible for overseeing the maintenance of the building and grounds. This would include updating that needs to be done along with day to day maintenance

MISSION STATEMENT: The Buildings and Grounds Committee exists to provide a well-maintained adequate facility to support the work of the Lutheran Pioneer Ministries as we guide our youth on the Godly road to Christian adulthood.

Members: Chuck Hucek -Chair, Richard Holmes, Jim Kluetzman

	Priority Status	Projected Resources		YTD Actual		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
MINISTRY INITIATIVES									
Provide facilities for the serving of LP Trains and	ongoing								
Utilities	ongoing		\$3,200		\$841	26%		\$3,300	
Heat (gas)					\$156				WE Energies
Electric					\$685				WE Energies
Telephone	ongoing		\$2,000		\$650	32%		\$2,000	
Local Telephone					\$166				TDS
Long Distance					\$189				TDS
Internet Provider					\$295				TDS DSL Line
Confernce Calling	ongoing				\$0				TBG
Operations	ongoing		\$5,500		\$3,220	59%		\$5,600	
Building Maintenance					\$584				Cleaning Service, Iron Filter, Garbage/ Recycling
Property Insurance					\$525				Church Mutual
Equipment Maintenance					\$0				
Equipment Rental and Purchase					\$150				Postage Meter
Maintain Grounds area	ongoing	60 hr/yr	\$800		\$980			\$1,100	
Trim Trees	ongoing 1/2 done	20 hr/yr							Donated Labor
Lawn Moving	as needed	35 hr/yr			\$980				Henning Landscape
Snow plowing	as needed	5 hr/yr			\$0				Dan Jensen Volunteers
Maintenance Contracts	ongoing		\$2,100		\$700	33%		\$2,100	Copier
Copier Maintenance/ Lease					\$700				ACME
Install additional cabinets	2 On Hold	30 hr							Not budgeted. Will be done donations become
Install new carpeting	2 On Hold	40 hr							
Remodel Storage Area	1	30 hr							

	Priority Status	Projected Resources		YTD Actual		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
Plan for future building needs	ongoing	4 hr/yr							
Monitor Burlington expansion	Ongoing								
Assess Space needs	1	10 hr					Committee		
Examine alternative space and locations	1	10 hr.					Committee		
Receive and assess purchase offers	1	10-15 h4					Committee		
Reduce excess equipment	ongoing						Committee		
Develop plan to provide for serving 800 active Trains	2	10 hr/yr							
Develop next year Ministry plan	ongoing								
Total			\$13,600		\$6,391	47%		\$14,100	

Communications Committee

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

Responsible for all communications coming from National And Regional Offices

MISSION STATEMENT:

Members: Bryan Sowatzke - Chair, Pastor Loeschler, Pastor Putz, Tom Palubecki, Dick Bartel

Areas of Ministry	Priority Status	Projected Resources		YTD Actual		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
MINISTRY INITIATIVES									
Wagon Train News (4/year)	ongoing	150 hr/yr	\$13,250		\$5,698	43%	Dick Bartel & Dale	\$13,250	Fall, Winter, Spring, Summer Printed & mailed by Hi-Liter
Printing (18,000 copies/yr.)					\$4,008				
Mailing					\$1,690				Bulk Mailing to all boys and leaders
Evaluate cost, appearance, content									
Notes from National (weekly)	ongoing	150 hr/yr	\$3,300		\$0	0%	Dale L.	\$1,600	Written weekly and sent via e-mail. Mailed to non-e-mail quarterly Copied in-house for 30 Trains without e-mail Sent 1st. Class
Printing					\$0				
Mailing					\$0				
Evaluate cost, appearance, content									
Pioneer Parents (3 Issues)	ongoing	100 hr/yr	\$3,200		\$0	0%		\$3,200	
Printing					\$0				Printed by Hi-Liter Graphics
Mailing					\$0				Bulk Mailing
Evaluate cost, appearance, content									
Increase recognition of Lutheran Pioneers as a program of youth ministry through the following:			\$2,000		\$97	5%		\$1,500	
Personal Contact with Pastors	2						National Pastoral Adv.		Pastor Putz letter to pastors of non-active Trains
Develop Materials for Pastors	2	40 hr					National Pastoral Adv.		
Write Articles for Synod Publications	2 Ongoing	20 hr					National Officers		One done for Partners newsletter for SS Staff.
Materials for congregations	2	40 hr			\$97		National Officers		Covers, Inserts, placemats, brochures
Develop, in all members of the WELS & ELS, a knowledge of LP and its mission									
Read and Evaluate Current Materials	1 Ongoing	15 hr/yr					Pastor Putz		INFO BOOKS, bulletin inserts & covers, brochures, video

Areas of Ministry	Priority Status	Projected Resources		YTD Actual		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
Develop Presentation Materials	2 Ongoing	30 hr/yr							Handouts, Bible Study, CD/DVD, Video
Develop and Maintain Web Page	1		\$300				Staff	\$300	
Set up Chat Room/Question area	In Progress						Dale, Dean		Place for questions, idea-sharing, etc.
Web Site Hosting									Hosted in Tucson. Funding in B&G Committee Plan
Webmaster Costs		100 hr					Dean Christiansen		Voluntter Work
Maintain Web Domains		4 hr					Dale and Dean		Check out additional Domain names
Develop next year Ministry plan	ongoing								
Total			\$22,050		\$5,794	26%		\$19,850	

Development Committee

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

Responsible for developing and maintaining an ongoing base of support for the program. The committee looks for ways to keep Lutheran Pioneers and its needs before the membership of our trains and their congregations

MISSION STATEMENT:

Members: Dale Beutin - Chair, David Zimmerman, Ron Knutson

Areas of Ministry	Priority Status	Projected Resources		YTD Actual		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
MINISTRY INITIATIVES									
Develop a Program to increase ongoing gifts/giving Eliminate current operating debt	ongoing	60 hr							Current expenses are in other accounts.
	1						Committee		
Support Newsletter (3/yr) Printing Mailing Supplies	ongoing	60 hr	\$2,250		\$164	7%	Dale	\$1,800	November, March, July. Merges into GIC and is targeted to certain groups
					\$0				Printed out of house
					\$164				2 bulk mailings one 1st Class
					\$0				Contribution Envelopes printed by Leader Printing
Carry out Growing In Christ campaign Conduct Special Events Involve all chartered Trains, Active or Inactive in support of Lutheran Pioneer Ministry Contact Potential Large Gifters Involve all congregations Train Presenters Contact Foundations	ongoing	40 hr							
	1	100hr					Dale L.		
	1	200 hr					Dale L.		Door offerings, congregation offering envelopes, congregation budgets
	1						Dale L. and others		
	3	20 hr					Committee		
	2	40hr					Dale L.		
	1	60 hr					Dale		
Develop next year Ministry plan	ongoing						Dale B.		
Total			\$2,250		\$164	7%		\$1,800	

Executive Committee

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

Responsible for directing the work of the Council and it's committees. They also serve as the personnel committee of the council and keep the bylaws up to date.

MISSION STATEMENT: "As a committee, with our Lord's guidance, to provide administration and direction for the National Council."

Members: Fred Banaszak - Chair, Dale Beutin, Bryan Sowatzkei, Pastor Kurt Loescher, Pastor David Putz, Pastor James Fischerr, Dale Lorfeld, Tim Hart

Areas of Ministry	Priority Status	Projected Resources		YTD Actual Resources		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
MINISTRY INITIATIVES									
Oversee Staffing Costs for operation of office	ongoing						Committee		
Executive Director			\$46,675		\$19,448	42%		\$49,590	Salaried Wages using WELS Suggested Code
Office Staff			\$24,000		\$9,451	39%		\$24,462	Hourly Wages. Part-time 32 hours /week and 15 hrs/wk.
Payroll Taxes			\$1,875		\$737	39%		\$1,948	Payroll Taxes on hourly personnel.
Benefits			\$3,400		\$1,463	43%		\$3,400	Disability Insurance and VEBA Retirement for Ex. Dir.
Insurance			\$6,000		\$2,215	37%		\$6,000	Workman's Comp., Key Man Insurance on Ex. Dir., Health Ins. On Adm. Asst.
Oversee Staff Travel	ongoing	5 hr.	\$5,800		\$788	14%	Chairman	\$2,800	Salaried, office and volunteer staff.
Coordinate Council Meeting	ongoing	30 hr.	\$100		\$43	43%	Chairman and Dale	\$100	3 Council Meetings per year and committee meetings.
Administer Recognition and Awards	ongoing	5 hr.	\$500		\$0	0%	National Office	\$50	Service Awards for 10, 15, 20 & 25 yr and retirement.
Oversee Executive Director's Work	ongoing	150 hr.			\$0		Chairman		Monthly visits and regular weekly phone calls
Monitor Certification Process		4-6 hr.					Chairman		Yearly visit and discussion

Areas of Ministry	Priority Status	Projected Resources		YTD Actual Resources		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
Update Office Equipment							Dale		As funds become available or equipment dictates replacement.
Assess Synod perception of LBP	1						Committee		
Coordinate Activities with Lutheran Girl Pioneers	1 Ongoing						Fred and Dale		Joint Exec. Comm. Mtgs once a year.
Conventions	1 Ongoing	10 hr.					Fred, Dale and Kent		Review 2004 and plan for 2006
Leadership Training	On Hold						Fred and Dale		Outlying areas.
Procedures and Policies	2						Fred and Dale		Membership Fees,
Issue Calls for National Council Advisory Position	1	3-5 hr.					Committee Members		
Pastoral Advisors/National Chaplain	1						Committee Members		Done in odd years for 2 year period
Historian/Treasurer	1						Committee Members		Done in odd years for 2 year period
Issue Volunteer Calls (RD, AND, NTA)	1						Committee/ED/RD		Done in odd years for 2 year period
Oversee Foundation Fund	ongoing	4 hr.					Committee		
Develop next year Ministry plan	ongoing						Chairman		
Total			\$88,350		\$34,145	39%		\$88,350	

Finance Committee

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

Responsible for setting the financial policies used to conduct business. They oversee the financial situation of the program

MISSION STATEMENT:

Members: Gary Vanderheyden - Chair, Loren Lange, Tim Hart

Areas of Ministry	Priority Status	Projected Resources		YTD Actual		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
MINISTRY INITIATIVES									
Oversee accounting procedures Clearer Financial Statements Better Tracking of accounts	ongoing	6-8 hr/mo					Tim H. Dale		
							Staff		
							Staff		
Oversee interest expense	ongoing	5 hr.	\$1,000		\$1,536	154%	Tim Hart	\$2,000	
Office accounting work Invoicing Receivables Crediting and Depositing Funds Handling payables Reporting	ongoing	10-15 hr/wk					Dale L. and Dean F.		Included in Exec. Committee Plan under salaries and wages
							Denise K.		
							Denise K.		
							Dean F.		
							Dean F. and Tim H.		
Monitor general financial condition of program	ongoing						Committee		
Yearly Audit of Financial Books	yearly In Prog.	15 hr/yr							Not budgeted, hope to do with volunteers.
Develop next year Ministry plan	ongoing						Gary		
Total			\$1,000		\$1,536	154%		\$2,000	

Strategic Planning Committee

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

Responsible for planning for the future of Lutheran Pioneers. They carry out a process that involves laying out a plan for the coming years that will allow the program to continue its mission and achieve its vision.

MISSION STATEMENT: "As a committee, under Christ's Guidance, to find constructive and God-pleasing ways to implement future direction of the overall program concentrating on the critical initiatives as developed through strategic planning."

Members: Kent Schroeder - Chair, Kevin Wegner

Areas of Ministry	Priority Status	Projected Resources		YTD Actual Resources		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
MINISTRY INITIATIVES									
Ministry Plan Development									
Gather Ideas for new Initiatives	1 In Progress	4 hf					Kent		Through workshop at 208 Convention and survey of non member congregations.
Encourage ongoing planning	1						Committee		
Refine reporting formats	1 ongoing						Kent and Dale		
Annual Strategic Planning Session	ongoing	20 hr	\$0		\$0	#DIV/0!	Kent and Dale		
Develop Document and Policy Management System									
Develop format for policies	1 Complete	10 hr					Kent		
Update existing methods	1 In Progress	40 hr					Kent and National Office		
Train Nat. Officers in procedures for writing policy	2 In Progress	10 hr					Kent and Dale		
Conduct Self-Assessment of various aspects of program									
Develop methods and procedures	1 In Progress	20 hr					Committee		
Write Factors for chosen Elements	1 In Progress	40 hr					Committee		
Develop methods to conduct assessments	2	40 hr.					Committee		
Tabulate feedback	2	10 hr.					Committee		
Evaluate results of assessments	2	20 hr.					Committee		
Develop next year Ministry plan	ongoing						Kent		
Total			\$0		\$0	#DIV/0!		\$0	

Executive Director/Home Office

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

The Executive Director will be responsible for the general operations of the Lutheran Pioneers, carrying out the mission, aims, and purposes of this Ministry

Dale Lorfeld - Executive Director, Dale Marquardt, David Brown, Zeke Jarcik

Areas of Ministry	Priority Status	Projected Resources		YTD Actual Resources		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
MINISTRY INITIATIVES									
Oversee National Office Operations	ongoing								
Postage			\$3,000		\$1,666	56%		\$3,200	We are reimbursed for mailing and shipping charges for merchandise. Mailing and shipping supplies. Computer supplies.
Shipping			\$900		\$432	48%		\$1,100	
Supplies			\$6,900		\$1,632	24%		\$6,500	
Subscriptions Misc.			\$100		\$0	0%		\$0	
			\$500		\$283	57%		\$500	
Develop alternative methods to make printed materials available to boys and leaders	2 In Progress	100 hr					Dale	\$0	WTN, Notes, Friends and Parent now on web site in electronic format
Use of e-mail for mailings									Being used for Notes From National on Weekly basis
Use of electronic formats									Wagon Train News is placed on-line in full color
Maintain Inquiry Materials	1 Ongoing	15 hr					Dale		Available on CD
Increase Program Flexibility and Diversity	1	60 hr					Dale		Attend Pastor Conf. To explain new AICL program
Develop alternative methods of program use	1 In Progress						Dale		New Program Plan Ideas and formats
Develop additional topics and needed materials	2 In Progress						Dale		Additional topics and plans for their use

Areas of Ministry	Priority Status	Projected Resources		YTD Actual Resources		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
Update Train Library materials	1 In Progress	500 hr					Dale		Funding needed
Buckaroo Leader's Handbook	Done						Dale		For all parts of program
Buckaroo Instr. Manual	In Progress								Being written by Wendy Klein
Buckaroo Boy's Handbook	Done						Dale		Binder being printed
Buckaroo Activities Book	Complete								
Buckaroo Project Book	Done						Dean		
Buckaroo Prog. Plan Book	Done								
Pioneer Leader's Handbook	Done						Dale		
Pioneer Instructor's Manual	Done								Sufficient Stock for 2 years
Pioneer Boy's Handbook	Done						Dean		Printed and available on CD
Pioneer Stuff Book	In Progress						Dale		
Pioneer Project Book	Done						Dean		
Pioneer Program Plan Book	Complete								
Trooper Advisor's Handbook	In Progress								
Work with Districts	ongoing	100 hr					Dean		Assist with Training, Write for newsletters
Develop Communication							Dean		Newsletters
Coord. Inter-District Act.							Dean		
Work With Regional Directors	ongoing								
Oversee Work of NTA's	ongoing						Dale, Dave, Dale Zeke		Cost currently covered by non-budgetary gifts
Recruit New NTA's	1	60 hr/RD					Dale, Dave, Dale Zeke		Cost currently covered by non-budgetary gifts
Train NTA's	1	60 hr/RD					Dale, Dave, Dale, Zeke		Cost currently covered by non-budgetary gifts
Communicate with NTA's	1	20 hr/RD					Dale, Dave, Dale Zeke		Cost currently covered by non-budgetary gifts
Contact Inactive Trains	1						Dale, Dave, Dale Zeke		Cost involved in other Committee Reports
Letters	1	30 hr/RD							
Phone Calls/E-mail	1	30 hr/RD							
Informational Meetings	2	40 hr/RD							
Assist with LTC Training	1	20 hr/RD							
Develop next year Ministry plan	ongoing						Dale L.		
Total			\$11,400		\$4,014	35%		\$11,300	

National Activities for Leaders

Ministry Plan For Fiscal Year 2007-08

As of December 31, 2007

Budget for 2008-2010

Areas of Ministry	Priority Status	Projected Resources		YTD Actual Resources		YTD % of Proj.	Responsible Party	Proposed 2008-09	Comments
		Manpower	Money	Manpower	Money				
Leadership Training	ongoing 1	200 hr	\$400		\$0	0%	Dale L	\$400	Variety of methods
Mentor Training									
Skills Instruction									
Instruction Techniques									
Program Usage									Intor AICL program
Develop Father/Son Weekends	1	80 hr			-\$69	#DIV/0!	Dale		Look into joining with All-Pro Dad's program
National	Ongoing							\$0	
Regional	2								
National Convention	ongoing In progress	20 hr	\$200		\$0	0%	Kent S.		Held jointly with LGP
Develop next year Ministry plan	ongoing						Dale		
								\$0	
Total			\$600		-\$69	-11%		\$400	

National Activities for Boys

Ministry Plan For Fiscal Year 2007-08

As of December 31, 200

Budget for 2008-2010

All of these activities are self-supporting and no money is budgeted from the National Office.

Areas of Ministry	Priority Status	Projected Resources		YTD Actual Resources		Responsible Party	Comments
		Manpower	Money	Manpower	Money		
MINISTRY INITIATIVES							
International Pinecar Derby	Yearly ongoing	35 hr	\$0		\$0	Dean Fleming	2008 at KMLHS in Jackson, WI
ABOGIALC trip	Done as interest is shown	20 hr	\$0		\$0	Dale	None in 2008
National Camp	Yearly ongoing	1500 hr	\$0			Matt Menges	Week Long Camp held in Summer
Voyager Trip	Yearly ongoing	650 hr	\$0			Jeff Kneser and brothers	Week Long Canoe Trip in BWCA
Bike Trip	Yearly ongoing	800 hr	\$0			Dick Bartel	Week Long Trip in Southern WI
Ranger Trip	Odd Year ongoing	10 hr	\$0			Zeke Jarcik	None in 2008
Ridgewalker Trip	Even Year ongoing	300 hr	\$0		\$0	George Martin	Week Long Backpack Trip on Appalachian Tr.
Misc. Activities							
Develop New National Act.	2	10 hr	\$0			Dale	Trial of new activities
Develop Guidelines	1	40 hr				Dean	
Registration Requirements						Dean and Activity Leaders	Required skills, required recommendations
Develop next year Ministry plan	ongoing					Dale	
Total			\$0		\$0		